Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

CLINTON OFFICE	GRATIOT OFFICE	MONTCALM OFFICE
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BOARD OF HEALTH:	Bruce DeLong	George Bailey	Adam Petersen
	Nicole Fickes	Steven Sopocy	Matt Murray

Approved 9/23/2026

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)
BOARD OF HEALTH
REGULAR MEETING
at
Clinton Office, St. Johns, Michigan

Wednesday, August 26, 2026
9:00 a.m.

MINUTES

We take action to protect, maintain, and improve the health of our community.

Members Present:	Adam Petersen, Chairperson; George Bailey, Vice Chairperson, Bruce DeLong, Steven Sopocy, Nicole Fickes and Matt Murray
Members Absent:	None
Staff Present:	Mari E. (Liz) Braddock, Health Officer; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Lonnie Smith, Director of Environmental Health (EH); Sarah Doak Director of Community Health and Education Division (CHED); Krishna Santana, Board Secretary, Hailey Hutchens, Administrative Services Supervisor
Staff Absent:	Melissa Selby, Director of Administrative Services
Guests:	Cassandra Dollman-Jersey

Adam Petersen, Chairperson, called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:00 a.m. on Wednesday, August 26, 2026, at the Clinton Office of the MMDHD, St. Johns, Michigan.

The Pledge of Allegiance was led by A. Petersen.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

Petersen asked if there were any additions to the agenda.

Motion made by G. Bailey and seconded by B. DeLong to accept the agenda as presented. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes

   a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held June 8, 2026

   b. Mid-Michigan District BOH Meeting held July 22, 2026

Motion made by M. Murray and seconded by S. Sopocy to accept Meeting Minutes B. 1. a. & b. and place on file. Motion carried.

2. Communications -

   a. Notice of Award Letter – Cyclosporiasis

   b. Notice of Award Letter – Amish Buggy Roadway Safety

   L. Braddock reviewed the award letters with the Board. She reported that the agency was awarded $30,000 to support the work the agency has been doing and will continue to do related to cyclosporiasis. She then discussed the Amish buggy safety initiative for Montcalm County, noting that the agency is very excited to implement the program. L. Braddock explained that the agency plans to purchase buggy safety booklets for buggy drivers and reach out to drivers training programs to incorporate buggy safety information into their curriculum. The agency will also purchase caution triangles to place on buggies, many of which are battery-powered and illuminated. The agency will also continue public education efforts regarding buggy safety. L. Braddock noted that the initiative is intended as a harm-reduction effort.

   Motion to place the communications on file made by M. Murray seconded by S. Sopocy. Motion carried.

C. PUBLIC COMMENTS: - None.

D. BRANCH OFFICE EMPLOYEES:

1. Cassandra Dollman-Jersey

L. Braddock introduced Cassandra Dollman-Jersey stating she works primarily in the Clinton branch with immunizations and children's special health services.

E. COMMITTEE REPORTS:

1. Finance Committee –

a. MMDHD's Expenses for July 11 through August 8, 2026

The expenses were reviewed for the board.

Motion made by G. Bailey and seconded by M. Murray to approve payment of the MMDHD's Expenses for July 11 through August 8, 2026, totaling $551,281.13. Motion carried.

b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for July 2026

G. Bailey told the board the information was included in the packet and asked for any questions.

Motion made by S. Sopocy and seconded by M. Murray to accept the Balance Sheet, Revenue and Expenditure Report for July 2026 and place on file. Motion carried.

c. Fiscal Year 26/27 Budget

The budget was provided to the board last month for their review.

Motion made by G. Bailey and seconded by M. Murray to approve the Fiscal Year 26/27 Budget. Motion carried.

d. Microsoft Licensing

H. Hutchens reviewed the proposed upgrade to the agency's software licensing, explaining that the next licensing tier would provide enhanced cybersecurity features, enable remote software deployment, and eliminate the need for some software currently in use. The upgrade would cost $19,075.03 and would eliminate four virtual servers and other software expenses. The new licensing plan would improve backend system management and allow for more timely assistance to staff. She also discussed moving to Copilot licensing for 11 agency staff members, one benefit of Copilot would be to assist employees who work with FOIA requests.

H. Hutchens explained that the upgrade would be an addition to the agency's current licensing and represent an ongoing cost moving forward. The expense is already included in the agency's budget. She further noted that cybersecurity training had identified shortcomings in the agency's current system and that the agency is unable to perform certain functions necessary to maintain adequate security.

Motion made by G. Bailey and seconded by N. Fickes to authorize the agency to upgrade to the Microsoft 535 M3 licensing tier with an expense not to exceed $20,000. Motion carried.

2. Personnel Committee – Nicole Fickes, Chairperson

   a. Schedule Health Officer's Annual Review

      The annual health officer review will be conducted immediately following the September 23, 2026 Board of Health meeting.

3. Program Committee –Matt Murray, Chairperson – No Report.

F. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, MD, MPH, FAAFP

   1. Foodborne Illnesses

      M. Morse reviewed her report with the Board and noted that foodborne illness was the focus of her report, given the recent media attention surrounding the issue. She identified the most common foodborne illnesses and provided the following recommendations: support state and local health departments, including water safety programs; practice food safety at home; and always wash fresh produce.

      Motion to approve and place on file the Medical Directors report made by S. Sopocy seconded by M. Murray. Motion carried.

G. HEALTH OFFICER'S REPORT: Mari E. (Liz) Braddock

   1. Health Officer's Report

      L. Braddock went over her report which included information about Cyclosporiasis, Mosquito Prevention and Bathing Beach Monitoring. She also talked about the MMDHD's 60th anniversary explaining the board packet included a 60th anniversary newsletter. Lastly, she told the board about a public event to be held at the Opera House Ballroom in Alma in conjunction with University of Michigan School of Public Health, there will be a discussion pertaining to seasonal respiratory viruses and the impact on the community. This event will take place Monday, September 21st from 6:00 pm to 7:30 pm.

H. OLD BUSINESS: - None.

I. NEW BUSINESS: - None.

   1. Emerging Issues

J. LEGISLATIVE ACTION: - None.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, July 2026

2. MMDHD Staffing Report

L. RELATED NEWS ARTICLES AND LINKS: https://www.mmdhd.org/2026-board-of-health/

1. Senior Social Day at the Park – Press Release – August 10, 2026

N. Fickes discussed the event and the effort to get more people involved in local parks. Organizers decided to focus first on the senior community, as seniors can sometimes experience isolation. The event will provide a free lunch along with a variety of activities for attendees to enjoy. This event will take place at Motz County Park in St. Johns on September 17, 2026, from 11:00 am to 2:00 pm with Tai Chi as a pre-event at 10:00 am.

M. AGENCY NEWSLETTER

1. MMDHD 60th Anniversary Newsletter

2. MMDHD August Newsletter

There being no further business to come before the Board, M. Murray made a motion to adjourn, seconded by B. DeLong, the meeting adjourned at 9:48 a.m.

Respectfully Submitted,

Krishna Santana, Board Secretary
For Adam Petersen, Chairperson
Mid-Michigan District Board of Health