



Barry-Eaton District Board of Health

November 18, 2021

330 W. Woodlawn Ave., Hastings, MI 49058

9:30 a.m.

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda (ACTION)
4. Approval of Minutes (ACTION)
5. Rules of General Conduct and Procedure for Meetings (ACTION)
6. Limited Public Comment
7. Health Officer Report
 - a. Staffing Update
 - b. COVID-19 Update
8. Finance/Personnel Committee
 - a. Request to Purchase Equipment over \$5,000 – Fax Server (ACTION)
 - b. Proposed Staff Position – Communications Specialist (ACTION)
 - c. Approval of Monthly Revenue & Expenditures Report (ACTION)
 - d. Approval of Payables (ACTION)
9. Correspondence
10. New Business
 - a. BOH Volunteering Events/Opportunities
 - b. Closed Session for the purposes of Contract Negotiations
11. Board Member Comments
12. Adjournment

NEXT MEETING: December 23, 2021 Charlotte, MI

Should any person attending this meeting require special accommodations, please notify the office three business days prior to the meeting at 517-541-2664.



Barry-Eaton District Health Department

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

Barry-Eaton District Board of Health Finance/Personnel Committee

November 18, 2021

330 W. Woodlawn Ave., Hastings, MI 49058

9:00 a.m.

1. Approval of Agenda
2. Limited Public Comment
3. Approval of Monthly Revenue and Expenditures Report
4. Approval of Payables
5. New Business
 - a. Request to Purchase Equipment over \$5,000 – Fax Server
 - b. Proposed Staff Position – Communications Specialist
6. Adjournment

NEXT MEETING: December 23, 2021 Charlotte, MI

Should any person attending this meeting require special accommodations, please notify the office three business days prior to the meeting at 517-541-2664.



Barry-Eaton District Health Department

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

Minutes of the Board of Health
Regular Meeting
November 18, 2021
330 W. Woodlawn Ave., Hastings, MI 49058

Meeting was called to order by Chairperson Geiger at 9:31 a.m.

1. Pledge of Allegiance	All present joined in for the Pledge of Allegiance.
2. Roll Call	Board Members Present: Commissioner Jeremy Whittum, Commissioner Dave Jackson, Commissioner Blake Mulder, Commissioner Joe Brehler, Commissioner Ben Geiger, and Commissioner Jon Smelker. Staff Present: Colette Scrimger (Health Officer), Andrew Roush (Administrative Services Director) and Anne Barna (Planning and Health Promotion Director).
3. Approval of Agenda	Motion by Commissioner Mulder, supported by Commissioner Smelker to approve the agenda as amended. Roll call vote: Brehler - YES, Geiger - YES, Jackson – YES, Smelker - YES, Whittum – YES, Mulder – YES. Motion carried.
4. Approval of Minutes	Motion by Commissioner Whittum, supported by Commissioner Jackson to approve the October 2021 Meeting minutes as provided. All ayes, motion carried.
5. Rules of Procedure	<u>Rules of General Conduct and Procedure for Meetings</u> Motion by Commissioner Brehler, supported by Commissioner Mulder to adopt the Rules of General Conduct and Procedure for Meetings. Roll call vote: Mulder - YES, Smelker - YES, Brehler – YES, Geiger - YES, Jackson – YES, Whittum – YES. Motion carried.
6. Limited Public Comment	The Board heard comments from 7 members of the public.
7. Health Officer Report	a. <u>Staffing Update</u> Colette updated the Board on potential staffing opportunities, funded through the CDC foundation. As a result, BEDHD will receive the help of remote health educators to assist with contact tracing and case investigation. Thirteen Covid school liaisons, have also been requested, to help with onsite activities like testing within schools throughout the district. Other vacant positions including EH Supervisor, Clinic Assistant, 2 Nurses, Epidemiologist, Community Health Promotion Specialist and Environmental Health Specialist are still actively seeking qualified candidates. b. <u>Covid-19 Update</u> Anne made a presentation to the Board, detailing current case load, vaccination coverage, testing event results, hospital capacity and school statistics. Discussion followed and questions were answered.
8. Finance/Personnel Committee	a. <u>Request to Purchase Equipment over \$5,000 – Fax Server</u> Motion by Commissioner Brehler, supported by Commissioner Smelker to approve the purchase of a FaxFinder FFX50 Fax Server in an amount up to \$15,000. Roll call vote: Smelker - YES, Whittum – NO,

	<p>Geiger – YES, Jackson - YES, Brehler – YES, Mulder – YES. Motion carried.</p> <p>b. <u>Proposed Staff Position – Communications Specialist</u> Motion by Commissioner Brehler, supported by Commissioner Jackson to approve the creation of a new Communications Specialist job classification. Roll call vote: Jackson - YES, Mulder - YES, Brehler – YES, Geiger – YES, Whittum - YES, Smelker – YES. Motion carried.</p> <p>c. <u>Approval of Monthly Revenue and Expenditures Report</u> Motion by Commissioner Whittum, supported by Commissioner Mulder to approve the monthly revenue and expenditures report for October 2021 as presented. All ayes, motion carried.</p> <p>d. <u>Approval of Payables</u> Motion by Commissioner Whittum, supported by Commissioner Smelker to approve the September 2021 payables in the amount of \$315,850.50 and approve the October 2021 payables in the amount of \$194,817.85. Roll call vote: Whittum - YES, Smelker - YES, Geiger – YES, Brehler – YES, Mulder - YES, Jackson – YES. Motion carried.</p>
9. Correspondence	NONE
10. Limited Public Comment	The Board heard comments from 5 members of the public.
11. New Business	<p>a. <u>December Meeting Schedule</u> Motion by Commissioner Whittum, supported by Commissioner Jackson to amend the December 2021 date for both the Finance and Regular BOH meeting from December 23rd, 2021 to December 16th, 2021 at the Eaton County Health Department building located at 1033 Health Care Dr., Charlotte, MI 48813. All ayes, motion carried.</p> <p>b. <u>BOH Volunteering Events/Opportunities</u> Commissioners desiring to volunteer at vaccination clinics and other events were encouraged to contact our Agency personnel in charge of coordinating volunteers, to get appropriately trained and assigned.</p> <p>c. <u>Closed Session for the purposes of Contract Negotiations</u> Motion by Commissioner Smelker, supported by Commissioner Mulder to go into closed session in accordance with the Open Meetings Act, Public Act 267 of 1976, 15.268, Section 8c, for strategy and negotiations sessions connected with the negotiations of a collective bargaining agreement. Roll call vote: Smelker - YES, Jackson - YES, Brehler - YES, Mulder - YES, Whittum - YES, Geiger - YES. Motion carried. Adjourn to Closed Session: 11:00 a.m. Regular Meeting Resumed: 11:20 a.m. Motion by Commissioner Mulder, supported by Commissioner Geiger to return to open session. All ayes, motion carried.</p>
12. Board Member Comments	NONE
13. Adjournment	The Chair adjourned the meeting at 11:20 a.m.

DocuSigned by:

 Ben Geiger, Chair

A0B5E0E766CD4AD...

DocuSigned by:

 Colette Scrimger, Health Officer

389B4D5A3B89490...



Barry-Eaton District Health Department

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

Minutes of the Finance/Personnel Committee

Barry-Eaton District Health Department
November 18, 2021
330 W. Woodlawn Ave., Hastings, MI 49058

Meeting was called to order by Chairperson Geiger at 9:07 a.m.

Commissioner Smelker was in attendance along with staff Colette Scrimger and Andrew Roush.

1. Approval of Agenda	Commissioner Geiger moved to approve the agenda as printed, Commissioner Smelker supported. Motion carried.
2. Limited Public Comment	The Board heard comments from 5 members of the public.
3. Approval of Monthly Revenue and Expenditures Report	Andrew Roush presented the monthly revenue and expenditures report for October 2021. Commissioner Smelker moved to bring the monthly revenue and expenditures report to the full board for approval, Commissioner Geiger supported. Motion carried.
4. Approval of Payables	Andrew Roush presented the September 2021 monthly payables in the amount of \$315,850.50 and October 2021 monthly payables in the amount of \$194,817.85. Commissioner Geiger moved to bring the monthly payables to the full board for approval, Commissioner Smelker supported. Motion carried.
5. New Business	<p>a. <u>Request to Purchase Equipment over \$5,000 – Fax Server</u> Colette and Andrew shared the need for updating our fax server. Eaton IT has quoted us a FaxFinder FFX50 Fax Server with an estimated cost of up to \$15,000. Commissioner Smelker moved to bring the request to the full board for approval, Commissioner Geiger supported. Motion carried.</p> <p>b. <u>Proposed Staff Position – Communications Specialist</u> It is being requested to create a new Communications Specialist job classification. This role will work across the Barry Eaton District Health Department to foster public sharing of health information and data to convey complex information about public health issues and interventions clearly and accurately. Responsible to initiate, lead, and support effective communications of the Barry Eaton District Health Department's (BEDHD) services, public health matters, and emergency information, including instructions to diverse audiences and the community as a whole. Commissioner Smelker moved to bring the request to the full board for approval, Commissioner Geiger supported. Motion carried.</p>
6. Adjournment	Meeting was adjourned by Chairperson Geiger at 9:24 a.m.

DocuSigned by:

A0B5E0E766CD4AD...

Ben Geiger, Chair

DocuSigned by:

369B4D5A3B89490...

Colette Scrimger, Health Officer