



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

October 17, 2025
1033 Health Care Dr, Charlotte, MI 48113
1:00 p.m.

AGENDA

1. Roll Call
2. **Motion to Approve the Agenda (ACTION)**
3. **Approve the September 19, 2025 Board Meeting Minutes (ACTION)**
4. Limited Public Comment (3 minutes per person)
5. Finance Report
 - a. Review of the Preliminary Monthly Financial Statement
 - b. **Approve Payables in the Amount of \$ 262,106.50 (ACTION)**
6. Standing Reports (as needed)
 - a. Environmental Health Division
 - i. Retail Food Standards Grant & Food Safety Advisory Council Meeting
 - b. Personal and Community Health Division
 - i. Communicable Disease Update
 - ii. Waiver Process Update
7. Health Officer Report
 - a. **Proposal to add 0.2 FTE to PCH Supervisor (ACTION)**
 - b. **Closed Session; Union Negotiation (ACTION)**
8. Other Business (as needed)
9. Adjournment

NEXT MEETING: November 21, 2025 in HASTINGS, MI

Should any person attending this meeting require special accommodations, please notify the office three business days prior to the meeting at 517-604-1921



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Minutes of the Barry-Eaton District Board of Health
September 19, 2025
330 W. Woodlawn Ave, Hastings, MI 49058
1:00 p.m.

1. Call to Order	The meeting was called to order by Chair Getty at 1:00 pm
2. Attendance Roll Call	Board Members Present: Commissioner Catherine Getty, Commissioner Jim Mott, Commissioner Jane Whitacre, Commissioner Bob Tuenessen, and Commissioner Bruce Campbell. Staff Present: Colette Scrimger (Health Officer), Rebekah Condon (Operations Manager).
3. Motion to Approve the Agenda	Motion by Commissioner Mott, Supported by Commissioner Tuenessen to approve the agenda as provided. All ayes, motion carried.
4. Approve the August 15, 2025, Board Meeting Minutes (ACTION)	Motion by Commissioner Mott, Supported by Commissioner Campbell to approve the August 15, 2025 meeting minutes as provided. All ayes, motion carried.
5. Approve the August 26, 2025, Board Meeting Minutes (ACTION)	Motion by Commissioner Tuenessen, Supported by Commissioner Campbell to approve the August 26, 2025 meeting minutes as provided. All ayes, motion carried.
6. Limited Public Comment	None
7. Health Officers Report	a. Closed Session – Consideration of incoming Health Officer Contract (ACTION) Commissioner Whitacre moved to enter closed session pursuant to MCL 15.268(1)(h) to discuss written legal opinion from counsel (exempt from disclosure per MCL 15.243(1)(g)). Commissioner Tuenessen seconded. Roll Call Vote: Commissioner Catherine Getty: Aye Commissioner Jane Whitacre: Aye Commissioner Jim Mott: Aye Commissioner Bob Tuenessen: Aye



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Commissioner Bruce Campbell: Aye

Motion by Commissioner Tuenessen, Supported by Commissioner Getty to exit closed session. All Ayes, motion carried.

Closed Session - Commissioner Tuenessen moved to enter closed session pursuant to MCL 15.268(1)(f) to review confidential employment application as the applicant requested consideration in closed session in accordance with the statute. Commissioner Mott seconded.

Roll Call Vote:

Commissioner Catherine Getty: Aye

Commissioner Jane Whitacre: Aye

Commissioner Jim Mott: Aye

Commissioner Bob Tuenessen: Aye

Commissioner Bruce Campbell: Aye

Motion by Commissioner Tuenessen, Supported by Commissioner Mott to exit closed session. All Ayes, Motion passes.

Motion by Commissioner Tuenessen for the Board to authorize Commissioner Getty to work with legal counsel to finalize incoming health officer contract as discussed in closed session and to execute the same on behalf of the Board. Supported by Commissioner Mott.

Roll Call Vote:

Commissioner Catherine Getty: Aye

Commissioner Jane Whitacre: Aye

Commissioner Jim Mott: Aye

Commissioner Bob Tuenessen: Aye

Commissioner Bruce Campbell: Aye

b. Union Negotiations (ACTION)



Colette Scrimger briefed the Board on upcoming health insurance premium changes. Rebekah Condon will negotiate with the Union to redesign the health insurance plan in response to rising costs.

c. FY26 Proposed Fee Schedules, Staffing and Budget (ACTION)

Colette Scrimger presented the FY26 proposals. Following extensive discussion with board members and legal counsel:

Motion by Commissioner Tuenessen, Supported by Commissioner Mott to approve staffing table, budget, and phased fee schedule implementation:

- 20% increase: October 1 - December 31, 2025
- 50% increase: January 1, 2026 forward
- Fund balance authorized for October-December subsidy
- Rebekah Condon directed to coordinate with Barry County Manager on mitigation plan for January increases

Roll Call Vote:

Commissioner Catherine Getty: Aye

Commissioner Jane Whitacre: Aye

Commissioner Jim Mott: Aye

Commissioner Bob Tuenessen: Aye

Commissioner Bruce Campbell: Aye

d. Federal/State Budget Update (ACTION)

Colette Scrimger reported potential federal and state government shutdown on October 1st. She presented contingency planning and requested fund balance authorization for operational continuity.

Commissioner Whitacre moved to authorize fund balance use for operations through October 15, 2025 in event of government shutdown. Commissioner Campbell seconded.

Roll Call Vote:

Commissioner Catherine Getty: Aye

Commissioner Jane Whitacre: Aye



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	Commissioner Jim Mott: Aye Commissioner Bob Tuenessen: Aye Commissioner Bruce Campbell: Aye
8. Finance Report	a. Review of the Monthly Financial Statement Colette Scrimger gave a financial update, including an overview of the quarterly budget amendments. b. Approve Payables in the Amount of \$571,607.83 (ACTION) Motion by Commissioner Tuenessen, Supported by Commissioner Whitacre to approve the payables. Roll Call Vote: Commissioner Catherine Getty: Aye Commissioner Jane Whitacre: Aye Commissioner Jim Mott: Aye Commissioner Bob Tuenessen: Aye Commissioner Bruce Campbell: Aye
9. Other Business	The Board recognized Colette's 27 years of service and leadership at BEDHD. Members expressed appreciation for her dedication to the community and her guidance during the COVID-19 pandemic. The Board extended best wishes for her retirement.
10. Adjournment	Chairperson Getty adjourned the meeting at 1530

Catherine Getty, Chair _____ Rebekah Condon, Health Officer _____

NEXT MEETING: October 17, 2025 in CHARLOTTE, MI

Should any person attending this meeting require accommodations, please notify the office three business days prior to the meeting at 517-541-2694.

Barry Eaton District Health Department
Detail Revenue and Expenditure Statement
Fiscal YTD as of September 30, 2025

	Actual YTD	YTD Budget	Fiscal Yr. Budget	% Used	Balance	Prior Year To Date 09/30/2024
	FY25 July BOH Budget	FY25 July BOH Budget				Actual
Revenue						
Comprehensive Supplemental	24,907	32,938	32,938	76 %	8,032	27,186
Comprehensive Agreement Contracts	2,121,537	2,196,667	2,196,667	97 %	75,129	2,242,704
ELPHS Contracts	771,287	967,401	967,401	80 %	196,114	888,236
ELPHS-Local Community Stabilization Authority (LCSA)	140,531	190,784	190,784	74 %	50,253	190,784
MDEQ ELPHS Sewage/Water Contract	464,328	464,328	464,328	100 %	0	464,328
Contracts Non-Comprehensive Agreement	1,251,971	1,761,275	1,761,275	71 %	509,304	811,334
Miscellaneous Mini Grants	0	0	0	0 %	0	9,285
Federal Funded Vaccine Revenue	0	253,000	253,000	0 %	253,000	344,232
MCDC Dental Clinic Outreach/Rent	70,320	70,320	70,320	100 %	1	69,995
Barry County Solid Waste Oversite	1,349	2,549	2,549	53 %	1,199	6,033
Barry Appropriations	512,257	512,046	512,046	100 %	(211)	493,879
Eaton Appropriations	889,046	889,047	889,047	100 %	1	860,621
Medicaid Cost Reimbursement	309,031	130,176	130,176	237 %	(178,855)	355,144
Fees for Service - EH	567,639	561,209	561,209	101 %	(6,430)	555,476
Permit Fees	183,369	160,990	160,990	114 %	(22,379)	179,014
Certification/Registration Training	9,071	20,671	20,671	44 %	11,600	11,848
Fees for Service - Personal Health	20,322	9,936	9,936	205 %	(10,386)	13,778
Services Fees - Commerical Insurance PH	84,671	111,648	111,648	76 %	26,977	132,962
Service Fees-Medicaid PH	109,040	63,000	63,000	173 %	(46,040)	53,208
Service Fees-Medicare	5,215	3,600	3,600	145 %	(1,615)	4,521
Prior Year Revenue	197,890	0	0	0 %	(197,890)	371
Miscellaneous Revenue	906	0	0	0 %	(907)	8,064
Cty Central Services Local Support	520,533	541,518	541,518	96 %	20,986	522,788
Total Revenue	8,255,220	8,943,103	8,943,103	92 %	687,883	8,245,791
Expenses						
Salary and Fringe Expenses						
Salary Expenses	3,718,737	3,784,002	3,784,002	98 %	65,265	3,969,499
Fringe Expenses	1,870,625	1,804,171	1,804,171	104 %	(66,454)	1,852,915
Total Salary and Fringe Expenses	5,589,362	5,588,173	5,588,173	100 %	(1,189)	5,822,414
Operating Expenses						
Travel-Mileage	643	620	620	104 %	(23)	1,204
Travel-Other	20,453	24,200	24,200	85 %	3,747	30,629
Travel-Clients	0	96	96	0 %	96	0
Travel-Meals	2,647	5,797	5,797	46 %	3,150	3,555
Contractual	1,152,017	1,492,474	1,492,474	77 %	340,457	828,005
Equipment	12,590	15,000	15,000	84 %	2,410	0
Computers/Computer Supplies	7,290	18,290	18,290	40 %	11,000	61,701
Computer Software/Subscriptions	137,925	217,267	217,267	63 %	79,343	118,176
Supplies	106,088	101,572	101,572	104 %	(4,517)	94,956
Supplies-Medical	6,783	6,378	6,378	106 %	(405)	5,976
Supplies-Pharmaceutical	71,763	115,232	115,232	62 %	43,468	139,203
Medical Services	2,681	6,158	6,158	44 %	3,477	5,090
Lab Fees	3,020	5,915	5,915	51 %	2,895	4,315
Pamphlets & Brochures	1,888	4,086	4,086	46 %	2,199	1,211
Outreach Materials	25,193	75,408	75,408	33 %	50,214	5,702
Recruitment Advertising	1,315	4,333	4,333	30 %	3,018	1,834
Membership Fees	18,217	19,752	19,752	92 %	1,535	11,329
Books/Subscriptions/Film	240	952	952	25 %	712	498
Insurance ADM	54,787	60,996	60,996	90 %	6,209	25,771
License Fees to St of MI	29,701	19,761	19,761	150 %	(9,940)	9,452
Food Safety Cert. Class	4,440	4,440	4,440	100 %	0	4,156
Repair/Maintenance	4,862	6,644	6,644	73 %	1,782	2,057
Training/Conferences	26,953	40,513	40,513	67 %	13,561	32,096
Postage	9,751	10,704	10,704	91 %	953	11,094
Telephone	52,424	47,834	47,834	110 %	(4,590)	39,940
Cell Phone	22,423	18,608	18,608	121 %	(3,815)	29,017
Rentals	490	550	550	89 %	60	3,867
Leases	91,485	122,778	122,778	75 %	31,293	127,537
Misc Exp	17,626	13,960	13,960	126 %	(3,666)	19,375
Vehicle Related Expense	12,064	19,931	19,931	61 %	7,867	21,999
Cash Short/Over	0	0	0	0 %	0	(1)
Credit Card Fees	10,186	9,864	9,864	103 %	(322)	10,397
Cty Central Services Allocation Costs	520,533	541,518	541,518	96 %	20,985	522,788
Federal Funded Vaccine Exp	0	253,000	253,000	0 %	253,000	344,232
MCDC Dental DAPP/Rental Expense	70,319	70,299	70,299	100 %	1	70,584
Total Operating Expenses	2,498,797	3,354,930	3,354,930	74 %	856,154	2,587,745
Total Expenses	8,088,159	8,943,103	8,943,103	90 %	854,965	8,410,159
Excess (Deficiency) of Revenue Sources Over (Under) Expenditures	167,061	-	-		(167,082)	(164,368)

No CPA provides any assurance on these financial statements, which lack substantially all disclosures required by accounting principles generally accepted in the United States of America.

BARRY-EATON DISTRICT HEALTH DEPARTMENT

PAYMENTS FOR SEPT 2025

BOARD OF HEALTH MEETING HELD AT HASTINGS, MI-BARRY COUNTY

DATE: **October 17, 2025**

ACCOUNTS PAYABLE RUN 1	9/17/2025	\$	45,209.52
ACCOUNTS PAYABLE RUN 2	9/24/2025	\$	5,298.49
ACCOUNTS PAYABLE RUN 3	10/1/2025	\$	104,470.70
ACCOUNTS PAYABLE RUN 4	10/8/2025	\$	107,127.79
ACCOUNTS PAYABLE RUN 5			
ACCOUNTS PAYABLE RUN 6			

TOTAL MONTHLY PAYMENTS SUBMITTED FOR APPROVAL:		\$	262,106.50
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Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
09/17/2025	V00335--ADOBE		3,454.56
09/19/2025	V00013--AMAZON CAPITAL SERVICES, INC	041000120000317	30.68
09/19/2025	V00058--DAWDA MANN COUNSELORS AT LAW	041000120000315	18,249.00
09/17/2025	V00060--DEARBORN NATIONAL LIFE INSURANCE COMPAY		1,719.42
09/17/2025	V00430--DOUBLETREE HILTON		102.90
09/19/2025	V00088--ENTERPRISE FLEET MGMT	041000120000323	6,358.93
09/17/2025	V00438--GRAND RAPIDS LGBTQ+ HEALTHCARE CONSORTIUM		250.00
09/17/2025	V00102--GUN LAKE AREA SEWER AUTHORITY	46103	374.00
09/19/2025	V00112--HENRY SCHEIN, INC.	041000120000319	88.57
09/17/2025	V00172--MALPH	46104	118.81
09/19/2025	V00173--MANER COSTERISAN	041000120000316	8,780.00
09/17/2025	V00179--MERCK & CO., INC.		3,329.57
09/17/2025	V00187--MICHIGAN PUBLIC HEALTH INSTITUTE		90.00
09/17/2025	V00439--RISE UP RESTORATION SOLUTIONS	46105	296.00
09/19/2025	V00242--SANOFI PASTEUR INC.	041000120000320	646.85
09/19/2025	V00245--SEAMAN'S	041000120000322	738.50
09/19/2025	V00260--STAPLES CONTRACT & COMMERICAL, INC	041000120000321	145.27
09/19/2025	V00329--UM HEALTH-SPARROW OCCUPATIONAL HEALTH	041000120000318	327.50
09/19/2025	V00302--VOICES FOR HEALTH INC	041000120000314	78.97
09/17/2025	V00303--WALMART		29.99
	Total for PNC Gen Checking		45,209.52

Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
09/26/2025	V00245--SEAMAN'S	041000120000324	738.50
09/24/2025	V00245--SEAMAN'S	Voided - 041000120000322	(738.50)
09/26/2025	V00337--STATE OF MICHIGAN-MDA		608.00
09/26/2025	V00300--VERIZON WIRELESS		723.11
09/26/2025	V00306--WOW		2,096.98
	Total for PNC Gen Checking		3,428.09
	Bank: PNC-EFT-CC - PNC	Account no:	
09/24/2025	V00005--ACCIDENT FUND INS CO OF AMER		1,870.40
	Total for PNC-EFT-CC		1,870.40

Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
10/01/2025	V00050--CMH-CEI	46106	6,104.42
10/03/2025	V00063--DELTA DENTAL PLAN OF MICHIGAN INC	041000120000328	240.50
10/03/2025	V00079--EATON COUNTY TREASURER	041000120000326	80,523.40
09/29/2025	V00334--FACEBOOK		43.76
10/01/2025	V00117--IMPREST CASH - BARRY COUNTY	46107	116.30
10/01/2025	V00118--IMPREST CASH - EATON COUNTY	46108	195.52
10/03/2025	V00165--LOGICALIS, INC.	041000120000330	93.00
10/03/2025	V00173--MANER COSTERISAN	041000120000325	14,287.80
10/03/2025	V00230--REAGAN GIELINCKI	041000120000329	1,775.00
10/01/2025	V00444--SAMANTHA COOPER	46109	251.00
10/03/2025	V00443--STEE LAND & WATER LLC	041000120000327	840.00
	Total for PNC Gen Checking		104,470.70

Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
10/10/2025	V00013--AMAZON CAPITAL SERVICES, INC	041000120000339	4.04
10/10/2025	V00014--AMBS MESSAGE CENTER, INC.	041000120000345	68.72
10/08/2025	V00445--CANDY FORD	46110	231.00
10/10/2025	V00058--DAWDA MANN COUNSELORS AT LAW	041000120000335	8,316.00
10/10/2025	V00063--DELTA DENTAL PLAN OF MICHIGAN INC	041000120000333	3,009.06
10/08/2025	V00447--FREEDOME LAND INVESTMENTS	46111	296.00
10/10/2025	V00097--GSK	041000120000341	622.77
10/10/2025	V00115--HOSPITAL NETWORK HEALTHCARE SERVICES LLC	041000120000332	94.28
10/10/2025	V00332--LHD ACADEMY OF SCIENCE	041000120000340	1,000.00
10/08/2025	V00333--MERS		64,815.01
10/08/2025	V00440--MID-MICHIGAN RECOVERY	46112	9,073.49
10/10/2025	V00216--PEOPLE MATTER LLC	041000120000344	11,713.10
10/08/2025	V00236--ROBIN SORRENTINO	46113	240.00
10/10/2025	V00242--SANOFI PASTEUR INC.	041000120000334	2,189.16
10/10/2025	V00245--SEAMAN'S	041000120000337	580.50
10/10/2025	V00250--SHREDHUB	041000120000336	175.00
10/10/2025	V00260--STAPLES CONTRACT & COMMERCIAL, INC	041000120000342	93.95
10/08/2025	V00446--STATE OF MICHIGAN	46114	1,655.00
10/10/2025	V00443--STEE LAND & WATER LLC	041000120000331	960.00
10/10/2025	V00301--VSP	041000120000343	1,144.19
10/10/2025	V00305--WEX BANK	041000120000338	846.52
	Total for PNC Gen Checking		107,127.79



BEDHD Hybrid Immunization Waivers

October 17, 2025



Program Overview



What We Changed:

Implemented hybrid model for immunization waiver process



Education component: Moved online (self-paced)



Form signing: Scheduled on dedicated appointment days



Goal: Streamline process and reduce staff time burden



The Problem We Were Solving

- **Previous Process Challenges:**
 - Each waiver required a 30-minute appointment w/ staff
 - Staff time dedicated to scheduling, education and form completion
 - Scheduling bottlenecks during peak periods
 - Limited appointment availability

Program Adoption & Volume

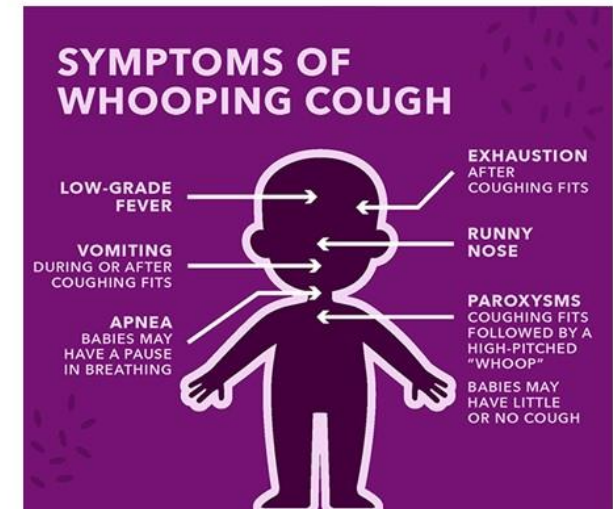
- **2024-2025 Waiver Activity:**
 - **532** 2024 Total Waivers (Old Format)
 - **544** 2025 Total Waivers (Year-to-Date)
 - **279 completed** through new hybrid program which rolled out August 11th, 2025
 - **51% of all waivers** in so far 2025

*as of 10/3/2025

Education Slide Examples

WHOOPING COUGH (PERTUSSIS)

Also known as Pertussis, it is a highly contagious disease that can be deadly for babies. It gets its name from the *Bordetella pertussis* bacteria that cause the disease and its characteristic “whooping” cough (the “whoop” sound of someone gasping for air after a coughing spell).



Pertussis symptoms can continue for up to 12 weeks



Education Slide Examples

POLIO

- Polio, or Poliomyelitis, is a disabling and life-threatening disease caused by the poliovirus.
- The virus is very contagious and spreads easily from **person to person**. It can infect a person's spinal cord, causing paralysis (can't move parts of the body).



Facts About Polio

- A person can spread Polio to others immediately before and up to 2 weeks after symptoms start. Even those who don't have symptoms can pass it on to others.
- Symptoms of Polio include:
 - Sore Throat
 - Fever
 - Headache
 - Stomach pain or nausea
 - Paralysis
 - Feeling pins and needles in the legs
 - Weakness in the arms and legs
 - Meningitis (infection of the lining of the brain and spinal cord)
- Polio can cause death.



Time Savings Analysis



Staff Time Recovered:

139.5 hours Traditional Model (279 × 30 min)

70-90 hours Time Saved (15-20 min per waiver)



Equivalent to 2-2.5 weeks of full-time staff capacity redirected to other services

Key Benefits Realized

For Families:

- Complete education at their own pace
- Dedicated days to sign documents
- Reduced wait times

For Staff:

- More efficient use of time
- Increased capacity for other services
- Easier process for staff



Next Steps & Recommendations

Moving Forward:

- Continue hybrid model as standard practice
- Monitor completion rates and satisfaction
- Alter content and length of education as needed (Currently ~30-40m to complete)

Key Takeaways:

- ✓ Successfully launched in August 2025
- ✓ 51% of all waivers this year have been done with the new format
- ✓ Saved 70-90 staff hours to date (so far!)
- ✓ Improved efficiency without compromising education