



BOARD OF HEALTH

Notice of Meeting

Meeting will be held at: 10:00 a.m. Friday, March 28, 2025
Wexford County Health Department: 21 Cobb St., Cadillac, MI 49601

AGENDA

- A. Call to Order** (*Richard Schmidt, Chair*)
- B. Roll Call**
- C. Review and Approval of the Agenda**
- D. Review and Approval of the Board of Health Meeting Minutes – February 21, 2025**.....1
- E. Public Comment**
Designated for topics on the Agenda only.
- F. Committee Reports**
 - 1. Executive Committee (*Richard Schmidt*)
 - 2. Finance Committee (*Bryan Kolk*)
 - a. Audit Presentation (*Luke Downing, Clark Schaefer Hackett*)(*Action Item*)
 - b. Finance Report (*Christine Lopez*) – Provided at Meeting
 - c. Approval of Accounts Payable and Payroll (*Action Item*)
 - 3. Personnel Committee (*Robert Baldwin*)
 - a. Personnel Committee March 14, 2025 Meeting Minutes.....5
 - b. Approval of Earned Sick Time Act Plan (*Action Item*)
 - c. Approval of Handbook Policy Changes & Process for ESTA. (*Action Item*)7
 - 4. Legislative Committee (*Nick Krieger*)
- G. “Fetch” for Use in Site Plans & Contamination Reviews – Terry Felty, Environmental Health Sanitarian**
- H. Administration Reports**
 - 1. Medical Director (*Dr. Jennifer Morse, MD*) – Measles and Declining Vaccination Rates
 - 2. Deputy Health Officer (*Sarah Oleniczak*)
 - 3. Health Officer (*Kevin Hughes*).....9
- I. Public Comment**
Open for any public comments.
- J. Other Business**
- K. Next Board of Health Meeting**
 - Friday, April 28, 2025 at 9:30 a.m.
- L. Adjournment**



CRAWFORD COUNTY

501 Norway Street
Suite #1
Grayling, MI 49738
(989) 348-7800

KALKASKA COUNTY

625 Courthouse Drive
Kalkaska, MI 49646
(231) 258-8669

LAKE COUNTY

5681 S. M-37
Baldwin, MI 49304
(231) 745-4663

MANISTEE COUNTY

385 Third Street
Manistee, MI 49660
(231) 723-3595

MASON COUNTY

916 Diana Street
Ludington, MI 49431
(231) 845-7381

MECOSTA COUNTY

14485 Northland Drive
Big Rapids, MI 49307
(231) 592-0130

MISSAUKEE COUNTY

6180 W. Sanborn Road
Suite #1
Lake City, MI 49651
(231) 839-7167

NEWAYGO COUNTY

PO Box 850
1049 Newell Street
White Cloud, MI 49349
(231) 689-7300

OCEANA COUNTY

3986 N. Oceana Drive
Hart, MI 49420
(231) 873-2193

WEXFORD COUNTY

521 Cobb Street
Cadillac, MI 49601
(231) 775-9942

Public Comment Rules

- District Health Department #10 Board of Health meetings will comply with the Open Meetings Act, PA 267 of 1976.
- District Health Department #10 Board of Health meetings public comment will comply with the public comment rules adopted by the Board of Health on February 21, 2025. They are as follows:
 1. At each Board of Health regular meeting that is open to the public, there shall be a public comment period. It shall be held at the beginning of the meeting following the approval of the meeting agenda and previous meeting minutes, and after administration reports.
 2. The first public comment is designated for topics on the agenda only. The second public comment is open for any public comment.
 3. Any individual desiring to make a public comment shall be requested to first state their name for the record and request that they give their address to the secretary before leaving the meeting.
 4. An individual is limited to three (3) minute time period per public comment. The individual is not limited to one topic.
 5. An individual will not be allowed to speak more than once during a public comment period.
 6. An individual may not transfer, reserve, delegate, or yield any public comment time to other individuals.
 7. All public comments shall be directed to and through the Chairperson of the Board of Health. Individuals shall not directly address any other member of the public, other Board of Health members, or staff.

The Public Comment Rules have been incorporated with the posted agenda for each public meeting of the Board of Health so that they are readily available to each person who desires to speak at the meeting. The Board of Health expects that each person desiring to speak at the meeting will have read and will comply with these rules.



BOARD OF HEALTH

Notice of Meeting

Meeting will be held at: 10:00 a.m. Friday, February 21, 2025
Wexford County Health Department: 521 Cobb St., Cadillac, MI 49601

Meeting Minutes

A. Call to Order (*Kevin Hughes, Health Officer*)

B. Roll Call

Members Present: Phil Lewis, David Persons, Dawn Fuller, Kristine Raymond, Shayne Machen, Richard Schmidt, Ron Bacon, Nick Krieger, Chris Jane, Greg Adams, Roger Ouwinga, Bryan Kolk, Jim Maike, Paul Erickson, Robert Walker, Gary Taylor, Julie Theobald

Members Absent: Shawn Kraycs, Robert Baldwin, Gary Lambrix, Star Hughston

Members Excused: N/A

Staff Present: Dr. Jennifer Morse, Kevin Hughes, Sarah Oleniczak, Christine Lopez, Max Bjorkman, Sheila Parker, Britney Wright, Anne Bianchi, Katy Bies

Guest(s): Members of the Public

C. Public Comment Rules

On October 29, 2021 there were public comment rules approved, but never put in place. The Proposed Public Comment rules were included in the packet. It was discussed that the word on #3 be changed to request.

Motion by Chris Jane and seconded by Phil Lewis to approve the Public Comment Rules with the named amendments.

Roll Call

Phil Lewis	Yes	Greg Adams	Yes
David Persons	Abstained	Roger Ouwinga	Yes
Dawn Fuller	Yes	Bryan Kolk	Yes
Kristine Raymond	Yes	Jim Maike	Yes
Shayne Machen	Yes	Paul Erickson	Yes
Richard Schmidt	Yes	Robert Walker	Yes
Ron Bacon	Yes	Gary Taylor	Yes
Nick Krieger	Yes	Julie Theobald	Yes
Chris Jane	Yes		

All in favor, Motion Carried.

D. Review and Approval of the Agenda

Amending the Agenda to add 2.C. under Finance Committee Reports for the Amended 2025 Budget.

Motion by Jim Maike to approve the Agenda, as amended and seconded by Ron Bacon. All in favor, Motion Carried.

E. Review and Approval of the Board of Health Meeting Minutes – January 31, 2025

A motion was made by Julie Theobald and seconded by Nick Krieger to approve the January 31, 2025 regular meeting minutes. All in favor, Motion Carried.

F. Public Comment – Designated for topics on the Agenda Only

Mr. Norbeck stated that he is here to provide any information regarding agenda item H. Notice of Appeal – FOIA Denial of Records.

G. Committee Reports

1. Executive Committee (*Richard Schmidt*)

No Meeting. Kevin had no updates.

2. Finance Committee (*Bryan Kolk*)

a. Finance Report

Report provided. Christine Lopez presented the finance report for January 2025. The balance sheet reflects a cash balance of \$12.2 million, total assets of \$16.4 million and total liabilities of \$6.3 million. The statement of revenue and expenditure reflects revenues of \$2.5 million and expenses of \$2.1 million. A cash flow analysis through February 19, 2025, reflects a cash balance of \$13.3 million. The accounts payable and payroll expenses are \$1,469,957.45.

Motion was made by Ron Bacon and seconded by Chris Jane to pay the bills in the amount of \$1,469,957.45.

Roll Call

Phil Lewis	Yes	Greg Adams	Yes
Clyde Welford	Yes	Roger Ouwinga	Yes
Shayne Machen	Yes	Bryan Kolk	Yes
Richard Schmidt	Yes	Jim Maike	Yes
Ron Bacon	Yes	Paul Erickson	Yes
Nick Krieger	Yes	Robert Walker	Yes
Chris Jane	Yes	Gary Taylor	Yes
		Julie Theobald	Yes

All in favor, *Motion Carried.*

b. The Amended 2025 Budget was provided at the meeting. Christine reviewed amendments, stating that the changes were shown in the middle column. The final budget will be brought forward in September.

Motion was made by Byran Kolka and seconded by Nick Krieger to approve the presented Amended 2025 Budget.

Roll Call

Phil Lewis	Yes	Greg Adams	Yes
David Persons	Yes	Roger Ouwinga	Yes
Dawn Fuller	Yes	Bryan Kolk	Yes
Kristine Raymond	Yes	Jim Maike	Yes
Shayne Machen	Yes	Paul Erickson	Yes
Richard Schmidt	Yes	Robert Walker	Yes
Ron Bacon	Yes	Gary Taylor	Yes
Nick Krieger	Yes	Julie Theobald	Yes
Chris Jane	Yes		

All in favor, *Motion Carried.*

3. Personnel Committee (*Robert Baldwin*)

Kevin updated the board that there were revisions made late the previous night regarding the paid sick time and minimum wage law. It provided clarification on what needs to be done in regard to documenting, reporting, tracking, and carryover. Kevin continues to work with HR and Administration as things come forward.

National Employee Appreciation is March 7th.

4. Legislative Committee (*Kevin Hughes*)

Kevin stated that a bill has again been brought forward impacting land divisions. This bill has the potential to place a burden on environmental health, the bill is Senate Bill 23.

There has not been any new information regarding any of the executive orders, it is still business as usual.

Day at the Capitol is April 9 and to let Kevin know if you plan to attend and need a room reserved for you.

H. Notice of Appeal – FOIA Denial of Records

Kevin provided a summary of the historical practice for redactions on requests which have been that the names, addresses, phone numbers, etc. have been removed before being released to the public. There has been an appeal made on record to disclose the name of the person who the permit was issued to.

Kevin reached out to other health departments, MMRMA, and legal counsel to see what the proper practice is regarding permits and redactions. It was determined that based upon feedback from this reach out and due to the future converting of the files into electronic format where there will be no way to redact the information because it will be on a public platform, the process of redacting names of permits and documents related to permits will not continue. Starting today, the new process would begin and only retroactively process the request with the appeal.

Members discussed that the names and addresses should not be redacted but any other identifiable information should be redacted under the privacy exemption, but only on Environmental Health permits and documents related to Environmental Health permits.

Motion by Nick Krieger and seconded by Jim Maike to approve amending the redaction process for Environmental Health Permits and documents related to Environmental Health Permits, to leave the name and address of who the permit was issued to. All in favor, Motion carried.

I. Program reports

1. Community Health Division (*Christy Rivette*)

A report was provided in the packet starting on page 14. There were no questions for Sarah, who presented the report, regarding its content. Julie Theobald did ask for contact information/location of information to get in touch with the Community Health Workers.

2. Environmental Health Division (*Max Bjorkman*)

A report was provided in the packet starting on page 16. It went over the numbers for the first quarter, first quarter is typically slower time of the year. There was discussion on septic systems. Max informed everyone that there will be a Septic Installers Meeting on Tuesday at Ferris State University. On Thursday there will be a conference for the water well drillers that are within the ten counties, it is a round table discussion. It builds a great relationship between the sanitarians and the well drillers.

3. Family Health Clinical Division (*Sheila Parker*)

A report was provided in the packet starting on page 18. Sheila reviewed her report with the board, highlighting immunizations, communicable diseases, and services provided. There have been some recent changes in coverage and funding related to the Family Planning and STI services, and they are now available to accept new clients.

4. Family Health Home Visiting (*Britney Wright*)

A report was provided in the packet starting on page 23. Britney reviewed her report with the board. Healthy Families site visit passed with 97%, the state is looking at getting one reviewer instead of having several so it is more consistent. There are more billable items for maternal and infant health visits. There are four techs finishing up their state training in vision and hearing. She has one only open position.

5. Family Health WIC Division (*Anne Bianchi*)

A report was provided in the packet starting on page 25. Anne reviewed her report with the board. All of her funding and programs are continuing, she has not heard anything from the federal or state government regarding funding for WIC. They are looking to get an outreach clinic started in Kaleva.

6. School Health Division (*Katy Bies*)

A report was provided in the packet starting on page 28. Katy reviewed her report with the board. She also provided a graph on the breakdown of students seen. There were six site visits, all passed, lots of positive feedback and there won't be site visits for another five years. Nick Krieger asked for a list of the site locations.

J. Administration Reports

1. Medical Director (*Dr. Jennifer Morse*)

Dr. Morse's report on Endocrine Disrupting Chemicals starting page 29. Dr. Morse shared how these chemicals can affect various areas of the body and how you can be more conscious on preventing/limiting exposure.

Motion by Nick Krieger and seconded by Julie Theobald to accept Dr. Morse's recommendations contained within her report. All in favor, Motion Carried.

2. Deputy Health Officer (*Sarah Oleniczak*)

The 2024 Annual Report was distributed.

3. Health Officer (*Kevin Hughes*)

Kevin's report started on page 33, starting with his standing items. There is a virtual town hall meeting for the sampling area in the Cadillac Industrial Park. Has an upcoming meeting with EGLE for a well driller in Crawford County not meeting code. He is finishing up with the prosecuting attorney meetings. On February 6, the leadership staff had training for de-escalation, it went very well. He had a lot of positive feedback. All the annual DHD#10 updates to the county board of commissioners have been scheduled and those start in April and go through the beginning of June. They are looking to start setting up meetings with the healthcare systems throughout the ten counties to build a relationship with them. It was suggested that Kevin also try to contact the Trinity Healthcare system as well.

K. Public Comment – Open for any public comments.

Mr. Norbeck clarified his reasoning for the request and for his appeal. He also shared comments regarding the permit and the issue with the property.

L. Other Business

None

M. Next Board of Health Meeting

- Friday, March 28, 2025, at 10:00 a.m.

N. Adjournment

A motion was made by Jim Maike and seconded by Ron Bacon to adjourn the meeting.

Richard Schmidt adjourned the meeting at 11:45 a.m.

Richard Schmidt, Chair

Date

Paul Erickson, Secretary

Date

BOARD OF HEALTH – PERSONNEL COMMITTEE

Notice of Meeting

Meeting will be held at:
1:00 p.m. Friday, March 14, 2025
Wexford County Health Department
521 Cobb St., Cadillac, MI 49601

Meeting Minutes

Members Present: Robert Baldwin, Jim Maike, Robert Walker, Ron Bacon, Shayne Machen

Members Excused:

Members Absent: Star Hughston, Shawn Kraycs, Dawn Fuller, Gary Lambrix, Gary Taylor

Staff Present: Kevin Hughes, Christine Lopez, Julie Hilkowski

A. Call to Order (*Robert Baldwin, Chair*)

The Meeting was called to order by Chairperson Robert Baldwin at 1:00 p.m.

B. Review and Approval of the Agenda

Motion by Ron Bacon, seconded by Robert Walker to approve the Agenda as presented. Motion carried.

C. Review and Approval of the Personnel Committee Meeting Minutes – September 20, 2024

Motion by Ron Bacon, seconded by Robert Walker to approve the meeting minutes of September 20, 2024. Motion carried.

D. Agenda Items

1. Earned Sick Time Act Plan

Kevin reviewed the Earned Sick Time Act requirements both old and revised which went into effect February 21, 2025. DHD#10 is proposing to front load the required time for each staff person, FT and PT. This would consist of a portion of their anticipated annual allotment of PDO time so no additional or new time would be provided. The monthly accrual of additional PDO time would be modified as part of this so that annually, staff would still get the same amount of PDO time as they do know. The front loading of time eliminates a number of the reporting rules of the act.

Motion by Robert Walker, seconded by Jim Maike, to recommend this plan to the full Board for consideration and adoption at the March 28, 2025 meeting. Motion carried.

2. Health Insurance Coverage for Domestic Partners

Kevin reviewed previous discussion on this topic and shared a copy of an affidavit form that BCN had shared with DHD#10 for consideration should we decide to pursue this idea. Board members in attendance provided feedback on this idea as well as on the affidavit form. Suggestions made to modify it and add additional requirements to it. The consensus of the Committee Members was to continue to explore this idea, who else may be offering this as a benefit, as well as draft a revised affidavit form. A follow-up meeting was recommended to be scheduled before bringing to the full Board. No other action taken.

3. Approval for Handbook and Policy Changes

A copy of the policy and handbook language related to the Paid Sick Time Act was shared with the committee.

Motion by Jim Maike, seconded by Ron Bacon to recommend to the full board to approve and adopt the policy and handbook language. Motion carried.

E. Other Business

None.

F. Adjourn

The Chairperson adjourned the meeting at 1:45 p.m.

DRAFT

Manual:	Division:
Effective Date:	Revised Date:

Earned Sick Time Act (ESTA)
<p>I. Policy Statement/Purpose</p> <p>A. To provide guidelines for accrual, use, and management of earned sick time in compliance with Michigan’s earned Sick Time Act.</p>
<p>II. Procedure</p> <p>A. Accrual</p> <ol style="list-style-type: none"> At the beginning of the year, Employees will be front-loaded up to 72 PDO hours for full time employees, others are based on their FTE. Employees hired within the year will be pro-rated based on their start date and FTE. PDO time begins on the employee’s first day of employment and can be utilized starting with day one. <p>B. Usage</p> <ol style="list-style-type: none"> PDO Sick time can be used for the employee’s or family member’s mental or physical illness, injury, or health condition, medical diagnosis, care or treatment, preventative medical care, or reasons related to domestic violence or sexual assault. PDO Sick time can also be used for meetings at a child’s school or place of care related to the child’s health or disability, or the effects of domestic violence or sexual assault on the child. Can be used for the closure of the employee’s place of business by order of a public official due to a public health emergency; for an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of the employee’s or family member’s exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease. Employees will not be penalized or retaliated against in any way for requesting or using accrued paid sick time for the purposes designated above. All PDO hours can be used in quarter hour increments (15 minutes). All PDO hours will be utilized while an employee is on FMLA. The agency may ask for a doctor’s note on PDO sick leave if absence is greater than 3 days. <p>C. Payment</p> <ol style="list-style-type: none"> PDO hours used will be paid at the employee’s regular rate of pay when utilized. Unused PDO hours will be paid to DHD #10 employees upon separation under the guidelines of the current PDO payout outlined in the employee handbook. Employer will pay for doctor’s visit if we request documentation after 3 days of absence. This does not apply to FMLA. <p>D. Notice</p> <ol style="list-style-type: none"> Employees whose need for time off is foreseeable, such as a doctor’s appointment, must provide at least 7 days’ notice.

E. Documentation

1. Employers may require reasonable documentation for sick time usage if the leave is more than three consecutive workdays.

F. Other

1. An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation may file a complaint with the Wage and Hour Division.
2. No retaliatory personnel action will be taken by the employer against an employee for requesting or using earned sick time for which the employee is eligible.

III. Definitions

- Family Member - Includes biological, adopted, or foster child, stepchild, legal ward, child of a domestic partner, grandparent, grandchild, biological, foster, or adopted sibling, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

IV. References/Citations

- [State of Michigan Labor & Economic Opportunity](#)
- [MCL – Act 338 of 2018 Earned Sick Time Act](#)
- [LEO Poster](#)
- Employee Handbook

District Health Department #10
BOARD OF HEALTH

Health Officer Report
March 28, 2025

1. **Epi Team Update:** Information on current case counts, vaccination efforts, outbreaks and other CD related issues will be shared at the meeting.
2. **PFAS Update:** Site specific updates will be shared at the Board meeting based upon recent and ongoing developments.
3. **Enforcement Actions:** Updates on recent enforcement actions taken by DHD#10 will be shared at the meeting.
4. **Prosecutor Meeting:** Finished up the Prosecutor meeting during March, Crawford, Mason, and Lake.
5. **Committees and Boards:** I was asked to serve on the MCDC Board of Directors as one of the two Local Health Department representatives – this is a 3-year term. Also, I was appointed to the Accreditation Standards Review Committee for Cycle 9 of the MDHHS Accreditation process.
6. **County Meetings with Staff:** Twice a year, October and March, I will meet with staff in each County to provide an update on DHD#10 operations as well as address questions and concerns from staff. This information is then taken back to the Leadership Team to see what, if anything can be addressed on it.

Respectfully submitted:

Kevin Hughes, MA
Health Officer