P U B L I C N O T I C E

HEALTH DEPARTMENT OF NORTHWEST MICHIGAN
PERSONNEL & FINANCE COMMITTEE

Meeting will be held at:
9:30 a.m. Tuesday, May 5, 2026
Otsego County Library
700 S. Otsego Ave., Gaylord, MI 49735
(231) 547-7663

ZOOM OPTION AVAILABLE

Safety Capacity
In person attendance will be limited to allow for spacing and following the Otsego County Library capacity limits as established by the Fire Marshall. Attendees are reminded they can also view the meeting via Zoom with the link provided. Public comment will not be allowed via Zoom.

Submission of Comments on Agenda Items
Public Comment on any agenda item may be shared through our website to address the Board of Health by clicking this link: PUBLIC COMMENT CARD. To have your comment electronically delivered to Board of Health members for review prior to the meeting, they must be submitted by 10 a.m. the day prior to the scheduled public meeting. Public comment cards submitted after that time will be printed and provided to Board of Health members at the scheduled meeting. NOTE: Public comments submitted via public comment card will be
reviewed but not read at the meeting.

Meeting Accessibility
Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in the Board of Health meeting, may request assistance by calling (231) 547-7663 or by emailing m.bosman@nwhealth.org. Requests should be made by Sunday, May 3, 2026.

The availability of Public Comment is recognized by Robert's Rules of Order and the Michigan Open Meetings Act to provide for orderly comment from the public. Public comments are welcome and are important to the Board of Health. To that end, the following information is provided:

1. Speakers are encouraged to use the podium and microphone so that Board members can clearly hear their message.

2. Before beginning, a speaker should clearly state their name.

3. The Chairperson may implement a sign-up sheet for public comment at any time during a meeting if it becomes necessary to better organize a large public turnout.

4. There is a three (3) minute time limit for each speaker. Timing will begin after a speaker's name is established. Upon notification that thirty (30) seconds remain, speakers must make every effort to conclude their comments within this timeframe.

5. Upon the oral request of a member of the public ("donor") who is present at a public meeting and who wishes to donate his or her speaking slot to another member of the public ("speaker"), and with the permission of the Chairperson which shall not be unreasonably withheld, a speaker may comment for up to six (6) minutes, equivalent to two (2) public speaking slots.

6. Public comment shall be addressed to the Chairperson, not to Health Department staff or individual Board of Health members.

7. Speakers should be germane, courteous, and respectful during their speaking time; strongly worded advocacy, however, is to be expected, and shall not by itself be considered discourteous or disrespectful by the Board of Health.

8. If a speaker desires to provide materials to Board members during the meeting, the speaker or a designee will give the materials to the Board's secretary for distribution.

9. The Chairperson has the discretion to permit members of the public to speak at times other than those times reserved for public comment.

10. These Public Comment Rules will be 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.

HEALTH DEPARTMENT of Northwest Michigan

AGENDA

PERSONNEL & FINANCE COMMITTEE MEETING

9:30 a.m. Tuesday, May 5, 2026

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700 S. Otsego Ave., Gaylord, MI 49735

For more information, please call (231) 547-7663

ZOOM OPTION

Please click this URL to join.

https://us06web.zoom.us/j/83016236288?pwd=waMWjoyorCBzCsNblTnjcjxC3glgDe.1

Passcode: 192248

Or dial: 1 929 205 6099

Webinar 830 1623 6288

Passcode: 192248

I.	Call to Order	Commissioner Koontz
II.	Roll Call	Commissioner Koontz
III.	Approval of the Agenda a. Add or Remove Agenda Items	Commissioner Koontz
IV.	Review/Approval of the Meeting Minutes from March 3, 2026	Commissioner Koontz
V.	MERS Amendments (Action Item)	Kevin Hartley
VI.	Public Comment	
VII.	Adjournment	

Personnel & Finance Committee
Health Department of Northwest Michigan
9:30 a.m. March 3, 2026

Call to order: A Personnel & Finance Committee meeting was held at the Shirley Roloff Center on March 3, 2026. The meeting was called to order at 9:30 a.m. by Commissioner Koontz, Chairperson. Three members of the committee were in attendance, establishing a quorum.

Members in attendance: Commissioners Mat Koontz, Dana Wingo, and Scott Hankins. Jonathan Turnbull was in attendance but did not participate.

Members absent/excused: Commissioner Jason Helwig.

Staff in attendance: Shannon Klonowski, Olivia Van Elslander, Kevin Hartley, and Melanie Bosman.

APPROVAL OF THE AGENDA
Approved as presented.

REVIEW/APPROVAL OF SEPTEMBER 5, 2025, P&F MEETING MINUTES:
Motion: Commissioner Wingo made a motion to approve the September 5 meeting minutes. Supported by Commissioner Hankins. Voice vote. All ayes. Motion carried.

3 Days Off Between Christmas and New Year's:
Motion: Commissioner Koontz made a motion to bring to the full Board of Health to approve updating the HDNW annual calendar to include the three-day office closure between Christmas and New Year's. Supported by Commissioner Wingo. Roll call. Two (2) ayes. Commissioners Koontz and Wingo. One (1) No. Commissioner Hankins. Motion carried.

PUBLIC COMMENT: None.

ADJOURNMENT:
Commissioner Hankins made a motion to adjourn the meeting. Supported by Commissioner Koontz. Voice vote. All ayes. Motion carried. Meeting adjourned at 9:39 a.m.

MERS Amendments:

Suggested Motion #1: *In order to comply with MERS' new requirements, I move to be brought to the full Board of Health to make the employees' 2% contribution to their MERS Defined Contribution account a mandatory contribution, and no longer an optional contribution*.

Suggested Motion #2: I move to be brought to the full Board of Health, that while amending the Defined Contribution account, HDNW allows employees to take loans against their vested amount in their Defined Contribution accounts.