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, June 2, 2026
Charlevoix County Shirley Roloff Center
13513 Division St., Charlevoix, MI 49720
(231) 547-7663

ZOOM OPTION AVAILABLE

Safety Capacity
In person attendance will be limited to allow for spacing and following the Charlevoix County Shirley Roloff Center 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 31, 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, June 2, 2026

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13513 Division St., Charlevoix, MI 49720

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

ZOOM OPTION

Please click this URL to join.

https://us06web.zoom.us/j/81802070994?pwd=qxh1vHn4Obg0sh2nrPapbaJ2m01PCF.1

Passcode: 339077

Or dial: 1 929 205 6099

Webinar 818 0207 0994

Passcode: 339077

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 May 5, 2026	Commissioner Koontz
V.	COLA 2027 (Action Item)	Shannon Klonowski
VI.	Public Comment	
VII.	Adjournment	

Personnel & Finance Committee
Health Department of Northwest Michigan
9:30 a.m. May 5, 2026

Call to order: A Personnel & Finance Committee meeting was held at the Otsego County Library on May 5, 2026. The meeting was called to order at 9:30 a.m. by Commissioner Koontz, Chairperson. Four members of the committee were in attendance, establishing a quorum.

Members in attendance: Commissioners Mat Koontz, Dana Wingo, Jason Helwig, and Scott Hankins.

Members absent/excused: None.

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

APPROVAL OF THE AGENDA
Approved as presented.

REVIEW/APPROVAL OF March 3, 2026, P&F MEETING MINUTES:
Motion: Commissioner Hankins made a motion to approve the March 3 meeting minutes. Supported by Commissioner Hewig. Voice vote. All ayes. Motion carried.

MERS Amendments:
Motion: Commissioner Koontz made a motion to be brought to the full Board of Health, in order to comply with MERS' new requirements, to make the employees' 2% contribution to their MERS Defined Contribution account a mandatory contribution, and no longer an optional contribution. The motion died due to no support / second.

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 9:38 a.m.

Personnel & Finance Committee 6/2/26

COLA

Suggested Motion: I move to bring to the full Board of Health for consideration a 2.5% Cost of Living Adjustment for Health Department staff to be implemented in fiscal year 2027.