Minutes of the Regular Board of Health Meeting
Health Department of Northwest Michigan
10:00 a.m. May 5, 2026

Call to order: A regular meeting of the Board of Health was held at the Otsego County Library on May 5, 2026. The meeting was called to order at 10:00 a.m. by Commissioner Hankins, Chairperson. Eight (8) members of the Board of Health were in attendance establishing a quorum.

Members in attendance, roll call: Commissioners Scott Hankins, Josh Chamberlain, Terry VanAlstine, Jason Helwig, Matt Koontz, Don Mapes, Dana Wingo and Jonathan Turnbull.

Members absent/excused: None.

Staff in attendance: Shannon Klonowski, Dr. Joshua Meyerson, Kevin Hartley, Melissa Hahn, Janenne Pung, Jen Vollmer, Tim Hella, Jeremy Fruk, Olivia Van Elslander, Nate Damer, Carrie Miller, Casey Clement, and Melanie Bosman.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF THE AGENDA

MOTION: Commissioner Helwig made a motion to approve the agenda as presented. Commissioner Hankins made a motion to strike agenda item VIII: Committee Reports, Personnel & Finance Committee: 2) MERS Amendments, from the agenda and to approve the agenda as amended. Supported by Commissioner Mapes. Roll Call. All ayes. Motion carried.

APPROVAL OF THE APRIL 7, BOARD OF HEALTH MEETING MINUTES:

MOTION: Commissioner VanAlstine made a motion to approve the April 7, 2026, meeting minutes as presented. Supported by Commissioner Turnbull. Roll Call. All ayes. Motion carried.

PUBLIC COMMENT: Public comment was heard.

STAFF REPORTS

Shannon Klonowski, Health Officer – Oral and written reports were shared, including ADA Compliance.

Written reports:

- Joshua Meyerson, MD, MPH, Medical Director – Submitted a report on Spring 2026 Provider Update.
- Melissa Hahn, MPH, BA, RN, Director of Family Health - Submitted a report on Healthy Futures Newborn Home Visits.
- Jeremy Fruk, MSA., REHS, Director of Environmental Health – Submitted a report on Wickes Manufacturing TCE Plume Site and Well First Policy Update.
- Janenne Irene Pung, Director of Community Health – Submitted a report on Emergency Response Partnerships

Oral report:

- Jen Vollmer, MA LPC, Director of School Health and Carrie Miller, Family Nurse Practitioner and Supervisor, Gaylord Blue Devil Wellness Center – Submitted an oral report on services provided at the Gaylord Blue Devil Wellness Center.

PERSONNEL & FINANCE COMMITTEE

ACCOUNTS PAYABLE:
MOTION: Commissioner Koontz made a motion that the finance committee met to review the bills and employee expenses and would like for the full board to approve March 2026 bills in the amount of $601,399.88. Supported by Commissioner Helwig. Roll call. All ayes. Motion carried.

MOTION: Commissioner Koontz made a motion that the finance committee met to review the bills and employee expenses and would like for the full board to approve March 2026 employee expenses in the amount of $16,316.87. Supported by Commissioner Chamberlain. Roll call. All ayes. Motion carried.

PROGRAM & EVALUATION COMMITTEE:
None.

UNFINISHED BUSINESS:
None.

NEW BUSINESS:
WELL FIRST PROPOSED REVISIONS – ANTRIM COUNTY:
MOTION: Commissioner VanAlstine made a motion that the Board of Health approve and adopt the proposed revisions to the Well First Protocol for Installation of Residential Drinking Water Wells Within Areas Subject to Contaminated Groundwater, Near Mancelona and Bellaire, Michigan document, with such revisions to take effect on June 1, 2026. Supported by Commissioner Helwig. Roll call. All ayes. Motion carried.

COUNTY APPROPRIATIONS UPDATE:
Kevin Hartley, Chief Financial Officer at the Health Department of Northwest Michigan, provided a current standing of financials regarding the four counties and the 2026 Local Appropriations Request.

PUBLIC COMMENT: Public comment was heard.

COMMISSIONER COMMENT: Commissioner comment was heard.

ADJOURNMENT
Commissioner VanAlstine made a motion to adjourn the meeting. Supported by Commissioner Hankins. Voice vote. All ayes. Motion carried. Meeting adjourned at 10:48 a.m. Tuesday, May 5, 2026. The fixed date and time for the next regular meeting of the Board of Health will be June 2, 2026, at 10:00 a.m. and this meeting will be held at the Charlevoix County Shirley Roloff Center.

Respectfully submitted,

Shannon Klonowski, Health Officer
June 2, 2026

Scott Hankins, Chairperson