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:
9:00 a.m. Tuesday, August 4, 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, August 2, 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

9:00 a.m. Tuesday, August 4, 2026

Meeting will be held at the Charlevoix County Shirley Roloff Center

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/81658662208?pwd=NIFDVGNipyBUJQZGxYa9d0Dh7UII57.1

Passcode: 658633

Or dial: 1 929 205 6099

Webinar 816 5866 2208

Passcode: 658633

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 June 2, 2026	Commissioner Koontz
V.	Amended 2026 Budget (Action Item)	Kevin Hartley
VI.	Establish Community Health Educator Position (Action Item)	Janenne Pung
VII.	Public Comment	
VIII.	Adjournment	

Personnel & Finance Committee
Health Department of Northwest Michigan
9:30 a.m. June 2, 2026

Call to order: A Personnel & Finance Committee meeting was held at the Shirley Roloff Center on June 2, 2026. The meeting was called to order at 9:32 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, Olivia Van Elslander, and Melanie Bosman.

APPROVAL OF THE AGENDA
Approved as presented.

REVIEW/APPROVAL OF MAY 5, 2026, P&F MEETING MINUTES:
Motion: Commissioner Hankins made a motion to approve the May 5 meeting minutes as presented. Supported by Commissioner Hewig. Voice vote. All ayes. Motion carried.

COLA 2027:
Motion: Commissioner Helwig made a motion to bring to the full Board of Health a 2.5% cost of Living Adjustment for the Health Department staff to be implemented in fiscal year 2027. Supported by Commissioner Hankins. Roll call. All ayes. Motion carried.

PUBLIC COMMENT: None.

ADJOURNMENT:
Commissioner Hankins made a motion to adjourn the meeting. Supported by Commissioner Helwig. Voice vote. All ayes. Motion carried. Meeting adjourned at 9:37 a.m.

Suggested Budget Amendment Motion

P&F Committee

Suggested Motion: I move that the fiscal year 2026 amended budget in the amount of $36,002,743 be moved to the full board of health for consideration and approval.

HEALTH DEPARTMENT of Northwest Michigan

Serving Antrim, Charlevoix, Emmet & Otsego Counties

MEMORANDUM

Date: **August 4, 2026**

To: **Board of Health Members**

From: **Kevin Hartley, Finance Director**

Re: **2026 Amended Budget Narrative**

HDNW's total expenses increased by $812,256 from the initial budget, primarily due to higher employee medical insurance costs. These increased expenses were partially offset by decreases in salaries, supplies, and contractual expenses.

The agency's total expenses increased by a net $274,978 (0.77%). The primary drivers of this increase were higher employee medical insurance costs of $1,239,681, dental van and server expenditures of $103,851, and $91,920 in advertising costs for Community Health grant-funded programs.

Overall, the agency's revenues increased by $1,332,105 (3.77%). This increase included a one-time Safety Net Dental payment of $1,008,912, Dental ERC payments totaling $501,899, and HDNW grant revenue of $677,388. These increases were partially offset by a $1,087,295 decrease in dental fees and collections.

Dental Clinics North (DCN) experienced an increase in dental charges for services and a decrease in Local Other revenue due to a reclassification from the initial budget. In addition, DCN had a decrease in fees and collections, along with reductions in several expense categories, resulting from fewer services being provided.

The amended 2026 budget includes total expenditures of $36,002,743, representing an increase of $274,978 (0.77%) from the initial 2026 budget presented to the Board of Health at its September 2025 meeting. The amended budget projects a year-end surplus of $645,513.

Health Department of Northwest Michigan
Revised Agency Budget
2026 Annual Budget
As of August 4, 2026

	Total Administrative Division	Total Environmental Health Division	Total Family Health Division	Total Community Health Division	Total School Health Division	Total Regional Planning Division
Revenues:						
Fees & Collections	$ -	$ 1,564,276	$ 1,679,500	$ 132,371	$ 739,000	$ -
State Funding (Non-CPBC)	-	541,634	895,386	22,170	344,192	-
Grant Funding	-	-	-	904,487	2,113,747	413,956
Charge for Service	148,095	700	-	16,000	-	-
Local Grant Funding	412,357	-	15,000	160,951	557,472	51,540
State CPBC - MDHHS	248,310	70,632	2,761,618	654,743	561,012	105,000
FFP/Direct Federal Funding	-	-	271,830	207,470	284,570	73,707
State Cost Sharing - ELPHS	-	1,077,528	498,137	-	-	-
Local Other	589,000	-	-	-	-	-
Local Appropriations	184,895	134,574	603,547	83,406	111,242	44,220
From Fund Balance	-	-	-	-	-	-
Total Revenues	$ 1,582,657	$ 3,389,345	$ 6,725,018	$ 2,181,598	$ 5,673,762	$ 688,423
Expenses:						
Salaries and Wages	$ 2,109,198	$ 1,644,141	$ 3,160,475	$ 995,450	$ 3,235,047	$ 291,592
Fringe Benefits	1,837,514	636,690	1,343,678	394,788	1,197,741	114,530
Supplies and Materials	109,014	169,813	637,799	57,002	21,309	2,305
Contractual and Consulting	75,116	106,200	58,376	-	-	149,529
Communications	20,792	21,515	63,911	13,226	13,188	2,858
Travel	39,670	77,779	142,984	75,577	40,091	5,809
Space Costs	355,365	93,281	194,958	56,363	30,987	12,762
Health Services	-	-	5,000	-	-	-
Computer Software	135,000	70,414	22,638	-	90,990	-
Other Contractual	11,800	21,752	-	480	-	-
Advertising / Media	-	-	7,531	184,266	-	-
Other Expenses	152,600	23,168	51,710	41,039	24,870	15,630
Equipment	32,000	-	-	43,554	-	-
Administrative Overhead	(3,295,412)	524,592	1,035,956	319,853	1,019,539	93,408
Program Supervision	-	-	-	-	-	-
Total Expenses	1,582,657	3,389,345	6,725,018	2,181,598	5,673,762	688,423
Net Surplus / (Deficit)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Health Department of Northwest Michigan
Revised Agency Budget
2026 Annual Budget
As of August 4, 2026

	Total HDNW	Total Dental Division	FY26 Revised Agency Budget	FY26 Initial Agency Budget	Difference
Revenues:					
Fees & Collections	$ 4,115,147	$ 14,252,403	$ 18,367,550	$ 19,454,843	$ (1,087,294)
State Funding (Non-CPBC)	1,803,382	1,008,912	2,812,294	1,817,820	994,473
Grant Funding	3,432,190	-	3,432,190	3,055,220	376,970
Charge for Service	164,795	573,681	738,476	625,990	112,486
Local Grant Funding	1,200,860	572,455	1,773,315	900,442	872,873
State CPBC - MDHHS	5,360,302	-	5,360,302	5,279,228	81,074
FFP/Direct Federal Funding	837,577	-	837,577	859,419	(21,841)
State Cost Sharing - ELPHS	1,575,665	-	1,575,665	1,575,665	0
Local Other	589,000	-	589,000	560,161	28,839
Local Appropriations	1,161,884	-	1,161,884	1,187,364	(25,479)
From Fund Balance	-	-	-	-	-
Total Revenues	$ 20,240,803	$ 16,407,451	$ 36,648,256	$ 35,316,151	$ 1,332,105
Expenses:					
Salaries and Wages	$ 11,435,903	$ 916,920	$ 12,352,823	$ 12,539,116	$ (186,293)
Fringe Benefits	5,524,941	396,398	5,921,339	4,681,658	1,239,681
Supplies and Materials	997,242	1,357,796	2,355,038	2,605,400	(250,361)
Contractual and Consulting	389,221	10,991,948	11,381,169	12,048,606	(667,437)
Communications	135,490	41,410	176,900	246,556	(69,656)
Travel	381,910	10,856	392,766	380,568	12,198
Space Costs	743,716	613,540	1,357,256	1,332,525	24,731
Health Services	5,000	758,654	763,654	883,043	(119,389)
Computer Software	319,042	52,633	371,675	366,465	5,210
Other Contractual	34,032	-	34,032	10,680	23,352
Advertising / Media	191,797	-	191,797	99,876	91,920
Other Expenses	309,017	194,974	503,991	436,822	67,169
Equipment	75,554	124,747	200,301	96,450	103,851
Administrative Overhead	(302,063)	302,063	-	-	-
Program Supervision	-	-	-	-	-
Total Expenses	$ 20,240,803	15,761,938	36,002,743	35,727,765	274,978
Net Surplus / (Deficit)	**$ -**	**$ 645,513**	**$ 645,513**	**$ (411,614)**	**$ 1,057,127**

Suggested Motion for Personnel & Finance Committee

Health Educator Job Description

Motion:

I move that the Personnel and Finance Committee approve moving to the full board the addition of the Health Educator job description to provide an entry-level position for community-based education.

Position Title	Health Educator	**Classification Level**	06
Division	Community Health	**FLSA Status**	Non-Exempt
Reports to	Community Health Supervisor	**Revision / Review Date**	7/28/2026

GENERAL SUMMARY

Working in collaboration with team members from all divisions and with community partners, the Health Educator implements, and with support, evaluates work plans for health programs to achieve program objectives. Performs a variety of organizational and community activities to improve health outcomes for specific groups in a variety of settings that may include youth or at risk / high risk populations. Demonstrates effective interpersonal skills, verbal and written communication skills, organizational development skills, problem solving, creativity, and the ability to work independently and as part of a cohesive team.

ESSENTIAL FUNCTIONS

1. Participates in community work groups or coalitions to achieve desired health outcomes or support prevention activities.
2. Plans, organizes, and faciliates meetings for the purpose of coordinating program services within the agency or with community partners with the assistance from other CH staff.
3. With CH staff support, ensures program services are in accordance with the guidelines set by community, state, or federal funders, ap appropriate.
4. Assists in preparation of proposals and opportunites for funding.
5. Implements the work plan for a specific program, usually involving collaboration and coordination with community agencies. With CH staff support, prepares quarterly updates and program evaluations and reports for supervisor review prior to sending to funder.
6. With CH staff support, develops and delivers presentations to the community to educate on program specific goals and objectives.
7. Demonstrates the ability to (1) handle varying levels of stress, (2) display appropriate interpersonal skills to create and maintain effective relationships with co-workers and community partners, and (3) meet the attendance requirements of the position.

NON-ESSENTIAL FUNCTIONS

1. Assists the Public Information Officer in marketing programs and activities to the community if part of grant or program requirements.
2. Collects data for analysis and evaluation.

QUALIFICATIONS To perform this job successfully, employees must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to do so. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE This position requires an associate's degree with 1 to 3 years of expansive work experience.

Required major:

Preferred major:

Preferred knowledge and experience: Health and/or prevention education, public speaking, working with youth.

LICENSE & CERTIFICATIONS

Program specific certification may be required in the future.

VERBAL COMMUNICATION SKILLS

Position requires: Expressing ideas and thoughts verbally; exhibiting good listening and comprehension and getting clarification when needed; responding well to questions; the ability to develop and maintain positive relationships with other employees, as well as individuals external to the agency, including patrons, partnering agencies, stakeholders, and contractors; the ability to encourage open communication; communicate changes and progress and keep others adequately informed; interpret and translate facts and information; explain situations and issues to people and advise them of alternative or appropriate courses of action; participate in meetings; interview and gather information from others; support and explain reasoning for decisions; speaking clearly and persuasively in positive or negative situations; confronting difficult situations; using negotiation skills to resolve conflicts; developing and making formal presentations; demonstrating group presentation skills; or otherwise engaging in communication activities which substantially contribute to solving problems or achieving work objectives.

WRITTEN COMMUNICATION SKILLS

Position requires the ability to express ideas and thoughts in written form; to write clearly and informatively; the knowledge, application, and ability to edit spelling, punctuation, sentence structure and grammar; the writing skills sufficient to complete more difficult assignments, such as editing documents and materials for style and content; the skill to organize material into formats which ensure ease of reading and understanding; the ability to vary writing style to meet needs of the audience and purpose.

This job description is intended to describe the general nature and level of work performed for

TECHNOLOGIGAL SKILLS

Technological skills include utilization of multiple software products requiring training and utilization of manuals to stay current including advanced knowledge of program functionality to ensure documentation requirements for multiple programs are met or knowledge in specific areas such as graphic design or utilizing technology for marketing health department services.

TRAVEL REQUIRED

Must possess a valid Michigan Driver's License, maintain active auto insurance, be insurable through MMRMA guidelines, and demonstrate the ability and means to travel as needed and dictated by work responsibilities.

WORK ENVIRONMENT The work environment characteristics and the physical demands described here are representative of those employees encounter and must be able to meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The tasks performed on the job produce intermittent exposure to illness and injury obtained in the office through the use of equipment, hazardous material or health hazards, such as exposure to blood borne pathogens. Any illness or injury would not be expected to be permanent or long-term. Periodic travel will occur. On a periodic basis (1/3 to 2/3 of the working days) the position requires the following types of physical demands: the ability to see, sit, talk, hear, speak, stand, walk, keyboard, repeatedly reach, bend, kneel, climb stairs/ladders, grip, pinch, pull, push, dig, transfer, lift and / or carry more than 25 lbs.

INCIDENT COMMAND SYSTEM & NATIONAL INCIDENT MANAGEMENT SYSTEM TRAINING

All employees are required to complete the following Incident Command System (ICS) and National Incident Management System (NIMS) courses within the first 30 days of employment:

- **IS-0100.c** Introduction to Incident Command System (ICS)
- **IS-0200.c** Basic Incident Command System (ICS) for Initial Response
- **IS-0700.b** Introduction to the National Incident Management System (NIMS)
- **IS-0800.d** National Response Framework – An Introduction

Some employees will be required to complete additional ICS / NIMS training if assigned to a higher level of emergency response duties.

this position. It is not to be construed as an exhaustive list of all job duties, nor construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and redirect work. Employees may be asked to perform additional duties as required by the supervisor that are of similar kind, level, or difficulty.