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, September 1, 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 30, 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, September 1, 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/89815095412?pwd=AUEablRTapAOtPx7KLA3tlTZ6rif1Q.1

Passcode: 630891

Or dial: 1 929 205 6099

Webinar 898 1509 5412

Passcode: 630891

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 August 2, 2026	Commissioner Koontz
V.	2027 Initial Budget (Action Item)	Kevin Hartley
VI.	Public Comment	
VII.	Adjournment	

Personnel & Finance Committee
Health Department of Northwest Michigan
9:00 a.m. August 4, 2026

Call to order: A Personnel & Finance Committee meeting was held at the Shirley Roloff Center on August 4, 2026. The meeting was called to order at 9:00 a.m. by Commissioner Koontz, Chairperson. Three members of the committee were in attendance, establishing a quorum.

Members in attendance: Commissioners Matt Koontz, Dana Wingo, and Scott Hankins.

Members absent/excused: Commissioner Jason Helwig.

Staff in attendance: Shannon Klonowski, Kevin Hartley, Janenne Pung, Andrea Pierce, Olivia Van Elslander, and Melanie Bosman. Commissioner Turnbull was in attendance but did not participate.

APPROVAL OF THE AGENDA
Approved as presented.

REVIEW/APPROVAL OF JUNE 2, P&F MEETING MINUTES:
Motion: Commissioner Hankins made a motion to approve the June 2 meeting minutes as presented. Supported by Commissioner Koontz. Voice vote. All ayes. Motion carried.

AMENDED BUDGET 2026:
Motion: Commissioner Hankins made a motion 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. Supported by Commissioner Wingo. Roll call. All ayes. Motion carried.

HEALTH EDUCATOR POSITION ADDITION:
Motion: Commissioner Koontz made a motion that 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. Supported by Commissioner Wingo. Roll call. All ayes. Motion carried.

PUBLIC COMMENT: None.

ADJOURNMENT:
Commissioner Hankins made a motion to adjourn the meeting. Meeting adjourned at 9:29 a.m.

Personnel and Finance Committee Meeting

9/1/26 – 9:30 am

FY27 Initial Budget

Suggested Motion: I move the fiscal year 2027 budget in the amount of $35,659,867 be brought to the full Board of Health for review and approval.

HEALTH DEPARTMENT of Northwest Michigan

Serving Antrim, Charlevoix, Emmet & Otsego Counties

MEMORANDUM

Date: September 1, 2026

To: Personnel and Finance Committee

From: Kevin Hartley, Finance Director

Re: 2027 Initial Budget Narrative

The FY27 budget remains essentially flat compared with FY26, reflecting a decrease of approximately 0.10%, or $342,874. Despite the relatively stable overall budget, FY27 is projected to result in a deficit of approximately $617,075. The primary factor contributing to this change is the absence of significant one-time revenues recognized in FY26, including approximately $1.08 million in Safety Net Dental funding and $502,000 in Employee Retention Credit (ERC) funding associated with Dental Clinics North (DCN).

The reduction in projected revenues is primarily attributable to decreases of $904,771 in State funding (non-CPBC) and $787,429 in local grant funding associated with dental services. The FY26 budget benefited from the one-time Safety Net Dental and ERC revenues noted above, which do not continue in FY27. As a result, the FY27 budget reflects a more normalized revenue position and highlights the underlying impact of the loss of these temporary funding sources on DCN. The current operational model for DCN was used to develop the dental portion of the FY27 budget.

On the expense side, salaries are increasing primarily as a result of the 2.5% cost-of-living adjustment (COLA). While salary costs are higher, fringe benefit expenses are projected to decrease overall. This decrease is primarily attributable to the absence of approximately $1 million in excess medical expenses incurred in FY26, which more than offsets the increase in fringe costs associated with the COLA.

Supplies are also projected to increase, primarily within the dental and immunization programs, reflecting anticipated operational needs within those service areas. Several areas of expense are expected to decrease in FY27. Software expenses are declining as the Environmental Health (EH) program completes its transition to a new software system. Advertising expenses are also decreasing, particularly within Community Health substance abuse programming. In addition, planned capital expenditures are lower in FY27, contributing to the overall reduction in expenses.

Overall, the FY27 budget reflects a relatively stable expenditure level but a significantly different financial position from FY26. The projected deficit is driven primarily by the loss of one-time FY26 revenues, particularly those associated with dental services, rather than significant growth in overall operating expenses. The FY27 budget therefore provides a more normalized view of DCN's ongoing operations while highlighting the need to address the recurring revenue gap created by the expiration of these temporary funding sources.

Health Department of Northwest Michigan
Initial Agency Budget
2027 Annual Budget
As of September 1, 2026

	Total Administrative Division	Total Environmental Health Division	Total Family Health Division	Total Community Health Division	Total School Health Division
Revenues:					
Fees & Collections	$ -	$ 1,490,381	$ 1,657,528	$ 150,000	$ 690,000
State Funding (Non-CPBC)	-	538,052	998,279	-	371,192
Grant Funding	-	-	-	1,044,224	2,365,875
Charge for Service	148,095	700	-	16,000	-
Local Grant Funding	262,789	-	32,500	147,000	543,597
State CPBC - MDHHS	281,369	70,632	2,693,198	743,771	1,430,000
FFP/Direct Federal Funding	-	-	218,036	260,809	334,895
State Cost Sharing - ELPHS	-	1,077,527	497,710	-	-
Local Other	-	96,552	156,251	64,002	-
Local Appropriations	2,317	207,068	623,146	133,177	243,903
From Fund Balance	-	-	-	-	-
Total Revenues	$ 694,570	$ 3,480,912	$ 6,876,648	$ 2,558,983	$ 5,979,462
Expenses:					
Salaries and Wages	$ 2,140,183	$ 1,725,701	$ 3,249,652	$ 1,249,331	$ 3,399,824
Fringe Benefits	956,287	658,372	1,369,713	487,305	1,271,914
Supplies and Materials	129,100	190,597	767,510	106,304	38,500
Contractual and Consulting	81,500	102,200	-	5,000	-
Communications	22,305	18,605	38,265	13,478	6,083
Travel	53,073	91,429	127,063	94,553	38,886
Space Costs	378,134	89,301	183,661	67,698	29,180
Health Services	-	-	-	-	-
Computer Software	147,100	10,360	19,991	200	91,110
Other Contractual	7,800	-	-	-	-
Advertising / Media	-	-	-	102,455	-
Other Expenses	179,000	45,909	58,346	33,236	29,465
Equipment	-	100	-	-	-
Administrative Overhead	(3,399,912)	548,338	1,062,447	399,423	1,074,500
Program Supervision	-	-	-	-	-
Total Expenses	694,570	3,480,912	6,876,648	2,558,983	5,979,462
Net Surplus / (Deficit)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Health Department of Northwest Michigan
Initial Agency Budget
2027 Annual Budget
As of September 1, 2026

	Total HDNW	Total Dental Division	FY27 Initial Agency Budget	FY26 Revised Agency Budget	Difference
Revenues:			-		
Fees & Collections	$ 3,987,909	$ 14,887,100	$ 18,875,009	$ 18,367,551	$ 507,458
State Funding (Non-CPBC)	1,907,523	-	1,907,523	2,812,294	(904,771)
Grant Funding	3,410,099	-	3,410,099	3,432,190	(22,091)
Charge for Service	164,795	565,117	729,912	738,476	(8,564)
Local Grant Funding	985,886	-	985,886	1,773,315	(787,429)
State CPBC - MDHHS	5,218,970	-	5,218,970	5,360,302	(141,332)
FFP/Direct Federal Funding	813,740	-	813,740	837,577	(23,837)
State Cost Sharing - ELPHS	1,575,237	-	1,575,237	1,575,665	(428)
Local Other	316,805	-	316,805	589,000	(272,195)
Local Appropriations	1,209,611	-	1,209,611	1,161,884	47,727
From Fund Balance	-	-	-	-	-
Total Revenues	$ 19,590,575	$ 15,452,217	$ 35,042,792	$ 36,648,254	$ (1,605,462)
Expenses:					
Salaries and Wages	$ 11,764,691	$ 965,413	$ 12,730,104	$ 12,352,823	$ 377,281
Fringe Benefits	4,743,591	405,039	5,148,630	5,921,339	(772,709)
Supplies and Materials	1,232,011	1,404,345	2,636,356	2,355,038	281,318
Contractual and Consulting	188,700	11,178,747	11,367,447	11,381,169	(13,722)
Communications	98,736	38,878	137,614	176,900	(39,286)
Travel	405,004	10,856	415,860	392,766	23,094
Space Costs	747,974	618,271	1,366,245	1,357,256	8,989
Health Services	-	825,600	825,600	763,654	61,946
Computer Software	268,761	53,200	321,961	371,675	(49,714)
Other Contractual	7,800	-	7,800	34,032	(26,232)
Advertising / Media	102,455	-	102,455	191,797	(89,342)
Other Expenses	345,956	208,740	554,696	503,991	50,705
Equipment	100	44,999	45,099	200,301	(155,202)
Administrative Overhead	(315,204)	315,204	(0)	-	(0)
Program Supervision	-	-	-	-	-
Total Expenses	19,590,575	16,069,292	35,659,867	36,002,741	(342,874)
Net Surplus / (Deficit)	**$ -**	**$ (617,075)**	**$ (617,075)**	**$ 645,513**	**$ (1,262,588)**