Minutes of the Regular Board of Health Meeting
Health Department of Northwest Michigan
10:00 a.m. August 4, 2026

Call to order: A regular meeting of the Board of Health was held at the Shirley Roloff Center on August 4, 2026. The meeting was called to order at 10:00 a.m. by Commissioner Hankins, Chairperson. Seven (7) members of the Board of Health were in attendance establishing a quorum.

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

Members absent/excused: Commissioner Jason Helwig.

Staff in attendance: Shannon Klonowski, Dr. Joshua Meyerson, Kevin Hartley, Andrea Pierce, Melissa Hahn, Janenne Pung, Jen Vollmer, Tim Hella, Jeremy Fruk, Olivia Van Elslander, Nate Damer, Ryan Milstead, Kris Lifer and Melanie Bosman.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF THE AGENDA
MOTION: Commissioner VanAlstine made a motion to approve the agenda as presented. Supported by Commissioner Mapes. Roll Call. All ayes. Motion carried.

APPROVAL OF THE JULY 7, BOARD OF HEALTH MEETING MINUTES:
MOTION: Commissioner VanAlstine made a motion to approve the July 7, 2026, meeting minutes as presented. Supported by Commissioner Koontz. Roll Call. All ayes. Motion carried.

PUBLIC COMMENT: None.

STAFF REPORTS
Shannon Klonowski, Health Officer – Oral and written reports were shared, 2026 Annual Report.

Written reports:

- Joshua Meyerson, MD, MPH, Medical Director – Submitted a report on Summer 2026 Provider Update.
- Melissa Hahn, MPH, BA, RN, Director of Family Health - Submitted a report on Women, Infants & Children (WIC) Supplemental Nutrition Program.
- Jeremy Fruk, MSA, REHS, Director of Environmental Health – Submitted a report on Cyclosporiasis Outbreak Update.
- Jen Vollmer, MA LPC, Director of School Health– Submitted a report on Parent Engagement.
- Janenne Pung, Director of Community Health – Submitted a report on Staff Training.

Oral report:

- Tim Hella, Director of Administration, and Ryan Millstead, Senior Network Engineer - Submitted an oral report on the replacement project of three host servers and data storage system.

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 June 2026 bills in the amount of $557,540.76. Supported by Commissioner VanAlstine. 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 June 2026 employee expenses in the amount of $28,512.52. Supported by Commissioner Hankins. Roll call. All ayes. Motion carried.

MOTION: Commissioner Koontz made a motion that the fiscal year 2026 amended budget in the amount of $36,002,743 be accepted and approved by the full board. Supported by Commissioner Turnbull. Roll call. All ayes. Motion carried.

MOTION: Commissioner Koontz made a motion that the Board of Health approve the addition of the Health Educator job description to provide an entry-level position for community-based education. Supported by Commissioner Turnbull. Roll call. All ayes. Motion carried.

PROGRAM & EVALUATION COMMITTEE:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

MOTION: Commissioner VanAlstine made a motion to authorize the closure of the Health Department of Northwest Michigan offices on Thursday, November 5, 2026, for the Annual All-Staff Meeting. Supported by Commissioner Koontz. Voice vote. All ayes. Motion carried.

PUBLIC COMMENT: None.

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 10:41 a.m. Tuesday, August 4, 2026. The fixed date and time for the next regular meeting of the Board of Health will be September 1, 2026, at 10:00 a.m. and this meeting will be held at the Shirley Roloff Center.

Respectfully submitted,

Shannon Klonowski, Health Officer
September 1, 2026

Matthew Koontz
~~Scott Hankins, Chairperson~~
Matt Koontz - commissioner