**SANILAC COUNTY HEALTH DEPARTMENT**

**BOARD OF HEALTH**

**December 20, 2021**

**Call to Order/Roll Call/Welcome Guests:**

Meeting was called to order at 10:00 am by Jamie Daws.

Board of Health Members Present: P. Willis, K. Messing, J. Daws, J. Block

Staff Present: M. McDonald,B. Wilke, K. O’Mara, J. Buffington, S. Booms

Guests: None

**Public Comments**: None

**Agenda: (Action Required):**

**MOTION**: Moved by J. Block, supported by K. Messing, to approve the Agenda.

**MOTION CARRIED**.

**Minutes October 22, 2021 Meeting (Action Required):**

**MOTION**: Moved by P. Willis, supported by J. Block, to approve the October 22, 2021 Meeting minutes.

**MOTION CARRIED**

**Department Reports**:

Sanilac County Counseling Services – Shauna Booms

Environmental Health – B. Wilke

Emergency Preparedness – Michelle McDonald

Public Health – K. O’Mara

IT – Jeff Buffington

**MOTION**: Moved by K. Messing, supported by P. Willis, to approve departmental reports.

**MOTION CARRIED**

**Personnel/Finance**:

Accounts Payable: Total Payables – 121,371.19

**MOTION**: Moved by P. Willis, supported by J. Block, to approve the total payables of $121,371.19 **MOTION CARRIED**.

**Finance Director Report:**

B. Wilke went over the Finance Report

**MOTION:** Moved by P. Willis, supported by J. Block, to approve the finance report.

**MOTION CARRIED**

P. Willis reviewed the Write-Off Report for August for $614.85

**MOTION**: Moved by K. Messing, supported by P. Willis, to approve the Write-Off Report that was presented.

**MOTION CARRIED.**

**Correspondence**:

None

**Medical Director Report**:

Received written report from Dr. Hamed

**Health Officer Report**:

1. Building / Property Acquisition – Update
2. Budget/EH Fees Update

**MOTION**: Moved by K. Messing, supported by J. Block, to move forward to seek RFPs

**MOTION CARRIED**

**MOTION**: Moved by J. Block, supported by P. Willis to construct a purchase agreement with contingencies in place to bring to the next BOH meeting for approval in January 2022.

**MOTION CARRIED**

**New Business**:

None

**Unfinished Business:**

None

**Public Comments**:

None

**MOTION**: Moved by P. Willis, supported by K. Messing, to adjourn the meeting at 11:25 pm.

**MOTION CARRIED**.

The next meeting is scheduled for Tuesday, January 18, 2022 at 10:00 am.

Respectfully submitted,

Shane Welch