



Washtenaw County Board of Health

Minutes

July 26, 2024, 9:00 AM – 11:00 AM
Washtenaw County Health Department
555 Towner St, Ypsilanti, MI 48198
Room 2102B

Present: Shadin Atiyeh, Guadalupe Cervantes, Gina Dahlem, Chris Frank, Justin Hodge, Carla Pretto, Sade Richardson, Shekinah Singletery
Absent: Joan Kellenberg, Katie Scott, Dan Yordanich
Staff: Jimena Loveluck, Jennifer Brassow, Jane Nickert, Robyn Bishop, Mary Conley, Susan Ringler-Cerniglia, Kristen Schweighoefer, Charlyn VanDeventer, Russell O'Brien
Guests: Charles Peterson

1. Call to Order

Gina Dahlem called the meeting to order at 9:03 AM.

2. Public Comment

None.

3. Board Member Response to Public Comment

None.

4. Approval of Agenda (Action)

*Motion by C. Pretto, seconded by S. Richardson, to approve the agenda.
Motion approved unanimously.*

5. Approval of June 28, 2024 Meeting Minutes (Action)

*Motion by C. Pretto, seconded by S. Atiyeh, to approve the minutes of the June 28, 2024 meeting.
Motion approved unanimously.*

6. Executive Committee Minutes from June 20, 2024

Board members received the Executive Committee minutes.

Gina said they discussed the heat wave response, avian flu, the Health Department's (HD) campaign to promote vaccines/infection prevention, and the HD budget.

7. Community Voices Report

Charles Peterson gave an update on Community Voices (CV). There was not a meeting in June. Requirements for CV members to become temporary County employees have started. Members had to make the choice to become temporary employees to stay on CV. Seven members agreed to become temporary employees. Several members said they would have continued with the group if they were allowed to continue as volunteers. CV members working with the Anti-Racist Cities and Counties (ARCC) project chose to look at hiring practices as the first item to pilot the Racial Justice Impact Assessment (RJIA) tool on. Feedback and recommendations were shared with the HD on hiring practices. There will be a meeting in August with all members to share stories/advice and celebrate all the work that has been done. Charles discussed the current projects CV is involved with.



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8. Review of Washtenaw Rescue Plan Original Proposal – Jimena Loveluck, Health Officer

Jimena Loveluck gave an overview of the original request to the Board of Commissioners (BOC) and what ended up getting funded through the American Rescue Plan Act (ARPA). She discussed what it would look like to invest in public health capacity. Highlighted issues include an expanded/strengthened diverse public health workforce/leadership with greater capacity to respond to emerging issues. The way funding is received is very siloed and there isn't flexibility to use as needed or arrives later than is needed to respond to the emerging issues.

Federal ARPA funding came with lots of rules as to how it could be used and was time-limited (through 2024). The Healthy Together plan was presented to the BOC in October 2021. Disproportionate impacts of COVID on communities of color were highlighted and 4 areas of focus were proposed for public health investment through the Washtenaw Rescue Plan:

- 1) Lead with Data
- 2) Healthy Together
- 3) Emergency Preparedness & Environmental Justice
- 4) Equity Driven Department & Workforce

In 2021 the HD established a network of Community Health Workers (CHW) to focus on chronic disease prevention and address recovery/resiliency. ARPA initiatives provided mini-grants to address the physical environmental in higher-need neighborhoods. Working to ensure that the Health Department is welcoming to all, including physical accessibility, signage, and wayfinding. More flexibility came when counties were able to use ARPA funding for lost revenue. Not everything was able to be funded by the original proposal for ARPA fund use.

9. Fiscal Year 2024-2025 Health Department Budget Presentation – Jennifer Brassow, Finance Administrator (Action)

Jennifer Brassow presented on the FY25 HD budget. She referenced historical items that influenced the development of the budget. Cost allocation was highlighted. It has continued to increase while Maintenance of Effort has remained the same since 1992. Other known influences, including policy decisions and position changes, were covered by Jennifer. The differences between the May budget presentation and July budget presentation were explained. This includes a drop in Fund Balance use down to just under \$500,000 and increased fees to realign with actual costs for the HD Clinic and Environmental Health. It was suggested to look at the effect of changes to the fees and assess the impact in one year.

Jennifer shared slides showing the budget by function, expenditure type, and revenue type. The total proposed budget for FY25 is \$23,864,159. Fund balance was discussed in more detail. The Fund Balance Policy was established in June 2023 and states the HD should have 20% of the annual operating budget. Fund balance would dip below the recommended level with the proposed use of fund balance for FY25. Jennifer said she is confident that when quarter 3 projections are done, it will be closer to the \$3.7 million that should be there.

Next steps include voting by the Board of Health (BOH), preparing a cover memo/resolution for the BOC, and presentations to the BOC two times in September. BOH members were encouraged to provide public comment at the BOC meetings in August and September.

Motion by S. Richardson, seconded by C. Pretto, to recommend the FY25 budget as presented to the Board of Commissioners for approval. Motion approved unanimously.



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10. BOC Liaison Report

Justin Hodge said the BOC had the second reading of the Senior Millage and it will be on the November ballot. Would create an Office on Aging if it passes.

11. New Business

- **ARPA Healthy Neighborhoods Resolution (Action)**

Jimena discussed the draft resolution and asked if there were any edits or suggestions. The resolution highlights the impact that ARPA funding has had, the creation of the Healthy Neighborhoods Team, and asks for continued support beyond the ARPA funding.

*Motion by S. Atiyeh, seconded by C. Frank, to approve the ARPA Healthy Neighborhoods Resolution.
Motion approved unanimously.*

- **NACCHO Conference and Presentation**

Jimena said that several staff attended the National Association of City and County Officials (NACCHO) conference in Detroit. Washtenaw County Health Department (WCHD) presented at two different sessions. One was about Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). The other was about the work done on Anti Racist Cities and Counties (ARCC). WCHD also displayed 3 posters for the conference.

12. Old Business

- **Board of Health Appointment**

Shekinah Singletary attended her first meeting as a BOH member.

Jimena reminded everyone that people can apply for the BOH at any time, even if there are not any current vacancies. Those applications are held until there is a vacancy.

- **State Accreditation Report**

WCHD received the State Accreditation Report yesterday. It will be reviewed, and a summary will be given at the September meeting.

13. Adjournment

*Motion by S. Singletary, seconded by S. Richardson, to adjourn the meeting.
Motion approved unanimously.*

Meeting adjourned at 10:54 AM.

Minutes taken by Russell O'Brien