



Washtenaw County Board of Health

Minutes

January 24, 2025, 9:00 AM – 11:00 AM
Washtenaw County Health Department
555 Towner St, Ypsilanti, MI 48198
Room 2102B

Present: Shadin Atiyeh, Guadalupe Cervantes, Chris Frank, Joan Kellenberg, Sade Mulkey, Carla Pretto, Katie Scott, Shekinah Singletery, Dan Yordanich

Absent: Gina Dahlem, Justin Hodge

Staff: Jimena Loveluck, Ruth Kraut, Charlyn VanDeventer, Kristianna Ballnik, Russell O'Brien

Guests: Chad Rheker, Najaa Graham

1. Call to Order

Chris Frank 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 S. Singletery, seconded by D. Yordanich, to approve the agenda.

Motion approved unanimously.

5. Approval of December 5, 2024 Meeting Minutes (Action)

Motion by C. Pretto, seconded by S. Singletery, to approve the minutes of the December 5, 2024 meeting.

Motion approved unanimously.

6. Executive Committee Minutes from December 5, 2024

Board members received the Executive Committee minutes.

Chris Frank said they discussed American Rescue Plan Act (ARPA) funding and Health Department (HD) leadership transitions.

7. Board of Health (BOH) Officer and Appeals Subcommittee Election (Action)

Officers

Chris Frank – Chair

Carla Pretto – 1st Vice Chair

Gina Dahlem – 2nd Vice Chair

Appeals Subcommittee

Dan Yordanich – Chair

Lupe Cervantes

Carla Pretto

Joan Kellenberg – Alternate

Motion by D. Yordanich, seconded by S. Mulkey, to approve the Board of Health Officers and Appeals Subcommittee as presented.

Motion approved unanimously.





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8. Community Voices Report

Najaa Graham said Community Voices (CV) is currently looking for new members to add to the board and make communities stronger. At the next meeting, they will be discussing community events for 2025. Carla Pretto asked about the application process for new members and if there is room for youth voice. Najaa said they will be discussing the process and qualifications for new members. A big factor will be what community the person is serving. There aren't any youth members currently, but Najaa said that is a great idea and will be discussed at the next meeting.

9. FY25 Budget Update – Jennifer Brassow, Finance Administrator

Jennifer Brassow gave an update on the 2024-2025 mid-year budget adjustment. She thanked board members for their advocacy in the realization of the Board of Commissioners (BOC) resolution 24-197, which resulted in a general fund increase for the HD of \$600,000. A mid-year budget adjustment was needed because of several items of impact. These include changes to the Comprehensive Agreement/Local Funding, Medicaid policy, Cost Allocation Plan (CAP), Fleet, Staffing, and Washtenaw Health Project (WHP).

Environmental Health (EH) fees were discussed. The proposed increases for March 1, 2025, are less than what was originally proposed in May 2024. Food and DHS Inspection will increase 10%, Wells will increase 15%, Sewage will increase 35%, and Time of Sale Reports will not increase.

The mid-year budget that will be presented to the BOC in February is \$23,489,333 with Fund Balance use of \$141,859. The mid-year budget was presented by function, expenditure type, and revenue type. There was further discussion on Fund Balance. By policy, Fund Balance should be 20% of operating or \$3,669,884, but the anticipated Fund Balance after the projected use would be \$3,563,263. The next steps include presenting at the BOC on 2/5/25 and 2/19/25.

Jennifer went over other highlights of 2024/2025. These include the Community Violence Intervention Grant, Community Mental Health (CMH) Wish You Knew, CMH Millage, Center for Health and Research Transformation (CHRT), ARPA Interest, Medical Marijuana Grant, Michigan Health Endowment Fund Grant, and Capital Fund. Jimena Loveluck talked about the cost sharing that is supposed to occur with the State for Essential Local Public Health Services (ELPHS). The HD is working with a group of students at University of Michigan on a project to determine what would be needed for a true 50/50 cost share for just 1 ELPHS. The project will conclude in the spring of 2025.

10. 2025-2027 Strategic Planning Process – Ruth Kraut, Deputy Health Officer and Kristianna Ballnik, Social Work Intern

Ruth and Kristianna presented on the 2025-2027 Strategic Planning process. They gave an overview, discussed strategic priorities, and discussed big ideas that came out of team meetings. The vision and mission were shared.

During the process so far, 17 Strategic Planning meetings have occurred with 92 staff members. The teams gave feedback on the Strategic Priorities from the 2020-2024 plan, talked about strengths, weaknesses, opportunities, & challenges, and they came up with goals. Next steps include sharing materials with the Health Department Leadership Team (HDLT) and Expanded Health Department Leadership Team (EHDLT), finalizing Strategic Priorities/Goals, producing "SMART" objectives for each team, and finalizing the Strategic Plan for 2025-2027.



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Success from the Strategic Plan 2020-2024 were shared. These include the Mobile Clinic RV, Health4All Washtenaw, and Covid Data. Kristianna gave a summary of the themes that came up during the 17 team meetings and the Strategic Priority responses. Board members were asked for their reflections on the Priorities. A summary was provided on the discussions from EHDLT including 3 big ideas. Board members broke up into groups to discuss the question "We can't be everything to everyone, so what is important to the people at your table?"

Ruth and Kristianna asked how board members would like the format to look and how to disseminate the new Strategic Plan. It was suggested that Community Mental Health Association of Michigan (CMHAM) had a nice format for their Strategic Plan. It was simple and included the reasoning behind the process. There was discussion on the intent of dissemination. Will there be an opportunity for CV input and is there capacity to build the information into the Health4All website? Will this be treated as a rolling plan or have a checkpoint halfway through?

11. BOC Liaison Report

Katie Scott, the new Chair of the BOC, said there's not a lot to report yet. The Opioid Settlement Steering Committee will be coming to the BOC Working Session. She feels that there has been progress made on commissioners thinking about the HD. The BOC retreat will occur February 7, 2025 and they will be talking about board priorities.

12. Old Business

- **Staff Transitions and Updates**

Jimena Loveluck said Nifiah Reid, new Director of Nursing, will be starting next week. The Epidemiology Manager position will be posted through January 28. The Community Health Promotion (CHP) supervisor position will be posted in early February. Adam Paberzs recently left to take a job at UofM School of Public Health. Lori Schrader, Immunizations Coordinator, will be retiring at the end of January. Meetings have been set up in the next few weeks with Derrick Jackson, new Racial Equity Officer, and Alyshia Dyer, new Sherriff.

- **Opioid Settlement Working Session Presentation Rescheduled to 2/5/25**

- **Resolutions**

Jimena said the resolutions approved at the last BOH meeting recognizing Jane Nickert and Laura Bauman for their great service to public health have been reworked and submitted to the BOC. They will be recognized at the February 5th BOC meeting.

13. Adjournment

*Motion by S. Singletery, seconded by K. Scott, to adjourn the meeting.
Motion approved unanimously.*

Meeting adjourned at 10:50 AM.

Minutes taken by Russell O'Brien