



Washtenaw County Board of Health

Minutes

June 27, 2025, 9:00 AM – 11:00 AM
Washtenaw County Health Department (WCHD)
555 Towner St, Ypsilanti, MI 48198
Room 2102B

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

Absent: Gina Dahlem

Staff: Jimena Loveluck, Nifiah Reid, Ruth Kraut, Kristen Schweighoefer, Jennifer Brassow, Russell O'Brien

Guests: Jo Ann McCollum

1. Call to Order

Chris Frank called the meeting to order at 9:00 AM.

2. Public Comment

None.

3. Board Member Response to Public Comment

None.

4. Approval of Agenda (Action)

Motion by S. Singletery, seconded by C. Pretto, to approve the agenda.

Motion approved unanimously.

5. Approval of May 23, 2025 Meeting Minutes (Action)

Motion by C. Pretto, seconded by S. Mulkey, to approve the minutes of the May 23, 2025 meeting.

Motion approved unanimously.

6. Executive Committee Minutes from May 15, 2025

Board members received the Executive Committee minutes.

7. Community Voices (CV) Report

Jo Ann McCollum provided an update on Community Voices. She said they are taking a break in July and will reconvene in early August. They are continuing discussions for future meetings that could include trainings, skill building, and potential guests. The group is considering how to support communities through focused community action projects in and around MacArthur Blvd, South Ypsilanti, Whitmore Lake, Sugarbrook, and West Willow.

8. Fiscal Year 2025-2026 Health Department Budget Presentation – Jennifer Brassow, Finance Administrator

Jennifer Brassow presented to the Board of Health (BOH) on the budget. She provided historical reference on the budget development including Essential Local Public Health Services (ELPHS) and Local Maintenance of Effort (LMOE). The Cost Allocation (CA), amount of money the Health Department (HD) pays the county for central service support, continues to increase while the LMOE has remained the same since 1992. Jennifer went over known influences including policy decisions by the Board of Commissioners (BOC) and other items including funding elimination, vacant positions, and fee changes.



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The overall FY26 draft budget is about \$21.1 million. The adjusted or net health operating budget is about \$16.4 million. Jennifer shared charts with the draft budget shown by function, expenditure type, and revenue type. There is a proposed use of \$87,633 from fund balance.

Next steps:

- 1) Grants.
- 2) Submit for general fund as part of the county-wide budget request process.
- 3) Continue discussions with Administration and Central Finance regarding medical increases and the general fund covering these.
- 4) Monitor federal impacts on Medicaid/Full Cost Reimbursement.
- 5) Consider using a portion of fund balance.

Jennifer discussed the Fund Balance Policy that was established in 2023. By policy, the HD should have 20% of the operating budget in fund balance. After the proposed use of \$87,633, the fund balance would be at \$3,614,697, above the 20% required by the policy. Capital reserves were also discussed. The HD has been working to stock money away for the county-wide space plan update. As a non-general fund department, the HD is responsible to pay for the costs. The current reserve is \$2.5 million. If the allocated money for the reserve in FY26 is needed for operations, a budget adjustment will occur, and the funds will be available for operations. Board members asked how they could advocate to the BOC about updating the space at the 555 Towner building.

The final budget will be presented to the BOH on July 25, 2025. After approved, a cover memo and resolution will be submitted to the BOC by August 15, 2025.

9. BOC Liaison Report

Katie Scott said the Board of Commissioners are getting ready for the budget process. They have been spending a lot of time talking about the structure for the senior millage funding. It will come to the BOC for a final reading at the next meeting. A department of aging services will be established. There have been talks about how to provide funding to the HD and Washtenaw Health Project (WHP) for work helping people over 60 years. Jimena mentioned the new shelter/transitional housing plan. Katie said Trinity will be providing the space and it will be run by Alpha House.

10. Old Business

- **Opioid Settlement Funding**

Jimena gave an update on the opioid settlement funding. Request for proposals (RFP) are currently being reviewed. Twenty-nine proposals in many different areas were received. They will be presenting funding recommendations to the BOC at the August 6th meeting.

- **Kindergarten Oral Health Assessment**

Jimena said there is a contract in place for providing the services. Smiles on Wheels was chosen and already provides the services in other counties. They are familiar with the program and requirements. The plan is to launch in the 2025-2026 academic year.



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- **Health Department Strategic Plan**

The leadership team held their 2nd retreat to discuss the Strategic Plan. BOH members provided feedback during the process. All HD teams worked on objectives. The final Strategic Plan will be provided to the BOH in August and will be publicly available.

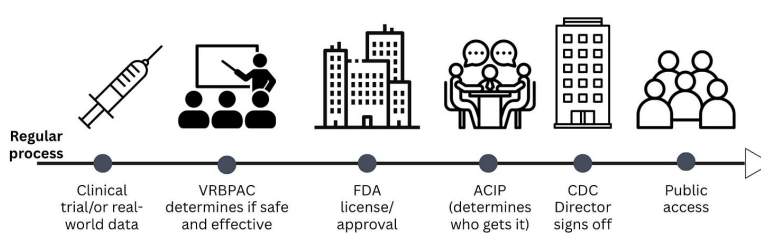
11. New Business

- **County Budget Request Process**

The HD submitted 3 applications during the request process. They are all around \$400,000 to \$600,000. They will be reviewed in July and then find out if any have been selected.

- **National Vaccine Policy/Recommendations**

Dr. Juan Marquez gave an update on the national vaccine landscape. There are lots of questions and can easily change tomorrow. He went over the process of how a vaccine becomes available to the public.



Dr. Marquez discussed the changes to who is approved for COVID-19 vaccine. The announcements now say adults 65 years and older and individuals 12-64 years who have at least one underlying condition. COVID-19 vaccine has been removed as recommended for individuals aged 6 months to 17 years and pregnant women. There have been mass changes to the Advisory Committee on Immunization Practices (ACIP). RFK Jr chose to remove all CDC vaccine panel experts and replace them with people who have little to no expertise. Dr. Marquez went over the CDC take aways from their advisory committee meeting on June 26, 2025. Ways of preserving access to vaccines were discussed. WCHD has lots of concern over guidance and availability of vaccines. There are many questions about vaccines for respiratory season and moving forward. WCHD has not made any changes as of now.

- **Space Enhancements**

Jennifer Brasso went over space enhancements at 555 Towner that were paid for by the American Rescue Plan Act (ARPA). These included updates to infrastructure, organization, and wayfinding. Board members were given a tour that highlighted the updates to the building.

12. Adjournment

Motion by K. Scott, seconded by S. Atiyeh, to adjourn the meeting.

Motion approved unanimously.

Meeting will adjourn early to conduct a quick WCHD facility improvement tour.

Meeting adjourned at 10:46 AM.

Minutes taken by Russell O'Brien