

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT

**Personnel & Finance Committee
Wednesday, May 22, 2024 1:00 p.m.
Leelanau County Government Center
6527 E Government Center
Suttons Bay MI 49682**

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Ty Wessell – Leelanau County Board of Commissioners
Gwenne Allgaier – Leelanau County Board of Commissioners

Staff Present:

Dr. Joshua Meyerson – Medical Director
Dodie Putney – Director of Administrative Services
Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health
Dan Thorell – Health Officer

Appropriations

It was determined that an increase in County Appropriations will not be needed for the fiscal year 2025 because there is a healthy fund balance and the reimbursement for services has been consistent and higher than anticipated. The need will be re-evaluated for the fiscal year 2026.

Hiring a Full Time Health Officer

Once the Resolution to Hire a Full-Time Health Officer is passed, a letter will need to be drafted and have BLDHD's attorney review it to make sure all aspects of the termination are covered. The letter will state that BLDHD is terminating the contract that employs a part-time Health Officer through HDNW. BLDHD will keep the contract with HDNW for the Medical Director position. The letter needs to be sent as registered. Once the letter is sent, the Chair of the BLDHD BOH will call the Chair of the HDNW BOH to explain the letter that they are going to receive.

An official job description for the Health Officer position needs to be drafted. The one that was created for HDNW will be used as a template. This template will be tailored for what exactly BLDHD needs. It is planned to advertise for the Health Officer position for one month. The interview process is expected to take a bit of time and then whoever is hired will more than likely not be able to start right away as they more than likely will need to put in notice to wherever they are currently employed. Hopefully, the new full-time Health Officer will be able to start in December 2024 or January 2025. That way they will be able to get acclimated to BLDHD before Putney's retirement.

Gary Sauer, Chair

Shelley Jablon, Recording Secretary

DRAFT