



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

CLINTON
Branch Office
1307 E. Townsend Rd.
St. Johns, MI 48879-9036
(989) 224-2195

GRATIOT
Branch Office
151 Commerce Drive
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM
Branch Office
615 N. State St., Ste. 1
Stanton, MI 48888-9702
(989) 831-5237

ADMINISTRATIVE OFFICES
615 N. State St. Ste. 2
Stanton, MI 48888-9702
(989) 831-5237

MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD
Medical Director



BOARD OF HEALTH
George Bailey
Bruce DeLong
Betty Kellenberger
Tom Lindeman
Sam Smith
Dwight Washington, Ph.D.

**BOARD OF HEALTH
FINANCE COMMITTEE MEETING**
at
Mid-Michigan District Health Department
Clinton County Branch Offices
Saint Johns, Michigan

Wednesday, November 22, 2017
8:30 AM

**PLEASE
NOTE
CHANGE
IN TIME**

AGENDA

*We take action to assure the health and well being of our community and the environment
by responding to public health needs and providing a broad spectrum
of prevention and educational services.*

COMMITTEE MEMBERS:

George Bailey, Bruce DeLong, Tom Lindeman (Chair)

STAFF:

Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman,
Director of Administrative Services; and Cindy Partlo, Board Secretary

- A. Mid-Michigan District Health Department's (MMDHD) Expenses for October 14 through November 10, 2017 – **Included.**
- B. Financial Status Report, FY 16/17 – **Handout.**
- C. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for September 2017 – **Handout.**
- D. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for October 2017 – **Delayed due to year-end closing.**
- E. MMDHD Postage Update – **Included.**
- F. Associated Agreement for Epidemiologist Services with Central Michigan District Health Department (CMDHD) – **Included.**
- G.

MONTHLY EXPENSES FOR
October 14, 2017 - November 10, 2017

<i>EV 1857</i>	<i>\$ 262,105.34</i>
<i>EV 1858</i>	<i><u>\$ 187,650.29</u></i>
 TOTAL	 \$ 449,755.63

Mid-Michigan District Health Department
615 North State Street, Suite 2
Stanton MI 48888
(989) 831-5237

CK#

EV 1857

10/27/2017

Payables

103715		
to	Quantum Checks & Voids & Direct Deposits	\$ 106,446.46
103752		

Payroll

AFLAC Employee Deduction	\$ 331.07
MERS Employee Electronic Transfer	\$ 3,584.37
Chemical Bank Payroll-Ameriprise NBS	\$ 190.00
Chemical Bank Payroll-Nationwide	\$ 2,220.00
Chemical Bank Payroll-MERS 457	\$ 400.00
Chemical Bank Payroll Tax Electronic Transfer	
Federal	\$ 32,084.22
State	\$ 10,400.17
Direct Deposit Payroll	\$ 98,809.37
State of Michigan Unemployment (September)	\$ 7,632.00

Bank Fees

Chemical Bank Interest	17-Sep	\$ <u>7.68</u>
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TOTAL	\$ 262,105.34
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ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
103715	10/27/17	ALPH83 ALPHA FAMILY CENTER	101000	11/01/17	16327		\$ 300.00	\$ -	\$ 300.00
		COMPUTER CHECK			NOVEMBER RENT				
			CHECK TOTALS:				\$ 300.00	\$ -	\$ 300.00
103716	10/27/17	BLU008 BLUE CROSS BLUE SHIELD OF MICH	101002	10/08/17	16336		\$ 11,987.42	\$ -	\$ 11,987.42
		COMPUTER CHECK			0005 NOVEMBER HEALTH INS				
			101003	10/08/17	16337		\$ 8,201.92	\$ -	\$ 8,201.92
					0004 NOVEMBER HEALTH INS				
			101004	10/08/17	16338		\$ 17,902.29	\$ -	\$ 17,902.29
					0003 NOVEMBER HEALTH INS				
			CHECK TOTALS:				\$ 38,091.63	\$ -	\$ 38,091.63
103717	10/27/17	BLU034 BLUE CARE NETWORK	172860031495	10/13/17	16335		\$ 11,124.58	\$ -	\$ 11,124.58
		COMPUTER CHECK			0002 NOVEMBER HEALTH INS				
			CHECK TOTALS:				\$ 11,124.58	\$ -	\$ 11,124.58
103718	10/27/17	BLU035 BLUE CARE NETWORK	172860049183	10/13/17	16334		\$ 1,951.68	\$ -	\$ 1,951.68
		COMPUTER CHECK			0003 NOVEMBER HEALTH INS				
			CHECK TOTALS:				\$ 1,951.68	\$ -	\$ 1,951.68
103719	10/27/17	BRA084 BRAD'S CLEANERS	10102017	10/10/17	16319		\$ 282.24	\$ -	\$ 282.24
		COMPUTER CHECK			CHED WAITING ROOM CARPET				
			CHECK TOTALS:				\$ 282.24	\$ -	\$ 282.24
103720	10/27/17	CAP095 CAPITAL AREA UNITED WAY	100991	10/24/17	16342		\$ 28.00	\$ -	\$ 28.00
		COMPUTER CHECK			10/27/17 EMPLOYEE DONATION				
			CHECK TOTALS:				\$ 28.00	\$ -	\$ 28.00
103721	10/27/17	CDW016 CDW GOVERNMENT, INC.	KJT4665	10/03/17	16299	095143-00	\$ 511.65	\$ -	\$ 511.65
		COMPUTER CHECK			15 WIRELESS MOUSE				
			KKX4296	10/07/17	16298	095131-00	\$ 1,243.50	\$ -	\$ 1,243.50
					PROJECTORS				
			CHECK TOTALS:				\$ 1,755.15	\$ -	\$ 1,755.15
103722	10/27/17	CEN021 CENTRAL MI DIST HEALTH DEPT	100993	09/30/17	16312		\$ 5,745.41	\$ -	\$ 5,745.41
		COMPUTER CHECK			SEPTEMBER 2017 MD				
			CHECK TOTALS:				\$ 5,745.41	\$ -	\$ 5,745.41
103723	10/27/17	CLI092 CLINTON COUNTY ADMIN/ACCT	AC-2017-027	10/02/17	16332		\$ 1,966.66	\$ -	\$ 1,966.66
		COMPUTER CHECK			NOVEMBER DENTAL RENT				
			CHECK TOTALS:				\$ 1,966.66	\$ -	\$ 1,966.66
103724	10/27/17	COH003 COHL, STOKER & TOSKEY	48047	10/04/17	16320		\$ 167.20	\$ -	\$ 167.20
		COMPUTER CHECK			SEPTEMBER LEGAL				
			CHECK TOTALS:				\$ 167.20	\$ -	\$ 167.20

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
103725	10/27/17	COV178 COVENANT MEDICAL CENTER	100995	10/04/17	16314		\$ 111.54	\$ -	\$ 111.54
		22412 LABS							
COMPUTER CHECK			100996	10/04/17	16315		\$ 58.60	\$ -	\$ 58.60
			20940 LABS						
			100997	10/04/17	16316		\$ 21.42	\$ -	\$ 21.42
			21654 LABS						
			CHECK TOTALS:				\$ 191.56	\$ -	\$ 191.56
103726	10/27/17	CRE408 CRESTLINE SPECIALTIES	3438582	09/27/17	16294	095113-00	\$ 546.98	\$ -	\$ 546.98
		500 MCIR PENS & WEBCAM COVERS							
COMPUTER CHECK			CHECK TOTALS:				\$ 546.98	\$ -	\$ 546.98
103727	10/27/17	DEL007 DELTA DENTAL OF MICHIGAN	0001637823	10/16/17	16333		\$ 4,450.30	\$ -	\$ 4,450.30
		NOVEMBER DENTAL							
COMPUTER CHECK			CHECK TOTALS:				\$ 4,450.30	\$ -	\$ 4,450.30
103728	10/27/17	FOR008 FORESTRY SUPPLIERS INC	258305-00	09/29/17	16288	095118-00	\$ 82.69	\$ -	\$ 82.69
		FIBERGLASS TAPE, PROBES							
COMPUTER CHECK			CHECK TOTALS:				\$ 82.69	\$ -	\$ 82.69
103729	10/27/17	HOS101 HOSPITAL NETWORK HEALTHCARE	49099	09/30/17	16317		\$ 118.00	\$ -	\$ 118.00
		MEDICAL WASTE PICKUP-GBO/CBO							
COMPUTER CHECK			CHECK TOTALS:				\$ 118.00	\$ -	\$ 118.00
103730	10/27/17	IMP002 IMPREST CASH-MONTCALM	100992	09/30/17	16311		\$ 22.99	\$ -	\$ 22.99
		QVAT CAKE CELEBRATION							
COMPUTER CHECK			100994	09/30/17	16313		\$ 7.00	\$ -	\$ 7.00
		MCIR PARKING							
103730	10/27/17	IMP002 IMPREST CASH-MONTCALM	100992	10/01/17	16328		\$ 1.56	\$ -	\$ 1.56
		POSTAGE							
			CHECK TOTALS:				\$ 31.55	\$ -	\$ 31.55
103731	10/27/17	LIN061 LINCOLN FINANCIAL GROUP	101005	10/10/17	16339		\$ 1,572.44	\$ -	\$ 1,572.44
		NOVEMBER LIFE/LTD/AD&D							
COMPUTER CHECK			CHECK TOTALS:				\$ 1,572.44	\$ -	\$ 1,572.44
103732	10/27/17	MA184 MAGELLAN DIAGNOSTICS	31575	09/26/17	16285	095112-00	\$ 1,927.10	\$ -	\$ 1,927.10
		BLOOD LEAD TEST KIT							
COMPUTER CHECK			CHECK TOTALS:				\$ 1,927.10	\$ -	\$ 1,927.10
103733	10/27/17	MCK032 MCKESSON MEDICAL	12122376	10/05/17	16307	095128-00	\$ 812.00	\$ -	\$ 812.00
		LANCETS,CULTURE TUBES,POUCHES							
COMPUTER CHECK			12123484	10/05/17	16308	095146-00	\$ 707.51	\$ -	\$ 707.51
		SHARPS.NEEDLES,GLOVES,SPECULUM							

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
CHECK TOTALS:							\$ 1,519.51	\$ -	\$ 1,519.51
103734	10/27/17	MER016 MERCK & CO INC	7010800468	10/09/17	16295	095149-00	\$ 832.76	\$ -	\$ 832.76
COMPUTER CHECK							PNUEMOVAX VACCINE		
CHECK TOTALS:							\$ 832.76	\$ -	\$ 832.76
103735	10/27/17	MIS004 MISDU-MONTCALM CO FRIEND	100991	10/24/17	16341		\$ 197.47	\$ -	\$ 197.47
COMPUTER CHECK							10/27/17 EMPLOYEE DEDUCTION		
CHECK TOTALS:							\$ 197.47	\$ -	\$ 197.47
103736	10/27/17	MNA004 MICHIGAN NURSES ASSOCIATION	100991	10/24/17	16340		\$ 497.25	\$ -	\$ 497.25
COMPUTER CHECK							OCTOBER DUES		
CHECK TOTALS:							\$ 497.25	\$ -	\$ 497.25
103737	10/27/17	NAT016 NRFSP	G1709300650	09/30/17	16318		\$ 600.00	\$ -	\$ 600.00
COMPUTER CHECK							FOOD TESTS		
CHECK TOTALS:							\$ 600.00	\$ -	\$ 600.00
103738	10/27/17	NUR008 HEALTH DEPT NURSE ADMIN FORUM	100999	10/01/17	16323		\$ 155.00	\$ -	\$ 155.00
COMPUTER CHECK							17/18 NAF MEMBERSHIPS		
CHECK TOTALS:							\$ 155.00	\$ -	\$ 155.00
103739	10/27/17	OFF015 OFFICE DEPOT	966941941001	09/29/17	16283	095124-00	\$ 165.37	\$ -	\$ 165.37
COMPUTER CHECK							CERTIFICATES, FILE STORAGE		
CHECK TOTALS:							\$ 165.37	\$ -	\$ 165.37
103740	10/27/17	PLE041 PLEASANT GRAPHICS INC	31334	06/03/17	16309		\$ 211.00	\$ -	\$ 211.00
COMPUTER CHECK							150 ANNUAL REPORT POSTCARDS		
							\$ 133.65	\$ -	\$ 133.65
							POSTAGE FOR 500 ANNUAL REPORTS		
CHECK TOTALS:							\$ 344.65	\$ -	\$ 344.65
103741	10/27/17	PUNG96 PUNG DAVID	35968	10/11/17	16325		\$ 179.00	\$ -	\$ 179.00
COMPUTER CHECK							REFUND VACANT LAND PERMIT		
CHECK TOTALS:							\$ 179.00	\$ -	\$ 179.00
103742	10/27/17	SAN020 SANOFI PASTEUR INC	908512039	08/09/17	16290	094525-00	\$ 7,279.85	\$ -	\$ 7,279.85
COMPUTER CHECK							FLU VACCINE		
							\$ 3,248.82	\$ -	\$ 3,248.82
							FLU VACCINE		
							\$ 4,185.74	\$ -	\$ 4,185.74
							FLU VACCINE		
							\$ 418.57	\$ -	\$ 418.57
							FLU VACCINE		

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
CHECK TOTALS:							\$ 15,132.98	\$ -	\$ 15,132.98
103743	10/27/17	SHR011 SHRED-IT USA LLC	8123316019	10/07/17	16324		\$ 397.10	\$ -	\$ 397.10
ADMIN SHRED 11TH YEAR									
COMPUTER CHECK									
			8123319981	10/15/17	16326		\$ 101.69	\$ -	\$ 101.69
CLINTON SHREDDING									
CHECK TOTALS:							\$ 498.79	\$ -	\$ 498.79
103744	10/27/17	TEA001 TEAMSTERS LOCAL 214	100991	10/24/17	16345		\$ 1,922.49	\$ -	\$ 1,922.49
OCTOBER DUES									
COMPUTER CHECK									
CHECK TOTALS:							\$ 1,922.49	\$ -	\$ 1,922.49
103745	10/27/17	TEA031 TEAM FINANCIAL GROUP, INC	155610	10/12/17	16331		\$ 2,459.37	\$ -	\$ 2,459.37
XEROX MACHINES/SUPPLY FREIGHT									
COMPUTER CHECK									
103745	10/27/17	TEA031 TEAM FINANCIAL GROUP, INC	155611	10/12/17	16330		\$ 1,802.48	\$ -	\$ 1,802.48
FAMILY PLANNING XEROX 3260									
CHECK TOTALS:							\$ 4,261.85	\$ -	\$ 4,261.85
103746	10/27/17	THE007 THERACOM, A CAREMARK CO	182919367	09/28/17	16284 095122-00		\$ 1,684.50	\$ -	\$ 1,684.50
MIRENA IUDS									
COMPUTER CHECK									
			182918544-301	09/28/17	16289 095123-00		\$ 1,995.00	\$ -	\$ 1,995.00
NEXPLANON IUD									
			C182918544-301	09/30/17	16346		\$ (39.90)	\$ -	\$ (39.90)
CREDIT INVOICE									
CHECK TOTALS:							\$ 3,639.60	\$ -	\$ 3,639.60
103747	10/27/17	THE027 THERMOWORKS, INC.	INV-12069874	10/06/17	16300 095132-00		\$ 240.99	\$ -	\$ 240.99
3 THERMAPENS									
COMPUTER CHECK									
CHECK TOTALS:							\$ 240.99	\$ -	\$ 240.99
103748	10/27/17	UNI001 UNITED WAY OF MONTCALM CO	100991	10/24/17	16344		\$ 117.00	\$ -	\$ 117.00
10/27/17 EMPLOYEE DONATION									
COMPUTER CHECK									
CHECK TOTALS:							\$ 117.00	\$ -	\$ 117.00
103749	10/27/17	UNI009 UNITED WAY OF GRATIOT CO	100991	10/24/17	16343		\$ 85.00	\$ -	\$ 85.00
10/27/17 EMPLOYEE DONATION									
COMPUTER CHECK									
CHECK TOTALS:							\$ 85.00	\$ -	\$ 85.00
103750	10/27/17	VALL25 VALLEY FARMS BAPTIST CHURCH	101001	11/01/17	16329		\$ 100.00	\$ -	\$ 100.00
NOVEMBER RENT									
COMPUTER CHECK									
CHECK TOTALS:							\$ 100.00	\$ -	\$ 100.00
103751	10/27/17	VAN024 VANGILLS LINDA	100998	09/30/17	16321		\$ 2,942.50	\$ -	\$ 2,942.50
CJS MD WORKGROUP									

RUN DATE: OCT 25, 2017 - 07:37

Mid Michigan District Health Department

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ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
COMPUTER CHECK									
CHECK TOTALS:							\$ 2,942.50	\$ -	\$ 2,942.50
103752	10/27/17	WINN73 WINN TELECOM	2275495	10/15/17	16322		\$ 2,681.08	\$ -	\$ 2,681.08
COMPUTER CHECK									
CHECK TOTALS:							\$ 2,681.08	\$ -	\$ 2,681.08
BANK CODE TOTALS:							\$106,446.46	\$ -	\$106,446.46
38 COMPUTER CHECKS									
0 MANUAL PAYMENT CHECKS									
0 VOID CHECKS - TRX									
0 VOID CHECKS - STUBS									
0 VOID CHECKS - ERROR									
0 VOID CHECKS - FORM ALIGNMENT									
0 DIRECT DEPOSITS									
38 CHECKS TOTAL									
COMPANY TOTALS:							\$106,446.46	\$ -	\$106,446.46

Mid-Michigan District Health Department
615 North State Street, Suite 2
Stanton MI 48888
(989) 831-5237

CK#	EV 1858	11/10/2017
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Payables

103753		
to	Quantum Checks & Voids & Direct Deposits	\$ 24,880.23
103779		

Payroll

AFLAC Employee Deduction		\$ 342.97	
MERS Employee Electronic Transfer		\$ 3,624.39	
Chemical Bank Payroll-Ameriprise NBS		\$ 190.00	
Chemical Bank Payroll-Nationwide		\$ 2,170.00	
Chemical Bank Payroll-MERS 457		\$ 400.00	
Chemical Bank Payroll Tax Electronic Transfer			
Federal		\$ 31,844.76	
EV1854 9/15/17 Federal tax		\$ (31,837.60)	
Correction to 9/15/17 Federal tax		\$ 31,837.62	
MERS Employer Electronic Transfer	17-Oct	\$ 22,372.24	
Direct Deposit Payroll		\$ 101,507.74	

Bank Fees

Chemical Bank - deposit slips		\$ 39.14	
Chemical E-Banking fee	17-Sep	\$ 165.40	
Chemical E-Banking fee	17-Oct	<u>\$ 113.40</u>	

TOTAL	\$ 187,650.29
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ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
199	11/10/17	BAI102 BAILEY GEORGE	101008	10/25/17	16375		\$ 86.82	\$ -	\$ 86.82
			OCTOBER TRAVEL/PER DIEM						
DIRECT DEPOSIT			CHECK TOTALS:				\$ 86.82	\$ -	\$ 86.82
200	11/10/17	KEL038 KELLENBERGER BETTY	101007	10/25/17	16374		\$ 57.54	\$ -	\$ 57.54
			OCTOBER TRAVEL/PER DIEM						
DIRECT DEPOSIT			CHECK TOTALS:				\$ 57.54	\$ -	\$ 57.54
201	11/10/17	LIN033 LINDEMAN TOM	101006	10/25/17	16373		\$ 519.31	\$ -	\$ 519.31
			OCTOBER TRAVEL/PER DIEM						
DIRECT DEPOSIT			CHECK TOTALS:				\$ 519.31	\$ -	\$ 519.31
103753	11/10/17	CAP095 CAPITAL AREA UNITED WAY	101013	11/01/17	16394		\$ 28.00	\$ -	\$ 28.00
			11/10/17 EMPLOYEE DONATION						
COMPUTER CHECK			CHECK TOTALS:				\$ 28.00	\$ -	\$ 28.00
103754	11/10/17	CDW016 CDW GOVERNMENT, INC.	KJK8067	09/29/17	16349	095129-00	\$ 1,713.79	\$ -	\$ 1,713.79
			SURFACE PRO,DOCK, CASE,PRINTER						
COMPUTER CHECK			KJR7469	10/02/17	16348	095129-00	\$ 10.17	\$ -	\$ 10.17
			MINI ADAPTER						
			KKD1601	10/04/17	16347	095129-00	\$ 105.00	\$ -	\$ 105.00
			MS SURFACEPRO						
			KNM4334	10/19/17	16353	095171-00	\$ 1,264.95	\$ -	\$ 1,264.95
			THINKPAD, ADAPTER,DRIVE,MOUSE						
			CHECK TOTALS:				\$ 3,093.91	\$ -	\$ 3,093.91
103755	11/10/17	CON160 CONTROL SOLUTIONS, INC.	CS44950	09/20/17	16352	095159-00	\$ 103.00	\$ -	\$ 103.00
			CALIBRATIONS						
COMPUTER CHECK			CS45129	09/26/17	16351	095111-00	\$ 58.00	\$ -	\$ 58.00
			CALIBRATION						
			CHECK TOTALS:				\$ 161.00	\$ -	\$ 161.00
103756	11/10/17	CRY023 CASAIR-CRYSTAL AUTO SYSTEM	393850	11/01/17	16380		\$ 800.00	\$ -	\$ 800.00
			NOV INTERNET/LIST SERV/WIRELESS						
COMPUTER CHECK			CHECK TOTALS:				\$ 800.00	\$ -	\$ 800.00
103757	11/10/17	EAT029 EATON RESA	005212	10/27/17	16369		\$ 3,516.01	\$ -	\$ 3,516.01
			4Q17 BRAINERD SALARYFRINGE						
COMPUTER CHECK			CHECK TOTALS:				\$ 3,516.01	\$ -	\$ 3,516.01

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
103758	11/10/17	FOR008 FORESTRY SUPPLIERS INC	261412-00	10/06/17	16362	095134-00	\$ 393.93	\$ -	\$ 393.93
		COMPUTER CHECK				OPEN REEL TAPES, FLAGS,SHIP FEE			
			261412-01	10/18/17	16350	095134-00	\$ 182.50	\$ -	\$ 182.50
						EXTENSION RODS			
			268286-00	10/25/17	16361	095179-00	\$ 253.05	\$ -	\$ 253.05
						TILE PROBES			
			CHECK TOTALS:				\$ 829.48	\$ -	\$ 829.48
103759	11/10/17	HOS101 HOSPITAL NETWORK HEALTHCARE	49590	10/31/17	16391		\$ 59.00	\$ -	\$ 59.00
		COMPUTER CHECK				1 SHARP PICKUP-COMMUNITY			
			CHECK TOTALS:				\$ 59.00	\$ -	\$ 59.00
103760	11/10/17	HOS115 HOSPICE OF HOLLAND	101011	10/12/17	16379		\$ 40.00	\$ -	\$ 40.00
		COMPUTER CHECK				MEMORY OF HENRY VANDOP			
			CHECK TOTALS:				\$ 40.00	\$ -	\$ 40.00
103761	11/10/17	HUC020 HUCH'S FINE JEWELRY	840	11/01/17	16382		\$ 80.00	\$ -	\$ 80.00
		COMPUTER CHECK				FELTON RETIREMENT CLOCK			
			CHECK TOTALS:				\$ 80.00	\$ -	\$ 80.00
103762	11/10/17	LAK014 LAKEVIEW AREA NEWS	101012	10/16/17	16381		\$ 45.00	\$ -	\$ 45.00
		COMPUTER CHECK				RENEW SUBSCRIPTION			
			CHECK TOTALS:				\$ 45.00	\$ -	\$ 45.00
103763	11/10/17	MAL010 MALPH	malph01	11/01/17	16368		\$ 5,262.61	\$ -	\$ 5,262.61
		COMPUTER CHECK				CJS 2YR BASECAMP/STAFF HRS			
			CHECK TOTALS:				\$ 5,262.61	\$ -	\$ 5,262.61
103764	11/10/17	MIS004 MISDU-MONTCALM CO FRIEND	101013	11/07/17	16393		\$ 197.47	\$ -	\$ 197.47
		COMPUTER CHECK				11/10/17 EMPLOYEE DEDUCTION			
			CHECK TOTALS:				\$ 197.47	\$ -	\$ 197.47
103765	11/10/17	MON183 MONTCALM CO CONTROLLER	101010	10/31/17	16377		\$ 160.70	\$ -	\$ 160.70
		COMPUTER CHECK				OCTOBER SOLID WASTE			
			CHECK TOTALS:				\$ 160.70	\$ -	\$ 160.70
103766	11/10/17	MOS084 MOS/MICHIGAN OFFICE SOLUTION	IN994825	10/19/17	16392		\$ 936.60	\$ -	\$ 936.60
		COMPUTER CHECK				12/22/17-12/21/18 PAPER CUT LICENSE			
			CHECK TOTALS:				\$ 936.60	\$ -	\$ 936.60

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
103767	11/10/17	OFF015 OFFICE DEPOT	969418435001	10/06/17	16367	095144-00	\$ 521.37	\$ -	\$ 521.37
		COMPUTER CHECK	CALENDARS						
			970459603001	10/17/17	16364	095147-00	\$ 220.32	\$ -	\$ 220.32
			CALENDARS						
			970460140001	10/11/17	16366	095147-00	\$ 174.39	\$ -	\$ 174.39
			CALENDARS,PLANNERS						
			970460141001	10/17/17	16365	095147-00	\$ 26.59	\$ -	\$ 26.59
			PLANNER						
			CHECK TOTALS:				\$ 942.67	\$ -	\$ 942.67
103768	11/10/17	QUI003 QUILL CORPORATION	1975937	10/26/17	16356	095157-00	\$ 31.08	\$ -	\$ 31.08
		COMPUTER CHECK	BINDER CLIPS						
			1976025	10/26/17	16359	095176-00	\$ 79.96	\$ -	\$ 79.96
			2 POCKET FOLDERS						
			1986371	10/26/17	16357	095157-00	\$ 29.48	\$ -	\$ 29.48
			BINDERS						
			CHECK TOTALS:				\$ 140.52	\$ -	\$ 140.52
103769	11/10/17	SC219 SCREENING FOR MENTAL HEALTH	6464	10/17/17	16354	095138-00	\$ 990.00	\$ -	\$ 990.00
		COMPUTER CHECK	SOS PROGRAM						
			CHECK TOTALS:				\$ 990.00	\$ -	\$ 990.00
103770	11/10/17	SMI205 SMITH SAM	101009	10/25/17	16376		\$ 68.78	\$ -	\$ 68.78
		COMPUTER CHECK	OCTOBER TRAVEL/PER DIEM						
			CHECK TOTALS:				\$ 68.78	\$ -	\$ 68.78
103771	11/10/17	STA002 STATE OF MICHIGAN/DEQ	761-8180327	09/27/17	16384		\$ 732.00	\$ -	\$ 732.00
		COMPUTER CHECK	GRATIOT WATER LABS						
			761-8180338	09/27/17	16386		\$ 970.00	\$ -	\$ 970.00
			CLINTON WATER LABS						
			761-8180345	09/27/17	16385		\$ 2,870.00	\$ -	\$ 2,870.00
			MONTCALM WATER LABS						
			CHECK TOTALS:				\$ 4,572.00	\$ -	\$ 4,572.00
103772	11/10/17	STA032 STATE OF MICHIGAN-MDHHS LAB	4010172017	10/17/17	16372		\$ 77.08	\$ -	\$ 77.08
		COMPUTER CHECK	LAB						
			CHECK TOTALS:				\$ 77.08	\$ -	\$ 77.08
103773	11/10/17	STA032 STATE OF MICHIGAN-MDHHS LAB	GRA0110172017	10/17/17	16370		\$ 17.67	\$ -	\$ 17.67
		COMPUTER CHECK	LAB						
			CHECK TOTALS:				\$ 17.67	\$ -	\$ 17.67

RUN DATE: NOV 08, 2017 - 08:02

Mid Michigan District Health Department

PAGE 0004

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
103774	11/10/17	STA032 STATE OF MICHIGAN-MDHHS LAB	MID0510172017	10/17/17	16371		\$ 17.67	\$ -	\$ 17.67
COMPUTER CHECK			CHECK TOTALS:				\$ 17.67	\$ -	\$ 17.67
103775	11/10/17	UNI001 UNITED WAY OF MONTCALM CO	101013	11/01/17	16396		\$ 117.00	\$ -	\$ 117.00
COMPUTER CHECK			CHECK TOTALS:				\$ 117.00	\$ -	\$ 117.00
103776	11/10/17	UNI009 UNITED WAY OF GRATIOT CO	101013	11/01/17	16395		\$ 84.00	\$ -	\$ 84.00
COMPUTER CHECK			CHECK TOTALS:				\$ 84.00	\$ -	\$ 84.00
103777	11/10/17	UPS002 UNITED PARCEL SERVICE	423867437	10/28/17	16378		\$ 6.10	\$ -	\$ 6.10
COMPUTER CHECK			423867447 11/04/17 16390 SHIP ITEM TO STATE LAB				\$ 7.26	\$ -	\$ 7.26
			CHECK TOTALS:				\$ 13.36	\$ -	\$ 13.36
103778	11/10/17	UYL020 UYL MARK	101014	11/01/17	16389		\$ 200.00	\$ -	\$ 200.00
COMPUTER CHECK			CHECK TOTALS:				\$ 200.00	\$ -	\$ 200.00
103779	11/10/17	VER004 VERIZON	9795133091	10/23/17	16388		\$ 224.77	\$ -	\$ 224.77
COMPUTER CHECK			10/24-11/23 MIHP MOBILE BROADBAND				\$ 1,541.26	\$ -	\$ 1,541.26
			CHECK TOTALS:				\$ 1,766.03	\$ -	\$ 1,766.03
			BANK CODE TOTALS:				\$24,880.23	\$ -	\$24,880.23
27 COMPUTER CHECKS									
0 MANUAL PAYMENT CHECKS									
0 VOID CHECKS - TRX									
0 VOID CHECKS - STUBS									
0 VOID CHECKS - ERROR									
0 VOID CHECKS - FORM ALIGNMENT									
3 DIRECT DEPOSITS									
30 CHECKS TOTAL									
COMPANY TOTALS:							\$24,880.23	\$ -	\$24,880.23



Account Number:
New Balance: \$209.45
Minimum Payment Due: \$10.00
Payment Due Date: December 1, 2017

Make checks payable to First National Bank Omaha
Amount of Payment Enclosed

\$

Change of Address? If yes, please
complete reverse side

REC'D NOV 13 2017

2253
MID MICHIGAN DIST HEALTH
MARCUS W CHEATHAM
615 N STATE ST
STANTON MI 48888-9702

First National Bank Omaha
P.O. Box 2818
Omaha, NE 68103-2818

47762
Q311

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Business Edition® Visa®

Account Number:

Page 001 of 001



Account Summary

Previous Balance	\$5.30
Payments	-\$5.30
Other Credits	-\$0.00
Purchases	+\$209.45
Balance Transfers	+\$0.00
Cash Advances	+\$0.00
Fees Charged	+\$0.00
Interest Charged	+\$0.00
New Balance	\$209.45
Statement Closing Date	11/02/17
Days in Billing Cycle	29
Total Credit Limit	\$2,000.00
Available Credit	\$1,790.00
Cash Limit	\$0.00
Available Cash	\$0.00



Payment Information

New Balance	\$209.45
Minimum Payment Due	\$10.00
Past Due Amount	\$0.00
Payment Due Date	December 1, 2017

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Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
10-13	10-13	74418007286007286013541	ONLINE PAYMENT THANK YOU	\$5.30 (CR)
10-18	10-19	24492157291894373384087 7	BUS MGMT DAILY 800-543-2055 VA	\$159.00
10-20	10-23	24692167294100738827503 7	AMERICAN MESSAGING 888-247-7890 TX	\$50.45

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	15.99% (v)	N/A	\$113.90	29	\$0.00
Cash Advance	26.24% (v)	N/A	\$0.00	29	\$0.00

2017 Total Year-to-Date

Total fees charged in 2017	\$0.00
Total interest charged in 2017	\$0.00

Additional Information Regarding Your Account

We've Enhanced the Charge Summary Section of your Statement

The Charge Summary section has been enhanced to display the expiration date for any applicable offer(s). The "Special Offer or Eligible Purchase APR Expiration Date" column displays the month in which your special offer will expire, if applicable. Applicable Special Offer or Eligible Purchase APRs will expire on the Statement Closing Date within the month listed for expiration.



Account Number:
New Balance: \$571.17
Minimum Payment Due: \$11.00
Payment Due Date: December 1, 2017

Make checks payable to First National Bank Omaha

Amount of Payment Enclosed

\$

Change of Address? If yes, please
complete reverse side.

2253

MID MICHIGAN DIST HEALTH
ANDREA TABOR
615 N STATE ST
STANTON MI 48888-9702

First National Bank Omaha
P.O. Box 2818
Omaha, NE 68103-2818

47761

Q311



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Business Edition® Visa®

Account Number:

Page 001 of 001



Account Summary

Previous Balance \$500.71
Payments -\$500.71
Other Credits -\$0.00
Purchases +\$571.17
Balance Transfers +\$0.00
Cash Advances +\$0.00
Fees Charged +\$0.00
Interest Charged +\$0.00
New Balance \$571.17

Statement Closing Date 11/02/17
Days in Billing Cycle 29

Total Credit Limit \$2,000.00
Available Credit \$1,428.00
Cash Limit \$0.00
Available Cash \$0.00



Payment Information

New Balance \$571.17
Minimum Payment Due \$11.00
Past Due Amount \$0.00
Payment Due Date December 1, 2017

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Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
10-03	10-05	24431067277036000754679	MISSION POINT RESTAURANT MACKINAC ISLA MI	\$77.63
10-03	10-05	24512397277900014462293	MUSTANG LOUNGE MACKINAC IS MI	\$70.00
10-04	10-06	24269797279600067729291	GOODFELLOWS RESTAURANT MACKINAC ISLA MI	\$68.51
10-05	10-06	24431067279036001509674	MISSION POINT RESORT MACKINAC ISLA MI	\$250.70
10-05	10-06	24431067279036001518899	MISSION POINT RESORT MACKINAC ISLA MI	\$5.00
10-11	10-12	24224437285104005277165	BLUE HERON CAFE CADILLAC MI	\$40.07
10-13	10-13	74418007286007286013525	ONLINE PAYMENT THANK YOU	\$500.71 (CR)
10-16	10-17	24388967289030018237256	BRICKYARD BAR & GRILL LLC STANTON MI	\$59.26

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary

Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases 15.99% (v)	N/A	\$683.20	29	\$0.00
Cash Advance 26.24% (v)	N/A	\$0.00	29	\$0.00

2017 Total Year-to-Date

Total fees charged in 2017 \$0.00
Total interest charged in 2017 \$0.00

Additional Information Regarding Your Account

We've Enhanced the Charge Summary Section of your Statement

The Charge Summary section has been enhanced to display the expiration date for any applicable offer(s). The "Special Offer or Eligible Purchase APR Expiration Date" column displays the month in which your special offer will expire, if applicable. Applicable Special Offer or Eligible Purchase APRs will expire on the Statement Closing Date within the month listed for expiration.

Account Number:
New Balance: \$4,414.92
Minimum Payment Due: \$88.00
Payment Due Date: December 1, 2017

Make checks payable to First National Bank Omaha

Amount of Payment Enclosed

\$.

Change of Address? If yes, please
complete reverse side.

REC'D NOV 13 2017

2253

MID MICHIGAN DIST HEALTH
MELISSA BOWERMAN
615 N STATE ST STE 2
STANTON MI 48888-9702

First National Bank Omaha
P.O. Box 2818
Omaha, NE 68103-2818

47648
Q311



PLEASE DETACH HERE AND RETURN TOP PORTION WITH YOUR PAYMENT

Business Edition® Visa®

Account Number:

Page 001 of 002



Account Summary

Previous Balance \$4,021.43
Payments -\$4,021.43
Other Credits -\$10.50
Purchases +\$4,425.42
Balance Transfers +\$0.00
Cash Advances +\$0.00
Fees Charged +\$0.00
Interest Charged +\$0.00
New Balance \$4,414.92

Statement Closing Date 11/02/17
Days in Billing Cycle 29

Total Credit Limit \$12,000.00
Available Credit \$7,585.00
Cash Limit \$6,000.00
Available Cash \$6,000.00



Payment Information

New Balance \$4,414.92
Minimum Payment Due \$88.00
Past Due Amount \$0.00
Payment Due Date December 1, 2017

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(TDD Telecommunications Device for the Deaf: 1-800-925-2833)

Visit: www.firstnational.com

Remit to: First National Bank Omaha, P.O. Box 2818, Omaha, NE 68103-2818



Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
10-03	10-05	24431067277036001513504	MISSION POINT RESORT MACKINAC ISLA MI	\$250.70
10-03	10-05	24431067277036001508577	MISSION POINT RESORT MACKINAC ISLA MI	\$270.70
10-03	10-05	24431067277036001511581	MISSION POINT RESORT MACKINAC ISLA MI	\$121.90
10-03	10-05	24431067277036001513405	MISSION POINT RESORT MACKINAC ISLA MI	\$121.90
10-04	10-05	24906417277045186677631 7	DNH*GODADDY.COM 480-5058855 AZ	\$334.44
10-04	10-05	24692167277100062500693 5	WWW.NEWEGG.COM 800-390-1119 CA	\$80.97
10-05	10-06	74431067279036001517763	MISSION POINT RESORT MACKINAC ISLA MI	\$10.50 (CR)
10-05	10-06	24431067279036001517584	MISSION POINT RESORT MACKINAC ISLA MI	\$10.00
10-06	10-10	24692167279100800306971 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$364.59
10-06	10-10	24492157279894966305313 7	AMS INC 208-226-2017 ID	\$400.56
10-08	10-10	24692167281100396961466 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$8.34
10-09	10-10	24692167282100750403237 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$222.54
10-09	10-10	24692167282100802359288 7	Amazon.com AMZN.COM/BILL WA	\$20.86
10-09	10-10	24431067282083303376761 7	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	\$17.09
10-10	10-11	24692167283100452262344 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$116.00
10-11	10-12	24692167284100669264074 7	Amazon.com AMZN.COM/BILL WA	\$718.68
10-12	10-13	24692167285100329277135 7	STAMPS.COM 855-608-2677 CA	\$89.97
10-13	10-13	74418007286007286013533	ONLINE PAYMENT THANK YOU	\$4,021.43 (CR)
10-16	10-17	24492157289894293742681 7	PAYPAL *LACTATIONED 402-935-7733 CA	\$175.00
10-17	10-19	24431067291708667120475	CROWNE PLAZA GRAND RAPID GRAND RAPIDS MI	\$86.25
10-18	10-19	24493987291286868804852 7	EASYKEYSCOM INC 877-839-5397 NC	\$14.40
10-19	10-20	24492157292894402522250 7	PAYPAL *LACTATIONED 402-935-7733 CA	\$175.00
10-26	10-27	24492157299894644601881 7	AMS INC 208-226-2017 ID	\$233.84
10-27	10-30	24692167300200952528621 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$34.25
10-28	10-30	24692167301200498476938 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$67.96
10-30	10-31	24492157303717289705580 7	EB BURNING ISSUES CON 801-413-7200 CA	\$75.00
10-31	10-31	24692167304200171900284 7	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$414.48

5 Easy Steps To Make The Most Of Your Card

1.

EARN

rewards on purchases if your account is rewards eligible.¹
2.

SIMPLIFY

business spending and reporting.
3.

PROTECT

your business from fraud and unauthorized activity.²
4.

MANAGE

your account quickly and easily with online tools.
5.

AUTOMATE

monthly bill payments with automatic payments on your vendors' payment sites.

IMPORTANT INFORMATION

1 See your applicable Rewards Terms and Conditions for details.
2 Visa's Zero Liability policy covers U.S. issued cards only and does not apply to PIN transactions not processed by Visa or certain commercial card transactions. Cardmember must notify issuer promptly of any unauthorized use. Consult issuer for additional details or visit [visa.com/security](https://www.visa.com/security).
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Account Number:

Page 002 of 002

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	15.99% (v)	N/A	\$4,421.64	29	\$0.00
Cash Advance	26.24% (v)	N/A	\$0.00	29	\$0.00

2017 Total Year-to-Date

Total fees charged in 2017 \$0.00
Total interest charged in 2017 \$0.00

Additional Information Regarding Your Account

We've Enhanced the Charge Summary Section of your Statement

The Charge Summary section has been enhanced to display the expiration date for any applicable offer(s). The "Special Offer or Eligible Purchase APR Expiration Date" column displays the month in which your special offer will expire, if applicable. Applicable Special Offer or Eligible Purchase APRs will expire on the Statement Closing Date within the month listed for expiration.

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MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

CLINTON
Branch Office
1307 E. Townsend Rd.
St. Johns, MI 48879-9036
(989) 224-2195

GRATIOT
Branch Office
151 Commerce Drive
Ithaca, MI 48847-1627
(989) 875-3681

MONTCALM
Branch Office
615 N. State St., Ste. 1
Stanton, MI 48888-9702
(989) 831-5237

ADMINISTRATIVE OFFICES
615 N. State St. Ste. 2
Stanton, MI 48888-9702
(989) 831-5237

MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD
Medical Director



BOARD OF HEALTH
George Bailey
Bruce DeLong
Betty Kellenberger
Tom Lindeman
Sam Smith
Dwight Washington, Ph.D.

Board of Health Action Sheet

Date: November 7, 2017	Administrator: Melissa Bowerman Director of Administrative Services
Subject: Postage Costs	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Action Needed

I. Authority For This Action:

- ☐ Local Policy
☒ Law or Rule Public Health Code, Act 368 of 1978, MCL 333.2417

II. Summary:

(Previous board action relating to this item? Background information and if any future action anticipated.)

Based on past conversations with Board members, we routinely monitor our postage usage and costs to ensure that we are receiving the best rate possible on postage. In August 2012, the agency began using the United States Postal Service's (USPS) online postage system – Click-N-Ship® to send water samples to the state as well as bats and animals for rabies testing. The agency received modest discounts through this service.

In October 2013, the agency was introduced to Stamps.Com online postage. Even though there were monthly fees associated with using the service, the agency found that there were significant savings over and above the Click-N-Ship service. Additionally, the agency did incur some additional costs with using Stamps.Com labels that were required to print "NetStamps" and Certified Mail Labels. To date, Stamps.Com has proved to be a savings for the agency in postage expense and staff productivity. Using online postage prevents overpaying on envelopes when using preprinted postage. Therefore, the agency ceased using printed stamps and depleted our inventory.

III. Strategic Objective, Health Issue, or other Need Addressed:

(What priority should be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)

After reviewing options, the results are summarized on the attachment.

Also included in postage costs are preprinted envelopes from the USPS at \$276 for plain and \$293 for windowed per box of 500. These envelopes are used in all of the divisions as well as for mailing Michigan Care Improvement Registry (MCIR) reminder recall letters using windowed envelopes, which greatly improves staff productivity.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

V. Alternatives Considered:

(Scope of options reviewed. Reasons for rejecting alternatives.)

As you can see from the attached summary, Stamps.Com offers the agency the best value. We continue to use USPS for pre-printed envelopes to save staff time. If the agency stopped ordering pre-printed stamps from the USPS, plain envelopes would be ordered and NetStamps label usage would increase; thereby increasing costs; however, the agency would save \$.03 per stamp printed. This savings is not available when using preprinted envelopes. In total, by switching to plain envelopes and Stamps.Com, the agency would only save approximately \$15.25 over using the preprinted envelopes from USPS.

VI. Recommendation:

(Advantages/benefits of proposal. Expected results. Possible problems or disadvantages of proposal. Effect of action on agency. Consequences of not approving recommendation or taking action.)

Therefore, I recommend that the agency continue using Stamps.Com for postage and continue ordering pre-printed envelopes from the USPS.

VII. Monitoring and Reporting Time Line:

(Evaluation method and timeline. Next report to the Board.)

	Neopost w/NeoShip	Pitney Bowes Postage Meter	Pitney Bowes Online Postage	Stamps.Com	NeoPost Postage Meter	USPS Stamps	Endicia
Rental costs or fee per month	\$22.75 (per user)	\$24.99	\$65 plus \$199 one-time set-up charge	\$89.97 (all offices)	\$19.75	Flat rate cost of stamps plus staff time to purchase	\$34.95 per mo./per user
Lower shipping rates	Available at no charge	Available	Available	Available at no charge	\$3.00 per month	No discounts (except for Click-N-Ship)	Available at no charge
Ink costs	\$3.00	\$21.87 per month	Thermal label printer costs-ink \$299.99 or \$27.07 for Xerox add-on	\$2.00	\$11.16 per month	None (except for Click-N-Ship)	Thermal printer costs
Insurance (Priority Mail & Priority Mail Express)	Free \$50 coverage-Priority Mail Free \$100 coverage-Priority Mail Express	Unknown		Free \$50 coverage-Priority Mail Free \$100 coverage-Priority Mail Express	Unknown	Flat rate cost plus staff time to figure rate	Low-cost
Postage advance (Mail Now, Pay Later)	\$700 credit with no charge	\$8.99	Send now, pay later options	None	None	None	Unknown
Payment options	Credit card or Billed	Unknown	Unknown	Credit Card or ACH	Unknown	Credit card, cash, check	Unknown
Electronic receipt	Yes	Unknown	Unknown	Yes, at a discount	Unknown	Must use USPS paper receipts	Unknown
Postage accuracy	Yes	Yes	Yes	Yes	Yes	Multiple stamp denominations needed to avoid overpaying	Yes
Postage reset fees	None	\$9.99	None	None	None	None	None
Label costs	\$3.97	\$8.00	Postage tape rolls-\$115.99/carton	\$2.62 (Certified Mail & NetStamps)	\$4.40	Free	Unknown
Meter postage overage fee	Unknown	1% of the overage amount	None	None	Unknown	None	None
Rate change fee		Unknown	Unknown				
Property tax fee		Unknown	None				

ASSOCIATED AGREEMENT
FOR EPIDEMIOLOGY SERVICES

The MID-MICHIGAN DISTRICT HEALTH DEPARTMENT, hereinafter referred to as (MMDHD), 615 North State Street, Suite 2, Stanton, Michigan, 48888-9702 and the CENTRAL MICHIGAN DISTRICT HEALTH DEPARTMENT, hereinafter referred to as (CMDHD), 2012 East Preston, Mt. Pleasant, Michigan, 48858, herein enter into this Associated Agreement for Epidemiology Services. The Epidemiologist will serve the two District Health Departments: MMDHD and CMDHD.

NOW THEREFORE, it is agreed as follows:

1. The agreement shall commence October 1, 2017 and shall continue through September 30, 2020.
2. The Epidemiologist shall receive total compensation of Sixty Five Thousand Nine Hundred and 00/100 (\$65,900.00) Dollars, for the period of October 1, 2017 – September 30, 2020 with a 1% increase in both Fiscal Years 18/19 and 19/20. The base salary includes an estimated annual amount for fringe benefits.
3. The MMDHD and CMDHD shall each be responsible for forty-two percent (42%) of the cost of the Epidemiologist's compensation including base salary and fringe benefits.
4. MMDHD and CMDHD agree to permit District Health Department #10 to purchase sixteen percent (16%) of the Epidemiologist's time. If this changes, MMDHD and CMDHD can change the proportion of the Epidemiologist's time for which they are responsible by a Memorandum of Understanding if they agree to do so.
5. The Epidemiologist shall dedicate his or her full time to this employment. Except under extraordinary circumstances, the Epidemiologist shall direct forty-two percent (42%) of his working efforts to MMDHD and forty-two percent (42%) to CMDHD.
6. The Epidemiologist shall receive all fringe benefits and expense reimbursements as an employee of MMDHD. All employment records and disbursements shall be administered from MMDHD.
7. The Epidemiologist shall suffer no loss of seniority, vested rights, or any other benefits related to his or her length of employment by virtue of this Agreement.

8. Typical duties to be performed by the Epidemiologist are set forth in the Job Description attached as Exhibit “A” and incorporated herein by reference.
9. This Agreement may be terminated by any party giving sixty (60) days written notice. All parties agree that should this Associated Agreement be terminated, the Epidemiologist shall remain an employee of MMDHD only and, in that capacity shall also be an employee at will.
10. Approval of both MMDHD’s and CMDHD’s Boards of Health is indicated by the signature of the respective Chairpersons shown below.

**MID-MICHIGAN DISTRICT
HEALTH DEPARTMENT**

By: _____
Bruce DeLong, Chairperson

Date: _____

**CENTRAL MICHIGAN DISTRICT
HEALTH DEPARTMENT**

By: _____
_____, Chairperson

Date: _____

Exhibit A JOB DESCRIPTION

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

EPIDEMIOLOGIST

Job Description

NATURE OF WORK

This is a professional position in the Community Health and Education Division, under general direction of the Division Director, responsible for provision of surveillance, monitoring, and planning in the area of chronic and communicable disease control and prevention. The employee identifies program needs, collects and analyzes statistical data, prepares reports, recommends program/policy modifications or enhancements, participates on Communicable Disease Response Team, and interacts with various external agencies as applicable.

EXAMPLES OF WORK

Serve as a resource for the planning process, development, and evaluation of Public Health Programs. Develops recommendations for program and policy modifications or enhancements.

Serve as a liaison with other local public health assessment analysts, epidemiologists, MIS personnel and appropriate MDCH (Michigan Department of Community Health) staff to assure MMDHD is utilizing evaluation methodology and epidemiological tools consistent with other agencies and MDCH.

Gathers, processes, and analyzes relevant demographic and statistical data specific to the local health jurisdiction.

Collect, analyze and interpret data, and aid Divisions in their preparation of reports for distribution to local public health Administration, Board of Health, Community Health Advisory Committees, and interested public.

Perform research with Divisions and Medical Director on current public health issues identifying areas of unmet health needs. Prepare and/or aid in preparation of written reports and verbal presentations.

Aid Divisions in developing evaluation measures for agency outcomes and impact indicators.

Develops and maintains various data base systems to determine the prevalence and incidence of infectious and chronic diseases.

Writes detailed or technical reports of findings, conclusions, and recommendations based on a thorough analysis and interpretation of data.

Designs, coordinates, and conducts communicable disease outbreak investigations; reviews infectious disease cases; develops questionnaires; reviews and evaluates data.

Oversees tuberculosis control program; advises nursing staff on case management; determines resource allocations for screening of contacts (may provide direct services to patients and work with non-compliant patients); develops policies and procedures for tuberculosis control.

Epidemiologist
Job Description
Page 2

In times of a public health emergency, employee may be required to perform specialized assigned duties as outlined in MMDHD Policy #126 entitled "Emergency Preparedness for Chemical, Biological, Radiological, Nuclear and Explosive Events."

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Principles and practices relating to public health, epidemiology, and communicable diseases.

Biostatistics and research design as related to epidemiology.

Diagnosis and treatment of communicable disease.

Chronic and communicable disease intervention and programming strategies.

Computer applications relating to the area of assignment.

Communicating clearly and effectively, orally and in writing.

Reading, analyzing and interpreting professional periodicals and journals, technical procedures and government regulations.

Preparing clear and concise reports, correspondence, and other written material.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

QUALIFICATIONS

Master's degree in Public Health, Epidemiology, or a related field, or its equivalent in experience.

Public Health background with at least two to three years related work experience.

Other combinations of education, training, and experience which provide the required knowledge, skills, and abilities to perform the essential functions of this job would be considered.

Substantial micro-computer skills particularly in areas of word processing; database; spreadsheet; and graphics; including electronic communication via modem.

Physical Requirements: Sitting for prolonged periods of time; standing; kneeling; bending; twisting; and able to lift and carry presentation materials, A/V equipment, and files, etc. to a maximum of fifty pounds.

Required to travel and provide own transportation.

Revised: 3/28/2006