

MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

Clinton Office
1307 E. Townsend Rd.
St. Johns, MI 48879
989-224-2195

Gratiot Office
151 Commerce Dr.
Ithaca, MI 48847
989-875-3681

Montcalm Office
615 N. State St.
Stanton, MI 48888
989-831-5237

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
Gratiot Office
Ithaca, Michigan

Wednesday, December 19, 2018
9:30 a.m.

AGENDA

We take action to protect, maintain, and improve the health of our community.

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

AGENDA NOTES, REVIEW, AND REVISIONS:

- A. Mid-Michigan District Health Department's (MMDHD's) Expenses for November 10 through December 7, 2018 – **Included.**
- B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Reports for September, October, and November 2018 – **Handout.**
- C. MMDHD's Financial Status Report (FSR), FY 17/18 – **Handout.**
- D. Fees Municipal Employees Retirement System (MERS), New Unit – **Included.**
- E.

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
104689	11/23/18	4IM001 4IMPRINT, INC	6796871	10/26/18	18035	095670-00	\$ 247.65	\$ -	\$ 247.65
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 247.65	\$ -	\$ 247.65
104690	11/23/18	ALMA88 ALMA TRANSIT CENTER	589-000-000-646	11/15/18	18055		\$ 70.50	\$ -	\$ 70.50
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 70.50	\$ -	\$ 70.50
104691	11/23/18	ALPH83 ALPHA FAMILY CENTER	101347	12/01/18	18066		\$ 300.00	\$ -	\$ 300.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 300.00	\$ -	\$ 300.00
104692	11/23/18	BLU008 BLUE CROSS BLUE SHIELD OF MICH	101342	11/08/18	18058		\$10,459.78	\$ -	\$10,459.78
		COMPUTER CHECK							
			101343	11/08/18	18059		\$ 9,580.81	\$ -	\$ 9,580.81
			101344	11/08/18	18060		\$19,864.79	\$ -	\$19,864.79
			CHECK TOTALS:				\$39,905.38	\$ -	\$39,905.38
104693	11/23/18	BLU034 BLUE CARE NETWORK	183100031352	11/06/18	18057		\$ 6,146.38	\$ -	\$ 6,146.38
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 6,146.38	\$ -	\$ 6,146.38
104694	11/23/18	BLU035 BLUE CARE NETWORK	183100053514	11/06/18	18056		\$ 1,707.33	\$ -	\$ 1,707.33
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,707.33	\$ -	\$ 1,707.33
104695	11/23/18	CAP095 CAPITAL AREA UNITED WAY	101351	11/23/18	18088		\$ 32.00	\$ -	\$ 32.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 32.00	\$ -	\$ 32.00
104696	11/23/18	CDW016 CDW GOVERNMENT, INC.	PQV3344	10/18/18	18029	095669-00	\$ 23.27	\$ -	\$ 23.27
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 23.27	\$ -	\$ 23.27
104697	11/23/18	CEN012 CENTER MEDICAL SUPPLY CO	1352541	10/23/18	18027	095657-00	\$ 219.90	\$ -	\$ 219.90
		COMPUTER CHECK							
			1353104	11/02/18	18026	095657-00	\$ 62.90	\$ -	\$ 62.90
			CHECK TOTALS:				\$ 282.80	\$ -	\$ 282.80

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104698	11/23/18	CLI092 CLINTON COUNTY ADMIN/ACCT	AC-2018-026	11/01/18	18063		\$ 1,966.66	\$ -	\$ 1,966.66
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,966.66	\$ -	\$ 1,966.66
104699	11/23/18	COH003 COHL, STOKER & TOSKEY	49657	11/07/18	18073		\$ 351.60	\$ -	\$ 351.60
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 351.60	\$ -	\$ 351.60
104700	11/23/18	CRY023 CASAIR-CRYSTAL AUTO SYSTEM	7395	10/22/18	18076		\$ 448.00	\$ -	\$ 448.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 448.00	\$ -	\$ 448.00
104701	11/23/18	DEL007 DELTA DENTAL OF MICHIGAN	0002064280	11/13/18	18061		\$ 3,964.74	\$ -	\$ 3,964.74
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 3,964.74	\$ -	\$ 3,964.74
104702	11/23/18	GRA005 GRATIOT ISABELLA RESD	101350	11/06/18	18074		\$ 497.57	\$ -	\$ 497.57
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 497.57	\$ -	\$ 497.57
104703	11/23/18	GRA016 GRATIOT AREA CHAMBER OF COMM	101348	11/14/18	18069		\$ 250.00	\$ -	\$ 250.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 250.00	\$ -	\$ 250.00
104704	11/23/18	GRAT92 GRATIOT INTEGRATED HLTH NETWORK	101345	12/01/18	18064		\$ 100.00	\$ -	\$ 100.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 100.00	\$ -	\$ 100.00
104705	11/23/18	GSK052 GLAXO SMITH KLINE	8252612316	10/22/18	18034 095662-00		\$ 678.08	\$ -	\$ 678.08
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 678.08	\$ -	\$ 678.08
104705	11/23/18	GSK052 GLAXO SMITH KLINE	8252627639	11/05/18	18054 095683-00		\$ 853.88	\$ -	\$ 853.88
			CHECK TOTALS:				\$ 1,531.96	\$ -	\$ 1,531.96
104706	11/23/18	IMP002 IMPREST CASH-MONTCALM	101349	11/15/18	18070		\$ 54.91	\$ -	\$ 54.91
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 54.91	\$ -	\$ 54.91
104707	11/23/18	LIN061 LINCOLN FINANCIAL GROUP	3775719841	11/09/18	18062		\$ 1,949.39	\$ -	\$ 1,949.39
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,949.39	\$ -	\$ 1,949.39

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CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
104708	11/23/18	LIT005 LITWILLERS TRACY & KATHY	384363	11/02/18	18067		\$ 971.25	\$ -	\$ 971.25
		COMPUTER CHECK							
							\$ 971.25	\$ -	\$ 971.25
104709	11/23/18	MCK032 MCKESSON MEDICAL	38484943	10/19/18	18030	095660-00	\$ 233.65	\$ -	\$ 233.65
		COMPUTER CHECK							
			39263098	10/30/18	18036	095678-00	\$ 446.11	\$ -	\$ 446.11
			39812261	11/06/18	18045	095684-00	\$ 167.17	\$ -	\$ 167.17
			39815809	11/06/18	18049	095684-00	\$ 55.76	\$ -	\$ 55.76
			39854720	11/06/18	18048	095684-00	\$ 56.45	\$ -	\$ 56.45
			39896457	11/07/18	18046	095684-00	\$ 56.45	\$ -	\$ 56.45
			39943558	11/07/18	18052	095682-00	\$ 930.37	\$ -	\$ 930.37
							\$ 1,945.96	\$ -	\$ 1,945.96
104710	11/23/18	MER016 MERCK & CO INC	7012360411	10/22/18	18028	095663-00	\$ 1,942.53	\$ -	\$ 1,942.53
		COMPUTER CHECK							
							\$ 1,942.53	\$ -	\$ 1,942.53
104711	11/23/18	MIC006 MICHIGAN DEPT OF AGRICULTURE	791-10382401	10/22/18	18081		\$ 188.00	\$ -	\$ 188.00
		COMPUTER CHECK							
							\$ 188.00	\$ -	\$ 188.00
104712	11/23/18	MID192 MIDWAY DENTAL	197.82	08/14/18	18084	095558-00	\$ 197.82	\$ -	\$ 197.82
		COMPUTER CHECK							
							\$ 197.82	\$ -	\$ 197.82
104713	11/23/18	MIS004 MISDU-MONTCALM CO FRIEND	101351	11/23/18	18087		\$ 220.78	\$ -	\$ 220.78
		COMPUTER CHECK							
							\$ 220.78	\$ -	\$ 220.78
104714	11/23/18	MNA004 MICHIGAN NURSES ASSOCIATION	101351	11/23/18	18086		\$ 449.44	\$ -	\$ 449.44
		COMPUTER CHECK							
							\$ 449.44	\$ -	\$ 449.44

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CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
104715	11/23/18	MOR105 THE MORNING SUN	1070672	10/31/18	18071		\$ 494.00	\$ -	\$ 494.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 494.00	\$ -	\$ 494.00
104716	11/23/18	MOS084 MOS/MICHIGAN OFFICE SOLUTION	IN1264359	11/09/18	18082		\$ 2,010.44	\$ -	\$ 2,010.44
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 2,010.44	\$ -	\$ 2,010.44
104717	11/23/18	NAC009 NACCHO	208303	11/14/18	18080		\$ 625.00	\$ -	\$ 625.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 625.00	\$ -	\$ 625.00
104718	11/23/18	OFF015 OFFICE DEPOT	219450027001	10/17/18	17984	095658-00	\$ 60.10	\$ -	\$ 60.10
		COMPUTER CHECK							
			222645342001	10/26/18	18040	095673-00	\$ 541.82	\$ -	\$ 541.82
			223546725001	10/27/18	18038	095674-00	\$ 23.99	\$ -	\$ 23.99
			223547396001	10/26/18	18037	095674-00	\$ 83.78	\$ -	\$ 83.78
			225552414001	10/31/18	18039	095680-00	\$ 52.56	\$ -	\$ 52.56
			228177020001	11/07/18	18051	095688-00	\$ 315.19	\$ -	\$ 315.19
			CHECK TOTALS:				\$ 1,077.44	\$ -	\$ 1,077.44
104719	11/23/18	QUI003 QUILL CORPORATION	2555083	11/07/18	18050	095689-00	\$ 74.98	\$ -	\$ 74.98
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 74.98	\$ -	\$ 74.98
104720	11/23/18	SAN020 SANOFI PASTEUR INC	911409456	10/22/18	18033	095664-00	\$ 721.82	\$ -	\$ 721.82
		COMPUTER CHECK							
			911409457	10/22/18	18032	095664-00	\$ 1,366.62	\$ -	\$ 1,366.62
			911448332	10/24/18	18031	095675-00	\$ 858.16	\$ -	\$ 858.16
			CHECK TOTALS:				\$ 2,946.60	\$ -	\$ 2,946.60
104721	11/23/18	SHR011 SHRED-IT USA LLC	8125963801	11/07/18	18078		\$ 211.76	\$ -	\$ 211.76
		COMPUTER CHECK							

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104721	11/23/18	SHR011 SHRED-IT USA LLC	8125979336	11/15/18	18085		\$ 317.00	\$ -	\$ 317.00	
			GBO/CBO SHRED & CONSOLE PICKUP							
			CHECK TOTALS:					\$ 528.76	\$ -	\$ 528.76
104722	11/23/18	SOC176 SOCIETY FOR HUMAN RESOURCE	1006773	08/10/18	18077		\$ 189.00	\$ -	\$ 189.00	
			1 YR SHRM RENEWAL							
			CHECK TOTALS:					\$ 189.00	\$ -	\$ 189.00
104723	11/23/18	STA032 STATE OF MICHIGAN-MDHHS LABS	147710172018	09/30/18	18068		\$ 11.50	\$ -	\$ 11.50	
			LAB							
			CHECK TOTALS:					\$ 11.50	\$ -	\$ 11.50
104724	11/23/18	TEA001 TEAMSTERS LOCAL 214	101351	11/23/18	18091		\$ 1,830.95	\$ -	\$ 1,830.95	
			NOVEMBER DUES							
			CHECK TOTALS:					\$ 1,830.95	\$ -	\$ 1,830.95
104725	11/23/18	TEA031 TEAM FINANCIAL GROUP, INC	171962	11/11/18	18083		\$ 4,271.08	\$ -	\$ 4,271.08	
			XEROX CONTRACT A-C/SUPPLY							
			CHECK TOTALS:					\$ 4,271.08	\$ -	\$ 4,271.08
104726	11/23/18	TOB020 TOBY'S INSTRUMENT REPAIR	39860	11/01/18	18043	095619-00	\$ 993.00	\$ -	\$ 993.00	
			MBO CALIBRATIONS							
			39861	11/01/18	18044	095618-00	\$ 841.00	\$ -	\$ 841.00	
			GBO CALIBRATIONS							
			39862	11/01/18	18042	095617-00	\$ 545.00	\$ -	\$ 545.00	
			CBO CALIBRATIONS							
			CHECK TOTALS:					\$ 2,379.00	\$ -	\$ 2,379.00
104727	11/23/18	UNI001 UNITED WAY OF MONTCALM CO	101351	11/23/18	18090		\$ 93.00	\$ -	\$ 93.00	
			11/23/18 EMPLOYEE DONATION							
			CHECK TOTALS:					\$ 93.00	\$ -	\$ 93.00
104728	11/23/18	UNI009 UNITED WAY OF GRATIOT CO	101351	11/23/18	18089		\$ 56.00	\$ -	\$ 56.00	
			11/23/18 EMPLOYEE DONATION							
			CHECK TOTALS:					\$ 56.00	\$ -	\$ 56.00
104729	11/23/18	USA021 USA TODAY NETWORK	0002082640	10/30/18	18072		\$ 92.00	\$ -	\$ 92.00	
			NOTICE OF SEPTIC MEETING							
			CHECK TOTALS:					\$ 92.00	\$ -	\$ 92.00
104730	11/23/18	VALL25 VALLEY FARMS BAPTIST CHURCH	101346	12/01/18	18065		\$ 100.00	\$ -	\$ 100.00	
			DECEMBER RENT							
			CHECK TOTALS:					\$ 100.00	\$ -	\$ 100.00

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104731	11/23/18	WALT98 WALTERS MARK	004146	11/05/18	18075		\$ 41.00	\$ -	\$ 41.00
COMPUTER CHECK			REFUND PERMIT ADJUSTMENT FEE						
CHECK TOTALS:							\$ 41.00	\$ -	\$ 41.00
104732	11/23/18	WNEM90 WNEM TV5	877628-6	10/31/18	18079	095449-00	\$ 61.51	\$ -	\$ 61.51
COMPUTER CHECK			FINAL FAMILY PLANNING ADVERTISING						
CHECK TOTALS:							\$ 61.51	\$ -	\$ 61.51
BANK CODE TOTALS:							\$82,628.18	\$ -	\$82,628.18
44 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									
44 CHECKS TOTAL									
COMPANY TOTALS:							\$82,628.18	\$ -	\$82,628.18

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CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
249	12/07/18	BAI102 BAILEY GEORGE	101366	11/28/18	18127		\$ 41.90	\$ -	\$ 41.90
DIRECT DEPOSIT									
CHECK TOTALS:							\$ 41.90	\$ -	\$ 41.90
250	12/07/18	DEL057 DELONG BRUCE	101363	11/28/18	18124		\$ 56.89	\$ -	\$ 56.89
DIRECT DEPOSIT									
CHECK TOTALS:							\$ 56.89	\$ -	\$ 56.89
251	12/07/18	KEL038 KELLENBERGER BETTY	101362	11/28/18	18123		\$ 241.73	\$ -	\$ 241.73
DIRECT DEPOSIT									
CHECK TOTALS:							\$ 241.73	\$ -	\$ 241.73
252	12/07/18	LIN033 LINDEMAN TOM	101361	11/28/18	18122		\$ 242.00	\$ -	\$ 242.00
DIRECT DEPOSIT									
CHECK TOTALS:							\$ 242.00	\$ -	\$ 242.00
253	12/07/18	WASH83 WASHINGTON DWIGHT	101364	11/28/18	18125		\$ 88.71	\$ -	\$ 88.71
DIRECT DEPOSIT									
CHECK TOTALS:							\$ 88.71	\$ -	\$ 88.71
104733	12/07/18	4IM001 4IMPRINT, INC	6789261	10/25/18	18092	095672-00	\$ 113.45	\$ -	\$ 113.45
COMPUTER CHECK									
CHECK TOTALS:							\$ 113.45	\$ -	\$ 113.45
104734	12/07/18	AGR071 AGROLIQUID	CR216	08/01/18	18119		\$ 200.00	\$ -	\$ 200.00
COMPUTER CHECK									
CHECK TOTALS:							\$ 200.00	\$ -	\$ 200.00
104735	12/07/18	AMER80 AMERICAN ACADEMY OF PEDIATRIC	14237986	09/17/18	18120		\$ 160.00	\$ -	\$ 160.00
COMPUTER CHECK									
CHECK TOTALS:							\$ 160.00	\$ -	\$ 160.00
104736	12/07/18	BUS090 BUSINESS MANAGEMENT DAILY	REN2R05	11/12/18	18106		\$ 159.00	\$ -	\$ 159.00
COMPUTER CHECK									
CHECK TOTALS:							\$ 159.00	\$ -	\$ 159.00
104737	12/07/18	CAP095 CAPITAL AREA UNITED WAY	101371	12/04/18	18137		\$ 32.00	\$ -	\$ 32.00
COMPUTER CHECK									
CHECK TOTALS:							\$ 32.00	\$ -	\$ 32.00
104738	12/07/18	CDW016 CDW GOVERNMENT, INC.	PWX7203	11/07/18	18094	095693-00	\$ 1,025.30	\$ -	\$ 1,025.30
COMPUTER CHECK									

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104738	12/07/18	CDW016 CDW GOVERNMENT, INC.	PZQ9151	11/14/18	18096	095699-00	\$ 1,469.73	\$ -	\$ 1,469.73
							\$ (204.68)	\$ -	\$ (204.68)
							\$ 1,265.05	\$ -	\$ 1,265.05
							\$ 2,290.35	\$ -	\$ 2,290.35
104739	12/07/18	CEN021 CENTRAL MI DIST HEALTH DEPT	101360	11/16/18	18121		\$ 5,254.17	\$ -	\$ 5,254.17
		COMPUTER CHECK				OCTOBER MD			
							\$ 5,254.17	\$ -	\$ 5,254.17
104740	12/07/18	COV178 COVENANT MEDICAL CENTER	101356	11/08/18	18114		\$ 21.42	\$ -	\$ 21.42
		COMPUTER CHECK				LAB			
			101357	11/08/18	18115		\$ 85.68	\$ -	\$ 85.68
						LABS			
			101358	11/08/18	18118		\$ 58.60	\$ -	\$ 58.60
						LABS			
							\$ 165.70	\$ -	\$ 165.70
104741	12/07/18	CRY023 CASAIR-CRYSTAL AUTO SYSTEM	477264	12/01/18	18117		\$ 800.00	\$ -	\$ 800.00
		COMPUTER CHECK				INTERNET/FIBER/LIST SERVICE			
							\$ 800.00	\$ -	\$ 800.00
104742	12/07/18	GRA066 GRATIOT CO. COMM. FOUNDATION	101367	11/29/18	18129		\$ 1,500.00	\$ -	\$ 1,500.00
		COMPUTER CHECK				2019 GRATIOT COLLABORATIVE COUNCIL			
							\$ 1,500.00	\$ -	\$ 1,500.00
104743	12/07/18	GSK052 GLAXO SMITH KLINE	8252637585	11/13/18	18101	095695-00	\$ 1,485.13	\$ -	\$ 1,485.13
		COMPUTER CHECK				HEP B,BOOSTIX,BEXSERO VACCINE			
							\$ 1,485.13	\$ -	\$ 1,485.13
104744	12/07/18	KEN014 KENT COUNTY HEALTH DEPARTMENT	EH103118-555555	11/15/18	18135		\$ 2,854.00	\$ -	\$ 2,854.00
		COMPUTER CHECK				OCTOBER WATER LABS			
							\$ 2,854.00	\$ -	\$ 2,854.00
104745	12/07/18	MA184 MAGELLAN DIAGNOSTICS	38131	11/14/18	18093	095694-00	\$ 1,608.04	\$ -	\$ 1,608.04
		COMPUTER CHECK				BLOOD LEAD TEST KITS			
							\$ 1,608.04	\$ -	\$ 1,608.04
104746	12/07/18	MAL010 MALPH	101369	12/03/18	18133		\$11,324.50	\$ -	\$11,324.50
		COMPUTER CHECK				2/21-9/30/18 CJS GRANT			
							\$11,324.50	\$ -	\$11,324.50

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CHECK NO	CHECK\VOID DATE	REMIT-TO NAME VENDOR-#	INVOICE NO	INVOICE DATE	VOUCH#	P.O.-NO	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
104747	12/07/18	MCK032 MCKESSON MEDICAL	40336698	11/13/18	18098	095679-00	\$ 1,656.73	\$ -	\$ 1,656.73
		COMPUTER CHECK							
			40369770	11/13/18	18097	095698-00	\$ 904.11	\$ -	\$ 904.11
							\$ 2,560.84	\$ -	\$ 2,560.84
104748	12/07/18	MED144 MEDIBADGE	795961	11/08/18	18095	095691-00	\$ 113.81	\$ -	\$ 113.81
		COMPUTER CHECK							
							\$ 113.81	\$ -	\$ 113.81
104749	12/07/18	MER016 MERCK & CO INC	7012467138	11/13/18	18099	095697-00	\$ 5,050.67	\$ -	\$ 5,050.67
		COMPUTER CHECK							
							\$ 5,050.67	\$ -	\$ 5,050.67
104750	12/07/18	MIC006 MICHIGAN DEPT OF AGRICULTURE	791-10392404	11/20/18	18116		\$ 422.00	\$ -	\$ 422.00
		COMPUTER CHECK							
							\$ 422.00	\$ -	\$ 422.00
104751	12/07/18	MIC090 MICHIGAN WASTEWATER CONF	101352	11/29/18	18107		\$ 1,235.00	\$ -	\$ 1,235.00
		COMPUTER CHECK							
							\$ (90.00)	\$ -	\$ (90.00)
							\$ 1,145.00	\$ -	\$ 1,145.00
							\$ 1,145.00	\$ -	\$ 1,145.00
104752	12/07/18	MIS004 MISDU-MONTCALM CO FRIEND	101371	12/04/18	18136		\$ 220.78	\$ -	\$ 220.78
		COMPUTER CHECK							
							\$ 220.78	\$ -	\$ 220.78
104753	12/07/18	MOS198 MOST HOLY TRINITY	101353	11/28/18	18109		\$ 40.00	\$ -	\$ 40.00
		COMPUTER CHECK							
							\$ 40.00	\$ -	\$ 40.00
104754	12/07/18	NAT033 NATIONAL WIC ASSOCIATION	101354	11/16/18	18112		\$ 50.00	\$ -	\$ 50.00
		COMPUTER CHECK							
							\$ 50.00	\$ -	\$ 50.00
104755	12/07/18	ONE25 ONE-COMMUNITY CONSULTING	10	11/29/18	18108		\$11,500.00	\$ -	\$11,500.00
		COMPUTER CHECK							
							\$11,500.00	\$ -	\$11,500.00

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
104756	12/07/18	SAL227 SALISBURY ALEXIS	101370	11/27/18	18134		\$ 89.38	\$ -	\$ 89.38
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 89.38	\$ -	\$ 89.38
104757	12/07/18	SAN020 SANOFI PASTEUR INC	911625431	11/13/18	18100	095696-00	\$ 654.25	\$ -	\$ 654.25
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 654.25	\$ -	\$ 654.25
104758	12/07/18	SMI205 SMITH SAM	101365	11/28/18	18126		\$ 25.28	\$ -	\$ 25.28
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 25.28	\$ -	\$ 25.28
104759	12/07/18	STA008 STATE OF MICHIGAN-MDCH	27710172018	10/29/18	18111		\$ 23.00	\$ -	\$ 23.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 23.00	\$ -	\$ 23.00
104760	12/07/18	STA225 STATCOURIER	1019-1043	10/31/18	18130		\$ 1,000.00	\$ -	\$ 1,000.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,000.00	\$ -	\$ 1,000.00
104761	12/07/18	UNI001 UNITED WAY OF MONTCALM CO	101371	12/04/18	18139		\$ 93.00	\$ -	\$ 93.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 93.00	\$ -	\$ 93.00
104762	12/07/18	UNI009 UNITED WAY OF GRATIOT CO	101371	12/04/18	18138		\$ 56.00	\$ -	\$ 56.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 56.00	\$ -	\$ 56.00
104763	12/07/18	USA021 USA TODAY NETWORK	0002081943	10/31/18	18110		\$ 539.06	\$ -	\$ 539.06
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 539.06	\$ -	\$ 539.06
104764	12/07/18	VER004 VERIZON	9819054125	11/23/18	18128		\$ 2,185.79	\$ -	\$ 2,185.79
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 2,185.79	\$ -	\$ 2,185.79
104765	12/07/18	VICK27 VICKERY LEEANNA	101368	12/03/18	18131		\$ 500.00	\$ -	\$ 500.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 500.00	\$ -	\$ 500.00
104766	12/07/18	WINN73 WINN TELECOM	101355	12/01/18	18113		\$ 2,507.61	\$ -	\$ 2,507.61
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 2,507.61	\$ -	\$ 2,507.61

Board of Health Action Sheet

December 19, 2018

ADMINISTRATOR: Melissa Bowerman, Director of Administrative Services

SUBJECT: Municipal Employees Retirement System, New Unit

Information Only Action Needed

MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

Clinton Office

1307 E. Townsend Rd.
St. Johns, MI 48879
989-224-2195

Gratiot Office

151 Commerce Dr.
Ithaca, MI 48847
989-875-3681

Montcalm Office

615 N. State St.
Stanton, MI 48888
989-831-5237

BOARD OF HEALTH

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

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.)

The Board of Health (BOH) has previously authorized money to be put into a fund balance account designated for retirement. The reason for the fund balance is to pay additional funds to the Municipal Employees Retirement System (MERS) in order to fund ongoing obligations for retirement costs.

Over the past several years, the overall percentage that the agency is funded has been reduced from approximately 90% to 80%. There are many factors that have caused the reduction, including an economic downturn in 2008, different assumptions made in the calculation of future costs, and retirements. In discussing our options with MERS, the best option was to open a surplus division in order to make this additional payment which will increase our overall funding. The surplus division can be put into individual divisions in the future when it is necessary.

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.)

The strategic objective to be addressed is to meet financial obligations for retirement costs in order to lessen impact on daily operations in the future.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

The amount that has been reserved is \$609,829.80. Although the entire amount could be paid in, it may be more strategic to only pay in part of the fund in case the money is needed for another purpose in the future. I am

proposing that we fund either \$350,000 or \$500,000 into the new surplus fund. The Municipality Funding Level Calculator attached shows the amounts that would fund toward our obligation. *In addition, the agency will be paying the non-phased in amount monthly in order to further fund our obligation starting in January of 2019.*

V. Alternatives Considered:

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

There were no alternatives discussed.

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.)

I am recommending that we pay the \$500,000 in order to fund the agency at almost 85%. This will leave a small retirement fund balance.

VII. Monitoring and Reporting Time Line:

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

The MERS retirement costs will continue to be monitored and a report can be provided to the BOH upon request.

Municipality Funding Level Calculator

Based on the 12/31/2017 Actuarial Valuation

Municipality # (4 digits)

Municipality Name

5901	Mid-Michigan DHD
-------------	-------------------------

11,749,025	Total 12/31/2017 Actuarial Accrued Liability
9,509,631	12/31/2017 Valuation Assets
2,239,394	Unfunded (Overfunded) Actuarial Accrued Liabilities
80.9%	Funding Percentage as of 12/31/2017
350,000	Proposed Lump Sum Amount
Recalculated Expected 12/31/17 Funded Ratio if Payment Contributed by:	
83.70%	December 31, 2018
83.70%	January 31, 2019
83.70%	February 28, 2019
83.70%	March 31, 2019
83.70%	April 30, 2019
83.70%	May 31, 2019

Important Notes:

The lump sums are based on the data and benefit provisions as found in the December 31, 2017 actuarial valuation. If benefit provisions have changed, actual funded ratios may be materially different.

The funded ratios above are based on the current conversion between actuarial value of assets and market value assets. Because AVA is greater than MVA, the lump sum improves the funded ratio better than what would be implied based on market value funding.

The MERS Plan Document requires that the requesting division and participating municipality or court be not less than 100% funded at the time a supplemental actuarial valuation is requested; and the MERS Plan Document requires that the funded level be not less than 100% after adoption of the proposed benefit. The above calculations reflect the assets required to achieve 100% funding by the date specified. The governing body may make a cash contribution, or transfer employer assets from a different division, or both, to meet the 100% requirement. The calculations are estimates only, based on the most recent December 31 Annual Actuarial Valuation, and are provided only for purposes of Plan Document compliance. The actual funded percentage may be different than 100%. No estimates will be provided after Dec 31 until the next Annual Actuarial Valuation has been issued by the Actuary.

Defined Benefit Plan Surplus Division Adoption Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Municipal Employees' Retirement System of Michigan ("MERS")

and _____, # _____
(Municipality name) (Municipality number)

entered into an Adoption Agreement effective _____; and
(Month, Year)

Employer may elect to remit Contributions to its reserve account with MERS in excess of the annual required Employer Contributions as determined by MERS' actuary, or in excess of the amount currently due from Employer, without such amounts being immediately attributable to the reserve of its employee divisions ("Surplus Contributions"). MERS has advised Employer that in order to accomplish this, MERS must establish a Surplus Division to account such Surplus Contributions.

To establish the Surplus Division(s) and memorialize the terms and conditions agreed to by MERS and Employer concerning their establishment, Employer and MERS hereby enter into this Surplus Contribution Addendum to Employer's Adoption Agreement ("Addendum"), to be effective as of the date set out above.

I MERS Establishment of Surplus Division: Commencing on the effective date of this Addendum, MERS shall establish the following Surplus Division(s) for Employer:

Associated Surplus Divisions:

- a) Surplus Division _____, to be associated with _____.
- b) Surplus Division _____, to be associated with _____.
- c) Surplus Division _____, to be associated with _____.

Unassociated Surplus Divisions:

- d) Surplus Division _____, to be unassociated with any Employee Division.
- e) Surplus Division _____, to be unassociated with any Employee Division.
- f) Surplus Division _____, to be unassociated with any Employee Division.

II Employer Remittance of Surplus Contributions: At Employer's sole and exclusive discretion (which shall include Employer's obligations under terms agreed to by Employer in the course of collective bargaining, if any), Employer may remit contributions to MERS that Employer expressly designates as Surplus Contributions, specifying the appropriate Surplus Division to which they are to be credited. It is understood by Employer that, once remitted to MERS, Surplus Contributions are not and shall never be refundable to Employer, nor used for any purpose other than the funding of its obligations for MERS benefits accrued by employees of Employer.

Defined Benefit Plan Surplus Division Adoption Addendum

- III MERS' Crediting of Surplus Contributions:** Upon receipt from Employer of Employer Contributions designated as Surplus Contributions, MERS shall credit such amounts to the Surplus Division designated by Employer.
- IV Treatment of Surplus Contributions for Actuarial Purposes:** Surplus Contributions reflected in one or more Surplus Division established by MERS as directed by Employer shall be treated as follows for actuarial purposes:
- a) They shall not be included in the determination of the annual Employer Contributions requirement for any Employee Division, and
 - b) They shall be included in the determination of the Employer's overall funded status.
- V Employer Use of Surplus Contributions:** At any time, upon 30 days' advance written notice to MERS, Employer may direct MERS to use the Surplus Contributions currently reflected in one or more established Surplus Division(s) be used by Employer as follows:
- a) Employer may transfer Surplus Contributions reflected in an Unassociated Surplus Division to one or more Employee Division(s).
 - b) Employer may transfer Surplus Contributions reflected in an Assigned Surplus Division to such Employee Division.
 - c) Employer may redesignate any Surplus Division (whether Associated or Unassociated) to either an Associated Surplus Division or to an Unassociated Surplus Division, as applicable.
- Employer is solely responsible for any decision(s) it makes under Section V, and Employer agrees that by entering into this Addendum, it shall indemnify and hold MERS harmless from any claim, challenge, or litigation arising from its actions under Section V, including costs and attorneys' fees.
- Once Surplus Contributions are transferred to an Employee Division, they may not thereafter be recharacterized as Surplus Contributions or transferred back to a Surplus Division.
- VI Recharacterization of Contributions:** By written notice to MERS, Employer may make a one-time election to transfer Employer Contributions it remitted prior to the effective date of this Addendum that were in excess of the amount then due from Employer from an Employer Division to one or more Surplus Division(s) established by this Addendum, and recharacterize those amounts as Surplus Contributions. Employer may make the election described herein only once.
- VII Rights of MERS:** At any time following the occurrence of any or all of the following, MERS reserves the right to transfer some or all of the Surplus Contributions reflected in an Employer's Reserves to one or more Employee Division(s) of such Employer:
- a) Employer has defaulted on some or all of its contribution obligations to MERS.
 - b) Employer has filed for or is otherwise subject to bankruptcy protection or receivership.
 - c) An emergency manager or similar oversight authority has been appointed to conduct Employer's financial affairs.

Defined Benefit Plan Surplus Division Adoption Addendum

VIII Continuation of Adoption Agreement: Except for the terms and conditions of this Addendum, all other terms and conditions of the Adoption Agreement, as it may be or may have been amended from time to time, shall continue unchanged.

IN WITNESS WHEREOF, this Addendum is entered into by MERS and Employer by signature of the authorized parties below:

Employer Approving Authority

Signature: _____ on _____
(Name of approving representative) (Date)

Employer Printed Name: _____

Employer Title: _____

MERS Approving Authority

Signature: _____ on _____
(Date)

MERS Printed Name: _____

MERS Title: _____