



**CLINTON OFFICE**

1307 E. Townsend Rd.  
Saint Johns, MI 48879-9036  
(989) 224-2195

**GRATIOT OFFICE**

151 Commerce Dr.  
Ithaca, MI 48847-1627  
(989) 875-3681

**MONTCALM OFFICE**

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

<b>BOARD OF HEALTH:</b>	Bruce DeLong Dwight Washington, Ph.D.	George Bailey Chuck Murphy	Betty Kellenberger Adam Petersen
-------------------------	--	-------------------------------	-------------------------------------

**BOARD OF HEALTH  
FINANCE COMMITTEE MEETING**  
 At  
 Mid-Michigan District Health Department (MMDHD)  
 Gratiot County Office  
 Ithaca, Michigan  
  
 Conference Room A

Wednesday, March 27, 2019 at 8:30 a.m.

**AGENDA**

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

**COMMITTEE MEMBERS:** George Bailey, Adam Petersen, Bruce DeLong (Chairperson)

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

- A. Mid-Michigan District Health Department’s (MMDHD’s) Expenses for February 16 through March 15, 2019 – **Included.**
- B. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for February 2019 – **Included.**
- C. Rebranding Update – **Included.**
- D. Community Health and Education Division (CHED) Fee Change – **Included.**
- E. FY 19/20 Budget Development Schedule – **Included.**
- F.

**MONTHLY EXPENSES FOR**  
**February 16, 2019 - March 15, 2019**

<i>EV 1893</i>	\$ 229,812.13
<i>EV 1894</i>	<u>\$ 204,997.08</u>
	<b>\$ 434,809.21</b>



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	
104914	03/01/19	ALPH83 ALPHA FAMILY CENTER	101437	03/01/19	18440		\$ 300.00	\$ -	\$ 300.00	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 300.00	\$ -	\$ 300.00
104915	03/01/19	AME020 AMERICAN PUBLIC HEALTH ASSOCIATION	101445	02/11/19	18466		\$ 205.00	\$ -	\$ 205.00	
		COMPUTER CHECK			4575661					
			CHECK TOTALS:					\$ 205.00	\$ -	\$ 205.00
104916	03/01/19	BLU008 BLUE CROSS BLUE SHIELD OF MICHIGAN	101447	02/08/19	18471		\$10,899.21	\$ -	\$10,899.21	
		COMPUTER CHECK			0005					
			101448	02/08/19	18472		\$ 8,334.69	\$ -	\$ 8,334.69	
					0004					
			101449	02/08/19	18473		\$18,592.77	\$ -	\$18,592.77	
					0003					
			CHECK TOTALS:					\$37,826.67	\$ -	\$37,826.67
104917	03/01/19	BLU034 BLUE CARE NETWORK	190360023181	02/05/19	18470		\$ 8,382.12	\$ -	\$ 8,382.12	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 8,382.12	\$ -	\$ 8,382.12
104918	03/01/19	BLU035 BLUE CARE NETWORK	190360049777	02/05/19	18469		\$ 3,489.70	\$ -	\$ 3,489.70	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 3,489.70	\$ -	\$ 3,489.70
104919	03/01/19	CAP095 CAPITAL AREA UNITED WAY	101450	03/01/19	18475		\$ 20.00	\$ -	\$ 20.00	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 20.00	\$ -	\$ 20.00
104920	03/01/19	CDW016 CDW GOVERNMENT, INC.	QXX5382	02/05/19	18445	095789-00	\$ 663.10	\$ -	\$ 663.10	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 663.10	\$ -	\$ 663.10
104921	03/01/19	CEN021 CENTRAL MI DIST HEALTH DEPARTMENT	101446	02/19/19	18467		\$ 4,467.02	\$ -	\$ 4,467.02	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 4,467.02	\$ -	\$ 4,467.02
104922	03/01/19	CLI046 CLINTON COUNTY RESA	35427	02/01/19	18465		\$ 20.00	\$ -	\$ 20.00	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 20.00	\$ -	\$ 20.00
104923	03/01/19	CLI092 CLINTON COUNTY ADMIN/ACCT	AC-2019-005	02/01/19	18438		\$ 1,966.67	\$ -	\$ 1,966.67	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 1,966.67	\$ -	\$ 1,966.67
104924	03/01/19	CON160 CONTROL SOLUTIONS, INC.	CS64759	01/25/19	18433	095755-00	\$ 226.00	\$ -	\$ 226.00	
		COMPUTER CHECK								
			CHECK TOTALS:					\$ 226.00	\$ -	\$ 226.00

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	
104925	03/01/19	COV178 COVENANT MEDICAL CENTER	101442	02/07/19	18460		\$ 58.60	\$ -	\$ 58.60	
		COMPUTER CHECK	LABS							
			101443	02/07/19	18461		\$ 21.42	\$ -	\$ 21.42	
			LAB							
			101444	02/07/19	18462		\$ 21.42	\$ -	\$ 21.42	
			LAB							
			CHECK TOTALS:					\$ 101.44	\$ -	\$ 101.44
104926	03/01/19	DAR82 DARBY DENTAL	6475917	01/11/19	18442	095743-00	\$ 237.50	\$ -	\$ 237.50	
		COMPUTER CHECK	MIRRORLITES							
			6477009	01/14/19	18443	095743-00	\$ 21.05	\$ -	\$ 21.05	
			MOIST SURE, WIPES							
			CHECK TOTALS:					\$ 258.55	\$ -	\$ 258.55
104927	03/01/19	DEL007 DELTA DENTAL OF MICHIGAN	2169348	02/12/19	18436		\$ 4,033.88	\$ -	\$ 4,033.88	
		COMPUTER CHECK	MARCH DENTAL INSURANCE							
			CHECK TOTALS:					\$ 4,033.88	\$ -	\$ 4,033.88
104928	03/01/19	ETR005 ETR ASSOCIATES	251707	01/23/19	18452	095773-00	\$ 475.60	\$ -	\$ 475.60	
		COMPUTER CHECK	PAMPHLETS							
			CHECK TOTALS:					\$ 475.60	\$ -	\$ 475.60
104929	03/01/19	GRAT92 GRATIOT INTEGRATED HLTH NETWORK	101438	03/01/19	18441		\$ 100.00	\$ -	\$ 100.00	
		COMPUTER CHECK	MARCH RENT							
			CHECK TOTALS:					\$ 100.00	\$ -	\$ 100.00
104930	03/01/19	GSK052 GLAXO SMITH KLINE	8252692208	01/22/19	18444	095662-00	\$ 2,716.56	\$ -	\$ 2,716.56	
		COMPUTER CHECK	SHINGRIX VACCINE							
			CHECK TOTALS:					\$ 2,716.56	\$ -	\$ 2,716.56
104931	03/01/19	IMP002 IMPREST CASH-MONTCALM	101434	01/22/19	18434		\$ 50.00	\$ -	\$ 50.00	
		COMPUTER CHECK	PARKING, CONFERENCE SUPPLY							
			CHECK TOTALS:					\$ 50.00	\$ -	\$ 50.00
104932	03/01/19	KEN014 KENT COUNTY HEALTH DEPARTMENT	EH013119-555555	02/06/19	18464		\$ 1,746.00	\$ -	\$ 1,746.00	
		COMPUTER CHECK	WATER LABS							
			CHECK TOTALS:					\$ 1,746.00	\$ -	\$ 1,746.00
104933	03/01/19	LIN061 LINCOLN FINANCIAL GROUP	101435	02/08/19	18437		\$ 2,157.28	\$ -	\$ 2,157.28	
		COMPUTER CHECK	MARCH LIFE/LTD/AD&D							
			CHECK TOTALS:					\$ 2,157.28	\$ -	\$ 2,157.28
104934	03/01/19	MIC006 MICHIGAN DEPT OF AGRICULTURE	791-10411683	01/22/19	18455		\$ 291.00	\$ -	\$ 291.00	
		COMPUTER CHECK	FOOD FEES							
			CHECK TOTALS:					\$ 291.00	\$ -	\$ 291.00

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
104935	03/01/19	MIS004 MISDU - FRIEND OF COURT	101450	03/01/19	18474		\$ 483.54	\$ -	\$ 483.54
		COMPUTER CHECK			3/1/19 EMPLOYEE DEDUCTIONS				
			CHECK TOTALS:				\$ 483.54	\$ -	\$ 483.54
104936	03/01/19	MON029 MONTCALM ECONOMIC ALLIANCE	000175	02/14/19	18435		\$ 500.00	\$ -	\$ 500.00
		COMPUTER CHECK			2019 DUES				
			CHECK TOTALS:				\$ 500.00	\$ -	\$ 500.00
104937	03/01/19	MOS084 MOS/MICHIGAN OFFICE SOLUTION	IN1328664	02/15/19	18456		\$ 1,057.90	\$ -	\$ 1,057.90
		COMPUTER CHECK			COLOR COPY OVERAGE 11/7-2/6/19				
			CHECK TOTALS:				\$ 1,057.90	\$ -	\$ 1,057.90
104938	03/01/19	OFF015 OFFICE DEPOT	27009594501	02/06/19	18448	095792-00	\$ 9.09	\$ -	\$ 9.09
		COMPUTER CHECK			FINGER GRIPPER				
			270095443001	02/06/19	18446	095792-00	\$ 106.98	\$ -	\$ 106.98
					DISPENSER, FILTERS				
			270095944001	02/06/19	18447	095792-00	\$ 39.99	\$ -	\$ 39.99
					WIRELESS MOUSE				
			CHECK TOTALS:				\$ 156.06	\$ -	\$ 156.06
104939	03/01/19	ONE25 ONE-COMMUNITY/ ZUMBRUNNEN MARY	12	02/14/19	18454		\$13,000.00	\$ -	\$13,000.00
		COMPUTER CHECK			FINAL BUSINESSMODEL/50% SUMMIT				
			CHECK TOTALS:				\$13,000.00	\$ -	\$13,000.00
104940	03/01/19	QUI003 QUILL CORPORATION	4652705	01/29/19	18430	095786-00	\$ 329.94	\$ -	\$ 329.94
		COMPUTER CHECK			6 CHAIRMATS				
			CHECK TOTALS:				\$ 329.94	\$ -	\$ 329.94
104941	03/01/19	SMI030 SMILEMAKERS	8484729	01/11/19	18449	095763-00	\$ 249.96	\$ -	\$ 249.96
		COMPUTER CHECK			BRUSHING TIMERS,FLOSSERS				
			8496300	01/23/19	18451	095769-00	\$ 147.99	\$ -	\$ 147.99
					CLEAR SMILE BAGS				
			8511245	02/11/19	18450	095793-00	\$ 164.98	\$ -	\$ 164.98
					BRUSHING TIMERS				
			CHECK TOTALS:				\$ 562.93	\$ -	\$ 562.93
104942	03/01/19	SPE191 SPECTRUM HEALTH MEDICAL	607530	02/11/19	18463		\$ 46.00	\$ -	\$ 46.00
		COMPUTER CHECK			SHEPLER FIT TESTING				
			CHECK TOTALS:				\$ 46.00	\$ -	\$ 46.00
104943	03/01/19	STA032 STATE OF MICHIGAN-MDHHS LAB	808282019	02/08/19	18468		\$ 11.50	\$ -	\$ 11.50
		COMPUTER CHECK			LAB				
			CHECK TOTALS:				\$ 11.50	\$ -	\$ 11.50

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	
104944	03/01/19	TEA031 TEAM FINANCIAL GROUP, INC	101439	02/11/19	18457		\$ 2,459.37	\$ -	\$ 2,459.37	
		COMPUTER CHECK	40013954			MARCH XEROX MACHINES				
			101440	02/11/19	18458		\$ 1,470.79	\$ -	\$ 1,470.79	
			40013952			MARCH XEROX MACHINES				
			101441	02/11/19	18459		\$ 240.92	\$ -	\$ 240.92	
			40013950			MARCH FP MACHINES				
			CHECK TOTALS:					\$ 4,171.08	\$ -	\$ 4,171.08
104945	03/01/19	UNI001 UNITED WAY OF MONTCALM CO	101450	03/01/19	18477		\$ 60.00	\$ -	\$ 60.00	
		COMPUTER CHECK				3/1/19 EMPLOYEE DONATION				
			CHECK TOTALS:					\$ 60.00	\$ -	\$ 60.00
104946	03/01/19	UNI009 UNITED WAY OF GRATIOT CO	101450	03/01/19	18476		\$ 75.00	\$ -	\$ 75.00	
		COMPUTER CHECK				3/1/19 EMPLOYEE DONATION				
			CHECK TOTALS:					\$ 75.00	\$ -	\$ 75.00
104947	03/01/19	VALL25 VALLEY FARMS BAPTIST CHURCH	101436	03/01/19	18439		\$ 100.00	\$ -	\$ 100.00	
		COMPUTER CHECK				MARCH RENT				
			CHECK TOTALS:					\$ 100.00	\$ -	\$ 100.00
104948	03/01/19	WAL017 WALMART COMMUNITY	P9273001601ENB4	02/16/19	18453		\$ 15.42	\$ -	\$ 15.42	
		COMPUTER CHECK				ACCREDITATION SNACKS				
			CHECK TOTALS:					\$ 15.42	\$ -	\$ 15.42
104949	03/01/19	WAT077 WATKINS SURGICAL SUPPLY	000477788	01/18/19	18429	095759-00	\$ 560.85	\$ -	\$ 560.85	
		COMPUTER CHECK				HURRICANE SPRAY,ISONIAZID,B6				
			CHECK TOTALS:					\$ 560.85	\$ -	\$ 560.85
			BANK CODE TOTALS:					\$90,626.81	\$ -	\$90,626.81
36		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								
36		CHECKS TOTAL								
			COMPANY TOTALS:					\$90,626.81	\$ -	\$90,626.81





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
257	03/15/19	KEL038 KELLENBERGER BETTY	101460	02/27/19	18522		\$ 217.00	\$ -	\$ 217.00
		DIRECT DEPOSIT							
			CHECK TOTALS:				\$ 217.00	\$ -	\$ 217.00
258	03/15/19	WASH83 WASHINGTON DWIGHT	101458	02/27/19	18520		\$ 130.52	\$ -	\$ 130.52
		DIRECT DEPOSIT							
			101459	02/28/19	18521		\$ 155.41	\$ -	\$ 155.41
			CHECK TOTALS:				\$ 285.93	\$ -	\$ 285.93
104950	03/15/19	BUP112 BUPP MARILYN	101461	02/26/19	18526		\$ 6,928.00	\$ -	\$ 6,928.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 6,928.00	\$ -	\$ 6,928.00
104951	03/15/19	CAP095 CAPITAL AREA UNITED WAY	101463	03/12/19	18531		\$ 20.00	\$ -	\$ 20.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 20.00	\$ -	\$ 20.00
104952	03/15/19	CDW016 CDW GOVERNMENT, INC.	RCG2322	02/13/19	18479	095799-00	\$ 37.31	\$ -	\$ 37.31
		COMPUTER CHECK							
			RCM4463	02/13/19	18480	095800-00	\$ 177.75	\$ -	\$ 177.75
			RCM8187	02/13/19	18481	095800-00	\$ 824.10	\$ -	\$ 824.10
			RGM8673	02/26/19	18502	095917-00	\$ 994.65	\$ -	\$ 994.65
			CHECK TOTALS:				\$ 2,033.81	\$ -	\$ 2,033.81
104953	03/15/19	COH003 COHL, STOKER & TOSKEY	49984	02/13/19	18525		\$ 1,291.20	\$ -	\$ 1,291.20
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,291.20	\$ -	\$ 1,291.20
104954	03/15/19	CRY023 CASAIR-CRYSTAL AUTO SYSTEM	495114	03/01/19	18524		\$ 800.00	\$ -	\$ 800.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 800.00	\$ -	\$ 800.00
104955	03/15/19	DAI009 DAILY NEWS	101457	03/04/19	18519		\$ 108.00	\$ -	\$ 108.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 108.00	\$ -	\$ 108.00
104956	03/15/19	EAT029 EATON RESA	005888	01/02/19	18495		\$ 2,986.24	\$ -	\$ 2,986.24
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 2,986.24	\$ -	\$ 2,986.24



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
104967	03/15/19	NEH002 NEHA TRAINING	264230	03/11/19	18517		\$ 390.00	\$ -	\$ 390.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 390.00	\$ -	\$ 390.00
104968	03/15/19	NUR008 NURSE ADMINISTRATOR'S FORUM	1805	02/22/19	18492		\$ 90.00	\$ -	\$ 90.00
		COMPUTER CHECK							
			1807	02/22/19	18493		\$ 90.00	\$ -	\$ 90.00
			1808	02/22/19	18494		\$ 90.00	\$ -	\$ 90.00
			CHECK TOTALS:				\$ 270.00	\$ -	\$ 270.00
104969	03/15/19	QUI003 QUILL CORPORATION	4942263	02/08/19	18484	095791-00	\$ 31.48	\$ -	\$ 31.48
		COMPUTER CHECK							
			5052431	02/13/19	18503	095910-00	\$ 31.48	\$ -	\$ 31.48
			CHECK TOTALS:				\$ 62.96	\$ -	\$ 62.96
104970	03/15/19	SAN020 SANOFI PASTEUR INC	911983903	02/13/19	18491	095797-00	\$ 1,173.06	\$ -	\$ 1,173.06
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,173.06	\$ -	\$ 1,173.06
104971	03/15/19	STA008 STATE OF MICHIGAN-MDHHS LAB	277282019	02/08/19	18497		\$ 11.50	\$ -	\$ 11.50
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 11.50	\$ -	\$ 11.50
104972	03/15/19	STA225 STATCOURIER	1019-1183	01/31/19	18498		\$ 800.00	\$ -	\$ 800.00
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 800.00	\$ -	\$ 800.00
104973	03/15/19	TEA001 TEAMSTERS LOCAL 214	101463	03/12/19	18534		\$ 1,879.55	\$ -	\$ 1,879.55
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 1,879.55	\$ -	\$ 1,879.55
104974	03/15/19	THE027 THERMOWORKS, INC.	INV-12099386	02/15/19	18485	095801-00	\$ 109.49	\$ -	\$ 109.49
		COMPUTER CHECK							
			CHECK TOTALS:				\$ 109.49	\$ -	\$ 109.49
104975	03/15/19	UNI001 UNITED WAY OF MONTCALM CO	1111	02/17/19	18496		\$ 500.00	\$ -	\$ 500.00
		COMPUTER CHECK							
			101463	03/12/19	18533		\$ 60.00	\$ -	\$ 60.00
			3/15/19 EMPLOYEE DONATION						
			CHECK TOTALS:				\$ 560.00	\$ -	\$ 560.00

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
104976	03/15/19	UNI009 UNITED WAY OF GRATIOT CO	101463	03/12/19	18532		\$ 75.00	\$ -	\$ 75.00
		COMPUTER CHECK			3/15/19 EMPLOYEE DONATION				
			CHECK TOTALS:				\$ 75.00	\$ -	\$ 75.00
104977	03/15/19	VER004 VERIZON	9824873214	02/23/19	18500		\$ 2,367.39	\$ -	\$ 2,367.39
		COMPUTER CHECK			2/24-3/23 MOBILE BROADBAND				
			CHECK TOTALS:				\$ 2,367.39	\$ -	\$ 2,367.39
104978	03/15/19	WINN73 WINN TELECOM	101455	03/01/19	18516		\$ 2,635.02	\$ -	\$ 2,635.02
		COMPUTER CHECK			MARCH LOCAL/LONG DISTANCE				
			CHECK TOTALS:				\$ 2,635.02	\$ -	\$ 2,635.02
104979	03/15/19	FIR003 FIRST NATIONAL BANK OMAHA	101451	03/04/19	18504		\$ 2,886.96	\$ -	\$ 2,886.96
		COMPUTER CHECK			TRAINING/POSTAGE/SHRED/SURVEY				
			101452	03/04/19	18513		\$ 2.65	\$ -	\$ 2.65
					PAGER				
			101453	03/04/19	18514		\$ 11.76	\$ -	\$ 11.76
					TEST SOLUTIONS/VIALS FOR POOLS				
			101454	03/04/19	18515		\$ 357.69	\$ -	\$ 357.69
					LUNCHESES, CHW CERTIFICATION				
			101451-1	03/04/19	18505 095795-00		\$ 332.25	\$ -	\$ 332.25
					1 STAMPED WINDOW ENVELOPES				
			101451-2	03/04/19	18506 095798-00		\$ 225.21	\$ -	\$ 225.21
					BREASTFEEDING MAGNETS				
			101451-3	03/04/19	18507 095796-00		\$ 21.87	\$ -	\$ 21.87
					SCREEN PROTECTOR/CASE				
			101451-4	03/04/19	18508 095804-00		\$ 52.05	\$ -	\$ 52.05
					5PK FOOD LICENSING LABELS				
			101451-5	03/04/19	18509 095915-00		\$ 10.50	\$ -	\$ 10.50
					DOOR STOPPER				
			101451-6	03/04/19	18510 095919-00		\$ 55.98	\$ -	\$ 55.98
					2 ACRYLIC SIGN HOLDERS				
			101451-7	03/04/19	18511 095916-00		\$ 35.91	\$ -	\$ 35.91
					FURNITURE SLIDERS				
			101451-8	03/04/19	18512 095922-00		\$ 11.99	\$ -	\$ 11.99
					CHARGER				
			CHECK TOTALS:				\$ 4,004.82	\$ -	\$ 4,004.82

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
30 COMPUTER CHECKS									
0 MANUAL PAYMENT CHECKS									
0 VOID CHECKS - TRX									
0 VOID CHECKS - STUBS									
0 VOID CHECKS - ERROR									
0 VOID CHECKS - FORM ALIGNMENT									
2 DIRECT DEPOSITS									
32 CHECKS TOTAL									
BANK CODE TOTALS:							\$37,205.19	\$ -	\$37,205.19
COMPANY TOTALS:							\$37,205.19	\$ -	\$37,205.19

**Mid-Michigan District Health Department**  
**Monthly Balance Sheet, Revenue and Expenditure Report**  
**February 2019**

**Summary and Special Notes**

As of the end of February, actual revenues and expenditures should be approximately 42% of the \$6,150,092 total budget. The total revenues through February were \$2,807,220.62 and the total expenses were \$2,950,569.62. The overall actual revenues and expenditures (adjusting for in-kind space costs and Vaccines for Children) were at 46% and 49% respectively representing a surplus of \$143,349.00.

The deficit includes the revenue for the Community Health Worker program of \$506,000 and the \$500,000 retirement payment that was approved by the Board of Health last year. Only part of that revenue will be included in the current year; therefore, factoring that out, the deficit should be approximately \$75,000.

**Revenues**

- **Miscellaneous Fees (Line 9)** – These fees are variable and hard to budget for, but they represent a small dollar amount.
- **Immunization Fees (Line 13)** – These fees are normally higher than budgeted in the first part of the year due to influenza fees.
- **Other Community Support (Line 27)** – There is grant funding that hasn't been received yet, but will in future periods.
- **Medicaid Full Cost Reimbursement (Line 29)** – MMDHD may be receiving more funding for interim payments than we will be due because of the closure last year of the Maternal and Infant Health Program.

**Expenses**

- **Contractual (Line 18)** – There was a large payment made to the consultant on the Greenville Area Community Foundation grant in this quarter. This budget line item may need to be adjusted in future quarters.
- **Advertising (Line 22)** – There was advertising for the Drug Free Communities grant included in the first quarter that is covered by grant funds. The budgeted amount may need to be adjusted in future quarters.
- **Rent (Line 25)** – We changed the way that we are recording the payment for dental space rental in Clinton County. We receive payment from MCDC; and then pay Clinton County. It used to be recorded all in the revenue account, but has been broken out as an expense and a revenue entry. The revenue will have an offsetting increase.
- **Memberships (Line 28)** – Many memberships are paid in the first part of the year.

## Mid-Michigan District Health Department

FEBRUARY

42%

FY 2019

AP: 5

<b>Revenue</b>						
<b>Account</b>	<b>Budget</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Balance</b>	<b>YTD% of Budget</b>	
1 Onsite Sewage	171,959.00	6,807.00	46,974.00	124,985.00	27%	
2 Groundwater Quality	164,326.00	6,858.00	36,935.00	127,391.00	22%	
3 Food Service	281,775.00	3,700.00	21,505.00	260,270.00	8%	
4 Campgrounds	3,240.00	0.00	196.00	3,044.00	6%	
5 Swimming Pools	6,055.00	0.00	0.00	6,055.00	0%	
6 Waste Haulers	1,000.00	87.00	2,052.50	-1,052.50	205%	
7 DHS Facility Inspections	31,486.00	3,450.00	11,778.00	19,708.00	37%	
8 Body Art Fees	1,300.00	0.00	346.00	954.00	27%	
9 EH Misc Fees	2,570.00	-620.70	934.10	1,635.90	36%	
10 Vision Fees	26,500.00	840.00	6,715.60	19,784.40	25%	
11 Hearing Fees	23,000.00	1,336.40	10,338.80	12,661.20	45%	
12 Communicable Disease Fees	2,000.00	0.00	240.00	1,760.00	12%	
13 Immunization Fees	140,000.00	19,059.87	89,463.09	50,536.91	64%	
14 Family Planning/STD Fees	109,800.00	3,342.12	27,389.26	82,410.74	25%	
15 Breast Cancer Fees	3,000.00	815.00	1,334.20	1,665.80	44%	
16 Lead Fees	15,000.00	2,568.86	7,639.93	7,360.07	51%	
17 Varnish Fees	20,000.00	4,335.00	10,593.75	9,406.25	53%	
18 Breastfeeding Fees	20,000.00	772.12	2,846.61	17,153.39	14%	
19 Ched Miscellaneous Fees	400.00	15.00	30.00	370.00	8%	
20 Miscellaneous Other Fees	100.00	24.56	250.35	-150.35	250%	
21 Deferred Revenues - Billing	0.00	0.00	0.00	0.00	0%	
22 VFC/317 Vaccine Revenue	300,000.00	12,034.69	81,022.38	218,977.62	27%	
23 MDHHS Grants	1,558,839.00	115,003.87	659,223.87	899,615.13	42%	
24 Essential Local Public Health Services	835,957.00	75,179.00	346,833.00	489,124.00	41%	

25	MDHHS Fee For Service Revenue	63,500.00	0.00	12,074.50	51,425.50	19%
26	DEQ Grants	77,255.00	4,822.50	24,019.60	53,235.40	31%
27	Other Grants/Community Support	578,480.00	51,401.69	92,956.73	485,523.27	16%
28	Medicaid Outreach	154,000.00	0.00	0.00	154,000.00	0%
29	Medicaid Full Cost Reimbursement	157,822.00	0.00	216,426.00	-58,604.00	137%
30	Interest	8,000.00	8,710.34	17,987.81	-9,987.81	225%
31	Misc Revenue/Prior Period Adjustment	0.00	0.00	-250.00	250.00	0%
32	Donations	6,200.00	0.00	0.75	6,199.25	0%
33	Cash Over/Short	0.00	0.00	0.00	0.00	0%
34	Clinton Co - Appropriation	400,141.00	33,345.08	164,416.41	235,724.59	41%
35	Gratiot Co - Appropriation	287,764.00	23,980.33	119,901.66	167,862.34	42%
36	Montcalm Co - Appropriation	427,573.00	32,612.92	163,064.59	264,508.41	38%
37	Prior Year Adjustments	0.00	-1,234.27	-1,234.27	1,234.27	0%
38	Space Occupancy	271,050.00	25,244.00	126,226.00	144,824.00	47%
39	Deferred Revenues/Fund Balance- Other	0.0	0.00	506,989.40	-506,989.40	0%
TOTAL REVENUE:		6,150,092.00	434,490.38	2,807,220.62	3,342,871.38	46%
W/O SPACE & VFC		5,579,042.00	397,211.69	2,599,972.24	2,979,069.76	47%



Mid-Michigan District Health Department

FEBRUARY

42%

FY 2019

AP: 5

<b>Expenditure</b>					
<b>Account</b>	<b>Budget</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget Balance</b>	<b>YTD% of Budget</b>
1 Board of Health Per Diem	6,000.00	0.00	1,359.02	4,640.98	23%
2 Salaries	3,302,869.00	251,942.09	1,354,743.90	1,948,125.10	41%
3 FICA	252,670.00	18,471.81	99,571.19	153,098.81	39%
4 Health Insurance	689,135.00	47,910.92	259,164.67	429,970.33	38%
5 Dental Insurance	45,362.00	3,313.90	16,800.20	28,561.80	37%
6 Retirement	355,895.00	26,881.40	128,237.26	227,657.74	36%
7 Work Comp	38,552.00	1,331.55	7,218.60	31,333.40	19%
8 Unemployment Comp	5,199.00	0.00	1,490.49	3,708.51	29%
9 Life Insurance	6,595.00	479.83	1,515.05	5,079.95	23%
10 Physicals/memberships	0.00	0.00	0.00	0.00	0%
11 Printed Materials	4,350.00	1,344.00	1,893.37	2,456.63	44%
12 Postage	29,200.00	1,012.77	5,062.18	24,137.82	17%
13 Office Supplies	54,195.00	2,889.99	17,800.95	36,394.05	33%
14 Computer/Printer Supplies	36,800.00	1,961.62	8,839.16	27,960.84	24%
15 Medical Supplies	69,800.00	2,138.08	17,220.37	52,579.63	25%
16 CD Meds Biologics	78,600.00	2,716.56	23,948.98	54,651.02	30%
17 VFC Supplies	300,000.00	12,034.69	81,022.38	218,977.62	27%
18 Contractual Services	99,000.00	34,351.62	95,772.89	3,227.11	97%
19 Legal Expenses	9,000.00	0.00	1,881.27	7,118.73	21%
20 Communications	72,310.00	3,305.75	26,892.84	45,417.16	37%
21 Travel	150,550.00	7,894.40	57,670.62	92,879.38	38%
22 Advertising & Recruitment	14,000.00	0.00	6,481.06	7,518.94	46%
23 Liability Insurance	32,000.00	2,951.25	14,756.25	17,243.75	46%
24 Equipment Maintenance/Lease	54,700.00	9,580.06	35,379.96	19,320.04	65%

25 Rent	8,500.00	2,566.67	13,851.32	-5,351.32	163%
26 Space Occupancy	270,050.00	25,244.00	126,226.00	143,824.00	47%
27 Training	24,000.00	0.00	10,236.67	13,763.33	43%
28 Memberships/Certifications/Subscriptions	19,560.00	2,820.11	14,520.26	5,039.74	74%
29 Tuition Reimbursement	0.00	1,121.00	1,121.00	-1,121.00	0%
30 Laboratory	8,000.00	268.90	774.96	7,225.04	10%
31 Behavioral Risk Factor Survey	22,000.00	0.00	0.00	22,000.00	0%
32 Misc Other Expense	0.00	0.00	0.00	0.00	0%
33 Computer Support	81,700.00	265.23	16,263.53	65,436.47	20%
34 Service Charges/Credit Card Fees	9,500.00	449.14	2,853.22	6,646.78	30%
35 Equipment	0.00	0.00	0.00	0.00	0%
36 BOH approved capital expenses	0.00	500,000.00	500,000.00	-500,000.00	0%
TOTAL EXPENSES	6,150,092.00	965,247.34	2,950,569.62	3,199,522.38	48%
W/O SPACE & VFC	5,580,042.00	927,968.65	2,743,321.24	2,836,720.76	49%
Revenue Over Expenditures (Deficit)	0.00	-530,756.96	-143,349.00	143,349.00	0%
Revenue Over Expenditures (Deficit) without BOH approved capital expense or additonal revenues	0.00	-30,756.96	-150,338.40	0.00	0%

MMDHD BALANCE SHEET AS OF 2/28/2019

CURRENT ASSETS

CASH TO TREASURER	\$2,556,924.37
CASH ON DEPOSIT/IMPREST CASH	3,240.00
ACCOUNTS RECEIVABLE/CASH IN TRANSIT	6,565.63
DUE FROM GOVERNMENTAL AGENCIES	423,924.15
INVENTORY - VFC IMMS	58,356.66
PREPAIDS	38,511.14
<b>TOTAL ASSETS</b>	<b>\$3,087,521.95</b>

LIABILITIES AND FUND BALANCE

ACCOUNTS PAYABLE	\$30,731.85
PAYROLL DEDUCTIONS	616.05
PAYROLL PAYABLES	291,962.17
OTHER ACCRUED PAYABLES	-
ADVANCES	154,382.00
TRUST FUNDS	18,062.86
DEFERRED REVENUE PRIOR YEAR	12,412.64
DEFERRED REV DENTAL OUTREACH	167,413.00
DEFERRED REVENUE MCDC	105,000.00
DEFERRED REVENUE-VFC IMMS	58,356.66
FUND BALANCE RESTRICTED DENTAL	101,065.11
FUND BALANCE END OF YEAR	88,319.97
FUND BALANCE	324,449.90
FUND BALANCE EQUIPMENT	489,494.46
FUND BALANCE FACILITY DEV	124,580.00
FUND BALANCE SELF INS BONDS	13,949.72
FUND EQUITY-FUTURE RETIREMENT	608,829.80
FUND EQUITY-COMPENSATED LEAVES	285,988.76
FUND EQUITY-UNEMPLOYMENT	55,000.00
FUND EQUITY-TRAINING	35,000.00
FUND EQUITY/BRFS	11,522.00
FUND BALANCE-HEALTH INSURANCE	160,000.00
FUND BALANCE-POTENTIAL CLAIMS	93,734.00
<b>BALANCE SHEET NET INCOME</b>	<b>(143,349.00)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 3,087,521.95</b>
<b>TOTAL NET INCOME</b>	<b>0.00</b>

**MARK W. (MARCUS) CHEATHAM, PH.D.**  
Health Officer

**JENNIFER MORSE, MD, MPH, FAAFP**  
Medical Director

---

**CLINTON OFFICE**

1307 E. Townsend Rd.  
Saint Johns, MI 48879-9036  
(989) 224-2195

**GRATIOT OFFICE**

151 Commerce Dr.  
Ithaca, MI 48847-1627  
(989) 875-3681

**MONTCALM OFFICE**

615 N. State St.  
Stanton, MI 48888-9702

---

**BOARD OF HEALTH**

George Bailey  
Bruce DeLong  
Betty Kellenberger  
Chuck Murphy  
Adam Petersen  
Dwight Washington, Ph.D.

**Board of Health (BOH) Action Sheet**

March 22, 2019

ADMINISTRATOR: Mark W. (Marcus) Cheatham, Ph.D., Health Officer

SUBJECT: **REBRANDING UPDATE**

Information Only       Action Needed

I. Authority For This Action:

- Local Policy  
 Law or Rule Public Health Code, Act 368 of 1978, MCL 333.2435(c)

II. Summary:

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

In 2018, the BOH directed Department administrators to embark on a rebranding process for the Mid-Michigan District Health Department (MMDHD). This process focused on customer service and aimed at making the Department seem relevant to the needs of the young families that form the bulk of our clientele. We have nearly completed all the work authorized as part of rebranding, but some costs came in higher than estimated. This is a request for additional funds to complete the work.

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.)*

In November 2018, the Board authorized about \$30,000 in renovations to our buildings as part of the rebranding effort including a new website, signage, ADA compliant entrances, deep cleaning and painting.

Unfortunately, painting of the interiors of the Gratiot and Montcalm branch office buildings came in higher than expected. We had originally estimated the cost at \$10,000 for both buildings but the actual total turned out to be \$18,500.

IV. Fiscal Impact and Cost:

*(Immediate, ongoing, and future impact.)*

The extra expense is \$8,500 to complete the painting in the Montcalm office.

V. Alternatives Considered:

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

We were very frustrated by the high cost estimates we received for painting and sought out four bids. In the end our original bids were the lowest we received. These were \$6,928 for Gratiot and \$11,500 for Montcalm. Montcalm is higher because it includes our administrative offices which serve all three counties.

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.)*

We recommend the Board of Health authorize an additional \$8,500 to complete painting.

VII. Monitoring and Reporting Time Line:

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

A report to the BOH will not be necessary unless requested.

# Re-branding Recap

## Background

MMDHD has been going through an extensive fourteen-month long re-branding process. While MMDHD had a solid foundation, a face-lift was long overdue. And the timing was right-- we had just developed a new strategic plan and drafted new mission, vision and value statements.

## Re-branding Goals

- ENHANCE CLIENT EXPERIENCE
- Strengthen our culture
- Help us re-focus and re-energize
- Help us understand who we are and why we do what we do
- Help strengthen partnerships

## Re-branding Process

The branding process is a deep dive into every aspect of the agency:

Communications audit	Review of programs and services
External research (clients, public, partners)	Internal research (staff and BOH)
Identify community partners	Examine relationship with community partners
Market research	SWOT analysis
Define desired future	Internal culture
Name, logo, look	Website
Customer service	Facility appearance
Related policies and procedures	Much more

## First Impressions

We asked ourselves, if we were visiting our facilities for the first time, what would our impression be? After taking a tour of our Ithaca and Stanton buildings, we came to the conclusion that we could provide the best programs and excellent customer service, but we might still be giving a bad impression because our buildings were in such rough shape. Our tour revealed stained carpet, stained chairs, cracked drywall, clutter and other issues.

We then surveyed our employees, the BOH, our clients, the public and community partners. The survey results were somewhat surprising. Our Montcalm building was actually referred to as deplorable by community partners and both MBO and GBO were singled out as needing much needed TLC. Therefore, the Re-branding Committee came up with a list of “top priorities” —>

**In November, 2018 the Re-branding Committee asked BOH to approve the following top priority purchases:**

<u>Expense</u>	<u>Branch</u>	<u>Estimated Cost</u>	<u>Actual Cost</u>	<u>Work Completed</u>
Handicapped doors (installation)	GBO, MBO	\$9,000	\$8,696	
Handicapped doors (electrical)	GBO, MBO	\$1,300	\$1,300	√
Exterior signage	CBO, GBO, MBO	\$15,000		
Interior signage	CBO, GBO, MBO	\$2,000		
Building signage	GBO, MBO	<u>\$3,000</u>		
TOTAL		\$30,300		

Note: Both GBO and MBO are in desperate need of painting. In addition to looking better, applying a neutral color to the walls will be more warm and welcoming than the current white walls. Handicapped doors need to be replaced or modified to accommodate clients with mobility issues. We would like our roadside signs to include our new logo and also believe new signage will help make our buildings easier to find. New internal signage is needed to direct clients to different areas of the building.

<u>Gratiot Branch Office</u>	<u>Estimated Cost</u>	<u>Actual Cost</u>	<u>Work Completed</u>
Carpet cleaning	\$1,671	\$1,221	√
Tile floor cleaning/waxing	\$1,149	\$1,149	√
Chairs cleaned	\$ 327	\$ 320	√
<b>Painting</b>	<b><u>\$5,000</u></b>	<b><u>\$6,928</u></b>	√
TOTAL	\$8,147	\$9,618	

  

<u>Montcalm Branch Office</u>	<u>Estimated Cost</u>	<u>Actual Cost</u>	<u>Work Completed</u>
Carpet cleaning	\$2,101	\$2,101	√
Tile floor cleaning/waxing	\$ 819	\$ 819	√
Chairs cleaned	<u>\$ 327</u>	<u>\$ 367</u>	√
TOTAL	\$3,247	\$3,287	
<b>Painting</b>	<b><u>\$5,000</u></b>	<b><u>\$11,500</u></b>	<b>Waiting for approval</b>
TOTAL	\$8,247	\$14,787	

Note: The carpets need to be replaced in both buildings, but the hope is that by having them cleaned, we can extend the life of the carpet several years. The tile floors had not been deep cleaned for years and the bathroom floors were in dire need of a good cleaning. We originally wanted to replace the chairs, but decided to have them professionally cleaned instead. Staff also requested the air ducts be cleaned in both buildings, but it is quite costly and is being put on hold.

**The Re-branding Committee is asking the BOH for another \$8,500 to paint the Montcalm Branch Office.**

**MARK W. (MARCUS) CHEATHAM, PH.D.**  
Health Officer

**JENNIFER MORSE, MD, MPH, FAAFP**  
Medical Director

---

**CLINTON OFFICE**

1307 E. Townsend Rd.  
Saint Johns, MI 48879-9036  
(989) 224-2195

**GRATIOT OFFICE**

151 Commerce Dr.  
Ithaca, MI 48847-1627  
(989) 875-3681

**MONTCALM OFFICE**

615 N. State St.  
Stanton, MI 48888-9702

---

**BOARD OF HEALTH**

George Bailey  
Bruce DeLong  
Betty Kellenberger  
Chuck Murphy  
Adam Petersen  
Dwight Washington, Ph.D.

**Board of Health (BOH) Action Sheet**

March 22, 2019

ADMINISTRATOR: Melissa Bowerman, Director of Administrative Services

SUBJECT: **COMMUNITY HEALTH & EDUCATION FEE CHANGES**

Information Only       Action Needed

I. Authority For This Action:

- Local Policy  
 Law or Rule Public Health Code, Act 368 of 1978, MCL 333.2444

II. Summary:

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

The agency fees for FY 18/19 for the Community Health & Education Division were approved by the Board of Health (BOH) on May 23, 2018. Those fees were then entered into the Patagonia Electronic Health Record software.

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.)*

During the accreditation process, we discovered that the fees approved for lactation classes, non-physician provider, per session were listed incorrectly and were not approved at the correct amount. The fee should be approved as:

S9443	Lactation classes, non-physician provider, per session	\$55.00
-------	--	---------

Additionally, the following fees should be added to the fee schedule:

82120	Vaginal fluid chemical analysis for bacteria	\$6.00
83655	Lead level	\$15.00
83986	Body fluid pH level	\$3.00
87661	Detection test for Trichomonas vaginalis	\$11.50
90474	Administration of nasal or oral vaccine	\$20.00
99195	Court ordered testing	\$170.00



IV. Fiscal Impact and Cost:  
(Immediate, ongoing, and future impact.)

These are only to add an additional fee that may be used for the new lactation services and to include fees that were previously approved by the Board of Health in prior years.

V. Alternatives Considered:  
(Scope of options reviewed. Reasons for rejecting alternatives.)

There were no other alternatives considered, as the error needs to be corrected.

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.)

MMDHD recommends that the BOH approve the fee changes effective February 1, 2019:

<b>SERVICE</b>	<b>CPT CODE</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>	<b>DIFFERENCE</b>
Lactation classes, non-physician provider, per session	S9443	\$35.00	\$55.00	\$20.00
NEW FEES:				
Vaginal fluid chemical analysis for bacteria	82120	\$0.00	\$6.00	\$0.00
Lead level	83655	\$0.00	\$15.00	\$0.00
Body fluid pH level	83986	\$0.00	\$3.00	\$0.00
Detection test for Trichomonas vaginalis	87661	\$0.00	\$11.50	\$0.00
Administration of nasal or oral vaccine	90474	\$0.00	\$20.00	\$0.00
Court ordered testing	99195	\$0.00	\$170.00	\$0.00

VII. Monitoring and Reporting Time Line:  
(Evaluation method and timeline. Next report to the Board.)

If requested, a report can be provided to the BOH at a future meeting. Lactation consultant services (IBCLC) are now included on the Quarterly Service Report.

**Mid-Michigan District Health Department  
FY 19/20 Budget Development Schedule  
March 27, 2019**

March 28 <sup>th</sup> *	Budget Meeting #1 – Administrative Staff review of initial budget draft
April 9 <sup>th</sup> *	Budget Meeting #2 – Administrative Staff review of 1 <sup>st</sup> revisions made
April 18 <sup>th</sup> *	Budget Meeting #3 – Administrative Staff review of final budget review including all materials that will be sent to the Board of Health (Budget, Overview, Fee Schedule).
TBD *	Budget Meeting #4 – If necessary another meeting will be scheduled by Administrative Staff.
Week of May 6 <sup>th</sup>	Proposed budget materials mailed to Finance Committee and full Board of Health.
Week of May 13 <sup>th</sup>	Board of Health Special Finance Committee Meeting to consider FY 19/20 Budget.
May 17 <sup>th</sup>	Proposed FY 19/20 Budget and overview summary with any Finance Committee revisions emailed with full Board of Health May meeting packets.
May 22 <sup>nd</sup>	Full Board of Health consideration and decisions regarding FY 19/20 Budget.

*\*Meeting dates by Administrative Staff are subject to change based on needs and scheduling conflicts.*