

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

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

BOARD OF HEALTH REGULAR MEETING

At

Mid-Michigan District Health Department (MMDHD)
Montcalm County Office
Stanton, Michigan

Conference Room A

Wednesday, July 24, 2019 at 9 a.m.

AGENDA

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

Pledge of Allegiance

A. AGENDA NOTES, REVIEW, AND REVISIONS:

1.

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held June 10, 2019 – **Delayed.**
- b. Mid-Michigan District Board of Health Regular Meeting held June 26, 2019 – **Included.**
- c.

2. Communications

- a. Letters dated June 20, 2019 to Melissa Bowerman from Michigan Municipal Risk Management Authority (MMRMA) regarding the distribution of excess net assets to Members and from the State Pool Retention Fund – **Included.**
- b.

C. PUBLIC COMMENTS:

D. BRANCH OFFICE EMPLOYEES:

E. COMMITTEE REPORTS:

1. Finance Committee – Bruce DeLong, Chairperson
 - a. MMDHD’s Expenses for June 22 through July 19, 2019 – **Included.**
 - b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for June 2019 – **Included.**
 - c.
2. Personnel Committee – Betty Kellenberger, Chairperson
 - a. Non-Union Employees’ Wage Proposal – **Included.**
 - b. Health Officer’s Employment Agreement – **Included.**
 - c.
3. Program Committee – Chuck Murphy, Chairperson
 - a.
4. Mid-Central Coordinating Committee – D. Washington
 - a.

F. MEDICAL DIRECTOR’S REPORT: Jennifer E. Morse, MD, MPH, FAAFP – **Included.**

1. Centers for Disease Control and Prevention’s (CDC) Eight Tips for Safe and Healthy Summertime Work and Play
- 2.

G. HEALTH OFFICER’S REPORT: Mark W. (Marcus) Cheatham, Ph.D.

1. FY 18/19 Quarterly Service Report, Third Quarter (April 1, 2019 through June 30, 2019) – **Included.**
2. Grant Update – **Included.**
3. MMDHD 2018 Annual Report – **Included.**
4. Authorization to Sign Agreements in Health Officer’s Absence – **Included.**
- 5.

H. OLD BUSINESS:

1. Update on Water Quality Program – **Included.**
- 2.

I. NEW BUSINESS:

1. Pathways to Better Health Program, *Andrea Tabor, Director of Community Health and Education*
2. Emerging Issues
- 3.

J. LEGISLATIVE ACTION:

- 1.

K. INFORMATIONAL ITEMS: – **Included.**

1. Mid-Michigan District BOH Action Items, June 2019
2. Staffing Report

L. RELATED NEWS ARTICLES AND LINKS: <https://www.mmdhd.org/2019-board-of-health-2/>

1. Report Shows Food Poisoning Persistent Problem, *Morning Sun*, June 24, 2019
2. EPA Pilot Study Could Save Millions In Pine River Cleanup, *Morning Sun*, June 26, 2019
3. What To Do When You Have A Bat In Your House, *Lakeview Area News*, June 27, 2019
4. Flat River Exploration, *Lakeview Area News*, June 27, 2019
5. Velsicol Site Cleanup Proceeding, *Morning Sun*, June 27, 2019
6. Ionia County Man Diagnosed With Swine Flu, *Daily News*, June 28, 2019
7. EPA To Test New Cleanup Method For Former Chemical Plant, *Daily News*, July 2, 2019
8. Edmore's Water Tests PFAS Free, *Daily News*, July 9, 2019
9. PFAS Testing Planned, *Daily News*, July 9, 2019
10. Riverdale Area Tackling Septic Issue, But It's A Slow Process, *Gratiot County Herald*, July 10, 2019
11. Troubled Waters, *Gratiot County Herald*, July 10, 2019

M. AGENCY NEWSLETTERS: – None

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

JENNIFER MORSE, MD, MPH, FAAFP
 Medical Director

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BOARD OF HEALTH

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

Board of Health Synopsis of Actions Needed

Item A. 1.	AGENDA NOTES, REVIEW, AND REVISIONS
Motion to approve the Agenda as presented.	
Item B. 1. & 2.	CONSENT ITEMS (MEETING MINUTES & COMMUNICATIONS)
Motion to accept and place on file Meeting Minutes B. 1. b.	
Motion to accept and place Communications B.2.a. on file.	
Item E. 1. a.	EXPENSES FOR JUNE 22 THROUGH JULY 19, 2019
Motion to approve payment of the Mid-Michigan District Health Department's Expenses for June 22 through July 19, 2019, totaling \$523,407.22.	
Item E. 1. b.	BALANCE SHEET, REVENUE AND EXPENDITURE REPORT, JUNE
Motion to approve and place the Balance Sheet, Revenue and Expenditure Report for June 2019 on file.	
Motion to approve the Budget Amendment as proposed.	
Item E. 2. a.	NON-UNION EMPLOYEES' WAGE PROPOSAL
Motion to approve the Non-Union Employees' Wage Proposal as presented.	
Item E. 2. b.	HEALTH OFFICER'S EMPLOYMENT AGREEMENT
Motion to approve the Employment Agreement with Marcus Cheatham as Health Officer, including a 1.25% wage increase and authorize G. Bailey to sign the Agreement as Chairperson.	
Item F. 1.	MEDICAL DIRECTOR'S REPORT, SUMMERTIME SAFETY
Motion to adopt the BOH Monthly Healthy Living Recommendation for August as proposed.	
Motion to accept and place the Medical Director's Report on file.	

Item G. 4.	AUTHORIZATION TO SIGN AGREEMENTS IN HEALTH OFFICER'S ABSENCE
Motion to change the authorization to sign agreements to include the positions of Director of Administrative Services, Director of Community Health and Education, and the Director of Environmental Health.	
Item H. 1.	UPDATE ON WATER QUALITY PROGRAM
Motion to approve the Job Description for the Environmental Health Specialist (EHS) assigned to the Water Quality Program.	

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

BOARD OF HEALTH
REGULAR MEETING

At

Mid-Michigan District Health Department (MMDHD)
Gratiot County Office
Ithaca, Michigan

Conference Room A

Wednesday, June 26, 2019 at 9 a.m.

MINUTES

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

Pledge of Allegiance

Members Present: Bruce DeLong, Chuck Murphy, Betty Kellenberger, Adam Petersen, Dwight Washington, and George Bailey (Chairperson)

Members Absent: None

Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cynthia M. Partlo, Board Secretary; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Liz Braddock, Director of Environmental Health; Andrea Tabor, Director of Community Health and Education

Staff Absent: None

Guests: Stephanie Baiyasi, Ph.D., Environmental Health (EH) Intern from Central Michigan University (CMU); Rosemary Horvath, Reporter, Gratiot County Herald; Grace Richardson, intern from CMU; Alex Archambeault, intern, Alma College; Elisabeth Waldon, Reporter, Daily News; Jenniffer Efaw, Nurse Practitioner (*arrived at 9:25 a.m.*); Hailey Brewer, Emergency Preparedness Coordinator (*arrived at 9:30 a.m.*)

G. Bailey, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:01 a.m. on Wednesday, June 26, 2019, at the Gratiot County Office of the MMDHD, Ithaca, Michigan.

The Pledge of Allegiance was led by G. Bailey.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

**Motion made by B. Kellenberger and seconded by B. DeLong to approve the Agenda as presented.
Motion carried.**

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held March 11, 2019
- b. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held May 13, 2019
- c. Mid-Michigan District BOH Regular Meeting held April 24, 2019
- d. Mid-Michigan District BOH Regular Meeting held May 22, 2019

Motion made by B. Kellenberger and seconded by C. Murphy to accept the Meeting Minutes B. 1. a. through d. and place on file.

2. Communications – None

C. PUBLIC COMMENTS: None

- D. BRANCH OFFICE EMPLOYEES:** M. Cheatham invited the interns to introduce themselves. Alex Archambeault, Alma College intern working out of the Clinton Office; Grace Richardson, CMU intern working out of the Gratiot Office; Dr. Stephanie Baiyasi, intern working on a Master's Degree from CMU out of the EH Division Gratiot Office focusing on ticks and water issues in Riverdale.

E. COMMITTEE REPORTS:

1. Finance Committee – Bruce DeLong, Chairperson

- a. MMDHD's Expenses for April 13 through April 26, 2019 and May 11 through June 21, 2019

A. Tabor commented that the gas cards were purchased with grant money from the Montcalm-Ionia United Way to help Pathways (Community Health Worker) clients get to their medical appointments. She also said the gift cards were purchased through a Clinton County Drug Free Communities grant to provide an incentive for youth to participate in discussions regarding substance abuse issues. B. DeLong asked A. Tabor if the agency had a control policy regarding the gas and gift cards. A. Tabor replied that the agency has a policy that includes a tracking process and staffs follow up with clients to document that the cards were used as intended.

M. Bowerman confirmed that there were 10 boxes of windowed envelopes purchased for the Michigan Care Improvement Registry (MCIR) mailings.

(The April 13 through April 26, 2019 expenses were not included in the May 22nd BOH packet; therefore, were being included this month for consideration.)

Motion made by B. DeLong and seconded by B. Kellenberger to approve payment of the MMDHD's Expenses for April 13 through April 26, 2019 totaling \$238,857.57 and May 11 through June 21, 2019, totaling \$675,329.90. Motion carried.

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for May 2019

Motion made by B. DeLong and seconded by D. Washington to approve and place the Balance Sheet, Revenue and Expenditure Report for May 2019 on file. Motion carried.

- c. Municipal Employees Retirement System (MERS) Actuarial Valuation Report, *(selected pages)*

M. Bowerman indicated that the MERS Annual Actuarial Valuation Report was provided for information only stating that the report reflected that assets valued at the end of December 2018 were 80% percent of the estimated liability which was down from 81% in 2017. She indicated that the \$500,000 payment to the new surplus unit authorized by the BOH was not included in the report as the payment was made in January 2019. She reported that B. DeLong expressed concern regarding the percentage for the Administrative Division (61.5%); and the Finance Committee asked us to monitor the total percentage among all Divisions and transfer funds if needed.

2. Personnel Committee – Betty Kellenberger, Chairperson – No Report.
3. Program Committee – Dwight Washington, Chairperson – No Report.
4. Mid-Central Coordinating Committee – Dwight Washington, Chairperson – No Report.

F. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, MD, MPH, FAAFP *(M. Cheatham in her absence)*

1. Swine Flu

Dr. Morse provided an overview of swine flu stating that there was a case in Ionia County. She indicated that usually, cases are not spread human-to-human. She said that it was the season where more human cases of swine flu would be seen. Additionally, efforts were underway to educate fair and festival participants district-wide.

Dr. Morse's BOH Monthly Healthy Living Recommendation for July is:

- Swine flu rarely infects humans but these cases of variant influenza should be reported and followed to identify any oncoming pandemic strains as soon as possible.
- Prevention steps as listed above, education of swine caretakers and visitors, and preparation for quick response to ill swine, are all very important steps in addressing swine flu.

Motion made by B. Kellenberger and seconded by A. Petersen to approve the BOH Monthly Healthy Living Recommendation for July as proposed and approve the Medical Director's Report as presented. Motion carried.

M. Cheatham mentioned that he and L. Braddock have discussed increasing vector surveillance within the district. L. Braddock said that tick surveillance was underway district-wide and live ticks were being sent to the State for testing for Lyme disease. She said that the agency offers to send ticks brought in

by the public to the State for testing. She mentioned that Clinton County has a reported case of Lyme disease.

G. HEALTH OFFICER'S REPORT:

1. Format for BOH Minutes

M. Cheatham mentioned that the topic was discussed internally; therefore, no BOH discussion was needed.

2. FY 19/20 Updated Health Officer Goals

M. Cheatham mentioned that the updated Health Officer goals were provided for information only.

Motion made by B. DeLong and seconded by D. Washington to accept the Health Officer goals for FY 19/20. Motion carried.

3. Authorized Signature

M. Cheatham acknowledged that the BOH has authorized him to sign contracts and agreements for the agency; however, in his absence, he would like the BOH to give the Division Directors permission to sign those documents for him. He indicated that the letter of authorization would need to be revised and brought back to the BOH for approval. B. Kellenberger asked that the letter be revised to include position titles, not names.

Motion made by B. DeLong and seconded by B. Kellenberger to authorize M. Cheatham to revise the letter of authorization for signing contracts and agreements to allow Division Directors to sign them in his absence. Motion carried.

H. OLD BUSINESS:

1. Annual Commissioner Forum

M. Cheatham indicated that due to a conflict, the date was changed to Wednesday, September 18th. After discussion, the BOH selected 4:30 p.m. as the time for the event. He said a Save the Date flyer will be sent to all County Commissioners within the district.

2. Revised BOH Editorial

M. Cheatham reminded the BOH that he worked with D. Washington and A. Petersen to finalize the draft BOH editorial for the media. A. Petersen mentioned that the article was good, but he wasn't sure why it was being done.

Motion made by B. Kellenberger and seconded by B. DeLong to approve the BOH Editorial. Motion carried 5-1. (A. Petersen voted no)

I. NEW BUSINESS:

1. Family Planning Pilot Project

A. Tabor informed the BOH of a Family Planning Pilot Project that the agency was one of two health departments requested to participate in Pilot Project by the Michigan Department of Health and Human Services (MDHHS). She said the Pilot Project was being led by Jenniffer Efaw, Nurse Practitioner; and it's because of her leadership as a Nurse Practitioner and a Family Planning Coordinator that MMDHD was asked to participate.

J. Efaw introduced herself stating that she has been with the agency for 25 years and been a Nurse Practitioner for the last 8 years and working in the Family Planning Program since she started. She explained that the Family Planning Program and Sexually Transmitted Disease (STD) Program used to be operated separately; however, realizing that we serve a rural area, the decision was made a while ago to integrate the two Programs. She said that the State was impressed with how the agency integrated both Programs and how productive our agency was at serving clients. The State felt that our model could be assimilated throughout the State to other health departments. She described the Family Planning Program and services provided. Through our participation in the Pilot Program, the agency received a stipend of \$10,000 from the State. She explained the 340B Program stating that the agency receives a discount on medications purchased through 340B utilization.

Additionally, J. Efaw mentioned that she would be speaking at the State HIV/STD Conference to discuss best practices, lessons learned, and opportunities for improvement. J. Efaw reported that revenue generation has been smoother, and the agency has been getting paid for services where other health departments were not even billing for their services. She said that the goals of the program were to determine best practices and share lessons learned throughout the State.

A. Tabor summarized that a kick-off meeting was held on June 10, 2019; and the next step would be to have State staff come to observe our clinic in mid-July. J. Efaw reported that the Family Planning/STD Program now serves Shiawassee County residents and Ionia County has approached MMDHD to see about offering the same services to their residents. M. Bowerman added that it was because the Planned Parenthood offices in those two counties have closed. D. Washington asked about the number of males using the program. J. Efaw replied that the MMDHD ranks as one of the top providers serving males for Family Planning/STD services at about 11%. She reported that the agency has increased the percentage of males served from 2% to 11%.

2. Elected Officials Guide to Emergency Management

Hailey Brewer, Emergency Preparedness Coordinator reviewed the Elected Officials Guide to Emergency Management with the Board, stating that all emergencies are handled locally. She said that the number one hazard to our counties is weather-related emergencies. D. Washington asked what the top three threats were. Hailey replied that there were five internal and external top threats and she would have C. Partlo email them to the BOH.

She explained her position responsibilities and stated that funding for her position comes from the Centers for Disease Control and Prevention (CDC) with guidance from the State. She also explained the agency's role in a disaster and how MMDHD was involved with other community partner agencies.

3. Emerging Issues

a. Riverdale/Seville Township

L. Braddock said that Seville Township has been sent a violation letter from the Department of Environment, Great Lakes & Energy (EGLE) requiring the Township to submit a plan or proposal by mid-July on how they will address elevated E.coli in the Pine River due to the fact that some homes in Riverdale have illicit septic system connections to the community storm sewer. MMDHD staff has been out working with the community and the Township to determine homeowners with illicit connections to the storm sewer. She indicated that the homeowners in violation have been sent violation letters and have complied with the directive to cap the septic system and contract to pump and haul until a long-term solution has been implemented. L. Braddock indicated that the health department supports a long-term solution of a community septic system.

L. Braddock said some homeowners feel that the health department should be issuing septic permits rather than wait for the long-term solution. She explained that if MMDHD issued a septic permit and the homeowner has a septic system installed, it might not mitigate the homeowner from being required to connect to a potential Seville Township (Riverdale) community sewer system. The health department staffs have been in the community educating homeowners on their options. L. Braddock said that the health department has not received any applications for septic systems; however, did receive a call to mail six applications. She also reported that violation letters were sent to two homeowners; however, other homeowners have decided to cap their septic systems and contract to pump and haul voluntarily. C. Murphy added that there has been amazing cooperation from the community, although homeowners have expressed concerns about funding a community sewer system. L. Braddock indicated that a meeting has been scheduled with staff from the United States Department of Agriculture (USDA), Seville Township, and others to discuss the funding issue on June 27, 2019. M. Cheatham added that the amount of E.coli into the Pine River had greatly decreased. L. Braddock clarified that Seville Township did not respond by the first deadline given to them by EGLE in May; so EGLE gave them an extension to mid-July.

b. Dickerson Lake, Montcalm County

L. Braddock reported that MMDHD staff attended a meeting with Dickerson Lake to see about connecting to the Sidney Sewer System. She indicated that the agency supports the connection and staff answered questions from homeowners. She added that Dickerson Lake was also looking to secure funding from the USDA.

c. PFAS

L. Braddock reported that Bushnell Township in Montcalm County has been identified as having five properties close to the county line with Ionia County (near Palo) in proximity of a site that accepted bio solids. She said the bio solids came from a land application of wastewater from the Ionia Treatment Plant. She indicated that homes involved are located in Ionia and Montcalm Counties and that she has notified B. Kellenberger and Mark Ravell, Bushnell Township Supervisor. Letters were mailed to affected homeowners notifying them that they have an opportunity to have their residential wells tested for PFAS. She said a contractor hired by EGLE will be sampling wells the week of July 10, 2019. L. Braddock reported that some concerns were that the Ionia Treatment Plant has had some issues with an Ionia County plating company that might have been using heavy metals and the wells of the affected homeowners are located in sandy soils; therefore, there might not be any barrier. She emphasized that no PFAS has been found yet; and the action

taken by EGLE was out of an abundance of caution. B. Kellenberger asked how the issue was brought to light. L. Braddock replied that EGLE has a workgroup focusing on bio solids and the community was on their radar to check wells in the area. In summary, L. Braddock said that if PFAS is found in the wells of homeowners, the agency would be involved to provide bottled water and install filters.

d. PFAS at the Alma Total Refinery Plant

L. Braddock reported that the former Alma Total Refinery Plant has tested positive for PFAS. She said that the health department was working with EGLE and the responsible party to develop a Public Health Action Plan.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, May 2019
2. Staffing Report

M. Cheatham reviewed the agency's staffing report stating that the hearing and vision staff are laid off for the summer and the agency now has a male Community Health Worker.

L. RELATED NEWS ARTICLES AND LINKS: <https://www.mmdhd.org/2019-board-of-health-2/>

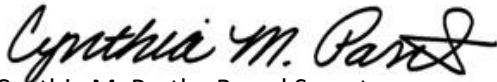
1. Raw Sewage Pipe Visibly Discharging Into River, *Gratiot County Herald*, April 17, 2019
2. Disposal Dates Are Coming Up, *Daily News*, April 19, 2019
3. Honing In On H2O, Health Department Proposing Water Quality Program In Response To Septic System Issues, *Daily News*, April 20, 2019
4. Michigan's Groundwater Threatened By Silent Crisis, *Daily News*, April 24, 2019
5. Velsicol Plant Cleanup On Track, For Now, *Gratiot County Herald*, April 24, 2019
6. A Healthy Discussion, Commissioner, Health Official Debate Water Quality Proposal, *Daily News*, April 25, 2019
7. Commissioner Questions Board of Health Minutes, *Daily News*, April 25, 2019
8. Health Officials Plan For Measles, *Daily News*, April 27, 2019
9. Time To Get Much Tougher On The Anti-Vaccine Crowd, *Morning Sun*, May 2, 2019
10. Health Department Conducting Phone Survey, *Daily News*, May 4, 2019
11. Health Safety: Health Department's Dedication To Public Service Often Goes Unnoticed, *Daily News*, May 6, 2019
12. New Well Alleviates Tri County's PFAS Problem, *Daily News*, May 6, 2019
13. [Bacteria and Viruses From Human Waste Getting Into Michigan Water](#), *Michigan Radio (NPR)*, May 6, 2019
14. Medication Drop-Off Day Is May 18, *Daily News*, May 11, 2019
15. Health Department Working With Riverdale To Stop Sewage From Flowing Into Pine River, *Daily News*, May 24, 2019
16. Quality Questions: Health Department Moves Forward With Water Quality Specialist, Despite Opposition From Commissioner, *Daily News*, May 24, 2019
17. Cleanup Work Resumes At Former Velsicol Chemical Plant Site, *Morning Sun*, May 28, 2019
18. Health Officials Drafting Editorial, *Daily News*, May 28, 2019
19. Foodborne Illness Is No Picnic, *Lakeview Area News*, May 30, 2019
20. Household Hazardous Waste Collection, *Daily News*, June 4, 2019
21. Farmers' Market Season Kicks Off This Week, *Morning Sun*, June 5, 2019

22. It's The Time Of Year To Start Watching Out For Ticks, *Daily News*, June 5, 2019
23. Pathways To Better Health Receives United Way Grant, *Lakeview Area News*, June 6, 2019
24. A Watershed Moment: Montcalm Conservation District Receives \$370,495 Grant For Flat River, *Daily News*, June 12, 2019

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 10:31 a.m.

Respectfully Submitted,



Cynthia M. Partlo, Board Secretary
For George Bailey, Chairperson
Mid-Michigan District Board of Health



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

RECEIVED

JUN 27 2019

June 20, 2019

Melissa Bowerman
Mid-Michigan District Health Department
615 North State Road, Suite 2
Stanton, MI 48888-9702

Dear Melissa Bowerman:

Thank you for your recent renewal with the Michigan Municipal Risk Management Authority (MMRMA). On behalf of the MMRMA Board of Directors, I am very pleased to provide the Mid-Michigan District Health Department with the enclosed check for \$17,486. This represents your share of the distribution of excess net assets to Members, which was declared by the Board in January 2019.

This distribution is based on the most recent analysis of net asset adequacy at June 30, 2018. Each year, the Board determines whether to declare a net asset distribution. This year, the Board declared a net asset distribution to eligible Members of \$28 million. MMRMA's ability to declare this distribution is a direct reflection of our consistently strong performance results. Many factors contribute to these results, including better than expected loss trends, good risk management practices, responsiveness to risk control recommendations, and solid investment income. Since a new analysis is performed each year, there is no guarantee of future distributions.

However, the essential and most important factor allowing MMRMA to distribute excess net assets is the long-term commitment of its Members. A majority of MMRMA Members have over 20 years of continuous membership, and several have more than 30 continuous years with our organization. The method used to calculate the distribution of excess net assets recognizes and rewards those municipalities with sustained longevity. In addition to the years of continuous membership, the calculation method considers General Fund contributions and claim loss history in excess of your self-insured retention (SIR) layer over the past five years. The ultimate recognition of the success of our organization goes to you – the MMRMA Members. Without your ongoing participation, such distributions would not be possible. The Board and I sincerely thank you for your loyal support of MMRMA.

Warmest regards,

Michael L. Rhyner
Executive Director

Enclosure



RECEIVED

JUN 27 2019

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

June 20, 2019

Melissa Bowerman
Mid-Michigan District Health Department
615 North State Road, Suite 2
Stanton, MI 48888-9702

Dear Melissa Bowerman:

Thank you for your recent renewal with the Michigan Municipal Risk Management Authority (MMRMA). On behalf of the MMRMA Board of Directors, I am pleased to provide the Mid-Michigan District Health Department with the enclosed check in the amount of \$8,861. This represents your share of the distribution of excess net assets from the State Pool Retention Fund to current renewing State Pool Members.

This distribution is based on the most recent analysis by our actuary of net asset adequacy of the State Pool Retention Fund at June 30, 2018. Each year, the Board determines whether to declare a distribution of excess net assets from the State Pool Retention Fund. Based on a recommendation from the State Pool Committee, the Board declared a distribution of \$1.5 million in excess net assets from the State Pool Retention Fund at its February 2019 meeting. Many factors contribute to the ability of the Board to declare a distribution, including better than expected loss trends, good risk management practices, responsiveness to risk control recommendations, and solid investment income. Since a new analysis is performed each year, there is no guarantee of future distributions.

However, the essential and most important factor allowing MMRMA to distribute excess net assets is the long-term commitment of its State Pool Members. The method used to calculate the distribution of excess net assets recognizes and rewards those municipalities with sustained longevity. In addition to the years of continuous membership, the calculation method considers a State Pool Member's self-insured retention (SIR) loss history within the State Pool's retained risk layer and their Retention Fund contributions to the State Pool Retention over the past five years. Without your ongoing participation, such distributions would not be possible. The Board and I sincerely thank you for your loyal support of MMRMA.

Warmest regards,

Michael L. Rhyner
Executive Director

Enclosure

EV 1902	\$ 295,481.53
EV 1903	<u>\$ 227,925.69</u>
	\$ 523,407.22



Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

CK#

EV 1902

7/5/2019

Payables

105241		
to	Quantum Checks & AP Direct Deposits	\$ 131,009.62
105273		

Payroll

AFLAC Employee Deduction		\$ 627.33
MERS Employee Electronic Transfer		\$ 3,497.31
Chemical Bank Payroll-Ameriprise NBS		\$ 185.00
Chemical Bank Payroll-Nationwide		\$ 1,370.00
Chemical Bank Payroll-MERS 457		\$ 790.00
Chemical Bank Payroll Tax EFT		
Federal		\$ 27,954.36
State		\$ 4,411.20
MERS Employer Electronic Transfer	19-May	\$ 26,384.36
Direct Deposit Payroll		\$ 99,252.35

TOTAL		\$ 295,481.53
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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
265	07/05/19	BAI102 BAILEY GEORGE	101570	06/26/19	19001		\$ 125.00	\$ -	\$ 125.00
		DIRECT DEPOSIT			JUNE PER DIEM				
			CHECK TOTALS:				\$ 125.00	\$ -	\$ 125.00
266	07/05/19	KEL038 KELLENBERGER BETTY	101569	06/26/19	19000		\$ 62.84	\$ -	\$ 62.84
		DIRECT DEPOSIT			JUNE TRAVEL/PER DIEM				
			CHECK TOTALS:				\$ 62.84	\$ -	\$ 62.84
267	07/05/19	WASH83 WASHINGTON DWIGHT	101571	06/26/19	19002		\$ 47.76	\$ -	\$ 47.76
		DIRECT DEPOSIT			JUNE TRAVEL/PER DIEM				
			CHECK TOTALS:				\$ 47.76	\$ -	\$ 47.76
105241	07/05/19	ARCH90 ALEX ARCHAMBEAULT	101566	06/27/19	18998		\$ 162.40	\$ -	\$ 162.40
		COMPUTER CHECK			INTERN TRAVEL FOR JUNE				
			CHECK TOTALS:				\$ 162.40	\$ -	\$ 162.40
105242	07/05/19	BLU008 BLUE CROSS BLUE SHIELD OF MICH	101563	06/07/19	18994		\$ 12,273.06	\$ -	\$ 12,273.06
		COMPUTER CHECK			0005 JULY HEALTH INS				
			101564	06/07/19	18995		\$ 8,334.69	\$ -	\$ 8,334.69
					0004 JULY HEALTH INS				
			101565	06/07/19	18996		\$ 19,050.72	\$ -	\$ 19,050.72
					0003 JULY HEALTH INS				
			CHECK TOTALS:				\$ 39,658.47	\$ -	\$ 39,658.47
105243	07/05/19	BLU034 BLUE CARE NETWORK	191580037044	06/07/19	18993		\$ 8,607.90	\$ -	\$ 8,607.90
		COMPUTER CHECK			0002 JULY HEALTH INS				
			CHECK TOTALS:				\$ 8,607.90	\$ -	\$ 8,607.90
105244	07/05/19	BLU035 BLUE CARE NETWORK	191580058763	06/07/19	18992		\$ 3,489.70	\$ -	\$ 3,489.70
		COMPUTER CHECK			0003 JULY HEALTH INS				
			CHECK TOTALS:				\$ 3,489.70	\$ -	\$ 3,489.70
105245	07/05/19	BRA084 BRAD'S CLEANERS	C-11980	06/14/19	18971 096058-00		\$ 90.00	\$ -	\$ 90.00
		COMPUTER CHECK			CARPET AREA CLEANING				
			CHECK TOTALS:				\$ 90.00	\$ -	\$ 90.00
105246	07/05/19	CAP095 CAPITAL AREA UNITED WAY	101573	07/01/19	19008		\$ 20.00	\$ -	\$ 20.00
		COMPUTER CHECK			7/5/19 EMPLOYEE DONATION				
			CHECK TOTALS:				\$ 20.00	\$ -	\$ 20.00
105247	07/05/19	CDW016 CDW GOVERNMENT, INC.	GR1900585	06/07/19	18972 096057-00		\$ 183.00	\$ -	\$ 183.00
		COMPUTER CHECK			SWITCH CONFIGURATION				
			SMT9622	05/31/19	18973 096057-00		\$ 344.45	\$ -	\$ 344.45
					CISCO SMARTNET ITHACA				
			CHECK TOTALS:				\$ 527.45	\$ -	\$ 527.45

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
105248	07/05/19	CEN021 CENTRAL MI DIST HEALTH DEPT	101572	05/28/19	19004		\$ 4,473.51	\$ -	\$ 4,473.51
		COMPUTER CHECK			MAY MD				
				CHECK TOTALS:			\$ 4,473.51	\$ -	\$ 4,473.51
105249	07/05/19	COH003 COHL, STOKER & TOSKEY	50356	06/11/19	18986		\$ 1,985.10	\$ -	\$ 1,985.10
		COMPUTER CHECK			MAY LEGAL				
				CHECK TOTALS:			\$ 1,985.10	\$ -	\$ 1,985.10
105250	07/05/19	COV178 COVENANT MEDICAL CENTER	101559	06/04/19	18984		\$ 52.94	\$ -	\$ 52.94
		COMPUTER CHECK			22412 LABS				
				CHECK TOTALS:			\$ 52.94	\$ -	\$ 52.94
105251	07/05/19	CRY023 CASAIR	519141	07/01/19	19005		\$ 850.00	\$ -	\$ 850.00
		COMPUTER CHECK			JULY INTERNET/FIBER/LIST SERV				
				CHECK TOTALS:			\$ 850.00	\$ -	\$ 850.00
105252	07/05/19	DAR82 DARBY DENTAL	6646687	06/04/19	18975 096023-00		\$ 955.00	\$ -	\$ 955.00
		COMPUTER CHECK			VARNISH				
				CHECK TOTALS:			\$ 955.00	\$ -	\$ 955.00
105253	07/05/19	E&S003 E&S GRAPHICS INC	62422	06/10/19	18966 096048-00		\$ 76.00	\$ -	\$ 76.00
		COMPUTER CHECK			TYPE II REMINDER CARDS EH				
				CHECK TOTALS:			\$ 76.00	\$ -	\$ 76.00
105254	07/05/19	FRED45 FRED PRYOR	1910	06/17/19	18997		\$ 99.00	\$ -	\$ 99.00
		COMPUTER CHECK			#225418 DENA KENT				
				CHECK TOTALS:			\$ 99.00	\$ -	\$ 99.00
105255	07/05/19	GLO93 GLOBAL INDUSTRIAL	114425585	06/05/19	18969 096044-00		\$ 146.21	\$ -	\$ 146.21
		COMPUTER CHECK			LAPTOP STAND				
					114448476 06/11/19 18970 096044-00		\$ 52.70	\$ -	\$ 52.70
					AC POWER ADAPTER				
				CHECK TOTALS:			\$ 198.91	\$ -	\$ 198.91
105256	07/05/19	GRA016 GRATIOT AREA CHAMBER OF COMM	101568	06/26/19	18999		\$ 5,000.00	\$ -	\$ 5,000.00
		COMPUTER CHECK			VENDOR REFUNDS - RX FOR HEALTH				
				CHECK TOTALS:			\$ 5,000.00	\$ -	\$ 5,000.00
105257	07/05/19	GSK052 GLAXO SMITH KLINE	8252822696	06/04/19	18967 096007-00		\$ 1,411.79	\$ -	\$ 1,411.79
		COMPUTER CHECK			SHINGRIX VACCINE				
					8252823280 06/05/19 18978 096033-00		\$ 1,592.72	\$ -	\$ 1,592.72
					BOOSTRIX,ENGNERIX VACCINE				
					8252830175 06/13/19 18977 096033-00		\$ 2,962.84	\$ -	\$ 2,962.84
					BEXSERO VACCINE				
				CHECK TOTALS:			\$ 5,967.35	\$ -	\$ 5,967.35

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
105258	07/05/19	IMP002 IMPREST CASH-MONTCALM	101560	06/25/19	18989		\$ 78.06	\$ -	\$ 78.06
		COMPUTER CHECK			RECYCLE,HEADSTART GIFT,SUPPLY				
				CHECK TOTALS:			\$ 78.06	\$ -	\$ 78.06
105259	07/05/19	KEN014 KENT COUNTY HEALTH DEPARTMENT	EH053119-555555	06/03/19	18988		\$ 1,580.00	\$ -	\$ 1,580.00
		COMPUTER CHECK			MAY WATER LABS				
				CHECK TOTALS:			\$ 1,580.00	\$ -	\$ 1,580.00
105260	07/05/19	MAL010 MALPH	101574	06/30/19	19011		\$ 5,268.11	\$ -	\$ 5,268.11
		COMPUTER CHECK			APR-JUN 2019 CJS FEES				
				CHECK TOTALS:			\$ 5,268.11	\$ -	\$ 5,268.11
105261	07/05/19	MCK032 MCKESSON MEDICAL	56956618	06/18/19	18982	096043-00	\$ 228.13	\$ -	\$ 228.13
		COMPUTER CHECK			GLOVES,LANCETS				
				CHECK TOTALS:			\$ 228.13	\$ -	\$ 228.13
105262	07/05/19	MIC028 MICHIGAN MUN RISK MGMT	101561	06/17/19	18990		\$ 29,527.00	\$ -	\$ 29,527.00
		COMPUTER CHECK			19/20 LIABILITY INS				
			101562	06/17/19	18991		\$ 6,750.00	\$ -	\$ 6,750.00
					19/20 LIABILITY INS				
				CHECK TOTALS:			\$ 36,277.00	\$ -	\$ 36,277.00
105263	07/05/19	MIS004 MISDU - FRIEND OF COURT	101573	07/01/19	19007		\$ 262.76	\$ -	\$ 262.76
		COMPUTER CHECK			7/5/19 EMPLOYEE DEDUCTION				
				CHECK TOTALS:			\$ 262.76	\$ -	\$ 262.76
105264	07/05/19	QUI06 QUICK TROPHY LLC	96784	05/23/19	18979	096018-00	\$ 119.88	\$ -	\$ 119.88
		COMPUTER CHECK			NAMEPLATES				
			97365	06/17/19	18976	095054-00	\$ 27.16	\$ -	\$ 27.16
					NAMEPLATES				
				CHECK TOTALS:			\$ 147.04	\$ -	\$ 147.04
105265	07/05/19	RICH65 RICHARDSON GRACE	101558	06/06/19	18983		\$ 95.70	\$ -	\$ 95.70
		COMPUTER CHECK			5/22-6/6 INTERN TRAVEL				
				CHECK TOTALS:			\$ 95.70	\$ -	\$ 95.70
105266	07/05/19	SAN020 SANOFI PASTEUR INC	912443295	06/19/19	18980	096050-00	\$ 780.35	\$ -	\$ 780.35
		COMPUTER CHECK			TUBERSOL				
				CHECK TOTALS:			\$ 780.35	\$ -	\$ 780.35
105267	07/05/19	STA225 STATCOURIER	1019-1327	05/31/19	18987		\$ 851.50	\$ -	\$ 851.50
		COMPUTER CHECK			MAY LAB COURIER				
				CHECK TOTALS:			\$ 851.50	\$ -	\$ 851.50
105268	07/05/19	THE007 THERACOM, A CAREMARK CO	211017927	04/24/19	18965	095980-00	\$ 3,385.30	\$ -	\$ 3,385.30
		COMPUTER CHECK			MIRENA IUD CONTRACEPTIVE				

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
105268	07/05/19	THE007 THERACOM, A CAREMARK CO	211029050	04/25/19	18964	095989-00	\$ 5,077.95	\$ -	\$ 5,077.95
			MIRENA IUD CONTRACEPTIVE						
			CHECK TOTALS:				\$ 8,463.25	\$ -	\$ 8,463.25
105269	07/05/19	UNI001 UNITED WAY OF MONTCALM CO	101573	07/01/19	19010		\$ 60.00	\$ -	\$ 60.00
		COMPUTER CHECK	7/5/19 EMPLOYEE DONATION						
			CHECK TOTALS:				\$ 60.00	\$ -	\$ 60.00
105270	07/05/19	UNI009 UNITED WAY OF GRATIOT CO	101573	07/01/19	19009		\$ 75.00	\$ -	\$ 75.00
		COMPUTER CHECK	7/5/19 EMPLOYEE DONATION						
			CHECK TOTALS:				\$ 75.00	\$ -	\$ 75.00
105271	07/05/19	UPS002 UNITED PARCEL SERVICE	249	06/15/19	18985		\$ 3.67	\$ -	\$ 3.67
		COMPUTER CHECK	CD PACKAGE						
			CHECK TOTALS:				\$ 3.67	\$ -	\$ 3.67
105272	07/05/19	VER004 VERIZON	9832795671	06/23/19	19003		\$ 1,784.91	\$ -	\$ 1,784.91
		COMPUTER CHECK	6/24-7/23 BUSINESS PHONES						
			CHECK TOTALS:				\$ 1,784.91	\$ -	\$ 1,784.91
105273	07/05/19	WINN73 WINN TELECOM	101567	07/01/19	19006		\$ 2,604.81	\$ -	\$ 2,604.81
		COMPUTER CHECK	JULY PHONES/LONG DISTANCE						
			CHECK TOTALS:				\$ 2,604.81	\$ -	\$ 2,604.81
			BANK CODE TOTALS:				\$131,009.62	\$ -	\$131,009.62
33 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									
36 CHECKS TOTAL									
			COMPANY TOTALS:				\$131,009.62	\$ -	\$131,009.62



Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

CK# EV 1903 7/19/2019

Payables

105274			
to	Quantum Checks & AP Direct Deposits	\$	90,206.91
105305			

Payroll

AFLAC Employee Deduction	\$	627.33
MERS Employee Electronic Transfer	\$	3,493.65
Chemical Bank Payroll-Ameriprise NBS	\$	185.00
Chemical Bank Payroll-Nationwide	\$	1,370.00
Chemical Bank Payroll-MERS 457	\$	790.00
Chemical Bank Payroll Tax EFT		
Federal	\$	28,388.54
State	\$	4,481.33
Direct Deposit Payroll	\$	98,283.85

Bank Fees

Chemical E-Banking fee	Jun-19	\$	95.35
Chemical Bank Interest	Jun-19	\$	(6.25)
Chemical Bank Telecheck fees	Jun-19	\$	<u>9.98</u>

TOTAL		\$ <u>227,925.69</u>
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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
105274	07/19/19	ALPH83 ALPHA FAMILY CENTER	101579	08/01/19	19037		\$ 300.00	\$ -	\$ 300.00
		COMPUTER CHECK			AUGUST RENT				
			CHECK TOTALS:				\$ 300.00	\$ -	\$ 300.00
105275	07/19/19	BLU008 BLUE CROSS BLUE SHIELD OF MI	101583	07/07/19	19042		\$19,050.72	\$ -	\$19,050.72
		COMPUTER CHECK			0003 AUGUST HEALTH INS				
			101584	07/07/19	19043		\$ 8,334.69	\$ -	\$ 8,334.69
					0004 AUGUST HEALTH INS				
			101585	07/07/19	19044		\$12,273.06	\$ -	\$12,273.06
					0005 AUGUST HEALTH INS				
			CHECK TOTALS:				\$39,658.47	\$ -	\$39,658.47
105276	07/19/19	BLU034 BLUE CARE NETWORK	191900026653	07/09/19	19045		\$ 7,444.68	\$ -	\$ 7,444.68
		COMPUTER CHECK			0002 AUGUST HEALTH INS				
			CHECK TOTALS:				\$ 7,444.68	\$ -	\$ 7,444.68
105277	07/19/19	BLU035 BLUE CARE NETWORK	191900047295	07/09/19	19046		\$ 3,489.70	\$ -	\$ 3,489.70
		COMPUTER CHECK			0003 AUGUST HEALTH INS				
			CHECK TOTALS:				\$ 3,489.70	\$ -	\$ 3,489.70
105278	07/19/19	CAP095 CAPITAL AREA UNITED WAY	101589	07/16/19	19058		\$ 20.00	\$ -	\$ 20.00
		COMPUTER CHECK			7/19/19 EMPLOYEE DONATION				
			CHECK TOTALS:				\$ 20.00	\$ -	\$ 20.00
105279	07/19/19	CEN021 CENTRAL MI DIST HEALTH DEPT	101576	07/11/19	19028		\$ 4,455.34	\$ -	\$ 4,455.34
		COMPUTER CHECK			JUNE INVOICE FOR DR. MORSE				
			CHECK TOTALS:				\$ 4,455.34	\$ -	\$ 4,455.34
105280	07/19/19	CLI092 CLINTON COUNTY ADMIN/ACCT	AC-2019-020	07/01/19	19040		\$ 1,966.67	\$ -	\$ 1,966.67
		COMPUTER CHECK			AUGUST RENT				
			CHECK TOTALS:				\$ 1,966.67	\$ -	\$ 1,966.67
105281	07/19/19	FAS061 FASTSIGNS	467-82489	06/27/19	19016 096068-00		\$ 248.62	\$ -	\$ 248.62
		COMPUTER CHECK			VINYL DECALS				
			CHECK TOTALS:				\$ 248.62	\$ -	\$ 248.62
105282	07/19/19	GRAT92 GRATIOT INTEGRATED HLTH NET	101581	08/01/19	19039		\$ 100.00	\$ -	\$ 100.00
		COMPUTER CHECK			AUGUST RENT				
			CHECK TOTALS:				\$ 100.00	\$ -	\$ 100.00
105283	07/19/19	INSP25 INSPIRATION STUDIO DESIGN	1986	06/20/19	19017 096066-00		\$ 29.00	\$ -	\$ 29.00
		COMPUTER CHECK			BUSINESS CARDS GRANT REEVES				
			1992	06/20/19	19027		\$ 250.00	\$ -	\$ 250.00
					2 SCHOOL INFOGRAPHICS UPDATED				
			CHECK TOTALS:				\$ 279.00	\$ -	\$ 279.00

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
105284	07/19/19	KEN014 KENT COUNTY HEALTH DEPARTMENT	EH043019-555555	07/02/19	19031		\$ 1,562.00	\$ -	\$ 1,562.00
		COMPUTER CHECK	APRIL LABS						
			EH063019-555555	07/01/19	19032		\$ 1,885.00	\$ -	\$ 1,885.00
			JUNE LABS						
			CHECK TOTALS:				\$ 3,447.00	\$ -	\$ 3,447.00
105285	07/19/19	LIN061 LINCOLN FINANCIAL GROUP	101582	07/10/19	19041		\$ 2,122.02	\$ -	\$ 2,122.02
		COMPUTER CHECK	AUGUST LIFE/LTD/AT&D						
			CHECK TOTALS:				\$ 2,122.02	\$ -	\$ 2,122.02
105286	07/19/19	MAC165 MICHIGAN ASSOCIATION COUNTIES	m1834	07/01/19	19022		\$ 200.00	\$ -	\$ 200.00
		COMPUTER CHECK	2020 DUES						
			CHECK TOTALS:				\$ 200.00	\$ -	\$ 200.00
105287	07/19/19	MAN202 MANIEZ ASHTYN	101577	07/03/19	19029		\$ 44.66	\$ -	\$ 44.66
		COMPUTER CHECK	INTERN TRAVEL 6/27-7/3						
			CHECK TOTALS:				\$ 44.66	\$ -	\$ 44.66
105288	07/19/19	MCK032 MCKESSON MEDICAL	56963402	06/18/19	19015 096055-00		\$ 455.16	\$ -	\$ 455.16
		COMPUTER CHECK	SCALPELS,SHARPS CONTAINERS						
			57111748	06/20/19	19014 096059-00		\$ 58.41	\$ -	\$ 58.41
			PILLOWS,PILLOW CASES						
			57305626	06/23/19	19013 096059-00		\$ 52.06	\$ -	\$ 52.06
			PAPERBAGS						
			CHECK TOTALS:				\$ 565.63	\$ -	\$ 565.63
105289	07/19/19	MIC006 MICHIGAN DEPT OF AGRICULTURE	791-10425447	06/19/19	19033		\$ 4,603.00	\$ -	\$ 4,603.00
		COMPUTER CHECK	FOOD FEES						
			CHECK TOTALS:				\$ 4,603.00	\$ -	\$ 4,603.00
105290	07/19/19	MIL189 MILLER MARK	101575	07/11/19	19023		\$ 4,959.28	\$ -	\$ 4,959.28
		COMPUTER CHECK	MAY/JUNE CJS GRANT						
			CHECK TOTALS:				\$ 4,959.28	\$ -	\$ 4,959.28
105291	07/19/19	MIS004 MISDU - FRIEND OF COURT	101589	07/16/19	19057		\$ 262.76	\$ -	\$ 262.76
		COMPUTER CHECK	7/19/19 EMPLOYEE DEDUCTION						
			CHECK TOTALS:				\$ 262.76	\$ -	\$ 262.76
105292	07/19/19	MNA004 MICHIGAN NURSES ASSOCIATION	101589	07/16/19	19056		\$ 462.48	\$ -	\$ 462.48
		COMPUTER CHECK	AUGUST DUES						
			CHECK TOTALS:				\$ 462.48	\$ -	\$ 462.48
105293	07/19/19	OFF015 OFFICE DEPOT	332222555001	06/20/19	19019 096060-00		\$ 160.08	\$ -	\$ 160.08
		COMPUTER CHECK	4 BOXES COPY PAPER						
			332223870001	06/20/19	19020 096052-00		\$ 98.88	\$ -	\$ 98.88
			3 BOXES ENVELOPES						
			CHECK TOTALS:				\$ 258.96	\$ -	\$ 258.96

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
105294	07/19/19	QUI003 QUILL CORPORATION	8173335	06/19/19	19018	096056-00 6 BLACK 2 COLOR TONERS	\$ 247.94	\$ -	\$ 247.94
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 247.94	\$ -	\$ 247.94
105295	07/19/19	RICH65 RICHARDSON GRACE	101578	07/01/19	19030	INTERN TRAVEL FOR 6/10-6/25	\$ 139.78	\$ -	\$ 139.78
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 139.78	\$ -	\$ 139.78
105296	07/19/19	SAG102 SAGINAW CO DEPT OF HEALTH	11512	06/30/19	19024	FY19 LAB MEMBERSHIP FEES	\$ 250.00	\$ -	\$ 250.00
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 250.00	\$ -	\$ 250.00
105297	07/19/19	SAN020 SANOFI PASTEUR INC	912455457	06/24/19	19021	096062-00 3 IMOVAX RABIES VACCINE	\$ 902.78	\$ -	\$ 902.78
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 902.78	\$ -	\$ 902.78
105298	07/19/19	TEA001 TEAMSTERS LOCAL 214	101589	07/16/19	19061	AUGUST DUES	\$ 1,627.55	\$ -	\$ 1,627.55
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 1,627.55	\$ -	\$ 1,627.55
105299	07/19/19	TEA031 TEAM FINANCIAL GROUP, INC	00012622	07/11/19	19036	40013950 CONTRACT	\$ 240.92	\$ -	\$ 240.92
		COMPUTER CHECK							
			00012623	07/11/19	19035	40013952 CONTRACT	\$ 1,514.10	\$ -	\$ 1,514.10
			00012624	07/11/19	19034	40013954 CONTRACT	\$ 2,459.37	\$ -	\$ 2,459.37
				CHECK TOTALS:			\$ 4,214.39	\$ -	\$ 4,214.39
105300	07/19/19	UNI001 UNITED WAY OF MONTCALM CO	101589	07/16/19	19060	7/19/19 EMPLOYEE DONATION	\$ 60.00	\$ -	\$ 60.00
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 60.00	\$ -	\$ 60.00
105301	07/19/19	UNI009 UNITED WAY OF GRATIOT CO	101589	07/16/19	19059	7/19/19 EMPLOYEE DONATION	\$ 75.00	\$ -	\$ 75.00
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 75.00	\$ -	\$ 75.00
105302	07/19/19	UPS002 UNITED PARCEL SERVICE	423867279	07/06/19	19026	2 PACKAGES MAILED	\$ 14.18	\$ -	\$ 14.18
		COMPUTER CHECK							
			423867289	07/13/19	19025	4 PACKAGES MAILED	\$ 52.52	\$ -	\$ 52.52
				CHECK TOTALS:			\$ 66.70	\$ -	\$ 66.70
105303	07/19/19	VALL25 VALLEY FARMS BAPTIST CHURCH	101580	08/01/19	19038	AUGUST RENT	\$ 100.00	\$ -	\$ 100.00
		COMPUTER CHECK							
				CHECK TOTALS:			\$ 100.00	\$ -	\$ 100.00

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
105304	07/19/19	WAT077 WATKINS SURGICAL SUPPLY	0000488137	06/11/19	19012	096047-00	\$ 72.25	\$ -	\$ 72.25
COMPUTER CHECK			POTASSIUM HYDROXIDE						
			CHECK TOTALS:				\$ 72.25	\$ -	\$ 72.25
			101586	07/03/19	19047		\$ 3,002.07	\$ -	\$ 3,002.07
			HOTELS, MEMBERSHIPS, POSTAGE						
COMPUTER CHECK									
105305	07/19/19	FIR003 FIRST NATIONAL BANK OMAHA	101587	07/03/19	19054		\$ 382.65	\$ -	\$ 382.65
			PAGER, NACCHO RECRUITMENT						
			101588	07/03/19	19055		\$ 499.33	\$ -	\$ 499.33
			EUTHANISE 2 ANIMALS, LUNCHESES						
			101586-1	07/03/19	19048	096051-00	\$ 45.83	\$ -	\$ 45.83
			PLANNER, CALENDAR, TAPE, PAPER						
			101586-2	07/03/19	19049	096037-00	\$ 3,261.95	\$ -	\$ 3,261.95
			10 STAMPED ENVELOPES-MCIR						
			101586-3	07/03/19	19050	096067-00	\$ 80.52	\$ -	\$ 80.52
			HEC AWARD						
			101586-4	07/16/19	19051	096069-00	\$ 16.27	\$ -	\$ 16.27
			GLASS BOTTLES, PLASTIC TUBES						
			101586-5	07/03/19	19052	096070-00	\$ 25.00	\$ -	\$ 25.00
			STAR PLASTIC BASKETS						
			101586-6	07/03/19	19053		\$ 248.63	\$ -	\$ 248.63
			VINYL DECALS						
			CHECK TOTALS:				\$ 7,562.25	\$ -	\$ 7,562.25
			BANK CODE TOTALS:				\$90,206.91	\$ -	\$90,206.91
32 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									
32 CHECKS TOTAL									
			COMPANY TOTALS:				\$90,206.91	\$ -	\$90,206.91

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

Summary and Special Notes

As of the end of June, actual revenues and expenditures should be approximately 75% of the \$6,258,845.00 amended total budget. The total revenues through June were \$5,238,788.84 and the total expenses were \$5,049,103.08. The overall actual revenues and expenditures (adjusting for in-kind space costs and Vaccines for Children) were at 87% and 83% respectively, representing a surplus of \$189,685.76.

The surplus includes the revenue for the Pathways to Better Health Program (Community Health Worker) of \$506,000 and the \$500,000 retirement payment that was approved by the Board of Health last year. The deferred revenue line includes the fund balance that would need to be used to cover the retirement payment.

An amendment proposal is also included to align items as we are 75% of the way through the year.

Most of the budget changes are just adjustments to actual. The retirement cost and the fund balance are included in the budget amendment as well. The revenue and expenses will continue to be monitored closely. Some highlights of the proposed amendment include:

Revenues

- **MDHHS Grants (Line 23)** – The budget change includes funding for Hepatitis A and slight increases in other grants.
- **Medicaid Outreach (Line 28)** – The budget decrease is due to changes in staffing allocation to outreach.
- **Medicaid Full Cost Reimbursement (Line 29)** – Part of the funding has been reserved in deferred revenue. This is an estimate of what would be recognized in this fiscal year.

Expenses

- **Contractual (Line 18)** – Due to grant funding, there is an increase in the budgeted amount in the contractual line item.

Mid-Michigan District Health Department

JUNE

FY2019

75%

AP: 9

Revenue							
Account	AMENDED BUDGET	Current Month	Year-to-Date	Budget Balance	YTD% of Budget	Proposed Amendment	Increase/Decrease from Original Budget
1 Onsite Sewage	171,959.00	27,904.00	134,218.00	37,741.00	78%	193,000.00	21,041.00
2 Groundwater Quality	164,326.00	17,815.25	101,647.25	62,678.75	62%	146,000.00	-18,326.00
3 Food Service	281,775.00	9,467.00	301,089.00	-19,314.00	107%	305,000.00	23,225.00
4 Campgrounds	5,000.00	300.00	5,515.00	-515.00	110%	6,000.00	1,000.00
5 Swimming Pools	6,055.00	0.00	4,554.00	1,501.00	75%	5,000.00	-1,055.00
6 Waste Haulers	6,000.00	135.50	5,775.50	224.50	96%	6,000.00	0.00
7 DHS Facility Inspections	31,486.00	5,315.00	21,905.00	9,581.00	70%	26,900.00	-4,586.00
8 Body Art Fees	1,300.00	-753.09	3,210.91	-1,910.91	247%	3,500.00	2,200.00
9 EH Misc Fees	2,570.00	0.00	-631.03	3,201.03	-25%	100.00	-2,470.00
10 Vision Fees	26,500.00	20.00	10,132.80	16,367.20	38%	15,000.00	-11,500.00
11 Hearing Fees	23,000.00	20.00	14,236.80	8,763.20	62%	16,000.00	-7,000.00
12 Communicable Disease Fees	2,000.00	400.00	640.00	1,360.00	32%	1,000.00	-1,000.00
13 Immunization Fees	140,000.00	8,867.62	124,460.51	15,539.49	89%	140,000.00	0.00
14 Family Planning/STD Fees	109,800.00	4,532.18	59,258.58	50,541.42	54%	90,000.00	-19,800.00
15 Breast Cancer Fees	3,000.00	285.00	2,147.87	852.13	72%	3,000.00	0.00
16 Lead Fees	15,000.00	1,316.86	12,264.80	2,735.20	82%	15,000.00	0.00
17 Varnish Fees	15,000.00	870.00	11,936.00	3,064.00	80%	15,000.00	0.00
18 Breastfeeding Fees	15,000.00	44.84	5,113.24	9,886.76	34%	7,000.00	-8,000.00
19 Ched Miscellaneous Fees	400.00	-397.04	15.00	385.00	4%	100.00	-300.00
20 Miscellaneous Other Fees	100.00	0.00	349.91	-249.91	350%	500.00	400.00
21 Deferred Revenues - Billing	0.00	-3,022.35	-2,972.35	2,972.35	0%	0.00	0.00
22 VFC/317 Vaccine Revenue	300,000.00	-20,935.38	99,728.82	200,271.18	33%	300,000.00	0.00
23 MDHHS Grants	1,665,839.00	153,051.00	1,183,769.87	482,069.13	71%	1,680,839.00	15,000.00
24 Essential Local Public Health Services	840,957.00	75,181.00	647,553.00	193,404.00	77%	840,957.00	0.00

25	MDHHS Fee For Service Revenue	55,000.00	13,744.22	36,622.68	18,377.32	67%	55,000.00	0.00
26	DEQ Grants	77,255.00	4,821.50	44,032.50	33,222.50	57%	77,255.00	0.00
27	Other Grants/Community Support	550,000.00	31,361.40	314,303.35	235,696.65	57%	500,000.00	-50,000.00
28	Medicaid Outreach	100,000.00	15,755.33	63,491.43	36,508.57	63%	80,000.00	-20,000.00
29	Medicaid Full Cost Reimbursement	200,000.00	0.00	570,479.00	-370,479.00	285%	300,000.00	100,000.00
30	Interest	20,000.00	2,895.31	22,903.96	-2,903.96	115%	25,000.00	5,000.00
31	Misc Revenue	11,045.00	0.00	0.00	11,045.00	0%	32,000.00	20,955.00
32	Donations	3,000.00	583.00	1,720.28	1,279.72	57%	2,500.00	-500.00
33	Cash Over/Short	0.00	0.00	0.00	0.00	0%	0.00	0.00
34	Clinton Co - Appropriation	400,141.00	33,345.09	297,796.75	102,344.25	74%	400,141.00	0.00
35	Gratiot Co - Appropriation	287,764.00	23,980.34	215,823.00	71,941.00	75%	287,764.00	0.00
36	Montcalm Co - Appropriation	427,573.00	32,612.92	293,516.28	134,056.72	69%	427,573.00	0.00
37	Prior Year Adjustments	0.00	0.00	-1,997.27	1,997.27	0%	0.00	0.00
38	Space Occupancy	300,000.00	25,240.00	227,189.00	72,811.00	76%	300,000.00	0.00
39	Deferred Revenues/Fund Balance- Other	0.0	0.00	406,989.40	-406,989.40	0%	495,000.00	495,000.00
TOTAL REVENUE:		6,258,845.00	684,222.70	5,238,788.84	1,020,056.16	84%	6,798,129.00	539,284.00
W/O SPACE & VFC		5,658,845.00	648,663.00	4,911,871.02	746,973.98	87%	5,658,845.00	

Mid-Michigan District Health Department

JUNE

FY2019

75%

AP: 9

Expenditure							
Account	Amended Budget	Current Month	Year-to-Date	Budget Balance	YTD% of Budget	Proposed Amendment	Increase/Decrease from Original Budget
1 Board of Health Per Diem	4,000.00	370.00	2,396.02	1,603.98	60%	4,000.00	0.00
2 Salaries	3,260,869.00	246,050.93	2,433,767.63	827,101.37	75%	3,213,760.00	-47,109.00
3 FICA	245,000.00	18,024.58	178,979.03	66,020.97	73%	239,000.00	-6,000.00
4 Health Insurance	660,000.00	53,582.63	473,024.81	186,975.19	72%	625,000.00	-35,000.00
5 Dental Insurance	45,362.00	3,491.16	30,769.18	14,592.82	68%	40,000.00	-5,362.00
6 Retirement	345,000.00	26,384.36	249,034.14	95,965.86	72%	345,000.00	0.00
7 Work Comp	32,000.00	1,331.55	12,545.00	19,455.00	39%	32,000.00	0.00
8 Unemployment Comp	5,199.00	1,810.00	3,300.49	1,898.51	63%	5,199.00	0.00
9 Life Insurance	5,000.00	479.83	3,468.37	1,531.63	69%	5,000.00	0.00
10 Physicals/memberships	0.00	0.00	0.00	0.00	0%	0.00	0.00
11 Printed Materials	8,000.00	360.99	4,780.82	3,219.18	60%	8,000.00	0.00
12 Postage	29,200.00	5,328.86	17,210.09	11,989.91	59%	32,000.00	2,800.00
13 Office Supplies	54,195.00	9,989.27	46,378.59	7,816.41	86%	65,000.00	10,805.00
14 Computer/Printer Supplies	45,000.00	4,714.56	22,438.01	22,561.99	50%	45,000.00	0.00
15 Medical Supplies	69,800.00	10,428.82	46,938.46	22,861.54	67%	70,000.00	200.00
16 CD Meds Biologics	78,600.00	13,583.50	61,137.92	17,462.08	78%	78,600.00	0.00
17 VFC Supplies	300,000.00	-20,935.38	99,728.82	200,271.18	33%	300,000.00	0.00
18 Contractual Services	175,000.00	33,936.76	213,045.37	-38,045.37	122%	275,000.00	100,000.00
19 Legal Expenses	9,000.00	1,985.10	14,118.43	-5,118.43	157%	20,000.00	11,000.00
20 Communications	72,310.00	5,384.23	54,327.15	17,982.85	75%	72,310.00	0.00
21 Travel	150,550.00	12,855.70	114,737.30	35,812.70	76%	159,500.00	8,950.00
22 Advertising & Recruitment	75,000.00	0.00	7,180.26	67,819.74	10%	75,000.00	0.00
23 Liability Insurance	35,000.00	2,951.25	26,561.25	8,438.75	76%	35,000.00	0.00
24 Equipment Maintenance/Lease	65,000.00	5,015.15	50,625.28	14,374.72	78%	65,000.00	0.00

25	Rent	30,000.00	2,466.67	23,618.00	6,382.00	79%	30,000.00	0.00
26	Space Occupancy	300,000.00	25,240.00	227,189.00	72,811.00	76%	300,000.00	0.00
27	Training	24,000.00	402.72	19,973.42	4,026.58	83%	24,000.00	0.00
28	Memberships/Certifications/Subscriptions	19,560.00	160.49	18,193.63	1,366.37	93%	19,560.00	0.00
29	Tuition Reimbursement	0.00	0.00	0.00	0.00	0%	0.00	0.00
30	Laboratory	3,000.00	360.36	1,563.58	1,436.42	52%	3,000.00	0.00
31	Behavioral Risk Factor Survey	22,000.00	0.00	18,283.20	3,716.80	83%	21,000.00	-1,000.00
32	Misc Other Expense	0.00	250.00	520.00	-520.00	0%	0.00	0.00
33	Computer Support	81,700.00	6,210.94	67,358.91	14,341.09	82%	81,700.00	0.00
34	Service Charges/Credit Card Fees	9,500.00	934.40	5,712.92	3,787.08	60%	9,500.00	0.00
35	Equipment	0.00	0.00	198.00	-198.00	0%	0.00	0.00
36	BOH approved capital expenses	0.00	0.00	500,000.00	-500,000.00	0%	500,000.00	500,000.00
TOTAL EXPENSES		6,258,845.00	547,791.61	5,049,103.08	1,209,741.92	81%	6,798,129.00	539,284.00
W/O SPACE & VFC		5,658,845.00	512,231.91	4,722,185.26	936,659.74	83%	6,198,129.00	539,284.00
Revenue Over Expenditures (Deficit)			136,431.09	189,685.76	-189,685.76	0%	0.00	
Revenue Over Expenditures (Deficit) without BOH approved capital expense or additional revenues				282,696.36				

MMDHD BALANCE SHEET AS OF

6/30/2019

CURRENT ASSETS

CASH TO TREASURER	\$3,072,608.00
CASH ON DEPOSIT/IMPREST CASH	3,240.00
ACCOUNTS RECEIVABLE/CASH IN TRANSIT	38,336.60
DUE FROM GOVERNMENTAL AGENCIES	421,368.43
INVENTORY - VFC IMMS	96,376.67
PREPAIDS	21,379.74
TOTAL ASSETS	\$3,653,309.44

LIABILITIES AND FUND BALANCE

ACCOUNTS PAYABLE	\$25,002.90
PAYROLL DEDUCTIONS	195.16
PAYROLL PAYABLES	235,714.70
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 MDCDC	105,000.00
DEFERRED REVENUE-VFC IMMS	96,376.67
DEFERRED REVENUE-MEDICAID FULL COST	250,000.00
FUND BALANCE RESTRICTED DENTAL	108,195.14
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
BALANCE SHEET NET INCOME	189,685.76
TOTAL LIABILITIES	\$ 3,653,309.44
TOTAL NET INCOME	0.00

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 Action Sheet

June 28, 2019

ADMINISTRATOR: Melissa Bowerman
Director of Administrative Services

SUBJECT: Non-Union Employees' Wage Proposal

☐ Information Only ☒ 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.)

The non-union employees wage agreement expires September 30, 2019. There are 15 non-union employees with 8 being salaried and 7 being hourly. Additionally, modifications to the Health Officer wage band normally follow the non-union cost of living wage increase as well.

Non-union employees would like to request a one-year wage increase of 1.25% for FY 19/20 (10/1/2019 – 09/30/2020).

The wage increase is consistent to the bargaining unit agreements and the Board of Health has expressed that they were in agreement with this during the budget process.

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.)

This would keep the non-union employee wage scale in line with the union agreements.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

V. Alternatives Considered:

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

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.)

VII. Monitoring and Reporting Time Line:

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

None

EMPLOYMENT AGREEMENT

This Employment Agreement is made and entered into this 24th day of July, 2019 effective October 1, 2019, by the MID-MICHIGAN DISTRICT HEALTH DEPARTMENT BOARD OF HEALTH (“the **Board**”) and MARK W. (MARCUS) CHEATHAM, PhD (“the **Employee**”).

1. Employment

In accordance with the terms of this Employment Agreement, the **Board** employs the **Employee** as the Health Officer for the Mid-Michigan District Health Department.

2. Term of Employment

Both parties recognize that the **Employee’s** employment in the position of Health Officer shall be completely at the will and pleasure of the **Board**. The **Employee** and this Employment Agreement may be terminated by a vote of five of the six sitting members of the **Board**, with or without cause.

3. Education, Training and Certification

The **Employee** represents that they have all the education, training and certification that may be required for the position of Health Officer.

4. Compensation

The **Employee** shall be compensated on a bi-weekly basis based upon the wage band established by the **Board** of Health. Any changes in compensation during the term of the contract will be consistent with non-union wage adjustments. A performance review will be completed by the **Board** of Health annually.

5. Fringe Benefits

The Health Officer shall receive the following fringe benefits:

- a) Health, dental, and life insurance equivalent to the benefits provided by the Department to non-unionized personnel;
- b) Bereavement leave pay and sick leave pay benefits equivalent to the benefits provided by the Department to non-unionized personnel;
- c) Vacation leave equivalent to the benefit provided by the Department to non-unionized personnel. The accrual of such vacation leave shall be calculated in the same manner as the method used for the Department’s non-unionized personnel and the maximum accumulation of such leave shall also be calculated in the same manner as the method used for the Department’s non-unionized personnel;
- d) Personal leave each year equivalent to the benefit provided by the Department to non-unionized personnel;

- e) Mileage, travel, meals and lodging reimbursement equivalent to the benefits provided by the Department to non-unionized personnel;
- f) Pension:
 - i) Program: Michigan Employees Retirement System Benefit B-3;
 - ii) Benefit: 2.25% of the member's final average compensation multiplied by years and months of credited service, but not to exceed 80% of the member's final average compensation;
 - iii) Final Average Compensation: Average of the highest 60 consecutive months of earnings;
 - iv) Employee Contribution: 3% of wages;
 - v) Vesting: 10 years, retirement age 60;
- g) Professional dues and subscriptions. The **Board** agrees, within budget limitations, and subject to the **Board's** approval, to pay for the professional dues and subscriptions of the **Employee** necessary for the **Employee's** continuation and full participation in national, state, regional, and local associations necessary and desirable for the **Employee's** continued professional participation, growth, and advancement, and for the good of the Department;
- h) Professional committees, conferences and trainings. Consistent with the job description, the **Employee** may attend professional meetings, conferences, and trainings. Reasonable expenses for such professional in-State travel attended by the Health Officer will be paid by the department. Payment for out-of-state professional travel is subject to **Board** approval. A summary of attendance at professional committees, conferences, and trainings shall be included in the Health Officer's report to the **Board**.

6. Notice of Termination

The **Board** reserves the right to terminate this Employment Agreement and to end the **Employee's** employment with or without cause of any nature to the **Employee**. If the **Board** gives less than sixty (60) days' notice that it intends to terminate this Employment Agreement and the **Employee's** employment, it will pay to the **Employee** the difference, if any, between sixty (60) days' pay at the **Employee's** then current salary and the salary amount attributable to the notice actually given to the **Employee**. Sixty (60) days of continued health insurance coverage will be granted, unless the **Board** terminates for just cause.

In the event termination of this Employment Agreement is initiated by the **Employee**, the **Employee** shall provide sixty (60) days' written notice to the **Board**. The **Employee's** failure to do so shall result in the forfeiture of any accumulated vacation pay.

7. Return of Property

Upon termination of employment, the **Employee** shall immediately return all Department documents, correspondence, files, papers, or property of any kind which the **Employee** may have in his possession or control.

8. Supplemental Employment

The **Employee** must receive written approval of the **Board** before engaging in outside or supplemental employment. In no case shall outside or supplemental employment conflict with or impair the **Employee's** responsibilities to the **Board**.

9. Job Duties

The **Employee** shall perform all duties as required by the **Board** and outlined in the **Employee's** job description. The **Employee** agrees that at all times they will, faithfully and to the best of their ability, experience, and talents, perform all the duties that may be required of them. The **Employee** shall report to the **Board** and/or such other representative as may be designated by the **Board**.

10. Insurance

The **Employee** shall be covered by the **Board's** existing general liability insurance policy.

11. Compliance With The Law

The **Employee** shall perform all of their duties and obligations in complete compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations, and shall adhere to all of the **Board's** policies and procedures.

12. Invalid Provisions

If any provision of this Employment Agreement is held to be invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby.

13. Modification of Agreement

This Employment Agreement may be modified only by the mutual written consent of both parties.

14. Complete Agreement

This Employment Agreement shall supercede any and all prior contractual arrangements between the parties and shall serve as the sole basis for the **Employee's** employment.

15. Authorization To Enter Into Agreement

This Employment Agreement has been approved by the **Board** on July 24, 2019 approving its terms and authorizing the **Board's** Chairperson to sign it on the **Board's** behalf. A copy of the Minutes of the Regular **Board** Meeting held July 24, 2019, is attached and incorporated by reference.

16. Expiration of Agreement

This Employment Agreement shall expire and terminate at 11:59 p.m., September 30, 2020.

MID-MICHIGAN DISTRICT HEALTH
DEPARTMENT BOARD OF HEALTH

Dated: July 24, 2019

By: _____
George Bailey, Chairperson
"Board"

Dated: _____, 2019

By: _____
Mark W. (Marcus) Cheatham, PhD
Health Officer
"Employee"

Health Officer Wage Band

Current Wage Band Effective October 1, 2018 through September 30, 2019 (1.25% increase) – Effective October 1, 2018 through September 30, 2019, the following wage schedule shall become effective:

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$46.00	\$47.60	\$49.20	\$50.81	\$52.42	\$54.02

Proposed Wage Band Effective October 1, 2019 through September 30, 2020 (1.25% increase) – Effective October 1, 2019 through September 30, 2020, the following wage schedule shall become effective:

Start	Step 1	Step 2	Step 3	Step 4	Step 5
\$46.58	\$48.20	\$49.82	\$51.45	\$53.08	\$54.70

Report to the Boards of Health
Jennifer Morse, MD, MPH, FAAFP, Medical Director

Mid-Michigan District Health Department, Wednesday, July 24, 2019
District Health Department 10, Friday, July 26, 2019



Centers for Disease Control and Prevention's (CDC) Eight Tips for Safe and Healthy Summertime Work and Play

The CDC recently published eight tips for safe and healthy summertime work and play, as well as providing useful resources to help follow these tips. Below are information and resources from the CDC report and a few additional tips:

1. Travel abroad safely: Before traveling abroad, check for health and safety risks at your destination. CDC's Travelers' Health page (<https://www.cdc.gov/travel/>) allows you to easily search for health information and recommended vaccinations, preventative medications, packing lists, and tips to stay healthy during travel based on your destination. Since some recommended vaccinations need time to work or more than one dose, it is best to see what is recommended as soon as you start making travel plans.

Consider registering with the U.S. Bureau of Consular Affairs, Smart Traveler Enrollment Program (STEP) (<https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>) before your trip. STEP is a free service that allows U.S. citizens traveling abroad to receive the latest security updates from the nearest U.S. embassy or consulate. It enables the U.S. embassy or consulate to contact you if an emergency occurs while you are traveling.

2. Swimming safety: Swimming and other water activities are good ways to get physically activity; however, they do come with risks. Outbreaks of recreational water illness have increased in recent years. These include things such as: swimmer's ear (otitis externa); diarrheal illnesses that can be caused by germs such as Crypto (short for *Cryptosporidium*), *Giardia*, *Shigella*, norovirus, and *E. coli* O157:H7; 'hot tub rash' (*Pseudomonas* dermatitis/folliculitis), and; Legionnaires' disease.



Chlorine in pools can combine with what comes out of or washes off of swimmers' bodies (such as, pee, poop, sweat, dirt, skin cells, and personal care products, such as deodorant and makeup), changing into chloramines. It also decreases the amount of chlorine available in the water to kill germs. If you smell "chlorine" at the place you swim, you probably smell chloramines. Chloramines cause nasal irritation, coughing, wheezing, red and itchy eyes, and skin irritation and rashes.

Drowning results in approximately 4,000 deaths each year, is a leading cause of injury death among children ages 1–4 years, and more than half of fatal drownings in this age group occur in a pool. Nonfatal drowning (drownings

that don't cause death but may cause serious injuries like brain damage) results in approximately 5,800 emergency department visits each year; more than half of these are children ages 1–4 years, and approximately two thirds of nonfatal drownings in this age group occur in a pool. For more information, the CDC has healthy swimming information for the public and professionals at:

<https://www.cdc.gov/healthywater/swimming/index.html> and health promotion materials at: <https://www.cdc.gov/healthywater/swimming/materials/index.html>.

3. Young Worker Safety and Health: Young workers (ages 15–24) have higher rates of job-related injury compared to adult workers. To help keep young workers safe at their summer jobs, the CDC's National Institute for Occupational Safety and Health (NIOSH) is participating in the social media campaign, [#MySafeSummerJob](https://mysafesummerjob.org/) (<https://mysafesummerjob.org/>), to provide workplace safety and health information and resources to employers of youth, young workers, parents, and educators. The campaign is raising awareness about job-related hazards and how to address them, workers' rights and responsibilities, voicing safety concerns on the job, and injury prevention. More information is also available at <https://www.cdc.gov/niosh/topics/youth/> and <https://blogs.cdc.gov/niosh-science-blog/2019/04/22/safe-summer-job/>

4. Beat the heat and rays: Heat kills more than 600 people in the United States each year. The best ways to protect you from heat include: staying cool, keeping well hydrated and informed. Find air-conditioning during hot hours and wear cool clothing, drink plenty of liquids, and pay attention to heat advisories. The CDC's Extreme Heat page (<https://www.cdc.gov/disasters/extremeheat/index.html>) provides links to information to help do all of these things.

Sunburn and sun damage are common in summertime. Unprotected skin can be burned by the sun's UV rays in as little as 15 minutes. Eyes can also be damaged by UV light. The CDC recommends staying out of the sun between 10 a.m. and 4 p.m., when UV rays are at the highest level. Sunscreen is recommended for anyone working and playing outside in the summer, even on cloudy days, along with hats, sunglasses, and long-sleeved shirt and pants when possible. Sun safety information can be found at https://www.cdc.gov/cancer/skin/basic_info/sun-safety.htm.

5. Children's health and safety: Riding a bike, skateboarding, and playground time are great summer fun and good for a child's development. Be sure children use helmets that fit properly while riding their bikes, skateboarding, or playing contact sports. See the CDC's Helmet Safety page at <https://www.cdc.gov/headsup/helmets> for information. Playground safety tips can be found at <https://www.cdc.gov/headsup/parents>.

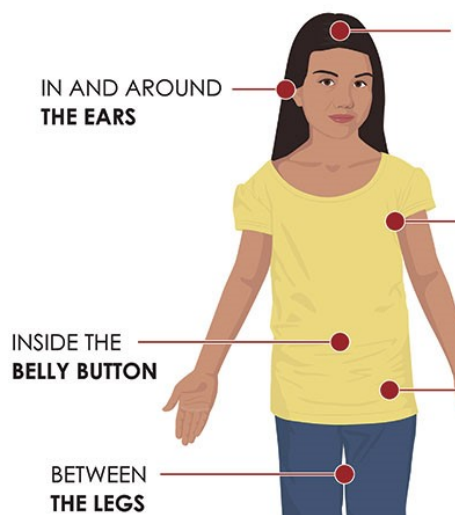
Summer road trips are also a fun family time. Unfortunately, motor vehicle injuries are the leading cause of death among children in the United States. Parents should make sure children stay safe while traveling in cars by keeping them properly buckled in a car seat, booster seat, or seat belt — whichever is appropriate for their weight, height, and age — on every trip. Doing this reduces serious and fatal injuries by up to 80 percent. Children



under age 13 are safest in the back seat. Motor vehicle safety and child passenger safety can be found at https://www.cdc.gov/motorvehiclesafety/child_passenger_safety.

6. Stay up to date on vaccines: The summer is a great time to make appointments for your children to get recommended vaccines or to catch up on vaccines they might have missed when they were younger. The CDC's recommended immunization schedule is safe and effective at protecting your child from diseases like measles, chickenpox, and rubella (see <https://www.cdc.gov/vaccines/parents/diseases/child/14-diseases.html> to read more about the diseases vaccines prevent). Kids 11 to 12 years old, teens, and adults need vaccines, too. People that are traveling or have certain health problems may need different vaccines or vaccines on a different schedule. To get information on what vaccine you or your children may need, go to: <https://www.cdc.gov/vaccines/parents/by-age/index.html>, <https://www2a.cdc.gov/vaccines/childquiz/>, <https://www.cdc.gov/vaccines/adults/rec-vac/index.html>, and <https://www2.cdc.gov/nip/adultimmsched/>. To find vaccine providers in your area, go to <https://vaccinefinder.org/>

7. Insect protection: Many diseases can be spread by mosquito and tick bites, both in the United States and around the world. Use an Environmental Protection Agency (EPA)-registered insect repellent with an effective agent such as DEET that works against both ticks and mosquitos. Use only as directed. Find effective products at <https://www.epa.gov/insect-repellents/find-repellent-right-you>. You can also treat your shoes, clothing, and camping gear with permethrin to repel both mosquitoes and ticks and lasts through several washings. Instructions on treating clothing can be found at https://tickencounter.org/prevention/spray_method. Learn more about preventing mosquito bites at <https://www.cdc.gov/features/stopmosquitoes/>. Learn more about preventing tick bites at https://www.cdc.gov/ticks/avoid/on_people.html.



After you come indoors, check for ticks. Use a hand-held or full-length mirror to view all parts of your body, especially the areas illustrated. Shower soon after being outdoors as it may help wash off unattached ticks and it is a good opportunity to do a tick check.

If you find a tick attached to your skin, remove it as soon as possible. Use fine-tipped tweezers to grasp the tick as close to the skin's surface as possible. Pull upward with steady, even pressure. Don't twist or jerk the tick; this can cause the mouth-parts to break off and remain in the skin. If this happens, remove the mouth-parts with tweezers. If you are unable to remove the mouth easily with clean tweezers, leave it alone and let the skin heal. After



removing the tick, thoroughly clean the bite area and your hands with rubbing alcohol or soap and water. Never crush a tick with your fingers.

Examine your gear, pets, and clothing for ticks. Tumble dry clothes in a dryer on high heat for 10 minutes to kill ticks on dry clothing after you come indoors.

8. Food safety: Each year, 1 in 6 Americans get sick from eating contaminated food. Food poisonings, more specifically, foodborne illnesses, increase during the summer as warmer temperatures help germs multiply faster and preparing food outside is difficult to do safely. Numerous summer vacation food safety guidelines and recommendations can be found at <https://www.foodsafety.gov/keep-food-safe/food-safety-by-events-and-seasons#summer>.

HAVE A FOOD SAFE SUMMER

While the warmer weather conditions may be ideal for outdoor picnics and barbecues, the summer months typically see a spike in reports of foodborne illness. Make sure your fun in the sun doesn't get cut short by following some simple summer entertaining tips:

1 in 6

Approximate number of Americans stricken with food poisoning each year



128,000

Estimated annual hospitalizations from foodborne illnesses



Did You Know? ★
U.S. beef sales are highest during the week of July 4th, when Americans are expected to buy about **\$400 MILLION WORTH OF IT—25% MORE THAN AN AVERAGE WEEK** (according to the National Cattlemen's Beef Association).



Basic Tips

CLEAN



CLEAN SURFACES, UTENSILS AND HANDS WITH SOAP AND WATER. If you're at a picnic, bring moist towelettes to use!



Wash all produce under plain running water before eating, cutting or cooking, even if you plan to peel them!

SEPARATE



SEPARATE PLATES AND UTENSILS.

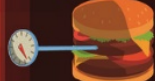
When grilling, use separate plates and utensils for raw and cooked meat and poultry and ready-to-eat foods (like raw vegetables).

COOK



USE A FOOD THERMOMETER.

Burgers: 160°F



Just because your burger is brown, not pink, doesn't mean it's safe to eat!

CHILL



CHILL RAW AND PREPARED FOODS PROMPTLY

If not consuming after cooking.



Don't leave food at room temperature for longer than two hours (or 1 hour if it's above 90°F). If planning a picnic, perishable food should be kept in an insulated cooler packed with ice or ice packs.

What Are You Making?

Here are some food safety tips for preparing a few signature summer dishes.

BARBECUE

Cook all meat and poultry to recommended internal temperatures.

Burgers: 160°F.

Chicken and Turkey: 165°F.

Sausage: 160°F.

Steaks: 145°F
with a 3-minute rest time.

FRUIT SALAD

Rinse all produce before peeling or chopping.

Chop all produce with clean knives on cutting boards not used with raw meat to avoid cross-contamination.

DEVILED EGGS

Refrigerate prepared eggs until they're ready to be served and once out, keep them nestled in ice to keep them cool.

ADDITIONAL SOURCE
CDC



For more summer food safety tips, go to

FoodSafety.gov

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Recommendations:

1. Summertime brings access to healthy outdoor activities; however, be aware it brings unique risks such as heat illness, insect-borne illness, water-borne illness, summer activity-related injuries, increased foodborne illness, and exposure to different illnesses due to travel.
2. Turn to reliable and reputable sources for advice and information that will help you and your family enjoy summer while staying safe and healthy.

Reference (in addition to those listed in report):

CDC's Eight Tips for Safe and Healthy Summertime Work and Play.

<https://www.cdc.gov/media/releases/2019/p0517-eight-tips-healthy-summer.html>

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT
QUARTERLY SERVICE REPORT

FY 18/19
Third Quarter, April 1, 2019 - June 30, 2019

This report provides information regarding essential programs operated by the Mid-Michigan District Health Department, on a county-by-county and a district-wide basis. Planned and actual service activities by program are included. Data is also organized in columns to provide comparisons of program data over two (2) periods: 1) Current Quarter and 2) Year-To-Date/Same Period, Previous Year. For additional information or clarification of the data presented in this report, please contact the Health Officer at (989) 831-3614.

COMMUNITY HEALTH AND EDUCATION PROGRAMS	Pages 1 & 2
ENVIRONMENTAL HEALTH PROGRAMS	Page 3

Dated: July 24, 2019


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

Mid-Michigan District Health Department Program Listing

Community Health and Education Division Programs

WOMEN, INFANT AND CHILDREN (WIC) NUTRITION PROGRAM: The WIC program is a federally-funded health and nutrition program designed to improve health outcomes for eligible women, infants and children. This is accomplished by providing nutritious food, nutrition education, breastfeeding promotion and support, and referrals to health and other services. Each year, the clients spend approximately \$2.7 million worth of benefits in the local stores and food pantries throughout our district.

FLUORIDE VARNISH PROGRAM: The Fluoride Varnish program provides dental screenings and fluoride varnish applications to children 0-5 years of age. Fluoride varnish is a material that is painted on teeth to prevent decay. The services are provided in the WIC clinics, Head Start centers and Great Start Readiness Preschools.

FAMILY PLANNING (FP) PROGRAM: FP services help women and men determine if and when they want to have a child. Services include screening for breast and cervical cancer, sexually transmitted infections (STI's) and other health issues, in addition to providing a full range of birth control information and supplies. The program promotes maternal health through client education, counseling and referral to community resources for social and medical issues. Services are strictly confidential and provided on a sliding fee scale.

CHILDRENS SPECIAL HEALTH CARE SERVICES (CSHCS): The Mid-Michigan District Health Department (MMDHD) serves as the local representative for the Michigan Department of Community Health CSHCS program. CSHCS are for children and some adults with special health care needs. Family-centered services include case management and care coordination to assist families in accessing and navigating complex medical specialty systems. Clients are assessed and referred to community resources.

INTERNATIONAL BOARD CERTIFIED LACTATION CONSULTANT®: Providing expert breastfeeding support and education. Serving pregnant and breastfeeding women with or without insurance. Client can be seen in our office or the comfort of their own home. Lactation consultant has personal breastfeeding experience.

IMMUNIZATION PROGRAM: The Immunization Program provides vaccinations for preventable diseases for children, teens and adults. The Vaccines for Children (VFC) program provides vaccines at no cost to eligible children, from birth through 18 years of age, who are on Medicaid, have no health insurance, or meet other qualifying conditions.

ACUTE COMMUNICABLE DISEASE/TB CONTROL PROGRAM: The Communicable Disease (CD) program provides surveillance, reporting, controlling and preventing infectious diseases in the community. The TB Control program provides diagnosis, treatment and prevention of tuberculosis in cooperation with the family physician and or the MMDHD Medical Director. Medication is provided for treatment and prevention of TB.

Mid-Michigan District Health Department Program Listing

SEXUALLY-TRANSMITTED INFECTIONS (STI)/HIV COUNSELING, TESTING and CONTROL PROGRAM: STI services include diagnosis, treatment, counseling and partner notification for STI exposures. STI prevention education is provided with the goal of decreasing costly complications from infections, and saving substantial public and private healthcare dollars. Services are strictly confidential. Anonymous and confidential HIV counseling and testing is also provided. Clients needing treatment or follow-up are referred to the regional provider of these services.

HEARING SCREENING PROGRAM: By law, all children must be screened for hearing at least once between the ages of three and five years old, in kindergarten, second, and fourth grades. Early identification of hearing problems can prevent developmental, social and emotional delays. Children identified with hearing problems are referred to physicians for further evaluation.

VISION SCREENING PROGRAM: Vision screening takes place at least once between the ages of three and five years old, first, fifth, and seventh grades. Early identification of vision problems can enhance academic achievement and prevent permanent loss of vision. Children identified with vision problems are referred for follow-up.

PATHWAYS TO BETTER HEALTH: Home visits by a Community Health Worker to provide referrals to community services, link clients with primary care and preventive health care services, as well as reduce unneeded hospitalizations and emergency room visits. The goal is to connect clients to services to enhance health outcomes.

Mid-Michigan District Health Department Program Listing

Environmental Health Division Programs

FOOD SERVICE SANITATION PROGRAM: Periodic inspections of food service establishments, and mobile food units for compliance with public health standards; includes recommendations for licensures, review of plans and specifications for new and remodeled establishments, educational activities, and inspections of temporary food service events.

ON-SITE SEWAGE DISPOSAL PROGRAM: Assures the adequate and proper disposal of wastewater in areas not served by public sewage systems; accomplished through proper design, inspection and management of various methods of sewage effluent disposal.

WATER QUALITY CONTROL (PRIVATE, PUBLIC, AND NON-COMMUNITY WATER SUPPLY PROGRAM): Protects sources of drinking water, assures proper plugging of abandoned wells, and assures private/public water supplies are constructed, maintained, and operated in compliance with state and federal safe drinking water supply standards. Inspections, consultations, and water system approvals are activities included within the program.

NUISANCE ABATEMENT PROGRAM: Investigation and management of complaints alleged, including public or private nuisances or unsanitary conditions.

Quarterly Service Report
Mid-Michigan District Health Department
Community Health & Education Services
District Wide (DW)

QTR Verified by Div Dir			
1st	2nd	3rd	4th
x	x	x	

COMMUNITY HEALTH & EDUCATION PROGRAMS	Clinton 2018/2019				Gratiot 2018/2019				Montcalm 2018/2019				DW Year To Date 2018/2019				YTD FY Total	FY Goal	DW Prev. Year to Date 2017/2018			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th			1st	2nd	3rd	4th
WOMEN, INFANTS & CHILDREN																						
A. Clients Served	777	810	799		1052	1086	1052		1504	1536	1503		3333	3432	3354	0	3354	3700	3605	3583	3516	3505
B. Client Visits	878	989	1040		1040	1031	1108		1540	1674	1865		3458	3694	4013	0	11165	14800	3736	3583	3644	3587
FAMILY PLANNING																						
A. Clients Served	83	78	72		114	108	121		105	74	95		302	260	288	0	583	650	296	288	294	298
B. Client Visits	84	85	81		127	125	144		120	79	106		331	289	331	0	951	1400	328	327	343	330
IMMUNIZATION																						
A. Clients Served	392	183	305		357	106	136		379	144	178		1128	433	619	0	1901	3000	890	602	592	830
B. Client Visits	421	196	323		379	115	142		399	165	187		1199	476	652	0	2327	3200	951	645	632	877
C. Immunizations Administered	655	402	550		604	218	348		700	398	437		1959	1018	1335	0	4312	5700	1802	1232	1257	1584
CHILDREN SPECIAL HEALTH CARE																						
A. Clients Served	122	145	131		85	82	85		177	172	197		384	399	413	0	832	720	353	397	422	406
B. Billable Client Contacts	15	12	27		14	12	27		15	15	24		44	39	78	0	161	400	71	81	64	45
C. Non-Billable Client Contacts	202	288	234		131	141	158		237	253	278		570	682	670	0	1922	2000	584	680	727	597
COMMUNITY HEALTH WORKER																						
A. Active Clients													0	0	0	0	0	N/A	124	113	61	72
B. In Person Client Contacts													0	0	0	0	0	N/A	172	211	194	96
COMMUNICABLE DISEASE/TB CONTROL																						
A. Case Count	183	196	195		43	136	103		155	199	185		381	531	483	0	1395	N/A	360	465	360	435
SEXUALLY TRANSMITTED DISEASE CONTROL																						
A. Clients Served	13	17	13		25	11	17		28	14	16		66	42	46	0	108	N/A	53	48	46	63
B. Client Visits	13	17	13		25	11	17		28	14	16		66	42	46	0	154	N/A	53	48	46	63

Quarterly Service Report
Mid-Michigan District Health Department
Community Health & Education Services
District Wide (DW)

QTR Verified by Div Dir			
1st	2nd	3rd	4th
x	x	x	

COMMUNITY HEALTH & EDUCATION PROGRAMS	Clinton 2018/2019				Gratiot 2018/2019				Montcalm 2018/2019				DW Year To Date 2018/2019				YTD FY Goal	FY Goal	DW Prev. Year to Date 2017/2018			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th			1st	2nd	3rd	4th
HEARING SCREENING																						
A. # of Screenings	1093	854	1166		1010	796	224		2036	1144	584		4139	2794	1974	0	8907	8000	3221	3211	1657	581
VISION SCREENING																						
A. # of Screenings	1677	1018	1827		926	927	1032		1547	1840	1216		4150	3785	4075	0	12010	12200	4351	4817	3254	644
FLUORIDE VARNISH																						
A. # of Clients Served during Clinic	9	6	12		22	25	38		92	104	104		123	135	154	0	253	300	58	177	133	169
BLOOD LEAD																						
A. Clients Served	69	62	65		79	82	75		152	127	169		300	271	309	0	872	1000	273	292	270	335
BREAST & CERVICAL CANCER CONTROL																						
A. Clients Served	4	6	4		6	2	5						10	8	9	0	27	30	8	6	9	8
HIV SCREENING																						
A. Clients Served	3	7	6		7	1	5		5	6	4		15	14	15	0	29	N/A	12	6	13	10
LACTATION CONSULTANT (IBCLC)																						
A. Clients Served	1	1	2		5	8	7		7	6	4		13	15	13	0	41	104	N/A	N/A	4	13
B. Client Visits	1	1	2		7	8	9		9	11	4		17	20	15	0	52	150	N/A	N/A	5	22
NOTES																						
STD: there were 3 clients served/visits from Shiawassee that were not included in the data. FP: there were 10 clients/visits from Shiawassee that were not included in the data. IBCLC: there were 0 clients served/visits from Kent & Isabella that were not included in the data. CHW: there is no data for the first three quarters due to changing to a different electronic health record. Data should be available after 10/20/19.																						

Quarterly Service Report
Mid-Michigan District Health Department
Environmental Health Services
District Wide (DW)

QTR Verified by Div Dir			
1st	2nd	3rd	4th
X	X	X	

ENIVRONMENTAL HEALTH PROGRAMS	Clinton 2018/2019				Gratiot 2018/2019				Montcalm 2018/2019				DW Year To Date 2018/2019				YTD FY Total	FY Goal	DW Prev. Year to Date 2017/2018			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th			1st	2nd	3rd	4th
FOOD SERVICE SANITATION																						
A. # of Licensed Establishments (Fixed, Vending, Mobile)	203	201	198		138	144	138		189	196	199		530	541	535	0	535	530	506	531	537	546
B. # of Temporary Food Licenses	13	0	8		19	4	11		13	10	11		45	14	30	0	89	170	37	12	40	87
C. # of Completed Inspections (Fixed, Vending, Mobile)	99	83	96		51	77	60		61	102	83		211	262	239	0	712	N/A	295	227	285	253
1. Routine	83	74	90		47	71	54		52	97	74		182	242	218	0	642	N/A	269	190	269	230
2. Follow-up	16	9	6		4	6	6		9	5	9		29	20	21	0	70	N/A	26	37	26	23
E. Licensed Establishment Plan Review	3	6	3		0	1	2		6	4	3		9	11	8	0	28	30	7	12	10	11
F. Enforcement Activities	0	0	1		0	1	1		0	0	2		0	1	4	0	5	N/A	0	3	3	0
G. # of Advanced Food Training Participants	26	33	2		6	0	29		18	5	40		50	38	71	0	159	TBD	47	15	59	44
ON-SITE SEWAGE DISPOSAL																						
A. # of Permit Applications Issued	34	21	67		12	3	20		59	24	114		105	48	201	0	354	347	110	59	176	149
B. Parcels Evaluated (vacant lands)	56	27	72		12	5	28		65	27	122		133	59	222	0	414	130	121	77	215	183
C. Inspections Conducted during and/or after construction	43	12	32		9	7	7		86	20	65		138	39	104	0	281	N/A	118	39	150	206
WATER QUALITY CONTROL (Private, Public, Non-Comm)																						
A. # of Permit Applications Issued	19	23	49		17	19	23		59	45	121		95	87	193	0	375	540	126	95	189	204
B. # of Site Inspections of Completed Water Well Systems	30	20	29		20	11	15		100	65	78		150	96	122	0	368	100%	124	98	89	112
C. # of Approvals Issued for Newly Completed Water Well Systems	15	20	16		10	4	6		88	49	61		113	73	83	0	269	80%	81	90	71	63
NUISANCE ABATEMENT																						
A. # of Complaints Submitted	10	3	12		7	8	23		20	15	45		37	26	80	0	143	N/A	59	29	49	41
1. Initial Visit	5	1	6		1	3	19		16	13	42		22	17	67	0	106	N/A	39	24	43	37
2. Follow-up Visit	7	6	8		0	3	18		8	8	20		15	17	46	0	78	N/A	20	43	39	58



Grant Funding Activity

July 24, 2019

- **Gratiot County Community Foundation** – The Mid-Michigan District Health Department (MMDHD) was awarded \$4,000 for the Gratiot County Prescription for Health project to provide nutrition education and resources that will alter health behaviors and long-term food purchasing decisions of adults identified by health care providers as having or being at risk of chronic disease.
- **United Way Montcalm-Ionia** – MMDHD received a grant award of \$4,750 to purchase 190 \$25 gas cards over a two-year period (\$2,375 for both FY 19/20 and 20/21-95 cards each year) for Montcalm County clients in the Pathways to Better Health Program to help them get to their appointments.
- **Michigan Department of Health and Human Services (MDHHS)** – MMDHD received a grant award of **\$18,615** to enhance our Communicable Disease Programs. The funding was part of an Epidemiology and Laboratory Capacity Grant that the State received from the Centers for Disease Control and Prevention (CDC). Equipment and supplies have been purchased by both Environmental Health and Community Health and Education Divisions for field activities and in the clinics. A portion of the grant will be used to complete water quality and vector surveillance.
- **MDHHS** – MMDHD received a grant award to participate in a Family Planning Project – “Integration Learning Pilot.” The pilot period would last three to six months and during that time, MMDHD would work with Family Planning and Sexually Transmitted Diseases program staff from MDHHS to document best practices, lessons learned and opportunities for improvement for client identification, billing and 340B utilization. MDHHS also offered us \$10,000 to support the work for the project.
- **Clinton County Drug Free Communities (DFC) Grant** – MMDHD has had a Drug Free Communities grant from the Bureau of Substance Abuse and Mental Health Services for five years. We have submitted an application for five more years of funding. If funded, the grant will pay \$125,000 annually to support the work of the Clinton County Substance Abuse Prevention Coalition.
- **USDA Farm to School** - MMDHD had applied for a \$43,560 Farm to School grant from the United States Department of Agriculture on behalf on the Montcalm County Food Hub project. Unfortunately, the agency was not selected for this award. We have also applied for a \$100,000 Regional Food Systems grant from the Michigan Department of Agriculture and Rural Development and should hear about it in August.

2018

Board of Health Annual Report

Mid-Michigan District
HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM



Keeping generations of families
healthy since 1965



Administrative Staff



Melissa Bowerman
B.S.
Administrative
Services Division
Director



Liz Braddock
M.S., R.S.
Environmental
Health Division
Director



Marcus Cheatham
Ph.D.
Health Officer
Page 54 of 79



Jennifer Morse
M.D., M.P.H., FAAFP
Medical Director



Andrea Tabor
R.N., B.S.N., M.P.H.
Community Health
and Education
Division Director

HEALTH OFFICER'S MESSAGE



All local health departments in Michigan must be served by a physician whose job is to provide sound clinical guidance for local public health actions and to educate the community about public health issues. But what does that really mean? What does this person really do?

Sometimes the physician is also the Health Officer (in which case they are called a Medical Health Officer). More typically those roles are split and the physician has the title of Medical Director and serves alongside an administrator called the Health Officer. The Mid-Michigan District Health Department has a Medical Director, Dr. Jennifer Morse, who also serves as Medical Director for the Central Michigan District Health Department and District Health Department #10, each of which has its own Health Officer. These three health departments include 19 counties in total, which is more counties than are covered by any other Medical Director in Michigan, accounting for nearly one fifth of the surface area of the entire state.

A Medical Director must be a physician that is either board certified in preventative medicine or has a Master's in Public Health and not less than 2 years in full-time public health practice before being hired. Michigan's Public Health Code says the Medical Director of a district health department shall be employed by the district Board of Health to provide direction in formulation of medical public health policy and program operation, is responsible for developing and carrying out medical policies, procedures, and standing orders, and for advising the Health Officer on matters related to medical specialty judgments.

In practical terms this means Dr. Morse helps health department staff figure out how to handle a wide range of problems including things like how to deal with the intrusion of toxic vapors into a home, how to manage the investigation of possible tuberculosis exposures, and what to do if someone who prepares commercial food tests positive for Hepatitis A. She is also active on statewide committees including ones working on strengthening Michigan's system of Medical Direction and educating people about the consequences of marijuana legalization.

Dr. Morse says the most interesting thing about being a Medical Director is not knowing what will happen from one day to the next. She mentioned the time she got a call from the Emergency Manager for Gratiot County about several dead piglets, partially dissected, found in a dumpster. He wanted to know if the piglets had been ill or if their bodies could spread disease. Dr. Morse arranged for a Department of Agriculture officer to take the piglets to a pathologist at MSU. Soon the story was in the papers and on TV and the radio. The mystery was solved when someone who had been using the piglets to teach an anatomy class confessed to dumping the bodies. The piglets turned out to be disease free.

A handwritten signature in black ink that reads "Mark W. Cheatham". The signature is stylized with a large, sweeping "M" and a long, horizontal flourish at the end.

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

BOARD OF HEALTH

The Board of Health governs the agency's programming, finances and personnel. It is comprised of two county commissioners, appointed by each of the three counties served by the health department. It is the Board of Health's responsibility to see that a plan is formulated and implemented which will provide long-term continuing health protection for the district's residents.



Bruce DeLong ■ Clinton County Commissioner

Number of years on the Board of Health: 8

- Chairperson of the Board of Health
- Chairperson of the Program Committee
- Member of the Finance Committee



Dwight Washington, Ph.D. ■ Clinton County Commissioner

Number of years on the Board of Health: 2

- Member of the Personnel, Well and Septic Stakeholders and Mid-Central Coordinating Committees.
- Representative to the Michigan Association for Local Public Health Board and the Accreditation Commission.



George Bailey ■ Gratiot County Commissioner

Number of years on the Board of Health: 4

- Member of the Finance Committee and Well and Septic Stakeholders Committee



Sam Smith ■ Gratiot County Commissioner

Number of years on the Board of Health: 3

- Member of the Personnel, Program and Mid-Central Coordinating Committees.



Betty Kellenberger ■ Montcalm County Commissioner

Number of years on the Board of Health: 6

- Chairperson of the Personnel Committee
- Member of the Rebranding Committee and Quality Vision Action Team.



Tom Lindeman ■ Montcalm County Commissioner

Number of years on the Board of Health: 15

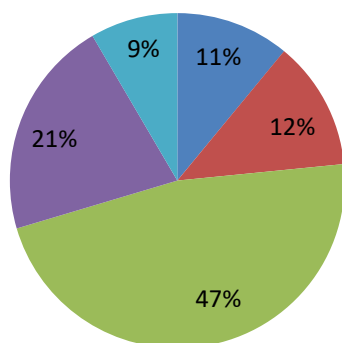
- Vice Chairperson for the Board of Health
- Chairperson of the Finance Committee
- Vice Chairperson of the Mid-Central Coordinating Committee
- Member of the Program Committee

FINANCES



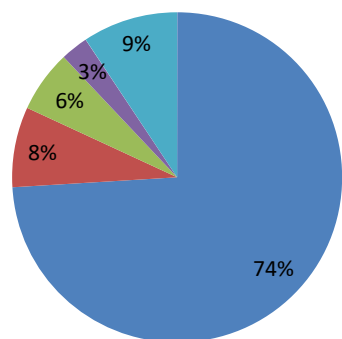
The pie charts below show MMDHD's revenues and expenditures. Most of our funding comes from the State of Michigan (largely federal funds passed through from the Centers for Disease Control and Prevention, the Environmental Protection Agency and the Department of Agriculture). Appropriations from the counties are 21% of our funding. We earn the rest by billing insurance companies, charging fees and receiving grants.

Revenues



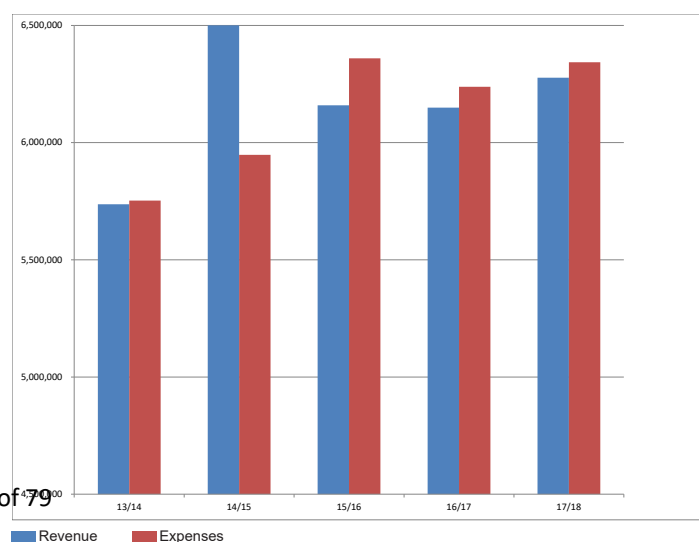
- LICENSES AND PERMITS
- CHARGES FOR SERVICE
- FEDERAL AND STATE FUNDING
- APPROPRIATIONS AND COUNTY FUNDING
- OTHER FUNDING

Expenses



- SALARIES/BENEFITS
- SUPPLIES/EQUIPMENT
- CONTRACTUAL
- TRAVEL
- OTHER

Five-Year Trend





Non-Community Water Supplies

Mid-Michigan District Health Department (MMDHD) is committed to working with the Michigan Department of Environmental Quality (MDEQ) to ensure residents and business owners have safe drinking water. The DEQ contracts with MMDHD to maintain a non-community water supply program in the District. A non-community water supply provides water for drinking to 25 or more persons at least 60 days per year or has 15 or more service connections. We ensure that our residents are consuming safe drinking water by monitoring and ensuring that certified operators at these facilities are routinely testing the water. We have over 300 year-round supplies, such as schools, churches, restaurants and party stores. We also have seasonal supplies that serve campgrounds and golf courses during the summer.

Water Sampling

Each year, our Environmental Health Specialists collect water samples from homes near sites that have been impacted by contamination through leaking underground storage tanks or industrial activities. This type of monitoring helps determine if drinking wells in the area are safe or if another water supply needs to be considered.

MMDHD continues to offer water testing kits to residents who want to test their drinking water for bacteria or partial chemistry. A courier service transports water samples from our branch offices to the laboratory for a small fee. Water operators required to test their non-community water supply on a quarterly or monthly basis can also use this service. MMDHD also offers sampling services to those who want to periodically have their water tested and to those who are required to have their water tested as part of a home sale.

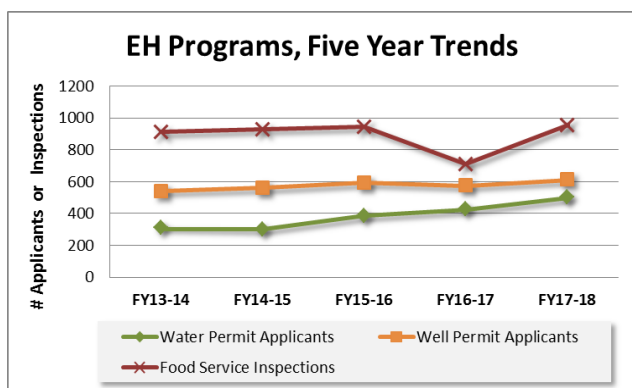
Wells that are no longer being used need to be properly sealed so they don't become a safety hazard and contaminate drinking water. Property owners are responsible for plugging abandoned wells, either by doing it themselves or hiring a licensed well drilling contractor. Old Wells that are functioning properly and in good condition may be used for irrigation, but plumbing changes are required to separate the community water system from the old well.

Testing for PFAS

Michigan has completed statewide PFAS (per- and polyfluoroalkyl substance) sampling. Our partners at the MDEQ coordinated testing of community water supplies in our District, including tribes and schools with their

own sources of water, child care providers, and Michigan Head Start programs classified as non-community water supplies. Information on sampling results are available on the State of Michigan PFAS Action Response Team (MPART) web site at www.michigan.gov/pfasresponse.

Three sites in our District have ongoing PFAS investigations; Ithaca Sanitary Landfill in Newark Township, Central Sanitary Landfill, Pierson and MRP Properties Co, LLC (formerly Total Petroleum Refinery, Alma). Groundwater has been tested at these locations to ensure safety, compliance with standards and to proactively detect and remedy potential problems. Our Environmental Health Specialists are working with MDEQ and Michigan Department of Health and Human Services (MDHHS) to develop plans to assess the risk of drinking wells close to the PFAS sites. Work completed by our Environmental Health Specialists at these sites include community meetings, testing residential drinking water wells for PFAS, providing health effect information to residents, notifying residents of sampling events, result notification to local officials and residents, filter installation and distribution of water.



In 2018, the Environmental Health Division provided services to 3,837 unduplicated clients.

THE FOOD PROGRAM assures the public that meals consumed outside of the home are safe.

THE WASTEWATER PROGRAM helps prevent the spread of disease by overseeing sewage disposal.

THE ENVIRONMENTAL QUALITY PROGRAM assures a safe environment where we live and play.

THE SURFACE AND GROUNDWATER CONTROL PROGRAM protects our lakes, streams and the water we drink.

	Clinton	Gratiot	Montcalm	Total
FOOD PROGRAM				
Advanced food training classes	47	37	81	165
Food service inspections (fixed)	417	273	370	1,060
Food service inspections (temp)	53	46	77	176
WASTEWATER MANAGEMENT				
On-site sewage disposal permits	146	68	280	494
Site evaluations	213	81	336	630
ENVIRONMENTAL QUALITY				
Campground inspections	2	4	23	29
DHS inspections	94	50	125	269
Nuisance complaint investigations	27	49	92	168
Public swimming pool inspections	32	4	13	49
Body art inspections	3	2	2	7
Medical waste inspections	10	10	3	23
SURFACE/GROUNDWATER CONTROL				
Water well permits	134	99	381	614
Water well monitoring	7	18	2	27
Septage hauler truck inspections	8	14	13	35
Septage site inspections	1	0	8	9
Loan evaluations	22	12	48	82



COMMUNITY HEALTH AND EDUCATION

The Breast is Best

One of the largest groups served by the Health Department is pregnant women and mothers with babies. We strongly encourage moms to consider breastfeeding for a number of reasons. First of all, breast milk is just right for your baby, and it changes as your baby grows so the little one is always getting exactly what is needed. Secondly, breastfeeding has been shown to reduce the risk of conditions like childhood obesity and diabetes and it contains antibodies which can stave off contagious illnesses. Another reason to consider breastfeeding is that it can save you money. If you have to buy formula it can cost as much as \$2,000 for one baby. And if baby is sick less often because of being breast fed, that reduces costly doctor visits and medications.

But we know breastfeeding isn't always easy. To help mothers breast feed, the Health Department has long offered the services of our WIC Peer Counselors who offer breastfeeding education, support, and role modeling. Now we are adding a new dimension. One of our team members has become an International Board Certified Lactation Consultant (IBCLC). IBCLCs are certified by the International Board of Lactation Consultant Examiners, Inc. under the direction of the US National Commission for Certifying Agencies. IBCLCs work in communities and health care settings around the world, and right here in Mid-Michigan. Becoming an IBCLC is not easy. They have to pass a rigorous examination and be re-certified every five years. Because of this, they are experienced in a wide variety of complex breastfeeding situations and can assist mothers with establishing and sustaining breastfeeding, even in the midst of difficulties and high-risk situations that can arise.



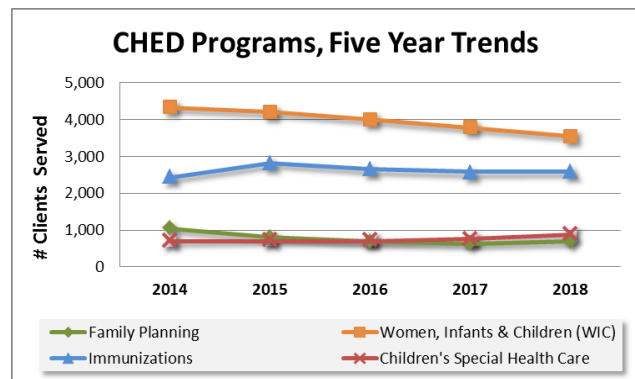
Angie Martin
Registered Dietitian,
International Board Certified
Lactation Consultant

Mid-Michigan District Health Department's IBCLC, Angie Martin, says she is most passionate about breastfeeding because it offers immeasurable benefits, such as decreased risk of cancer, diabetes, illness, and increased cognitive and motor skills. The icing on the cake is that breastfeeding is free, so even the poorest mother can give her baby the best start in life.

"The majority of women choose to breastfeed their babies, and with the right support most are able to successfully do so. My goal is to help them be successful in reaching their goal," said Martin.

Those who need Martin's services need not worry about the cost, because her services are billable to most insurance companies. Those without insurance need not worry either, because she will see clients with or without insurance.

In 2018, the Community Health and Education Division provided services to 32,706 unduplicated clients.



THE MATERNAL AND CHILD HEALTH PROGRAM

gives financial, social, nutritional and medical support to qualified families. It reduces infant mortality, ensures healthy births and maintains the health of mothers and babies.

THE CHRONIC DISEASE CONTROL PROGRAM

targets specific chronic diseases and focuses on early detection and referral.

THE COMMUNICABLE DISEASE PROGRAM

offers testing, education, prevention and treatment to control communicable diseases in our communities

THE ORAL HEALTH PROGRAM

provides fluoride varnish to children whose families can't afford dental care.

Clinton Gratiot Montcalm Total

MATERNAL AND CHILD HEALTH

Hearing screenings	2,861	2,059	3,750	8,670
Vision screenings	4,337	3,239	5,490	13,066
Children's Special Health Care Services	304	188	40	532
Family planning	194	257	243	694
Women, Infants and Children (WIC)	816	1,137	1,599	3,552

CHRONIC DISEASE CONTROL

Breast and cervical cancer control	15	16	0	31
Lead screening	290	320	560	1,170

COMMUNICABLE DISEASE CONTROL

Communicable disease control	695	336	589	1,620
HIV counseling and testing	6	13	22	41
Immunizations	982	646	955	2,583
Sexually transmitted disease control	68	77	65	210

ORAL HEALTH

Fluoride varnish applications	11	145	381	537
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Administrative Offices
615 N. State Street., Suite 2
Stanton, MI 48888-9702



Graphic design: Leslie Kinnee, MMDHD

CLINTON BRANCH OFFICE

1307 E. Townsend Rd.
St. Johns, MI 48879-9036
989.224.2195
Fax: 989.224.4300
Off-site clinic: Lansing

GRATIOT BRANCH OFFICE

151 Commerce Dr.
Ithaca, MI 48847-1627
989.875.3681
Fax: 989.875.3747
Off-site clinic: Alma

MONTCALM BRANCH OFFICE/ADMINISTRATIVE OFFICES

615 N. State St.
Stanton, MI 48888-9702
989.831.5237
Fax: 989.831.5522

Off-site clinics:
Greenville, Howard City



CLINTON OFFICE

1307 E. Townsend Rd.
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(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

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

July 24, 2019

Re: Authorization for Health Officer to Sign Contracts

To Whom It May Concern:

Mark W. (Marcus) Cheatham, Ph.D., Health Officer for the Mid-Michigan District Health Department was granted authorization to sign contracts on behalf of the Mid-Michigan District Board of Health as of June 1, 2012. In order to facilitate expediency in operations, *in the Health Officer's absence*, the same authority is granted to the following individuals holding these positions:

- Director of Administrative Services
- Director of Community Health and Education
- Director of Environmental Health

In addition, to keep the Board of Health well-informed of contracts that are signed, the Mid-Michigan District Health Department will provide a summary of all contracts signed as a routine informational item.

Sincerely,

George Bailey, Chairperson
Mid-Michigan District Board of Health

Agreements Signed 6/21/19 – 7/19/19

Date Signed	Organization	Purpose	Signed By
July 2	EightCAP, Inc.	Memorandum of Understanding for the Senior Companion Program to recruit, interview, select, and enroll volunteers in the program.	Marcus Cheatham
July 11	EightCAP, Inc.	0-5 Head Start Health Clinic Agreement through September 30, 2020. Reimburses MMDHD for services provided at \$25 per hour; Oral Health Coordinator services reimbursed at \$35 per hour.	Marcus Cheatham
July 17	Gratiot Integrated Health Network	Clinic Lease for St. Louis location	Marcus Cheatham
July 18	Friedland Industries	Document destruction; electronics recycling.	Marcus Cheatham

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH EDUCATOR JOB DESCRIPTION

Wage Band: T11

FLSA: Non-Exempt

Division: Environmental Health

Union: Teamsters Local 214

GENERAL DESCRIPTION

This is an experienced level environmental health education professional. Employee is responsible for planning and organizing environmental health education programs, including promoting, organizing, and guiding community health activities, and evaluating and improving environmental conditions which could adversely affect public health. The work requires extensive skills in working with the public. The individual is expected to provide support to other program staff and PIO while promoting open communication and cooperation among all team members. Due to the degree of complexity and increasing technical requirements, this position utilizes considerable independent judgement to enhance environmental health outcomes.

CORE COMPETENCIES

Under general supervision and/or as part of various workgroups and teams, the Health Educator II will demonstrate the following core competencies within the framework of Mid-Michigan District Health Department's provision of the essential public health services:

Analysis & Assessment

- ☐ Identifies the health status of populations and their related determinants of health and illness.
- ☐ Identifies sources of data and information to address public health issues
- ☐ Describes the characteristics of a population-based health problem.
- ☐ Uses methods and instruments for collecting valid and reliable quantitative and qualitative data.
- ☐ Uses information technology to collect, store and map data.
- ☐ Uses data to address scientific, political, ethical, and social public health issues.
- ☐ Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.

Policy Development & Program Planning

- ☐ Provides consultation to community organizations in the development and administration of specialized health education programs.
- ☐ Plans, develops, organizes and conducts health education programs within the health department and the community.
- ☐ Describes how policy options can influence public health programs.
- ☐ Applies strategies for continuous quality improvement.
- ☐ Participates in program planning.
- ☐ Describes the public health laws and regulations governing public health programs
- ☐ Enforces the county Sanitarian Regulations and applicable State Public Health laws within the District
- ☐ Represents the Public Health Department in regards to environmental health education and outreach activities within the District.
- ☐ May serve as a staff specialist in an area of environmental health, such as the enforcement of environmental laws.
- ☐ Attends staff meetings and conference/workshops as appropriate.
- ☐ Incorporates policies and procedures into program plans and structures.
- ☐ Makes data-driven decisions to prioritize environmental health education campaigns
- ☐ Assess measurable outcomes of the impact of health education on a community.

Communication

- ☐ Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
- ☐ Develops, evaluates and distributes health information; prepares press releases and performs other public health information activities.
- ☐ Solicits community-based input from individuals and organizations.
- ☐ Applies communication and group dynamic strategies in interactions with individuals and groups.
- ☐ Prepares correspondence and reports pertaining to their activities.

- ☐ Ability to present, explain and discuss the field of Environmental Health before public groups.

Cultural Competency

- ☐ Incorporates strategies for interacting with persons from diverse backgrounds.
- ☐ Recognize the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of public health services.
- ☐ Ensures the diversity of individuals and populations is addressed in policies, programs and services that affect the health of the community.

Community Dimensions of Practice

- ☐ Collaborates with community partners to promote the health of the population.
- ☐ Maintains partnerships with key stakeholders.
- ☐ Informs the public about policies, programs and resources.
- ☐ Identifies stakeholders, community assets, and resources.
- ☐ Identifies sources of funding for the public to achieve compliance with Sanitary Regulation
- ☐ Coordinates activities of Environmental Health Division with other staff in the District that work on health education projects

Public Health Sciences

- ☐ Understands and adheres to HIPAA and confidentiality policies.
- ☐ Retrieves scientific evidence from a variety of text and electronic sources.
- ☐ Maintains health education information and educational resources for use by other groups and employees of the health department.

Financial Planning & Management

- ☐ Adheres to the agency's policies and procedures.
- ☐ Contributes to the preparation of proposals for funding from external sources.

Leadership & Systems Thinking

- ☐ Participates with stakeholders in identifying key public health values and a shared public health vision as guiding principles for community action.
- ☐ Incorporates ethical standards of practice as the basis for all interactions with organizations, communities and individuals.
- ☐ Demonstrates qualities of leadership, group facilitation, and self-direction.
- ☐ Uses and promotes individual, team and organizational learning opportunities for personal and professional development.
- ☐ Provides direction, interpretation and consultation to staff to develop their knowledge and skills, ensure quality service, and maintain agency standards in obtaining agency and professional goals.
- ☐ Coordinates and monitors the need for water quality program outreach in the community.
- ☐ Collaborate with stakeholders to develop and implement water quality outreach and education programs in the District

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Education, Licensure, Certifications, Experience

- ☐ Possession of a Bachelor of Science in Environmental Health, Biology, or related fields with consideration to its equivalent in terms of education, experience and training.
- ☐ A minimum of three years' experience in health education, environmental health, or public information activities, or a master's degree in public health and a minimum of one year of public health education experience
- ☐ Professional Registration as a Sanitarian in Michigan or Registered Environmental Health Specialist (as determined by the National Environmental Health Association) is preferred.
- ☐ Possession of a valid Michigan vehicle operator's license, own transportation and ability to travel as required.

Knowledge & Skills

- ☐ Thorough knowledge of the principles and objectives of public health education.
- ☐ Considerable knowledge of modern methods and practices of environmental health.
- ☐ Excellent customer service skills.
- ☐ Knowledge of the core functions and essential services of public health.

Note: The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform the job, should be considered.

All employees to comply with requirements from the OSHA Blood borne Pathogen Standard, 29 CFR 1910.1030, as well as receive annual blood borne pathogen training.

May serve as an agency First Responder in emergency situations.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities: (MMDHD Policy #126.0 entitled, "Emergency Preparedness for Chemical, Biological, Radiological, Nuclear and Explosive Events".)

- ☐ Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting and writing and repetitive motions.
- ☐ Exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- ☐ Hearing ability sufficient enough to communicate with others effectively in person and over the phone.

The employee must be able to perform the essential job functions as outlined in the position description with or without a reasonable accommodation.

WORKFORCE COMPOSITION

Management retains the right to determine the composition of the work force including the number of positions established and appointed with this job classification.

APPROVALS AND DATES

Signature (Health Officer or Board Chair)

July 18, 2019
Date Approved

Mark W. (Marcus) Cheatham, Health Officer
Print Name and Title



Pathways to Better Health Program

Board of Health

July 24, 2019

What You Don't Know About CHWs

- Community based
- Resource specialists
- Advocates for the vulnerable
- Community partners with other agencies
- Serving Clinton, Gratiot, and Montcalm Counties



Agency Partnerships

- Community navigators, MiBridges trained
- Mental Health Court
- Sobriety Court
- Drug Court
- Swift and Sure

CHWs Make Healthier Communities

Medical Connections

- Assist client in establishing a medical home
- Work with medical professionals to ensure medications are taken correctly in the home

Medical Resources



Mid-Michigan District
HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

Page 71 of 79



Medicaid

- Assist clients in applying for Medicaid
- Provide supporting education on chronic health issues to clients
- Partner with Medicaid Health Plans for better health outcomes

CHWs Provide Connections For Healthier Communities

- Food pantry referrals
- Clothing referrals
- Entitlement Program completions
- New patient paperwork
- Housing assistance
- Referrals for Legal Aid



Housing Assistance

- Assist the homeless
- Assist clients in obtaining low-income housing
- Partner with agencies to obtain financial assistance for move-in expenses
- Partner with agencies to receive furniture and household supplies





CHWs Keep People Safe In Their Homes

- Referrals to:
 - Meals On Wheels
 - Medicaid Waiver Program
 - Visiting Paramedic Program
 - Visiting Physicians
 - Adult Protective Services
 - Mental Health Services





Presented by:

Michelle Hardman
Community Health Worker
Clinton County

- The BOH adopted the following Monthly Healthy Living Recommendation for July 2019:
 1. *Swine flu rarely infects humans but these cases of variant influenza should be reported and followed to identity any oncoming pandemic strains as soon as possible.*
 2. *Prevention steps as listed above, education of swine caretakers and visitors, and preparation for quick response to ill swine, are all very important steps in addressing swine flu.*
- The BOH accepted the Health Officer's goals for FY 19/20.
- The BOH authorized M. Cheatham to revise the letter of authorization for signing contracts and agreements to allow Division Directors to sign them in his absence.
- The editorial to be submitted to the media regarding the health department was approved by the BOH.

STAFFING CHANGES

JULY - 2019

AS

STATUS	POSITION	BRANCH OFFICE
	No changes	

CHED

STATUS	POSITION	BRANCH OFFICE
VACANCY	FT P.H. Representative I/II, Gratiot Branch Office, effective July 21, 2019	Gratiot

EH

STATUS	POSITION	BRANCH OFFICE
	No changes	