MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)
BOARD OF HEALTH
REGULAR MEETING
at
Clinton Office, Saint Johns, Michigan
Conference Rooms A & B

Wednesday, August 24, 2022
9:00 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 July 11, 2022 – **Included.**

   b. Mid-Michigan District Board of Health (BOH) Regular Meeting held July 27, 2022 – **Included.**

   c.

2. Communications

   a.

C. PUBLIC COMMENTS:

D. BRANCH OFFICE EMPLOYEES:

E. COMMITTEE REPORTS:

1. Finance Committee: George Bailey, Chair

   a. MMDHD Expenses for July 16 through August 12, 2022 – **Included.**

WWW.MMDHD.ORG
LIZ BRADDOCK, RS, MS
Health Officer
JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for July 2022– **Included.**

c. Purchase of IT Contractual Services – **Included.**

d. Purchase of three refrigeration units and one freezer – **Included.**

e. New Hearing & Vision Technician 0.6 FTE – **Included.**

f.

2. Personnel Committee: Dwight Washington, Chair

a. Teamsters Wage Reopener – **Handout.**

b. Non-Union Proposal –**Handout.**

3. Program Committee: Michael Beach, Chair

a.

4. Mid-Central Coordinating Committee: Chuck Murphy

a.

F. MEDICAL DIRECTOR'S REPORT: Jennifer Morse, MD, MPH, FAAFP

1. Q & A

G. HEALTH OFFICER'S REPORT: Liz Braddock, RS, MS

1. Agreements Signed, July 21 – August 18, 2022 – **Included.**

2.

H. OLD BUSINESS:

1.

I. NEW BUSINESS:

1.

2. Emerging Issues

a.

J. LEGISLATIVE ACTION:

1.

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

1. Mid-Michigan District BOH Action Items, July 2022

2. MMDHD Staffing Report

L. PUBLIC COMMENTS:

M. RELATED NEWS ARTICLES AND LINKS: https://www.mmdhd.org/2022-board-of-health/

1. Ionia, Montcalm School District Unsure of COVID-19 Restrictions For Upcoming School Year, *Daily News,* July 17, 2021
2. Keep cool when temperatures soar, *Daily News, July 30*, 2022
3. Include Immunizations on back-to-school check list, *Daily News, August 11, 2022*
4. Drug take back encourages safe disposal of unwanted meds, *Daily News, August 11, 2022*
5. Montcalm Prevention Collaborative conducts tobacco vendor compliance checks, *Daily News, August 11, 2022*
6. As summer comes to an end, avoid mosquitoes, diseases they carry, *Daily News, August 12, 2022*
7. Breastfeeding is a true superpower, *Daily News, August 12, 2022*
8.

N. AGENCY NEWSLETTERS: None.

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

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

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151 Commerce Dr.
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BOARD OF HEALTH:	Bruce DeLong	George Bailey	Michael R. Beach
	Dwight Washington, Ph.D.	Chuck Murphy	Adam Petersen

Board of Health (BOH) Synopsis of Actions Needed

August 24,2022 Regular Meeting

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 Meeting Minutes B. 1. a. and b. and place on file. Motion to accept Communications B. 2. a. and b. and place on file.	
Item E. 1. a.	EXPENSES FOR July 16 THROUGH August 12, 2022
Motion to approve payment of the Mid-Michigan District Health Department's Expenses for July 16, through August 12, 2022, totaling $646,361.76.	
Item E. 1. b.	BALANCE SHEET, REVENUE AND EXPENDITURE REPORT FOR July 2022
Motion to approve and place the Balance Sheet, Revenue and Expenditure Report for July 2022 on file.	
Item E.1.c.	IT Contractual Service
Motion to authorize the agency to sign a three-year contract with I.T. Right at a cost of $120,200.00 for the first year and $115,200.00 for the subsequent two years after for IT contractual services.	
Item E.1.d.	Refrigeration Unit
Motion to authorize purchase of three refrigeration units from Follett at a cost of $19,052.73 as proposed to be paid for with available funding for COVID vaccines; additionally purchasing one freezer unit for the Clinton Office, from K2 Scientific totaling $1,302.50.	
Item E.1.e.	Hearing and Vision Tech
Motion to authorize the agency to hire a 0.6 FTE Hearing and Vision Technician effective immediately.	

WWW.MMDHD.ORG

LIZ BRADDOCK, RS, MS
Health Officer

JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

MICHIGAN ASSOCIATION FOR LOCAL PUBLIC HEALTH (MALPH)
Board of Directors
Meeting Minutes
July 11, 2022

I. Call to Order

The meeting was called to order at 9:02am by Steve Hall.

II. Roll Call

A quorum was present.

Jurisdictions Represented: Allegan [Lisa Letts], Barry-Eaton [Colette Scrimger], Bay [Joel Strasz], Benzie-Leelanau [Dan Thorell], Berrien [Guy Miller], Branch-Hillsdale-St. Joseph [Rebecca Burns], Central Michigan [Steve Hall], Chippewa [Karen Senkus], Delta-Menominee [Mike Snyder], Detroit [Denise Fair Razo], Dickinson-Iron [Angela Applekamp, Daren Deyaert], District 2 [Denise Bryan], District 10 [Kevin Hughes], District 4 [Denise Bryan], Genesee [Pam Hackert, Kaleigh Blaney], Grand Traverse [Wendy Hirschenberger], Huron [Tip MacGuire], Ingham [Linda Vail, Brenda Gray], Ionia [Chad Shaw], Kalamazoo [Jim Rutherford], Kent [Adam London], Lapeer [Kathy Haskins], Lenawee [Monica Hunt], Livingston [Matt Bolang], Macomb [Andrew Cox], Marquette [Jerry Messana], Midland [Fred Yanoski], Mid-Michigan [Liz Braddock, Dwight Washington], Muskegon [Kathy Moore], Northwest Michigan [Dan Thorell], Oakland [Calandra Green], Ottawa [Lisa Stefanovsky], Saginaw [Christina Harrington], Shiawassee [Larry Johnson], St. Clair [Liz King], VanBuren/Cass [Danielle Persky, George Friday]Washtenaw [Jimena Loveluck], Wayne [Avani Sheth], Western UP [Kate Beer].

Others Present: Administrative Officers Forum, [Derek Burton], Health Education and Promotion Forum, [Jill Keast], Environmental Health Forum, [Sara Simmonds], Nurse Administrators Forum, [Lisa Letts], Physician's Forum, [Cathy Bodnar], EGLE, [Dana DeBruyn, Sara Pearson, Ian Smith, Brian Thornton], LMASDHD, [Carolyn Weissbach], MAC, [Dwight Washington], MDARD, [Jennifer Bonsky, Tim Slawinski], MDHHS, [Laura de la Rambelje], PAA, [Becky Bechler],

Staff: Norm Hess, Jodie Shaver. Gwen Tithof

III. Approve Agenda

Motion by K. Hughes, support by M. Snyder to approve the agenda. Motion carried**.**

IV. Approve Minutes of June 15, 2022 Meeting

Motion by D. Bryan, support by W. Hirschenberger to accept the June 15, 2022 meeting minutes. Motion carried.

V. Public Affairs Associates Report

B. Bechler reported a lot of work will be done by legislature between Labor Day and Election Day. Election has many incumbents nervous, especially with the number of signatures on the pro-choice ballot initiative. Legislature left $7B on the table in budget, which will be addressed following Labor Day. PAA will be working with MALPH to strategize budget advocacy.

VI. Partner Updates

D. DeBruyn (EGLE) reported they are gearing up for multiple educational trainings and presentations over the Summer, including MALPH CJS Leadership Training, non-community two-day workshop, and well construction trainings. Line item in budget ($5M) for LHD private well testing. More information to come on this. Continuing sampling efforts for water contamination, especially along Great Lakes. Summer harmful algae bloom monitoring and sampling is underway. Back-To-Basics well construction training videos available here:

https://www.youtube.com/playlist?list=PLXCrWyRfRQVUlCaSkW9isr51zNseRSoVt

T. Slawinski (MDARD) reported MDARD has been working on a restructure for the organization of departments and field inspectors. Rollout is expected in October. There will be sampling team exercises upcoming with the following dates: August 4th – Lansing Area, August 24th- Taylor Area, and September 21st- Mason Area.

L. de la Rambelje reported MDHHS is working on application for the CDC workforce grant. They will be working with certain LHDs on proposal and have solicited for members from LHD for the data modernization workgroup. Grant is for $80M over 5 years. Accreditation Cycle 8 is moving forward. MDHHS met with MALEHA and Jessie Jones's presentation will be available on the accreditation website. MDHHS is looking at school guidance and will be polling schools on if they want to perform testing in 2023 school year.

VII. Public Health Law Services Presentation

C. Weissbach was introduced to the group and explained her role with LMASDHD through the CDC Foundation. LMASDHD is interested in expanding her public health legal services to the rest of the MALPH membership. Questions or requests will be screened through MALPH, and an interest form will be made available.

VIII. Officer Updates

N. Derusha- President was not available for the meeting. Nomination Committee will need to be formed this month. If you are interested in being part of the nominating committee, let N. Derusha know. A final call for nominations will be made at the August MALPH BOD meeting. If you are interested in joining the MALPH executive committee, please let N. Derusha know and he will add you to the ballot. There are open positions for the President Elect, Secretary/Treasurer, and four (4) at- large members. Announcements for new executive committee will be made at the September MALPH BOD meeting.

C. Scrimger- Secretary / Treasurer reported the May 2022 financials were in the BOD packet. A motion by C. Scrimger, support by K. Hughes. Motion carried.

J. Shaver reported there will be a new page on the MALPH website dedicated to 2020-2022 resources from the National Guard. CJS Mentoring Orientation dates have been moved back to August 23rd (Lansing) and August 31st (Gaylord). There will no longer be a Marquette orientation. CJS Leadership training registrations are still open for August 10th (Lansing), August 25th (Gaylord), and September 8th (Troy).

N. Hess reported PSC will be holding an After-Action Report kick-off meeting on August 8th, following the MALPH BOD meeting. Lunch will be provided for those who are staying. MALPH looking to host multiple events that need to be completed by September 30th, at the September BOD meeting. Inquired on interest to hold September 12th BOD meeting in Crystal Mountain, with Health Officer Retreat in the afternoon. On September 13th, there will be new health officer orientation and health officer succession planning. A survey on attendance will be sent out. MALPH will be contracting with Karen MacMaster on access to COVID therapeutics. She will be working with LHD and the Office of Emergency Preparedness.

IX. Forum Reports

Admin Forum- D. Burton reported Admin Forum has been having discussions on COVID Immunization funding and community stabilization dollars.

MALEHA- S. Simmonds reported MDHHS is reconvening the body art workgroup to revise regulations. Asked for MALPH to advocate for short term funding on non-community water supply program which has been historically underfunded. There is a meeting today for the non-community workgroup to discuss funding formula. Asking for $130k per staff person and around 100 sites per staff person.

HEP- J. Keast reported there was no HEP meeting in July, and they will be holding Action-Planning events in August and September. Looking to hold educational training in October with CHES credits offered. This training will probably be opened up to others from MALPH.

NAF- L. Letts reported NAF held their regular meeting during MPPHC and discussed CDC roll-off of staff. They are expecting another surge in the fall. NAF had a presentation by K. Macomber on STI updates. Looking to create a shared calendar of events with WIC, MALPH, MDHHS, etc.

MAPPP- C. Bodnar reported MAPPP has been focused on pediatric COVID vaccines and boosters, with outreach to pediatricians and back-to-school promotion. Back to school efforts continue and fall booster shot will probably include protection against Omicron

variant. No test for 30 days is an outdated policy and working on relating this to the public. MAPPP wants to ramp up LHD penicillin allergy skin test. Continue to be updated on monkeypox.

X. Public Comments / Announcements / Requests for Future Agenda Items

No public comments, announcements, or requests for future agenda items.

XI. Adjournment

Meeting adjourned at 10:18am

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)
BOARD OF HEALTH
REGULAR MEETING
at
Montcalm Office, Stanton, Michigan

Wednesday, July 27, 2022
9:00 a.m.

MINUTES

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

Members Present:	Adam Petersen, Vice Chairperson; Bruce DeLong, Chairperson; George Bailey; Chuck Murphy, Dwight Washington; and Michael Beach
Members Absent:	None
Staff Present:	Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services (AS); Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Cynthia M. Partlo, Board Secretary; Sarah Doak, Director of Community Health and Education Division (CHED)
Staff Absent:	Lonnie Smith, Environmental Health (EH) Director
Guests:	Jen Johnson, Public Health Nurse (PHN II); Erin Stratton, Public Health Representative (PHR); Hailey Brewer AS Supervisor; and Krishna Santana, PHR

Bruce DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:06 a.m. on Wednesday, July 27, 2022, at the Montcalm Office of the MMDHD, Stanton, Michigan.

The Pledge of Allegiance was led by B. DeLong.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Selby requested to add IT contracted services as item E. 1. G.

Motion made by C. Murphy and seconded by M. Beach to approve the Agenda as amended. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes

   a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held June 15, 2022

   b. Mid-Michigan District BOH Regular Meeting held June 22, 2022

   Motion made by M. Beach and seconded by D. Washington to accept Meeting Minutes B. 1. a. and b. and place on file. Motion carried.

2. Communications

   a. Letter dated May 19, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services, Michigan Department of Health and Human Services (MDHHS) regarding Notice of Award for the project titled ELC (Epi Lab Capacity) Contact Tracing, Case Investigation, Testing Coordination, and Infection Prevention in the amount of $606,095

   b. Letter dated July 14, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services, MDHHS regarding Notice of Award for the project titled PFAS Response Mid Michigan Palo site in the amount of $1,104

   c. Letter dated July 14, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services, MDHHS regarding Notice of Award for the project titled PFAS Response Mid Michigan Central Sanitary Landfill in the amount of $1,382

   d. Letter dated July 5, 2022 to Liz Braddock from Amy S. Peterson, Manager, HIV/STI Prevention Section, MDHHS regarding Notice of Award to support HIV Prevention in the amount of $20,000 – **Included.**

   Motion made by D. Washington and seconded by M. Beach to accept Communications B. 2. a. through d. and place on file. Motion carried.

C. PUBLIC COMMENTS: – None.

D. BRANCH OFFICE EMPLOYEES: – L. Braddock introduced employees Jennifer Johnson, PHN II; Erin Stratton, PHR; and Krishna Santana, PHR hired as the Executive Administrative Assistant replacing C. Partlo.

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

   a. MMDHD's Expenses for June 3 through July 15, 2022

   Motion made by G. Bailey and seconded by M. Beach to approve payment of the MMDHD's Expenses for June 3 through July 15, 2022 totaling $985,449.77. Motion carried.

b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for June 2022

Motion made by G. Bailey and seconded by D. Washington to accept the Balance Sheet, Revenue and Expenditure Report for June 2022 and place on file. Motion carried.

c. FY 22/23 Proposed Draft Budget and Narrative

G. Bailey indicated that the Finance Committee requested several changes at the Special Finance Committee meeting held on July 13, 2022.

Motion made by G. Bailey and seconded by M. Beach to approve the FY 22/23 Budget and Budget Narrative as revised and forward the appropriation amounts to the County Administrators. Motion carried.

d. FY 22/23 Proposed Agency Fees

1) Community Health and Education Division (CHED)

2) Environmental Health (EH) Division

A. Petersen said that the Finance Committee requested that the fee amounts were modified to be clearer.

Motion made by G. Bailey and seconded by D. Washington to approve agency fees for FY 22/23 as revised. Motion carried.

e. Accsense Monitoring System Proposal

G. Bailey explained that the agency was under a tight deadline and needed to take action earlier than today's meeting. Therefore, the Finance Committee authorized the purchase at the July 13th Special Finance Committee Meeting and wanted to ensure that the Finance Committee and BOH had an opportunity to provide feedback and/or finalize a vote. L. Braddock explained the agency's request to purchase dataloggers for the Accsense monitoring system.

Motion made by G. Bailey and seconded by A. Petersen to authorize the purchase of dataloggers for cloud-based monitoring and alarming for the Accense monitoring system as proposed at a cost of $8,346 plus taxes and shipping. Motion carried.

f. Municipal Employees Retirement System (MERS) 2021 Actuarial Valuation Report

M. Selby stated that with the contributions made by the agency, the percentage funded increased to 81%. She said that additional contributions have been built into the FY 22/23 Budget.

Motion made by G. Bailey and seconded by M. Beach to accept and place the MERS 2021 Actuarial Valuation Report on file. Motion carried.

g. IT Contracted Services

M. Selby mentioned that the agency had three IT staff. One staff member retires September 2, 2022 and another one resigned. She said that management decided to explore contracting out IT

services and had already received one quote for $125,000/yr. She said that staff would continue to pursue two additional quotes. M. Selby mentioned that the plan was to present the BOH with three quotes at next month's meeting for consideration.

3. Personnel Committee – Dwight Washington, Chairperson – No Report.

4. Program Committee – Michael Beach, Chairperson – No Report.

5. Mid-Central Coordinating Committee – Chuck Murphy – No Report.

F. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, MD, MPH, FAAFP

1. Ticks

Dr. Morse encouraged BOH members to review her report on ticks, noting there have been increases in tick and mosquitos borne illnesses. She included useful tips in her report regarding ticks.

Dr. Morse reviewed the following BOH Monthly Healthy Living Recommendations for August:

1. *Take steps to avoid tick bites.*
2. *Check for ticks regularly and remove ticks properly.*
3. *Go to www.michigan.gov/emergingdiseases for information on submitting ticks for ID, submitting photos of ticks for ID, tickborne illnesses, and other insect and animal-linked illnesses.*

Motion made by G. Bailey and seconded by D. Washington to adopt the BOH Monthly Healthy Living Recommendations for August as proposed and accept and place the Medical Director's Report on file. Motion carried.

G. HEALTH OFFICER'S REPORT: Mari E. (Liz) Braddock

L. Braddock reviewed her written report, noting that she revised the original report to include data regarding the harm reduction program. In 2022, a total of 22 residents received testing to date, and so far, no new diagnosis of HIV in Montcalm County. L. Braddock reported that participation in the harm reduction program was low. She described the services provided at four events in the county. She reported that a recent grant opportunity could provide a Narcan vending machine at a location within Montcalm County. L. Braddock reported that the Montcalm Care Network provided 350 Narcan kits in the county last year. She reviewed the numbers for nonfatal overdoses and fatal overdoses during 2020 and 2021. L. Braddock stated that she would provide another update in six months.

1. FY 21/22 Quarterly Service Report (QSR), Third Quarter (April 1 through June 30, 2022)

L. Braddock reviewed the FY 21/22 QSR for the third quarter stating that WIC clients were still being seen virtually and in person. Additionally, she said Family Planning Program numbers were low; therefore, media campaigns have increased. L. Braddock also said that the Immunizations Program has improved; however, response from the community to have their children under 5 years of age vaccinated for COVID-19 has been low. In EH, services through the District have increased for food service inspections. The report showed that onsite wastewater systems in Montcalm County were lower than last year, as well as the drinking water; however, Montcalm County activity was higher than the other counties. She reported that trends showed a continued increase in those programs. She

indicated that there had been more nuisance complaints in Montcalm County as well. L. Braddock reported that the EH division was receiving more complaints about illegal camping. The State confirmed if there were less than four campers on a site, it would not be considered a violation of the code. However, she said that if there was illicit discharge of sewage or an issue with drinking water, the health department would need to investigate.

2. Agreements Signed, June 14 through July 20, 2022

Motion made by A. Petersen and seconded by M. Beach to accept the Health Officer's Report and place it on file. Motion carried.

H. OLD BUSINESS:

1. Food Service License Fees

L. Braddock reported that as of last week, one food service facility in Montcalm County has not paid. Enforcement has begun.

I. NEW BUSINESS:

1. Emerging Issues

a. US 127 Tanker Spill

L. Braddock provided an overview of the tanker spill on US 127. She noted that EH staff were involved, and signs were posted at the drain.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Staffing Report

L. RELATED NEWS ARTICLES AND LINKS: https://www.mmdhd.org/2022-board-of-health/
1. Dealing With Foodborne Illness Is No Picnic, *Daily News,* July 19, 2022
2. Health Department's Beach Monitoring Program Underway, *Daily News,* July 19, 2022

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting was adjourned at 9:50 a.m.

Respectfully Submitted,

Cynthia M. Partlo, Board Secretary
For Bruce DeLong, Chairperson
Mid-Michigan District Board of Health

DRAFT

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

MONTHLY EXPENSES FOR
July 16, 2022 - August 12, 2022

EV 1984	*7/29/2022*	*$*	*294,894.39*
EV 1985	*8/12/2022*	*$*	*351,467.37*
TOTAL		***$***	***646,361.76***

Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

Expense Voucher # 1984 **7/29/2022**

Payables				
	VOID 107070	Covenant Medicare Center - check lost/reissued	$	(114.52)
	VOID 107304	Renos North/Jessica Stipcak - check lost/reissued	$	(634.00)
	107598 - 107613	Acumatica Checks & ACH	$	131,353.02
Payroll				
		Ameriprise NBS	$	85.00
		MERS 457	$	1,990.00
		MERS Defined Benefit - Employee	$	4,204.35
		Nationwide	$	2,130.00
		EFT Payroll Tax		
		Federal	$	35,024.38
		State	$	5,568.85
		Direct Deposit Payroll	$	115,287.31
TOTAL			**$**	**294,894.39**

AP Payment Register

Company/Branch:

Date From: 7/29/2022

Date To: 7/29/2022

Date: 7/27/2022 10:58

User: DAWN WADLE

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107598	Closed	7/29/2022	BROM01	BROMBERG & ASSOCIATES	0	41.08

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		19453	JUNE TRANS	41.08	USD	0	41.08
						Document Total:	41.08
						Payment Method Total:	41.08
						Cash Account Total:	41.08

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107599	Closed	7/29/2022	CDWG01	CDW GOVERNMENT, INC.	0	1,083.67

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		BL36605	SURFACE PI	232.53	USD	0	232.53
BILL		BD67856	UAG SURFA	75.15	USD	0	75.15
BILL		BG26572	PRIVACY FIL	210.36	USD	0	210.36
BILL		BL36578	DOCKING ST	408.8	USD	0	408.8
BILL		BB74825	HEADSETS,	156.83	USD	0	156.83
						Document Total:	1,083.67
						Payment Method Total:	1,083.67
						Cash Account Total:	1,083.67

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107600**	**Closed**	**7/29/2022**	**CENT03**	**CENTERED CARE**	**0**	**8,868.75**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1529	6/13-6/30 NU	8,868.75	USD	0	8,868.75
						Document Total:	**8,868.75**
						Payment Method Total:	**8,868.75**
						Cash Account Total:	**8,868.75**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107601**	**Closed**	**7/29/2022**	**CLIN01**	**CLINTON COUNTY ADMINISTRATION/ACCOUNTING**	**0**	**1,966.67**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		AC-2022-020	AUGUST REI	1,966.67	USD	0	1,966.67
						Document Total:	**1,966.67**
						Payment Method Total:	**1,966.67**
						Cash Account Total:	**1,966.67**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107602**	**Closed**	**7/29/2022**	**COVE01**	**COVENANT MEDICAL CENTER**	**0**	**84.52**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20615378	LAB	21.42	USD	0	21.42
BILL		20615413	LAB	21.42	USD	0	21.42
BILL		20615427	LABS	41.68	USD	0	41.68
						Document Total:	**84.52**
						Payment Method Total:	**84.52**
						Cash Account Total:	**84.52**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107603**	**Closed**	**7/29/2022**	**GRAT07**	**GRATIOT ISABELLA RESD**	**0**	**103,612.25**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3Q2022	HRA 3Q2022	103,612.25	USD	0	103,612.25
						Document Total:	**103,612.25**
						Payment Method Total:	**103,612.25**
						Cash Account Total:	**103,612.25**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107604**	**Closed**	**7/29/2022**	**JETS01**	**JETS SPEED PRINTING**	**0**	**1,110.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		45395	RESOURCE	1,110.00	USD	0	1,110.00
						Document Total:	**1,110.00**
						Payment Method Total:	**1,110.00**
						Cash Account Total:	**1,110.00**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107605**	**Closed**	**7/29/2022**	**MICH03**	**MALPH**	**0**	**4,646.84**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		7122022	3Q2022 MILL	4,646.84	USD	0	4,646.84
						Document Total:	**4,646.84**
						Payment Method Total:	**4,646.84**
						Cash Account Total:	**4,646.84**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107606**	**Closed**	**7/29/2022**	**MCKE01**	**MCKESSON MEDICAL**	**0**	**183.45**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		19518732	DISTILLED W	61.15	USD	0	61.15
BILL		19518730	DISTILLED W	61.15	USD	0	61.15
BILL		19518731	DISTILLED W	61.15	USD	0	61.15
						Document Total:	**183.45**
						Payment Method Total:	**183.45**
						Cash Account Total:	**183.45**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107607**	**Closed**	**7/29/2022**	**MISD01**	**MiSDU - FRIEND OF COURT**	**0**	**83.91**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		7292022	7/29/22 PAYF	83.91	USD	0	83.91
						Document Total:	**83.91**
						Payment Method Total:	**83.91**
						Cash Account Total:	**83.91**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107608**	**Closed**	**7/29/2022**	**MUTU01**	**MUTUAL OF OMAHA**	**0**	**2,964.50**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		8012022	AUGUST LIF	2,964.50	USD	0	2,964.50
						Document Total:	**2,964.50**
						Payment Method Total:	**2,964.50**
						Cash Account Total:	**2,964.50**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107609	Closed	7/29/2022	PUBL01	PUBLIC SECTOR CONSULTANTS	0	3,102.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV4958	JUNE CONSI	3,102.50	USD	0	3,102.50
						Document Total:	3,102.50
						Payment Method Total:	3,102.50
						Cash Account Total:	3,102.50

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107610	Closed	7/29/2022	RHCC02	RHC CONSULTING (CORP)	0	437.23

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		281	WINN TELEC	437.23	USD	0	437.23
						Document Total:	437.23
						Payment Method Total:	437.23
						Cash Account Total:	437.23

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107611	Closed	7/29/2022	RICO01	RICOH USA INC	0	941.65

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		5065091375	JUNE COPIE	941.65	USD	0	941.65
						Document Total:	941.65
						Payment Method Total:	941.65
						Cash Account Total:	941.65

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107612**	**Closed**	**7/29/2022**	**STAT01**	**STATCOURIER**	**0**	**2,201.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1019-2864	JUNE COURI	2,201.00	USD	0	2,201.00
						Document Total:	**2,201.00**
						Payment Method Total:	**2,201.00**
						Cash Account Total:	**2,201.00**

CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107613**	**Closed**	**7/29/2022**	**STOL01**	**STOLL KEN**	**0**	**25**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		7252022	REFUND GIF	25	USD	0	25
						Document Total:	**25**
						Payment Method Total:	**25**
						Cash Account Total:	**25**

Doc. Type	Count	Amount Paid (USD)
Check	16	131,353.02
Prepayment	0	0
Refund	0	0
Void Check	0	0
Company Total:	**16**	**131,353.02**

Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

Expense Voucher # 1985 **8/12/2022**

Payables				
	107614 - 107645	Acumatica Checks & ACH	$	126,032.44
Payroll				
		AFLAC Employee Deductic	$	547.84
		Ameriprise NBS	$	85.00
		MERS 457	$	1,990.00
		MERS Defined Benefit - Employee	$	4,138.28
		Nationwide	$	2,130.00
		EFT Payroll Tax		
		Federal	$	33,011.80
		State	$	5,291.30
		MERS Defined Benefit - Er Jul-22	$	59,535.86
		Direct Deposit Payroll	$	109,453.86
		Direct Deposit HSA	$	8,996.43
Fees				
		Huntington e-Banking fee Jul-22	$	265.26
		Huntington Bank Interest Jul-22	$	(10.70)
TOTAL			**$**	**351,467.37**

AP Payment Register

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107614	Closed	8/12/2022	ADAM01	ADAMS OUTDOOR ADVERTISING OF MICHIGAN	0.00	3,000.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		0857087	4 POSTER ADVEF	3,000.00	USD	0.00	3,000.00
						Document Total:	3,000.00
						Payment Method Total:	3,000.00
						Cash Account Total:	3,000.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107615	Closed	8/12/2022	AMAZON01	AMAZON CAPITAL SERVICES	0.00	1,600.86

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1MY1-TV3P-X7XF	CHAIRS	607.50	USD	0.00	607.50
BILL		1HPWQJH7MCY1	BEACH MONITOR	107.00	USD	0.00	107.00
BILL		1GWGKN4NQ1XP	GORIALLA MOUN	21.33	USD	0.00	21.33
BILL		1GWGKN4NYXTK	DUST MOP-RUBB	40.14	USD	0.00	40.14
BILL		1WKL6CWFKLWL	CHAIR MATS CHE	74.96	USD	0.00	74.96
BILL		1LMMVY44RNXQ	BLUETOOTH HEA	149.95	USD	0.00	149.95
BILL		1THMMPRTYHTM	CHAIRMATS	599.98	USD	0.00	599.98
						Document Total:	1,600.86
						Payment Method Total:	1,600.86
						Cash Account Total:	1,600.86

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107616	Closed	8/12/2022	ATWOOD	ATWOOD, ROBIN	0.00	39.29

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		080222	REFUND RECOVE	39.29	USD	0.00	39.29
						Document Total:	39.29
						Payment Method Total:	39.29
						Cash Account Total:	39.29

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107617**	**Closed**	**8/12/2022**	**CDWG01**	**CDW GOVERNMENT, INC.**	**0.00**	**3,786.79**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		BL91535	WEBCAM	65.63	USD	0.00	65.63
BILL		BP43563	UAG SURFACEPF	338.20	USD	0.00	338.20
BILL		BP41878	WEBCAMS,HEADS	3,020.10	USD	0.00	3,020.10
BILL		BP43587	MESH WIRED,MO	202.48	USD	0.00	202.48
BILL		BL95755	TRAVEL DOCK, U	94.75	USD	0.00	94.75
BILL		BL91570	WEBCAM	65.63	USD	0.00	65.63
						Document Total:	**3,786.79**
						Payment Method Total:	**3,786.79**
						Cash Account Total:	**3,786.79**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107618**	**Closed**	**8/12/2022**	**CEDA01**	**CEDAR HILL HOMES**	**0.00**	**670.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		008706	REFUND PERMIT	670.00	USD	0.00	670.00
						Document Total:	**670.00**
						Payment Method Total:	**670.00**
						Cash Account Total:	**670.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107619**	**Closed**	**8/12/2022**	**CENT02**	**CENTRAL MICHIGAN DIST HEALTH DEPARTMENT**	**0.00**	**5,255.95**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JUNE 2022	MD EXPENSES F(	5,255.95	USD	0.00	5,255.95
						Document Total:	**5,255.95**
						Payment Method Total:	**5,255.95**
						Cash Account Total:	**5,255.95**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107620**	**Closed**	**8/12/2022**	**CLIN01**	**CLINTON COUNTY ADMINISTRATION/ACCOUNTING**	**0.00**	**1,966.66**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		AC-2022-028	SEPTEMBER DEN	1,966.66	USD	0.00	1,966.66
						Document Total:	**1,966.66**
						Payment Method Total:	**1,966.66**
						Cash Account Total:	**1,966.66**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107621**	**Closed**	**8/12/2022**	**CLIN02**	**CLINTON COUNTY RESA**	**0.00**	**39,811.16**

Doc. Type	Branch	Vendor Ref.	Description		Original Amount	Currency	Discount Taken	Amount Paid
BILL		20220731		FINAL HRA EXPEI	39,811.16	USD	0.00	39,811.16
							Document Total:	**39,811.16**
							Payment Method Total:	**39,811.16**
							Cash Account Total:	**39,811.16**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107622**	**Closed**	**8/12/2022**	**FIRS01**	**FIRST NATIONAL BANK OMAHA**	**0.00**	**4,483.93**

Doc. Type	Branch	Vendor Ref.	Description		Original Amount	Currency	Discount Taken	Amount Paid
BILL		VISA 7/26/22		SWIVEL CHAIR	466.39	USD	0.00	466.39
BILL		VISA 7/21/22		BRIEFCASE	83.41	USD	0.00	83.41
BILL		8712 JULY 2022		UPS, TIGERCONN	407.72	USD	0.00	407.72
BILL		AUG 2022 8712		TIGERCONNECT,	502.18	USD	0.00	502.18
BILL		0609 DOAK JUL 2022		EMPLOYEE WELL	405.00	USD	0.00	405.00
BILL		5477 SMITH JUL 2022		NEW EMPLOYEE	50.29	USD	0.00	50.29
BILL		4875 SELBY JUL 2022		MEMORIAL,CONS	989.19	USD	0.00	989.19
BILL		AUG 2022 4875 SELBY		SURVEYMONKEY	1,269.18	USD	0.00	1,269.18
BILL		V-CC		ROLLING TOTES	310.57	USD	0.00	310.57
							Document Total:	**4,483.93**
							Payment Method Total:	**4,483.93**
							Cash Account Total:	**4,483.93**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107623**	**Closed**	**8/12/2022**	**GLAXO1**	**GLAXO SMITH KLINE**	**0.00**	**2,823.40**

Doc. Type	Branch	Vendor Ref.	Description		Original Amount	Currency	Discount Taken	Amount Paid
BILL		8253751407		SHINGRIX,BOOST	2,823.40	USD	0.00	2,823.40
							Document Total:	**2,823.40**
							Payment Method Total:	**2,823.40**
							Cash Account Total:	**2,823.40**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107624**	**Closed**	**8/12/2022**	**INSP01**	**INSPIRATION STUDIO DESIGNS**	**0.00**	**11,750.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3069	DESIGN WORK	1,750.00	USD	0.00	1,750.00
BILL		3038	ORAL HEALTH M/	10,000.00	USD	0.00	10,000.00
						Document Total:	**11,750.00**
						Payment Method Total:	**11,750.00**
						Cash Account Total:	**11,750.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107625**	**Closed**	**8/12/2022**	**KKZO01**	**KKZO LLC**	**0.00**	**270.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		#2022-Q3	QUARTERLY CD F	270.00	USD	0.00	270.00
						Document Total:	**270.00**
						Payment Method Total:	**270.00**
						Cash Account Total:	**270.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107626**	**Closed**	**8/12/2022**	**MERC01**	**MERCK SHARP & DOHME LLC**	**0.00**	**2,050.75**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		7016263254	MMR VACCINE	873.09	USD	0.00	873.09
BILL		7016262593	HEP A , HEP B AD	1,177.66	USD	0.00	1,177.66
						Document Total:	**2,050.75**
						Payment Method Total:	**2,050.75**
						Cash Account Total:	**2,050.75**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107627**	**Closed**	**8/12/2022**	**MICH06**	**MICHIGAN DEPARTMENT OF AGRICULTURE**	**0.00**	**104.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		791-11016592	JUNE FOOD FEES	104.00	USD	0.00	104.00
						Document Total:	**104.00**
						Payment Method Total:	**104.00**
						Cash Account Total:	**104.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107628**	**Closed**	**8/12/2022**	**MILL01**	**MILLER MARK**	**0.00**	**10,165.51**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3Q2022	CJS PROJECT 3Q	10,165.51	USD	0.00	10,165.51
						Document Total:	**10,165.51**
						Payment Method Total:	**10,165.51**
						Cash Account Total:	**10,165.51**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107629**	**Closed**	**8/12/2022**	**MISD01**	**MiSDU - FRIEND OF COURT**	**0.00**	**83.91**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		08120222	8/12/2022 PAYROI	83.91	USD	0.00	83.91
						Document Total:	**83.91**
						Payment Method Total:	**83.91**
						Cash Account Total:	**83.91**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107630**	**Closed**	**8/12/2022**	**MONT07**	**MONTCALM COUNTY**	**0.00**	**350.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		08092022	LEADERSHIP MOI	350.00	USD	0.00	350.00
						Document Total:	**350.00**
						Payment Method Total:	**350.00**
						Cash Account Total:	**350.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107631**	**Closed**	**8/12/2022**	**NATI05**	**NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS**	**0.00**	**375.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV124382	7/12/2022 FOOD S	375.00	USD	0.00	375.00
						Document Total:	**375.00**
						Payment Method Total:	**375.00**
						Cash Account Total:	**375.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107632**	**Closed**	**8/12/2022**	**PETT01**	**PETTY CASH FUND - ADMINISTRATION**	**0.00**	**57.40**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		07272022	COMMAND STRIP	57.40	USD	0.00	57.40
						Document Total:	**57.40**
						Payment Method Total:	**57.40**
						Cash Account Total:	**57.40**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107633**	**Closed**	**8/12/2022**	**POLY01**	**POLYMEDCO INC**	**0.00**	**204.82**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01261328	POLYMEDCO TES	101.98	USD	0.00	101.98
BILL		01257794	POLYMEDCO TES	102.84	USD	0.00	102.84
						Document Total:	**204.82**
						Payment Method Total:	**204.82**
						Cash Account Total:	**204.82**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107634**	**Closed**	**8/12/2022**	**PREIN01**	**PREIN&NEWHOF**	**0.00**	**3,955.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		101195	JULY WATER LAB	3,955.00	USD	0.00	3,955.00
						Document Total:	**3,955.00**
						Payment Method Total:	**3,955.00**
						Cash Account Total:	**3,955.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107635**	**Closed**	**8/12/2022**	**PUBL01**	**PUBLIC SECTOR CONSULTANTS**	**0.00**	**3,102.50**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV5022	JULY CONSULTIN	3,102.50	USD	0.00	3,102.50
						Document Total:	**3,102.50**
						Payment Method Total:	**3,102.50**
						Cash Account Total:	**3,102.50**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107636**	**Closed**	**8/12/2022**	**RICO01**	**RICOH USA INC**	**0.00**	**951.63**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		5065216495	JULY COPIES	951.63	USD	0.00	951.63
						Document Total:	**951.63**
						Payment Method Total:	**951.63**
						Cash Account Total:	**951.63**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107637**	**Closed**	**8/12/2022**	**SANO01**	**SANOFI PASTEUR INC**	**0.00**	**9,960.38**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		918669033	HEPLISAV VACCI	2,937.13	USD	0.00	2,937.13
BILL		918669034	MENACTRA VACC	2,617.55	USD	0.00	2,617.55
BILL		918632606	HEPLISAV VACIN	4,405.70	USD	0.00	4,405.70
						Document Total:	**9,960.38**
						Payment Method Total:	**9,960.38**
						Cash Account Total:	**9,960.38**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107638**	**Closed**	**8/12/2022**	**STAP01**	**STAPLES**	**0.00**	**331.30**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3510819438	COPY PAPER	331.30	USD	0.00	331.30
						Document Total:	**331.30**
						Payment Method Total:	**331.30**
						Cash Account Total:	**331.30**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107639**	**Closed**	**8/12/2022**	**STAT01**	**STATCOURIER**	**0.00**	**2,201.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1019-2886	JULY COURIER S	2,201.00	USD	0.00	2,201.00
						Document Total:	**2,201.00**
						Payment Method Total:	**2,201.00**
						Cash Account Total:	**2,201.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107640**	**Closed**	**8/12/2022**	**VERI01**	**VERIZON**	**0.00**	**4,531.72**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		9911921981	VERIZON 7/24-8/2	4,531.72	USD	0.00	4,531.72
						Document Total:	**4,531.72**
						Payment Method Total:	**4,531.72**
						Cash Account Total:	**4,531.72**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107641**	**Closed**	**8/12/2022**	**WINN01**	**WINN TELECOM**	**0.00**	**1,040.38**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		08012022	AUGUST PHONES	1,040.38	USD	0.00	1,040.38
						Document Total:	**1,040.38**
						Payment Method Total:	**1,040.38**
						Cash Account Total:	**1,040.38**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107642**	**Closed**	**8/12/2022**	**WOOD01**	**WOOD SARAH**	**0.00**	**75.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		08062022	8/1-8/6/2022 CON	75.00	USD	0.00	75.00
						Document Total:	**75.00**
						Payment Method Total:	**75.00**
						Cash Account Total:	**75.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107643**	**Closed**	**8/12/2022**	**YEOY01**	**YEO & YEO PC CPA**	**0.00**	**1,750.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		559057	INCOME TAX RET	1,750.00	USD	0.00	1,750.00
						Document Total:	**1,750.00**
						Payment Method Total:	**1,750.00**
						Cash Account Total:	**1,750.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107644**	**Closed**	**8/12/2022**	**FERR01**	**FERRIS STATE UNIVERSITY CATERING**	**0.00**	**8,391.60**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		220336	8/23/22 BOX LUN(	5,455.80	USD	0.00	5,455.80
BILL		220335	CONTINENTAL BF	2,935.80	USD	0.00	2,935.80
						Document Total:	**8,391.60**
						Payment Method Total:	**8,391.60**
						Cash Account Total:	**8,391.60**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**107645**	**Closed**	**8/12/2022**	**FERR02**	**FERRIS STATE UNIVERSITY - UNIVERSITY CENTER**	**0.00**	**600.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		43155	8/23/22 SAFETY T	600.00	USD	0.00	600.00
						Document Total:	**600.00**
						Payment Method Total:	**600.00**
						Cash Account Total:	**600.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**EFT0000022**	**Closed**	**8/12/2022**	**DELO01**	**DELONG BRUCE**	**0.00**	**125.00**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		07272022	4Q2022 PER DIEM	125.00	USD	0.00	125.00
						Document Total:	**125.00**
						Payment Method Total:	**125.00**
						Cash Account Total:	**125.00**

CASH AP **CASH ACCOUNT FOR AP**

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	**EFT0000023**	**Closed**	**8/12/2022**	**WASH01**	**WASHINGTON DWIGHT**	**0.00**	**167.50**

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		07272022	JULY PER DIEM &	167.50	USD	0.00	167.50
						Document Total:	**167.50**
						Payment Method Total:	**167.50**
						Cash Account Total:	**167.50**

Doc. Type	Count	Amount Paid (USD)
Check	34	126,032.44
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	**34**	**126,032.44**

REVENUE-EXPENSE
As of July 31, 2022

	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
REVENUE					
ELPHS	957,146.00	79,763.00	987,785.85	-30,639.85	103%
MDHHS GRANTS	4,372,139.00	346,051.00	3,461,730.08	910,408.92	79%
MDHHS FEE FOR SERVICE	65,000.00	0.00	25,576.32	39,423.68	39%
EGLE GRANTS	85,015.00	5,412.00	57,689.50	27,325.50	68%
OTHER GRANTS	834,371.00	15,732.09	769,271.08	65,099.92	92%
VFC SUPPLIES	300,000.00	12,869.83	110,899.73	189,100.27	37%
MEDICAID FULL COST	150,000.00	44,277.00	144,074.30	5,925.70	96%
MEDICAID OUTREACH	107,502.00	0.00	3,558.84	103,943.16	3%
MISC INCOME	353,830.00	2,842.70	971.42	352,858.58	0%
FEES					
ADMINISTRATION	100.00	0.00	-667.05	767.05	-667%
EH ADMIN	2,000.00	198.97	619.74	1,380.26	31%
EH MISC	43,000.00	3,585.00	41,610.42	1,389.58	97%
SEWAGE PROGRAM	185,000.00	19,529.00	180,109.50	4,890.50	97%
WATER PROGRAM	175,000.00	12,693.00	108,023.50	66,976.50	62%
FOOD PROGRAM	315,000.00	2,352.00	230,542.00	84,458.00	73%
BODY ART	1,500.00	0.00	5,276.00	-3,776.00	352%
BEACH MONITORING	0.00	4,950.00	12,477.00	-12,477.00	
COMMUNICABLE DISEASE	2,000.00	200.00	1,110.00	890.00	56%
IMMUNIZATIONS	160,000.00	16,255.97	148,712.78	11,287.22	93%
STD/STI	2,000.00	-136.11	2,446.31	-446.31	122%
HIV	1,100.00	0.00	170.00	930.00	15%
BLOOD LEAD	10,000.00	440.62	735.80	9,264.20	7%
COMMUNITY HEALTH PATHWAYS	100.00	0.00	0.00	100.00	0%
WOMENS HEALTH PROGRAM	5,000.00	230.00	3,105.35	1,894.65	62%
BCCCP	0.00	215.00	-5.60	5.60	
FAMILY PLANNING	110,000.00	3,574.63	43,503.06	66,496.94	40%
VISION	12,000.00	-10.00	13,485.60	-1,485.60	112%
HEARING	12,000.00	0.00	13,544.40	-1,544.40	113%
WIC	1,000.00	0.00	0.00	1,000.00	0%
BREASTFEEDING PROGRAM	1,000.00	0.00	160.74	839.26	16%
CLINICAL VARNISH	9,800.00	720.00	715.00	9,085.00	7%
CHED ADMINISTRATION	100.00	0.00	0.00	100.00	0%
CHED MISC	1,100.00	0.00	0.00	1,100.00	0%
SPACE	311,800.00	0.00	190,080.18	121,719.82	61%
APPROPRIATIONS	1,135,978.00	94,623.17	943,253.45	192,724.55	83%
TOTAL REVENUE	9,721,581.00	666,368.87	7,500,565.30	2,221,015.70	77%

REVENUE-EXPENSE
As of July 31, 2022

	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
EXPENSE					
SALARIES	4,399,598.00	314,505.65	3,515,035.49	884,562.51	80%
FICA	336,504.00	23,603.41	256,840.12	79,663.88	76%
HEALTH INSURANCE	895,098.00	94,596.86	669,105.39	225,992.61	75%
DENTAL INSURANCE	58,193.00	5,872.59	41,080.02	17,112.98	71%
RETIREMENT	1,219,043.00	59,535.86	786,207.14	432,835.86	64%
OTHER BENEFITS	50,195.00	1,603.94	19,831.22	30,363.78	40%
OFFICE SUPPLIES	103,550.00	17,488.99	128,308.77	-24,758.77	124%
COMPUTER SUPPLIES	68,000.00	21,852.07	114,229.80	-46,229.80	168%
MEDICAL SUPPLIES	68,400.00	733.79	74,364.79	-5,964.79	109%
BIOLOGICS	71,000.00	7,641.89	55,406.12	15,593.88	78%
VFC	300,000.00	12,870.01	110,899.72	189,100.28	37%
MISC SUPPLIES	0.00	2,679.29	2,679.29	-2,679.29	
CAPITAL EXPENSE	270,000.00	0.00	220,073.83	49,926.17	82%
SOFTWARE PURCHASES	0.00	0.00	1,534.10	-1,534.10	
CONTRACTUAL	1,065,400.00	190,486.45	1,101,324.31	-35,924.31	103%
LABS	2,200.00	154.12	2,506.74	-306.74	114%
COMMUNICATIONS	84,400.00	13,769.98	74,051.56	10,348.44	88%
TRAVEL/TRAINING	163,900.00	10,286.73	100,053.07	63,846.93	61%
MEMBERSHIPS	30,300.00	2,783.92	21,842.83	8,457.17	72%
ADVERTISING	50,200.00	3,699.82	13,559.01	36,640.99	27%
LIABILITY INSURANCE	47,000.00	5,207.50	41,710.50	5,289.50	89%
LEASE & MAINTENANCE	114,000.00	365.08	149,639.42	-35,639.42	131%
RENT	4,000.00	300.00	22,877.17	-18,877.17	572%
SPACE	310,800.00	0.00	190,080.18	120,719.82	61%
MISC EXPENSE	9,000.00	148.78	13,974.08	-4,974.08	155%
TOTAL EXPENSE	9,720,781.00	790,186.73	7,727,214.67	1,993,566.33	79%
Net Income (Loss)	800.00	-123,817.86	-226,649.37	227,449.37	-28,331%

	2022	2021	Variance	%
Assets				
Cash & Cash Equivalents	2,986,334.40	3,834,145.32	(847,810.92)	-28.39%
Account Receivable	19,493.65	12,520.21	6,973.44	35.77%
Other Receivables	371,833.83	214,728.91	157,104.92	42.25%
Prepaid Expenses	63,518.50	60,916.96	2,601.54	4.1%
VFC Inventory	59,687.00	55,837.16	3,849.84	6.45%
Total Assets	3,500,867.38	4,178,148.56	(677,281.18)	-19.35%
Liabilities				
Employee Deductions	55,189.44	155,881.52	(100,692.08)	-182.45%
Accounts Payable	253,524.05	5,278.50	248,245.55	97.92%
Due to Others	330,033.66	1,036,390.56	(706,356.90)	-214.03%
VFC Inventory	59,687.00	55,837.17	3,849.83	6.45%
Trust Funds	17,987.17	17,986.86	0.31	%
Deferred Revenues	0.00	0.00		
Other Long-term Liabs	222,233.00	50,433.00	171,800.00	77.31%
FUND BALANCE RESTRICTED DENTAL	97,232.45	100,409.02	(3,176.57)	-3.27%
FUND BALANCE END OF YEAR	(224,243.90)	222,693.65	(446,937.55)	199.31%
FUND BALANCE	600,831.72	365,478.71	235,353.01	39.17%
FUND BALANCE - TECHNICAL/EQUIP	489,494.46	489,494.46		
FUND BALANCE-FACILITY DEV.	224,580.00	124,580.00	100,000.00	44.53%
FUND BALANCE-SELF INS BONDS	13,949.72	13,949.72		
FUND BALANCE-FUTURE RETIREMENT	516,099.58	323,830.00	192,269.58	37.25%
FUND BALANCE-COMPENSATED LEAVE	373,329.40	285,988.76	87,340.64	23.4%
FUND BALANCE-UNEMPLOYMENT	55,000.00	55,000.00		
FUND BALANCE - TRAINING	35,000.00	35,000.00		
FUND BALANCE - BRFS	11,522.00	11,522.00		
FUND BALANCE-HEALTH INSURANCE	160,000.00	160,000.00		
FUND BALANCE-POTENTIAL CLAIMS	168,289.00	168,289.00		
FUND BALANCE CHW	200,000.00	300,000.00	(100,000.00)	-50%
FUND BALANCE OPEB	67,778.00	57,778.00	10,000.00	14.75%
Net Income / (Loss)	(226,649.37)	142,327.63	(368,977.00)	162.8%
Total Liabilities	3,500,867.38	4,178,148.56	(677,281.18)	-19.35%
Difference	0.00	0.00	0.00	

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

CLINTON OFFICE	GRATIOT OFFICE	MONTCALM OFFICE
1307 E. Townsend Rd. Saint Johns, MI 48879-9036 (989) 224-2195	151 Commerce Dr. Ithaca, MI 48847-1627 (989) 875-3681	615 N. State St. Stanton, MI 48888-9702 (989) 831-5237

BOARD OF HEALTH:	Bruce DeLong	George Bailey	Michael R. Beach
	Dwight Washington, Ph.D.	Chuck Murphy	Adam Petersen

August 18, 2022

ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Purchase of IT Contractual Services

☐ **Information Only** ☒ **Action Needed**

. Authority For This Action:

☒ Local Policy

☐ Law or Rule Public Health Code, Act 368 of 1978, MCL 333.2417

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

Mid-Michigan District Health Department has been operating the IT department understaffed with two staff members for many years. Last year, MMDHD was able to hire a third staff member to replace a staff member intending to retire. Unfortunately, that individual has resigned, leaving MMDHD with only one staff member to support all the IT services at MMDHD. This situation is not viable as a long-term solution. The present situation has allowed for MMDHD to investigate the opportunity to contract out some of the IT services to reduce the burden on current staff members. Below are the identified gaps:

1. The technical nature of the IT positions makes them difficult to fill and does not reduce the impact of turnover or staffing constraints such as illnesses, vacations, or personal leave.
2. MMDHD IT currently maintains a host of 3rd party systems, equipment, cloud-based software, certificates, patches, and licenses. The wide array of services needed can exceed staff capacity. This has resulted in projects not being fully implemented or simply no time to research better ways to utilize the systems we have in place.
3. IT staff are not able to work on long term planning such as budgeting, equipment upgrades, policy development, or training for staff as the day-to-day issues consume most of their time.
4. MMDHD finds it difficult to maintain a successful remote access help desk. Resulting in delays in fixes and frustration among staff members.

II. 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.)

Contracting out some IT services will allow MMDHD to have a comprehensive staffing solution. The contract will include vendor management, unlimited field response, unlimited help desk support, dedicated technical alignment manager and a virtual chief information officer to assist with recommendations and the development of a budget and 5-year plan, assistance with future projects, and comprehensive cyber security screenings and trainings. Although this solution will not eliminate costs associated with equipment upgrades, licensing, or other various projects, overall, it is felt this solution will

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LIZ BRADDOCK, RS, MS
Health Officer
JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

provide a more robust service for staff, alleviate staffing issues, assist in reducing the workload on existing IT staff member, provide long term guidance regarding upgrades, budgeting, and project design and implementation.

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

After gathering multiple quotes, MMDHD is recommending signing a contract with I.T. Right at a cost of $120,200.00 for the first year and $115,200.00 for the subsequent two years after. At the expiration of the initial 3-year period, and each year thereafter, the rate will be adjusted by the greater of 4% or the consumer price index.

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

MMDHD reached out to five different companies to inquire about the type of services and the respective cost. Below are the details:

a. Rehmann Technology Solutions- will provide many of the same services (24x7x365 tech support, Virtual CIO, Service Alignment Engineer, technology and proactive maintenance, asset tracking, and business intelligence and reporting) for a cost of $129,168 per year. This does not include onsite support ($147/hr), travel ($100 flat fee), or new/additional projects. Each year after, the rate will be adjusted by 3%.

b. IT Resources- will provide many of the same services (M-Sat 7am-6pm tech support, 24x7 for emergencies, virtual CIO, proactive maintenance, vendor management, business reporting, and security) for a cost of $138,468.00 per year (2-year contract) with a one-time onboarding fee of $9,750.00. This does not include onsite support (hours purchased in blocks), travel time ($90/hr), or new/additional projects or staff/equipment.

c. TeamLogic IT- will provide some of the same services such as 24x7 help desk with remote support, desktop monitoring, maintenance and security software, server monitoring, and technology business reviews. It does not include a virtual CIO, a technical alignment manager, assistance with recommendations or the development of a budget, or onsite support ($125/hr). The cost for this service is $85,020. Due to the diminished number of services, it is not recommended to use this service.

d. Splice- quote not submitted at time of report. Hard copy is available.

Additionally, MMDHD considered hiring for the two vacant IT positions. The positions were posted and MMDHD received a few applications that were considered qualified. Due to the technical nature of the positions, it is difficult to find qualified candidates and offer competitive wages without having to do extensive training. Furthermore, the estimated cost of hiring two IT positions is $166,842.24

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

MMDHD recommends the Board of Health authorize the agency to sign a three-year contract with I.T. Right at a cost of $120,200.00 for the first year and $115,200.00 for the subsequent two years after for IT contractual services.

VI. Monitoring and Reporting Timeline:
(Evaluation method and timeline. Next report to the Board.)

MMDHD will update the BOH on the status of implementation.

August 24, 2022

ADMINISTRATOR: Sara Doak Director of Community Health and Education Division Director
SUBJECT: Purchase of three refrigeration units and one freezer

☐ **Information Only** ☒ **Action Needed**

I. Authority for This Action:
- ☒ Local Policy 703.044 A Proper Storage and Handling of Vaccine; CDC Vaccine Storage and Handling Toolkit
- ☐ Law or Rule __

II. Summary:
Vaccine storage and handling is a top priority for the agency. Proper storage and handling of vaccine ensures vaccine doses are not compromised, which can lead to costly revaccination efforts or replacing of lost vaccine. Proper storage and handling efforts lead to maintaining patient confidence in our practice. The current storage units in each office are nearing a decade of use, and the additional vaccine types added to inventory (COVID vaccine, MPV vaccine etc) may cause overcrowding.

III. Strategic Objective, Health Issue, or other Need Addressed:
Additional storage units in each office will provide the needed space to properly hold the large amount of vaccines currently available as well as allow 'back-up' space in the event a storage unit fails.

IV. Fiscal Impact and Cost:
A quote from Follett includes a refrigeration unit for each office (3 units) that includes freight, uncrating, assembly, and placement of the unit to each building, totaling $19,052.73.

A quote from K2 Scientific includes one freezer unit for Clinton Branch Office, including freight and inside delivery totaling $1,302.50. Currently Montcalm and Gratiot Branch Offices have a 2nd unit as a backup, and only one unit is needed.

V. Alternatives Considered:
If a unit were to fail, we'd have to seek off-site storage at local hospitals. This would take additional staff time and travel to retrieve vaccines for clinic use and cause barriers to serve walk-in clients.

VI. Recommendation:
I recommend the purchase of three refrigeration units from Follett at a cost of $19,052.73 as proposed to be paid for with available funding for COVID vaccines, additionally I recommend purchasing one freezer unit for the Clinton Office, from K2 Scientific totaling $1,302.50.

VII. Monitoring and Reporting Timeline:
Monitoring of the agency's fiscal resources will continue

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LIZ BRADDOCK, RS, MS
Health Officer
JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

Quote

06/10/2022

To:
MIDMICHIGAN DIST HLTH DEPT
Ruby Saurez
615 N State St.
Stanton, MI 48888
989-831-3628 (Contact)

Project:
MMDH0005
615 N State St
Stanton, MI 48888

From:
Follett Products, LLC (Middleby)
Pam Molitor
HealthSoft RF, LLC
Canton, MI 48187
610-252-7301
(734) 751-1797 (Contact)

Quote Number:
MMDH0005

Item	Qty	Description	Sell	Sell Total
2	1 ea	**MEDICAL REFRIGERATOR** Follett Healthcare Model No. REF25-PH-R0000G Medical-grade upright pharmacy refrigerator, single door, 24.6 cu ft capacity, with LCD touchscreen user interface, right-hinged glass door with ADA-compliant full length locking handle, stainless steel construction on interior/exterior, integral data and event logging, user-programmable temperature display and integral alarming functions, top temperature probe and 16 oz bottle of glycerine, heavy-duty dual casters, 6 roll-out baskets. Voltage: 115/60.	$5,130.91	$5,130.91
	1 ea	2 year parts & labor, 5 year compressor parts only, standard		
			ITEM TOTAL:	**$5,130.91**
3	1 ea	**FREIGHT WHITE GLOVE** Custom Model No. FREIGHT WHITE GLOVE Transportation to the address above with onsite services by the contracted installation service provider. White glove freight includes the following services: delivery appointment, delivery with lift gate truck, uncrating of equipment, inside delivery to point of use, setting the unit in place, installation of casters or levelling legs, and removal of all debris. No additional services will be provided.	$1,350.00	$1,350.00
			ITEM TOTAL:	**$1,350.00**
		Total		$6,480.91

Vizient Contract CE3341 pricing expires on 3/31/24.
Vizient Contract CE2851 pricing expires on 3/31/24.
Non-contract pricing expires 60 days after the date of quotation.
After that date, please contact your sales representative.
Specifications subject to change without notice

When submitting your purchase order, please include this quote and note the quotation number on your purchase order.

Quote

06/10/2022

To:
MIDMICHIGAN DIST HLTH DEPT
Ruby Saurez
615 N State St.
Stanton, MI 48888
989-831-3628 (Contact)

Project:
MMDH0006
151 Commerce Dr
Ithaca, MI 48847

From:
Follett Products, LLC (Middleby)
Pam Molitor
HealthSoft RF, LLC
Canton, MI 48187
610-252-7301
(734) 751-1797 (Contact)

Quote Number:
MMDH0006

Item	Qty	Description	Sell	Sell Total
2	1 ea	**MEDICAL REFRIGERATOR** Follett Healthcare Model No. REF25-PH-R0000G Medical-grade upright pharmacy refrigerator, single door, 24.6 cu ft capacity, with LCD touchscreen user interface, right-hinged glass door with ADA-compliant full length locking handle, stainless steel construction on interior/exterior, integral data and event logging, user-programmable temperature display and integral alarming functions, top temperature probe and 16 oz bottle of glycerine, heavy-duty dual casters, 6 roll-out baskets. Voltage: 115/60.	$5,130.91	$5,130.91
	1 ea	2 year parts & labor, 5 year compressor parts only, standard		
			ITEM TOTAL:	**$5,130.91**
3	1 ea	**FREIGHT WHITE GLOVE** Custom Model No. FREIGHT WHITE GLOVE Transportation to the address above with onsite services by the contracted installation service provider. White glove freight includes the following services: delivery appointment, delivery with lift gate truck, uncrating of equipment, inside delivery to point of use, setting the unit in place, installation of casters or levelling legs, and removal of all debris. No additional services will be provided.	$1,210.00	$1,210.00
			ITEM TOTAL:	**$1,210.00**
			Total	$6,340.91

Vizient Contract CE3341 pricing expires on 3/31/24.
Vizient Contract CE2851 pricing expires on 3/31/24.
Non-contract pricing expires 60 days after the date of quotation.
After that date, please contact your sales representative.
Specifications subject to change without notice

When submitting your purchase order, please include this quote and note the quotation number on your purchase order.

Quote

06/10/2022

To:
MIDMICHIGAN DIST HLTH DEPT
Ruby Saurez
615 N State St.
Stanton, MI 48888
989-831-3628 (Contact)

Project:
MMDH0007
1307 E Townsend Rd
St. Johns, MI 48879

From:
Follett Products, LLC (Middleby)
Pam Molitor
HealthSoft RF, LLC
Canton, MI 48187
610-252-7301
(734) 751-1797 (Contact)

Quote Number:
MMDH0007

Item	Qty	Description	Sell	Sell Total
2	1 ea	**MEDICAL REFRIGERATOR** Follett Healthcare Model No. REF25-PH-R0000G Medical-grade upright pharmacy refrigerator, single door, 24.6 cu ft capacity, with LCD touchscreen user interface, right-hinged glass door with ADA-compliant full length locking handle, stainless steel construction on interior/exterior, integral data and event logging, user-programmable temperature display and integral alarming functions, top temperature probe and 16 oz bottle of glycerine, heavy-duty dual casters, 6 roll-out baskets. Voltage: 115/60.	$5,130.91	$5,130.91
	1 ea	2 year parts & labor, 5 year compressor parts only, standard		
			ITEM TOTAL:	**$5,130.91**
3	1 ea	**FREIGHT WHITE GLOVE** Custom Model No. FREIGHT WHITE GLOVE Transportation to the address above with onsite services by the contracted installation service provider. White glove freight includes the following services: delivery appointment, delivery with lift gate truck, uncrating of equipment, inside delivery to point of use, setting the unit in place, installation of casters or levelling legs, and removal of all debris. No additional services will be provided.	$1,100.00	$1,100.00
			ITEM TOTAL:	**$1,100.00**
			Total	$6,230.91

Vizient Contract CE3341 pricing expires on 3/31/24.
Vizient Contract CE2851 pricing expires on 3/31/24.
Non-contract pricing expires 60 days after the date of quotation.
After that date, please contact your sales representative.
Specifications subject to change without notice

When submitting your purchase order, please include this quote and note the quotation number on your purchase order.

Quote #QN264800

Thank you for the opportunity to Quote this for you. Please let us know if you have any questions by replying to this email. This quote was created by **Lainey Wyman** on June 22nd 2022.

Dena Kent
1307 E Townsend Rd
St. Johns , Michigan 48879

Notes: Liftgate + inside delivery: $272

Tax will be applied at the time of purchase, if applicable.

4 CU. FT. LABORATORY UNDERCOUNTER BUILT-IN OR FREESTANDING SOLID DOOR FREEZER **Notes:** In stock	$ 1,145.00	x 1	~~$ 1,145.00~~ **$ -114.50** $ 1,030.50

Subtotal	$ 1,145.00
Discount	$ -114.50
Shipping	$ 272.00
Total	**$ 1,302.50**

Proceed To Checkout

About this Quote/Questions?

- Pre-sale lists and stock change daily. All orders are filled in the order received. Price is subject to change until the purchase is complete via PO or credit card.
- Full inspection is required at the time of delivery. Please see our warranty requirements here. Please refuse any shipment that has shipping damage at the time of delivery to ensure your replacement arrives in a timely manner and that you don't have to worry about repackaging the unit for return. Be sure to inform the receiving party of these details to ensure proper receipt.
- Operational manuals are available on the resources page of our website. Call 800-218-7613 ext. 1013 or email Lainey@k2sci.com for questions or service.

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

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	Michael R. Beach
	Dwight Washington, Ph.D.	Chuck Murphy	Adam Petersen

August 18, 2022

ADMINISTRATOR: Sarah Doak, Director of Community Health and Education Division

SUBJECT: New Hearing & Vision Technician 0.6 FTE

☐ **Information Only** ☒ **Action Needed**

. Authority For This Action:

☒ Local Policy

☐ Law or Rule

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

Mid-Michigan District Health Department currently employs three (3) Hearing & Vision Technicians that conduct mandatory screenings for hearing and vison for school aged children. The work is completed during the school year only and limited to school hours. Current caseloads are increasing, and a recent State review of our program noted that technicians are screening more children than recommended. In response, our approved budget for FY 2022-23 includes a new 0.6 FTE Hearing and Vison Technician position based in Montcalm County. MMDHD is proposing to hire for the position immediately so the new hire can attend the comprehensive trainings over a two-week period beginning September 19th to Sept 30th.

II. 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.)

If we hire for the position prior to October 1st, the new hire will be able to attend the mandatory comprehensive training that will be available in our area in September and will be able to start screening in October.

III. Fiscal Impact and Cost:
(Immediate, ongoing, and future impact.)
The program is reimbursed through Medicaid. Hiring for the position ahead of October 1, 2022 will have a minimal cost.

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

MMDHD will wait to post and hire a new Hearing and Vison Technician until October 1st as approved in the budget. Required training for the new position will occur when available in our region rather than in September.

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

MMDHD recommends the Board of Health authorize the agency to immediately hire a 0.6 FTE Hearing and Vision Technician.

VI. Monitoring and Reporting Timeline:
(Evaluation method and timeline. Next report to the Board.)
New hire will be included in the monthly staffing update to the Board.

Agreements Signed 7/21 – 8/18/22

Date Signed	Organization	Purpose	Amount	Signed By
7/27/22	Eaton RESA	Agreement with Eaton Regional Educational Service Agency to provide services listed in the Drug Free Communities Grant for FY 22/23.	$10,526	Liz Braddock
8/1/22	Friedland Industries	Agreement for the shredding and destruction of confidential documents at all three offices during the term October 1, 2022 through September 30, 2025	Cost Varies	Melissa Selby
8/1/22	Rehmann Technology Solutions, LLC	Business Associate Agreement	N/A	Liz Braddock
8/3/22	EightCAP, Inc.	Maternal Infant Health Program Agreement with EightCAP, Inc. to provide maternal support home visits to participants enrolled in Early Head Start who reside in Gratiot and Clinton Counties	$50 per hr., plus mileage	Sarah Doak
8/3/22	CDW Government LLC	Statement of work with CDW Government LLC for small installation projects and/or scheduled maintenance for FY 22/23	$10,000	Liz Braddock
8/3/22	Montcalm County Intermediate School District (MAISD)	Agreement with MAISD for school-based Health Resource Advocate Positions for FY 22/23	$224,000	Liz Braddock
8/4/22	Clinton County Regional Educational Service Agency	Agreement with CCRESA for school-based Health Resource Advocate Positions for FY	$224,000	Liz Braddock

Date Signed	Organization	Purpose	Amount	Signed By
	(CCRESA)	22/23		
8/10/22	Sparrow Clinton Hospital-Saint Johns	Emergency Vaccine Storage Agreement for emergency vaccine storage in the event of power failure or other emergency/disaster situation	N/A	Sarah Doak

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

BOARD OF HEALTH

ACTION ITEMS

JULY 2022

- The Board of Health (BOH) approved the FY 22/23 Budget and Budget Narrative as revised and requested that the appropriation amounts be forwarded to County Administrators.

- The BOH approved agency fees for FY 22/23 as revised.

- The BOH authorized the purchase of dataloggers for cloud-based monitoring and alarming for the Accsense monitoring system as proposed.

- The Municipal Employees Retirement System (MERS) 2021 Actuarial Valuation Report was accepted and placed on file by the BOH.

- The BOH adopted the following Monthly Healthy Living Recommendation for August 2022:

    1. *Take steps to avoid tick bites.*
    2. *Check for ticks regularly and remove ticks properly.*
    3. *Go to www.michigan.gov/emergingdiseases for information on submitting ticks for ID, submitting photos of ticks for ID, tickborne illnesses, and other insect and animal-linked illnesses.*

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

STAFFING REPORT – AUGUST 2022

Administration/Administrative Services Division

STATUS	POSITION	BRANCH OFFICE
VACANCY	FT Health Educator I, Main Office effective May 25, 2022	Main
VACANCY	FT Information Technology (IT) Specialist, Clinton Branch Office effective July 25, 2022	Clinton
SEPARATION OF EMPLOYMENT	Leslie Kinnee, FT Public Information Officer, Main Office effective August 12, 2022	Main
VACANCY	FT Public Information Officer, base to be determined effective August 15, 2022	To be determined
TRANSFER	Krishna Santana, FT P.H. Representative, Montcalm Branch Office in Environmental Health to FT Executive Administrative Assistant in Administrative Services, Main Office effective August 15, 2022	Main
NEW HIRE	Tyler Wigent, FT Health Educator I, Main Office effective August 15, 2022	Main Office
VACANCY	FT Information Technology (IT) Coordinator, Gratiot Branch Office effective September 19, 2022	Gratiot

Community Health and Education Division

STATUS	POSITION	BRANCH OFFICE
VACANCY ON HOLD	FT P.H. Nurse I/II (Covid), Gratiot Branch Office effective March 14, 2022	Gratiot
RECALL	Stacey Peterman, PT (0.7 FTE) Hearing/Vision Technician, Montcalm Branch Office effective August 22, 2022	Montcalm
RECALL	Jeannette Sternhagen, PT (0.7 FTE) Hearing/Vision Technician, Gratiot Branch Office effective August 22, 2022	Gratiot
RECALL	Mary Wallen, PT (0.7 FTE) Hearing/Vision Technician, Clinton Branch Office effective August 22, 2022	Clinton

Environmental Health Division

STATUS	POSITION	BRANCH OFFICE
VACANCY	FT P.H. Representative, Montcalm Branch Office effective August 15, 2022	Montcalm