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

Mid-Michigan District Health Department (MMDHD)
 BOARD OF HEALTH
 FINANCE COMMITTEE MEETING
 Montcalm Office, Stanton

Wednesday, July 27, 2022, 8:30 a.m.

MINUTES

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

Members Present: George Bailey (Chair), Bruce DeLong, and Adam Petersen

Members Absent: None

Other Board

Members Present: Michael Beach and Chuck Murphy (*arrived at 8:39 a.m.*)

Staff Present: Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; Cynthia M. Partlo, Board Secretary; and Sarah Doak, Director of Community Health and Education

Staff Absent: Lonnie Smith, Environmental Health (EH) Director

Guests: Hailey Brewer, Administrative Services Supervisor; Krishna Santana, Public Health Representative (PHR)

G. Bailey called the Finance Committee Meeting of the Mid-Michigan District Board of Health (BOH) to order at 8:39 a.m., on Wednesday, July 27, 2022, at the Montcalm Office of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

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

Motion made by A. Petersen to recommend the BOH approve and pay the MMDHD's Expenses for June 3 through July 15, 2022, totaling \$985,449.77. Motion seconded by B. DeLong. Motion carried.

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

Motion made by B. DeLong and seconded by A. Petersen to recommend the BOH accept and place on file the Balance Sheet, Revenue and Expenditure Report for June 2022. Motion carried.

C. FY 22/23 Proposed Draft Budget and Narrative

M. Selby indicated that the changes discussed at the Special Finance Committee Meeting were made as requested. She indicated that upon approval, she would send the request to County Commissioners.

Motion made by B. DeLong and seconded by A. Petersen to recommend the BOH approve the FY 22/23 Budget and Budget Narrative as proposed 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 commented that the revised changes produced exceptionally clean fee schedules.

Motion made by A. Petersen and seconded by B. DeLong to recommend the BOH approve agency fees for FY 22/23 as revised. Motion carried.

E. Accense Monitoring System Proposal

L. Braddock explained that as requested, the topic was brought before the Finance Committee again to ensure that all Finance Committee and BOH members were apprised of the proposal and Finance Committee's actions due to a tight deadline.

Motion made by B. DeLong and seconded by A. Petersen to recommend the BOH 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 mentioned that with the agency's contributions, the percentage funded increased to 81% as reflected in the MERS 2021 Actuarial Valuation Report. She noted that additional contributions to MERS were included in the FY 22/23 Budget.

Motion made by B. DeLong and seconded by A. Petersen to recommend the BOH accept and place the MERS 2021 Actuarial Valuation Report on file. Motion carried.

G. Information Technology (IT) Staffing

M. Selby mentioned that the agency currently has three IT staff. One staff retires September 2, 2022, and another one resigned. She said that the agency was considering contracting the services out by obtaining three quotes. She mentioned that one quote was \$125,000 per year, which was less than filling the two positions. L. Braddock said that she also asked Gratiot County and Montcalm County regarding their IT services. She stated that both were pleased with their contractors. She summarized that she wanted to inform the BOH that this was an avenue that they were exploring and requested feedback. G. Bailey asked if Gratiot County's IT department could support health department IT functions. M. Selby replied that she felt that the health department's IT needs district-wide would be too much for their contractors. The Finance Committee advised staff to explore all options available.

There being no further business to come before the Finance Committee, the meeting adjourned at 9:00 a.m.

Respectfully Submitted,



Cynthia M. Partlo, Board Secretary for
George Bailey, Finance Committee Chair
Mid-Michigan District Board of Health