



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	Phil Kohn
	David Pohl	Timothy Gay	Adam Petersen

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

Wednesday, February 22, 2023
8:30 a.m.

AGENDA

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

COMMITTEE MEMBERS: Bruce DeLong and Adam Petersen

ABSENT: George Bailey (Chairperson)

STAFF: Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; Lonnie Smith, Director of Environmental Health Services (EH), Krishna Santana, Board Secretary; Hailey Brewer Administrative Services Supervisor

STAFF ABSENT:

- A. MMDHD's Expenses for January 14 through February 10, 2023 – **Included.**
- B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for January 2023 – **Included.**
- C. Purchas of a Policy Management Platform – **Included.**
- D. Purchase of Cabling for Wireless Access Points – **Included.**
- E.

BOARD OF HEALTH:	Bruce DeLong	George Bailey	Phil Kohn
	David Pohl	Timothy Gay	Adam Petersen

Board of Health Finance Committee Synopsis of Actions Needed
February 22, 2023 Regular Meeting

Item A.	EXPENSES FOR JANUARY 14 THROUGH FEBRUARY 1, 2023
Motion to recommend payment of the Mid-Michigan District Health Department's Expenses for January 14, through February 10, 2023, totaling \$598,982.55	
Item B.	BALANCE SHEET, REVENUE AND EXPENDITURE REPORT FOR JANUARY 2023
Motion to recommend the approval of the Balance Sheet, Revenue and Expenditure Report for January 2023 on file.	
Item C.	PURCHASE OF POLICY MANAGEMENT PLATFORM
Motion to recommend MMDHD to purchase PowerDMS at an initial cost of \$11,000.00 and an annually recurring cost of \$9,425.00 using the 2023 Public Health Capacity-Building Mini-Grant Program award of \$10,000.00 and unallocated funds received for the non-community water supply program.	
Item D.	PURCHASE OF CABLING FOR WIRELESS ACCESS POINTS
Motion to recommend approving Challenger2 to install cabling and access points at the cost of \$10,275.00 which will come from the budgeted computer supplies line item.	

**MONTHLY EXPENSES FOR
January 14, 2023 - February 10, 2023**

<i>EV 1997</i>	<i>1/27/2023</i>	\$	<i>310,862.13</i>
<i>EV A1998</i>	<i>2/3/2023</i>	\$	<i>7,000.00</i>
<i>EV 1998</i>	<i>2/10/2023</i>	\$	<u><i>281,120.42</i></u>
TOTAL		\$	598,982.55


Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Expense Voucher # A1998

2/3/2023

Payables

EFT Payment	UIA for B Morales	\$	7,000.00
TOTAL		\$	<u>7,000.00</u>



Expense Voucher # 1997

1/27/2023

Payables

107981 - 108016 Acumatica Checks & ACH \$ 140,193.62

Payroll

Ameriprise NBS	\$	100.00
MERS 457	\$	1,507.00
MERS Defined Benefit - Employee	\$	4,477.30
Nationwide	\$	2,180.00
EFT Payroll Tax		
Federal	\$	35,752.31
State	\$	5,679.47
Direct Deposit Payroll	\$	113,560.41
Direct Deposit HSA	\$	7,260.52

Fees

Huntington e-Banking fee	Dec-22	\$	354.07
Correct e-Banking fees	Sep-22	\$	(179.88)
Huntington Bank Interest	Dec-22	\$	(22.69)

TOTAL

\$ 310,862.13

AP Payment Register

Company/Branch:

Date From: 1/27/2023

Date To: 1/27/2023

Date: 1/25/2023 12:36 PM

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	107981	Closed	1/27/2023	ALPH01	ALPHA FAMILY CENTER	0.00	500.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01182023	DEC8, JAN12, JAN	300.00	USD	0.00	300.00
BILL		01182023-1	FEB9, FEB23 CLIN	200.00	USD	0.00	200.00
Document Total:							500.00
Payment Method Total:							500.00
Cash Account Total:							500.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107982	Closed	1/27/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	408.22

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1LLF-RH99-4XJH	BLUETOOTH HEA	29.99	USD	0.00	29.99
BILL		16PM-C7NP-6VYC	SILICONE BREAS	67.77	USD	0.00	67.77
BILL		1FXV-DMCR-MGTF	PRIZE WHEEL,FO	163.75	USD	0.00	163.75
BILL		11V1-HXVK-14HH	DESKTOP ORGAN	115.36	USD	0.00	115.36
BILL		19VX-J1NW-DNW4	WOOD BLOCKS	31.35	USD	0.00	31.35
Document Total:							408.22
Payment Method Total:							408.22
Cash Account Total:							408.22

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107983	Closed	1/27/2023	BROM01	BROMBERG & ASSOCIATES	0.00	48.55

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20893	DECEMBER TRAN	48.55	USD	0.00	48.55
Document Total:							48.55
Payment Method Total:							48.55
Cash Account Total:							48.55

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107984	Closed	1/27/2023	BUSI01	BUSINESS MANAGEMENT DAILY	0.00	159.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		REN2R02	1 YR PAYROLL AL	159.00	USD	0.00	159.00
Document Total:							159.00
Payment Method Total:							159.00
Cash Account Total:							159.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107985	Closed	1/27/2023	CAPI01	CAPITAL AREA UNITED WAY	0.00	32.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JAN 2023	JANUARY 2023 EI	32.00	USD	0.00	32.00
						Document Total:	32.00
						Payment Method Total:	32.00
						Cash Account Total:	32.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107986	Closed	1/27/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	3,359.69
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		FW70703	1 YEAR ELECTRC	1,753.04	USD	0.00	1,753.04
BILL		GB58633	3 THERMAL LABE	1,606.65	USD	0.00	1,606.65
						Document Total:	3,359.69
						Payment Method Total:	3,359.69
						Cash Account Total:	3,359.69

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107987	Closed	1/27/2023	CENT02	CENTRAL MICHIGAN DIST HEALTH DEPARTMENT	0.00	7,828.25
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		DEC2022	MD FOR DECEMB	7,828.25	USD	0.00	7,828.25
						Document Total:	7,828.25
						Payment Method Total:	7,828.25
						Cash Account Total:	7,828.25

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107988	Closed	1/27/2023	CLIN01	CLINTON COUNTY ADMINISTRATION/ACCOUNTING	0.00	1,966.67
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		AC-2023-002	FEBRUARY 2023 I	1,966.67	USD	0.00	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	107989	Closed	1/27/2023	COVE01	COVENANT MEDICAL CENTER	0.00	42.84
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		21948938	DECEMBER LABS	42.84	USD	0.00	42.84
						Document Total:	42.84
						Payment Method Total:	42.84
						Cash Account Total:	42.84

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107990	Closed	1/27/2023	EART01	EARTEK SERVICES	0.00	19.80
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		5035	TITMUS POWER C	19.80	USD	0.00	19.80
						Document Total:	19.80
						Payment Method Total:	19.80
						Cash Account Total:	19.80

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107991	Closed	1/27/2023	EAT001	EATON RESA	0.00	2,064.55
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		007992	NOV-DEC 2022 CC	2,064.55	USD	0.00	2,064.55
						Document Total:	2,064.55
						Payment Method Total:	2,064.55
						Cash Account Total:	2,064.55

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107992	Closed	1/27/2023	GLAXO1	GLAXO SMITH KLINE	0.00	2,982.34
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		8253929161	VACCINE BOOSTI	2,982.34	USD	0.00	2,982.34
						Document Total:	2,982.34
						Payment Method Total:	2,982.34
						Cash Account Total:	2,982.34

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107993	Closed	1/27/2023	GRAT07	GRATIOT ISABELLA RESD	0.00	90,073.88
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		11208	OCT-DEC 2022 HF	90,073.88	USD	0.00	90,073.88
						Document Total:	90,073.88
						Payment Method Total:	90,073.88
						Cash Account Total:	90,073.88

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107994	Closed	1/27/2023	HAZEL01	HAZEL I FINDLAY	0.00	40.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01052023	MEMORIAL FOR L	40.00	USD	0.00	40.00
						Document Total:	40.00
						Payment Method Total:	40.00
						Cash Account Total:	40.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107995	Closed	1/27/2023	HEDG01	HEDGEROW SOFTWARE LTD.	0.00	15,000.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1213	BUILD HEDGEHO	15,000.00	USD	0.00	15,000.00
						Document Total:	15,000.00
						Payment Method Total:	15,000.00
						Cash Account Total:	15,000.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107996	Closed	1/27/2023	JORG01	JORGENSEN JIM & KAREN	0.00	133.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01092023	REFUND WATER/	133.00	USD	0.00	133.00
						Document Total:	133.00
						Payment Method Total:	133.00
						Cash Account Total:	133.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107997	Closed	1/27/2023	MICH02	MALEHA-MICHIGAN ASSOCIATION OF LOCAL ENVIRONMENTAL	0.00	20.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		2023-1	BRYAN FOWLER :	20.00	USD	0.00	20.00
						Document Total:	20.00
						Payment Method Total:	20.00
						Cash Account Total:	20.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107998	Closed	1/27/2023	MCKE01	MCKESSON MEDICAL	0.00	261.60

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20202015	SODIUM CHLORIE	78.63	USD	0.00	78.63
BILL		20161017	3 CASES DISTILLI	60.99	USD	0.00	60.99
BILL		20161022	3 CASES DISTILLI	60.99	USD	0.00	60.99
BILL		20161024	3 CASES DISTILLI	60.99	USD	0.00	60.99
						Document Total:	261.60
						Payment Method Total:	261.60
						Cash Account Total:	261.60

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	107999	Closed	1/27/2023	MERC01	MERCK SHARP & DOHME LLC	0.00	1,351.58
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		7016661108	HEP A ADULT VAC	675.79	USD	0.00	675.79
BILL		7016675868	HEP A ADULT VAC	675.79	USD	0.00	675.79
Document Total:							1,351.58
Payment Method Total:							1,351.58
Cash Account Total:							1,351.58

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108000	Closed	1/27/2023	MICH06	MICHIGAN DEPARTMENT OF AGRICULTURE	0.00	43.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		791-11067304	NOVEMBER FOOD	43.00	USD	0.00	43.00
Document Total:							43.00
Payment Method Total:							43.00
Cash Account Total:							43.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108001	Closed	1/27/2023	MICH11	MICHIGAN NURSES ASSOCIATION	0.00	575.01
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JAN 2023	JANUARY 2023 DI	575.01	USD	0.00	575.01
Document Total:							575.01
Payment Method Total:							575.01
Cash Account Total:							575.01

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108002	Closed	1/27/2023	MISD01	MISDU - FRIEND OF COURT	0.00	283.91
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01272023	1/27/23 EMPLOYE	283.91	USD	0.00	283.91
Document Total:							283.91
Payment Method Total:							283.91
Cash Account Total:							283.91

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108003	Closed	1/27/2023	QUIC01	QUICKTROPHY	0.00	53.99
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		119376	3 NAMEPLATES	53.99	USD	0.00	53.99
Document Total:							53.99
Payment Method Total:							53.99
Cash Account Total:							53.99

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108004	Closed	1/27/2023	RSNO01	R&S NORTHEAST LLC	0.00	39.15

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		377546	LIDOCAINE INJ	39.15	USD	0.00	39.15
Document Total:							39.15
Payment Method Total:							39.15
Cash Account Total:							39.15

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108005	Closed	1/27/2023	SANO01	SANOVI PASTEUR INC	0.00	3,468.94

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		920092121	FLUZONE REGUL	514.63	USD	0.00	514.63
BILL		920100257	MEDQUADFI VAC	2,695.62	USD	0.00	2,695.62
BILL		920096848	TUBERSOL	258.69	USD	0.00	258.69
Document Total:							3,468.94
Payment Method Total:							3,468.94
Cash Account Total:							3,468.94

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108006	Closed	1/27/2023	STAN01	STANTON LOCK-UP	0.00	918.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		2023	2023 STORAGE	918.00	USD	0.00	918.00
Document Total:							918.00
Payment Method Total:							918.00
Cash Account Total:							918.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108007	Closed	1/27/2023	STAT01	STATCOURIER	0.00	2,201.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1019-2983	DECEMBER LAB C	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	108008	Closed	1/27/2023	STAT04	STATE OF MICHIGAN-LAB	0.00	23.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20230103-13	OCTOBER LABS	23.00	USD	0.00	23.00
						Document Total:	23.00
						Payment Method Total:	23.00
						Cash Account Total:	23.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108009	Closed	1/27/2023	TEAM02	TEAMSTERS LOCAL 214	0.00	1,815.99
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JAN 2023	JANUARY 2023 DI	1,815.99	USD	0.00	1,815.99
						Document Total:	1,815.99
						Payment Method Total:	1,815.99
						Cash Account Total:	1,815.99

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108010	Closed	1/27/2023	TOTA03	TOTAL ENERGY SYSTEMS LLC	0.00	661.76
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV92293	ORDER SO29188	661.76	USD	0.00	661.76
						Document Total:	661.76
						Payment Method Total:	661.76
						Cash Account Total:	661.76

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108011	Closed	1/27/2023	UNIT02	UNITED WAY OF GRATIOT COUNTY	0.00	156.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JAN 2023	JANUARY 2023 EM	156.00	USD	0.00	156.00
						Document Total:	156.00
						Payment Method Total:	156.00
						Cash Account Total:	156.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108012	Closed	1/27/2023	UNIT03	UNITED WAY OF MONTCALM COUNTY	0.00	46.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JAN2023	JANUARY 2023 EM	46.00	USD	0.00	46.00
						Document Total:	46.00
						Payment Method Total:	46.00
						Cash Account Total:	46.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108013	Closed	1/27/2023	UNOD01	UNODEUCE	0.00	1,875.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV-2380	DOWN PAYMENT	1,875.00	USD	0.00	1,875.00
						Document Total:	1,875.00
						Payment Method Total:	1,875.00
						Cash Account Total:	1,875.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108014	Closed	1/27/2023	VAND01	VANDERMEULEN RYAN	0.00	195.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		BN20230111175644	REFUND VACANT	195.00	USD	0.00	195.00
						Document Total:	195.00
						Payment Method Total:	195.00
						Cash Account Total:	195.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108015	Closed	1/27/2023	VERT01	VERTILOCITY	0.00	929.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		31004919	DECEMBER 2022	929.00	USD	0.00	929.00
						Document Total:	929.00
						Payment Method Total:	929.00
						Cash Account Total:	929.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108016	Closed	1/27/2023	WATK02	WATKINS SURGICAL SUPPLY	0.00	616.90

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		0000546421	XYLOCAINE (LIDC	288.40	USD	0.00	288.40
BILL		0000546708	ISONIAZID 300MG	328.50	USD	0.00	328.50
						Document Total:	616.90
						Payment Method Total:	616.90
						Cash Account Total:	616.90

Doc. Type	Count	Amount Paid (USD)
Check	36	140,193.62
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	36	140,193.62



Expense Voucher # 1998

2/10/2023

Payables

108017 - 108037 Acumatica Checks & ACH \$ 64,784.81

Payroll

Ameriprise NBS		\$	100.00
MERS 457		\$	1,532.00
MERS Defined Benefit - Employee		\$	4,475.89
Nationwide		\$	2,180.00
EFT Payroll Tax			
Federal		\$	35,208.69
State		\$	5,575.37
MERS Defined Benefit - Employer	Jan-23	\$	43,946.35
Direct Deposit Payroll		\$	116,349.95
Direct Deposit HSA		\$	7,402.27
UIA - B Morales		\$	6,335.00
2/3/23 withdraw request		\$	(7,000.00)

Fees

Huntington e-Banking fee	Jan-23	\$	260.08
Huntington Bank Interest	Jan-23	\$	(29.99)

TOTAL

\$ 281,120.42

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	108017	Closed	2/10/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	358.74

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		164Q-J6V7-7TTF	STAND UP DESK	118.79	USD	0.00	118.79
BILL		1G7D-7PD4-964N	LAPTOP/MONITOI	39.99	USD	0.00	39.99
BILL		1FGN-F9FJ-1VGQ	WALL PANELS GE	199.96	USD	0.00	199.96
Document Total:							358.74
Payment Method Total:							358.74
Cash Account Total:							358.74

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108018	Closed	2/10/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	5,130.07

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		GH39299	COMPUTER EQUI	1,269.95	USD	0.00	1,269.95
BILL		GH50656	COMPUTER EQUI	618.93	USD	0.00	618.93
BILL		GH58864	COMPUTER EQUI	199.00	USD	0.00	199.00
BILL		GJ32736	SURFACEPRO/TE	1,276.01	USD	0.00	1,276.01
BILL		GK83850	ITEM# 6695296 M	1,516.18	USD	0.00	1,516.18
BILL		ZR00315665	JANUARY WEBEX	250.00	USD	0.00	250.00
Document Total:							5,130.07
Payment Method Total:							5,130.07
Cash Account Total:							5,130.07

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108019	Closed	2/10/2023	CLIN02	CLINTON COUNTY RESA	0.00	14,106.31

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20230131	NOVEMBER-JANL	14,106.31	USD	0.00	14,106.31
Document Total:							14,106.31
Payment Method Total:							14,106.31
Cash Account Total:							14,106.31

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108020	Closed	2/10/2023	FIRS01	FIRST NATIONAL BANK OMAHA	0.00	8,066.43

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		CRED-C	BUSINESS ENVEL	369.20	USD	0.00	369.20
BILL		CC-1/19	TOBACCO/ALCOH	76.59	USD	0.00	76.59
BILL		CREDITC-0119	ROLLING CART	98.61	USD	0.00	98.61
BILL		VISA1/19	COLUSTRUM BAE	124.20	USD	0.00	124.20
BILL		VISAC	BABY BELLIES KE	124.20	USD	0.00	124.20
BILL		1-19 VISA	2 YEAR EXCHANG	499.98	USD	0.00	499.98
BILL		VISA 1/30	STAMPED ENVEL	1,508.40	USD	0.00	1,508.40
BILL		2593 JAN 2023	POSTAGE, TRAINI	4,685.60	USD	0.00	4,685.60
BILL		0609 JAN 2023	CLEANING SUPPL	13.25	USD	0.00	13.25
BILL		8712 JAN 2023	UPS, TIGERCONN	566.40	USD	0.00	566.40
Document Total:							8,066.43
Payment Method Total:							8,066.43
Cash Account Total:							8,066.43

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108021	Closed	2/10/2023	HOSP03	HOSPITAL NETWORK HEALTHCARE SERVICES	0.00	62.74

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		84570	CLINTON SHARPE	62.74	USD	0.00	62.74
Document Total:							62.74
Payment Method Total:							62.74
Cash Account Total:							62.74

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108022	Closed	2/10/2023	INSP01	INSPIRATION STUDIO DESIGNS	0.00	170.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3226	BUSINESS CARD\$	36.00	USD	0.00	36.00
BILL		3225	BUSINESS CARD\$	72.00	USD	0.00	72.00
BILL		3236	WEB DEVELOPME	62.50	USD	0.00	62.50
Document Total:							170.50
Payment Method Total:							170.50
Cash Account Total:							170.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108023	Closed	2/10/2023	MICH12	MICHIGAN OFFICE SOLUTIONS - MOS	0.00	693.08

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		IN2825717	DRUM/BLACK TOI	693.08	USD	0.00	693.08
Document Total:							693.08
Payment Method Total:							693.08
Cash Account Total:							693.08

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108024	Closed	2/10/2023	MID01	MIDSTATE PRINTING	0.00	1,001.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3156	EMPLOYEE APPA	1,001.00	USD	0.00	1,001.00
						Document Total:	1,001.00
						Payment Method Total:	1,001.00
						Cash Account Total:	1,001.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108025	Closed	2/10/2023	MISD01	MISDU - FRIEND OF COURT	0.00	283.91

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		02102023	2/10/23 PAYROLL	283.91	USD	0.00	283.91
						Document Total:	283.91
						Payment Method Total:	283.91
						Cash Account Total:	283.91

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108026	Closed	2/10/2023	MONT10	MONTCALM CARE NETWORK	0.00	8,750.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01202023	MHSC COMMUNIT	8,750.00	USD	0.00	8,750.00
						Document Total:	8,750.00
						Payment Method Total:	8,750.00
						Cash Account Total:	8,750.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108027	Closed	2/10/2023	MUTU01	MUTUAL OF OMAHA	0.00	5,458.97

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		MARCH2023	LIFE & EE VOLUN	5,458.97	USD	0.00	5,458.97
						Document Total:	5,458.97
						Payment Method Total:	5,458.97
						Cash Account Total:	5,458.97

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108028	Closed	2/10/2023	QUIL01	QUILL CORPORATION	0.00	61.44

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		30044030	EXTENSION CORI	38.97	USD	0.00	38.97
BILL		30041297	2 PK GROUND AD	22.47	USD	0.00	22.47
						Document Total:	61.44
						Payment Method Total:	61.44
						Cash Account Total:	61.44

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108029	Closed	2/10/2023	RSNO01	R&S NORTHEAST LLC	0.00	562.35

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		380986	SPRINTEC	562.35	USD	0.00	562.35
						Document Total:	562.35
						Payment Method Total:	562.35
						Cash Account Total:	562.35

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108030	Closed	2/10/2023	STAP01	STAPLES	0.00	190.44

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3528251419	PLANNER, BLACK	123.15	USD	0.00	123.15
BILL		3528251420	CLASP ENVELOPI	67.29	USD	0.00	67.29
						Document Total:	190.44
						Payment Method Total:	190.44
						Cash Account Total:	190.44

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108031	Closed	2/10/2023	STAT04	STATE OF MICHIGAN-LAB	0.00	11.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20230103-30	LAB	11.50	USD	0.00	11.50
						Document Total:	11.50
						Payment Method Total:	11.50
						Cash Account Total:	11.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108032	Closed	2/10/2023	TOTA03	TOTAL ENERGY SYSTEMS LLC	0.00	4,641.34

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV93804	WOK ON MONTC/	4,641.34	USD	0.00	4,641.34
						Document Total:	4,641.34
						Payment Method Total:	4,641.34
						Cash Account Total:	4,641.34

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108033	Closed	2/10/2023	VERI01	VERIZON	0.00	4,750.41

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		9926120850	1/24-2/23 CELL PH	4,750.41	USD	0.00	4,750.41
						Document Total:	4,750.41
						Payment Method Total:	4,750.41
						Cash Account Total:	4,750.41

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108034	Closed	2/10/2023	VERT01	VERTILOCITY	0.00	127.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		31005195	JANUARY SOFTW	127.50	USD	0.00	127.50
						Document Total:	127.50
						Payment Method Total:	127.50
						Cash Account Total:	127.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108035	Closed	2/10/2023	VIEW01	VIEW NEWSPAPER GROUP	0.00	232.40

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		333497	2023 BOH MEETIN	232.40	USD	0.00	232.40
						Document Total:	232.40
						Payment Method Total:	232.40
						Cash Account Total:	232.40

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108036	Closed	2/10/2023	WINN01	WINN TELECOM	0.00	9,828.68

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		0410000908	FEB 2023 LOCAL/LONG DIS	9,828.68	USD	0.00	9,828.68
						Document Total:	9,828.68
						Payment Method Total:	9,828.68
						Cash Account Total:	9,828.68

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108037	Closed	2/10/2023	WOOD01	WOOD SARAH	0.00	297.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		01142023	1/10-1/11 CONTR/	56.25	USD	0.00	56.25
BILL		01212023	1/18-1/20 CONTR/	71.25	USD	0.00	71.25
BILL		01282023	1/24-1/28 CONTR/	169.50	USD	0.00	169.50
						Document Total:	297.00
						Payment Method Total:	297.00
						Cash Account Total:	297.00

Doc. Type	Count	Amount Paid (USD)
Check	21	64,784.81
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	21	64,784.81

**Mid-Michigan District Health Department
Monthly Balance Sheet, Revenue and Expenditure Report
January 2023**

Summary and Special Notes

As of the end of January, actual revenues and expenditures should be approximately 33% of the \$8,800,846 total budget. The total revenues through January were \$2,760,869.65 and the total expenses were \$2,732,344.54. The overall actual revenues and expenditures (adjusting for in-kind space costs and Vaccines for Children) were at 31% each, representing a small surplus of \$12,031.02.

Some highlights year to date:

Revenues

- **ELPHS** – The Essential Local Public Health Services funding includes an annual payment for Local Stabilization Dollars causing the percentage to be slightly higher year to date.
- **Misc Income** – Interest has been higher than budgeted.
- **Food Service Fees** – Most of the payments are received annually in March/April.
- **Immunization Fees** – The flu vaccinations given during the first part of the year inflate the percentage year to date.

Expenses

- **Contractual** – There are some contracted services that occur annually which have not been paid yet.
- **Liability Insurance** – The budget will need to be adjusted as it was underbudgeted and there was an increase. This will be adjusted and covered by the higher-than-expected misc income.
- **Communications** – Communications have went up over the past couple of years due to the need for cell phones. This will need to be adjusted. Travel and training can be adjusted to compensate for the difference.

Mid-Michigan District Health Department

User: MELISSA SELBY

Balance Sheet - Comparative

As of January 31, 2023

	2023	2022	Variance	%
Assets				
Cash & Cash Equivalents	3,266,647.77	3,819,006.30	(552,358.53)	-16.91%
Account Receivable	69,375.00	57,596.65	11,778.35	16.98%
Other Receivables	326,819.88	397,406.74	(70,586.86)	-21.6%
Prepaid Expenses	41,330.50	49,706.74	(8,376.24)	-20.27%
VFC Inventory	39,419.34	55,567.58	(16,148.24)	-40.97%
Total Assets	3,743,592.49	4,379,284.01	(635,691.52)	-16.98%
Liabilities				
Employee Deductions	44,427.55	36,798.85	7,628.70	17.17%
Accounts Payable	44,931.72	119,305.52	(74,373.80)	-165.53%
Due to Others	1,040,912.05	1,086,108.47	(45,196.42)	-4.34%
Taxes Payable	0.00	0.03	(0.03)	
VFC Inventory	39,419.35	55,567.61	(16,148.26)	-40.97%
Trust Funds	17,987.17	17,986.86	0.31	%
Deferred Revenues	0.00	0.00		
Other Long-term Liabs	198,633.00	222,233.00	(23,600.00)	-11.88%
FUND BALANCE RESTRICTED DENTAL	95,208.84	95,208.84		
FUND BALANCE END OF YEAR	(441,588.31)	(223,919.78)	(217,668.53)	49.29%
FUND BALANCE	200,209.83	600,507.72	(400,297.89)	-199.94%
FUND BALANCE - TECHNICAL/EQUIP	489,494.46	489,494.46		
FUND BALANCE-FACILITY DEV.	224,580.00	224,580.00		
FUND BALANCE-SELF INS BONDS	13,949.72	13,949.72		
FUND BALANCE-FUTURE RETIREMENT	516,099.58	516,099.58		
FUND BALANCE-COMPENSATED LEAVE	549,707.51	373,329.40	176,378.11	32.09%
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	200,000.00		
FUND BALANCE OPEB	67,778.00	67,778.00		
Net Income / (Loss)	12,031.02	54,444.73	(42,413.71)	-352.54%
Total Liabilities	3,743,592.49	4,379,284.01	(635,691.52)	-16.98%
Difference	0.00	0.00	0.00	

REVENUE-EXPENSE

As of January 31, 2023

ALL PROGRAMS	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
REVENUE					
ELPHS	1,147,315.00	79,762.60	509,212.20	638,102.80	44%
MDHHS GRANTS	3,503,257.00	295,870.81	1,125,716.15	2,377,540.85	32%
MDHHS FEE FOR SERVICE	70,000.00	0.00	9,443.16	60,556.84	13%
EGL E GRANTS	85,015.00	4,732.50	19,095.25	65,919.75	22%
OTHER GRANTS	858,000.00	144,461.12	215,883.26	642,116.74	25%
VFC SUPPLIES	300,000.00	12,000.68	47,507.89	252,492.11	16%
MEDICAID FULL COST	282,000.00	44,277.00	88,554.00	193,446.00	31%
MEDICAID OUTREACH	53,355.00	0.00	0.00	53,355.00	0%
MISC INCOME	22,000.00	9,813.68	28,927.66	-6,927.66	131%
FEEES					
CHED ADMINISTRATION	1,000.00	0.00	0.00	1,000.00	0%
ORAL HEALTH	0.00	735.00	1,465.00	-1,465.00	
ORAL HEALTH K-ASSESSMENT	0.00	0.00	840.00	-840.00	
CLINICAL VARNISH	10,000.00	825.00	825.00	9,175.00	8%
HEARING	21,000.00	807.20	4,360.20	16,639.80	21%
VISION	21,000.00	488.80	4,398.80	16,601.20	21%
FAMILY PLANNING	108,000.00	1,499.21	20,732.05	87,267.95	19%
BCCCP	1,000.00	-240.80	476.35	523.65	48%
BLOOD LEAD	8,100.00	510.17	797.18	7,302.82	10%
HIV	1,000.00	0.00	0.00	1,000.00	0%
STD/STI	4,000.00	600.91	1,541.20	2,458.80	39%
IMMUNIZATIONS	130,000.00	11,172.73	81,124.87	48,875.13	62%
COMMUNICABLE DISEASE	2,000.00	0.00	200.00	1,800.00	10%
BODY ART	1,500.00	0.00	0.00	1,500.00	0%
FOOD PROGRAM	315,000.00	7,418.00	12,460.00	302,540.00	4%
WATER PROGRAM	185,000.00	21,631.00	37,466.00	147,534.00	20%
SEWAGE PROGRAM	195,000.00	26,048.00	44,723.00	150,277.00	23%
EH MISC	45,000.00	24,786.00	27,454.08	17,545.92	61%
EH ADMIN	1,000.00	194.38	238.42	761.58	24%
ADMINISTRATION	200.00	0.00	-50.00	250.00	-25%
SPACE	296,599.99	24,194.03	96,776.00	199,823.99	33%
APPROPRIATIONS	1,133,504.01	94,622.92	380,701.93	752,802.08	34%
TOTAL REVENUE	8,800,846.00	806,210.94	2,760,869.65	6,039,976.35	31%

REVENUE-EXPENSE

As of January 31, 2023

ALL PROGRAMS	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
EXPENSE					
SALARIES	4,336,979.00	350,080.26	1,363,523.06	2,973,455.94	31%
FICA	331,775.00	24,138.90	99,678.64	232,096.36	30%
HEALTH INSURANCE	913,058.00	74,682.30	298,505.07	614,552.93	33%
DENTAL INSURANCE	57,645.00	4,027.24	17,057.12	40,587.88	30%
RETIREMENT	723,303.00	43,946.35	197,519.72	525,783.28	27%
OTHER BENEFITS	43,786.00	1,373.81	13,360.38	30,425.62	31%
OFFICE SUPPLIES	92,700.00	-1,243.08	32,264.30	60,435.70	35%
COMPUTER SUPPLIES	70,000.00	-1,209.49	18,153.66	51,846.34	26%
MEDICAL SUPPLIES	48,800.00	2,085.00	17,131.05	31,668.95	35%
BIOLOGICS	60,500.00	5,216.51	26,417.94	34,082.06	44%
VFC	300,000.00	12,000.69	47,507.89	252,492.11	16%
OTHER SUPPLIES	0.00	0.00	695.00	-695.00	
CAPITAL EXPENSE	0.00	36,646.61	10,000.00	-10,000.00	
SOFTWARE PURCHASES	0.00	15,000.00	30,000.00	-30,000.00	
CONTRACTUAL	1,056,400.00	132,881.52	292,137.90	764,262.10	28%
LABS	4,200.00	34.50	1,878.78	2,321.22	45%
COMMUNICATIONS	59,400.00	8,389.11	31,778.20	27,621.80	53%
TRAVEL/TRAINING	171,900.00	12,882.83	46,787.03	125,112.97	27%
MEMBERSHIPS	25,600.00	4,826.54	14,708.10	10,891.90	57%
ADVERTISING	34,100.00	365.15	7,182.56	26,917.44	21%
LIABILITY INSURANCE	33,000.00	5,207.50	20,829.75	12,170.25	63%
LEASE & MAINTENANCE	111,100.00	7,556.48	52,061.92	59,038.08	47%
RENT	31,000.00	3,184.67	9,184.65	21,815.35	30%
SPACE	285,600.00	24,194.03	96,776.00	188,824.00	34%
MISC EXPENSE	10,000.00	942.25	3,699.91	6,300.09	37%
TOTAL EXPENSE	8,800,846.00	767,209.68	2,748,838.63	6,052,007.37	31%
Net Income (Loss)	0.00	39,001.26	12,031.02	-12,031.02	

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

February 22, 2023

ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Purchase of PowerDMS

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.)

In preparation for state accreditation, MMDHD has begun to review agency and program policies. In 2019, the Agency fully met all minimum program requirements but the challenges of balancing our resources during the pandemic led to many annual administrative tasks being placed on hold. Since 2020, agency and program policies have been updated as needed rather than annually and routine policy review was paused. MMDHD aims to work on getting back on track and have all agency policies be current and updated. Presently, without the review of current agency and program policies, MMDHD will be deficient in meeting some of the accreditation standards. Due to the large task ahead, MMDHD sought support from the Michigan Public Health Institute/Michigan Department of Health and Human Services through the 2023 Public Health Capacity-Building Mini-Grant Program for Michigan Local Health Departments and Tribal Public Health Agencies for its implementation of a new policy management platform. MMDHD was awarded \$10,000 to research, identify, and implement a policy management platform to assist in developing, tracking, reviewing, and updating internal program policies.

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.)

Due to program complexities, the maintenance surrounding the tracking, reviewing, and updating policies has become burdensome as there is no streamlined process. The implementation of policy management platform would allow MMDHD to maintain a consistent review cycle where dedicated staff can be assigned to review and update policies annually and send them off for approval all within the same system. Additionally, the platform would maintain all versions of the previous policies where MMDHD staff could reference as needed. Furthermore, all staff would be able to reference policies (program and agency) within one centralized repository, eliminating policies being housed in different folders and locations.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

MMDHD has been awarded \$10,000 for the initial implementation of the platform via the awarded grant. After researching a variety of policy platform companies, MMDHD has determined that PowerDMS is the preferred platform among staff that are responsible for updating and maintaining policies. The initial implementation cost is \$11,000. The reoccurring yearly cost is \$9,425.00.

MMDHD's strategy for covering the reoccurring cost is to utilize unallocated funds received for the non-community water supply program. An increase of funding to this program was received for FY2023 and will be a fixed increase.

V. Alternatives Considered:

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

MMDHD met with three other companies and requested quotes for their policy programs:

EQS Policy Manager did not have a fully developed program and was lacking key features that MMDHD wanted in a program. The cost for the implementation of EQS was \$520.00.

Compliance Bridge had a fully developed program, but it was not user friendly. The process from uploading to the approval of the document had many steps and the program lacked a clean, easy to use look. The cost for compliance bridge is \$7,555 with an annual investment of \$5,055.

Finally, HealthStream had a fully developed program, but it was determined by staff that it seemed a bit more cumbersome and clunky to use. Additionally, HealthStream is more targeted to hospitals and healthcare entities while PowerDMS is more targeted to government entities. The cost for HealthStream is \$5,875.36 with an annual investment of \$4,375.36.

VI. Recommendation:

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

MMDHD recommends the Board of Health authorize the agency to purchase PowerDMS as it is the preferred platform among involved staff, is a highly rated company, and offers the largest number of features to assist with policy management.

VII. Monitoring and Reporting Timeline:

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

In accordance with the grant, MMDHD will begin implementation as soon as possible and have a fully implemented system by August 2023.

Contract Details **Order Details**

Account Number: A-448609	Order #: Q-203202
Customer: Mid-Michigan District Health Department (MI)	Order Date: 5/1/2023
Sales Rep: Jameson Jones	Valid Until: 4/28/2023
	Subscription Start Date: Per signature date below
	Subscription Term (months): 12

Customer Contact **Billing Contact Email:** hbrewer@mmdhd.org

Billing Contact: Mid-Michigan District Health Department (MI) Hailey Brewer	Phone: 989-831-3662
Address: 615 N State Street Suite 2 Stanton, MI 48888	Fax:

Payment Terms **Notes:**

Payment Term: Net 30	
PO Number:	

Subscription Service

YEAR-1

Item	Type	Qty	Total
PowerPolicy Professional-HC Subscription	Recurring	99	\$8,925.00
A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, knowledge testing, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting.			
SSO	Recurring	99	\$500.00
Single Sign on Service			
PowerPolicy Professional-HC Setup	Services	1	\$1,575.00
This package ensures a smooth implementation and successful ongoing use of PowerPolicy. This package includes Implementation Management: Led by a designated Implementation Specialist, guiding administrators through predetermined milestones to lead to a successful product launch, Project Management, Document and User Import and Site Configuration.			
YEAR-1 TOTAL:			\$11,000.00
Subscription Term Total :			\$11,000.00

This price does not include any sales tax.

Additional Terms and Conditions

Payment Terms All invoices issued hereunder are **due upon the invoice due date**. The fees labeled "Year 1 Total" shall be invoiced immediately, and if the Subscription Term is for a period longer than one year, the fees for future years shall be invoiced annually in advance of each 12 month period of the Subscription Term, but regardless of the billing cycle, Customer is responsible for the fees for the entire Subscription Term. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

Terms & Conditions Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the date set forth below.

Accepted and Agreed By Authorized Representative of:
Mid-Michigan District Health Department (MI)

Signature: _____

Printed Name: _____

Title: _____

Date _____

THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL

**ComplianceBridge
Corporation**

297 Kingsbury Grade, Suite 1180
Post Office Box 4470
Stateline, NV 89449-4470

**Proposal for:
Mid-Michigan District Health
Department**

ATTN: Hailey Brewer, MPH
615 N. State St.
Stanton, MI 48888

Dear Hailey,

This ComplianceBridge proposal is for 88 users which will enable Mid-Michigan District Health Department to manage, track and report on policies, procedures and other critical documents.

Mid-Michigan District Health Department will also have control over the content lifecycle from creation to archive. Impact your organization's vision through effective policy distribution, management and tracking, while maintaining a robust and complete compliance audit trail.

Use TotalCompliance for secure, cost effective policy and procedure management. Store all your documents in one central library with 24/7 access to all. Help subject matter experts and writers collaborate on content creation. Employ consistent standards for readability and versioning for clarity. Keep a historical record of all document versions. Never again confuse multiple variations of the same document.

We have quoted our seamless Microsoft 365 integration that allows for changes to be made to Office documents (Word, Excel, PPT) within ComplianceBridge. The documents are automatically saved without the added administrative overhead of uploading and downloading in order to edit them. Further, there is no need create a PDF version of the document for publishing.

Use of Word Online will require Mid-Michigan District Health Department to maintain a professional Office 365 license for all document editors. End users are provided with a free view-only license.

Please keep in mind that the configuration provided below includes Training, Product Support and Product Upgrades. Also included is a One-time Implementation fee estimate that provides a resource to work with your administrator team to get you into production by performing the following:

1. Import your user community
2. Strategize and create Groups and Document Categories
3. Import your existing policy library based on Groups and Categories
4. Establish advisory workflows to provide an effective policy revision process
5. Help Develop and automate associated reports
5. Develop and deliver training and rollout content

Please let me know if you have any questions. We at ComplianceBridge look forward to the opportunity of developing a productive partnership with Mid-Michigan District Health Department .

Sincerely,

Tina Jones
Client Success Manager
tjones@compliancebridge.com

Date	Proposal #	License Period	Good Until	Account Mgr.	Phone
Jan 31, 2023	3151	Annual	Mar 17, 2023	Jones, Tina	800 317-2820 ext 701
Description	One-time Setup	Quantity	Annual Subscription	Line Discount	Total
1 Policy & Procedure Software-as-a-Service. 88 users.	\$0	88	\$5,055	\$0	\$5,055
<i>Includes all of the following:</i>					
<ul style="list-style-type: none"> • Microsoft 365 Integration provides creating, editing and displaying Microsoft Office documents directly (Word, PPT, and Excel). • Allow external site to access a document directly. All reference documents by default. 					
2 Implementation estimate to develop a production environment by providing assistance as defined above. Requires further project scoping to provide time and investment levels most beneficial to both parties.	\$2,500	1	\$0	\$0	\$2,500
Subtotal					\$7,555
Initial Investment -- First Year					\$7,555
Annual Investment following Years					\$5,055

» EQS Policy Manager «

Manage and distribute policies effectively.

Proposal for Mid-Michigan District Health Department



1. About EQS Group

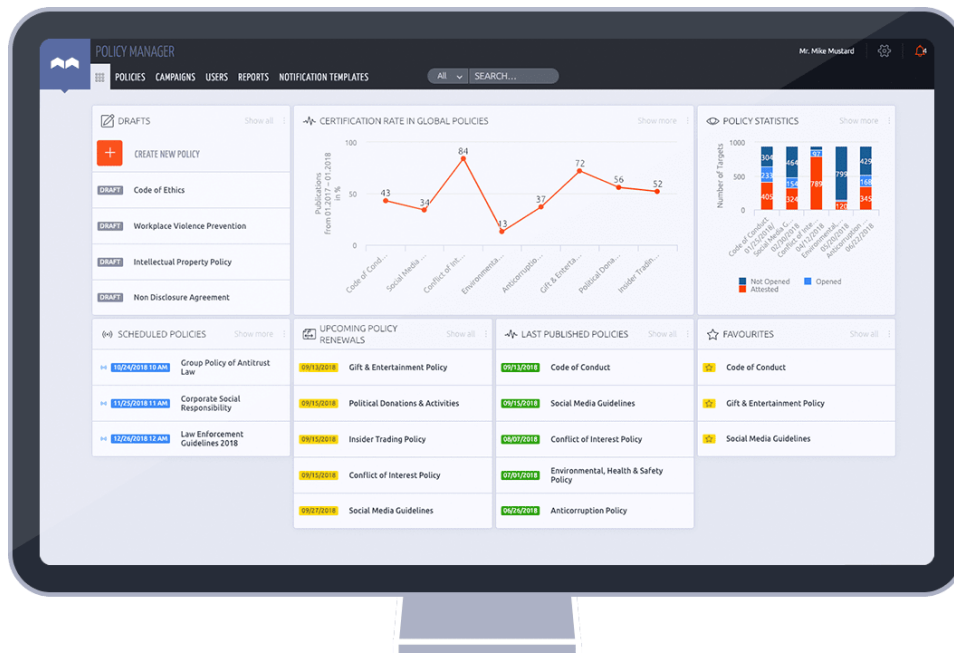
EQS Group is a leading international provider of regulatory technology (RegTech) in the fields of corporate compliance and investor relations. In working with EQS Group, thousands of companies worldwide inspire trust by fulfilling complex national and international disclosure obligations, minimizing risks and communicating transparently with stakeholders.

In addition to EQS Policy Manager, the digital policy management, our compliance portfolio also includes digital software solutions for whistleblowing (EQS Integrity Line) and tracking of gifts and invitations (EQS Approval Manager). Our goal is to simplify the day-to-day work of those responsible for compliance by making work processes more efficient and making all important key figures readily available and easy to understand at all times.

2. Digital policy management – EQS Policy Manager

 <p>Employee portal including all relevant policies</p>	 <p>Automatic versioning of all documents</p>	 <p>Import function of employees' data in Excel format</p>
 <p>Automatic distribution of documents to specific target groups</p>	 <p>Digital certification workflow</p>	 <p>Automatic reminder function</p>
 <p>Mobile-ready thanks to responsive design</p>	 <p>Premium service with helpline and support</p>	 <p>Secure hosting on ISO 27001 certified servers</p>

1. Policy Manager enables central management of company policies, work instructions and similar documents.
2. All users registered in the system can be managed centrally. Each user also has individual access data for the system.
3. Policy Manager offers the possibility to distribute policies and similar documents to defined recipients and allows them to be tracked
4. Highest data protection and security standards through hosting in an ISO 27001-certified server environment



Existing features in EQS Policy Manager:

Policy creation and dispatch:

- ✓ Create policies as HTML content or PDF file
- ✓ Create policies in multiple languages
- ✓ Adding supplementary material (e.g. links and files) to the guidelines
- ✓ Versioning / archiving of guidelines in case of major changes in content
- ✓ Automatic resubmission for policy review
- ✓ Set a due date for policy confirmation
- ✓ Use of three confirmation methods: read-only, signing, quiz
- ✓ Dynamic target group definition for policy distribution (based on employee attributes such as department, business unit and other characteristics)
- ✓ Automatic distribution of policies to new employees

Reporting:

- ✓ Overview of drafts as well as active and archived policies
- ✓ Filter function for policies (e.g. by status or category)
- ✓ Dashboard with real-time statistics on certification rates per policy (also available as Excel download)
- ✓ User-based statistics of confirmed policies

Management of employee data:

- ✓ Import of employee data via Excel upload or automatic synchronization of employee data from your company's Active Directory / HR system
- ✓ Export and edit employee data
- ✓ Create and assign individual permissions per employee
- ✓ Search and filter functions for employees

Employee portal:

- ✓ Automatic e-mail notification when new policies are published
- ✓ Customization of the employee portal with company logo
- ✓ Employee portal available in up to 18 languages
- ✓ Easy policy search and grouping
- ✓ Complete digital confirmation of policies
- ✓ Download of supplementary materials

3. Configuration & Onboarding

The implementation of your EQS Integrity Line is done in three easy steps:



A dedicated Project Manager will provide support and advice during all steps of the implementation process.

The average implementation time of the system is around one week.

4. Proposal and Pricing

The costs depend on the range of features and the number of languages and users required.

EQS Policy Manager	
One-time costs	\$200
Technical implementation	2 languages included
Project management	✓
Training for administrators	✓
Monthly license fee	\$320
Usage of Policy Manager for defined user base	Up to 100 employees
Administrators	Up to 12
Maintenance & updates	✓
Secure server hosting & backups	✓
Key Account Manager support	✓
Optional costs	
Additional language	\$600 setup fee and \$25 monthly fee
Single sign-on (SSO) ¹	\$2,000 setup fee and \$100 monthly
Data Sync for employee data ²	\$3,000 setup fee and \$200 monthly

¹ Allows logging in to the Policy Manager with the regular credentials, for example when logging on to the PC. Can also be used for other compliance modules after a one-time setup.

² Allows automatic synchronization of employee data such as name, email address, business unit, etc. to simplify the distribution of the guidelines. Can also be used for other compliance modules after a one-time setup.

5. Further conditions

The contract period is 12 months.

If the contract is not terminated by either party, it will automatically be extended for further 12 months. The notice of termination may be given in writing with a notice period of three months before the end of the respective contract period. The right to extraordinary termination remains unaffected.

All prices are quoted in USD excluding VAT. The EQS Terms available at www.eqs.com shall exclusively apply.

This proposal is valid until: March 31st, 2023

6. Contact

Do you have any questions regarding this proposal or other open topics? Please do not hesitate to contact me.



Marco Goldberg 

Managing Director

Cell: +1 917-251-1207

E-Mail: marco.goldberg@eqs.com

EQS Group Inc.

119 West 24th Street, 4th Floor, Suite 302

New York, NY 10011

Proposal



Submitted Date February 8, 2023

Order Number ORD-0773372

P.O. Number

Tax Exempt? No

Customer Information **Name** MidMichigan Health
Address 4005 Orchard Dr
Midland, MI 48670-2001

Primary Contact **Name** Hailey Brewer
Email hbrewer@mmdhd.org
Phone 989-831-3662

Billing Contact **Name**
Email
Phone

HealthStream Information **Name** HealthStream, Inc.
Address 500 11th Avenue North
Suite 1000
Nashville, TN 37203

HealthStream Contact **Name** Patrick Runyan
Email patrick.runyan@healthstream.com
Phone

ORDER DETAILS – The pricing set forth in this Order Form, including any applicable discounts, shall expire if this Order Form is not signed and returned to HealthStream on or before 5:00PM Central Time on March 25, 2023.

Billing Frequency: Annually

Product	Quantity	Unit Price	Term (Months)	Total
HealthStream Policy Manager	88	\$49.72	12	\$4,375.36
Policy Management: Onboarding Services	1	\$1,500.00	1	\$1,500.00
Subtotal:				\$5,875.36

Grand Total: \$5,875.36

Unless set forth in the Order Details above, the Term and invoicing under this Order Form of each Product commences on the earlier of Activation (as defined herein) or the six (6) month anniversary of the later of the signatures below. "Activation" shall mean that a Product is first made available by HealthStream for use by Customer or its Users. For existing HealthStream platform customers, invoicing will begin during the next billing cycle after the later of the two signatures below, unless

this is a renewal of an existing subscription. If this is a renewal of an existing subscription, the Term and invoicing will begin following the expiration of the then current term.

Product Specific Terms

HealthStream Policy Manager

HealthStream Policy Manager is a cloud-based system online policies and procedures management, offering all aspects of effective document publishing, version control, and attestation.

HealthStream Policy Manager - Customer machine requirements:

- Browser
 - The Google Chrome browser on the latest version is fully tested and supported.
 - Other browsers such as Microsoft Edge, Firefox and Safari are expected to function but may have some limitations related to the display of content or functionality.
 - Microsoft Internet Explorer is not supported.
- Users responsible for editing documents, may optionally take advantage of the products inline editing functionality using Microsoft Word®. A HealthStream Policy Manager Word Editing plugin will need to be installed on these customer workstations. The plugin is compatible with locally installed editions of Microsoft Word® 2010+.

HealthStream does not certify that the policies provided under this Order Form wholly or partially address applicable laws, rules, regulations, standards, and measures that affect a given organization. It is the responsibility of each organization to review all policies provided to determine how the information meets its needs. HealthStream makes no representations or warranties that any policy provided fulfills any applicable law, rule, regulation, standard, or measure for any particular healthcare organization, as it is the organization's responsibility to make such final determinations.

HealthStream Policy Manager - Onboarding Services

HealthStream Onboarding Service is designed for Customer to adopt the HealthStream Policy Manager application. During the onboarding process, a HealthStream Implementation Manager will orient the Customer to best practices for managing and utilizing the HealthStream Policy Manager application, as well as enabling system functionality. Customer will also receive training resources to support their initial product adoption and ongoing utilization.

This Order Form, including all attachments and exhibits hereto, and the use of the Service(s) ordered shall be governed in all cases by the Master Services Agreement (the "Agreement" or "MSA") between Customer and HealthStream, Inc., as amended.

This Order Form is intended by both parties to run for the full term set forth for each Service in the Order Details table above, and the parties acknowledge they are aware of the current expiration date of this Order Form and the provisions for renewal and termination set forth in the Agreement. Third party courseware runs for the full term set forth herein and is not subject to any renewal provisions set forth in the Agreement. In the event the Agreement is terminated or expires prior to the expiration of the full term set forth above for each Service, the term of each Service license

Proposal

shall also expire at that time and the Customer will not recover any fees paid in advance for the Product(s) for any part of the term or quantity for that Product or those Products that go unused, except as otherwise provided in the Agreement.

IN WITNESS WHEREOF, and intending to be legally bound hereby, each party hereto warrants and represents that this Order Form has been duly authorized by all necessary corporate action and that this Order Form has been duly executed by and constitutes a valid and binding agreement of that party.

HealthStream Inc.

MidMichigan Health

PROPOSAL ONLY

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

February 22, 2023

ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Cabling for Wireless Access Points

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.)

In May, the Board approved MMDHD to purchase wireless access points as a part of the firewall upgrade. The additional wireless access points will allow staff and guests to be able to have access to the wireless internet throughout the building. Additionally, it will allow MMDHD to host a guest network for visitors to our office, reducing the security risks of connecting visitors to our internal network. Currently, MMDHD does not have enough access points to support this function and guests and staff lose access to the internet in certain areas of the buildings such as the main conference rooms.

The wireless access points were purchased but due to the supply chain they were on backorder for 7 months. MMDHD's original plan was to install the necessary cable required for the access points using two of the three IT staff member's expertise. With the unexpected departure of one of these staff members and the subsequent retirement of the other, MMDHD no longer has staff able to go into the ceilings to install the cabling.

III. Strategic Objective, Health Issue, or other Need Addressed:

(What priority should be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)

The installation of the cabling will allow MMDHD to install the wireless access point and fix the internet issues experienced by staff and visitors. It will allow MMDHD to create a guest network further increasing the security for our internal network.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

MMDHD reached out to three vendors to inquire about the installation of the cabling and access points. MMDHD is recommending the board to authorize Challenger2 to install the cable and access points. The cost of implementation is \$10,275.00. The money will come from the budgeted computer supplies line item and an adjustment will be made through the normal amendment variance process if needed.

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

MMDHD requested quotes from two other companies:

DataCom can provide the same services at a cost of \$12,910.00, or an upgrade to Cat6A cabling for \$13,825.00 for all three offices.

MDIS can provide the same services at a cost of \$17,259.78.

MMDHD reached out to our contracted IT service, and they do not provide cabling services as outlined in their contract. All three companies above were referred to MMDHD from VC3.

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

MMDHD recommends the Board of Health authorize the agency to contract with Challenger2 to install the cabling and wireless access points at a cost of \$11,000.00 to buffer any price fluctuations.

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

MMDHD will provide a report to the board once project is completed.



THE DATACOM GROUP, INC.
Data, Voice & Video Network Systems

PROPOSAL
MID-MICHIGAN DISTRICT HEALTH
DEPARTMENT
WIRELESS ACCESS POINT
CABLING AND INSTALLATION



2-12-23
3979 Holt Rd.
Holt, MI 48842
517-699-5000 = Ph.
517-699-5076 = Fax
Prepared by: John Amon
john@datacomgroup.com

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February 12, 2023

Hailey Brewer, MPH
Administrative Services Supervisor
Mid-Michigan District Health Department
615 N. State St.
Stanton, MI 48888

Hailey:

On behalf of The DataCom Group, Inc., it is my pleasure to submit our Proposal to Mid-Michigan District Health Department (MMDHD) for consideration to provide the Wireless Access Point (WAP) Cabling and Installation as detailed in the e-mails dated 1-19-23, Site visit conducted on 1-31-23 and as further defined herein.

DataCom is a local Technology Company, well versed in all aspects of the services to be provided herein.

We have listed a summary and associated cost herein for:

- Installation of new Cat6A Cabling for WAPs
- Installation of new WAPs
- Demo of existing WAPs

Thank you for allowing The DataCom Group the opportunity to work with you on this project.

Sincerely,
John Amon
John Amon
Sales Engineer

Scope of Work

Please refer to the following for a detailed description of services provided under this proposal.

Global Cabling Installation – Base Bid:

- 1 – CAT6A cable ran from MDF to user end location per WAP
- New CAT6A Cable terminated on CAT6A Jack in one port surface mount box at user end. Cable terminated on CAT6A Jack in modular patch panel in MDF location.
- Testing, Labeling and 1 Year Warranty provided on DataCom installed cabling
- As Built provided upon completion in PDF Format
- CAT6A Patch Cords Listed as an Add Alternate under this proposal

Add & Deduct Alternates:

- **Add Alternate # 1:** Is intended to be added to the Base Bid Cost if needed and provides for the following items, not provided under DataCom’s Base Bid:
 - 28 – 3’ Cat6A Patch Cords, 28 – 7’ Cat6A Patch Cords
- **Deduct Alternate # 1:** Is intended to be deducted from the Base Bid Cost if needed and provides for the following changes to DataCom’s Base Bid:
 - Cat6 Cabling System in place of Cat6A Cabling System

Base Bid

DataCom shall provide installation of the following under this contract:

MMDHD – St. John’s Location:

- Demolition of the following Equipment:
 - 3 – Existing WAPs
 - WAP to demo’ed and returned to owner
- Installation of following equipment provided by MMDHD:
 - 8 – WAP’s
 - 8 – New WAP Locations
 - 8 – New CAT6A Cables
 - 1 - 24 Port, Modular Patch Panel in MDF to accommodate DataCom Installed Cabling

MMDHD – Ithaca Location:

- Demolition of the following Equipment:
 - 3 – Existing WAPs
 - WAP to demo’ed and returned to owner
- Installation of following equipment provided by MMDHD:
 - 8 – WAP’s
 - 8 – New WAP Locations
 - 8 – New CAT6A Cables
 - 1 - 24 Port, Modular Patch Panel in MDF to accommodate DataCom Installed Cabling

MMDHD – Stanton Location:

- Demolition of the following Equipment:
 - 3 – Existing WAPs
 - WAP to demo’ed and returned to owner
- Installation of following equipment provided by MMDHD:
 - 12 – WAP’s
 - 12 – New WAP Locations
 - 12 – New CAT6A Cables
 - 1 - 24 Port, Modular Patch Panel in MDF to accommodate DataCom Installed Cabling

Terms and Conditions:

- DataCom assumes existing pathways and spaces are available for DataCom installed cabling. DataCom has provided for a small amount of J Hooks only. Additional sleeves, penetrations and cable supports can be added at an additional cost if needed.
- DataCom assumes work can be performed Monday through Friday during normal business hours
- MMDHD shall provide any and all electronics as needed and configuration/programming of system
- DataCom assumes there is sufficient space in owner’s telecommunications rack to support new patch panels
- Because DataCom is unable to determine the exact extent of what would be required to demo existing cabling at each facility, Demo of existing cabling is not provided for under this proposal. Demo of existing cabling – if needed – can be provided on a Time and Materials basis.

Pricing

This quote is valid for 30 days. Purchase Order is required prior to securing materials or scheduling the project. Terms are set forth below.

Payment Terms: All invoices generated from this project shall have payment term of NET30. 1 ½% interest applied to all past due invoices.

BASE BID COST: \$13,825.00

ADD ALTERNATE # 1: \$795.00

* 3’ Cat6A Patch Cords at MDF Location and Cat6A Patch Cords at WAP’s for each new cable installed by DataCom *

DEDUCT ALTERNATE # 1: \$915.00

* Under this Deduct Alternate, DataCom shall provide an end to end Cat6 Solution (Cable, Jacks, Patch Panels) instead of Cat6A Solution provided under our Base Bid *

John J Amon
DataCom Group, Signature

2-12-23
Date

Customer, Signature

Date

We have prepared a quote for you



Mid-Michigan District Health Department: Wireless Access Point Installation Solution

Quote # 001469 Version 1

Prepared for:

Mid-Michigan District Health Department



P: (248) 289-8500 E: jhanse@mdisnow.com W: www.mdisnow.com

STANTON - EQUIPMENT

Part Number	Product Description	Unit Price	Quantity	Amount	Is Taxable
WG-63611106	Category 6 Plenum CMP, Blue, Cable (1000')	\$296.26	2	\$592.52	True
H2-PCST01BL	ICC CAT6 Clear Boot Patch Cord, 1ft, Blue	\$1.76	8	\$14.08	True
ML-648RS	Bridle Ring, 2 in. Loop with Saddle, 1/4-20 Machine Screw Threaded Leg	\$1.94	50	\$97.00	True
SC-500	Beam Clamps	\$0.76	50	\$38.00	True
Miscellaneous	MISCELLANEOUS	\$0.00	1	\$0.00	False
Lodging	Lodging	\$0.00	1	\$0.00	True

Subtotal: **\$741.60**

STANTON - INSTALLATION

Category	Installation Description	Amount	Is Taxable
Pre-wiring	<p>Pre-wire category 6 data drops from the customer network switches to a new locations for a total of (8) wireless access points at the following site: Stanton- 615 N. State St. Stanton, MI</p> <p>Terminate cable endpoints of the Category 6 cabling using appropriate connectors. Organize & label as in like standard for existing labeling. Run cabling in accordance with industry standards, routing it discreetly and securely. Terminate cable endpoints of the cabling using appropriate connectors. Technicians are to use Saddle Rings, J Hooks, and Beam Clamps throughout the process to ensure a clean, organized, and professional install.</p>	\$2,430.00	False
Installation	MDIS is to install the wireless access points as indicated on the provided drawings. IT installation technique is to be followed for any conduit or WAP installations.	\$810.00	False

Subtotal: **\$3,240.00**



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ITHACA - EQUIPMENT

Part Number	Product Description	Unit Price	Quantity	Amount	Is Taxable
WG-63611106	Category 6 Plenum CMP, Blue, Cable (1000')	\$296.26	2	\$592.52	True
H2-PCST01BL	ICC CAT6 Clear Boot Patch Cord, 1ft, Blue	\$1.76	8	\$14.08	True
ML-648RS	Bridle Ring, 2 in. Loop with Saddle, 1/4-20 Machine Screw Threaded Leg	\$1.94	50	\$97.00	True
SC-500	Beam Clamps	\$0.76	50	\$38.00	True
Miscellaneous	MISCELLANEOUS	\$0.00	1	\$0.00	False
Lodging	Lodging	\$0.00	1	\$0.00	True

Subtotal: **\$741.60**

ITHACA - INSTALLATION

Category	Installation Description	Amount	Is Taxable
Pre-wiring	<p>Pre-wire category 6 data drops from the customer network switches to a new locations for a total of (8) wireless access points at the following site: Ithaca – 151 Commerce Dr. Ithaca, MI</p> <p>Terminate cable endpoints of the Category 6 cabling using appropriate connectors. Organize & label as in like standard for existing labeling. Run cabling in accordance with industry standards, routing it discreetly and securely. Terminate cable endpoints of the cabling using appropriate connectors. Technicians are to use Saddle Rings, J Hooks, and Beam Clamps throughout the process to ensure a clean, organized, and professional install.</p>	\$3,240.00	False
Installation	MDIS is to install the wireless access points as indicated on the provided drawings. IT installation technique is to be followed for any conduit or WAP installations.	\$1,620.00	False

Subtotal: **\$4,860.00**



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ST. JOHNS - EQUIPMENT

Part Number	Product Description	Unit Price	Quantity	Amount	Is Taxable
WG-63611106	Category 6 Plenum CMP, Blue, Cable (1000')	\$296.26	3	\$888.78	True
H2-PCST01BL	ICC CAT6 Clear Boot Patch Cord, 1ft, Blue	\$1.76	12	\$21.12	True
ML-648RS	Bridle Ring, 2 in. Loop with Saddle, 1/4-20 Machine Screw Threaded Leg	\$1.94	50	\$97.00	True
SC-500	Beam Clamps	\$0.76	50	\$38.00	True
Miscellaneous	MISCELLANEOUS	\$0.00	1	\$0.00	False
Lodging	Lodging	\$0.00	1	\$0.00	True

Subtotal: **\$1,044.90**

ST. JOHNS - INSTALLATION

Category	Installation Description	Amount	Is Taxable
Pre-wiring	<p>Pre-wire category 6 data drops from the customer network switches to a new locations for a total of (12) wireless access points at the following site: St. Johns- 1307 E. Townsend Rd. St. Johns, MI</p> <p>Terminate cable endpoints of the Category 6 cabling using appropriate connectors. Organize & label as in like standard for existing labeling. Run cabling in accordance with industry standards, routing it discreetly and securely. Terminate cable endpoints of the cabling using appropriate connectors. Technicians are to use Saddle Rings, J Hooks, and Beam Clamps throughout the process to ensure a clean, organized, and professional install.</p>	\$4,860.00	False
Installation	MDIS is to install the wireless access points as indicated on the provided drawings. IT installation technique is to be followed for any conduit or WAP installations.	\$1,620.00	False

Subtotal: **\$6,480.00**



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Mid-Michigan District Health Department: Wireless Access Point Installation Solution

Prepared by:
Metro Detroit Integrated Systems

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Prepared for:
Mid-Michigan District Health Department

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Stanton, MI 48888
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Quote Information:
Quote #: 001469

Version: 1
Delivery Date: 01/31/2023
Expiration Date: 03/01/2023

Quote Summary

Description	Amount
STANTON - EQUIPMENT	\$741.60
STANTON - INSTALLATION	\$3,240.00
ITHACA - EQUIPMENT	\$741.60
ITHACA - INSTALLATION	\$4,860.00
ST. JOHNS - EQUIPMENT	\$1,044.90
ST. JOHNS - INSTALLATION	\$6,480.00
Subtotal:	\$17,108.10
Estimated Tax:	\$151.68
Total:	\$17,259.78

Interest at 1.25% per month will be charged on overdue balances
25% restock fee
No returns on special order items
Additional add-ons will be billed as parts & labor @ \$150.00/hr



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Metro Detroit Integrated Systems

Mid-Michigan District Health Department

Signature: 

Signature: _____

Name: Jason Hanse

Name: Hailey Brewer

Title: Account Manager

Date: _____

Date: 01/31/2023



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Appendix

Terms & Conditions

This quotation was created without rack enclosures, and also with the assumption that the (28) wireless access points would be provided at no cost to MDIS. Additionally, this quotation is assuming that there is a PoE network switch with an available port (or network switch with a PoE injector), that MDIS is able to plug into. If not, a change order will be required.

This quotation was created without any configuration of the network or devices.

Terms & Conditions

- Interest at 1.25% per month will be charged on overdue balances.
- 25% restock fee may apply.
- No returns on special order items.
- Additional add-ons will be billed as parts and labor @ \$150 hour.
- Quote sub components are interdependent and not severable without approval by MDIS.

Note to Recipient

- Please mail all payments to **4921 Leafdale Blvd. Royal Oak, MI 48073-1020**
- 50% Deposit Required before parts can be released.
- Final Payment Due: **Net 15**
- 3.5% Processing Fee will be added if paying by credit card.
- Thank you for choosing MDIS!