



CLINTON OFFICE
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 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
Gratiot Office, Ithaca
Conference Rooms A & B

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

AGENDA

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

COMMITTEE MEMBERS: Bruce DeLong, Adam Petersen, and 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

- A. MMDHD’s Expenses for February 11 through March 10, 2023 – **Included.**
- B. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for February 2023 – **Included.**
- C. Purchase of Video Conferencing Equipment – **Included.**
- D. Purchase of Cabling for Wireless Access Points – **Included.**
- E. FY 21/22 Audited Financial Statements, Ali Barnes, Yeo & Yeo – **Handout.**

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

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

Item A.	EXPENSES FOR FEBRUARY 11 THROUGH MARCH 10, 2023
Motion to recommend payment of the Mid-Michigan District Health Department's Expenses for February 11, through March 10, 2023, totaling \$498,728.14.	
Item B.	BALANCE SHEET, REVENUE AND EXPENDITURE REPORT FOR FEBRUARY 2023
Motion to recommend the approval of the Balance Sheet, Revenue and Expenditure Report for February 2023 on file.	
Item C.	PURCHASE OF VIDEO CONFERENCING EQUIPMENT
Motion to recommend MMDHD purchase Yealink MVC video equipment at a cost of \$12,537.52 covered by the State of Michigan Public Health Emergency Preparedness grant in the amount of \$12,000.00 with the remaining \$537.52 covered under Emergency Preparedness funding.	
Item D.	PURCHASE OF CABLING FOR WIRELESS ACCESS POINTS
Motion to recommend MMDHD to spend up to \$10,000.00 to contract the installation of cabling and wireless access.	

**MONTHLY EXPENSES FOR
February 11, 2023 - March 10, 2023**

<i>EV 1999</i>	<i>1/27/2023</i>	\$	<i>250,589.12</i>
<i>EV 2000</i>	<i>2/3/2023</i>	\$	<u><i>248,139.02</i></u>
TOTAL		\$	498,728.14



Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

Expense Voucher # 1999

2/24/2023

Payables

VOID	ACH	001174	Bailey, George (on 12/2/22 EV but amount not in TOTAL)	\$	(36.88)
	108038 - 108068		Acumatica Checks & ACH	\$	64,564.45

Payroll

Ameriprise NBS	\$	100.00
MERS 457	\$	1,907.00
MERS Defined Benefit - Employee	\$	4,528.50
Nationwide	\$	2,180.00
EFT Payroll Tax		
Federal	\$	35,922.36
State	\$	5,727.19
MERS Defined Benefit - Empl Jan-23	\$	-
Direct Deposit Payroll	\$	116,446.73
Direct Deposit HSA	\$	7,402.27
UIA - 4Q2022	\$	11,633.50
Transfer from Huntington Reserve to Cash on Hand	\$	250.00

Fees

Reverse Huntington NSF fee from 12/2/22 EV	\$	(36.00)
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TOTAL	\$	250,589.12
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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	108038	Closed	2/24/2023	ALPH01	ALPHA FAMILY CENTER	0.00	200.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		MARCH2023	2 CLINICS IN MAR	200.00	USD	0.00	200.00
Document Total:							200.00
Payment Method Total:							200.00
Cash Account Total:							200.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108039	Closed	2/24/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	464.21

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1CN4-PG6K-74RX	STORAGE FILE B	37.46	USD	0.00	37.46
BILL		1P1H-WXHQ-147C	ROLLING PRESEN	158.39	USD	0.00	158.39
BILL		1RQX-HR4W-G6GN	DENTAL MIRROR:	268.36	USD	0.00	268.36
Document Total:							464.21
Payment Method Total:							464.21
Cash Account Total:							464.21

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108040	Closed	2/24/2023	BROM01	BROMBERG & ASSOCIATES	0.00	41.36

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		21128	JANUARY TRANSI	41.36	USD	0.00	41.36
Document Total:							41.36
Payment Method Total:							41.36
Cash Account Total:							41.36

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108041	Closed	2/24/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	3,700.06

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		GR35199	OWL CAMERA	996.55	USD	0.00	996.55
BILL		GP86423	SCREEN CLEANIN	157.36	USD	0.00	157.36
BILL		GP91729	METRO DATAVAC	320.67	USD	0.00	320.67
BILL		GP86279	LVO E15, LVO TP	1,262.94	USD	0.00	1,262.94
BILL		GR11276	POWER CORDS C	962.54	USD	0.00	962.54
Document Total:							3,700.06
Payment Method Total:							3,700.06
Cash Account Total:							3,700.06

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108042	Closed	2/24/2023	CENT02	CENTRAL MICHIGAN DIST HEALTH DEPARTMENT	0.00	5,852.78
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		JAN 2023	MD JANUARY 202	5,852.78	USD	0.00	5,852.78
						Document Total:	5,852.78
						Payment Method Total:	5,852.78
						Cash Account Total:	5,852.78

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108043	Closed	2/24/2023	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-2023-005	MARCH RENT	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	108044	Closed	2/24/2023	COVE01	COVENANT MEDICAL CENTER	0.00	64.26
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		22160749	LABS	42.84	USD	0.00	42.84
BILL		22160695	LAB	21.42	USD	0.00	21.42
						Document Total:	64.26
						Payment Method Total:	64.26
						Cash Account Total:	64.26

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108045	Closed	2/24/2023	FITZ01	FITZGERALD ERIN	0.00	20.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		202237	REFUND	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	108046	Closed	2/24/2023	FRIE01	FRIEDLAND INDUSTRIES, INC.	0.00	375.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		6218	DISTRICT WIDE 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	108047	Closed	2/24/2023	GRAT04	GRATIOT COUNTY HERALD	0.00	95.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		96-2023	BOH NOTICE FOR	95.00	USD	0.00	95.00
						Document Total:	95.00
						Payment Method Total:	95.00
						Cash Account Total:	95.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108048	Closed	2/24/2023	INSP01	INSPIRATION STUDIO DESIGNS	0.00	36.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3255	BUSINESS CARD	36.00	USD	0.00	36.00
						Document Total:	36.00
						Payment Method Total:	36.00
						Cash Account Total:	36.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108049	Closed	2/24/2023	MAYS01	MAYS KELLY	0.00	500.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1201	MARCH 2023 WO	500.00	USD	0.00	500.00
						Document Total:	500.00
						Payment Method Total:	500.00
						Cash Account Total:	500.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108050	Closed	2/24/2023	MCKE01	MCKESSON MEDICAL	0.00	1,698.66

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20265860	SPECULUMS,BRC	103.04	USD	0.00	103.04
BILL		20265742	SPECULUMS,BRC	26.11	USD	0.00	26.11
BILL		20237197	NEEDLES	230.31	USD	0.00	230.31
BILL		20245835	SHOT BLOCKERS	69.98	USD	0.00	69.98
BILL		20244869	SHOT BLOCKERS	105.90	USD	0.00	105.90
BILL		20309606	QUANTIFY CONTI	721.31	USD	0.00	721.31
BILL		20287521	GBO CLIIINIC SUP	274.57	USD	0.00	274.57
BILL		20287445	GAUZE	94.21	USD	0.00	94.21
BILL		20288367	METRIMIST DEOC	73.23	USD	0.00	73.23
						Document Total:	1,698.66
						Payment Method Total:	1,698.66
						Cash Account Total:	1,698.66

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108051	Closed	2/24/2023	MERC01	MERCK SHARP & DOHME LLC	0.00	6,273.97
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		7016729403	GARDASIL VACCI	5,375.36	USD	0.00	5,375.36
BILL		7016729404	MMR VACCINE	898.61	USD	0.00	898.61
Document Total:							6,273.97
Payment Method Total:							6,273.97
Cash Account Total:							6,273.97

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108052	Closed	2/24/2023	MICH11	MICHIGAN NURSES ASSOCIATION	0.00	575.01
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		FEB 2023	DUES FOR FEB 20	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	108053	Closed	2/24/2023	MISD01	MISDU - FRIEND OF COURT	0.00	283.91
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		02242023	2/24/23 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	108054	Closed	2/24/2023	MUTU01	MUTUAL OF OMAHA	0.00	5,500.75
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		MAR 2023	ER LIFE & EE VOL	5,500.75	USD	0.00	5,500.75
Document Total:							5,500.75
Payment Method Total:							5,500.75
Cash Account Total:							5,500.75

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108055	Closed	2/24/2023	NATI05	NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS	0.00	150.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		INV129619	#9582301 FOOD T	150.00	USD	0.00	150.00
Document Total:							150.00
Payment Method Total:							150.00
Cash Account Total:							150.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108056	Closed	2/24/2023	NSFI01	NSF INTERNATIONAL	0.00	3,426.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		217909	HEALTH GUARD E	3,426.00	USD	0.00	3,426.00
						Document Total:	3,426.00
						Payment Method Total:	3,426.00
						Cash Account Total:	3,426.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108057	Closed	2/24/2023	CASA01	POINT BROADBAND	0.00	850.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		790197	INTERNET, FIBER	850.00	USD	0.00	850.00
						Document Total:	850.00
						Payment Method Total:	850.00
						Cash Account Total:	850.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108058	Closed	2/24/2023	RICO01	RICOH USA INC	0.00	1,428.80

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		5066748741	JAN 2023 COPE	753.80	USD	0.00	753.80
BILL		1096158174	2/16 TRAINING	675.00	USD	0.00	675.00
						Document Total:	1,428.80
						Payment Method Total:	1,428.80
						Cash Account Total:	1,428.80

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108059	Closed	2/24/2023	SANO01	SANOVI PASTEUR INC	0.00	6,187.93

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		920210878	HEPLISAV VACCII	5,756.77	USD	0.00	5,756.77
BILL		920210879	TUBERSOL VACC	431.16	USD	0.00	431.16
						Document Total:	6,187.93
						Payment Method Total:	6,187.93
						Cash Account Total:	6,187.93

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108060	Closed	2/24/2023	STAP01	STAPLES	0.00	139.34

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3528531942	DOUBLE SIDED F	23.49	USD	0.00	23.49
BILL		3529384953	POST-ITS, AVERY	68.87	USD	0.00	68.87
BILL		3529928108	DOUBLE SIDED T.	46.98	USD	0.00	46.98
Document Total:							139.34
Payment Method Total:							139.34
Cash Account Total:							139.34

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108061	Closed	2/24/2023	STAT01	STATCOURIER	0.00	2,201.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1019-3017	JANUARY COURIE	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	108062	Closed	2/24/2023	STAT04	STATE OF MICHIGAN-LAB	0.00	34.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20230201-12	LABS	23.00	USD	0.00	23.00
BILL		20230201-24	LAB	11.50	USD	0.00	11.50
Document Total:							34.50
Payment Method Total:							34.50
Cash Account Total:							34.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108063	Closed	2/24/2023	TEAM02	TEAMSTERS LOCAL 214	0.00	1,813.99

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		FEB2023	FEB 2023 DUES	1,813.99	USD	0.00	1,813.99
Document Total:							1,813.99
Payment Method Total:							1,813.99
Cash Account Total:							1,813.99

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108064	Closed	2/24/2023	UNIT02	UNITED WAY OF GRATIOT COUNTY	0.00	156.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		FEB2023	FEB 2023 EMPLO'	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	108065	Closed	2/24/2023	UNIT03	UNITED WAY OF MONTCALM COUNTY	0.00	46.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		FEB2023	FEB 2023 EMPLO'	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	108066	Closed	2/24/2023	VERT01	VERTILOCITY	0.00	1,069.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		31005742	JAN 2023 UKG RE	1,069.50	USD	0.00	1,069.50
						Document Total:	1,069.50
						Payment Method Total:	1,069.50
						Cash Account Total:	1,069.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108067	Closed	2/24/2023	WOOD01	WOOD SARAH	0.00	63.75

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		02112023	2/7-2/10 CONTRA(63.75	USD	0.00	63.75
						Document Total:	63.75
						Payment Method Total:	63.75
						Cash Account Total:	63.75

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108068	Closed	2/24/2023	YEOY01	YEO & YEO PC CPA	0.00	19,350.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		568453	9/30/22 ANNUAL P	19,350.00	USD	0.00	19,350.00
Document Total:							19,350.00
Payment Method Total:							19,350.00
Cash Account Total:							19,350.00

Doc. Type	Count	Amount Paid (USD)
Check	31	64,564.45
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	31	64,564.45



Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

Expense Voucher # 2000

3/10/2023

Payables

108069 - 108083 Acumatica Checks & ACH \$ 29,228.61

Payroll

Ameriprise NBS \$ 100.00

MERS 457 \$ 1,907.00

MERS Defined Benefit - Employee \$ 4,521.82

Nationwide \$ 2,180.00

EFT Payroll Tax

Federal \$ 35,270.71

State \$ 5,611.32

MERS Defined Benefit - Employer Feb-23 \$ 45,904.68

Direct Deposit Payroll \$ 115,789.61

Direct Deposit HSA \$ 7,402.27

Fees

Huntington e-Banking fee Feb-23 \$ 240.28

Huntington Bank Interest Feb-23 \$ (17.28)

TOTAL

\$ 248,139.02

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	108069	Closed	3/10/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	137.61

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		1CJP-7CXM-F6JH	SUPERMICRO SA	35.59	USD	0.00	35.59
BILL		1HVY-16PC-DMPN	LAMINATING SHE	79.09	USD	0.00	79.09
BILL		1GVL-DCC3-43D9	MEASURING TAPI	22.93	USD	0.00	22.93
Document Total:							137.61
Payment Method Total:							137.61
Cash Account Total:							137.61

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108070	Closed	3/10/2023	CAPI01	CAPITAL AREA UNITED WAY	0.00	32.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		FEB2023	FEBRUARY 2023 I	32.00	USD	0.00	32.00
Document Total:							32.00
Payment Method Total:							32.00
Cash Account Total:							32.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108071	Closed	3/10/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	2,609.08

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		GW49260	21 SAMSUNG 45V	669.48	USD	0.00	669.48
BILL		GZ19579	SUPERMICRO SU	1,939.60	USD	0.00	1,939.60
Document Total:							2,609.08
Payment Method Total:							2,609.08
Cash Account Total:							2,609.08

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108072	Closed	3/10/2023	FIRS01	FIRST NATIONAL BANK OMAHA	0.00	8,713.63

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		VISA2/27/23	STAMPED ENVEL	1,508.40	USD	0.00	1,508.40
BILL		cc2-24-23	SUPERMICRO HD	39.09	USD	0.00	39.09
BILL		CC 2/24/2023	USPS STAMPED E	1,894.20	USD	0.00	1,894.20
BILL		CC2/8/2023	BATTERY	98.48	USD	0.00	98.48
BILL		2593 FEB 2023	HOTELS, TRAININ	4,421.50	USD	0.00	4,421.50
BILL		0609 FEB 2023	TRAINING	250.00	USD	0.00	250.00
BILL		5477 FEB 2023	RENT AGROLIQUI	150.00	USD	0.00	150.00
BILL		8712 FEB 2023	UPS, PAGER	94.71	USD	0.00	94.71
BILL		8712 MARCH	TIGERCONNECT	257.25	USD	0.00	257.25
Document Total:							8,713.63
Payment Method Total:							8,713.63
Cash Account Total:							8,713.63

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108073	Closed	3/10/2023	MAGE01	MAGELLAN DIAGNOSTICS	0.00	1,931.17

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		59819	BLOODLEAD CAR	1,931.17	USD	0.00	1,931.17
Document Total:							1,931.17
Payment Method Total:							1,931.17
Cash Account Total:							1,931.17

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108074	Closed	3/10/2023	MISD01	MISDU - FRIEND OF COURT	0.00	283.91

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		03102023	3/10/2023 PAYROI	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	108075	Closed	3/10/2023	CASA01	POINT BROADBAND	0.00	850.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		796430	MARCH 2023 INTE	850.00	USD	0.00	850.00
Document Total:							850.00
Payment Method Total:							850.00
Cash Account Total:							850.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108076	Closed	3/10/2023	PREIN01	PREIN&NEWHOF	0.00	3,036.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		105046	JANUARY 2023 W	1,510.00	USD	0.00	1,510.00
BILL		105515	FEBRUARY 2023 \	1,526.00	USD	0.00	1,526.00
Document Total:							3,036.00
Payment Method Total:							3,036.00
Cash Account Total:							3,036.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108077	Closed	3/10/2023	SMIL01	SMILEMAKERS	0.00	1,412.62
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		9313720	FLOSSERS,TOOT	1,412.62	USD	0.00	1,412.62
Document Total:							1,412.62
Payment Method Total:							1,412.62
Cash Account Total:							1,412.62

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108078	Closed	3/10/2023	STAP01	STAPLES	0.00	483.90
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		3530063984	STAPLER,SCISSC	176.43	USD	0.00	176.43
BILL		3530063985	BUSINESS CARD	10.98	USD	0.00	10.98
BILL		3530063986	JR WRITING PAD\$	52.19	USD	0.00	52.19
BILL		3530205193	COPYPAPER,WIN	232.57	USD	0.00	232.57
BILL		3530928916	Envelopes	11.73	USD	0.00	11.73
Document Total:							483.90
Payment Method Total:							483.90
Cash Account Total:							483.90

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108079	Closed	3/10/2023	STAT04	STATE OF MICHIGAN-LAB	0.00	23.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		20230201-31	LAB	11.50	USD	0.00	11.50
BILL		20230201-23	LAB	11.50	USD	0.00	11.50
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	108080	Closed	3/10/2023	TOTA01	TOTAL ACCESS GROUP INC	0.00	297.80

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		TSI063694	RAINBOW HEART	297.80	USD	0.00	297.80
						Document Total:	297.80
						Payment Method Total:	297.80
						Cash Account Total:	297.80

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108081	Closed	3/10/2023	VERI01	VERIZON	0.00	5,083.07

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		9928505297	2/24-3/23 CELL PH	5,083.07	USD	0.00	5,083.07
						Document Total:	5,083.07
						Payment Method Total:	5,083.07
						Cash Account Total:	5,083.07

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108082	Closed	3/10/2023	WINN01	WINN TELECOM	0.00	4,107.57

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		MARCH 2023	LOCAL/LONG DIS	4,107.57	USD	0.00	4,107.57
						Document Total:	4,107.57
						Payment Method Total:	4,107.57
						Cash Account Total:	4,107.57

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	108083	Closed	3/10/2023	WOOD01	WOOD SARAH	0.00	227.25

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
BILL		02182023	2/13-2/18 CONTR/	85.50	USD	0.00	85.50
BILL		02252023	2/20-2/25 CONTR/	141.75	USD	0.00	141.75
						Document Total:	227.25
						Payment Method Total:	227.25
						Cash Account Total:	227.25

Doc. Type	Count	Amount Paid (USD)
Check	15	29,228.61
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	15	29,228.61

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

Summary and Special Notes

As of the end of February, actual revenues and expenditures should be approximately 42% of the \$8,800,846 total budget. The total revenues through February were \$3,456,260.26 and the total expenses were \$3,375,993.59. The overall actual revenues and expenditures were at 39% and 38% respectively, representing a small surplus of \$80,266.67.

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

- **Retirement** – Includes an annual lump sum payment that has not been made yet.
- **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 gone 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.

Balance Sheet

As of February 28, 2023

Assets

Cash & Cash Equivalents	2,929,277.24
Account Receivable	47,507.94
Other Receivables	331,607.38
Prepaid Expenses	17,348.50
VFC Inventory	45,360.26
Total Assets	3,371,101.32

Liabilities

Employee Deductions	47,344.92
Accounts Payable	13,876.38
Due to Others	622,382.28
VFC Inventory	45,360.27
Trust Funds	17,987.17
Deferred Revenues	0.00
Other Long-term Liabs	198,633.00
38901-FUND BALANCE RESTRICTED DENTAL	95,208.84
39000-FUND BALANCE END OF YEAR	(441,588.31)
39001-FUND BALANCE	601,096.83
39004-FUND BALANCE - TECHNICAL/EQUIP	489,494.46
39005-FUND BALANCE-FACILITY DEV.	137,523.00
39007-FUND BALANCE-SELF INS BONDS	13,949.72
39008-FUND BALANCE-FUTURE RETIREMENT	192,269.58
39009-FUND BALANCE-COMPENSATED LEAVE	549,707.51
39010-FUND BALANCE-UNEMPLOYMENT	55,000.00
39012-FUND BALANCE - TRAINING	35,000.00
39013-FUND BALANCE - BRFS	11,522.00
39014-FUND BALANCE-HEALTH INSURANCE	160,000.00
39015-FUND BALANCE-POTENTIAL CLAIMS	168,289.00
39017-FUND BALANCE CHW	200,000.00
39018-FUND BALANCE OPEB	77,778.00
Net Income / (Loss)	80,266.67
Total Liabilities	3,371,101.32
Difference	0.00

REVENUE-EXPENSE

As of February 28, 2023

ALL PROGRAMS	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
REVENUE					
ELPHS	1,147,315.00	79,763.00	588,975.20	558,339.80	51%
MDHHS GRANTS	3,503,257.00	297,819.00	1,424,335.15	2,078,921.85	41%
MDHHS FEE FOR SERVICE	70,000.00	0.00	9,443.16	60,556.84	13%
EGL E GRANTS	85,015.00	4,787.50	23,882.75	61,132.25	28%
OTHER GRANTS	858,000.00	132,793.79	348,677.05	509,322.95	41%
VFC SUPPLIES	300,000.00	4,966.03	52,473.92	247,526.08	17%
MEDICAID FULL COST	282,000.00	0.00	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	10,002.47	38,930.13	-16,930.13	177%
FEES					
CHED ADMINISTRATION	1,000.00	0.00	0.00	1,000.00	0%
ORAL HEALTH	0.00	0.00	1,465.00	-1,465.00	
ORAL HEALTH K-ASSESSMENT	0.00	0.00	840.00	-840.00	
CLINICAL VARNISH	10,000.00	585.00	1,410.00	8,590.00	14%
HEARING	21,000.00	1,484.00	5,844.20	15,155.80	28%
VISION	21,000.00	873.20	5,272.00	15,728.00	25%
FAMILY PLANNING	108,000.00	3,207.09	23,939.14	84,060.86	22%
BCCCP	1,000.00	185.00	661.35	338.65	66%
WOMENS HEALTH PROGRAM	0.00	237.00	237.00	-237.00	
BLOOD LEAD	8,100.00	287.36	1,084.54	7,015.46	13%
HIV	1,000.00	0.00	0.00	1,000.00	0%
STD/STI	4,000.00	10.15	1,551.35	2,448.65	39%
IMMUNIZATIONS	130,000.00	8,507.59	89,632.46	40,367.54	69%
COMMUNICABLE DISEASE	2,000.00	200.00	400.00	1,600.00	20%
BODY ART	1,500.00	0.00	0.00	1,500.00	0%
FOOD PROGRAM	315,000.00	8,279.00	20,739.00	294,261.00	7%
WATER PROGRAM	185,000.00	9,570.00	47,036.00	137,964.00	25%
SEWAGE PROGRAM	195,000.00	11,000.00	55,723.00	139,277.00	29%
EH MISC	45,000.00	1,185.00	28,639.08	16,360.92	64%
EH ADMIN	1,000.00	31.55	269.97	730.03	27%
ADMINISTRATION	200.00	0.00	-50.00	250.00	-25%
SPACE	296,599.99	24,193.96	120,969.96	175,630.03	41%
APPROPRIATIONS	1,133,504.01	94,622.92	475,324.85	658,179.16	42%
TOTAL REVENUE	8,800,846.00	694,590.61	3,456,260.26	5,344,585.74	39%

REVENUE-EXPENSE

As of February 28, 2023

ALL PROGRAMS	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
EXPENSE					
SALARIES	4,336,979.00	319,732.82	1,683,255.88	2,653,723.12	39%
FICA	331,775.00	23,492.35	123,170.99	208,604.01	37%
HEALTH INSURANCE	913,058.00	76,050.36	374,555.43	538,502.57	41%
DENTAL INSURANCE	57,645.00	4,077.16	21,134.28	36,510.72	37%
RETIREMENT	723,303.00	45,904.68	243,424.40	479,878.60	34%
OTHER BENEFITS	43,786.00	1,487.31	14,847.69	28,938.31	34%
OFFICE SUPPLIES	92,700.00	9,767.55	42,031.85	50,668.15	45%
COMPUTER SUPPLIES	70,000.00	6,759.94	24,913.60	45,086.40	36%
MEDICAL SUPPLIES	48,800.00	2,873.59	20,004.64	28,795.36	41%
BIOLOGICS	60,500.00	12,584.47	39,002.41	21,497.59	64%
VFC	300,000.00	4,966.03	52,473.92	247,526.08	17%
OTHER SUPPLIES	0.00	0.00	695.00	-695.00	
CAPITAL EXPENSE	0.00	0.00	10,000.00	-10,000.00	
SOFTWARE PURCHASES	0.00	0.00	30,000.00	-30,000.00	
CONTRACTUAL	1,056,400.00	32,384.64	324,522.54	731,877.46	31%
LABS	4,200.00	121.76	2,000.54	2,199.46	48%
COMMUNICATIONS	59,400.00	15,919.13	47,697.33	11,702.67	80%
TRAVEL/TRAINING	171,900.00	14,381.01	61,168.04	110,731.96	36%
MEMBERSHIPS	25,600.00	654.94	15,363.04	10,236.96	60%
ADVERTISING	34,100.00	95.00	7,277.56	26,822.44	21%
LIABILITY INSURANCE	33,000.00	26,037.00	46,866.75	-13,866.75	142%
LEASE & MAINTENANCE	111,100.00	1,823.30	53,885.22	57,214.78	49%
RENT	31,000.00	2,316.67	11,501.32	19,498.68	37%
SPACE	285,600.00	24,193.96	120,969.96	164,630.04	42%
MISC EXPENSE	10,000.00	1,603.06	5,231.20	4,768.80	52%
TOTAL EXPENSE	8,800,846.00	627,226.73	3,375,993.59	5,424,852.41	38%
Net Income (Loss)	0.00	67,363.88	80,266.67	-80,266.67	

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

March 22, 2023

ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Meeting Video Equipment

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.)

To better meet the rising demand for virtual meetings, the Mid-Michigan District Health Department (MMDHD) seeks to purchase video conferencing equipment that would allow the ability to utilize large room level coverage with our current Microsoft Teams platform. This will bring greater flexibility and clarity to multi-presenter meetings. Currently, MMDHD has this system for one office and would like to expand this system to the other two offices as we have found it beneficial. This platform combines in person and virtual attendees without issues.

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.)

As part of State of Michigan Public Health Emergency Preparedness, MMDHD has been approved for additional funding. Technology enhancement are an appropriate use of this funding, and the purchased equipment would be set up in the Stanton and St. Johns office.

IV. Fiscal Impact and Cost:

(Immediate, ongoing, and future impact.)

The quote we received for the Yealink MVC was \$12,537.52. The additional funding will cover \$12,000 of this cost. The additional \$537.52 will be covered under Emergency Preparedness funding.

V. Alternatives Considered:

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

None

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.)

Recommend that the Board of Health authorize the agency to purchase the Yealink MVC video equipment that is needed as there is funding to cover the cost.

VII. Monitoring and Reporting Timeline:

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

No monitoring will be needed.

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

March 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 six vendors to inquire about the installation of the cabling and access points. MMDHD is asking the board to authorize up to \$10,000 for the install of the cable and access points. 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 six companies:

C & R Electric (Alma) quoted a cost of \$8,200.00

New Look Computer and Data (St Johns) quoted a cost of \$7,411.96

Town and Country (Ithaca) quoted a cost of \$17,732.00.

DataCom quoted a cost of \$13,825.00.

MDIS quoted a cost of \$17,259.78.

Challenger2 quoted a cost of \$10,275.00

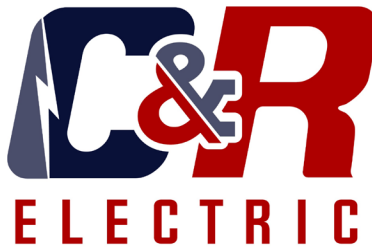
MMDHD reached out to our contracted IT service, and they do not provide cabling services as outlined in their contract.

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 spend up to \$10,000 to contract with one of the above companies to install the cabling and wireless access.

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.



March 14, 2023

Mid-Michigan District Health Department
Attn: Hailey Brewer
615 N. State St.
Stanton, MI 48888

Project:
Install and Terminate Wireless Access Points at
Stanton, Ithaca, & St. Johns

Proposal

C & R Electric, L.L.C. is pleased to submit a proposal for the above referenced project wired to meet the National Electrical Code requirements with specifications up to but not to exceed the following:

Base Bid:

- Furnish and Install 28- CAT6A Data Drops (12-Stanton, 8-St. Johns, 8-Ithaca).
- Furnish & Install 24-Single port white data faceplates w/ Keystone RJ45 jacks at each access point location.
- Install and Test 28 Owner provided Wireless Access Points (12-Stanton, 8-St. Johns, 8-Ithaca).
- Material, Labor, and Permit included.

Base Bid:

Eight Thousand Two Hundred Dollars = \$8,200.00

Thank you,

A handwritten signature in black ink, appearing to read 'Tim Griffith', is written over a light blue horizontal line.

Tim Griffith



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

Jason W. Hanse
(248) 289-8500 X114
Fax (248) 289-8500
jhanse@mdisnow.com

Prepared for:
Mid-Michigan District Health Department

615 N. State St.
Stanton, MI 48888
Hailey Brewer
(989) 831-3662
hbrewer@mmdhd.org

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



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

Metro Detroit Integrated Systems

Mid-Michigan District Health Department

Signature: 
Name: Jason Hanse
Title: Account Manager
Date: 01/31/2023

Signature: _____
Name: Hailey Brewer
Date: _____



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

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!

New Look Computer and Data
 510 E State Steet
 Saint Johns, MI 48879
 9892249000
 sales@newlookdata.com
 www.newlookdata.com



Estimate

ADDRESS

Mid-Michigan District Health
 Department
 615 N. State St.
 Stanton, MI 48888

SHIP TO

Mid-Michigan District Health
 Department
 615 N. State St.
 Stanton, MI 48888

ESTIMATE # 1075

DATE 03/09/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Labor	(Stanton)Run Cat 6 cable to 12 access point locations. Install RJ45 jack with white faceplate on ceiling, mount owner provided wall plates for access points.	1	2,280.00	2,280.00
	Labor	(Ithaca)Run Cat 6 cable to 8 access point locations. Install RJ45 jack with white faceplate on ceiling, mount owner provided wall plates for access points.	1	1,240.00	1,240.00
	Labor	(Saint Johns)Run Cat 6 cable to 8 access point locations. Cables will reside above drop ceiling. owner provided wall plates for access points hung against drop ceiling.	1	1,700.00	1,700.00
	Cat 6A roll Cable		4	449.99	1,799.96
	Ethernet Wall Plates	White keystone jacks single gang	28	14.00	392.00

 SUBTOTAL 7,411.96
 TAX 0.00
TOTAL \$7,411.96

Accepted By

Accepted Date



Estimate #: T23C1083

Date: 3/8/2023

Phone: (989) 831-3662

Email: hbrewer@mmdhd.org

To: Mid-Michigan District Health Department.
Attn: Hailey Brewer

**Project Location: 615 N State St Stanton, MI
151 Commerce Dr. Ithaca, MI
1307 E Townsend Rd. ST John, M**

DESCRIPTION: Town & Country Technologies is pleased to provide you with this estimate to install (1) category 6 data cable to (28) new WAP locations throughout (3) separate buildings. Install owner supplied WAP. Install raceway support as needed. install Jacks, patch panel, terminations & testing. Provide customer with (28) 3' patch cords & (28) 10' patch cords.

Estimated Category 6 install Cost: \$14,757.00

Estimated Category 6A install Cost: \$17,732.00

Notes:

- Price assumes work may be performed during normal business days and hours; Monday – Friday, 7:00AM-3:30PM.
- Price is valid for 10 working days starting on date list above.
- Permit is included.

Thank you for this opportunity to be of service. If you have any questions, please call. Phone: 616-772-2772

APPROVED BY: Bob Groteler Bob Groteler

Estimate VOID after 30 days and subject to change due to material increases without notice. Net 10 upon receipt

TERMS & CONDITIONS: ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED. PAYMENT NET (10) DAYS UPON RECEIPT OF INVOICE. I (WE) UNDERSTAND AND AGREE THAT ANY CREDIT GRANTED SHALL BE PAID PROMPTLY IN ACCORDANCE WITH ABOVE TERMS AND AGREEMENTS. TOWN & COUNTRY MAY ADD LEGAL RATE OF INTEREST PER MONTH TO ANY BALANCE NOT PAID IN ACCORDANCE WITH SAID TERMS AND AGREEMENTS. I (WE) ALSO AGREE, IN THE EVENT OF DEFAULT, TO PAY REASONABLE COLLECTION CHARGES, ATTORNEY FEES, AND COURT COSTS WHERE APPLICABLE.

Please Sign, Date and Return:

Signature: _____ Date: _____
Customer Authorizes Town & Country To Perform Work as Described Above

CHALLENGER 2

2501 Precision St
Jackson, MI 49202

517-768-1387 challenger2.net

January 26, 2023

Mid-Michigan District Health Department
615 N State Street
Santon, MI 48888

Dear Hailey Brewer,

The information below summarizes our estimate for your proposed project. Please review this information and let us know if you have any questions.

Proposed Project: Wireless Access Point Drop and Installation
Estimate Date: 01/26/2023
Estimate Number: 20091
Estimate Amount: \$10,275.00

Project Description:

Provide and install 28 category 6 network data drops for wireless access points.

Provide and install unloaded patch panels as required in each network closet.

Install and document 28 access points (provided by VC3)

This estimate/quotation will remain valid for 30 days from date of issuance and includes Michigan Sales tax where applicable. Thank you for allowing Challenger 2, LLC this opportunity.

Sincerely,

Steven McComb, RCDD, RTMP
Chief Operating Officer
Challenger 2, LLC

If agreed to by Mid-Michigan District Health Department:

_____	_____	_____	_____
Signature	Name	Title	Date