

Department Policy Number/Name:	County Appropriation Policy	Effective Date:	03/11/2016
Approved By:	County Administrators and Board of Health	Reviewed Date:	07/11/2023

POLICY/PURPOSE

The Mid-Michigan District Health Department (MMDHD) follows the Intergovernmental Agreement that was approved by Clinton, Gratiot and Montcalm and the State of Michigan in 2003. MMDHD will follow the agreement in developing the budgetary appropriation request for each county. The budgetary request will be based on the proposed budgetary needs for the fiscal year for MMDHD. The contribution request shall be allocated with a base amount and any increments pro-rata among the counties based on the average percentage of effort worked by each county. The effort levels will be determined by the services performed in each county which in turn should equate to staffing levels needed for each program. If there is not a way to determine services in each county the service level will be determined by population. The base amount is the appropriations that were being paid by each county in Fiscal Year 2003, the year the Intergovernmental Agreement was signed. At no point shall the funding level for any county fall below the base year regardless of the level of effort determined in the calculation.

PROCEDURE

After the budget is prepared and is ready for approval from the Board of Health, MMDHD will determine the local appropriation dollars needed from each county. The local appropriation dollars distribution between the counties will be determined by the base and then the level of effort determined by services provided in each county for the local appropriation dollars needed over the base.

MMDHD will determine the average number of services provided in each program by each county over the most recent five years. MMDHD will calculate the percentage of services in each county as compared to the district wide total. MMDHD will then apply the percentage to the local dollars needed in each program to determine a dollar amount allocated to each program from each county. The total of the allocated dollars as a percentage of the total appropriation request district wide will be applied to the additional funds requested over the base amount.

For example purposes only:

Base allocation:

Original Policy Date:
Original Policy Name:

Supersedes Policy Date:
Original Policy Number:



Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Department Policy Number/Name:	County Appropriation Policy	Effective Date:	03/11/2016
Approved By:	County Administrators and Board of Health	Reviewed Date:	07/11/2023

Clinton: \$20,000
 Gratiot: \$15,000
 Montcalm: \$10,000
 Total: \$45,000

WIC Program – proposed budget of \$5,000 local dollars (Expenses-Revenues=Local Dollars)
 Clinton’s services – 1,000; Gratiot services – 1,400; Montcalm – 1,600; Total services – 4,000

- Clinton level of effort based on services provided is 25%;
- Gratiot level of effort based on services provided is 35%;
- Montcalm level of effort based on services provided is 40%

Food Program – proposed budget of \$10,000 local dollars (Expenses-Revenues=Local Dollars)
 Clinton’s services – 400; Gratiot services – 300; Montcalm – 300; Total services – 1,000

- Clinton level of effort based on services provided is 40%;
- Gratiot level of effort based on services provided is 30%;
- Montcalm level of effort based on services provided is 30%

Water Program – proposed budget of \$50,000 local dollars (Expenses-Revenues=Local Dollars)
 Clinton’s services – 1,000; Gratiot services – 600; Montcalm – 400; Total services – 2,000

- Clinton level of effort based on services provided is 50%;
- Gratiot level of effort based on services provided is 30%;
- Montcalm level of effort based on services provided is 20%

WIC Program

Clinton (25%*\$5,000) - \$1,250
 Gratiot (35%*\$5,000) - \$1,750
 Montcalm (40%*\$5,000) - \$2,000

Food Program

Clinton (40%*\$10,000) - \$4,000
 Gratiot (30%*\$10,000) - \$3,000
 Montcalm (30%*\$10,000) - \$3,000

WIC Program

Original Policy Date:
 Original Policy Name:

Supersedes Policy Date:
 Original Policy Number:



Mid-Michigan District
HEALTH DEPARTMENT
 CLINTON • GRATIOT • MONTCALM

Department Policy Number/Name:	County Appropriation Policy	Effective Date:	03/11/2016
Approved By:	County Administrators and Board of Health	Reviewed Date:	07/11/2023

Clinton (50%*\$50,000) - \$25,000
 Gratiot (30%*\$50,000) - \$15,000
 Montcalm (20%*\$50,000) - \$10,000

Clinton’s level of effort proportion in the example is 47% ($\$1,250 + \$4,000 + \$25,000 = \$30,250 / \$65,000$)
 Gratiot’s level of effort proportion in the example is 30% ($\$1,750 + \$3,000 + \$15,000 = \$19,750 / \$65,000$)
 Montcalm’s level of effort proportion in the example is 23% ($\$2,000 + \$3,000 + \$10,000 = \$15,000 / \$65,000$)

The total local dollars needed in the budget is \$65,000 (\$5,000, \$10,000 and \$50,000). The base is \$45,000; therefore, the increase over the base is \$20,000 that must be spread based on level of effort.

So in the above example,

Clinton pays \$29,400 (\$20,000 base + 47% of \$20,000 (local dollars needed over base))
 Gratiot pays \$21,000 (\$15,000 base + 30% of \$20,000 (local dollars needed over base))
 Clinton pays \$14,600 (\$10,000 base + 23% of \$20,000 (local dollars needed over base))

Original Policy Date:
 Original Policy Name:

Supersedes Policy Date:
 Original Policy Number:
