



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 David Pohl	George Bailey Timothy Gay	Phil Kohn Adam Petersen
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MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)
BOARD OF HEALTH
FINANCE COMMITTEE MEETING
Montcalm Office, Stanton, Michigan
Conference Rooms A & B

Wednesday, October 25, 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; Sarah Doak, Director of Community Health and Education Division (CHED); Lonnie Smith, Director of Environmental Health; Hailey Brewer, Administrative Services Supervisor; Krishna Santana, Board Secretary

- A. MMDHD’s Expenses for September 23 through October 20,2023 – **Included.**
- B. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for September 2023 – **Delayed due to year-end.**
- C. Increase Wage Step – **Included**
- D.



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Board of Health Finance Committee Synopsis of Actions Needed
 October 25, 2023 Finance Meeting

Item A.	EXPENSES FOR SEPTEMBER 23 THROUGH OCTOBER 20, 2023
Motion to recommend payment of the Mid-Michigan District Health Department’s Expenses for September 23 through October 20, 2023, totaling \$526,543.25.	
Item B.	BALANCE SHEET, REVENUE AND EXPENDITURE REPORT FOR SEPTEMBER 2023
Delayed due to year-end.	
Item C.	INCREASE WAGE STEP
Motion to recommend approval of increasing wage step of CHED PHR from step 2 to step 6.	



**MONTHLY EXPENSES FOR
September 23, 2023 - October 20, 2023**

<i>EV 2016</i>	<i>10/6/2023</i>	\$	<i>261,051.87</i>
<i>EV 2017</i>	<i>10/20/2023</i>	\$	<u><i>265,491.38</i></u>
TOTAL		\$	526,543.25



Expense Voucher # 2016

10/6/2023

Payables

108511 - 108541 Acumatica Checks & ACH \$ 89,396.77

Payroll

Ameriprise NBS \$ 100.00
MERS 457 \$ 1,907.00
MERS Defined Benefit - Employee \$ 4,495.38
Nationwide \$ 2,180.00
EFT Payroll Tax
 Federal \$ 35,614.49
 State \$ 5,497.45

Direct Deposit Payroll \$ 118,931.28
Direct Deposit HSA \$ 6,706.19

Fees

Huntington e-Banking fee Sep-23 \$ -
Huntington Bank Interest Sep-23 \$ -

TOTAL

\$ 264,828.56

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
Payment	108511	Closed	10/6/2023	ALPH01	ALPHA FAMILY CENTER	0.00	200.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		OCT2023	RENT FOR OCTO	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
Payment	108512	Closed	10/6/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	1,493.16
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1RLW-196Q-CW7G	AIR FRY TOASTEI	84.99	USD	0.00	84.99
Bill		1CHR-DVX3-7CYD	PLANNER NICOLE	14.99	USD	0.00	14.99
Bill		1N77-HF9M-7GCK	CSHCS GRANT; F	1,301.15	USD	0.00	1,301.15
Bill		1FHP-7MJG-337K	SPACE HEATER H	23.99	USD	0.00	23.99
Bill		1GQ4-XDQC-6Y4V	LAPTOP REPLACI	68.04	USD	0.00	68.04
						Document Total:	1,493.16
						Payment Method Total:	1,493.16
						Cash Account Total:	1,493.16

Account	Description						
CASH AP	CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108513	Closed	10/6/2023	BADE01	BADER, LINDA	0.00	375.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		00013	9/12-9/25 CONTR/	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
Payment	108514	Closed	10/6/2023	BREW02	BREWER BRAD	0.00	150.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		20230927131902	REFUND OVERPA	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
Payment	108515	Closed	10/6/2023	BROM01	BROMBERG & ASSOCIATES	0.00	169.14
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		22891	AUGUST TRANSL	169.14	USD	0.00	169.14
						Document Total:	169.14
						Payment Method Total:	169.14
						Cash Account Total:	169.14

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108516	Closed	10/6/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	8,909.50
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		LT09646	TOPAZ SIGNATUF	833.88	USD	0.00	833.88
Bill		LT77914	30 APS ESSENTIA	397.80	USD	0.00	397.80
Bill		MB20476	ADOBE CLOUD/AI	4,264.12	USD	0.00	4,264.12
Bill		MB41452	ADOBE RENEWAI	2,444.80	USD	0.00	2,444.80
Bill		ZR00401464	AUGUST CISCO V	718.90	USD	0.00	718.90
Bill		ZR00395618	SEPTEMBER WEE	250.00	USD	0.00	250.00
						Document Total:	8,909.50
						Payment Method Total:	8,909.50
						Cash Account Total:	8,909.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108517	Closed	10/6/2023	CLIN01	CLINTON COUNTY ADMINISTRATION/ACCOUNTING	0.00	1,966.66
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		AC-2023-111	OCTOBER RENT	1,966.66	USD	0.00	1,966.66
						Document Total:	1,966.66
						Payment Method Total:	1,966.66
						Cash Account Total:	1,966.66

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108518	Closed	10/6/2023	FRIE01	FRIEDLAND INDUSTRIES, INC.	0.00	360.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		7071	SEPTEMBER SHF	360.00	USD	0.00	360.00
						Document Total:	360.00
						Payment Method Total:	360.00
						Cash Account Total:	360.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108519	Closed	10/6/2023	GRAT06	GRATIOT INTEGRATED HEALTH NETWORK	0.00	200.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		OCT 2023	RENT FOR OCTO	200.00	USD	0.00	200.00
						Document Total:	200.00
						Payment Method Total:	200.00
						Cash Account Total:	200.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108520	Closed	10/6/2023	HEDG01	HEDGEROW SOFTWARE LTD.	0.00	6,000.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1243	1Q2024 LICENSE	6,000.00	USD	0.00	6,000.00
						Document Total:	6,000.00
						Payment Method Total:	6,000.00
						Cash Account Total:	6,000.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108521	Closed	10/6/2023	INSP01	INSPIRATION STUDIO DESIGNS	0.00	261.01
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		26792	7 BUSINESS CAR	225.01	USD	0.00	225.01
Bill		26795	BUSINESS CARD	36.00	USD	0.00	36.00
Document Total:							261.01
Payment Method Total:							261.01
Cash Account Total:							261.01

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108522	Closed	10/6/2023	KID01	KIDS LOVE STICKERS/MEDIBADGE	0.00	306.60
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		901981	STICKERS	306.60	USD	0.00	306.60
Document Total:							306.60
Payment Method Total:							306.60
Cash Account Total:							306.60

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108523	Closed	10/6/2023	MICH03	MALPH	0.00	41,998.44
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		4Q2023	JULY-SEPT CJS C	41,998.44	USD	0.00	41,998.44
Document Total:							41,998.44
Payment Method Total:							41,998.44
Cash Account Total:							41,998.44

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108524	Closed	10/6/2023	MCKE01	MCKESSON MEDICAL	0.00	218.11
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		21142029	GLOVES	218.11	USD	0.00	218.11
Document Total:							218.11
Payment Method Total:							218.11
Cash Account Total:							218.11

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108525	Closed	10/6/2023	MERC01	MERCK SHARP & DOHME LLC	0.00	898.61

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		7017184794	MMR VACCINE	898.61	USD	0.00	898.61
Document Total:							898.61
Payment Method Total:							898.61
Cash Account Total:							898.61

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108526	Closed	10/6/2023	MICH23	MICHIGAN FARMERS MARKET ASSOCIATION	0.00	2,750.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1365	RAPID MARKET A	2,750.00	USD	0.00	2,750.00
Document Total:							2,750.00
Payment Method Total:							2,750.00
Cash Account Total:							2,750.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108527	Closed	10/6/2023	MICH19	MICHIGAN STATE UNIVERSITY	0.00	600.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		573075	ERIN STRATTON	75.00	USD	0.00	75.00
Bill		573088	LISA MIKESELL 1	75.00	USD	0.00	75.00
Bill		573809	BETHANN MCPHE	75.00	USD	0.00	75.00
Bill		573065	SUE CORRIGAN 1	75.00	USD	0.00	75.00
Bill		572898	DENA KENT 11/8/	75.00	USD	0.00	75.00
Bill		573079	JACQUELYN STR	75.00	USD	0.00	75.00
Bill		573098	ASHLEY BOUCHE	75.00	USD	0.00	75.00
Bill		573038	COURTNEY TOWI	75.00	USD	0.00	75.00
Document Total:							600.00
Payment Method Total:							600.00
Cash Account Total:							600.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108528	Closed	10/6/2023	MID01	MIDSTATE PRINTING	0.00	48.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		3390	EMPLOYEE APPA	48.00	USD	0.00	48.00
						Document Total:	48.00
						Payment Method Total:	48.00
						Cash Account Total:	48.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108529	Closed	10/6/2023	MISD01	MISDU - FRIEND OF COURT	0.00	83.91

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		10062023	10/6/23 EMPLOYE	83.91	USD	0.00	83.91
						Document Total:	83.91
						Payment Method Total:	83.91
						Cash Account Total:	83.91

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108530	Closed	10/6/2023	OGDEN	OGDEN NICK	0.00	195.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		20230926130629	REFUND; CANCEI	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
Payment	108531	Closed	10/6/2023	PETT01	PETTY CASH FUND - ADMINISTRATION	0.00	198.39

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		SEPT2023	PETT CASH MO, P	198.39	USD	0.00	198.39
						Document Total:	198.39
						Payment Method Total:	198.39
						Cash Account Total:	198.39

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108532	Closed	10/6/2023	PREIN01	PREIN&NEWHOF	0.00	7,916.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		109668	AUGUST WATER	4,220.00	USD	0.00	4,220.00
Bill		110404	SEPTEMBER WA1	3,696.00	USD	0.00	3,696.00
Document Total:							7,916.00
Payment Method Total:							7,916.00
Cash Account Total:							7,916.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108533	Closed	10/6/2023	PUBL01	PUBLIC SECTOR CONSULTANTS	0.00	2,241.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		INV5805	CAPITAL AREA BF	2,241.00	USD	0.00	2,241.00
Document Total:							2,241.00
Payment Method Total:							2,241.00
Cash Account Total:							2,241.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108534	Closed	10/6/2023	RICO01	RICOH USA INC	0.00	1,227.30
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		5068187064	AUGUST COPIES	1,227.30	USD	0.00	1,227.30
Document Total:							1,227.30
Payment Method Total:							1,227.30
Cash Account Total:							1,227.30

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108535	Closed	10/6/2023	STAP01	STAPLES	0.00	147.72
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		3547009576	CASE OF HAND S	44.18	USD	0.00	44.18
Bill		3547009577	PACKING TAPE, C	36.18	USD	0.00	36.18
Bill		3547009578	GBO GENERAL SI	29.38	USD	0.00	29.38
Bill		3547079019	GBO GENERAL SI	37.98	USD	0.00	37.98
Document Total:							147.72
Payment Method Total:							147.72
Cash Account Total:							147.72

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108536	Closed	10/6/2023	STAT04	STATE OF MICHIGAN-LAB	0.00	46.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		20230901-21		LAB	11.50 USD	0.00	11.50
Bill		20230901-22		LABS	34.50 USD	0.00	34.50
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
Payment	108537	Closed	10/6/2023	LHDA01	THE LHD ACADEMY OF SCIENCE, LLC	0.00	2,500.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		398		FY2024 MEMBER	2,500.00 USD	0.00	2,500.00
Document Total:							2,500.00
Payment Method Total:							2,500.00
Cash Account Total:							2,500.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108538	Closed	10/6/2023	VERI01	VERIZON	0.00	5,056.46

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		9945220882		SEPTEMBER CEL	1,495.93 USD	0.00	1,495.93
Bill		9945220882-1		10/1-23 CELL PHC	3,560.53 USD	0.00	3,560.53
Document Total:							5,056.46
Payment Method Total:							5,056.46
Cash Account Total:							5,056.46

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108539	Closed	10/6/2023	VERT01	VERTILOCITY	0.00	85.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		31011105		9/5 CONSULT	85.00 USD	0.00	85.00
Document Total:							85.00
Payment Method Total:							85.00
Cash Account Total:							85.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108540	Closed	10/6/2023	WINN01	WINN TELECOM	0.00	2,612.01

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		0410000908	OCT 2023	SEPT LOCAL/LON	10.56 USD	0.00	10.56
Bill		OCT2023		INTERNET, LOCAL	2,601.45 USD	0.00	2,601.45
Document Total:							2,612.01
Payment Method Total:							2,612.01
Cash Account Total:							2,612.01

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108541	Closed	10/6/2023	WOOD01	WOOD SARAH	0.00	183.75

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		09162023		9/11-9/12 CONTRA	52.50 USD	0.00	52.50
Bill		09232023		9/18-9/20 CONTRA	52.50 USD	0.00	52.50
Bill		09302023		9/26-9/30 CONTRA	78.75 USD	0.00	78.75
Document Total:							183.75
Payment Method Total:							183.75
Cash Account Total:							183.75

Doc. Type	Count	Amount Paid (USD)
Check	31	89,396.77
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	31	89,396.77



Expense Voucher #2017

10/20/2023

Payables

08542 - 108565 Acumatica Checks & ACH \$ 45,165.66

Payroll

Ameriprise NBS \$ 100.00

MERS 457 \$ 1,907.00

MERS Defined Benefit - Employee \$ 4,495.38

Nationwide \$ 2,180.00

EFT Payroll Tax

Federal \$ 35,614.49

State \$ 5,497.45

MERS Defined Benefit - Employer Sep-23 \$ 44,893.93

Direct Deposit Payroll \$ 118,931.28

Direct Deposit HSA \$ 6,706.19

TOTAL

\$ 265,491.38

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
Payment	108542	Closed	10/20/2023	FOUR01	4IMPRINT, INC	0.00	1,455.97

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		11758133	ICE PACKS	1,455.97	USD	0.00	1,455.97
						Document Total:	1,455.97
						Payment Method Total:	1,455.97
						Cash Account Total:	1,455.97

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108543	Closed	10/20/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	128.13

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1HHQ-JC1D-3TR7	LEADKIT GRANT	86.07	USD	0.00	86.07
Bill		1L4K-LDLY-T6P7	LITHIUM COIN BA	42.06	USD	0.00	42.06
						Document Total:	128.13
						Payment Method Total:	128.13
						Cash Account Total:	128.13

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108544	Closed	10/20/2023	CAPI01	CAPITAL AREA UNITED WAY	0.00	32.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		OCT2023	OCTOBER 2023 D	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
Payment	108545	Closed	10/20/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	13,702.08

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		MD45986	THERMAL LABEL	701.33	USD	0.00	701.33
Bill		MH88701	KEYBOARD	42.29	USD	0.00	42.29
Bill		MJ08077	2 SMART DOCKS,	2,320.36	USD	0.00	2,320.36
Bill		MD02812	YEARLINK	10,638.10	USD	0.00	10,638.10
						Document Total:	13,702.08
						Payment Method Total:	13,702.08
						Cash Account Total:	13,702.08

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108546	Closed	10/20/2023	CENT02	CENTRAL MICHIGAN DIST HEALTH DEPARTMENT	0.00	9,048.61

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		SEPT 2023	MD FOR SEPTEM	9,048.61	USD	0.00	9,048.61
						Document Total:	9,048.61
						Payment Method Total:	9,048.61
						Cash Account Total:	9,048.61

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108547	Closed	10/20/2023	CLIN01	CLINTON COUNTY ADMINISTRATION/ACCOUNTING	0.00	1,966.66

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		AC-2023-126	NOVEMBER RENT	1,966.66	USD	0.00	1,966.66
						Document Total:	1,966.66
						Payment Method Total:	1,966.66
						Cash Account Total:	1,966.66

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108548	Closed	10/20/2023	EATO01	EATON RESA	0.00	3,466.35

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		008485	4Q2023 DRUG FR	3,466.35	USD	0.00	3,466.35
						Document Total:	3,466.35
						Payment Method Total:	3,466.35
						Cash Account Total:	3,466.35

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108549	Closed	10/20/2023	FIRS01	FIRST NATIONAL BANK OMAHA	0.00	5,101.01

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		CREDIT C	BARIATRIC CHAIF	233.19	USD	0.00	233.19
Bill		0609 OCT 2023	MEALS	133.29	USD	0.00	133.29
Bill		5477 OCT2023	AMERICAN AIRLIN	506.32	USD	0.00	506.32
Bill		8712 OCT2023	SEPTEMBER: TIG	463.26	USD	0.00	463.26
Bill		8712 OCT 2023	OCTOBER: UPS, 1	284.45	USD	0.00	284.45
Bill		2593 OCT 2023	SEPTEMBER: ST/	3,225.97	USD	0.00	3,225.97
Bill		CREDIT C 9-8	VARNISH	254.53	USD	0.00	254.53
						Document Total:	5,101.01
						Payment Method Total:	5,101.01
						Cash Account Total:	5,101.01

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108550	Closed	10/20/2023	GRAT06	GRATIOT INTEGRATED HEALTH NETWORK	0.00	200.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		NOV 2023	RENT FOR NOVEI	200.00	USD	0.00	200.00
						Document Total:	200.00
						Payment Method Total:	200.00
						Cash Account Total:	200.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108551	Closed	10/20/2023	HOSP03	HOSPITAL NETWORK HEALTHCARE SERVICES	0.00	62.74

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		89029	CBO SEPTEMBER	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
Payment	108552	Closed	10/20/2023	KKZO01	KKZO LLC	0.00	270.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		2023-Q4	OCT-DEC 2023 CE	270.00	USD	0.00	270.00
						Document Total:	270.00
						Payment Method Total:	270.00
						Cash Account Total:	270.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108553	Closed	10/20/2023	MCKE01	MCKESSON MEDICAL	0.00	2,160.92

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.		19900122	TO CREDIT INVOI	-61.63	USD	0.00	-61.63
Debit Adj.		47259745	TO CREDIT INVOI	-80.03	USD	0.00	-80.03
Bill		21175943	TOWELS, RAPID T	549.15	USD	0.00	549.15
Bill		21172752	SHOT BLOCKERS	701.31	USD	0.00	701.31
Bill		21177300	NEEDLES, SYRIN	1,052.12	USD	0.00	1,052.12
						Document Total:	2,160.92
						Payment Method Total:	2,160.92
						Cash Account Total:	2,160.92

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108554	Closed	10/20/2023	MICH11	MICHIGAN NURSES ASSOCIATION	0.00	575.01

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		OCT2023	DUES FOR OCTO	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
Payment	108555	Closed	10/20/2023	MISD01	MISDU - FRIEND OF COURT	0.00	83.91

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		10202023	10/20/23 EMPLOY	83.91	USD	0.00	83.91
						Document Total:	83.91
						Payment Method Total:	83.91
						Cash Account Total:	83.91

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108556	Closed	10/20/2023	CASA01	POINT BROADBAND	0.00	875.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		330002514	OCT 2023 INTERNET	875.00	USD	0.00	875.00
						Document Total:	875.00
						Payment Method Total:	875.00
						Cash Account Total:	875.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108557	Closed	10/20/2023	STAP01	STAPLES	0.00	170.72

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		3548301821	BANKER BOXES,F	170.72	USD	0.00	170.72
						Document Total:	170.72
						Payment Method Total:	170.72
						Cash Account Total:	170.72

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108558	Closed	10/20/2023	STAT01	STATCOURIER	0.00	2,267.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1019-3304	SEPTEMBER COL	2,267.00	USD	0.00	2,267.00
						Document Total:	2,267.00
						Payment Method Total:	2,267.00
						Cash Account Total:	2,267.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108559	Closed	10/20/2023	TEAM02	TEAMSTERS LOCAL 214	0.00	1,758.99

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		OCT 2023	DUES	1,758.99	USD	0.00	1,758.99
						Document Total:	1,758.99
						Payment Method Total:	1,758.99
						Cash Account Total:	1,758.99

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108560	Closed	10/20/2023	THOM01	THOMPSON HOME PUBLIC LIBRARY	0.00	100.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		2024	RENT 1/18/2024, 7	100.00	USD	0.00	100.00
						Document Total:	100.00
						Payment Method Total:	100.00
						Cash Account Total:	100.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108561	Closed	10/20/2023	TOTA03	TOTAL ENERGY SYSTEMS LLC	0.00	563.56

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		INV106228	MONTCALM GENE	563.56	USD	0.00	563.56
						Document Total:	563.56
						Payment Method Total:	563.56
						Cash Account Total:	563.56

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108562	Closed	10/20/2023	UNIT02	UNITED WAY OF GRATIOT COUNTY	0.00	152.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		10202023	10/20/23 EMPLOY	152.00	USD	0.00	152.00
						Document Total:	152.00
						Payment Method Total:	152.00
						Cash Account Total:	152.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108563	Closed	10/20/2023	UNIT03	UNITED WAY OF MONTCALM COUNTY	0.00	46.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		10202023	10/20/23 EMPLOY	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
Payment	108564	Closed	10/20/2023	VERT01	VERTILOCITY	0.00	911.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		31011504	SEPTEMBER UKG	911.50	USD	0.00	911.50
						Document Total:	911.50
						Payment Method Total:	911.50
						Cash Account Total:	911.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108565	Closed	10/20/2023	WOOD01	WOOD SARAH	0.00	67.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		10072023	10/1-10/3 CONTRA	67.50	USD	0.00	67.50
						Document Total:	67.50
						Payment Method Total:	67.50
						Cash Account Total:	67.50

Doc. Type	Count	Amount Paid (USD)
Check	24	45,165.66
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	24	45,165.66

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

October 25, 2023

ADMINISTRATOR: Sarah Doak, CHED Director

SUBJECT: Increase wage step

Information Only Action Needed

I. Authority for This Action:

- Local Policy
 Law or Rule ____

II. Summary:

In fiscal year 2023, we were notified that the Agency would not receive funding in 2024 for the Michigan Care Improvement Registry (MCIR). There were two staff in this program who were notified that they would be laid off at the end of the fiscal year. The employee who was the MCIR Coordinator applied for an internal vacant PHR position in September. She was selected for this position and started in the new role on October 1st at Step 2 at \$16.46 per hour. As the MCIR Coordinator, she was making \$31.28 per hour. She has requested that we use her prior experience with the agency to move her from Step 2 to the top Step 6 in the new classification. Her prior experience has given her knowledge of the agency, services and operations. This has made her orientation into the new position easier. Any requests above a Step 2 must be approved by the Board of Health.

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

This employee has knowledge of the agency and public health; therefore, employee orientation and development has been reduced since she has this baseline. Employee retention is an important aspect of the agency's overall mission in delivering services to the public.

IV. Fiscal Impact and Cost:

The vacancy that the above-mentioned employee is filling is the result of an internal staff member taking another position within the agency. With the salary change consideration for both of these positions, the result will be budget neutral with moving the employee to Step 6.

V. Alternatives Considered:

None

VI. Recommendation:

We respectfully request that the Board of Health grant moving her from a Step 2 to a Step 6 in the Public Health Representative classification.

VII. Monitoring and Reporting Time Line:

Employee evaluations will be performed to assure job duties are performed appropriately.