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BOARD OF HEALTH:	Bruce DeLong	George Bailey	Phil Kohn
	David Pohl	Steven Sopocy	Adam Petersen

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

Wednesday, December 20, 2023, 8:30 a.m.

MINUTES

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

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

Members Absent: None

Other Board
 Members Present: None

Staff Present: Mari E. (Liz) Braddock, Health Officer; Lonnie Smith, Director of Environmental Health (EH); Sarah Doak, Director of Community Health and Education Division (CHED); Krishna Santana, Board Secretary

Staff Absent: Melissa Selby, Director of Administrative Services

Guests: None

G. Bailey called the Finance Committee Meeting of the Mid-Michigan District Board of Health (BOH) to order at 8:33 a.m., on Wednesday, December 20, 2023, at the Gratiot Office of the Mid-Michigan District Health Department (MMDHD), Ithaca, Michigan.

Motion to accept the agenda as presented made by A. Petersen seconded by B. DeLong. Motion carried to accept the agenda as presented.

A. MMDHD's Expenses for November 18, through December 15, 2023

Motion made by B. DeLong to recommend the BOH approve and pay the MMDHD's Expenses for November 18 through December 15, 2023, totaling \$655,475.69. Motion seconded by A. Petersen. Motion carried.

B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for October and November 2023

B. DeLong questioned the \$172,769.89 Biologics expense on the November report, S. Doak explained this was the department purchasing the COVID vaccine.

Motion made by B. DeLong and seconded by A. Petersen to recommend the Balance Sheet, Revenue and Expenditure Reports for October and November 2023 be accepted and placed on file. Motion carried.

C. MMDHD's Financial Status Report (FSR), FY 22/23

Motion made by B. DeLong and seconded by A. Petersen to recommend the Financial Status Report (FRS) FY 22/23 be accepted and placed on file. Motion carried.

D. **Data Specialist Position**

L. Braddock told the board this was a position the organization had for over 25 years, however it was vacated in July 2023 due to an employees retirement. The position was not immediately posted because it was unsure about the 2024 budget. Since that time it has been realized this is a position we need to support, especially for accreditation and for our community health needs assessment. The initial cost will be around \$85,000.00, there are several contracts/grants that will assist in funding this position such as a contract with Cornwell Health for \$20,000 and the MDHHS Essential Local Public Health Funding, which is an ongoing grant and has been increased, a portion of these funds can be used for this position because it would be supporting communicable disease and epidemiology. She recommended we hire a data specialist to provide data and reports and grant writing support. L. Braddock explained that at this time the grant writing is being done by herself and Melissa. G. Bailey agreed with the importance of having an internal grant writer. A. Petersen ask about why six months ago we didn't think we needed this position and why we now need it, L. Braddock explained that after accreditation they identified where we were lacking and this is one area, also at that time we had a health educator that could assist in many of these duties, since that time she has resigned. A. Petersen asked what the cost would be to outsource, L. Braddock stated that just for one of the needed programs contracting out could be around \$80,000, this does not include needed work for accreditation.

Motion made by B. DeLong and seconded by A. Petersen to recommend hiring a Data Specialist. Motion carried.

There being no further business to come before the Finance Committee, the meeting adjourned at 8:45 a.m.

Respectfully Submitted,



Krishna Santana, Board Secretary for
George Bailey, Finance Committee Chair
Mid-Michigan District Board of Health