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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
Gratiot Office, Ithaca, Michigan
Conference Rooms A & B

Wednesday, December 20, 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 November 18 through December 15, 2023 – **Included.**
- B. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for October and November 2023 – **Included.**
- C. MMDHD’s Financial Status Report (FSR) - Handout from last month.
- D. Data Analyst Position – **Included.**
- E.

BOARD OF HEALTH:	Bruce DeLong David Pohl	George Bailey Timothy Gay	Phil Kohn Adam Petersen
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Board of Health Finance Committee Synopsis of Actions Needed
December 20, 2023 Finance Meeting

Item A.	EXPENSES FOR NOVEMBER 18 THROUGH DECEMBER 15, 2023
Motion to recommend payment of the Mid-Michigan District Health Department's Expenses for November 18 through December 15, 2023, totaling \$655,475.69.	
Item B.	BALANCE SHEET, REVENUE AND EXPENDITURE REPORT FOR OCTOBER AND NOVEMBER 2023
Motion to recommend the board approve the balance sheet, revenue and expenditure reports for October and November 2023.	
Item C.	FINANCIAL STATUS REPORT (FSR), FY 22/23
Motion to recommend approval of the FSR for FY 22/23.	
Item D.	DATA ANALYST POSITION
Motion to recommend the hiring of a data analyst position.	

**MONTHLY EXPENSES FOR
November 18, 2023 - December 15, 2023**

<i>EV 2020</i>	<i>12/1/2023</i>	\$	<i>397,047.08</i>
<i>EV 2021</i>	<i>12/15/2023</i>	\$	<u><i>258,428.61</i></u>
TOTAL		\$	655,475.69



Expense Voucher # 2020

12/1/2023

Payables

108636 - 108654 Acumatica Checks & ACH \$ 219,296.72

Payroll

Ameriprise NBS \$ 100.00

MERS 457 \$ 1,907.00

MERS Defined Benefit - Employee \$ 4,595.41

Nationwide \$ 2,180.00

EFT Payroll Tax

Federal \$ 35,872.60

State \$ 5,545.02

Direct Deposit Payroll \$ 120,847.85

Direct Deposit HSA \$ 6,702.48

TOTAL

\$ 397,047.08

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	108636	Closed	12/1/2023	ALPH01	ALPHA FAMILY CENTER	0.00	200.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		DEC2023	RENT	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	108637	Closed	12/1/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	832.74

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1MLK-D1TX-6FTJ	2024 PLANNER S/	9.98	USD	0.00	9.98
Bill		16HL-RDQY-1PKL	FLOOR CLEANER	822.76	USD	0.00	822.76
						Document Total:	832.74
						Payment Method Total:	832.74
						Cash Account Total:	832.74

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108638	Closed	12/1/2023	ASDH01	ASD HEALTHCARE	0.00	114,304.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		996102728	MODERNA VACCI	114,304.00	USD	0.00	114,304.00
						Document Total:	114,304.00
						Payment Method Total:	114,304.00
						Cash Account Total:	114,304.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108639	Closed	12/1/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	28,694.35

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		MX44942	OFFICE 365 RENE	28,694.35	USD	0.00	28,694.35
						Document Total:	28,694.35
						Payment Method Total:	28,694.35
						Cash Account Total:	28,694.35

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108640	Closed	12/1/2023	FRIE01	FRIEDLAND INDUSTRIES, INC.	0.00	270.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		7236	DISTRICT WIDE S	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	108641	Closed	12/1/2023	GLAXO1	GLAXO SMITH KLINE	0.00	864.21
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		8254190092	VACCINE BOOSTI	395.59	USD	0.00	395.59
Bill		8254190091	VACCINE ENGERI	468.62	USD	0.00	468.62
						Document Total:	864.21
						Payment Method Total:	864.21
						Cash Account Total:	864.21

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108642	Closed	12/1/2023	GRAT07	GRATIOT ISABELLA RESD	0.00	33,057.73
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		11762	OCTOBER HRA	33,057.73	USD	0.00	33,057.73
						Document Total:	33,057.73
						Payment Method Total:	33,057.73
						Cash Account Total:	33,057.73

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108643	Closed	12/1/2023	INSP01	INSPIRATION STUDIO DESIGNS	0.00	36.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		26833	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
Payment	108644	Closed	12/1/2023	MAGE01	MAGELLAN DIAGNOSTICS	0.00	1,024.68
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		66136	BLOOD LEAD CAF	1,024.68	USD	0.00	1,024.68
						Document Total:	1,024.68
						Payment Method Total:	1,024.68
						Cash Account Total:	1,024.68

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108645	Closed	12/1/2023	MCKE01	MCKESSON MEDICAL	0.00	6,860.31
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		21311659	MODERNA VACCI	6,860.31	USD	0.00	6,860.31
						Document Total:	6,860.31
						Payment Method Total:	6,860.31
						Cash Account Total:	6,860.31

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108646	Closed	12/1/2023	MERC01	MERCK SHARP & DOHME LLC	0.00	8,063.04
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		7017305698	GARDASIL VACCI	8,063.04	USD	0.00	8,063.04
						Document Total:	8,063.04
						Payment Method Total:	8,063.04
						Cash Account Total:	8,063.04

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108647	Closed	12/1/2023	MID01	MIDSTATE PRINTING	0.00	42.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		3479	EMBROIDERY FO	42.00	USD	0.00	42.00
						Document Total:	42.00
						Payment Method Total:	42.00
						Cash Account Total:	42.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108648	Closed	12/1/2023	MISD01	MISDU - FRIEND OF COURT	0.00	83.91
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		12012023	12/1/23 PAYROLL	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	108649	Closed	12/1/2023	MUTU01	MUTUAL OF OMAHA	0.00	5,264.49
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		DEC2023	ER LIFE, EE VOLL	5,264.49	USD	0.00	5,264.49
						Document Total:	5,264.49
						Payment Method Total:	5,264.49
						Cash Account Total:	5,264.49

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108650	Closed	12/1/2023	QUIC01	QUICKTROPHY	0.00	39.60

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		125157	3 NAME PLATES	39.60	USD	0.00	39.60
						Document Total:	39.60
						Payment Method Total:	39.60
						Cash Account Total:	39.60

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108651	Closed	12/1/2023	SANO01	SANOVI PASTEUR INC	0.00	14,861.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		921803831	TUBERSOL VACC	431.16	USD	0.00	431.16
Bill		921813961	VACCINE MENQU	2,695.62	USD	0.00	2,695.62
Bill		921813960	VACCINE PREVN/	11,734.22	USD	0.00	11,734.22
						Document Total:	14,861.00
						Payment Method Total:	14,861.00
						Cash Account Total:	14,861.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108652	Closed	12/1/2023	STAT04	STATE OF MICHIGAN-LAB	0.00	23.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		20231101-22	LABS	23.00	USD	0.00	23.00
						Document Total:	23.00
						Payment Method Total:	23.00
						Cash Account Total:	23.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108653	Closed	12/1/2023	VERI01	VERIZON	0.00	4,609.16

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		9950094791	11/24-12/23 CELL	4,609.16	USD	0.00	4,609.16
						Document Total:	4,609.16
						Payment Method Total:	4,609.16
						Cash Account Total:	4,609.16

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108654	Closed	12/1/2023	WOOD01	WOOD SARAH	0.00	166.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		11182023	11/13-11/15 CONT	106.50	USD	0.00	106.50
Bill		11252023	11/21 CONTRACT	60.00	USD	0.00	60.00
Document Total:							166.50
Payment Method Total:							166.50
Cash Account Total:							166.50

Doc. Type	Count	Amount Paid (USD)
Check	19	219,296.72
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	19	219,296.72



Expense Voucher # 2021

12/15/2023

Payables

108655 - 108683 Acumatica Checks & ACH \$ 36,734.21

Payroll

Ameriprise NBS \$ 100.00

MERS 457 \$ 1,907.00

MERS Defined Benefit - Employee \$ 452.01

Nationwide \$ 4,530.70

EFT Payroll Tax

Federal \$ 36,185.77

State \$ 5,587.88

MERS Defined Benefit - Employee Nov-23 \$ 46,107.25

Direct Deposit Payroll \$ 117,769.96

Direct Deposit HSA \$ 6,702.48

State of Michigan Unemployment 2Q2023 \$ 2,100.00

Fees

Huntington e-Banking fee Nov-23 \$ 276.56

Huntington Bank Interest Nov-23 \$ (25.21)

TOTAL

\$ 258,428.61

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	108655	Closed	12/15/2023	AMAZON01	AMAZON CAPITAL SERVICES	0.00	385.10

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1XL4-H4KG-CHQ7	PLANNERS JACQ	51.12	USD	0.00	51.12
Bill		1PFJ-TLCK-DCDN	PROJECTOR CSH	35.99	USD	0.00	35.99
Bill		1XD4-P9QL-MKJ9	OFFICE CHAIRS C	297.99	USD	0.00	297.99
Document Total:							385.10
Payment Method Total:							385.10
Cash Account Total:							385.10

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108656	Closed	12/15/2023	BEACH	BEACH MARK	0.00	315.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		013599	REFUND PLAN RE	315.00	USD	0.00	315.00
Document Total:							315.00
Payment Method Total:							315.00
Cash Account Total:							315.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108657	Closed	12/15/2023	CADCA	CADCA	0.00	300.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		2024	COALITION/COM	300.00	USD	0.00	300.00
Document Total:							300.00
Payment Method Total:							300.00
Cash Account Total:							300.00

Account	Description
CASH AP	CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108658	Closed	12/15/2023	CAP101	CAPITAL AREA UNITED WAY	0.00	32.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		DEC2023	EMPLOYEE DON/	32.00	USD	0.00	32.00
Document Total:							32.00
Payment Method Total:							32.00
Cash Account Total:							32.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108659	Closed	12/15/2023	CDWG01	CDW GOVERNMENT, INC.	0.00	250.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		ZR00425630	NOVEMBER WEB	250.00	USD	0.00	250.00
						Document Total:	250.00
						Payment Method Total:	250.00
						Cash Account Total:	250.00

CASH AP CASH ACCOUNT FOR AP							
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108660	Closed	12/15/2023	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-2023-159	JANUARY 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
Payment	108661	Closed	12/15/2023	EBY	EBY CAROL	0.00	85.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		11282023	REFUND WELL RI	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	108662	Closed	12/15/2023	FIRS01	FIRST NATIONAL BANK OMAHA	0.00	2,490.67
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		VISA 11/7	WINDOW STAMP	408.75	USD	0.00	408.75
Bill		8712DEC2023	UPS,TIGERCONN	343.50	USD	0.00	343.50
Bill		5477DEC2023	AGROLIQUID	275.00	USD	0.00	275.00
Bill		2593DEC2023	MEMORIAL,CONS	713.42	USD	0.00	713.42
Bill		0609DEC2023	50 TIE DYE TSHIR	750.00	USD	0.00	750.00
						Document Total:	2,490.67
						Payment Method Total:	2,490.67
						Cash Account Total:	2,490.67

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108663	Closed	12/15/2023	HEDG01	HEDGEROW SOFTWARE LTD.	0.00	9,000.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		1260	HEDGEROW LICE	9,000.00	USD	0.00	9,000.00
						Document Total:	9,000.00
						Payment Method Total:	9,000.00
						Cash Account Total:	9,000.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108664	Closed	12/15/2023	INSP01	INSPIRATION STUDIO DESIGNS	0.00	36.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		26841	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
Payment	108665	Closed	12/15/2023	MCKE01	MCKESSON MEDICAL	0.00	763.14

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		21390503	EMERGENCY KIT	763.14	USD	0.00	763.14
						Document Total:	763.14
						Payment Method Total:	763.14
						Cash Account Total:	763.14

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108666	Closed	12/15/2023	MICH06	MDARD-MICHIGAN DEPARTMENT OF AGRICULTURE	0.00	276.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		791-11170619	FOOD FEES	276.00	USD	0.00	276.00
						Document Total:	276.00
						Payment Method Total:	276.00
						Cash Account Total:	276.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108667	Closed	12/15/2023	MICH11	MICHIGAN NURSES ASSOCIATION	0.00	575.01
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		DEC2023	DUES	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	108668	Closed	12/15/2023	MICH14	MICHIGAN ORAL HEALTH COALITION	0.00	75.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		2024	SHELLEY TREYN	75.00	USD	0.00	75.00
						Document Total:	75.00
						Payment Method Total:	75.00
						Cash Account Total:	75.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108669	Closed	12/15/2023	MICH19	MICHIGAN STATE UNIVERSITY	0.00	750.00
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		593803	CASLER, ANDREW	250.00	USD	0.00	250.00
Bill		593801	HYSLOP, IAN	250.00	USD	0.00	250.00
Bill		593794	JANSKI, JOHN	250.00	USD	0.00	250.00
						Document Total:	750.00
						Payment Method Total:	750.00
						Cash Account Total:	750.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108670	Closed	12/15/2023	MISD01	MISDU - FRIEND OF COURT	0.00	83.91
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		12152023	EMPLOYEE DEDL	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	108671	Closed	12/15/2023	PREIN01	PREIN&NEWHOF	0.00	2,161.00	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		111625	NOVEMBER WATI	2,161.00	USD	0.00	2,161.00	
						Document Total:	2,161.00	
						Payment Method Total:	2,161.00	
						Cash Account Total:	2,161.00	

CASH AP		CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	108672	Closed	12/15/2023	PUBL01	PUBLIC SECTOR CONSULTANTS	0.00	2,241.00	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		INV5908	INV 8OF9 BRFSS	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	108673	Closed	12/15/2023	RICO01	RICOH USA INC	0.00	1,865.03	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		5068435183	OCTOBER COPIE	1,012.93	USD	0.00	1,012.93	
Bill		5068523866	NOVEMBER COPI	852.10	USD	0.00	852.10	
						Document Total:	1,865.03	
						Payment Method Total:	1,865.03	
						Cash Account Total:	1,865.03	

CASH AP		CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	108674	Closed	12/15/2023	SANO01	SANOVI PASTEUR INC	0.00	3,026.77	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		921884703	FLU	3,026.77	USD	0.00	3,026.77	
						Document Total:	3,026.77	
						Payment Method Total:	3,026.77	
						Cash Account Total:	3,026.77	

CASH AP		CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	108675	Closed	12/15/2023	SCH01	SCHOOL COM 608	0.00	1,645.41	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		412	NOVEMBER TRAI	1,645.41	USD	0.00	1,645.41	
						Document Total:	1,645.41	
						Payment Method Total:	1,645.41	
						Cash Account Total:	1,645.41	

CASH AP		CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	108676	Closed	12/15/2023	STAP01	STAPLES	0.00	190.94	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		3552717966	GBO-TAPE, DIVID	190.94	USD	0.00	190.94	
						Document Total:	190.94	
						Payment Method Total:	190.94	
						Cash Account Total:	190.94	

CASH AP		CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	108677	Closed	12/15/2023	TEAM02	TEAMSTERS LOCAL 214	0.00	2,032.52	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		DEC2023	DUES	2,032.52	USD	0.00	2,032.52	
						Document Total:	2,032.52	
						Payment Method Total:	2,032.52	
						Cash Account Total:	2,032.52	

CASH AP		CASH ACCOUNT FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	108678	Closed	12/15/2023	UNIT02	UNITED WAY OF GRATIOT COUNTY	0.00	152.00	
Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill		DEC2023	EMPLOYEE DON	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	108679	Closed	12/15/2023	UNIT03	UNITED WAY OF MONTCALM COUNTY	0.00	46.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		DEC2023	EMPLOYEE DONA	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	108680	Closed	12/15/2023	UNOD01	UNODEUCE	0.00	1,875.00

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		INV-2502	PAYMENT PART 3	1,875.00	USD	0.00	1,875.00
						Document Total:	1,875.00
						Payment Method Total:	1,875.00
						Cash Account Total:	1,875.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108681	Closed	12/15/2023	VERT01	VERTILOCITY	0.00	892.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		31013045	NOVEMBER UKG	892.50	USD	0.00	892.50
						Document Total:	892.50
						Payment Method Total:	892.50
						Cash Account Total:	892.50

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108682	Closed	12/15/2023	WINN01	WINN TELECOM	0.00	3,173.04

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		DEC2023	LOCAL/LONG DIS	3,173.04	USD	0.00	3,173.04
						Document Total:	3,173.04
						Payment Method Total:	3,173.04
						Cash Account Total:	3,173.04

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	108683	Closed	12/15/2023	WOOD01	WOOD SARAH	0.00	49.50

Doc. Type	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill		12022023	11/29-12/2 CONF	49.50	USD	0.00	49.50
						Document Total:	49.50
						Payment Method Total:	49.50
						Cash Account Total:	49.50

Doc. Type	Count	Amount Paid (USD)
Check	29	36,734.21
Prepayment	0	0.00
Refund	0	0.00
Void Check	0	0.00
Company Total:	29	36,734.21

Balance Sheet

As of October 31, 2023

Assets

Cash & Cash Equivalents	2,857,513.80
Account Receivable	229,588.33
Other Receivables	396,628.69
Prepaid Expenses	46,974.36
VFC Inventory	61,727.50
Total Assets	3,592,432.68

Liabilities

Employee Deductions	44,627.54
Accounts Payable	174,212.07
Due to Others	938,168.62
VFC Inventory	61,727.51
Trust Funds	17,987.17
Deferred Revenues	8,296.69
Other Long-term Liabs	198,633.00
38901-FUND BALANCE RESTRICTED DENTAL	65,208.84
39000-FUND BALANCE END OF YEAR	(56,813.13)
39001-FUND BALANCE	163,207.96
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)	(113,356.86)
Total Liabilities	3,592,432.68

Difference	0.00
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REVENUE-EXPENSE

As of October 31, 2023

ALL PROGRAMS

	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
REVENUE					
ELPHS	1,147,315.00	79,762.00	79,762.00	1,067,553.00	7%
MDHHS GRANTS	3,503,257.00	299,028.00	299,028.00	3,204,229.00	9%
MDHHS FEE FOR SERVICE	70,000.00	0.00	0.00	70,000.00	0%
EGLG GRANTS	85,015.00	5,557.42	5,557.42	79,457.58	7%
OTHER GRANTS	858,000.00	1,848.21	1,848.21	856,151.79	0%
VFC SUPPLIES	300,000.00	20,469.45	20,469.45	279,530.55	7%
MEDICAID FULL COST	282,000.00	37,136.12	37,136.12	244,863.88	13%
MEDICAID OUTREACH	53,355.00	0.00	0.00	53,355.00	0%
MISC INCOME	22,000.00	8,923.77	8,923.77	13,076.23	41%
ADMINISTRATION	200.00	1,799.60	1,799.60	-1,599.60	900%
EH ADMIN	1,000.00	70.59	70.59	929.41	7%
EH MISC	45,000.00	2,160.00	2,160.00	42,840.00	5%
SEWAGE PROGRAM	195,000.00	17,785.00	17,785.00	177,215.00	9%
WATER PROGRAM	185,000.00	13,253.00	13,253.00	171,747.00	7%
FOOD PROGRAM	315,000.00	5,589.00	5,589.00	309,411.00	2%
BODY ART	1,500.00	0.00	0.00	1,500.00	0%
COMMUNICABLE DISEASE	2,000.00	0.00	0.00	2,000.00	0%
IMMUNIZATIONS	130,000.00	33,966.45	33,966.45	96,033.55	26%
STD/STI	4,000.00	264.83	264.83	3,735.17	7%
HIV	1,000.00	0.00	0.00	1,000.00	0%
BLOOD LEAD	8,100.00	516.32	516.32	7,583.68	6%
BCCCP	1,000.00	-415.00	-415.00	1,415.00	-42%
FAMILY PLANNING	108,000.00	3,015.93	3,015.93	104,984.07	3%
VISION	21,000.00	4,179.38	4,179.38	16,820.62	20%
HEARING	21,000.00	4,485.76	4,485.76	16,514.24	21%
BREASTFEEDING PROGRAM	0.00	54.82	54.82	-54.82	
CLINICAL VARNISH	10,000.00	-356.00	-356.00	10,356.00	-4%
ORAL HEALTH	0.00	2,050.00	2,050.00	-2,050.00	
CHED ADMINISTRATION	1,000.00	0.00	0.00	1,000.00	0%
SPACE	296,599.99	0.00	0.00	296,599.99	0%
APPROPRIATIONS	1,133,504.01	95,608.63	95,608.63	1,037,895.38	8%
TOTAL REVENUE	8,800,846.00	636,753.28	636,753.28	8,164,092.72	7%

REVENUE-EXPENSE

As of October 31, 2023

ALL PROGRAMS

	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
EXPENSE					
SALARIES	4,336,979.00	350,328.18	350,328.18	3,986,650.82	8%
FICA	331,775.00	25,640.06	25,640.06	306,134.94	8%
HEALTH INSURANCE	913,058.00	68,004.93	68,004.93	845,053.07	7%
DENTAL INSURANCE	57,645.00	3,888.36	3,888.36	53,756.64	7%
RETIREMENT	723,303.00	44,546.11	44,546.11	678,756.89	6%
OTHER BENEFITS	43,786.00	1,814.08	1,814.08	41,971.92	4%
OFFICE SUPPLIES	92,700.00	14,013.71	14,013.71	78,686.29	15%
COMPUTER SUPPLIES	70,000.00	2,552.51	2,552.51	67,447.49	4%
MEDICAL SUPPLIES	48,800.00	8,945.48	8,945.48	39,854.52	18%
BIOLOGICS	60,500.00	24,348.50	24,348.50	36,151.50	40%
VFC	300,000.00	20,469.45	20,469.45	279,530.55	7%
OTHER SUPPLIES	0.00	0.00	0.00	0.00	
CAPITAL EXPENSE	0.00	0.00	0.00	0.00	
SOFTWARE PURCHASES	0.00	393.88	393.88	-393.88	
CONTRACTUAL	1,056,400.00	131,457.32	131,457.32	924,942.68	12%
LABS	4,200.00	-34.50	-34.50	4,234.50	-1%
COMMUNICATIONS	59,400.00	11,088.46	11,088.46	48,311.54	19%
TRAVEL/TRAINING	171,900.00	18,337.97	18,337.97	153,562.03	11%
MEMBERSHIPS	25,600.00	5,058.43	5,058.43	20,541.57	20%
ADVERTISING	34,100.00	878.00	878.00	33,222.00	3%
LIABILITY INSURANCE	33,000.00	5,614.89	5,614.89	27,385.11	17%
LEASE & MAINTENANCE	111,100.00	10,240.00	10,240.00	100,860.00	9%
RENT	31,000.00	3,016.66	3,016.66	27,983.34	10%
SPACE	285,600.00	0.00	0.00	285,600.00	0%
MISC EXPENSE	10,000.00	-492.34	-492.34	10,492.34	-5%
TOTAL EXPENSE	8,800,846.00	750,110.14	750,110.14	8,050,735.86	9%
Net Income (Loss)	0.00	-113,356.86	-113,356.86	113,356.86	

Mid-Michigan District Health Department**Balance Sheet**As of **November 30, 2023****Assets**

Cash & Cash Equivalents	2,809,645.18
Account Receivable	242,751.86
Other Receivables	398,852.11
Prepaid Expenses	40,331.94
VFC Inventory	73,029.72
Total Assets	3,564,610.81

Liabilities

Employee Deductions	46,205.69
Accounts Payable	214,370.73
Due to Others	964,061.56
VFC Inventory	73,029.73
Trust Funds	17,987.17
Deferred Revenues	8,296.69
Other Long-term Liabs	198,633.00
38901-FUND BALANCE RESTRICTED DENTAL	65,208.84
39000-FUND BALANCE END OF YEAR	(56,813.13)
39001-FUND BALANCE	163,207.96
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)	(220,110.70)
Total Liabilities	3,564,610.81
Difference	0.00

REVENUE-EXPENSE

As of November 30, 2023

ALL PROGRAMS

	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
REVENUE					
ELPHS	1,147,315.00	166,624.00	166,624.00	980,691.00	15%
MDHHS GRANTS	3,503,257.00	590,955.00	590,955.00	2,912,302.00	17%
MDHHS FEE FOR SERVICE	70,000.00	0.00	0.00	70,000.00	0%
EGLE GRANTS	85,015.00	11,114.84	11,114.84	73,900.16	13%
OTHER GRANTS	858,000.00	15,780.77	15,780.77	842,219.23	2%
VFC SUPPLIES	300,000.00	31,685.73	31,685.73	268,314.27	11%
MEDICAID FULL COST	282,000.00	37,136.12	37,136.12	244,863.88	13%
MEDICAID OUTREACH	53,355.00	0.00	0.00	53,355.00	0%
MISC INCOME	22,000.00	68,478.70	68,478.70	-46,478.70	311%
ADMINISTRATION	200.00	0.00	0.00	200.00	0%
EH ADMIN	1,000.00	189.17	189.17	810.83	19%
EH MISC	45,000.00	3,940.00	3,940.00	41,060.00	9%
SEWAGE PROGRAM	195,000.00	28,765.00	28,765.00	166,235.00	15%
WATER PROGRAM	185,000.00	24,027.00	24,027.00	160,973.00	13%
FOOD PROGRAM	315,000.00	12,118.00	12,118.00	302,882.00	4%
BODY ART	1,500.00	0.00	0.00	1,500.00	0%
COMMUNICABLE DISEASE	2,000.00	0.00	0.00	2,000.00	0%
IMMUNIZATIONS	130,000.00	83,864.39	83,864.39	46,135.61	65%
STD/STI	4,000.00	518.08	518.08	3,481.92	13%
HIV	1,000.00	0.00	0.00	1,000.00	0%
BLOOD LEAD	8,100.00	1,993.78	1,993.78	6,106.22	25%
BCCCP	1,000.00	322.15	322.15	677.85	32%
FAMILY PLANNING	108,000.00	5,812.85	5,812.85	102,187.15	5%
VISION	21,000.00	6,747.25	6,747.25	14,252.75	32%
HEARING	21,000.00	7,192.64	7,192.64	13,807.36	34%
BREASTFEEDING PROGRAM	0.00	280.55	280.55	-280.55	
CLINICAL VARNISH	10,000.00	1,446.00	1,446.00	8,554.00	14%
ORAL HEALTH	0.00	8,325.00	8,325.00	-8,325.00	
CHED ADMINISTRATION	1,000.00	0.00	0.00	1,000.00	0%
SPACE	296,599.99	0.00	0.00	296,599.99	0%
APPROPRIATIONS	1,133,504.01	190,035.96	190,035.96	943,468.05	17%
TOTAL REVENUE	8,800,846.00	1,297,352.98	1,297,352.98	7,503,493.02	15%

REVENUE-EXPENSE

As of November 30, 2023

ALL PROGRAMS

	BUDGET	CURRENT MONTH	YEAR TO DATE	BUDGET BALANCE	% YTD
EXPENSE					
SALARIES	4,336,979.00	710,968.23	710,968.23	3,626,010.77	16%
FICA	331,775.00	52,249.01	52,249.01	279,525.99	16%
HEALTH INSURANCE	913,058.00	135,012.09	135,012.09	778,045.91	15%
DENTAL INSURANCE	57,645.00	7,979.40	7,979.40	49,665.60	14%
RETIREMENT	723,303.00	90,653.36	90,653.36	632,649.64	13%
OTHER BENEFITS	43,786.00	3,341.52	3,341.52	40,444.48	8%
OFFICE SUPPLIES	92,700.00	19,110.50	19,110.50	73,589.50	21%
COMPUTER SUPPLIES	70,000.00	3,347.21	3,347.21	66,652.79	5%
MEDICAL SUPPLIES	48,800.00	12,740.26	12,740.26	36,059.74	26%
BIOLOGICS	60,500.00	172,769.89	172,769.89	-112,269.89	286%
VFC	300,000.00	31,685.73	31,685.73	268,314.27	11%
OTHER SUPPLIES	0.00	0.00	0.00	0.00	
CAPITAL EXPENSE	0.00	0.00	0.00	0.00	
SOFTWARE PURCHASES	0.00	29,088.23	29,088.23	-29,088.23	
CONTRACTUAL	1,056,400.00	165,517.05	165,517.05	890,882.95	16%
LABS	4,200.00	138.68	138.68	4,061.32	3%
COMMUNICATIONS	59,400.00	13,808.55	13,808.55	45,591.45	23%
TRAVEL/TRAINING	171,900.00	33,358.96	33,358.96	138,541.04	19%
MEMBERSHIPS	25,600.00	6,255.43	6,255.43	19,344.57	24%
ADVERTISING	34,100.00	878.00	878.00	33,222.00	3%
LIABILITY INSURANCE	33,000.00	11,229.81	11,229.81	21,770.19	34%
LEASE & MAINTENANCE	111,100.00	10,660.18	10,660.18	100,439.82	10%
RENT	31,000.00	5,383.32	5,383.32	25,616.68	17%
SPACE	285,600.00	0.00	0.00	285,600.00	0%
MISC EXPENSE	10,000.00	1,288.27	1,288.27	8,711.73	13%
TOTAL EXPENSE	8,800,846.00	1,517,463.68	1,517,463.68	7,283,382.32	17%
Net Income (Loss)	0.00	-220,110.70	-220,110.70	220,110.70	



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

December 15, 2023

ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Data Specialist Position

Information Only Action Needed

I. Authority For This Action:

- Local Policy _____
- Law or Rule _____

II. Summary:

Due to a staff retirement in July 2023 the position became vacant. At the same time the Agency was working on balancing the budget and omitted the position from FY2024 Budget. As the Agency reengages in many activities that had taken a backseat during the pandemic, the need to support our work with data driven reporting, community specific data and seeking new grant opportunities is important. In fact, during our recent accreditation review by the State, the review team questioned what our plan would be for filling this gap during the next 3-year cycle. MMDHD wishes to hire a data specialist to analyze, interpret and report data relevant to determinant of community health and public health programs. The position will provide data to support reporting requirements, grant applications and community health needs assessments in the district.

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

Currently the Agency has limited capacity to collect and analyze program and community data. Hiring a Data analyst provides support to program managers working on quality improvement, program planning and grant applications of specific programs both our essential local public health services and grant funded programs that we provide to the community. Data driven work allows the Agency to make decisions regarding the impact of programs in the community and to adjust to deliver improved service and new services. The work of the data specialist supports partner work in improving human service delivery in the district and provides support to our staff responsible for informing the public and stakeholders on relevant community health information and forward-facing analytics. As we begin our work in the next State Accreditation cycle, the data specialist's duties will improve current gaps noted by the review team regarding Data Sharing, Quality Improvement and Community Assessment.

IV. Fiscal Impact and Cost:

Hiring a data specialist will increase the budget by approximately \$85,000. Michigan Department of Health & Human Services (MDHSS) increased the Agency's Essential Local Public Health Funding by \$658,381. A portion of this funding will be used for this position. The Agency is currently working on the

planning phase of Montcalm County Community Health Needs Assessment with Corewell Health. A portion of the financial obligation from Corewell Health will supplement this position over the next three years.

Alternatives Considered:

The Agency will rely on the State Regional Epidemiologist and MMDHD Epidemiologist shared with Central and DHD10 Health Department for limited data analysis. AN alternative would be to seek a limited contracted position to meet the obligations of Community Needs Health Assessment obligations for all three counties.

Recommendation:

We recommend the hiring of a data specialist to provide data and report and grant writing support to all Division of the Health Department.

V. Monitoring and Reporting Timeline:

The Monthly Staff Report will show progress in filling this position.