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

APPROVED 4/24/2024

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

Wednesday, March 27, 2024, 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; Melissa Selby, Director of Administrative Services; Lonnie Smith, Director of Environmental Health (EH); Krishna Santana, Board Secretary
- Staff Absent: Sarah Doak Director of Community Health and Education Division (CHED)
- Guests: None

G. Bailey called the Finance Committee Meeting of the Mid-Michigan District Board of Health (BOH) to order at 8:34 a.m., on Wednesday, March 27, 2024, at the Gratiot Office of the Mid-Michigan District Health Department (MMDHD), Ithaca, Michigan.

A. MMDHD's Expenses for February 10 through March 8, 2024

G. Bailey went over the monthly expenses for the committee.

**Motion made by B. DeLong seconded by A. Petersen to recommend the BOH approve and pay the MMDHD's Expenses for February 10 through March 8, 2024, totaling \$913,179.16. Motion carried.**

B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for February 2024

**Motion made by B. DeLong and seconded by A. Petersen to accept and place on file the Balance Sheet, Revenue and Expenditure Report for February 2024. Motion carried.**

C. Electronic Transaction Policy

L. Braddock noted this is in response to the auditor's recommendation to put a policy of this nature in place. The information was presented in the form of a handout as this is a proposed policy and resolution.

**Motion made by B. DeLong seconded by A. Petersen to recommend the board accept and place on file the Electronic Transaction Policy. Motion carried.**

D. Oral Health Fees D0191 & D1206

L. Braddock told the board we currently have two oral health fees, one for screening to identify signs of disease and the other for varnish, we are requesting to increase the fees to match what the insurance company will pay.

**Motion made by B. DeLong seconded by A. Petersen to recommend the board increase the Oral Health Fees D0191 & D1206 by \$5.00 each. Motion carried.**

E. Reclassification of Finance Specialist and Human Resource Specialist Positions.

M. Selby told the board when we have an employee leave employment we review the job description. The Finance Specialist is retiring, and we are reviewing both the Finance Specialist and the Human Resources job description at the same time. M Selby is requesting support to reclassify both positions from Step 5 to Step 8. There will be no immediate budgetary impact because both positions are currently at the top wage step.

**Motion made by B. DeLong seconded by A. Petersen to recommend the board to approve the reclassification of the finance specialist and the human resource specialist positions. Motion carried.**

F. Sick Leave Pay Out

M. Selby told the board that last summer when discussing requests with the non-union employees this was brought up, but the request being put forward would cover all employees. The request was to increase the sick leave payout if you've been with the agency a certain number of years. Currently an employee is paid out half of the employees accrued sick leave up to 240 hours, the employee would have to have 480 hours to receive the 240 hours. The request is for an additional 40 hours for an employee of 20 years and an additional 80 hours for 30 years or more. G. Bailey asked what sparked this interest, M. Selby told the board the non-union thought there should be something in place to reward the years of service. He also asked if it was ever considered changing to PTO time, M. Selby said it had been discussed in the past but the decision was made not to change. He also asked if the employees can build a bank of vacation and sick time. M. Selby said they can build up to 240 hours of vacation and there is no cap on sick time, but there is a cap for payout. A. Petersen said he would be more in favor of this as part of contract negotiations. B. DeLong noted that being at the health department nurses and other employees are not making the money they could make at other employment so we would not want to lose those employees because they have shown us dedication.

It was also brought up that although the wage may seem lower there are very good benefits offered at MMDHD. A. Petersen noted the board action sheet indicated a \$5000.00 financial impact and asked if that was per year, M. Selby noted yes it would equal out to \$5,000.00 per year possibly more some years and less others. It was suggested to bring it up at the full board meeting but not to recommend. No motion was made.

There being no further business to come before the Finance Committee, A. Petersen motioned to adjourn, seconded by G. Bailey, Motion carried, the meeting adjourned at 8:53 a.m.

Respectfully Submitted,

*Krishna Santana*

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