

**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

<b>BOARD OF HEALTH:</b>	Bruce DeLong	George Bailey	Adam Petersen
	Nicole Fickes	Steven Sopocy	Matt Murray

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

Wednesday, September 24, 2025, 8:30 a.m.

MINUTES

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

Members Present: Adam Petersen and Bruce DeLong

Members Absent: George Bailey (Chair)

Other Board

Members Present: Steven Sopocy

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

B. DeLong called the Finance Committee Meeting of the Mid-Michigan District Board of Health (BOH) to order at 8:30 a.m., on Wednesday, September 24, 2025, at the Gratiot Office of the Mid-Michigan District Health Department (MMDHD), Ithaca, Michigan.

A. MMDHD's Expenses for August 9 through September 6, 2025

B. DeLong went over the expenses, asking the board if there were any questions.

A. Petersen asked about the major expenses for the last month, specifically stamped envelopes, he asked what was being mailed. L. Braddock told the board this is routine costs for items that are required to be mailed, for example food licenses need to be mailed to the facilities. It was discussed that when email is acceptable it should be used as much as possible.

**Motion made by A. Petersen to recommend the BOH approve and pay the MMDHD's Expenses for August 9 through September 6, 2025, totaling \$627,171.81, B. DeLong seconded. Motion carried.**

- B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for August 2025 and Proposed Budget Amendment.

B. DeLong asked if there were any questions after reviewing the documents.

M. Selby explained the proposed budget amendment is basically to align the budget to reflect adjustments made as a result of changes in grants, budget cuts and other items that had been approved by the board in previous meetings.

**Motion made by A. Petersen and seconded by B. DeLong to recommend the full board accept and place on file the Balance Sheet, Revenue and Expenditure Report for July 2025. Motion carried.**

**Motion made by A. Petersen and seconded by B. DeLong to recommend the full board approve the proposed budget amendment. Motion carried.**

- C. Revised CHED Fee Schedule

M. Selby told the board there was a mistake in the CHED fee schedule that was presented at a prior meeting, the fees should have been listed as market price plus 10% or Medicaid reimbursement, whichever is higher. There is also the addition of family planning medications at market price plus 10% or Medicaid reimbursement, whichever is higher.

**Motion made by A. Petersen and seconded by B. DeLong to recommend the full board approve the revised CHED fee schedule as presented. Motion carried.**

**There being no further business to come before the Finance Committee, A. Petersen made a motion to adjourn, seconded by B. DeLong, Motion carried, the meeting adjourned at 8:44 a.m.**

Respectfully Submitted,

*Krishna Santana*

Krishna Santana, Board Secretary for  
Bruce DeLong, Acting Finance Committee Chairperson  
Mid-Michigan District Board of Health