Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

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Mid-Michigan District Health Department (MMDHD)
BOARD OF HEALTH
FINANCE COMMITTEE MEETING
Clinton Office, St. Johns, Michigan

Wednesday, August 26, 2026, 8:30 a.m.

MINUTES

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

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

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, Hailey Hutchens, Administrative Services Supervisor

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 8:30 a.m., on Wednesday, September 26, 2026, at the Clinton Office of the Mid-Michigan District Health Department (MMDHD), St. Johns, Michigan.

A. MMDHD's Expenses for July 11 through August 8, 2026

G. Bailey went over the expenses, asking the Board if there were any questions.

Motion made by B. DeLong to recommend the BOH approve and pay the MMDHD's Expenses for July 11 through August 8,2026 totaling $551,281.13, A. Petersen seconded. Motion carried.

B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for July 2026

B. DeLong asked the board if there were any questions.

Motion made by B. DeLong and seconded by A. Petersen to recommend the full board accept and place on file the Balance Sheet, Revenue and Expenditure Report for July 2026. Motion carried.

C. Microsoft Licensing

L. Braddock told the Board that she had requested Hailey Hutchens to explain the current licensing compared to the new licensing tier being proposed. H. Hutchens explained the limitations the agency has encountered, including security concerns, and noted that the new licensing would allow the agency to discontinue some software programs, resulting in cost savings, as well as eliminate some hardware. She reviewed the features and benefits offered by the new tier, including having fewer third-party services to manage.

H. Hutchens also discussed moving to Copilot licensing for 11 agency staff members and reviewed the cost of the upgrade. B. DeLong asked whether the expense had been budgeted, and it was confirmed that it had; however, Board approval is still required.

L. Braddock explained how the proposed changes would affect FOIA requests and further discussed the increased security the new licensing would provide. G. Bailey asked how much staff time would be saved. H. Hutchens explained that the changes would assist IT and improve staff efficiency, although she could not provide an exact estimate of the amount of time that would be saved. She noted that the upgrade would help clean up the agency's current systems and improve overall efficiency.

Motion made by B. DeLong and seconded by A. Petersen to recommend the full board approve the upgrade to Microsoft 535 M3 Licensing not to exceed $20,000.00. Motion carried.

There being no further business to come before the Finance Committee, A. Petersen motioned to adjourn, seconded by B. DeLong, Motion carried, the meeting adjourned at 8:45 a.m.

Respectfully Submitted,

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