

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD) BOARD OF HEALTH FINANCE COMMITTEE MEETING

Wednesday, September 22, 2021 8:30 a.m.

Board of Health and staff are invited to participate remotely due to the highly contagious COVID-19 virus. То participate video, access Zoom at the following link: bv https://us02web.zoom.us/j/84666735394?pwd=TXpMSGErRnk1dncyb2hHeFBFditTQT09 and use Meeting ID 846 6673 5394; Passcode 199616. To participate by phone, call 1-312-626-6799; then enter the Meeting ID.

AGENDA

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

<u>COMMITTEE MEMBERS:</u> Bruce DeLong, Adam Petersen, and George Bailey (Chairperson)

- **STAFF:** Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; and Cynthia Partlo, Board Secretary
- A. MMDHD's Expenses for August 14 through September 10, 2021 Included.
- B. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for August 2021 and FY 20/21 Amended Budget Handout.
- C. Municipal Employees' Retirement System (MERS) 2020 Actuarial Valuation Report
- D. Full-Time Public Health Representative (PHR) Position for Environmental Health (EH) Included.
- E. Bank Signatures on MMDHD Accounts Included.
- F.



MONTHLY EXPENSES FOR August 14, 2021 - September 10, 2021

	TOTAL		\$ 446,284.90
EV	1960	9/10/2021	\$ 231,119.78
EV	1959	8/27/2021	\$ 215,165.12



Expense Voucher #	1959				8/27/2021
<u>Payables</u>					
ACH Direct Deposit	106899				
Check #	106899	Acumatica Checks		¢	E7 67E 93
AP EV1958 original AP EV1958 correction	100925			\$ \$ \$	57,675.83 (49,918.80) 49,068.80
<u>Payroll</u>					
		AFLAC Employee Deduction Ameriprise NBS MERS 457 MERS Defined Benefit - Employee Nationwide EFT Payroll Tax Federal State MERS Defined Benefit - Employer Direct Deposit Payroll Direct Deposit HSA	Jul-21	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	547.04 85.00 1,520.00 3,961.44 1,850.00 32,827.08 5,173.51 - 103,088.50 9,181.62
<u>Fees</u>					
		TCF Bank Interest TCF e-Banking fee	Jul-21 Jul-21	<mark>\$</mark> \$	<mark>(0.78)</mark> 105.88
TOTAL				\$	215,165.12

AP Payment Register

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CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amoun
HECK	106905	Closed	8/27/2021	CENT02	CENTRAL MICHIGAN DIST HEALTH DEPARTMENT	0.00	15,835.5
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Pai
ILL		07312021		JULY MD	15,835.58 USD	0.00	15,835.58
						Document Total:	15,835.58
						Payment Method Total:	15,835.58
						Cash Account Total:	15,835.58
ASH AP	CASH ACCOUNT	FOR AP					
ос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amoun
HECK	106906	Closed	8/27/2021	CLIN01	CLINTON COUNTY ADMINISTRATION/ACCOUNTING	0.00	1,966.66
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
ILL	Branon	AC-2021-026	Description	SEPTEMBER DENTAL RENT	1,966.66 USD	0.00	1,966.66
						Document Total:	1,966.66
						Payment Method Total:	1,966.66
						Cash Account Total:	1,966.66
CASH AP	CASH ACCOUNT	FOR AP					
Оос. Туре	Payment Ref.	Status	Date		Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106907	Closed	8/27/2021	COVE01	COVENANT MEDICAL CENTER	0.00	21.42
Оос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		17221061		LAB	21.42 USD	0.00	21.42
						Document Total:	21.42
						Payment Method Total:	21.42
						Cash Account Total:	21.42
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106908	Closed	8/27/2021	DELT01	DELTA DENTAL OF MICHIGAN	0.00	4,670.62
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL	Branch	RIS0003643174	Description	SEPTEMBER DENTAL INS	4,670.62 USD	0.00	4,670.62
		1100000040174			4,070.02 000	Document Total:	4,670.62
						Payment Method Total:	4,670.62
						Cash Account Total:	4,670.62
CASH AP	CASH ACCOUNT						
Doc. Type	Payment Ref.	Status	Date		Vendor Name	Doc. Balance	Orig. Doc. Amount
HECK	106909	Closed	8/27/2021	LINC01	LINCOLN FINANCIAL GROUP	0.00	2,923.16
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		09012021		SEPTEMBER LIFE/LTD/AD&D	2,923.16 USD	0.00	2,923.16
						Document Total:	2,923.16
						Payment Method Total:	2,923.16
						Cash Account Total:	2,923.16
CASH AP	CASH ACCOUNT	FOR AP					
Оос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106910	Closed	8/27/2021	MCKE01	MCKESSON MEDICAL	0.00	712.87
Оос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		18385060	20001101011	POTASSIUM HYDROXIDE	42.51 USD	0.00	42.51
ILL		18369064		LIDOCAINE, SODIUM CHLORIDE, TUBES, VITAMIN B6, BLOOD COLLECTION S		0.00	670.36
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						Payment Method Total:	712.87
						Cash Account Total:	712.87

CASH AP	CASH ACCOUN	T FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106911	Closed	8/27/2021	MERC01	MERCK & CO INC	0.00	3,875.58
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		7015511551, 7015511552		HEP A ADULT/PED, MMR	3,875.58 USD	0.00	3,875.58
						Document Total:	3,875.58
						Payment Method Total:	3,875.58
						Cash Account Total:	3,875.58
CASH AP	CASH ACCOUN	T FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106912	Closed	8/27/2021	MICH11	MICHIGAN NURSES ASSOCIATION	0.00	647.35
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		082021		AUGUST DUES	647.35 USD	0.00	647.35
						Document Total:	647.35
						Payment Method Total:	647.35
						Cash Account Total:	647.35
CASH AP	CASH ACCOUN	T FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106913	Closed	8/27/2021	MIDWAY	MIDWAY DENTAL SUPPLY	0.00	270.40
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		2017861		FLUORIDE VARNISH	270.40 USD	0.00	270.40
						Document Total:	270.40
						Payment Method Total:	270.40
						Cash Account Total:	270.40
CASH AP	CASH ACCOUN	T FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106914	Closed	8/27/2021	NATI05	NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS	0.00	400.00
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL	Branon	INV114625	Becchiption	FOOD SAFETY EXAMS	400.00 USD	0.00	400.00
						Document Total:	400.00
						Payment Method Total:	400.00
						Cash Account Total:	400.00
CASH AP	CASH ACCOUN	T FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106915	Closed	8/27/2021	ODYS01	ODYSSEY MANAGED SERVICES	0.00	731.50
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		IV02431		JULY UKG READY	731.50 USD	0.00	731.50
		1002431				Document Total:	731.50
		1002431					101100
		1002431					731 50
		1002451				Payment Method Total: Cash Account Total:	731.50 731.50
						Payment Method Total:	
CASH AP	CASH ACCOUN					Payment Method Total:	
Doc. Туре	Payment Ref.	T FOR AP Status	Date	Vendor	Vendor Name	Payment Method Total: Cash Account Total: Doc. Balance	731.50 Orig. Doc. Amount
		T FOR AP	Date 8/27/2021	Vendor ROLS01	Vendor Name ROLSTON LOCK & KEY	Payment Method Total: Cash Account Total:	731.50
Doc. Type CHECK	Payment Ref.	T FOR AP Status				Payment Method Total: Cash Account Total: Doc. Balance	731.50 Orig. Doc. Amount
Doc. Type CHECK Doc. Type	Payment Ref. 106916	T FOR AP Status Closed	8/27/2021		ROLSTON LOCK & KEY	Payment Method Total: Cash Account Total: Doc. Balance 0.00	731.50 Orig. Doc. Amount 50.00
Doc. Туре	Payment Ref. 106916	T FOR AP Status Closed Vendor Ref.	8/27/2021	ROLS01	ROLSTON LOCK & KEY Original Amount Currency	Payment Method Total: Cash Account Total: Doc. Balance 0.00 Discount Taken	731.50 Orig. Doc. Amount 50.00 Amount Paid
Doc. Type CHECK Doc. Type	Payment Ref. 106916	T FOR AP Status Closed Vendor Ref.	8/27/2021	ROLS01	ROLSTON LOCK & KEY Original Amount Currency	Payment Method Total: Cash Account Total: Doc. Balance 0.00 Discount Taken 0.00	731.50 Orig. Doc. Amount 50.00 Amount Paid 50.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name
CHECK	106917	Closed	8/27/2021	STAP01	STAPLES
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency
BILL		3482459743		ANTI FATIGUE MAT	55.99 USD
BILL		3482459744		XEROX BLACK TONER	91.39 USD
BILL		3482459742		HP INK, LEGAL PADS, MEMORY FOAM CUSHION	111.42 USD
BILL		3482972951		MANILA FOLDERS, FASTENERS, INDEX DIVIDERS,	105.93 USD
BILL		3482896847		TRICOLOR INK	146.80 USD
BILL		3482972954		PAPER	173.40 USD
BILL		3483830317		BUSINESS CARDS	31.63 USD
BILL		3483275760		ZIPLOCK BAGS, TAPE, HILITERS, 6X9 ENVELOPES	99.87 USD

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106918	Closed	8/27/2021	STAT01	STATCOURIER	0.00	2,047.50
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		1019-2478		JULY LAB COURIER	2,047.50 USD	0.00	2,047.50
						Document Total:	2,047.50
						Payment Method Total:	2,047.50
						Cash Account Total:	2,047.50

CASH AP CASH ACCOUNT FOR AP

Doc. Туре	Payment Ref.	Status	Date Vend	Vendor Name
CHECK	106919	Closed	8/27/2021 TEAN	2 TEAMSTERS LOCAL 214
Doc. Type	Branch	Vendor Ref.	Description	Original Amount Currency
BILL		082021	AUGU	T DUES 1,597.58 USD

CASH AP CASH ACCOUNT FOR AP Payment Ref. Vendor Name Doc. Type Date Vendor Status 106920 THERACOM, A CAREMARK CO CHECK Closed 8/27/2021 THER01 Doc. Type BILL Branch Vendor Ref. Description Original Amount Currency 3,910.20 USD 221763357-301 NEXPLANON

CASH AP	CASH ACCOUNT	FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106921	Closed	8/27/2021	UNIT02	UNITED WAY OF GRATIOT COUNTY	0.00	112.84
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
Doc. Type BILL	Branch	Vendor Ref. 082021	Description	AUGUST EMPLOYEE DONATIONS	Original Amount Currency 112.84 USD	Discount Taken 0.00	Amount Paid 112.84
	Branch		Description	AUGUST EMPLOYEE DONATIONS	<u> </u>		
	Branch		Description	AUGUST EMPLOYEE DONATIONS	<u> </u>	0.00	112.84

Doc. Balance	Orig. Doc. Amount
0.00	816.43
Discount Taken	Amount Paid
0.00	55.99
0.00	91.39
0.00	111.42
0.00	105.93
0.00	146.80
0.00	173.40
0.00	31.63
0.00	99.87
Document Total:	816.43
Payment Method Total:	816.43
Cash Account Total:	816.43

Doc. Balance	Orig. Doc. Amount
0.00	1,597.58
Discount Taken	Amount Paid
0.00	1,597.58
Document Total:	1,597.58
Payment Method Total:	1,597.58
Cash Account Total:	1,597.58

Doc. Balance	Orig. Doc. Amount
0.00	3,910.20
Discount Taken	Amount Paid
0.00	3,910.20
Document Total:	3,910.20
Payment Method Total:	3,910.20
Cash Account Total:	3,910.20

Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amour
CHECK	106922	Closed	8/27/2021	UNIT03	UNITED WAY OF MONTCALM COUNTY	0.00	64.0
Оос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Pai
ILL		082021		AUGUST EMPLOYEE DONATIONS	64.00 USD	0.00	64.0
						Document Total:	64.0
						Payment Method Total:	64.0
						Cash Account Total:	64.0
ASH AP	CASH ACCOUNT	FOR AP					
ос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amour
HECK	106923	Closed	8/27/2021	WATK02	WATKINS SURGICAL SUPPLY	0.00	166.5
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Pai
ILL		0000528990		ISONIAZID 300MG	166.50 USD	0.00	166.5
						Document Total:	166.5
						Payment Method Total:	166.5
						Cash Account Total:	166.5
ASH AP	CASH ACCOUNT	FOR AP					
Оос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amour
HECK	106924	Closed	8/27/2021	WGLM01	WGLM AM-FM	0.00	100.0
oc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Pai
ILL		21070192	•	100 ACTS OF KINDNESS SPONSORSHIP	100.00 USD	0.00	100.0
						Document Total:	100.0
						Payment Method Total:	100.0
						Cash Account Total:	100.0
CASH AP	CASH ACCOUNT	FOR AP					
Оос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amoun
HECK	106925	Closed	8/27/2021	WOOD01	WOOD SARAH	0.00	607.5
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Pai
ILL		08142021		8/3-8/21 CONTRACTUAL	607.50 USD	0.00	607.5
						Document Total:	607.5
						Payment Method Total:	607.5
						Cash Account Total:	607.5
					Doc. Туре	Count	Amount Paid (USD
					Check	27	57,675.8
					Prepayment	0	0.0
					Refund	0	0.0
					Void Check	0	0.0

Doc. Type	Branch	Vendor Ref.	Description	Original Amount Currency
BILL		08142021	8/3-8/21 CONTRACTUAL	607.50 USD



Expense Voucher #	1960		9/10/2021
<u>Payables</u>			
VOID Check #	106888 106926	MI Assoc. of Local Environmental Health (training canceled)	
Check #		Acumatica Checks	
	106948		\$ 35,680.69
Payroll			
		AFLAC Employee Deduction	\$ 547.04
		Ameriprise NBS	\$ 85.00
		MERS 457	\$ 1,520.00
		MERS Defined Benefit - Employee	\$ 4,062.25
		Nationwide	\$ 1,850.00
		EFT Payroll Tax	
		Federal	\$ 33,404.70
		State	\$ 5,264.99
		MERS Defined Benefit - Employe Aug-21	\$ 31,399.88
		Direct Deposit Payroll	\$ 108,123.61
		Direct Deposit HSA	\$ 9,181.62

TOTAL

<u>\$ 231,1</u>19.78

AP Payment Register

Account	Description							
CASH AP	CASH ACCOUNT	FOR AP						
Dec Trees	Deveneent Def	Chatura	Data	Vandan	Mandan Nam	_	Dec Delener	Oria Dec America
Doc. Type VOIDCK	Payment Ref.	Status	Date	Vendor	Vendor Nam		Doc. Balance	Orig. Doc. Amount
VOIDCK	106888	Closed	9/1/2021	MICH02	MICHIGAN A	SSOCIATION OF LOCAL ENVIRONMENTAL HEAL	.TF 0.00	-615.00
Doc. Type	Branch	Vendor Ref.	Description		Orig	ginal Amount Currency	Discount Taken	Amount Paid
BILL		101950		LONNIE SMITH	1&	615.00 USD	0.00	-615.00
							Document Total:	-615.00
							Payment Method Total:	-615.00
							Cash Account Total:	-615.00
CASH AP	CASH ACCOUNT	FOR AP						
Dec Ture	Deveneent Def	Chatura	Data	Vandan	Vendor Nam	_	Dec Delener	Orig Das Amount
Doc. Type	Payment Ref.	Status	Date	Vendor			Doc. Balance	Orig. Doc. Amount
CHECK	106926	Closed	9/10/2021	FOUR01	4IMPRINT, IN		0.00	669.58
Doc. Type	Branch	Vendor Ref.	Description		Oriç	ginal Amount Currency	Discount Taken	Amount Paid
BILL		9203514		100 STAINLESS	SS	669.58 USD	0.00	669.58
							Document Total:	669.58
							Payment Method Total:	669.58
							Cash Account Total:	669.58
CASH AP	CASH ACCOUNT	FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Nam	e	Doc. Balance	Orig. Doc. Amount
CHECK	106927	Closed	9/10/2021	ARRO01	ARROW SW		0.00	120.14
Doc. Type	Branch	Vendor Ref.	Description		Oric	ginal Amount Currency	Discount Taken	Amount Paid
BILL		94397		4 18X24 WALL		120.14 USD	0.00	120.14
							Document Total:	120.14
							Payment Method Total:	120.14
							Cash Account Total:	120.14
CASH AP	CASH ACCOUNT	FOR AP						
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Nam		Doc. Balance	Orig. Doc. Amount
CHECK	106928	Closed	9/10/2021	CLIN02	CLINTON CO	DUNTY RESA	0.00	70.00
Doc. Type	Branch	Vendor Ref.	Description		Oriç	ginal Amount Currency	Discount Taken	Amount Paid
BILL		20210824		8/19 FOOD CLA	ASE	70.00 USD	0.00	70.00
							Document Total:	70.00
							Payment Method Total:	70.00
							Cash Account Total:	70.00

CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106929	Closed	9/10/2021	COHL01	COHL, STOKER & TOSKEY, P.C.	0.00	2,145.00
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		52577		JUNE LEGAL	663.00 USD	0.00	663.00
BILL		52634		JULY LEGAL	1,482.00 USD	0.00	1,482.00
						Document Total:	2,145.00
						Payment Method Total:	2,145.00
						Cash Account Total:	2,145.00
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106930	Closed	9/10/2021	COMP01	COMPUTER AIDED SOLUTIONS LLC	0.00	7,590.26
CHECK	100930	Closed	9/10/2021	COMPOT	COMPUTER AIDED SOLUTIONS LLC	0.00	7,590.20
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		36194		6 LAN WIRED	TEN 7,590.26 USD	0.00	7,590.26
						Document Total:	7,590.26
						Payment Method Total:	7,590.26
						Cash Account Total:	7,590.26
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106931	Closed	9/10/2021	CONT01	CONTROL SOLUTIONS, INC.	0.00	211.00
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		CS215277		CALIBRATE RE	EFR 211.00 USD	0.00	211.00
						Document Total:	211.00
						Payment Method Total:	211.00
						Cash Account Total:	211.00
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106932	Closed	9/10/2021	DARB01	DARBY DENTAL	0.00	414.80
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		2049907		HAND SANITIZ	ER 414.80 USD	0.00	414.80
						Document Total:	414.80
						Payment Method Total:	414.80

CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106933	Closed	9/10/2021	EART01	EARTEK SERVICES	0.00	725.00
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		2021H214-01		CALIBRATE E	BELT 725.00 USD	0.00	725.00
						Document Total:	725.00
						Payment Method Total:	725.00
						Cash Account Total:	725.00
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106934	Closed	9/10/2021	GALL01	THE GALLERY COLLECTION/PRUDENT PUBLISHING	0.00	135.52
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		21E0026250		ASSORTMEN	NT OF 135.52 USD	0.00	135.52
						Document Total:	135.52
						Payment Method Total:	135.52
						Cash Account Total:	135.52
CASH AP	CASH ACCOUNT	FOR AP				Cash Account Total:	135.52
Doc. Туре	Payment Ref.	FOR AP Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
			Date 9/10/2021	Vendor GLAXO1	Vendor Name GLAXO SMITH KLINE		
Doc. Type CHECK Doc. Type	Payment Ref.	Status Closed Vendor Ref.		GLAXO1	GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken	Orig. Doc. Amount 368.71 Amount Paid
Doc. Type CHECK Doc. Type	Payment Ref. 106935	Status Closed	9/10/2021		GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00	Orig. Doc. Amount 368.71 Amount Paid 368.71
Doc. Type CHECK Doc. Type	Payment Ref. 106935	Status Closed Vendor Ref.	9/10/2021	GLAXO1	GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71
Doc. Type CHECK Doc. Type	Payment Ref. 106935	Status Closed Vendor Ref.	9/10/2021	GLAXO1	GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71
Doc. Type CHECK	Payment Ref. 106935	Status Closed Vendor Ref.	9/10/2021	GLAXO1	GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71
Doc. Type CHECK Doc. Type	Payment Ref. 106935	Status Closed Vendor Ref. 8253514976	9/10/2021	GLAXO1	GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71
Doc. Type CHECK Doc. Type BILL	Payment Ref. 106935 Branch	Status Closed Vendor Ref. 8253514976	9/10/2021	GLAXO1	GLAXO SMITH KLINE Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71
Doc. Type CHECK Doc. Type BILL CASH AP Doc. Type	Payment Ref. 106935 Branch CASH ACCOUNT	Status Closed Vendor Ref. 8253514976	9/10/2021 Description	GLAXO1 TDAP VACCI	GLAXO SMITH KLINE Original Amount Currency INE 368.71 USD	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total: Cash Account Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71
Doc. Type CHECK Doc. Type BILL CASH AP	Payment Ref. 106935 Branch CASH ACCOUNT Payment Ref.	Status Closed Vendor Ref. 8253514976	9/10/2021 Description Date	GLAXO1 TDAP VACCI Vendor KENT01	GLAXO SMITH KLINE Original Amount Currency INE 368.71 USD Vendor Name KENT COUNTY HEALTH DEPARTMENT Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total: Cash Account Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71 368.71 0rig. Doc. Amount 3,127.00 Amount Paid
Doc. Type CHECK Doc. Type BILL CASH AP Doc. Type CHECK Doc. Type	Payment Ref. 106935 Branch CASH ACCOUNT Payment Ref. 106936	Status Closed Vendor Ref. 8253514976	9/10/2021 Description Date 9/10/2021 Description	GLAXO1 TDAP VACCI Vendor	GLAXO SMITH KLINE Original Amount Currency INE 368.71 USD Vendor Name KENT COUNTY HEALTH DEPARTMENT Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total: Cash Account Total: Doc. Balance 0.00	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71
Doc. Type CHECK Doc. Type BILL CASH AP Doc. Type CHECK Doc. Type	Payment Ref. 106935 Branch CASH ACCOUNT Payment Ref. 106936	Status Closed Vendor Ref. 8253514976	9/10/2021 Description Date 9/10/2021 Description	GLAXO1 TDAP VACCI Vendor KENT01	GLAXO SMITH KLINE Original Amount Currency INE 368.71 USD Vendor Name KENT COUNTY HEALTH DEPARTMENT Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total: Cash Account Total: Doc. Balance 0.00 Discount Taken 0.00 Document Total:	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71 368.71 0rig. Doc. Amount 3,127.00 Amount Paid
Doc. Type CHECK Doc. Type BILL CASH AP Doc. Type CHECK	Payment Ref. 106935 Branch CASH ACCOUNT Payment Ref. 106936	Status Closed Vendor Ref. 8253514976	9/10/2021 Description Date 9/10/2021 Description	GLAXO1 TDAP VACCI Vendor KENT01	GLAXO SMITH KLINE Original Amount Currency INE 368.71 USD Vendor Name KENT COUNTY HEALTH DEPARTMENT Original Amount Currency	Doc. Balance 0.00 Discount Taken 0.00 Document Total: Payment Method Total: Cash Account Total: Doc. Balance 0.00 Discount Taken 0.00	Orig. Doc. Amount 368.71 Amount Paid 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71 368.71

Page 4 of 7

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106937	Closed	9/10/2021	MALP01	MALPH - ADMINISTRATOR'S FORUM	0.00	50.00
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		08312021		MELISSA SELBY	50.00 USD	0.00	50.00
						Document Total:	50.00
						Payment Method Total:	50.00
						Cash Account Total:	50.00

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106938	Closed	9/10/2021	MCKE01	MCKESSON MEDICAL	0.00	1,095.99
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		18423392		FORCEPS STRAI	(321.90 USD	0.00	321.90
BILL		18423536		FORCEPS CURVI	E 330.43 USD	0.00	330.43
BILL		18427863		BROWN PAPER E	3 75.23 USD	0.00	75.23
BILL		18438604		UTERINE DILATC	277.44 USD	0.00	277.44
BILL		18442928		PAPER TOWELS	90.99 USD	0.00	90.99
						Document Total:	1,095.99
						Payment Method Total:	1,095.99
						Cash Account Total:	1,095.99

CASH AP CASH ACCOUNT FOR AP

Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106939	Closed	9/10/2021	MERC01	MERCK & CO INC	0.00	8,201.44
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		7015564297		HEP A ADULT, H	IE 3,251.80 USD	0.00	3,251.80
BILL		7015562470		MMR	4,949.64 USD	0.00	4,949.64
						Document Total:	8,201.44
						Payment Method Total:	8,201.44
						Cash Account Total:	8,201.44
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106940	Closed	9/10/2021	MICH06	MICHIGAN DEPARTMENT OF AGRICULTURE	0.00	874.00

Doc. Type	Branch	Vendor Ref. Description	n	Original Amount Currency	Discount Taken	Amount Paid
BILL		791-10628488	7/21-8/13 FOOD F	874.00 USD	0.00	874.00
					Document Total:	874.00
					Payment Method Total:	874.00
					Cash Account Total:	874.00

CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106941	Closed	9/10/2021	RSNO01	R&S NORTHEAST LLC	0.00	161.00
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		301116		BIRTH CONTRO	DL 161.00 USD	0.00	161.00
						Document Total:	161.00
						Payment Method Total:	161.00
						Cash Account Total:	161.00
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106942	Closed	9/10/2021	RICO01	RICOH USA INC	0.00	421.99
Dec Trees	Drevel	Van dan Daf	Decerintien		Original Amount Community	Dia sound Talan	Am avent Daid
Doc. Type BILL	Branch	Vendor Ref. 5062708185	Description	AUGUST COPI	Original Amount Currency ES 421.99 USD	Discount Taken 0.00	Amount Paid 421.99
DILL		5062706165		AUGUST CUPI	25 421.99 05D		
						Document Total:	421.99
						Payment Method Total:	421.99
						Cash Account Total:	421.99
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106943	Closed	9/10/2021	SANO01	SANOFI PASTEUR INC	0.00	2,028.99
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		916939246		MENACTRA, TI	JBI 2,028.99 USD	0.00	2,028.99
						Document Total:	2,028.99
						Payment Method Total:	2,028.99
						Cash Account Total:	2,028.99
CASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106944	Closed	9/10/2021	STAP01	STAPLES	0.00	193.19
CHECK	100344	Closed	9/10/2021	STAFUT	STAFLES	0.00	195.19
Doc. Type	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		3484716972		BANKER BOXE		0.00	134.00
BILL		3484817572		POSTIT,STAPL	ES 59.19 USD	0.00	59.19
						Document Total:	193.19
						Payment Method Total:	193.19
						Cash Account Total:	193.19

		.					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
HECK	106945	Closed	9/10/2021	VERI01	VERIZON	0.00	4,612.72
ос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
ILL		9886998450		AGENCY CEL	L PF 4,612.72 USD	0.00	4,612.72
						Document Total:	4,612.72
						Payment Method Total:	4,612.72
						Cash Account Total:	4,612.72
ASH AP	CASH ACCOUNT	FOR AP					
Оос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106946	Closed	9/10/2021	WHIT01	WHITE ROCK SECURITY GROUP	0.00	2,711.00
Doc. Type BILL	Branch	Vendor Ref. WRSI9021	Description	3 YEAR KASP	Original Amount Currency PERS 2.711.00 USD	Discount Taken 0.00	Amount Paid 2,711.00
DILL		WR319021		3 TEAR NASP	2,711.00 USD	Document Total:	2,711.00
						Payment Method Total:	2,711.00
						Cash Account Total:	2,711.00
						Cash Account Total.	2,711.00
ASH AP	CASH ACCOUNT	FOR AP					
Doc. Type	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
CHECK	106947	Closed	9/10/2021	WINN01	WINN TELECOM	0.00	342.11
Doc. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL	Brunen	09012021	Desemption	PHONE LONG		0.00	342.11
						Document Total:	342.11
						Payment Method Total:	342.11
						Cash Account Total:	342.11
CASH AP	CASH ACCOUNT						
	CASITACCOUNT	IONAP					
Оос. Туре	Payment Ref.	Status	Date	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
HECK	106948	Closed	9/10/2021	WOOD01	WOOD SARAH	0.00	26.25
Оос. Туре	Branch	Vendor Ref.	Description		Original Amount Currency	Discount Taken	Amount Paid
BILL		08282021		8/23-/25 CON	TRA(26.25 USD	0.00	26.25
						Document Total:	26.25
						Payment Method Total:	26.25
						Cash Account Total:	26.25
					Doc. Туре	Count	Amount Paid (USD)
					Check	23	36,295.69
					Prepayment	0	0.00
					Refund	0	0.00

Mid-Michigen District HEALTH DEPARTMENT CLINTON • GRATIOT • MONTCALM	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
BOARD OF HEALTH:	Bruce DeLong	George Bailey	Michael R. Beach
	Dwight Washington, Ph.D.	Chuck Murphy	Adam Petersen

September 15, 2021

ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Full-Time Public Health Representative (PHR) Position for Environmental Health (EH) Division

Information Only	🔀 Action Needed
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I. Authority For This Action:

Local Policy

Law or Rule

II. Summary:

(Previous board action relating to this item? Background information and if any future action anticipated.)

EH hired a part-time PHR in November 2018 and kept the position filled until June 2020 when the employee resigned. The position was removed from the budget for FY 2021 but added back in for FY 2022 due to increased workload in all programs in EH. The vacancy has been posted and interviews set; however, we have had issues with interview candidate no-shows and cancellations. The position was even offered to a suitable candidate, but it was declined.

III. Strategic Objective, Health Issue, or other Need Addressed: (What priority should be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)

The need to hire a suitable candidate continues. I am proposing that the position be changed from a parttime (24 hours) to full-time (40 hours) to try and attract more candidates to apply. The full-time position would include time allocated for the PHR to work the agency's COVID phone bank.

IV. Fiscal Impact and Cost: (Immediate, ongoing, and future impact.)

A FY 20/21 Budget Amendment will reflect that the agency has funding to cover the position until 2023 using COVID dollars, and the upward projection of fee collection in EH would sustain the position long term.

V. Alternatives Considered:

(Scope of options reviewed. Reasons for rejecting alternatives.)

An alternative would be to continue advertising the part-time position and assigning existing staff to be on the COVID phone bank rotation.

Page 16 of 19 WWW.MMDHD.ORG — LIZ BRADDOCK, RS, MS Health Officer

VI. Recommendation:

(Advantages/benefits of proposal. Expected results. Possible problems or disadvantages of proposal. Effect of action on agency. Consequences of not approving recommendation or taking action.)

Recommend that the BOH support and approve the hiring of a full-time PHR to work in the EH Division effective October 1, 2021.

VII. Monitoring and Reporting Timeline: (Evaluation method and timeline. Next report to the Board.)

The BOH will be notified of the new hire.

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BOARD OF HEALTH:	Bruce DeLong	George Bailey	Michael R. Beach
	Dwight Washington, Ph.D.	Chuck Murphy	Adam Petersen

September 15, 2021

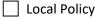
ADMINISTRATOR: Melissa Selby, Director of Administrative Services

SUBJECT: Bank Signatures on Mid-Michigan District Health Department (MMDHD) Accounts

Information Only

Action Needed

I. Authority For This Action:



Law or Rule <u>Public Health Code, Act 368 of 1978, MCL 333.2417</u>

II. Summary:

(Previous board action relating to this item? Background information and if any future action anticipated.)

Since Marcus Cheatham retired in July, the MMDHD has three authorized signatories on its bank accounts rather than the four needed. The three authorized signatories are: Liz Braddock, Melissa Selby, and Sarah Doak.

III. Strategic Objective, Health Issue, or other Need Addressed: (What priority should be given in relation to goals? Include reason for recommending change in priorities and how the need will be introduced into planning process.)

Lonnie Smith was recently promoted to the Environmental Director position and should be added as a fourth signatories to MMDHD's bank accounts. Board of Health (BOH) action is required to make this addition.

IV. Fiscal Impact and Cost: (Immediate, ongoing, and future impact.)

None

V. Alternatives Considered: (Scope of options reviewed. Reasons for rejecting alternatives.)

None

VI. Recommendation:

(Advantages/benefits of proposal. Expected results. Possible problems or disadvantages of proposal. Effect of action on agency. Consequences of not approving recommendation or taking action.)

I recommend that the BOH authorize the following staff as signatories on all MMDHD bank accounts (TCF/Huntington, First Bank, and Commercial Bank) effective September 22, 2021.

- Mari E. (Liz) Braddock, Health Officer
- Melissa Selby, Director of Administrative Services
- Sarah Doak, Director of Community Health & Education
- Lonnie Smith, Director of Environmental Health

VII. Monitoring and Reporting Timeline:

(Evaluation method and timeline. Next report to the Board.)

No future report to the BOH is needed unless requested.