

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING AGENDA  
Wednesday, August 27, 2025 – 2:00 p.m.  
Leelanau County Government Center-Upper-Level Community Meeting Room  
8527 E Government Center  
Suttons Bay, MI 49682**

**or**

**Electronically, via conference call**

To participate, dial: (213) 282-9788 and enter Conference ID: 957 369 818#

**This is a Regular Meeting of the Benzie-Leelanau District Health Department Board of Health. Public Comment is encouraged at the beginning and end of the meeting. An individual's comment time may be limited based on the discretion of the Chair.**

Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes from the Regular Board of Health Meeting of July 23, 2025.

Approval of the Agenda

Public Comment Period

1. Health Officer Update – Dan Thorell
3. Personnel and Finance Committee Report-Personnel and Finance Committee
  - A. Accounts Payable - Action
  - B. July Financial Statements - Action
  - C. Purchasing Policy – Action
  - D. Closing EH Offices for Training September 23, 2025 11am-4:30pm - Action
4. Staff Reports
  - A. Medical Director – Dr. Joshua Meyerson
  - B. Personal Health – Michelle Klein
  - C. Environmental Health Director – Eric Johnston
  - D. Administrative- Shelley Jablon

Public Comment Period

Board Comments

Adjourn

Personnel and Finance Comm. Meeting- August 27, 2025 1:00 pm  
Leelanau County Government Center – Upper-Level Community Meeting Room  
Electronically via conference call:  
(213) 282-9788 and enter Conference ID: 957 369 818#

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Wednesday, July 23, 2025 2p.m.  
Benzie Resource Center-Ingemar Johansson Conference Room  
6051 Frankfort Hwy., Ste. 100  
Benzonia, MI 49616**

Chairperson Allgaier called the meeting to order at 2:02 p.m.

**Members Present:** Dr. Mark Kuiper – Benzie County Member at Large  
Dr. David Quimby – Leelanau County Member at Large  
Christina Trigg – Benzie County Board of Commissioners  
Gary Sauer - Benzie County Board of Commissioners  
Gwenne Allgaier – Leelanau County Board of Commissioners

**Members Excused:**  
Mark Walter – Leelanau County Board of Commissioners

**Members Absent:** None

**Staff Present:** Eric Johnston – Director of Environmental Health  
Michelle Klein - Director of Personal Health  
Dan Thorell – Health Officer  
Dr. Joshua Meyerson – Medical Director  
Shelley Jablon – Director of Administrative Services

**Pledge of Allegiance**

**Approval of the June 25, 2025 Regular Board of Health Meeting Minutes:**

**Motion By:** Sauer to approve the June 25, 2025 BOH meeting minutes as presented.

**Seconded By:** Kuiper

**Voice Vote:** 5 yeas 0 nay 1 excused 0 absent Motion carried

**Approval of the Agenda:**

**Motion By:** Sauer to approve the agenda as presented.

**Seconded By:** Trigg

**Voice Vote:** 5 yeas 0 nay 1 excused 0 absent Motion carried

**Public Comment:** None

**Health Officer Update-** Dan Thorell

A report was distributed prior to the meeting. Please refer to it for details. An additional report was shared that listed the known Federal Funding that will not be received in the upcoming fiscal year. The report also listed the various positions that have not been filled in the past year.

**Accounts Payable**

**Motion By:** Sauer to approve accounts payable and pay the bills in the amount of \$172,477.83.

**Seconded By:** Trigg

**Roll Call Vote:** Kuiper- ye, Quimby - ye, Allgaier - ye, Trigg – ye, Sauer -ye  
5 yeas 0 nay 1 excused 0 absent Motion carried

## **June Financial Statements**

**Motion By:** Sauer to accept the financial statements as presented.

**Seconded By:** Quimby

**Roll Call Vote:** Kuiper- yea, Quimby - yea, Allgaier - yea, Trigg – yea, Sauer - yea  
5 yeas 0 nay 1 excused 0 absent **Motion carried**

## **Staff Reports:**

### **Medical Director** – Dr. Joshua Meyerson

A report was distributed prior to the meeting. Please refer to it for details. A press release was also distributed during the meeting. It addressed the importance of vaccinating young children.

### **Personal Health** – Michelle Klein

A report was distributed prior to the meeting. Please refer to it for details.

### **Environmental Health** – Eric Johnston

A report was distributed at the beginning of the meeting. Please refer to it for details.

### **Administrative** – Shelley Jablon

A report was distributed prior to the meeting. Please refer to it for details.

### **Public Comment** – None

### **Board Comments** – None

## **Adjourn**

**Motion By:** Allgaier to adjourn the BOH meeting at 3:09 p.m.

**Voice Vote:** 5 yeas 0 nay 1 excused 0 absent **Motion carried**

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Gwenne Allgaier, Chairperson

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Shelley Jablon, Recording Secretary

**To: Benzie-Leelanau District Health Department Board of Health Members**

**From: Daniel Thorell, MS, RS, Health Officer**

**Date: August 21, 2025**

**Subject: August Board of Health Report**

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### **1. Lake Leelanau East Boat Launch Sewage Spill**

On August 13<sup>th</sup>, during routine pumping of the vault privy, a valve on the pump truck failed and sewage was released onto the boat launch parking lot. A small amount of sewage did enter Lake Leelanau, but the exact amount is unknown. It is estimated to be less than 100 gallons.

A BLDHD sanitarian happened to pull into the boat launch, to fill out some paperwork, and find a Leelanau Sheriff's Deputy blocking the entrance. The EH Director was notified and then the Health Officer. To protect public health, a public health advisory was immediately issued to avoid contact with the water in the immediate vicinity of the boat launch. The advisory was posted on the health department's website and social media outlets, and it was shared with media outlets. In addition, houses on either side of the boat launch were notified in person. The EH Director contacted the DNR and Lake Leelanau Association to make them aware of the situation. The Health Officer contacted Gwenne Allgaier, Board of Health Chairperson/Leelanau County Commissioner, Mark Walters, Board of Health member/Leelanau County Commissioner, and Will Bunek, Leelanau County Commissioner.

Water samples were collected from the boat launch site which came back with geometric mean of 343 E. coli colonies/100ml which triggers a partial body contact advisory. Samples were again taken on August 14<sup>th</sup> with the results reported the next day of 11 E. coli colonies/100ml which allowed lifting the advisory.

Although the situation was not ideal, the actions taken by BLDHD were executed well to ensure the public was protected. There was a lesson learned that involved 911 Dispatch. Dispatch contacted the DNR, but not the health department. If staff had not come across the scene, notification to the health department would have been delayed, which could have had health implications for the public. The need for communication updates in the event of an environmental contamination incident has been shared with 911 Dispatch to improve response in the future. The incident was discussed at the August 21<sup>st</sup> LEPC/LPT meeting.

### **2. Michigan Health Endowment Fund (MHEF) Rapid Response Grant**

Due to federal funding cuts, MHEF released an RFP for current grantees to help offset funding cuts related to work plan for the grant. BLDHD Admin staff quickly applied for the grant, which was successful in securing \$75,000. This funding will help support community health workers in the Community Connections program that was affected by the loss of the MI Safer Schools funding.

**ACCOUNTS PAYABLE TOTALS**  
**(August 2025)**  
**BOH meeting**

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08/01/2025.....	\$131,175.69
08/15/2025.....	\$172,532.40
08/15/2025.....	\$41,355.21
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TOTAL	\$345,063.30

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00833 - JULY MANUAL AP

10100 - Honor Bank Checking

From 7/31/2025 Through 8/1/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
7/31/2025	7/31/2025	M073125AUG001	MERS Retirement	00169168-1	JULY MANUAL AP		3,077.00	Check
7/31/2025	7/31/2025	M073125AUG002	DTE Energy	07142025DTE	JULY MANUAL AP		23.57	Check
7/31/2025	7/31/2025	M073125AUG003	Aflac	853836	JULY MANUAL AP		1,454.26	Check
7/31/2025	7/31/2025	M073125AUG004	Metropolitan Life Insurance Company	07142025MET	JULY MANUAL AP		4,472.20	Check
7/31/2025	7/31/2025	M073125AUG005	Cardmember Service	07162025DP	JULY MANUAL AP		1,032.56	Check
7/31/2025	7/31/2025	M073125AUG006	Synchrony Bank/Amazon.com	1VG9-MKDR-P4MK	JULY MANUAL AP		721.72	Check
7/31/2025	7/31/2025	M073125AUG007	Synchrony Bank/Amazon.com	1XTT-R6F6-JPKM	JULY MANUAL AP		213.44	Check
7/31/2025	7/31/2025	M073125AUG008	Synchrony Bank/Amazon.com	137Y-L4XY-3KNR	JULY MANUAL AP		274.45	Check
7/31/2025	7/31/2025	M073125AUG009	Synchrony Bank/Amazon.com	1X4C-1MN4-X39G	JULY MANUAL AP		278.31	Check
7/31/2025	7/31/2025	M073125AUG010	Cardmember Service	07162025SJ	JULY MANUAL AP		2,735.00	Check
7/31/2025	7/31/2025	M073125AUG011	Cardmember Service	07162025DT	JULY MANUAL AP		1,326.93	Check
8/1/2025	8/1/2025	47251	Abila	1050-1000262064	ACCOUNTING SOFTWARE LICENSE FOR APRIL		665.24	Check
8/1/2025	8/1/2025		Abila	1050-1000270323	ACCOUNTING SOFTWARE LICENSE FOR JUNE 25		665.24	Check
8/1/2025	8/1/2025		Abila	1050-1000274206	ACCOUNTING SOFTWARE LICENSE FOR JULY 25		665.24	Check
8/1/2025	8/1/2025		Abila	51050-1000266319	ACCOUNTING SOFTWARE LICENSE FOR MAY		665.24	Check
8/1/2025	8/1/2025	47252	AMERISOURCEBERGEN	3220776285	PREVNAR 20 BENZIE OFFICE		5,272.94	Check
8/1/2025	8/1/2025	47253	BCN	251900041289	HEALTH INSURANCE		54,493.03	Check
8/1/2025	8/1/2025	47254	The Pumping Service, LLC	11267	SEPTIC TANK PUMP-OUT BCRC		479.00	Check
8/1/2025	8/1/2025	47255	Dearborn Life Insurance Company	07152025DB	LIFE INSURANCE		279.00	Check
8/1/2025	8/1/2025	47256	Delta Dental	RIS0006502288	DENTAL INSURANCE		4,204.84	Check
8/1/2025	8/1/2025	47257	Dolly Parton's Imagination Library GTR	1375	AUGUST DPIL BOOKS FOR LEELANAU CTY		1,160.74	Check
8/1/2025	8/1/2025	47258	Full Circle Wellness	1038	CHW REFLECTIVE SUPERVISION FOR JUNE		250.00	Check

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00833 - MISC AP JULY

10100 - Honor Bank Checking

From 7/31/2025 Through 8/1/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/1/2025	8/1/2025	47259	Great Lakes Water Quality Laboratory, Inc.	B24-210	WATER TESTING FOR B24-210		40.00	Check
8/1/2025	8/1/2025		Great Lakes Water Quality Laboratory, Inc.	B25-031	WATER TESTING FOR B25-031		40.00	Check
8/1/2025	8/1/2025		Great Lakes Water Quality Laboratory, Inc.	L23-227	WATER TESTING FOR L23-227		40.00	Check
8/1/2025	8/1/2025	47260	DC Collective Grocer, LLC	07312025HF	SANDWICHES FOR EVENT LUNCH/SUPPLIES FOR PICNIC		131.18	Check
8/1/2025	8/1/2025	47261	John E. Green Company	211752	REPAIR LEAK ON CONDENSATE DRAIN		548.00	Check
8/1/2025	8/1/2025		John E. Green Company	211986	REPAIR AIR CONDITIONER AT BCRC THAT SPARKED		994.00	Check
8/1/2025	8/1/2025	47262	Jason Stuart	5613	LAWN MAINTENANCE MAY-JUNE		475.00	Check
8/1/2025	8/1/2025	47263	Leelanau County	073125LC	AUGUST 25 MAINTENANCE COST SHARING FOR LEELANAU EH		2,650.00	Check
8/1/2025	8/1/2025	47264	Leelanau Montessori	073125LM	AUGUST RENT FOR LEELANAU PH		6,273.28	Check
8/1/2025	8/1/2025	47265	MALPH - Administrators Forum	07242025SJ	REGISTRATION FEE FOR PH FINANCE ADMIN & BILLING CONF		150.00	Check
8/1/2025	8/1/2025	47266	Martha Berenyi	31072025MB	REFUND OF VACANT LAND EVAL COST		270.00	Check
8/1/2025	8/1/2025	47267	McKesson Medical - Surgical	24059959	SHARPS WALL ENCLOSURE, 5QT		48.92	Check
8/1/2025	8/1/2025	47268	Michigan Public Health Association	07182025MPHA	MPHA RENEWAL FEE FOR M. KLEIN		70.00	Check
8/1/2025	8/1/2025	47269	Pitney Bowes Global Financial Services, LLC	1027776118	RED INK CARTRIDGES FOR POSTAGE METERS		182.58	Check
8/1/2025	8/1/2025	47270	State of Michigan	20250701-87	LEAD TESTING		17.67	Check
8/1/2025	8/1/2025	47271	Traverse City Area Public Schools	5824	AUG EVENT FLYERS, JOB FLYERS, ANNUAL REPORTS, MINI FLYERS		110.47	Check
8/1/2025	8/1/2025	ACH073125AUG01	Applied Innovation	2883470	COPIERS		378.22	Voucher

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00833 - MISC AP JULY

10100 - Honor Bank Checking

From 7/31/2025 Through 8/1/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/1/2025	8/1/2025	ACH073125AUG02	Health Department of Northwest Michigan	6221	2 CHW TRAINING FOR 2 HD OF NW MI STAFF MEMBERS USING GRANT		2,390.00	Voucher
8/1/2025	8/1/2025	ACH073125AUG03	Health Department of Northwest Michigan	6227	2 CHW TRAINING STIPENDS FOR HD OF NW MI STAFF MEMBERS/GRANT		7,866.00	Voucher
8/1/2025	8/1/2025	ACH073125AUG04	KSS Enterprises	1691451	TOILET PAPER, CAN LINERS, FOAMING SOAP		376.89	Voucher
8/1/2025	8/1/2025	ACH073125AUG05	Moderna	902912884	COVID VACCINE FOR LEELANAU		1,271.55	Voucher
8/1/2025	8/1/2025	ACH073125AUG06	Moderna	902912885	COVID VACCINE FOR BENZIE		1,271.55	Voucher
8/1/2025	8/1/2025	ACH073125AUG07	NHF Sub Benzie-Leelanau	07312025NHF	LOAN PAYMENT		4,885.00	Voucher
8/1/2025	8/1/2025	ACH073125AUG08	Nugent Hardware	07252025NUG	FLOOR SQUEEGEE W/ HANDLE, COMMAND STRIPS		49.96	Voucher
8/1/2025	8/1/2025	ACH073125AUG09	Patagonia Health Inc.	13186	PERSONAL HEALTH SOFTWARE		4,526.22	Voucher
8/1/2025	8/1/2025	ACH073125AUG10	Solutions For You, LLC	HA-N4CQG174	CLEANING SERVICES FOR JULY IN LEELANAU		1,400.00	Voucher
8/1/2025	8/1/2025	ACH073125AUG11	Wyant Computer Services	34991	COMPUTER LICENSES		10,309.25	Voucher
Report Total							131,175.69	

**Benzie Leelanau District Health Department**  
Posted General Ledger Transactions  
VOIDCK M073125AUG004 - VOIDING MANUAL CK

Document Number	Transaction Description	ID	Document Date	Effective Date	GL Code	GL Title	RU Code	RU Title	Debit	Credit
M073125A...	JULY MANUAL AP	mETIIFE	7/31/2025	7/31/2025	10100	Honor Bank Checking			4,472.20	
	JULY MANUAL AP		7/31/2025	7/31/2025	20100	Accounts Payable				4,472.20
Total M073125A...			7/31/2025						4,472.20	4,472.20
Report Total									4,472.20	4,472.20

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00833A - REPRINTING CK M073125AUG004

10100 - Honor Bank Checking

From 7/31/2025 Through 8/1/2025

<u>Effective Date</u>	<u>Document Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>RU Code</u>	<u>Check Amount</u>	<u>Payment Type</u>
8/1/2025	8/1/2025	47272	Metropolitan Life Insurance Company	07142025MET	LIFE, SHORT & LONG TERM DISABILITY, VOL LIFE INS		4,472.20	Check
Report Total							4,472.20	

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00836 - JULY MANUAL AP

10100 - Honor Bank Checking

From 7/31/2025 Through 8/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
7/31/2025	7/31/2025	M081525JUL001	Wex Bank	07312025WEX	JULY MANUAL AP		118.52	Check
7/31/2025	7/31/2025	M081525JUL002	Consumers Energy	08032025CE	JULY MANUAL AP		3,672.27	Check
7/31/2025	7/31/2025	M081525JUL003	Verizon Wireless	6120030837	JULY MANUAL AP		1,261.19	Check
7/31/2025	7/31/2025		Verizon Wireless	73125VERIZON	JULY MANUAL AP		(14.19)	Check
8/15/2025	8/15/2025	47273	AMERISOURCEBERGEN	3222368661	HEPLISAV-B FOR BENZIE & LEELANAU		1,378.10	Check
8/15/2025	8/15/2025	47274	Dolly Parton's Imagination Library GTR	1368	JULY BOOKS		1,143.07	Check
8/15/2025	8/15/2025	47275	Full Circle Wellness	1041	REFLECTIVE SUPERVISION FOR CHW 7/14		250.00	Check
8/15/2025	8/15/2025	47276	Great Lakes Water Quality Laboratory, Inc.	B25-109	WATER TEST FOR B25-109		40.00	Check
8/15/2025	8/15/2025	47277	Interphase Interiors	14258	FURNITURE,SEATING,... ARMS/TRAYS,RACK & INSTALLATION/EH		40,463.90	Check
8/15/2025	8/15/2025		Interphase Interiors	14259	ENCLOSED WALLS, DESIGN, INSTALLATION FOR EH/ADMIN OFFICES		83,208.70	Check
8/15/2025	8/15/2025		Interphase Interiors	14260	FILING SYSTEM, FREIGHT, INSTALLATION FOR EH OFFICE		24,895.47	Check
8/15/2025	8/15/2025	47278	State of Michigan	791-11338214	FOOD LICENSE FEES TO STATE		230.00	Check
8/15/2025	8/15/2025	47279	Munson Occupational Health & Medicine	00239191-00	DRUG SCREEN & PHYSICAL FOR NEW EMPLOYEE		143.00	Check
8/15/2025	8/15/2025	47280	Republic Services #239	0239-003829452	GARBAGE SERVICE		581.14	Check
8/15/2025	8/15/2025	47281	Sinclair Broadcast Group	202774	COMPULSE CTV FOR SECURE YOUR STASH IN BENZIE		1,870.69	Check
8/15/2025	8/15/2025	47282	The Standard	08012025TS	VISION INSURANCE FOR AUGUST 25		561.96	Check
8/15/2025	8/15/2025	ACH081525JUL01	Hospital Network Healthcare	101098	MEDICAL WASTE DISPOSAL		133.16	Voucher
8/15/2025	8/15/2025	ACH081525JUL02	Northern Michigan Janitorial Services	3089	CLEANING SVC FOR JULY AT BCRC		6,820.00	Voucher
8/15/2025	8/15/2025	ACH081525JUL03	SOS Analytical	252927	WATER TESTING FOR EVALS & WELLS		4,725.00	Voucher

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00836 - MISC AP JULY

10100 - Honor Bank Checking

From 7/31/2025 Through 8/15/2025

<u>Effective Date</u>	<u>Document Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>RU Code</u>	<u>Check Amount</u>	<u>Payment Type</u>
8/15/2025	8/15/2025	ACH081525JUL04	Maggie Sprattmoran	2359	REFLECTIVE CONSULTATION W/ECD STAFF & ABOUT MIHP		600.00	Voucher
8/15/2025	8/15/2025	ACH081525JUL05	Valley City Linen	072925VCL	RUG CLEANING SVC BCRC		450.42	Voucher
Report Total							172,532.40	

**Benzie Leelanau District Health Department**

Posted General Ledger Transactions

VOID47281,47282 - JAMMED CHECKS

Document Number	Transaction Description	ID	Document Date	Effective Date	GL Code	GL Title	RU Code	RU Title	Debit	Credit
47281	COMPULSE CTV FOR SECUR...	Sinclair	8/15/2025	8/15/2025	10100	Honor Bank Checking			1,870.69	
	COMPULSE CTV FOR SECUR...		8/15/2025	8/15/2025	20100	Accounts Payable				1,870.69
Total 47281			8/15/2025						1,870.69	1,870.69
47282	VISION INSURANCE FOR A...	Standard	8/15/2025	8/15/2025	10100	Honor Bank Checking			561.96	
	VISION INSURANCE FOR A...		8/15/2025	8/15/2025	20100	Accounts Payable				561.96
Total 47282			8/15/2025						561.96	561.96
Report Total									2,432.65	2,432.65

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00836A - MISC AP JULY

10100 - Honor Bank Checking

From 7/31/2025 Through 8/15/2025

<u>Effective Date</u>	<u>Document Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>RU Code</u>	<u>Check Amount</u>	<u>Payment Type</u>
8/15/2025	8/15/2025	47283	Sinclair Broadcast Group	202774	COMPULSE CTV FOR SECURE YOUR STASH IN BENZIE		1,870.69	Check
8/15/2025	8/15/2025	47284	The Standard	08012025TS	VISION INSURANCE FOR AUGUST 25		561.96	Check
Report Total							2,432.65	

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00837 - MISC AP AUG

10100 - Honor Bank Checking

From 8/15/2025 Through 8/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/15/2025	8/15/2025	47285	Abila	1050-1000276329	ACCOUNTING SOFTWARE LICENSE 8/1/25-3/31/26		5,321.92	Check
8/15/2025	8/15/2025	47286	Cheryl Dietzel	08042025CD	REFUND-COMPLETED WRONG APPLICATION		7.00	Check
8/15/2025	8/15/2025	47287	Cindy Horusby	08122025CH	REFUND FOOD LICENSE APP FEE/NOT OPENING FOR SEASON		310.00	Check
8/15/2025	8/15/2025	47288	District Health Department #2	81225	CJ GRANT FOR MODEL OF CARE TRAINING 3 STAFF STIPENDS		5,400.00	Check
8/15/2025	8/15/2025	47289	Gail Mahan	08072025GM	REFUND DUPLICATE SEPTIC PERMIT PAYMENT/HD ERROR		362.00	Check
8/15/2025	8/15/2025	47290	Great Lakes Water Quality Laboratory, Inc.	B24-076	WATER TEST FOR B24-076		35.00	Check
8/15/2025	8/15/2025	47291	John A Schierholz	08122025JAS	REFUND REVIEW FOR REMODELING FEE-EXCEEDS BEDROOM COUNT		163.00	Check
8/15/2025	8/15/2025	47292	Maeda Schroeder	08042025MS	REFUND SEPTIC PERMIT FEE AS HOUSE BURNED DOWN		302.00	Check
8/15/2025	8/15/2025	47293	MALPH	189-77960	D. ALDRIDGE REGISTRATION FEE/PREMIER PH CONFERENCE		169.00	Check
8/15/2025	8/15/2025	47294	MALPH	189-79232	D. THORELL REGISTRATION FEE/MI PREMIER PH CONFERENCE		169.00	Check
8/15/2025	8/15/2025	47295	PoWeR! Book Bags	08122025	2025 POWER BOOK BAGS FUNDING REQUEST		10,000.00	Check
8/15/2025	8/15/2025	47296	Pitney Bowes Bank Inc Reserve Account	08112025RA	POSTAGE METER REFILL FOR LEELANAU PH		500.00	Check

**Benzie Leelanau District Health Department**

Check/Voucher Register - Check Register

API00837 - MISC AP AUG

10100 - Honor Bank Checking

From 8/15/2025 Through 8/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/15/2025	8/15/2025	47297	Robert L. Evatt	08122025RE	REFUND SEPTIC PORTION OF DUPLICATE PERMIT PURCHASE		330.00	Check
8/15/2025	8/15/2025	47298	Scott Vandenberg	08142025SV	REFUND COMBINED PERMIT APP FEE AS CONTRACTOR PAID TWICE		591.00	Check
8/15/2025	8/15/2025	ACH081525AUG01	Autumn Jurek	08142025AJ	REIMBURSEMENT FOR STREET FAIR FACEBOOK ADS PURCHASED		73.97	Voucher
8/15/2025	8/15/2025	ACH081525AUG02	Health Department of Northwest Michigan	6254	BLDHD MEDICAL OFFICER FOR 8/25		5,240.59	Voucher
8/15/2025	8/15/2025	ACH081525AUG03	Health Department of Northwest Michigan	6266	CJ GRANT FOR CHW TRAINING, CLASS & STIPEND		8,728.00	Voucher
8/15/2025	8/15/2025	M081525AUG001	MERS Retirement	00169807-1	AUG MANUAL AP		3,077.00	Check
8/15/2025	8/15/2025	M081525AUG002	Charter Communicaitons	005281601080125	AUG MANUAL AP		40.00	Check
8/15/2025	8/15/2025	M081525AUG003	Charter Communicaitons	005281701080125	AUG MANUAL AP		38.01	Check
8/15/2025	8/15/2025	M081525AUG004	Charter Communicaitons	005280501080125	AUG MANUAL AP		9.29	Check
8/15/2025	8/15/2025	M081525AUG005	Synchrony Bank/Amazon.com	1PCY-7GK7-JHMH	AUG MANUAL AP		39.55	Check
8/15/2025	8/15/2025	M081525AUG006	Synchrony Bank/Amazon.com	1JTR-CKWT-JGCT	AUG MANUAL AP		172.25	Check
8/15/2025	8/15/2025	M081525AUG007	Synchrony Bank/Amazon.com	1MFG-9PH9-KDTD	AUG MANUAL AP		166.77	Check
8/15/2025	8/15/2025	M081525AUG008	Synchrony Bank/Amazon.com	1Y7G-VXQJ-9MPH	AUG MANUAL AP		61.92	Check
8/15/2025	8/15/2025	M081525AUG009	Synchrony Bank/Amazon.com	1MRG-ND69-6MKM	AUG MANUAL AP		47.94	Check
Report Total							41,355.21	

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Revenues			
Fees & Collections			
Food License Refunds	(320.00)	0.00	0.00%
Sewage Permit Refund	(1,680.78)	0.00	0.00%
Private Pay Clinic Fees	1,831.16	3,500.00	52.31%
Clinic Fees-Private Insurance	162,809.35	177,500.00	91.72%
Well Permit Refund	(865.42)	0.00	0.00%
Revenue-Campground Trailer Parks	6,256.08	6,757.00	92.58%
Revenue-Food Licenses	122,277.50	121,000.00	101.05%
Revenue-Sewage Permits	148,118.00	200,000.00	74.05%
Revenue-Well Permits	88,608.20	110,000.00	80.55%
Tattoo/Body Art Fees	500.00	0.00	0.00%
Revenue-Land Evals/Site Surveys	48,795.00	55,000.00	88.71%
Revenue-Mortgage Evaluation	151,638.00	200,000.00	75.81%
Radon Testing	318.00	100.00	318.00%
Donations	2.01	0.00	0.00%
Land Evaluations - Refund	(1,150.00)	0.00	0.00%
Mortgage Eval Refund	(714.00)	0.00	0.00%
Total Fees & Collections	726,423.10	873,857.00	83.13%
Medicaid/Medicare Revenue			
Medicaid Clinic Fees	148,734.82	245,900.00	60.48%
Clinic Fees - Medicare	336,365.75	401,700.00	83.73%
Managed Health Care Plan	84,129.56	108,000.00	77.89%
WIC Blood Lead Tests	537.99	0.00	0.00%
Total Medicaid/Medicare Revenue	569,768.12	755,600.00	75.41%
Cost Based Reimbursement			
Cost Based Reimbursement	172,092.25	198,423.00	86.72%
Total Cost Based Reimbursement	172,092.25	198,423.00	86.73%
Federal Financial Participation			
Federal Financial Participation	281,005.42	110,124.00	255.17%
Total Federal Financial Participation	281,005.42	110,124.00	255.17%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	175,653.54	0.00	0.00%
MDHHS - CPBC Categorical Grant	1,671,070.89	2,414,143.00	69.22%
Total State Funding (MDHHS-CPBC)	1,846,724.43	2,414,143.00	76.50%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	675,714.00	621,476.00	108.72%
Total ESLPHS - DEQ & MDHHS	675,714.00	621,476.00	108.73%
DEQ Type II Grant			
MDEQ Type II Grant	151,690.80	174,230.00	87.06%
Total DEQ Type II Grant	151,690.80	174,230.00	87.06%
Other State Fees/Funding			
MDHHS Lic Facilities	3,975.00	7,005.00	56.74%
Swimming Pools	4,259.47	6,582.00	64.71%
Septage Licensing	0.00	5,703.00	0.00%
Other State Funding	97,446.00	97,446.00	100.00%
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Non-CPBC Funding/Grants	5,943.44	29,252.00	20.31%
Total Other State Fees/Funding	131,561.82	180,988.00	72.69%
Local Grants			
Other Local Grants	46,902.20	102,980.00	45.54%
Northern Michigan Health Consortium	158,441.02	132,455.00	119.61%
Michigan Center for Rural Health	61,116.58	17,754.00	344.24%
Michigan Health Endowment Foundation	135,944.85	140,000.00	97.10%
Leelanau Early Childhood	440,262.02	741,189.00	59.39%
Healthy Futures Grant	0.00	45,005.00	0.00%
Total Local Grants	842,666.67	1,179,383.00	71.45%
Reimbursement Funds/Charge for Service			
Charge for Service	10.00	2,132.00	0.46%
Food Courses	7,865.00	6,000.00	131.08%
Reimbursed Revenues	59,308.73	80,000.00	74.13%
Total Reimbursement Funds/Charge for Service	67,183.73	88,132.00	76.23%
Rents Collected			

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Rents Collected	204,592.00	261,192.00	78.33%
Total Rents Collected	204,592.00	261,192.00	78.33%
Interest			
Interest	61,109.01	19,190.00	318.44%
Total Interest	61,109.01	19,190.00	318.44%
Local Funds			
Local Funds Distributive	489,110.00	660,097.00	74.09%
Local In-Kind	0.00	140,000.00	0.00%
Total Local Funds	489,110.00	800,097.00	61.13%
Total Revenues	6,219,641.35	7,676,835.00	81.02%
Expenditures			
Salaries & Wages			
Salaries	3,210,191.50	3,973,550.00	80.78%
Insurance Payout	39,954.31	0.00	0.00%
Earnings			
Total Salaries & Wages	3,250,145.81	3,973,550.00	81.79%
Fringe Benefits			
FICA	235,257.54	307,153.00	76.59%
Medical Insurance	452,214.54	701,677.00	64.44%
Employer-HSA	87,663.67	0.00	0.00%
Life Insurance	4,478.03	6,088.00	73.55%
Unemployment	13,104.63	14,096.00	92.96%
Compensation			
Retirement	334,112.37	407,835.00	81.92%
Workers Compensation	810.97	16,675.00	4.86%
Physicals	572.00	200.00	286.00%
Dental Insurance	41,614.46	51,969.00	80.07%
Disability Insurance	31,530.11	41,991.00	75.08%
Vision Insurance	5,897.86	7,786.00	75.74%
Total Fringe Benefits	1,207,256.18	1,555,470.00	77.61%
Agency Operating Expenses			
Advertising	3,239.33	1,500.00	215.95%
Membership & Dues	7,958.00	6,639.00	119.86%
Total Agency Operating Expenses	11,197.33	8,139.00	137.58%
Supplies & Materials			
Printing	7,265.66	13,132.00	55.32%
Postage	5,314.71	10,050.00	52.88%
Office Supplies	7,729.18	10,807.00	71.52%
Janitorial Supplies	4,254.30	5,032.00	84.54%
Water Tests	35,897.01	43,684.00	82.17%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Food License Fees	7,014.00	9,000.00	77.93%
Temporary Campground Fees	594.00	700.00	84.85%
Program Supplies	196,773.90	350,353.00	56.16%
Other Supplies	18,956.19	17,304.00	109.54%
Fuel Purchases	329.75	2,200.00	14.98%
Clinic Supplies	228,417.16	474,260.00	48.16%
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Total Supplies & Materials	532,483.77	971,522.00	54.81%
Technology Services/Subscriptions			
Licensing Fees	1,193.50	0.00	0.00%
Computer Maintenance	78,625.00	98,015.00	80.21%
Subscriptions	14,562.78	0.00	0.00%
Annual Computer Subscriptions/Licensing	101,897.50	86,726.00	117.49%
Total Technology Services/Subscriptions	196,278.78	184,741.00	106.25%
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	1,209.00	0.00	0.00%
Equipment	16,896.04	0.00	0.00%
Vehicle Maintenance and Repairs	99.50	1,500.00	6.63%
Equipment Rental	1,366.62	38,660.00	3.53%
Total Equipment Rental/Maintenance	19,571.16	40,160.00	48.73%
Medical Operating Expenses			
Medical Waste Disposal	955.96	1,125.00	84.97%
Health Services	35.34	0.00	0.00%
Total Medical Operating Expenses	991.30	1,125.00	88.12%
General Liability Insurance			
Insurance	41,200.50	47,145.00	87.39%
Total General Liability Insurance	41,200.50	47,145.00	87.39%
Consultant Services			
Consultant Services-Audit	7,700.00	8,000.00	96.25%
Consultant Services-Legal	9,475.00	6,775.00	139.85%
Other Consultant Services	20,261.16	0.00	0.00%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Total Consultant Services	37,436.16	14,775.00	253.38%
Contractual Services			
Health Officer	9,517.98	0.00	0.00%
Medical Director	51,589.26	59,618.00	86.53%
Per Diem	1,880.00	2,880.00	65.27%
Other Contractual	383,748.95	156,659.00	244.95%
Website Maintenance	850.00	1,000.00	85.00%
Total Contractual Services	447,586.19	220,157.00	203.30%
Communications			
Telephone	8,363.34	10,679.00	78.31%
Cell Phone	19,514.99	28,902.00	67.52%
Data Line	9,726.00	23,173.00	41.97%
Total Communications	37,604.33	62,754.00	59.92%
Travel & Training			
Mileage	114,004.37	140,666.00	81.04%
Meals/Lodging	6,764.11	22,175.00	30.50%
Training & Education	21,203.00	8,963.00	236.56%
Total Travel & Training	141,971.48	171,804.00	82.64%
Space Costs			
Space-Electric	33,487.96	40,000.00	83.71%
Space-Gas	1,820.71	2,500.00	72.82%
Space-Maintenance Contracts	1,730.00	0.00	0.00%
Janitorial Services	89,171.24	97,940.00	91.04%
Snow Removal	11,935.00	7,000.00	170.50%
Loan Payments	48,850.00	58,620.00	83.33%
Space-Distributed Costs	26,500.00	82,535.00	32.10%
Space-Grounds & Building Maintenance	41,276.59	50,000.00	82.55%
BLDHD Rent	114,474.56	73,108.00	156.58%
Total Space Costs	369,246.06	411,703.00	89.69%
Building Costs			
Capital Outlay Local	0.00	13,794.00	0.00%
Total Building Costs	0.00	13,794.00	0.00%
Distributed Costs - Administrative			
Administration O/H	0.00	1.00	0.00%
Total Distributed Costs - Administrative	0.00	1.00	0.00%
Distributive Costs - PH Program & Support			
PH Administration	0.00	(3.00)	0.00%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
EH Administration	0.00	(1.00)	0.00%
Total Distributive Costs - PH Program & Support	0.00	(4.00)	0.00%
Total Expenditures	6,292,969.05	7,676,836.00	81.97%
Net Revenues/(Expenditures)	(73,327.70)	(1.00)	7,332,770.31%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

200 - Environmental Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Revenues			
Fees & Collections			
Food License Refunds	(320.00)	0.00	0.00%
Sewage Permit Refund	(1,680.78)	0.00	0.00%
Well Permit Refund	(865.42)	0.00	0.00%
Revenue-Campground Trailer Parks	6,256.08	6,757.00	92.58%
Revenue-Food Licenses	122,277.50	121,000.00	101.05%
Revenue-Sewage Permits	148,118.00	200,000.00	74.05%
Revenue-Well Permits	88,608.20	110,000.00	80.55%
Tattoo/Body Art Fees	500.00	0.00	0.00%
Revenue-Land Evals/Site Surveys	48,795.00	55,000.00	88.71%
Revenue-Mortgage Evaluation	151,638.00	200,000.00	75.81%
Radon Testing	318.00	100.00	318.00%
Donations	1.00	0.00	0.00%
Land Evaluations - Refund	(1,150.00)	0.00	0.00%
Mortgage Eval Refund	(714.00)	0.00	0.00%
Total Fees & Collections	561,781.58	692,857.00	81.08%
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	78,658.62	0.00	0.00%
Total State Funding (MDHHS-CPBC)	78,658.62	0.00	0.00%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	465,034.00	558,042.00	83.33%
Total ESLPHS - DEQ & MDHHS	465,034.00	558,042.00	83.33%
DEQ Type II Grant			
MDEQ Type II Grant	151,690.80	174,230.00	87.06%
Total DEQ Type II Grant	151,690.80	174,230.00	87.06%
Other State Fees/Funding			
MDHHS Lic Facilities	3,975.00	7,005.00	56.74%
Swimming Pools	4,259.47	6,582.00	64.71%
Septage Licensing	0.00	5,703.00	0.00%
Other State Funding	97,446.00	97,446.00	100.00%
Total Other State Fees/Funding	105,680.47	116,736.00	90.53%
Reimbursement Funds/Charge for Service			

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

200 - Environmental Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
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Charge for Service	10.00	0.00	0.00%
Food Courses	7,865.00	6,000.00	131.08%
Reimbursed Revenues	130.00	0.00	0.00%
Total Reimbursement Funds/Charge for Service	<u>8,005.00</u>	<u>6,000.00</u>	<u>133.42%</u>
Local Funds			
Local Funds Distributive	136,750.00	164,084.00	83.34%
Total Local Funds	<u>136,750.00</u>	<u>164,084.00</u>	<u>83.34%</u>
Total Revenues	<u>1,507,600.47</u>	<u>1,711,949.00</u>	<u>88.06%</u>
<hr/>			
Expenditures			
Salaries & Wages			
Salaries	763,664.65	961,700.00	79.40%
Insurance Payout Earnings	9,262.53	0.00	0.00%
Total Salaries & Wages	<u>772,927.18</u>	<u>961,700.00</u>	<u>80.37%</u>
Fringe Benefits			
FICA	57,847.20	73,581.00	78.61%
Medical Insurance	103,645.40	176,711.00	58.65%
Employer-HSA	18,973.63	0.00	0.00%
Life Insurance	1,069.96	1,459.00	73.33%
Unemployment Compensation	2,962.57	3,378.00	87.70%
Retirement	82,953.41	97,768.00	84.84%
Workers Compensation	212.19	3,997.00	5.30%
Physicals	273.00	0.00	0.00%
Dental Insurance	9,418.86	12,449.00	75.65%
Disability Insurance	8,013.74	10,059.00	79.66%
Vision Insurance	1,371.10	1,865.00	73.51%
Total Fringe Benefits	<u>286,741.06</u>	<u>381,267.00</u>	<u>75.21%</u>
Agency Operating Expenses			
Advertising	291.25	0.00	0.00%
Membership & Dues	30.00	30.00	100.00%
Total Agency Operating Expenses	<u>321.25</u>	<u>30.00</u>	<u>1,070.83%</u>
<hr/>			
Supplies & Materials			
Printing	484.28	400.00	121.07%
Postage	1,451.93	1,710.00	84.90%
Office Supplies	2,691.99	1,787.00	150.64%
Water Tests	34,545.00	41,200.00	83.84%
Food License Fees	7,014.00	9,000.00	77.93%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

200 - Environmental Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Temporary Campground Fees	594.00	700.00	84.85%
Program Supplies	6,363.49	10,800.00	58.92%
Other Supplies	395.55	7,200.00	5.49%
Fuel Purchases	194.39	2,200.00	8.83%
Total Supplies & Materials	53,734.63	74,997.00	71.65%
Technology Services/Subscriptions			
Computer Maintenance	15,878.68	18,000.00	88.21%
Annual Computer Subscriptions/Licensing	42,447.43	21,665.00	195.92%
Total Technology Services/Subscriptions	58,326.11	39,665.00	147.05%
Equipment Rental/Maintenance			
Vehicle Maintenance and Repairs	99.50	0.00	0.00%
Equipment Rental	468.24	0.00	0.00%
Total Equipment Rental/Maintenance	567.74	0.00	0.00%
Consultant Services			
Consultant Services-Legal	1,500.00	1,775.00	84.50%
Total Consultant Services	1,500.00	1,775.00	84.51%
Contractual Services			
Health Officer	3,140.94	0.00	0.00%
Medical Director	15,476.80	20,866.00	74.17%
Other Contractual	244.52	0.00	0.00%
Total Contractual Services	18,862.26	20,866.00	90.40%
Communications			
Telephone	1,666.42	2,388.00	69.78%
Cell Phone	2,000.00	3,450.00	57.97%
Data Line	3,177.03	6,757.00	47.01%
Total Communications	6,843.45	12,595.00	54.33%
Travel & Training			
Mileage	51,420.78	63,363.00	81.15%
Meals/Lodging	256.80	0.00	0.00%
Training & Education	215.00	0.00	0.00%
Total Travel & Training	51,892.58	63,363.00	81.90%
Space Costs			
Space-Distributed Costs	46,293.21	71,201.00	65.01%
Total Space Costs	46,293.21	71,201.00	65.02%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

200 - Environmental Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Distributed Costs - Administrative			
Administration O/H	93,751.63	84,492.00	110.95%
Total Distributed Costs - Administrative	93,751.63	84,492.00	110.96%
Distributive Costs - PH Program & Support			
EH Administration	0.00	(1.00)	0.00%
Total Distributive Costs - PH Program & Support	0.00	(1.00)	0.00%
Total Expenditures	1,391,761.10	1,711,950.00	81.30%
Net Revenues/(Expenditures)	115,839.37	(1.00)	...583,936.72)%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

910 - Personal Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Revenues			
Fees & Collections			
Private Pay Clinic Fees	1,831.16	3,500.00	52.31%
Clinic Fees-Private Insurance	162,809.35	177,500.00	91.72%
Donations	1.01	0.00	0.00%
Total Fees & Collections	164,641.52	181,000.00	90.96%
Medicaid/Medicare Revenue			
Medicaid Clinic Fees	148,734.82	245,900.00	60.48%
Clinic Fees - Medicare	336,365.75	401,700.00	83.73%
Managed Health Care Plan	84,129.56	108,000.00	77.89%
WIC Blood Lead Tests	537.99	0.00	0.00%
Total Medicaid/Medicare Revenue	569,768.12	755,600.00	75.41%
Cost Based Reimbursement			
Cost Based Reimbursement	172,092.25	198,423.00	86.72%
Total Cost Based Reimbursement	172,092.25	198,423.00	86.73%
Federal Financial Participation			
Federal Financial Participation	281,005.42	110,124.00	255.17%
Total Federal Financial Participation	281,005.42	110,124.00	255.17%
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	96,994.92	0.00	0.00%
MDHHS - CPBC Categorical Grant	1,760,303.07	2,091,244.00	84.17%
Total State Funding (MDHHS-CPBC)	1,857,297.99	2,091,244.00	88.81%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	210,680.00	63,434.00	332.12%
Total ESLPHS - DEQ & MDHHS	210,680.00	63,434.00	332.12%
Other State Fees/Funding			
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Non-CPBC Funding/Grants	5,943.44	29,252.00	20.31%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

910 - Personal Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Total Other State Fees/Funding	25,881.35	64,252.00	40.28%
Local Grants			
Other Local Grants	46,902.20	102,980.00	45.54%
Northern Michigan Health Consortium	158,441.02	132,455.00	119.61%
Michigan Center for Rural Health	61,116.58	17,754.00	344.24%
Michigan Health Endowment Foundation	135,944.85	140,000.00	97.10%
Leelanau Early Childhood Healthy Futures Grant	440,262.02 0.00	741,189.00 45,005.00	59.39% 0.00%
Total Local Grants	842,666.67	1,179,383.00	71.45%
Reimbursement Funds/Charge for Service			
Reimbursed Revenues	30,828.84	0.00	0.00%
Total Reimbursement Funds/Charge for Service	30,828.84	0.00	0.00%
Local Funds			
Local Funds Distributive	352,360.00	496,013.00	71.03%
Local In-Kind	0.00	140,000.00	0.00%
Total Local Funds	352,360.00	636,013.00	55.40%
Total Revenues	4,507,222.16	5,279,473.00	85.37%
Expenditures			
Salaries & Wages			
Salaries	2,204,382.91	2,738,067.00	80.50%
Insurance Payout Earnings	25,848.09	0.00	0.00%
Total Salaries & Wages	2,230,231.00	2,738,067.00	81.45%
Fringe Benefits			
FICA	159,726.56	209,498.00	76.24%
Medical Insurance	321,653.98	468,356.00	68.67%
Employer-HSA	63,793.82	0.00	0.00%
Life Insurance	3,104.48	4,152.00	74.77%
Unemployment Compensation	8,920.58	9,614.00	92.78%
Retirement	231,496.28	278,357.00	83.16%
Workers Compensation	605.01	11,372.00	5.32%
Physicals	169.00	0.00	0.00%
Dental Insurance	28,987.42	35,446.00	81.77%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

910 - Personal Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Disability Insurance	21,423.64	28,641.00	74.80%
Vision Insurance	4,093.62	5,311.00	77.07%
Total Fringe Benefits	843,974.39	1,050,747.00	80.32%
Agency Operating Expenses			
Advertising	2,948.08	0.00	0.00%
Membership & Dues	4,089.00	1,609.00	254.13%
Total Agency Operating Expenses	7,037.08	1,609.00	437.36%
Supplies & Materials			
Printing	3,771.92	9,232.00	40.85%
Postage	1,454.35	5,840.00	24.90%
Office Supplies	2,023.83	4,950.00	40.88%
Program Supplies	41,842.34	84,958.00	49.25%
Other Supplies	9,360.73	7,204.00	129.93%
Clinic Supplies	228,417.16	474,260.00	48.16%
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Total Supplies & Materials	306,808.24	621,444.00	49.37%
Technology Services/Subscriptions			
Licensing Fees	899.95	0.00	0.00%
Computer Maintenance	48,136.08	67,535.00	71.27%
Subscriptions	14,493.78	0.00	0.00%
Annual Computer Subscriptions/Licensing	51,313.18	49,073.00	104.56%
Total Technology Services/Subscriptions	114,842.99	116,608.00	98.49%
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	215.00	0.00	0.00%
Equipment	7,010.04	0.00	0.00%
Vehicle Maintenance and Repairs	0.00	1,500.00	0.00%
Equipment Rental	0.00	37,360.00	0.00%
Total Equipment Rental/Maintenance	7,225.04	38,860.00	18.59%
Medical Operating Expenses			
Medical Waste Disposal	955.96	1,125.00	84.97%
Health Services	35.34	0.00	0.00%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

910 - Personal Health Division

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Total Medical Operating Expenses	991.30	1,125.00	88.12%
Consultant Services			
Other Consultant Services	17,938.86	0.00	0.00%
Total Consultant Services	17,938.86	0.00	0.00%
Contractual Services			
Health Officer	3,236.12	0.00	0.00%
Medical Director	36,112.46	38,752.00	93.18%
Other Contractual	40,435.63	154,084.00	26.24%
Total Contractual Services	79,784.21	192,836.00	41.37%
Communications			
Telephone	5,394.76	6,737.00	80.07%
Cell Phone	17,514.99	25,452.00	68.81%
Data Line	6,152.61	15,279.00	40.26%
Total Communications	29,062.36	47,468.00	61.23%
Travel & Training			
Mileage	58,231.32	73,975.00	78.71%
Meals/Lodging	5,282.81	21,425.00	24.65%
Training & Education	20,713.00	8,963.00	231.09%
Total Travel & Training	84,227.13	104,363.00	80.71%
Space Costs			
Janitorial Services	150.00	0.00	0.00%
Space-Distributed Costs	134,316.45	127,981.00	104.95%
BLDHD Rent	1,000.00	0.00	0.00%
Total Space Costs	135,466.45	127,981.00	105.85%
Distributed Costs - Administrative			
Administration O/H	271,582.97	238,371.00	113.93%
Total Distributed Costs - Administrative	271,582.97	238,371.00	113.93%
Distributive Costs - PH Program & Support			
PH Administration	0.00	(3.00)	0.00%
Total Distributive Costs - PH Program & Support	0.00	(3.00)	0.00%
Total Expenditures	4,129,172.02	5,279,476.00	78.21%
Net Revenues/(Expenditures)	378,050.14	(3.00)	...601,671.09)%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

995 - Resource Centers

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Revenues			
State Funding (MDHHS-CPBC)			
MDHHS - CPBC Categorical Grant	(89,232.18)	322,899.00	(27.63)%
Total State Funding (MDHHS-CPBC)	(89,232.18)	322,899.00	(27.63)%
Reimbursement Funds/Charge for Service			
Charge for Service	0.00	2,132.00	0.00%
Reimbursed Revenues	28,028.83	0.00	0.00%
Total Reimbursement Funds/Charge for Service	28,028.83	2,132.00	1,314.67%
Rents Collected			
Rents Collected	204,592.00	261,192.00	78.33%
Total Rents Collected	204,592.00	261,192.00	78.33%
Total Revenues	143,388.65	586,223.00	24.46%
Expenditures			
Salaries & Wages			
Salaries	9,292.66	53,500.00	17.36%
Insurance Payout Earnings	280.59	0.00	0.00%
Total Salaries & Wages	9,573.25	53,500.00	17.89%
Fringe Benefits			
FICA	696.79	7,220.00	9.65%
Medical Insurance	807.48	25,870.00	3.12%
Employer-HSA	143.67	0.00	0.00%
Life Insurance	10.04	143.00	7.02%
Unemployment Compensation	23.76	330.00	7.20%
Retirement	831.16	9,316.00	8.92%
Workers Compensation	(3.17)	391.00	(0.81)%
Dental Insurance	116.55	1,222.00	9.53%
Disability Insurance	79.87	987.00	8.09%
Vision Insurance	15.68	183.00	8.56%
Total Fringe Benefits	2,721.83	45,662.00	5.96%
Supplies & Materials			
Office Supplies	296.40	0.00	0.00%
Janitorial Supplies	4,254.30	5,032.00	84.54%
Water Tests	1,352.01	2,484.00	54.42%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

995 - Resource Centers

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Program Supplies	148,568.07	250,000.00	59.42%
Other Supplies	3,172.10	2,400.00	132.17%
Total Supplies & Materials	157,642.88	259,916.00	60.65%
Technology Services/Subscriptions			
Licensing Fees	293.55	0.00	0.00%
Computer Maintenance	0.00	480.00	0.00%
Annual Computer Subscriptions/Licensing	432.00	0.00	0.00%
Total Technology Services/Subscriptions	725.55	480.00	151.16%
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	994.00	0.00	0.00%
Equipment	9,886.00	0.00	0.00%
Total Equipment Rental/Maintenance	10,880.00	0.00	0.00%
General Liability Insurance			
Insurance	5,841.70	4,714.00	123.92%
Total General Liability Insurance	5,841.70	4,714.00	123.92%
Consultant Services			
Consultant Services-Legal	6,150.00	0.00	0.00%
Other Consultant Services	114.65	0.00	0.00%
Total Consultant Services	6,264.65	0.00	0.00%
Contractual Services			
Other Contractual	343,068.80	75.00	457,425.05%
Total Contractual Services	343,068.80	75.00	457,425.07%
Communications			
Telephone	815.64	1,024.00	79.65%
Data Line	16.09	54.00	29.79%
Total Communications	831.73	1,078.00	77.15%
Travel & Training			
Mileage	78.70	105.00	74.95%
Total Travel & Training	78.70	105.00	74.95%
Space Costs			
Space-Electric	33,487.96	40,000.00	83.71%
Space-Gas	1,820.71	2,500.00	72.82%
Space-Maintenance Contracts	1,730.00	0.00	0.00%

## Benzie Leelanau District Health Department

### Revenues & Expenditures by Program - BOH Monthly Financials - Unposted Transactions Included In Report

995 - Resource Centers

From 10/1/2024 Through 7/31/2025

	<b>Current Period Actual</b>	<b>Total Budget</b>	<b>% of Budget Spent</b>
Janitorial Services	88,831.24	97,940.00	90.69%
Snow Removal	11,935.00	7,000.00	170.50%
Loan Payments	48,850.00	58,620.00	83.33%
Space-Distributed Costs	(169,100.83)	(127,530.00)	132.59%
Space-Grounds & Building Maintenance	41,276.59	50,000.00	82.55%
BLDHD Rent	113,074.56	73,108.00	154.66%
Total Space Costs	171,905.23	201,638.00	85.25%
Building Costs			
Capital Outlay Local	0.00	13,794.00	0.00%
Total Building Costs	0.00	13,794.00	0.00%
Distributed Costs - Administrative			
Administration O/H	1,071.54	5,258.00	20.37%
Total Distributed Costs - Administrative	1,071.54	5,258.00	20.38%
Total Expenditures	710,605.86	586,220.00	121.22%
Net Revenues/(Expenditures)	(567,217.21)	3.00	...907,240.63)%

**Benzie Leelanau District Health Department  
Accounts Receivable and Prepaid Expenses  
as of July 31, 2025**

**Due from Michigan Department of Environmental Quality:**

Type II	<u><u>\$146,022</u></u>
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**Due from State of Michigan:**

2024 Cost Based Reimbursement	94486
2025 Cost Based Reimbursement	146960
2023 Federal Finance Participation	4435
2024 Federal Finance Participation	46,397
2025 Federal Finance Participation	<u>(192,981)</u>

Total	<u><u>99,297</u></u>
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**Due from Michigan Department of Community Health:**

CPBC	<u><u>(450)</u></u>
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**Due from Other Units of Government:**

Regional Grants - 31o School Funding	348,090
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<u><u>348,090</u></u>
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**Rents Due - Benzie Building:**

Catholic Human Services	0
NMHSI	0.00
Centra Wellness Network	0
Auditor Adjustment to Lease Receivable	<u>12,464</u>

Total	<u><u>12,464</u></u>
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**Prepaid Expenses:**

Prepaid Insurances	<u><u>22,399</u></u>
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<b>CPBC Pullbacks</b>	\$2,370
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**Benzie-Leelanau District Health Department  
Statement of Assets and Liabilities  
as of July 31, 2025**

**ASSETS:**

Cash - Checking and Savings	2,323,767
Imprest Cash	565
A/R - PH Revenue	0
Appropriations Due - Benzie	85,086
Appropriations Due - Leelanau	110,558
Due from DEQ	146,022
Due from State of Michigan	13,798
Due from MDCH	(450)
Due from Other Government Units	(348,090)
Rents Due - Benzie	12,464
Prepaid Expenses	581,100
	<hr/>
<b>Total Assets</b>	<b>2,924,819</b>
	<hr/> <hr/>

**LIABILITIES AND FUND BALANCE:**

Accounts Payable	879,484
Accrued Wages	314,343
Deferred Family Planning Revenues	
Deferred Medicaid Revenues	0
Other Deferred Revenues	2,370
Fund Balance:	
Unassigned	1,448,787
Assigned	306,342
Non-Spendable	46,821
Committed	
Restricted	
Medicaid Payment Holding	
Current Year	(73,328)
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<b>Total Liabilities and Fund Balance</b>	<b>2,924,819</b>
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(0)

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***Benzie-Leelanau District Health Department***  
***Policy and Procedures***

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**Purchase, Disposal and Record Keeping for Fixed Assets**

**EFFECTIVE: 09/01/00**

**REVISED: 01/26/06, 8/27/2025**

**REVISITED: 09/23/2020**

**ISSUED BY: Director of Administrative Services**

**APPROVED: HO & BOH**

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**PURPOSE:**

To ensure that fixed assets are properly authorized for purchase, are necessary in accomplishing the Agency's mission, are utilized efficiently and are properly safeguarded from theft and unauthorized use.

**POLICY:**

All fixed assets shall be properly authorized and procured in accordance with the Agency's purchasing policy and procedures. The Division Director is responsible to determine if the equipment is necessary and if the grant/program allows such expenditures. The Division Director must follow the purchasing procedures.

Any fixed assets shall only be disposed of after properly notifying the Health Officer and the Director of Administrative Services. The Health Officer and Director of Administrative Services will consider whether an appraisal should be carried out and if the asset(s) should be sold, donated to another agency, stored, or disposed. The Director of Administrative Services shall maintain an inventory/listing of assets disposed.

**PROCEDURES (Purchase):**

1. Complete requisition form when in need of supplies or equipment. If known, provide suggested vendor, item number, and unit price. In addition, provide quantity requested, item description, and any special shipping and/or delivery instructions. Submit to Supervisor for approval and assignment of the program number(s), budget category, and fiscal year for each expenditure on requisition. Supervisor forwards to Purchasing. The Supervisor may request final cost information before approval.
2. Purchasing reviews the approved requisition and will consider the suggested vendor but will also research for lowest price and/or best quality.

Procurement levels are as follows and align with Federal guidelines;

- Micro purchases less than \$5,000 - no price quotes are necessary.
- Purchases less than \$150,000 – attempt to secure documented rate quotes from at least three vendors.

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## ***Benzie-Leelanau District Health Department***

### ***Policy and Procedures***

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- Purchases greater than \$150,000:
    - Competitive proposals - utilized when contract is awarded to the proposal that is most advantageous with price and other factors considered, based on a written evaluation. Attempt to secure 3 proposals/bids.
    - Sealed bids - utilized for projects when selection of the successful bidder is based solely on a firm fixed price contract. This method is used primarily for construction projects. Attempt to secure 3 proposals/bids.
  - Sole source- Purchases that are unique in nature when there is a public emergency, authorization given by an agency, or there is no competition.
3. Purchases may be made if funds have been budgeted in the appropriate accounts and funds are available in the said accounts for the purchase.
  4. Unbudgeted or unexpected purchases of \$5,000 or greater will be brought to the Board of Health for approval. Purchases of an emergency nature are exempt and will be brought to the Board of Health Chairperson for immediate consideration. The emergency purchase will be discussed at the next Board of Health meeting.
  5. Purchasing assigns the requisition a purchase order number if the specified vendor requires a purchase order, otherwise the order will be processed without a purchase order.
  6. Purchasing submits the order to the vendor. If it's an online order, the order detail is printed and attached to the requisition. If the order is placed over the phone each unit cost will be written next to the appropriate item on the requisition.
  7. When items are received, purchasing inspects the shipment for any damage. Shipments are cross-checked against the packing slip to ensure all items were received. The date received and any discrepancies in shipment are noted on the packing slip. Purchasing works with the vendor to resolve errors in shipment.
  8. Purchasing attaches the packing slip to the appropriate requisition and order detail found in the Purchasing Requisition folder. Items received are cross-checked against the requisition and order detail to ensure order is complete. Mark any items that are on back order and make a copy of this information and keep in the Purchasing Requisition folder until received. If a packing slip is unavailable, Purchasing will work with the appropriate Receiver to ensure item was received and attach supporting documentation.
  9. Vendor invoices are forwarded to Purchasing to match the requisition, order detail, and packing slips. When completed the entire packet is returned to Accounts Payable for payment processing and filing.

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***Benzie-Leelanau District Health Department***  
***Policy and Procedures***

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10. All fixed asset purchases of \$5,000 or greater must be tagged (see budget policy included) and added to fixed asset inventory/listing. Any item that is determined to be susceptible to misappropriation shall be tagged. The Finance Supervisor shall be responsible for maintaining the fixed asset inventory/listing.

**PROCEDURES (Disposal):**

1. A Director and the Health Officer shall decide if such asset should be disposed, sold, stored or donated to another agency.
2. Depending on the asset in question and to whom it may be given or sold, the Health Officer and Director(s) should consider whether BOH approval should be obtained. Any sale or transfer to an employee or BOH member of any asset valued at \$100 or more should be considered for BOH approval.
3. The Director of Administrative Services shall be notified in writing. This will include a description of the asset, the date of disposal, how and to whom it was disposed, any proceeds from the sale and if BOH approval is necessary and received.
4. The Finance Supervisor or assigned staff shall remove the Agency tag from the asset and update the asset inventory/listing and put this tag on the Asset Disposal List.



**Benzie County Office**  
6051 Frankfort Hwy, Ste 100  
Benzonia, MI 49616  
Phone: 231-882-4409  
Fax: 231-882-0143

**Leelanau County  
Personal Health Office**  
7401 E. Duck Lake Rd  
Lake Leelanau, MI 49653  
Phone: 231-256-0200  
Fax: 231-882-0143

**Leelanau County  
Environmental Health Office**  
8527 E. Government Center  
Dr. Suite LL-007  
Suttons Bay, MI 49682  
Phone: 231-256-0201  
Fax: 231-256-0225

[www.bldhd.org](http://www.bldhd.org)

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## **Agenda Item for August 27, 2025, Board of Health Meeting**

### **Environmental Health Office Closure for Staff Training – September 23, 2025**

On Tuesday, September 23, 2025, the Environmental Health (EH) Department will conduct in-person training on the new Environmental Health software, **FetchEH**. The training will take place at the Benzie Community Resource Center in the Griner Conference Room and will include all EH staff from both counties.

To ensure full staff participation, both EH office locations will close at **11:00 a.m.** and remain closed for the rest of the day. Public notice of the closure will be provided through the department's website, social media platforms, and signage posted at both office locations.

Despite the closure, EH applications will remain accessible to the public online and at office drop box locations.

### **Proposed Motion:**

**I move to approve the closure of the Environmental Health offices of the Benzie-Leelanau District Health Department at 11:00 a.m. on Tuesday, September 23, 2025, for the remainder of the day, to allow staff to participate in training on the new Environmental Health software system.**

Director of Administrative Services  
Report – August 2025  
Shelley Jablon

The purpose of the administration division is to manage the finances, purchasing, billing, human resources, technology and assist in the building areas of the Health Department.

**Finance:**

In the Board packet the April financials are included. The financial statements are year-to-date and are reflected through July 31, 2025. At this date, the budget should be approximately 83% spent. The overall budget is consistent with this. There are many line items that will be adjusted as the final fiscal year 2025 budget will be presented in September. Also, in September the fiscal year 2026 budget will be presented. This budget will contain items that are known at the time of completion. There are many unknowns still out there in terms of incoming finances. Please contact me with any questions or concerns regarding the financial statements.

**Human Resources:**

The Administrative Assistant position at the Leelanau Environmental Health office is open.

**Technology, Purchasing and Billing:**

No new changes since our last meeting.

**Building:**

There is a Building Partners meeting scheduled for August 25, 2025. Possible future projects for the Benzie Resource Center will be discussed.