

## PUBLIC NOTICE

### HEALTH DEPARTMENT OF NORTHWEST MICHIGAN PERSONNEL & FINANCE COMMITTEE MEETING

**Meeting will be held at:**

**9:00 a.m. Tuesday, August 1, 2023**

Charlevoix County Shirley Roloff Center  
13513 Division Street, Charlevoix, MI 49720  
(231) 547-7663

ZOOM OPTION AVAILABLE

#### **Safety Capacity**

In person attendance will be limited to allow for spacing and following the Charlevoix County Shirley Roloff Center capacity limits as established by the Fire Marshall. Attendees are reminded they can also view the meeting via zoom with the link provided. Public comment will not be allowed via zoom.

#### **Submission of comments on agenda items**

Public comment is welcomed by the Board of Health. Members of the public attending in person may address the Board of Health during “Public Comment” on any agenda item. Any member of the public speaking under the privilege of “Public Comment” may speak no longer than three (3) minutes.

The public is requested – but is not required – to fill out a “Public Comment Card” to address the Board of Health on any agenda item before the Board of Health acts on the item. The Public Comment Card is accessible by clicking this link: [PUBLIC COMMENT CARD](#). NOTE: Public comments submitted via public comment card will be reviewed but not read at the meeting.

The Board of Health will also accept public comments by contacting Board of Health members directly via phone or email with contact information available at [www.nwhealth.org](http://www.nwhealth.org).

#### **Meeting Accessibility**

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in the Board of Health meeting, may request assistance by calling (231) 547-7663 or by emailing [m.bosman@nwhealth.org](mailto:m.bosman@nwhealth.org). Requests should be made by Sunday, July 30, 2023.

The availability of Public Comment is recognized by Robert's Rules of Order and the Michigan Open Meetings Act to provide for orderly comment from the public. Public comments are welcome and are important to the Board of Health. To that end, the following information is provided:

1. Speakers are encouraged to use the podium and microphone so that Board members can clearly hear their message.
2. Before beginning, a speaker should clearly state their name.

3. The Chairperson may implement a sign-up sheet for public comment at any time during a meeting if it becomes necessary to better organize a large public turnout.
4. There is a three (3) minute time limit for each speaker. Timing will begin after a speaker's name is established. Upon notification that thirty (30) seconds remain, speakers must make every effort to conclude their comments within this timeframe.
5. Upon the oral request of a member of the public ("donor") who is present at a public meeting and who wishes to donate his or her speaking slot to another member of the public ("speaker"), and with the permission of the Chairperson which shall not be unreasonably withheld, a speaker may comment for up to six (6) minutes, equivalent to two (2) public speaking slots.
6. Public comment shall be addressed to the Chairperson, not to Health Department staff or individual Board of Health members.
7. Speakers should be germane, courteous, and respectful during their speaking time; strongly worded advocacy, however, is to be expected, and shall not by itself be considered discourteous or disrespectful by the Board of Health.
8. If a speaker desires to provide materials to Board members during the meeting, the speaker or a designee will give the materials to the Board's secretary for distribution.
9. The Chairperson has the discretion to permit members of the public to speak at times other than those times reserved for public comment.
10. These Public Comment Rules will be incorporated with the posted agenda for each public meeting of the Board of Health so that they are readily available to each person who desires to speak at the meeting. The Board of Health expects that each person desiring to speak at the meeting will have read and will comply with these rules.



---

## AGENDA

### PERSONNEL & FINANCE COMMITTEE MEETING

9:00 a.m. Tuesday, August 1, 2023

Meeting will be held at the Charlevoix County Shirley Roloff Center  
13513 Division St., Charlevoix, MI 49720

For more information, please call (231) 547-7663

#### ZOOM OPTION

Please click this URL to join.

<https://us06web.zoom.us/j/87935155543?pwd=eWk5ZDhBUG5GTi9jNkZxRWtKdnVwQT09>

Passcode: 300601

Or dial: 1 929 205 6099

Webinar ID: 879 3515 5543

Passcode: 300601

- |      |  |                       |
|------|--|-----------------------|
| I.   | Call to Order  | Commissioner LaVanway |
| II.  | Roll Call  | Commissioner LaVanway |
| III. | Review/Approval of P&F Meeting Minutes from June 6, 2023 | Commissioner LaVanway |
| IV.  | Amended FY23 Budget – Suggested Recommendation           | Commissioner LaVanway |
| V.   | Public Comment   |                       |

**Personnel & Finance Committee  
Health Department of Northwest Michigan  
9:00 a.m. June 6, 2023**

**Call to order:** A Personnel & Finance Committee meeting was held at the Shirley Roloff Center in Charlevoix on June 6, 2023. The meeting was called to order at 9:05 a.m. by Commissioner LaVanway, Chairperson. Four (4) members of the committee were in attendance, establishing a quorum.

**Members in attendance, roll call:** Commissioners Dawn LaVanway, Scott Hankins, Rich Ginop, and Henry Mason

**Members absent/excused:** None

**Staff in attendance:** Dan Thorell, Shannon Klonowski, Janenne Pung, and Melanie Bosman

**IT TECHNICIAN LEVEL 1 and 2 RECLASSIFICATION – SUGGESTED RECOMMENDATION**

**MOTION:** Commissioner LaVanway made a motion to recommend to the full Board of Health updating the current IT Data Management Analyst 1 position (Salary Grade 6) to a two-tiered classification of an IT Technician Level 1 (Salary Grade 5) and IT Technician Level 2 (Salary Grade 6) per the Health Department of Northwest Michigan's Salary Classification Schedule, effective immediately. Seconded by Commissioner Ginop. Voice vote. All ayes. Motion carried.

**FINANCIAL AUDITOR REQUEST FOR PROPOSAL – SUGGESTED RECOMMENDATION:**

**MOTION:** Commissioner Hankins made a motion to accept and recommend to the full Board of Health the Audit RFP response from Dennis, Gartland & Niergarth for audit services for fiscal years 2023, 2024, and 2025. Seconded by Commissioner Mason. Voice vote. All ayes. Motion carried.

**PUBLIC COMMENT:** No public comment was offered.

**ADJOURNMENT**

Commissioner LaVanway adjourned the meeting at 9:18 a.m.



## MEMORANDUM

---

**Date:** August 1, 2023

**To:** Board of Health Members

**From:** Shannon Klonowski, Chief Financial and Administrative Officer

**Re:** 2023 Revised Amended Budget Narrative

The 2023 Revised Amended Budget total revenue is \$34,054,383 and has increased \$2,813,708 or 9.01% from the 2023 initial budget previously presented to the Board of Health at the September 2022 meeting. The 2023 Revised Amended Budget for total expenditures is \$33,919,991 and has increased \$2,679,316 or 8.58% from the 2023 initial budget previously presented. The revised amended budget expects a surplus of \$134,392.

The revenue increase is due to more dental services being provided coupled with an increase in dental reimbursements thanks to the change in Medicaid reimbursement rates that went into effect January 1, 2023. This change has positively impacted the overall Dental revenue, despite no longer receiving State Plan Amendment (SPA) dollars as a result of the restructured reimbursement rates. We also saw an increase in Federal funding due to increased Medicaid outreach activity and the dollars we receive for this. The State CPBC funding line has decreased significantly because of decreased COVID funding. Overall, revenues are higher than the initial proposed FY23 budget.

We are seeing an increase in expenses for dental in the line item for contractual and consulting because we are now almost fully staffed and have been able to offer more services. Salaries for new dental staff are reflected in the contractual and consulting line item of the budget. The cost of HDNW employees providing support for the dental clinics has increased as more services are provided. On the HDNW side, we have added Community Health staff to meet increased programming and demand for our services. We have also had staff leave the agency, requiring payouts of unused leave. Both have resulted in an increase in the salary and fringe line items of the budget. Other Expenses have decreased, because we are breaking down this category to better reflect what is in it. The lines for Health Services, Computer Software, Other Contractual, and Advertising/Media used to be combined into the Other Expenses category. You will notice these lines have all increased since the initial budget, and this is because we are breaking these out for better transparency.

The agency's overall change from breakeven to a net surplus can be attributed to the increase in dental reimbursements, a result of the rate change that went into effect January 1, 2023.

Now that we are ten months into the fiscal year, we do not anticipate any other significant changes between now and the end of the fiscal year, September 30, 2023, and we are comfortable with this amended budget. HDNW is requesting the Board of Health to approve the 2023 Revised Amended Budget of \$34,054,383. HDNW will continue to provide the Board of Health with a budget by each reporting unit annually, or as needed.

**Health Department of Northwest Michigan**  
**Revised Agency Budget**  
**2023 Annual Budget**  
**As of August 1, 2023**

	Administrative	DHO- Admin	Regional Planning	Environmental Health	Family Health	Community Health	Total HDNW
<b>Revenues:</b>							
Fees & Collections	\$ -	\$ -	\$ -	\$ 1,478,103	\$ 1,143,639	\$ 736,858	\$ 3,358,600
State Funding (Non-CPBC)	-	60,000	-	523,174	874,849	280,889	1,738,912
Grant Funding	-	-	576,700	-	135,139	2,819,609	3,531,448
Charge for Service	225,000	-	-	-	7,250	3,500	235,750
Local Grants	7,300	29,094	9,250	-	242,468	244,048	532,160
State CPBC - MDHHS	-	126,724	105,000	1,527,218	4,213,915	1,662,453	7,635,310
FFP/Direct Federal Funding	-	1,073	224,386	-	377,580	264,091	867,130
State Cost Sharing - ELPHS	-	-	-	606,681	262,163	-	868,844
Local Appropriations	-	-	-	208,754	908,150	10,633	1,127,537
<b>Total Revenues</b>	<b>\$ 232,300</b>	<b>\$ 216,891</b>	<b>\$ 915,336</b>	<b>\$ 4,343,930</b>	<b>\$ 8,165,153</b>	<b>\$ 6,022,081</b>	<b>\$ 19,895,691</b>
<b>Expenses:</b>							
Salaries and Wages	\$ 1,738,402	\$ 76,333	\$ 359,949	\$ 1,836,070	\$ 3,901,904	\$ 2,930,559	\$ 10,843,217
Fringe Benefits	797,993	23,120	102,945	679,597	1,556,850	1,058,512	4,219,017
Supplies and Materials	229,503	4,120	31,178	629,520	491,420	329,563	1,715,304
Contractual and Consulting	118,468	15,000	249,073	162,418	399,491	128,563	1,073,013
Communications	14,960	905	3,872	41,712	89,556	29,676	180,681
Travel	36,900	4,116	15,359	113,579	133,210	114,659	417,823
Space Costs	88,324	4,023	17,256	105,690	226,098	70,603	511,995
Health Services	77,500	-	-	-	8,000	-	85,500
Computer Software	50,000	-	-	12,960	65,160	43,154	171,274
Other Contractual	-	25,000	-	68,444	-	41,174	134,618
Advertising / Media	63,000	3,000	-	-	-	150,740	216,740
Other Expenses	95,753	38,402	29,250	40,643	38,094	207,497	449,639
Equipment	-	-	-	74,759	-	-	74,759
Administrative Overhead	(3,078,502)	22,872	106,453	578,537	1,255,369	917,381	(197,890)
Program Supervision	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>232,300</b>	<b>216,891</b>	<b>915,336</b>	<b>4,343,929</b>	<b>8,165,153</b>	<b>6,022,081</b>	<b>19,895,691</b>
<b>Net Surplus / (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Health Department of Northwest Michigan  
Revised Agency Budget  
2023 Annual Budget  
As of August 1, 2023**

	Dental	FY23 Amended Agency Budget	FY23 Initial Agency Budget	Increase / (Decrease)
<b>Revenues:</b>				
Fees & Collections	\$ 13,355,808	\$ 16,714,408	\$ 13,887,220	\$ 2,827,188
State Funding (Non-CPBC)	306,915	2,045,827	2,592,974	(547,147)
Grant Funding	-	3,531,448	3,201,046	330,402
Charge for Service	303,858	539,608	400,267	139,341
Local Grants	192,111	724,271	399,109	325,162
State CPBC - MDHHS	-	7,635,310	8,164,276	(528,966)
FFP/Direct Federal Funding	-	867,130	625,621	241,509
State Cost Sharing - ELPHS	-	868,844	836,721	32,123
Local Appropriations		1,127,537	1,133,441	(5,904)
<b>Total Revenues</b>	\$ 14,158,692	\$ 34,054,383	\$ 31,240,675	\$ 2,813,708
<b>Expenses:</b>				
Salaries and Wages	\$ 697,906	\$ 11,541,123	\$ 11,104,169	\$ 436,954
Fringe Benefits	262,037	4,481,054	4,299,405	181,649
Supplies and Materials	1,587,970	3,303,274	3,155,444	147,831
Contractual and Consulting	9,602,031	10,675,044	9,175,645	1,499,399
Communications	66,126	246,807	255,373	(8,567)
Travel	10,005	427,828	340,586	87,242
Space Costs	504,247	1,016,241	1,021,403	(5,161)
Health Services	825,966	911,466	741,216	170,250
Computer Software	60,211	231,485	109,460	122,025
Other Contractual	12,240	146,858	-	146,858
Advertising / Media	-	216,740	-	216,740
Other Expenses	138,671	588,310	878,914	(290,603)
Equipment	59,000	133,759	159,060	(25,301)
Administrative Overhead	197,890	-	-	-
Program Supervision	-	-	-	-
<b>Total Expenses</b>	14,024,300	33,919,991	31,240,675	2,679,316
<b>Net Surplus / (Deficit)</b>	\$ 134,392	\$ 134,392	\$ -	\$ 134,392

**Personnel and Finance Committee**

**8/1/23 – 9am**

**FY23 Budget Amendment:**

Suggested Motion: I move that the fiscal year 2023 budget amendment in the amount of \$34,054,383 be brought to the full Board of Health for review and approval.