



Barry-Eaton District Health Department

Barry County: 330 W. Woodlawn Ave., Hastings MI 49058
Phone: 269-945-9516 Fax: 517-543-7737

Eaton County: 1033 Health Care Dr., Charlotte, MI 48813
Phone: 517-543-2430 Fax: 517-543-7737

Barry-Eaton District Board of Health

July 17, 2026

1033 Health Care Dr, Charlotte, MI 48113

1:00 p.m.

AGENDA

1. Roll Call
2. **Motion to Approve the Agenda (ACTION)**
3. **Approve the Board Meeting Minutes (ACTION)**
4. Limited Public Comment (3 minutes per person)
5. Finance Report
 - a. Review of the Monthly Financial Statement
 - b. **Approve May & June Payables in the Amount of \$481,986.88 (ACTION)**
6. Standing Reports (as needed)
 - a. Environmental Health Division
 - i. Environmental Health Time Study Presentation
 - b. Personal and Community Health
 - i. "Rare is Real" Conference Report
 - ii. **Helmer Refrigerator Quote (ACTION)**
7. Health Officer Report
 - a. **FY26/27 Staffing Table (ACTION)**
8. Other Business (as needed)
9. Adjournment

NEXT MEETING: August 21, 2026 in HASTINGS, MI

Should any person attending this meeting require special accommodations, please notify the office three business days prior to the meeting at 517-604-1921



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Minutes of the Barry-Eaton District Board of Health
May 28, 2026
330 Woodlawn Ave., Hastings, MI, 49058
1:00 p.m.

1. Call to Order	The meeting was called to order by Chair Catherine Getty at 1:00 pm
2. Attendance Roll Call	Board Members Present: Commissioner Catherine Getty, Commissioner Jim Mott, Commissioner Bob Teunessen, Commissioner Jane Whitacre and Commissioner Keith Barber. Staff Present: Rebekah Condon (Health Officer), Kali Nichols (Personal and Community Health Director), Milea Burgstahler (Planning and Promotion Director, Interim Environmental Health Director), and Sarah Jennings (Maner Costerisan)
3. Motion to Approve the Agenda (ACTION)	Motion by Commissioner Teunessen, Supported by Commissioner Barber to approve the agenda. All ayes, motion carries.
4. Approve the March 20, 2026 Board Meeting Minutes (ACTION)	Motion by Commissioner Whitacre, Supported by Commissioner Barber to approve the March 20, 2026 meeting minutes as provided. All ayes, motion carried.
5. Limited Public Comment	None
6. Finance Report	a. <u>Review of the Monthly Financial Statement</u> Sarah Jennings (Maner Costerisan) reviewed the monthly financial statement and provided an overview of the quarterly budget amendments. b. <u>Motion to approve the Payables in the amount of \$464,073.87</u> Motion by Commissioner Whitacre, Supported by Commissioner Mott to approve the payables for \$464,073.87. Roll Call Vote: Teunessen – Yes Barber – Yes Getty – Yes Whitacre – Yes Mott – Yes Motion carried.



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	c. <u>Motion to approve the Quarterly Budget Amendments</u> Motion by Commissioner Whitacre, Supported by Commissioner Teunessen to approve the quarterly budget amendments. Roll Call Vote: Whitacre – Yes Getty – Yes Teunessen – Yes Barber – Yes Mott – Yes Motion carried.
7. Standing Reports	a. Environmental Health Division i. <u>Household Hazardous Waste Event</u> Montana Krukowski (Environmental Health Supervisor) provided an overview of BEDHD's role in the recent Household Hazardous Waste Event. Discussion included the grants and funding sources that support the event, as well as future plans. ii. <u>Approval For a Colilert System</u> Milea Burgstahler (Environmental Health Director) reported that the Environmental Health Division anticipates receiving state funding for beach monitoring activities. As part of this effort, the department is proposing the purchase of a Colilert System to analyze water samples collected during routine beach monitoring for the presence and concentration of E. coli. Motion by Commissioner Barber, Supported by Commissioner Teunessen to approve the purchase of the Colilert System and associated equipment for an amount not to exceed \$14,000. Roll Call Vote: Barber – Yes Teunessen – Yes Getty – Yes Whitacre – Yes Mott – Yes



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	Motion carried. b. Personal and Community Health Division i. <u>Children's Special Health Care Services Update</u> Diane Slocum (Nurse) provided an overview of the Children's Special Health Care Services (CSHCS) program. Rachel Clark (CSHCS Program Representative) shared a recent success story involving families of children with Type 1 diabetes who were facing extended enrollment wait times. Through coordination with the program, enrollment was expedited, allowing families to access needed medications and receive assistance with associated costs. Diane also discussed concerns surrounding negotiations between Blue Cross Blue Shield of Michigan and Michigan Medicine, which had created uncertainty for families receiving specialty care. She reported that an agreement has been reached, allowing families to continue accessing specialist services without disruption. ii. <u>Centering Program Collaboration</u> Laurel McCamman (Maternal and Child Health Supervisor) highlighted a recent partnership with Corewell Pennock's Centering Pregnancy Program. She provided an overview of the program and BEDHD's role in supporting participants. BEDHD staff participate in the first and final program sessions, providing information on WIC, department programs and services, breastfeeding support, and immunizations.
8. Health Officer Report	a. <u>Updated Organizational Chart</u> Rebekah provided an overview of proposed changes to the organizational chart. The changes include moving the Epidemiologist under the direct supervision of the Health Officer and placing the Personal and Community Health (PCH) Data Specialist under the supervision of the Epidemiologist. The restructuring is intended to strengthen and coordinate data-related activities across the agency.



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	Motion by Commissioner Mott Supported by Commissioner Whitacre, to approve the updated organizational chart. All ayes, motion carried. b. <u>Job Description Update</u> Rebekah reported updates to the Epidemiologist and PCH Data Specialist job descriptions to reflect expanded agency-wide responsibilities for data support. The Epidemiologist will also have direct staff oversight responsibilities. Motion by Commissioner Barber, Supported by Commissioner Mott to approve the job description updates as presented. All ayes, motion carried. c. <u>Union Pay Band Update Approval</u> Rebekah presented a proposed update to the union pay bands, including a 7% increase for the Epidemiologist position and a 3% increase for the PCH Data Specialist position. Motion by Commissioner Barber, Supported by Commissioner Mott to approve the proposed union pay band adjustments. All ayes; motion carried. d. <u>Add BOH August 21, 2026 Meeting</u> Motion by Commissioner Whitacre, Supported by Teunessen to add a Board of Health Meeting to the calendar for August 21, 2026. All ayes, motion carried. e. <u>Discussion on National Volunteerism Day</u> Rebekah discussed the possibility of adding a paid volunteer day for staff in recognition of National Volunteerism Day. She noted that she has consulted with legal counsel and the union and has received support. The Board expressed support for the proposal. Rebekah indicated if implemented, a letter of understanding between the Board and the union would be required to implement the benefit in the interim, with the intention of incorporating the provision into the next contract negotiations.
9. Other Business	None



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10. Adjournment	Motion by Commissioner Teunessen, Support by Commissioner Barber to adjourn the meeting. All ayes, motion carried. Chair Catherine Getty adjourned the meeting at 2:17 pm
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Catherine Getty, Chair_____ Rebekah Condon, Health Officer_____

Should any person attending this meeting require accommodations, please notify the office three business days prior to the meeting at 517-541-2694

Barry Eaton District Health Department
Detail Revenue and Expenditure Statement
Fiscal YTD as of June 30, 2026

Reporting Book:
As of Date:

ACCRUAL
06/30/2026

	Actual YTD	YTD Budget	Fiscal Yr. Budget	% Used	Balance	Prior Year To Date 06/30/2025 Actual
		25-26 2Q Budget	25-26 2Q Budget			
Revenue						
Comprehensive Supplemental	6,402	28,513	35,341	18 %	28,939	18,900
Comprehensive Agreement Contracts	876,283	1,072,680	1,455,542	62 %	579,259	1,619,897
ELPHS Contracts	725,552	766,481	1,021,975	71 %	296,423	514,416
ELPHS-Local Community Stabilization Authority (LCSA)	190,784	190,784	190,784	100 %	0	140,531
MDEQ ELPHS Sewage/Water Contract	348,246	303,246	404,328	86 %	56,082	348,246
Contracts Non-Comprehensive Agreement	634,978	945,833	1,263,626	50 %	628,648	517,471
Federal Funded Vaccine Revenue	0	0	380,823	0 %	380,823	0
MCDC Dental Clinic Outreach/Rent	52,740	52,740	70,320	75 %	17,580	52,739
Barry County Solid Waste Oversight	0	1,200	2,400	0 %	2,400	1,350
Barry Appropriations	126,199	194,510	256,024	49 %	129,825	383,101
Eaton Appropriations	258,092	283,531	444,522	58 %	186,430	666,784
Medicaid Cost Reimbursement	140,683	162,870	217,160	65 %	76,477	227,664
Fees for Service - EH	727,763	710,357	791,757	92 %	63,994	502,774
Permit Fees	199,320	174,526	241,579	83 %	42,259	137,406
Certification/Registration Training	2,566	2,412	2,412	106 %	(154)	8,418
Fees for Service - Personal Health	6,947	1,558	2,078	334 %	(4,869)	16,066
Services Fees - Commercial Insurance PH	95,180	81,317	108,422	88 %	13,242	104,248
Service Fees-Medicaid PH	53,396	88,654	118,207	45 %	64,811	54,806
Service Fees-Medicare	3,207	5,455	7,273	44 %	4,066	3,194
Prior Year Revenue	0	0	0	0 %	0	197,889
Miscellaneous Revenue	966	0	0	0 %	(966)	907
City Central Services Local Support	413,088	434,245	601,178	69 %	188,090	390,399
Total Revenue	4,862,392	5,500,912	7,615,751	64 %	2,753,359	5,907,206
Expenses						
Salary and Fringe Expenses						
Salary Expenses	2,273,379	2,290,479	3,005,188	76 %	731,809	2,833,101
Fringe Expenses	951,444	1,024,441	1,359,419	70 %	407,976	1,394,041
Total Salary and Fringe Expenses	3,224,823	3,314,920	4,364,607	74 %	1,139,785	4,227,142
Operating Expenses						
Travel-Mileage	60	460	610	10 %	549	643
Travel-Other	10,462	16,052	20,019	52 %	9,558	16,630
Travel-Clients	0	90	120	0 %	120	0
Travel-Meals	1,402	5,439	7,014	20 %	5,611	1,817
Contractual	687,032	861,212	1,108,952	62 %	421,919	655,314
Equipment	2,008	29,044	30,243	7 %	28,236	0
Computers/Computer Supplies	843	22,310	24,061	4 %	23,217	7,290
Computer Software/Subscriptions	133,468	129,894	185,758	72 %	52,291	127,138
Supplies	20,789	90,329	119,184	17 %	98,395	66,200
Supplies-Medical	4,439	29,820	40,356	11 %	35,917	5,162
Supplies-Pharmaceutical	80,178	72,108	95,846	84 %	15,667	48,023
Medical Services	2,735	2,705	3,424	80 %	690	2,353
Lab Fees	2,005	4,191	5,307	38 %	3,302	2,024
Pamphlets & Brochures	0	4,237	5,254	0 %	5,254	1,888
Outreach Materials	703	57,840	70,659	1 %	69,956	1,920
Recruitment Advertising	300	2,655	3,540	8 %	3,240	1,315
Membership Fees	8,785	10,715	11,715	75 %	2,930	18,217
Books/Subscriptions/Film	240	405	540	44 %	300	240
Insurance ADM	59,016	62,510	63,290	93 %	4,274	60,107
License Fees to St of MI	6,922	18,094	18,924	37 %	12,002	18,009
Food Safety Cert. Class	780	1,000	1,000	78 %	220	4,440
Repair/Maintenance	4,672	4,796	9,822	48 %	5,151	2,671
Training/Conferences	3,430	11,628	16,794	20 %	13,363	22,390
Postage	5,844	8,536	10,786	54 %	4,942	7,808
Telephone & Internet	31,278	32,688	40,520	77 %	9,243	45,599
Cell Phone	11,400	7,071	13,690	83 %	2,289	19,244
Rentals	0	750	750	0 %	750	490
Leases	66,402	77,649	108,452	61 %	42,050	77,354
Misc Exp	9,605	108,108	154,262	6 %	144,657	13,027
Vehicle Related Expense	8,880	11,576	16,203	55 %	7,323	9,525
Credit Card Fees	10,695	8,787	11,707	91 %	1,012	7,556
City Central Services Allocation Costs	347,022	450,899	601,199	58 %	254,177	390,399
Federal Funded Vaccine Exp	0	0	380,823	0 %	380,823	0
MCDC Dental DAPP/Rental Expense	52,739	52,740	70,320	75 %	17,581	52,739
Total Operating Expenses	1,574,134	2,196,338	3,251,144	48 %	1,677,009	1,687,532
Total Expenses	4,798,957	5,511,258	7,615,751	63 %	2,816,794	5,914,674
Excess (Deficiency) of Revenue Sources Over (Under) Expenditure	63,435	(10,346)	0		(63,435)	(7,468)

No CPA provides any assurance on these financial statements, which lack substantially all disclosures required by accounting principles generally accepted in the United States of America.

BARRY-EATON DISTRICT HEALTH DEPARTMENT

PAYMENTS FOR MAY & JUNE 2026

BOARD OF HEALTH MEETING HELD AT HASTINGS, MI - BARRY COUNTY

DATE: July 17, 2026

ACCOUNTS PAYABLE RUN 1	5/13/2026	\$	51,916.57
ACCOUNTS PAYABLE RUN 2	5/20/2026	\$	35,342.90
ACCOUNTS PAYABLE RUN 3	5/27/2026	\$	22,964.20
ACCOUNTS PAYABLE RUN 4	6/3/2026	\$	125,412.95
ACCOUNTS PAYABLE RUN 5	6/17/2026	\$	5,660.88
ACCOUNTS PAYABLE RUN 6	6/23/2026	\$	9,186.36
ACCOUNTS PAYABLE RUN 7	7/1/2026	\$	116,867.23
ACCOUNTS PAYABLE RUN 8	7/8/2026	\$	114,635.79

TOTAL MONTHLY PAYMENTS SUBMITTED FOR APPROVAL:	\$	481,986.88
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H:\e_div\Finance Reports\Accounts Payable\BOH REPORTS

Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
05/15/2026	V00052--COMPU-FACT RESEARCH, INC	041000120000594	36.25
05/15/2026	V00058--DAWDA MANN COUNSELORS AT LAW	041000120000595	3,468.82
05/13/2026	V00504--DELUXE		188.19
05/15/2026	V00088--ENTERPRISE FLEET MGMT	041000120000600	7,147.87
05/15/2026	V00097--GSK	041000120000596	4,571.21
05/13/2026	V00102--GUN LAKE AREA SEWER AUTHORITY	46188	116.00
05/13/2026	V00506--JOE FRAZIER	46189	20.00
05/15/2026	V00149--LAND'S END	041000120000598	26.66
05/15/2026	V00216--PEOPLE MATTER LLC	041000120000599	7,996.70
05/15/2026	V00431--PIPER & GOLD LLC	041000120000601	25,000.00
05/13/2026	V00236--ROBIN SORRENTINO	46190	240.00
05/15/2026	V00242--SANOFI PASTEUR INC.	041000120000597	1,026.43
05/15/2026	V00146--UKG KRONOS SYSTEMS LLC	041000120000602	1,269.91
05/15/2026	V00329--UM HEALTH-SPARROW OCCUPATIONAL HEALTH	041000120000593	41.00
05/13/2026	V00296--UPS		20.01
05/13/2026	V00300--VERIZON WIRELESS		626.83
05/15/2026	V00302--VOICES FOR HEALTH INC	041000120000592	120.69
	Total for PNC Gen Checking		51,916.57

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Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
05/22/2026	V00363--APPLIED INNOVATION	041000120000606	1,143.86
05/20/2026	V00510--ASHLEY KANASTY	46193	34.00
05/20/2026	V00515--ATHENA CONFERENCE		545.00
05/22/2026	V00463--BCCMHA/SATF	041000120000604	7,525.00
05/20/2026	V00512--DAN DEXTER	46194	357.00
05/20/2026	V00060--DEARBORN NATIONAL LIFE INSURANCE COMPAY		1,445.28
05/22/2026	V00063--DELTA DENTAL PLAN OF MICHIGAN INC	041000120000605	266.50
05/20/2026	V00379--ILLINOIS SUPPLY COMPANY		7,370.00
05/20/2026	V00511--JOY PEARSON	46195	68.00
05/20/2026	V00514--JULIE LAJOYE-FOX	46196	181.00
05/22/2026	V00156--LAUREN C METCALFE	041000120000603	79.01
05/20/2026	V00179--MERCK & CO., INC.		6,777.14
05/20/2026	V00440--MID-MICHIGAN RECOVERY	46197	7,059.18
05/20/2026	V00517--NETWORK SOLUTIONS		99.95
05/20/2026	V00509--RICHARD REDISKE	46198	100.00
05/20/2026	V00433--THINGS REMEMBERED		135.98
05/20/2026	V00513--WARREN BISHOP	46199	120.00
05/20/2026	V00306--WOW		2,036.00
	Total for PNC Gen Checking		35,342.90

Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
05/29/2026	V00079--EATON COUNTY TREASURER	041000120000609	5,859.96
05/27/2026	V00334--FACEBOOK		56.69
05/29/2026	V00173--MANER COSTERISAN	041000120000608	11,100.30
05/27/2026	V00217--PFIZER INC.	46200	2,790.01
05/29/2026	V00243--SCHOOL HEALTH CORPORATION	041000120000607	298.57
05/27/2026	V00492--THE WESTIN COPLEY PLACE BOSTON		1,788.67
	Total for PNC Gen Checking		21,894.20
	Bank: PNC-EFT-CC - PNC	Account no:	
05/27/2026	V00005--ACCIDENT FUND INS CO OF AMER		1,070.00
	Total for PNC-EFT-CC		1,070.00

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Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
06/05/2026	V00013--AMAZON CAPITAL SERVICES, INC	041000120000621	10.79
06/05/2026	V00014--AMBS MESSAGE CENTER, INC.	041000120000624	86.52
06/05/2026	V00327--COREWELL HEALTH OCCUPATIONAL SERVICES	041000120000613	64.00
06/05/2026	V00063--DELTA DENTAL PLAN OF MICHIGAN INC	041000120000620	1,796.60
06/05/2026	V00079--EATON COUNTY TREASURER	041000120000618	74,663.44
05/30/2026	V00334--FACEBOOK		16.65
06/05/2026	V00441--HEALTH MANAGEMENT ASSOCIATES INC	041000120000610	33,560.00
06/05/2026	V00112--HENRY SCHEIN, INC.	041000120000614	703.92
06/05/2026	V00115--HOSPITAL NETWORK HEALTHCARE SERVICES LLC	041000120000616	49.28
06/03/2026	V00518--JACQUELINE FETHERSTON	46201	459.00
06/05/2026	V00221--PITNEY BOWES-SUPPLIES	041000120000612	91.29
06/05/2026	V00227--PUBLIC SECTOR CONSULTANTS, INC,	041000120000611	9,990.00
06/05/2026	V00230--REAGAN GIELINCKI	041000120000619	1,775.00
06/03/2026	V00236--ROBIN SORRENTINO	46202	240.00
06/05/2026	V00250--SHREDHUB	041000120000617	175.00
06/05/2026	V00260--STAPLES CONTRACT & COMMERCIAL, INC	041000120000622	57.98
05/30/2026	V00337--STATE OF MICHIGAN-MDA		189.00
06/05/2026	V00272--TELNET WORLDWIDE, INC.	041000120000623	128.37
06/05/2026	V00305--WEX BANK	041000120000615	1,356.11
	Total for PNC Gen Checking		125,412.95

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Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
06/17/2026	V00521--CHEEZY DUZ-IT LLC		645.40
06/17/2026	V00521--CHEEZY DUZ-IT LLC	Voided - 46210	0.00
06/17/2026	V00521--CHEEZY DUZ-IT LLC	Voided - 46205	0.00
06/19/2026	V00058--DAWDA MANN COUNSELORS AT LAW	041000120000637	2,194.50
06/17/2026	V00060--DEARBORN NATIONAL LIFE INSURANCE COMPAY		1,493.91
06/17/2026	V00060--DEARBORN NATIONAL LIFE INSURANCE COMPAY	Voided - 46211	0.00
06/17/2026	V00060--DEARBORN NATIONAL LIFE INSURANCE COMPAY	Voided - 46206	0.00
06/17/2026	V00092--FEDERAL EXPRESS CORPORATION		16.72
06/17/2026	V00092--FEDERAL EXPRESS CORPORATION	Voided - 46212	0.00
06/17/2026	V00092--FEDERAL EXPRESS CORPORATION	Voided - 46207	0.00
06/17/2026	V00102--GUN LAKE AREA SEWER AUTHORITY	46215	290.00
06/19/2026	V00109--HEDGEROW SOFTWARE US INC	041000120000638	13,000.00
06/16/2026	V00109--HEDGEROW SOFTWARE US INC	Voided - 041000120000630	(13,000.00)
06/19/2026	V00111--HEMOCUE AMERICA	041000120000639	378.28
06/17/2026	V00296--UPS		21.66
06/17/2026	V00296--UPS	Voided - 46213	0.00
06/17/2026	V00296--UPS	Voided - 46208	0.00
06/17/2026	V00300--VERIZON WIRELESS		620.41
06/17/2026	V00300--VERIZON WIRELESS	Voided - 46214	0.00
06/17/2026	V00300--VERIZON WIRELESS	Voided - 46209	0.00
	Total for PNC Gen Checking		5,660.88

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Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
06/25/2026	V00013--AMAZON CAPITAL SERVICES, INC	041000120000641	26.48
06/25/2026	V00363--APPLIED INNOVATION	041000120000648	946.54
06/25/2026	V00327--COREWELL HEALTH OCCUPATIONAL SERVICES	041000120000645	78.00
06/25/2026	V00063--DELTA DENTAL PLAN OF MICHIGAN INC	041000120000644	260.00
06/25/2026	V00079--EATON COUNTY TREASURER	041000120000643	5,859.96
06/23/2026	V00334--FACEBOOK		83.24
06/25/2026	V00112--HENRY SCHEIN, INC.	041000120000647	11.39
06/23/2026	V00488--HYATT REGENCY ATLANTA		1,524.32
06/25/2026	V00129--JENNIFER WARD	041000120000642	231.21
06/25/2026	V00519--ULINE	041000120000646	153.76
06/25/2026	V00296--UPS	041000120000640	11.46
	Total for PNC Gen Checking		9,186.36

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Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
07/03/2026	V00013--AMAZON CAPITAL SERVICES, INC	041000120000651	233.94
07/01/2026	V00050--CMH-CEI	46216	3,043.20
06/30/2026	V00484--COMFORT INN & SUITES-MT PLEASANT		268.38
06/30/2026	V00523--DELTA AIRLINES		827.74
07/03/2026	V00079--EATON COUNTY TREASURER	041000120000656	74,663.44
06/30/2026	V00334--FACEBOOK		53.24
07/03/2026	V00097--GSK	041000120000650	2,279.54
07/03/2026	V00173--MANER COSTERISAN	041000120000649	9,623.30
07/01/2026	V00440--MID-MICHIGAN RECOVERY	46217	10,575.23
07/03/2026	V00221--PITNEY BOWES-SUPPLIES	041000120000652	91.29
07/03/2026	V00230--REAGAN GIELINCKI	041000120000654	1,775.00
07/03/2026	V00242--SANOFI PASTEUR INC.	041000120000653	2,036.79
06/30/2026	V00337--STATE OF MICHIGAN-MDA		5,391.00
07/03/2026	V00356--SWANSON MECHANICAL SERVICE, LLC	041000120000655	1,774.43
07/01/2026	V00391--UNIVERSITY OF MICHIGAN HEALTH-SPARROW	46218	171.71
06/30/2026	V00306--WOW		2,036.00
06/30/2026	V00421--YODECK		192.00
	Total for PNC Gen Checking		115,036.23
	Bank: PNC-EFT-CC - PNC	Account no:	
06/30/2026	V00005--ACCIDENT FUND INS CO OF AMER		1,831.00
	Total for PNC-EFT-CC		1,831.00

Barry Eaton District Health Department Check register

Date	Vendor	Document no.	Amount
	Bank: PNC Gen Checking - PNC BANK 070	Account no: 4260636732	
07/10/2026	V00013--AMAZON CAPITAL SERVICES, INC	041000120000664	360.44
07/10/2026	V00014--AMBS MESSAGE CENTER, INC.	041000120000669	119.00
07/10/2026	V00063--DELTA DENTAL PLAN OF MICHIGAN INC	041000120000657	2,883.80
07/10/2026	V00088--ENTERPRISE FLEET MGMT	041000120000667	7,147.87
07/08/2026	V00092--FEDERAL EXPRESS CORPORATION		16.72
07/10/2026	V00115--HOSPITAL NETWORK HEALTHCARE SERVICES LLC	041000120000659	45.00
07/10/2026	V00522--IDEXX DISTRIBUTION	041000120000663	10,478.42
07/08/2026	V00485--LANE HOMISTER	46219	150.00
07/10/2026	V00156--LAUREN C METCALFE	041000120000658	249.99
07/08/2026	V00179--MERCK & CO., INC.		5,782.70
07/08/2026	V00333--MERS		52,694.54
07/08/2026	V00419--MICHIGAN DEPT OF TREASURY		32.00
07/10/2026	V00216--PEOPLE MATTER LLC	041000120000666	9,365.90
07/08/2026	V00217--PFIZER INC.		2,846.80
07/10/2026	V00431--PIPER & GOLD LLC	041000120000670	5,000.00
07/10/2026	V00495--PUNKS WITH LUNCH	041000120000662	14,419.19
07/10/2026	V00250--SHREDHUB	041000120000661	185.50
07/10/2026	V00272--TELNET WORLDWIDE, INC.	041000120000668	128.37
07/08/2026	V00433--THINGS REMEMBERED		45.99
07/10/2026	V00301--VSP	041000120000665	1,139.25
07/08/2026	V00525--WATTS CONSTRUCTION	46220	139.00
07/10/2026	V00305--WEX BANK	041000120000660	1,405.31
	Total for PNC Gen Checking		114,635.79

ENVIRONMENTAL HEALTH BUDGET ANALYSIS



WHY WE STARTED THIS PROJECT

-
- To Identify:
 - The full cost of EH services by staff position, activity type, and cost center
 - The true allocation of time spent by activity type
 - How much time is spent on travel, documentation, direct service, training, and administrative work.
 - Gaps in revenue by program type (Water, Food, General EH)

HOW WE DESIGNED THE ANALYSIS

-
- 7 Time studies conducted (Dec 2025 - Jun 2026) to determine time allocations. Each last 1 week.
 - Analyzed fully loaded cost of each position. PTO hours distributed according to Time Study allocation to correct for time off.
 - Reviewed projected vs. actual payroll to ensure accuracy.
 - Matched FY26 fee structure to program cost centers and hours coded in UKG.

LIMITATIONS OF RAW DATA AND FIXES

- Data entry is messy and cleaning is imperfect
- Time study rounding and seasonal variation (ex. Beach Monitoring)
- Position/Capacity-based model stabilizes cost calculations

CORE CONCEPT: POSITION-BASED CAPACITY



Total capacity, not individual people or hours



Stabilizes projections despite turnover



Ensure full picture of staff time & cost

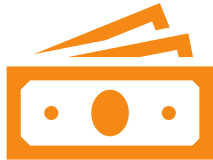
STEP 1: ESTABLISHING THE 2,080 HOUR RULE

Every FTE equals
2,080 paid
hours/year
(~16 FTEs)

Creates a fixed
departmental
labor capacity
(~33,303 hrs.)

Projections based
on full-capacity of
the division

STEP 2: FULLY LOADED RATE (STEP 3 SALARY)



Includes salary, benefits,
insurance



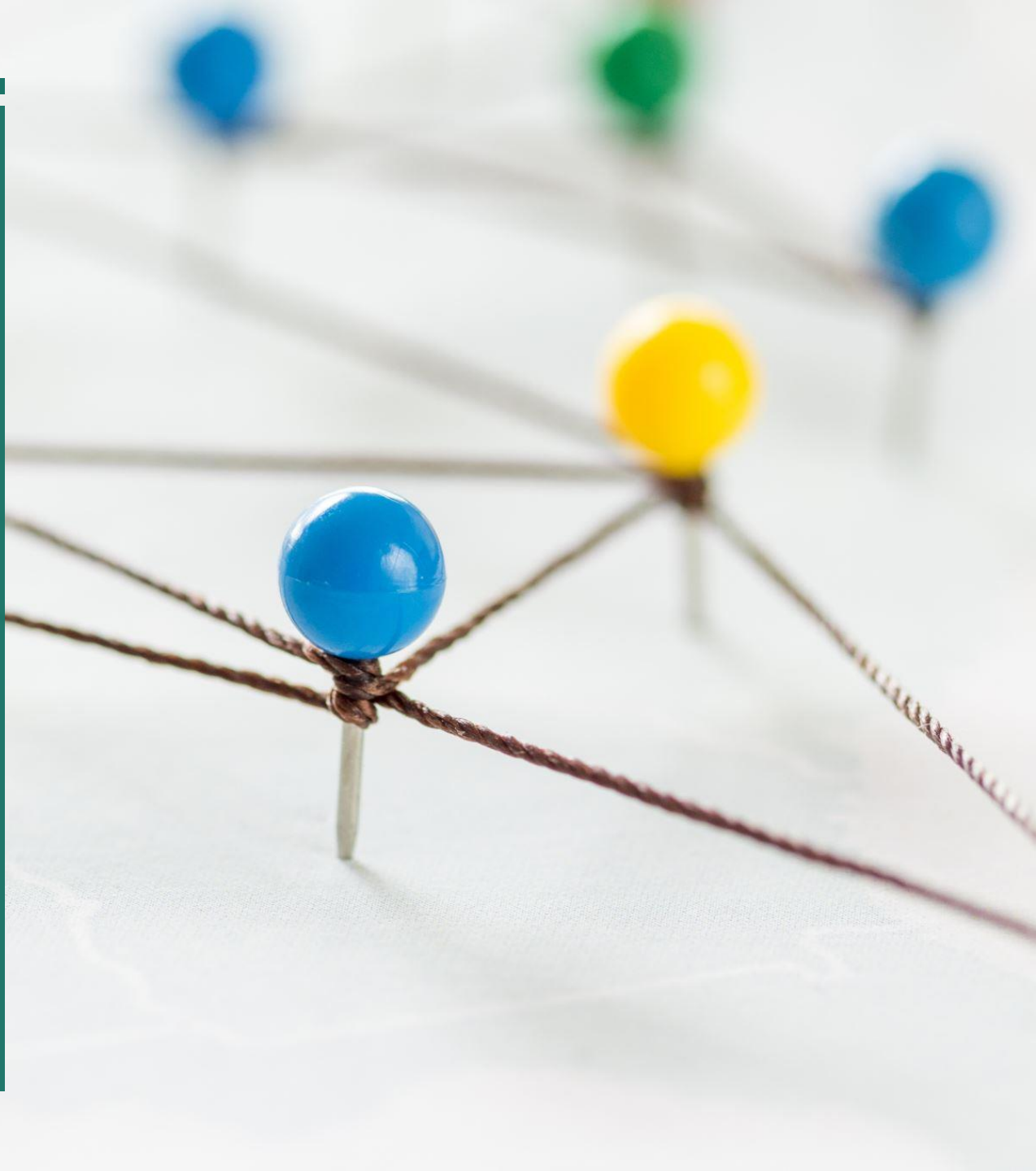
Mid-point of each position
ensures more accurate
long-term projections



Uses Board-approved
compensation schedule

STEP 3: PROPORTIONAL ALLOCATION (TIME STUDY)

- Time study determines distribution of effort by activity type, not total hours or budget needs



STEP 4: MATCH DATA TO PAYROLL

- To accurately project the cost of each position using real cost center data, the same 2,080-hour rule was used. Any “non-working” hours are allocated according to the percentage of work across cost centers.
- FTE Spread
 - ADMINISTRATIVE ASSISTANT (3)
 - EH DATA SPECIALIST (1)
 - EH DIRECTOR (1)
 - EH SUPERVISOR (2)
 - ENVIRONMENTAL HEALTH SPECIALIST (7)
 - ENVIRONMENTAL HEALTH TECHNICIAN (1)
 - HEALTH OFFICER (1)
 - INTERN (.0115)

STEP 5: MATCH PROJECTIONS TO EH FEE SCHEDULE

- The PCH Data Specialist, EH Data Specialist, and EH Director worked together to map the FY26 EH Fee Schedule to appropriate cost centers and estimate the number of each service, allowing the calculation of a cost-revenue delta for each cost-center or program area.



STEP 6: CALCULATE PROJECTED HOURS, REVENUE, COST

- Using the 2,080 rule, the total capacity of working hours was calculated to find the true cost based on position title, program, and cost center.
 - Health Officer hours were listed as 1 FTE but calculated at 33% of cost.
 - Intern hours were capped at 24 and a partial FTE was used to calculate the cost over a year.
- With this data, gaps in revenue were identified by program and cost center

STEP 7: CREATE A FEE STRUCTURE MODEL

- Once the cost and revenue model was complete, variables were created to allow for a targeted approach to structure EH fees. Several scenarios were modeled and additional variables can be added to the model as needed.
 - Ex. Flat fee % raises, targeted on specific established fees, etc.

NEXT STEPS & QUESTIONS

- Data and results are in the process of verification by a 3rd party
- Questions?

Special Pathogens Preparedness

Understanding the National Special Pathogen System (NSPS)

What We'll Cover

- 1 **Why This Matters**
- 2 **What Is the NSPS?**
- 3 **Mission, Vision & Goals**
- 4 **The Tiered System of Care**
- 5 **Minimum Capabilities by Level**
- 6 **Our Health Department's Role**
- 7 **Travel Health Screening**
- 8 **Key Takeaways & Discussion**

A New Joint Commission Requirement

Effective July 1, 2024, The Joint Commission requires hospitals to demonstrate readiness for high-consequence infectious diseases (HCIDs). This standard is the reason our regional system, including local health departments, must have a coordinated plan in place.

Effective July 1, 2024 The Joint Commission Requirement Standard IC.07.01.01
The hospital implements processes to support preparedness for high-consequence infectious diseases or special pathogens.

What Is the NSPS?

A tiered, coordinated network built to protect patients and the health care workforce nationwide.

National Special Pathogen System (NSPS)

National Special Pathogen System Overview

The National Special Pathogen System (NSPS) helps the country **prepare** the health care system, **protect** the health care workforce, and **respond** to special pathogen events by coordinating special pathogen care across the United States.

The NSPS consists of a tiered System of Care, made up of health care facilities across the country, and is operationalized by the National Emerging Special Pathogens Training and Education Center (NETEC) as its Coordinating Body. Other health care and public health partners with capabilities in readiness, response, and recovery play a key role in supporting health care facilities across the country to respond to high-consequence infectious disease threats.



Mission & Vision

Mission

To develop a coordinated network of high-quality special pathogen care dedicated to protecting patients, communities, and the health care workforce in the United States.

Vision

To save lives and protect the health care workforce through an agile and comprehensive special pathogen system of care.

Aspirational Goals



Zero
Preventable Deaths
after special pathogen infection



Two
Hours Network Mobilization
after suspected special pathogen infection



100%
Have access
to high quality special pathogen care for all
of the U.S. population

The Tiered System of Care — 4 Levels

From regional treatment hubs to every frontline facility, each level plays a distinct role in the response.



NSPS Minimum Capabilities by Level

The NSPS Minimum Capabilities

The System of Care Workgroup has defined the minimum capabilities that should be met by healthcare facilities at each level of the NSPS. These minimum capabilities are currently being socialized within each region and to national groups and professional organizations. [Review the Example of Domains Within the Minimum Capabilities.](#)

Capabilities	Level 1	Level 2	Level 3
Care Duration	Duration of illness	Duration of illness	12-36 hours
Capacity for VHF, airborne	2 VHFs	1-2 VHFs	1+ isolation space
PPE Supply	2 VHF cases for at least 7 days onsite (with plans to support 21 days of care)	1-2 VHF cases for at least 7 days onsite (with plans to support 21 days of care)	3 VHF cases for 12-36 hours (before resupply)
Exercises	Quarterly	At least twice annually	At least annually for mystery patient exercise
PPE Training	Quarterly	At least twice annually	At least annually
Skills Training	Quarterly	At least annually	–
Lab Testing Ability	Clinical lab testing	Clinical lab testing	Point-of-care onsite clinical lab testing

Our Health Department's Role

When a frontline facility identifies a suspected special pathogen patient, here's how we support the response:

Health Department will:

- Arrange transport/ambulance service. Will include police transport if needed.
- Identify/notify potential receiving hospital(s).
- Will notify/contact ASPR/HHS, CDC, other state health departments if needed.
- Discuss testing process/lab work and transporting sample to state public health lab for testing.
- Connect Frontline Facility to receiving hospital and/or RESPTC/NETEC for support.

Travel Health Screening

Travel history is a critical first step in identifying a possible special pathogen case. Always check the current CDC Travel Health Notices.

Current Countries of Concern for Travel Screening	
Current Outbreaks per CDC - Travel Health Notices	
Location	Disease Outbreak
Region of the Indian Ocean, China, Cuba	Chikungunya
Columbia	Yellow Fever
Global	Polio, Dengue, Measles
Liberia, Sierra Leone	Mpox Clade II
Guinea, Nigeria	Diphtheria
Democratic Republic of Congo	Ebola
Americas	Oropouche
Mauritania, Senegal	Rift Valley Fever
Ethiopia	Marburg

Key Takeaways

- The NSPS is a 4-level tiered system coordinating special pathogen care across the country.
- Frontline facilities focus on identifying, isolating, informing, and initiating stabilizing care.
- Early contact with the health department is essential for transport, notification, and lab coordination.
- Always check current CDC Travel Health Notices when assessing a patient's travel history.
- Staff readiness at every level supports compliance with Joint Commission standard IC.07.01.01.

THANK YOU

Questions & Discussion

QUOTATION

Creation Date: 7/9/2026 2:53:23 PM

Toll Free: 800.743.5637

EMAIL or FAX orders to:

helmer-orders@tranetechnologies.com

317-773-9082

Quote #:

QUO-290595-Q7Y6R2

Rev: 0

PLEASE REFER TO THIS QUOTE NUMBER ON
ALL CORRESPONDENCES AND ORDERS

YOUR REPRESENTATIVE:

Justin Bolen

+1-317-764-5202

justin.bolen@tranetechnologies.com

Requestor: JACKIE ANDERSON
janderson@bedhd.org
5175412625

Facility ID: MI172

Barry Eaton District Health Department
1033 Health Care Dr
Charlotte, MI 48813

Ship to:

CONTRACT	Standard Pricelist 2026	
Terms: N30 Days	FOB: Origin	Shipping Charge:
Effective Date		2026-07-09
Expiration Date		2026-08-24

Ln No	Part#	Model	Description / Details	QTY	Price Each	Total /Extended
1	5125125-1	iPR125- GXC	IPR125-GXC REF PHARMACY I.S 25CF	1	\$11,870.13	\$11,870.13
2	890050-2		TrueBlue Delivery and Set Up	1	\$1,623.78	\$1,623.78

Sub Total: \$13,493.91

Shipping Method:

-

We accept Visa, Mastercard and American Express

Total Amount:

All prices are in USD

\$13,493.91

Notes:

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+1-317-764-5202

justin.bolen@tranetechnologies.com

This quotation is subject to Helmer Scientific's standard terms and conditions, please visit <https://www.helmerinc.com/terms/general>.

SHIPPING: Standard cost is dock-to-dock delivery. Helmer TrueBlue Delivery and Installation, inside delivery (white glove) and lift gate delivery are available at an additional cost and can be quoted upon request.

ORDERING INSTRUCTIONS:

Purchase Orders: Email to helmer-Orders@tranetechnologies.com or Fax to (317) 773-9082. Please include the Helmer Quote Number on your PO.

Credit Card Orders: Please contact Customer Service at: (800) 743-5637 (8-5 EST M-F) to provide information securely over the phone.

Helmer Scientific may request new customers and established customers complete our credit application to create or update current credit files. This requirement will be contingent on order amount and prior order and payment history.

PRODUCT WARRANTY COVERAGE

Domestic Warranties	i.Series & Pro Line			Horizon Series			Scientific Series		
	Compressor/ Powertrain	Parts	Labor	Compressor	Parts	Labor	Compressor	Parts	Labor
GXC Refrigerators	7 yrs.	2 yrs.	2 yrs.	5 yrs.	2 yrs.	1 yr.			
GX Refrigerators	7 yrs.	2 yrs.	1 yr.	5 yrs.	2 yrs.	1 yr.	3 yrs.	2 yrs.	1 yr.
GX -30 Freezers	5 yrs.	2 yrs.	1 yr.	3 yrs.	2 yrs.	1 yr.			
Ultra Low Freezers	5 yrs.	2 yrs.	2 yrs.						
Platelet Incubators	5 yrs.	2 yrs.	1 yr.						
Platelet Agitators		2 yrs.	1 yr.						
Plasma Thawers		2 yrs.	1 yr.						
Cell Washers		2 yrs.	1 yr.						

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Centrifuge	5 yrs.	2 yrs.	1 yr.		
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Configured As:

Line No: 1
Model: iPR125-GXC
Item Number: 5125125-1
Description: iPR125-GXC i.Series® Pharmacy Refrigerator, 25.2 cu ft (714 Liters) (with NSF/ANSI 456 Vaccine Storage Certified Labeling and Certificate of Calibration)

Part Number	Description	Qty	Price Each
5125125-1	iPR125-GXC i.Series® Pharmacy Refrigerator, 25.2 cu ft (714 Liters) (with NSF/ANSI 456 Vaccine Storage Certified Labeling and Certificate of Calibration)	1	11,593.85
4010255-1	Power Option: 115V 60Hz (for i.Series® Refrigerators, GXC models, 25 cu ft)	1	0.00
4110030-1	Power Cord Option: 115V 60Hz NEMA 5-15 16GA with 90 degree connection	1	0.00
4030075-1	Interior: Powder Coat, White (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4040036-1	Light: Included (for Refrigerators, GXC models, 13-25 cu ft)	1	0.00
4050100-1	Chart Recorder Option: None (for i.Series® Refrigerators, GXC models, 20 & 25 cu ft)	1	0.00
4060096-1	Lock Option: Standard Key (for i.Series® Refrigerators, GXC models, 20 & 25 cu ft)	1	0.00
4070315-1	Door Option: Blue, Right Hinge, Glass (for i.Series® and Horizon Series™ Refrigerators, GXC models, 20 & 25 cu ft)	1	0.00
4090158-1	Storage Option: Shelf, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4090159-1	Storage Option: Drawer, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4090159-1	Storage Option: Drawer, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4090159-1	Storage Option: Drawer, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00

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4090159-1	Storage Option: Drawer, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4090159-1	Storage Option: Drawer, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4090159-1	Storage Option: Drawer, Ventilated, Factory Installed (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4090157-1	Storage Option: None (for Refrigerators, GXC models, 25 cu ft)	1	0.00
4120042-1	Monitoring Probe: Primary Probe, Factory Installed (for i.Series® Laboratory and Pharmacy Refrigerators, GXC models, 18-25 cu ft)	1	0.00
4120044-1	Monitoring Probe: Secondary Probe, Factory Installed (for i.Series® Refrigerators, GXC models, 18-25 cu ft)	1	0.00
4120048-1	Monitoring Buffer Option: Solid Ballasts (Qty 2), Factory Installed (for i.Series® Refrigerators, GXC models, 18-25 cu ft)	1	276.28
4120051-1	Monitoring Bracket: Top, Left Wall, Horizontal	1	0.00
4120054-1	Monitoring Bracket: Bottom, Left Wall, Horizontal	1	0.00
4120057-1	Monitoring Wire Management: Cleat and 2 Wire Clips	1	0.00
4140021-1	Documentation: NSF/ANSI 456 Vaccine Storage Certified Labeling (price includes Certificate of Calibration) (for Pharmacy Refrigerators, GXC models)	1	0.00
4140025-1	Documentation Option: Certificate of Calibration (for Pharmacy Refrigerators, GXC models)	1	0.00
4900126-1	Special Feature: Access Port on Left Wall (for Refrigerators, GXC models, 13-25 cu ft)	1	0.00

Total Price: \$11,870.13

REVISED
Draft Staffing Table FY2027
Presented to BOH 7/17/2026

Administration/Planning Promotion Evaluation	2027	2026	Change
Accounts Payable & Receivable Specialist	1.0	1.0	
Accounting Specialist	1.0	1.0	
Community Health Promotion Specialist	1.8	2.0	(0.20)
Communications Specialist	1.0	1.0	
Public Health Emergency Preparedness Coordinator	1.0	1.0	
Epidemiologist	1.0	1.0	
Public Health Operations Manager	0.0	1.0	(1.00)
Personal & Community Health Data Specialist	1.0	1.0	
Medical Director	0.4	0.4	
Health Officer	1.0	1.0	
Total	9.2	10.4	
Environmental Health			
Administrative Assistant	2.0	2.0	
Administrative Assistant II	1.0	1.0	
Environmental Health Technician	1.0	1.0	-
Environmental Health Specialist	7.0	6.0	1.00
Environmental Health Specialist II	1.0	1.0	-
Environmental Health Data Specialist	0.0	1.0	(1.00)
Environmental Health Supervisor	2.0	2.0	
Environmental Health Director	1.0	1.0	-
Total	15.0	14.0	
Personal & Community Health			
Clinic Assistant	5.0	5.0	-
Hearing & Vision Technician	1.6	1.6	
Program Representative	1.0	1.0	
Disease Intervention Specialist	1.0	1.0	-
Registered Dietitian	1.8	1.8	
Nurse - RN Only	2.0	0.8	
Nurse - Bachelor's Level	2.8	3.8	(1.00)
Personal & Community Health Supervisor	1.0	1.0	
Personal & Community Health Clinical Supervisor	1.0	1.0	
PCH Maternal & Child Health Supervisor	1.0	0.8	0.20
Personal & Community Health Director	1.0	1.0	
Total	19.2	18.8	
Grand Total	43.4	43.2	0.20