

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING AGENDA
Wednesday, September 24 2025 – 2:00 p.m.
Benzie Community Resource Center - Ingemar Johansson Conference Room
6051 Frankfort Highway
Benzonia, MI 49616**

or

Electronically, via conference call

To participate, dial: (213) 282-9788 and enter Conference ID: 590 551 885#

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 from August 27, 2025.

Approval of the Agenda

Public Comment Period

1. Health Officer Update – Dan Thorell
2. Personnel and Finance Committee Report-Personnel and Finance Committee
 - A. Accounts Payable – Action
 - B. August Financials – Action
 - C. FY 2025 Amended Budget – Action
 - D. FY 2026 Budget – Action
 - E. Office Closure for the December 4, 2025 All Staff Meeting – Action
 - F. Proposed Public Office Closure During Christmas/New Year Holiday Period – Action
 - G. BLDHD Plan of Operation during State Government Shutdown - Action
3. 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- September 24, 2025 1:00 pm
Benzie Community Resource Center, Ingemar Johansson Conference Room or
Electronically via conference call:
(213) 282-9788 and enter Conference ID: 590 551 885 #

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, August 27, 2025 2p.m.
Leelanau County Government Center
8527 E. Government Center
Suttons Bay, MI 49682**

Chairperson Allgaier called the meeting to order at 2:01 p.m.

Members Present: Mark Walter – Leelanau County Board of Commissioners-left at 3:00pm
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: Dr. Mark Kuiper – Benzie County Member at Large

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 July 23, 2025 Regular Board of Health Meeting Minutes:

Motion By: Trigg to approve the July 23, 2025 BOH meeting minutes as presented.

Seconded By: Sauer

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

Approval of the Agenda:

Motion By: Trigg to approve the agenda as presented.

Seconded By: Walter

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. Thorell was notified prior to the meeting that a horse in Benzie County tested positive for Eastern Equine Encephalitis (EEE). The horse was unvaccinated and became infected after it was bitten by an infected mosquito. While horses are at high risk if unvaccinated, humans can also become infected, and prevention from mosquito bites is critical.

Accounts Payable

Motion By: Walter to approve accounts payable and pay the bills in the amount of \$345,063.30.

Seconded By: Trigg

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

July Financial Statements

Motion By: Trigg to accept the financial statements as presented.

Seconded By: Sauer

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

Purchasing Policy

Motion By: Walter moved to approve the revised Purchase, Disposal and Record Keeping for Fixed Assets Policy and Procedure dated 8/27/2025.

Seconded By: Trigg

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

Thorell passed out a sheet prior to the meeting that explained the differences between the old and revised policy.

Closing EH Offices for Training September 23, 2025 11am-4:30pm

Motion By: Sauer moved to approve the closure of the Environmental Health offices of the Benzie-Leelanau District Health Department at 11:00am 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.

Seconded By: Walter

Voice Call Vote: Walter- 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.

Personal Health – Michelle Klein

A report was distributed at the beginning of 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 – Dr. Quimby talked about how an old Parkinson drug, benztropine, is being studied for possible use against tuberculosis. The drug may be able to fight TB by boosting the body's immune response. Dr. Quimby mentioned that recent research shows that influenza A and respiratory infections can reactivate dormant breast cancer cells, possibly leading to the growth of lung metastases.

Adjourn

Motion By: Allgaier to adjourn the BOH meeting at 3:22 p.m.

Voice Vote: 4 yeas 0 nay 2 excused 0 absent **Motion carried**

Gwenne Allgaier, Chairperson

Sanna Johnson, Recording Secretary

DRAFT

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

From: Daniel Thorell, MS, RS, Health Officer

Date: September 18, 2025

Subject: September Board of Health Report

1. Reorganization of Public Health Emergency Preparedness Program

As you know, BLDHD had to navigate mid-year federal budget cuts. Fortunately, the impacts were absorbed for the remainder of FY25 through attrition and holding vacancies open. However, as the leadership team worked with the Director of Administrative Services to finalize the FY26 budget, we faced significant challenges.

Compared to FY25, our federal funding was reduced by **\$678,000**, and healthcare benefits for staff are projected to increase by **19%**. In addition, inflationary pressures on indirect costs such as rent, utilities, and travel required difficult staffing decisions.

As part of FY26 cost-saving measures, several vacancies in Personal Health will remain unfilled. In addition, we are reorganizing the Public Health Emergency Preparedness (PHEP) program by combining the **Emergency Preparedness Coordinator (EPC)** and **Public Information Officer (PIO)** positions into one role.

As a result, the current EPC received a layoff notice effective October 10, 2025. This decision is in no way a reflection of work performance. In fact, the EPC's contributions have been exemplary, and they will be greatly missed.

The new EPC/PIO role aligns with operational needs, as these two positions frequently collaborate during public health emergencies. Our current PIO, a long-serving BLDHD employee, is well-positioned to take on EPC duties. While there will be an initial learning curve, Michelle Klein and I will work closely with the employee to develop a professional development plan and ensure a smooth transition.

2. Access to Vaccines

The Advisory Committee on Immunization Practices (ACIP) will meet on September 18–19 to review data and issue updated recommendations for Measles-Mumps-Rubella-Varicella (MMRV), Hepatitis B, and COVID-19 vaccines. Healthcare providers, public health agencies, and insurance carriers have been awaiting this meeting to assess impacts on vaccine access and reimbursement.

Preliminary information suggests ACIP may restrict COVID-19 vaccination to certain risk groups, raising questions about access and documentation. For example, if vaccination eligibility requires a risk factor, will self-attestation be sufficient, or will patients need a provider's note? Further complicating matters,

professional organizations such as the American Academy of Pediatrics and the American Academy of Family Physicians have issued recommendations that differ from ACIP's anticipated guidance, instead aligning with ACIP's prior position.

On September 17, Governor Whitmer issued an Executive Directive to Michigan Department of Health and Human Services (MDHHS), Department of Insurance and Financial Services (DIFS), and Licensing and Regulatory Affairs (LARA) to ensure COVID-19 vaccines remain widely available. Specifically, the directive instructs the departments to:

- Provide clear, accessible guidance to pharmacists, providers, and the public about the safety and efficacy of COVID-19 vaccines.
- Encourage providers and pharmacists to prescribe and administer COVID-19 vaccines.
- Identify and remove barriers to vaccine access.
- Ensure, to the extent possible, that all insurance plans under state regulatory authority—including Medicaid and commercial markets—cover COVID-19 vaccines.

For BLDHD, this issue is especially significant because immunizations represent our largest mandated program. Given FY26 budget constraints, there is concern about coverage for all vaccines we offer if ACIP recommendations diverge significantly from past guidance. Our seasonal respiratory immunization clinics begin the first week of October, providing flu, RSV, and COVID-19 vaccines. Depending on insurance coverage, the department may need to bill individual clients, which could create barriers to access.

ACCOUNTS PAYABLE TOTALS
(September 2025)
BOH meeting

08/31/2025.....	\$5,974.97
08/31/2025.....	\$148,827.93
09/15/2025.....	\$45,544.79
09/15/2025.....	\$54,599.55
<hr/>	
TOTAL	\$254,947.24

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API000839 - AUG MANUAL AP

10100 - Honor Bank Checking

From 8/29/2025 Through 8/31/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/31/2025	8/31/2025	M082925AUG001	DTE Energy	08122025DTE	AUG MANUAL AP		54.85	Check
8/31/2025	8/31/2025	M082925AUG002	Aflac	177686	AUG MANUAL AP		1,454.26	Check
8/31/2025	8/31/2025	M082925AUG003	Synchrony Bank/Amazon.com	1QQR-636T-CWJJ	AUG MANUAL AP		135.47	Check
8/31/2025	8/31/2025	M082925AUG004	Cardmember Service	08152025SJ	AUG MANUAL AP		696.26	Check
8/31/2025	8/31/2025	M082925AUG005	Cardmember Service	08152025DP	AUG MANUAL AP		1,102.45	Check
8/31/2025	8/31/2025	M082925AUG006	Cardmember Service	08152025DT	AUG MANUAL AP		1,345.50	Check
8/31/2025	8/31/2025	M082925AUG007	Synchrony Bank/Amazon.com	1QCQ-6G97-6R1W	AUG MANUAL AP		58.75	Check
8/31/2025	8/31/2025	M082925AUG008	Synchrony Bank/Amazon.com	1DV6-VYWC-PW9K	AUG MANUAL AP		389.55	Check
8/31/2025	8/31/2025	M082925AUG009	Synchrony Bank/Amazon.com	1VHP-GX4K-Y1FQ	AUG MANUAL AP		737.88	Check
Report Total							5,974.97	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00839 - MISC AP AUG

10100 - Honor Bank Checking

From 8/29/2025 Through 8/31/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/31/2025	8/31/2025	47299	AMERISOURCEBERGEN	3224308994	BOOSTRIX TDAP TIPLOK & SHINGRIX VAX		2,579.30	Check
8/31/2025	8/31/2025		AMERISOURCEBERGEN	3224313660	GARDASIL 9 PFS		3,290.90	Check
8/31/2025	8/31/2025		AMERISOURCEBERGEN	3225000844	EPINEPHRINE .15MG & .3 MG		115.20	Check
8/31/2025	8/31/2025		AMERISOURCEBERGEN	3225000845	IPOL VACCINE		432.49	Check
8/31/2025	8/31/2025		AMERISOURCEBERGEN	3225004033	HEPLISAV-B VACCINE		1,565.00	Check
8/31/2025	8/31/2025	47300	BCN	252200036456	HEALTHCARE INSURANCE		52,325.93	Check
8/31/2025	8/31/2025	47301	Cummins Sales and Service	S4-250875569	REPLACE FAN BELT/BATTERY TERMINAL ON GENERATOR		338.46	Check
8/31/2025	8/31/2025	47302	Dearborn Life Insurance Company	08152025DEAR	LIFE INSURANCE		279.00	Check
8/31/2025	8/31/2025	47303	Delta Dental	RIS0006555073	DENTAL INSURANCE		3,931.56	Check
8/31/2025	8/31/2025	47304	Dolly Parton's Imagination Library GTR	1422925	DPLIL BOOKS FOR SEPTEMBER		1,208.16	Check
8/31/2025	8/31/2025	47305	Edward Cooper	08142025EC	REFUND-CHARGED INCORRECT PRICE ON SEPTIC PERMIT		180.00	Check
8/31/2025	8/31/2025	47306	Great Lakes Water Quality Laboratory, Inc.	L24-215	WATER TEST FOR L24-215		40.00	Check
8/31/2025	8/31/2025		Great Lakes Water Quality Laboratory, Inc.	L24-235	WATER TEST FOR L24-235		40.00	Check
8/31/2025	8/31/2025		Great Lakes Water Quality Laboratory, Inc.	L24-339	WATER TEST FOR L24-339		40.00	Check
8/31/2025	8/31/2025		Great Lakes Water Quality Laboratory, Inc.	L24-382	WATER TEST FOR L24-382		40.00	Check
8/31/2025	8/31/2025		Great Lakes Water Quality Laboratory, Inc.	L25-152	WATER TEST FOR L25-152		35.00	Check
8/31/2025	8/31/2025	47307	Jodi Ignace	08262025JI	REFUND FOR SEPTIC PERMIT		295.00	Check
8/31/2025	8/31/2025	47308	Leelanau County	081925LC	LEELANAU CTY EH COST SHARING AGREEMENT 9/25		2,650.00	Check
8/31/2025	8/31/2025	47309	Leelanau Montessori	08192025LM	PH RENT FOR SEPT 2025		6,273.28	Check
8/31/2025	8/31/2025	47310	Metropolitan Life Insurance Company	08132025ML	LIFE, SHORT & LONG TERM DISABILITY, VOL LIFE INSURANCE		4,436.52	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00839 - MISC AP AUG

10100 - Honor Bank Checking

From 8/29/2025 Through 8/31/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/31/2025	8/31/2025	47311	State of Michigan	791-11340355	TEMP FOOD LICENSES/FOOD FEES		468.00	Check
8/31/2025	8/31/2025	47312	Pitney Bowes Global Financial Services, LLC	3321139608	POSTAGE METER RENTAL/BENZIE 6/30-9/30/25		149.73	Check
8/31/2025	8/31/2025	47313	Pitney Bowes Global Financial Services, LLC	3321141354	POSTAGE METER RENTAL/PH 6/30-9/30/25		149.73	Check
8/31/2025	8/31/2025	47314	Portable Storage Solutions, LLC	11942	STORAGE BOX RENTAL FOR AUG		160.00	Check
8/31/2025	8/31/2025		Portable Storage Solutions, LLC	12336	STORAGE BOX RENTAL FOR SEPT		160.00	Check
8/31/2025	8/31/2025	47315	Seqirus	9130790578	FLUAD TIV & FLUCELVAX TIV VACCINE		24,897.05	Check
8/31/2025	8/31/2025	47316	Seqirus	9130793312	FLUCELVAX TIV & FLUAD TIV FOR LEELANAU OFFICE		21,625.42	Check
8/31/2025	8/31/2025	47317	Sinclair Broadcast Group	AUGUST 2025	AUGUST CAMPAGIN OF SECURE YOUR STASH		965.51	Check
8/31/2025	8/31/2025	47318	Traverse City Area Public Schools	5855	BUSINESS CARDS FOR R STRICKLAND & M KAUFMAN/ CC FLYERS		64.09	Check
8/31/2025	8/31/2025	ACH082925AUG01	Applied Innovation	2908313	PRINTING/COPIERS		372.13	Voucher
8/31/2025	8/31/2025	ACH082925AUG02	NHF Sub Benzie-Leelanau	08192025NHF	BENZIE LOAN PAYMENT		4,885.00	Voucher
8/31/2025	8/31/2025	ACH082925AUG03	Patagonia Health Inc.	13332	PERSONAL HEALTH SOFTWARE		4,526.22	Voucher
8/31/2025	8/31/2025	ACH082925AUG04	Wyant Computer Services	35090	SOFTWARE LICENSES		10,309.25	Voucher
Report Total							148,827.93	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00841 - AUG MANUAL AP

10100 - Honor Bank Checking

From 8/31/2025 Through 9/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/31/2025	8/31/2025	M083125SEP001	Synchrony Bank/Amazon.com	1FTY-YL1W-FWNW	AUG MANUAL AP		697.99	Check
8/31/2025	8/31/2025	M083125SEP002	Synchrony Bank/Amazon.com	19KF-G4FD-4LDF	AUG MANUAL AP		346.51	Check
8/31/2025	8/31/2025	M083125SEP003	Synchrony Bank/Amazon.com	1G4G-9HVV-7NMN	AUG MANUAL AP		234.59	Check
8/31/2025	8/31/2025	M083125SEP004	Synchrony Bank/Amazon.com	17FG-GMH9-FVCH	AUG MANUAL AP		440.66	Check
8/31/2025	8/31/2025	M083125SEP005	Synchrony Bank/Amazon.com	1XF1-XMDM-D6CM	AUG MANUAL AP		290.15	Check
8/31/2025	8/31/2025	M083125SEP006	Verizon Wireless	6122516773	AUG MANUAL AP		1,269.22	Check
8/31/2025	8/31/2025	M083125SEP007	Consumers Energy	08042025CE	AUG MANUAL AP		3,478.00	Check
9/15/2025	9/15/2025	47319	AMERISOURCEBERGEN	3225189572	GARDASIL VACCINE FOR BENZIE OFFICE		3,290.90	Check
9/15/2025	9/15/2025	47320	District Health Department No. 4	0820202501	CHW TRAINING/STIPEND/M... CARE-CROSS JURISDICTIONAL GRANT		9,058.00	Check
9/15/2025	9/15/2025		District Health Department No. 4	0820202502	CHW TRAINING/STIPEND USING CROSS JURISDICTIONAL GRANT		10,256.00	Check
9/15/2025	9/15/2025	47321	Grand Traverse Mobile Communications	62142	REPLACEMENT RADIO CHARGING CRADLE		68.00	Check
9/15/2025	9/15/2025	47322	MALPH	HEP808-9	HEP FORUM ANNUAL MEETING REGISTRATION-R POMEROY		118.81	Check
9/15/2025	9/15/2025	47323	Pitney Bowes Global Financial Services, LLC	3321247228	POSTAGE METER RENTAL FOR LEELANAU EH		181.68	Check
9/15/2025	9/15/2025	47324	Republic Services #239	0239-003846642	REFUSE SERVICE		699.61	Check
9/15/2025	9/15/2025	47325	The Standard	09012025STAND	VISION INSURANCE		561.96	Check
9/15/2025	9/15/2025	47326	Trophy Trolley	64777	NAME TAG FOR NEW EMPLOYEE		12.00	Check
9/15/2025	9/15/2025	47327	Watkins Pharmacy & Surgical Supply	583903	PREGNANCY UCG CONTROLS CLEARVIEW		59.30	Check
9/15/2025	9/15/2025		Watkins Pharmacy & Surgical Supply	583904	32 VIALS OF EPINEPHRINE FOR SCHOOL CLINICS		573.70	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00841 - MISC AP AUG

10100 - Honor Bank Checking

From 8/31/2025 Through 9/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/15/2025	9/15/2025	ACH083125SEP01	Autumn Jurek	07192025AJ	REIMBURSEMENT FOR FOOD TRUCK MEALS FOR STREET FAIR/A JUREK		696.00	Voucher
9/15/2025	9/15/2025	ACH083125SEP02	Hospital Network Healthcare	101653	MEDICAL WASTE PICKUP LEELANAU		68.58	Voucher
9/15/2025	9/15/2025	ACH083125SEP03	Northern Michigan Janitorial Services	3125	CLEANING SVC AT BCRC		6,820.00	Voucher
9/15/2025	9/15/2025	ACH083125SEP04	Nugent Hardware	08252025NUG	WOOD & FURNITURE REPAIR MARKER		8.99	Voucher
9/15/2025	9/15/2025	ACH083125SEP05	Solutions For You, LLC	HA-N4CQG194	CLEANING SERVICES FOR AUGUST IN LEELANAU		1,300.00	Voucher
9/15/2025	9/15/2025	ACH083125SEP06	SOS Analytical	253831	WATER TESTING FOR EVALS, WELL PERMITS, DHS INSPECTIONS		4,650.00	Voucher
9/15/2025	9/15/2025	ACH083125SEP07	Valley City Linen	082925VCL	RUG CLEANING SVC AT BCRC		364.14	Voucher
Report Total							45,544.79	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00842 - MISC AP SEPT

10100 - Honor Bank Checking

From 9/15/2025 Through 9/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/15/2025	9/15/2025	47328	Ann Avery	09102025AA	REFUND-CHARGED INCORRECT FEE FOR POS		65.00	Check
9/15/2025	9/15/2025	47329	Henry Schein, Inc.	46366318	PRO ADVANTAGE HCG TEST CASSETTES		47.24	Check
9/15/2025	9/15/2025	47330	State of Michigan	791-11342460	FOOD LICENSE FEES TO STATE		825.00	Check
9/15/2025	9/15/2025	47331	Traverse City Area Public Schools	5895	SEPTEMBER EVENT FLYERS & MINI FLYERS		56.48	Check
9/15/2025	9/15/2025	47332	Westshore Plumbing & Heating LLC	10021	CLEARED BLOCKAGE FROM TOILET IN L;OWER LEVEL LADIES RESTROOM		160.00	Check
9/15/2025	9/15/2025	ACH091525SEP01	Health Department of Northwest Michigan	6307	MEDICAL OFFICER FOR SEPT 25		5,240.59	Voucher
9/15/2025	9/15/2025	ACH091525SEP02	Integrity Business Solutions	2699569-0	COPY PAPER /10 CASES		364.90	Voucher
9/15/2025	9/15/2025	ACH091525SEP03	KSS Enterprises	1704462	TOILET PAPER, PAPER TOWEL, CAN LINERS		728.87	Voucher
9/15/2025	9/15/2025	ACH091525SEP04	L.J. Vogler Law PLC	09052025LJV	LEGAL SERVICES FOR EMPLOYEE ISSUE		375.00	Voucher
9/15/2025	9/15/2025	ACH091525SEP05	Moderna	903096282	COVID VACCINE FOR ADULT/CHILD FOR LEELANAU		16,928.92	Voucher
9/15/2025	9/15/2025	ACH091525SEP06	Moderna	903100590	COVID VACCINE FOR ADULT/CHILD BENZIE OFFICE		23,014.22	Voucher
9/15/2025	9/15/2025	ACH091525SEP07	Maggie Sprattmoran	2370	GROUP REFLECTIVE CONSULTATION FOR MIHP/ECD		1,200.00	Voucher
9/15/2025	9/15/2025	ACH091525SEP08	RHC Consulting, Theresa Ramsey MBR	665	RURAL DATA GRANT		321.82	Voucher
9/15/2025	9/15/2025	ACH091525SEP09	Victoria Hutchinson	100	HEARING/VISION SERVICES FOR KINDERGARTEN ROUNDUP		232.65	Voucher
9/15/2025	9/15/2025	M091525SEP001	Synchrony Bank/Amazon.com	1HG7-PJLR-LLTP	SEPT MANUAL AP		55.95	Check
9/15/2025	9/15/2025	M091525SEP002	Synchrony Bank/Amazon.com	1VHP-H4Q7-1V63	SEPT MANUAL AP		33.98	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00842 - SEPT MANUAL AP

10100 - Honor Bank Checking

From 9/15/2025 Through 9/15/2025

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
9/15/2025	9/15/2025	M091525SEP003	Charter Communicaitons	005281601090125	SEPT MANUAL AP		40.00	Check
9/15/2025	9/15/2025	M091525SEP004	Charter Communicaitons	005311501090125	SEPT MANUAL AP		471.00	Check
9/15/2025	9/15/2025	M091525SEP005	Charter Communicaitons	005280501090125	SEPT MANUAL AP		900.00	Check
9/15/2025	9/15/2025	M091525SEP006	Charter Communicaitons	005281701090125	SEPT MANUAL AP		219.98	Check
9/15/2025	9/15/2025	M091525SEP007	Charter Communicaitons	005311401090125	SEPT MANUAL AP		177.99	Check
9/15/2025	9/15/2025	M091525SEP008	Synchrony Bank/Amazon.com	1RX7-X19P-1RC1	SEPT MANUAL AP		62.96	Check
9/15/2025	9/15/2025	M091525SEP009	MERS Retirement	00170773-1	SEPT MANUAL AP		3,077.00	Check
Report Total							54,599.55	

Benzie Leelanau District Health Department

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

From 10/1/2024 Through 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Fees & Collections			
Food License Refunds	(630.00)	0.00	0.00%
Sewage Permit Refund	(3,648.78)	0.00	0.00%
Private Pay Clinic Fees	2,207.16	3,500.00	63.06%
Clinic Fees-Private Insurance	165,725.49	177,500.00	93.36%
Well Permit Refund	(1,120.42)	0.00	0.00%
Revenue-Campground Trailer Parks	6,256.08	6,757.00	92.58%
Revenue-Food Licenses	126,457.50	121,000.00	104.51%
Revenue-Sewage Permits	166,105.00	200,000.00	83.05%
Revenue-Well Permits	97,855.20	110,000.00	88.95%
Tattoo/Body Art Fees	500.00	0.00	0.00%
Revenue-Land Evals/Site Surveys	53,085.00	55,000.00	96.51%
Revenue-Mortgage Evaluation	174,307.00	200,000.00	87.15%
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	(721.00)	0.00	0.00%
Total Fees & Collections	785,548.24	873,857.00	89.89%
Medicaid/Medicare Revenue			
Medicaid Clinic Fees	157,950.66	245,900.00	64.23%
Clinic Fees - Medicare	337,402.48	401,700.00	83.99%
Managed Health Care Plan	94,374.56	108,000.00	87.38%
WIC Blood Lead Tests	568.35	0.00	0.00%
Total Medicaid/Medicare Revenue	590,296.05	755,600.00	78.12%
Cost Based Reimbursement			
Cost Based Reimbursement	322,542.25	198,423.00	162.55%
Total Cost Based Reimbursement	322,542.25	198,423.00	162.55%
Federal Financial Participation			
Federal Financial Participation	184,698.39	110,124.00	167.71%
Total Federal Financial Participation	184,698.39	110,124.00	167.72%

Benzie Leelanau District Health Department

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

From 10/1/2024 Through 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	175,653.54	0.00	0.00%
MDHHS - CPBC Categorical Grant	1,784,575.86	2,414,143.00	73.92%
Total State Funding (MDHHS-CPBC)	1,960,229.40	2,414,143.00	81.20%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	745,696.00	621,476.00	119.98%
Total ESLPHS - DEQ & MDHHS	745,696.00	621,476.00	119.99%
DEQ Type II Grant			
MDEQ Type II Grant	166,859.88	174,230.00	95.76%
Total DEQ Type II Grant	166,859.88	174,230.00	95.77%
Other State Fees/Funding			
MDHHS Lic Facilities	4,290.00	7,005.00	61.24%
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	9,868.40	29,252.00	33.73%
Total Other State Fees/Funding	135,801.78	180,988.00	75.03%
Local Grants			
Other Local Grants	51,902.20	102,980.00	50.40%
Northern Michigan Health Consortium	166,719.93	132,455.00	125.86%
Michigan Center for Rural Health	61,116.58	17,754.00	344.24%
31o School Funds	141,457.15	0.00	0.00%
Michigan Health Endowment Foundation	210,944.85	140,000.00	150.67%
Leelanau Early Childhood	596,886.80	741,189.00	80.53%
Healthy Futures Grant	0.00	45,005.00	0.00%
Total Local Grants	1,229,027.51	1,179,383.00	104.21%
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	60,791.29	80,000.00	75.98%
Total Reimbursement Funds/Charge for Service	68,666.29	88,132.00	77.91%

Benzie Leelanau District Health Department

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

From 10/1/2024 Through 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Rents Collected			
Rents Collected	239,426.00	261,192.00	91.66%
Total Rents Collected	239,426.00	261,192.00	91.67%
Interest			
Interest	64,351.74	19,190.00	335.33%
Total Interest	64,351.74	19,190.00	335.34%
Local Funds			
Local Funds Distributive	538,021.00	660,097.00	81.50%
Local In-Kind	0.00	140,000.00	0.00%
Total Local Funds	538,021.00	800,097.00	67.24%
Total Revenues	7,031,164.53	7,676,835.00	91.59%
Expenditures			
Salaries & Wages			
Salaries	3,493,451.07	3,973,550.00	87.91%
Insurance Payout	43,121.85	0.00	0.00%
Earnings			
Total Salaries & Wages	3,536,572.92	3,973,550.00	89.00%
Fringe Benefits			
FICA	255,877.64	307,153.00	83.30%
Medical Insurance	492,519.78	701,677.00	70.19%
Employer-HSA	95,140.77	0.00	0.00%
Life Insurance	4,891.39	6,088.00	80.34%
Unemployment	13,184.05	14,096.00	93.53%
Compensation			
Retirement	365,353.87	407,835.00	89.58%
Workers Compensation	810.97	16,675.00	4.86%
Physicals	572.00	200.00	286.00%
Dental Insurance	45,365.40	51,969.00	87.29%
Disability Insurance	34,406.47	41,991.00	81.93%
Vision Insurance	6,419.83	7,786.00	82.45%
Total Fringe Benefits	1,314,542.17	1,555,470.00	84.51%
Agency Operating Expenses			
Advertising	4,808.81	1,500.00	320.58%
Membership & Dues	7,958.00	6,639.00	119.86%
Total Agency Operating	12,766.81	8,139.00	156.86%
Expenses			
Supplies & Materials			
Printing	7,701.88	13,132.00	58.64%
Postage	5,901.67	10,050.00	58.72%
Office Supplies	8,114.38	10,807.00	75.08%
Janitorial Supplies	4,254.30	5,032.00	84.54%

Benzie Leelanau District Health Department

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

From 10/1/2024 Through 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
<hr/>			
Water Tests	40,777.01	43,684.00	93.34%
Food License Fees	7,482.00	9,000.00	83.13%
Temporary Campground Fees	594.00	700.00	84.85%
Program Supplies	209,960.74	350,353.00	59.92%
Other Supplies	19,963.94	17,304.00	115.37%
Fuel Purchases	329.75	2,200.00	14.98%
Clinic Supplies	288,107.30	474,260.00	60.74%
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Total Supplies & Materials	<u>613,124.88</u>	<u>971,522.00</u>	<u>63.11%</u>
Technology Services/Subscriptions			
Licensing Fees	1,441.50	0.00	0.00%
Computer Maintenance	86,525.00	98,015.00	88.27%
Subscriptions	17,356.24	0.00	0.00%
Annual Computer Subscriptions/Licensing	111,471.43	86,726.00	128.53%
Total Technology Services/Subscriptions	<u>216,794.17</u>	<u>184,741.00</u>	<u>117.35%</u>
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	1,547.46	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	1,847.76	38,660.00	4.77%
Total Equipment Rental/Maintenance	<u>20,390.76</u>	<u>40,160.00</u>	<u>50.77%</u>
Medical Operating Expenses			
Medical Waste Disposal	1,024.54	1,125.00	91.07%
Health Services	35.34	0.00	0.00%
Total Medical Operating Expenses	<u>1,059.88</u>	<u>1,125.00</u>	<u>94.21%</u>
General Liability Insurance			
Insurance	45,129.25	47,145.00	95.72%
Total General Liability Insurance	<u>45,129.25</u>	<u>47,145.00</u>	<u>95.72%</u>
Consultant Services			
Consultant Services-Audit	7,700.00	8,000.00	96.25%
Consultant Services-Legal	9,475.00	6,775.00	139.85%

Benzie Leelanau District Health Department

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

From 10/1/2024 Through 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Other Consultant Services	20,261.16	0.00	0.00%
Total Consultant Services	37,436.16	14,775.00	253.38%
Contractual Services			
Health Officer	9,517.98	0.00	0.00%
Medical Director	56,829.85	59,618.00	95.32%
Per Diem	1,880.00	2,880.00	65.27%
Other Contractual	430,440.95	156,659.00	274.76%
Website Maintenance	850.00	1,000.00	85.00%
Total Contractual Services	499,518.78	220,157.00	226.89%
Communications			
Telephone	9,263.80	10,679.00	86.74%
Cell Phone	21,144.20	28,902.00	73.15%
Data Line	10,095.30	23,173.00	43.56%
Total Communications	40,503.30	62,754.00	64.54%
Travel & Training			
Mileage	124,254.34	140,666.00	88.33%
Meals/Lodging	7,046.61	22,175.00	31.77%
Training & Education	9,224.81	8,963.00	102.92%
Total Travel & Training	140,525.76	171,804.00	81.79%
Space Costs			
Space-Electric	36,965.96	40,000.00	92.41%
Space-Gas	1,875.56	2,500.00	75.02%
Space-Maintenance	2,050.00	0.00	0.00%
Contracts			
Janitorial Services	98,354.99	97,940.00	100.42%
Snow Removal	11,935.00	7,000.00	170.50%
Loan Payments	53,735.00	58,620.00	91.66%
Space-Distributed Costs	29,150.00	82,535.00	35.31%
Space-Grounds & Building Maintenance	41,498.35	50,000.00	82.99%
BLDHD Rent	140,349.84	73,108.00	191.97%
Total Space Costs	415,914.70	411,703.00	101.02%
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			

Benzie Leelanau District Health Department

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

From 10/1/2024 Through 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
PH Administration	0.00	(3.00)	0.00%
EH Administration	0.00	(1.00)	0.00%
Total Distributive Costs - PH Program & Support	0.00	(4.00)	0.00%
Total Expenditures	6,894,279.54	7,676,836.00	89.81%
Net Revenues/(Expenditures)	136,884.99	(1.00)	...688,498.44)%

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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Fees & Collections			
Food License Refunds	(630.00)	0.00	0.00%
Sewage Permit Refund	(3,648.78)	0.00	0.00%
Well Permit Refund	(1,120.42)	0.00	0.00%
Revenue-Campground Trailer Parks	6,256.08	6,757.00	92.58%
Revenue-Food Licenses	126,457.50	121,000.00	104.51%
Revenue-Sewage Permits	166,105.00	200,000.00	83.05%
Revenue-Well Permits	97,855.20	110,000.00	88.95%
Tattoo/Body Art Fees	500.00	0.00	0.00%
Revenue-Land Evals/Site Surveys	53,085.00	55,000.00	96.51%
Revenue-Mortgage Evaluation	174,307.00	200,000.00	87.15%
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	(721.00)	0.00	0.00%
Total Fees & Collections	617,614.58	692,857.00	89.14%
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	511,539.00	558,042.00	91.66%
Total ESLPHS - DEQ & MDHHS	511,539.00	558,042.00	91.67%
DEQ Type II Grant			
MDEQ Type II Grant	166,859.88	174,230.00	95.76%
Total DEQ Type II Grant	166,859.88	174,230.00	95.77%
Other State Fees/Funding			
MDHHS Lic Facilities	4,290.00	7,005.00	61.24%
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	105,995.47	116,736.00	90.80%
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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
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	8,005.00	6,000.00	133.42%
Local Funds			
Local Funds Distributive	150,425.00	164,084.00	91.67%
Total Local Funds	150,425.00	164,084.00	91.68%
Total Revenues	1,639,097.55	1,711,949.00	95.74%
Expenditures			
Salaries & Wages			
Salaries	835,963.66	961,700.00	86.92%
Insurance Payout Earnings	10,151.85	0.00	0.00%
Total Salaries & Wages	846,115.51	961,700.00	87.98%
Fringe Benefits			
FICA	63,239.64	73,581.00	85.94%
Medical Insurance	112,823.32	176,711.00	63.84%
Employer-HSA	20,545.54	0.00	0.00%
Life Insurance	1,162.98	1,459.00	79.71%
Unemployment Compensation	3,007.02	3,378.00	89.01%
Retirement	91,512.78	97,768.00	93.60%
Workers Compensation	212.19	3,997.00	5.30%
Physicals	273.00	0.00	0.00%
Dental Insurance	10,274.48	12,449.00	82.53%
Disability Insurance	8,740.08	10,059.00	86.88%
Vision Insurance	1,492.12	1,865.00	80.00%
Total Fringe Benefits	313,283.15	381,267.00	82.17%
Agency Operating Expenses			
Advertising	821.25	0.00	0.00%
Membership & Dues	30.00	30.00	100.00%
Total Agency Operating Expenses	851.25	30.00	2,837.50%
Supplies & Materials			
Printing	541.11	400.00	135.27%
Postage	1,497.72	1,710.00	87.58%
Office Supplies	2,691.99	1,787.00	150.64%
Water Tests	39,425.00	41,200.00	95.69%
Food License Fees	7,482.00	9,000.00	83.13%

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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Temporary Campground Fees	594.00	700.00	84.85%
Program Supplies	6,375.49	10,800.00	59.03%
Other Supplies	1,152.42	7,200.00	16.00%
Fuel Purchases	194.39	2,200.00	8.83%
Total Supplies & Materials	59,954.12	74,997.00	79.94%
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	649.92	0.00	0.00%
Total Equipment Rental/Maintenance	749.42	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	17,048.98	20,866.00	81.70%
Other Contractual	244.52	0.00	0.00%
Total Contractual Services	20,434.44	20,866.00	97.93%
Communications			
Telephone	2,034.94	2,388.00	85.21%
Cell Phone	2,200.00	3,450.00	63.76%
Data Line	3,459.20	6,757.00	51.19%
Total Communications	7,694.14	12,595.00	61.09%
Travel & Training			
Mileage	57,569.10	63,363.00	90.85%
Meals/Lodging	256.80	0.00	0.00%
Training & Education	215.00	0.00	0.00%
Total Travel & Training	58,040.90	63,363.00	91.60%
Space Costs			
Space-Distributed Costs	51,753.78	71,201.00	72.68%
Total Space Costs	51,753.78	71,201.00	72.69%

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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Distributed Costs - Administrative			
Administration O/H	114,194.61	84,492.00	135.15%
Total Distributed Costs - Administrative	114,194.61	84,492.00	135.15%
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	1,532,897.43	1,711,950.00	89.54%
Net Revenues/(Expenditures)	106,200.12	(1.00)	...620,011.72)%

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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Fees & Collections			
Private Pay Clinic Fees	2,207.16	3,500.00	63.06%
Clinic Fees-Private Insurance	165,725.49	177,500.00	93.36%
Donations	1.01	0.00	0.00%
Total Fees & Collections	167,933.66	181,000.00	92.78%
Medicaid/Medicare Revenue			
Medicaid Clinic Fees	157,950.66	245,900.00	64.23%
Clinic Fees - Medicare	337,402.48	401,700.00	83.99%
Managed Health Care Plan	94,374.56	108,000.00	87.38%
WIC Blood Lead Tests	568.35	0.00	0.00%
Total Medicaid/Medicare Revenue	590,296.05	755,600.00	78.12%
Cost Based Reimbursement			
Cost Based Reimbursement	322,542.25	198,423.00	162.55%
Total Cost Based Reimbursement	322,542.25	198,423.00	162.55%
Federal Financial Participation			
Federal Financial Participation	184,698.39	110,124.00	167.71%
Total Federal Financial Participation	184,698.39	110,124.00	167.72%
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	96,994.92	0.00	0.00%
MDHHS - CPBC Categorical Grant	1,863,808.04	2,091,244.00	89.12%
Total State Funding (MDHHS-CPBC)	1,960,802.96	2,091,244.00	93.76%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	234,157.00	63,434.00	369.13%
Total ESLPHS - DEQ & MDHHS	234,157.00	63,434.00	369.13%
Other State Fees/Funding			
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Non-CPBC Funding/Grants	9,868.40	29,252.00	33.73%

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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Total Other State Fees/Funding	29,806.31	64,252.00	46.39%
Local Grants			
Other Local Grants	51,902.20	102,980.00	50.40%
Northern Michigan Health Consortium	166,719.93	132,455.00	125.86%
Michigan Center for Rural Health	61,116.58	17,754.00	344.24%
31o School Funds	141,457.15	0.00	0.00%
Michigan Health Endowment Foundation	210,944.85	140,000.00	150.67%
Leelanau Early Childhood Healthy Futures Grant	596,886.80 0.00	741,189.00 45,005.00	80.53% 0.00%
Total Local Grants	1,229,027.51	1,179,383.00	104.21%
Reimbursement Funds/Charge for Service			
Reimbursed Revenues	31,417.84	0.00	0.00%
Total Reimbursement Funds/Charge for Service	31,417.84	0.00	0.00%
Local Funds			
Local Funds Distributive	387,596.00	496,013.00	78.14%
Local In-Kind	0.00	140,000.00	0.00%
Total Local Funds	387,596.00	636,013.00	60.94%
Total Revenues	5,138,277.97	5,279,473.00	97.33%
Expenditures			
Salaries & Wages			
Salaries	2,399,351.86	2,738,067.00	87.62%
Insurance Payout Earnings	27,706.78	0.00	0.00%
Total Salaries & Wages	2,427,058.64	2,738,067.00	88.64%
Fringe Benefits			
FICA	173,782.05	209,498.00	82.95%
Medical Insurance	351,073.90	468,356.00	74.95%
Employer-HSA	69,375.91	0.00	0.00%
Life Insurance	3,401.14	4,152.00	81.91%
Unemployment Compensation	8,955.55	9,614.00	93.15%
Retirement	252,187.66	278,357.00	90.59%
Workers Compensation	605.01	11,372.00	5.32%
Physicals	169.00	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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Dental Insurance	31,653.84	35,446.00	89.30%
Disability Insurance	23,409.35	28,641.00	81.73%
Vision Insurance	4,463.61	5,311.00	84.04%
Total Fringe Benefits	919,077.02	1,050,747.00	87.47%
Agency Operating Expenses			
Advertising	3,987.56	0.00	0.00%
Membership & Dues	4,089.00	1,609.00	254.13%
Total Agency Operating Expenses	8,076.56	1,609.00	501.96%
Supplies & Materials			
Printing	3,836.01	9,232.00	41.55%
Postage	1,495.52	5,840.00	25.60%
Office Supplies	2,177.96	4,950.00	43.99%
Program Supplies	55,017.18	84,958.00	64.75%
Other Supplies	9,611.61	7,204.00	133.42%
Clinic Supplies	288,107.30	474,260.00	60.74%
VFC Vaccine Received	19,937.91	35,000.00	56.96%
Total Supplies & Materials	380,183.49	621,444.00	61.18%
Technology Services/Subscriptions			
Licensing Fees	1,147.95	0.00	0.00%
Computer Maintenance	48,136.08	67,535.00	71.27%
Subscriptions	17,287.24	0.00	0.00%
Annual Computer Subscriptions/Licensing	53,155.94	49,073.00	108.32%
Total Technology Services/Subscriptions	119,727.21	116,608.00	102.67%
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	1,024.54	1,125.00	91.07%
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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Total Medical Operating Expenses	1,059.88	1,125.00	94.21%
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	39,780.87	38,752.00	102.65%
Other Contractual	87,127.63	154,084.00	56.54%
Total Contractual Services	130,144.62	192,836.00	67.49%
Communications			
Telephone	5,791.68	6,737.00	85.96%
Cell Phone	18,944.20	25,452.00	74.43%
Data Line	6,212.93	15,279.00	40.66%
Total Communications	30,948.81	47,468.00	65.20%
Travel & Training			
Mileage	62,214.56	73,975.00	84.10%
Meals/Lodging	5,565.31	21,425.00	25.97%
Training & Education	8,447.00	8,963.00	94.24%
Total Travel & Training	76,226.87	104,363.00	73.04%
Space Costs			
Janitorial Services	150.00	0.00	0.00%
Space-Distributed Costs	139,793.03	127,981.00	109.22%
BLDHD Rent	1,000.00	0.00	0.00%
Total Space Costs	140,943.03	127,981.00	110.13%
Distributed Costs - Administrative			
Administration O/H	291,445.86	238,371.00	122.26%
Total Distributed Costs - Administrative	291,445.86	238,371.00	122.27%
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	4,550,055.89	5,279,476.00	86.18%
Net Revenues/(Expenditures)	588,222.08	(3.00)	...607,403.13)%

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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
State Funding (MDHHS-CPBC)			
MDHHS - CPBC Categorical Grant	(79,232.18)	322,899.00	(24.53)%
Total State Funding (MDHHS-CPBC)	(79,232.18)	322,899.00	(24.54)%
Reimbursement Funds/Charge for Service			
Charge for Service	0.00	2,132.00	0.00%
Reimbursed Revenues	28,043.83	0.00	0.00%
Total Reimbursement Funds/Charge for Service	28,043.83	2,132.00	1,315.38%
Rents Collected			
Rents Collected	239,426.00	261,192.00	91.66%
Total Rents Collected	239,426.00	261,192.00	91.67%
Total Revenues	188,237.65	586,223.00	32.11%
Expenditures			
Salaries & Wages			
Salaries	9,861.05	53,500.00	18.43%
Insurance Payout Earnings	294.14	0.00	0.00%
Total Salaries & Wages	10,155.19	53,500.00	18.98%
Fringe Benefits			
FICA	739.64	7,220.00	10.24%
Medical Insurance	856.24	25,870.00	3.30%
Employer-HSA	152.47	0.00	0.00%
Life Insurance	10.63	143.00	7.43%
Unemployment Compensation	23.76	330.00	7.20%
Retirement	902.52	9,316.00	9.68%
Workers Compensation	(3.17)	391.00	(0.81)%
Dental Insurance	123.29	1,222.00	10.08%
Disability Insurance	85.27	987.00	8.63%
Vision Insurance	16.58	183.00	9.06%
Total Fringe Benefits	2,907.23	45,662.00	6.37%
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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
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	1,332.46	0.00	0.00%
Equipment	9,886.00	0.00	0.00%
Total Equipment Rental/Maintenance	11,218.46	0.00	0.00%
General Liability Insurance			
Insurance	6,234.57	4,714.00	132.25%
Total General Liability Insurance	6,234.57	4,714.00	132.26%
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	857.20	1,024.00	83.71%
Data Line	17.03	54.00	31.53%
Total Communications	874.23	1,078.00	81.10%
Travel & Training			
Mileage	112.30	105.00	106.95%
Total Travel & Training	112.30	105.00	106.95%
Space Costs			
Space-Electric	36,965.96	40,000.00	92.41%
Space-Gas	1,875.56	2,500.00	75.02%
Space-Maintenance Contracts	2,050.00	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 8/31/2025

	Current Period Actual	Total Budget	% of Budget Spent
Janitorial Services	98,014.99	97,940.00	100.07%
Snow Removal	11,935.00	7,000.00	170.50%
Loan Payments	53,735.00	58,620.00	91.66%
Space-Distributed Costs	(179,722.80)	(127,530.00)	140.92%
Space-Grounds & Building Maintenance	41,498.35	50,000.00	82.99%
BLDHD Rent	138,949.84	73,108.00	190.06%
Total Space Costs	205,301.90	201,638.00	101.82%
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	1,269.10	5,258.00	24.13%
Total Distributed Costs - Administrative	1,269.10	5,258.00	24.14%
Total Expenditures	745,774.86	586,220.00	127.22%
Net Revenues/(Expenditures)	(557,537.21)	3.00	...584,573.44)%

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

Due from Michigan Department of Environmental Quality:

Type II	<u><u>\$161,191</u></u>
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Due from State of Michigan:

2024 Cost Based Reimbursement	95825
2025 Cost Based Reimbursement	107417
2023 Federal Finance Participation	4435
2024 Federal Finance Participation	46,397
2025 Federal Finance Participation	<u>(192,981)</u>

Total	<u><u>61,093</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	206,633
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<u><u>206,633</u></u>

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>18,834</u></u>
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CPBC Pullbacks	\$93,937
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**Benzie-Leelanau District Health Department
Statement of Assets and Liabilities
as of August 31, 2025**

ASSETS:

Cash - Checking and Savings	2,091,598
Imprest Cash	565
A/R - PH Revenue	0
Appropriations Due - Benzie	42,545
Appropriations Due - Leelanau	55,277
Due from DEQ	161,191
Due from State of Michigan	61,093
Due from MDCH	(450)
Due from Other Government Units	(206,633)
Rents Due - Benzie	12,464
Prepaid Expenses	629,861
	<hr/>
Total Assets	2,847,511
	<hr/> <hr/>

LIABILITIES AND FUND BALANCE:

Accounts Payable	688,270
Accrued Wages	314,343
Deferred Family Planning Revenues	
Deferred Medicaid Revenues	0
Other Deferred Revenues	(93,937)
Fund Balance:	
Unassigned	1,448,787
Assigned	306,342
Non-Spendable	46,821
Committed	
Restricted	
Medicaid Payment Holding	
Current Year	136,885
	<hr/>
Total Liabilities and Fund Balance	2,847,511
	<hr/> <hr/>

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Benzie-Leelanau District Health Department
FY 2025 Draft Amended Budget
10/1/2024 - 9/30/2025

	FY 25 Amended Budget	FY 25 Original Budget	Difference
Revenue			
Fees & Collections	\$903,585	\$873,857	\$29,728
Private Pay Clinic Fees	2500	3500	(1,000)
Clinic Fees - Private Insurance	213510	177500	36,010
Campground Trailer Parks	6757	6757	0
Food Licenses	128000	121000	7,000
Sewage Permits	190000	200000	(10,000)
Well Permits	108000	110000	(2,000)
Tattoo/Body Art Fees	0	0	0
Land Evaluations/Site Surveys	56500	55000	1,500
Mortgage Evaluations	198000	200000	(2,000)
Radon Test Kits	318	100	218
Medicaid/Medicare Revenue	693200	755600	(62,400)
Medicaid Clinic Fees	201200	131380	69,820
Medicare Clinic Fees	401000	516220	(115,220)
WIC Blood Lead Tests	1000		
Managed Health Care Plan	90000	108000	(18,000)
Cost Based Reimbursement	301200	198424	102,776
Federal Financial Participation	234440	110124	124,316
Prior Year Funding	60265		
State Funding	3609963	3390837	219,126
MDHHS - CPBC	2574866	2477577	97,289
CPBC - Fee for Service	7000	10000	(3,000)
ELPHS - EGLE & MDHHS	698467	577294	121,173
EGLE Type II Grant	174230	174230	0
MDHHS License Facilities	5458	7005	(1,547)
Swimming Pools	7982	6582	1,400
Septage Licensing	8345	5703	2,642
VFC Vaccine Received	35000	35000	0
Other State Funding	98615	97446	1,169
Local Grants	1720354	1179383	540,971
Other Local Grants	553887	102980	450,907
Northern Michigan Health Consortium	208076	132455	75,621
Michigan Center for Rural Health	61500	17754	43,746
Michigan Health Endowment Foundation	140000	140000	0
Leelanau Early Childhood Mileage	726891	741189	(14,298)
Healthy Futures - Munson	30000	45005	(15,005)
Reimbursed Funds/Charge for Service	44110	27322	16,788
Food Courses	8,000	6000	2,000
Charge for Service	10	0	10
Expense Reimbursement	36,100	21322	14,778
Rents Collected	261192	261192	0
Interest	78000	80000	(2,000)
Local Funds	726932	726932	0
In-Kind Match	140000	140000	0
County Appropriations	586932	586932	0
Capital Contingency Fund			0
Revenue Total	\$8,633,241	\$7,603,671	1,029,570

Benzie-Leelanau District Health Department
FY 2025 Draft Amended Budget
10/1/2024 - 9/30/2025

	FY 25 Amended Budget	FY 25 Original Budget	Difference
Expense			
Salaries & Wages	\$4,187,096	\$3,973,551	213,545
Fringe Benefits	\$1,527,660	1555464	(27,804)
FICA	295871	307152	(11,281)
Medical Insurance/Employer HAS	679661	701677	(22,016)
Life Insurance	6007	6086	(79)
Unemployment Compensation	13829	14096	(267)
Retirement	416697	407835	8,862
Workers Compensation	14856	16675	(1,819)
Physicals	500	200	300
Dental Insurance	51905	51968	(63)
Disability Insurance	40861	41987	(1,126)
Vision Insurance	7473	7788	(315)
Agency Operating Expenses	\$15,099	8139	6,960
Advertising	5982	1500	4,482
Membership & Dues	9117	6639	2,478
Bank Fees	0	0	0
Grant Expenses	0	0	0
Supplies & Materials	\$863,103	\$971,522	(108,419)
Printing	9788	13132	(3,344)
Postage	7327	10050	(2,723)
Office Supplies	13747	10807	2,940
Janitorial Supplies	5762	5032	730
Water Tests	46575	43684	2,891
Food License Fees	9000	9000	0
Temporary Campground Fees	700	700	0
Program Supplies	91331	350353	(259,022)
Other Supplies	181174	17304	163,870
Fuel Supplies	490	2200	(1,710)
Clinic Supplies	462209	474260	(12,051)
VFC Vaccine Received	35000	35000	0
Technology Services/Subscriptions	\$236,173	223601	12,572
Licensing Fees	\$1,650	0	
Computer Maintenance	110724	99515	11,209
Annual Computer Subscriptions/Licensing Fees	99604	124086	(24,482)
Subscriptions	24195	0	
Equipment Rental/Maintenance	\$32,045	1300	30,745
Vehicle Maintenance & Repairs	125	0	125
Equipment Maintenance	1820		
Equipment Rental	2000	1300	700
Equipment	28100		
Medical Operating Expenses	\$1,715	1125	590
General Liability Insurance	\$41,986	47145	(5,159)
Consultant Services	\$37,100	14775	22,325
Audit	7700	8000	(300)
Legal	9650	6775	2,875
Other Services	19750	0	19,750

Benzie-Leelanau District Health Department
FY 2025 Draft Amended Budget
10/1/2024 - 9/30/2025

	FY 25 Amended Budget	FY 25 Original Budget	Difference
Contractual Services	\$804,562	220157	584,405
Medical Director	62488	59618	2,870
Health Officer	6377	0	6,377
HDNWM Data Management	3641	0	3,641
Per Diem	2000	2880	(880)
Other Contractual	729206	156659	572,547
Website Maintenance	850	1000	(150)
Communications	\$63,649	62756	893
Telephone	11088	10680	408
Cell Phone	26641	28902	(2,261)
Data Line	25919	23174	2,745
Travel	\$157,418	171803	(14,385)
Mileage	137820	140665	(2,845)
Meals/Lodging	6416	22175	(15,759)
Training & Education	13182	8963	4,219
Space Costs	\$507,953	411706	96,247
Electric	40000	40000	0
Gas	2500	2500	0
Janitorial Services	99150	97940	1,210
Snow Removal	12000	7000	5,000
Loan Payments	58620	58620	0
Distributed Costs	(164495)	-127530	(36,965)
Grounds & Building Maintenance	30000	50000	(20,000)
BLDHD Rent	430178	283176	147,002
Capital Outlay - Local	0	13794	(13,794)
Distributed Costs	-\$1	0	(1)
Administration IDC	0	0	(0)
EH Program IDC	0	0	(0)
PH Administration IDC	0	0	0
General Nursing IDC	0	0	0
Expense Total	\$8,475,556	\$7,676,838	798,718

Fund Balance **\$157,685** **(\$73,167)**

TOTAL **\$0**

Benzie-Leelanau District Health Department
FY 2026 Draft Budget
10/1/2025 - 9/30/2026

	FY 26 Proposed Budget	FY 25 Amended Budget	Difference
Revenue			
Fees & Collections	\$1,013,327	\$903,585	\$109,742
Private Pay Clinic Fees	119000	2500	116,500
Clinic Fees - Private Insurance	179470	213510	(34,040)
Campground Trailer Parks	6757	6757	0
Food Licenses	125000	128000	(3,000)
Sewage Permits	198000	190000	8,000
Well Permits	115000	108000	7,000
Tattoo/Body Art Fees	0	0	0
Land Evaluations/Site Surveys	55000	56500	(1,500)
Mortgage Evaluations	215000	198000	17,000
Radon Test Kits	100	318	(218)
Medicaid/Medicare Revenue	688775	693200	(4,425)
Medicaid Clinic Fees	176793	201200	(24,408)
Medicare Clinic Fees	385683	401000	(15,318)
WIC Blood Lead Tests	0	1000	
Managed Health Care Plan	126300	90000	36,300
Cost Based Reimbursement	256734	301200	(44,466)
Federal Financial Participation	158668	234440	(75,772)
Prior Year Funding	0	60265	
State Funding	2542440	3609963	(1,067,523)
MDHHS - CPBC	1455165	2574866	(1,119,701)
CPBC - Fee for Service	12000	7000	5,000
ELPHS - EGLE & MDHHS	594649	698467	(103,818)
EGLE Type II Grant	173798	174230	(432)
MDHHS License Facilities	3958	5458	(1,500)
Swimming Pools	6582	7982	(1,400)
Septage Licensing	5703	8345	(2,642)
VFC Vaccine Received	35000	35000	0
Other State Funding	255585	98615	156,970
Local Grants	1340931	1720354	(379,423)
Other Local Grants	373339	553887	(180,548)
Northern Michigan Health Consortium	0	208076	(208,076)
Michigan Center for Rural Health	50176	61500	(11,324)
Michigan Health Endowment Foundation	105871	140000	(34,129)
Leelanau Early Childhood Mileage	801162	726891	74,271
Healthy Futures - Munson	10384	30000	(19,616)
Reimbursed Funds/Charge for Service	10132	44110	(33,978)
Food Courses	7,500	8000	(500)
Charge for Service	0	10	(10)
Expense Reimbursement	2,632	36100	(33,468)
Rents Collected	261192	261192	0
Interest	72000	78000	(6,000)
Local Funds	769323	726932	42,391
In-Kind Match	140000	140000	0
County Appropriations	629323	586932	42,391
Capital Contingency Fund			0
Revenue Total	\$7,113,522	\$8,633,241	(1,519,719)

Benzie-Leelanau District Health Department
FY 2026 Draft Budget
10/1/2025 - 9/30/2026

	FY 26 Proposed Budget	FY 25 Amended Budget	Difference
Expense			
Salaries & Wages	\$3,874,456	\$4,187,096	(312,640)
Fringe Benefits	\$1,498,410	1527668	(29,258)
FICA	286295	295864	(9,569)
Medical Insurance/Employer HAS	679253	679702	(449)
Life Insurance	5583	6007	(424)
Unemployment Compensation	12584	13828	(1,244)
Retirement	391869	416677	(24,808)
Workers Compensation	15739	14855	884
Physicals	200	500	(300)
Dental Insurance	58770	51903	6,867
Disability Insurance	40727	40860	(133)
Vision Insurance	7392	7472	(80)
Agency Operating Expenses	\$8,494	15099	(6,605)
Advertising	2200	5982	(3,782)
Membership & Dues	6294	9117	(2,823)
Bank Fees	0	0	0
Grant Expenses	0	0	0
Supplies & Materials	\$757,997	863103	(105,106)
Printing	7832	9788	(1,956)
Postage	8352	7327	1,025
Office Supplies	9107	13747	(4,640)
Janitorial Supplies	5787	5762	25
Water Tests	44200	46575	(2,375)
Food License Fees	9000	9000	0
Temporary Campground Fees	700	700	0
Program Supplies	104318	91331	12,987
Other Supplies	17400	181174	(163,774)
Fuel Supplies	1400	490	910
Clinic Supplies	514901	462209	52,692
VFC Vaccine Received	35000	35000	0
Technology Services/Subscriptions	\$219,768	236873	(17,105)
Licensing Fees	\$0	2350	
Subscriptions	\$500	110724	
Computer Maintenance	92200	99604	(7,404)
Annual Computer Subscriptions/Licensing Fees	127568	24195	103,373
Equipment Rental/Maintenance	\$14,900	32045	(17,145)
Vehicle Maintenance & Repairs	0	125	(125)
Equipment Maintenance	0	1820	
Equipment	11000	28100	
Equipment Rental	3900	2000	1,900
Medical Operating Expenses	\$500	1715	(1,215)
General Liability Insurance	\$50,000	41986	8,014
Consultant Services	\$17,275	37100	(19,825)
Audit	8000	7700	300
Legal	6775	9650	(2,875)
Other Services	2500	19750	(17,250)

Benzie-Leelanau District Health Department
FY 2026 Draft Budget
10/1/2025 - 9/30/2026

	FY 26 Proposed Budget	FY 25 Amended Budget	Difference
Contractual Services	\$274,580	804562	(529,982)
Medical Director	49691	62488	(12,797)
Health Officer	22309	6377	15,932
HDNWM Data Management	0	3641	(3,641)
Per Diem	2880	2000	880
Other Contractual	198700	729206	(530,506)
Website Maintenance	1000	850	150
Communications	\$57,016	63648	(6,632)
Telephone	10341	11088	(747)
Cell Phone	26700	26641	59
Data Line	19975	25919	(5,944)
Travel	\$193,844	157418	36,426
Mileage	144160	137820	6,340
Meals/Lodging	14434	6416	8,018
Training & Education	35250	13182	22,068
Space Costs	\$483,828	507953	(24,125)
Electric	45000	40000	5,000
Gas	2500	2500	0
Janitorial Services	101100	99150	1,950
Snow Removal	12000	12000	0
Loan Payments	61000	58620	2,380
Distributed Costs	(162086)	-164495	2,409
Grounds & Building Maintenance	67000	30000	37,000
BLDHD Rent	357314	430178	(72,864)
Capital Outlay - Local	13794	0	13,794
Distributed Costs	\$17,048	0	17,048
Administration IDC	0	0	(0)
EH Program IDC	0	0	(0)
PH Administration IDC	17048	0	17,048
General Nursing IDC	0	0	0
Expense Total	\$7,481,911	\$8,476,265	(994,354)

Fund Balance (\$368,389) \$156,976

TOTAL \$0

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT

FY 2026 ENVIRONMENTAL HEALTH FEES

Proposed Fee Schedule

RU#	SA#				
		<u>On-Site Sewage</u>	FY 2025	FY 2026	% Chg
		Combined Well/Septic	591	600	1.52%
		Combined Well/Septic after Evaluation / Site Survey	437	445	1.75%
233	2160	On-Site Sewage - Late Fee (50% of permit fee)			
233	2130	On-Site Sewage with well	336	341	1.49%
233	2120	On-Site Sewage(Residential)	362	369	2.00%
233	2152	On-Site Septic Tank Only (Replacement of or Adding a Tank(s) Only)	145	148	2.00%
233	2155	On -Site Septic Tank Only after Evaluation (Replacement of or Adding a Tank(s) Only)	73	74	2.00%
233	2122	On-Site Sewage reduction after Septic Evaluation/Site Survey (purchased within one year)	182	186	2.00%
233	2135	On-Site Sewage, fee exempt, replacement of failed system <5 yrs old		0	
233	2121	On-Site Sewage (Commercial, 1st 1,000 gallons)	485	495	2.00%
233	2218	On-Site Sewage (Commercial, 1,001 - 2,000 gallons) charge an additional \$107	105	107	2.00%
233	2218	On-Site Sewage (Commercial, 2,001 - 3,000 gallons) charge an additional \$107			
233	2218	On-Site Sewage (Commercial, 3,001 - 4,000 gallons) charge an additional \$107			
233	2218	On-Site Sewage (Commercial, 4,001 - 5,000 gallons) charge an additional \$107			
233	2218	Continue same additional charge pattern for 5,001+ gallons			
233	2136	Residential Review for Remodeling	163	166	2.00%
233	2148	Commercial Review for Remodeling	178	182	2.00%
233	2139	Board of Appeals Application	475	485	2.00%
233	2207	Permit Renewal (permit good for 2 years)	75	77	2.00%
233	2222	Permit Transfer	135	138	2.00%
233	2153	Reinspection Fee - On-Site Sewage	95	97	2.00%
233	2090	Administrative fee for refund request (no refund if work completed)	60	60	0.00%
		<u>Alternative Treatment System - Sewage</u>			
237	2350	Alternative Treatment System - Sewage	1050	1050	0.00%
237	2351	Alternative Treatment System - Within 1 year of Vacant Land Evaluation	900	900	0.00%
237	2352	Alternative Treatment System - Yearly Licensing Fee	70	70	0.00%
		<u>Wells</u>			
241	2161	Well Permit - Late Fee (50% of permit fee)			
241	2123	Well Permit (includes lab fee for water testing)	295	300	1.69%
241	2124	Well Permit, with septic (includes lab fee for water testing)	255	259	1.57%
243	2131	Well Permit, Type II	530	541	2.00%
242	2125	Well Permit, Type III (includes lab fee for water testing)	320	326	2.00%
242	2156	Irrigation (non-domestic use) does not require water testing	240	245	2.00%
241	2154	Reinspection Fee - Well	95	97	2.00%
241	2090	Administrative fee for refund request (no refund if work completed)	60	60	0.00%
		<u>Subdivision</u>			
281	2209	Subdivision (see below)	1330	1350	1.50%
281	2210	Each Additional Lot Over 20	60	60	0.00%
281	2211	Subdivision, with Municipal Sewer Provided	385	393	2.00%
281	2225	Per Hour Charge (See note at bottom of schedule)	110	110	0.00%
		<u>Site Survey</u>			
268	2200	Site Survey (Vacant Land Evaluation; reduction in septic fee within 1 year)	330	335	1.52%
268	2203	Site Survey initial revisit fee	95	97	2.00%
268	2204	Site Survey subsequent revisit fee	110	112	2.00%
205	2090	Administrative fee for refund request (no refund if work completed)	60	60	0.00%
		<u>Food Service</u>			
211	2101	Annual Food License - Full service 0-50 seating (Includes \$30.00 State Fee)	370	377	1.84%
211	2111	Annual Food License - Full service 51-100 seating (Includes \$30.00 State Fee)	535	545	1.89%
211	2112	Annual Food License - Full service 101+ seating (Includes \$30.00 State Fee)	700	713	1.91%
211	2105	Annual Food License - Limited Service/Menu (Includes \$30.00 State Fee)	300	305	1.80%
211	2102	Annual Food License - Convention/Conference Center (Includes \$30.00 State Fee)	1335	1361	1.96%
211	2104	Annual Food License - Tax Exempt/Non-Profit/Education (Includes \$ 5.00 State Fee)	235	240	2.13%
211	2108	TFU Annual License (Includes \$44 State Fee)	160	162	1.45%
211	2108	TFU Each Inspection (2 per year required)	90	90	0.00%
211	2108	TFU Non-Profit (Includes \$5 state fee)	118	120	1.92%
211	2108	Annual Food License - Mobile (Includes \$30.00 State Fee)	205	209	1.71%
211	2103	Annual Food License Late fee (50% of Permit Fee)			
211	2106	Temporary Food License (Includes \$ 9.00 State Fee)	145	148	1.88%
211	2172	Temporary Food License - Site Visit (Non-Hazardous Food) (Includes \$9.00 State Fee)	95	97	1.81%
211	2172	Temporary Food License - In Office Visit (Non-Hazardous Food) (Includes \$9.00 State Fee)	60	61	1.70%
211	2172	Temporary Non-Profit Food License- (Non-Hazardous Food) (Includes \$5.00 State Fee)	40	41	1.75%
211	2150	Temporary Non-Profit -(Education/Government) - Initial Permit (Includes \$ 5.00 State Fee)	75	76	1.76%
211	2150	Temporary Non-Profit -(Education/Government) Subsequent permits (Includes \$ 5.00 State Fee)	50	51	1.80%
211		Late Temp Food (less than 5 days before event = 1 1/2 x fee/day of event = 2 x fee)			
211	2147	Food Service Plan Review (limited remodel, bar additions, or ventilation hood changes)	230	235	2.00%
211	2100	Food Service Plan Review (limited remodeling/limited food service/out of district STFU)	410	418	2.00%
211	2116	Food Service Plan Review (extensive or new construction/ full food service)	900	918	2.00%

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT					
ENVIRONMENTAL HEALTH FEES					
Proposed FY 2026 Fee Schedule					
<u>Food Service (Continued)</u>					
211	2115	Vending - per location (Includes \$ 3.00 State Fee)	50	51	1.88%
211	2113	Reinspection fee, initial reinspection	95	97	2.00%
211	2114	Reinspection fee, subsequent	110	112	2.00%
211	2170	Restaurant change of Ownership Inspection	125	128	2.00%
211	2353	Food Safety Class - HD Office	120	122	2.00%
211	2354	Food Safety Class - Worksite	130	133	2.00%
211	2171	Requested Liquor License Application Inspection	115	115	0.00%
<u>MDHHS Facilities</u>					
222	2301	Partial Inspection (form states type of inspection - water & sewer)	170	173	2.00%
222	2302	Full Inspection (form state "Full" inspection)	315	321	2.00%
222	2304	MDHHS Reimbursed Partial			
222	2305	MDHHS Reimbursed Full			
<u>Campgrounds</u>					
263	2162	Campground Fee - Late Fee (50% of Permit Fee)			
263	2126	Campground Fee	145	148	2.00%
263	2127	Construction Fee - Minor Alteration/Addition	125	128	2.00%
263	2128	Construction Fee - Major Addition or New Campground	325	332	2.00%
		Temporary Campground (1-25 sites) Includes State of MI fee \$109	185	187	1.08%
		Temporary Campground (26-50 sites) Includes State of MI fee \$146	240	242	0.83%
		Temporary Campground (51-75 sites) Includes State of MI fee \$184	297	300	1.01%
		Temporary Campground (76- 100 sites) Includes State of MI fee \$221	351	354	0.85%
		Temporary Campground (101-500 sites) Includes State of MI fee \$330	516	520	0.78%
		Temporary Campground (501+sites) Includes State of MI fee \$734	975	980	0.51%
<u>Tattoo</u>					
264	2132	Body Art Inspection	310	316	2.00%
264	2228	Body Art Plan Review	190	194	2.00%
264	2229	Body Art Reinspection	95	97	2.00%
<u>Swimming Pools</u>					
262	2163	Swimming Pool Inspection - Late Fee (50% of Permit Fee)			
262	2330	Swimming Pool Inspection	120	125	4.17%
262	2330	Additional fee per pool/spa (in the same building/enclosure)	40	45	12.50%
<u>Septic/Well Evaluations</u>					
		Combined Well/Septic	504	514	2.00%
226	2164	Late Fee (50% of Evaluation Fee)			
226	2205	Sewage Evaluation	275	281	2.00%
		Credit for digging up/exposing tank lids	-75	-75	0.00%
226	2226	Sewage Evaluation (home with previous evaluation or permit since 1/1/90)	180	184	2.00%
226	2234	Sewage Evaluation - Holding Tanks Only (credit for digging up/exposing tank lids will not be given)	85	87	2.00%
226	2212	Sewage/Well Evaluation, (home with previous s/w eval or approved sewage permit since 01/01/90)	320	326	2.00%
226	2213	Sewage/Well Evaluation, holding tanks (credit for digging up/exposing tank lids will not be given)	255	260	2.00%
226	2214	Water Evaluation (add lead \$25.00 / add arsenic \$32.00)	229	234	2.00%
226	2227	Water Evaluation (home with previous evaluation or permit since 1/1/90)	173	176	2.00%
226	2220	Water Sample only (add lead \$25.00 / add arsenic \$32.00)	122	124	2.00%
226	2223	Sewage/Well Reinspection Fee	95	97	2.00%
<u>Radon</u>					
252	2320	Radon - Charcoal	15	15	0.00%
<u>Disinternment/Reinternment</u>					
		Disinternment/Reinternment Permit	25	25	0.00%
<u>Lead Testing</u>					
205	2326	Lead test pack - 2 pack	7	7	0.00%
<u>NOTE: Subdivision Hourly Rate Breakdown</u>					
\$281		per hour charge over 24 hours for subdivisions/site condominiums	110	110	0.00%

Fee Type	BLDHD	HDNWM	% Dif BLDHD	DHD #4	% Dif BLDHD	GT HD	% Dif BLDHD	DHD #10	% Dif BLDHD	DHD #2	% Dif BLDHD	CMDHD	% Dif BLDHD	Roscomm on
Res. Sewage	\$369.00	\$366.00	0.54%	\$288.00	15.79%	\$525.00	-24.70%	\$330.00	7.30%	\$350.00	3.49%	\$370.00	-0.18%	\$370.00
Tank Only	\$148.00	\$265.00	-41.71%	\$164.00	-6.96%	\$150.00	-0.90%	\$80.00	36.17%	\$200.00	-20.97%	\$300.00	-51.01%	\$300.00
Combined W/S	\$600.00	\$649.00	-5.30%	\$427.00	21.27%	\$750.00	-15.38%	\$510.00	10.53%	\$625.00	-2.74%	\$690.00	-9.52%	\$690.00
Commercial Septic	\$495.00	\$500.00	-0.67%	\$300.00	30.23%	\$635.00	-17.23%	\$330.00	25.00%	\$400.00	13.67%	\$480.00	2.04%	\$480.00
Res. Well	\$300.00	\$283.00	3.85%	\$231.00	16.61%	\$225.00	18.18%	\$180.00	30.77%	\$275.00	5.71%	\$320.00	-4.35%	\$320.00
Type II Well	\$541.00	\$430.00	14.68%	\$375.00	22.79%	\$600.00	-7.02%	\$350.00	26.68%	\$450.00	11.88%	\$510.00	3.89%	\$510.00
Vacant Land Eval	\$335.00	\$319.00	3.24%	\$288.00	9.81%	\$300.00	7.22%	\$230.00	23.33%	\$300.00	7.22%	\$250.00	18.48%	\$250.00
Sub/Site Condo (1st 20 Lots)	\$1,350.00	\$1,090.00	13.72%	\$1,126.00	11.71%	\$1,000.00	18.92%	\$950.00	21.92%	\$1,300.00	2.50%	\$1,540.00	-8.96%	\$1,540.00
Food Lic. 0-50 Seats	\$377.00	\$660.00	-40.03%	\$498.00	-19.33%	\$450.00	-12.13%	\$450.00	-12.13%	\$420.00	-7.33%	\$690.00	-43.35%	\$690.00
Food Lic. 51-100 Seats	\$545.00	\$660.00	-13.14%	\$498.00	5.92%	\$525.00	2.48%	\$450.00	12.34%	\$520.00	3.11%	\$690.00	-16.29%	\$690.00
Food Lic. 101+	\$713.00	\$660.00	5.08%	\$569.00	14.44%	\$600.00	11.15%	\$450.00	28.04%	\$650.00	6.07%	\$690.00	2.17%	\$690.00
Food Lic. Limited	\$305.00	\$330.00	-5.32%	\$375.00	-14.21%	\$350.00	-9.38%	\$180.00	31.65%	\$325.00	-4.28%	\$460.00	-28.97%	\$460.00
Temp. Food (For Profit)	\$148.00	\$125.00	10.93%	\$149.00	-0.45%	\$120.00	13.46%	\$100.00	24.24%	\$125.00	10.93%	\$104.00	22.00%	\$104.00
Temp. Food (Non Profit)	\$76.00	\$86.00	-8.40%	\$90.00	-11.57%	\$120.00	-32.35%	\$60.00	15.09%	\$100.00	-19.05%	\$100.00	-19.05%	\$100.00
Campground	\$148.00	\$194.00	-18.78%	\$158.00	-4.41%	\$210.00	-24.51%	\$120.00	13.46%	\$175.00	-11.46%	\$190.00	-17.28%	\$190.00
Temp Campground	\$187.00	\$233.00	-15.16%	\$190.00	-1.06%	\$234.00	-15.46%	\$169.00	6.63%	\$259.00	-22.75%	\$299.00	-33.28%	\$299.00
Pool Inspection	\$125.00	\$263.00	-53.80%	\$158.00	-16.18%	\$225.00	-42.11%	\$80.00	27.27%	\$200.00	-33.33%	\$210.00	-36.96%	\$210.00
Totals of All Fees Listed	6,762.00	7,113.00	-3.40%	5,884.00	9.05%	7,019.00	-2.50%	5,019.00	18.80%	6,674.00	0.87%	7,893.00	-10.56%	7,893.00

= BLDHD Fee Higher than 20%

= BLDHD Fee Lower than 20%

BLDHD Type II Fee is -\$60 for water testing amt. to be an even comparison

BLDHD has testing fee (\$50) included where other LHD fee have no or only one tests incorporated.

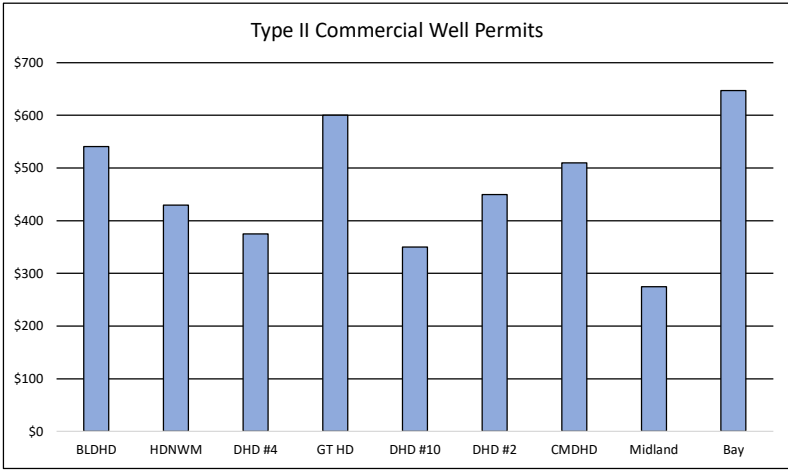
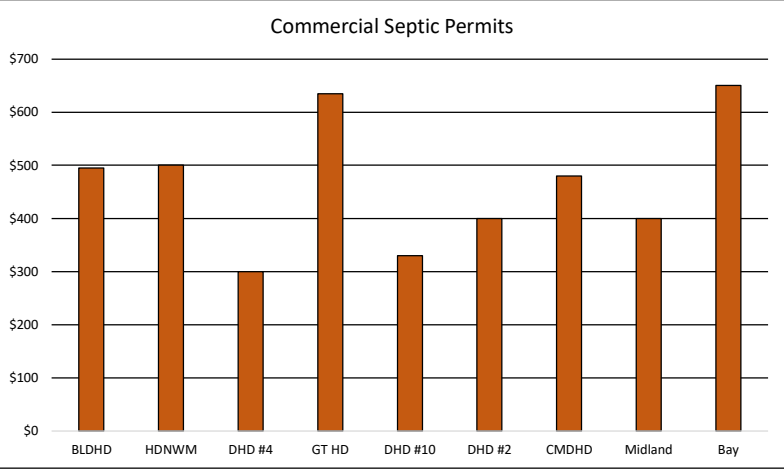
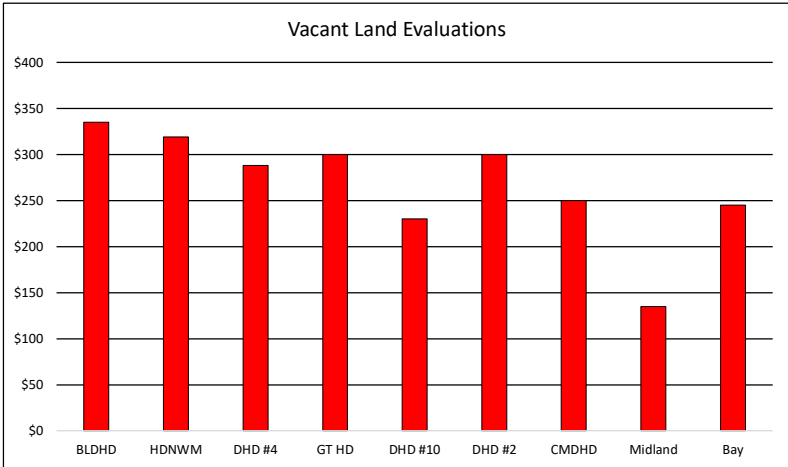
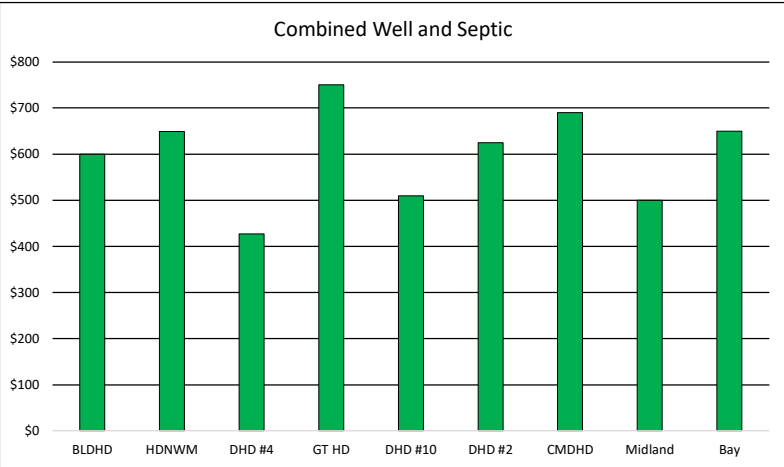
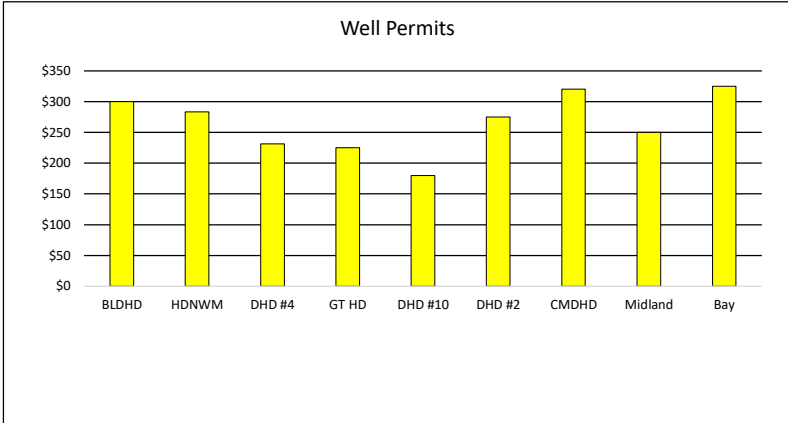
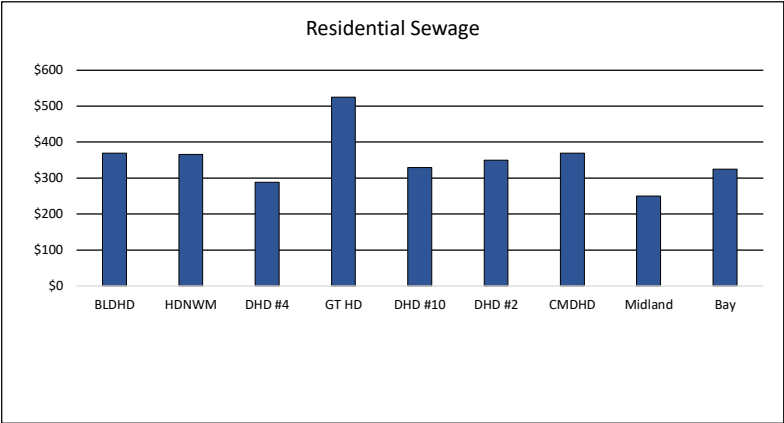
Fee Type	BLDHD	% Dif BLDHD	Midland	% Dif BLDHD	Bay	% Dif BLDHD	% Dif BLDHD Combined	Avg Fee
Res. Sewage	\$369.00	-0.18%	\$250.00	24.09%	\$325.00	8.28%	3.00%	\$352.56
Tank Only	\$148.00	-51.01%	\$100.00	24.24%	\$245.00	-35.86%	-21.13%	\$183.56
Combined W/S	\$600.00	-9.52%	\$500.00	11.76%	\$650.00	-5.41%	-1.12%	\$600.11
Commercial Septic	\$495.00	2.04%	\$400.00	13.67%	\$650.00	-18.90%	4.28%	\$465.56
Res. Well	\$300.00	-4.35%	\$250.00	11.76%	\$325.00	-5.41%	7.45%	\$265.44
Type II Well	\$541.00	3.89%	\$275.00	39.20%	\$647.00	-12.26%	10.40%	\$464.22
Vacant Land Eval	\$335.00	18.48%	\$135.00	49.69%	\$245.00	19.67%	16.72%	\$266.89
Sub/Site Condo (1st 20 Lots)	\$1,350.00	-8.96%	\$1,800.00	-20.00%	Unknown	Unknown	2.84%	\$1,269.50
Food Lic. 0-50 Seats	\$377.00	-43.35%	\$530.00	-23.83%	\$486.00	-17.58%	-25.40%	\$506.78
Food Lic. 51-100 Seats	\$545.00	-16.29%	\$530.00	1.85%	\$537.00	0.98%	-2.62%	\$550.56
Food Lic. 101+	\$713.00	2.17%	\$530.00	18.71%	\$599.00	11.26%	10.72%	\$606.78
Food Lic. Limited	\$305.00	-28.97%	\$410.00	-20.59%	\$509.00	-36.46%	-14.71%	\$360.44
Temp. Food (For Profit)	\$148.00	22.00%	\$75.00	39.35%	\$123.00	11.93%	16.64%	\$118.78
Temp. Food (Non Profit)	\$76.00	-19.05%	\$71.00	4.48%	\$82.00	-5.13%	-11.48%	\$87.22
Campground	\$148.00	-17.28%	\$170.00	-9.44%	\$245.00	-35.86%	-14.83%	\$178.89
Temp Campground	\$187.00	-33.28%	\$204.00	-5.88%	\$245.00	-18.74%	-16.33%	\$224.44
Pool Inspection	\$125.00	-36.96%	\$150.00	-12.50%	\$245.00	-48.48%	-30.87%	\$184.00
Totals of All Fees Listed	6,762.00	-10.56%	6,380.00	3.84%	6,158.00	6.14%	0.91%	

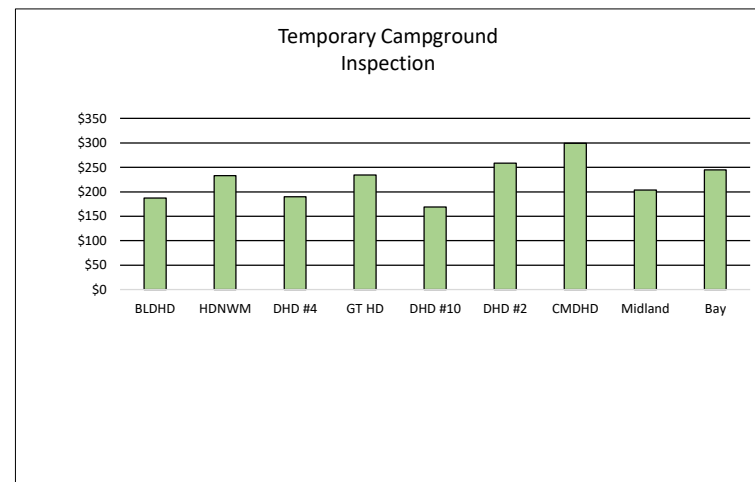
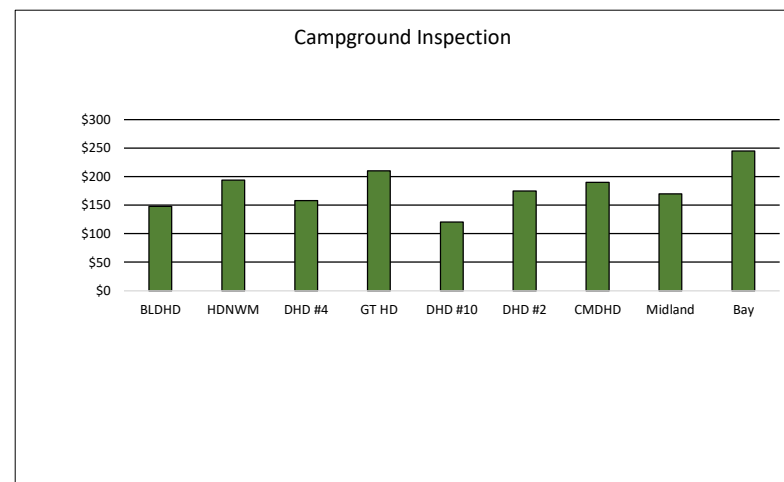
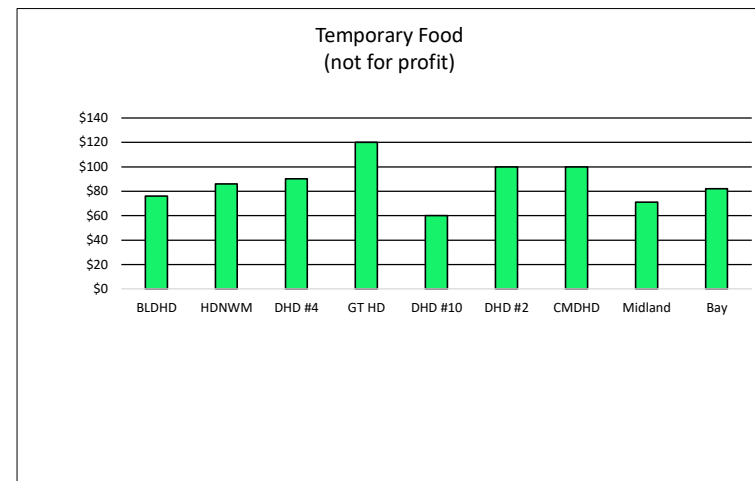
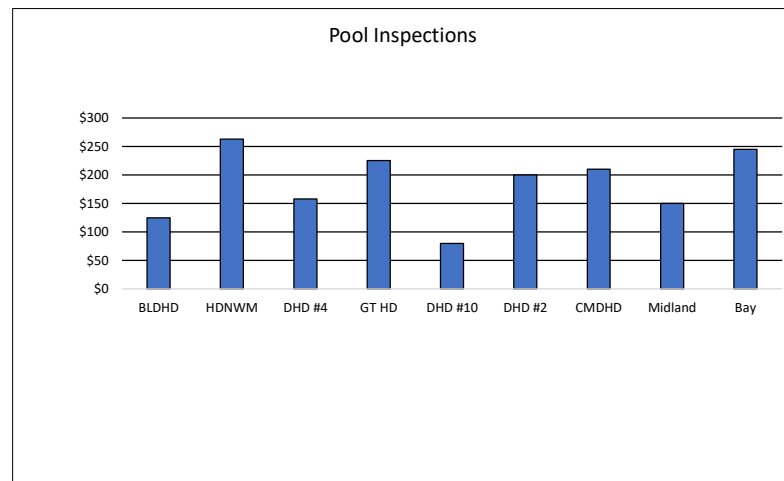
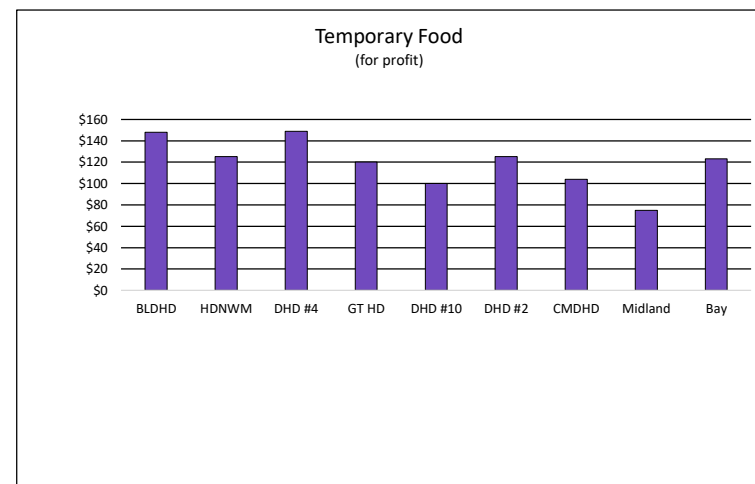
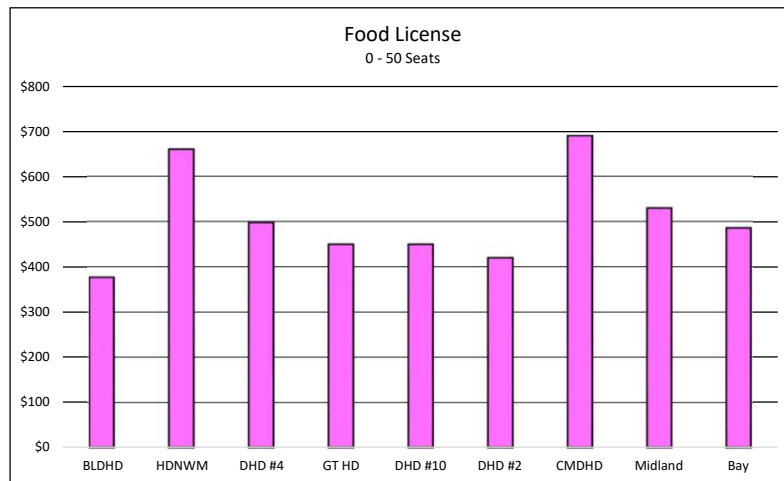
= BLDHD Fee Higher than 20%

= BLDHD Fee Lower than 20%

BLDHD Type II Fee is -\$60 for water testing amt. t

BLDHD has testing fee (\$50) included where other





Vaccine	CPT	Program	Fee Per Dose 2026
COVID 19 Moderna (Peds)	91321	PP, VFC	155
COVID 19 Moderna (Adult) Spikevax	91322	PP	165
DTaP (Daptacel)	90700	PP, VFC	35
DTaP-IPV (Quadracel, Kinrix)	90696	PP, VFC	72
Pentacel (DTaP/Ipv/Hib)	90698	PP, VFC	140
DTaP, IPV, Hib, Hep B (Vaxelis)	90697	PP, VFC	310
Hep A Adult (Havrix)	90632	PP, AVP	93
Hep A Peds (Havrix)	90633	PP, VFC	45
Hep B adult (Heplisav)	90739	PP, AVP	180
Hep B Peds (Engix)	90744	PP, VFC	33
Hib (Pedvax)	90647	PP, VFC	35
Hib	90648	PP, VFC	15
HPV9 (Gardasil) 10	90651	PP, VFC, AVP	351
Flu: FluAd TIV HD	90653	PP	85
Flu: Flucelax TIV	90661	PP	37
Flu: Fluzone Pres Free, single dose syringes	90656	VFC	0
Flu: Flumist	90660	VFC, PP	32
IPV	90713	PP, VFC, AVP	52
Meningococcal (Menveo)	90734	PP, VFC	190
Meningococcal B (Bexero)	90620	PP, VFC	272
MMR (Priorix)	90707	PP, VFC, AVP	110
MMR (Merck)	90707	PP, VFC	110
MMRV (Proquad)	90710	PP, VFC	320
Pneumococcal conjugate (PCV20/Prevnar)	90677	PP, VFC	350
Rotavirus (Rotateq)	90680	PP, VFC	115
RSV (Abrysvo)	90678	PP	360
RSV Nirsevimab	90381	VFC Only	0
RSV - Infant (Clesrovimab-cfor/Enflonsia)	90382	PP, VFC	570
Zoster (Shingrix)	90750	PP, AVP	248
Td (Denivac) (order only as needed)	90714	PP, VFC	40
Tdap (Boosterix)	90715	PP, VFC, AVP	57
TST/PPD (TB Test)	86580	PP	20
Vaccinia (Mpox)	90611	Outbreak	0
Varicella	90716	PP, VFC	210

VFC Vaccine: Children through age 18 who have Medicaid or are uninsured. Administration fee of \$17 per dose. Fee required to be waived if unable to pay. There is no charge for the cost of the vaccine.

Children with private/commercial insurance (not Medicaid): Insurance is billed the Fee per Dose + \$32 administration Fee

AVP: Vaccine for uninsured adults. Must meet eligibility criteria specified for each vaccine. \$17.00 Administration fee must be waived if unable to pay. There is not charge for the cost of the vaccine.

Uninsured adults/Not AVP Eligible: Adults who do not have insurance coverage for vaccines and are not eligible for AVP are charged the Fee Per Dose + a discounted \$17 administration fee.

Insured Adults (private/Commercial insurance): Insurance is billed the Fee Per Dose + \$32

Administration Fees:

Commercial Insurance: \$32.00

VFC, AVP, Medicaid \$17.00

Self-pay discounted admin Fee: \$17.00

Administration Codes:

90471 - 1st vaccine (except nasal)

90472 - Each additional vaccine (except nasal)

90473 - Use when the only vaccine given is a nasal vaccine

90474 - Use for nasal vaccine given with other vaccines

G0008 - Medicare Flu

G0009 - Medicare Pneumonia

G0010 - Medicare Hep B

90480 - COVID Vx

Proposed Motion for Annual Staff Meeting

On Thursday, December 4th, 2025, Benzie-Leelanau District Health Department will be holding its annual all-staff meeting. This meeting is an opportunity to inform staff about benefits, policies, and important updates. We also include some team-building activities along with breakfast and lunch.

Notifications to the public will be posted at our office locations, website, and on social media. All online resources will be available.

Motion: I move to approve the closure of the BLDHD offices on Thursday, December 4, 2025, for the annual staff meeting.

Date: September 18, 2025

To: Benzie-Leelanau District Health Department Board of Health

From: Dan Thorell, Health Officer

Subject: Proposed Office Closures on December 26, 29, 30, 2025

Due to Public Health Tech staffing reductions in the Personal Health Division and an open Administrative Assistant position in the Leelanau Environmental Health office, the public facing staff for the health department have been stretched thin. It has been difficult to cover the front desk in all of our public facing locations because of being short staffed. Often, staff from one County has to cover the other County when we have planned or unplanned absences. In addition, professional staff routinely need to cover the front desks and central intake duties. Fortunately, BLDHD staff have been extremely flexible and resilient during this difficult time, and we are forced to do more with less staff.

During the Christmas and New Year holidays, it has always been difficult from a staffing perspective to juggle requests for time off and cover the front offices and phones. The leadership team is proposing to close the offices to the public between Christmas and New Year to allow staff to freely use their paid time off to spend with family or come to work to catch up on paperwork. Below are some bullet points to consider:

- Client traffic during the Christmas/New Year Holiday period is traditionally low
- This closure period will not affect emergencies or after-hour contact procedures
- The closure period will be communicated well ahead of time with postings at our offices as well as notifications on the BLDHD website and social media
- Clients will be able to utilize online services for scheduling clinic visits and applying for permits and licenses
- As is the case now, there are forms available and a drop box at the EH office locations
- Several local health departments in the state close during the Christmas/New Year Holiday period

Proposed Motion: I move to approve the closure of BLDHD offices to the public on December 26, 29, and 30, 2025, to navigate staffing shortages and allow staff the option of using paid time off to support important time with family.

Date: September 18, 2025

To: Benzie-Leelanau District Health Department Board of Health

From: Dan Thorell, Health Officer

Subject: BLDHD Plan of Operation During State Government Shutdown

As the impending deadline of September 30th comes closer with no agreement in the State Legislature on the Fiscal Year 2026 budget, all local health departments in Michigan are faced with decisions about their everyday operations. The Leadership Team at BLDHD has consulted with our state partners, other local health departments leadership, and the Michigan Association of Local Public Health (MALPH) on possible scenarios and how best to proceed on October 1st if the State has not passed a budget. There are no clear answers and no uniform guidance.

In the interest of serving the residents of Benzie and Leelanau Counties, a plan was developed to continue operations, with no loss of services, for a 2-week period, if necessary. I have provided some bullet points below to outline the plan:

- The total cost of operations for the first 2 weeks of October is \$254,462. This amount does not include the School Health Programs. After considering the revenue generated (\$55,000) during that period, the net cost is **\$199,462**.
- The four school districts; Benzie Central, Frankfort, Leland, and Suttons Bay, have agreed to cover the cost of their School Wellness Program for at least 2 weeks. Some have indicated they would cover it for longer.
- Given the experience of the past, the State Government shutdown normally is resolved quickly, and funding is retroactive to October 1.
- BLDHD has enough cash reserves to operate during this 2-week period.
- Any period of longer than 2 weeks requires a new plan which would likely involve reduced services and/or office shutdowns.

In the event a state shutdown appears to be headed for more than 2 weeks, a special Board of Health meeting will be necessary to approve a new plan of operation.

Proposed Motion: I move to approve continued BLDHD normal operations for a period of 2 weeks beginning October 1, 2025, in the event the Michigan Legislature does not pass a Fiscal Year 2026 budget and there is a state government shutdown.



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JOSHUA MEYERSON, MD, MPH

Medical Director

Date: September 12, 2025

To: Board of Health

From: Joshua Meyerson, MD, MPH

Re: Fall Respiratory Vaccine Recommendations

As fall respiratory virus season begins, several vaccines are available to reduce illness, hospitalizations, and deaths. These vaccines are available at our Health Department, through immunization clinics hosted by the Health Department, and community events this fall. Nursing staff can provide guidance about which vaccines are appropriate.

Influenza Vaccine is recommended for everyone 6 months of age and older, every year. The annual epidemic of influenza peaks in the winter months (Jan-Feb) but usually begins earlier. The best time to get protected is in the Fall – September or October. This year the vaccine is trivalent, protecting against three strains, two of which are updated for this season.

Recommendations:

- The vaccine will reduce your risk of becoming ill and spreading the disease to others, but more so protects people from getting moderate to severe illness requiring medical care,
- Everyone 6 months or older,
- The vaccine is also available as a nasal spray for healthy people between 2-49 years old,
- “High dose” or adjuvanted vaccines are recommended for those over 65 years, as they provide a more protective antibody response in these individuals.

COVID-19 Vaccine has also been updated to more closely match circulating strains and is fully approved by the FDA for use in individuals 6 months of age and older using a “risk-based” approach.

Recommendations:

- Adults 65+,

- Children and adults with health risks for more severe disease from COVID-19 infection,
- Risk factors include conditions affecting the lungs (asthma, chronic bronchitis, tobacco use), heart disease, metabolic diseases, like diabetes and obesity, and many other conditions,
- It is estimated that about 75% of adults have at least one risk factor,
- All children 6 to 24 months of age and pregnant women are also at increased risk.

RSV (Respiratory Syncytial Virus) Vaccine for adults. RSV can cause illness in people of all ages but is much more likely to cause serious illness infants and older adults. Those recommended to get an RSV Vaccine include:

Recommendations:

- Adults 75 years and older,
- Adults 50-74 years of age with heart, lung, immune system, or metabolic disease,
- Currently only one lifetime dose is needed.

RSV Vaccines to protect infants. RSV disease is the leading cause of hospitalization among U.S. infants (50-80,000 per year) and leads to 100-300 deaths annually. The RSV vaccine for infants is a long-acting antibody to protect through a single season.

Recommendations:

- All infants under 8 months are recommended to get a single dose given from October 1 through March 31. Some infants can get another dose in their second season,
- Alternatively, pregnant women can receive the adult vaccine during the third trimester.

Pneumococcal Vaccine protects against the most common bacterial cause of pneumonia and other serious infections as well as a common cause of ear infections in children.

Recommendations:

- Routinely given as part of the childhood immunization schedule,
- Recommended for all adults over 50 years of age and younger adults with underlying medical conditions,
- Depending on the type of vaccine given, adults may need one or two doses.

Personal Health Division
Board of Health Report
September 2025

1. WIC Management Evaluation

WIC (Women, Infants, and Children) is a nutrition program for pregnant/postpartum women and children up to age 5. WIC recipients received growth and development assessments, nutrition review and education, lead testing, fluoride applications and oral health assessments, and referrals to community or health care resources. We also offer vaccines during WIC appointments. In addition, WIC food benefits valued at \$30-\$112 per month are issued to participating individuals and include specific, nutrient dense foods appropriate for age such as fresh fruits and vegetables, milk, cheese, peanut butter, bread, cereal, tuna fish, and baby formula.

Approximately 475 individuals are enrolled in WIC through the BLDHD and \$336,062 worth of food dollars in 2024 in our jurisdiction.

A WIC Management Evaluation (ME) was conducted by MDHHS September 9-12. This program review occurs every 18 months to ensure we are following all required guidelines and procedures in the administration of the WIC program.

Special recognition was noted for:

- Staff going above beyond to provide excellent customer service and accommodate individual client needs.
- Integrated services so WIC clients can receive other direct services (such as immunizations, fluoride, and Maternal-Infant Health program enrollment) during WIC appointments.
- Partnerships that provide PoWeR Book Bags to all kids and diapers to families in need.
- Exceptional breastfeeding support and a breastfeeding initiation rate of 86.49% among WIC moms (state average is 74.23%).

During a record review, there were a few records found that did not have:

- Documentation of follow up for nutrition education and for high risk care plans
- Food packages were not tailored to reflect physician requests (e.g. omitted foods, ready to feed formula, or whole milk) based on the current physician request uploaded in the system.

2. Parenting Communities Update

- Autumn Jurek, the current Parenting Communities supervisor, has resigned and will be leaving BLDHD on October 3rd. Hannah Grinage has been promoted to replace Autumn.
- 2 new Community Health Workers, Jodie Garcia and Theresa O'Boyle, are starting work on 9/22/25. They are replacing a CHW who left a month ago and one who will be retiring at the end of 2025.
- Leelanau County Commissioners are interested in using some of the Early Childhood Millage funds to provide support for child care payments. Michelle, Hannah, and representatives from the Leelanau Early Childhood Development Commission (LECDC) will be putting together a high level model of how this process might work for presentation at the BOC meeting in October. Then over the next year will plan and implement this new community resource.

3. Fall Vaccine Clinics

There are 12 vaccine clinic days scheduled through the month of October to offer flu, COVID, RSV, and pneumonia vaccines. This includes going to 10 different community locations for ½ day clinics, including schools, Michigan Shores, Leelanau School, and others.

Appointments for vaccines can be scheduled through our website: <https://bldhd.org/health-services/flu-vaccine/> or by calling 231-256-0200, extension 3.

Food Program

The Food Program continues to meet state requirements, maintains accreditation, and addresses emerging challenges in food safety. Our team is focused on core risk factors that contribute to foodborne illness, including cooling, employee health, proper food handling, approved food sources, and temperature control. Increasing requests for specialized food processing highlight the growing complexity of food operations in the region.

Roles and Responsibilities

- We complete routine, follow-up, temporary, complaint, and foodborne illness inspections.
- Review and approve new food facilities and remodels.
- Ensure compliance with MDARD Minimum Program Requirements (MPRs)
- Perform food manager certification training.
- Deliver food education to owners and employees.

Current Food Licenses: 284

Establishment Sub-Type	Count of Facility Name
Commissary	1
Convention/Conf Center	2
Full Service 0-50 Seats	89
Full Service 100+ Seats	25
Full Service 51-100 Seats	44
Limited Service/Menu	31
Mobile	3
Tax Exempt/Non-Profit/Education	47
TFU	42

Plan Review Numbers

Plan review years	Number of new plan reviews
2022	24
2023	29
2024	11
2025 (YTD)	21

Inspection numbers

Year	Routine	Mobile/TFU inspections	Follow up inspection	Temporary inspections
2022	386	71	54	75
2023	380	85	71	76
2024	403	106	60	81
2025 (Jan-June)	208	19	39	77

Key issues and trends

Requests for fermentation, sous vide, reduced oxygen packaging, and canning continue to rise. These processes require local health department's approval and can take several months to review and approve. Our staff provides guidance and resources throughout the approval process. Few other Northern Michigan counties approve these activities, highlighting our program's leadership role.

The Food Program Coordinator has handled multiple afterhours phone calls. Providing timely guidance helps prevent issues from escalating and supports local operators in real-time.

Food Program Highlights

- Passed accreditation with MDARD in the fall of 2024.
- Standardized Corey Weaver in the food training program.
- Continuing to update our food program policies.
- Reviewing and approving specialized processes.

Staff recognition

The success of the Food Program is supported by our Environmental Division Administrative Assistants, Joyce and Elizabeth, who provide frontline service and ensure efficient client communication. Eric provides essential support with complex issues. Their contributions are vital to the strength and effectiveness of the food safety program.

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

From: Shelly Jablon, Director of Administrative Services

Date: September 18, 2025

Subject: September Board of Health Report

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

The end of Fiscal Year 2025 brought a busy month for the Fiscal team. The FY 2025 budget has been amended to reflect the many changes that occurred since its initial approval last fall. As Dodie often said, "budget season is a season of reflection," and after completing my first full budget cycle, I have to agree. Working on the 2025 budget provided a moment to pause and look back on the past twelve months. It was striking to see how the budget we started with evolved as unexpected events unfolded, shaping a very different outcome than any of us could have predicted a year ago. A separate document will be sent out prior to the BOH meeting to further clarify some of the changes, such as BLDHD is waiting for the State to pull back funding that was rescinded.

Developing the FY 2026 budget was also challenging, given the many uncertainties ahead. This budget was built using the best estimates available from MDHHS regarding anticipated State and Federal funding, though it is likely that adjustments will be needed as the year progresses. Any significant changes will be reported to the Board.

Key points within the FY 2026 budget include:

- A **1.5% cost-of-living increase** for employees.
- A projected **19% increase in health insurance costs** for the Agency.
- **Fee adjustments** for vaccines and Environmental Health permits, with modest increases to help offset rising operational expenses.

Included in this month's Board packet are the amended FY 2025 budget, the proposed FY 2026 budget, and the August financials. Please let me know if you have any questions.

Human Resources

The Administrative Assistant position in the Leelanau Environmental Health office remains open.

Technology, Purchasing, and Billing

No new updates since our last meeting.

Building

The parking lot is scheduled to be resealed on **Sunday, September 28, 2025**.

Benzie-Leelanau District Health Department
FY 2025 Draft Amended Budget
10/1/2024 - 9/30/2025

	FY 25 Amended Budget	FY 25 Original Budget	Difference
Revenue			
Fees & Collections	\$903,585	\$873,857	\$29,728
Private Pay Clinic Fees	2500	3500	(1,000)
Clinic Fees - Private Insurance	213510	177500	36,010
Campground Trailer Parks	6757	6757	0
Food Licenses	128000	121000	7,000
Sewage Permits	190000	200000	(10,000)
Well Permits	108000	110000	(2,000)
Tattoo/Body Art Fees	0	0	0
Land Evaluations/Site Surveys	56500	55000	1,500
Mortgage Evaluations	198000	200000	(2,000)
Radon Test Kits	318	100	218
Medicaid/Medicare Revenue	693200	755600	(62,400)
Medicaid Clinic Fees	201200	131380	69,820
Medicare Clinic Fees	401000	516220	(115,220)
WIC Blood Lead Tests	1000		
Managed Health Care Plan	90000	108000	(18,000)
Cost Based Reimbursement	301200	198424	102,776
Federal Financial Participation	234440	110124	124,316
Prior Year Funding	60265		60,265
State Funding	3609963	3390837	219,126
MDHHS - CPBC	2574866	2477577	97,289
CPBC - Fee for Service	7000	10000	(3,000)
ELPHS - EGLE & MDHHS	698467	577294	121,173
EGLE Type II Grant	174230	174230	0
MDHHS License Facilities	5458	7005	(1,547)
Swimming Pools	7982	6582	1,400
Septage Licensing	8345	5703	2,642
VFC Vaccine Received	35000	35000	0
Other State Funding	98615	97446	1,169
Local Grants	1720354	1179383	540,971
Other Local Grants	553887	102980	450,907
Northern Michigan Health Consortium	208076	132455	75,621
Michigan Center for Rural Health	61500	17754	43,746
Michigan Health Endowment Foundation	140000	140000	0
Leelanau Early Childhood Mileage	726891	741189	(14,298)
Healthy Futures - Munson	30000	45005	(15,005)
Reimbursed Funds/Charge for Service	44110	27322	16,788
Food Courses	8,000	6000	2,000
Charge for Service	10	0	10
Expense Reimbursement	36,100	21322	14,778
Rents Collected	261192	261192	0
Interest	78000	80000	(2,000)
Local Funds	726932	726932	0
In-Kind Match	140000	140000	0
County Appropriations	586932	586932	0
Capital Contingency Fund			0
Revenue Total	\$8,633,241	\$7,603,671	1,029,570

Benzie-Leelanau District Health Department
FY 2025 Draft Amended Budget
10/1/2024 - 9/30/2025

	FY 25 Amended Budget	FY 25 Original Budget	Difference
Expense			
Salaries & Wages	\$4,187,096	\$3,973,551	213,545
Fringe Benefits	\$1,527,660	1555464	(27,804)
FICA	295871	307152	(11,281)
Medical Insurance/Employer HAS	679661	701677	(22,016)
Life Insurance	6007	6086	(79)
Unemployment Compensation	13829	14096	(267)
Retirement	416697	407835	8,862
Workers Compensation	14856	16675	(1,819)
Physicals	500	200	300
Dental Insurance	51905	51968	(63)
Disability Insurance	40861	41987	(1,126)
Vision Insurance	7473	7788	(315)
Agency Operating Expenses	\$15,099	8139	6,960
Advertising	5982	1500	4,482
Membership & Dues	9117	6639	2,478
Bank Fees	0	0	0
Grant Expenses	0	0	0
Supplies & Materials	\$865,603	\$971,522	(105,919)
Printing	9788	13132	(3,344)
Postage	7327	10050	(2,723)
Office Supplies	13747	10807	2,940
Janitorial Supplies	5762	5032	730
Water Tests	46575	43684	2,891
Food License Fees	9000	9000	0
Temporary Campground Fees	700	700	0
Program Supplies	93831	350353	(256,522)
Other Supplies	181174	17304	163,870
Fuel Supplies	490	2200	(1,710)
Clinic Supplies	462209	474260	(12,051)
VFC Vaccine Received	35000	35000	0
Technology Services/Subscriptions	\$236,173	223601	12,572
Licensing Fees	\$1,650	0	
Computer Maintenance	110724	99515	11,209
Annual Computer Subscriptions/Licensing Fees	99604	124086	(24,482)
Subscriptions	24195	0	
Equipment Rental/Maintenance	\$32,045	1300	30,745
Vehicle Maintenance & Repairs	125	0	125
Equipment Maintenance	1820		
Equipment Rental	2000	1300	700
Equipment	28100		
Medical Operating Expenses	\$1,715	1125	590
General Liability Insurance	\$41,986	47145	(5,159)
Consultant Services	\$37,100	14775	22,325
Audit	7700	8000	(300)
Legal	9650	6775	2,875
Other Services	19750	0	19,750

Benzie-Leelanau District Health Department
FY 2025 Draft Amended Budget
10/1/2024 - 9/30/2025

	FY 25 Amended Budget	FY 25 Original Budget	Difference
Contractual Services	\$804,562	220157	584,405
Medical Director	62488	59618	2,870
Health Officer	6377	0	6,377
HDNWM Data Management	3641	0	3,641
Per Diem	2000	2880	(880)
Other Contractual	729206	156659	572,547
Website Maintenance	850	1000	(150)
Communications	\$63,649	62756	893
Telephone	11088	10680	408
Cell Phone	26641	28902	(2,261)
Data Line	25919	23174	2,745
Travel	\$157,418	171803	(14,385)
Mileage	137820	140665	(2,845)
Meals/Lodging	6416	22175	(15,759)
Training & Education	13182	8963	4,219
Space Costs	\$507,953	411706	96,247
Electric	40000	40000	0
Gas	2500	2500	0
Janitorial Services	99150	97940	1,210
Snow Removal	12000	7000	5,000
Loan Payments	58620	58620	0
Distributed Costs	(164495)	-127530	(36,965)
Grounds & Building Maintenance	30000	50000	(20,000)
BLDHD Rent	430178	283176	147,002
Capital Outlay - Local	0	13794	(13,794)
Distributed Costs	-\$1	0	(1)
Administration IDC	0	0	(0)
EH Program IDC	0	0	(0)
PH Administration IDC	0	0	0
General Nursing IDC	0	0	0
Expense Total	\$8,478,056	\$7,676,838	801,218

Fund Balance **\$155,185** **(\$73,167)**

TOTAL **\$0**

Supplemental Information for the Fiscal Year 2025 and 2026 Budgets

An updated Fiscal Year 2025 budget is attached. There was an increase in program supplies for the Food Program. The food class exams had been budgeted for fiscal year 2026 but a portion of them had been purchased earlier than expected. It increased the expense in that program by approximately \$2,500, which was not included with the original amended budgeted amount that went out with the BOH packet. If this had not been revised before approval, BLDHD would have been out of compliance for their annual audit for being over budget in a line item.

With the close of Fiscal Year 2025, the revenue appears higher than what was initially expected. It is appearing higher as the agency is waiting for pullbacks from the State of Michigan for funding that was prepaid and rescinded. For the past few years, the State of Michigan has paid local health departments one twelfth of their funding for each program each month. Generally, this would be considered a prepayment for the programs as most of the expenses would not have occurred yet, they would occur throughout the month that the payment happened in. BLDHD received payment for the Infection Prevention Response Support, Covid Immunizations, CHIR SDOH and HRA in this manner. The State has performed a partial pullback of \$94,817.18 for the HRA program in September 2025. There still is an expected additional \$9,303.09 to be taken back from the State for this program in Fiscal Year 2026. Also, for the fiscal year 2026, it is expected that the State will pull back \$44,586.30 for Infection Response Support, \$18,044 for CHIR SDOH and the amount for Covid Immunizations is still being determined. Fortunately, BLDHD was also able to raise additional revenue through local grants to assist in providing services to the public. A few of the funds that were not expected at the beginning of fiscal year 2025 were the Marijuana grants from both Counties, CHIR OBSUD, MCHIR CHRT, CHIR Rapid Response, the Cross Jurisdictional Sharing Grant, a contract with Grand Traverse Health Department to financially support CHIR services for Grand Traverse County Residents and a Fitness grant. Another item that inflated the revenue amount for fiscal year 2025 was the 31o funds that had been received in prior fiscal years. These funds had not been spent in the years received and placed into a restricted asset account. With the HRA funding being rescinded mid-year some of these funds needed to be released to supplement the school wellness programs that BLDHD is offering.

BLDHD's policy for a satisfactory fund balance is 10% of the prior year's expenses. The Agency strives to maintain a 15 to 18% balance, as that is what is recommended by GASB. The fund balance coming into 2025 was 25% of the fiscal year 2024's expenses. The fund balance coming into fiscal year 2026 will be approximately 22% of fiscal year 2025's

expenses. This will be approximately \$1,986,215, an increase of \$155,185 from last year. Based on today's best estimates for fiscal year 2026's budget the fund balance going into fiscal year 2027 will be approximately 23% of fiscal year 2026's expenses. This is taking into consideration the estimated decrease in the fund balance of \$167,000 by the end of fiscal year 2026. Part of the reason that the fund balance going into 2027 could potentially stay consistent with the percentage that the fund balance will be going into 2026 is the projected decrease in expenses for fiscal year 2026. There are a lot of unknowns going into this next fiscal year, so this projection could change. If there are any significant changes to this estimate it will be brought to the BOH's attention.

Funding Sources for Fiscal Year 2025 - Known Pullbacks Excluded

Community Health Assessment	\$ 3,062.00
Cross Jurisdictional Sharing Grant	\$ 106,155.00
Health Promotions	\$ 16,000.00
Leelanau MOOG	\$ 13,154.00
Benzie MOOG	\$ 14,233.00
CHIR NMHC	\$ 90,000.00
CHIR MHP	\$ 126,000.00
CHIR MCRH	\$ 61,500.00
CHIR Medicaid Outreach	\$ 120,000.00
CHIR Munson	\$ 22,453.00
CHIR SDOH	\$ 26,963.00
CHIR MHEF	\$ 154,308.00
CHIR OBSUD	\$ 72,505.00
CHIR CHRT	\$ 152,076.00
CHIR Rapid Response	\$ 75,000.00
Septage	\$ 9,573.00
Long Term Monitoring	\$ 2,468.00
Food	\$ 258,420.00
MDDHS	\$ 5,458.00
Mortgage Evaluations	\$ 223,845.00
Septic	\$ 486,832.00
Type II	\$ 172,548.00
Well	\$ 318,780.00
Sexually Transmitted Infection	\$ 34,943.00
PHEP	\$ 113,383.00
Swimming Pools	\$ 6,582.00
Campgrounds	\$ 6,757.00
Vacant Land	\$ 56,500.00
Emerging Threats	\$ 74,480.00
Infection Prevention	\$ 55,415.00
Safe Syringe	\$ 45,000.00
Communicable Disease	\$ 40,454.00
Immunizations	\$ 713,920.00
Immunizations Action Plan	\$ 30,775.00
HIV	\$ 15,000.00
Benzie 31o	\$ 67,296.00
Frankfort 31o	\$ 97,510.00
Norhtport 31o	\$ 77,123.00
Benzie SWP	\$ 235,000.00
HRA	\$ 336,434.00

Funding Sources for Fiscal Year 2025 - Known Pullbacks Excluded

Lead	\$ 3,000.00
Frankfort SWP	\$ 236,000.00
Suttons Bay SWP	\$ 226,500.00
Leland SWP	\$ 248,200.00
Frankfort Construction	\$ 41,667.00
Vision	\$ 40,071.00
CSHCS	\$ 57,487.00
Hearing	\$ 39,871.00
MIHP	\$ 358,500.00
Healthy Futures	\$ 91,579.00
MOM Power	\$ 46,527.00
Leelanau Early Childhood	\$ 685,581.00
Family Planning	\$ 1,010.00
Medicaid Outreach	\$ 71,498.00
WIC	\$ 134,420.00
WIC Migrant	\$ 16,905.00
WIC Breastfeeding	\$ 27,709.00
Benzie Resource Center	\$ 294,057.00
Public Health Infrastructure	\$ 437,738.00
In Kind	\$ 140,000.00
Local Appropriations Used	\$ 586,932.00
Interest	\$ 78,000.00
Total	\$ 8,401,157.00

% of Funding Sources by Category Fiscal Year 2025

