

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH MEETING AGENDA

Wednesday, August 26, 2026 – 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: 276 951 935#

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 July 22, 2026.

Approval of the Agenda

Public Comment Period

1. Health Officer Update – Dan Thorell
2. Personnel and Finance Committee Report-Personnel and Finance Committee
 - o Accounts Payable – Action
 - o July Financials – Action
 - o Purchase of CD's from Honor Bank - Action

3. Staff Reports

- o Medical Director – Dr. Joshua Meyerson
- o Personal Health – Michelle Klein
- o Environmental Health Director – Eric Johnston
- o Administrative- Shelley Jablon

Public Comment Period

Board Comments

Adjourn

Personnel and Finance Comm. Meeting- August 26, 2026 1:00 pm

Benzie Community Resource Center, Roger Griner Conference Room or

Electronically via conference call:

(213) 282-9788 and enter Conference ID: 276 951 935#

DRAFT

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH MEETING

Wednesday, July 24, 2026 2:00 p.m.

Leelanau County Government Center

8527 E. Government Center

Suttons Bay, MI 49682

Chairperson Gwenne Allgaier called the meeting to order at 1:59 p.m.

Members Present:

Gary Sauer - Benzie County Board of Commissioners

Dr. David Quimby – Leelanau County Member at Large

Len Mathieu – Benzie County Board of Commissioners

Gwenne Allgaier – Leelanau County Board of Commissioners

Mark Walter – Leelanau County Board of Commissioners

Members Excused:

Dr. Mark Kuiper – Benzie County Member at Large

Members Unexcused: none

Staff Present:

Dan Thorell – Health Officer

Shelley Jablon – Director of Administrative Services

Michelle Klein - Director of Personal Health

Eric Johnston – Director of Environmental Health

Staff Excused:

Dr. Joshua Meyerson – Medical Director

Guest Present: None

Pledge of Allegiance

Approval of the June 24, 2026, Regular Board of Health Meeting Minutes:

Motion By: Sauer to approve the June 24, 2026, BOH meeting minutes.

Seconded By: Mathieu

Voice Vote: 5 yeas 0 nay 1 excused Motion carried

Approval of the Agenda:

Motion By: Sauer to approve the agenda as presented.

Seconded By: Mathieu

Voice Vote: 5 yeas 0 nay 1 excused Motion carried

Public Comment: None

Health Officer Update- Dan Thorell

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

Accounts Payable

Motion By: Sauer to approve accounts payable and pay the bills in the amount of \$220,020.94.

Seconded By: Mathieu

Roll Call Vote: Sauer- yea, Quimby- yea, Allgaier – yea, Mathieu – yea, Walter-yea

5 yeas 0 nay 1 excused Motion carried

June Financial Statements

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

Seconded By: Sauer

Roll Call Vote: Quimby- yea, Mathieu – yea, Allgaier – yea, Sauer – yea, Walter- yea

5 yeas 0 nay 1 excused 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 before the meeting. Please refer to it for details.

Environmental Health – Eric Johnston

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

Administrative – Shelley Jablon

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

Public Comment – None

Board Comments – None

Adjourn

Motion By: Allgaier to adjourn the BOH meeting at 3:18 p.m.

Voice Vote: 5 yeas 0 nay 1 excused Motion carried

Gwenne Allgaier, Chair

Sanna Johnson, Recording Secretary

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

From: Daniel Thorell, MS, RS, Health Officer

Date: August 26, 2026

Subject: August Board of Health Report

1. Agency Strategic Plan

On July 30th and 31st, the BLDHD Administrative Staff and Employee Committee members met to develop a new strategic plan that spans August 2026 to December 2029. A Cross-Jurisdictional sharing grant was acquired from Michigan Department of Health and Human Services (MDHHS) to hire a facilitator trained in the Technology of Participation (TOP) method of strategic planning. The group met for 2 days to assess the current realities facing BLDHD, identify a practical vision, identify barriers to the practical vision, and determine strategic directions to move the agency towards the practical vision. A focused implementation plan was developed to look at short range and long-range accomplishments. Action items were assigned and an 18-month calendar was established to track the progress of the projects.

See attached.

2. Michigan Care Improvement Registry (MCIR)

The Michigan Care Improvement Registry (MCIR) is Michigan's statewide immunization information system. It is maintained by the Michigan Department of Health and Human Services (MDHHS) and serves as a secure, centralized record of vaccinations administered to Michigan residents.

MCIR is used by healthcare providers, local health departments, schools, and other authorized organizations to:

- Track immunization histories across different healthcare providers.
- Identify vaccines that are due or overdue based on recommended schedules.
- Support school and childcare immunization reporting and assessment of vaccination coverage.
- Monitor community vaccination rates, helping public health agencies identify areas with lower coverage and target outreach.
- Support outbreak response and public health planning by providing population-level immunization information.

For a local health department, MCIR is particularly important because it provides the data needed to measure immunization coverage, identify disparities or gaps, and evaluate efforts to improve vaccination rates.

On August 10, 2026, MDHHS launched a new software program for MCIR. The new program has had several technical glitches which are impacting the ability of local health departments, healthcare systems, and schools to conduct normal operations. As the new school year is beginning, the ability for staff at both BLDHD and the local school districts to verify vaccination status and exemptions for incoming students is compromised and requires our staff to implement a “work around” while the new MCIR system processes are being fixed. BLDHD is communicating with school staff and leadership to make sure everyone is informed and has their questions answered.

BLDHD AGENCY STRATEGIC PLAN | AT A GLANCE
AUGUST 2026 – DECEMBER 2029

Vision <i>What do we want to see in the community we serve?</i>					Mission <i>What is our fundamental purpose?</i>				
Optimal community health and wellbeing, supported by equitable services, outreach, and education delivered by expert, caring, and professional services					Prevent disease, prolong life, and promote public health				
Practical Vision <i>What do we want to see at BLDHD by December 2029 as a result of our own actions?</i>					See page 3 for detail				
Intentionally developed workforce	Strategically developed agency tools	Strategically informed community	Efficiently continued process improvement	Accurately predicted budgets	Meaningfully promoted wellbeing	Effectively shared internal comms	Routinely reviewed policies and procedures	Expertly implemented Facilities Plan	
Barriers <i>What are the barriers to the Practical Vision?</i>					See page 4 for detail				
Complex outreach challenges	Chronic time constraints	Overwhelming workload	Systemic stagnation	Dysfunctional and complex IT and software	Difficulties of recruitment	Varying powerless funding swings	Fragmented and inconsistent internal comms	Destructive political and social influences	Outdated expensive inconsistent work spaces
Strategic Directions <i>What actions can we take that will address the Barriers while moving us toward our Practical Vision?</i>					See page 5 for detail				
Building, retaining and supporting a strong workforce		Seeking and restricting technology solutions			Restructuring communication and catalyzing community relationships		Capitalizing on funding opportunities		
Focused Implementation Plan <i>What are our three-year goals?</i>					See page 6 for detail				
- Fully staff the workforce - Increase communication and culture scores - Develop/implement active recruiting strategy for interns, students, shadowing opportunities - Develop/implement realistic workload expectations - Advocate for consistent cost of living increases - Standardize onboarding of new staff		- Install new phone system - Revitalize Teams organization - Train staff on all needed AI systems - Improve accounting reports - Explore options for templates in EWS or find other platforms for timesheets - Launch software systems that are easier to use and more efficient			- Maintain good relationship with Board of Health and Boards of Commissioners - Update phone system to meet the needs of the organization - Assure employees are well informed - Increase public knowledge about EH service timelines		- Achieve no deficits for program operations - Focus on longer-term grants and funding - Structure EH fees on actual program costs - Establish incremental increases at local funding per county/per year - Advocate effectively at state level - Implement grants with worthy ROI for BLDHD and public - Secure stable and flexible state funding		

Focused Implementation Plan <i>What will we accomplish the first 18 months?</i>			See page 8 for Assignment Calendar
• Review culture survey results and develop plan • Launch weekly pre-recorded rotating BLDHD updates (personal highlights, program updates, staff changes, etc) • Establish QI Team • Clarify expectations and process for yearly evals • Create work/caseload reviewing process for individual positions and capacity • Conduct WFD training needs assessment • Evaluate wage scale and job classification (CHW III)	• Complete exploration on phone options • Share Microsoft 365 training opportunities • Research additional accounting system training • Complete exploration of compatibility between accounting and payroll system • Formally establish contingency plan for web management and communication • Complete ADA compliance plan • Standardize Teams organization system • Simplify/streamline Fetch software	• Identify gaps in communication between admin and workforce • Create a communication flow plan organization wide • Ask for staff input on Board of Health reports • Define expectations with the public re BLDHD work turn around time • Begin to use data from CIAS/EH to develop social media content • Implement a defined system for cross-team awareness and communication	• Complete exploration of capitalizing on grant opportunities • Complete evaluation of current EH program costs through time studies • Provide learning lunch on public health financing • Create grant writing team to review and write grants with administration • Develop a cost benefit analysis process before taking on new projects

Created by Leadership Team and Employee Committee
July 30/31, 2026

Practical Vision <i>What do we want to see at BLDHD by December 2029 as a result of our own actions?</i>								
Intentionally developed workforce	Strategically developed agency tools	Strategically informed community	Efficiently continued process improvement	Accurately predicted budgets	Meaningfully promoted wellbeing	Effectively shared internal communications	Routinely reviewed policies and procedures	Expertly implemented Facilities Plan
More developed staff training	Staff directory including program and job description	Improve community perception and trust	Assess workload in all divisions and explore options to level set	Fully staffed	Enhance positivity and hope in all interactions (peers, clients)	Intra-agency comms and collaboration	Update Board of Health and admin policies	Updated and “nice” client services spaces
Staff that are supported in ways that are meaningful for them	Better phone system	Increase the public’s acceptance of public health services	Create Succession Plan for key positions	Creating programs intentionally and sustainably	Develop more active Wellness Committee	Educated staff about all BLDHD programs	Create Artificial Intelligence Policy	Explore space options for Leelanau Personal Health
Intentional adequate time for support for staff	Simplified forms and processes	Ensure client experience is open and optimal	Improve work flows and processes for internal efficiency	Stable flexible inflation-adjusted funding	Increased client and community wellbeing			
Develop WFD plan to utilize RHT workforce funding	Develop calendar for employee evaluation	Explore new ways to promote BLDHD (align with TFH)	Revive QI Team and efforts	Capacity to seek funding and implement new initiatives	Safety for all			
Leadership support	Create ADA/ user-friendly website and public facing documents	Increased community health literacy						
Optimal workforce environment (retention, pay, training)	Better organized Teams channels	Build and improve relationships with elected officials/partners						
Cross trained staff								

Barriers <i>What are the barriers to the Practical Vision?</i>									
Complex outreach challenges	Chronic time constraints	Over-whelming workload	Systemic stagnation	Dysfunctional and complex IT and software	Difficulties of recruitment	Varying powerless funding swings	Fragmented and inconsistent internal comms	Destructive political and social influences	Outdated expensive inconsistent work spaces
Unpredictability of community needs	Time constraints	High demand work loads	Old ways of thinking (the way we've always done it)	Overloaded with new technology and programs	Limitations on available advancement and opportunities	Inconsistent budget swings	Inconsistent information sharing	Politics and social influences	Challenges related to physical space
Denial of needs for services	Inefficient workflows for IT and programs	Competing priorities	Outdated policies	Ineffective technology	Non-competitive	Inflexibility in categorical funding	Important decisions made too fast (rushed)		
Misinformation and disinformation	Shortage of time to support staff	Inconsistent task delegation	Confused and unorganized Teams channels	Dysfunctional software	Insufficient wellness engagement	Inconsistent scholarships and grant expansion	Inequity in decision-making		
Varying public understanding the impact of public health	Unestablished protocols for regular tasks	Right people for the right jobs	Disorganized and difficult access to information						
Limited outreach platforms/ methods									
Poor awareness of public health services									

Strategic Directions			
What actions can we take that will address the Barriers while moving us toward our Practical Vision?			
Standardizing workforce development - Binders of training for each positions - Standardize orientation and expectations for new employees - Revamp BLDHD program information and training process - Create WFD and Training Coordinator - Create employee evaluation calendar	Investing in the workforce - Reviewing and improving benefit packages - Create budget and staff analysis process (as part of new hire/project development) - Hire interns - Increase pay - Hire and train a new PHT and RN - Brainstorm alternative workweek schedule (ie 4-day workweek or closed to public one day/week)	Catalyzing change - Work study of processes to help lower workloads - Actively manage work responsibilities within work time - Create productivity matrix/dashboard for Personal Health to regular assess performance and workload	Strategic Direction 1 Building, retaining and supporting a strong workforce
Streamlining internal information - Organize Team files so information is up to date and easily accessible - Develop plan to streamline and organize Teams channels and contents - Revive QI Team		Building IT efficiencies - IT learning opportunities provided by Wyant - Create NMPHA EH Fetch User Group to improve software - Work with software companies to streamline more effective procedures - Improve data entry to improve outreach - Explore opportunities for IT office hour help/trainings - Cross train key IT/website admins at least three deep	Strategic Direction 2 Seeking and restricting technology solutions
Striving for communication excellence - Identify internal communication gaps - Effective use of Employee Committee and collaboration between Admin and Committee - Create a communication flow - Creative cross-team communications shared weekly - Share biweekly Health Officer updates with memes - Create an anonymous system for staff to ask questions and present ideas - Implement RAVE alert for emergency/urgent communications		Building community relationships Explore ways to gather community voice for CHNA and CHIP	Strategic Direction 3 Restructuring communication and catalyzing community relationships
Capitalizing on funding sources - Review and restructure fee schedules - Increase capacity to pursue grants - Build relationships with political leaders who hold the purse strings			Strategic Direction 4 Capitalizing on funding opportunities

Focused Implementation Plan What are our Year 3 goals and Year 1 Accomplishments?		
Strategic Direction 1 Building, retaining and supporting a strong workforce		
Current Reality - Limited training and advancement - EH tech in Leelanau, and PH nurse - Staff need to cover staffing gaps - Staff unhappy with compensation - Completed culture survey - Issue with turnover, especially EH Admin Assistant - Inadequate milage reimbursement - Inconsistent onboarding/orientation	Year 3 Goals - Fully staffed - Increase communication and culture scores - Active recruiting strategy for interns, students, shadowing opportunities - Realistic workload expectations - Consistent cost of living increases - Standardized onboarding of new staff	Year 1 Accomplishments - Review culture survey results - Launch weekly pre-recorded rotating BLDHD updates (personal highlights, program updates, staff changes, etc) - Establish QI Team - Clarified expectations and processes for yearly evaluations - Create work/caseload reviewing process for individual positions and capacity - Evaluate wage scale and job descriptions (CHW III)
Strategic Direction 2 Seeking and restricting technology solutions		
Current Reality - Challenging phone system - Disorganized Teams - Quirky software systems - Inadequate training on computer systems - Patagonia slow-downs - Need better reports from accounting system - Antiquated EWS system - Wait times for Wyant and sometimes takes multiple tickets - Technology troubles—printers, signature pads - PTS consistently has issues - Laptops have battery issues - Five different EMRs for Personal Health	Year 3 Goals - Install new phone system - Revitalize Teams organization - Train staff on all needed AI systems - Improve accounting reports - Explore options for templates in EWS or find other platforms for timesheets - Launched software systems that are easier to use and more efficient	Year 1 Accomplishments - Explore phone options - Standardized Teams organization system - Research additional accounting system training - Implement 365 training opportunities - Explore compatibility between accounting and payroll system - Formally establish contingency plan for web management and communication - Simplify/streamline Fetch software

Strategic Direction 3 Restructuring communication and catalyzing community relationships		
Current Reality	Year 3 Goals	Year 1 Accomplishments
• Supportive Board of Health • Currently have good relationships with the counties • Terrible phone system • Undefined communications plan • Subpar attendance at quarterly town hall meetings • PH/EH disconnect • Challenges with having multiple offices, remote work, and clinic schedules • Rapid expansion of tech and simplifying of processes	• Maintain good relationship with Board of Health and Boards of Commissioners • Update phone system to meet the needs of the organization • Assure employees are well informed • Increased public knowledge about EH service timelines	• Create a communications follow plan organization wide • Research phone systems and assess for needs • Identify gaps in communication between admin and workforce • Increase public awareness of expectations for timeliness and follow-up communication • Implement defined system for cross team communication (eg, pop up reminder when signing into the computer) • Gather and analyze public requests from CIAS/EH for organized messaging • Ask for staff input on Board of Health reports and share reports with staff
Strategic Direction 4 Capitalizing on funding opportunities		
Current Reality	Year 3 Goals	Year 1 Accomplishments
• Billing maximized? • Not enough money • Lack of control • EH revenues good • MIHP (and many PH programs) reimbursement inadequate for cost to run • CC funding fluctuates—RHT helping • PC funding is stable • Disconnect between legislators and public health • No capacity to pursue grants • Expenses increase at a higher rate than the revenue increases	• Achieve no deficits for program operations • Focus on longer-term grants and funding • Structure EH fees on actual program costs • Establish incremental increases at local funding per county every year • Advocate effectively at state level • Implement grant with worthy ROI for BLDHD and public • Secure stable and flexible state funding	• Develop cost benefit analysis before taking on new projects • Evaluate current EH program costs through time study for services • Explore strategies for capitalizing on grant opportunities • Provide learning lunch on public health finance • Create grant writing team to review and write grants with administration

Focused Implementation Plan <i>What will accomplish the first 18 months?</i>						
Strategic Direction Building, retaining and supporting a strong workforce	July 2026	August 2026	Sept. 2026	October 2026	November 2026	December 2026
			Review Culture Survey results/develop plan COURTNEY	Launch weekly pre-recorded rotating BLDHD updates RACHEL	Establish Quality Improvement Teams MICHELLE	
	January 2027	February 2027	March 2027	April 2027	May 2027	June 2027
	Clarify expectations and process for yearly evals ADMIN TEAM	Create work and caseload review process for positions and capacity ADMIN/WFD COOR	Conduct workforce development training needs assessment MICHELLE	Evaluate wage scale and job classification (CHW III) SHELLEY		
	July 2027	August 2027	Sept. 2027	October 2027	November 2027	December 2027
Strategic Direction Seeking and restricting technology solutions	July 2026	August 2026	Sept. 2026	October 2026	November 2026	December 2026
					Explore phone options SHELLEY	
	January 2027	February 2027	March 2027	April 2027	May 2027	June 2027
	Implement Microsoft 365 training opportunities DAN	Research additional accounting system training SHELLY	Complete exploration of compatibility of accounting and payroll systems SHELLEY/RENEE	Formally establish contingency plan for web management and comms RACHEL	Complete ADA compliance plan DAN/RACHEL	Standardize Teams organization system MICHELLE
	July 2027	August 2027	Sept. 2027	October 2027	November 2027	December 2027
						Implement a defined system for cross-team awareness and comms DAN/RACHEL

Strategic Direction Restructuring communication and catalyzing community relationships	July 2026	August 2026	Sept. 2026	October 2026	November 2026	December 2026
					Identify gaps in communication between admin and workforce ADMIN	Create a communication flow plan agency wide ADMIN
	January 2027	February 2027	March 2027	April 2027	May 2027	June 2027
	Ask for staff input on BOH report and share reports with staff DAN/DIRECTORS	Define expectations w/the public re BLDHD turnaround times ERIC	Begin to use data from CIAS and EH to develop social media content RACHEL/BETSY/KERRY			
	July 2027	August 2027	Sept. 2027	October 2027	November 2027	December 2027
Strategic Direction Capitalizing on funding opportunities	July 2026	August 2026	Sept. 2026	October 2026	November 2026	December 2026
	January 2027	February 2027	March 2027	April 2027	May 2027	June 2027
		Complete exploration of capitalizing on grant opportunities DAN/MICHELLE	Complete exploration of current EH program costs thru time study for services ERIC	Provide learning lunch on public health finance SHELLEY		
	July 2027	August 2027	Sept. 2027	October 2027	November 2027	December 2027
		Create grant-writing team to review and write grants with admin ADMIN	Develop a cost-benefit analysis process before taking on new programs ADMIN			

	July 2026	August 2026	Sept. 2026	October 2026	November 2026	December 2026
	January 2027	February 2027	March 2027	April 2027	May 2027	June 2027
		Complete exploration of capitalizing on grant opportunities DAN/MICHELLE	Complete exploration of current EH program costs thru time study for services ERIC	Provide learning lunch on public health finance SHELLEY		
	July 2027	August 2027	Sept. 2027	October 2027	November 2027	December 2027
		Create grant-writing team to review and write grants with admin ADMIN	Develop a cost-benefit analysis process before taking on new programs ADMIN			

ACCOUNTS PAYABLE TOTALS

(August 2026)

BOH Meeting

07/31/2026.....\$59,776.84

08/15/2026.....\$28,223.58

08/15/2026.....\$14,451.04

TOTAL \$102,451.46

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00917 - MISC AP JUL

10100 - Honor Bank Checking

From 7/31/2026 Through 7/31/2026

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
7/31/2026	7/31/2026	47690	AMERISOURCEBERGEN	3257791073	EPINEPHRINE FOR ADULTS & PEDS		993.22	Check
7/31/2026	7/31/2026		AMERISOURCEBERGEN	3257791480	EPINEPHRINE & FREIGHT CHARGE		217.27	Check
7/31/2026	7/31/2026		AMERISOURCEBERGEN	3257798632	EPINEPHRINE FOR PEDS		32.22	Check
7/31/2026	7/31/2026	47691	Benzie County Office of Emergency Management	07172026BC	BENZIE COUNTY ANNUAL RAVE RENEWAL/CODE RED		500.00	Check
7/31/2026	7/31/2026	47692	Delta Dental	RIS0007131552	DENTAL INSURANCE		3,664.48	Check
7/31/2026	7/31/2026	47693	Dunscombe and Sons Tree Service	0726055	REMOVE TREE FROM BCRC DRIVEWAY AFTER STORM		500.00	Check
7/31/2026	7/31/2026	47694	GlaxoSmithKline LLC	8254920835	10 DOSES BEXSERO FOR LEELANAU		2,179.85	Check
7/31/2026	7/31/2026	47695	Henry Schein, Inc.	59576820	PRO ADVNTG HCG TEST CASSETTE		55.54	Check
7/31/2026	7/31/2026	47696	Katherine Garthe	072226KG	REFUND AS DID NOT NEED SEPTIC PERMIT/PIPE COLLASPED		154.00	Check
7/31/2026	7/31/2026	47697	Kathleen Thoreson	072826KT	REFUND DUE TO WRONG AMT PAID		64.50	Check
7/31/2026	7/31/2026	47698	Kathryn Bosco	07232026KB	APPLICANT PULLED HOME OFF MARKET/REFUND WATER SAMPLE FEE		69.00	Check
7/31/2026	7/31/2026	47699	Leelanau County	072726LC	MAINTENANCE COST FOR AUGUST 26 LEELANAU EH		2,650.00	Check
7/31/2026	7/31/2026	47700	Leelanau Montessori	072126LM	AUGUST RENT 2026 FOR LEELANAU PH		6,500.00	Check
7/31/2026	7/31/2026		Leelanau Montessori	2025-2026-03	QUARTERLY BILING FOR APRIL, MAY, & JUNE 2026 LEELANAU PH		3,399.63	Check
7/31/2026	7/31/2026	47701	Lynsey Roch	07232026LR	REFUND FOR INCORRECT FEE CHARGED FOR W/S EVAL		189.00	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00917 - MISC AP JUL

10100 - Honor Bank Checking

From 7/31/2026 Through 7/31/2026

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
7/31/2026	7/31/2026	47702	Munson Occupational Health & Medicine	00253645-00	DRUG SCREEN/PHYSICAL FOR S. KLEIN		143.00	Check
7/31/2026	7/31/2026	47703	Sarah Keever	07292026SK	REFUND AS DID NOT NEED TO APPLY FOR WELL PERMIT/JUST SEPTIC		236.00	Check
7/31/2026	7/31/2026	47704	Traverse City Area Public Schools	6862	TICK ID CARDS & HARM REDUCTION BUSINESS CARDS		48.00	Check
7/31/2026	7/31/2026		Traverse City Area Public Schools	6865	BUSINESS CARDS & GRANDPARENTING BOOKS		89.88	Check
7/31/2026	7/31/2026		Traverse City Area Public Schools	6907	AUGUST EVENTS FLYERS & FAMILIES TOGETHER FLYERS		46.88	Check
7/31/2026	7/31/2026	47705	Zach Welcker	072226ZW	REFUND AS NEED ONLY RANK REPLACEMENT AFTER EVAL		112.00	Check
7/31/2026	7/31/2026	ACH073126JUL01	Applied Innovation	3223139	COPIERS/PRINTERS		416.12	Voucher
7/31/2026	7/31/2026	ACH073126JUL02	Hannah Grinage	072726HG	PROFESSIONAL DEVELOPMENT DAY STAFF LUNCH REIMBURSEMENT		110.00	Voucher
7/31/2026	7/31/2026	ACH073126JUL03	NHF Sub Benzie-Leelanau	042726NHF	LOAN PAYMENT BCRC		4,885.00	Voucher
7/31/2026	7/31/2026	ACH073126JUL04	Patagonia Health Inc.	14808	PH SOFTWARE		4,707.26	Voucher
7/31/2026	7/31/2026	ACH073126JUL05	Maggie Sprattmoran	2446	REFLECTIVE CONSULTATION FOR MIHP & ECD		600.00	Voucher
7/31/2026	7/31/2026	ACH073126JUL06	WellNow Urgent Care	07112026WN	URGENT CARE SERVICES FOR EMPLOYEE INJURY		610.99	Voucher
7/31/2026	7/31/2026	ACH073126JUL07	Wyant Computer Services	36543	COMPUTER MAINTENANCE & SUBSCRIPTIONS/LICEN...		9,818.45	Voucher
7/31/2026	7/31/2026	M073126JUL001	Synchrony Bank/Amazon.com	16P-NFYP-GK16	JUL MANUAL AP		59.91	Check
7/31/2026	7/31/2026	M073126JUL002	Synchrony Bank/Amazon.com	1NGC-H4FR-GCMV	JUL MANUAL AP		181.68	Check

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00917 - JUL MANUAL AP

10100 - Honor Bank Checking

From 7/31/2026 Through 7/31/2026

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
7/31/2026	7/31/2026	M073126JUL003	DTE Energy	071426DTE	JUL MANUAL AP		65.07	Check
7/31/2026	7/31/2026	M073126JUL004	Synchrony Bank/Amazon.com	1YLY-3RC9-K9VJ	JUL MANUAL AP		104.99	Check
7/31/2026	7/31/2026	M073126JUL005	Synchrony Bank/Amazon.com	1X3K-7X31Q-37L7	JUL MANUAL AP		158.16	Check
7/31/2026	7/31/2026	M073126JUL006	Synchrony Bank/Amazon.com	13CD-YVLG-CLJX	JUL MANUAL AP		459.58	Check
7/31/2026	7/31/2026	M073126JUL007	Lincoln Financial	072026LF	JUL MANUAL AP		4,214.84	Check
7/31/2026	7/31/2026	M073126JUL008	Aflac	661308	JUL MANUAL AP		1,483.64	Check
7/31/2026	7/31/2026	M073126JUL009	Cardmember Service	071526SJ	JUL MANUAL AP		8,171.04	Check
7/31/2026	7/31/2026	M073126JUL010	Cardmember Service	071526DP	JUL MANUAL AP		812.63	Check
7/31/2026	7/31/2026	M073126JUL011	Cardmember Service	071526DT	JUL MANUAL AP		964.33	Check
7/31/2026	7/31/2026	M073126JUL012	Synchrony Bank/Amazon.com	19C7-7KJG-4JP1	JUL MANUAL AP		8.95	Check
7/31/2026	7/31/2026	M073126JUL013	Synchrony Bank/Amazon.com	1JW1-FFRX-V9P1	JUL MANUAL AP		99.73	Check
Report Total							59,776.84	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00920 - JUL MANUAL AP

10100 - Honor Bank Checking

From 7/31/2026 Through 8/15/2026

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
7/31/2026	7/31/2026	M081526JUL001	Synchrony Bank/Amazon.com	1Q44-4PM7-YMFN	JUL MANUAL AP		65.18	Check
7/31/2026	7/31/2026	M081526JUL002	Synchrony Bank/Amazon.com	1MF7-CHJK-46LV	JUL MANUAL AP		108.86	Check
7/31/2026	7/31/2026	M081526JUL003	Synchrony Bank/Amazon.com	1LWX-47PJ-4P1R	JUL MANUAL AP		68.58	Check
7/31/2026	7/31/2026	M081526JUL004	Consumers Energy	070226CE	JUL MANUAL AP		3,616.41	Check
7/31/2026	7/31/2026	M081526JUL005	Verizon Wireless	6150101018	JUL MANUAL AP		1,219.20	Check
7/31/2026	7/31/2026	M081526JUL006	Synchrony Bank/Amazon.com	1Y7D-QX9T-9GFG	JUL MANUAL AP		8.95	Check
7/31/2026	7/31/2026	M081526JUL007	Synchrony Bank/Amazon.com	1LC1-69X3-LC43	JUL MANUAL AP		44.46	Check
8/14/2026	8/14/2026	47706	Dolly Parton's Imagination Library GTR	4.15	MAY BOOKS FOR DPIL		1,239.06	Check
8/14/2026	8/14/2026		Dolly Parton's Imagination Library GTR	6.10	JULY DPIL BOOKS		1,247.96	Check
8/14/2026	8/14/2026	47707	Republic Services #239	0239-004034417	GARBAGE SERVICE FOR JULY		556.48	Check
8/14/2026	8/14/2026	47708	The Standard	073126TS	VISION INSURANCE		568.76	Check
8/14/2026	8/14/2026	47709	Watkins Pharmacy & Surgical Supply	592459	CLEARVIEW PREGNANCY CONTROL SOLUTION		58.95	Check
8/14/2026	8/14/2026	ACH081526JUL01	Auditory Instruments, Inc.	29337	CALIBRATION, SHIPPING & HANDLING FOR AUDIOMETER		155.70	Voucher
8/14/2026	8/14/2026	ACH081526JUL02	Auditory Instruments, Inc.	29338	CALIBRATION, SHIPPING & HANDLING FOR AUDIOMETER		155.70	Voucher
8/14/2026	8/14/2026	ACH081526JUL03	Autumn Jurek	015	IBCLC HOME VISIT, TRANS TIME, PHONE CONSULT, MILEAGE		390.87	Voucher
8/14/2026	8/14/2026	ACH081526JUL04	Health Department of Northwest Michigan	6818	REIMBURSEMENT FOR STRATEGIC PLANNING SESSIONS 7/30-7/31/26		3,500.00	Voucher
8/14/2026	8/14/2026	ACH081526JUL05	Northern Michigan Janitorial Services	3695	CLEANING SERVICES FOR JULY AT BCRC		6,820.00	Voucher
8/14/2026	8/14/2026	ACH081526JUL06	Solutions For You, LLC	HA-5H83H68	CLEANING SERVICES FOR JULY /PH IN LEELANAU		1,300.00	Voucher

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00920 - MISC AP JULY

10100 - Honor Bank Checking

From 7/31/2026 Through 8/15/2026

<u>Effective Date</u>	<u>Document Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>RU Code</u>	<u>Check Amount</u>	<u>Payment Type</u>
8/14/2026	8/14/2026	ACH081526JUL07	SOS Analytical	263351	WATER TESTING FOR EVALS AND WELL PERMITS		6,740.00	Voucher
8/14/2026	8/14/2026	ACH081526JUL08	Valley City Linen	072826VCL	RUG CLEANING SERVICE		<u>358.46</u>	Voucher
Report Total							<u>28,223.58</u>	

Benzie Leelanau District Health Department

Check/Voucher Register - Check Register

API00921 - MISC AP AUG

10100 - Honor Bank Checking

From 8/14/2026 Through 8/15/2026

Effective Date	Document Date	Check Number	Vendor Name	Invoice #	Invoice Description	RU Code	Check Amount	Payment Type
8/14/2026	8/14/2026	47710	Almira Township	081326A	RENTAL FEE FOR ALMIRA TOWNSHIP HALL/STAFF MEETING		50.00	Check
8/14/2026	8/14/2026	47711	Almira Township	081326B	SECURITY DEPOSIT FEE FOR HALL TO HAVE STAFF MEETING		250.00	Check
8/14/2026	8/14/2026	47712	Dolly Parton's Imagination Library GTR	08.08.26	BOOKS FOR SEPT DPIL		1,245.69	Check
8/14/2026	8/14/2026		Dolly Parton's Imagination Library GTR	5.20.26	AUG BOOKS (JUNE)		1,315.28	Check
8/14/2026	8/14/2026	47713	Great Lakes Water Quality Laboratory, Inc.	B25-254	WATER TESTING FOR B25-254		55.00	Check
8/14/2026	8/14/2026	ACH081526AUG01	Health Department of Northwest Michigan	6790	MEDICAL DIRECTOR FOR AUG 2026		5,293.93	Voucher
8/15/2026	8/15/2026	M081526AUG001	Charter Communicaitons	5280501080126	AUG MANUAL AP		900.00	Check
8/15/2026	8/15/2026	M081526AUG002	Charter Communicaitons	5281601080126	AUG MANUAL AP		50.93	Check
8/15/2026	8/15/2026	M081526AUG003	Charter Communicaitons	5311401080126	AUG MANUAL AP		188.33	Check
8/15/2026	8/15/2026	M081526AUG004	Charter Communicaitons	5281701080126	AUG MANUAL AP		241.83	Check
8/15/2026	8/15/2026	M081526AUG005	Charter Communicaitons	5311501080126	AUG MANUAL AP		685.00	Check
8/15/2026	8/15/2026	M081526AUG006	MERS Retirement	00181837-1	AUG MANUAL AP		3,857.00	Check
8/15/2026	8/15/2026	M081526AUG007	Synchrony Bank/Amazon.com	1TNX-DNWL-CV7T	AUG MANUAL AP		184.73	Check
8/15/2026	8/15/2026	M081526AUG008	Synchrony Bank/Amazon.com	1TNX-DNWL-THRW	AUG MANUAL AP		133.32	Check
Report Total							14,451.04	

Benzie Leelanau District Health Department

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

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Fees & Collections			
Food License Refunds	(245.00)	0.00	0.00%
Sewage Permit Refund	(4,842.12)	0.00	0.00%
Private Pay Clinic Fees	5,530.36	119,000.00	4.64%
Clinic Fees-Private Insurance	126,169.73	179,470.00	70.30%
Well Permit Refund	(1,812.38)	0.00	0.00%
Revenue-Campground Trailer Parks	8,176.00	6,757.00	121.00%
Revenue-Food Licenses	121,534.50	125,000.00	97.22%
Revenue-Sewage Permits	143,060.00	198,000.00	72.25%
Revenue-Well Permits	78,011.38	115,000.00	67.83%
Tattoo/Body Art Fees	197.00	0.00	0.00%
Revenue-Land Evals/Site Surveys	39,250.00	55,000.00	71.36%
Revenue-Mortgage Evaluation	180,023.12	215,000.00	83.73%
Radon Testing	165.00	100.00	165.00%
Donations	42.24	0.00	0.00%
Land Evaluations - Refund	(3,360.00)	0.00	0.00%
Mortgage Eval Refund	(2,522.00)	0.00	0.00%
Total Fees & Collections	689,377.83	1,013,327.00	68.03%
Medicaid/Medicare Revenue			
Medicaid Clinic Fees	149,795.16	176,793.00	84.72%
Clinic Fees - Medicare	197,230.15	385,683.00	51.13%
Managed Health Care Plan	100,679.16	126,300.00	79.71%
WIC Blood Lead Tests	409.86	0.00	0.00%
Total Medicaid/Medicare Revenue	448,114.33	688,776.00	65.06%
Cost Based Reimbursement			
Cost Based Reimbursement	560,658.45	256,734.00	218.38%
Total Cost Based Reimbursement	560,658.45	256,734.00	218.38%
Federal Financial Participation			
Federal Financial Participation	242,036.74	158,667.00	152.54%
Total Federal Financial Participation	242,036.74	158,667.00	152.54%

Benzie Leelanau District Health Department

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

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	56,412.02	0.00	0.00%
MDHHS - CPBC Categorical Grant	1,082,639.00	1,455,165.00	74.39%
Total State Funding (MDHHS-CPBC)	1,139,051.02	1,455,165.00	78.28%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	679,726.00	594,649.00	114.30%
Total ESLPHS - DEQ & MDHHS	679,726.00	594,649.00	114.31%
DEQ Type II Grant			
MDEQ Type II Grant	151,690.80	173,798.00	87.27%
Total DEQ Type II Grant	151,690.80	173,798.00	87.28%
Other State Fees/Funding			
MDHHS Lic Facilities	2,853.00	3,958.00	72.08%
Swimming Pools	5,214.25	6,582.00	79.21%
Septage Licensing	0.00	5,703.00	0.00%
Other State Funding	97,446.00	255,585.00	38.12%
VFC Vaccine Received	10,446.95	35,000.00	29.84%
Non-CPBC Funding/Grants	3,010.48	12,000.00	25.08%
Total Other State Fees/Funding	118,970.68	318,828.00	37.31%
Local Grants			
Other Local Grants	234,827.95	373,339.00	62.89%
Northern Michigan Health Consortium	125,889.19	0.00	0.00%
Michigan Center for Rural Health	54,941.33	50,176.00	109.49%
Michigan Health Endowment Foundation	164,148.99	105,871.00	155.04%
Leelanau Early Childhood	546,299.09	801,162.00	68.18%
Healthy Futures Grant	22,868.79	10,384.00	220.23%
Total Local Grants	1,148,975.34	1,340,932.00	85.68%
Reimbursement Funds/Charge for Service			
Food Courses	1,952.00	7,500.00	26.02%
Reimbursed Revenues	93,722.29	2,631.00	3,562.23%
Total Reimbursement Funds/Charge for Service	95,674.29	10,131.00	944.37%
Rents Collected			
Rents Collected	230,062.00	261,192.00	88.08%

Benzie Leelanau District Health Department

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

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Total Rents Collected	230,062.00	261,192.00	88.08%
Interest			
Interest	43,529.91	72,000.00	60.45%
Total Interest	43,529.91	72,000.00	60.46%
Local Funds			
Local Funds Distributive	513,570.00	996,629.00	51.53%
Local In-Kind	0.00	140,000.00	0.00%
Total Local Funds	513,570.00	1,136,629.00	45.18%
Total Revenues	6,061,437.39	7,480,828.00	81.03%
Expenditures			
Salaries & Wages			
Salaries	3,068,148.94	3,875,456.00	79.16%
Insurance Payout	47,518.32	0.00	0.00%
Earnings			
Total Salaries & Wages	3,115,667.26	3,875,456.00	80.39%
Fringe Benefits			
FICA	224,416.25	286,292.00	78.38%
Medical Insurance	463,988.46	679,251.00	68.30%
Employer-HSA	77,834.45	0.00	0.00%
Life Insurance	3,545.77	5,583.00	63.51%
Unemployment	12,185.59	12,585.00	96.82%
Compensation			
Retirement	343,922.42	391,868.00	87.76%
Workers Compensation	7,459.00	15,739.00	47.39%
Physicals	615.00	200.00	307.50%
Dental Insurance	39,645.48	58,771.00	67.45%
Disability Insurance	29,398.65	40,725.00	72.18%
Vision Insurance	5,852.94	7,396.00	79.13%
Total Fringe Benefits	1,208,864.01	1,498,410.00	80.68%
Agency Operating Expenses			
Advertising	5,095.26	2,200.00	231.60%
Membership & Dues	7,841.86	6,294.00	124.59%
Bank Fees	15.00	0.00	0.00%
Grant Expenses	44.16	0.00	0.00%
Total Agency Operating	12,996.28	8,494.00	153.01%
Expenses			
Supplies & Materials			
Printing	7,123.17	7,832.00	90.94%
Postage	2,249.84	8,352.00	26.93%
Office Supplies	3,493.73	9,107.00	38.36%
Janitorial Supplies	3,211.41	5,787.00	55.49%

Benzie Leelanau District Health Department

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

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Water Tests	40,079.62	44,200.00	90.67%
Food License Fees	8,035.00	9,000.00	89.27%
Temporary Campground Fees	510.00	700.00	72.85%
Program Supplies	54,024.99	104,318.00	51.78%
Other Supplies	16,118.89	17,400.00	92.63%
Fuel Purchases	186.24	1,400.00	13.30%
Clinic Supplies	127,423.42	514,901.00	24.74%
VFC Vaccine Received	10,446.95	35,000.00	29.84%
Total Supplies & Materials	272,903.26	757,997.00	36.00%
Technology Services/Subscriptions			
Licensing Fees	248.00	0.00	0.00%
Computer Maintenance	75,500.00	92,100.00	81.97%
Subscriptions	2,346.33	500.00	469.26%
Annual Computer Subscriptions/Licensing	100,672.32	128,468.00	78.36%
Total Technology Services/Subscriptions	178,766.65	221,068.00	80.87%
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	971.92	0.00	0.00%
Equipment	10,808.00	11,000.00	98.25%
Vehicle Maintenance and Repairs	1,049.02	0.00	0.00%
Equipment Rental	1,443.42	3,900.00	37.01%
Total Equipment Rental/Maintenance	14,272.36	14,900.00	95.79%
Medical Operating Expenses			
Medical Waste Disposal	855.54	500.00	171.10%
Health Services	628.66	0.00	0.00%
Total Medical Operating Expenses	1,484.20	500.00	296.84%
General Liability Insurance			
Insurance	38,341.70	50,000.00	76.68%
Total General Liability Insurance	38,341.70	50,000.00	76.68%
Consultant Services			
Consultant Services-Audit	7,700.00	8,000.00	96.25%
Consultant Services-Legal	725.00	6,775.00	10.70%

Benzie Leelanau District Health Department

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

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Other Consultant Services	1,636.47	2,500.00	65.45%
Total Consultant Services	10,061.47	17,275.00	58.24%
Contractual Services			
Medical Director	52,779.28	72,000.00	73.30%
Per Diem	320.00	0.00	0.00%
Other Contractual	19,656.28	208,595.00	9.42%
Website Maintenance	360.00	1,000.00	36.00%
Total Contractual Services	73,115.56	281,595.00	25.96%
Communications			
Telephone	9,180.22	10,344.00	88.74%
Cell Phone	15,488.63	26,700.00	58.00%
Data Line	11,774.50	19,977.00	58.94%
Total Communications	36,443.35	57,021.00	63.91%
Travel & Training			
Mileage	102,503.16	144,110.00	71.12%
Meals/Lodging	8,385.19	14,434.00	58.09%
Training & Education	10,002.00	35,250.00	28.37%
Total Travel & Training	120,890.35	193,794.00	62.38%
Space Costs			
Space-Electric	32,783.85	45,000.00	72.85%
Space-Gas	1,500.41	2,500.00	60.01%
Janitorial Services	91,993.61	101,100.00	90.99%
Snow Removal	13,485.00	12,000.00	112.37%
Loan Payments	48,850.00	61,000.00	80.08%
Space-Distributed Costs	26,500.00	117,614.00	22.53%
Space-Grounds & Building Maintenance	53,324.34	67,000.00	79.58%
BLDHD Rent	127,719.44	76,032.00	167.98%
Total Space Costs	396,156.65	482,246.00	82.15%
Building Costs			
Capital Outlay Local	0.00	13,794.00	0.00%
Total Building Costs	0.00	13,794.00	0.00%
Distributed Costs - Administrative			
Administration O/H	0.00	(1.00)	0.00%
Total Distributed Costs - Administrative	0.00	(1.00)	0.00%
Distributive Costs - PH Program & Support			
PH Administration	523.01	17,050.00	3.06%
EH Administration	(523.01)	3.00	(17,433.66)%

Benzie Leelanau District Health Department

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

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Total Distributive Costs - PH Program & Support	<u>0.00</u>	<u>17,053.00</u>	<u>0.00%</u>
Total Expenditures	<u>5,479,963.10</u>	<u>7,489,602.00</u>	<u>73.17%</u>
Net Revenues/(Expenditures)	<u>581,474.29</u>	<u>(8,774.00)</u>	<u>(6,627.24)%</u>

Benzie Leelanau District Health Department

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

200 - Environmental Health Division

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Fees & Collections			
Food License Refunds	(245.00)	0.00	0.00%
Sewage Permit Refund	(4,842.12)	0.00	0.00%
Well Permit Refund	(1,812.38)	0.00	0.00%
Revenue-Campground Trailer Parks	8,176.00	6,757.00	121.00%
Revenue-Food Licenses	121,534.50	125,000.00	97.22%
Revenue-Sewage Permits	143,060.00	198,000.00	72.25%
Revenue-Well Permits	78,011.38	115,000.00	67.83%
Tattoo/Body Art Fees	197.00	0.00	0.00%
Revenue-Land Evals/Site Surveys	39,250.00	55,000.00	71.36%
Revenue-Mortgage Evaluation	180,023.12	215,000.00	83.73%
Radon Testing	165.00	100.00	165.00%
Donations	42.23	0.00	0.00%
Land Evaluations - Refund	(3,360.00)	0.00	0.00%
Mortgage Eval Refund	(2,522.00)	0.00	0.00%
Total Fees & Collections	557,677.73	714,857.00	78.01%
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	49,439.05	0.00	0.00%
Total State Funding (MDHHS-CPBC)	49,439.05	0.00	0.00%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	465,034.00	558,042.00	83.33%
Total ESLPHS - DEQ & MDHHS	465,034.00	558,042.00	83.33%
DEQ Type II Grant			
MDEQ Type II Grant	151,690.80	173,798.00	87.27%
Total DEQ Type II Grant	151,690.80	173,798.00	87.28%
Other State Fees/Funding			
MDHHS Lic Facilities	2,853.00	3,958.00	72.08%
Swimming Pools	5,214.25	6,582.00	79.21%
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	105,513.25	113,689.00	92.81%
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 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Food Courses	1,952.00	7,500.00	26.02%
Reimbursed Revenues	193.58	0.00	0.00%
Total Reimbursement Funds/Charge for Service	<u>2,145.58</u>	<u>7,500.00</u>	<u>28.61%</u>
Local Funds			
Local Funds Distributive	67,890.00	304,328.00	22.30%
Total Local Funds	<u>67,890.00</u>	<u>304,328.00</u>	<u>22.31%</u>
Total Revenues	<u>1,399,390.41</u>	<u>1,872,214.00</u>	<u>74.75%</u>
Expenditures			
Salaries & Wages			
Salaries	828,146.76	1,012,478.00	81.79%
Insurance Payout Earnings	12,313.08	0.00	0.00%
Total Salaries & Wages	<u>840,459.84</u>	<u>1,012,478.00</u>	<u>83.01%</u>
Fringe Benefits			
FICA	61,418.88	74,918.00	81.98%
Medical Insurance	128,062.15	175,187.00	73.10%
Employer-HSA	17,987.94	0.00	0.00%
Life Insurance	996.40	1,461.00	68.19%
Unemployment Compensation	3,226.42	3,294.00	97.94%
Retirement	92,654.56	102,545.00	90.35%
Workers Compensation	1,970.91	4,163.00	47.34%
Physicals	186.00	0.00	0.00%
Dental Insurance	10,209.46	15,381.00	66.37%
Disability Insurance	8,126.48	10,656.00	76.26%
Vision Insurance	1,536.11	1,936.00	79.34%
Total Fringe Benefits	<u>326,375.31</u>	<u>389,541.00</u>	<u>83.78%</u>
Agency Operating Expenses			
Advertising	511.23	0.00	0.00%
Membership & Dues	30.00	30.00	100.00%
Total Agency Operating Expenses	<u>541.23</u>	<u>30.00</u>	<u>1,804.10%</u>
Supplies & Materials			
Printing	658.67	400.00	164.66%
Postage	861.09	1,910.00	45.08%
Office Supplies	647.28	3,387.00	19.11%
Janitorial Supplies	25.50	0.00	0.00%
Water Tests	38,765.00	41,700.00	92.96%
Food License Fees	8,035.00	9,000.00	89.27%

Benzie Leelanau District Health Department

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

200 - Environmental Health Division

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Temporary Campground Fees	510.00	700.00	72.85%
Program Supplies	1,959.96	9,400.00	20.85%
Other Supplies	1,462.04	5,800.00	25.20%
Fuel Purchases	68.64	1,200.00	5.72%
Total Supplies & Materials	52,993.18	73,497.00	72.10%
Technology Services/Subscriptions			
Computer Maintenance	16,331.35	24,800.00	65.85%
Annual Computer Subscriptions/Licensing	22,843.69	43,200.00	52.87%
Total Technology Services/Subscriptions	39,175.04	68,000.00	57.61%
Equipment Rental/Maintenance			
Vehicle Maintenance and Repairs	1,045.02	0.00	0.00%
Equipment Rental	545.04	0.00	0.00%
Total Equipment Rental/Maintenance	1,590.06	0.00	0.00%
Medical Operating Expenses			
Health Services	610.99	0.00	0.00%
Total Medical Operating Expenses	610.99	0.00	0.00%
Consultant Services			
Consultant Services-Legal	725.00	1,775.00	40.84%
Total Consultant Services	725.00	1,775.00	40.85%
Contractual Services			
Medical Director	15,833.80	18,500.00	85.58%
Total Contractual Services	15,833.80	18,500.00	85.59%
Communications			
Telephone	2,122.98	2,493.00	85.15%
Cell Phone	1,929.80	4,320.00	44.67%
Data Line	3,761.91	5,098.00	73.79%
Total Communications	7,814.69	11,911.00	65.61%
Travel & Training			
Mileage	53,243.05	70,505.00	75.51%
Meals/Lodging	276.06	0.00	0.00%
Training & Education	475.00	0.00	0.00%
Total Travel & Training	53,994.11	70,505.00	76.58%

Benzie Leelanau District Health Department

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

200 - Environmental Health Division

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Space Costs			
Space-Distributed Costs	48,130.95	82,973.00	58.00%
Total Space Costs	48,130.95	82,973.00	58.01%
Distributed Costs - Administrative			
Administration O/H	91,623.39	143,004.00	64.07%
Total Distributed Costs - Administrative	91,623.39	143,004.00	64.07%
Distributive Costs - PH Program & Support			
EH Administration	(523.01)	3.00	(17,433.66)%
Total Distributive Costs - PH Program & Support	(523.01)	3.00	(17,433.67)%
Total Expenditures	1,479,344.58	1,872,217.00	79.02%
Net Revenues/(Expenditures)	(79,954.17)	(3.00)	2,665,139.06%

Benzie Leelanau District Health Department

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

910 - Personal Health Division

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Fees & Collections			
Private Pay Clinic Fees	5,530.36	119,000.00	4.64%
Clinic Fees-Private Insurance	126,169.73	179,470.00	70.30%
Total Fees & Collections	131,700.09	298,470.00	44.13%
Medicaid/Medicare Revenue			
Medicaid Clinic Fees	149,795.16	176,793.00	84.72%
Clinic Fees - Medicare	197,230.15	385,683.00	51.13%
Managed Health Care Plan	100,679.16	126,300.00	79.71%
WIC Blood Lead Tests	409.86	0.00	0.00%
Total Medicaid/Medicare Revenue	448,114.33	688,776.00	65.06%
Cost Based Reimbursement			
Cost Based Reimbursement	560,658.45	256,734.00	218.38%
Total Cost Based Reimbursement	560,658.45	256,734.00	218.38%
Federal Financial Participation			
Federal Financial Participation	242,036.74	158,667.00	152.54%
Total Federal Financial Participation	242,036.74	158,667.00	152.54%
State Funding (MDHHS-CPBC)			
Prior Year-State Funding	6,972.97	0.00	0.00%
MDHHS - CPBC Categorical Grant	1,082,639.00	1,455,165.00	74.39%
Total State Funding (MDHHS-CPBC)	1,089,611.97	1,455,165.00	74.88%
ESLPHS - DEQ & MDHHS			
ELPHS Funding	214,692.00	36,607.00	586.47%
Total ESLPHS - DEQ & MDHHS	214,692.00	36,607.00	586.48%
Other State Fees/Funding			
Other State Funding	0.00	158,139.00	0.00%
VFC Vaccine Received	10,446.95	35,000.00	29.84%
Non-CPBC Funding/Grants	3,010.48	12,000.00	25.08%

Benzie Leelanau District Health Department

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

910 - Personal Health Division

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Total Other State Fees/Funding	13,457.43	205,139.00	6.56%
Local Grants			
Other Local Grants	234,827.95	373,339.00	62.89%
Northern Michigan Health Consortium	125,889.19	0.00	0.00%
Michigan Center for Rural Health	54,941.33	50,176.00	109.49%
Michigan Health Endowment Foundation	164,148.99	105,871.00	155.04%
Leelanau Early Childhood Healthy Futures Grant	546,299.09	801,162.00	68.18%
	22,868.79	10,384.00	220.23%
Total Local Grants	1,148,975.34	1,340,932.00	85.68%
Reimbursement Funds/Charge for Service			
Reimbursed Revenues	74,917.23	0.00	0.00%
Total Reimbursement Funds/Charge for Service	74,917.23	0.00	0.00%
Local Funds			
Local Funds Distributive	445,680.00	692,301.00	64.37%
Local In-Kind	0.00	140,000.00	0.00%
Total Local Funds	445,680.00	832,301.00	53.55%
Total Revenues	4,369,843.58	5,272,791.00	82.88%
Expenditures			
Salaries & Wages			
Salaries	2,035,336.02	2,508,006.00	81.15%
Insurance Payout Earnings	33,548.93	0.00	0.00%
Total Salaries & Wages	2,068,884.95	2,508,006.00	82.49%
Fringe Benefits			
FICA	148,412.39	185,174.00	80.14%
Medical Insurance	308,939.84	496,897.00	62.17%
Employer-HSA	55,127.53	0.00	0.00%
Life Insurance	2,290.11	3,611.00	63.42%
Unemployment Compensation	8,264.35	8,139.00	101.54%
Retirement	228,281.41	253,457.00	90.06%
Workers Compensation	5,033.10	10,120.00	49.73%
Physicals	429.00	0.00	0.00%
Dental Insurance	26,739.68	38,012.00	70.34%

Benzie Leelanau District Health Department

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

910 - Personal Health Division

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Disability Insurance	19,302.73	26,342.00	73.27%
Vision Insurance	3,930.39	4,783.00	82.17%
Total Fringe Benefits	806,750.53	1,026,535.00	78.59%
Agency Operating Expenses			
Advertising	4,584.03	700.00	654.86%
Membership & Dues	3,672.86	1,264.00	290.57%
Grant Expenses	44.16	0.00	0.00%
Total Agency Operating Expenses	8,301.05	1,964.00	422.66%
Supplies & Materials			
Printing	2,556.18	3,932.00	65.00%
Postage	1,400.65	3,442.00	40.69%
Office Supplies	1,065.31	1,550.00	68.72%
Program Supplies	52,065.03	85,918.00	60.59%
Other Supplies	10,648.93	3,700.00	287.80%
Fuel Purchases	51.68	0.00	0.00%
Clinic Supplies	127,423.42	514,901.00	24.74%
VFC Vaccine Received	10,446.95	35,000.00	29.84%
Total Supplies & Materials	205,658.15	648,443.00	31.72%
Technology Services/Subscriptions			
Licensing Fees	248.00	0.00	0.00%
Computer Maintenance	46,436.02	59,500.00	78.04%
Subscriptions	1,097.33	0.00	0.00%
Annual Computer Subscriptions/Licensing	63,723.16	68,380.00	93.18%
Total Technology Services/Subscriptions	111,504.51	127,880.00	87.19%
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	311.40	0.00	0.00%
Vehicle Maintenance and Repairs	4.00	0.00	0.00%
Total Equipment Rental/Maintenance	315.40	0.00	0.00%
Medical Operating Expenses			
Medical Waste Disposal	855.54	500.00	171.10%
Health Services	17.67	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 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Total Medical Operating Expenses	873.21	500.00	174.64%
Consultant Services			
Other Consultant Services	18.84	0.00	0.00%
Total Consultant Services	18.84	0.00	0.00%
Contractual Services			
Medical Director	36,945.48	53,500.00	69.05%
Other Contractual	16,445.21	208,595.00	7.88%
Total Contractual Services	53,390.69	262,095.00	20.37%
Communications			
Telephone	5,977.49	5,997.00	99.67%
Cell Phone	13,558.83	22,380.00	60.58%
Data Line	7,483.52	13,287.00	56.32%
Total Communications	27,019.84	41,664.00	64.85%
Travel & Training			
Mileage	46,473.75	68,500.00	67.84%
Meals/Lodging	7,460.08	13,684.00	54.51%
Training & Education	9,298.00	35,250.00	26.37%
Total Travel & Training	63,231.83	117,434.00	53.84%
Space Costs			
Janitorial Services	557.08	0.00	0.00%
Space-Distributed Costs	135,128.54	176,401.00	76.60%
BLDHD Rent	500.00	0.00	0.00%
Total Space Costs	136,185.62	176,401.00	77.20%
Distributed Costs - Administrative			
Administration O/H	226,057.49	355,719.00	63.54%
Total Distributed Costs - Administrative	226,057.49	355,719.00	63.55%
Distributive Costs - PH Program & Support			
PH Administration	523.01	17,050.00	3.06%
Total Distributive Costs - PH Program & Support	523.01	17,050.00	3.07%
Total Expenditures	3,708,715.12	5,283,691.00	70.19%
Net Revenues/(Expenditures)	661,128.46	(10,900.00)	(6,065.39)%

Benzie Leelanau District Health Department

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

995 - Resource Centers

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Revenues			
Reimbursement			
Funds/Charge for Service			
Reimbursed Revenues	4,419.90	2,131.00	207.40%
Total Reimbursement	4,419.90	2,131.00	207.41%
Funds/Charge for Service			
Rents Collected			
Rents Collected	230,062.00	261,192.00	88.08%
Total Rents Collected	230,062.00	261,192.00	88.08%
Total Revenues	234,481.90	263,323.00	89.05%
Expenditures			
Salaries & Wages			
Salaries	7,871.06	11,259.00	69.90%
Insurance Payout	73.00	0.00	0.00%
Earnings			
Total Salaries & Wages	7,944.06	11,259.00	70.56%
Fringe Benefits			
FICA	570.31	767.00	74.35%
Medical Insurance	951.68	562.00	169.33%
Employer-HSA	154.33	0.00	0.00%
Life Insurance	7.83	15.00	52.20%
Unemployment	21.43	34.00	63.02%
Compensation			
Retirement	860.89	1,055.00	81.60%
Workers Compensation	17.05	43.00	39.65%
Dental Insurance	104.67	157.00	66.66%
Disability Insurance	70.76	109.00	64.91%
Vision Insurance	14.60	20.00	73.00%
Total Fringe Benefits	2,773.55	2,762.00	100.42%
Supplies & Materials			
Office Supplies	257.47	100.00	257.47%
Janitorial Supplies	3,185.91	5,787.00	55.05%
Water Tests	1,314.62	2,500.00	52.58%
Other Supplies	526.56	4,900.00	10.74%
Total Supplies & Materials	5,284.56	13,287.00	39.77%
Technology			
Services/Subscriptions			
Computer Maintenance	0.00	800.00	0.00%
Annual Computer	432.00	900.00	48.00%
Subscriptions/Licensing			

Benzie Leelanau District Health Department

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

995 - Resource Centers

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Total Technology Services/Subscriptions	432.00	1,700.00	25.41%
Equipment Rental/Maintenance			
Equipment Maintenance & Repairs	660.52	0.00	0.00%
Equipment	10,808.00	11,000.00	98.25%
Total Equipment Rental/Maintenance	11,468.52	11,000.00	104.26%
General Liability Insurance			
Insurance	3,834.20	5,000.00	76.68%
Total General Liability Insurance	3,834.20	5,000.00	76.68%
Consultant Services			
Other Consultant Services	81.88	0.00	0.00%
Total Consultant Services	81.88	0.00	0.00%
Contractual Services			
Other Contractual	3,211.07	0.00	0.00%
Total Contractual Services	3,211.07	0.00	0.00%
Communications			
Telephone	579.78	1,102.00	52.61%
Data Line	16.97	53.00	32.01%
Total Communications	596.75	1,155.00	51.67%
Travel & Training			
Mileage	17.29	105.00	16.46%
Total Travel & Training	17.29	105.00	16.47%
Space Costs			
Space-Electric	32,783.85	45,000.00	72.85%
Space-Gas	1,500.41	2,500.00	60.01%
Janitorial Services	91,436.53	101,100.00	90.44%
Snow Removal	13,485.00	12,000.00	112.37%
Loan Payments	48,850.00	61,000.00	80.08%
Space-Distributed Costs	(170,612.13)	(162,086.00)	105.26%
Space-Grounds & Building Maintenance	53,324.34	67,000.00	79.58%
BLDHD Rent	127,219.44	76,032.00	167.32%
Total Space Costs	197,987.44	202,546.00	97.75%
Building Costs			
Capital Outlay Local	0.00	13,794.00	0.00%
Total Building Costs	0.00	13,794.00	0.00%

Benzie Leelanau District Health Department

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

995 - Resource Centers

From 10/1/2025 Through 7/31/2026

	Current Period Actual	Total Budget	% of Budget Spent
Distributed Costs - Administrative			
Administration O/H	850.58	1,466.00	58.02%
Total Distributed Costs - Administrative	850.58	1,466.00	58.02%
Total Expenditures	234,481.90	264,074.00	88.79%
Net Revenues/(Expenditures)	0.00	(751.00)	0.00%

**Benzie Leelanau District Health Department
Accounts Receivable and Prepaid Expenses
as of July 31, 2026**

Due from Michigan Department of Environmental Quality:

Type II	<u><u>\$245,766</u></u>
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Due from State of Michigan:

2024 Cost Based Reimbursement	93160
2025 Cost Based Reimbursement	0
2026 Cost Based Reimbursement	129854
2023 Federal Finance Participation	4435
2024 Federal Finance Participation	50,832
2025 Federal Finance Participation	(189,158)
2026 Federal Finance Participation	(8,858)
	<u><u>80,265</u></u>
Total	<u><u>80,265</u></u>

Due from Michigan Department of Community Health:

CPBC	<u><u>(1,072)</u></u>
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Due from Other Units of Government:

Regional Grants	109,619
	<u><u>109,619</u></u>

Rents Due - Benzie Building:

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

Prepaid Expenses:

Prepaid Insurances	<u><u>14,013</u></u>
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CPBC Pullbacks	\$111,978
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**Benzie-Leelanau District Health Department
Statement of Assets and Liabilities
as of July 31, 2026**

ASSETS:

Cash - Checking and Savings	2,234,153
Imprest Cash	565
A/R - PH Revenue	0
Appropriations Due - Benzie	89,436
Appropriations Due - Leelanau	115,992
Due from DEQ	245,766
Due from State of Michigan	80,265
Due from MDCH	(1,072)
Due from Other Government Units	(109,619)
Rents Due - Benzie	12,464
Prepaid Expenses	606,197
Total Assets	3,274,147

LIABILITIES AND FUND BALANCE:

Accounts Payable	663,283
Accrued Wages	549,442
Deferred Family Planning Revenues	
Deferred Medicaid Revenues	0
Other Deferred Revenues	(111,978)
Fund Balance:	
Unassigned	1,238,763
Assigned	306,342
Non-Spendable	46,821
Committed	
Restricted	
Medicaid Payment Holding	
Current Year	581,474
Total Liabilities and Fund Balance	3,274,147

(0)

Purchasing CDs from Honor Bank

On August 3, 2026, Mary Wixon from Honor Bank met with me to discuss various banking services and financial products that may be of interest to the Benzie-Leelanau District Health Department (BLDHD).

One of the financial products currently being offered by Honor Bank is a six-month Certificate of Deposit (CD) with a guaranteed annual percentage yield (APY) of 6%. The CDs must be purchased in \$10,000 increments and held for the full six-month term to receive the guaranteed interest.

The current 6% APY offered on these CDs is slightly higher than the interest rate currently earned through the MI CLASS account, which BLDHD uses as a savings vehicle. An analysis was completed comparing the interest that would be earned by placing \$150,000 in the MI CLASS account versus purchasing \$150,000 in six-month CDs from Honor Bank. Based on the current rates, BLDHD would earn approximately \$300 more in interest over the six-month period by purchasing the CDs.

At the end of the six-month term, the CDs would mature, and the principal and interest earned would be transferred back into BLDHD's money market account.

Proposed Motion

I move that the Benzie-Leelanau District Health Department purchase \$150,000 in six-month Certificates of Deposit from Honor Bank at the current 6% APY.

Personal Health Division Board of Health Report August 2026

High Tech High Touch (HT2) (Update)

High Tech High Touch (HT2) is an electronic screening tool developed by Dr. Ondersma in the MSU Department of Public Health. The screening is designed to identify needs and risks among pregnant women and connect them with appropriate support and resources.

HT2 has been used by Northern Michigan OB providers for several years, and through an initiative led by the Regional Perinatal Quality Collaborative, screenings are now expanding to our local health departments. Beginning September 1, BLDHD will implement HT2 screening for all pregnant women scheduled for an initial WIC appointment. The screening is completed before the visit either using an iPad or on their own phone through a secure link.

HT2 screens for a range of concerns, including:

- Substance use
- Depression and mental health concerns
- Domestic violence
- Social determinants of health, such as food insecurity, transportation and health insurance needs.

Because the clients complete the screening electronically and privately, HT2 can make it easier for them to disclose concerns that may be difficult to discuss face-to-face.

After completing the screening, the HT2 app provides a brief motivational intervention and gives the clients the opportunity to download information about relevant resources. A report is also generated for WIC staff to review.

The screening results will help WIC staff determine the next appropriate step to support the client, which may include:

- Providing immediate assistance or resources
- Addressing the needs during a scheduled follow-up or upcoming home visit
- Connecting the client to a Community Health Worker through Community Connections
- Making a referral to another appropriate community or healthcare resource

For more information about HT2, visit: <https://www.ht-2.org/>

Staffing Changes

There are a number of staff changes in the Personal Health Division, including a succession plan for my retirement and backfilling positions.

Current Staff Changes:

- Bobbi Scott has been identified to become the new Personal Health Director
- Rudy Strickland will replace Bobbi as the Clinical Supervisor

New Hires

- A 4 day/week nurse to replace Rudy's school nurse role at Lake Ann and Betsie Valley Elementary
- A full-time public health nurse for the Benzie office to replace an employee who left a few months ago.
- A public health tech to replace an employee who left in 2025

Note: The past several years we have placed a nurse at Northport School 2 days/week. That nurse is now taking on coordination of our Immunization Program from Bobbi. At this time, we do not have the nursing time to offer Northport

**Benzie-Leelanau District Health Department
Board of Health Meeting – August 26, 2026
Environmental Health Director's Report
Eric Johnston**

1. Existing System Evaluation Statistic – January 1, 2026 thru August 17, 2026

Benzie County

2026	Total	Satisfactory	*Unsatisfactory	% Unsatis
Sewage	183	172	11	5.52%
Water Well	167	163	4	2.40%

Leelanau County

2026	Total	Satisfactory	*Unsatisfactory	% Unsatis
Sewage	172	142	30	17.4%
Water Well	218	207	11	5.05%

*Unsatisfactory - means the system evaluated does not substantially conform to the BLDHD District Sanitary Code.

- From January 1 through August 17, 2026, BLDHD completed 740 existing system evaluations across Benzie and Leelanau Counties.
- 355 sewage systems were evaluated, with 41 identified as unsatisfactory (11.5%).
- 385 water wells were evaluated, with 15 identified as unsatisfactory (3.9%).
- In Benzie County, 350 evaluations were completed, including 183 sewage systems and 167 water wells. 15 systems were identified as unsatisfactory.
- In Leelanau County, 390 evaluations were completed, including 172 sewage systems and 218 water wells. 41 systems were identified as unsatisfactory.
- The highest rate of unsatisfactory evaluations was for sewage systems in Leelanau County at 17.4%, compared with 5.52% for sewage systems in Benzie County.
- Water well evaluations had lower unsatisfactory rates, at 2.40% in Benzie County and 5.05% in Leelanau County.
- The most common reasons for unsatisfactory sewage determinations involved system sizing and construction characteristics, including undersized systems and construction types that do not substantially conform to applicable requirements.
- Inadequate separation from the seasonal high-water table (SHWT) was also a recurring deficiency, with multiple systems having less than 48 inches of separation.
- Other identified deficiencies included elevated water levels in tanks, ponding sewage in drainfields, failed drainbeds, and tanks that were not watertight.
- Several systems had multiple deficiencies, including combinations of inadequate sizing, construction type, groundwater separation, and isolation distances to wells or surface water.
- Overall, the evaluation data indicate that the majority of existing systems evaluated are satisfactory, while the unsatisfactory systems are primarily associated with site limitations, system sizing/construction, groundwater separation, and deficient system components.

Thank you,
Eric Johnston
Director of Environmental Health

Director of Administrative Services
Report – August 2026
Shelley Jablon

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

Finance :

In the Board packet, the July 2026 financials are included. The financial statements are year-to-date and reflect activity through July 31, 2026.

The Agency is 83% through the fiscal year. Overall expenditures for BLDHD are approximately 10% under the original budget. Some of the activities originally planned last September were limited due to staffing challenges. This resulted in reduced expenditures in several categories, including Clinic Supplies, as the Agency did not purchase as many vaccines as originally anticipated. End-of-year purchasing will begin in approximately one week.

Over the next few weeks, the amended Fiscal Year 2026 budget and the Fiscal Year 2027 budget will be completed. Both budgets will be presented at the September 23, 2026, Board of Health meeting.

Human Resources:

Jacob Zimmer, the new Administrative Assistant for the Leelanau Environmental Health Department began on August 17, 2026.

Technology, Purchasing and Billing:

As part of the end-of-year purchase planning, the Agency has been reviewing its list of computers that are reaching the end of their expected useful life. Approximately 13 computers will be replaced. In addition, new computers will be needed for the Public Health Nurse and Public Health Technician positions that will be hired.

Building:

A Building Partners Meeting was held on August 14, 2026. An increase in rent was discussed, along with building improvement projects that the partners would like to complete over the next few years. Training on building safety and procedures to follow in the event of a threat was also discussed.