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## **BOARD OF HEALTH – FINANCE COMMITTEE**

### **Agenda for September 16, 2024 at 9:00 AM**

1. Call to Order
  - a. Roll Call
  - b. Approval of the Agenda\*
2. Public Comment
3. New Business
  - a. MERS Underfunded Pension Payment & Employee Retention Bonus\*
  - b. Audit Contract – Request for Bids
4. Public Comment
5. Adjournment - Next meeting: Full Board meets on October 3, 2024, next Finance Committee Meeting November 4, 2024.

**Public Comment:**  
For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

## Proposal to Send Additional Dollars to MERS Underfunded Pension Plan and Pay a 3% Retention Bonus to Staff

As the Agency nears the end of the current fiscal year, we continue to monitor the financials to ensure that we are in compliance with all programmatic and financial rules/regulations. This year was another challenging year in budgeting and, as of the end of July, the Agency is currently 10.42% under the expected expenditures. These under expenditures are caused by a variety of factors including staff turnover, the inability to find staff leaving positions vacant for long periods, and COVID-19 money the agency knew it would not be able to spend. These items combined leave the Agency in a position where it may not meet maintenance of effort without spending some of these dollars.

The proposed solution to this problem includes two financial transactions that are not in the current budget, but should not cause the Agency to have an issue with the single audit material finding or programmatic issues, as these are all local dollars and we will not be exceeding the total budget amount for the agency.

The Agency would like to pay a 3% retention bonus to staff who receive w-2s from the agency, and who are still employed and work through the September 20, 2024 pay period. The retention bonus will be calculated based on 3% of the earnings for time worked in the pay periods ending January 12, 2024 through August 9, 2024. The bonus will only be paid according to time actually worked, and will not include 3% for any paid time off the staff had during that time. The anticipated cost of this retention bonus is \$49,499.84. Some of these dollars are already budgeted for salaries, but have gone unspent as we have struggled to find qualified applicants to fill vacancies. The remaining funds will come from other unspent local dollars.

The second transaction would send up to an additional \$50,000 to the MERS underfunded pension liability. The exact amount that we send may be less than this because we currently do not know the final total expenditures for the year. Once that number is known, we will calculate and send the additional unspent local dollars to the underfunded pension plan. These extra dollars this year could then be applied from the surplus fund, to the defined benefit plan to mitigate a portion of the increased cost for FY25.

These two transactions together should ensure the agency meets the maintenance of effort and contractual obligations, as well as leaving the Agency in a better financial position for the following year.

Branch-Hillsdale-St Joseph Community Health Agency  
 Labor Distribution  
 From 1/1/2024 Through 8/16/2024

Employee Name	Hours	Earnings	Retention Bonus
<b>Abby M. McNamara Total</b>	940.00	26,038.00	\$781.14
<b>Adam C. Willis Total</b>	485.50	11,899.61	\$356.99
<b>Aimmee Mullendore Total</b>	989.75	37,184.96	\$1,115.55
<b>Alan Elliott Total</b>	1,021.75	33,973.22	\$1,019.20
<b>Alecia D. Campbell Total</b>	1,010.50	28,859.88	\$865.80
<b>Alexander A. Salim Total</b>	337.50	5,734.13	\$172.02
<b>Amanda J. Okeke Total</b>	1,022.67	28,478.18	\$854.35
<b>Amber L. Alexander Total</b>	1,062.85	32,257.52	\$967.73
<b>Amey M. Elkins-Little Total</b>	626.25	10,965.64	\$328.97
<b>Angela V. Cole Total</b>	1,018.00	15,300.57	\$459.02
<b>Annalisa J. Rice Total</b>	1,012.00	28,164.75	\$844.94
<b>Barbara A. Keith Total</b>	1,072.00	30,623.42	\$918.70
<b>Bonnie L. Angus Total</b>	718.00	14,647.20	\$439.42
<b>Brandie Lennox Total</b>	957.50	19,523.45	\$585.70
<b>Brook E. Chesher Total</b>	435.00	6,538.05	\$196.14
<b>Candace Cox Total</b>	974.50	19,870.09	\$596.10
<b>Carol Anderson Total</b>	604.00	10,902.22	\$327.07
<b>Chaselyn M. Gibson Total</b>	1,047.50	29,616.15	\$888.48
<b>Christine I. Ash Total</b>	985.25	20,844.47	\$625.33
<b>Cody Johnson Total</b>	997.25	29,339.10	\$880.17
<b>Dale Cross Total</b>	1,028.50	20,971.13	\$629.13
<b>Diana D. Rogers Total</b>	1,087.00	17,370.27	\$521.11
<b>Emily S. Motes Total</b>	1,060.00	30,273.60	\$908.21
<b>Emily Young Total</b>	665.50	12,012.29	\$360.37
<b>Gianna C. Eagle Total</b>	135.00	3,739.50	\$112.19
<b>Heidi K. Hazel Total</b>	1,024.00	36,457.13	\$1,093.71
<b>Isabella M. Stykos Total</b>	1,052.00	26,102.23	\$783.07
<b>Jennifer Hopkins Total</b>	1,011.75	16,039.79	\$481.19
<b>Jennifer L. Hull Total</b>	217.50	6,024.75	\$180.74
<b>Jessica A. Butler Total</b>	1,051.65	30,453.85	\$913.62
<b>Jolene Hurst Total</b>	952.25	19,441.89	\$583.26
<b>Joseph Frazier Total</b>	916.00	34,414.17	\$1,032.43
<b>Joshua Englehart Total</b>	1,025.90	26,661.36	\$799.84
<b>Jullia J. Brosnan Total</b>	926.50	22,708.54	\$681.26
<b>Justin T. Hicks Total</b>	1,083.25	30,937.62	\$928.13
<b>Kaitlyn E. Gross Total</b>	1,055.50	29,463.77	\$883.91
<b>Kaleigh S. Bonner Total</b>	1,063.50	26,066.42	\$781.99
<b>Kayse L. ODonnell Total</b>	842.92	20,659.89	\$619.80
<b>Kelsi L. Steiner Total</b>	126.00	1,893.78	\$56.81
<b>Kimberly E. Boyter Total</b>	1,060.50	16,946.79	\$508.40

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<b>Kristina K. Dewey Total</b>	1,072.75	33,577.08	\$1,007.31
<b>Kyle A. Moore Total</b>	1,106.00	27,777.27	\$833.32
<b>Laura Sutter Total</b>	997.00	42,153.16	\$1,264.59
<b>Leticia Rubio Total</b>	907.50	13,639.75	\$409.19
<b>Lisa K. Palmer Total</b>	1,008.00	31,579.47	\$947.38
<b>Lisa Redmond Total</b>	1,055.50	19,369.90	\$581.10
<b>Lori Hibbs Total</b>	996.50	17,982.81	\$539.48
<b>Mackenzie R. Horsfall Total</b>	845.00	20,711.05	\$621.33
<b>Madonna Hilarides Total</b>	1,007.00	33,482.78	\$1,004.48
<b>Mary L. Kerr-Badder Total</b>	1,049.25	16,698.39	\$500.95
<b>Mary Proctor Total</b>	355.00	7,315.00	\$219.45
<b>Melissa Gilbert Total</b>	979.75	17,702.56	\$531.08
<b>Morgan R. McCurry Total</b>	543.25	8,165.08	\$244.95
<b>Nathan C. Francis Total</b>	783.50	21,702.96	\$651.09
<b>Nichole R. Simon Total</b>	990.75	17,395.05	\$521.85
<b>Nicole M. Ewers Total</b>	1,083.50	19,557.20	\$586.72
<b>Nikki L. Clore Total</b>	723.50	11,716.86	\$351.51
<b>Olivia J. Jacobs Total</b>	1,018.50	25,083.16	\$752.49
<b>Rebecca A. Shuler Total</b>	1,001.00	27,727.70	\$831.83
<b>Rebecca Burns Total</b>	985.00	54,047.00	\$1,621.41
<b>Roger Zimmerman Total</b>	1,083.75	31,883.93	\$956.52
<b>Ronda K. Bent Total</b>	746.00	10,219.37	\$306.58
<b>Samantha Keeney Total</b>	693.50	21,706.56	\$651.20
<b>Shelby J. Ward Total</b>	1,018.00	33,355.39	\$1,000.66
<b>Shelly L. Bixler-Martin Total</b>	75.00	1,838.25	\$55.15
<b>Stephanie Hough Total</b>	1,001.25	20,415.51	\$612.47
<b>Stephanie M. Hightree Total</b>	655.50	10,202.01	\$306.06
<b>Tenia S. Dossett Total</b>	1,059.00	16,414.50	\$492.44
<b>Tereasa J. Penney Total</b>	1,005.00	37,757.90	\$1,132.74
<b>Theresa Fisher Total</b>	1,096.25	47,774.58	\$1,433.24
<b>Tina Schneidmiller Total</b>	991.25	33,000.65	\$990.02
<b>Toni A. Laughlin Total</b>	1,073.25	21,479.48	\$644.38
<b>Vera Jo A. Sierminski Total</b>	341.25	5,453.20	\$163.60
<b>Wendy M. Nowicke Total</b>	<u>1,118.50</u>	<u>21,709.73</u>	<u>\$651.29</u>

Total Cost:      \$49,499.84