

AGENDA

BUDGET/AUDIT COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

Thursday, June 5, 2025 – 4:00 p.m.

Members: Christopher Boyd – Chair, Tracey Slodowski – Vice-Chair, John Kaczynski, Michael Webster, Jack Tany

Others: Administrator, Finance Director, Treasurer, Civil Counsel, Board Staff, *Media*

- I. Call to Order
- II. Welcome
- III. Correction/Approval of Minutes (**May 8, 2025 - Attached**)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Koren Thurston, Finance Director**, re:

- **6-17-__** Approval of Vendor Transactions, May 1 – 31, 2025 (*Distributed prior to meeting*) (*Board Report*)
- **6-17-__** Submission of Monthly Financial Report for May 2025 (*Distributed prior to meeting*) (*Receive & File*)

2. **Christina Harrington, MPH, Health Officer**, re:

- **6-17-14** Requesting approval of the Saginaw County Health Department Immunization Fee Establishment Policy (*Board Report*)

3. **Miguel Gomez, Saginaw County Undersheriff**, re:

- **6-17-15** Requesting approval to increase FY 2025 budget by \$13,500 to compensate for the absence of the Marine Grant this year; \$4,500 to be used for a boat trailer from account (207-31500-64209) and \$9,000 for wages paid to patrol the river from account (101-33100-70500) (*Board Report*)

4. **Michael Yelsik, 10th Circuit Court Administrator**, re:

- **6-17-16** Requesting a combined net increase of \$73,000 from the General Fund for:
 - (1) Court Appointed Attorney – Appeals; and
 - (2) Transcript Costs – Appeals; and
 - (3) Jury Questionnaire Processing to continue operating in FY25(*Board Report*)

5. Any other matters to come before the committee

VI. Miscellaneous

VII. Adjournment

MINUTES

BUDGET/AUDIT COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

Thursday, May 8, 2025 – 4:00 p.m.

Present: Christopher Boyd – Chair, Tracey Slodowski – Vice-Chair, John Kaczynski, Michael Webster, Jack Tany

Others: Mary Catherine Hannah, Koren Thurston, Dave Gilbert, Mark Piotrowski, Darcie Totten, Brian Keenan-Lechel, Jaime Ceja, Mark Angliss, Jennifer Broadfoot, Jessica Sargent, Andrew Klaczkiwicz, Suzy Koeplinger, and Catherine Hicks

- I. Call to Order---**Chair Boyd @ 4:00 p.m.**
- II. Welcome
- III. Correction/Approval of Minutes (**April 3, 2025**)
 - **Moved by Kaczynski, seconded by Tany, to approve. Motion carried.**
- IV. Public Comment---**None**
- V. Agenda

1. **Jessica Sargent, Director, Commission on Aging**, re:

- **5-20-5** Requested use of agency fund balance and issuance of a temporary Personnel Control Number (PCN) for the Nutrition Program Manager position at Commission on Aging for onboarding and providing up to 10 weeks of training for a new individual at an approximate cost of \$22,611
- **Moved by Slodowski, seconded by Webster, to approve. Motion carried. (Board Report)**

2. **Andrew Klaczkiwicz, Information Technology Director**, re:

- **5-20-6** Requested approval to allocate up to \$19,000 from the Public Improvement Fund for the purchase of updated networking infrastructure equipment needed to support daily operations of the Marie-Davis Building
- *Saginaw County Information Technology is now involved in all county building projects. There is almost \$3 Million in the Public Improvement Fund. There are no dedicated fiber networks in the area.*
- **Moved by Tany, seconded by Kaczynski, to approve. Motion carried. (Board Report)**

3. **Koren Thurston, Finance Director**, re:

- **5-20-7** Approval of Vendor Transactions, April. 1 – 30, 2025 totaling \$14,911,688.40
- **Moved by Slodowski, seconded by Tany, to approve. Motion carried. (Board Report)**
- **5-20-8** Submission of Monthly Financial Report for April 2025
- *It was noted that there is a reduction of services due to the defunding of grants, with one example being a reduction of contracted health resource advocates in schools. Commissioner Webster inquired about disaster recovery with no FEMA funds being available.*
- **Moved by Kaczynski, seconded by Webster, to receive and file. Motion carried. (Receive & File)**

4. **Mary Catherine Hannah, County Administrator, and Koren Thurston, Finance Director**, re:
- **5-20-9** FY25/26 Budget Preview Presentation (*To be distributed prior to meeting*)
 - *Discussion was held regarding the present status of the county and where we're going. Fiscal Year 2024 ended in a good place. State mandates, priorities, the challenge of processing multi-year budgeting using Munis, and strategy were also discussed.*
 - **Informational – no action**

5. Any other matters to come before the committee---**None**

VI. Miscellaneous---**None**

VII. Adjournment ***Moved by Tany, seconded by Slodowski, to adjourn; time being 5:15 p.m.***

Respectfully submitted,
Christopher S. Boyd, Committee Chair
Suzy Koeplinger, Committee Clerk

Christina A. Harrington, M.P.H.
Health Officer



Saginaw County
HEALTH DEPARTMENT
Caring experts, advocates & champions.
For health. For everyone.

Delicia J. Pruitt, M.D., M.P.H., F.A.A.F.P.
Medical Director

**BUDGET
AUDIT**

May 27, 2025

Honorable Jack Tany, Chairman
Board of Commissioners
County of Saginaw
111 S. Michigan Ave.
Saginaw, MI 48602

6-17-14

SAGINAW COUNTY BOC
MAY 27 '25 PM2:05

RE: REQUEST TO APPROVE IMMUNIZATION FEE SCHEDULE POLICY

Dear Chairman Tany:

Please permit this letter to serve as my request to meet with the Budget/Audit Committee meeting regarding the following matter:

- **Request a motion to approve the SCHD Immunization Fee Establishment Policy**

Annually as part of the county budget process a cost analysis is performed to assess SCHD immunization program fees. A comprehensive review of vaccine costs per dose and insurance reimbursement rates are performed to align actual costs with fees. These fees are set during the budget process once per year by the Board of Commissioners. Any other needed changes in cost, new vaccine procurement and service delivery, or adjustments to insurance reimbursement require board approval on an individual basis. I am kindly proposing that the Board approve this internal policy (attached) to allow for time sensitive price adjustments or the offering of new vaccines as applicable to the immunization program.

I plan on attending the Budget/Audit Committee meetings to answer any questions about this request. Thank you for your consideration in this matter.

Respectfully,

A handwritten signature in cursive script that reads "Christina Harrington".

Christina A. Harrington, MPH
Health Officer

	Division: Nursing		Category: 700
	Subject: Immunization Fee Establishment		Number: 706
	Author: Kemberly Parham		Page 1 of 2
	Effective Date: 06/01/2025	Last Revision: N/A	

1. PURPOSE

To establish procedures the department will follow in establishing fees for the immunization program that remain competitive and fiscally responsible as purchasing costs increase, insurance reimbursement fluctuates, and/or new vaccines, biologics and associated drugs come to market.

2. AUTHORITY

The Saginaw County Board of Commissioners through their expectations of Department Heads to manage the affairs of their various departments.

3. APPLICATION

This policy applies to the formulation and adjustment of fees within the immunization program and their assessment to either the client or their third-party payer. Ongoing analysis and reviews will occur at a minimum of annually. Policy approval by the Board of Commissioners will allow fee adjustments and/or new fees to take effect immediately.

4. RESPONSIBILITY

The Health Officer is responsible for the implementation and enforcement of this policy.

4.1 Nursing division leadership and the accounting supervisor are responsible for administration of the procedures established by this policy.

5. DEFINITIONS: NONE

6. POLICY

6.1 Department review to establish immunization program fees will consist of the following methodology:

- Vaccine, biologic or associated drug (new or existing) per dose cost including excise tax (where applicable) will be reviewed,
- Third-party payer reimbursement rates for Medicaid and a prominent health

Saginaw County Health Department Policy		Page 2 of 2
Subject: Immunization Fee Establishment	Category: 700	Number: 706

insurance provider in the area (generally Blue Cross Blue Shield of Michigan).

- Consideration will also be given to assessing prices of local providers offering same or like services so as to remain competitive within the market.

6.2 Cost Analysis will be performed to establish a fee closest to cost per dose and potential reimbursement rates. In a case where a product is offered by more than one manufacturer, consideration will be taken to average the cost per dose of each product. The fee shall not exceed 150% of cost or highest third-party reimbursement, whichever is greater to allow for capture of full reimbursement.

6.3 All vaccines provided by the department will be delivered according to the Center for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices (ACIP) approved protocols. Should an emergent situation arise in which the department wishes to provide a vaccine outside of these parameters, a request will be sent to the Board of Commissioners for approval.

7. ADMINISTRATIVE PROCEDURES

The author will have the responsibility for updating this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: Not applicable

9. HEALTH OFFICER REVIEW

APPROVED AS TO SUBSTANCE:

Health Officer Date
Saginaw County Health Department

Reviewed and approved for use without modification Date

Reviewed and approved for use without modification Date



BUDGET AUDIT

SAGINAW COUNTY SHERIFF'S OFFICE

311 S. Harrison Street • Saginaw, MI 48602

PH: 989.790.5400 FAX: 989.790.5429

WILLIAM L. FEDERSPIEL

Sheriff

MIGUEL GOMEZ

Undersheriff

SAGINAW COUNTY BOC
MAY 29 '25 AM 10:04

6-17-15

May 28, 2025

Dear Chair Boyd,

I request to be placed on the Budget/Audit Committee agenda. I am requesting to increase the current budget by \$13,500 to take in revenue from the sale of vehicles 207-31500-64209. The purpose of these funds would be to take the place of a short fall created by the lack of funding from the marine grant. We were informed there will be no marine patrol funds available this year. I need \$4,500 to purchase a trailer for one of the boats and the remaining \$9,000 would be for wages to patrol the river. Account number 207-31500-64209 for the boat trailer and 101-33100-70500 for the wages for patrol.

William Federspiel
Saginaw County Sheriff

BUDGET AUDIT

May 28, 2025

Honorable Jack Tany, Chairman
Saginaw County Board of Commissioners
County of Saginaw
111 S. Michigan Ave.
Saginaw, MI 48602

6-17-16

SAGINAW COUNTY BOC
MAY 29 '25 PM2:22

RE: Request for General Fund Increase – FY 2025 Budget Amendment for the 10th Circuit Court

Dear Chairman Tany:

Please accept this letter as my formal request for the Budget Audit Committee's consideration and approval of additional General Fund allocations to amend the Fiscal Year 2025 budget for the 10th Circuit Court. I am requesting funding increases in the following three areas:

1. Court Appointed Attorney – Appeals (10128301/81900):

I respectfully request an increase of **\$60,000.00**. This account is currently over budget by **\$32,344.24**, primarily due to a higher volume of appellate matters. These costs fluctuate based on the number of cases appealed and the timing of submitted invoices. We anticipate a reimbursement of approximately **\$17,000.00** from MAACS in June 2025, which will partially offset this request.

2. Transcript Costs – Appeals (10128301/81310):

On April 2, 2025, **Public Act 226 of 2024** took effect, increasing the court reporter per-page rate from \$1.75 to \$3.75 — the first adjustment since 1986. This change has significantly impacted our costs. We are currently **\$5,905.50** over budget. I am requesting an additional **\$15,000.00** to ensure sufficient funding through the end of the fiscal year.

3. Jury Questionnaire Processing (10128301/81102):

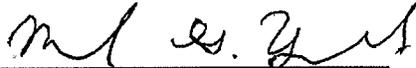
Due to an increased number of jury trials across Circuit, District, and Probate Courts — totaling 27 trials year-to-date — we have experienced higher costs in mailing juror questionnaires. Rising paper prices have also contributed to this overage. This line item is currently **\$4,287.40** over budget. I am requesting an increase of **\$15,000.00** to meet these needs.

In total, the Circuit Court needs a **net increase of \$73,000.00** to the above-referenced line items to continue operating in FY 2025, accounting for the expected **\$17,000.00** MAACS reimbursement.

I respectfully request the Board of Commissioners make a motion to approve amending the following budget line items for FY 2025 as follows:

Org	Object	Description	2025 Current Budget	Proposed Amendment to Budget
10128301	53900	CC Due Pro State Grants	0.00	-\$17,000
10128301	81102	CC Due Pro Jury Questionn Proc	27,000.00	\$42,000
10128301	81310	CC Due Pro Transcripts-Appeal	20,000.00	\$35,000
10128301	81900	CC Due Pro Court Appt Atty-App	60,000.00	\$120,000

Sincerely,



Michael G. Yelsik (P62805)
10th Circuit Court Administrator
Saginaw County