



Date 3/17/2026

City of Columbus
d/b/a Columbus Public Health
Attn: Dr. Mysheika Roberts
240 Parsons Ave
Columbus, OH 43215

Re: Michigan Public Health Institute (MPHI) Letter of Agreement (Ref # 24-EA-100162-12G-511300)

Dear Dr. Roberts:

This is to serve as an official letter of agreement (LOA) between the City of Columbus d/b/a Columbus Public Health and Michigan Public Health Institute (MPHI). The purpose of this agreement is to provide a participant incentive for participation in the Leaders Transforming Public Health Systems (Lead-Transform) Program.

Upon successful completion of the program, the City of Columbus d/b/a Columbus Public Health will receive up to \$7,500 to support their participation in five 4-hour virtual workshops, five 1-hour Relationship Circles, and continued asynchronous learning between sessions. Teams may include 3–5 pre-determined participants. To be eligible for the participant incentive, at least two of the pre-determined team members must attend each required session. The incentive payment will be issued after all Workshop/Relationship Circle sessions are completed and an approved invoice is submitted.

The Workshop & Relationship Circle sessions:

- Workshop #1 (March 31, 2026) & Relationship Circle #1 (April 16, 2026) - \$1,500
- Workshop #2 (April 30, 2026) & Relationship Circle #2 (May 14, 2026) - \$1,500
- Workshop #3 (May 28, 2026) & Relationship Circle #3 (June 11, 2026) - \$1,500
- Workshop #4 (June 25, 2026) & Relationship Circle #4 (July 19, 2026) - \$1,500
- Workshop #5 (July 21, 2026) & Relationship Circle #5 (August 4, 2026) - \$1,500

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, government shutdown, disaster, strikes, civil disorder, threat of communicable disease or curtailment of transportation facilities – to the extent that such circumstance makes it illegal, impossible, or impracticable for a Party to carry out the planned event. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to



the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

Please complete and submit the attached invoice within 30 days of the final Workshop/Relations Circle session.

Please email Invoice to Jocelyn Levin – jlevin@mphi.org and Stephanie Steere - ssteere@mphi.org.

Sincerely,

MICHIGAN PUBLIC HEALTH INSTITUTE

Signed by:
Dawn Raymond
Dawn Raymond

Date: 3/24/2026

Finance & Budget Manger

**CITY OF COLUMBUS
D/B/A COLUMBUS PUBLIC HEALTH**

DocuSigned by:
MWR by Anita Clark
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Date: 3/19/2026

Mysheika W. Roberts, MD, MPH
Health Commissioner, Columbus Public Health