

**BOARD OF HEALTH**  
**Agenda for August 22, 2019 at 9:00 AM**

1. Call to Order
  - a. Opening ceremonies – Pledge Allegiance to the Flag of the United States of America
  - b. Roll Call
  - c. Approval of the Agenda\*
  - d. Approval of the Minutes\*
2. Public Comment
3. Health Officer’s Report
4. Medical Director’s Report
5. Committee Reports
  - a. Finance Committee – Did not meet.
  - b. Program, Policies, and Appeals – Approve Minutes from 8/14/19 meeting\*
6. Financial Reports
  - a. Approve Payments\*
  - b. Review Financials
7. Unfinished Business
  - a.
8. New Business
  - a. AAA FY20-22 Provider Contracts and FY20 Provider Allocations\*
9. Departmental Reports
  - a. Personal Health & Disease Prevention
  - b. Environmental Health
  - c. Area Agency on Aging
10. Adjournment - Next meeting: September 26, 2019 at the Coldwater office

## July 25, 2019 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:06 a.m. by Chairman, Don Vrablic, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Don Vrablic, Bruce Caswell, Mark Wiley, Terri Norris, and Al Balog.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Paul Andriacchi, Laura Sutter, David Fowler, and Brenae Corbeil.

Mr. Caswell moved to approve the agenda with support from Mr. Wiley. The motion carried.

Mr. Caswell moved to approve the minutes from the previous meeting with support from Ms. Norris. The motion carried.

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: MERS Employee Education Meetings, New Software Updates, Health Promotion & Education Updates, Staff Vacancies/New Staff, Comprehensive Compensation Study, and the Hepatitis A Outbreak.

Dr. Vogel, Medical Director reviewed his monthly report. This month's reports covered Heat Related Illness.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Mr. Caswell moved to approve the expenditures with support from Ms. Norris. The motion carried.

Unfinished Business

- AAA IIIc Inter-local Agreement – No action was taken.

New Business:

- a. None at this time.

Departmental Reports

- Environmental Health
- Area Agency on Aging
- Personal Health & Disease Prevention

Ms. Norris moved to adjourn the meeting with support from Mr. Balog. The motion passed and the meeting was adjourned at 10:12 AM.

Respectfully Submitted by:  
Theresa Fisher, BS

A handwritten signature in black ink, appearing to read "Theresa Fisher", is written over the printed name.

---

## Health Officer's Report to the Board of Health for August 22, 2019

Prepared by: Rebecca A. Burns, M.P.H., R.S.

### Agency Updates

**Area Agency on Aging 3C 2020 Multi-Year Plan** – The multi-year plan was presented to the Michigan Commission on Services to the Aging last Friday and has been approved. The Program, Policy and Appeals Committee met on August 14<sup>th</sup> to review the bids for services and have prepared recommendations for the full Board's consideration at today's meeting.

**Medical Marijuana Education Grant** – It seems we have just started, but we are wrapping up the Medical Marijuana Education Grant at the end of this month as we are required to submit a final report and request for reimbursement by September 15<sup>th</sup>. The lock boxes are out in the community now at a number of local service providers.

**Medicaid Cost Based Reimbursement** – I have no new information at this time.

### **New Database Updates –**

- **HealthSpace:** Environmental Health continues to work with the vendor on getting ready to go live with the on-site sewage and well water programs.
- **Nightingale Notes:** Champ software is now a MICR approved vendor! This is a huge step forward for our vendor and we are thrilled to have that hurdle behind us. The Agency will begin using the software for our Immunization program beginning September 1<sup>st</sup>. We are using a clearing house called Availity to stream line our billing that works in conjunction with our new software and we are thrilled to be putting it to use as the flu season begins. The STD and HIV programs are using the software now and we have begun to utilize it for the lead program.

**Health Promotion & Education Updates** – The Agency's HPE team has written 3 news releases for local media and posting on our website since the last Board of Health meeting. These include:

- Harmful Algal Blooms: (8-9-2019)
- Immunizing for School: (8-14-2019)
- August is Breastfeeding Awareness Month: (8-15-2019)

The HPE Team maintained an Agency booth at the Branch County Fair, attended the Huss Future Fest in Three Rivers, Hillsdale Clinic Team held a Saturday Summer Clinic, and in Constantine a Car Seat Check was held that our Breastfeeding Peer attended to talk with residents about our programs. The WIC Facebook page has received a number of posts also. Paul was interviewed by Fox17 News about an issue with a restaurant in Bronson.

**Staff Vacancies/New Staff** – There have been no new staff started since my last report. The AAA3C has had several staff move on to new opportunities and Laura and her team are well on their way to filling those positions. By next month, I will be able to share these new staff members with you.

**Comprehensive Compensation Study** – The Agency Directors and I met individually with the consultant putting together our study this week to provide him with more information and to clarify questions he had. This project is on target for presentation at the September 26<sup>th</sup> Board of Health meeting.

**Legislative Updates** – None at this time.

**Hepatitis A Outbreak** – As I have been reporting, Michigan is in the midst of a serious Hepatitis A outbreak. Current case count as of August 14, 2019 is 918 with 737 hospitalizations and 28 deaths. There has not been an increase in cases since my last report. Cass County still remains as the only “outbreak county” in Michigan. The Agency continues to put special emphasis on increasing our vaccination rates for adult Hep. A, especially of the high-risk individuals. Hepatitis A vaccination is safe and effective. The following individuals should get the HAV vaccine:

- Persons who are homeless.
- Persons who are incarcerated.
- Persons who use injection and non-injection illegal drugs.
- Persons who work with the high-risk populations listed above.
- Persons who have close contact, care for, or live with someone who has HAV.
- Persons who have sexual activities with someone who has HAV.
- Men who have sex with men.
- Travelers to countries with high or medium rates of HAV.
- Persons with chronic liver disease, such as cirrhosis, hepatitis B, or hepatitis C.\*
- Persons with clotting factor disorders.

Confirmed Cases Referred August 1, 2016 - August 14, 2019 Meeting the MI Hepatitis A Outbreak Case Definition			
County (or city)	Total Cases	County (or city)	Total Cases
Cass	2	Saginaw†	4
Macomb†	223	Gratiot†	3
City of Detroit†	173	Midland†	3
Wayne†	164	Allegan†	2
Oakland†	120	Mecosta†	2
St. Clair†	33	Bay†	1
Ingham	30	Charlevoix†	1
Genesee	28	Clare†	1
Shiawassee†	22	Hillsdale†	1
Washtenaw†	20	Huron†	1
Monroe†	18	Ionia†	1
Calhoun†	10	Leelanau†	1
Isabella†	8	Lenawee†	1
Lapeer†	7	Missaukee†	1
Clinton†	6	Newaygo†	1
Livingston†	6	Schoolcraft†	1
Sanilac†	6	St Joseph	1
Eaton†	5	Van Buren†	1
Grand Traverse†	4	Other*†	2
Kent†	4		

† Indicates no confirmed case in the past 100 days  
 \*Jackson Michigan Department of Corrections  
 † Indicates counties with outbreak-associated cases that are not currently included in the outbreak jurisdiction

**Medical Director's Report to the Board of Health**  
**H. Lauren Vogel, D.O., M.P.H.**  
**July 2019 - Lime disease**

Not to be confused with Lyme disease, lime induced photodermatitis is a pruritic blistering skin reaction following exposure to lime juice in combination with sun exposure. The skin reaction, also known as margarita photodermatitis, is caused by exposure to a chemical (furocoumarins) found in limes and other citrus fruit including oranges, grapefruit and lemons.<sup>1</sup>

Not only is your margarita dangerous, your bloody mary can also cause skin rash due to that stalk of celery which also contains furocoumarins.<sup>2</sup> Other common plants that can cause blistering skin reactions after sun exposure include figs, celery, carrots, fennel, parsley and dill. The reaction requires initial skin exposure to the skin, juice or leaves of the offending plant and then exposure to sunlight.

The skin reaction can be as mild as erythema or as severe as blistering of the skin under the contact area. Symptoms usually appear one or two days after the combination exposure. The cause is often misdiagnosed because the exposure to the plant and then sunlight are not recognized as the culprit. Even at the clinician's office the skin reaction may be diagnosed as sunburn, allergy or a nonspecific contact dermatitis. A thorough history will usually suggest phytophotodermatitis as the correct diagnosis.

The skin reaction is characteristic with streaks and irregular shaped lesions noted. Hyperpigmentation often occurs after one to two weeks and may last for months. The lesions do not usually itch initially but pruritis develops after 24 hours post exposure.<sup>3</sup> Scarring is uncommon but does occur especially if the blistered skin becomes infected.

The most effective treatment is prevention. Washing with soap and water after contact with plants known to cause photosensitivity and before sun exposure will prevent the solar reaction. Gardeners should wear gloves when handling vegetables. The lemon or lime peel or celery stalk that has touched the hands or face can precipitate a reaction that can be prevented if the face, mouth and hands are washed before sun exposure.

There is no specific care for the skin reaction. Supportive treatment with cold application, lotions and covering the lesions may be effective. Time will be the only modifier if hyperpigmentation occurs.



## REFERENCE

1. Hankinson A. Lloyd B. Alweis R. Lime-induced Phytophotodermatitis. [J Emerg Med.](#) 1999 Mar-Apr;17(2):235-7. Accessed Jun 2019.
2. Weber IC. Davis CP. Greeson DM. Phytophotodermatitis: The Other "lime" Disease. [World J Plast Surg.](#) 2017 May;6(2):260-262. Accessed June 2019.
3. Leonard J. Phytophotodermatitis: When Plants And Light Affect The Skin. Medical News Today. August 2017. <https://www.medicalnewstoday.com/articles/319001.php>. Accessed June 2019.
4. Sweet J. Lime and Sun Don't Always Mix: Beware the Margarita 'Burn' This Summer. Healthline. May 2018. <https://www.healthline.com/health-news/beware-the-margarita-burn-this-summer#1>. Accessed June 2019.

---

## **BOARD OF HEALTH – Program, Policy, & Appeals Committee**

### **August 14, 2019 at 10:00 AM**

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health: Program, Policy, and Appeals Committee meeting was called to order at 10:08 a.m. with roll call as follows: Don Vrablic and Mark Wiley.

Also present: Rebecca Burns, Laura Sutter, and Sarah Watson.

Public comment: None at this time.

#### Business:

- a) Mr. Vrablic moved to recommend that the full Board approve the competitive bids for Caregiver Education and Support services in St. Joseph County for Bidder C in the amount of \$5,412 and for Bidder D in the amount of \$1200 with support from Mr. Wiley. The motion carried.
- b) Mr. Vrablic moved to recommend that the full Board approve the competitive bids for transportation in Branch County for Bidder A in the amount of \$18,900 and for Bidder B in the amount of \$6,430 with support from Mr. Wiley. The motion carried.
- c) Mr. Vrablic moved to recommend that the full Board approve the bid for Case Coordination and Support in Branch County by Branch COA in the amount of \$5,455 with support from Mr. Wiley. The motion carried.
- d) Mr. Vrablic moved to recommend that the full Board approve the bid for Home Care Assistance in Branch County by Branch COA in the amount of \$49,437 with support from Mr. Wiley. The motion carried.
- e) Mr. Vrablic moved to recommend that the full Board approve the bid for Chore in Branch County by Branch COA in the amount of \$2,610 with support from Mr. Wiley. The motion carried.
- f) Mr. Vrablic moved to recommend that the full Board approve the bid for Respite Care in Branch County by Branch COA in the amount of \$14,452 with support from Mr. Wiley. The motion carried.
- g) Mr. Vrablic moved to recommend that the full Board approve the bid for Disease Prevention and Health Promotion in Branch County by Branch COA in the amount of \$3,694 with support from Mr. Wiley. The motion carried.
- h) Mr. Vrablic moved to recommend that the full Board approve the bid for Caregiver Education and Training & Kinship Support in Branch County by Branch COA in the amount of \$6,468 with support from Mr. Wiley. The motion carried.

- i) Mr. Vrablic moved to recommend that the full Board approve the bid for Friendly Reassurance in Branch County by Branch COA in the amount of \$1,932 with support from Mr. Wiley. The motion carried.
- j) Mr. Vrablic moved to recommend that the full Board approve the bid for Congregate Meals in Branch County by Community Action Agency in the amount of \$45,310 and Home Delivered Meals in Branch County by Community Action Agency in the amount of \$149,272 with support from Mr. Wiley. The motion carried.
- k) Mr. Vrablic moved to recommend that the full Board approve the bid for transportation by St. Joseph County Transportation Authority in the amount of \$24,500 with support from Mr. Wiley. The motion carried.
- l) Mr. Wiley moved to recommend that the full Board approve the bid for Case Coordination and Support in St. Joseph County by St. Joseph County COA in the amount of \$7,534 with support from Mr. Vrablic. The motion carried.
- m) Mr. Wiley moved to recommend that the full Board approve the bid for Homecare Assistance in St. Joseph County by St. Joseph County COA in the amount of \$68,270 with support from Mr. Vrablic. The motion carried.
- n) Mr. Wiley moved to recommend that the full Board approve the bid for Chore in St. Joseph County by St. Joseph County COA in the amount of \$3,590 with support from Mr. Vrablic. The motion carried.
- o) Mr. Wiley moved to recommend that the full Board approve the bid for Respite in St. Joseph County by St. Joseph County COA in the amount of \$19,960 with support from Mr. Vrablic. The motion carried.
- p) Mr. Wiley moved to recommend that the full Board approve the bid for Home Delivered Meals in St. Joseph County by St. Joseph County COA in the amount of \$170,288 with support from Mr. Vrablic. The motion carried.
- q) Mr. Wiley moved to recommend that the full Board approve the bid for Friendly Reassurance in St. Joseph County by St. Joseph County COA in the amount of \$2,668 with support from Mr. Vrablic. The motion carried.
- r) Mr. Wiley moved to recommend that the full Board approve the bid for Congregate Meals in St. Joseph County by St. Joseph County COA in the amount of \$98,417 with support from Mr. Vrablic. The motion carried.
- s) Mr. Wiley moved to recommend that the full Board approve the bid for Disease Prevention/Health Promotion in St. Joseph County by St. Joseph County COA in the amount of \$5,100 with support from Mr. Vrablic. The motion carried.
- t) Mr. Wiley moved to recommend that the full Board approve the bid for Home Repair in St. Joseph County by St. Joseph County COA in the amount of \$3,480 with support from Mr. Vrablic. The motion carried.
- u) Mr. Wiley moved to recommend that the full Board approve the bid for Kinship Support in St. Joseph County by St. Joseph County COA in the amount of \$2,320 with support from Mr. Vrablic. The motion carried.
- v) Mr. Wiley moved to recommend that the full Board approve the bid for Counseling Services in St. Joseph County by St. Joseph County COA in the amount of \$3,190 with support from Mr. Vrablic. The motion carried.
- w) Mr. Vrablic moved to recommend that the full Board approve the bid for Legal Assistance for both Branch and St. Joseph Counties by Legal Services of Southcentral Michigan in the amount of \$9,750 with support from Mr. Wiley. The motion carried.

- x) Mr. Vrablic moved to recommend that the full Board approve the bid for Adult Day Services in both Branch and St. Joseph Counties by Thurston Woods Village in the amount of \$44,318 with support from Mr. Wiley. The motion carried.
- y) Mr. Vrablic moved to recommend that the full Board approve the bid for Long Term Care Ombudsman in both Branch and St. Joseph Counties by Area Agency on Aging 3A (Kalamazoo Health & Community Services) in the amount of \$2,000 with support from Mr. Wiley. The motion carried.

Mr. Wiley moved to adjourn the meeting with support from Mr. Vrablic . The motion passed and with no further business the meeting was adjourned at 12:05 PM.

Respectfully submitted,  
Rebecca A. Burns, MPH, RS

July 1 through July 31, 2019		
2nd Story Marketing, LLC.	Marketing Plan Service	1,350.00
4Imprint	Office Supplies/Other Expenses	2,187.94
ACD.Net	Telephones 3 offices	2,326.50
Action Quick Print Plus	Laminated Flow Charts	68.00
Adam Outdoor	Advertising - Medical Marijuana	3,265.00
AFLAC	Payroll Deduction	1,534.54
Alerus Financial (Retirement)	Payroll Deduction	590.00
Arcadia Health Services	Care Management	525.36
Area Agencies On Aging	2019 Older Michiganian Days	191.60
Armstrong Health Care	WIC / AAA Contractual Consultant	4,080.07
Asha Ritchie	Zika Contractual	1,599.20
Blue Cross Blue Shield	Health Insurance	60,366.33
Branch Area Transit Authority	Elderly Transportation Service	3,464.07
Branch County Commission COA	Home & Community Based Services	9,610.53
Branch County Complex	Rent - Coldwater Office	5,694.28
Branch County Complex Quarterly	Building Repair & Maintenance	356.09
Branch County Complex Quarterly	Internet	997.50
Branch County Complex Quarterly	Maintenance (Work orders & Grounds)	283.50
Branch County Complex Quarterly	Utilities (Gas, Electric, Trash Pickup & Pest)	3,986.50
CAA of South Central	Home & Community Based Services	18,676.94
Care-N-Assist	Care Management	1,057.68
CDW Government Inc.	Computer Supplies 6 Invoice	5,513.50
Century Bank - Master Card	3-2 Wheeled Carts	101.73
Century Bank - Master Card	Medical Supplies	417.00
Century Bank - Master Card	Printing Business Cards Wic, Imms & Young	57.16
Century Bank Basic Flex Health Plan	Payroll Deduction	1,658.48
Century Bank EFPTS	Federal & Fica Taxes	39,393.12
Century Bank Mers	MERS DB /Retirement	31,355.49
Century Bank State	Michigan Tax	6,761.57
Charter Communications	Sturgis Internet & Phone Line	114.97
Cintas	Lab Coats - Cleaning	87.52
City Of Three Rivers	Water / Sewage & Lab Testing	118.13
Comfort Inn	Training - Hibb	78.75
Companion Life Insurance Co.	Life Insurance Premiums	1,972.72
Connect America	Care Management	54.50
Crossroads Health & Home Services	Care Management	1,794.04
Current Office Solutions	Office Supplies/Copier Charges -9 Invoices	2,971.00
Daily Reporter	2019/20 Renewal & AAA Mulit Year Plan	273.00
Dr. Vogel	Medical Director - Contractual	4,431.43
Dustin Lennox	Zika Contractual	1,908.15

July 1 through July 31, 2019

FedEx	Bat Heads Mailing	19.36
Forest supplies	Auger	1,036.69
Frontier	Sensaphone & Fax Line Service	296.91
GDI	Building Cleaning Expense - HD	2,649.00
GDI	Building Cleaning Expense - TR	1,749.00
GDI	Building Supplies Expense - HD	87.82
GDI	Building Supplies Expense - TR	47.85
GlaxoSmithKline	Medical Supplies 1 Invoice	1,440.60
Grace Wood	Intern - Mileage	1,000.00
Griffiths Mechanical	Repair Imm. Refrigerator	984.75
Hemocue	Medical Supplies	432.00
Hillsdale Board Of Utilities	Building Expense - HD	1,364.10
Hillsdale Board Of Utilities	Water Lab Test	120.00
Hillsdale County Treasurer	Building Labor Expense - HD	80.00
Hillsdale County Treasurer	Building Refuse Expense - HD	150.00
Hillsdale County Treasurer	Building Snow/Mow Expense - HD	460.00
Hillsdale County Treasurer	Building Supplies Expense - HD	364.26
Hillsdale Public Health	Rent - Hillsdale Office	7,375.00
Home Care Wellness	Care Management	960.00
Hospital Network Health	Medical Waste Removal	55.00
Hyatt Place Detroit	Training - 5 AAA Employee's	263.94
Indiana Michigan Power	Building Expense - TR	716.25
James Ruhl Cook	Zika Contractual	1,581.07
Jean Howatt	Contractual	1,060.12
Kalamazoo County Human Service	Ombudsman	500.00
Lab Corp	Lab Fees	10.00
Legal Service Of South Central Mi.	Older Adult Legal Assistance	1,010.00
Maplecrest	Rent - Sturgis Office	590.00
Marana Group	Postage Pick Up Service	142.00
McKesson	Medical Supplies 3 Invoices	775.57
Merck & Company	Medical Supplies 6 Invoices	20,630.77
Mers 5% Alerus Financial DC	Defined Contributions 5% EES	1,950.92
Michigan Public Health	Training - 4 Employees	120.00
Michigan Public Health	Workforce Contract	2,040.92
Michigan State Disbursement Unit	Payroll Deduction	496.14
Municipal Consulting Services	Compensation Study	1,829.92
National Recoveries Inc.	Payroll Deduction	436.16
Nationwide	Payroll Deduction	4,260.00
Next IT	Quarterly Data Storage	900.00
Optum Insight (Netwerkes.Com)	Billing Service	130.64

July 1 through July 31, 2019

PAAM	Training - 1 Employee AAA	125.00
Pitney Bowes	Quarterly Postage Machine Rental/Supplies	934.73
POC Transact Rx	Billing Service	1.50
ProMedica	Needle Prick Testing	279.00
Prometric	Food Safety Exams	825.00
Prompt Care	Drug Testing - 2 Employees	138.00
Rebecca Burns	Reimbursement - Table	41.33
Republic Waste Services	Building Expense - TR Quarterly	150.00
Richard Clark	Building Cleaning Expense - CW	1,800.00
Riley Pumpkin Farm	TR Building Expense - Mowing	300.00
Robert Fenech	Refund - Water & Septic	179.00
Robert Memenis	Refund - Perk Test	109.00
Rosati Schultz Joppich Amtsbueshler	Attorney	1,050.00
SEMCO Energy	Building Expense - TR	41.48
Shaffmaster U-Stor	Storage 3 Months	150.00
Shred It	Document Destruction	90.00
St Joseph County COA	Home & Community Based Services	48,732.29
St Joseph Trans Authority	Older Adult Transportation	1,721.76
St. Joseph Community Co-op	Care Management	1,327.50
Staples	Office Supplies	71.78
State Of Michigan	Food Licenses Surcharge	12,512.00
Sturgis Journal	2019/20 Renewal & AAA Mulit Year Plan	370.85
Three Rivers Commercial	2019/20 Renewal & AAA Mulit Year Plan	406.00
Three Rivers Health	Rent - Dental Clinic	2,775.00
Thurston Woods	Home & Community Based Services	2,176.96
Vcare Pharmacy	TB Medication	189.00
Verizon	Cell Phones	801.49
VRI Lifeline Of Michigan	Care Management	766.95
Wal Mart	CSHCS Kid's Fest	21.70
Xmission	Email Provider	259.60
Total Of Invoice List		359,737.57

Balance Sheet: BHSJ-CHA

7/1/2019 - 7/31/2019

Assets

Cash on Hand	5,335.19
Cash with County Treasurer	2,338,533.20
Community Foundation Grant	309,955.94
Accounts Receivable	20,738.03
Due from Dental DAPP	21,361.50
Due from State	141,481.52
Due from Other Funding Sources	199,623.77
Prepaid Expenses	104,240.36
Biologic Inventory	<u>111,851.08</u>
Total Assets	<u>3,253,120.59</u>

Liabilities

Accounts Payable	221,835.68
Payroll Liabilites	24,190.96
Capital Improvements	25,000.00
Deferred Revenue	1,275,034.14
Deferred Revenue BR	35,657.16
Deferred Revenue HD	39,062.32
Deferred Revenue SJ	51,283.32
Biologics	<u>111,851.08</u>
Total Liabilities	<u>1,783,914.66</u>

Net Assets

Operation Fund Balance	667,543.40
Restricted Fund Balance	367,178.72
Designated Fund Balance	<u>434,483.81</u>
Total Net Assets	<u>1,469,205.93</u>
Total Liabilities and Net Assets	<u>3,253,120.59</u>

**Prior Year Fund Balance Comparison at 7/31/2018:**

Operation Fund Balance	\$	539,853.85
Restricted Fund Balance	\$	353,433.53
Designated Fund Balance	\$	<u>438,901.84</u>
<b>Total Fund Balance</b>	<b>\$</b>	<b><u>1,332,189.22</u></b>

BHSJ Community Health Agency  
 Schedule of Cash Receipts and Disbursements  
 January 31th 2019 thru  
 July 31th 2019

<b>Plus: Cash Receipts</b>	\$ 678,174.64
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (469,114.45)
<b>1/31/2019 Cash Balance</b>	<b>\$ 209,060.19</b>
<b>Plus: Cash Receipts</b>	\$ 393,866.20
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (425,183.21)
<b>2/28/2019 Cash Balance</b>	<b>\$ 177,743.18</b>
<b>Plus: Cash Receipts</b>	\$ 515,117.40
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (551,918.80)
<b>3/31/2019 Cash Balance</b>	<b>\$ 140,941.78</b>
<b>Plus: Cash Receipts</b>	\$ 648,921.72
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (439,606.35)
<b>4/30/2019 Cash Balance</b>	<b>\$ 350,257.15</b>
<b>Plus: Cash Receipts</b>	\$ 587,856.45
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (565,701.63)
<b>5/31/2019 Cash Balance</b>	<b>\$ 372,411.97</b>
<b>Plus: Cash Receipts</b>	\$ 1,064,621.53
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (489,196.87)
<b>6/30/2019 Cash Balance</b>	<b>\$ 947,836.63</b>
<b>Plus: Cash Receipts</b>	\$ 1,223,258.76
<b>Less: Cash Disbursements For Payroll/AP</b>	\$ (502,112.57)
<b>7/31/2019 Cash Balance</b>	<b>\$ 1,668,982.82</b>

Expense by Program - 7/1/2019 - 7/31/2019

RU Code	RU Title	Current Month	Year to Date	Total Budget - Amend 1	Percent Expended Amend 1
* 852	Forensic Fluids	89.12	2,069.14	1,768.00	117.03%
* 029	Dental Clinic - Hillsdale	1,173.42	6,904.69	7,000.00	98.63%
* 350	Epi Lab Capacity	7,741.65	19,763.23	20,403.00	96.86%
* 325	CSHCS	14,849.24	173,194.90	183,879.00	94.18%
* 335	MCH Public Health Functions & Infr	1,895.01	18,481.57	21,151.00	87.37%
* 108	WIC Breastfeeding	8,029.76	71,093.61	82,239.53	86.44%
* 115	MCH Enabling Women	3,378.83	52,379.71	60,697.00	86.29%
* 345	Lead Testing	1,344.81	15,731.51	18,727.00	84.00%
* 012	Area Agency on Aging	93,717.05	1,041,668.04	1,247,334.00	83.51%
021	Dental Clinic - Three Rivers	2,775.00	27,750.00	33,300.00	83.33%
338	Immunization Vaccine Handling	33,527.59	353,083.81	428,129.00	82.47%
745	Type II Water	6,300.34	65,752.57	79,959.00	82.23%
704	Food Service	46,357.87	338,139.09	414,663.00	81.54%
714	Onsite Sewage Disposal	26,101.06	264,789.43	324,828.00	81.51%
721	Drinking Water Supply	26,100.46	264,787.56	324,828.00	81.51%
032	Emergency Preparedness	12,782.29	129,114.35	159,772.00	80.81%
109	WIC	73,183.79	735,066.80	915,853.00	80.26%
326	Vision (ELPHS)	3,696.96	74,831.74	93,261.00	80.23%
022	Coalition for Tobacco Control	1,581.44	25,319.10	31,715.00	79.83%
605	General EH Services	2,175.03	22,065.62	28,197.00	78.25%
321	CHC Tele-A-Health	2,637.24	31,147.08	39,940.00	77.98%
341	Infectious Disease	19,054.24	194,990.78	251,563.00	77.51%
331	STD	10,160.14	104,388.03	137,774.00	75.76%
138	Immunization IAP	67,338.47	527,164.31	696,443.00	75.69%
008	Salary & Fringe Payoff	881.58	51,016.62	70,000.00	72.88%
327	Hearing (ELPHS)	3,564.29	57,173.79	79,097.00	72.28%
107	Medicaid Outreach	5,486.64	74,204.85	103,954.00	71.38%
014	VOCA	13,758.84	141,620.26	199,750.00	70.89%
332	HIV Prevention	2,521.01	22,255.35	32,145.00	69.23%
101	Workforce Development	4,335.04	32,910.38	47,866.00	68.75%
329	MCH Enabling Children	1,895.12	21,225.61	31,089.00	68.27%
035	Vector Borne Disease Surveillance	5,537.36	15,672.46	24,414.00	64.19%
010	Agency Support	(29,320.58)	37,664.91	61,313.00	61.43%
034	Outbreak Investigation	3,146.28	12,737.12	25,455.00	50.03%
275	Medical Marijuana SJ	3,529.49	9,322.67	18,890.00	49.35%
212	Medical Marijuana BR	3,050.44	7,479.47	16,835.00	44.42%
230	Medical Marijuana HD	3,699.29	9,205.42	22,172.00	41.51%
112	CSHCS Medicaid Outreach	2,500.09	2,500.09	39,372.51	6.34%
023	Capital Expenditures	0.00	0.00	25,000.00	0.00%
024	MERS Pension Underfunded Liability	102.86	34,262.30	0.00	0.00%
		<u>490,678.56</u>	<u>5,088,927.97</u>	<u>6,400,776.04</u>	<u>79.50%</u>

The Agency is currently 3.83% under budget.

\*10/12 Months = 83.33%

\*\*9/9 Months = 100%

\*\*9-Month Program

### Programs Over Budget as of 7/31/2019

- RU 852:** Increased activity in the program. Revenue increased at the same rate to cover all costs.
- RU 029:** Unbudgeted building expense charged to program. Replacement of automatic door.
- RU 350:** Program ended on 7/31/19 under budget.
- RU 325:** The CSHCS grant is now 100% expended, additional costs will be will allocated to RU 112 to take advantage of federal matching funds.
- RU 335:** Slightly over budget due to increased activity, will monitor program.
- RU 108:** Slightly over budget due to increased activity, will monitor program.
- RU 115:** Purchased safe sleep materials in October (written into the grant), program will fall back in line with budget as FY progresses.
- RU 345:** Slightly over budget due to increased activity, will monitor program.
- RU 012:** Slightly over budget due to increased activity, will monitor program.

BRANCH-ST. JOSEPH AREA AGENCY ON AGING (IIIC)

Program, Policy & Appeals Committee Recommendations to the Board of Health - August 22, 2019

FY20-22 Contract Awards ~ AND ~ FY20 Grant Awards (October 1, 2019 - September 30, 2020)

Bidder & Service(s)	County	Avail. Funds	Bid Request	Award Amount	Recommendations
<b>Branch Area Transit Authority</b>	<b>Branch</b>				
<i>Transportation</i>	<b>Competitive Bid</b>	18,900	18,900	18,900	award contract as proposed
<b>Branch County COA</b>	<b>Branch</b>				
<i>Transportation - Escort</i>	<b>Competitive Bid</b>	18,900	6,500	5,230	reduced award by \$1,270
<i>Transportation - vol. reimb</i>	<b>Competitive Bid</b>	18,900	1,200	1,200	award contract as proposed
<i>Case Coordination &amp; Support</i>		5,455	5,455	5,455	award contract as proposed
<i>Home Care Assistance</i>		49,437	49,437	49,437	award contract as proposed
<i>Chore Services</i>		2,610	2,610	2,610	award contract as proposed
<i>In-home Respite</i>		14,452	14,452	14,452	award contract as proposed
<i>Friendly Reassurance</i>		1,932	1,932	1,932	award contract as proposed
<i>Disease Prevention/Health Promotion</i>		3,694	3,694	3,694	award contract as proposed
<i>Caregiver Education, Support &amp; Training</i>		4,788	6,468	6,468	award contract as proposed, Includes \$1,680 for Kinship Support
<b>Community Action</b>	<b>Branch</b>				
<i>Congregate Meals</i>		71,270	45,310	45,310	award contract as proposed
<i>Home Delivered Meals</i>		123,312	149,272	149,272	award contract as proposed
<b>Legal Services Organization</b>	<b>Branch&amp;St. Joe</b>				
<i>Legal services</i>		9,750	9,750	9,750	award contract as proposed
<b>Thurston Cares</b>	<b>Branch&amp;St. Joe</b>				
<i>Adult Day Services</i>		44,318	44,318	44,318	award contract as proposed
<i>Caregiver Education, Support &amp; Training</i>	<b>Competitive Bid</b>	6,612	1,200	1,200	award contract as proposed

<b>Bidder &amp; Service(s)</b>	<b>County</b>	<b>Avail. Funds</b>	<b>Bid Request</b>	<b>Award Amount</b>	<b>Recommendations</b>
<b>St. Joseph County Transportation Authority</b>	<b>St. Joe</b>				
<i>Transportation - bus service</i>		26,100	22,500	22,500	award contract as proposed
<i>Transportation - Escort</i>		26,100	2,000	2,000	award contract as proposed
<b>St. Joseph County COA</b>	<b>St. Joe</b>				
<i>Case Coordination &amp; Support</i>		7,534	7,534	7,534	award contract as proposed
<i>Home Care Assistance</i>		68,270	68,270	68,270	award contract as proposed
<i>Chore Services</i>		3,590	3,590	3,590	award contract as proposed
<i>In-home Respite</i>		19,960	19,960	19,960	award contract as proposed
<i>Home Delivered Meals</i>		170,288	170,288	170,288	award contract as proposed
<i>Friendly Reassurance</i>		2,668	2,668	2,668	award contract as proposed
<i>Disease Prevention/Health Promotion</i>		5,100	5,100	5,100	award contract as proposed
<i>Home Repair</i>		3,480	3,480	3,480	award contract as proposed
<i>Caregiver Education, Support &amp; Training</i>	<b>Competitive Bid</b>	6,612	5,412	5,412	reduced award by \$1,200
<i>Congregate Meals</i>		98,417	98,417	98,417	award contract as proposed
<i>Kinship Support</i>		2,320	2,320	2,320	award contract as proposed
<i>Counseling Services</i>		3,190	3,190	3,190	award contract as proposed
<b>Area Agency on Aging 3A</b>	<b>Branch&amp;St.Joe</b>				
<i>Long Term Care Ombudsman Program</i>		2,000	2,000	2,000	Intent to bid rec'd, grant proposal not required

All awards made are subject to funding granted from the Aging and Adult Services Agency  
Available funds cited are based upon FY2019 SGA from AASA dated June 2019

## Personal Health & Disease Prevention June Meeting 2019

### Communicable Disease: (CD-TB-HIV-STD):

#### ❖ **Measles Update:**

From January 1 to August 8, 2019 the number of measles cases are up to 1182 in now 30 states. Ten cases just from the previous week. More than 75% of the cases this year are linked to the outbreaks in New York or New York City.

#### ❖ **Swine Flu and Fair Season:**

1. **Jackson County Fair:** MDARD identified pigs at the Jackson County Fair that tested positive for swine flu on Friday, August 9, 2019. The fair was scheduled from August 4-August 10.
2. **Eastern Michigan State Fair:** On July 31, 2019, the Lapeer County Health Department (LCHD) issued a [press](#) release regarding swine flu confirmed in pigs at the Eastern Michigan State Fair in Imlay City. The fair took place from July 23-27.
3. **Fowlerville Family Fair:** On July 27, 2019, the Livingston County Health Department issued a [press release](#) regarding swine flu confirmed in pigs at the Fowlerville Family Fair. The fair was held from July 22-27.
4. Each local health department, in coordination with fair boards and MSU extension, is reaching out to exhibitors and their families who participated at each fair that may have been in close contact with the infected pigs.
5. Health care providers should watch for patients with respiratory symptoms who also report exposure to swine or visited the fairs. Swine flu testing is available through the MDHHS laboratory. Commercially available tests cannot distinguish between seasonal flu and swine variant viruses.

#### ❖ **Ebola:**

1. From August 1, 2018 to July 28, 2019, the WHO reports 2,671 confirmed and probable cases, including 1,790 deaths.
2. On July 18, the WHO Director-General declared a Public Health Emergency of International Concern (PHEIC). Factors affecting the outbreak include population movement in highly densely populated areas; weak infection and prevention control practices in many health facilities; complex political environment; continued reluctance in the community; and the ongoing unstable security situation, which led to the recent murders of two community health workers.
3. An outbreak of Ebola is in the North Kivu (Kivu Nord) and Ituri provinces in the northeastern part of the Democratic Republic of the Congo (DRC).
4. North Kivu and Ituri provinces are among the most populated in DRC. These provinces share borders with other countries (Rwanda, South Sudan, and Uganda) with frequent cross-border movement for personal travel and trade. The provinces have been experiencing a prolonged humanitarian crisis and deteriorating security, which are limiting public health efforts to respond to this outbreak. The US Department of State has identified this part of the country as a "[do not travel!](#)" zone because of crime, Ebola, and kidnapping.

**Immunizations:**

We are gearing up for back to school vaccinations. Hillsdale held a clinic on Saturday and saw at least 10 people. Branch went to Union City High School and spent the day there giving vaccinations.

**Women, Infants, and Children's Nutrition Program (WIC):** Participation reports not working this month. Will hopefully be working in September and the numbers will be added next month.

**Children's Special Health Care Services (CSHCS), Lead, and Hearing and Vision**

CSHCS received a \$10,000 dollar grant from MDHHS – Family Center to use for 7 different outreach and advertising activities to benefit the clients and the program.

*Y. Atwood R.N., B.S.N. Director of Personal Health & Disease Prevention*





**Branch - Hillsdale - St. Joseph Community Health Agency  
Personal Health and Disease Prevention**

	Jul-19					YTD 2018/2019					YTD 2017/2018				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
<b>WIC Participation/Ave.</b>					-	1,105	881	674	872	3,532	1,324	1,122	767	1,032	8,444
						AVERAGE FOR WIC 18/19					AVERAGE FOR WIC 17/18				
<b>CHILD IMMUNIZATIONS</b>															
# Vaccines Given CHA	152	140	-	123	415	1,509	1,490	41	1,098	4,138	1,997	1,623	-	1,080	4,700
All VFC Doses Given	665	469		865	1,999	7,230	5,428	-	10,367	23,025	7,518	6,251		10,591	24,360
Waivers	2			1	3	53	45	-	50	148					
<b>ADULT IMMUNIZATIONS</b>															
# Vaccines Given	99	50	2	38	189	1,622	883	34	1,160	3,699	2,068	685	-	915	3,668
All AVP Doses Given	34	24		4	62	475	366	-	580	1,421	590	233	-	370	1,193
<b>TRAVEL VACCINATIONS</b>															
Branch Office	3				3	35	-	-	-	35	290	-	-	-	290
<b>COMMUNICABLE DISEASE</b>															
STD treatments	2	2		12	16	22	19	-	129	170	33	39	-	62	134
New STD Investigations	10	12		26	48	110	119	-	247	476	123	120	-	236	479
TB Tests Done	17	12		6	35	125	136	-	44	305	166	108	-	35	309
LTBI on Rx	2	1	-	-	3	5	2	-	1	8	1	1	-	-	2
HIV Testing	1	4		6	11	10	17	-	71	98	9	17	-	28	54
<b>ENROLLMENTS</b>															
Medicaid & Michild	6	-	-	-	6	20	-	-	33	53	21	1	-	35	57
<b>REFERRAL SERVICE</b>															
MCDC Referrals	18	45	-	3	66	158	351	17	29	555					
MIHP referrals	24	-	17	25	66	127	-	119	185	431	136	-	142	258	536
<b>Program</b>															
Pre-school	-	-	-	-	-	263	249	-	794	1,306	460	321	-	837	1,618
School Age	-	-	-	-	-	1,132	1,137	-	1,963	4,232	1,224	1,022	-	2,233	4,479
<b>Vision Screens</b>															
Pre-school	-	-	-	-	-	271	240	-	834	1,345	480	302	-	930	1,712
School Age	-	-	-	-	-	2,857	2,612	-	5,360	10,829	3,066	2,533	-	5,291	10,890
<b>Children's Special Health Care Services</b>															
Diagnostics	9	12	-	-	21	32	63	-	2	97	2	4	-	4	10
Assessments-Renewal	13	16	-	26	55	188	198	-	282	668	191	191	-	304	686
Assessments-New	20	14	-	7	41	80	132	-	56	268	70	60	-	63	193

**Branch-Hillsdale-St. Joseph Community Health Agency  
Environmental Public Health Services  
Report for the August 22, 2019 Board of Health Meeting  
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

### **Food Service Sanitation**

The Branch County Fair took place earlier this month and as I reported last month, we participated in a MDARD pilot program to inspect the food facilities this year. There was a total of 37 food vendors present and event went very smoothly. We brought in our staff from all three counties and we were able to complete all of the inspections in one day. The staff at the fairgrounds was extremely helpful, we also had an MDARD staff member along to help us understand the processes that their agency has used for the fair inspections in the past. One of our biggest concerns coming into the fair was getting the vendors to apply for the food permits with our agency instead of the MDARD, but we didn't have any issues in that regard. Overall, it was a very smooth transition and we will be in communication with MDARD on the possibility of continuing the inspection of this fair in the future.



### **Well & On-Site Sewage**

As part of the initial statewide testing for PFAS in municipal water systems throughout the state, our agency had one water supply that with a result that was under the health limit but higher than what is considered background. Because of this result, that supply was put on a schedule for quarterly sampling to monitor the PFAS levels. We recently received the results from the follow-up sample and the concentration had increased slightly but was still under the health limit. That supply will continue to be monitored in future months to ensure it stays below the health limit.

### **General Programs**

Our staff has been working hard to complete all the summer program inspections which include: campgrounds, children's camps, swimming pools, septage hauler vehicles and septage disposal sites. The majority of these inspections have been completed with the exception of a couple of septage haulers and two campgrounds (St. Joseph County Fairgrounds and Hillsdale County Fairgrounds) that can't be done until next month at the time of the fair.

Our work in the Vector-Borne Disease Project (grant project funded by DHHS) is coming to an end this month. We hired 3 student interns to perform the work in the grant project and they have done an excellent job. The grant required mosquito trapping and identification, tick drag collection and identification and the option of doing community outreach/educational events. Along with all the required mosquito and tick collection and identification our interns did a total of 7 community outreach and educational presentations throughout the three counties.

## EH Service Statistics Report

### BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT      2018/2019

	JULY				YTD 2018/2019				YTD 2017/2018			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
<b>WELL/SEWAGE SYSTEM EVAL.</b>	2	-	-	2	12	4	13	29	7	1	7	15
<b>CHANGE OF USE EVALUATIONS - FIELD</b>	1	9	6	16	8	40	42	90	18	25	52	95
<b>CHANGE OF USE EVALUATIONS - OFFICE</b>	10	7	6	23	32	19	45	96	34	-	40	74
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	4	9	11	24	44	36	71	151	31	46	58	135
REPAIR/REPLACEMENT	9	10	12	31	49	62	107	218	50	46	82	178
VACANT LAND EVALUATION	2	-	2	4	9	6	10	25	3	4	24	31
PERMITS DENIED	-	-	-	-	-	-	1	1	-	-	-	-
TOTAL	13	19	25	59	100	104	189	395	84	96	164	344
<b>SEWAGE PERMITS INSPECTED</b>	14	16	16	46	69	80	119	267	68	96	110	272
<b>WELL PERMITS ISSUED</b>	14	21	23	58	94	100	160	354	125	112	194	431
<b>WELL PERMITS INSPECTED</b>	7	8	2	17	98	82	95	275	112	111	123	346
<b>FOOD SERVICE INSPECTION</b>												
PERMANENT	11	35	20	66	167	189	272	628	211	224	307	742
NEW OWNER / NEW ESTABLISHMENT	-	1	-	1	3	7	12	22	7	12	7	26
FOLLOW-UP INSPECTION	1	3	4	8	15	29	16	60	16	24	28	68
TEMPORARY	11	5	18	34	30	34	72	136	26	45	82	153
MOBILE, STFU	-	7	3	10	-	19	22	41	6	23	9	38
PLAN REVIEW APPLICATIONS	-	1	-	1	6	4	4	14	3	6	9	18
FOOD RELATED COMPLAINTS	1	3	4	8	4	12	10	26	7	4	6	17
FOODBORNE ILLNESS INVESTIGATED	-	-	2	2	-	1	2	3	-	-	1	1
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	n/a	n/a	n/a	101	n/a	n/a	n/a	191
FOOD HANDLERS CLASS	-	-	-	-	n/a	n/a	n/a	-	n/a	n/a	n/a	-
<b>METH LAB REFERRALS</b>	-	-	-	-	-	-	-	-	-	2	2	4
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	2	-	2
<b>CAMPGROUND INSPECTION</b>	13	4	9	26	22	4	9	35	30	11	12	53
<b>NON-COMM WATER SUPPLY INSP.</b>	1	5	10	16	6	16	38	60	12	4	12	28
<b>SWIMMING POOL INSPECTION</b>	3	1	-	4	19	14	11	44	24	15	13	52
<b>PROPOSED SUBDIVISION REVIEW</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>SEPTIC TANK CLEANER</b>	3	1	12	16	5	1	12	18	4	2	1	7
<b>DHS LICENSED FACILITY INSP.</b>	-	3	7	10	17	31	28	76	18	41	44	103
<b>COMPLAINT INVESTIGATIONS</b>	5	7	4	16	47	24	22	93	17	22	20	59
<b>LONG TERM MONITORING</b>	-	-	-	-	2	11	6	19	2	9	5	16
<b>BODY ART FACILITY INSPECTIONS</b>	-	-	-	-	2	3	5	10	2	4	1	8

# Inspection Type Count by County

For Date Range: 7/1/2019 - 7/31/2019 and Program: Food Service

County	Inspection Type	Count
	STFU/Mobile	1
	Temporary	6
Branch	Complaint	1
	Routine	10
	STFU/Mobile	1
Hillsdale	Complaint	3
	Follow-Up	3
	Pre-opening/New	1
	Routine	40
	STFU/Mobile	3
St. Joseph	Complaint	4
	Consult	1
	Follow-Up	1
	Other	3
	Routine	22
	STFU/Mobile	3
	Temporary	3
	Total number of inspections	106

# Inspection Type Count

For Date Range: 7/1/2019 - 7/31/2019 and Program: Food Service

Inspection Type	Count
Complaint	8
Consult	1
Follow-Up	4
Other	3
Pre-opening/New	1
Routine	72
STFU/Mobile	8
Temporary	9
Total number of inspections	106

# Food Establishment Inspection Report

For Date Range: 7/1/2019 - 7/31/2019 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
*Culture is not Optional	Three Rivers	7/27/2019	Temporary	0	0	0	0
ADDISON GUN CLUB		7/10/2019	Routine	0	0	0	0
AMERICAN LEGION MEMORIAL POST		7/23/2019	Routine	0	0	0	0
ANN-DEE'S TAVERN	North Adams	7/15/2019	Routine	0	0	0	0
APPLEBEE'S # 8393		7/15/2019	Routine	2	1	2	1
BAW BEESE AMERICAN LEGION		7/23/2019	Routine	0	0	0	0
BEACH CONCESSIONS	Hillsdale	7/3/2019	Routine	0	0	0	0
BEACH CONCESSIONS	Hillsdale	7/3/2019	Routine	0	0	0	0
BEACH CONCESSIONS	Hillsdale	7/3/2019	Routine	0	0	0	0
BEACH CONCESSIONS	Hillsdale	7/5/2019	STFU/Mobile	0	0	0	0
Bellic River Group DBA Bens Soft Pretzel	Shipshewana	7/4/2019	STFU/Mobile	0	0	0	0
Bigby Coffee 592	Coldwater	7/17/2019	Routine	0	1	0	0
BON APPETIT MGT. CO.		7/17/2019	Routine	0	0	0	0
Bowman Place	Three Rivers	7/17/2019	Routine	0	0	0	0
BULL DOGGS		7/19/2019	STFU/Mobile	0	0	0	0
BUNDY HILL DINER LLC		7/10/2019	Routine	0	0	0	0
Burr Oak Fire Department		7/26/2019	Temporary	0	0	0	0
Center Park United Methodist Church		7/22/2019	Routine	0	0	0	0
Centre Hub		7/12/2019	Routine	0	0	0	0
CITY OF HILLSDALE - SANDY BEACH		7/11/2019	Routine	0	1	0	0
CITY OF HILLSDALE - SANDY BEACH		7/22/2019	Follow-Up	0	0	0	0
City of Three Rivers-Market Sprouts		7/26/2019	Temporary	0	0	0	0
Coffee Cup Hillsdale LLC	Hillsdale	7/30/2019	Pre-opening/New	0	0	0	0
COSMOS FAMILY RESTAURANT		7/3/2019	Complaint	0	0	0	10
COSMOS FAMILY RESTAURANT		7/9/2019	Other	0	0	0	0
COTTAGE INN		7/29/2019	Routine	1	0	0	0
D and D's Bar and Grill	Allen	7/18/2019	Routine	0	0	0	0
Dawn's Cafe LLC		7/19/2019	Routine	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Dickey's	Coldwater	7/10/2019	Complaint	0	0	0	0
Di's Diner	Vicksburg	7/27/2019	STFU/Mobile	0	0	0	0
Dutch Country Kitchen	Bronson	7/19/2019	Routine	0	0	0	0
ELKS LODGE #1248		7/9/2019	Routine	0	0	0	0
FIRST PRESBYTERIAN CHURCH		7/17/2019	Routine	0	0	0	0
FIRST UNITED METHODIST CHURCH		7/9/2019	Routine	0	1	0	1
FIRST UNITED METHODIST CHURCH		7/30/2019	Follow-Up	0	0	0	0
Fisher's Ice Cream	Goshen	7/26/2019	Temporary	0	0	0	0
Frankie's by the Tracks, LLC		7/15/2019	Routine	0	1	1	0
FRATERNAL ORDER OF EAGLES #1907		7/24/2019	Routine	0	0	0	0
FREDDIE'S FREEZE INC		7/19/2019	Routine	0	0	0	0
Girard United Methodist Church	Coldwater	7/18/2019	Routine	0	0	0	0
HILLSDALE ASSEMBLY OF GOD		7/9/2019	Routine	0	0	0	0
HILLSDALE COUNTY SENIOR SERVICE CENTER	Hillsdale	7/25/2019	Routine	0	0	0	0
HILLSDALE FREE METHODIST CHURCH		7/11/2019	Routine	0	0	0	0
HILLSDALE LODGE BPO ELKS #1575		7/9/2019	Routine	0	0	0	0
HILLSIDE LANES		7/26/2019	Routine	0	1	0	0
HUNGRY HOWIE'S		7/22/2019	Routine	0	0	0	2
Immaculate Conception Church Hall		7/16/2019	Routine	1	0	0	0
JEANNE'S DINER		7/31/2019	Routine	0	0	0	4
JONESVILLE FIRST PRESBYTERIAN CHURCH		7/16/2019	Routine	0	0	0	0
KING DRAGON BUFFET	Sturgis	7/8/2019	Complaint	0	0	0	1
KING DRAGON BUFFET	Sturgis	7/16/2019	Routine	0	2	0	3
KING DRAGON BUFFET	Sturgis	7/16/2019	Complaint	0	0	0	0
KLINGER LAKE COUNTRY CLUB		7/10/2019	Routine	0	0	0	0
Lake Area Christian Scool		7/26/2019	Temporary	0	0	0	0
LAKE LEANN GOLF COURSE		7/10/2019	Routine	0	0	0	0
Layne Fink	Sturgis	7/25/2019	Routine	1	0	1	1
Leonidas Fire Department	Leonidas	7/9/2019	Other	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
LIL' LOUIE'S PIZZA AND SUBS LLC	Centreville	7/19/2019	Routine	0	0	0	0
LITTLE CAESARS #1200-001		7/31/2019	Routine	0	0	0	1
LITTLE CAESARS PIZZA		7/31/2019	Complaint	0	0	0	0
LONE RANGER CAFE		7/15/2019	Routine	0	0	0	1
LUIGI'S PIZZA		7/23/2019	Routine	0	0	0	0
McDONALDS OF STURGIS 2180		7/8/2019	Routine	2	1	0	3
McDONALDS OF STURGIS 2180		7/29/2019	Follow-Up	0	0	0	0
McDONALDS OF THREE RIVERS #2196	Three Rivers	7/31/2019	Routine	1	1	1	1
MOOSE LODGE #677		7/30/2019	Routine	0	1	0	0
MOSHERVILLE LADIES AID SOCIETY		7/9/2019	Routine	0	0	0	0
Ohana Kalea Shave Ice LLC		7/4/2019	STFU/Mobile	0	0	0	0
OLIVIA'S CHOP HOUSE		7/2/2019	Routine	0	0	0	1
Oxender Enterprise		7/26/2019	Temporary	0	0	0	0
PALMER LAKE LODGES		7/19/2019	Routine	0	0	0	0
PREMIERE THEATRE/UNITED ENTERTAINMENT	Hillsdale	7/25/2019	Complaint	0	0	0	0
Punjab Group Mendon Inc/Mendon Quick Sto		7/2/2019	Complaint	1	0	0	1
RAYBA'S TENNIS RETREAT		7/23/2019	Routine	0	0	0	0
RAY'S TAVERN		7/15/2019	Routine	0	0	0	0
READING CHURCH OF THE NAZARENE		7/11/2019	Routine	0	1	0	0
READING CHURCH OF THE NAZARENE		7/22/2019	Follow-Up	0	0	0	0
Rocks Those Buns		7/26/2019	STFU/Mobile	0	0	0	0
Rooster's Wing Shack		7/24/2019	Other	0	0	0	0
Schlabach		7/27/2019	Temporary	0	0	0	0
SCOOPS		7/1/2019	Routine	2	0	0	1
Small Town Girl Concessions	Coldwater	7/13/2019	STFU/Mobile	0	0	0	0
Sojourners Fire	Orland	7/26/2019	Temporary	0	0	0	0
SPANGLER'S FAMILY RESTAURANT		7/16/2019	Routine	0	0	0	1
SPANGLER'S STOCKYARD RESTAURANT		7/20/2019	Routine	0	0	0	1
SPECIAL ED'S DONUTS		7/13/2019	Routine	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
ST ANTHONY CATHOLIC CHURCH		7/26/2019	Routine	0	0	0	0
ST PAUL'S LUTHERAN CHURCH		7/31/2019	Routine	0	0	0	0
ST. JOE VALLEY GOLF CLUB, INC.		7/2/2019	Routine	0	1	1	0
STADIUM SPORT CENTRE INC		7/16/2019	Routine	0	0	0	0
Stateline Bar	White Pigeon	7/24/2019	Consult	0	0	0	0
Stingers Bar and Grill	Bronson	7/16/2019	Routine	1	1	0	1
STREET DOGS		7/24/2019	Routine	0	0	0	0
STURGIS PIZZA HUT		7/10/2019	Routine	0	0	0	0
SUBWAY #37408	Three Rivers	7/3/2019	Routine	1	1	0	0
TACO BELL #21039	Hillsdale	7/2/2019	Complaint	0	0	0	2
Tacos Los Chicanos		7/26/2019	Temporary	0	0	0	0
Tasteful Kreation Catering	Bronson	7/23/2019	Routine	0	0	0	0
THE COFFEE SHOP	North Adams	7/31/2019	Routine	1	2	0	0
The Coney Cart	Osseo	7/30/2019	STFU/Mobile	0	0	0	0
THE GREAT WALL		7/12/2019	Routine	0	0	0	0
THE HUNT CLUB OF HILLSDALE		7/8/2019	Routine	1	0	0	1
THREE RIVERS 6	Three Rivers	7/16/2019	Routine	0	0	0	0
TRINITY EPISCOPAL CHURCH		7/17/2019	Routine	0	1	0	0
WHITE OAKS GOLF CLUB	Hillsdale	7/8/2019	Routine	0	0	0	0
YMCA CAMP EBERHART		7/25/2019	Routine	0	0	0	1



Area  
Agency on  
Aging (IIC)  
Branch-St. Joseph

August 22, 2019

## Director's Report

---

### Enclosures:

1. Correspondence: AASA response letter dated 8/1/19 re: On-site assessment of AAA3C operations and outcome measures. *No findings or recommendations were identified.*
  2. Correspondence: MDHHS Public Health & Community Services – Audit Section report dated 8/13/19 re: desk review of VOCA Services to Victims of Elder Abuse program. *No findings or recommendations were identified.*
- 

### Updates:

1. August has been nothing but another VERY busy month in our division... An additional staff person resigned but we are working hard to fill vacancies and rebuild. This transition has been very difficult and it's proven again that it's hard to find nurses... We will keep you posted on our progress and make introductions (fingers crossed!) in September.
2. Regarding the VOCA Services to Victims of Elder Abuse program desk audit... I want to recognize Theresa for her compilation and responses to the Audit Section Manager regarding our agencies back up documentation and reporting which was ALL NEW for us with this program! She and her staff worked very hard to produce the documentation they requested and did so in a timely fashion. Thank you!

Our FY2020 VOCA SVEA grant application was submitted for their review and approval. We are excited to have the opportunity to re-work the volunteer component of our project and plan for some specific trainings for both counties and for multiple audiences. We also planned for attendance at 2 national conferences, which VOCA encourages... Very exciting opportunities!

3. Thank you to Commissioner Vrablic and Commissioner Wiley for your participation in this 3-year contract cycle grant review! While we did not have any "out of the ordinary" proposals this round, the grants were reviewed thoroughly and thoughtfully. Our next steps will be: negotiate all contracts directly with agencies, prepare contract attachment documents, and send to agencies by early/mid-September.

We are also in the process of working on our Purchase of Service Vendor agreements. These are the businesses and agencies whom we purchase services from for Community Living Program participants (such as emergency response buttons, medication management, evening/weekend hours of care). There will be no changes to those contracts, as they're working well as written. We will have those ready when the annual contracts go so that we are all set for October 1<sup>st</sup>!



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING & ADULT SERVICES AGENCY  
LANSING

ROBERT GORDON  
DIRECTOR

August 1, 2019

Rebecca Burns, Director  
Branch-St. Joseph Area Agency on Aging 3-C  
570 Marshall St.  
Coldwater, MI. 49036

Dear Ms. Burns:

On July 31, 2019 staff from the Michigan Department of Health and Human Services, Aging and Adult Services Agency (AASA) conducted an on-site assessment of the Branch-St. Joseph Area Agency on Aging. Areas of operation covered during the assessment included the following: Area Agency on Aging Fiscal Year 2018 Program Outcome Assessment Guide, Fiscal Year 2019 Area Agency Assessment Guide, and a review of changes, improvements and/or corrections made since the previous assessment.

All comments and findings are contained in the attached AASA Feedback Report, including recommendations and/or compliance items. Any noted compliance item must be addressed within sixty days or receipt of this report. This response should be directed to my attention and include anticipated dates by which compliance items will be addressed.

We appreciate the time and cooperation provided by you and the rest of the area agency staff involved in the assessment visit. Should you have any questions regarding this matter, please contact the field representative assigned to Planning and Service Area 3C, Sherri King at 517-284-0167 or [kings1@michigan.gov](mailto:kings1@michigan.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Wamsley', with a large, stylized flourish at the end.

Scott Wamsley, Deputy Director

SW/sk

cc: Donald Vrablic, Region 3-C Board Chair  
Laura Sutter, Branch-St. Joseph AAA Coordinator  
Sherri King, AASA Field Representative  
Alexis Travis, AASA Senior Deputy Director

<p style="text-align: center;"><b>MICHIGAN DHHS AGING AND ADULT SERVICES</b> <b>Assessment Feedback Report</b></p>		<p style="text-align: right;">Agency: Branch-St. Joseph AAA Assessment Date(s): July 31, 2019 Page 1 of 1 Fiscal Year: 2018</p>	
(1) OSA Guide Reference	(2) Items and Recommendations	(3) Due Date	(4) Area Agency Response (Attach additional sheets is necessary)
<p>AAA Assessment Guide, FY 2018 Program Outcome Objectives</p>	<p>AASA is pleased to report on the progress that Branch-St. Joseph Area Agency on Aging has made in their Fiscal Year 2018 program development objectives. There are no findings or issues of concern at this time. Branch-St. Joseph Area Agency on Aging is a small, but vital agency that serves the older adults in the community very well.</p>		
<p>AAA Assessment Guide, FY 2019, AIP Implementation Assessment</p>	<p>AASA is pleased to report that there are no areas of non-compliance, findings, or recommendations. The Branch-St. Joseph Area Agency on Aging is commended on the work the staff has done during the fiscal year.</p>		
	<p>The Branch-St. Joseph Area Agency on Aging staff does an excellent job at keeping the R3C Board updated on progress at monthly board meetings with reports, presentations and answering questions. The staff also does a great job with record-keeping/records maintenance of participant information.</p>		



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ROBERT GORDON  
DIRECTOR

August 13, 2019

Ms. Laura Sutter, AAA 3C Coordinator  
Branch/Hillsdale/St. Joseph Community Health Agency  
570 Marshall Road  
Coldwater, Michigan 49036

Dear Ms. Sutter:

We have completed our desk review for the quarter ended December 31, 2018. We tested the Fringe Benefits in the amount of \$2,296, as reported by Branch/Hillsdale/St. Joseph Community Health Agency on its November 2018 Services to Victims of Elder Abuse Financial Status Report (FSR).

The objectives of the desk review were to determine if expenditures reported on the FSR were adequately supported and complied with applicable VOCA Program standards and requirements, and if any reporting of funding revisions are necessary.

As a result of our desk review, we noted no exceptions. Accordingly, no reporting or funding revisions are necessary.

If you have any questions concerning the procedures or the results of our review, contact me at 517-241-8914, or Paul Schoenow at 517-335-0758 or [schoenowp@michigan.gov](mailto:schoenowp@michigan.gov).

Thank you for the cooperation extended our auditor.

Sincerely,

A handwritten signature in black ink that reads "Shannah M. Havens".

Shannah M. Havens, CPA, CISA  
Audit Section Manager  
Public Health and Community Services Programs Section  
Audit Division

cc: Debra Hallenbeck, Director, Audit Division  
Debi Cain, Director, Division of Victim Services  
Crime Victim Services Commission  
Karen Porter, Division of Victim Services  
Patsy Baker, Division of Victim Services  
Paul Schoenow, Auditor, Public Health and Community Services Programs Section  
Rebecca Burns, Health Officer, Branch/Hillsdale/St. Joseph Community Health Agency  
Brenae Corbeil, Accountant, Branch/Hillsdale/St. Joseph Community Health Agency