

BOARD OF HEALTH Meeting
Agenda for January 27, 2022 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*
 - e. Officer Elections*
 - f. Committee Appointments*
2. Public Comment
3. Health Officer’s Report
4. Medical Director’s Report
5. Committee Reports
 - a. Finance Committee – Minutes from the January 10, 2022 Meeting*
 - b. Program, Policies, and Appeals – Minutes from the January 10, 2022 Meeting*
6. Financial Reports
 - a. Approve Payments*
 - b. Review Financials
7. New Business
 - a. BOH Meeting Schedule*
 - b. Review/Approve By-Laws*
 - c. Health Officer Evaluation Policy*
 - d. Personnel Policy Updates*
 - e. FY21/22 Budget Amendment #1*
 - f. MCDC Dentist Incentive*
 - g. Census Data Recap
8. Departmental Reports
 - a. Personal Health & Disease Prevention
 - b. Environmental Health
 - c. Area Agency on Aging
9. Public Comment
10. Adjournment - Next meeting: February 24, 2022

December 13, 2021 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Kathy Pangle at 8:02 a.m. with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Kathy Pangle (remotely from Mendon, MI, St. Joseph County), Tom Matthew (remotely from Branch County, MI), Jon Houtz (remotely from Coldwater, Branch County, MI), Brent Leininger (remotely from Hillsdale, Hillsdale County, MI), Mark Wiley (remotely from Allen Township, Hillsdale County, MI), and Jared Hoffmaster (remotely from Three Rivers, St. Joseph County, MI).

Also present from BHSJ: Rebecca Burns (remotely from Coldwater, Branch County, MI), Karen Luparello (remotely from New Jersey), Theresa Fisher (remotely from Coldwater, Branch County, MI), Laura Sutter (remotely from Coldwater, Branch County, MI), and Paul Andriacchi (remotely from Three Rivers, St. Joseph County, MI).

Mr. Hoffmaster moved to approve the agenda with support from Mr. Wiley. A roll call vote was taken and the motion passed 5-1. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, no).

Mr. Houtz moved to approve the minutes from the November 5, 2021 meeting with support from Mr. Matthew. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).

Public Comment: Public comment was given by Resident Swan, Resident Mapes, Resident Nye, Resident Eversole, Resident Esterline, Resident Vear, Resident Hoop, Resident Lindsey, Resident Hutchinson, Resident Wortz, Resident Loudenslager, Resident Allen, and Resident Adams.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: MI Backpack Pilot COVID Testing Program, Omicron Variant, COVID Vaccinations, COVID-19 Testing, COVID-19 Data Round-Up, COVID Quarantine Order Lawsuit, School Communication, Agency Screeners & COVID Workplan for Healthcare, Finance Committee Meeting Request for January, Sturgis Office, and MCDC Hillsdale Location.

Karen Luparello, reviewed the Medical Director's monthly report. This month's educational report was titled National Influenza Vaccination Week.

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the December 6, 2021 Finance Committee Meeting with support from Mr. Pangle. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).

- Program, Policy, and Appeals Committee – Mr. Matthew moved to approve the minutes from the December 6, 2021 Program, Policy, & Appeals Committee meeting with support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).

Financial Reports/Expenditures

- Mr. Houtz moved to approve the expenditures as reported with support from Mr. Matthew. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).

Unfinished Business

- None

New Business:

- Ms. Pangle moved to deny the FOIA appeal request by Ms. Adams as no records were found or withheld, with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).
- Ms. Pangle moved to deny the FOIA appeal request by Ms. Mapes as no records were found or withheld, with support from Mr. Houtz. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).
- Mr. Houtz moved to approve the updated driving policy as presented with support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).
- Mr. Houtz moved to recommend that the full Board approve the proposed 2% cost of living increase for the staff of BHSJ, effective January 1, 2022, with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).
- Mr. Leininger moved to enter closed session to discuss the Health Officer's annual evaluation, with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).

Board entered Closed Session

Board returned from Closed Session

- Mr. Matthew moved to approve the payment of Merit Pay to Health Officer Burns for the year 2021 in the amount of \$3500, with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 6-0. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, yes).
- Mr. Matthew moved to enter into a one-year contract for the period of January 1, 2022 through December 31, 2022, with a 10% increase in salary to the rate of \$89,774 per year with the changes to the agreement as discussed in the negotiation process. The motion received support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 5-1. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, no).

Departmental Reports:

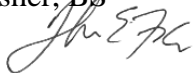
- Environmental Health
- Area Agency on Aging
- Personal Health & Disease Prevention

Public comment: Public comment was given by Resident Adams, Resident Hoop, Resident Lindsey, Resident Mapes, Resident Wortz, and Resident Dustin.

With no further business, Mr. Wiley moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed and the meeting was adjourned.

Respectfully Submitted by:

Theresa Fisher, BS

A handwritten signature in cursive script, appearing to read 'Theresa Fisher', is written over the printed name.

Board of Health Members – 1/2021

Branch County:

Tom Matthew, Commissioner - Vice-Chair
31 Division St.
Coldwater, MI 49036
937-524-9663 (Cell)
Tommatthew2010@gmail.com

Jon Houtz, Commissioner
33 Michael Dr.
Coldwater, MI 49036
517-617-3691
jonhoutz@msn.com

Hillsdale County:

Mark Wiley, Commissioner
9471 Hicks Road
Quincy, MI 49082
517-869-2715 (Home)
269-569-0955 (Cell)
wileyma1@yahoo.com

Brent Leininger, Commissioner
11856 Tuttle Rd.
Waldron, MI 49288
517 425-5230 (Cell)
b.leininger@co.hillsdale.mi.us

St. Joseph County:

Kathy Pangle, Commissioner - Chairperson
258 S. Nottawa Street
Mendon, MI 49072
269-496-7823 (Home)
269-251-9030 (Cell)
Tiger_kat9mm@hotmail.com

Jared Hoffmaster, Commissioner
58250 Jennie Dr.
Three Rivers, MI 49093
269-506-3320 (Cell)
hoffmasterj@stjosephcountymi.org

Committee Appointments

Finance Committee:

Jon Houtz
Brent Leininger
Jared Hoffmaster

Program, Policy, and Appeals Committee:

Mark Wiley
Kathy Pangle
Tom Matthew

Committee assignments approved at the
1/28/2021 Board of Health Meeting.

Health Officer's Report (Initial) to the Board of Health for January 27, 2022
Prepared by: Rebecca A. Burns, M.P.H., R.S.

Agency Updates

COVID Testing: The Agency continues to partner with an MDHHS contractor and MI National Guard to offer free testing to residents. In Hillsdale they are located in the MCDC space in the lower level of our building on Tuesday, Friday, and Saturday. In Coldwater, at our office on Thursdays and daily at the Welcome Center on I-69. In St. Joseph County at Glen Oaks Community College on Tuesday and at our location in Three Rivers on Fridays.

K-12 Schools can get testing supplies through a couple of different programs; MI Backpack or on-site proctored testing. I have been encouraging schools to sign up for these programs to provide additional testing resources to their students and staff.

The MDHHS testing team has asked our office to identify 5 locations in each county where Over the Counter (OTC) testing kits can be available for county residents. Hopefully this opportunity will be available to county residents soon. Once we have confirmation that these have been received by our partners, the Health Promotion and Education team will work on getting information out to the public.

In addition to the local health department testing opportunities, there are local Providers that also offer testing and include: pharmacies, doctor's offices, hospitals, the Federally Qualified Health Center, etc.

Messaging on testing from our office is focused on "stay home if you have symptoms even if you have tested negative". The antigen tests are convenient and results are rapid, but the specificity of the test is not as good as the PCR test on the Omicron variant. Some individuals are testing negative with symptoms and then continue to go to work only to find later that they test positive on a subsequent test or a PCR test.

COVID Vaccinations: Scheduling for vaccine appointments has been tapering off since the holidays. In December we were adding additional appointments by extending half-day clinics to full-day clinics to accommodate additional individuals, now the Agency is moving future clinics back to half-days. Residents can schedule a vaccine appointment at www.bhsj.org/scheduling. Also on this page are opportunities for walk-in vaccination. The Agency has been advertising our pop-up walk-in vaccine clinics on social media but those are now posted on our website.

The Agency gave 1,626 doses of COVID vaccine during the month of December. This includes vaccinations of all formulations Pfizer, Moderna, J&J, and Pediatric Pfizer for 1st, 2nd, 3rd, and booster doses

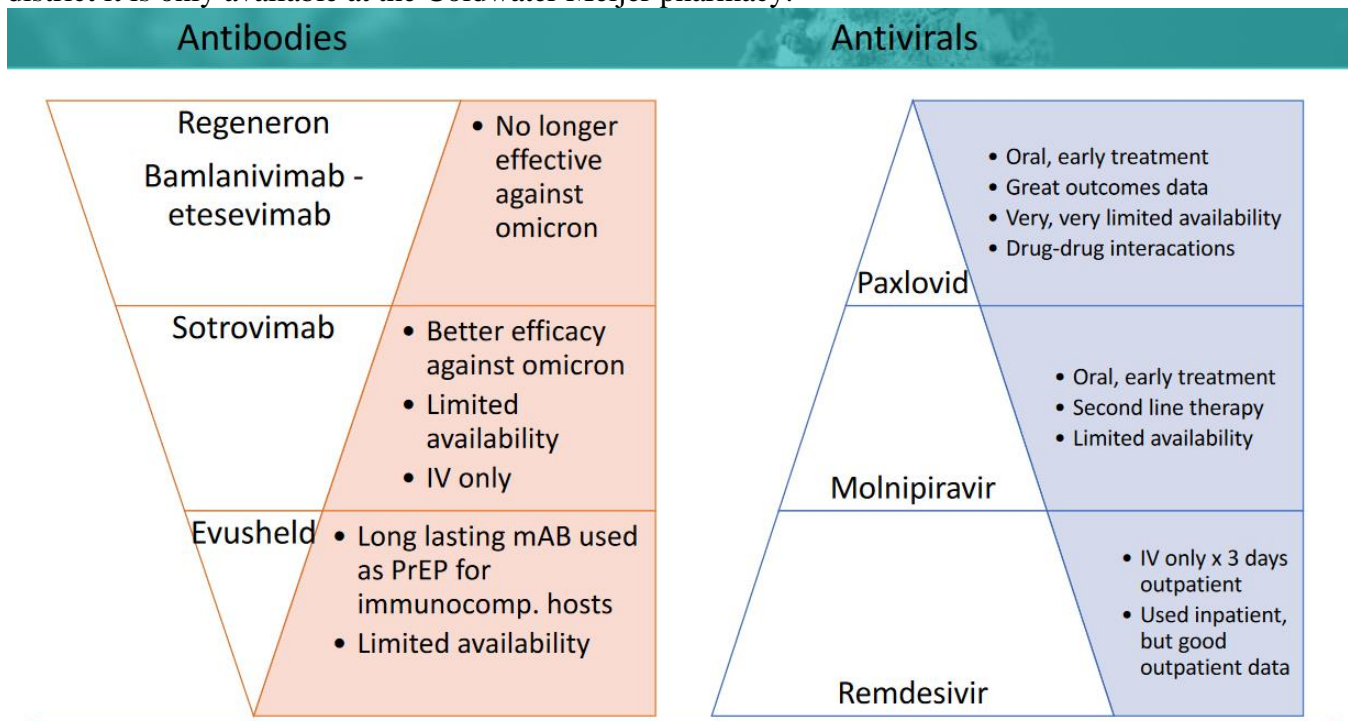
Health Promotion and Education continues to work collaboratively with the St. Joseph County United Way and other service groups to bring vaccination opportunities to outlying areas in the tri-county area. The St. Joseph County United Way vaccine events that included food, WBET, and Christmas gifts for

children were well attended. Pharmacies, provider offices, and others also provide COVID vaccinations.

Skilled nursing facilities are required to provide residents with an opportunity for vaccination in a new Epidemic Order issued on 1/20/22.

COVID Therapeutics: The Regeneron monoclonal antibody therapy that has worked well with other variants of COVID is not effective against the Omicron variant. Although other antibody therapies are available, they are in short supply. The loss of therapies that worked with other variants is a blow to the healthcare industry as they work to treat very sick COVID positive individuals. In a report from Hillsdale Hospital this week, nearly all individuals needing hospitalization for COVID and those that ultimately die from the disease are unvaccinated, they reported 95%. The COVID vaccine remains as an essential tool in our fight against COVID and why we must continue to work to increase the vaccination rate.

New to the toolbox are additional antivirals; Molniravir and Paxlovid. These are prescribed oral therapies with Emergency Use Authorizations and have limited availability. Molniravir is stocked in Meijer pharmacies statewide while Paxlovid is stocked at only selected Meijer pharmacies. In our district it is only available at the Coldwater Meijer pharmacy.



Michigan is continuing to see an increase in pediatric cases requiring hospitalization for COVID.

Statewide Hospitalization Trends: Pediatric COVID+ Census



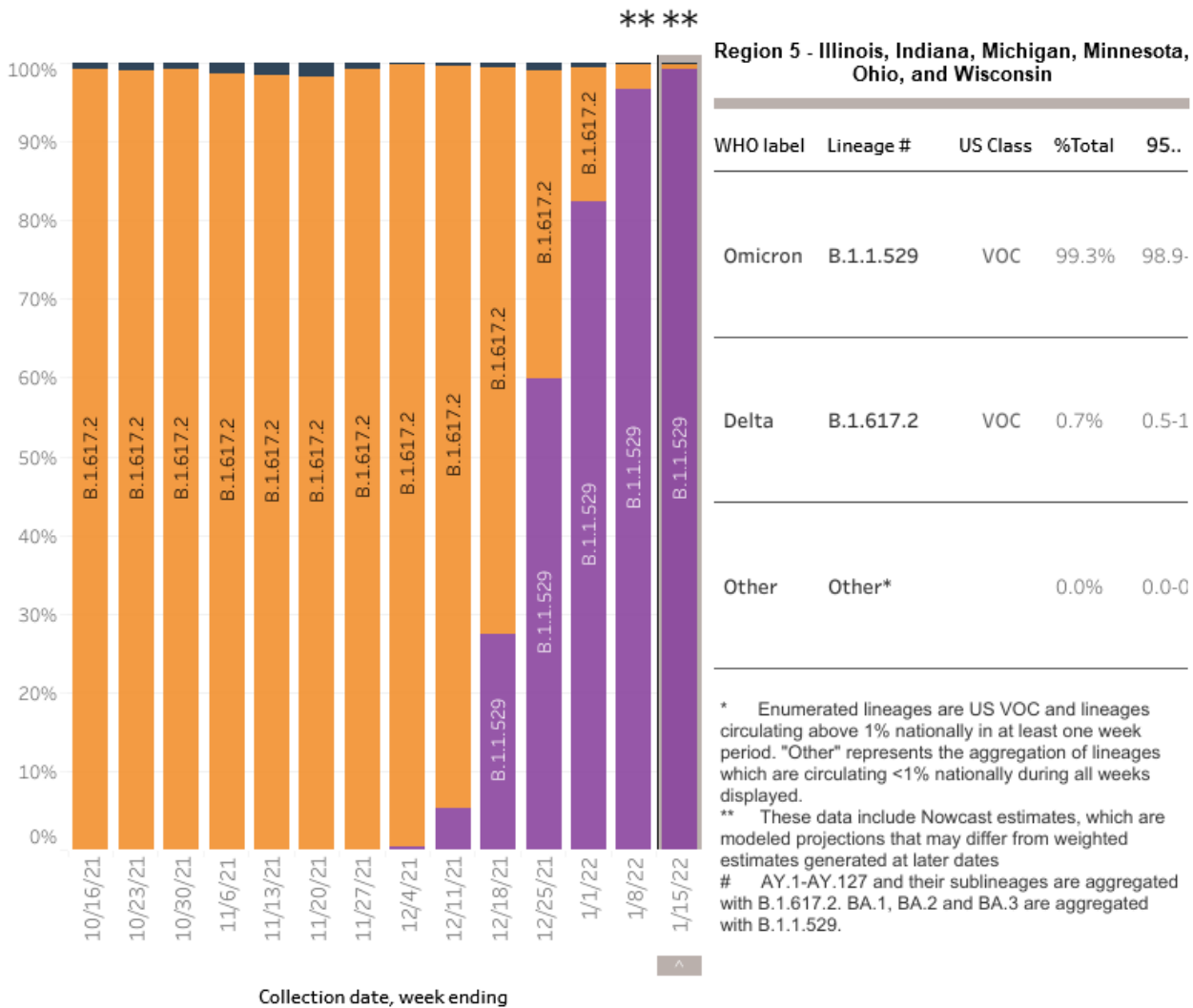
COVID Omicron Variant: This variant has now been identified in samples from residents in St. Joseph and Branch Counties. As I have stated previously, only a very small percentage of positive samples receive further analysis (called sequencing) to determine the variant type. Therefore, although we have not identified Omicron in Hillsdale County, it is assumed to be present because it is in all surrounding counties.

The CDC is using a model called Nowcast that estimates proportions of circulating variants to be used for public health action. Michigan is in Region 5 which also includes; Illinois, Indiana, Minnesota, Ohio, and Wisconsin. I've included a screenshot of the model for the week ending 1/15/22. Omicron estimates have rapidly been replacing Delta since mid-December in the Region. You can review more of the CDC's COVID Data Tracker information at: <https://covid.cdc.gov/covid-data-tracker/#variant-proportions>

Use the controls to focus on a specific region and/or 1-week interval

HHS Region: Region 5 - Illinois, Indiana, Michig... ● Nowcast On ○ Nowcast Off Week Ending: 1/15/2022

HHS Region 5: 10/10/2021 – 1/15/2022 HHS Region 5: 1/9/2022 – 1/15/2022 NOW



COVID-19 Data Round-Up: All three counties remain at risk factor High due to the weekly positivity rate being above 10 and the weekly rate per 100,000 being above 100K. Positivity rate is considered underreported due to individuals choosing not to test or administering home tests and not reporting results. I'm also including the number of deaths attributed to COVID infection for the month of December. The data is available on the mistartmap.info site as of 1/5/22:

County	7-Day Positivity Rate	Weekly Cases per 100,000	# Deaths in December '21
Branch	26.5%	459.6	12 + 1 probable
Hillsdale	26.7%	269.7	15 + 1 probable
St. Joseph	27.8%	360.9	15 + 12 probable

School Communication: Local Superintendents are reporting a large number of staff and students positive for COVID during the weekly meeting I host for school Superintendents. Some schools have adopted the updated K-12 guidance which allows for a student of staff member to leave isolation after 5 days followed by 5 days of wearing a well-fitting mask when symptoms have improved and fever free, while others are choosing to stay with the 10-day isolation. Usually when a school determines it best to stay with the 10-day isolation it is due to concerns about the 5-day mask requirement and the mask being worn properly. The local health department supports a school’s decision to be more restrictive than the minimum. MDHHS minimum school quarantine requirements are outlined in this graphic:

School Quarantine Guidance

What to do when students or staff are exposed to COVID-19 in a school setting, **but do not have symptoms.**

Students and staff experiencing symptoms should not attend school activities.

Michigan.gov/Coronavirus

Students and staff should monitor for symptoms throughout quarantine period (days 1-10). If symptoms develop, test immediately. Day "0" is day of last close contact with a COVID-19 positive student, teacher or staff.

	Actions to Take
Up to Date on Vaccines No Need to Quarantine	Students and staff without symptoms do not need to quarantine. They should monitor for symptoms and wear a well-fitted mask for 10 days.
Not Up to Date on Vaccines Need to Quarantine	Home quarantine for days 1–5 and test on day 5; and "Mask to Stay"* for days 6–10. OR "Test to Stay"** for days 1–6 AND "Mask to Stay"* for days 1–10. OR Home quarantine for days 1–10 if unable/unwilling to mask.

*Mask to Stay: The consistent and correct use of a well-fitting mask when around others in school and public places
**Test to Stay: Test every other day for six days following the exposure and consistent and correct use of a mask

Students and staff who test positive for COVID-19 should not attend school and should isolate at home for five full days after symptom onset (or five days after the positive test if they do not have symptoms). They may return to school on day six if they have no symptoms and can wear a mask for five additional days.

MDHHS continues to recommend universal masking in all K–12 school settings.

Workplace COVID Safety at the Health Department: As I explained last month, the health department ended our paid screener positions at entry points to our offices as of 12/31/21. Masks continue to be required for entry into our buildings as we are a healthcare provider and we have signs prominently located at entrances informing the public. Our team members have been educated on accommodations for those that cannot wear a mask. Agency staff also were provided information on the Agency’s updated COVID response plan which took effect after the 1st of the year.

Sturgis Office: We continue to work with the landlord on a layout for expansion that both parties accept.

Agency Audit: The week of January 24th, the Agency will have auditors from Maner Costerisan in for our annual financial audit. We expect that the audit presentation will be at the March Board of Health meeting.

MCDC Hillsdale Location: I’m pleased to report that the Hillsdale community has come together to support an incentive to be used to attract a permanent dentist to the MCDC dental center. The Hillsdale Community Foundation, Hillsdale Hospital, and Hillsdale Service Network have all pledged to support

the incentive. In today's agenda is an action item to provide additional support from the health agency. Your support of this additional pledge will provide an additional year of incentive to a new dentist. MCDC is committed to finding a dentist that is a good fit for Hillsdale County and one that will be there for the "long haul".

As the clinic has been temporarily closed since Spring 2021, I will be meeting with MCDC staff members to evaluate the space and any updates needed. We had previously agreed to repainting that space prior to the temporary closure and are working with MCDC on getting bids now.

Homeless Point in Time Count: Next week Wednesday is the homeless point in time count. Agency staff are advised to report on any individual that they know about that is virtually homeless.

Rural Opioid Implementation Grant: In 2021 I reported that we had submitted for an implementation grant through HRSA that would move the action items from the planning grant into reality. As you remember, we were not successful with that application. An additional opportunity to apply for an implementation grant was made available and we resubmitted for consideration this week. We hope that this time around our application will be funded so we can begin implementation.

Health Officer Report Final Items, January 26, 2022

Agency Audit: The auditors completed their on-site work on Tuesday. They will continue their work and we may still be asked for documentation as they work through things. Early indications are that we are in good shape with no issues. The audit results are expected to be presented at the March meeting.

KN95 Masks: Both the health department and AAA have received shipments of KN95 masks that are to be made available to the public. We have already distributed some of those masks to schools and others that have requested some. Health Promotion & Education is preparing a press release that will go out on Friday announcing that the masks are available for pick-up at our offices. We are limiting the masks to 10 per resident at this time.

Monoclonal Antibody Treatment in Short Supply: I heard from ProMedica Coldwater Regional Hospital today that they are out of the infusion therapy, Sotromivab. We are providing the following message via our social media network to the public on the hospital's behalf: *"Due to a national shortage, ProMedica Coldwater Regional Hospital does not currently have Monoclonal Antibody Infusions. We are without an estimated restock date and will update our partner organizations when we receive new supply. We apologize for the inconvenience, and thank you for your patience."*

7-Day Positivity Graphs:

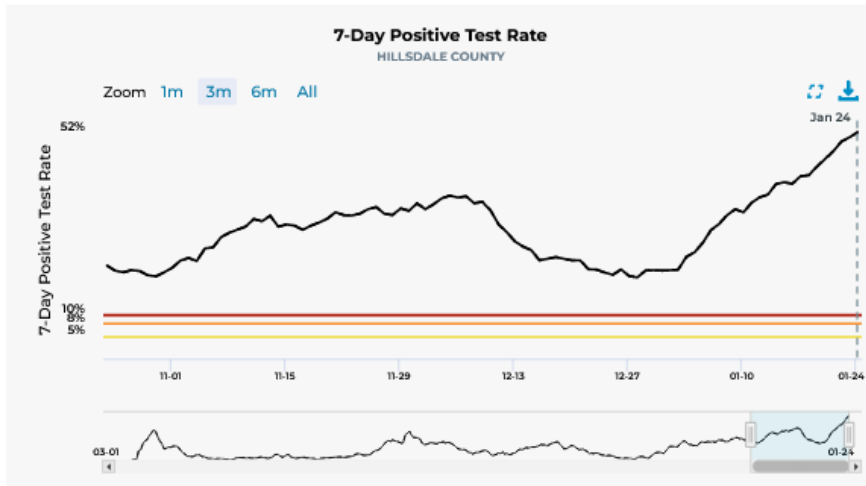
The positivity rate for all three counties is higher than what was available when I pulled the information last week. For Hillsdale and Branch I have pulled off the graphs and pasted them below for you to review. The graph for St. Joseph County was not available when I pulled this information. The test positivity for 1-18 through 1-24 for that county is 37.2%.

Test Positivity
Jan 18 - Jan 24

52.3%
positive tests

4.1k
daily tests
administered
per million

4 weeks
Dec 24 - Jan 21



Risk Thresholds (% Positive)



Low: <5%



Moderate 5-<8%



Substantial 8-<10%



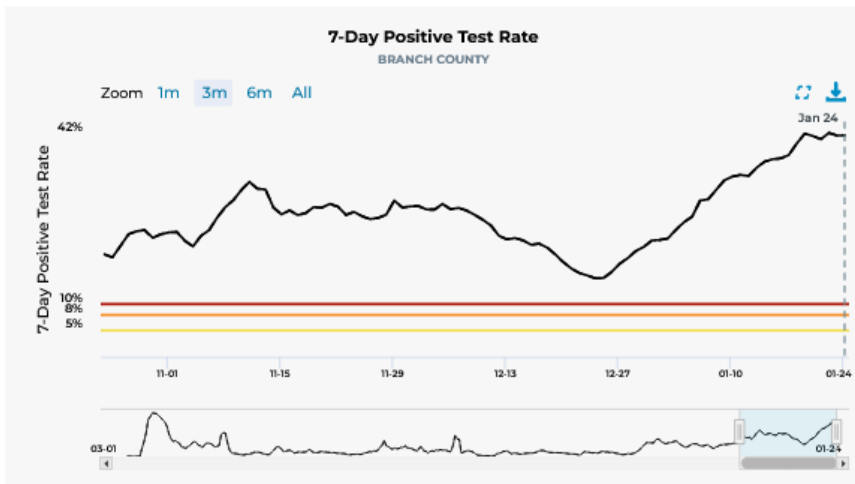
High >=10%

Test Positivity
Jan 18 - Jan 24

41.8%
positive tests

5.2k
daily tests
administered
per million

4 weeks
Dec 24 - Jan 21



Risk Thresholds (% Positive)



Low: <5%



Moderate 5-<8%



Substantial 8-<10%



High >=10%

Health Promotion & Ed. Team Activities: The month of December was eventful for the Health Promotion & Education staff; but the holidays also brought some much-needed relaxation for staff members. We continue to work alongside our clinical staff to help support, and promote, the Covid-19 vaccination, community testing sites and subsequent booster shots; additionally, the H.P. & Ed. Team continues to urge our community members to receive their flu shots through the use of our social media platforms and website. Furthermore, our department is working on several projects aimed at updating, and improving, the information and data that we supply to our community members. This includes, but is not limited to, updating health-related data and links on the Agency’s website, revising our marketing techniques and policies as we head into the new year, and creating more unique and relatable ways to promote our messages through the use of our social media platforms.

Grant Updates: The H.P. & Ed. team is also involved in several ongoing grant projects and campaigns:

HRSA - The Rural Community Opioid Response

Planning Grant: This grant, that was awarded to BHSJCHA in Sept. of 2020, has completed a large majority of the project’s deliverables, including: the community needs assessment and gap analysis; the project action plan and strategic plan; the Memorandum of Understanding, and most recently, submitted the first of the required PIMS (Performance Improvement Measurement System) reports. As the performance period for this grant approaches its end (2/22/2022), we are preparing a presentation for the final Learning Collaborative meeting in February and are excited to display to other grantees the accomplishments of our Consortium members.

HRSA - The Rural Community Opioid Response

Implementation Grant (Application): The H.P. & Ed. Team has been working on revising the application for the next step in the HRSA grant series, Implementations, that was unsuccessful for the current cycle. The new application focused on creating more clear and concise timeframes for project goals and objectives, which was the biggest weakness with the previous, unsuccessful application. We are hopeful that this new submittal, which has been completed,

will meet the requirements necessary to be awarded funding when the next performance period begins in September of this year.

MPHI – “Creating an Age-Friendly Public Health System in Michigan” Update:

BHSJCHA, in partnership with the Area Agency on Aging (AAA 3C) & Region 2 Area Agency on Aging (R2AAA) were awarded this grant in May of 2021. The goal of this project is to utilize the available funds to review and revise our current practices and policies as they relate to the aging population in hopes of creating a more age-friendly public health system. In pursuit of this, we have worked through, and completed, the majority of deliverables and goals that were laid out in the project’s action plan at this point. We have completed our community, and staff, surveys and are working to analyze those results before completing the final portion of our action plan which will be to revise specific agency-wide policies.

LARA – 2022 Medical Marihuana Operation and Oversight Grant:

The BHSJ CHA has once again applied for the above grant that is offered through the Department of Licensing and Regulatory Affairs (LARA) Marijuana Regulatory Agency (MRA). The H.P. & Ed. Team is worked to revise the application and were able to submit successful applications for all three of our counties. Unlike the 2021 grant cycle, which was a strictly promotional and media-based campaign, the 2022 cycle (if awarded) will look to partner with the quickly-expanding number of marijuana dispensaries within our 3 counties to spread the “Lock it Up” message. Our hope is to form a relationship with these businesses and help them to spread the message of safe marijuana use, and storage, to their clients. As we did with the 2021 campaign, we will also be looking to partner with 2nd Story Marketing in Coldwater to help develop, create, and distribute promotional items throughout the grant period.

Community Events: We have participated, or will be participating in the following events:

Date	Event
1/1	Medical Marihuana Grant Submitted
1/13	The Rural Community Opioid Response Implementation Grant Submitted

MEDICAL DIRECTOR REPORT

December 2021

During the month of December 2021 activities continued to be directed toward COVID, vaccinations, third doses and boosters.

1. 8AM morning telephone calls with Health Department group to continue with awareness of activities throughout the departments.
2. 10AM Wednesday school Superintendent calls. These are valuable to discuss ongoing CDC recommendations and how they continue to apply to students and staff.
3. Telephone conferences regarding visitation to extended care facilities.
4. Meetings via zoom with MDHHS.
5. Paperwork for licensing for the BHSJ Health Department is now complete
6. Standing orders were updated.
7. My Biostatistics class is complete. This semester I am taking two classes toward completion of my MPH.

What is radon gas? Is it dangerous?

Radon is a naturally-occurring radioactive gas that can cause lung cancer. Radon gas is inert, colorless and odorless. Radon is naturally in the atmosphere in trace amounts. Outdoors, radon disperses rapidly and, generally, is not a health issue. Most radon exposure occurs inside homes, schools and workplaces. Radon gas becomes trapped indoors after it enters buildings through cracks and other holes in the foundation. Indoor radon can be controlled and managed with proven, cost-effective techniques.

Breathing radon over time increases your risk of lung cancer. Radon is the second leading cause of lung cancer in the United States. Nationally, the EPA estimates that about 21,000 people die each year from radon-related lung cancer. Only smoking causes more lung cancer deaths.

Signs and symptoms of lung cancer from radon exposure can include:

- Persistent cough
- Hoarseness
- Wheezing
- Shortness of breath
- Coughing up blood
- Chest pain
- Frequent infections like bronchitis and pneumonia
- Loss of appetite
- Weight loss
- Fatigue

You can take steps to reduce and control the amount of radon in your home. Testing is the only way to determine radon levels. Have your home tested, either by a professional or with a do-it-yourself home test kit. If radon levels are high, contact a certified radon service professional to fix your home. EPA guidance suggests mitigating if levels are at or above 148 Becquerels/meter³ (4 picocuries/liter). Usually, radon problems are fixed using an underground ventilation system or by increasing the rate of air changes in the building.

A becquerel (Bq) is the International System of Units (SI) measure of source strength or total radioactivity, and is defined as one disintegration per second.

January 10, 2022 – Board of Health, Finance Committee Meeting Minutes

The meeting was called to order at 2:33 p.m. by Jon Houtz, with roll call as follows: Jon Houtz, Jared Hoffmaster, and Brent Leininger.

Also present from BHSJ: Rebecca Burns and Theresa Fisher.

Public comment:

- None

New Business:

- Mr. Leininger moved to recommend that the full Board approve the FY21/22 Budget Amendment #1 as presented with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to recommend that the full Board approve the Agency contributing \$50,000 toward an incentive package to assist MCDC in hiring a dentist for the Hillsdale MCDC clinic. The motion received support from Mr. Leininger. The motion passed unopposed.

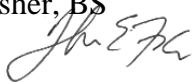
Public comment:

- None

With no further business the meeting was adjourned at 3:22 PM.

Respectfully Submitted by:

Theresa Fisher, BS



January 10, 2022 – Board of Health, Program, Policy, & Appeals Committee Meeting Minutes

The meeting was called to order at 1:05 p.m. by Kathy Pangle, with roll call as follows: Kathy Pangle, Mark Wiley, and Tom Matthew.

Also present from BHSJ: Rebecca Burns and Theresa Fisher.

Public comment:

- None

New Business:

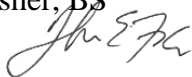
- Mr. Wiley moved to recommend that the full Board approve the Health Officer Evaluation Policy as presented, with support from Mr. Matthew. The motion passed unopposed.
- Mr. Matthew moved to recommend that the full Board approve the 2022 Personnel Policy Manual as presented, with support from Mr. Wiley. The motion passed unopposed.
- Mr. Wiley moved to recommend that the full Board approve the By-Laws, as amended to include a new section 4, under article IV which reads, “Contact with the media will be handled by the BOH Chairperson, the Health Officer, or their designee.” The motion received support from Ms. Pangle. The motion passed unopposed.
- Mr. Wiley moved to recommend that the full Board approve the 2022 Board of Health Meeting Schedule, with support from Mr. Matthew. The motion passed unopposed.

Public comment:

- None

With no further business the meeting was adjourned at 2:25 PM.

Respectfully Submitted by:
Theresa Fisher, BS



Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 11/1/2021 Through 11/30/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
A+ Nursing	225.00	21-11-19 A.01	11/19/2021
Accident Fund	1,106.00	21-11-19 P.01	11/19/2021
ACD.NET	2,538.26	53472	11/19/2021
Aflac District Office	463.58	53470	11/10/2021
Aflac District Office	463.58	53481	11/26/2021
Alan Elliott	16.83	21-11-19 A.02	11/19/2021
Alerus Financial	1,193.00	21-11-12 R.01	11/10/2021
Alerus Financial	1,218.00	21-11-26 R.01	11/26/2021
Amazon Capital Services, Inc	136.77	21-11-05 A.01	11/5/2021
Armstrong Nutrition Management	3,433.75	21-11-05 A.02	11/5/2021
Blue Cross Blue Shield	57,420.12	21-11-19 P.02	11/19/2021
Branch Area Transit Authority	3,509.94	21-11-19 A.03	11/19/2021
Branch County Commission	15,379.64	21-11-19 A.04	11/19/2021
Branch County Complex	238,902.60	21-11-19 A.05	11/19/2021
Branch County Complex	5,694.28	21-11-30 A.01	11/30/2021
CAA Of South Central Michigan	20,558.03	21-11-19 A.06	11/19/2021
Century Bank - Hillsdale Maintenance	2,000.00	21-11-30 A.02	11/30/2021
Century Bank - Three Rivers Maintenance	2,000.00	21-11-30 A.03	11/30/2021
Century Basic	551.16	21-11-12 R.02	11/10/2021
Century Basic	551.16	21-11-26 R.02	11/26/2021
Century EFPTS	68.86	21-11-12 L.01	11/12/2021
Century EFPTS	23,149.06	21-11-12 R.03	11/10/2021
Century EFPTS	22,942.69	21-11-26 R.03	11/26/2021
Century Mastercard	864.68	21-11-05 P.01	11/5/2021
Century MERS	116,611.78	21-11-05 A.03	11/5/2021
Century State	4.60	21-11-12 L.02	11/12/2021
Century State	3,920.18	21-11-12 R.04	11/10/2021
Century State	3,897.10	21-11-26 R.04	11/26/2021
Charter Communications	137.97	21-11-05 P.02	11/5/2021
Chelsea Beier	150.98	53458	11/5/2021
Cheyenne Radiology	42.00	53473	11/19/2021
Cintas Corporation Loc 351	122.20	21-11-05 P.03	11/5/2021
City Of Coldwater	40.00	21-11-05 A.04	11/5/2021
City of Jonesville	140.00	21-11-05 A.05	11/5/2021
City Of Three Rivers	184.86	21-11-05 A.06	11/5/2021
Companion Life Insurance	971.42	53459	11/5/2021
ConnectAmerica	38.00	21-11-19 A.07	11/19/2021
Crossroads Home Care Inc.	646.08	21-11-19 A.08	11/19/2021
Current Office Solutions	109.86	21-11-05 A.07	11/5/2021
Current Office Solutions	387.20	21-11-19 A.09	11/19/2021
Dr. Karen M. Luparello	4,186.00	21-11-30 A.04	11/30/2021
FedEx	5.75	21-11-05 P.04	11/5/2021
Forestry Supplies Inc.	103.25	53474	11/19/2021
Fresh Baby	880.03	21-11-19 A.10	11/19/2021
Frontier	306.62	21-11-05 P.05	11/5/2021
Gary Warfield	111.00	53460	11/5/2021
GDI Services Inc.	4,768.03	21-11-30 A.05	11/30/2021
GRAPHICS 3 INC	613.90	21-11-05 A.08	11/5/2021
GT INDEPENDENCE	1,251.16	21-11-19 A.11	11/19/2021
Hillsdale Board Of Public Utilities	1,138.21	21-11-05 P.06	11/5/2021
HILLSDALE CNTY CMTY FOUNDATION	125.00	53461	11/5/2021
Hillsdale County Treasurer	2,747.00	21-11-19 A.12	11/19/2021

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 11/1/2021 Through 11/30/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
HomeJoy of Kalamzoo	4,827.89	21-11-19 A.13	11/19/2021
Indiana MI Power Company	587.47	21-11-05 P.07	11/5/2021
Joseph Lengacher	90.00	53462	11/5/2021
Karri Doty	1,320.00	21-11-05 A.09	11/5/2021
Karri Doty	1,346.32	21-11-19 A.14	11/19/2021
KKZO LLC	900.00	53475	11/19/2021
Knowledge Capital Alliance	2,000.00	53476	11/19/2021
Kristina Dewey	185.78	21-11-19 A.15	11/19/2021
Legal Services Of S.Central MI	1,230.00	21-11-19 A.16	11/19/2021
Maplecrest, LLC	620.00	21-11-30 A.06	11/30/2021
Marana Group	142.00	21-11-05 A.10	11/5/2021
Maxim Healthcare Staffing Services Inc.	3,741.00	21-11-05 A.11	11/5/2021
Maxim Healthcare Staffing Services Inc.	3,538.00	21-11-19 A.17	11/19/2021
McKibbin Media Group	810.00	53463	11/5/2021
Medical Care Alert	229.55	21-11-19 A.18	11/19/2021
MERS 5% EMPLOYEES	11,529.80	21-11-05 A.12	11/5/2021
Michigan Public Health Institute	5,123.32	21-11-05 A.13	11/5/2021
Michigan State Disbursement Unit	190.11	53471	11/10/2021
Michigan State Disbursement Unit	190.11	53482	11/26/2021
Nationwide	1,040.00	21-11-12 R.05	11/10/2021
Nationwide	1,040.00	21-11-26 R.05	11/26/2021
OfficeTeam	2,778.03	21-11-05 P.08	11/5/2021
OfficeTeam	3,539.16	21-11-19 P.03	11/19/2021
Pitney Bowes Inc.	162.97	21-11-05 P.09	11/5/2021
Proassurance Casualt Company	886.00	53464	11/5/2021
Prompt Care Express PC	207.00	53477	11/19/2021
Rebecca Fitzmaurice	16.02	21-11-30 A.07	11/30/2021
Reserve Account	3,000.00	21-11-19 A.19	11/19/2021
Richard Clark	2,350.00	21-11-30 A.08	11/30/2021
Riley Pumpkin Farm	500.00	21-11-30 A.09	11/30/2021
Rosati Schultz Joppich Amtsbueshler	195.00	21-11-19 A.20	11/19/2021
ROSE PEST SOLUTIONS	207.00	21-11-19 A.21	11/19/2021
Ruth E. Brown	1,260.00	21-11-05 A.14	11/5/2021
Ruth E. Brown	2,039.52	21-11-19 A.22	11/19/2021
Sanofi Pasteur Inc.	8,422.11	53465	11/5/2021
Sebastian & Sons Well Dilling	193.00	53466	11/5/2021
Semco Energy	49.77	21-11-05 P.10	11/5/2021
Shred It	90.00	21-11-05 A.15	11/5/2021
St Joseph County COA	31,167.54	21-11-19 A.23	11/19/2021
St Joseph County Transit Authority	1,805.04	21-11-19 A.24	11/19/2021
Staples	135.95	21-11-05 P.11	11/5/2021
Staples	137.33	21-11-19 P.04	11/19/2021
State of Mich Dental	15,028.42	21-11-19 A.25	11/19/2021
State of Mich EGLE	35.00	53467	11/5/2021
State Of Michigan	3,128.00	53478	11/19/2021
Swick Broadcasting Company	688.50	53468	11/5/2021
Three Rivers Health	2,775.00	21-11-30 A.10	11/30/2021
Thurston Woods Village	2,427.79	53479	11/19/2021
Tom Reid	34.00	53480	11/19/2021
Verizon	993.29	21-11-05 P.12	11/5/2021
VRI INC.	476.00	21-11-19 A.26	11/19/2021
Wal-Mart Community	34.82	21-11-05 P.13	11/5/2021
Xmission	265.50	53469	11/5/2021

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 11/1/2021 Through 11/30/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
ZixCorp	5,250.00	21-11-05 A.16	11/5/2021
Report Total	678,986.28		

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2021 Through 12/31/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
A+ Nursing	392.40	21-12-17 A.01	12/17/2021
Abila	5,689.01	21-12-31 A.01	12/31/2021
Accident Fund	3,093.34	21-12-17 P.01	12/17/2021
ACD.NET	2,480.87	53489	12/17/2021
Action Quick Print Plus	390.00	21-12-17 A.02	12/17/2021
Aflac District Office	463.58	53487	12/10/2021
Aflac District Office	463.58	53504	12/24/2021
Alerus Financial	1,218.00	21-12-10 R.01	12/10/2021
Alerus Financial	1,218.00	21-12-24 R.01	12/24/2021
Amazon Capital Services, Inc	266.47	21-12-03 A.01	12/3/2021
Amazon Capital Services, Inc	444.79	21-12-17 A.03	12/17/2021
Amazon Capital Services, Inc	842.61	21-12-31 A.02	12/31/2021
Armstrong Nutrition Management	3,210.34	21-12-17 A.04	12/17/2021
Auditory Instruments Inc.	398.10	21-12-03 A.02	12/3/2021
Auditory Instruments Inc.	524.04	21-12-31 A.03	12/31/2021
Blue Cross Blue Shield	62,230.67	21-12-17 P.02	12/17/2021
Branch Area Transit Authority	3,616.08	21-12-17 A.05	12/17/2021
Branch County Commission	20,586.50	21-12-17 A.06	12/17/2021
Branch County Complex	3,387.85	21-12-17 A.07	12/17/2021
Branch County Complex	5,694.28	21-12-31 D.01	12/31/2021
Branch County Fair	500.00	53490	12/17/2021
Brandie Lennox	7.29	21-12-17 A.08	12/17/2021
CAA Of South Central Michigan	21,612.81	21-12-17 A.09	12/17/2021
Card Services Center	247.85	21-12-03 P.01	12/3/2021
Card Services Center	577.76	21-12-31 P.01	12/31/2021
Carol Drews	95.69	21-12-17 A.10	12/17/2021
Center for Information Mgmnt	600.00	21-12-17 A.11	12/17/2021
Century Bank - Hillsdale Maintenance	2,000.00	21-12-31 D.02	12/31/2021
Century Bank - Three Rivers Maintenance	2,000.00	21-12-31 D.03	12/31/2021
Century Basic	628.09	21-12-10 R.02	12/10/2021
Century Basic	628.09	21-12-24 R.02	12/24/2021
Century EFPTS	91.80	21-12-10 DI.01	12/10/2021
Century EFPTS	131.82	21-12-10 L.01	12/10/2021
Century EFPTS	22,687.51	21-12-10 R.03	12/10/2021
Century EFPTS	30.60	21-12-24 DI.01	12/24/2021
Century EFPTS	59.81	21-12-24 L.01	12/24/2021
Century EFPTS	1,049.07	21-12-24 M.01	12/24/2021
Century EFPTS	23,586.11	21-12-24 R.03	12/24/2021
Century EFPTS	5,616.25	21-12-24 SP.01	12/24/2021
Century Mastercard	138.03	21-12-03 P.02	12/3/2021
Century MERS	38,071.36	21-12-17 A.12	12/17/2021
Century State	18.55	21-12-10 L.02	12/10/2021
Century State	3,875.51	21-12-10 R.04	12/10/2021
Century State	12.37	21-12-24 L.02	12/24/2021
Century State	136.52	21-12-24 M.02	12/24/2021
Century State	4,031.07	21-12-24 R.04	12/24/2021
Century State	943.64	21-12-24 SP.02	12/24/2021
Champ Software, Inc.	50,239.00	53491	12/17/2021
Charter Communications	137.97	21-12-03 P.03	12/3/2021
Cintas Corporation Loc 351	135.16	21-12-17 P.03	12/17/2021
City Of Coldwater	160.00	21-12-03 A.03	12/3/2021
City Of Coldwater	20.00	21-12-17 A.13	12/17/2021

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2021 Through 12/31/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
City of Jonesville	40.00	21-12-31 A.04	12/31/2021
City Of Three Rivers	80.00	21-12-03 A.04	12/3/2021
City Of Three Rivers	20.00	21-12-31 A.05	12/31/2021
Companion Life Insurance	1,004.99	53492	12/17/2021
Companion Life Insurance	1,021.09	53506	12/31/2021
ConnectAmerica	38.00	21-12-31 A.06	12/31/2021
Control Solutions Inc.	142.80	21-12-17 A.14	12/17/2021
Cribs for Kids, Inc.	9,717.60	53493	12/17/2021
Crossroads Home Care Inc.	1,080.96	21-12-17 A.15	12/17/2021
CSHCS	360.00	53494	12/17/2021
Current Office Solutions	1,564.55	21-12-03 A.05	12/3/2021
Current Office Solutions	2,675.34	21-12-17 A.16	12/17/2021
Current Office Solutions	546.56	21-12-31 A.07	12/31/2021
Dr. Karen M. Luparello	4,186.00	21-12-31 A.08	12/31/2021
Dr. Karen M. Luparello	2,001.00	21-12-31 A.09	12/31/2021
Dr. Karen M. Luparello	254.10	21-12-31 A.10	12/31/2021
Dr. Karen M. Luparello	120.00	21-12-31 A.11	12/31/2021
FedEx	20.99	21-12-03 P.04	12/3/2021
Frontier	301.59	21-12-03 P.05	12/3/2021
Frontier	301.97	21-12-31 P.02	12/31/2021
GDI Services Inc.	4,398.00	21-12-31 A.12	12/31/2021
Glaxo-Smithkline Financial Inc.	3,714.28	21-12-17 A.17	12/17/2021
Glaxo-Smithkline Financial Inc.	2,704.29	21-12-31 A.13	12/31/2021
GRAPHICS 3 INC	154.45	21-12-17 A.18	12/17/2021
GT INDEPENDENCE	1,393.83	21-12-17 A.19	12/17/2021
Hemocue America	477.00	21-12-17 A.20	12/17/2021
Hillsdale Board Of Public Utilities	1,238.00	21-12-03 P.06	12/3/2021
Hillsdale Board Of Public Utilities	1,573.40	21-12-31 P.03	12/31/2021
Hillsdale County Treasurer	2,072.42	21-12-17 A.21	12/17/2021
Hillsdale County Treasurer	205.14	21-12-31 A.14	12/31/2021
HomeJoy of Kalamzoo	6,546.05	21-12-17 A.22	12/17/2021
Indiana MI Power Company	1,090.53	21-12-17 P.04	12/17/2021
Karri Doty	1,425.28	21-12-03 A.06	12/3/2021
Kristina Dewey	8.45	21-12-03 A.07	12/3/2021
Laboratory Corporation of America	55.00	21-12-03 A.08	12/3/2021
Legal Services Of S.Central MI	800.00	21-12-17 A.23	12/17/2021
MALEHA	50.00	53495	12/17/2021
Maplecrest, LLC	620.00	21-12-31 D.04	12/31/2021
Marana Group	142.00	21-12-03 A.09	12/3/2021
Marana Group	142.00	21-12-31 A.15	12/31/2021
Maxim Healthcare Staffing Services Inc.	4,301.28	21-12-03 A.10	12/3/2021
Maxim Healthcare Staffing Services Inc.	3,542.64	21-12-17 A.24	12/17/2021
Maxim Healthcare Staffing Services Inc.	3,857.00	21-12-31 A.16	12/31/2021
McKesson Medical-Surgical Gov. Solutions LLC	2,362.78	21-12-17 P.05	12/17/2021
McKesson Medical-Surgical Gov. Solutions LLC	468.25	21-12-31 P.04	12/31/2021
McKibbin Media Group	840.00	53507	12/31/2021
Medical Care Alert	229.55	21-12-17 A.25	12/17/2021
Merck & Co. Inc.	4,970.90	53496	12/17/2021
Merck & Co. Inc.	1,147.39	53508	12/31/2021
MERS 5% EMPLOYEES	7,697.36	21-12-17 A.26	12/17/2021

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2021 Through 12/31/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
MI Municipal Risk Management Authority	9,431.75	21-12-17 A.27	12/17/2021
Michigan Ear Institute, PLLC	250.00	53509	12/31/2021
Michigan Public Health Institute	1,765.40	21-12-17 A.28	12/17/2021
Michigan State Disbursement Unit	190.11	53488	12/10/2021
Michigan State Disbursement Unit	190.11	53505	12/24/2021
Miller Brothers Builders, Inc	365.00	53510	12/31/2021
Nationwide	1,040.00	21-12-10 R.05	12/10/2021
Nationwide	1,040.00	21-12-24 R.05	12/24/2021
Nicole McClish	120.20	53511	12/31/2021
Nurse Administrator's Forum	120.00	53497	12/17/2021
OfficeTeam	4,282.20	21-12-03 P.07	12/3/2021
OfficeTeam	3,323.43	21-12-17 P.06	12/17/2021
OfficeTeam	3,771.90	21-12-31 P.05	12/31/2021
Pitney Bowes Inc.	161.10	21-12-31 P.06	12/31/2021
Proassurance Casualty Company	370.00	53498	12/17/2021
Prompt Care Express PC	394.00	53499	12/17/2021
Republic Waste Services	150.00	21-12-31 P.07	12/31/2021
Reserve Account	3,000.00	21-12-17 A.29	12/17/2021
Richard Clark	2,225.00	21-12-31 A.17	12/31/2021
Riley Pumpkin Farm	300.00	21-12-03 A.11	12/3/2021
Riley Pumpkin Farm	175.00	21-12-31 A.18	12/31/2021
RJB Heating & Cooling	125.00	53500	12/17/2021
Rosati Schultz Joppich Amtsbueshler	8,289.40	21-12-17 A.30	12/17/2021
Ruth E. Brown	1,792.00	21-12-03 A.12	12/3/2021
Ruth E. Brown	2,100.00	21-12-17 A.31	12/17/2021
Ruth E. Brown	2,100.00	21-12-31 A.19	12/31/2021
Sanofi Pasteur Inc.	5,141.01	53501	12/17/2021
Sanofi Pasteur Inc.	383.75	53512	12/31/2021
Semco Energy	62.75	21-12-03 P.08	12/3/2021
Semco Energy	126.64	21-12-31 P.08	12/31/2021
Shred It	172.76	21-12-03 A.13	12/3/2021
Shred It	90.00	21-12-31 A.20	12/31/2021
ST JOSEPH CO HSC	2,000.00	53513	12/31/2021
St Joseph County COA	38,097.86	21-12-17 A.32	12/17/2021
St Joseph County Transit Authority	1,948.19	21-12-17 A.33	12/17/2021
Staples	842.00	21-12-17 P.07	12/17/2021
Staples	295.43	21-12-31 P.09	12/31/2021
State of Mich EGLE	51.00	53483	12/3/2021
State of Mich EGLE	17.00	53514	12/31/2021
State Of Michigan	252.00	53502	12/17/2021
Stratus Video, LLC	1,224.24	53484	12/3/2021
Stratus Video, LLC	1,081.92	53515	12/31/2021
Swick Broadcasting Company	696.60	53485	12/3/2021
Three Rivers Health	2,775.00	21-12-31 D.05	12/31/2021
Thurston Woods Village	3,142.56	53503	12/17/2021
Vanessa Squier	50.00	21-12-03 A.14	12/3/2021
Verizon	1,028.35	21-12-17 P.08	12/17/2021
VRI INC.	476.00	21-12-17 A.34	12/17/2021
Wal-Mart Community	311.71	21-12-03 P.09	12/3/2021
Xmission	265.50	53486	12/3/2021
Xmission	<u>265.50</u>	53516	12/31/2021

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2021 Through 12/31/2021

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Report Total	488,254.42		

BHSJ Community Health Agency
 Schedule of Cash Receipts and Disbursements
 June 30, 2021 thru
 November 30, 2021

Plus: Cash Receipts	\$	548,307.83
Less: Cash Disbursements For Payroll/AP	\$	(659,133.45)
<hr/>		
6/30/2021 Cash Balance	\$	5,061,470.78
Plus: Cash Receipts	\$	959,998.90
Less: Cash Disbursements For Payroll/AP	\$	(1,190,541.86)
<hr/>		
7/31/2021 Cash Balance	\$	4,830,927.82
Plus: Cash Receipts	\$	629,403.59
Less: Cash Disbursements For Payroll/AP	\$	(827,719.38)
<hr/>		
8/31/2021 Cash Balance	\$	4,632,612.03
Plus: Cash Receipts	\$	690,645.28
Less: Cash Disbursements For Payroll/AP	\$	(505,811.49)
<hr/>		
9/30/2021 Cash Balance	\$	4,817,445.82
Plus: Cash Receipts	\$	651,322.01
Less: Cash Disbursements For Payroll/AP	\$	(916,244.11)
<hr/>		
10/31/2021 Cash Balance	\$	4,552,523.72
Plus: Cash Receipts	\$	563,982.14
Less: Cash Disbursements For Payroll/AP	\$	(840,153.57)
<hr/>		
11/30/2021 Cash Balance	\$	4,276,352.29

Branch-Hillsdale-St Joseph Community Health Agency
 Balance Sheet
 As of 11/30/2021

Assets

Cash on Hand	4,550.54
Cash with County Treasurer	3,966,298.96
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	28,000.00
Cash TR Building Maintenance	28,000.00
Accounts Receivable	91,589.24
Due from Dental DAPP	15,028.42
Due from State	(966,044.90)
Due from Other Funding Sources	272,401.52
Due from Branch County	53,485.75
Prepaid Expenses	101,316.74
Biologic Inventory	<u>80,552.12</u>
Total Assets	<u><u>3,985,134.33</u></u>

Liabilities

Accounts Payable	209,842.30
Payroll Liabilites	103,110.94
Capital Improvements	81,000.00
Deferred Revenue	244,726.64
Deferred Revenue BR	17,603.00
Deferred Revenue HD	19,531.00
Deferred Revenue SJ	25,641.00
Unavailable Revenue	(15,428.40)
Biologics	<u>80,552.12</u>
Total Liabilities	<u><u>766,578.60</u></u>

Net Assets

Operation Fund Balance	441,827.01
Restricted Fund Balance	415,181.01
Designated Fund Balance	<u>2,361,547.71</u>
Total Net Assets	<u><u>3,218,555.73</u></u>

Total Liabilities and Net Assets	<u><u>3,985,134.33</u></u>
---	-----------------------------------

Prior Year Fund Balance Comparison at 11/30/2020:

Operation Fund Balance	445,974.21
Restricted Fund Balance	459,539.90
Designated Fund Balance	<u>1,786,739.91</u>
Total Fund Balance \$	<u><u>2,692,254.02</u></u>

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet
As of 12/31/2021

Assets

Cash on Hand	4,893.07
Cash with County Treasurer	4,157,186.20
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	30,000.00
Cash TR Building Maintenance	30,000.00
Accounts Receivable	79,904.71
Due from State	(968,508.15)
Due from Other Funding Sources	215,575.28
Prepaid Expenses	168,153.52
Biologic Inventory	<u>75,742.93</u>
Total Assets	<u><u>4,102,903.50</u></u>

Liabilities

Accounts Payable	170,299.62
Payroll Liabilites	149,714.26
Capital Improvements	85,000.00
Deferred Revenue	440,755.69
Unavailable Revenue	(15,428.40)
Biologics	<u>75,742.93</u>
Total Liabilities	<u>906,084.10</u>

Net Assets

Operation Fund Balance	433,793.83
Restricted Fund Balance	385,034.77
Designated Fund Balance	<u>2,377,990.80</u>
Total Net Assets	<u>3,196,819.40</u>

Total Liabilities and Net Assets	<u><u>4,102,903.50</u></u>
---	-----------------------------------

Prior Year Fund Balance Comparison at 12/31/2020:

Operation Fund Balance	544,911.78
Restricted Fund Balance	429,257.73
Designated Fund Balance	<u>1,998,241.39</u>
Total Fund Balance \$	<u>2,972,410.90</u>

BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

Expense by Program - 11/30/2021

Program	Program Title	Current		Total Budget -	Percent Total	
		Month	Year to Date	Original	Expended	
*	010	Agency Support	1,419.89	15,738.59	25,248.00	62.33%
*	008	Salary & Fringe Payoff	0.00	17,299.20	70,000.00	24.71%
*	352	ELCCT Contact Tracing, testing coord,	53,178.34	113,499.33	530,395.00	21.39%
*	325	CSHCS	20,775.82	37,579.13	186,729.00	20.12%
*	029	Dental Clinic - Hillsdale	1,099.19	1,597.70	8,000.00	19.97%
*	341	Infectious Disease	18,504.78	54,845.37	280,700.00	19.53%
*	012	Area Agency on Aging	127,426.21	237,275.18	1,215,907.00	19.51%
**	032	Emergency Preparedness	11,807.48	22,611.34	121,043.00	18.68%
	021	Dental Clinic - Three Rivers	2,775.00	5,550.00	33,300.00	16.66%
	745	Type II Water	8,159.91	14,869.05	94,314.00	15.76%
	605	General EH Services	3,111.53	5,887.83	37,363.00	15.75%
	714	Onsite Sewage Disposal	29,559.44	55,934.37	354,941.00	15.75%
	721	Drinking Water Supply	29,559.44	55,934.37	354,941.00	15.75%
	331	STD	12,132.14	22,575.98	145,565.00	15.50%
	351	CELC Infection Prevention	8,541.09	13,812.18	91,481.00	15.09%
	704	Food Service	37,390.74	72,016.46	481,416.00	14.95%
	326	Vision (ELPHS)	8,870.61	16,090.99	108,400.00	14.84%
	338	Immunization Vaccine Handling	22,408.59	44,876.73	333,609.00	13.45%
	115	MCH Enabling Women	7,553.40	8,603.73	65,323.00	13.17%
	327	Hearing (ELPHS)	6,762.75	13,249.71	107,225.00	12.35%
	109	WIC	59,958.21	121,058.57	1,003,801.00	12.06%
	321	CHC Tele-A-Health	2,330.62	4,215.09	36,926.00	11.41%
	201	CSF Carseats	1,399.82	3,026.05	26,597.00	11.37%
	138	Immunization IAP	49,653.65	88,883.17	878,758.00	10.11%
	014	VOCA	11,760.57	21,802.99	215,779.00	10.10%
	345	Lead Testing	700.00	2,330.81	26,451.00	8.81%
	363	CVDIMS Covid Immz Supplemental	38,073.54	62,324.43	800,946.00	7.78%
	332	HIV Prevention	1,939.22	3,359.09	43,537.00	7.71%
	108	WIC Breastfeeding	4,451.82	8,875.93	127,545.00	6.95%
	200	ELPHS Marketing	1,934.26	3,984.78	57,445.00	6.93%
	329	MCH Enabling Children	1,466.12	1,783.04	43,042.00	4.14%
	107	Medicaid Outreach	330.67	890.84	33,680.00	2.64%
	101	Workforce Development	296.82	476.78	52,504.00	0.90%
	024	MERS Pension Underfunded Liability	149.65	149.65	44,590.00	0.33%
	023	Capital Expenditures	0.00	0.00	123,000.00	0.00%
	035	Vector Borne Disease Surveillance	0.00	0.00	33,263.00	0.00%

112	CSHCS Medicaid Outreach	0.00	0.00	74,645.00	0.00%
371	CSHCS Vaccine Initiative	390.00	390.00	0.00	0.00%
374	EOACV Expanding Older Adult Access	246.47	246.47	0.00	0.00%
400	to COVID Vaccine HRSA 20RCORP	1,548.02	3,427.40	0.00	0.00%
405	Grant Writing	<u>376.46</u>	<u>376.46</u>	<u>0.00</u>	<u>0.00%</u>
Total Total Expense		<u>587,665.81</u>	<u>1,157,448.79</u>	<u>8,268,409.00</u>	<u>14.00%</u>

The Agency is currently 2.66% under budget.

*2/12 Months = 16.66%

**2/9 Months = 22.22%

BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

Expense by Program - 12/31/2021

Program	Program Title	Current		Total Budget -	Percent Total	
		Month	Year to Date	Original	Expended	
*	008	Salary & Fringe Payoff	29,182.08	46,481.28	70,000.00	66.40%
*	010	Agency Support	(203.84)	15,534.75	25,248.00	61.52%
*	325	CSHCS	23,382.58	60,961.71	186,729.00	32.64%
*	352	ELCCT Contact Tracing, testing coord,	52,191.96	165,691.29	530,395.00	31.23%
**	032	Emergency Preparedness	13,311.09	35,922.43	121,043.00	29.67%
*	012	Area Agency on Aging	123,463.29	360,738.47	1,215,907.00	29.66%
*	029	Dental Clinic - Hillsdale	672.23	2,269.93	8,000.00	28.37%
*	341	Infectious Disease	21,802.46	76,647.83	280,700.00	27.30%
	021	Dental Clinic - Three Rivers	2,775.00	8,325.00	33,300.00	25.00%
	605	General EH Services	3,147.52	9,035.35	37,363.00	24.18%
	714	Onsite Sewage Disposal	29,901.54	85,835.91	354,941.00	24.18%
	721	Drinking Water Supply	29,901.54	85,835.91	354,941.00	24.18%
	745	Type II Water	7,627.86	22,496.91	94,314.00	23.85%
	331	STD	11,595.86	34,171.84	145,565.00	23.47%
	704	Food Service	37,725.56	109,742.02	481,416.00	22.79%
	326	Vision (ELPHS)	7,321.28	23,412.27	108,400.00	21.59%
	351	CELC Infection Prevention	5,171.96	18,984.14	91,481.00	20.75%
	327	Hearing (ELPHS)	8,987.88	22,237.59	107,225.00	20.73%
	115	MCH Enabling Women	4,664.19	13,267.92	65,323.00	20.31%
	338	Immunization Vaccine Handling	22,293.51	67,170.24	333,609.00	20.13%
	109	WIC	68,760.08	189,818.65	1,003,801.00	18.90%
	329	MCH Enabling Children	5,733.94	7,516.98	43,042.00	17.46%
	201	CSF Carseats	1,528.23	4,554.28	26,597.00	17.12%
	014	VOCA	14,660.23	36,463.22	215,779.00	16.89%
	321	CHC Tele-A-Health	1,434.88	5,649.97	36,926.00	15.30%
	363	CVDIMS Covid Immz Supplemental	47,285.65	109,610.08	800,946.00	13.68%
	138	Immunization IAP	30,179.48	119,062.65	878,758.00	13.54%
	332	HIV Prevention	2,149.06	5,508.15	43,537.00	12.65%
	200	ELPHS Marketing	2,568.09	6,552.87	57,445.00	11.40%
	345	Lead Testing	494.07	2,824.88	26,451.00	10.67%
	108	WIC Breastfeeding	3,566.26	12,442.19	127,545.00	9.75%
	101	Workforce Development	4,070.16	4,546.94	52,504.00	8.66%
	107	Medicaid Outreach	458.15	1,348.99	33,680.00	4.00%
	024	MERS Pension Underfunded Liability	149.73	299.38	44,590.00	0.67%
	023	Capital Expenditures	0.00	0.00	123,000.00	0.00%

035	Vector Borne Disease Surveillance	0.00	0.00	33,263.00	0.00%
112	CSHCS Medicaid Outreach	0.00	0.00	74,645.00	0.00%
371	CSHCS Vaccine Initiative	390.00	390.00	0.00	0.00%
374	EOACV Expanding Older Adult Access to COVID Vaccine	246.47	246.47	0.00	0.00%
400	HRSA 20RCORP	831.45	4,258.85	0.00	0.00%
405	Grant Writing	2,678.66	3,055.12	0.00	0.00%
Total Total Expense		<u>617,953.56</u>	<u>1,770,962.02</u>	<u>8,268,409.00</u>	<u>21.51%</u>

The Agency is currently 3.49% under budget.

*3/12 Months = 25.00%

**3/9 Months = 33.33%

Programs Showing as Over Budget as of 12/31/2021

RU 008: Over budget due to end of year sick time payout and vacation time payout when a long-term employee retired. This should fall back in line with budget as year progresses, but we will continue to monitor and may need to adjust in an upcoming amendment.
66.40%

RU 010: Program shows over budget because we have already received 62% of the expected revenue budgeted. This is primarily from a one-time payment from MMRMA. This causes indirect expenses not to be distributed to the programs as expected. This will fall back in line as the year progresses.
61.52%

RU 325: Budget for RU 325 must be fully expended before expenses can be charged to RU 112. When looking at these two budgets together, the program is under budget at 23.32%
32.64%

RU 352: Over budget due to increase in staff time as covid cases continue to rise. Will continue to monitor program and adjust in amendment as needed.
31.23%

RU 032: 9-Month Program - within budget 33.33%
29.67%

RU 012: Over budget due to annual membership and consulting expenses fully expended in October - this program will fall back in line with budget as year progresses.
29.66%

RU 029: Over budget, this program budget will be adjusted in amendment 1 to account for changes.
28.37%

RU 341: Over budget due to large annual flu vaccine purchase expended in October - this program will fall back in line with budget as year progresses.
27.30%



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912

☎ 517.323.7500

🖨 517.323.6346

January 5, 2022

Board of Public Health
Branch-Hillsdale-St. Joseph Community Health Agency
Coldwater, Michigan

We are engaged to audit the financial statements of the governmental activities and the major fund of the Branch-Hillsdale-St. Joseph Community Health Agency for the year ended September 30, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Uniform Guidance

As stated in our engagement letter dated October 26, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Branch-Hillsdale-St. Joseph Community Health Agency's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Branch-Hillsdale-St. Joseph Community Health Agency's financial statements are free from material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Branch-Hillsdale-St. Joseph Community Health Agency's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Branch-Hillsdale-St. Joseph Community Health Agency's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Branch-Hillsdale-St. Joseph Community Health Agency's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. As part of our audit, we will consider the internal control of Branch-Hillsdale-St. Joseph Community Health Agency. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedule, schedule of changes in the net pension liability and related ratios, and schedule of employer contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of support services and schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit procedures in January 2022 and issue our report on or before March 31, 2022. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Branch-Hillsdale-St. Joseph Community Health Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maney Costain PC

DRAFT - 2022 Board of Health Meetings

Tentative - Meeting Schedule Must Be Approved at the 1/27/2022 Board of Health Meeting

Meetings are the 4th Thursday at 9 am with the following exception:

November and December meetings are combined to the 2nd Thursday in December
Board Education will begin immediately at the conclusion of the meeting and end by noon.

Date	Time	Location	Board Education Scheduled
January 27	9:00 am	Branch County Courthouse	Yes
February 24	9:00 am	Branch County Courthouse	Yes
March 24	9:00 am	Branch County Courthouse	No
April 28	9:00 am	Branch County Courthouse	Yes
May 26	9:00 am	Branch County Courthouse	Yes
June 23	9:00 am	Branch County Courthouse	No
July 28	9:00 am	Branch County Courthouse	No
August 25	9:00 am	Branch County Courthouse	No
September 22	9:00 am	Branch County Courthouse	Yes
October 27	9:00 am	Branch County Courthouse	Yes
December 8	9:00 am	Branch County Courthouse	No
January 26, 2023	9:00 am	Branch County Courthouse	Yes

Board of Health Committees

Finance Committee – 3 members, one from each county

Program, Policy & Appeals Committee – 3 members, one from each county

The committees meet on the 2nd Monday in January, February, and November, and the 3rd Monday of March, April, May, June, July, August, September, and October. There will be no committee meetings in December

Program, Policy, & Appeals Committee will meet at 1:00 PM on the following days:

January 10, February 14, March 21, April 18, May 16, June 20, July 18, August 15,
September 19, October 17, and November 14

Finance Committee will meet at 11:00 AM on the following days: January 10, February

14, January 10, February 14, March 21, April 18, May 16, June 20, July 18, August 15,
September 19, October 17, and November 14

BHSJCHA Administration

Health Officer: Rebecca A. Burns, MPH, RS o: 517-933-3040 c: 269-501-2503

Medical Director: Karen Luparello, DO

Director of Administration: Theresa Fisher, BS, A+

Director of Personal Health & Disease Prevention: Kali Nichols, MPH

Director of Environmental Health: Paul Andriacchi, REHS

Director of Area Agency on Aging IIC: Laura Sutter

Tentative - Meeting Schedule Must Be Approved at the 1/27/2022 Board of Health Meeting

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BY-LAWS for Board of Health

~~2021~~2022

ARTICLE I. NAME

The Boards of Commissioners of the Counties of Branch, Hillsdale and St. Joseph under Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415, have established a District Health Department, which is hereinafter called the Community Health Agency.

ARTICLE II. OBJECTIVES

Section 1. These by-laws are subject to the Intergovernmental Agreement between Branch, Hillsdale and St. Joseph counties which governs in the case of inconsistencies.

Section 2. The primary purpose of this organization is to provide the necessary policies and administrative controls for Branch, Hillsdale and St. Joseph Counties to strengthen and enforce health regulations, and to improve the quality of public health services to the people residing in this health jurisdiction.

ARTICLE III. MEMBERS

The governing body of the Community Health Agency shall be the Board of Health, hereinafter called the Board. The Board shall be composed of representatives from the respective counties' Boards of Commissioners, who are current county commissioners, and in accordance with Michigan's Public Health Code, Act 368, P.A. of 1978, MCL 333.2415.

ARTICLE IV. OFFICERS

Section 1. The election of a Chairperson and Vice Chairperson and appointment of committees for the calendar year will be held at the first regularly scheduled meeting in January. The Chairperson and Vice Chairperson shall not be from the same county.

Section 2. Following the elections of the Chairperson and Vice Chairperson, a Board member may be designated to attend the annual meeting of the Michigan Association of Local Public Health (MALPH). The Health Officer shall be designated as the primary delegate to represent the Community Health Agency at the MALPH meetings.

Section 3. Current officers and committee members shall remain in place until newly elected. In the event that the current Chairperson resigns from the Board, resigns or is removed as a county commissioner from their respective county or no longer meets the requirements to serve on the Board, the Vice Chairperson shall assume the Chairperson's duties. The Board of Health will then at the next regular meeting take nominations for the Vice Chairperson position and elect a new Vice

Chairperson. As these positions are elected on a rotation between the counties the Vice Chair position will be elected from the commissioners from the county in the next rotation.

Section 4. Contact with the media will be handled by the BOH Chairperson, the Health Officer, or their designee.

ARTICLE V. MEETINGS

Section 1. The Board will meet on the fourth Thursday of each month at 9:00 AM unless otherwise determined by the Board. In the event that the Board meets less than once per month, claims may be negotiated, resolved or paid prior to the next Board meeting by the Health Officer and Chairperson of the Board of Health, who shall report the action to the Board at its next regular meeting as outlined in Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415.

Section 2. The agenda for each Board meeting shall be set by the Health Officer in consultation with the Chairperson of the Board. An individual wishing to suggest a topic for discussion at a Board meeting shall submit a written request for consideration to the Chairperson of the Board at least ten (10) days prior to the meeting. The request shall include the subject matter, estimate time needed, individual(s) to appear and contact information of the requestor.

Section 3. 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. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

Section 4. The Board shall abide by requirements of Michigan's Open Meetings Act.

Section 5. Special meetings of the Board of Health or its Committees may be held at any time upon call of the Chairperson by providing just purpose and giving at least 18 hours' notice.

Section 6. Voting for the expenditure of funds, the adoption of a resolution or ordinance shall be by a roll-call vote. All other votes shall be by voice vote.

Section 7. Meetings will be conducted according to the latest edition of Roberts' Rules of Order.

ARTICLE VI. QUORUM

Four (4) members of the Board shall constitute a quorum for the transaction of business.

ARTICLE VII. COMMITTEES

Section 1. The Finance Committee and the Program, Policy and Appeals Committee shall be two (2) standing committees established by the Board. The Board may, from time to time, establish special committees and/or additional standing committees for other matters of concern to the Community Health Agency.

Section 2. The Board Chairperson, with the approval of the Board, shall appoint a representative from each county to the Finance Committee and to the Program, Policy and Appeals Committee. Appointments to committees shall be made annually.

ARTICLE VIII. CONFLICT OF INTEREST

No Board of Health member will vote or otherwise participate in a decision by the Board of Health if they have a direct personal interest, wherein they may financially or materially gain from the action of the Board of Health.

ARTICLE IX. AMENDMENTS

These by-laws may be amended at any regular meeting by a majority vote of the Board. A proposed amendment shall be submitted in writing to all members at least ten (10) days prior to the meeting. Any amendment thereto shall become effective immediately upon its adoption.

ARTICLE X. COUNTY APPROPRIATIONS

Beginning in January of each year, the respective Treasurers of Branch, Hillsdale and St. Joseph Counties shall deposit their quarterly appropriations of county funding with the Community Health Agency by the 15th day of January, April, July and October.

Reviewed and amended by the Board of Health on the 27th day of January 2022.

Health Officer Performance Evaluation Policy

Effective Date: 1/27/2022
Approved By:

Purpose: The purpose of this policy is to define how the Health Officer will be evaluated.

Authority: Branch-Hillsdale-St. Joseph Community Health Agency Board of Health. Administrative policies shall be subject to revision or termination by the Board of Health at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Responsibility: The Board of Health or a designee appointed by the Board shall be responsible for the administration and enforcement of this policy.

The Board of Health shall evaluate the performance of the Health Officer annually at the September Board of Health meeting using the following process:

- The Secretary to the Board will provide each Commission assigned to the Board of Health with a link to the performance evaluation tool, after the Board of Health Meeting proceeding the evaluation.
- To validate responses for the purpose of quality control, each evaluation considered will required the author's name. Responses received with no name, or from anyone other than a current Board of Health member, will be discarded.
- Each evaluation response, in whole, will be provided in the evaluation packet for the Health Officer and the Board of Health Members. A composite of all responses will also be provided.

Per the current contract, upon a satisfactory evaluation, the Board of Health may award up to \$5,000 in merit pay. The merit pay shall be voted on at the September meeting, and paid as a supplemental payroll charged to the fiscal year which the Health Officer was being evaluated on.

Adopted:

Summary of Proposed Changes to the Personnel Policy Manual

The Agency continuously strives to provide a comprehensive set of administrative policies. As part of this process, we routinely review the existing policy document to determine 1) if the policy is still relevant and needed, 2) whether the purpose or goal of the policy is being met, and 3) to determine if changes or clarifications are needed to ensure that staff and supervisors are understanding and administering the policies in the same manor across the entire Agency.

The changes summarized below are a compilation of changes that have been identified through routine business, programmatic audits, discussions with the agency's attorney, or issues that came up that were not clearly addressed in current policy. These proposed changes have been reviewed by and approved by the Agency's attorney.

- Page 4 – Background check policy was updated to ensure compliance with contractual requirements.
- Page 4 – Update language regarding the probationary period to make it 12 working months instead of a one-year.
- Page 6 – Removed unnecessary duplicate language.
- Page 7 – Added information in the personal conduct requirements section to address sexual misconduct, domestic violence, and dating violence in the workplace. This change is results from a programmatic audit, where it was identified that these items were not clearly spelled out in current policy.
- Page 8 – Added information to the personal conduct requirements section prohibiting supervisors from dating staff they directly supervise.
- Page 8 – Added language to clarify that part-time employees do not work more than 25 hours per week. Current law requires part-time employees who average 25 hours per week or more to receive paid-time off and the agency has no set policy for this; therefore, part-time employees must not work more than 25 hours per week.
- Page 13 – Updated language to indicate that overtime is paid if an employee works more than 40 hours per week, rather than 80 hours per pay period.
- Page 13 – Added clarifying language to the jury duty reimbursement to indicate that employees only need to surrender payment they received for hours of service, not expense reimbursements.
- Page 15 – Added language to clarify that employees who are on medical leave will receive bi-weekly invoices for their continued medical coverage.
- Page 16 – Added language to clarify that employees who are on medical leave will receive bi-weekly invoices for their continued medical coverage.
- Page 19 – Added sexual misconduct and dating violence to this section as allowable reasons to utilize paid sick leave.
- Page 25 – Added language that requires employees to work the day before and the day after a paid holiday to be eligible to receive holiday pay, unless the employee has a pre-approved vacation day or a doctor's slip. Also added language to clarify that employees on extended leaves are not eligible to receive holiday pay.
- Page 25 – Added clarification to the language that compensation for required work on a holiday applies to all employees.

- Page 28 – Added excessive absenteeism to the Group 1 disciplinary offenses.
- Page 29 – Added violation of the social media policy, sexual misconduct, dating violence, and domestic violence to the Group 2 disciplinary offenses.
- Page 29 – Added HIPAA violations, listing on the, CPS registry, sex offender registry, or criminal background check failure to the Group 3 disciplinary offenses.
- Page 30 – Added language to indicate that representatives present during grievance hearings must be employees of the agency.
- Page 31 – Added language to clarify how the grievance process proceeds if the Health Officer is the direct supervisor.
- Page 32 – Added a whistleblower policy.
- Page 35 – Removed old policy language related to a family emergency contact number which is no longer valid.
- Page 37-42 – Replaced old electronic mail policy, computer usage policy, and internet policy with new more robust computer usage & internet policy.
- Page 42-44 – Added new social media policy
- Page 45 – updated language in the subpoena policy to make it easier to understand.
- Page 49 – updated language in the substance abuse policy to make it easier to understand.
- Page 50 – updated language in the drug testing policy to correct grammatical errors.
- There were also various document formatting changes that did not change the content of the policy.

PURPOSE OF THE PERSONNEL POLICY MANUAL

This manual was developed to describe some of the expectations of our employees and to outline the policies, benefits, and procedures available to eligible employees. Employees should familiarize themselves with the contents of the Personnel Policy Manual as soon as possible, for it will answer many questions about employment with Branch-Hillsdale-St. Joseph Community Health Agency.

No personnel policy manual can anticipate every circumstance or question about policy. As time goes on, the need may arise and the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health reserves the right to revise, supplement, or rescind any policy or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion.

This Personnel Policy Manual supersedes any and all previous personnel policies created separately and collectively by the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health.

This Personnel Policy Manual shall be distributed to appropriate agency personnel at the time of hire. Copies of subsequent updates of this manual shall be provided to appropriate agency personnel as soon as possible after the adoption of such updates.

Board of Health
Branch-Hillsdale-St. Joseph
Community Health Agency

SECTION 1: DEVELOPMENT OF PERSONNEL POLICIES

A. COMPOSITION OF THE PERSONNEL POLICY MANUAL COMMITTEE

There shall be a committee composed of the Health Officer, a designee of the Health Officer, a representative and alternate from each of three counties - Branch, Hillsdale, and St. Joseph.

B. SELECTION OF OFFICE REPRESENTATIVES AND ALTERNATES

A request for volunteers as representatives shall be conducted at the beginning of each calendar year. Representatives shall serve for a two-year term from their respective offices. Employees elected shall serve the first year as the alternate representative and the second year as the representative. In the event the office of representative or alternate representative is vacated during the elected term, a request for a volunteer to replace the alternate will be conducted in the office involved. If the representative vacates, the current alternate representative shall move into that position. These names will be posted annually in the mail room of each office.

C. MEETING SCHEDULE OF THE COMMITTEE

The committee shall meet at least once a year to provide suggestions to the Health Officer regarding the personnel policies. Each office shall have one vote. If both the alternate representative and representative from an office are present, they will be allowed one vote. In the event of a tie vote, the issue is to be tabled until the next scheduled meeting, at which time if the issue still results in a tie then it is considered defeated. The chair of the committee will be elected by the representatives and alternates during the first meeting. The Health Officer will not have voting privileges.

A secretary shall be selected from the committee and will arrange for minutes of each committee meeting to be distributed to each committee member. The committee members are responsible for posting the minutes in each office. The announcement of personnel policy committee meetings and the minutes from the meetings will be sent to 'everyone@bhsj.org' through the Agency's employee's email system and in the Personnel Policy folder on the Coldwater shared drive. Each employee shall be responsible for reading the minutes and providing input to a member of the committee.

D. IMPLEMENTATION AND INTERPRETATION OF THE PERSONNEL POLICIES

The Health Officer shall be responsible for the implementation of the approved personnel policies within this manual. The Administrative Services Director shall be available to the employees and management regarding the interpretation of the personnel policies.

SECTION 2: EMPLOYMENT POLICIES, PROCEDURES AND REQUIREMENTS

A. EMPLOYMENT POLICIES

1. Employment Relations. The Board of Health believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their immediate supervisors.

2. Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the agency will be based on merit, qualifications, and abilities. The agency does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. The agency will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

3. Job Posting. The agency provides employees an opportunity to indicate their interest in open positions and advancement according to their skills and experience. Job openings will be posted and normally remain open for five (5) workdays. Each job posting will include the dates of the posting period, job title, department, grade level, essential duties and qualifications.

4. Immigration Law Compliance. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility.

5. Hiring of Relatives. Employment of more than one member of the family may be permitted, providing each individual possesses the necessary qualifications and competed in the usual manner with other qualified applicants.

6. Conflict of Interest. An actual or potential conflict of interest occurs when an employee is in the position to influence a decision that may result in personal gain for that employee or for a relative as a result of the agency's business dealings. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate supervisor as soon as possible the existence of any or potential conflict of interest so that safeguards can be established to protect all parties. For the purposes of this policy a relative is any person related by blood or marriage.

7. Outside Employment. Employees may hold outside employment as long as such employment does not present a conflict of interest or in any way interfere with the efficient discharge of duties required to satisfactorily function in the position held with the agency.

8. Pre-Employment Medical Exam and Drug Test. After an offer has been made to an applicant entering agency employment, the new hire shall undergo a medical examination and drug test at the agency's expense. The offer and assignment to duties is contingent upon satisfactory completion of these exams. Information on employees' medical condition or history will be kept separate from other employee information and will be maintained confidentially.

9. Background Check. When an offer has been made to an applicant entering agency employment, the new hire shall undergo an ICHAT background check, a search of the state and national sex offender lists, and a central registry check for anyone working with children or vulnerable adults (as required by contracts and/or grant funding). The offer and assignment to duties is contingent upon satisfactory completion of this background check process. In order to maintain compliance with the boilerplate language in requirements of the agency's grant contracts, any findings in background checks may be reviewed by the Agency's attorney. Any finding that would cause compliance issues with the contracts will cause the conditional offer of employment to be rescinded. The Agency reserves the right to will conduct annual background checks on all employees.

All employees are required to notify the Administrative Services Director immediately of criminal convictions, pending felony charges, or listing on the CPS Registry. Failure to comply may result in discipline, up to and including dismissal.

10. Hire Date. The date an employee was hired. In the event that an employee had been employed and left employment and subsequently rehired, the Hire Date will be the most recent date of hire.

11. Anniversary Date. The Anniversary Date is the Hire Date or if an employee moves into a new job classification the Anniversary Date will change to the date that the new job classification becomes effective.

12. Continuous Length of Service. Continuous Length of Service is defined as the period of time in which an employee continues in agency employment without interruption subject to the conditions described in other sections of this manual.

13. Orientation. The immediate supervisor will provide each new employee an introduction to their co-worker, work environment, job responsibilities, procedures, and policies. All necessary employment forms and paperwork must be completed on the first day of work with the Administration division.

14. Probationary Period. All new and rehired employees will be on a ~~one-year-twelve-month~~ probationary period following their date of hire or rehire. At any time during the ~~one-year~~twelve-month probationary period, the agency ~~or the employee for any reason~~ may terminate employment for any or no reason. If an employee is granted an approved medical leaves during their probation, the probationary period will be extended to ensure the Agency has the full twelve months of time worked to evaluate the employee. Employees in their probationary period have no bumping rights. Seniority will be calculated by the date of hire in a position.

15. Work Schedule. Work schedules may vary throughout the agency. Immediate supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

16. Performance Evaluations. Immediate supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. The immediate supervisor shall prepare the formal evaluations at three months, at six-months and at the one-year probationary period and then every subsequent year following the hire or reassignment of employees.

17. Residency Requirement. There shall be no residency requirement that employees live within the boundaries of the areas served by the agency.

18. Approval for Hiring. Final approval of the hiring of all agency employees shall rest with the Health Officer.

19. Removal from Payroll. An employee who is defined as “casual” and does not work in three (3) consecutive months shall be removed from payroll.

20. Reporting of Accidents/Incidents. The employee must report any & all accidents/injuries within 24 hours to the Administrative Services Director.

21. Reporting of Neglect/Abuse/Exploitation. Employees must report any and all suspected case/cases of abuse, neglect, and exploitation immediately by calling State of Michigan Centralized Intake at 855-444-3911. Employee must also notify immediate supervisor.

22. Identification Badges. All employees are issued an identification badge and are required to wear it during the performance of their job duties. In the event the badge is lost, stolen, or damaged the employee must notify the Administrative Division for a replacement immediately.

23. Sign In/Sign Out Policy. All employees shall sign in when they arrive at work and sign out at the time of leaving the building at any time during the day. This is required so we know who is in the building and who isn't in the event of an emergency. Sign out sheets are in the mail room. Each staff member will be responsible for their own time in and out.

24. Drivers Licenses and Car Insurance. Every employee must possess a valid driver's license and car insurance—you will be asked to present copies of these to the Administrative Division at hire and upon renewal.

B. PERSONNEL FILE PROCEDURE

1. Contents of the Personnel File. The agency maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, performance evaluations, documentation of reassignments and salary increases, and other employment records.

2. Review of the Personnel File. Personnel Files are the property of the agency and access to the information they contain is restricted. Generally, only the immediate supervisor, division director, and other agency personnel who have a legitimate reason, as determined by the Health Officer to review the information in a personnel file, are allowed to do so. Employees are entitled to inspect the contents of their personnel files. Employees who wish to inspect their own personnel file should contact the Administrative Services Director. With reasonable advance notice, employees can review the content of their personnel files in the presence of the Administrative Services Director.

3. Personnel Data Changes. Employees are responsible for promptly notifying the Administrative Division of any changes in personnel data. Changes relating to personal information such as mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, dependents covered by agency provided insurance, or marital status must be accurate and up to date.

4. Verification of Employment Requests. No information will be shared on an employee until verified with that employee. Verification needs to be made before giving any institutions any information on any employees. ~~No information will be shared PERIOD until validated by the Administrative Services Director.~~ **No information will be shared until validated by the Administrative Services Director.**

C. PERSONAL CONDUCT REQUIREMENTS

1. General Statement of Policy. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The agency expects employees to perform their job in a manner that will protect the interests and safety of all employees and the agency. Violation of the following Personal Conduct Requirements may lead to progressive disciplinary action, up to and including termination of employment.

2. Personal Appearance. Employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

3. Agency Phone, Cell Phone, E-mail and Fax Usage. Employees should practice discretion when making personal phone calls and sending e-mail or faxes. Employees shall be required to reimburse the agency for any charges resulting from their personal use of the telephone, fax machine, or copier. Any employee, who has misplaced, lost, or damaged agency property must report such to their supervisor or the Administrative Services Director as soon as possible. The employee may be asked to reimburse the agency for the replacement/repair of said item or items if the loss or damage was a result of negligence by the employee.

4. Smoking Policy. In keeping with the agency's intent to provide a safe and healthful workplace, smoking or the use of E-cigarettes is prohibited in any agency facility or within 50 feet of the building.

5. Breaks and Lunch Periods. Employees will be granted two (2) paid fifteen-minute breaks during the full workday. Employees will have a ½ hour unpaid lunch period for each full workday. The timing of the breaks and lunch periods will be at the discretion of the department head and in compliance with labor law. It is the supervisor's responsibility to have staff coverage during all service hours, allowing for uninterrupted breaks and lunches.

6. Drugs and Alcohol in the Workplace. It is the agency's desire to provide a drug-free, safe and healthful workplace. Employees may not use, possess, distribute, sell, or be under the influence of illegal drugs or alcohol while on agency premises or while conducting agency business-related activities off agency premises. Please refer to the Agency's Substance Abuse Policy.

7. Harassment in the Workplace. The agency is committed to providing a workplace that is free of discrimination and unlawful verbal and physical harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. All allegations of harassment should be reported, in writing, to the Administrative Services Director's office as soon as possible. In the event the Administrative Services Director is the alleged harasser, the allegations of harassment should be reported, in writing, to the Health Officer.

8. Sexual Misconduct, Domestic Violence and Dating Violence in the Workplace. The agency is committed to providing a workplace that is free of discrimination, unlawful verbal and physical sexual misconduct, domestic violence and dating violence ~~(A)B(1)~~. All allegations of sexual misconduct, domestic violence and dating violence that occurs in the workplace or by an agency employee should be reported, in writing, to the Administrative Services Director's office as soon as possible. In the event the Administrative Services Director is the alleged harasser, the allegations of harassment should be reported, in writing, to the Health Officer.

89. Attendance and Punctuality at Work. To maintain a safe and productive work environment, the agency expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the agency. When employees cannot avoid being late to work or unable to work as scheduled, they must notify their immediate supervisor as soon as possible in advance of anticipated tardiness or absence.

910. Solicitation. In an effort to ensure a productive and harmonious work environment, persons not employed by the agency may not solicit or distribute literature or products in the workplace at any time for any purpose without the permission of the Health Officer. Employees may not solicit or distribute literature or products concerning outside event and organizations during working time without the permission of the Health Officer.

4011. Contributions. Contributions by employees to community organization fund drives shall be entirely voluntary. Agency management personnel or Board of Health shall at no time estimate or determine what amount such contributions shall be.

4412. Use of Agency Equipment. Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using agency property, employees are expected to exercise care, and follow operating and safety standards and guidelines. Employees shall not engage in the improper, careless, negligent, destructive, or unsafe use or operation of agency equipment. In the event that any Agency owned or leased equipment is misplaced, stolen, lost, or damaged you must report it to the Administrative Services Director immediately. Employees may be asked to reimburse the Agency for the repair/replacement of said item or items if it is deemed the employee was careless and negligent. For legal liability reasons, employees are not to transport non-employees during work time unless special authorization is given.

4213. Political Activity. Employees are subject to the rights and limitations of the Hatch Act.

4314. Gifts and Favors. Employees or their immediate family shall not be permitted to accept loans, gifts of money or goods, services or other preferred arrangements for personal benefit under any circumstances directly or indirectly involving possible influence or appearance of influence upon the manner in which they perform work, make decisions to otherwise discharge their duties as an employee.

4415. Confidentiality of Information. The agency shall be in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Protected information contained in reports, records or communications of the agency shall be considered confidential. Unauthorized disclosure of such information by staff members shall be considered sufficient grounds for dismissal.

16. Dating Supervisors. Supervisory staff are strictly forbidden from dating staff they directly supervise. This includes consensual romantic or sexual relationships. Non-consensual relationships constitute sexual harassment and ~~are explicitly prohibited~~ should be reported immediately so appropriate remedial action may occur.

D. EMPLOYEE CLASSIFICATIONS

1. Full Time. An employee who is regularly scheduled to work at least 37.5 hours per workweek.
2. Minimum Full Time. An employee who is regularly scheduled to work less than 37.5 hour per workweek but a minimum of 30 hours per workweek.
3. Part Time. An employee who is regularly scheduled to work at least 20 hours per workweek but less than 25 hours per workweek.
4. Casual. An employee who works irregular hours.
5. Contractual Employees. An individual performing a service, job or duty as outlined in the terms of a contract are not subject to the Agency's travel reimbursement, pay schedule, vacation or sick time schedule or other benefits unless stated in their contract, but are subject to portions of the Personnel Policy that relate to personal conduct.
6. Seasonal Employees. An employee that has been hired to work in a specific program which is suspended each year and the program is scheduled to begin again within 12 months. Employee on seasonal layoff will not earn vacation, sick time, or cash-in-lieu while on layoff. The employee while on seasonal layoff will not be covered by the Health Insurance Policy offered by the Agency and will be transferred to COBRA. The Agency will not issue payments for any benefits which come due while the employee is on seasonal layoff. Such benefits include cash-in-lieu or longevity payments. Any longevity payments normally paid or the cash-in-lieu benefit earned by the employee prior to being placed on seasonal payoff will be paid once the employee returns to work or at the end of our current fiscal year or if the employment is terminated during the seasonal layoff period.

E. EMPLOYEE PROMOTION OR RECLASSIFICATION

The rate of pay, for employees who have been promoted to a higher level position, will be adjusted to the minimum rate of pay of the higher level or to that salary step on the higher level above their current rate of pay, whichever is higher.

The rate of pay, for employees who have been reclassified to a position in a lower level, will be paid at their current level or adjusted to their salary step rate of pay, whichever is lower.

The health officer shall authorize all reclassifications.

F. EMPLOYEE TRANSFER

The rate of pay, for employees who have transferred to a position in the same classification, the rate of pay shall be determined by the Health Officer and the division Director based on employee knowledge and training needed.

G. WORK RELATED TRAVEL

Employees who use their own personal vehicles for agency business will be reimbursed at the rate established by the Board of Health. The Board of Health set travel reimbursement at the standard mileage rate as set by the IRS each year. However, if the Health Officer determines that there are budgetary concerns of the agency, any increase in the agency's Travel Reimbursement must be postponed until the budgetary concerns have been addressed.

1. Agency Travel Policy. Travel expense reimbursement is based upon the following:

- Every employee is assigned a home base office
- Any employee or contractual employee of this Agency who drives a vehicle for business related activities or receives mileage reimbursement from this Agency must possess at all times, a valid driver's license that does not restrict their driving for Agency related business.
- Within the health district, employees are paid mileage from their home base to the place of work assignment and back to their home base. If an employee leaves from their residence to a work assignment other than their home base, the mileage is paid from their residence if the distance is less than from their home base.
- Employees who request to work at an agency office that is not their home base shall not be reimbursed for travel time and mileage from the home base to the office where they have chosen to work.
- Employees assigned by their immediate supervisor to job responsibilities at an agency office that is not their home base shall be reimbursed for mileage.
- Meal expenses incurred within a work day are reimbursed only if they are pre-approved by an immediate supervisor. Supervisors shall use discretion approving meal expenses for offsite training, hosting visiting officials, etc.
- Reimbursement for travel outside the health district must be pre-approved by the division director.
- Travel time that occurs outside of assigned business hours will be reimbursed in accordance with the adjusted time policy.
- Reimbursement for training and related expenses (tuition, meals, etc.) must be pre-approved by the division director. To begin the pre-approval process, employees shall submit an agency Training form, detailing the anticipated training expenses, to their supervisors.
- Travel mileage between offices shall be calculated as follows:
 - Coldwater to Hillsdale, 25 miles
 - Coldwater to Three Rivers, 40 miles
 - Coldwater to Sturgis, 26 miles
 - Three Rivers to Sturgis, 23 miles

H. STAFF DEVELOPMENT

The Board of Health encourages employees to develop professionally through training and continuing education. Subject to management approval and agency budgetary constraints, employees will be assisted to attend identified training and education events. Attendance at approved conferences, training, or exams shall be treated as a special work assignment. The agency will require an employee to sign a payback agreement to protect the agency from a premature departure of the employee once high-investment specialty training is concluded.

1. Staff Development Procedure. Pursuant to Section 2, Part H of the Branch-Hillsdale-St. Joseph Community Health Agency's Personnel Policies the following procedure has been developed and approved for implementation regarding employee requested training.
 - All regular full-time, minimum full-time, and regular part-time employees are eligible to apply in writing for staff development assistance.
 - Applications for staff development assistance shall be endorsed by the appropriate division director, then reviewed and approved by the health officer for being in the "best interest of the agency".
 - Approved applicants must maintain employment throughout the training period.
 - Approved applicants are eligible for reimbursement of courses taken, not to exceed \$3,000 in four consecutive quarters, three consecutive trimesters, or two consecutive semesters.
 - Pre-approval of expenses must be obtained prior to the beginning of the school term.
 - Covered course expenses are tuition and books.
 - All courses must be through an accredited institution.
 - All courses must be part of an educational program that relates to the employee's current position or a future position with the agency.
 - An employee may request reimbursement for the course or training by submitting a copy of the receipt showing that the fee had been paid by the employee along with the following:
 - An employee must obtain a grade of "C" or better at the undergraduate level and "B" or better at the graduate level.
 - Upon the completion of the course(s) and the posting of grades the employee must present the grades to the health officer.
 - Employees who leave before one year's time after the last staff development reimbursement payment must reimburse the agency a pro-rate share of that last payment. This requirement may be waived by the health officer upon appeal.

SECTION 3: COMPENSATION POLICIES

A. MONETARY COMPENSATION

1. Rate Determination. The Board of Health shall approve an employee salary scale that seeks to assure that covered salaries are externally competitive and are internally comparable in terms of

job difficulty and responsibility. A copy of the approved salary scale shall be available in each office.

2. Starting Wage. A newly hired employee will start at the minimum of the approved salary range for the position for which they were hired. The Health Officer may approve that an employee be started above the starting wage but not at a wage exceeding the maximum of the salary range. The Health Officer shall seek approval from the Board of Health of any new hire that is started above the first-year step on the employee salary scale.

3. Credit Transfer. A division director may recommend to the Health Officer that an employee transferring from a full time or minimum full-time position to another full-time position or minimum full-time position at the same salary range be credited with their prior service for salary.

B. PAY PERIODS

1. Schedule. All employees are paid on two-week cycles beginning on Saturday at 0:01 a.m. and ending on Friday at midnight. Payday is on the Friday one week following the close of the pay period. If the regular payday falls on a federal banking holiday, employees can receive their paychecks the last day of work prior to the federal banking holiday.

2. Payroll Reporting Responsibility. All employees are responsible for submitting a completed time sheet to their immediate supervisor for approval and processing no later than 9 a.m. of the first work day following the end of the payroll period. The immediate supervisors are responsible for seeing that all submitted and approved time sheets are electronically processed to the agency accounting office no later than 10 a.m. of the first work day following the end of the payroll period.

C. ADDITIONAL TIME POLICY

The additional time policy applies to staff that are required to work on Saturday, Sunday or in excess of normal business hours or on Agency observed Holiday to conduct Agency work at scheduled venues. Staff will receive a minimum of two (2) hours for reporting on the weekend and if the time worked exceeds two (2) hours they will receive an additional ½ hour for each ½ hour worked. The agency recognizes two types of additional time; adjusted-time and overtime.

1. Adjusted Time Schedule

Policy: Full time staff members are limited to a 75 hour per pay period work schedule. Minimum full-time staff members are limited to a 60 hour per pay period work schedule. Part-time staff members are limited to less than 60 hours per pay period work schedule, as specified by their supervisor.

For most staff, their work schedule coincides with the Agency's regular work hours: 7.5 hours per day, Monday through Friday. (Note: While normal business hours are 8 a.m. to 4 p.m., clinic staff, working a late clinic which starts later than 8 a.m. and ends after 4 p.m., should consider a late clinic normal business hours).

Certain positions within the agency (i.e., communicable disease nurse, health educator, sanitarian, outreach worker, etc.) may have work assignments as part of their job duties/responsibilities which require work that can only be done outside of the Agency's normal work schedule. Due to these requirements, the work schedule for these employees can be adjusted, with prior written approval

from their division's director, to accommodate these specific duties and responsibilities. (During the affected pay period, the employee will work to accommodate any overages in hours on one day by taking time off on one or more subsequent days. Days selected to adjust for time overages shall be low volume work days or days with limited work commitments.)

Staff members are instructed that, without prior written authorization of the health officer and their director, they are not allowed to work more than their budgeted hours as identified on their Payroll Status Wage Form and are not eligible for overtime payments.

Procedure:

- A.** Employees who have work commitments which fall outside of the Agency's regular work hours of Monday through Friday will submit an adjusted time schedule form to their director for the pay period prior to the time being adjusted.
- B.** The form will indicate the Employee's name, Employee Number, and the pay period being adjusted.
- C.** Employees will identify the number of hours they are working each day, and include the start and end times for each day.
- D.** Employees will identify the reason for the adjustment for those days where they are working outside their normal 7.5 hours per day.
- E.** Employees will document that for those days in which they are working more than 7.5 hours, they have made an appropriate adjustment on a subsequent day. Employees will do their best to work with their directors to assure that these adjustments are not made on days which will result in unnecessary work assignment shifts or undue hardship for their co-workers or to the Agency. Scheduled adjustments to offset time in excess of a 7.5-hour day should occur on days that are low volume or with limited commitments.
- F.** Employees will certify that they will not deviate from the schedule or work in excess to the schedule by signature without prior notification and approval. In addition, they will also certify they will not work in excess of budgeted hours without written approval of their director and the health officer. An employee cannot use paid time off to exceed their budgeted hours.
- G.** Once received, the director will provide written approval in a timely manner, but no later than 24 hours prior to the start of the adjustment.
- H.** Written requests and approvals can be submitted in paper form, fax or electronically, as the director prefers.
- I.** The director will keep documentation of adjusted work schedules as required by document retention policies.

- J. Failure to submit adjusted work schedule forms and to comply with the adjusted policy and procedures will result in progressive disciplinary action.

2. Compensation for Overtime. Hourly/Professional/Technical – When the Agency’s budget permits, or as otherwise required by law[AJB2], staff that work in excess of eighty (~~80~~40) hours in a single ~~pay period~~week may be compensated at one and one-half their regular rate of pay for the time in excess of ~~80~~40 hours. Staff may only work in excess of their budgeted schedule with prior division Director and Health Officer written approval. Paid time off is not considered as time-worked toward the calculation for overtime. Employees will only be compensated at time and a half only if they actually worked more than 40 hours in a week.

D. LONGEVITY COMPENSATION

1. Purpose and Eligibility. Longevity Compensation is granted to full time and minimum full-time employees based on their consecutive years of full time and/or minimum full-time service. Part time and casual employees are not granted longevity compensation.

2. Amount Granted. The amount of longevity compensation granted to eligible employees varies with the number of consecutive years of service from their anniversary date as shown in the following schedule:

5-9 Years of Service	=	\$150
10-14 Years of Service	=	\$300
15-19 Years of Service	=	\$450
20 Years Plus of Service	=	\$600

3. Payment Schedule. Longevity compensation payments will be paid out to eligible employees during the first payday following the employee’s anniversary date. Seasonal employees receive longevity as outlined under the seasonal employee definition.

E. JURY SERVICE

1. Purpose and Eligibility. Jury Service Compensation is available to eligible employees to encourage employees to fulfill their civic responsibility by serving jury duty when required. If an employee of the Branch-Hillsdale-St. Joseph Community Health Agency has been called to serve, notification to the employee’s immediate supervisor and the Administrative Services Director is required for jury service compensation.

2. Amount Compensated. Employees will be compensated at their normal rate of pay, provided they surrender all compensation received for hours served from other sources associated with their jury duty services.

3. Giving Notice. Employees must give reasonable advance notice to their immediate supervisor and the Administrative Services Director of their summons to serve as a possible juror. Employees must also give periodic updates in respect to anticipated jury service completion time.

4. Maintenance of Benefits. All paid leave benefits: vacation leave, sick leave, and holidays will continue to accrue during jury service. All insurance plans the employee participated in prior to the jury service will continue during the jury service.

F. 457 DEFERRED COMPENSATION ACCOUNTS

The agency offers two “457” or deferred compensation plans that allow employees to put pre-tax or post-tax dollars away for future retirement needs. All employees are eligible for benefits that are subject to state and federal regulations. Employee participation is voluntary.

G. MERS RETIREMENT PROGRAM

The agency provides a compulsory retirement plan through the Municipal Employees Retirement System (MERS) for its employees classified as full time and minimum full time. In 2015, the Agency’s MERS plan changed from defined benefit to defined contribution. Eligible employees contribute 3% of their gross wages to MERS. The agency contributes an amount determined by MERS as the employer match contribution for those employees under the defined benefit plan. The agency contributes 5% of an employee’s gross wages to MERS for those employees on the defined contribution plan. A 55/25 waiver for all participating employees is in effect.

H. HEALTH CARE SAVINGS PLAN (MERS)

A post-employment Health Care Savings Program (HCSP) is an employer-sponsored program that allows employees to save money by getting reimbursed for medical expenses and or health insurance premiums after termination of service from their employer. All contributions made to the program are tax free, will accumulate tax free, and since payouts are used for reimbursing medical expenses they will remain tax free. The Health Care Savings Plan was suspended effective January 1, 2018.

I. BASIC FLEX

The Agency offers staff the opportunity to transfer a portion of their gross pay to a flexible spending plan. The employee determines a dollar amount to be set aside in a special account that can be used to pay for qualifying expenses as they occur. Only full-time and minimum full-time employees qualify to use Basic Flex. See the Accounting department for additional detail regarding this plan.

IRS regulations state that if an employee or an employee’s spouse is enrolled in a General Purpose Flex plan, the employee would be disqualified from establishing a Health Savings Account (HSA)

J. AFLAC

The Agency offers AFLAC as part of a flexible spending plan.

K. REIMBURSEMENT FROM SOURCES OTHER THAN THE AGENCY

In the case where some other organization reimburses an employee for job-related expenses, employees shall be allowed reimbursement from one source only for job-related expenses. If reimbursement from a non-agency source is sufficient to cover expenses incurred by an employee, the employee shall submit an expense voucher to the agency, and the reimbursement from the non-agency source shall be turned into the agency.

SECTION 4: INSURANCE BENEFITS

1. HEALTH INSURANCE

1. Purpose and Eligibility. The agency provides access to health (medical, dental, and vision) insurance for eligible employees and their families. Full time and minimum full-time employees and their dependents until age 26 are eligible for access to health insurance coverage under the agency's plan. Part time and casual employees are not eligible for access to health insurance coverage through the agency's plan.

2. Start of Coverage. Application for health insurance coverage must be made with the Administrative Division upon hiring. Coverage for eligible employees should become effective the first day of employment.

3. Cash-in-Lieu of Health Insurance. Those employees that meet the following eligibility requirements:

- a. are full time or minimum full time as outlined in (1.) above, and
- b. provide proof of health insurance from another provider on an annual basis to the Agency,

Eligible employees may elect to receive a cash-in-lieu payment. This payment is made after the conclusion of each fiscal quarter. An eligible employee as defined above, may elect to take the dental and vision plan and receive a cash-in-lieu payment that is reduced.

4. Insurance Benefit During an Unpaid Leave.

a. FMLA qualifying event: Employees on an unpaid leave who are eligible for FMLA are charged their regular cost of the health care plan premium during the qualifying FMLA period. A bi-weekly invoice will be provided and employees have a 30-day grace period in which to remit payment. If payment is not received, the insurance will be cancelled.~~Employees are asked to write a check for this cost while on FMLA.~~

b. Non-qualifying FMLA leave: If an employee is taking unpaid leave, the employee is responsible for the entire cost of the health care plan premium. This rate will be figured on a daily basis of the monthly premium. Contact the Administration Division regarding what the daily charge would be based on the health care plan selected. A bi-weekly invoice will be provided and employees have a 30-day grace period in which to remit payment. If payment is not received, the insurance will be cancelled. Any cost owed to the Agency by the employee will be subtracted from the next pay check issued to the employee.

2. LIFE INSURANCE

1. Purpose and Eligibility. The Agency provides term life insurance in the amount of \$15,000 for eligible employees. Full time and minimum full-time employees are eligible for life insurance coverage. Part time and casual employees are not eligible for life insurance. Group life insurance coverage will decrease to \$11,000.00 on the first day of the month after an employee's 65th birthday

and further shall decrease to \$8,000.00 on the first day of the month after an employee's 70th birthday.

2. Accidental Death and Dismemberment Coverage. As part of the agency's life insurance plan, each full time and minimum full-time employee is also covered up to \$15,000 for accidental death and dismemberment. Employees who are on layoff may purchase continuation life insurance coverage.

3. SHORT TERM DISABILITY INSURANCE

1. Purpose and Eligibility. The agency provides short-term (up to twenty-six weeks) disability insurance for eligible employees who are unable to work because of a qualifying disability due to injury or illness. Full time and minimum full-time employees are eligible under the agency's short-term disability plan. Part-time and casual employees are not eligible for short-term disability insurance.

2. Scope of the Plan. Eligible employees are provided with disability insurance that becomes effective 30 days after the disability and pays 70% of an employee's weekly earnings up \$400.00 during the eligibility period.

3. Restrictions. Eligible employees may not collect disability payments in addition to accrued leave time. Only one source of payment either from disability insurance payments or accrued leave time can be collected during any one-time period. Employees who are on layoff are not covered by the short-term disability insurance.

4. Relationship to Worker's Compensation. Disabilities covered by worker's compensation are excluded from the agency's short-term disability plan coverage.

~~4. Relationship to Worker's Compensation. Disabilities covered by worker's compensation are excluded from agency's short term disability plan coverage.~~

5. The Medical Insurance. The employee is responsible for their portion of the bi-weekly payment of the health care plan they have selected while on short term disability. Invoices will be generated and sent out bi-weekly. Employees are given a 30-day grace period to send in the payment. If payment is not received, the agency will give notice that the policy will be cancelled. If the employee does not qualify for FMLA protection, or FMLA protection has expired, the employee is responsible for paying 100% of the premium for their medical insurance.

4. UNEMPLOYMENT INSURANCE

The agency participates in the state/federal unemployment insurance program. All employees are eligible for benefits that are subject to state and federal regulations.

5. WORKER'S COMPENSATION

The agency provides a comprehensive worker's compensation program that covers employee injuries or illnesses sustained in the course of employment that requires medical, surgical, or hospital treatment. All employees are eligible for benefits that are subject to applicable legal

requirements. All work-related injuries or illnesses are to be promptly reported within 24 hours to the Administrative Services Director.

F. PROFESSIONAL LIABILITY INSURANCE

The agency provides liability insurance coverage for all employees engaged in the day-to-day operations of the agency. The agency shall include surety bond coverage.

G. SOCIAL SECURITY

The agency participates in the Federal Social Security Plan. All employees shall supply the payroll department with the necessary information for reporting.

H. COBRA REQUIREMENT

1. Purpose and Eligibility. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives regular full-time employees and minimum full-time employees (who have participated in the health insurance plan) the opportunity to continue health insurance coverage when a “qualifying event” would normally result in the loss of health insurance eligibility.

2. Qualifying Event Defined. Under COBRA, qualifying event is defined as resignation, termination of employment, or death of an employee; reduction of employee’s work hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

3. Payment of Costs. Under COBRA, the employee or beneficiary pays the full cost of coverage at the agency’s health insurance premium rates plus an administration fee.

SECTION 5: EMPLOYEE LEAVE POLICIES

A. VACATION LEAVE

1. Purpose & Eligibility. Vacation Leave with pay is available to eligible employees. Full time employees are eligible for vacation leave and minimum full-time employees are eligible for vacation leave on a pro-rata basis. Part time and casual employees do not accrue vacation leave.

2. Amount Accrued. The amount of vacation leave employees accrue each year varies with the length of consecutive years of employment. The following accrual schedule assumes a thirty-seven and one-half hour workweek:

First 5 years of service = Sixteen (16) days or 4.61 hours per pay period
After 5 years of service = Twenty-Two (22) days or 6.34 hours per pay period

After 10 years of service = Twenty-Eight (28) days or 8.07 hours per pay period

The following accrual schedule assumes a thirty-hour workweek:

First 5 years of service = 3.68 hours per pay period

After 5 years of service = 5.06 hours per pay period

After 10 years of service = 6.456 hours per pay period

3. Start of Accrual. Employees begin to accrue vacation leave from the date of employment. Earned vacation leave is available for use at the end of the first 2 months of employment.

4. Vacation Leave and Leaves without Pay. Employees who are on a leave without pay do not accrue any additional vacation leave until their return to service.

5. Requesting a Vacation Leave. Employees must request advanced approval from their immediate supervisor to utilize accrued vacation leave. Requests will be reviewed based on a number of factors, including department operational needs and staffing requirements.

6. Rate of Payout. Vacation leave will be paid out at the employee's pay rate at the time of vacation leave.

7. Maximum Accrual. Employee may accrue vacation leave up to twice the maximum annual accrual allowance schedule. Once an employee has accrued the maximum, no additional vacation leave will be accrued until the employee has used vacation leave to reduce their total below the maximum. The following accrual is for full-time employees:

First 5 years of service = 240.00 hours maximum

After 5 years of service = 330.00 hours maximum

After 10 years of service = 420.00 hours maximum

Minimum full-time maximum accrual is:

First 5 years of service = 210 hours maximum

After 5 years of service = 270 hours maximum

After 10 years of service = 360 hours maximum

8. Upon Termination. Upon termination of employment, employees will be paid for all unused accrued vacation leave that has been earned through the last day of work. Payment will be received as a lump sum pay off of the accrued vacation leave.

B. SICK LEAVE

1. Purpose & Eligibility. Sick Leave with pay is available to eligible employees for periods of temporary absences for the following purposes:

- a. a personal mental or physical illness or injury or to seek treatment for such illness or injury, including a Medical/Dental or preventative care appointment;
- b. a mental or physical illness or injury or to seek treatment for such illness or injury of a family member or any person that the employee is designated as the primary caregiver in accordance with FMLA. A family member includes any child, stepchild, foster child, parent, spouse, grandparent, grandchild, sibling, or any other individual included in the

definition of “family member” under Sec. 2(g) of Paid Medical Leave Act (PMLA), MCL 408.962(g).

- c. to permit an employee to work less than their regularly scheduled work hours until full recovery following a prolonged illness, injury or surgery;
- d. for purposes of bereavement for events not covered under the bereavement policy;
- e. due to the closure of the Health Department, the primary Health Department worksite the employee, or to care for the child of the employee due to the closure of the child’s place of care, if such closure is by order of a public official due to a public health emergency;
- f. if the employee or a family member of the employee is the victim of [sexual misconduct](#), domestic violence, [dating violence](#), or sexual assault, for medical care or counseling, the receipt of [victim services](#), relocation or legal services, or participation in level proceedings related to or resulting from the [sexual misconduct](#), domestic violence, [dating violence](#), or sexual assault;
- g. for any other purpose not listed above but identified in Section 4 of the PMLA, MCL408.964(1)(a) – (b).

2. Amount Accrued. Each full-time employee shall accrue sick leave at the rate of 3.46 hours per pay period and each minimum full-time employee shall accrue sick leave at the rate of 2.76 hours per pay period. Each employee that works a minimum of 25 hours per week on average, but less than 30 hours per week and does not otherwise qualify as a minimum full-time employee, shall accrue sick leave at the rate of 2.31 hours per pay period. Part time and casual employees who work less than 25 hours per week on average do not accrue sick leave.

3. Start of Accrual. Employees begin to accrue sick leave from the date of employment. Earned sick leave is available for use at the beginning of the third month of employment.

4. Sick Leave and Leaves without Pay. Employees who are on a leave without pay do not accrue any additional sick leave until their return to service.

5. Notification of Supervisor. An employee requesting to use sick leave must notify their immediate supervisor as soon as possible, preferably before the scheduled start of their next workday. The immediate supervisor must also be contacted on each additional day of absence.

6. Extended Absences. An employee who is off on sick leave three or more consecutive workdays may be required by their immediate supervisor to submit a physician’s verification of illness prior to returning to service. Such verification must include the reason for the absence and any job restrictions that may exist prior to returning to work.

7. Rate of Payout. Sick leave is paid at the employee’s pay rate at the time of illness or injury.

8. Maximum Accrual. Employees will be allowed to accrue sick leave up to a maximum of 263 hours. Once an employee has accrued the maximum, no additional sick leave will be accrued until the employee has used sick leave to reduce their total below the maximum. Once a year in December, an employee that has accrued sick leave over 200 hours will be paid for those hours. All payments will be made in the last payroll of the calendar year.

9. Limitation on Payment of Accrued Sick Time. Upon resignation of employment, in good standing, employees who have accrued sick leave on the date that they tender their resignation will be paid their accrued and unused hours of their sick leave up to, but not to exceed, a total of 200 hours. Payment may be made in a lump sum. The purpose of this payment is to encourage

employee who intend to resign their employment to continue working through the effective date of their resignation.

In all other cases where the conditions of this policy are not met, an employee forfeits payment for sick time that has accrued, but remains unused, on the date their employment is terminated. Resignation in good standing is defined in Section 7 (G) below.

C. **BEREAVEMENT LEAVE**

1. Purpose & Eligibility. Bereavement Leave with pay is available to eligible employees who need immediate time off to deal with a death in the immediate family. Immediate family shall be defined as spouse, son, daughter, parent, brother, or sister. Full time and minimum full-time employees are eligible for bereavement leave. Part time and casual employees are not eligible for paid bereavement leave.

2. Amount Available. Eligible employees may utilize up to three (3) days of bereavement leave per event.

3. Requesting Bereavement Leave. Employees should request approval from their immediate supervisor for needed bereavement leave.

4. Rate of Payout. Bereavement leave is paid at the employee's rate of pay at the time of the emergency leave.

5. Use of Bereavement Leave. Bereavement leave is set up to assist employees with the death of an immediate family member. Bereavement leave cannot be carried from one calendar year to the next.

6. Upon Termination. There is no accrued bereavement leave for employees upon termination.

D. **FAMILY AND MEDICAL LEAVE**

Family and Medical Leave , as specified in federal law (Family and Medical Leave Act of 1993), is available to eligible employees who wish to take time off from work duties to attend to the personal circumstances as outlined in the law. A detailed policy has been approved by the Board of Health

FAMILY AND MEDICAL LEAVE POLICY

In compliance with the Family Medical Leave Act of 1993 and the Branch-Hillsdale-St. Joseph Community Health Agency Personnel Policies:

It is the Branch-Hillsdale-St. Joseph Community Health Agency's policy to grant unpaid family and medical leaves of absence to all full-time and regular part-time employees who worked 1,250 hours or more during the 12 months prior to the request for family and medical leave. You are entitled a maximum of 12 work weeks of leave during any calendar year for one or more of the following purposes:

X To care for your child after birth, adoption or placement of a child in your home for fosters care. Such leave may be taken only in the first year after the birth, adoption or placement of the child.

We shall require medical certification (or rectification on a reasonable basis) of the existence of a "serious health condition" of you or your eligible family member, which certification shall contain the date the health condition commenced, the probable duration of the condition, the appropriate medical facts within the health care providers knowledge regarding the condition. Medical Certification Forms may be obtained from Director of Human Resources.

In certain cases, the following additional information may be required in the Medical Certification:

If the leave is required because of the serious health condition of an employee's child, parent or spouse, a statement that the eligible employee is needed to care for the covered individual and the amount of time necessary for such care.

If the leave is needed because of the employee's own serious health condition, a statement that the employee is unable to perform the function of his/her position.

For an intermittent leave or a reduced leave schedule for planned medical treatment for the employee, the dates that such treatment is expected to be given and the duration of such treatment; or if not for planned treatment but for rehabilitation, a statement of the medical necessity for and duration of such intermittent leave or reduced leave schedule.

For an intermittent leave or leave on a reduced schedule for a child, spouse or parent, a statement that the employee's leave is necessary for the care of such individual or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

We may obtain a second opinion of another physician to verify the health condition certified by your physician.

In the event a conflict exists between the medical opinion of the employee's or covered family member's health care provider and that of the Company in the second opinion examination, a third examination will be required to be performed by a health care provider selected and paid for by the Company. In such instances, the opinion of the third health care provider will be final and binding on the Company and the employee.

Leave may be taken intermittently, when medically necessary, provided that if such leave is recurring, we may require you to transfer temporarily to an available position (at the same pay and benefits) which better accommodates recurring periods of leave.

As part of the leave granted under this policy, you must first use all accrued and unused vacation, sick or earned time off days during a period of family or medical leave.

If you are taking a family and medical leave because of a serious health condition, which makes you unable to perform the functions of your position; you may also be eligible for short or long term medical disability benefits. You may not elect to discontinue

your family and medical leave at the time you begin receiving medical disability benefits.

All employment benefits that are calculated on an accrual basis, such as vacation, sick time or paid time off, will not accrue during a leave under this policy.

All current group medical insurance benefits will continue during periods leave under this policy, subject to continued payment of your employee premium contribution, if any, which was in effect before your leave.

Participation in pension or retirement plans will continue, subject to the terms and conditions of the plan.

An expected date of return will be determined at the beginning of the leave. If you fail to return within three (3) working days of the expected date of return, you will be considered as having voluntarily resigned employment, without further notice from the employer.

You will be required to report to your supervisor at least every four (4) weeks to report on your status and the possibility that you will be able to return to work at the end of the leave period. You must give the Director of Human Resources five (5) days' notice of the date you expect to return from such leave.

You may not accept nor seek any other employment while on such leave or your employment will be terminated.

When you are released for work by your attending physician, you may be required to make an appointment with our designated physician in order to return to work. The designated physician has the authority to delay or deny your return to work if it is determined that your ability to meet the physical requirements of your position are in question or if it is determined that your condition presents a health hazard to other employees.

X To care for a spouse, child or parent who has a serious health condition.

X To allow you to recover from or receive treatment for a serious health condition which makes you unable to perform the functions of your position.

DEFINITIONS

For purposes of this policy the following definitions apply:

Calendar Year—the employer has elected to use the “rolling year” method for determining the “12-month period” in which the 12 weeks of leave entitlement occurs. The calendar year is measured backward from the date an employee uses any FMLA leave. Each time an employee takes leave under this policy the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

Child--includes a biological, adopted, foster child, stepchild, legal ward who is under 18 or older than 18 if incapable of self-care because of a mental or physical disability.

Parent--biological parent or individual legally recognized as a parent to an employee when the employee was a child.

Serious health condition--an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider (i.e., a doctor of medicine or osteopathy who is licensed to practice medicine or surgery by the state in which he/she practices).

PROCEDURES FOR REQUESTING AND MAINTAINING LEAVE

If the leave is based upon the expected adoption or placement of a child, or for planned medical treatment of you or your child, spouse or parent, you must provide not less than thirty (30) days' notice of the time your leave is to commence.

If you need to take Family or Medical leave, you must provide us with enough information to determine whether or not you are entitled to such leave as soon as you are able, preferably, before the leave commences.

REINSTATEMENT AFTER LEAVE

Eligible employees taking leave under this policy will be reinstated to their former position, or to an equivalent position, with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he/she not taken leave. Thus, for example, if a layoff or some other extenuating circumstances or business condition arises which affects the employee's position, reinstatement may not be possible. Additionally, employees on a leave extension are not guaranteed reinstatement.

The Branch-Hillsdale-St. Joseph Community Health Agency also reserves the right, however, to deny leave reinstatement to "key employees," where such denial is necessary to prevent substantial economic injury to the Agency's operations. Key employees will be notified of the Agency's intention as soon as a determination is made. In the event such notice is given to a key employee already on leave, the employee will be offered the opportunity to terminate his/her leave and immediately return to work. Key employees notified while on leave, who decide not to return to work, will remain on leave. Key employees are defined as the highest paid 10 percent of the employees employed by the Agency, within 75 miles of the facility at which the employee is employed.

E. EDUCATIONAL LEAVE

1. Purpose & Eligibility. Educational Leave without pay is available to eligible employees who wish to take time off from work duties to pursue professional educational goals. The department head determines eligibility for educational leave with concurrence from the Health Officer.

2. Amount Received. Eligible employees may request educational leave for a defined period of length. Requests will be evaluated based on a number of factors, including department operational needs and staffing requirements.

3. Requesting an Educational Leave. Employees must request an educational leave from their immediate supervisor. Each request for educational leave must be in writing.

4. Rate of Payout. Educational leave will be unpaid unless the employee has accrued vacation leave to utilize.

5. Suspension of Benefits. All paid leave benefits: vacation leave and sick leave will be suspended during the unpaid educational leave. Health insurance benefits may continue during the unpaid educational leave. If an employee is taking unpaid leave, the employee is responsible for the entire cost of the Health Insurance premium. This rate will be figured on a daily basis of the monthly premium.

F. MILITARY LEAVE

1. Purpose & Eligibility. Military Leave without pay is granted to employees who are absent from work because of short term and long-term service in U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

2. Amount Received. Employees may request up to ten (10) days per calendar year for use as short-term military leave. Employees may request an indefinite period of time for use as long-term military leave.

3. Requesting Military Leave. Employee must give advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

4. Rate of Payout. Military Leave will be unpaid unless the employee has accrued vacation leave time to utilize.

5. Continuation of Benefits. Continuation of health insurance is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the health insurance plan for which the employee is eligible.

6. Termination of Benefits. The military leave and the right to restoration of his/her former position shall automatically terminate if the employee voluntarily remains in the military service beyond the requirement of minimum service.

G. LIFE ENRICHMENT LEAVE

1. Purpose & Eligibility. Life Enrichment Leave without pay is available to employees wishing to take time off from work duties to pursue personal enrichment activities. Full time and minimum full-time employees are eligible for sabbatical leave. Part time and casual employees are not eligible for sabbatical leave.

2. Amount Received. Eligible employees may request to take up to two months of life enrichment leave each calendar year. Requests will be evaluated based in a number of factors, including department operational needs and staffing requirements.

3. Requesting Life Enrichment Leave. Employees must request life enrichment leave from their immediate supervisor. Each request for life enrichment leave shall be in writing.
4. Rate of Payout: Life enrichment leave will be unpaid unless the employee has accrued vacation leave time to utilize.
5. Suspension of Benefits: All paid leave benefits: vacation and sick leave will be suspended during the unpaid life enrichment leave. Employees will be responsible for the cost of health insurance benefits.

SECTION 6: HOLIDAY POLICY

HOLIDAY PAY

1. Purpose & Eligibility. The agency has designated 11 days for observance of holidays. These holidays are granted with pay for eligible employees. Full time employees are eligible for holiday pay at a rate of 7.5 hours per holiday. Minimum ~~full-time~~full-time employees are eligible for holiday pay only if the holiday falls on a day that they are scheduled to work. Part time & casual employees are not eligible for holiday pay. To be eligible for Holiday pay, employees must either have preapproved vacation days, a medical slip from a doctor, or work their scheduled work days both before and after the holiday. Employees who are on FMLA, leave without pay, or other extended leaves do not qualify for holiday pay.

2. Designated Holidays. The following days are designated as holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

3. Scheduling. In the event Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day and/or Independence Day fall on Sunday the following Monday is recognized as an agency holiday. If an aforementioned holiday falls on Saturday, the preceding Friday is recognized as an agency holiday.

4. Rate of Payout. Holiday days will be paid out at the employee's pay rate at the time of the holiday.

5. Compensation for a Holiday Worked: Employees (including supervisors) required to work during an agency designated holiday shall be compensated at one and one-half times the current rate of pay for the time worked in accordance with the additional time policy. Eligible employees will also receive holiday pay. Employees must receive prior approval from their division director before working on a holiday.

SECTION 7: TERMINATION PROCEDURES

A. RESIGNATION

Resignation is a voluntary act initiated by the employee to discontinue employment with the agency. All employees should give at least ten (10) working days but where possible twenty (20) working days written notice of their intention to terminate employment with the agency. All employees that are ending their employment with this Agency must inform the Administration division so that all necessary paper-work can be completed prior to their resignation.

B. DISCHARGE

Discharge is a non-voluntary act initiated by the employer to discontinue the employment of the employee with the agency. Any employee may be discharged by the immediate supervisor, provided notification is given to the Health Officer and provided the steps of progressive discipline have been followed.

C. LAYOFF

Layoff is a non-voluntary act initiated by the employer to discontinue the employment of the employee with the agency for non-disciplinary reasons. Employees may be laid off for the lack of sufficient work or funds. Employees shall be laid off and recalled according to seniority within their service division. Employees on layoff may bump into a position for which they are qualified and trained that is held by a person with less seniority within their service division.

Employees who are notified of a layoff may appeal the decision of layoff utilizing the Grievance Procedure outlined in Section 8 of this manual.

D. FURLOUGH DAYS

As a result of unforeseen or unplanned budgetary deficiencies, the Health Officer may order that furlough days be taken by employees. An employee required to take a furlough day does not report to work that day and does not receive any payment for that day. When an employee is taking a required furlough day they will accrue the same benefits and seniority as when they are on a paid leave. The employee will not be able to use sick leave when taking a required furlough day.

E. JOB ELIMINATION

Job elimination is a management action taken to address a chronic and seeming permanent situation of lack of sufficient work or funds. Employees whose jobs are eliminated are not entitled to bumping rights. Employees who are notified of a job elimination may appeal the decision of job elimination utilizing the Grievance Procedure outlined in Section 8 of this manual.

F. RETURN OF AGENCY PROPERTY

Employees are responsible for all agency property and materials issued to them or in their possession or control. Employees must return all agency property and materials immediately upon request or termination. Where permitted by applicable laws, the agency may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.

G. RESIGNATION IN GOOD STANDING

To resign in good standing an employee must meet all of the conditions listed below:

- (1) Meet with their immediate supervisor and agree to a written plan, acceptable to the Agency for transitional staffing of their position.
- (2) Submit a letter of resignation in accordance with “A” above
- (3) Be eligible for re-hire, or retirement, and have no pending or unresolved disciplinary or grievance issues.

SECTION 8: PROGRESSIVE DISCIPLINE, AND GRIEVANCE AND APPEAL PROCEDURES

A. PROBLEM RESOLUTION STATEMENT

The Branch-Hillsdale-St. Joseph Board of Health is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any work-related problem, complaint, suggestion, or question receives a timely response from management.

Not every problem, complaint, suggestion, or question can be addressed to everyone’s total satisfaction, but through understanding and discussion, employees and management can develop confidence and trust in each other.

A pre-disciplinary meeting may be used when the Administrative Services Director has been made aware of a situation, action or behavior of an employee that could result in disciplinary action against an employee. The immediate supervisor shall notify the Administrative Services Director as soon as possible when they become aware of a situation that may result in disciplinary action against an employee. The Administrative Services Director shall request, in writing, and within five (5) days of the alleged situation, that a pre-disciplinary meeting be scheduled with the immediate supervisor and employee. Within the request, the Administrative Service Director shall schedule the date, time, and location of the meeting and state the nature of the allegation(s). The employee may bring a personal representative to the meeting. The Administrative Services Director will act as the mediator of the meeting. If the situation is not resolved, the supervisor will continue with the steps listed in the next section (Progressive Discipline). In the event the Administrative Services Director is also the Supervisor; the Health Officer will appoint another director as mediator.

Where appropriate, the following progressive discipline policy and grievance and appeal procedures are superseded by applicable state laws and rules as further outlined in B(4).

B. PROGRESSIVE DISCIPLINE

1. Purpose. The purpose of this policy is to promote the equitable and consistent administration of discipline for unsatisfactory work performance and behavior in the workplace.

2. Types of Disciplinary Action. Disciplinary action may call for any five steps – oral reprimand, written warning, suspension without pay, demotion or dismissal. Disciplinary action taken will be dependent on the severity of the problem and the number of occurrences.

Oral Reprimand – This is an action taken by the immediate supervisor in which he/she tells an employee about an action or behavior of the employee which he/she as the immediate supervisor find objectionable and/or wishes corrected. This action must be done in a private setting. The Oral Reprimand is an informal action only for the employee’s benefit and is not relevant to Group I, II, or III Offenses as defined below.

Written Warning – This is an action taken by the immediate supervisor in which the supervisor writes out the action or behavior which the supervisor wishes the employee to change, cease, or begin. The written warning must describe in detail the behavior to be corrected, and must give direct and concrete orders for the future, and must point out the consequences of non-compliance with the Written Warning.

Suspension Without Pay – This is an action taken by the immediate supervisor which removes the employee from the workplace and payroll for a definite period of time. The reason(s) for the suspension must be in writing. The employee does not accrue salary, vacation or sick leave credit during the time of suspension, nor can the employee use such leave time while on suspension. At the end of suspension, the employee returns to the same salary and benefit conditions that existed prior to the suspension.

Demotion – This is an action taken by the immediate supervisor which reduces an employee’s classification to a classification with a lower minimum salary. The reason(s) for the demotion must be in writing. The employee’s salary must be reduced to fall within the range of the new, lower classification, but no lower annual step designation than the one held in the higher classification. The employee’s job duties and responsibilities must be reduced to those of the new, lower classification.

Dismissal – This is an action taken by the immediate supervisor which permanently removes an employee from agency employment. The reason(s) for the dismissal must be in writing. Dismissed employees shall leave the premises at the time of dismissal and will be reimbursed for time remaining in the day. Dismissed employees shall be paid for all unused vacation leave that has been earned through the last day of work through a lump sum pay off. Dismissed employees shall not be entitled to any form of ‘severance pay’.

3. Group Offenses. Examples of behavior that would be cause for disciplinary action are provided below. These examples are divided into three groups of offenses. Guidelines for administering discipline are set forth within each of these groups and the immediate supervisor shall follow these guidelines when dealing with the types of behavior described.

GROUP I OFFENSES include,

- Habitual tardiness at the beginning of a work day or after lunch (Habitual shall be interpreted to mean two instances in one month without sufficient reason, as determined by the immediate supervisor.)
- Excessive absenteeism, or Absenteeism without sufficient reason or proper notification
- Disregard of safety rules or common safety practices
- Abuse of break time
- Use of profanity or obscene language in the presence of fellow employees or the public
- Quarreling with fellow staff members on the premises.

- Inefficient use of work time
- Any other offenses of like consequences

The disciplinary procedure in this group shall be: 1st offense, written warning; 2nd offense, one-day suspension without pay, 3rd offense, three-day suspension without pay; 4th offense, seven-day suspension without pay, 5th offense, dismissal. The violations shall be cumulative for a period of not more than one year.

GROUP II OFFENSES, include

- Injurious or dangerous pranks
- Physical fighting on the premises
- Faulty work and/or covering up faulty work
- Making or publishing of false and vicious and/or malicious statements concerning a fellow employee
- Abuse of the public, either verbal or physical
- Sexual harassment, [sexual misconduct, domestic violence, and/or dating violence](#)^[AJB3]
- Willful disobedience to the proper directive of a supervisor, or other acts of insubordination
- Consumption of any alcoholic beverages during work hours
- [Intentionally accessing or discussing patient information for purposes other than the care of the patient or other authorized purposes but for reasons unrelated to personal gain or other breaches of privacy by negligence](#)
- [Supervisor dating direct report](#)
- [Violation of the agency's Social Media Policy](#)
- Any other offenses of like consequences

The disciplinary procedure in this group shall be: 1st offense, three-day suspension without pay, 2nd offense, seven-day suspension without pay, 3rd offense, dismissal. The violations shall be cumulative for a period of not more than two years.

GROUP III OFFENSES, include

- The misuse or removal from the premises, without prior authorization, of any agency records, confidential information, or of any agency property, except as necessary in the performance of the employee's job duties and responsibilities
- Theft of any property belonging to a fellow employee, a customer, or the agency
- Knowingly falsifying any time slip or other payment voucher, or intentionally giving false information to anyone whose duty it is to make such records
- Absence of three consecutive work-days without notice and without justifiable reason for the failure to report
- Using delegated job responsibilities in an unlawful manner to gain unfair advantage against a fellow employee or the public
- [Intentionally accessing or discussing patient information for personal gain or with malicious intent](#)
- [Listing on the CPS Registry, Sex Offender Registry, or Criminal Background check failure](#)
- [HIPAA violation](#)

- Any other offenses of like consequences.

The disciplinary procedure in this group shall be up to and including immediate dismissal.

4. Exceptions for Severity. There are certain types of employment problems that are serious enough to justify either a three-day suspension, or, in extreme situations, dismissal from employment, without going through the normal progressive discipline steps.

5. Suspension with Pay. It may be necessary to separate an employee from the workplace while an investigation of an allegation against the employee is taking place. At such times, the employee will be placed on suspension with pay pending the investigation. The employee will retain all other fringe benefits during this time.

C. GRIEVANCE AND APPEAL PROCEDURES

1. Purpose. The purpose of this procedure is to provide a method for complaints to be voiced in an orderly manner such that the proper authorities can resolve such matters fairly and in a timely manner.

This procedure outlines for employees and management the proper steps involved when employees believe that there has been:

Alleged violations or misinterpretation of agency policies but not limited to such matters as conditions of employment, promotion, demotions, dismissals, and layoffs, and a claim of discipline without just cause; and

Alleged discrimination due to political opinion or affiliation, religious opinion or affiliation, gender, race, color, national origin, age, or physical disability.

2. Content of the Grievance. The content of the grievance shall include the following:

- Who is the grievant?
- What specific event occurred?
- When did it happen?
- Where did it happen?
- What sections(s) of the Personnel Policies have allegedly been violated?
- What adjustments or corrections are requested for each alleged violation?

3. Representation. The grievant may elect to have one representative of their choice at any step in the grievance and appeal procedure. The representative must be an employee of the agency. The name of the representative attending the grievance or appeal proceeding shall be submitted to the agency's Administrative Services Director at least two (2) working days prior to the hearing date. The grievant and one representative, if that representative is a fellow employee, shall be granted the necessary and reasonable absence from work for the scheduled proceeding under this procedure without loss of pay or leave credits.

4. Steps of a Grievance. All grievances and appeals shall be initiated and processed in the following manner:

Step 1. Employee presents the issue in writing to their immediate supervisor within ten (10) workdays after the occurrence of the alleged incident. The immediate supervisor shall respond in writing, to the employee within five (5) workdays of the initial written presentation of the issue.

Step 2. If the grievance cannot be resolved in Step 1, the employee has the option of submitting a written appeal to the Health Officer within five (5) workdays of receiving written notification from their immediate supervisor. The Health Officer shall confer orally with the employee within five (5) days of receiving the written appeal. The Health Officer shall respond back in writing within ten (10) workdays of receiving the written appeal. [If the Health Officer is the immediate supervisor in Step 1 of the grievance process, skip directly to Step 3.](#)

Step 3. If the grievance cannot be resolved in Step 2, the employee has the option of submitting the written grievance to the Board of Health within five (5) workdays of receiving the Health Officer's written response. The Board of Health's Program, Policy and Appeals Committee shall schedule a hearing with the employee at their next regularly scheduled meeting in order to review the grievance. The Program, Policy and Appeals Committee shall respond back in writing within five (5) days of hearing the grievance.

5. Time Limitations. Time for this grievance and appeal procedure shall be computed in terms of workdays, which are defined as Monday through Friday, excluding holidays. In the absence of a timely appeal by a grievant, the last decision at any step of the procedure becomes final. In the absence of a timely answer by any level of management, the grievant may appeal to the next step of the procedure within ten (10) workdays from the expiration of management's time for a decision. Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed upon showing a good cause for the delay.
6. Appeal Hearing Procedure. The appeal hearing is conducted so that the Board of Health's Program, Policy, and Appeals Committee can review pertinent facts and documents. Some guiding principles apply to the appeal hearing, including:
 - Prior to the appeal hearing, the entire appeal file shall be made available to the Committee and the grievant. The appeal file shall include the initial written grievance and all subsequent management written decisions.
 - Attendance at an appeal hearing is limited to persons determined by the Committee to have a direct connection with the grievance. When requested by the grievant, and the Committee does not object, the hearing may be open to the public.
 - As far as it is operationally possible, the agency must make its employees available as witnesses when requested.
 - The order in which the parties are heard is at the discretion of the Committee.
 - Testimony shall be under oath or by affirmation; both the grievant and their representatives shall be given the opportunity to cross-examine all witnesses who appear to testify.
 - A written record of the hearing shall be kept.
 - Each member of the Committee shall have an equal vote. Decision shall be by majority vote.
7. Freedom from Reprisal. This procedure shall be available to employees and their representatives without restraint, interference, coercion, discrimination or reprisal. No employee of the agency, whether acting in an official capacity for the agency or any other basis,

shall interfere with another employee's exercise of their rights under this procedure. No employee of the agency, whether acting in an official capacity employee or any other basis, shall take or threaten to take, any act of reprisal against another staff member because they have exercised, or expressed an intention to exercise any of these rights under this procedure.

8. Group Grievances. Employees having a common complaint may file a group grievance. The grievance shall be filed at the lowest step of the procedure involving a common level of supervision. Employees must choose one spokesperson and one representative of their choice.
9. Appeal by External Applicant for Employment. An external applicant for employment who is not selected may appeal the selection decision if they believe they were discriminated against because of political opinion or affiliation, religious opinion or affiliation, gender, race, color, national origin, age, or physical disability.

Such appeals shall be made in writing and directed to the health officer within fifteen (15) workdays following notification of non-selection. The health officer shall render a written decision within five (5) workdays of receiving an appeal. If the applicant is not satisfied with the written decision of the health officer, he/she may make a written appeal to the Board of Health's Program, Policy, and Appeals Committee. All appeal-hearing procedures outlined previously would then apply.

D. WHISTLEBLOWER POLICY

Purpose: The purpose of this policy is to ~~define and serve as primary document for Whistle Blower's Act~~ further define and supplement the Agency's obligations under the Whistleblowers Protection Act, MCL 15.361, et seq.

Authority: Branch-Hillsdale-St. Joseph Community Health Agency Board of Health. Administrative policies shall be subject to revision or termination by the Board of Health at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to Board of Health Members and all Branch-Hillsdale-St. Joseph Community Health Agency employees. This policy does not apply to a separate branch of government or co-employer that has its own policies covering the same matters covered in this policy.

Responsibility: The Administrative Services Director or designee shall be responsible for the administration and enforcement of this policy.

In support of this policy and in compliance with the Michigan Whistleblowers' Protection Act and certain federal statutes, it is the policy of the Branch-Hillsdale-St. Joseph Community Health Agency that no employee of the Agency will be discharged, threatened or otherwise discriminated against regarding compensation, terms, conditions, location or privileges of employment because that employee or a person acting on behalf of the employee reports or is about to report a violation or a suspected violation of federal, state or local laws or rules or regulations. Likewise, a violation of any state or federal law protecting an employee from retaliation for reporting violations or suspected violations of the law, is prohibited.

-

[Any employee desiring to report a violation or suspected violation of law, may do so by reporting the same to their division Director, the Health Officer, or the Administrative Services Director.](#)

SECTION 89: EMERGENCY-WEATHER-DISASTER POLICIES

A. Bad Weather Policy

The Branch-Hillsdale-St. Joseph Community Health Agency offices shall remain open to provide services to consumers unless one of the following occurs:

1. It is announced on the Coldwater, Hillsdale, Sturgis, or Three Rivers local radio station that an office is closed. This should occur by 7:30 A.M.
2. The immediate supervisor informs employees that the local agency office is closed for the day due to weather.

The Administrative Services Director is responsible for conferring with the Health Officer prior to 7 a.m. to determine whether an office shall be closed. When a determination is made to close an office, the Health Officer and Administrative Services Director utilize the Emergency Call List to notify staff of the decision. In the event an agency office is closed due to the weather, staff will be compensated at their normal pay rate unless they have already been granted approved leave time, either calling in sick or approved vacation time. Staff that have approved time off will be required to utilize their paid time off.

If an agency office is open, employees who are unable to report due to weather conditions may use annual vacation to be compensated. Employees must inform their immediate supervisor that they are unable to report due to weather conditions as soon as possible. Scheduled staff members are expected to use common sense and good judgment in determining their ability to report to work in bad weather.

B. Bomb Threat Procedure

When a bomb threat call comes in, the person receiving the call should remain calm and should cause no undue alarm.

The person receiving the call should do the following:

1. Write down the time the call was received and make notations, if possible, while still listening carefully.
2. If another person is available, notify them by passing a note that you have a bomb threat on the phone.
The second person should then do the following:
 - a. Notify local law enforcement authorities by calling 911.
 - b. Notify the person in charge:
Health Officer, Administrative Services Director, or immediate supervisor
3. Keep the caller talking as long as possible. Do not hang up on the caller.
4. Try to find out where the bomb is supposed to be located. Try to pinpoint the area and time it is set to go off.
5. Try to find out something about the bomb, (size, type of explosives).
6. Record the time that the caller hangs up.
7. Try to write down or communicate as many specifics and facts that you can immediately after the call.
8. If you are alone when the call is received, follow the procedure outlined in 2 above as soon as possible after the caller hangs up. If evacuation becomes necessary, this will be a joint decision of the Health Officer, Administrative Services Director, and other Administrative staff present.

C. Dr. Strong Policy

Any employee who feels that he/she is being threatened or is in harm's way shall page on the overhead paging system: Example: "Dr. Strong to Environmental Health" Employees hearing this page should immediately pick up the phone and dial 911. Employees hearing this page should **not** report to that specific location.

D. Emergency Contact List Procedures

In the event of an emergency or bio-terrorism event the contact tree is in place so that each director and supervisor know who they are in charge of contacting. Contacts may be made by voice or text. Documentation of contacts is made on the Emergency Contact List Documentation Log by the supervisor and forwarded to the Administrative Services Director. The log sheets are filed by the Emergency Preparedness Coordinator. Instructions will be given and employees are to follow them in the case of any emergency situation.

E. Fire Alarm Emergency Plan

When the fire alarm is activated by pulling the fire alarm box everyone will leave the building and go at least 100 feet from the building. People with disabilities will be assisted by staff. If there is an elevator located in the office, no one will be authorized to use it.

The clinic personnel will be responsible for seeing that all clients have left the clinic. No one will re-enter the building until they are notified to enter. All cars parked near the entrance should be moved as soon as possible.

F. Lock Down Policy

The Branch-Hillsdale-St. Joseph Community Health Agency takes the safety and security of our staff and clients very seriously. Circumstances may present themselves whereby the Agency must secure its doors and verify the identity of all those who enter. These circumstances may be related to incidents that happen within the Agency or possibly influenced by incidents (such as a prison escape) from outside the Agency. As it is our aim to serve our clients whenever possible we have developed a series of policies that will detail the Agency's actions during such emergencies

Lock Down Initiation

The decision to lock down a clinic or building will rest with the Health Officer or any other management level staff person. Any employee who notices an incident or is aware of a threat to another employee or client shall immediately make that information available to one of the above persons. Appropriate action will be taken and the doors to the building will be secured with staff posted to monitor the doors. If the decision is made by the Clinic Coordinator it shall be reported as soon as possible to the Health Officer or Administrative Services Director. These actions will be in effect until such time as the Health Officer or Administrative Services Director shall determine they are no longer appropriate. Circumstances that may initiate a lock down may consist of:

- Domestic violence threat to a client or staff member
- Workplace violence issue or threat
- Civil unrest within the community including protests and picketing of the Agency
- Prison or Jail escapes (mainly Coldwater or Hillsdale)

Lock Down Procedure (during business hours)

1. Deal immediately with whatever issue has prompted the lock down and call the appropriate authorities as necessary.
2. The staff member directing the lock down should remain calm as to dissuade panic among the staff or clients
3. Secure all entry points into the buildings.
4. Staff and clients may be moved to an interior or more secure area of the building should the situation require it
5. Post a staff member to monitor the entry points even if these points are not to be used to gain entry into the Agency
6. All entry points to the Agency will be posted with a sign directing inquiries to a single entry point these signs will be available in the mail room of each office.
7. If client service can continue, that person monitoring the designated entry point shall verify the identification and purpose of the person seeking admittance prior to their gaining entry.
8. If we are unable to continue client service a sign shall be posted at all entry points indicating that the Agency is closed and will re-open as soon as possible; we apologize for any inconvenience; please direct them to call the Agency phone number or consult our web site for further information.
9. Regardless of which service state we are in Public Safety personnel will be admitted.

After Business Hours Lock Down

Our Agency is normally secured during our non-service hours; however, circumstances may present themselves which necessitate the Health Officer or Administrative Services Director to designate the building “locked down” until further notice. The normal procedure will be to initiate use of the Emergency Call List process as soon as practical. In the event that staff are already en route to work or did not receive their call they may find that one of the above lock down conditions exists. Either the Health Officer or Administrative Services Director (or their designee – possibly Public Safety) should already be present and will direct the staff accordingly. It is important that staff maintain their Agency identification badge with them at all times so that they may be positively identified by whoever may be monitoring the entrance. If admitted to the building staff will be directed to a conference room where a briefing will take place to advise them of the situation

G. Master Disaster Checklist - Approved 1/31/07

Notification

- Receive notification of situation from HAN; Phone; or other
- If you have interagency call list responsibilities – call those on your list and report back to your designated person as to the success of those calls
- Advise family members of situation and make any arrangements necessary to cover the time you may be absent
- ~~Advise family members of the Family Emergency Contact number which is 517-279-9561 pick option #7 (this extension will be manned by an employee or a recorded message will be available advising the family member where to go for further information) **Remember: This number is for Health Department staff and families only, do not disseminate this to the general public.**~~
- Report for assignment to your designated location

Assignment

- Report to the Incident Commander or their designee to sign in for duty
- Receive assignment and Job Action Guidelines for that assignment
- Receive the appropriate Identification badge, vest, or other such to designate your duty or position
- Read and understand the guidelines; ask any questions prior to reporting to your station
- Upon arrival at your station identify yourself to your supervisor; any further questions regarding your assignment may be answered at this time; be sure to understand the chain of command structure related to your assignment
- Upon reporting to your station, inventory and assess the condition of any equipment you will be responsible for operating, maintaining, or using during the incident. If you require further equipment or items that are missing from inventory, report this immediately to your supervisor for re-stocking or re-supply.

H. Office Closure Procedure

In the event of circumstances that shall warrant closure of any Agency office(s), the employees assigned to that office will be notified. All other agency offices shall be notified of the situation as well.

I. Robbery Policy

When a robbery threat is evident, remain calm and do the following:

1. If another staff person is nearby, notify them by the “code” established within the agency that an emergency is happening and they should immediately contact 911 and the immediate supervisor within the building.
2. Follow the instructions of the robber and do not try to intervene. Give them whatever they demand.
3. Stay calm, and listen carefully and try to remember everything about the individual for future use.

J. Tornado Emergency Plan

In the event of a Tornado Warning the entire staff will evacuate to the inner corridor or the restrooms. Avoiding the West and South walls. All persons will remain there until the warning is over. People with disabilities will be assisted by assigned staff. The Clinic Clerk/Manager or EH Clerk/Manager will collect the sign-in/sign-out log and bring it to the evacuation location.

In the event of a Tornado Watch the radio will be monitored and regular routine will be maintained until a warning is issued. We have an alert system with the Sheriff’s Department to notify of a warning.

The sign-in/sign-out sheet will be evaluated to determine which staff are out working in the field. These staff will be called to inform them of the Warning.

A Tornado drill will be held once a year on a randomly selected day and time

K. Utility Shut Off Procedures

Any employee who is notified that any utility in the area is going to shut down their services at any time of the work day at the Agency, must contact the Administrative Services Director so that a judgment of

necessity will be taken into consideration before the shutdown occurs. We do not want services interrupted if it is not necessary and the utility company cannot fix the problem after Agency hours.

L. Burglary or Vandalism to the Agency

It is possible that an early arriving employee shall discover that a window is broken, door ajar, or other condition which may mean that building has been entered or is unsecured. This staff member shall report this immediately to 9-1-1 for action by Public Safety officials. Under no circumstances should a staff member or client be allowed to enter the building until it is cleared and secured by Public Safety officials.

If this condition is found after entering the building the staff member should immediately exit the building and call 9-1-1. The staff member should then notify the Health Officer or Administrative Services Director. Until the building has been cleared by Public Safety no staff or client should be allowed to enter.

SECTION 910: INFORMATION TECHNOLOGY POLICIES

A. Electronic Mail Policy Computer Usage & Internet Policy

~~The purpose of this policy is to assure that the Branch Hillsdale St. Joseph Community Health Agency electronic mail (E-Mail) users are aware of the Agency's policies and laws concerning E-Mail services and that these services are used in compliance with these policies and laws.~~

~~Any e-mail address or account associated with the Branch Hillsdale St. Joseph Community Health Agency or assigned by the Agency to individuals, is the property of the Branch Hillsdale St. Joseph Community Health Agency. As property of the Agency, E-mail accounts can and will be monitored for content by the IT staff. Individuals that use the Agency's E-mail systems are expected to do so responsibly. (i.e. To comply with the state and federal laws and other policies and procedures of the Agency.)~~

~~Access to E-mail services, when provided, is a privilege that may be wholly or partially restricted by the Agency when there is substantial reason to believe that violations of policy or law have taken place.~~

~~Use of free e-mail services including, but not limited to the following is strictly prohibited while using the Agency's property: Hot mail, Excite mail, Bigfoot mail.~~

~~No staff member shall use E-mail for the personal amusement if it (1) directly or indirectly interferes with the Agency's operation of computing facilities or electronic mail services; (2) burdens the Agency with incremental cost, or (3) interferes with the individual's employment or other obligations to the Agency. Furthermore, no employee shall use the Agency's E-mail systems or services for the purpose of transmitting copyright infringement, libel, fraudulent, defamatory, harassing, obscene, or threatening messages, or any other communications that are prohibited by law.~~

~~No staff member shall use e-mail to (1) disclose confidential information, (2) promote personal political beliefs, (3) promote personal business interests, (4) promote discrimination, (5) promote sexual harassment, (6) view or download obscenities, (7) or any other communication prohibited by law.~~

~~Since E-mail is not a totally secure medium, employees should consider E-mail as an inappropriate vehicle for the transmission of extremely personal and/or confidential medical records.~~

Failure to comply with this policy may result in suspension of e-mail privileges and/or commencement of disciplinary actions against the employee.

B. Computer Usage Policy

Legal Use of Computer Systems

These guidelines apply to all users of computing resources and computing equipment owned, leased or rented by the Branch Hillsdale St. Joseph Community Health Agency (hereinafter BHSJCHA). Computing equipment includes, but is not limited to, modems, printers, microcomputers, file servers, and networking equipment used to link these components and to the Internet. The user is responsible for the content of any material the user prepares, receives or transmits. It is the user's responsibility to make sure they comply with all Local, State, Federal and International laws governing computer usage, including but not limited to, the following:

- Destruction or damage to equipment, software, or data belonging to BHSJCHA
- Harassment of others
- Unauthorized copying of copyright protected material

Ethical Use of Computer Systems

Computing resources should be used in accordance with the ethical standards of the BHSJCHA.

Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer system security, including but not limited to: Use of computer accounts, access codes, or network identification numbers not assigned to you
- Use of computing facilities for private business purposes unrelated to the mission of the BHSJCHA.
- Screen savers/desktop wallpaper that does not reflect the mission and ethics of the BHSJCHA.
- Violation of software license agreements (Installation of any software that is not owned by the BHSJCHA, including files downloaded from the internet or brought from the users home.)

Cooperative Use of Computer Systems

Day to day operation of BHSJCHA demands the practice of cooperative computing. It includes, but not limited to, the following examples:

- Regular deletion of unneeded files from one's accounts on shared computing resources
- Refraining from unnecessary connect time, information storage space, printing facilities or processing capacity
- Refraining from use of sounds and visuals which might be disruptive to others
- Refraining from unauthorized use of departmental or individual computing resources

Sanctions

Violators of the computer usage policy will be subject to the normal disciplinary procedures of the BHSJCHA. Violations of the policies described above for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving BHSJCHA computing resources may also be subject to prosecution by local, state, and/or federal authorities.

C. Internet Policy

The purpose of this policy is to assure that the Branch Hillsdale St. Joseph Community Health Agency (hereinafter BHSJCHA) internet users are aware of the BHSJCHA's policies and laws concerning internet services and to ensure that this access does not impair network security or result in inappropriate use.

The BHSJCHA's internal network is connected to the Internet and utilizes the same data lines we use for our CMHC system. While the Internet is a great resource for our organization, it is the responsibility of

~~each employee to use this resource responsibly and respectfully. Since use of the Internet will slow down the entire network including CMHC, no staff member shall use the Internet for personal amusement.~~

~~Access to internet services, when provided, is a privilege that may be wholly or partially restricted by the BHSJCHA when there is substantial reason to believe that violations of policy or law have taken place.~~

~~It is against federal law and the BHSJCHA's policy to violate the copyrights or patents of others on or through the Internet. Staff may not download or use copyrighted material without obtaining written authorization.~~

~~No file should be downloaded from the Internet without permission. Such files may contain viruses that could infect one PC or the entire network. Please check with the MIS department if you need any software or files from the Internet.~~

~~Every connection made on the Internet can be traced back to the originator, leaving a trail or log easily tracked by others. The MIS staff can and will be monitoring these logs. Do not use the Internet for tasks that you would not want logged. Internet access is provided for business purposes only.~~

~~No staff member shall use the internet to (1) disclose confidential information, (2) promote personal political beliefs, (3) promote personal business interests, (4) promote discrimination, (5) promote sexual harassment, (6) view or download obscenities, (7) or any other communication prohibited by law.~~

~~The truth or accuracy of information on the Internet should be considered suspect unless it is from an official government site. Make sure you confirm information from the Internet from a separate and reliable source.~~

~~Failure to comply with this policy may result in suspension of Internet privileges and/or commencement of disciplinary actions against the employee.~~

1. PURPOSE: To ensure that the use of email and internet activities do not negatively impact the confidentiality, availability, integrity, and reputation of Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) and their assets and to ensure compliance with applicable federal and state laws. Any wired or wireless connecting to BHSJ network falls under this policy.

2. PHILOSOPHY: An authorized user's access to the Internet and/or email services for limited personal use is a privilege that, if not properly monitored and controlled, could result in harm to the organization or violations of certain federal and state laws. The primary use of these services is for business and clinical purposes and thus need be appropriately protected.

3. APPLICABILITY: This standard applies to all BHSJ Covered Entities.

4. DEFINITIONS:

4.1. Protected Health Information (PHI): Health information, including demographic information collected from an individual and created or received by a health provider, health plan, employer or health care clearinghouse that relates to the past, present, or future physical or mental health or condition of any individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual that identifies an individual or there is a reasonable basis to believe the information can be used to identify the individual and that is transmitted or maintained by

electronic media or any other form or medium. PHI does not include individually identifiable health information in education records covered and protected by the Family Educational Right and Privacy Act and employment records held by a covered entity in its role as an employer.

4.2. **Sensitive Information or Data:** Data that should be kept confidential. Access to these data shall require authorization and legitimate need-to-know. It includes Protected Health Information, financial information, personnel data, trade secrets, and any information that is deemed confidential or that would negatively affect BHSJ if inappropriately handled.

5. POLICIES:

5.1. All email messages, documents, correspondence, and data obtained through BHSJ or BHSJ network resources are considered BHSJ property.

5.2. Users shall have no expectation of privacy on BHSJ computers, in email or internet use.

5.3. BHSJ may monitor messages and internet use without prior notice.

5.4. Users are responsible for reporting any suspected or confirmed violations of this policy to their supervisor or either the BHSJ IT staff.

5.5. Users shall not misuse their Internet privileges, i.e., spending excessive time on the Internet for non-work-related business or accessing inappropriate sites.

5.6. Users need to refrain from streaming music or radio due to excessive bandwidth on business or personal devices, connected wired or wireless. Refrain from use of sounds and visuals which might be disruptive to others.

5.7. Users shall delete chain and junk email messages without forwarding or replying to them. Electronic chain letters and other forms of non-business related mass mailings are prohibited.

5.8. Personnel shall not use BHSJ resources to view, record, or transmit materials which violate BHSJ policies. Inappropriate messages, pictures, and/or other visual images/materials include, but are not limited to:

5.8.1. **Fraudulent messages** - Messages sent under an anonymous or assumed name with the intent to obscure the origin of the message.

5.8.2. **Harassment messages** - Messages that harass an individual or group for any reason, including race, sex, religious beliefs, national origin, physical attributes, or sexual preference.

5.8.3. **Obscene messages** - Messages that contain obscene or inflammatory remarks.

5.8.4. **Pornographic materials** - This includes, but is not limited to pictures, audio/video files, literature, or newsgroups.

5.9. Users shall not engage in spamming activities. Electronic chain letters and other forms of non-business-related mass mailings are prohibited.

5.10. Users shall not photograph, post, or transmit patient images or information, electronically or otherwise, unless doing so is in accordance with an approved use or disclosure, and approved methods for doing so are utilized.

5.11. Users shall not share sensitive, restricted, or protected health information (PHI) to any cloud provider that has not been approved by the Information Technology Manager (including but not limited to Google Apps, DropBox.com, GoogleDocs, iCloud, etc.).

5.12. Personal email accounts shall not be used for official BHSJ business.

5.13. BHSJ reserves the right to block access to non-business-related material.

5.14. Email transmission of PHI, if necessary, shall be conducted with the highest level of security applied and only in situations where the email is necessary for the treatment of the patient, payment, and health care operations.

5.14.1. For users of the BHSJ email system only: To send email transmissions over the Internet (outside the BHSJ networks), PHI and other sensitive information shall be encrypted. Email shall not be transmitted over the Internet from any other email system unless/until an encryption method is approved for that email system.

5.15. Users shall comply with all laws related to copyright, intellectual, and personal property.

5.16. Users shall check their email regularly and delete unneeded email.

5.17. Users shall not knowingly download executable files from the Internet without approval from the IT staff.

5.18. Users shall not knowingly enable anyone to gain unauthorized access or control of any device, application, or system to the data networks

5.19. For the BHSJ network, the use of any software or service that hides the identity of the user or the location of the user while using the Internet is prohibited (including but not limited to proxy bypass or anonymization networks such as Tor).

5.20. Users shall not utilize BHSJ passwords on any non-corporate systems (i.e., banking, personal email, etc.).

5.21. Users shall not circumvent BHSJ technical security controls.

5.22. Users shall not transfer restricted or sensitive information to an unencrypted or unapproved device. Any removable storage media assigned by the Agency to individuals, is the property of the Branch-Hillsdale-St. Joseph Community Health Agency. Removable storage media belonging to the Agency should never be used with other devices or equipment that is not owned by the Agency. Likewise, any removable storage media not belonging to the Agency should not be used with devices or equipment that are owned by the agency.

5.22.1. Users shall notify IT staff immediately in the event of a removable storage media device is lost or stolen, or if the computer is damaged.

5.23. Users shall log off application, workstations, laptops, and devices after use.

5.24. Users shall not store restricted or sensitive information on non-BHSJ equipment such as personally-owned devices unless properly authorized to do so.

5.25. Users shall not provide personal or official BHSJ information solicited by unknown individuals or suspected phishing email or websites.

5.26. Users shall follow the same security policies at any alternate workplaces as those required on the BHSJ networks.

6. CONTACTS: For questions regarding the requirements, implementation, and enforcement of this standard, contact the Information Technology Staff.

7. ENFORCEMENT: Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or assignment, depending on the severity of the infraction. In addition, BHSJ may report the matter to civil and criminal authorities as may be required by law.

D. Social Media Policy

This policy covers the use of social media and social networks in the workplace by employees, and by employees outside the workplace. This Policy works in conjunction with, and down not in any way substitute or replace, the Agency's Internet, Electronic Communications, Technology, Harassment and Discrimination Policies.

"Social Media" covers all web-based applications that permit the sharing and collaboration of information via internet communities, social-networking sites, video-sharing sites, wikis, blogs and micro-blogs and others. The Agency has drafted the following policies and procedures to help employees understand the unique issues raised by this evolving communication tool.

- i) The Agency is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the Agency's business. The Agency provides a computer system, with internet access, to its employees to enable them to communicate with each other and with the Agency's suppliers and customers in an efficient and cost-effective manner. The electronic communications systems and equipment that is the subject of this policy is owned or leased by the Agency and is provided to employees for their use in connection with their work. It is the responsibility of each employee to ensure that this technology, including the access of social media websites, is used in accordance with these policies.
- ii) This policy covers employees who participate in personal social media or other internet activities; it applies regardless of whether the conduct occurs during working or non-working time, and regardless of whether Agency equipment is used.

- iii) Employees should primarily use the Agency's electronic communications systems and equipment for business-related purposes. While occasional personal use of social media websites is permitted, while the employee is on lunch or breaks, such use should be limited to times when the employee is not required to be performing any duties for the Agency, when the use will not conflict with the use of the systems or equipment by any employee who desires to use it for business purposes, and may not in any event be used in a manner contrary to any of the provisions of this Social Media Policy or any other policies that cover electronic communications or workplace technology.
- iv) Employees may not use social media in a manner that compromises the confidentiality of the Agency's confidential or proprietary information, trade secrets or other sensitive information, including PHI.
- v) Employees may not use social media in connection with or to support any business ventures, other than those of the Agency, during Agency work hours, and/or with Agency equipment.
- vi) Employees must refrain from any online activities that could reasonably place the Agency in a negative light or negatively impact its reputation during [AJB4] Agency work hours and/or with Agency equipment.
- vii) Employees may not use or incorporate the Agency's name, logo, imagery, or derivatives thereof in their e-mail addresses, screen names, home pages, screen imagery or otherwise, absent the prior written approval of management.
- viii) If an Agency employee administers a social media profile that relates to an Agency department, the Agency owns that social media profile. ~~At the end of that [AJB5] employee's tenure with the Agency, the~~ The employee must provide the login and password information to the Administrative Services Director and the IT department.
- ix) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Agency's policy concerning equal employment opportunity and its policy prohibiting sexual and other unlawful harassment. Under no circumstances may the Agency's systems or equipment be used to transmit foul, indecent, scandalous or improper information, via social media or otherwise. Moreover, the use of the Agency's electronic communications systems and equipment in support of political, religious or other controversial causes is an inappropriate use of the system. Additionally, offensive racial or sexual comments are expressly prohibited.
- x) Employees should assume that Rregardless of any privacy settings on various social media platforms, social media is not private. Information becomes public the moment it is published on the internet. ~~Employees should a~~Assume that co-workers and members of the Agency's management will see anything and everything posted online, and ~~should act~~ accordingly.
- xi) Employees should not expect that anything that ~~is~~ sent or received using the Agency's electronic communication systems and equipment is the employee's private property. ~~It~~ ~~fact, it belongs to the Agency.~~ Employees should not have any expectation of privacy with respect to those communications, whether communicated via social media sites or otherwise. The Agency may, from time-to-time, as it sees fit, monitor, review, intercept or

- gain access to communications employees initiate or receive on the Agency's electronic communications systems and equipment. Employees' use of the Agency's systems will constitute consent to such monitoring, reviewing, interception or access. The Agency may, but has no requirement to, provide notice, either before or after any review of communications.
- xii) Periodically, the Agency may obtain photographs, videos or other likenesses of its employees at Agency-related events, such as outings, holiday parties, and charitable events. If an employee does not want his or her photograph, video or other likeness recorded at such an event posted on the Agency's website, or any social networking site, the employee must inform the Administrative Services Department in writing.
- xiii) ~~Employees are prohibited from providing recommendations or otherwise commenting on the job performance (positively or negatively) of a supervisor or co-worker, subordinate or any other employee of the Agency, past or present. All employees are prohibited from making disparaging remarks about other Agency employees or the Agency itself. All employees are prohibited from making remarks that serve to erode the community trust and confidence.~~ Employees should refrain from making social media postings that could be considered as creating a hostile work environment, as harassing, or otherwise inappropriate or harmful to the agency. Concerns All references, recommendations, and concerns about job performance or other potential complaints against co-workers or supervisors must be handled through the appropriate channels and remain consistent with the Agency's policies.
- xiv) As with all of its policies, the interpretation of the Social Media Policy is within the sole discretion of management and the Agency reserves the right to alter, amend, modify, revoke, suspend or terminate all or any part of this Social Media Policy, at any time, in its sole discretion, with notice to all employees via their Division Directors. Moreover, this policy in no way affects or alters an employee's at-will employment status.
- xv) If, at any time, an employee is uncertain about how to apply these policies and procedures or has any question about his or her participation in social media activities, the employee should contact the Administrative Services Director. Each employee bears his or her own personal responsibility to follow this policy and use good judgment with his or her social media activities. If an employee has any doubt whether online activities violate this policy, he or she should ask their Division Director before engaging in the conduct. ~~Tweeting or Facebooking first and asking questions later, is not acceptable and will not immunize any improper conduct or violation of this policy.~~
- xvi) Employees have an affirmative duty to report to a supervisor, or director, any conduct that violates this Social Media Policy. In such circumstances, an employee should follow the same reporting procedures set forth in the Agency's harassment policy.
- xvii) Any employee who violates this Social Media Policy shall be subject to discipline, as set forth in the agency's discipline policies. ~~including employment termination.~~

SECTION 1011: INFORMATION REQUESTS-HIPAA-CONFIDENTIALITY

A. Freedom Of Information Request Procedure

Any employee or department who receives a letter requesting information on medical records or environmental issues, must forward this request on to the Administrative Services Director who in turns okays the information to be given out or denied to that particular client. A copy is given back to the employee and one copy kept in central file for future referencing.

B. Medical Release Procedure

Any questions regarding who a Medical Release form goes to, should always be directed to the Administrative Services Director. He/she will then send it on to have copies made and sent to the proper place and a copy of the release form will be made and put in to the clients file for future reference.

C. Subpoena Procedure

Any subpoenas sent to any employee of the Agency must ~~present this~~ be presented to the Administrative Services Director so that he/she may go over ~~them~~ the document and make sure that all rules are followed in complying with the subpoena. ~~They~~ It will be in turn given back to the employee and a copy kept in central file for future referencing.

D. Confidentiality/Sanction Policy

Purpose

HIPAA has required the BHSJCHA to create privacy and security policies in order to fulfill our duty to preserve the confidentiality and integrity of client Protected Health Information (PHI). This policy applies to all Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA) employees (regular or temporary), contractors, volunteers, students or other observers, and any others who have access to the BHSJCHA's Protected Health Information.

The purpose of this Confidentiality/Sanction policy is to ensure that employees have the necessary client health information to provide the highest quality care possible while protecting the confidentiality of that information to the highest degree, so that clients do not fear to provide information to our agency.

The BHSJCHA will not tolerate violations of these policies and standards, and such violations may constitute grounds for disciplinary action up to and including termination, professional discipline, and criminal prosecution.

Assumptions

Information will be collected from clients only for the purposes of providing services and for supporting the delivery, payment, integrity, and quality of those services.

Employees will use their best efforts to ensure the accuracy, timeliness, and completeness of data collected from clients. Entries in records will not be altered or destroyed, only amended.

Employees will treat all written, electronic, and verbal information about clients including financial, demographic, and lifestyle information as sensitive and confidential. Employees will recognize that some medical information is particularly sensitive, such as HIV/AIDS, mental health, developmental disability, alcohol and drug abuse, sexually transmitted disease, and communicable disease information. Disclosure of such information could severely harm clients, by causing loss of employment opportunities and insurance coverage, as well as the pain of social stigma. BHSJCHA employees will treat such information with additional confidentiality protections.

Security

Employees will make every effort to maintain confidentiality of written and electronic records by ensuring that only authorized staff will have access to this information during the workday. Protected Health Information will not be left unattended in areas where visitors or other clients may see it. Charts will be placed face down on counter areas and facing the wall in bins so names are not visible, and computer screens will be turned so clients cannot see them. Schedules should not be located where clients or unauthorized persons may view them. Sign in sheets can be used, but should contain names only. All confidential records will be stored in locked areas when unattended. Records will be destroyed by shredding, in accordance with BHSJCHA record retention rules. Any confidential information that is not a part of a permanent record (and is no longer needed) will be shredded, not thrown away in the regular trash.

Precautions will also be taken with electronic devices like computers, laptops, tablets, smart phones and flash drives. Devices will be password protected and locked when not in use, and security measures in place to protect from unauthorized viewing and theft.

If records are taken off site (with Supervisor or Director permission), special care must be taken to know the whereabouts of the records at all times. Staff must take precautions to prevent the access and viewing of these records by unauthorized persons. Paper records should be stored in a locked case or box for privacy and transported in the trunk of a vehicle if possible. Computers being taken off the premises for work should be off or locked when not in actual use. If computers are traveling in a vehicle, ideally, they should also be transported in the trunk. Both paper records in the locked case and computers must be removed from the car and taken with the employee when the employee leaves the car. A computer or paper records that are taken home (with Supervisor or Director permission) need to be kept in a locked home and not left in a vehicle overnight.

Privacy

Every effort should be made to ensure that confidential conversations remain private. Employees must use their best judgment to reduce the risk of unauthorized disclosures by closing doors or reception windows when on the phone or talking to a client, lowering voices, and meeting with clients in clinic rooms rather than in the halls or in waiting rooms.

Employees must also remember that the fact that a client chooses to obtain BHSJCHA services is in itself confidential information. We see many clients out in public during working hours and in our off-work hours. Employees should not acknowledge verbally in public awareness that a client may obtain services at the BHSJCHA. A client has the right to announce that they come to the BHSJCHA for services if they choose. We do not have a right to discuss their visit to the BHSJCHA without their permission.

Minimum Necessary

The BHSJCHA will make all reasonable efforts not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose. See the Minimum Necessary Policy for further information.

Receiving Confidential Information

Incoming mail is sorted daily and distributed. To protect privacy, confidential information that is received will be placed in envelopes or stapled closed prior to placing in the individual mailboxes.

Incoming confidential faxes will be received and stored in a secure area where clients have no access. They will be separated for delivery to individuals so confidentiality is maintained.

Incoming confidential information delivered by courier services must be distributed to the appropriate staff in an envelope to protect privacy, and stored in a secure area until it is reviewed.

Uses and Disclosures of Protected Health Information

The HIPAA Privacy Act allows the BHSJCHA to use and disclose Protected Health Information for purposes of treatment, payment and health care operations without authorization. Even without specific client consent, we are required to limit such uses or disclosures to the minimal amount of PHI that is reasonably required to provide these services.

Disclosures also permitted without client authorization include the following:

- Those required by law or for law enforcement purposes
- For public health activities, including communicable disease follow-up
- For reporting regarding victims of abuse, neglect, or domestic violence
- For health oversight activities

Clients must give authorization to disclose their Protected Health Information for specific purposes, which are generally other than treatment, payment or health care operations, or to disclose their confidential information to a third party specified by a client. Client authorization is also required to disclose psychotherapy notes to another entity. Psychotherapy notes are those notes of a health professional used to analyze contents of a conversation during private, joint, or group counseling session. Psychotherapy notes do not include any information that is kept in a patient medical record. For further clarification of psychotherapy notes please consult [HHS.gov HIPAA for professionals special topics](https://www.hhs.gov/hipaa/for-professionals/special-topics/) .

Disclosure of PHI is on a “need to know” basis, in that only the information that is necessary to accomplish the purpose is disclosed. Documentation of what PHI is disclosed, as well as when and to whom it is disclosed is recorded in the client’s medical record.

Further detail about the uses and disclosures of Protected Health Information can be found in the HIPAA Manual where specific policies are located including Release of Information, E-mail, Fax, and Texting. All BHSJCHA employees are required to be familiar with these policies. Any questions about the uses and disclosures of Protected Health Information should be directed to a Supervisor or Director.

Sanctions

Any employee of the BHSJCHA, who believes another employee has breached the facility’s security or privacy policies, or otherwise breached the integrity or confidentiality of client or other sensitive information, should immediately report such a breach to a Supervisor or Director.

The Health Officer and Directors will convene a committee to conduct a thorough and confidential investigation into the allegations. The BHSJCHA will not retaliate against or permit reprisals

against a complainant. Allegations not made in good faith, however, may result in discharge or other discipline.

Disciplinary action will follow the policy outlined in the BHSJCHA Personnel Policies. The degree of discipline is a discretionary decision which management will make based on the nature of the offense, the employee's history, and other facts and circumstances deemed relevant. Disciplinary actions may include:

- Verbal warning
- Written warning
- Suspension
- Termination of employment

The BHSJCHA will follow the guidelines in the Personnel Policy manual to determine if a breach has occurred, the severity of a breach and the resulting sanctions recommended for the person involved in a breach.

Violation of the facility's security or privacy policies and standards may constitute a criminal offense under HIPAA, other federal laws such as the Federal Computer Fraud and Abuse Act of 1986, 18 U.S.C.1030, or state laws. Any employee who violates, or is reasonably suspected of having violated, such a law may expect that the BHSJCHA will provide information concerning the violation to appropriate law enforcement personnel and will cooperate with any law enforcement investigation or prosecution.

Further, violations of the BHSJCHA security or privacy policies and standards may constitute violations of professional ethics and be grounds for professional discipline. Any individual subject to professional ethics guidelines and/or professional discipline should expect the BHSJCHA to report such violations to appropriate licensure/accreditation agencies and to cooperate with any professional investigation or disciplinary proceedings.

All employees (regular or temporary), contractors, volunteers, students, or other observers with the BHSJCHA must follow this policy and are required to sign a Confidentiality Statement. Violation of this policy is grounds for disciplinary action, up to and including termination of employment. According to HIPAA rules, a person who knowingly obtains, misuses, or discloses Protected Health Information may incur criminal penalties that include a fine of not more than \$50,000 and/or imprisonment of not more than 1 year. If the offense is "under false pretenses," a person may incur a fine of not more than \$100,000 and/or imprisonment of not more than 5 years. If the offense is with intent to sell, transfer, or use Protected Health Information for commercial advantage, personal gain, or malicious harm, a fine of not more than \$250,000 and/or imprisonment of not more than 10 years may occur.

This Confidentiality/Sanction Policy is intended as a guide for the efficient and professional performance of employees' duties to protect the integrity and confidentiality of Protected Health Information. All employees, contractors, volunteers, students, and other observers with the BHSJCHA are expected to comply and cooperate with the facility's administration of this policy.

Section-SECTION 412: SUBSTANCE ABUSE POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency (the Employer) takes seriously the problem of drug and alcohol abuse. We are committed to provide a substance abuse free work place for our patients, clients, and employees. This policy applies to all employees of the Agency, without exception, including part-time, temporary, and on call employees, and volunteers.

POLICY:

1. No employee is allowed to consume any alcoholic beverage or unauthorized drugs while performing his/her job duties for this Agency.

2. No employee may possess, sell or give to another any alcohol, or drug, whether authorized or unauthorized, during assigned work time or while performing any services for the employer. This section shall not apply to employees who are authorized by law or job description to prescribe or dispense medication.
3. An employee may consume or possess authorized medications in the manner prescribed by the employee's physician or directed by the manufacturer.
4. The Employer will not tolerate employees who report for duty while impaired or under the influence of alcoholic beverages or unauthorized drugs.
5. All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs pose an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

DEFINITIONS:

1. Unauthorized Drug- Any drug that cannot be obtained legally or has been illegally obtained, including prescription drugs obtained without a prescription, prescribed or over the counter drugs used other than as properly instructed and drugs sold or represented as being illegal. This definition includes, but is not limited to Amphetamines, Marijuana or Cannabinoids, Cocaine, Opiates, Phencyclidine, or any of their derivatives or metabolites.
2. Authorized Drug – Prescribed drugs that are used as prescribed by a medical professional or over the counter drugs used as intended by the manufacturer.
3. Under the Influence – For the purpose of this Policy, that the employee is either visibly affected by alcohol or an unauthorized drug, or a testing device or medical test or examination demonstrates any detectable amount of an unauthorized drug, alcohol or a metabolite of either, in the employee's blood, breath, urine or body.

VIOLATION OF THE POLICY:

1. Employees who violate the ~~Anti~~-Substance Abuse Policy will be subject to disciplinary action, including termination.
2. After a positive drug test, or upon reasonable suspicion that an employee has violated this policy, a pre-disciplinary hearing will be scheduled, in accordance with the Employer's Personnel Policies.
3. Any employees who suffers from drug or alcohol abuse, may request employer assistance, before the occurrence of any misconduct or the commencement of disciplinary action. ~~You~~ The employee may be eligible for referral to the Employee Assistance Program (EAP) or for a medical leave of absence. ~~We encourage any employee~~ Employees with a problem are encouraged to contact the Human Resources Representative for details. Such requests are considered confidential. An employee referred to the EAP is not relieved from job expectation requirements.

DRUG TESTING:

As a part of our policy to ensure a substance abuse free workplace, employees may be asked to submit to a medical examination and/or tested for the presence of alcohol and/or drugs. The Employer reserves the right, at ~~our~~ the employer's discretion, to examine and test for drugs and alcohol. Some such situations where testing may be requested may include, but not be limited, to the following circumstances.

1. All employees who are offered employment;
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
3. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
4. As a follow-up to a rehabilitation program;
5. As necessary for the safety of employees, patients, clients or the public at large, where allowed by statute;
6. When an employee returns to duty after an absence other than from accrued time off such as vacation or sick leave.

It is a condition of your continued employment that you comply with this Substance Abuse Policy.

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

FISCAL YEAR 2021-2022

Budget Amendment #1

January 27, 2022

**BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
OCTOBER 2021- SEPTEMBER 2022
Amend #1 Budget - 1/27/2022**

TOTAL REVENUES

STATE/FED	ELPHS	COUNTY APPROP	FEES OTHER	AMEND #1 BUDGET	DIFFERENCE	ORIGINAL BUDGET
\$ 5,602,883	\$ 1,061,220	\$ 768,181	\$ 1,264,542	\$ 8,696,826	\$ 387,585	\$ 8,309,241
64.4%	12.2%	8.8%	14.5%			

OTHER:

Salary/Fringe Payoff 008			\$ 80,000	\$ 80,000	\$ 10,000	\$ 70,000
Capital Improvements 023	\$ -	\$ -	\$ 138,000	\$ 138,000	\$ 15,000.00	\$ 123,000
MERS Pension Underfunded 024			\$ 22,590	\$ 44,590	\$ 0.00	\$ 44,590
Dental Clinic - St. Joseph Co. 021	\$ -	\$ -	\$ 33,300	\$ 33,300	\$ 0.00	\$ 33,300
Dental Clinic - Hillsdale Co. 029	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 4,000.00	\$ 8,000
TOTAL OTHER	\$ -	\$ -	\$ 160,590	\$ 147,300	\$ 307,890	\$ 278,890

CORE SUPPORT SERVICES:

General Administration 010	\$ -	\$ -	\$ -	\$ 25,749	\$ 25,749	\$ 501.00	\$ 25,248
Area Agency on Aging 012	\$ 1,261,651	\$ -	\$ -	\$ 91,076	\$ 1,352,727	\$ 136,820.00	\$ 1,215,907
VOCA 014	\$ 205,743	\$ -	\$ -	\$ -	\$ 205,743	\$ (10,036.00)	\$ 215,779
Emergency Preparedness 032	\$ 130,536	\$ -	\$ 33,112	\$ -	\$ 163,648	\$ 1,781.00	\$ 161,867
TOTAL CORE SUPPORT	\$ 1,597,930	\$ -	\$ 33,112	\$ 116,825	\$ 1,747,867	\$ 129,066.00	\$ 1,618,801

PREVENTION SERVICES:

Medicaid Enrollment (OR) 107	\$ 9,313	\$ -	\$ 9,313	\$ -	\$ 18,626	\$ (15,054.00)	\$ 33,680
WIC Breastfeeding 108	\$ 89,014	\$ -	\$ 27,863	\$ -	\$ 116,877	\$ (10,668.00)	\$ 127,545
WIC - Women, Infants, & Chil 109	\$ 908,156	\$ -	\$ 48,608	\$ 11,000	\$ 967,764	\$ (36,037.00)	\$ 1,003,801
CSHCS Medicaid Outreach 112	\$ 25,035	\$ -	\$ 47,816	\$ -	\$ 72,851	\$ (1,794.00)	\$ 74,645
MCH Enabling Women 115	\$ 55,375	\$ -	\$ 531	\$ -	\$ 55,906	\$ (9,416.00)	\$ 65,322
Immunization IAP (Private) 138	\$ 662,074	\$ -	\$ -	\$ 176,250	\$ 838,324	\$ (40,434.00)	\$ 878,758
Dental Outreach 185				\$ 65,067	\$ 65,067	\$ 65,067.00	\$ -
Children's Special Health Car 325	\$ 182,729	\$ -	\$ -	\$ -	\$ 182,729	\$ (4,000.00)	\$ 186,729
School Vision 326	\$ 21,800	\$ 48,509	\$ 8,760	\$ 20,000	\$ 99,069	\$ (9,331.00)	\$ 108,400
School Hearing 327	\$ 21,600	\$ 48,509	\$ 8,735	\$ 20,000	\$ 98,844	\$ (8,381.00)	\$ 107,225
MCH Enabling Children 329	\$ 39,034	\$ -	\$ 505	\$ -	\$ 39,539	\$ (3,503.00)	\$ 43,042
STD Prevention & Control 331	\$ -	\$ 98,026	\$ 45,886	\$ 800	\$ 144,712	\$ (853.00)	\$ 145,565
HIV Prevention & Control 332	\$ 20,000	\$ -	\$ 18,115	\$ -	\$ 38,115	\$ (5,422.00)	\$ 43,537
Immunization Vaccine Handlir 338	\$ 83,814	\$ 165,117	\$ 97	\$ 50,400	\$ 299,428	\$ (34,182.00)	\$ 333,610
Infectious Disease 341	\$ 5,666	\$ 196,652	\$ 821	\$ 84,000	\$ 287,139	\$ 6,440.00	\$ 280,699
Lead Testing 345	\$ 15,650	\$ -	\$ 9,961	\$ -	\$ 25,611	\$ (840.00)	\$ 26,451
ELC Infection Prevention 351	\$ 90,000	\$ -	\$ 728	\$ -	\$ 90,728	\$ (756.00)	\$ 91,484
Epi Lab Contact Tracing, CI, 352	\$ 516,095	\$ -	\$ 151,527	\$ -	\$ 667,622	\$ 137,226.00	\$ 530,396
CDC COVID Immz 363	\$ 784,102	\$ -	\$ 4,155	\$ -	\$ 788,257	\$ (12,689.00)	\$ 800,946
CSHCS Vaccine 371	\$ 14,007	\$ -	\$ 140	\$ -	\$ 14,147	\$ 14,147.00	\$ -
AAA COVID Vaccine 374	\$ 16,983	\$ -	\$ 180	\$ -	\$ 17,163	\$ 17,163.00	\$ -
TOTAL PREVENTION	\$ 3,560,447	\$ 556,813	\$ 383,741	\$ 427,517	\$ 4,928,518	\$ 46,683.00	\$ 4,881,835

HEALTH PROMOTION:

Workforce Development 101	\$ 48,535	\$ -	\$ 695	\$ -	\$ 49,230	\$ (3,274.00)	\$ 52,504
Carseat 201	\$ -	\$ -	\$ 25,889	\$ -	\$ 25,889	\$ (708.00)	\$ 26,597
Community Stabilization (Ma 200	\$ 84,881	\$ -	\$ -	\$ -	\$ 84,881	\$ 27,436.00	\$ 57,445
Medical Marihuana BR 212	\$ 22,176	\$ -	\$ 201	\$ -	\$ 22,377	\$ 22,377.00	\$ -
Medical Marihuana HD 230	\$ 12,966	\$ -	\$ 193	\$ -	\$ 13,159	\$ 13,159.00	\$ -
Medical Marihuana SJ 275	\$ 7,744	\$ -	\$ 119	\$ -	\$ 7,863	\$ 7,863.00	\$ -
HRSA RCORP 400	\$ 85,995	\$ -	\$ -	\$ -	\$ 85,995	\$ 85,995.00	\$ -
Grant Writing 405	\$ 3,002	\$ -	\$ -	\$ -	\$ 3,002	\$ 3,002.00	\$ -
Tel-A-Health, Coldwater 321	\$ -	\$ -	\$ 4,984	\$ 36,000	\$ 40,984	\$ 4,057.00	\$ 36,927
TOTAL HEALTH PROMOTION	\$ 265,299	\$ -	\$ 32,081	\$ 36,000	\$ 333,380	\$ 159,907.00	\$ 173,473

ENVIRONMENTAL HEALTH PROTECTION

Vector Borne Disease Surveil 035	\$ 27,000	\$ -	\$ 5,414	\$ -	\$ 32,414	\$ (853.00)	\$ 33,267
General Environmental Health 605	\$ 11,888	\$ -	\$ 11,513	\$ 14,700	\$ 38,101	\$ 739.00	\$ 37,362
Food Protection 704	\$ 55,000	\$ 159,151	\$ 37,561	\$ 234,000	\$ 485,712	\$ 4,296.00	\$ 481,416
Onsite Sewage 714	\$ 23,600	\$ 182,499	\$ 24,664	\$ 131,200	\$ 361,963	\$ 7,022.00	\$ 354,941
Drinking Water Supply 721	\$ 1,400	\$ 162,757	\$ 40,806	\$ 157,000	\$ 361,963	\$ 7,022.00	\$ 354,941
PFAS - Mendon 722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -
PFAS - White Pigeon 723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -
Type II Water 745	\$ 60,319	\$ -	\$ 38,699	\$ -	\$ 99,018	\$ 4,703.00	\$ 94,315
TOTAL ENVIRONMENTAL HEALTH	\$ 179,207	\$ 504,407	\$ 158,657	\$ 536,900	\$ 1,379,171	\$ 22,929	\$ 1,356,242

Total Amend #1 Budget Revenues \$ 8,696,826

Total Original Budget Revenues \$ 8,309,241

Difference \$ 387,585

TOTAL LOCAL DOLLARS TO AGENCY FY 2021-22
\$ 768,181.00

BRANCH-HILLSDALE-ST. JOSEPH
 COMMUNITY HEALTH AGENCY
 OCTOBER 2021- SEPTEMBER 2022
 Amend #1 Budget - 1/27/2022

TOTAL EXPENSES

	Prior Year Actual (2020-2021)	Original Budget 2021-22	Amendment #1 Budget 2021-22	DIFFERENCE
	\$ 8,461,328	\$ 8,309,241	\$ 8,696,826	\$ 387,585
OTHER:				
Salary/Fringe Payoff	\$ 78,688	\$ 70,000	\$ 80,000	10,000
Capital Improvements	\$ 213,232	\$ 123,000	\$ 138,000	15,000
MERS Pension Underfunded	\$ 860,141	\$ 44,590	\$ 44,590	0
Dental Clinic - St. Joseph Co.	\$ 33,300	\$ 33,300	\$ 33,300	0
Dental Clinic - Hillsdale Co.	\$ 8,048	\$ 8,000	\$ 12,000	4,000
TOTAL OTHER	\$ 1,193,409	\$ 278,890	\$ 307,890	\$ 29,000
CORE SUPPORT SERVICES:				
General Administration	\$ 26,466	\$ 25,248	\$ 25,749	501
Area Agency on Aging	\$ 1,265,156	\$ 1,215,907	\$ 1,352,727	136,820
VOCA	\$ 131,984	\$ 215,779	\$ 205,743	(10,036)
Emergency Preparedness	\$ 144,749	\$ 161,867	\$ 163,648	1,781
TOTAL CORE SUPPORT	\$ 1,568,356	\$ 1,618,801	\$ 1,747,867	\$ 129,066
PREVENTION SERVICES:				
Medicaid Outreach	\$ 11,582	\$ 33,680	\$ 18,626	(15,054)
WIC - Breastfeeding	\$ 84,407	\$ 127,545	\$ 116,877	(10,668)
WIC - Women, Infants, & Children	\$ 759,734	\$ 1,003,801	\$ 967,764	(36,037)
CSHCS Medicaid Outreach	\$ 22,505	\$ 74,645	\$ 72,851	(1,794)
MCH Enabling Women	\$ 34,594	\$ 65,322	\$ 55,906	(9,416)
Dental Outreach	\$ -	\$ -	\$ 65,067	65,067
Immunization Clinics	\$ 459,010	\$ 878,758	\$ 838,324	(40,434)
Immunization/Vaccine Handling	\$ 290,906	\$ 333,610	\$ 299,428	(34,182)
Children's Special Health Care Services	\$ 183,779	\$ 186,729	\$ 182,729	(4,000)
School Vision & Hearing Clinics	\$ 159,421	\$ 215,625	\$ 197,913	(17,712)
MCH Enabling Children	\$ 28,789	\$ 43,042	\$ 39,539	(3,503)
STD Prevention & Control	\$ 122,088	\$ 145,565	\$ 144,712	(853)
HIV Prevention & Control	\$ 20,627	\$ 43,537	\$ 38,115	(5,422)
Infectious Disease	\$ 238,870	\$ 280,699	\$ 287,139	6,440
Lead Testing	\$ 22,064	\$ 26,451	\$ 25,611	(840)
CSHCS Vaccine	\$ -	\$ -	\$ 14,147	14,147
AAA COVID Vaccine	\$ -	\$ -	\$ 17,163	17,163
COVID-19 Response	\$ 192,595	\$ -	\$ -	0
ELC Infection Prevention	\$ 76,002	\$ 91,484	\$ 90,728	(756)
Epi Lab Contact Tracing, CI, TC, VM, WA Sr	\$ 594,878	\$ 530,396	\$ 667,622	137,226
CRF Contact Tracing	\$ 324,621	\$ -	\$ -	0
CRF Testing	\$ 151,681	\$ -	\$ -	0
CRF Immunizations	\$ 34,863	\$ -	\$ -	0
COVID-19 Immz Influenza	\$ -	\$ -	\$ -	0
COVID-19 Immunization	\$ 120,696	\$ -	\$ -	0
CDC COVID-19 Immz	\$ 331,375	\$ 800,946	\$ 788,257	(12,689)
ELC Contact Tracing and Wraparound	\$ -	\$ -	\$ -	0
TOTAL PREVENTION	\$ 4,265,085	\$ 4,881,835	\$ 4,928,518	\$ 46,683
HEALTH PROMOTION:				
Workforce Development	\$ 36,901	\$ 52,504	\$ 49,230	(3,274)
Car seat	\$ 13,261	\$ 26,597	\$ 25,889	(708)
Community Stabilization (Marketing)	\$ 27,792	\$ 57,445	\$ 84,881	27,436
Medical Marihuana BR	\$ 18,104	\$ -	\$ 22,377	22,377
Medical Marihuana HD	\$ 11,086	\$ -	\$ 13,159	13,159
Medical Marihuana SJ	\$ 6,592	\$ -	\$ 7,863	7,863
HRSA RCOBP	\$ 111,653	\$ -	\$ 85,995	85,995
Grant Writing	\$ -	\$ -	\$ 3,002	3,002
Tel-A-Health	\$ 29,439	\$ 36,927	\$ 40,984	4,057
TOTAL HEALTH PROMOTION	\$ 254,827	\$ 173,473	\$ 333,380	\$ 159,907
ENVIRONMENTAL HEALTH PROTECTION				
Vector Borne	\$ 21,895	\$ 33,267	\$ 32,414	(853)
General Environmental Health	\$ 30,816	\$ 37,362	\$ 38,101	739
Food Protection	\$ 390,290	\$ 481,416	\$ 485,712	4,296
Onsite Sewage	\$ 323,892	\$ 354,941	\$ 361,963	7,022
Drinking Water Supply	\$ 323,892	\$ 354,941	\$ 361,963	7,022
PFAS - Mendon	\$ 54	\$ -	\$ -	0
PFAS - White Pigeon	\$ 4,963	\$ -	\$ -	0
Type II Water	\$ 83,848	\$ 94,315	\$ 99,018	4,703
TOTAL ENVIRONMENTAL HEALTH	\$ 1,179,651	\$ 1,356,242	\$ 1,379,171	\$ (22,929)

**Annual Budget
for
Comprehensive Local Health Services**

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022		Prepared By: Brenae Corbell & Theresa Fisher Approved By: Board of Health						
	008	009	010	012	014	021	023	024
	SALARY/FRINGE PAYOFF	SPACE ALLOCATION	GENERAL ADMINISTRATION	AREA AGENCY ON AGING	VOCA	DENTAL CLINIC THREE RIVERS	CAPITAL IMPROVEMENTS	MERS PENSION UNDERFUNDED
PROGRAM EXPENSES								
1. SALARIES & WAGES	80,000		334,477	190,880	94,774			
2. FRINGE BENEFITS			558,319	76,931	35,212			44,590
3. CAP EXP FOR EQUIP & FAC							138,000	
4. CONTRACTUAL (SUBCONTRACTS)				936,316	1,500			
5. SUPPLIES & MATERIALS			24,600	9,400	6,800			
6. TRAVEL			8,000	10,000	8,000			
7. COMMUNICATION			28,000	3,000	1,800			
8. COUNTY/CITY CENTRAL SERVICES								
9. SPACE COSTS		239,083						
SPACE ALLOCATION		(239,083)	100,115	5,026	2,656	-	-	-
10. ALL OTHERS (ADP & MISC.)			174,275	45,200	18,125	33,300		
TOTAL PROGRAM EXPENSES	80,000	-	1,227,787	1,276,753	168,868	33,300	138,000	44,590
1. INDIRECT COST		-	(1,202,038)	75,974	36,875	-	-	-
28.36857%								
2. COST ALLOCATION PLAN/OTHER								
COMMUNITY HEALTH SERVICES								
PREVENTION SERVICES								
IMMUNIZATION DISTRIBUTION								
CSHCS DISTRIBUTION								
ENVIRONMENTAL HEALTH								
TOTAL INDIRECT COST	-	-	(1,202,038)	75,974	36,875	-	-	-
TOTAL EXPENDITURES	80,000	-	25,749	1,352,727	205,743	33,300	138,000	44,590
SOURCE OF FUNDS								
1. FEES & COLLECTIONS - 1ST & 2ND PARTY			40					
2. FEES & COLLECTIONS - 3RD PARTY								
3. FED/STATE FUNDING (NON-MDHHS)				1,261,651	205,743			
4. FEDERAL MEDICAID COST BASED REIMB.								
5. FEDERALLY PROVIDED VACCINES								
6. FEDERAL MEDICAID OUTREACH								
7. REQUIRED MATCH - LOCAL								
8. LOCAL - NON ELPHS				32,504				
9. LOCAL - NON ELPHS				25,672				
10. LOCAL - NON ELPHS						33,300		
11. OTHER - NON ELPHS	80,000		25,709	32,900				22,000
12. MDHHS NON COMPREHENSIVE								
13. MDHHS COMPREHENSIVE								
14. ELPHS MDHHS HEARING								
15. ELPHS MDHHS VISION								
16. ELPHS MDHHS OTHER								
17. ELPHS FOOD								
18. ELPHS PRIVATE/TYPE III WATER								
19. ELPHS ON-SITE WASTEWATER TREATMENT								
20. MCH FUNDING								
21. LOCAL - COUNTY APPROPRIATIONS							138,000	22,590
22. INKIND MATCH								
23. MDHHS FIXED UNIT RATE								
MDHHS LOCAL COMM STABILIZATION								
TOTAL SOURCE OF FUNDS	80,000	-	25,749	1,352,727	205,743	33,300	138,000	44,590
USE OF DESIGNATED FUND BALANCE	-	-	-	0	(0)	-	-	-
USE OF FUND BALANCE								

**Annual Budget
for
Comprehensive Local Health Services**

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022		029	032 - 9 Mth	32 - 3 Mth	35	101	107	108	109
PROGRAM EXPENSES		DENTAL CLINIC HILLSDALE	PUBLIC HEALTH EMERG. PREP.	PUBLIC HEALTH EMERG. PREP.	VECTOR BORNE DISEASE	WORKFORCE 10/1/19-9/30/20	MEDICAID OUTREACH	WIC BREASTFEEDING	WIC RESIDENTIAL
1. SALARIES & WAGES			51,458	17,153	19,050	5,435	4,975	61,117	449,069
2. FRINGE BENEFITS			23,868	7,956	1,805	1,869	2,269	6,827	182,863
3. CAP EXP FOR EQUIP & FAC									
4. CONTRACTUAL (SUBCONTRACTS)									
5. SUPPLIES & MATERIALS			680	480	310	50	575	2,900	16,600
6. TRAVEL			4,000	1,000	5,000	100	250	3,200	10,000
7. COMMUNICATION			17,000	4,000	25	50	100	1,200	13,000
8. COUNTY/CITY CENTRAL SERVICES									
9. SPACE COSTS									
SPACE ALLOCATION		-	796	265	8	104	93	4,966	27,506
10. ALL OTHERS (ADP & MISC.)		12,000	3,250	3,250	300	39,550	1,600	8,200	57,200
TOTAL PROGRAM EXPENSES		12,000	101,052	34,104	26,498	47,158	9,862	88,410	756,237
1. INDIRECT COST		-	21,369	7,123	5,916	2,072	2,055	19,275	179,270
28.36857%									
2. COST ALLOCATION PLAN/OTHER									
COMMUNITY HEALTH SERVICES							6,413	6,413	6,413
PREVENTION SERVICES							296	2,779	25,844
IMMUNIZATION DISTRIBUTION									
CSHCS DISTRIBUTION									
ENVIRONMENTAL HEALTH									
TOTAL INDIRECT COST		-	21,369	7,123	5,916	2,072	8,764	28,466	211,527
TOTAL EXPENDITURES		12,000	122,421	41,227	32,414	49,230	18,627	116,877	967,764
SOURCE OF FUNDS									
1. FEES & COLLECTIONS - 1ST & 2ND PARTY									
2. FEES & COLLECTIONS - 3RD PARTY									11,000
3. FED/STATE FUNDING (NON-MDHHS)									
4. FEDERAL MEDICAID COST BASED REIMB.									
5. FEDERALLY PROVIDED VACCINES									
6. FEDERAL MEDICAID OUTREACH							9,313		
7. REQUIRED MATCH - LOCAL			9,790	3,263			9,313		
8. LOCAL - NON ELPHS									
9. LOCAL - NON ELPHS									
10. LOCAL - NON ELPHS		12,000							
11. OTHER - NON ELPHS									
12. MDHHS NON COMPREHENSIVE									
13. MDHHS COMPREHENSIVE			97,902	32,634	27,000	48,535	-	89,014	908,156
14. ELPHS MDHHS HEARING									
15. ELPHS MDHHS VISION									
16. ELPHS MDHHS OTHER									
17. ELPHS FOOD									
18. ELPHS PRIVATE/TYPER III WATER									
19. ELPHS ON-SITE WASTEWATER TREATMENT									
20. MCH FUNDING									
21. LOCAL - COUNTY APPROPRIATIONS			14,729	5,329	5,414	695		27,863	48,608
22. INKIND MATCH									
23. MDHHS FIXED UNIT RATE									
MDHHS LOCAL COMM STABLIZATION									
TOTAL SOURCE OF FUNDS		12,000	122,421	41,227	32,414	49,230	18,627	116,877	967,764
-		-	0	0	-	-	-	-	-
USE OF DESIGNATED FUND BALANCE									
USE OF FUND BALANCE									

**Annual Budget
for
Comprehensive Local Health Services**

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022		112	115	138	185	199	200	201	212
PROGRAM EXPENSES		CSHCS MEDICAID OUTREACH	MCH ENABLING WOMEN	IMMUNIZATION/ IAP	DENTAL OUTREACH	PREVENTION SERV. ADM.	COMMUNITY STABLIZATION	CARSEAT	MARIJUANA BRANCH
1. SALARIES & WAGES			10,068	222,903	7,434	38,877	39,498	15,912	4,488
2. FRINGE BENEFITS			3,408	87,776	2,976	10,152	22,549	1,217	1,643
3. CAP EXP FOR EQUIP & FAC									
4. CONTRACTUAL (SUBCONTRACTS)									
5. SUPPLIES & MATERIALS			2,650	253,100	575	500	1,500	100	100
6. TRAVEL			1,000	3,000	25	1,300	500	3,000	25
7. COMMUNICATION			500	2,600	100	500	500	300	25
8. COUNTY/CITY CENTRAL SERVICES									
9. SPACE COSTS									
SPACE ALLOCATION		-	219	16,135	4	33,518	333	-	57
10. ALL OTHERS (ADP & MISC.)			27,275	345,556	51,000	920	2,400	500	14,300
TOTAL PROGRAM EXPENSES		-	45,119	931,070	62,114	85,767	67,279	21,029	20,638
1. INDIRECT COST		-	3,823	88,135	2,953	13,909	17,602	4,859	1,739
28.36857%									
2. COST ALLOCATION PLAN/OTHER									
COMMUNITY HEALTH SERVICES			6,413	6,413					
PREVENTION SERVICES			551	12,706		(99,675)			
IMMUNIZATION DISTRIBUTION				(200,000)					
CSHCS DISTRIBUTION		72,851							
ENVIRONMENTAL HEALTH									
TOTAL INDIRECT COST		72,851	10,787	(92,746)	2,953	(85,767)	17,602	4,859	1,739
TOTAL EXPENDITURES		72,851	55,906	838,324	65,067	-	84,881	25,889	22,377
SOURCE OF FUNDS									
1. FEES & COLLECTIONS - 1ST & 2ND PARTY				15,000		-			
2. FEES & COLLECTIONS - 3RD PARTY				158,750		-			
3. FED/STATE FUNDING (NON-MDHHS)									22,176
4. FEDERAL MEDICAID COST BASED REIMB.				290,285					
5. FEDERALLY PROVIDED VACCINES				300,000					
6. FEDERAL MEDICAID OUTREACH		25,035							
7. REQUIRED MATCH - LOCAL		25,035							
8. LOCAL - NON ELPHS									
9. LOCAL - NON ELPHS									
10. LOCAL - NON ELPHS									
11. OTHER - NON ELPHS				2,500	65,067				
12. MDHHS NON COMPREHENSIVE									
13. MDHHS COMPREHENSIVE				71,789					
14. ELPHS MDHHS HEARING									
15. ELPHS MDHHS VISION									
16. ELPHS MDHHS OTHER									
17. ELPHS FOOD									
18. ELPHS PRIVATE/TYPE III WATER									
19. ELPHS ON-SITE WASTEWATER TREATMENT									
20. MCH FUNDING			55,375						
21. LOCAL - COUNTY APPROPRIATIONS		22,781	531					25,889	201
22. INKIND MATCH									
23. MDHHS FIXED UNIT RATE									
MDHHS LOCAL COMM STABLIZATION							84,881		
TOTAL SOURCE OF FUNDS		72,851	55,906	838,324	65,067	-	84,881	25,889	22,377
		-	-	0		-	-	(0)	-
USE OF DESIGNATED FUND BALANCE									
USE OF FUND BALANCE									

**Annual Budget
for
Comprehensive Local Health Services**

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022								
	230	255	275	321	325	326	327	329
	MARIJUANA HILLSDALE	COMMUNITY HEALTH SERVICES	MARIJUANA ST JOSEPH	CHC-TELE A HEALTH	CSHCS OR & ADVOCACY	VISION	HEARING	MCH - ENABLING SERVICES CHILDREN
PROGRAM EXPENSES								
1. SALARIES & WAGES	3,640	51,845	2,523	24,303	137,861	38,981	38,981	9,229
2. FRINGE BENEFITS	1,158	20,697	889	1,859	32,333	19,756	19,756	3,644
3. CAP EXP FOR EQUIP & FAC								
4. CONTRACTUAL (SUBCONTRACTS)								
5. SUPPLIES & MATERIALS	100	3,600	100	1,800	5,100	1,425	1,000	9,300
6. TRAVEL	25	3,000	25	2,000	6,000	3,000	3,200	800
7. COMMUNICATION	25	500	25	800	1,500	500	500	300
8. COUNTY/CITY CENTRAL SERVICES								
9. SPACE COSTS								
SPACE ALLOCATION	50	1,353	33	-	2,905	1,074	1,074	175
10. ALL OTHERS (ADP & MISC.)	6,800	7,450	3,300	2,800	8,225	8,855	8,855	5,500
TOTAL PROGRAM EXPENSES	11,798	88,445	6,895	33,562	193,925	73,591	73,366	28,948
1. INDIRECT COST	1,361	20,579	968	7,422	48,282	16,663	16,663	3,652
28.36857%								
2. COST ALLOCATION PLAN/OTHER								
COMMUNITY HEALTH SERVICES		(109,024)		-	6,413	6,413	6,413	6,413
PREVENTION SERVICES					6,960	2,402	2,402	526
IMMUNIZATION DISTRIBUTION								
CSHCS DISTRIBUTION					(72,851)			
ENVIRONMENTAL HEALTH								
TOTAL INDIRECT COST	1,361	(88,445)	968	7,422	(11,196)	25,478	25,478	10,591
TOTAL EXPENDITURES	13,159	-	7,863	40,984	182,729	99,069	98,844	39,539
SOURCE OF FUNDS								
1. FEES & COLLECTIONS - 1ST & 2ND PARTY						20,000	20,000	
2. FEES & COLLECTIONS - 3RD PARTY								
3. FED/STATE FUNDING (NON-MDHHS)	12,966		7,744					
4. FEDERAL MEDICAID COST BASED REIMB.						21,800	21,600	
5. FEDERALLY PROVIDED VACCINES								
6. FEDERAL MEDICAID OUTREACH								
7. REQUIRED MATCH - LOCAL								
8. LOCAL - NON ELPHS								
9. LOCAL - NON ELPHS								
10. LOCAL - NON ELPHS				36,000				
11. OTHER - NON ELPHS								
12. MDHHS NON COMPREHENSIVE								
13. MDHHS COMPREHENSIVE					116,729			
14. ELPHS MDHHS HEARING							48,509	
15. ELPHS MDHHS VISION						48,509		
16. ELPHS MDHHS OTHER								
17. ELPHS FOOD								
18. ELPHS PRIVATE/TYPER III WATER								
19. ELPHS ON-SITE WASTEWATER TREATMENT								
20. MCH FUNDING								39,034
21. LOCAL - COUNTY APPROPRIATIONS	193		119	4,984		8,760	8,735	505
22. INKIND MATCH								
23. MDHHS FIXED UNIT RATE					66,000			
MDHHS LOCAL COMM STABILIZATION								
TOTAL SOURCE OF FUNDS	13,159	-	7,863	40,984	182,729	99,069	98,844	39,539
	-	-	-	(0)	-	-	-	-
USE OF DESIGNATED FUND BALANCE								
USE OF FUND BALANCE								

**Annual Budget
for
Comprehensive Local Health Services**

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022									
	331	332	338	341	345	351	352	363	
	SEXUAL TRANS. DISEASES	HIV PREVENTION	IMMUNIZATION/ VACCINE HANDLING	INFECTIOUS DISEASE	LEAD TESTING	ELC COVID INFECT PREVENTION	EPI LAB CAP CT, CI TC VM WA SERVICES	CDC COVID IMMZ	
PROGRAM EXPENSES									
1. SALARIES & WAGES	60,393	15,472	38,237	111,890	13,832	42,773	263,568	345,956	
2. FRINGE BENEFITS	26,123	6,585	18,563	44,522	3,177	18,706	65,407	91,743	
3. CAP EXP FOR EQUIP & FAC									
4. CONTRACTUAL (SUBCONTRACTS)									
5. SUPPLIES & MATERIALS	2,325	415	750	33,620	650	4,000	15,000	28,000	
6. TRAVEL	1,000	300	400	1,600	1,000	3,200	3,000	16,000	
7. COMMUNICATION	200	50	3,000	600	25	500	5,800	7,000	
8. COUNTY/CITY CENTRAL SERVICES									
9. SPACE COSTS									
SPACE ALLOCATION	1,672	220	827	2,828	186	709	8,856	2,276	
10. ALL OTHERS (ADP & MISC.)	18,505	1,500	12,801	34,896	1,220	3,400	192,800	148,800	
TOTAL PROGRAM EXPENSES	110,218	24,542	74,578	229,957	20,090	73,287	554,430	639,775	
1. INDIRECT COST	24,543	6,257	16,113	44,372	4,825	17,441	93,325	124,169	
28.36857%									
2. COST ALLOCATION PLAN/OTHER									
COMMUNITY HEALTH SERVICES	6,413	6,413	6,413	6,413			6,413	6,414	
PREVENTION SERVICES	3,538	902	2,323	6,397	696		13,454	17,900	
IMMUNIZATION DISTRIBUTION			200,000						
CSHCS DISTRIBUTION									
ENVIRONMENTAL HEALTH									
TOTAL INDIRECT COST	34,494	13,573	224,850	57,182	5,521	17,441	113,192	148,483	
TOTAL EXPENDITURES	144,712	38,115	299,428	287,139	25,611	90,728	667,623	788,259	
SOURCE OF FUNDS									
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	800		500	500					
2. FEES & COLLECTIONS - 3RD PARTY			49,900	83,500					
3. FED/STATE FUNDING (NON-MDHHS)									
4. FEDERAL MEDICAID COST BASED REIMB.			47,000	5,500	9,650				
5. FEDERALLY PROVIDED VACCINES									
6. FEDERAL MEDICAID OUTREACH									
7. REQUIRED MATCH - LOCAL									
8. LOCAL - NON ELPHS									
9. LOCAL - NON ELPHS									
10. LOCAL - NON ELPHS									
11. OTHER - NON ELPHS									
12. MDHHS NON COMPREHENSIVE									
13. MDHHS COMPREHENSIVE		20,000	29,814	166		90,000	516,095	784,102	
14. ELPHS MDHHS HEARING									
15. ELPHS MDHHS VISION									
16. ELPHS MDHHS OTHER	98,026		165,117	196,652					
17. ELPHS FOOD									
18. ELPHS PRIVATE/TYPE III WATER									
19. ELPHS ON-SITE WASTEWATER TREATMENT									
20. MCH FUNDING									
21. LOCAL - COUNTY APPROPRIATIONS	45,886	18,115	97	821	9,961	728	151,528	4,157	
22. INKIND MATCH									
23. MDHHS FIXED UNIT RATE			7,000		6,000				
MDHHS LOCAL COMM STABLIZATION									
TOTAL SOURCE OF FUNDS	144,712	38,115	299,428	287,139	25,611	90,728	667,623	788,259	
	-	-	-	(0)	-	(0)	(0)	(0)	
USE OF DESIGNATED FUND BALANCE									
USE OF FUND BALANCE									

**Annual Budget
for
Comprehensive Local Health Services**

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022		371	374	400	405	605	704	714	721
PROGRAM EXPENSES		CSHCS VACCINE	AAA COVID VAC	HRSA RCORP	GRANT WRITING	GENERAL ENVIRO. HEALTH	FOOD PROTECTION	ONSITE SEWAGE DISPOSAL	DRINKING WATER SUPPLY
1. SALARIES & WAGES		2,981	3,707	13,922	1,117	385,266	251,163		
2. FRINGE BENEFITS		883	2,095	3,567	269	144,348	78,054		
3. CAP EXP FOR EQUIP & FAC									
4. CONTRACTUAL (SUBCONTRACTS)									
5. SUPPLIES & MATERIALS		4,100	1,910	2,100	55	7,650	4,250		
6. TRAVEL		350	25	13,611	25	27,000	15,000		
7. COMMUNICATION		300	25	3,600	25	2,000	1,400		
8. COUNTY/CITY CENTRAL SERVICES									
9. SPACE COSTS									
SPACE ALLOCATION		37	54	226	18	17,355	12,338		
10. ALL OTHERS (ADP & MISC.)		4,400	7,700	44,008	1,100	21,750	23,700		
TOTAL PROGRAM EXPENSES		13,051	15,517	81,034	2,609	605,369	385,905	-	-
1. INDIRECT COST		1,096	1,646	4,961	393	150,244	93,394	-	-
28.36857%									
2. COST ALLOCATION PLAN/OTHER									
COMMUNITY HEALTH SERVICES						6,413	6,413		
PREVENTION SERVICES									
IMMUNIZATION DISTRIBUTION									
CSHCS DISTRIBUTION									
ENVIRONMENTAL HEALTH						(723,925)		361,963	361,963
TOTAL INDIRECT COST		1,096	1,646	4,961	393	(567,268)	99,807	361,963	361,963
TOTAL EXPENDITURES		14,147	17,163	85,996	3,002	38,101	485,712	361,963	361,963
SOURCE OF FUNDS									
1. FEES & COLLECTIONS - 1ST & 2ND PARTY						13,700	234,000	131,200	157,000
2. FEES & COLLECTIONS - 3RD PARTY									
3. FED/STATE FUNDING (NON-MDHHS)				85,995		11,888		23,600	1,400
4. FEDERAL MEDICAID COST BASED REIMB.									
5. FEDERALLY PROVIDED VACCINES									
6. FEDERAL MEDICAID OUTREACH									
7. REQUIRED MATCH - LOCAL									
8. LOCAL - NON ELPHS									
9. LOCAL - NON ELPHS									
10. LOCAL - NON ELPHS									
11. OTHER - NON ELPHS						1,000			
12. MDHHS NON COMPREHENSIVE									
13. MDHHS COMPREHENSIVE		14,007	16,983						
14. ELPHS MDHHS HEARING									
15. ELPHS MDHHS VISION									
16. ELPHS MDHHS OTHER									
17. ELPHS FOOD							159,151		
18. ELPHS PRIVATE/TYPER III WATER									162,757
19. ELPHS ON-SITE WASTEWATER TREATMENT								182,499	
20. MCH FUNDING									
21. LOCAL - COUNTY APPROPRIATIONS		140	180			11,513	37,561	24,664	40,806
22. INKIND MATCH									
23. MDHHS FIXED UNIT RATE									
MDHHS LOCAL COMM STABILIZATION					3,002		55,000		
TOTAL SOURCE OF FUNDS		14,147	17,163	85,995	3,002	38,101	485,712	361,963	361,963
		-	(0)	0		(0)	0	-	-
USE OF DESIGNATED FUND BALANCE									
USE OF FUND BALANCE									

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Budget Amendment #1 10/1/2021 - 9/30/2022		
	745	
PROGRAM EXPENSES	TYPE II WATER	GRAND TOTAL
1. SALARIES & WAGES	46,108	3,551,316
2. FRINGE BENEFITS	26,922	1,703,286
3. CAP EXP FOR EQUIP & FAC		138,000
4. CONTRACTUAL (SUBCONTRACTS)		937,816
5. SUPPLIES & MATERIALS	1,525	449,695
6. TRAVEL	2,000	160,961
7. COMMUNICATION	500	101,875
8. COUNTY/CITY CENTRAL SERVICES		-
9. SPACE COSTS		239,083
SPACE ALLOCATION	695	7,679
10. ALL OTHERS (ADP & MISC.)	550	1,407,116
TOTAL PROGRAM EXPENSES	78,301	8,696,826
1. INDIRECT COST	20,718	0
28.36857%		-
2. COST ALLOCATION PLAN/OTHER		-
COMMUNITY HEALTH SERVICES		0
PREVENTION SERVICES		-
IMMUNIZATION DISTRIBUTION		-
CSHCS DISTRIBUTION		-
ENVIRONMENTAL HEALTH		-
TOTAL INDIRECT COST	20,718	0
TOTAL EXPENDITURES	99,018	8,696,826
SOURCE OF FUNDS		
1. FEES & COLLECTIONS - 1ST & 2ND PARTY		592,740
2. FEES & COLLECTIONS - 3RD PARTY		303,150
		895,890
3. FED/STATE FUNDING (NON-MDHS)	60,319	1,693,482
4. FEDERAL MEDICAID COST BASED REIMB.		395,835
5. FEDERALLY PROVIDED VACCINES		300,000
6. FEDERAL MEDICAID OUTREACH		34,349
		2,423,665
7. REQUIRED MATCH - LOCAL		47,402
8. LOCAL - NON ELPHS		32,504
9. LOCAL - NON ELPHS		25,672
10. LOCAL - NON ELPHS		81,300
11. OTHER - NON ELPHS		229,176
		368,652
12. MDHHS NON COMPREHENSIVE		-
13. MDHHS COMPREHENSIVE		2,862,926
		2,862,926
14. ELPHS MDHHS HEARING		48,509
15. ELPHS MDHHS VISION		48,509
16. ELPHS MDHHS OTHER		459,795
17. ELPHS FOOD		159,151
18. ELPHS PRIVATE/TYPER III WATER		162,757
19. ELPHS ON-SITE WASTEWATER TREATMENT		182,499
		1,061,220
20. MCH FUNDING		94,409
21. LOCAL - COUNTY APPROPRIATIONS	38,699	720,779
22. INKIND MATCH		
23. MDHHS FIXED UNIT RATE		79,000
MDHHS LOCAL COMM STABILIZATION		142,883
TOTAL SOURCE OF FUNDS	99,018	8,696,826
	-	0
USE OF DESIGNATED FUND BALANCE		-
USE OF FUND BALANCE		

895,890	Fees
768,181	Local Approp
6,664,103	State/Federal
368,652	Other
-	Designated Fund Balance

8,696,826 Total Revenues

768,181.00 Agency FY County Approp.

0.00 Under (OVER) County FY Allocations

Budget Glossary

- Approp – Appropriations
- EGLE – Michigan Department of Environment, Great Lakes, and Energy
- EH – Environmental Health
- ELPHS – Essential Local Public Health Services
- MCH – Maternal Child Health
- MDHHS – Michigan Department of Health and Human Services
- MERS – Municipal Employees Retirement System of Michigan
- RCORP - Rural Communities Opioid Response Program
- State/Fed – State and Federal Funding Sources
- VOCA – Victims of Crime Acts

Budget Block Categories

1. Salaries & Wages – Includes regular, sick, vacation, cash in lieu, longevity, and holiday wages
 2. Fringe Benefits – Includes FICA tax, retirement, health insurance, workers' comp, disability, and unemployment expenses
 3. Cap Exp for Equip & Fac – Includes capital expenses for equipment or facility
 4. Contractual (Subcontracts) – Includes contractual employee costs and subcontracted vendors
 5. Supplies & Materials – Includes postage, freight, office supplies, computer supplies, medical supplies, and printing & binding
 6. Travel – mileage reimbursement
 7. Communication – telecommunication expense
 8. County/City Central Services – not used
 9. Space Costs – building expenses
 10. All Others – Legal fees, electronic fees, audit expense, consulting, advertising, professional liability insurance, hardware/software maintenance, repair & maintenance, equipment rent & lease, employee training expense, license & membership subscriptions, checking expense, and other expenses
-
1. Indirect Costs – the expenses that are not readily identified with a particular grant, project, function or activity, but are necessary for the general operations of the agency
 2. Cost Allocation Plans – allocating the costs for services received from another grant/department

Source of Funds Categories

- Fees – 1st party, 2nd party, & 3rd party
- Local Appropriations
- State/Federal Grants – ELPHS grants, AAA, VOCA, Marijuana, RCORP, EGLE, Cost based Reimbursement, Community Stabilization, lead testing, and care coordination
- Other – AAA local appropriations, dental revenue, rents, interest, miscellaneous, tel-a-health, and donations
- Designated Fund Balance – Fund balance that is designated and must be used for a specific purpose

Program List

008 – Salary/Fringe Payoff
023 – Capital Improvements
024 – MERS Pension Underfunded – Supplemental/Extra payments to the underfunded liability
021 – Dental Clinic St. Joseph
029 – Dental Clinic Hillsdale
010 – General Administration
012 – Area Agency on Aging Region IIIC (AAA)
014 – VOCA – Victims of Crime Acts Program
032 – Emergency Preparedness
107 – Medicaid Enrollment / Outreach
108 – WIC, or Women, Infants, & Children
112 – CSHCS Medicaid Outreach – Children’s Special Health Care Services Medicaid Outreach
115 – MCH Enabling Women – Maternal Child Health Grant – Safe Sleep
138 – Immunizations
185 – Dental Outreach
325 – CSHCS – Children’s Special Health Care Services
326 – School Vision Screening Program
327 – School Hearing Screening Program
329 – MCH Enabling Children – Maternal Child Health Grant –Immunization Recall
331 – Sexually Transmitted Disease Prevention & Control
332 – HIV Prevention & Control
338 – Immunization Vaccine Storage and Handling
341 – Infectious Disease
345 – Lead Case Management
351 – COVID Infection Prevention
352 – COVID Contact Tracing, Case Investigation, Testing, and Wrap Around Services
363 – COVID Immunizations
371 – CSHCS Vaccine – Children’s Special Health Care COVID Vaccine Supplemental
374 – Area Agency on Aging Covid Vaccine Supplemental
101 – Cross Jurisdictional Sharing Grant targeting Workforce Development
201 – Car Seat Program
200 – Community Stabilization Marketing for Essential Local Public Health Services Programs
212 – Medical Marihuana Education Branch County
230 – Medical Marihuana Education Hillsdale County
275 – Medical Marihuana Education St. Joseph County
400 – Health Resources & Services Administration Rural Communities Opioid Response Program Planning
405 – Grant Writing
321 – Coldwater Tel-A-Health Program
035 – Vector Borne Disease Surveillance
605 – General Environmental Health
704 – Food Protection
714 – Onsite Sewage
721 – Drinking Water Supply
722 – PFAS (Per- and polyfluoroalkyl substances) – EH Supporting Activities Mendon
723 – PFAS (Per- and polyfluoroalkyl substances) – EH Supporting Activities White Pigeon
745 – Noncommunity (Type II) Water Program

MCDC Dental Incentive motion request:

Allocate the sum of \$50,000 to MCDC from unspent dental funds to use as a 4th year of incentive for a new dental professional to be housed at the Hillsdale MCDC location.

Rebecca Burns, MPH RS
Health Officer

Background:

The Hillsdale MCDC Dental Center is a collaboration between BHSJCHA and MCDC to provide public health dental services. MCDC has been temporarily closed since Spring 2021 due to a lack of a dental professional to work at this location. Although MCDC has been attempting to recruit a dental professional for this location, they are finding competition from other dental firms who are providing significant incentives for new dentists to enter their practice. MCDC prepared the attached informational document. Funding has been pledged from Hillsdale Hospital, Hillsdale Community Foundation, Hillsdale Service Network, and MCDC at this point and will cover a three-year incentive package.



My Community Dental Centers Hillsdale

REQUEST FOR SUPPORT

Dear Friends and Partners,

Without preventive and timely dental care oral health problems become more serious and more costly. 100% of dental disease is preventable. Poor oral health leads to poor overall health outcomes and higher health care costs. People with poor oral health also face a higher risk of other health problems, like cardiovascular disease and stroke. Moreover, poor oral health exacerbates dozens of chronic conditions, including respiratory illness, cancer, and diabetes – all of which also increase a person’s risk of complications and even death due to COVID -19.

For more than 15 years, My Community Dental Centers has been committed to expanding access to quality dental care for all, with an emphasis on care to the underserved. As a non-profit 501 c 3 safety-net dental provider we currently operate 34 dental centers throughout the State of Michigan serving 87,000 patients annually.

According to recent census data 21% (9,832) of residents living in Hillsdale County are enrolled in Medicaid with an additional 8.3% (3,886) enrolled in the Healthy Michigan Plan for adults ages 19-64. Twenty percent of the population in Hillsdale County is age 65 or older, with 15% enrolled in Medicare. Medicare does not provide dental benefits leaving a majority of seniors without dental insurance.

Hillsdale County has been designated by the Health Resources and Services Administration (HRSA) as a Dental Health Professional Shortage Area (HPSA). According to the 2020 County Health Rankings report the ratio of dentists to the population in Hillsdale County was 3,040:1 compared to a statewide ratio of 1,310:1.

In 10 years since its opening, the MCDC dental center in Hillsdale has had a measurable and lasting impact on the health and well-being of the residents of Hillsdale County and surrounding communities. The center serves approximately 2,900 unduplicated patients providing over 4,700 visits on an annual basis. Our greatest achievements lie in the stories and testimonials of those who have been served. But there are still so many waiting for dental care.

WE NEED YOUR SUPPORT.

In April 2021, we were forced to temporarily close our Hillsdale center due to an inability to attract/ hire a dentist. The position has been open for over a year and MCDC has continued to actively recruit. MCDC has also tried unsuccessfully to secure a temporary dentist via a third-party contractual- locum tenens. If a dentist is not secured in 2022 the center will be closed indefinitely.

With your financial support, our goal is to attract and secure a dentist committed to serving Hillsdale and surrounding communities. Our financial target is to raise \$100,000 in community support, with contributions of an additional \$50,000 from MCDC (\$150,000 total). Through this collaborative effort, we will offer a one-time financial incentive package consisting of loan repayment, sign-on, and/or retention bonus to secure a full-time dentist willing to commit to at least 2-3 years working at MCDC Hillsdale.

A public health dental center located in Hillsdale makes it possible for thousands of residents of Hillsdale County and surrounding communities to receive dental care. Together with you as our partners, we are confident that we can work together to continue to meet the dental needs of our communities. Your investment in this initiative will make an immediate impact and improve the lives of people in the Hillsdale community.

Thank you for your consideration,



DR. DEBORAH BROWN
Chief Executive Officer



REBECCA BURNS
Health Officer



My Community
Dental Centers

We're making a huge
impact on
Hillsdale County's
oral health.



275 Patients

**Served for Same Day
Emergencies in 2020**

MCDC provides emergency dental visits at less than 1/3 of the cost of an emergency room visit and is essential in keeping people out of costly emergency departments.



44

**Emergency Visits
Per Month**

During the first three months of 2021, the Hillsdale Center averaged 44 same day emergency visits per month.



12,746

**Office Visits
in 2018-2020**

The Hillsdale center served approximately 2,900 unduplicated patients providing over 4,700 visits on an annual basis.

“Got me in same day as a new patient with an emergency. They figured out why my face was swollen and why I was in so much pain. I left with a treatment plan, prescriptions, and a scheduled future appointment where they're going to do a cleaning and filing in one day. I appreciate their efficiency, how quickly I was seen and sent on my way with everything I needed, and their "chair side manner" was excellent. Although this experience is only my first appointment with them, I feel confident about my decision to start using them for my dental care.”

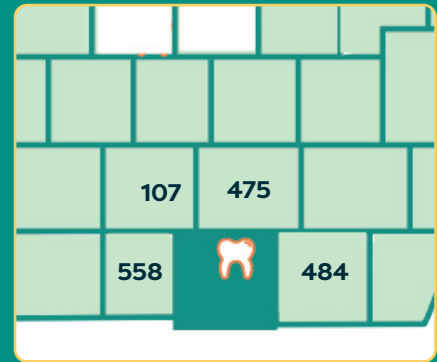
MCDC helps divert
nearly 4 million in
costs annually from
emergency room
visits for dental
emergencies.

Unique Patients in Hillsdale County

Below are unique patients by zip code from 2017 -2021:

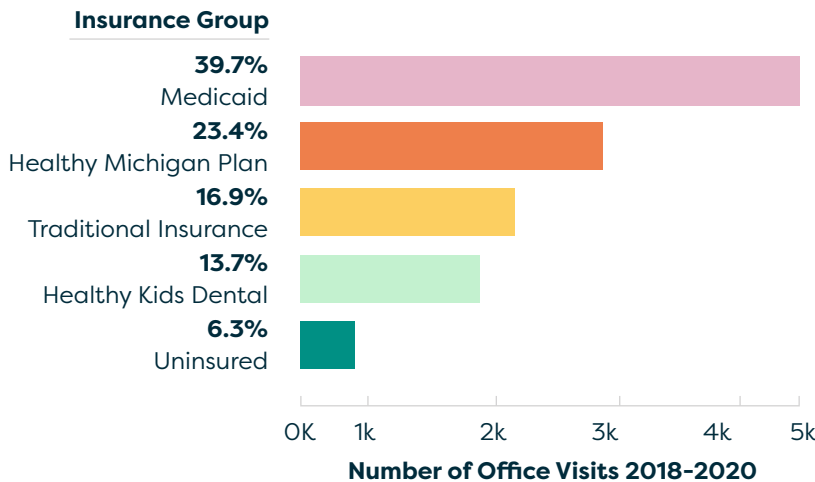
ZIP CODE	UNIQUE PATIENTS	ZIP CODE	UNIQUE PATIENTS
49242	1,785	49249	129
49250	534	49262	118
49266	369	49227	116
49232	306	49233	39
49274	299	49282	25
49271	196	49258	10
49525	175	49239	7
49288	133	49257	1
TOTAL 4,238			

Unique Patients in Surrounding Counties

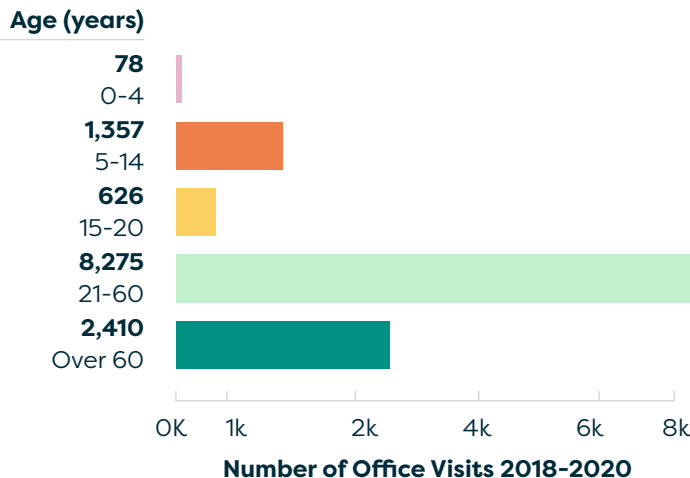


***Based on 2017- 2021 Patient Data

Office Visits by Insurance



Office Visits by Age



Client Testimonials

I recommend this place 100%. The Staff is very very aware of your feelings they care and they show it. NEVER had a problem and they will refer you to another office for EXTRA care if needed. Give them a try you can't go wrong.

Shelia, Hillsdale

From the moment I arrived at my appointment, to the moment it ended, I was greeted with a sincere and friendly welcome accompanied with, professionalism. It truly has been a while since I have felt this comfortable. This is my least favorite place to be and everyone eased my anxiety. Thank you!

Linda, Hillsdale

According to the 2020
County health rankings report
the ratio of dentists to the population
in Hillsdale County was

3,040:1

compared to a statewide ratio of

1,310:1

Today, our dental care is limited by our inability to serve without a provider, leaving thousands of Hillsdale community members without access to critical dental care.

**Help us continue serving
thousands in need of dental
care.**



Providing exceptional dental care and making a difference in patients' lives.

My Community Dental Centers is committed to expanding access to quality dental care for all, with an emphasis on care to the underserved. As a non-profit 501 c 3 safety-net dental provider we currently operate 34 dental centers throughout the State of Michigan.

Our centers are operated in partnership with local health departments. In 2010, we were pleased to open our dental center in Hillsdale in partnership with the Branch, Hillsdale, St. Joseph Community Health Agency. The center was opened to address the identified barrier of residents' ability to access local, timely, and affordable dental care.

Established in 2006, MCDC offers comprehensive, patient-centered care. We strive for continuous improvement of quality designed to exceed the expectation of those who seek treatment. Our goal is to provide a quality dental home, helping individuals and families achieve better health and lead productive lives.

At MCDC, it is all about the people. Together, we strive to provide each of our patients with pleasant and stress-free dental care at a cost they can afford. Our centers are equipped with modern technology including electronic patient records, digital radiography, and state-of-the-art dental equipment to ensure operational efficiencies.

We improve lives by offering a full range of general dentistry services, including but not limited to:

- Oral exams/cleanings
- Fillings
- Tooth removal
- Partials and dentures
- Other dental procedures
- Specialty service at select locations

See our full scope of procedures at mydental.org





2020 Census Data

Information from a deeper dive into the 2020 Census Data used for per capita funding allocations for the Branch-Hillsdale-St. Joseph Community Health Agency

Prepared by Theresa Fisher

December 2021

Branch County Census Data

Branch-Hillsdale-St. Joseph County Board of Health members, Branch County Commissioners, and concerned citizens asked for additional information related to the census data utilized for the per capita allocation to BHSJCHA. The information in this report is intended to respond to those questions by providing additional data.

The allocation is based on the total number of persons in each county within the district, less the number of individuals incarcerated at Lakeland Correctional Facility, which is located in Branch County.

The basis for reduction of the prison population from the Branch County total population number, is action taken by the Board of Health on July 26, 2012. The proposal and minutes approving it are shown on the next two pages:

Per Capita Funding Proposal 7/26/2012

Proposal to Establish the FY 2012/13 Branch-Hillsdale-St. Joseph Community Health Agency's County Fund Allocation Per Capita Rate at \$4.42

I move that the Board of Health for the Branch-Hillsdale-St. Joseph Community Health Agency set the FY 2012/13 total county allocation amount at \$665,656.42. The total allocation amount is to be divided between Branch, Hillsdale and St. Joseph counties based on a rate of \$4.42 per person using the population recorded in the 2010 US Census. This funding allocation is necessary to provide the local maintenance of effort support for the mandated core public health services. It is acknowledged that this rate would reduce the total Community Health Agency's County's allocation by \$110,000 over last year's budget. It is further acknowledged that because of this reduction it will be necessary to draw funds from the Agency's General fund balance in order to balance the budget for FY 2012/13.

Funding Allocation by County

Branch	\$188,371.56	(42,618* population x \$4.42)
Hillsdale	\$206,360.96	(46,688 population x \$4.42)
St. Joseph	\$270,923.90	(61,295 population x \$4.42)

*The 2010 Federal Census population for Branch County of 45,248 was adjusted by subtracting the State's prison population of 3,169 which was the prison population at the time the 2010 Census was recorded.

In the event that local health department services are requested or required to be provided at the State Prison(s) located in Branch County, Branch County shall be totally responsible for any and all associated costs of said services(s), including, but not limited to, reimbursement of actual costs of time and materials provided by the local health department up to a capped amount of \$6117.28.

Extract from the Minutes from 7/26/2021 BOH Meeting

Old Business-

2012-13 County Appropriations – Much discussion took place regarding per capita rate, revenue shortfalls and what would be the least amount to pay per person and not have penalties imposed. Mr. Balog moved to approve the proposal to establish the FY2012-13 Branch-Hillsdale-St. Joseph Community Health Agency's County Fund Allocation Per Capita Rate at \$4.42 supported by Mr. Swift. Mr. Ringenberg under discussion moved to amend the proposal to eliminate the last sentence from the first paragraph supported by Mr. Benzing and a roll call vote was taken and results were:

Mr. Olney	yes
Mr. Swift	no
Mr. Benzing	yes
Mr. Ringenberg	yes
Mr. Balog	no
Mr. Baker	yes

The motion carried

Branch County Census Data

The number of individuals residing in each county are as follows:

- Branch County = 44,862
- Hillsdale County = 45,746
- St. Joseph County = 60,939

As supported by the following 3 tables

Branch County Census Data

<https://www.census.gov/quickfacts/fact/table/branchcountymichigan/BZA115219>



QuickFacts

Branch County, Michigan

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Enter state, county, city, town, or zip code -- Select a fact --

CLEAR

Table

All Topics <input type="button" value="v"/>	Branch County, Michigan
Total employment, percent change, 2018-2019	0.5%
PEOPLE	
Population	
Population Estimates, July 1 2021, (V2021)	NA
Population estimates base, April 1, 2020, (V2021)	NA
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	NA
Population, Census, April 1, 2020	44,862
Population, Census, April 1, 2010	

Hillsdale County Census Data

<https://www.census.gov/quickfacts/fact/table/hillsdalecountymichigan/BZA115219>



QuickFacts

Hillsdale County, Michigan

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Enter state, county, city, town, or zip code

-- Select a fact --



File

All Topics	Hillsdale County, Michigan
Total employment, percent change, 2018-2019	1.5%
PEOPLE	
Population	
Population Estimates, July 1 2021, (V2021)	NA
Population estimates base, April 1, 2020, (V2021)	NA
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	NA
Population, Census, April 1, 2020	45,746
Population, Census, April 1, 2010	46,688

St. Joseph County Census Data

<https://www.census.gov/quickfacts/fact/table/stjosephcountymichigan/BZA115219>



QuickFacts

St. Joseph County, Michigan

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Q Enter state, county, city, town, or zip code

-- Select a fact --



Table

All Topics



St. Joseph County, Michigan

Total employment, percent change, 2018-2019

Z

PEOPLE

Population

Population Estimates, July 1 2021, (V2021)

NA

Population estimates base, April 1, 2020, (V2021)

NA

Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)

NA

Population, Census, April 1, 2020

60,939

Population, Census, April 1, 2010

61,295

Branch County Census Data – Prison Population

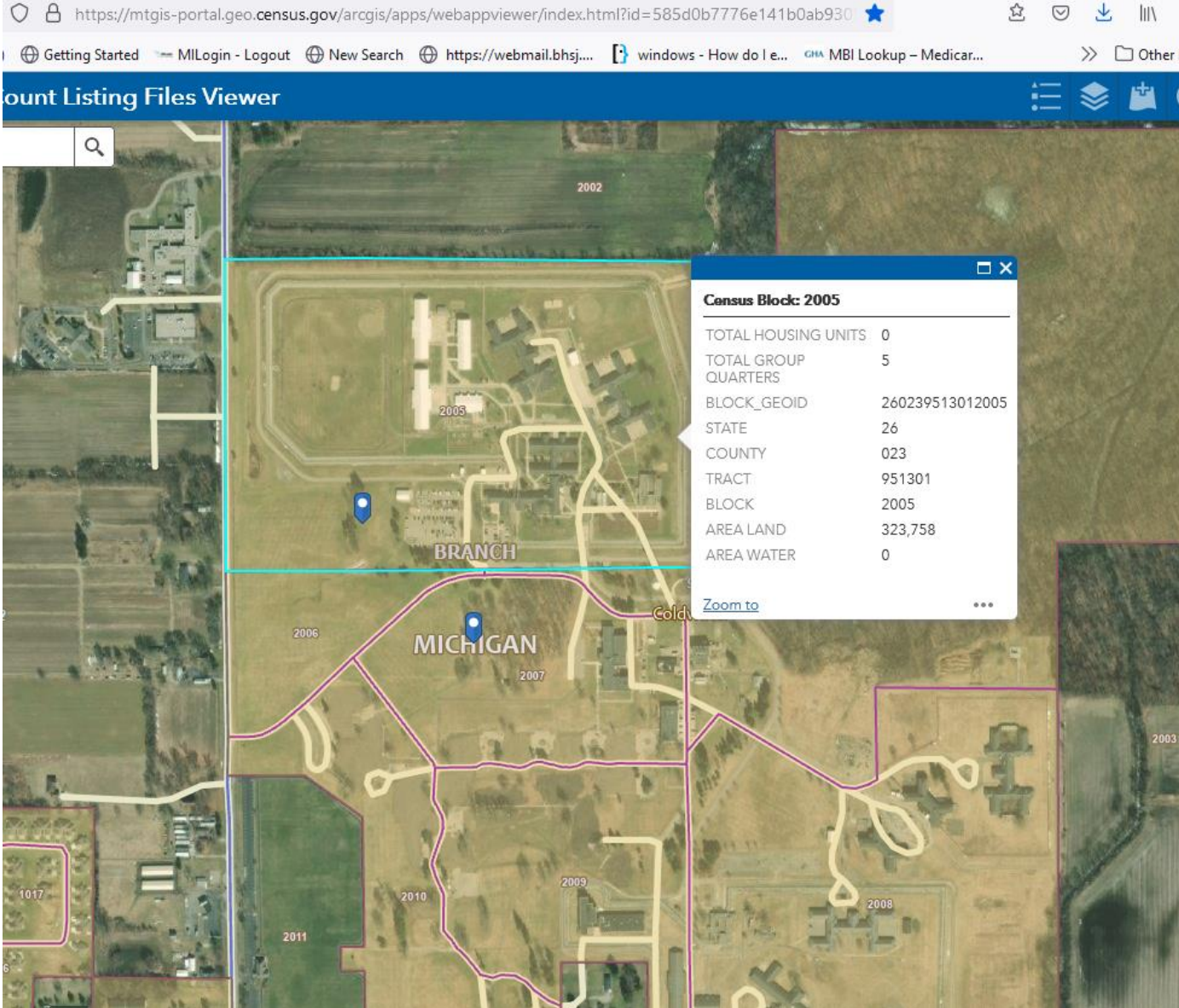
The number of persons incarcerated at Lakeland Correctional Facility, at the time the 2020 census was take is 1,423.

The 2020 census data redistricting files can be reviewed down to each individual census tract. Each tract represents a different geographical area. The Census Bureau provides a data tool called the “[2020 Census Address Count Listing Files Viewer](#)” for users to identify which census tract a specific property or address is located within.

Utilizing this tool, the specific tracts that make up Lakeland Correctional Facility were identified. There are two different census tracts at Lakeland Correctional Facility that show incarcerated individuals, block 2005 and 2007.

Once the state, county, tract, and block are identified, you can utilize the information to filter the census tables, showing you how many individuals are incarcerated in that area.

Census Block 2005 – Lakeland Prison



Census Block: 2005

Total Group Quarters 5
BLOCK_GEOID 260239513012005
State 26
County 023
Tract 951301
Block 2005

Utilizing this information, it is possible to identify the exact data that corresponds to this part of the census.

Census Block 2005 – Lakeland Prison

Decennial Census
P5 | GROUP QUARTERS POPULATION BY MAJOR GROUP QUARTERS TYPE
 Universe: Population in group quarters

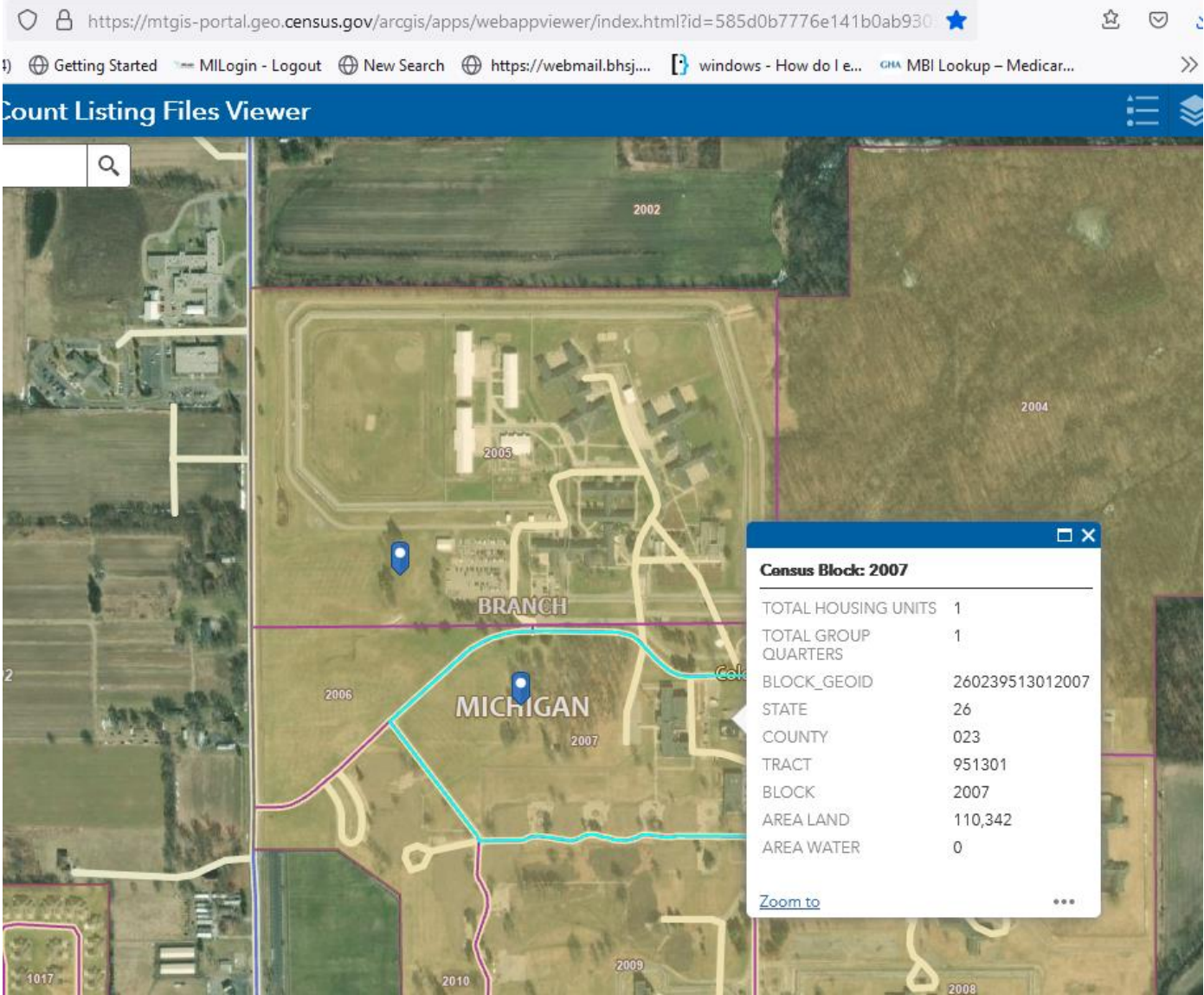
Label	Block 2005, Block Group ...
✓ Total:	1,410
✓ Institutionalized population:	1,410
Correctional facilities for adults	<u>1,410</u>
Juvenile facilities	0
Nursing facilities/Skilled-nursing facilities	0
Other institutional facilities	0
✓ Noninstitutionalized population:	0
College/University student housing	0
Military quarters	0
Other noninstitutional facilities	0

Data Source:
<https://data.census.gov/cedsci/table?g=1000000US260239513012005&y=2020&tid=DECENNIALPL2020.P5>

Census Block: 2005

Total population in correctional facilities for adults = 1,410

Census Block 2007 – Lakeland Prison



Census Block: 2007

Total Group Quarters 1
BLOCK_GEOID 260239513012007
State 26
County 023
Tract 951301
Block 2007

Utilizing this information, it is possible to identify the exact data that corresponds to this part of the census.

Census Block 2007 – Lakeland Prison

The screenshot shows the Census Bureau's data table interface. The search results are filtered for the year 2020 and the specific block 'Block 2007, Block Group 2, C...'. The main table displays population data for various facility types, with 'Correctional facilities for adults' having a value of 13.

Label	Block 2007, Block Group ...
▼ Total:	13
▼ Institutionalized population:	13
Correctional facilities for adults	13
Juvenile facilities	0
Nursing facilities/Skilled-nursing facilities	0
Other institutional facilities	0
▼ Noninstitutionalized population:	0
College/University student housing	0
Military quarters	0
Other noninstitutional facilities	0

Data Source:

<https://data.census.gov/cedsci/table?g=1000000US260239513012007&y=2020&tid=DECENNIALPL2020.P5>

Census Block: 2007

Total population in correctional facilities for adults = 13

Census Tracts With Potential Incarcerated Persons

To address the confusion caused by people incarcerated in the local county jails, we looked at all census tracts which have either a county jail, or a prison. Utilizing the [“2020 Census Address Count Listing Files Viewer”](#), we identified the following 5 tracts that were of interest.

- Lakeland Correctional Facility falls into Geoid 7500000US260239513012005 and Geoid 7500000US260239513012007
- Branch County Jail falls into Geoid 7500000US260239513021002
- Hillsdale County Jail falls into Geoid 7500000US260590507005001
- St. Joseph County Jail Falls into Geoid 7500000US261490413012075

The information on the next 3 pages show the county jail census information.

Census Block 1002 – Branch County Jail

Census Block: 1002

Total Group Quarters 0

BLOCK_GEOID 260239513021002

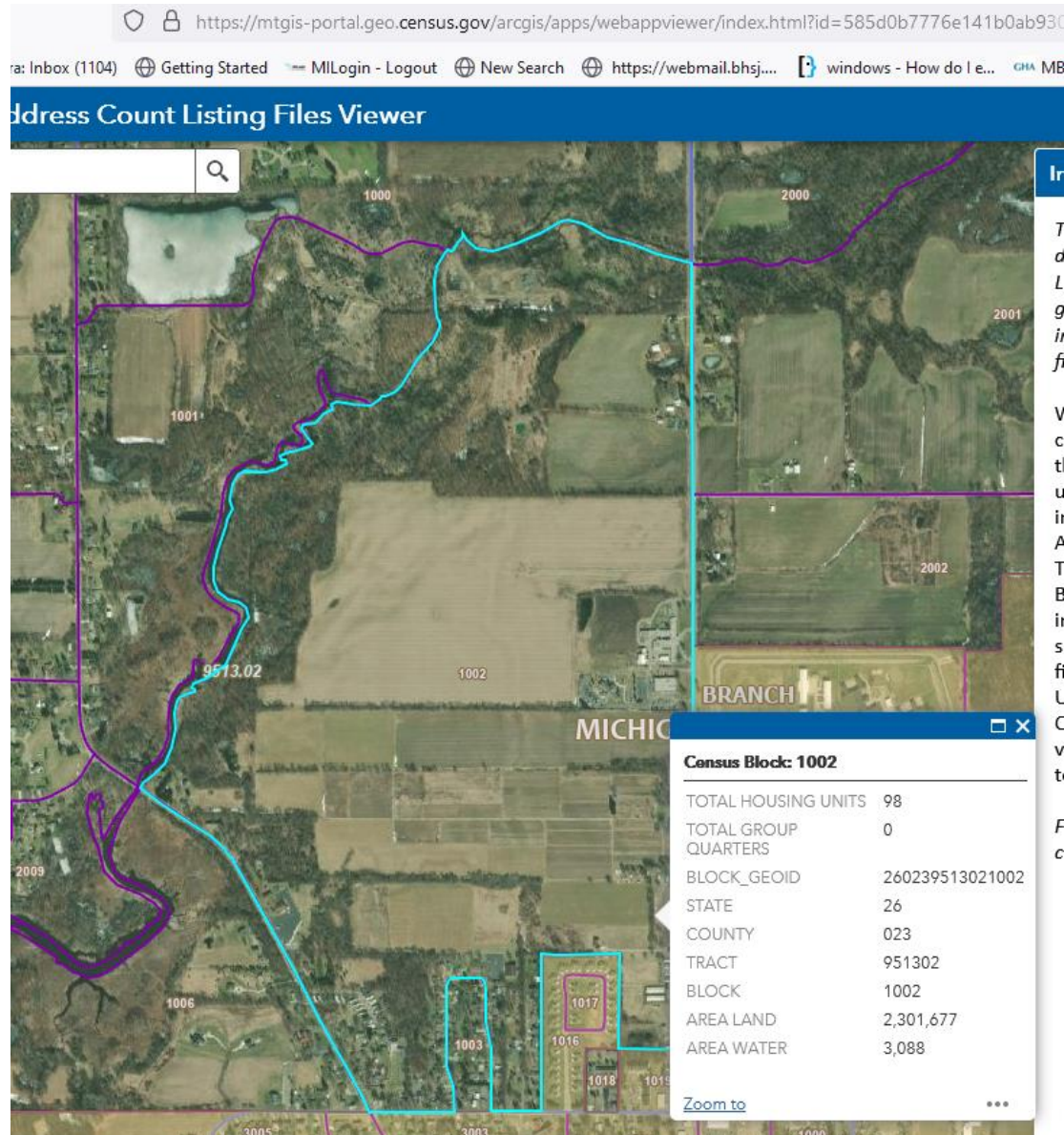
State 26

County 023

Tract 951302

Block 1002

Utilizing this information, it is possible to identify the exact data that corresponds to this part of the census.



Census Block 1002 – Branch County Jail

Decennial Census
P5 | GROUP QUARTERS POPULATION BY MAJOR GROUP QUARTERS TYPE
 Universe: Population in group quarters

Label	Block 1002, Block Group ...
▼ Total:	0
▼ Institutionalized population:	0
Correctional facilities for adults	0
Juvenile facilities	0
Nursing facilities/Skilled-nursing facilities	0
Other institutional facilities	0
▼ Noninstitutionalized population:	0
College/University student housing	0
Military quarters	0
Other noninstitutional facilities	0

Data Source:

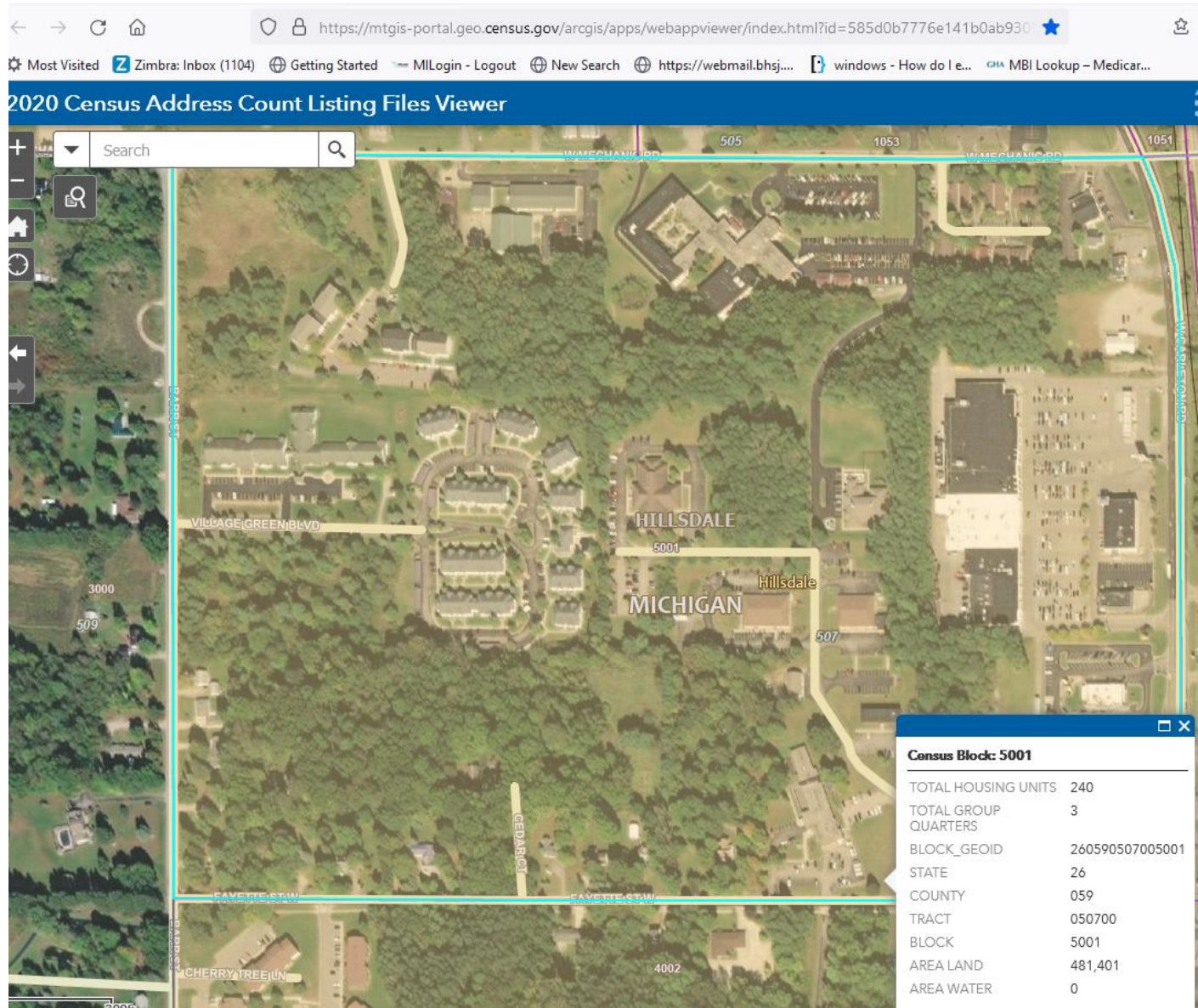
<https://data.census.gov/cedsci/table?g=1000000US260239513021002&tid=DECENNIALPL2020.P5>

Census Block: 1002

Total population in correctional facilities for adults = 0

The census tract where the Branch County jail is located, does not report any group quarters and also does not report an individuals for correctional facilities for adults, in the group quarters population table.

Census Block 5001 – Hillsale County Jail



Census Block: 5001

Total Group Quarters 3

BLOCK_GEOID 260590507005001

State 26

County 059

Tract 050700

Block 5001

Utilizing this information, it is possible to identify the exact data that corresponds to this part of the census.

Census Block 5001 – Hillsale County Jail

Decennial Census
P5 | GROUP QUARTERS POPULATION BY MAJOR GROUP QUARTERS TYPE
 Universe: Population in group quarters

Label	Hillsdale County, Michigan
▼ Total:	1,340
▼ Institutionalized population:	239
Correctional facilities for adults	46
Juvenile facilities	0
Nursing facilities/Skilled-nursing facilities	193
Other institutional facilities	0
▼ Noninstitutionalized population:	1,101
College/University student housing	948
Military quarters	0
Other noninstitutional facilities	153

Data Source:

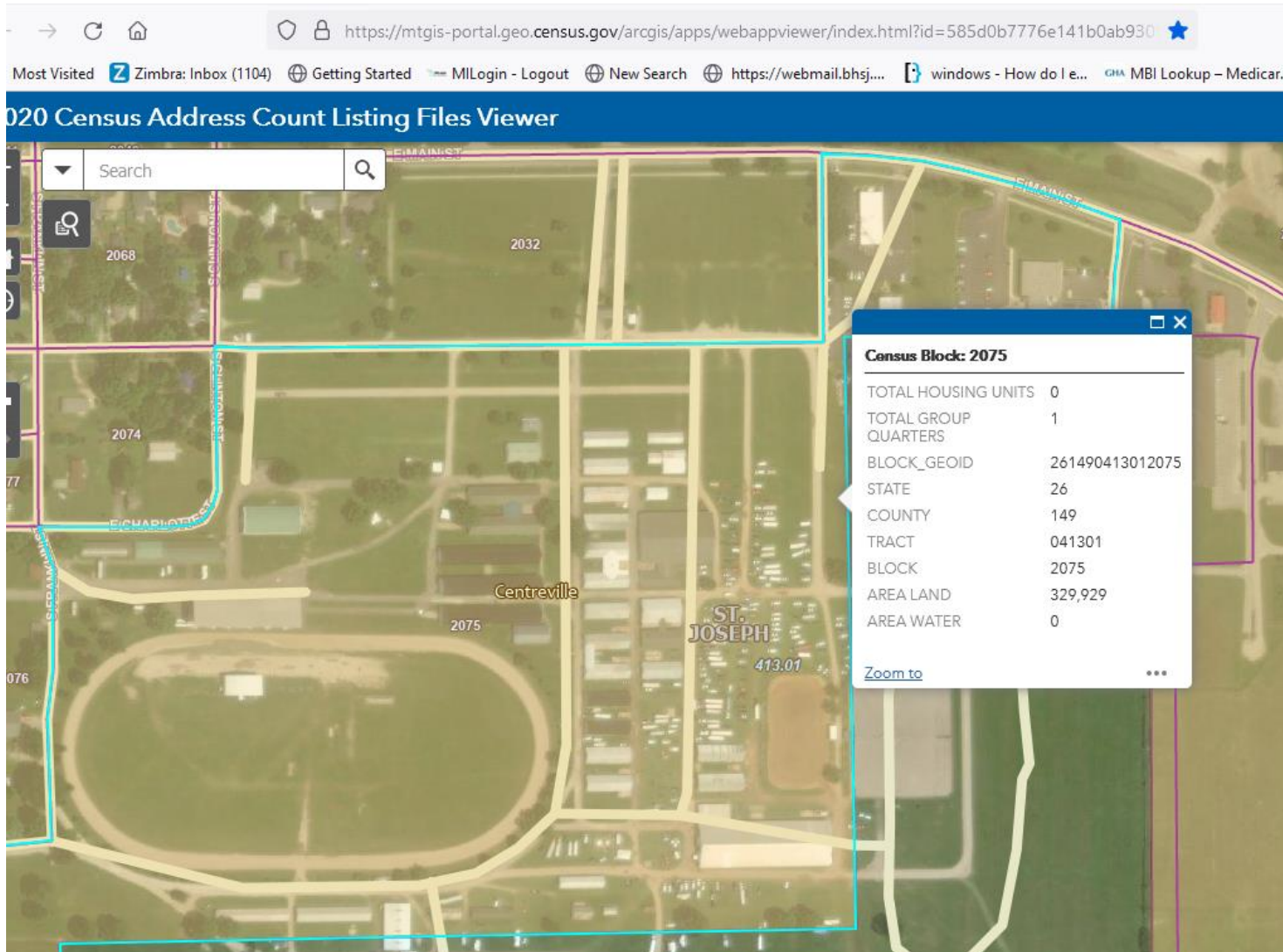
https://data.census.gov/cedsci/table?g=0500000US26059_1000000US260590507005001&y=2020&tid=DECENNIALPL2020.P5

Census Block: 5001

Total population in correctional facilities for adults = 46

Hillsdale County reports their jail population in the correctional facilities for adults in the group housing quarters.

Census Block 2075 – St. Joseph County Jail



Census Block: 2075

Total Group Quarters 1

BLOCK_GEOID 261490413012075

State 26

County 149

Tract 041301

Block 2075

Utilizing this information, it is possible to identify the exact data that corresponds to this part of the census.

Census Block 2075 – St. Joseph County Jail

The screenshot shows the Census Bureau website interface. The browser address bar displays the URL: <https://data.census.gov/cedsci/table?g=1000000US261490413012075&y=2020&tid=DECENNIALPL202>. The page title is "2 Filters" and "6 Results". The filters include "2020" and "Block 2075, Block Group 2, C...". The search results are for "P5 | GROUP QUARTERS POPULATION BY MAJOR GROUP QUARTERS TYPE" with a universe of "Population in group quarters".

Data Source:

<https://data.census.gov/cedsci/table?g=1000000US261490413012075&tid=DECENNIALPL2020.P5>

Census Block: 2075

Total population in correctional facilities for adults = 40

St. Joseph County reports their jail population in the correctional facilities for adults in the group housing quarters.

Label	Block 2075, Block Group ...
▼ Total:	40
▼ Institutionalized population:	40
Correctional facilities for adults	40
Juvenile facilities	0
Nursing facilities/Skilled-nursing facilities	0
Other institutional facilities	0
▼ Noninstitutionalized population:	0
College/University student housing	0
Military quarters	0
Other noninstitutional facilities	0

The individual data files [can also be downloaded](#), imported into an Access Database and queried for specific information.

Table number and contents	Data dictionary reference name	Segment	Max size
P5. GROUP QUARTERS POPULATION BY MAJOR GROUP QUARTERS TYPE [10]			
<i>Universe: Population in group quarters</i>			
Total:	P0050001	03	9
Institutionalized population:	P0050002	03	9
Correctional facilities for adults	P0050003	03	9
Juvenile facilities	P0050004	03	9
Nursing facilities/Skilled-nursing facilities	P0050005	03	9
Other institutional facilities	P0050006	03	9
Noninstitutionalized population:	P0050007	03	9
College/University student housing	P0050008	03	9
Military quarters	P0050009	03	9
Other noninstitutional facilities	P0050010	03	9

Source:

https://www2.census.gov/programs-surveys/decennial/2020/technical-documentation/complete-tech-docs/summary-file/2020Census_PL94_171Redistricting_StatesTechDoc_English.pdf

The data dictionary indicates that the Correctional facilities for adults is located in field P0050003.

Census Tracts With Incarcerated Persons

The summary below is a query of the Geoids of the census tracts with either a prison or a county jail. Field P0050003 shows the number of individuals in correctional facilities for adults.

- Lakeland Prison = 1,423 (1,410 + 13)
- Branch County Jail = 0
- Hillsdale County Jail = 46
- St. Joseph County Jail = 40

GEOID	STATE	COUNTY	TRACT	BLOCK	P0050003
7500000US260239513012005	26	023	951301	2005	1410
7500000US260239513012007	26	023	951301	2007	13
7500000US260239513021002	26	023	951302	1002	0
7500000US260590507005001	26	059	050700	5001	46
7500000US261490413012075	26	149	041301	2075	40

Populations Used for Per Capita Allocations

The allocation is based on the total number of persons in each county within the district, less the number of individuals incarcerated at Lakeland Correctional Facility, which is located in Branch County.

The total population used for the per capita allocation will be as follows:

- Branch County = 43,439 (44,862 – 1,423 incarcerated at Lakeland Prison)
- Hillsdale County = 45,746
- St. Joseph County = 60,939

Based on the Board action taken on November 5, 2021 (see below)

Mr. Houtz moved to increase the request for local appropriations by \$0.13 to a total of \$5.15 per capita, based on the population of the 2020 census for each county, less the number of incarcerated persons in Branch County, which is listed as 1,423. The motion received support from Mr. Wiley. A roll call vote was taken and the motion passed 4-1. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; and Mr. Leininger, no).

Personal Health and Disease Prevention: January 27, 2022

Communicable Disease:

Since MDHHS announced the transition to targeted identification response in case investigation/contact tracing for Covid-19, we have been working to on-board with Peg in a greater capacity. We will no longer call every individual case. Any case that has an accurate phone/email attached to them will receive a message to fill out a case reporting form that will get submitted back to us for review. If the messaging system fails, we will make attempts to reach that individual. Our efforts are still very much focused on managing K-12 schools. We still work to identify trends and outbreaks in high-risk or congregate settings per normal. I think we expect to potentially see this expanded upon as we learn more about the transition from the state and what capacity of support will be offered.

Immunizations/STD/HIV:

I'm excited to announce a new member to my team, Heidi Hazel, as the Clinic Supervisor for the Branch County office. Heidi will also be taking on the role as our Immunization Coordinator for the Health Department.

Covid vaccination efforts continue to be offered via our website for age 5 and older. Our mobile unit also continues to offer opportunities throughout the tri-county area at events, schools, local business, long-term care, AFC homes, home-bound individuals, etc.

We have been working on some improvements in our STD/HIV program to make confidential testing available and easier for those who need it with a QR code system, more to come on that. Aimmee (STD/HIV Coordinator) and I have also been working towards conducting a training in the near future that will keep our staff updated on effective LGBTQ awareness. We want our offices to be a place where people feel safe and comfortable coming to us for treatment, guidance, support, etc.

Women, Infant, and Children (WIC):

The public health emergency waiver for WIC has once again been extended through at least mid-July. As long as staffing allows it, we will continue providing in-person services to select groups that we have already been seeing in our offices. Staffing continues to be a huge struggle for us so this hybrid method is really essential right now for our day-to-day business.

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

CSHCS's covers diagnostic evaluations for individuals when their symptoms or history indicate a possibility of being eligible for the CSHCS program. This diagnostic covers the cost of the potential client to see a specialist and receive a diagnosis. Treatment is not covered unless the diagnosis given is a qualifying diagnosis and proper enrollment paperwork is completed. This service is so helpful for families that can't always afford to see a specialist. The number of diagnostics has increased due to word of mouth to underinsured families that would likely have not seen a specialist without this benefit.

**Kali Nichols MPH
Personal Health & Disease Prevention Director**

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

November-21

	2021-2022				FYTD 2021-2022				2020-2021 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	1	8	-	9	2	16	-	18	8	9	-	17
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	2	1	-	3	3	2	3	8	-	1	1	2
Chicken Pox	-	-	-	-	-	-	-	-	-	-	-	-
Chlamydia	10	5	16	31	20	16	36	72	15	19	25	59
Coccidioidomycosis	-	-	-	-	-	-	1	1	-	-	-	-
CRE Carbapenem Resistant Enterobac.	1	-	-	1	1	-	-	1	-	-	-	-
Cryptosporidiosis	-	-	1	1	-	-	1	1	-	-	-	-
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Giardiasis	-	-	-	-	-	-	1	1	-	-	-	-
Gonorrhea	3	2	10	15	7	9	31	47	10	17	14	41
H. Influenzae Disease - Inv.	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis B - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis B - Chronic	-	-	-	-	-	-	-	-	1	-	-	1
Hepatitis C - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis C - Chronic	3	-	-	3	6	-	-	6	3	1	4	8
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	-	-	1	1	-	-	1	1	-	-	-	-
HIV/AIDS	-	-	1	1	1	-	1	2	-	-	-	-
Influenza	3	15	-	18	3	15	-	18	-	-	-	-
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	-	-	-	1	-	1	-	-	-	-
Lyme Disease	-	1	-	1	-	1	1	2	-	-	-	-
Measles	-	-	-	-	-	1	-	1	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	-	-	-	-	-	-	-
Menengitis - Bacterial	-	-	-	-	-	-	-	-	-	-	-	-
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	2	-	-	2	2	-	1	3	-	-	-	-
Norovirus	-	-	-	-	-	-	-	-	-	-	-	-
Novel Coronavirus	1,122	1,138	1,348	3,608	1,672	1,903	2,315	5,890	1,672	1,345	1,823	4,840
Pertussis	-	1	-	1	-	1	-	1	-	-	-	-
Salmonellosis	-	-	-	-	-	1	-	1	2	-	-	2
Scabies	-	-	-	-	-	-	-	-	2	-	-	2
Shiga Toxin-prod. (STEC)	-	-	-	-	-	1	-	1	-	-	-	-
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	-	-	-	-	-	-	-	-	-	1	1
Strep Pneumonia Inv Ds.	-	1	-	1	-	1	-	1	1	-	1	2
Strep Pneumoniae, Drug Res.	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis - Secondary	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis To Be Determined	-	-	-	-	-	-	-	-	-	-	-	-

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

December-21

	2021-2022				FYTD 2021-2022				2020-2021 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	2	4	-	6	4	20	-	24	10	13	-	23
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	-	1	-	1	3	3	3	9	-	1	1	2
Chicken Pox	-	-	-	-	-	-	-	-	-	-	-	-
Chlamydia	12	8	15	35	32	24	51	107	28	32	37	97
Coccidioidomycosis	-	-	-	-	-	-	1	1	-	-	-	-
CRE Carbapenem Resistant Enterobac.	-	-	-	-	1	-	-	1	-	-	-	-
Cryptosporidiosis	-	-	-	-	-	-	1	1	-	-	1	1
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Giardiasis	-	1	1	2	-	1	2	3	-	-	-	-
Gonorrhea	3	6	9	18	10	15	40	65	16	24	19	59
H. Influenzae Disease - Inv.	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis B - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis B - Chronic	-	-	-	-	-	-	-	-	1	-	-	1
Hepatitis C - Acute	1	-	-	1	1	-	-	1	-	-	1	1
Hepatitis C - Chronic	1	-	2	3	7	-	2	9	6	1	4	11
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	1	-	-	1	1	-	1	2	-	-	-	-
HIV/AIDS	-	-	-	-	1	-	1	2	-	-	-	-
Influenza	32	55	8	95	35	70	8	113	-	-	-	-
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	-	-	-	1	-	1	-	-	-	-
Lyme Disease	-	-	-	-	-	1	1	2	-	-	-	-
Measles	-	-	-	-	-	1	-	1	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	-	-	-	-	-	-	-
Menengitis - Bacterial	-	-	-	-	-	-	-	-	-	-	-	-
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	1	-	1	2	1	1	4	-	-	-	-
Norovirus	-	-	-	-	-	-	-	-	-	-	-	-
Novel Coronavirus	920	839	1,051	2,810	2,592	2,742	3,366	8,700	2,474	2,251	2,826	7,551
Pertussis	-	1	-	1	-	2	-	2	-	-	-	-
Salmonellosis	1	-	-	1	1	1	-	2	3	-	-	3
Scabies	-	-	-	-	-	-	-	-	2	-	-	2
Shiga Toxin-prod. (STEC)	-	-	-	-	-	1	-	1	-	-	-	-
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	-	-	-	-	-	-	-	-	-	1	1
Strep Pneumonia Inv Ds.	-	-	-	-	-	1	-	1	1	1	1	3
Strep Pneumoniae, Drug Res.	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis - Secondary	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis To Be Determined	-	-	-	-	-	-	-	-	-	-	-	-

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

	Nov-21					YTD 2021-2022					YTD 2020-2021				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	201	247	-	203	651	306	408	-	344	1,058	265	445	42	267	1,019
All VFC Doses Given	606	242	-	943	1,791	1,521	904	-	1,741	4,166	1,966	1,379	-	2,483	5,828
Waivers	9	12	4	10	35	20	43	10	28	101	14	22	6	13	55
ADULT IMMUNIZATIONS															
# Vaccines Given	1,233	680	-	554	2,467	1,677	919	-	759	3,355	285	69	9	92	455
All AVP Doses Given	22	75	-	19	116	27	122	-	42	191	42	16	-	92	150
TRAVEL VACCINATIONS															
Branch Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COMMUNICABLE DISEASE															
TB Tests Done	4	10	-	3	17	8	32	-	3	43	13	6	-	1	20
New LTBI on Rx	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STD treatments	-	-	-	16	16	-	-	1	21	22	-	5	1	5	11
New STD Investigations	13	7	-	26	46	27	25	-	67	119	25	36	-	39	100
HIV Testing	-	-	-	4	4	-	-	1	5	6	-	1	2	-	3
ENROLLMENTS															
Medicaid & Michild	1	-	-	1	2	1	-	-	1	2	-	-	-	-	-
REFERRAL SERVICE															
MCDC Referrals	23	-	4	19	46	28	-	15	40	83	21	28	6	26	81
MIHP referrals	45	19	7	22	93	58	19	17	34	128	2	8	54	34	98
Hearing Screens															
Pre-school	11	46	64	-	121	54	164	64	24	306	-	148	-	237	385
School Age	121	85	489	-	695	261	158	489	352	1,260	278	581	-	378	1,237
Vision Screens															
Pre-school	11	54	-	63	128	85	192	-	77	354	-	157	-	270	427
School Age	848	143	-	754	1,745	1,000	324	-	1,409	2,733	814	685	-	521	2,020
Children's Special Health Care Services															
Diagnostics	-	1	-	-	1	1	2	-	1	4	1	-	-	-	1
Assessments-Renewal	21	14	-	28	63	45	45	-	61	151	41	46	-	57	144
Assessments-New	3	11	-	7	21	6	18	-	12	36	7	9	-	15	31

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

	Dec-21					YTD 2021-2022					YTD 2020-2021				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	202	153	-	155	510	508	561	-	499	1,568	334	516	56	332	1,238
All VFC Doses Given	753	405	-	673	1,831	2,274	1,309	-	2,414	5,997	2,830	1,884	-	3,435	8,149
Waivers	1	5	-	11	17	21	48	10	39	118	14	22	6	13	55
ADULT IMMUNIZATIONS															
# Vaccines Given	712	351	-	271	1,334	2,389	1,270	-	1,030	4,689	382	99	9	133	623
All AVP Doses Given	5	62	-	8	75	32	184	-	50	266	62	20	-	93	175
TRAVEL VACCINATIONS															
Branch Office	-				-	-	-	-	-	-	-	-	-	-	-
COMMUNICABLE DISEASE															
TB Tests Done	2	9	-	-	11	10	41	-	3	54	26	12	-	2	40
New LTBI on Rx	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
STD treatments	15	14	-	24	53	15	14	1	45	75	-	5	1	7	13
New STD Investigations	-	-	-	4	4	27	25	-	71	123	44	56	-	56	156
HIV Testing	-	-	-	1	1	-	-	1	6	7	-	1	2	-	3
ENROLLMENTS															
Medicaid & Michild	2	-	-	-	2	3	-	-	1	4	-	-	-	-	-
REFERRAL SERVICE															
MCDC Referrals	3	-	10	18	31	31	-	25	58	114	29	59	7	27	122
MIHP referrals	13	2	14	17	46	71	21	31	51	174	46	8	74	57	185
Hearing Screens															
Pre-school	-	-	-	2	2	54	164	64	26	308	-	148	-	261	409
School Age	40	126	-	156	322	301	284	489	508	1,582	278	616	-	601	1,495
Vision Screens															
Pre-school	-	-	-	-	-	85	192	-	77	354	-	157	-	297	454
School Age	221	417	-	13	651	1,221	741	-	1,422	3,384	814	709	-	849	2,372
Children's Special Health Care Services															
Diagnostics	13	3	-	2	18	14	5	-	3	22	2	1	-	-	3
Assessments-Renewal	15	25	-	15	55	60	70	-	76	206	57	74	-	71	202
Assessments-New	19	6	-	7	32	25	24	-	19	68	7	15	-	19	41

**Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the January 27, 2022 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

Food Service Sanitation

There has been a significant up-tick in the number of new establishment proposals over the past couple of months. We have received plans for 3 new establishments in both St. Joseph and Branch counties over the past two months and we are awaiting plans on 3 more establishments that will be opening in St. Joseph county in the near future. You may have noticed that we had a number pre-opening/new inspections in November and December. None of those facilities were new, they were all for changes in ownership.



Well and Septic

The activities in the well and septic program is running slightly behind last years totals to this point, however, last year saw significant increase in all activities over the previous 3-year period. I don't expect that we will see any significant decrease in requests for permits and services this year.

One of our full- time field sanitarians in St. Joseph submitted his resignation in December and has since moved on to another position. We have filled that position with a sanitarian that was working in the Hillsdale office in a split program capacity (1/2 field and 1/2 food), however, that leaves us with an opening in Hillsdale for that split program position. That position has been posted for almost a month and to date we have only received 5 applicants. Of those 5 applicants we only had one that is qualified to schedule for an interview. Finding a qualified person to fill this position is going to be challenging and once we do fill the position, there will be an extensive training period because it will require learning virtually all the programs in environmental health. I received another resignation in my department earlier this month for our clerk position in the Coldwater office. That opening has also been posted and thankfully we have had a lot of interest in that position and will be conducting interviews very soon. These two openings have left a significant hole in our staffing but we are working as quickly as possible to fill those position so we limited interruption in our services.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2021/2022

	NOVEMBER				YTD 2021/2022				YTD 2020/2021			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	-	3	3	-	-	5	5	2	-	-	2
CHANGE OF USE EVALUATIONS	2	3	5	10	4	9	6	19	6	11	3	20
CHANGE OF USE EVALUATIONS - OFFICE	1	2	9	12	2	5	20	27	16	7	17	40
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	5	6	9	20	10	11	10	31	5	22	15	42
REPAIR/REPLACEMENT	8	1	6	15	14	6	13	33	20	11	20	51
VACANT LAND EVALUATION	-	4	4	8	-	6	6	12	2	7	3	12
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	13	11	19	43	13	23	29	76	27	40	38	105
SEWAGE PERMITS INSPECTED	8	10	12	30	15	19	25	59	23	36	35	94
WELL PERMITS ISSUED	10	13	25	48	23	25	49	97	36	32	46	114
WELL PERMITS INSPECTED	6	10	3	19	9	17	27	53	45	26	3	74
FOOD SERVICE INSPECTION				-								
ROUTINE	26	23	12	61	37	43	50	130	27	30	44	101
NEW OWNER/NEW ESTABLISHMENT	1	-	2	3	1	2	2	5	-	1	-	1
FOLLOW-UP INSPECTIONS	1	-	1	2	1	-	6	7	1	-	2	3
TEMPORARY	1	1	-	2	2	6	4	12	1	4	6	11
STFU, MOBILE	2	-	2	4	3	-	6	9	-	-	3	3
PLAN REVIEW APPLICATIONS	1	-	-	1	2	-	1	3	-	-	-	-
FOOD COMPLAINTS RECEIVED	-	-	1	1	1	3	1	5	-	14	3	11
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	-	-	-	-	-	-	-	-
FOOD CLASSES				-								
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	n/a	n/a	n/a		n/a	n/a	n/a	n/a
METH LAB REFERRALS	-	-	-	-	-	-	-	-	-	-	-	-
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
CAMPGROUND INSPECTION	-	-	-	-	-	-	-	-	-	-	-	-
NON-COMM WATER SUPPLY INSP.	2	-	3	5	2	1	3	6	-	4	4	8
SWIMMING POOL INSPECTION	-	3	-	3	-	3	-	3	-	-	-	-
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	-	-	-	-
DHS LICENSED FACILITY INSP.	1	1	-	2	3	5	3	11	1	5	4	10
COMPLAINTS INVESTIGATIONS	1	-	1	2	3	5	4	12	-	1	4	5
LONG TERM MONITORING	-	-	-	-	-	-	-	-	-	-	-	-
BODY ART FACILITY INSPECTIONS	-	-	-	-	-	-	-	-	-	-	-	-

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2021/2022

	DECEMBER				YTD 2021/2022				YTD 2020/2021			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	-	4	4	-	-	9	9	2	-	1	3
CHANGE OF USE EVALUATIONS - FIELD	2	4	2	8	6	13	8	27	9	14	5	28
CHANGE OF USE EVALUATIONS - OFFICE	1	5	5	11	3	10	25	38	18	12	22	52
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	8	2	4	14	18	13	14	45	5	24	21	50
REPAIR/REPLACEMENT	3	7	3	13	17	13	16	46	23	17	27	67
VACANT LAND EVALUATION	-	1	1	2	-	7	7	14	2	8	4	14
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	11	10	8	29	24	33	37	105	30	49	52	131
SEWAGE PERMITS INSPECTED	12	10	15	37	27	29	40	96	35	48	55	138
WELL PERMITS ISSUED	15	10	11	36	38	35	60	133	41	41	64	146
WELL PERMITS INSPECTED	7	16	21	44	16	33	48	97	67	39	9	115
FOOD SERVICE INSPECTION												
ROUTINE	14	20	15	49	51	63	65	179	56	45	48	167
NEW OWNER / NEW ESTABLISHMENT	-	-	3	3	1	2	5	8	-	1	-	1
FOLLOW-UP INSPECTION	3	-	2	5	4	-	8	12	1	-	2	7
TEMPORARY	-	1	1	2	2	7	5	14	1	4	9	14
MOBILE, STFU	-	-	-	-	3	-	6	9	-	-	3	3
PLAN REVIEW APPLICATIONS	3	-	3	6	5	-	4	9	-	-	-	-
FOOD COMPLAINTS RECEIVED	1	-	-	1	2	3	1	6	2	17	5	18
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	-	-	-	-	-	-	-	-
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	na	na	na	-	n/a	n/a	n/a	n/a
METH LAB REFERRALS	-	-	-	-	-	-	-	-	-	-	-	-
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
CAMPGROUND INSPECTION	-	-	-	-	-	-	-	-	-	-	-	-
NON-COMM WATER SUPPLY INSP.	2	-	-	2	4	1	3	8	-	4	4	8
SWIMMING POOL INSPECTION	6	1	-	7	6	4	-	10	-	-	-	-
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	-	-	-	-
DHS LICENSED FACILITY INSP.	1	-	3	4	4	5	6	15	1	9	5	15
COMPLAINT INVESTIGATIONS	2	-	1	3	5	5	5	15	-	3	4	7
LONG TERM MONITORING	-	-	-	-	-	-	-	-	-	-	-	-
BODY ART FACILITY INSPECTIONS	-	-	-	-	-	-	-	-	1	-	-	1

Inspection Type Count

For Date Range: 11/1/2021 - 11/30/2021 and Program: Food Service

Inspection Type	Count
Complaint	1
Consult	3
Follow-Up	2
Pre-opening/New	3
Progress Note	3
Routine	61
STFU/Mobile	4
Temporary	2
Total number of inspections	79

1/19/2022 7:09:39 PM

Inspection Type Count by County

For Date Range: 11/1/2021 - 11/30/2021 and Program: Food Service

County	Inspection Type	Count
Branch	Follow-Up	1
	Pre-opening/New	1
	Routine	26
	STFU/Mobile	2
	Temporary	1
Hillsdale	Consult	1
	Routine	23
	Temporary	1
St. Joseph	Complaint	1
	Consult	2
	Follow-Up	1
	Pre-opening/New	2
	Progress Note	3
	Routine	12
	STFU/Mobile	2
	Total number of inspections	79

1/19/2022 7:10:09 PM

Establishment Inspection Report

For Date Range: 11/1/2021 - 11/30/2021 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
ADDISON GUN CLUB	SOMERSET TWP	11/10/2021	Routine	0	0	0	0
American Axel Cafe	Three Rivers	11/2/2021	Progress Note	0	0	0	0
APPLEBEE'S # 8393	COLDWATER	11/23/2021	Routine	1	0	0	4
BON APPETIT MGT CO.	HILLSDALE	11/1/2021	Routine	0	0	0	0
BON APPETIT MGT. CO.	HILLSDALE	11/1/2021	Routine	1	2	2	0
Branch County Coalition Against Domestic Violence	Coldwater	11/2/2021	Temporary	0	0	0	0
BRANCH INTER. SCHOOL DISTRICT	COLDWATER	11/5/2021	Routine	0	0	0	0
Brewhouse BBQ	Sturgis	11/5/2021	STFU/Mobile	0	0	0	0
BUNDY HILL DINER LLC	Jerome	11/17/2021	Routine	1	0	0	1
CAMDEN-FRONTIER SCHOOL	Camden	11/23/2021	Routine	0	0	0	0
COLDWATER BROADWAY GRILLE	COLDWATER	11/8/2021	Follow-Up	1	3	0	0
COLDWATER FREE METHODIST CHURCH	COLDWATER	11/2/2021	Routine	0	1	0	0
COLDWATER HAMPTON INN/FOOD	COLDWATER	11/2/2021	Routine	0	0	0	0
COLDWATER HIGH SCHOOL	COLDWATER	11/2/2021	Routine	1	0	0	0
COLDWATER UNITED METHODIST CHURCH	COLDWATER	11/18/2021	Routine	0	0	0	0
COLDWATER WINGS ETC	COLDWATER	11/22/2021	Routine	2	1	3	1
COMMUNITY ACTION AGENCY (HEAD START)	HILLSDALE	11/10/2021	Routine	0	0	0	0
Corporate Dining Concepts	Three Rivers	11/19/2021	Pre-opening/New	0	0	0	0
Dairy Queen	Sturgis	11/4/2021	Routine	0	0	0	0
DAVINCI'S	STURGIS	11/30/2021	Complaint	0	0	0	0
EL CERRITO	HILLSDALE	11/8/2021	Routine	0	1	0	0
EL CERRITO MEXICAN RESTAURANT	COLDWATER	11/22/2021	Routine	0	0	0	1
El Sabar Latino	Coldwater	11/19/2021	STFU/Mobile	1	1	0	0
El Sabar Latino	Coldwater	11/23/2021	STFU/Mobile	0	0	0	0
El Taco Loco	Sturgis	11/4/2021	Routine	3	4	0	3
Elke's	Constantine	11/30/2021	Progress Note	0	0	0	0

1/19/2022 7:08:59 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
FIESTA MEXICANA	Sturgis	11/4/2021	Consult	1	0	0	0
FIESTA MEXICANA	Sturgis	11/9/2021	Consult	0	0	0	0
GIRARD HEAD START BISD	COLDWATER	11/17/2021	Routine	0	0	0	0
GIRARD UNITED METHODIST CHURCH	COLDWATER	11/18/2021	Routine	0	0	0	0
GREAT LAKES HEALTH & FITNESS	COLDWATER	11/18/2021	Routine	0	0	0	0
HILLCREST BAR & GRILL	Sturgis	11/5/2021	Routine	0	1	0	4
HILLSDALE ACADEMY	HILLSDALE	11/19/2021	Routine	0	0	0	0
Hillsdale County ISD - Hillsdale Preparatory	Hillsdale	11/9/2021	Routine	0	0	0	0
Hillsdale County ISD - YAP	Hillsdale	11/4/2021	Routine	0	0	0	0
Hillsdale Dairy Queen	Hillsdale	11/29/2021	Consult	0	0	0	0
HILLSDALE FREE METHODIST CHURCH	HILLSDALE	11/13/2021	Routine	0	0	0	0
HILLSDALE HIGH SCHOOL	Hillsdale	11/4/2021	Routine	0	0	0	0
HILLSDALE LODGE BPO ELKS #1575	HILLSDALE	11/2/2021	Routine	0	1	0	0
Holiday Inn Express & Suites / Food	COLDWATER	11/2/2021	Routine	1	0	0	0
JEFFERSON ELEMENTARY SCHOOL	COLDWATER	11/11/2021	Routine	0	0	0	0
JONESVILLE HIGH SCHOOL	JONESVILLE	11/16/2021	Routine	0	0	0	0
JONESVILLE MIDDLE SCHOOL	JONESVILLE	11/16/2021	Routine	0	0	0	0
JT'S BILLIARDS BAR & GRILL LLC	COLDWATER	11/3/2021	Routine	1	2	0	7
KING DRAGON BUFFET	Sturgis	11/4/2021	Follow-Up	0	0	0	0
LAKE AREA CHRISTIAN SCHOOL--fixed	STURGIS	11/2/2021	Routine	0	1	1	0
Lakeland Elementary	Coldwater	11/1/2021	Routine	2	0	0	1
LEGG MIDDLE SCHOOL	COLDWATER	11/5/2021	Routine	0	0	0	0
LIL PEPPI'S PIZZA	SOMERSET CENTER	11/17/2021	Routine	0	0	0	0
LINCOLN ELEMENTARY SCHOOL	COLDWATER	11/11/2021	Routine	0	0	0	0
LINCOLN LEARNING CENTER (BRANCH ISD)	COLDWATER	11/11/2021	Routine	0	0	0	0
Magic Capital Grille LLC	Colon	11/30/2021	Pre-opening/New	0	0	0	0
MANCINO'S OF COLDWATER	COLDWATER	11/11/2021	Routine	0	0	0	0
MAX LARSEN ELEM SCHOOL	COLDWATER	11/2/2021	Routine	0	0	0	1

1/19/2022 7:08:59 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
NEW YORK TACO	Hillsdale	11/16/2021	Routine	0	0	0	0
NORTH ADAMS PUBLIC SCHOOLS	North Adams	11/29/2021	Routine	0	0	0	1
Nottawa Community Schools	Sturgis	11/2/2021	Routine	0	0	0	0
PANSOPHIA ACADEMY	COLDWATER	11/17/2021	Routine	0	0	0	0
PITTSFORD AREA SCHOOLS	Pittsford	11/17/2021	Routine	0	0	0	0
QUINCY UNITED METHODIST CHURCH	QUINCY	11/6/2021	Routine	0	0	0	0
SHORT'S LAMPLIGHTER, LLC	COLDWATER	11/30/2021	Routine	0	0	0	0
SPANGLER'S FAMILY RESTAURANT	Jonesville	11/30/2021	Routine	1	0	1	2
SPANGLER'S STOCKYARD RESTAURANT	HILLSDALE TWP	11/13/2021	Routine	0	0	0	0
ST PAUL'S LUTHERAN CHURCH	HILLSDALE	11/9/2021	Routine	0	0	0	0
ST. CHARLES SCHOOL	COLDWATER	11/17/2021	Routine	0	0	0	1
Starbucks Coffee #61499	Three Rivers	11/19/2021	Routine	0	0	0	0
Sturgis Youth Soccer & Rocket Football	Sturgis	11/15/2021	Routine	0	0	0	0
Subway	THREE RIVERS	11/22/2021	Routine	0	0	0	0
SUPER 8: Food	Three Rivers	11/8/2021	Routine	0	0	0	0
TESTSTESTSTSET	Three Rivers	11/5/2021	Routine	0	0	0	0
THREE RIVERS HIGH SCHOOL	THREE RIVERS	11/1/2021	Routine	0	0	0	1
THREE RIVERS MIDDLE SCHOOL	Three Rivers	11/1/2021	Routine	0	0	0	0
TOWN FRYER	Constantine	11/11/2021	Progress Note	0	0	0	0
Two Bandits Brewing Co.	Coldwater	11/2/2021	Pre-opening/New	0	0	0	1
WALDRON AREA SCHOOL	WRIGHT TWP	11/2/2021	Routine	0	0	0	0
Waldron Community Days	Waldron	11/24/2021	Temporary	0	0	0	0
Weenie Kings	THREE RIVERS	11/9/2021	STFU/Mobile	0	0	0	0
WENDY'S--STURGIS	Sturgis	11/4/2021	Routine	2	0	0	2
WILLOWS BAR & GRILL	COLDWATER	11/11/2021	Routine	1	0	0	2

Food Inspection Codes:

P-This indicates a priority violation which is a violation which includes a quantifiable measure to show control of hazards such as cooking, cooling, reheating and handwashing. It is in general terms a violation that can potentially lead directly to an illness.

Pf-This is a priority foundation violation which is a violation that supports a priority violation. For example, the lack of soap or towels at a handwash sink is a Pf. This supports the priority violation of not washing hands.

C-This is a core violation-This is an item the usually relates to general sanitation, operational controls

Inspection Type Count

For Date Range: 12/1/2021 - 12/31/2021 and Program: Food Service

Inspection Type	Count
Complaint	1
Consult	2
Follow-Up	5
Other	1
Pre-opening/New	3
Progress Note	4
Routine	49
Temporary	2
Total number of inspections	67

1/19/2022 7:07:40 PM

Inspection Type Count by County

For Date Range: 12/1/2021 - 12/31/2021 and Program: Food Service

County	Inspection Type	Count
Branch	Complaint	1
	Follow-Up	3
	Routine	14
Hillsdale	Consult	1
	Progress Note	1
	Routine	20
St. Joseph	Temporary	1
	Consult	1
	Follow-Up	2
	Other	1
	Pre-opening/New	3
	Progress Note	3
	Routine	15
	Temporary	1
	Total number of inspections	67

1/19/2022 7:08:14 PM

Establishment Inspection Report

For Date Range: 12/1/2021 - 12/31/2021 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
AMERICAN LEGION POST 170	THREE RIVERS	12/30/2021	Routine	0	1	0	2
AMERICAN LEGION POST 360	READING	12/14/2021	Routine	0	1	0	0
APPLEBEE'S	Sturgis	12/7/2021	Routine	0	1	0	1
Applebee's #8399	Three Rivers	12/28/2021	Routine	0	1	0	2
ARBY'S #7394	HILLSDALE	12/8/2021	Routine	0	1	0	0
BEST WESTERN PLUS	Coldwater	12/16/2021	Routine	1	4	0	4
BIGGBY COFFEE	HILLSDALE	12/20/2021	Routine	0	0	0	1
BIRD LAKE BIBLE SCHOOL	OSSEO	12/2/2021	Routine	1	0	0	0
BUFFALO WILD WINGS	COLDWATER	12/9/2021	Routine	0	1	0	2
Burger King #1419	Hillsdale	12/29/2021	Routine	0	0	0	1
Centreville Christmas	Centreville	12/11/2021	Temporary	0	0	0	0
CHECKER RECORDS	HILLSDALE	12/30/2021	Routine	0	0	0	0
COLDWATER BROADWAY GRILLE	COLDWATER	12/8/2021	Complaint	0	0	0	0
COLDWATER CINEMAS	COLDWATER	12/21/2021	Routine	0	1	0	0
COLDWATER WINGS ETC	COLDWATER	12/2/2021	Follow-Up	0	0	0	0
COMFORT INN/QUALITY INN FOOD	COLDWATER	12/14/2021	Routine	0	0	0	0
COMFORT INN/QUALITY INN FOOD	COLDWATER	12/14/2021	Routine	0	1	0	0
Constantine Fire Department	Constantine	12/22/2021	Routine	0	0	0	0
CULVER'S OF COLDWATER	COLDWATER	12/16/2021	Routine	0	0	0	1
DAD'S PLACE	Three Rivers	12/7/2021	Routine	0	0	0	2
Dickey's Barbecue Pit	Coldwater	12/21/2021	Routine	0	1	1	1
Dock House Nutrition	Quincy	12/10/2021	Routine	0	0	0	0
DQ Grill & Chill	Coldwater	12/16/2021	Routine	1	0	0	1
El Taco Loco	Sturgis	12/7/2021	Follow-Up	1	5	0	1
El Taco Loco	Sturgis	12/17/2021	Follow-Up	1	1	0	0
FIRST PRESBYTERIAN CHURCH	HILLSDALE	12/10/2021	Routine	0	0	0	0
HILLSDALE FILLING STATION DELI	Hillsdale	12/28/2021	Routine	0	0	0	0
HILLSDALE TWP FIRE DEPT	HILLSDALE	12/9/2021	Routine	0	0	0	0
HIP PADDER'S CATERING	STURGIS	12/1/2021	Routine	0	0	0	0
HOT 'N NOW	STURGIS	12/7/2021	Routine	0	0	0	0

1/19/2022 7:05:15 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
JILLY BEANS	Hillsdale	12/8/2021	Routine	0	0	0	0
JT'S BILLIARDS BAR & GRILL LLC	COLDWATER	12/2/2021	Follow-Up	1	2	0	2
La Palma	Sturgis	12/1/2021	Routine	1	0	0	0
Lakeland Elementary	Coldwater	12/1/2021	Follow-Up	2	0	0	0
Litchfield Fire Department - Temp	Litchfield	12/11/2021	Temporary	0	0	0	0
LITTLE CAESARS PIZZA	Coldwater	12/21/2021	Routine	0	0	0	1
MCDONALD'S-JONESVILLE	JONESVILLE	12/22/2021	Routine	0	0	0	0
MENDON GRADE SCHOOL	Mendon	12/2/2021	Other	0	0	0	0
MIDWAY LANES LLC	COLDWATER	12/8/2021	Routine	0	0	0	0
Momma's Snack Shack	Three Rivers	12/30/2021	Routine	0	0	0	0
MONTGOMERY FIRE DEPARTMENT	MONTGOME RY	12/23/2021	Routine	0	0	0	0
MOOSE LODGE #677	COLDWATER	12/2/2021	Routine	0	0	0	0
Our Bar	LEONIDAS	12/29/2021	Consult	0	0	0	0
PREMIERE THEATRE/UNITED ENTERTAINMENT	Hillsdale	12/6/2021	Routine	0	0	0	0
RACHAEL'S	White Pigeon	12/29/2021	Routine	0	0	0	1
ROUGH DRAFT	HILLSDALE	12/20/2021	Routine	1	1	1	0
SOMERSET CONGREGATIONAL CHURCH	SOMERSET	12/9/2021	Routine	0	0	0	0
Sozo Church of Hillsdale	Hillsdale	12/1/2021	Routine	0	0	0	0
Sozo Church of Hillsdale	Hillsdale	12/2/2021	Progress Note	0	0	0	0
Sozo Church of Hillsdale	Hillsdale	12/16/2021	Consult	1	0	1	0
ST ANTHONY CATHOLIC CHURCH	HILLSDALE	12/23/2021	Routine	0	0	0	0
ST. JOHN'S EPISCOPAL CHURCH	Sturgis	12/17/2021	Routine	0	0	0	0
STURGIS HOSPITAL	Sturgis	12/17/2021	Routine	0	1	0	2
Subway	THREE RIVERS	12/6/2021	Progress Note	0	0	0	0
SUBWAY - HILLSDALE	HILLSDALE	12/30/2021	Routine	0	0	0	0
SUBWAY # 19719	COLDWATER	12/21/2021	Routine	0	0	0	0
Subway #11857	Kalamazoo	12/6/2021	Progress Note	0	0	0	0
SUBWAY #1951	COLDWATER	12/14/2021	Routine	0	12	6	6
SUBWAY #37408	Three Rivers	12/6/2021	Progress Note	0	0	0	0

1/19/2022 7:05:15 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Subway @ 131	Kalamazoo	12/7/2021	Pre-opening/New	0	0	0	0
Subway @ Main	Kalamazoo	12/8/2021	Pre-opening/New	0	0	0	0
Subway @ Tolbert	Kalamazoo	12/8/2021	Pre-opening/New	0	0	0	0
THE FINISH LINE	HILLSDALE	12/28/2021	Routine	0	0	0	0
TRINITY EPISCOPAL CHURCH	Three Rivers	12/21/2021	Routine	0	0	0	0
Trinity Lutheran Church School	Sturgis	12/1/2021	Routine	0	0	0	0
WENDY'S #4405	Hillsdale	12/29/2021	Routine	1	1	1	0
Wendy's #4574	Three Rivers	12/13/2021	Routine	0	1	0	0

Food Inspection Codes:

P-This indicates a priority violation which is a violation which includes a quantifiable measure to show control of hazards such as cooking, cooling, reheating and handwashing. It is in general terms a violation that can potentially lead directly to an illness.

Pf-This is a priority foundation violation which is a violation that supports a priority violation. For example, the lack of soap or towels at a handwash sink is a Pf. This supports the priority violation of not washing hands.

C-This is a core violation-This is an item the usually relates to general sanitation, operational controls and maintenance of facilities and equipment.

1/19/2022 7:05:15 PM



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

January 27, 2022

Director's Report

Enclosure:

1. Health and Aging Services Administration correspondence dated 12/22/21 – Re: final Area Plan Grant Budget for FY2021 – approval letter.
 2. Services to Victims of Elder Abuse 1st quarter FY2022 program report
-

Updates:

1. Services to Victims of Elder Abuse Program Updates
 - In response to the prevalence of so many reports of individuals coming forward sharing their experiences of being swindled, we've been compelled to share messaging around this topic. "Report It, Don't Ignore It" has received some media attention this month! Josh and Sean were on the radio and interviewed by our local newspaper. Here are the articles of interest:

<https://www.thedailyreporter.com/story/news/2022/01/18/reporting-scam-helps-bring-criminals-justice/6562310001/>

<https://omny.fm/shows/delaney-in-the-morning/josh-englehart-sean-marshall-area-agency-on-aging>
 - The SVEA 1st quarter programmatic report is attached for your perusal.
 - As a staffing update, Josh has left the AAA division and moved over to the Health Promotion division as a health educator. He will be missed! I have posted the Branch County Elder Abuse Victim Specialist position and hope to have updates soon.
2. The American Rescue Plan Act (ARPA) funding is said to be awarded to the aging network (via Area Agencies on Aging) any day. This may include special opportunities for equipment purchases, special programming/projects, and service delivery. We will be engaging our current providers to discuss intent, federal guidance and identified needs for consideration in how we approach allocating the funds across Branch and St. Joseph County. We welcome the Board of Health's input related to the use of the funds and will keep you informed of upcoming meetings. We are hearing that there will be additional reporting – both financial and programmatic, as well as match requirements for the ARPA funds.
3. Our Care Consultants, Vanessa and Linda, are extremely busy! We've brought on 10 new participants since Linda started in early December... Our phones also continue to be busy with inquiries from families after holiday visits with loved ones.
4. Our team will be distributing PPE to the public, community agencies and network partners as we're anticipating another huge delivery of KN95 masks from the state. We still have large supplies of hand sanitizers, other types of masks and related items to offer as well. If you or an organization you are affiliated with is in need of PPE, please let me know.



Services to Victims of Elder Abuse Grant FY21-22 1st Quarter Report (St. Joseph County)

10/01/21 - 12/31/21

***Types of Victimization & Services Provided are based on number of occurrences**

***Demographic Info is new clients only; all other categories include continuing clients**

570 Marshall Road, Coldwater, MI 49036

www.bhsj.org/aaa

Office: (517) 278-2538

Toll Free (888) 615-8009

For additional information or questions please contact:

Sean Marshall Ph: (517) 933-3032 Email: marshalls@bhsj.org

Joshua Englehart Ph: (517) 933-3070 Email: englehartj@bhsj.org

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0		0
Hispanic/Latino	0		0
Caucasian/Non-Latino	1		1
Female	1		1
Male	0		0
Vulnerable: Age 18-59	0		0
Elderly: Age 60 and Older	1		1
<u>New Clients Total</u>	1		1
<u>Continuing Clients</u>			0
<u>Total Clients Served</u>	1		1

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0		0
Bullying (Verbal, Cyber or Physical)	0		0
Domestic or Family Violence	0		0
Elder Abuse or Neglect	1		1
Identity Theft/Fraud/Financial Crime	0		0
Physical Assault	0		0
Robbery/Burglary	1		1
Sexual Assault	0		0
Survivors of Homicide	0		0
Multiple Victimizations	1		1

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	0		0
Disability	1		1
Homeless	0		0
LGBTQ	0		0
Veteran	0		0

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0		0
Information about Criminal Justice	0		0
Referral to Other Services	1		1
Referral to Other Victim Services	0		0
Victim Notification	0		0

**Services to Victims of Elder Abuse Grant
FY21-22 Quarter Report (St. Joseph County)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0		0
Emergency Medical Care	0		0
Individual Advocacy	0		0
Intervention with Person or Institutions	1		1
Law Enforcement Interview	0		0
Transportation	0		0

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	0		0
Emergency Financial Assistance	0		0

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	0		0
Transitional Housing	0		0

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	0		0
Law Enforcement Interview	0		0
Notification of Criminal Justice Event	0		0
Other Emergency Assistance	0		0
Personal Protective Order	0		0
Prosecution Interview	0		0
Restitution Assistance	0		0
Victim Impact Statement	0		0



Services to Victims of Elder Abuse Grant FY21-22 1st Quarter Report (Branch County)

10/01/21 - 12/31/21

*Types of Victimization & Services Provided are based on number of occurrences

*Demographic Info is new clients only; all other categories include continuing clients

570 Marshall Road, Coldwater, MI 49036

www.bhsj.org/aaa

Office: (517) 278-2538

Toll Free (888) 615-8009

For additional information or questions please contact:

Sean Marshall Ph: (517) 933-3032 Email: marshalls@bhsj.org

Joshua Englehart Ph: (517) 933-3070 Email: englehartj@bhsj.org

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0		0
Hispanic/Latino	0		0
Caucasian/Non-Latino	5		5
Female	4		4
Male	1		1
Vulnerable: Age 18-59	3		3
Elderly: Age 60 and Older	2		2
<u>New Clients Total</u>	5		5
<u>Continuing Clients</u>			0
<u>Total Clients Served</u>	5		5

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0		0
Bullying (Verbal, Cyber or Physical)	4		4
Domestic or Family Violence	3		3
Elder Abuse or Neglect	2		2
Identity Theft/Fraud/Financial Crime	2		2
Physical Assault	2		2
Robbery/Burglary	1		1
Sexual Assault	1		1
Survivors of Homicide	0		0
Multiple Victimizations	4		4

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	0		0
Disability	5		5
Homeless	2		2
LGBTQ	0		0
Veteran	1		1

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0		0
Information about Criminal Justice	0		0
Referral to Other Services	6		6
Referral to Other Victim Services	2		2
Victim Notification	0		0

**Services to Victims of Elder Abuse Grant
FY21-22 Quarter Report (Branch County)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0		0
Emergency Medical Care	0		0
Individual Advocacy	2		2
Intervention with Person or Institutions	6		6
Law Enforcement Interview	0		0
Transportation	0		0

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	0		0
Emergency Financial Assistance	0		0

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	4		4
Transitional Housing	0		0

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	0		0
Law Enforcement Interview	0		0
Notification of Criminal Justice Event	0		0
Other Emergency Assistance	0		0
Personal Protective Order	0		0
Prosecution Interview	0		0
Restitution Assistance	0		0
Victim Impact Statement	0		0



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

Services to Victims of Elder Abuse Grant FY21-22 1st Quarter Report (Both Counties)

10/01/21 - 12/31/21

*Types of Victimization & Services Provided are based on number of occurrences

*Demographic Info is new clients only; all other categories include continuing clients

570 Marshall Road, Coldwater, MI 49036

www.bhsj.org/aaa

Office: (517) 278-2538

Toll Free (888) 615-8009

For additional information or questions please contact:

Sean Marshall Ph: (517) 933-3032 Email: marshalls@bhsj.org

Joshua Englehart Ph: (517) 933-3070 Email: englehartj@bhsj.org

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0		0
Hispanic/Latino	0		0
Caucasian/Non-Latino	6		6
Female	5		5
Male	1		1
Vulnerable: Age 18-59	3		3
Elderly: Age 60 and Older	3		3
<u>New Clients Total</u>	6		6
<u>Continuing Clients</u>			0
<u>Total Clients Served</u>	6		6

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0		0
Bullying (Verbal, Cyber or Physical)	4		4
Domestic or Family Violence	3		3
Elder Abuse or Neglect	3		3
Identity Theft/Fraud/Financial Crime	2		2
Physical Assault	2		2
Robbery/Burglary	2		2
Sexual Assault	1		1
Survivors of Homicide	0		0
Multiple Victimizations	5		5

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	0		0
Disability	6		6
Homeless	2		2
LGBTQ	0		0
Veteran	1		1

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0		0
Information about Criminal Justice	0		0
Referral to Other Services	7		7
Referral to Other Victim Services	2		2
Victim Notification	0		0

**Services to Victims of Elder Abuse Grant
FY21-22 Quarter Report (Both Counties)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0		0
Emergency Medical Care	0		0
Individual Advocacy	2		2
Intervention with Person or Institutions	7		7
Law Enforcement Interview	0		0
Transportation	0		0

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	0		0
Emergency Financial Assistance	0		0

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	4		4
Transitional Housing	0		0

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	0		0
Law Enforcement Interview	0		0
Notification of Criminal Justice Event	0		0
Other Emergency Assistance	0		0
Personal Protective Order	0		0
Prosecution Interview	0		0
Restitution Assistance	0		0
Victim Impact Statement	0		0



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

HEALTH AND AGING SERVICES ADMINISTRATION

December 22, 2021

Rebecca A. Burns, Health Officer
Branch-St. Joseph Area Agency on Aging IIIC
Branch-St. Joseph Community Health Agency
570 N. Marshall Road
Coldwater, MI 49036

Dear Ms. Burns:

The Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau) has reviewed the Branch-St. Joseph Area Agency on Aging (AAA IIIC) final Area Plan Grant Budget for Fiscal Year (FY) 2021 dated December 6, 2021, for the following points:

- Mathematical accuracy
- Reasonableness of costs
- Agreement with amounts shown on the most recent Statement of Grant Award
- Match requirements
- Services listed in the approved FY2021 area plan
- Program requirements

As a result of this review, AAA IIIC's budget has been approved and supersedes all previous budgets for FY2021.

If you have questions, please contact your Technical Assistance & Quality Improvement (TAQI) Section Field Representative, Ashley Ellsworth, at ellswortha2@michigan.gov or at 517-294-9680.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Masterson".

Cindy Masterson, Director
Operations & Aging Network Support Division

CM/ae/cll

cc: Laura Sutter, Director, AAA IIIC
Kathy Pangle, Board Chair, AAA IIIC
Steve Betterly, Manager, TAQI Section
Amy Colletti, Manager, Financial Quality & Grant Support Section
Ashley Ellsworth, Field Representative, TAQI Section