

BOARD OF HEALTH – FINANCE COMMITTEE

Agenda for May 26, 2022 at 8:00 AM

Meeting Location: Branch County Courthouse, Commissioner’s Meeting Room,
31 Division St., Coldwater, MI

1. Call to Order
 - a. Roll Call
2. Public Comment
3. New Business
 - a. AAA FY22 Provider Budget Amendments*
 - b. Strategic Planning*
 - c. Coldwater Building Lease
 - d. Hillsdale Conservation District free Tire Collection
4. Public Comment
5. Adjournment

Public Comment:

A member of the public may address the Board after receiving recognition from the Chairperson. The speaker is requested, not required, to provide the Board with their name and subject to be discussed. Public comment shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for no longer than three (3) minutes, unless the Board grants an extension.

Board of Health By-laws, Article V, Section 3

Branch-St. Joseph Area Agency on Aging ~ FY 2021-2022 Funding Adjustments ~ Effective May 1, 2022 **

based upon FY22 full year SGA #2022-6 dated 5/11/22, FY21 Carryover, ARP & Special Grants, includes planned transfers

Provider	Service	Funding Source	Original Award	Increase/ (Decrease)	Adjusted Award	Rationale
AAA Operations / Community Living Program	Administration	Title IIIB, C1, C2 E	\$ 46,402	\$ 769	\$ 47,171	award adjustment
		State Admin Alt, HDM	8,019	127	8,146	award adjustment
		ARPA Fed Admin	-	56,607	56,607	new award
	Special project funding	ACLS Immz Support Grant	53,020	(10,000)	43,020	reallocate to transit providers
	CLP - InHome Respite	ARPA Title III-B	-	17,500	17,500	additional units
		ARPA Title III-E	-	3,979	3,979	additional units
	DirectCareWorker (DCW) pay increase	State IH DCW Pay Increase	13,222	39,664	52,886	pass through funds to eligible providers
		ARPA Title III-B	-	6,000	6,000	pass through funds to eligible providers
	Gap Filling	ARPA Title III-B	-	2,035	2,035	additional units
	TOTAL			\$ 120,663	\$ 116,681	\$ 237,344
Branch Area Transit Authority	Transportation	Title III-B	\$ 12,000	\$ 11,226	\$ 23,226	carry over funds, additional units
		Title III-E	\$ 2,400	\$ 5,130	\$ 7,530	carry over funds, additional units
		ACLS Immz Support Grant	\$ -	\$ 10,000	\$ 10,000	COVID immunization support rides
	TOTAL			\$ 14,400	\$ 26,356	\$ 40,756
Branch County Commission on Aging	Chore	ARPA Title III-B Chore	\$ -	2,500	\$ 2,500	additional units, supplies
	Home Care Assist	ARPA Title III-B HomeCareAssist	-	21,000	21,000	additional units, supplies
	In-Home Respite	State Resp (Escheats)	6,431	5,449	11,880	carry over funds, additional units
		ARPA Title III-B Respite	-	5,500	5,500	additional units
		ARPA Title III-E	-	12,000	12,000	additional units
	Transport	ARPA Title III-B Transport	-	22,500	22,500	equipment (vehicle)
	Gap Filling	ARPA Title III-B Gap Filling	-	1,000	1,000	additional units
	DiseasePrev/Health Promo	ARPA Title III-D	-	6,574	6,574	supplies, additional units
	Caregiver Educ, Supp, Train	ARPA Title III-E	-	2,000	2,000	supplies
	Transportation	ARPA Title III-E	-	5,000	5,000	equipment (vehicle), units
Case Coordination	ARPA Title III-E	-	2,000	2,000	additional units	
TOTAL			\$ 6,431	\$ 85,523	\$ 91,954	<i>(amended sources only)</i>

Provider	Service	Funding Source	Original Award	Increase/ (Decrease)	Adjusted Award	Rationale	
Community Action	Home Delivered Meals	State HDM	\$ 56,100	\$ (103)	\$ 55,997	adjustment	
		Title III-C2	45,122	1,711	46,833	additional units	
		NSIP	49,280	9,416	58,696	additional units	
		ARPA Title III-C2	-	60,531	60,531	equipment (vehicle), additional units	
		Supplemental Nutr. HDC-5	-	16,122	16,122	additional units	
	Congregate Meals	Title III-C1	39,115	661	39,776	additional units	
		ARPA Title III-C1	-	40,354	40,354	equipment (vehicle), additional units	
	Gap Filling	ARPA Title III-B	-	1,000	1,000	additional units	
	TOTAL			\$ 189,617	\$ 129,692	\$ 319,309	<i>(amended sources only)</i>
	St Joseph County Commission on Aging	Home Care Assistance	ARPA Title III-B	\$ -	\$ 45,000	\$ 45,000	equipment (software), supplies
St. Altern			18,210	(24)	18,186	adjustment	
Congregate Meals		ARPA Title III-C1	-	55,727	55,727	equipment (vehicle, kitchen items), supplies	
Case Coordination		ARPA Title III-E	-	8,000	8,000	supplies, additional units	
Home Delivered Meals		Title III-C2	62,300	2,362	64,662	additional units	
		NSIP	53,382	10,000	63,382	additional units	
		ARPA Title III-C2	-	83,591	83,591	equipment (vehicle), supplies	
		Supplemental Nutr. HDC-5	-	22,264	22,264	additional units	
Friendly Reassurance		ARPA Title III-B	-	2,000	2,000	supplies, additional units	
Disease Prev/ Health Promotion		Title III-D	5,100	(41)	5,059	adjustment	
		ARPA Title III-D	-	9,078	9,078	supplies, additional units	
In-Home Repair		ARPA Title III-B	-	3,480	3,480	supplies	
In-Home Respite		ARPA Title III-B	-	3,000	3,000	supplies	
Chore		ARPA Title III-B	-	3,500	3,500	supplies	
Caregiver Edu, Support, Train		ARPA Title III-E	-	8,000	8,000	supplies, additional units	
Kinship Support	ARPA Title III-E	-	8,500	8,500	supplies, additional units		
Gap Filling	ARPA Title III-B	-	1,000	1,000	additional units		
TOTAL			\$ 138,992	\$ 265,437	\$ 404,429	<i>(amended sources only)</i>	

Provider	Service	Funding Source	Original Award	Increase/ (Decrease)	Adjusted Award	Rationale
St. Joseph County Transportation Authority	Transportation	Title III-E	\$ 2,100	\$ 6,997	\$ 9,097	carry over funds, additional units
		ACLS Immz Support Grant	-	\$ 10,000	\$ 10,000	COVID Immunization support rides
		Title III-B	20,500	\$ 15,480	\$ 35,980	carry over funds, additional units
		TOTAL	\$ 22,600	\$ 32,477	\$ 55,077	<i>(amended sources only)</i>
Thurston Cares Adult Day Program	Adult Day Services	ARPA Title III-E	-	\$ 2,000	2,000	supplies
		TOTAL	\$ -	\$ 2,000	\$ 2,000	<i>(amended sources only)</i>
Legal Services of South Central Michigan	Legal Services	ARPA Title III-B	-	\$ 10,310	10,310	categorical funding requirement (OAA)
		TOTAL	\$ -	\$ 10,310	\$ 10,310	<i>(amended sources only)</i>

NOTES:

All amendments are pending accurate and reasonable provider budget submissions

Award amounts are based on most recent communication & guidance issued by the ACLS Bureau. All grant funding is subject to state programmatic guidance, fiscal guidance, and other requirements.

Equipment requests must be approved by the ACLS Bureau via submission of a "MDHHS/BPHASA Policy Waiver Request Form" for each item.

Programmatic reporting requirements by the ACLS Bureau are currently being drafted. Providers will be required to submit applicable programmatic reports associated with all OAA, ARP, and Other funding. Further guidance will be shared once received.

Consultant Services Proposal
Submitted to:
Branch Hillsdale St. Joseph Community Health Agency
By
Mary Kushion, MSA
Mary Kushion Consulting, LLC
May 16, 2022

The Branch Hillsdale St. Joseph Community Health Agency intends to conduct a comprehensive strategic planning process and is seeking consultative and facilitation services to guide in the development of the agency's plan.

Mary Kushion Consulting, LLC is providing this proposal for consideration. Mary Kushion has experience in strategic planning for local public health agencies, community coalitions and other non-profit organizations.

The table provided in this proposal indicates the set of deliverables for each step in the strategic planning process, the description of the efforts, and level of preparatory/analytical effort necessary as well as the on-site meeting time.

The total proposed cost is a maximum of \$5,900.00 plus travel expenses and the proposed costs for the services are as follows:

- \$130.00/hour for preparatory and analytical work performed. *The hourly rate is a discounted rate from the consultant's usual and customary fee of \$150.00/hour.*
- \$1,000.00/day plus mileage travel expenses for on-site meetings at the 2022 IRS rate of 58.5 cents per mile. Anticipated travel costs are not expected to exceed \$500.00.
- Costs for provision of handouts for strategic planning sessions are not included in this proposal as the health department may want to produce them internally. Mary Kushion will provide any hand-outs in needed at least 24 hours in advance of each session. If the department elects to have Mary Kushion provide the hand-outs, the department will be billed for the actual costs to produce them commercially.
- Meeting materials such as projector, flip charts, tripods, and other supplies will be the responsibility of the Branch Hillsdale St. Joseph Health Agency. A list of necessary supplies will be provided to the department at least one week in advance of each strategic planning session.

This proposal is valid until June 15, 2022. If proposal is accepted, it is anticipated the work will be completed on, or before October 1, 2022, if it commences on, or before June 1, 2022.

Thank you for the opportunity to submit this proposal. I am available to answer any questions you may have and am willing to discuss with you revisions to the proposal to meet your needs.

Mary Kushion, MSA
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Alma, MI 48801
989-463-1875
Kushionconsulting@gmail.com

<i>Deliverable</i>	<i>Description of Effort</i>	<i>Level of Effort</i> Prep/analytical time and conference calls (off-site time)	<i>On-Site Time</i> This is in addition to prep/analytical time	<i>Cost per Deliverable</i>	<i>Timeline</i>
Work Plan	Discussions with Health Officer to develop work plan that includes, tasks for the team, milestones/timeframes for completion, and identification of documentation needed to begin process.	1 hour		\$130.00	Established by June 1, 2022
Pre-Planning Survey	Development and deployment of a pre-strategic planning survey for staff and stakeholders that will provide information related to mission, vision, values, and strengths, weaknesses, challenges, and opportunities.	3 hours		\$390.00	June 15, 2022, Survey Open June 30, 2022, Survey Close
Review of Documentation	Review data, reports, summaries, achievements and barriers, surveys, etc. provided by agency. Review materials pertaining to both internal and external trends.	4 hours		\$520.00	Documentation provided by agency by June 15, 2022
Strategic Planning Session #one	Strategic Planning session with leadership team to review data, SWOT analysis and draft initial set of priorities	4 hours	1 day	\$1,520.00	Proposed Timeline: Week of July 11 or July 18, 2022
Strategic Planning Session #two	Strategic Planning Sessions with all staff. Sessions will include prioritization and strategy development for all staff.	8 hours	1 day	\$2,040.00	Proposed Timeline: Week of August 1, 2022
Prioritization Survey and Draft Plan Development	Develop, implement, and analyze prioritization survey. Provide Draft plan to Health Officer; conference call to discuss survey results, assign timelines/deadlines for objectives. Provide revisions as applicable to create approved plan.	10 hours		\$1,300.00	August 8, 2022 Survey Open August 19, 2022 Survey Close Draft plan complete on or before September 1, 2022

					Final Plan complete on or before September 15, 2022
Total Cost Estimate				\$5,900.00	
Total Cost Estimate with Mileage Expense				\$6,400.00	

Strategic Planning Facilitation Proposal: Branch-Hillsdale-St. Joseph Community Health Agency

Introduction

The Michigan Public Health Institute (MPHI) is a 501(c)(3) corporation established pursuant to Act 264 of 1989 of the Michigan Legislature. All projects are driven by MPHI's mission to maximize positive health conditions in populations and communities through collaboration, scientific inquiry, and applied expertise. Projects carry the voice of communities to policy makers and researchers and increase community capacity to improve health and well-being and reduce health disparities.

MPHI has a wide array of experience and expertise in a number of areas, including evaluation, consulting, research, data analysis, quality improvement, and performance management. In particular, MPHI has extensive experience evaluating public health programs and analyzing health data, coordinating and facilitating multi-agency projects, providing training and technical assistance to community organizations and state agencies, and conducting human service needs assessments. MPHI delivers quality services and actionable products through projects that utilize employees' expertise in research and evaluation, strategic planning, community capacity building, and health information technology. Also, MPHI facilitates partnerships among community-based programs, researchers, governmental agencies, and advocacy organizations. Over its 25-year history, MPHI has reached countless stakeholders in its efforts to improve the health of communities.

The MPHI Center for Healthy Communities has several years' experience facilitating planning processes with public health practitioners, including participatory strategic planning. MPHI uses a facilitated approach that:

- Emphasizes participation;
- Incorporates the voices of all stakeholders;
- Uses data and group knowledge to create a plan that aligns with an organization's vision, mission, and values; and
- Incorporates a process to develop a concrete action plan.

Strategic Planning Process Description

MPHI proposes to use a four-phased, participatory, consensus-building approach to strategic planning with Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA). Two MPHI facilitators will guide BHSJCHA through the strategic planning process. These phases will take place virtually and in person, and include finalizing the strategic planning process with input from BHSJCHA leadership, participant pre-work activities to set the stage for the different phases, developed materials for use during planning sessions, technical assistance after each session, and electronic versions of all items developed during the sessions.

Additionally, prior to the strategic planning sessions, MPHI will review relevant documentation from BHSJCHA (i.e. mission, vision, and value statements; data and information; formal and informal

mandates; previous SWOC analysis results, the previous strategic plan, community health assessment report; community health improvement plan; etc.), to develop strategic planning activities that build on efforts completed to date.

Finally, MPHI will design data collection instruments and facilitation plans to consider how BHSJCHA can build on lessons learned during the COVID-19 pandemic throughout agency activities. Action plans will also incorporate activities, partnerships, practices, policies, and other considerations that will continuously build on and address ongoing COVID-19 activities.

The four phases that will take place during virtual or in-person facilitated sessions include the following:

- **Phase One-Practical Vision:** During this first phase the group develops a practical vision that defines what the group wants to see in place in three to five years as a result of their actions. MPHI conducts pre-work with agency staff to gather feedback and develop draft practical vision statements for the group to react to at the beginning of the first facilitated virtual session. This will provide participants with a jumping-off point and help achieve development of the practical vision in the time available.
- **Phase Two-Environmental Scan/SWOC Analysis:** This phase of the strategic planning process is an important step on the road to developing a realistic strategic plan. The group looks at data and information about the program and community and identifies strengths and opportunities to build on to reach the practical vision, and weaknesses or challenges that would prevent the group from achieving the practical vision developed during the previous phase. MPHI will develop a data summary document and share it with BHSJCHA staff prior to the session so all participants have a common understanding of the current context in which the health department is operating. The Environmental Scan will occur during the first virtual session, and the SWOC analysis will take place at the beginning of the in-person strategic planning workshop.
- **Phase Three-Strategic Priorities:** Next, the group works to operationalize the practical vision by building courses of action based on the available data. These courses of action are known as strategic priorities, which impact the future by using existing strengths and opportunities within the agency and catalyzing movement in the direction of the agency's vision. The objectives of this phase include operationalizing the practical vision for the shorter-term future, building on group strengths and opportunities, reducing the impact of barriers facing the group, and developing shared ownership and commitment. To do this, the group works to build consensus on innovative, substantial actions that the agency can take to reach the practical vision. This phase will occur during the in-person strategic planning workshop.
- **Phase Four-Focused Implementation:** This phase involves deciding exactly what needs to happen in the next three to five years to build momentum toward the strategic priorities. This is often the most time-intensive phase of the process. The result of this phase is that the group develops a focused implementation plan, creating detailed action plans for each strategic priority, and making decisions about what will be done and by whom. During the afternoon of the in-person strategic planning workshop, MPHI will provide the action planning overview, and staff will break up into smaller groups aligning with each identified priority, with MPHI staff

facilitating the process. During a final virtual session, each of the smaller groups finish drafting the action plan and will then present draft action plans to the larger group to gather reactions and feedback. Following this session, MPHI will work with BHSJCHA leadership to incorporate feedback to finalize drafts of each priority's action plan. Following each of these sessions, MPHI staff would be available for technical assistance in completing the action plans if needed. At the end of the process, MPHI will provide BHSJCHA with a strategic plan that includes documentation of each phase.

Sample Agendas

Virtual Strategic Planning Kick-Off Meeting (2.5 hours)

- Practical Vision
- Environmental Scan

In-Person Strategic Planning Workshop Session 2 (6 hours)

- SWOC Analysis
- Strategic Priorities
- Introduction to Action Planning/Focused Implementation and Small Group Action Plan Work

Virtual Action Planning Session (3 hours)

- Small Group Work-Action Plans
- Small Group Presentation
- Next Steps

MPHI Facilitator Bio

Jessie Jones, MPA, ASQ-CQIA, is the manager of MPHI's Office of Public Health Improvement within the Center for Healthy Communities. She provides program and project oversight and designs and facilitates trainings and planning processes for partner organizations. Ms. Jones has facilitated group planning processes at state and local levels with a variety of public health audiences. She is a Certified Quality Improvement Associate through the American Society of Quality and served as one of the authors of the second edition of *Embracing Quality in Public Health: A Practitioner's Quality Improvement Guidebook*. Ms. Jones has a Master of Public Administration degree from Michigan State University. She is a trained Technology of Participation (ToP) Strategic Planning facilitator and is trained in Mobilizing for Action through Planning and Partnership (MAPP). She has more than a decade of experience leading strategic planning projects.

Price Proposal

This price proposal includes MPHI staff time, documentation, travel, and drafting of the strategic plan.

- Price Proposal: \$7,000

Contact Information

For more information about this proposal please contact:

Jessie Jones

Phone: (517) 324-8387

Email: jjones@mphi.org

Building Cost Comparison 2017-2022

2017-2022 Current	BRANCH	HILLSDALE	THREE RIVERS
Utilities	-	90,273.26	60,138.51
County Maintenance	107,315.97	76,045.04	-
Storage	2,750.00	-	-
Misc Maint/Repairs/Ind Cont	2,243.31	245.03	60,362.24
Cleaning	102,793.56	98,504.18	100,376.92
Elevator	-	9,202.77	-
Cintas	-	1,437.20	456.53
Capital Improvement	213,231.60		
Building Expenses:	428,334.44	275,707.48	221,334.20
Rent	313,185.40	265,502.00	5.00
Total:	741,519.84	541,209.48	221,339.20

Approximate Sq. Ft.

13800 sq. ft.

16322 sq. ft.

10000 sq. ft.

2017-2018	BRANCH	HILLSDALE	THREE RIVERS
Utilities		20,923.66	12,959.51
County Maintenance	24495.30*	41129.33**	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	167.22	90.10	12,599.01
Cleaning	21,600.00	3,224.87	22,206.80
Elevator		390.78	
Cintas		270.38	136.00
Building Expenses:	46,862.52	66,029.12	47,901.32
Rent	68,331.36	88,500.00	1.00

** Cleaning is included in HD maintenance

* Includes Utilities

2018-2019	BRANCH	HILLSDALE	THREE RIVERS
Utilities		19,570.19	13,767.73
County Maintenance	20893.06*	12,441.65	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	174.59	29.93	11,735.08
Cleaning	22,780.75	27068.12***	22,168.06
Elevator		1,684.72	
Cintas		82.50	40.00
Building Expenses:	44,448.40	60,877.11	47,710.87
Rent	68,331.36	88,500.00	1.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

2019-2020	BRANCH	HILLSDALE	THREE RIVERS
Utilities		19,427.34	12,341.20
County Maintenance	21977.83*	7,834.94	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	100.00		9,492.50
Cleaning	22,663.41	26156.24***	21,490.26
Elevator		2,778.08	
Cintas		224.84	47.35
Building Expenses:	45,341.24	56,421.44	43,371.31
Rent	68,331.36	88,500.00	1.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

2020-2021			
Utilities		18,587.37	12,617.89
County Maintenance	25231.46*	10,072.58	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	1,613.20		15,936.14
Cleaning	22,067.40	26631.46***	21,615.72
Elevator		3,220.55	
Cintas		541.66	118.82
Capital Improvement	213,231.60		
Building Expenses:	262,743.66	59,053.62	50,288.57
Rent	68,331.36	1.00	1.00
Capital Improvement Fund		24,000.00	24,000.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

2021-2022			
Utilities		11,764.70	8,452.18
County Maintenance	14718.32*	4,566.54	
Storage	350.00		
Misc Maint/Repairs/Ind Cont	188.30	125.00	10,599.51
Cleaning	13,682.00	15423.49***	12,896.08
Elevator		1,128.64	
Cintas		317.82	114.36
Building Expenses:	28,938.62	33,326.19	32,062.13
Rent	39,859.96	1.00	1.00
Capital Improvement Fund		14,000.00	14,000.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

FY21-22 data goes through 4/30/2022

Notes:

Historical Information: It is our understanding that the building lease costs were set based on the cost to re-pay the mortgage when the buildings were built or remodelled. When the mortgages were retired in Three Rivers and Hillsdale, new leases were signed at \$1 per year. The 20 year repayment period for the renovation of the Coldwater building should have ended in 2020.



Hillsdale Conservation District
588 Olds St: Building #2
Jonesville, MI 49250
Phone: (517) 825-0162 **Fax:** (855)781-2327
Email: Hillsdalecd@macd.org
*Your Land, Your Water, Your
Michigan*



May 11, 2022

Dear Hillsdale County Commissioners,

This year Michigan EGLE partners with Hillsdale Conservation District to offer a free Tire Collection to the residents of Hillsdale County. This program helps county residents dispose of any unwanted tires.

Through grant opportunities in past years, we have been able to offer this Tire Collection free of charge to the residents of Hillsdale County. Due to the lack of grant funds this year we are unable to offer a free Tire Collection event. Therefore, we are asking local townships for a \$200 donation to help cover the cost of tire disposal, county fairground rental and the mass mailing advertisement. We are asking you as the Hillsdale County Commissioners to consider donating funds to help the residents of Hillsdale County. The Hillsdale Conservation District received a small amount of grant funds from EGLE this year that equates to eight semi-trailers for the entire county. Years past we have had twenty-one trailers and we have filled them all. With the extra funds we would be able to dispose of the extra tires at the Jefferson Transfer Station. We look forward to being able to provide this service to our county residents and any extra funds would be greatly appreciated.

This year's Tire Collection for Hillsdale County Residents will be held Friday July 22, 2022, 8am-5pm. We will be hosting the collection at the Hillsdale County Fairgrounds, Hillsdale, MI.

If you would like to donate, or for more information, please contact the Hillsdale Conservation District at (517) 825-0162. The Hillsdale Conservation District would greatly appreciate all donations.

Sincerely,

Jenny Leininger
District Manager
Hillsdale Conservation District