

BOARD OF HEALTH Meeting

Agenda for October 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 from September 22, 2022*
2. Public Comment
3. Health Officer’s Report
4. Medical Director’s Report
5. Committee Reports
 - a. Finance Committee – Approval of minutes from October 17, 2022 meeting.*
 - b. Program, Policies, and Appeals – Approval of minutes from October 17, 2022 meeting.*
6. Financial Reports
 - a. Approve Payments*
 - b. Review Financials
7. New Business
 - a. CW Building Lease
 - b. By-Laws Review – potential changes to public comment and committee structure
 - c. CHNA Bids*
 - d. COLA Increase*
 - e. Employee Sponsored Health Insurance*
 - f. Health Officer Contract*
8. Departmental Reports
 - a. Personal Health & Disease Prevention
 - b. Environmental Health
 - c. Area Agency on Aging
9. Public Comment
10. Adjournment - Next meeting: December 8, 2022
11. BOH Education – Intergovernmental Agreement and PA368

Public Comment:

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

September 22, 2022 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Tom Matthew at 9:00 AM with the Pledge of Allegiance to the Flag of the United States led by Paul Andriacchi. Roll call was completed as follows: Tom Matthew, Mark Wiley, Kathy Pangle, Jared Hoffmaster, and Jon Houtz. Mr. Leininger joined the meeting at 9:03 AM.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Theresa Fisher, Kali Nichols, Laura Sutter, and Paul Andriacchi.

Mr. Hoffmaster moved to approve the agenda with support from Ms. Pangle. The motion passed unopposed.

Ms. Pangle moved to approve the minutes from the August 25, 2022, meeting with support from Mr. Hoffmaster. The motion passed unopposed.

Public Comment: No public comment was given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Strategic Planning, Hillsdale MCDC Dental Center, Monkeypox, Flu Vaccine, COVID, Agency Staff Meetings, Coldwater Office, Hillsdale Office, Three Rivers Office, and Health Promotion and Education.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Suicide, A Serious Public Health Problem".

Committee Reports:

- Finance Committee – Mr. Leininger moved to approve the minutes from the September 19, 2022 meeting with support from Mr. Wiley. The motion passed unopposed.
- Program, Policy, and Appeals Committee – Mr. Wiley moved to approve the minutes from the September 19, 2022 meeting with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Wiley moved to bring the proposed change to the By-Laws discussed at the September 19, 2022 Program, Policy, and Appeals meeting to the full Board for further discussion in October, with support from Ms. Pangle. A roll call vote was taken and passed 4-2 (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, no; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, no)

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures as reported with support from Mr. Hoffmaster. The motion passed unopposed.

- Mr. Leininger moved to place the financials on file with support from Ms. Pangle. The motion passed unopposed.

Unfinished Business

- None

New Business:

- Mr. Hoffmaster moved to approve a \$0.15 per capita increase to local appropriations for the 2023 calendar year with support from Ms. Pangle. 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; Mr. Leininger, No).
- Mr. Leininger moved to approve putting an additional \$26,000 into the capital improvement funds for both Hillsdale and St. Joseph Counties, and sending up to an additional \$250,000 to MERS toward the underfunded pension liability, with support from Ms. 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; Mr. Leininger, Yes).
- Mr. Hoffmaster moved to accept the 2022-2026 Strategic Plan as presented with support Mr. Wiley. The motion passed unopposed.
- Mr. Wiley moved to update the Agency observed holidays to include Veteran's Day beginning in 2023 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; Mr. Leininger, Yes).
- The Coldwater building lease was discussed but no action was taken.
- Mr. Leininger moved to approve the updated Board of Health Meeting Schedule with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to enter closed session at 11:10 AM to do the Health Officer's annual evaluation with support from Mr. Wiley. The motion passed unopposed.
- Mr. Houtz moved to leave closed session with support from Mr. Leininger. The motion passed unopposed.
- Mr. Leininger moved to accept the Health Officer's evaluation as good to excellent with support from Ms. 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; Mr. Leininger, Yes).
- Mr. Leininger moved to approve the Health Officer's merit pay in the amount of \$5,000 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; Mr. Leininger, Yes).
- Mr. Leininger moved to refer contract negotiation and language to the Program, Policy, and Appeals Committee meeting for further discussion with support from Mr. Hoffmaster. The motion passed unopposed.

Departmental Reports:

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

Public Comment: No public comment was given.

With no further business, Ms. Pangle moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 11:40 AM.

Respectfully Submitted by:



Theresa Fisher,
Administrative Services Director
Secretary to the Board of Health

PUBLIC COMMENT

•
•
•
•
•
•
•
•
•
•
•
•
•
•
•

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

Agency Updates

Board of Health Member Retirements: After the October 27th meeting there are only 3 scheduled meetings remaining for the calendar year; Finance Committee on November 14th at 11 am, Program, Policy and Appeals Committee on November 14th at 1 pm, and the November/December Board of Health meeting on December 8th at 9 am. We always like to recognize the Board of Health members that will be leaving the board at the December meeting. Currently I am planning on recognition for Commissioner Pangle and Commissioner Matthew. If I should be planning on another Commissioner, please let me know and thanks!

Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP):

In your packet today is a request to enter into contract with Marcus Cheatham PhD of Social Data LLC to complete a CHNA. The data from the CHNA will then be used to develop the CHIP. Both parts are part of Dr. Cheatham's proposal. Dr. Cheatham is recommended and has many years of experience doing this work, including starting this work while he was at MSU. The Agency has a grant that covers the cost and I am requesting your support. Information about CHNA's (CHA's) and why they are important and how they are used by public health can be found at the following link:

<https://www.naccho.org/programs/public-health-infrastructure/performance-improvement/community-health-assessment>

Hillsdale MCDC Dental Center: The Hillsdale MCDC center is OPEN! Dr. Moore and team started seeing patients on October 17th. I held a meet and greet event with BHSJCHA's Hillsdale team and the MCDC team on October 11th. This provided both groups the opportunity to put a face with a name and identify contacts for each and talk about patient referral.

November 11th Agency All Staff Meeting: Due to issues with scheduling our main speaker, the all-staff meeting has been changed and will not be held in Coldwater. Staff will jump on a zoom from their own office in the afternoon that day. All Agency's offices will be open until noon on November 11th and will then close for the weekend.

Monkeypox, HPAI, & Ebola: We continue to monitor information on Monkeypox and Highly Pathogenic Avian Influenza. We have also received information about evaluating and monitoring travelers from Uganda for Ebola as that country is experiencing an outbreak.

FLU Vaccine: The flu vaccine is available and is recommended for everyone eligible. Current flu levels are low in Michigan but a higher-than-average number of flu cases are expected this year based on data from Australia that has already been through the flu season. If you are interested in a vaccine today, please let me know.

COVID: The health department continues to have all formulations available with scheduling on our website or by calling our office. The CDC Foundation assistance that we had been receiving with case investigation has ended.

Accreditation: Michigan has a Public Health Accreditation program that has been in place since its beginning in 1997. BHSJCHA was one of the four local health departments in Michigan that piloted the new accreditation process. Local health departments in Michigan have been using the accreditation process with on-site reviews every 3 years since that time. Except for an interruption caused by the COVID pandemic. The last accreditation cycle was nearly finished when we first became aware of the pandemic and all accreditation activities have been halted. Beginning this Spring 2023, accreditation will be restarted back at the beginning with the four pilot LHD's leading off. This "cycle" will be different as it will be about technical assistance and developing relationships because LHD's have experienced a significant turn-over in staff and many routine public health activities just stopped during the pandemic. BHSJCHA will have accreditors on-site the week of April 24, 2023. I have already started meeting with the Directors and some of their team to get back to work on assuring our public health services follow best practices. You will hear more about Accreditation over the next few months.

Coldwater Office: The equipment to video record meetings is nearly complete. The microphones continue to be on back order due to supply chain issues. The terms of a lease with Branch County continues to be unresolved.

Hillsdale Office: Signs are complete and in place since our September meeting. The conference room tables that we were looking to donate to another nonprofit went to Perennial Park Senior Center who was thrilled to take them. Theresa is planning to begin soliciting bids for the parking lot replacements in January. County maintenance did some repairs to the exterior decks in early October.

Three Rivers Office: The parking lot in Three Rivers has been completed and looks great. I have a contractor coming out in the next couple of weeks to replace the dumpster corral, it is half fallen down and after 27 years just needs to be replaced. I also identified an on-grade broken cap on a sewer clean-out that is out in the grassy area behind the parking lot that the contractor will also repair. The contractor that has been collecting bids for the building wrap has only been able to get one bidder. The proposal is now on our website in an attempt to attract additional bidders.

Sturgis: I have a meeting scheduled with the landlord at Maple Crest on November 1st to discuss improved signage. The landlord also wants to discuss the previously approved addition to our space at that location.

Health Promotion & Ed. Team Activities:

The month of September was very busy for the Health Promotion & Education staff as we continue through our “event” season which includes many community outreach events, festivals, and the Branch, Hillsdale and St. Joseph County fairs. The St. Joseph County fair took place the third week of September, followed by the Hillsdale County fair during the last week of September and our team and agency members were at both events all week to promote the work being done by BHSJ. It was a very beneficial couple of weeks of engaging with our community members. Furthermore, our team worked very hard to put together the “All-Staff Wellbeing Event” which took place on September 9th at the ProMedica Coldwater Hospital conference room. This is the second year that we were able to put on this grant-funded event for our staff members. The day consisted of team-building activities built around a “Power Rangers” theme, fun ice-breakers and an overall focus on the physical and mental wellbeing of our employees. It was an event that brought the entire agency together and encouraged teamwork, communication and collaboration. We are very grateful for the involvement and enthusiasm that all of our employees showed. Health Educator, Josh Englehart, has been busy developing an anti-vaping presentation that, in partnership with local schools (as well as our own Community Health Workers), will be given to both students and parents in hopes of curbing the use of vape pens as they still present an issue in many of our local schools. Our other Health Educator and Communications Specialist, Kris Dewey, has been utilizing our social media presence to post informative videos of activities occurring within different departments at the agency as a way of promoting our services, including the new services that are available through our 2 Community Health Workers (CHWs). She continues to push our message out to the public through local radio stations, press releases, and various other mediums. The Health Promotion & Education Supervisor, Alex Bergmooser, was involved with other community organizations and leaders at the ‘Branch County Community Health Needs Assessment’s Initiative Selection’ which took place on September 13th. Alex will also be attending the “Strategically Partnering for Age-Friendly Health in

Michigan Conference” in Lansing on October 12th with Laura Sutter, the Region 3C Director for the Area Agency on Aging (AAA) to be a member of a panel of professionals looking to discuss how we address the needs of the aging population within our service areas. Lastly, the Health Promotion & Education department is happy to welcome a new part-time Health Educator to our team, Mallory VanWagner. Mallory has been an employee of BHSJ in several different roles for more than a year and we are very excited to have her join our team!

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

The Michigan Center for Rural Health (MCRH) – Embedding a Community Health Worker Program within the Local Public Health Department:

With assistance from the Health Promotion & Education department, the CHWs are working to integrate themselves into the community through agency connections, the various aforementioned events, and their own personal outreach efforts. As of the end of September, the CHWs are looking to transition from outreach efforts to serving individual clients through internal clinic referrals and external referrals from outside collaborative partners. The BHSJ Community Health Agency, as well as the Health Promotion & Education team, is very excited to see what type of positive impact these individuals can have on the population that we serve. Furthermore, we are also very grateful for the opportunity that this funding provides and look forward to building this program into an effective, and efficient, tool for the residents of our tri-county area.

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

Date	Event
9/9	BHSH All-Staff Wellbeing Event
9/10	Branch County Pride Festival
9/13	Branch County Community Health Assessment: Initiative Selection
9/18 – 9/24	St. Joseph County Fair
9/24	Branch County Community Baby Shower
9/25 – 10/1	Hillsdale County Fair
10/7	St. Joseph County Project Connect
10/12	Strategically Partnering for Age-Friendly Health in Michigan Conference

MEDICAL DIRECTOR'S REPORT

OCTOBER 2022

1. Morning checks on CDC website and Johns Hopkins website to follow COVID numbers and trends. Watching influenza trends as well.
2. Director and Administrator meetings, zoom.
3. Meetings via zoom and teleconference with MDHHS.
Meetings for monkeypox, vaccines, avian flu, COVID.
Public Health and the Law course.
4. Continue to review and sign standing orders, especially with changes in vaccinations.
5. Latent tuberculosis patient counseling and treatment. Watching for Ukrainian citizens that are relocating.
6. Two fall classes, Public Health and Environmental Health Practices.

FLESH-EATING BACTERIA

Necrotizing fasciitis (NECK-re-tie-zing FASH-e-i-tis) is a rare bacterial infection that spreads quickly in the body and can cause death. **Necrotizing** means causing the death of tissues. **Fasciitis** means inflammation of the fascia (the tissue under the skin that surrounds muscles, nerves, fat, and blood vessels). Accurate diagnosis, rapid antibiotic treatment, and prompt surgery are important to stopping this infection. See a doctor right away if your skin becomes red, warm, swollen, or very painful soon after an injury or surgery.

The most common body sites where necrotizing fasciitis tends to occur are the extremities (arms, hands, legs and feet). However, necrotizing fasciitis can also occur in the head, neck and groin regions depending on the circumstances and risk factors

Group A Strep is thought to be the most common cause

Florida has seen an increase in cases of flesh-eating bacteria this year driven largely by a surge in the county hit hardest by Hurricane Ian.

The state Department of Health reports that as of Friday there have been 65 cases of vibrio vulnificus infections and 11 deaths in Florida this year. That compares with 34 cases and 10 deaths reported during all of 2021.

In Lee County, where Ian stormed ashore last month, the health department reports 29 cases this year and four deaths.

Health officials didn't give a breakdown of how many of the cases were before or after Ian struck.



One in 5 patients with necrotizing fasciitis will die with the infection.

October 17, 2022 – Board of Health, Finance Committee Meeting Minutes

The meeting was called to order at 11:04 AM by Jared Hoffmaster, with roll call as follows: Jared Hoffmaster, and Jon Houtz.

Also present from BHSJ: Rebecca Burns, and Theresa Fisher.

Public comment:

- None

New Business:

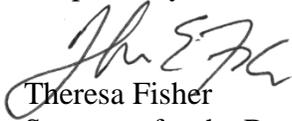
- The Coldwater building lease was discussed but no action was taken.
- Mr. Houtz moved to recommend that the full Board approve the proposal from Marcus Cheatam of Social Data LLC to complete a Community Health Needs Assessment and a Community Health Improvement Plan for a total cost of \$27,000, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve the salary schedule as presented, which increases regular employee compensation by 5%, retroactive to October 1, 2022, for employees who are still employed by BHSJ on November 4, 2022. The motion received support from Mr. Hoffmaster and passed unopposed.
- Employer sponsored health insurance was discussed but no action was taken.

Public comment:

- None

With no further business, the meeting was adjourned at 11:58 AM.

Respectfully Submitted by:



Theresa Fisher

Secretary for the Board of Health

October 17, 2022 – Board of Health, Program, Policy, & Appeals Committee Meeting Minutes

The meeting was called to order at 1:02 PM by Tom Matthew, with roll call as follows: Mark Wiley, and Tom Matthew.

Also present from BHSJ: Rebecca Burns, and Theresa Fisher.

Public comment: None

New Business:

- The Coldwater building lease was discussed but no action was taken.
- Mr. Wiley moved to recommend that the full Board approve the draft letter of agreement for the Health Officer as presented, with a term of three years and a base salary of \$100,000 per year. The motion received support from Mr. Matthew and passed unopposed.
- Employer sponsored health insurance plans were discussed but no action was taken.

Public comment: None

With no further business, the meeting was adjourned at 1:46 PM.

Respectfully Submitted by:



Theresa Fisher
Secretary for the Board of Health

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 9/1/2022 Through 9/30/2022

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
4Imprint	1,102.54	53748	9/9/2022
4Imprint	2,015.63	53777	9/30/2022
A+ Nursing	388.08	22-09-23 A.01	9/23/2022
Abila	1,852.01	22-09-09 A.01	9/9/2022
Accident Fund	2,933.25	22-09-23 P.01	9/23/2022
ACD.NET	2,055.74	53749	9/9/2022
Action Quick Print Plus	93.00	22-09-09 A.02	9/9/2022
Aflac District Office	449.90	53746	9/2/2022
Aflac District Office	449.90	53756	9/16/2022
Aflac District Office	449.90	53775	9/30/2022
Alerus Retirement Solutions	2,018.00	22-09-02 R.01	9/2/2022
Alerus Retirement Solutions	2,018.00	22-09-16 R.01	9/16/2022
Alerus Retirement Solutions	2,198.00	22-09-30 R.01	9/30/2022
Amazon Capital Services, Inc	1,291.00	22-09-09 A.03	9/9/2022
Amazon Capital Services, Inc	176.10	22-09-23 A.02	9/23/2022
Amazon Capital Services, Inc	363.97	22-09-30 A.01	9/30/2022
Area Agencies On Aging Mich.	120.00	22-09-09 A.04	9/9/2022
Armstrong Nutrition Management	3,848.26	22-09-09 A.05	9/9/2022
Beacon Properties Administration	3,645.00	53778	9/30/2022
Blue Cross Blue Shield	60,056.29	22-09-23 P.02	9/23/2022
Branch Area Transit Authority	1,617.00	22-09-23 A.03	9/23/2022
Branch County Commission	5,222.70	22-09-23 A.04	9/23/2022
Branch County Complex	11,188.84	22-09-09 A.06	9/9/2022
Branch County Complex	5,694.28	22-09-30 A.02	9/30/2022
CAA Of South Central Michigan	28,733.28	22-09-23 A.05	9/23/2022
Candy Cox	88.26	53758	9/23/2022
Card Services Center	1,708.52	22-09-30 P.02	9/30/2022
Century Bank - Hillsdale Maintenance	28,000.00	22-09-30 A.03	9/30/2022
Century Bank - Three Rivers Maintenance	28,000.00	22-09-30 A.04	9/30/2022
Century Basic	825.46	22-09-02 R.02	9/2/2022
Century Basic	825.46	22-09-16 R.02	9/16/2022
Century Basic	825.46	22-09-30 R.02	9/30/2022
Century EFPTS	22,241.90	22-09-02 R.03	9/2/2022
Century EFPTS	262.19	22-09-16 L.01	9/16/2022
Century EFPTS	23,105.28	22-09-16 R.03	9/16/2022
Century EFPTS	120.78	22-09-30 L.01	9/30/2022
Century EFPTS	1,612.06	22-09-30 M.01	9/30/2022
Century EFPTS	23,433.91	22-09-30 R.03	9/30/2022
Century Mastercard	840.27	22-09-09 P.01	9/9/2022
Century MERS	51,944.42	22-09-09 A.07	9/9/2022
Century MERS	40,000.00	22-09-23 A.06	9/23/2022
Century State/Michigan State Treasury	3,815.71	22-09-02 R.04	9/2/2022
Century State/Michigan State Treasury	60.24	22-09-16 L.02	9/16/2022
Century State/Michigan State Treasury	3,977.17	22-09-16 R.04	9/16/2022
Century State/Michigan State Treasury	10.38	22-09-30 L.02	9/30/2022
Century State/Michigan State Treasury	197.95	22-09-30 M.02	9/30/2022
Century State/Michigan State Treasury	4,021.50	22-09-30 R.04	9/30/2022
Charter Communications	137.97	22-09-09 P.02	9/9/2022
Cintas Corporation Loc 351	155.86	22-09-23 P.03	9/23/2022
City Of Coldwater	40.00	22-09-23 A.07	9/23/2022
City of Jonesville	100.00	22-09-23 A.08	9/23/2022
City Of Three Rivers	152.90	22-09-09 A.08	9/9/2022

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 9/1/2022 Through 9/30/2022

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
City Of Three Rivers	220.00	22-09-30 A.05	9/30/2022
Companion Life Insurance	1,027.64	53750	9/9/2022
ConnectAmerica	133.00	22-09-23 A.09	9/23/2022
Crossroads Home Care Inc.	1,635.29	22-09-23 A.10	9/23/2022
Current Office Solutions	13,009.00	22-09-09 A.09	9/9/2022
Current Office Solutions	10,961.77	22-09-23 A.11	9/23/2022
Dan Wood Co.	1,677.00	22-09-23 A.12	9/23/2022
Dr. Karen M. Luparello	4,249.17	22-09-30 A.06	9/30/2022
Dr. Karen M. Luparello	3,894.38	22-09-30 A.07	9/30/2022
ETR	598.61	53759	9/23/2022
FedEx	24.80	22-09-09 P.03	9/9/2022
FedEx	12.32	22-09-23 P.04	9/23/2022
FedEx	12.32	22-09-30 P.03	9/30/2022
Frontier	315.26	22-09-09 P.04	9/9/2022
GDI Services Inc.	4,721.72	22-09-30 A.08	9/30/2022
Glaxo-Smithkline Financial Inc.	6,264.87	22-09-30 A.09	9/30/2022
GT INDEPENDENCE	1,301.64	22-09-23 A.13	9/23/2022
Heartsmart.com	199.80	53751	9/9/2022
Hillsdale Board Of Public Utilities	1,222.64	22-09-09 P.10	9/9/2022
Hillsdale County Treasurer	838.56	22-09-23 A.14	9/23/2022
Hillsdale County Treasurer	48.07	22-09-30 A.10	9/30/2022
HomeJoy of Kalamzoo	3,926.23	22-09-23 A.15	9/23/2022
Hospital Network Healthcare Services	114.52	22-09-23 A.16	9/23/2022
Indiana MI Power Company	637.27	22-09-09 P.05	9/9/2022
Indiana State Tax	84.83	22-09-16 R.05	9/16/2022
Indiana State Tax	84.83	22-09-30 R.05	9/30/2022
Jessica L. Cuellar	600.00	22-09-09 A.10	9/9/2022
Jessica L. Cuellar	600.00	22-09-23 A.17	9/23/2022
Kids Campus Daycare	185.00	53779	9/30/2022
Lee Williams	111.00	53760	9/23/2022
Legal Services Of S.Central MI	1,270.00	22-09-23 A.18	9/23/2022
Maplecrest, LLC	646.00	22-09-30 A.11	9/30/2022
Mary Kushion Consulting, LLC	1,300.00	53761	9/23/2022
Medical Care Alert	746.55	22-09-23 A.19	9/23/2022
Merck Sharp & Dohme LLC	9,306.47	53780	9/30/2022
MERS 5% EMPLOYEES	9,178.93	22-09-09 A.11	9/9/2022
MI Security & Lock, LLC	8,828.82	53762	9/23/2022
Michigan Graphics Arts, LLC	2,561.64	53781	9/30/2022
Michigan Public Health Institute	8,194.72	22-09-23 A.20	9/23/2022
Michigan State Disbursement Unit	190.11	53747	9/2/2022
Michigan State Disbursement Unit	190.11	53757	9/16/2022
Michigan State Disbursement Unit	190.11	53776	9/30/2022
Midwest Communications	1,480.00	53763	9/23/2022
Mistel de Varona	675.00	53752	9/9/2022
Mistel de Varona	607.50	53764	9/23/2022
National Registry of Food Safety Professionals	884.00	53753	9/9/2022
Nationwide	1,020.00	22-09-02 R.05	9/2/2022
Nationwide	1,020.00	22-09-16 R.06	9/16/2022
Nationwide	1,020.00	22-09-30 R.06	9/30/2022
PFIZER INC	2,197.06	53782	9/30/2022
Pitney Bowes Inc.	161.10	22-09-30 P.04	9/30/2022
Proassurance Casuallt Company	547.00	53765	9/23/2022

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 9/1/2022 Through 9/30/2022

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Prompt Care Express PC	213.00	53766	9/23/2022
Reserve Account	3,000.00	22-09-23 A.21	9/23/2022
Richard Clark	2,300.00	22-09-30 A.12	9/30/2022
Riley Pumpkin Farm	580.00	22-09-30 A.13	9/30/2022
Rosati Schultz Joppich Amtsbueshler	570.00	22-09-23 A.22	9/23/2022
Ross Herrington	109.00	53767	9/23/2022
Sanofi Pasteur Inc.	11,600.55	53768	9/23/2022
Sanofi Pasteur Inc.	3,080.26	53783	9/30/2022
School Specialty	284.00	53769	9/23/2022
Semco Energy	57.02	22-09-09 P.06	9/9/2022
Sensaphone	161.91	53754	9/9/2022
Shred It	90.00	22-09-09 A.12	9/9/2022
Smilemakers	777.90	22-09-09 A.13	9/9/2022
St Joseph County COA	165,802.01	22-09-23 A.23	9/23/2022
St Joseph County Transit Authority	1,820.53	22-09-23 A.24	9/23/2022
St. Joseph Community Co-op	1,804.18	22-09-23 A.25	9/23/2022
Staples	4,388.04	22-09-09 P.07	9/9/2022
Staples	265.52	22-09-23 P.05	9/23/2022
State Of Michigan	4,250.00	53770	9/23/2022
State of Michigan	3,258.37	53771	9/23/2022
Stratus Video, LLC	1,801.74	53772	9/23/2022
Sturgis Media Group	52.50	53784	9/30/2022
Swick Broadcasting Company	1,482.30	53755	9/9/2022
Thurston Woods Village	7,365.92	53773	9/23/2022
TMK Worldwide, LLC	142.00	22-09-09 A.14	9/9/2022
Verizon	1,043.97	22-09-09 P.08	9/9/2022
VRI INC.	449.00	22-09-23 A.26	9/23/2022
Wal-Mart Community	33.41	22-09-09 P.09	9/9/2022
Xmission	391.39	53774	9/23/2022
Report Total	704,585.50		

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet

As of 9/30/2022

PRELIM

Assets

Cash on Hand	8,195.25
Cash with County Treasurer	3,959,086.22
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	74,000.00
Cash TR Building Maintenance	74,000.00
Accounts Receivable	62,083.50
Due from Branch County	55,927.75
Due from State	(717,072.15)
Due from Other Funding Sources	534,944.53
Prepaid Expenses	111,038.56
Biologic Inventory	<u>77,318.04</u>
Total Assets	<u>4,549,477.64</u>

Liabilities

Accounts Payable	503,882.32
Payroll Liabilites	93,446.65
Capital Improvements	25,000.00
Deferred Revenue	736,507.13
Biologics	<u>77,318.04</u>
Total Liabilities	<u>1,436,154.14</u>

Net Assets

Operation Fund Balance	457,248.19
Restricted Fund Balance	368,042.51
Designated Fund Balance	<u>2,288,032.80</u>
Total Net Assets	<u>3,113,323.50</u>

Total Liabilities and Net Assets 4,549,477.64

Prior Year Fund Balance Comparison at 9/30/2021:

Operation Fund Balance	458,828.51
Restricted Fund Balance	449,539.34
Designated Fund Balance	<u>1,790,584.55</u>
Total Fund Balance \$	<u>2,698,952.40</u>

BHSJ Community Health Agency
 Schedule of Cash Receipts and Disbursements
 April 30, 2022 thru
 September 30, 2022

Plus: Cash Receipts	\$ 1,009,441.52
Less: Cash Disbursements For Payroll/AP	\$ (520,285.30)
4/30/2022 Cash Balance	\$ 4,273,489.01
Plus: Cash Receipts	\$ 797,069.28
Less: Cash Disbursements For Payroll/AP	\$ (505,916.49)
5/31/2022 Cash Balance	\$ 4,564,641.80
Plus: Cash Receipts	\$ 588,187.12
Less: Cash Disbursements For Payroll/AP	\$ (508,619.89)
6/30/2022 Cash Balance	\$ 4,644,209.03
Plus: Cash Receipts	\$ 639,313.54
Less: Cash Disbursements For Payroll/AP	\$ (855,549.69)
7/31/2022 Cash Balance	\$ 4,427,972.88
Plus: Cash Receipts	\$ 819,005.27
Less: Cash Disbursements For Payroll/AP	\$ (691,237.22)
8/31/2022 Cash Balance	\$ 4,555,740.93
Plus: Cash Receipts	\$ 683,661.69
Less: Cash Disbursements For Payroll/AP	\$ (970,360.46)
9/30/2022 Cash Balance	\$ 4,269,042.16

BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

Expense by Program - 9/30/2022

Program	Program Title	Month	Year to Date	Original	Expended	
*	024	MERS Pension Underfunded Liability	190,876.08	218,658.25	84,590.00	258.49%
*	010	Agency Support	7,982.22	40,477.06	29,899.00	135.37%
*	008	Salary & Fringe Payoff	538.47	96,013.74	90,000.00	106.68%
*	325	CSHCS	19,402.70	189,259.18	186,729.00	101.35%
	021	Dental Clinic - Three Rivers	3,645.00	53,310.00	53,310.00	100.00%
	255	Community Health Direction	0.00	20,000.00	20,000.00	100.00%
	112	CSHCS Medicaid Outreach	10,721.88	85,191.12	88,718.00	96.02%
	714	Onsite Sewage Disposal	31,194.04	343,731.73	362,430.00	94.84%
	721	Drinking Water Supply	31,194.04	343,731.73	362,430.00	94.84%
	605	General EH Services	3,283.58	36,182.27	38,152.00	94.83%
	338	Immunization Vaccine Handling	18,829.62	276,798.51	294,886.00	93.86%
	109	WIC	91,202.03	891,103.22	949,532.00	93.84%
	200	ELPHS Marketing	7,474.44	50,469.25	53,824.00	93.76%
	326	Vision (ELPHS)	11,972.20	96,370.32	103,633.00	92.99%
	704	Food Service	40,726.74	449,384.91	485,882.00	92.48%
	329	MCH Enabling Children	3,530.19	42,230.11	45,917.00	91.97%
	327	Hearing (ELPHS)	10,638.65	91,674.26	101,074.00	90.70%
	107	Medicaid Outreach	1,927.59	11,872.02	13,123.00	90.46%
	331	STD	11,145.80	134,832.85	149,187.00	90.37%
	032	Emergency Preparedness	13,572.15	147,623.17	164,983.00	89.47%
	012	Area Agency on Aging	224,766.12	1,760,866.95	1,992,159.00	88.38%
	341	Infectious Disease	22,900.70	259,477.09	296,311.00	87.56%
	212	Medical Marijuana BR	1,525.52	19,688.55	22,644.00	86.94%
	108	WIC Breastfeeding	7,360.63	85,991.20	99,056.00	86.81%
	332	HIV Prevention	2,764.76	28,519.46	34,202.00	83.38%
	035	Vector Borne Disease Surveillance	1,377.33	28,146.97	33,876.00	83.08%
	230	Medical Marijuana HD	35.11	10,960.75	13,375.00	81.94%
	029	Dental Clinic - Hillsdale	1,043.03	16,367.47	20,000.00	81.83%
	352	ELCCT Contact Tracing, testing doord,	30,289.64	422,306.17	517,195.00	81.65%
	201	CSF Carseats	1,904.51	19,122.36	23,597.00	81.03%
	400	HRSA 20RCORP	101.77	8,833.48	11,280.00	78.31%
	101	Workforce Development	8,578.34	40,421.77	52,017.00	77.70%
	745	Type II Water	5,345.69	76,431.87	99,892.00	76.51%
	115	MCH Enabling Women	1,000.04	42,092.06	55,375.00	76.01%
	321	CHC Tele-A-Health	100.59	24,003.68	33,077.00	72.56%
	275	Medical Marijuana SJ	28.28	5,821.40	8,098.00	71.88%
	138	Immunization IAP	88,538.56	526,452.54	765,866.00	68.73%

014	VOCA	14,601.08	136,705.26	205,743.00	66.44%
351	CELC Infection Prevention	3,859.68	54,212.17	90,162.00	60.12%
345	Lead Testing	919.61	12,583.57	20,980.00	59.97%
371	CSHCS Vaccine Initiative	16.68	8,103.97	14,385.00	56.33%
405	Grant Writing	64.25	6,148.01	11,183.00	54.97%
207	MCRH Community Health Workers	14,428.72	81,469.66	168,545.00	48.33%
363	363 CVDIMS Covid Immz Supplemental	32,169.63	360,641.13	786,710.00	45.84%
723	PFAS Response - White Pigeon	(1,709.36)	2,890.03	8,196.00	35.26%
023	Capital Expenditures	68,612.82	81,341.64	261,000.00	31.16%
374	EOACV Expanding Older Adult Access to	847.73	3,385.74	16,992.00	19.92%
355	COVID-19 PH Workforce Supplemental	5,228.23	14,506.81	173,396.00	8.36%
185	Dental Outreach	544.45	2,741.69	62,592.00	4.38%
378	MonkeyPox Virus Response	304.88	794.25	0.00	0.00%
722	PFAS Response	0.00	0.00	1,365.00	0.00%
Total Expense		<u>1,047,406.44</u>	<u>7,759,941.40</u>	<u>9,577,568.00</u>	<u>81.02%</u>

The Agency is currently 18.98% under budget.

*12/12 Months =100%

**9/9 Months = 100%

Programs Over Budget as of 9/30/2022

RU 024: 258.49%	This program will end over budget, as expected. At the September Board meeting, the Board of Health voted to allow up to an additional \$250,000 to be sent to the MERS under funded pension liability. The Agency ended up sending an additional \$145,000.
RU 010: 135.37%	Program will end over budget because more revenue came in than expected. Expenses for the program came in under budget, but expenses must be kept in this program to match the increased revenue. This will decrease the amount of indirect costs distributed to the other programs.
RU 008: 106.68%	Over budget due to more long-term employees leaving than expected. The funding for this RU is all set aside in the designated fund balance, which will require the agency to pull more from this account than expected.
RU 325: 101.35%	Budget for RU 325 must be fully expended before expenses can be charged to RU 112. When looking at these two budgets together as one the program is under budget at 99.63%

Board of Health Update
Lease Negotiations with Branch County

Direction from Board of Health meeting of September 22nd.

- Finish paying the debt from the remodel
- Establish \$1 per year rent once debt is paid
- Establish a capital improvement fund as developed for the other 2 buildings

Activities since the 9/22 Board of Health meeting.

- Held an in-person meeting with Administrator Norman, Commissioner Houtz, Theresa Fisher, and Rebecca Burns on October 4th
 - Administrator Norman presented a new Proposed Lease which he indicated was a response to Health Dept. board member requests. His proposal uses present value/future value as the premise for bond repayment. The proposal, which he presented to the Branch County Commissioners and was unanimously accepted is:
 - Beginning in 2024 the County will transfer \$300 of the monthly installment of \$5,6694.28 and retain that amount in a Capital Improvement Fund (CIF). Beginning in 2029 the County will transfer \$500 of the monthly installment of \$5,6694.28 and retain that amount in a Capital Improvement Fund (CIF). Beginning in 2033 the County will transfer \$800 of the monthly installment of \$5,6694.28 and retain that amount in a Capital Improvement Fund (CIF). Beginning in 2038 the County will transfer \$2,000 of the monthly installment of \$5,6694.28 and retain that amount in a Capital Improvement Fund (CIF). The CIF will be capped at \$74,000.00. If funds are used then they will be replenished up to the cap. The usage of these funds will be determined by the Lessor based on input from the Lessee. At the end of the lease term, or any extension thereof, the funds in the CIF become the unrestricted property of the Lessor. The amount in the CIF will be used solely for the purpose of fulfilling the Lessee's 60% maintenance responsibility. The County Board at the time of the completion of payment and-or end of this lease will determine the Community Health Agency's request to lease the building for \$1.00 annually. The current lease will terminate Dec. 31, 2039.
 - Administrator Norman also outlined the current Board of Health proposal as:
 - Beginning in 2024 the County will transfer \$2,000 of the monthly installment of \$5,6694.28 and retain that amount in a Capital Improvement Fund (CIF). The CIF will be capped at \$74,000.00. If funds are used then they will be replenished up to the cap. The usage of these funds will be determined by the Lessor based on input from the Lessee. At the end of the lease term, or any extension thereof, the funds in the CIF become the unrestricted property of the Lessor. The amount in the CIF will be used

solely for the purpose of fulfilling the Lessee's 60% maintenance responsibility. The County Board at the time of the completion of payment and-or end of this lease will determine the Community Health Agency's request to lease the building for \$1.00 annually. The current lease will terminate Jun. 30, 2041.

- I expressed Board of Health wishes in light of the new proposal; CIF fund to be held by the health department not the county and lease to pay off the remaining bond obligation.
- I followed up in email on October 5th; requesting that Branch County allow the health department to hold the CIF fund.
- October 6th, Branch County Commissioners met in a work meeting and voted to move the county proposal to the full board meeting on October 11, 2022 where the proposal language was voted and approved.

Health Officer Recommendation: Accept the most recent offer outlined by Administrator Norman and unanimously approved by the Branch County Commissioners.

Reason for Recommendation:

1. This proposal meets most intentions of the Board of Health
 - a. it completes repayment of the bond
 - b. it establishes a slow reduction in amount paid in rent while moving some funds into a Capital Improvement Fund
 - c. it provides lessee input on use of the CIF
 - d. although it does not promise rent of \$1 per year, it specifies that this will be considered at the end of the lease term.
2. \$68,331.36/year for 13,800 sq ft equates to \$4.95 per sq ft per year. The establishment of the CIF lowers that cost per sq ft. Other commercial real estate in the Coldwater area is renting for more and would need modification to accommodate the health agency. The Northern Health Foundation still exists and could assist with a building project but the cost to build currently is very high with a similar square footage costing upwards of \$1.5 to 2 million.
3. The lease for our Coldwater location is not comparable to our other two facilities in Hillsdale and Three Rivers. The Hillsdale and Three Rivers facilities were built and paid for by the health department. Because the health agency had been advised legally that it could not own property, the arrangement to transfer ownership to the county once the mortgage obligation was retired was made. I am grateful that Hillsdale and St. Joseph Counties acknowledged this fact and provided an annual rental rate of \$1. In Coldwater, the health department occupies a county developed and owned building. The health department did not arrange for the construction of the building, nor did it pay the original bond or mortgage. Paying rent for the space seems a reasonable acknowledgement of these facts.
4. The lease offers coming from the county are not improving to benefit the health department.

Lease Ended on April 30, 2020 - Currently Month-to-Month								
Balance of Debt after 20 years per Admin. Norman \$1,020,525.28								
Year	Monthly CIF	# of Months	Amt to CIF	CIF Total if Unspent	Monthly Rent	# of Months	Total to Debt	Debt Remaini
2020 May-Dec	0.00	0.00	0.00	0.00	5,694.28	8.00	45,554.24	974,971.04
2021	0.00	0.00	0.00	0.00	5,694.28	12.00	68,331.36	906,639.68
2022 Jan-Oct	0.00	0.00	0.00	0.00	5,694.28	10.00	56,942.80	849,696.88

2022 Nov-Dec	0.00	0.00	0.00	0.00	5,694.28	2.00	11,388.56	838,308.32
2023	0.00	0.00	0.00	0.00	5,694.28	12.00	68,331.36	769,976.96
2024	300.00	12.00	3,600.00	3,600.00	5,394.28	12.00	64,731.36	705,245.60
2025	300.00	12.00	3,600.00	7,200.00	5,394.28	12.00	64,731.36	640,514.24
2026	300.00	12.00	3,600.00	10,800.00	5,394.28	12.00	64,731.36	575,782.88
2027	300.00	12.00	3,600.00	14,400.00	5,394.28	12.00	64,731.36	511,051.52
2028	300.00	12.00	3,600.00	18,000.00	5,394.28	12.00	64,731.36	446,320.16
2029	500.00	12.00	6,000.00	24,000.00	5,194.28	12.00	62,331.36	383,988.80
2030	500.00	12.00	6,000.00	30,000.00	5,194.28	12.00	62,331.36	321,657.44
2031	500.00	12.00	6,000.00	36,000.00	5,194.28	12.00	62,331.36	259,326.08
2032	500.00	12.00	6,000.00	42,000.00	5,194.28	12.00	62,331.36	196,994.72
2033	800.00	12.00	9,600.00	51,600.00	4,894.28	12.00	58,731.36	138,263.36
2034	800.00	12.00	9,600.00	61,200.00	4,894.28	12.00	58,731.36	79,532.00
2035	800.00	12.00	9,600.00	70,800.00	4,894.28	12.00	58,731.36	20,800.64
2036	800.00	12.00	9,600.00	80,400.00	4,894.28	12.00	58,731.36	-37,930.72
2037	800.00	12.00	9,600.00	90,000.00	4,894.28	12.00	58,731.36	-96,662.08
2038	2,000.00	12.00	24,000.00	114,000.00	3,694.28	12.00	44,331.36	-140,993.44
2039	2,000.00	12.00	24,000.00	138,000.00	3,694.28	12.00	44,331.36	-185,324.80
Overpayment of Debt \$185,324.80 using the current proposal from Admin. Norman presented to the Branch Commissioners								

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BY-LAWS for Board of Health

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.

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. Speakers are requested to provide comments that are civil and respectful and not to swear or use expletives or make derogatory or disparaging comments about any one person or group.

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 5th day of November 2021.

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

DRAFT copy – Proposed Changes

Community Health Needs Assessment (CHNA) Proposal

Presented by: Rebecca A. Burns, Health Officer

Purpose:

The fundamental purpose of public health is defined by three core functions: assessment, policy development and assurance. Community health assessments (CHAs) provide information for problem and asset identification and policy formulation, implementation, and evaluation. CHAs also help measure how well a public health system is fulfilling its assurance function.^{1,2}

A CHA should be part of an ongoing broader community health improvement process. A community health improvement process uses CHA data to identify priority issues, develop and implement strategies for action, and establish accountability to ensure measurable health improvement, which are often outlined in the form of a community health improvement plan (CHIP).³ A community health improvement process looks outside of the performance of an individual organization serving a specific segment of a community to the way in which the activities of many organizations contribute to community health improvement.³

A variety of tools and processes may be used to conduct a community health improvement process; the essential ingredients are community engagement and collaborative participation. Below you will find a description of the steps in a CHA/CHIP, and links to additional resources for each of the six steps.² Reference: <https://www.naccho.org/programs/public-health-infrastructure/performance-improvement/community-health-assessment>

Proposal:

BHSJCHA sought bids from 3 different entities with experience in conducting Community Health Needs Assessments. Three proposals were submitted but one has been withdrawn due to a change in the availability of that consultant.

The two remaining bids are from Marcus Cheatham, PhD, sole proprietor of Social Data, LLC and Public Sector Consultants. Both are provided as attachments for your perusal.

Recommendation:

BHSJCHA has been awarded grant funds for the work of completing a CHNA and the resulting Community Health Improvement Plan (CHIP) and have budgeted \$50,000 in the original budget. Both bidders have experience in this work and come recommended.

I am recommending that BHSJCHA enter into contract with Marcus Cheatham, PhD of Social Data, LLC for a cost of \$27,000. Approval by the Board of Health is requested at the October meeting.



October 6, 2022

**Proposal for a Community Health Needs Assessment
and Community Health Improvement Plan
For the Branch-Hillsdale-St. Joseph Community Health Agency**

This is a response to a request for proposals from the Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ-CHA) for consulting services for a community health needs assessment (CHNA) and a community health improvement plan (CHIP). BHSJ-CHA has just completed a strategic planning process and wants to ensure the plan is implemented effectively. Therefore, it is seeking broad, inclusive participation of the public in assessing community health needs and the formulation of strategies for addressing those needs. In addition, the CHNA and CHIP should meet the requirements of relevant accrediting bodies including the Public Health Accreditation Board (PHAB) and Michigan's Local Public Health Accreditation Program (MLPHAP).

This proposal is from Marcus Cheatham, PhD, sole proprietor of Social Data, LLC. Dr. Cheatham has extensive experience leading CHNA and CHIP projects. While working at Michigan State University he helped develop CHNA and CHIP models that were later used by many Michigan health departments and he has led numerous such projects during his career as a local public health administrator.

This proposal is for a CHNA and CHIP based on broad community participation as well as participation by people from vulnerable populations to ensure health interventions truly address local needs. The CHNA will include a thorough analysis of all relevant health data including both point-in-time and trend analysis. The vendor is aware of and has worked with all applicable data including survey data, vital records, hospital data, school reports, social service data, the US Census, etc. Furthermore, where available, data will be broken out by population groups to identify those most in need of public health interventions. The vendor will ensure that data prompt the community to think about health disparities and that CHIP strategies

address the needs of vulnerable populations. Data will be accompanied by clear, easy-to-interpret graphics and a narrative explaining the significance of the findings in ways that will engage the general public. Based on the findings of the CHNA, the CHIP will be aimed at explaining and supporting health department and community partners' most urgent health improvement strategies.

The proposed cost of this project is \$27,000. This includes all travel to the district, participation in on-site meetings, virtual meetings, the vendor's equipment and associated fees, and support from a graduate student if the vendor secures one. There will be no additional charges from the vendor.

To complete this project the vendor requires some assistance from the agency. Required assistance includes the identification of venues for community meetings, set up of technology for meetings, assistance identifying community participants, assistance identifying key informants, help identifying focus group members, and help with agency social media to publicize meetings and surveys.

We recommend using existing community meetings such as a community collaborative body if available for CHNA and CHIP meetings. Use of existing meetings can help bolster participation and is respectful of people's time. We also recommend beginning with CHNA planning at the county level (three meetings) to garner local support and ending with a single, final district-wide meeting that braids the three CHIPs together. The district-wide meeting is intended to strengthen the agency's identity and foster cross-county collaboration.

The tables below constitute a proposal for how the CHNA and CHIP projects could be structured including a budget, time line and list of deliverables. These details are subject to change pending discussions with agency staff during work plan development. We recommend creating one CHNA and one CHIP document both of which have an attachment for each of the three

counties in the jurisdiction. The attachments will highlight data unique to each county and all specific county-level CHIP strategies.

The vendor's hourly rate is \$130. This includes costs for travel, communication, equipment and fees, planning, set-up, tear down and documentation. Project documents will be delivered as full-color print-ready pdf files. The vendor will work with the agency and make changes as necessary to ensure that all documents print correctly and display attractively on-line.

Not included in this proposal are costs for agency staff time or the rental of venues for meetings if desired.

The vendor will follow all health protocols including COVID restrictions as prescribed by BHSJ-CHA and restrictions will not delay the production of the project deliverables.

List of Deliverables

- Written work plan
- Initial data set for Kick Off
- Kick-Off Meeting(s) with preliminary data to identify gaps in knowledge
- Key informant interviews conducted
- Key informant interview notes
- Focus Group facilitation
- Focus group transcripts
- Draft of CHNA(s) for mark-up
- CHNA Presentation and identification of priorities
- Community priority list
- Final Dataset
- Draft of CHIP(s) for mark-up
- Districtwide CHIP Planning meeting
- Final publication quality CHNAs and CHIPs

Proposed Time Line

Month	Task	Explanation
2022		
November	Work Plan Development	Meet with agency staff to finalize detailed plans. Key questions: Finalize process and dates, county vs. district meetings, participant list, key informant list, focus group recruitment, approve survey design
	Data Collection	Vendor builds preliminary county and district data sets to be used for Kick-Off
December	County Kick-Off Meetings	Kick-Off meetings with community partners. Partners will see preliminary data. The meetings will address the questions "What else do we need to know?" Identify and collect missing data and reports at this stage.
2023		
January	Key Informant Interviews	Vendor conducts interviews with critical community partners identified by the health department to build support for CHIP goals.
	Community Survey	On-line survey to allow for broad community participation is active
February	Focus Groups	Structured interviews with community members representing vulnerable populations
March	Draft CHNA delivered	Vendor makes changes requested by health department
April	CHIP Planning Meeting	Unveil final CHNA data and use it to begin the CHIP planning process. Key question is "Given what you have seen, what do we need to do now to improve health in our jurisdiction?" Incorporate partners plans at this stage.
May	Creation of final CHNA and CHIP documents	Writing of final publication-quality CHNA and CHIP documents
June	CHIP Presentation	Release of final CHIP document and wrap-up meeting with detailed implementation planning.

Proposed Budget

Hourly rate:* \$130

Activity	Explanation	Hours	Line Item
Work Plan Development	Meet with agency staff to finalize plan	2	\$260
Community Meetings			
Project Kick-Off	Three county level meetings	9	\$1,170
CHNA Presentation	Three meetings or one TBD	3	\$390
CHIP Planning	Final district-wide meeting	3	\$390
Key Informant Interviews	Vendor conducts interviews by phone or Zoom	15	\$1,950
Community Survey	Survey hosted by vendor after approval by agency	6	\$780
Focus Groups	Focus groups facilitated and transcribed by vendor	15	\$1,950
Assess Response	Use social media to gather responses to final documents (PHAB requirement)	3	\$390
Collection of raw data	Major effort by vendor to pull all required data.	85	\$11,050
Production of graphics	Vendor produces attractive easily understood graphics.	20	\$2,600
Report revisions	Vendor edits documents as required by agency	6	\$780
Incentives for focus groups	Gift cards	16x50	\$800
Graduate Student	Cost of paid internship		\$4,490
			\$27,000

*Hourly rate is inclusive of travel, equipment, fees etc. There are no additional charges from vendor.

Cost-of-Living Adjustment (COLA) Proposal

The employees of the Branch-Hillsdale-St. Joseph Community Health Agency work hard and have been undercompensated for their work for many years. The Agency must continue its efforts to reach a wage scale that is competitive, which would help the Agency maintain current staff and recruit new staff. The Agency was already in a deep hole without the high inflation rates, but now has further to climb to be competitive. To prevent losing the small gains already achieved in 2020, the Agency is recommending approval of the attached salary schedule, which increases regular employee compensation by 5%, retroactive to October 1, 2022 for employees who are still employed by BHSJ on November 4, 2022.

History of Wage Increases

The local Health Department (LHD) went many years without a cost-of-living adjustment (COLA), which caused the employees fall behind other agencies and the private sector. Much of this can be attributed to the devastating cuts to local appropriations between 2009 and 2013. These cuts equaled a 33.3% reduction in local appropriations. Some of these losses have been regained, and the LHD is currently funded at 20% lower than it was in 2009. These overwhelming cuts put the LHD in a position where it was not able to provide COLA increases. Over the course of ten years (2010 – 2019), the LHD staff received one across the board \$0.50 cent increase in April of 2013, a 1% increase in 2017, and a 1% increase in 2018, but the other seven years the employees did not receive any COLA increases. The lack of COLA increases caused the employees to steadily fall farther behind.

To identify how much these years without a COLA increase had put BHSJ employees behind, BHSJ contracted with Municipal Consulting Services LLC to complete an independent Classification and Compensation Study in late 2019. The study encompassed fundamental principles related to wage and salary administration and the proper evaluation of internal and external pay factors. Utilizing the information gathered from eleven other local health departments in Michigan, a suggested pay grades and ranges scale was created, which revealed that BHSJ was significantly behind other local health departments in compensation.

Due to budget constraints, the Agency wasn't able to implement the scale suggested in the 2019 study, but did implement a scale that was an average of 5.54% lower than the recommended ranges, which became effective on January 1, 2020. In an effort to prevent staff from losing those small gains, staff received a 2% COLA increase, on January 1, 2022, which left staff on average 3.66% under what was recommended in 2019.

Inflation

Inflation rates began climbing in 2021 and have continued to be high, despite the federal government's efforts to reduce them. The latest numbers for September put inflation at 8.2%, which is the worst it has been in forty years. Inflation has increased an average a cumulative total of 14.2% since BHSJ implemented the new scale, but wages have only increased by 2% in the same time

period. Thus, leaving the BHSJ staff with 12.2% reduced buying power. Absorbing this type of inflation is very difficult for staff when they are already compensated below the recommended amount. The increase to wages in 2021 has been completely erased by the high inflation and staff are further behind than they were when the agency began trying to correct the issue.

Inflation Rates

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3	8.2				8.3
2021	1.4	1.7	2.6	4.2	5	5.4	5.4	5.3	5.4	6.2	6.8	7	4.7
2020	2.5	2.3	1.5	0.3	0.1	0.6	1	1.3	1.4	1.2	1.2	1.4	1.2

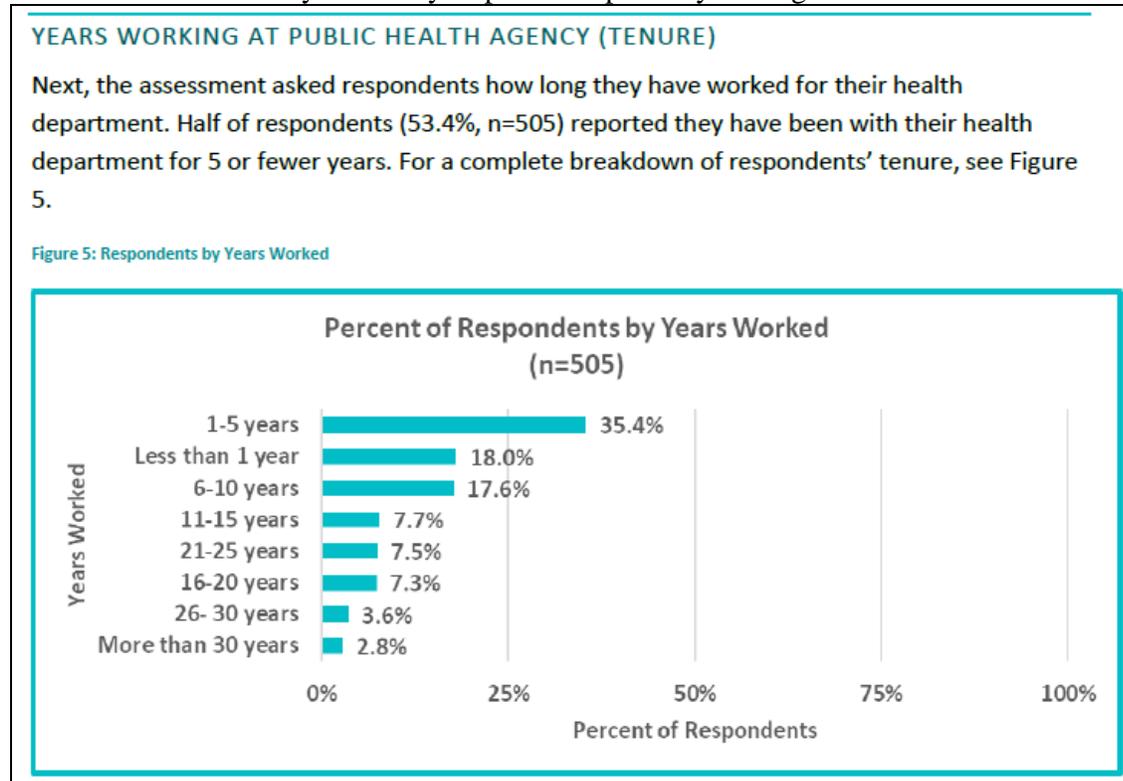
Total Average Inflation since
2020: 14.20%

<https://www.usinflationcalculator.com/inflation/historical-inflation-rates/>

Employee Retention and Recruitment

BHSJ has seen more employee turnover than other LHDs in the region. This is evidenced by 2022 Assessment Survey Summary Reports which were prepared by Michigan Public Health Institute after surveying the ten health departments in the region. The report indicates that across the region, 53.4% of staff had worked for their LHD for 5 years or less, while at BHSJ the number is considerably higher at 70.4%. BHSJ has lost 17% more staff than other LHDs in the region. This information, along with the many comments about the inadequacy of the pay scale seen in both the employee satisfaction survey results and the strategic planning documents may point to inadequate compensation as the reason BHSJ staff are leaving at a higher rate than from other LHDs in the region.

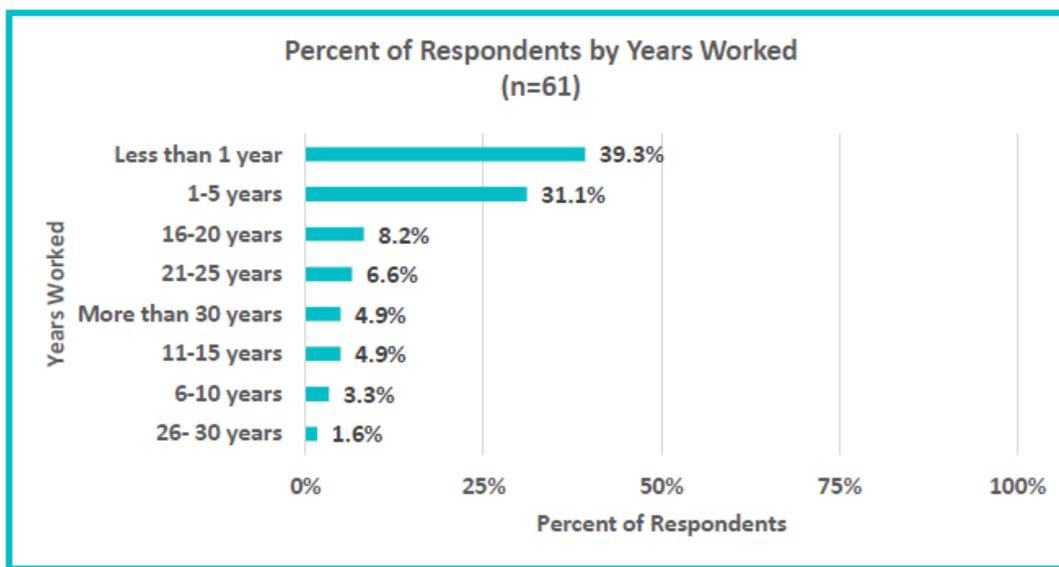
Regional Data from Southwest Michigan Regional Workforce Development
2022 Assessment Survey Summary Report – Prepared by Michigan Public Health Institute



YEARS WORKING AT PUBLIC HEALTH AGENCY (TENURE)

Next, the assessment asked respondents how long they have worked for BHSJCHA. A majority of respondents (70.4%, n=61) reported being with their health department 5 years or less. For a complete breakdown of respondents' tenure, see Figure 5.

Figure 5: Respondents by Years Worked



BHSJ also struggles to find qualified candidates to fill open positions. Often times, potential candidates refuse an interview due to the starting wage. For a recent IT job, the Agency received 8 resumes, of those 8, only 4 had the qualifications and experience required on the job posting, but none of those 4 accepted an interview when advised of the starting wage. In other areas, the agency cannot even get people to apply. The Agency has been trying to recruit a nurse, for an open position, since March. BHSJ has become a stepping stone for people to gain experience before moving on to a more lucrative position. The continuous training of new, unexperienced staff, only to see them leave, puts a heavy burden on the existing staff, adds additional cost to the Agency, and negatively impacts BHSJ's ability to meet minimum program requirements and provide good service to residents.

Compensation Increases

BHSJ must increase wages in an effort to keep up with other employers, which should help with both retention and retaining new staff. If BHSJ cannot compete with wages, it will not be able to retain or recruit good talent.

The Michigan Civil Service Commission approved a 3-year collective bargaining agreement last December which provides a 5% COLA to all State union and non-union employees, which went into effect on October 1, 2022. <https://apnews.com/article/business-lifestyle-michigan-gretchen-whitmer-state-governments-b617ac7d02279ff40ea209f4111c34c0>

The Agency received a letter from the Michigan Department of Health and Human Services in September advising that the Agency will be receiving an increase to the WIC Residential and WIC Breastfeeding budgets for a total increase of \$26,134. The letter indicates:

The Michigan WIC Division is pleased to provide increased funding to help counteract the effects of rising prices in the economy. Each Michigan WIC Local Agency is receiving an increase of 5% of FY2024 budgeted salary and wages. We encourage you to use this additional funding to increase salaries or hire additional staff, however, the funds may be utilized for other WIC purposes designated by your Local Agency.

The letter does indicate that this is one-time funding, but it goes to show the intent of the funding is to increase wages. There is a lot of work going on to increase funding for LHDs at the state level and BHSJ has already been advised to expect additional revenues in other areas. Until budgets are set, there is no way to know if this funding will or will not be sustained in the coming years.

The Social Security Administration has seen large COLA increases in the last 2 years. <https://www.ssa.gov/cola/> People who receive Social Security received a 1.3% increase in January of 2021, 5.9% increase in January of 2022, and will receive an 8.7% increase in January of 2023. The cumulative total over the 3-year period is an increase of 15.9%, while BHSJ staff have received only 2% in the same time frame. According to a Fact Sheet published by the Social Security Administration (<https://www.ssa.gov/news/press/factsheets/colafacts2023.pdf>), with this COLA increase the estimated average monthly Social Security benefit payable in January of 2023 will be \$1,827 per month, which equals the income someone making \$10.54 per hour would make. This is only \$1.30 per hour less than the hire in rate for BHSJ employees on level 1 of the pay scale and it is widely accepted that working people incur expenses that retired people do not (weekly transportation to and from work, child care, and professional clothing, etc.).

Medicaid

BHSJ currently has full-time employees who defer the agency sponsored group health insurance for themselves, or their children, because they are compensated at a rate so low that they qualify for Medicaid under the current income guidelines.

Conclusion

To keep existing talent and have the ability to recruit new qualified employees, BHSJ should approve the attached salary schedule, which increases regular employee compensation by 5%, retroactive to October 1, 2022 for employees who are still employed by BHSJ on November 4, 2022. The Agency will pay for this increase through a variety of funding sources including the small increase to local appropriations, utilizing the increased allocations from the MDHHS, utilizing the increased allocations from ELGE, unspent Medicaid Cost Based Reimbursement dollars (in qualifying programs only), and other budget adjustments.

October 2022 SALARY SCHEDULE - Showing Proposed 5% Increase

HOURLY/PROFESSIONAL/TECHNICAL

<u>LEVEL</u>	<u>CLASSIFICATION</u>	<u>Hire in Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>% more than Recommended in 2019 Study</u>	<u>Recommended Maximum 2019 Study (6 year rate)</u>	<u>Recommended Max 2019 Study adjusted for inflation +13%</u>
1	EH ASSISTANT CLERK	12.43	12.84	13.26	13.68	14.09	14.50	14.92	1.15%	14.75	16.67
2	WIC BF PEER COUNSELOR	13.99	14.46	14.93	15.39	15.86	16.32	16.79	1.16%	16.6	18.76
2	CSHCS REPRESENTATIVE	13.99	14.46	14.93	15.39	15.86	16.32	16.79			
2	ADMIN SUPPORT CLERK	13.99	14.46	14.93	15.39	15.86	16.32	16.79			
2	VISION/HEARING TECH	13.99	14.46	14.93	15.39	15.86	16.32	16.79			
2	IMMZ CLERK	13.99	14.46	14.93	15.39	15.86	16.32	16.79			
2	CLINIC CLERK TECH	13.99	14.46	14.93	15.39	15.86	16.32	16.79			
3	EH ADMIN ASSISTANT	15.81	16.33	16.86	17.38	17.92	18.44	18.97	1.11%	18.76	21.20
3	CLINIC ADMIN ASST	15.81	16.33	16.86	17.38	17.92	18.44	18.97			
3	AAA Program Specialist	15.81	16.33	16.86	17.38	17.92	18.44	18.97			
3	AAA OUTREACH SPECIALIST	15.81	16.33	16.86	17.38	17.92	18.44	18.97			
4	AAA VOCA SPECIALIST	17.86	18.46	19.05	19.65	20.25	20.84	21.44	1.14%	21.2	23.96
4	FISCAL SUPPORT SPECIALIST	17.86	18.46	19.05	19.65	20.25	20.84	21.44			
5	OPEN GRADE	20.20	20.86	21.54	22.21	22.89	23.56	24.24	1.20%	23.95	27.06
6	EH SANITARIAN	22.81	23.57	24.33	25.09	25.85	26.61	27.37	1.13%	27.07	30.59
6	AAA SW CARE CONSULTANT	22.81	23.57	24.33	25.09	25.85	26.61	27.37			
6	HEALTH EDUCATOR	22.81	23.57	24.33	25.09	25.85	26.61	27.37			
7	SENIOR EH SANITARIAN	25.78	26.64	27.50	28.36	29.22	30.08	30.94	1.25%	30.56	34.53
7	FINANCE AND IT SUPPORT SPECIALIST	25.78	26.64	27.50	28.36	29.22	30.08	30.94			
7	COMM HEALTH SERV RN	25.78	26.64	27.50	28.36	29.22	30.08	30.94			
7	PUBLIC HEALTH RN	25.78	26.64	27.50	28.36	29.22	30.08	30.94			
7	ACCOUNTANT	25.78	26.64	27.50	28.36	29.22	30.08	30.94			
7	EMERGENCY PREP COORD	25.78	26.64	27.50	28.36	29.22	30.08	30.94			
7	IT NETWORK MANAGER	25.78	26.64	27.50	28.36	29.22	30.08	30.94			

SALARIED MANAGERIAL

<u>LEVEL</u>	<u>CLASSIFICATION</u>	<u>Hire in Rate</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	<u>% more than Recommended in 2019 Study</u>	<u>Recommended Maximum 2019 Study (6 year rate)</u>	<u>Recommended Max 2019 Study adjusted for inflation +13%</u>
8	CLINIC SUPERVISOR	29.13	30.10	31.07	32.04	33.02	33.98	34.96	1.15%	34.56	39.05
8	COMM HEALTH SERV SUPERVISOR	29.13	30.10	31.07	32.04	33.02	33.98	34.96			
8	EH SUPERVISOR	29.13	30.10	31.07	32.04	33.02	33.98	34.96			
9	ENVIRONMENTAL HEALTH DIR.	33.89	35.01	36.15	37.27	38.41	39.53	40.67	1.16%	40.2	45.43
9	PREV.HEALTH/DISEASE PREV. DIR.	33.89	35.01	36.15	37.27	38.41	39.53	40.67			
9	ADMINISTRATIVE SERVICES DIR.	33.89	35.01	36.15	37.27	38.41	39.53	40.67			
9	AAA DIRECTOR	33.89	35.01	36.15	37.27	38.41	39.53	40.67			
									1.16%		

PA-152 – Public Employer Contributions to Medical Benefit Plans

BHSJ should switch to the hard cap option for PA-152, Public Employer Contributions to Medical Benefit Plans, because it will allow the most flexibility and does not inherently increase costs. It is important to understand that the hard cap option places a maximum amount that the agency can pay toward the health insurance benefit, but it does not indicate that the agency must pay a specific amount. Utilizing the hard cap option, the Agency would have the flexibility to determine how much it funds each plan option, as long as it does not exceed the maximum cap. Making this change would keep BHSJ compliant with PA-152, and provide the ability to set the amount it will contribute to each of the health insurance plans offered individually.

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2023, the limit on the amount that a public employer may contribute to a medical benefit plan as a hard cap is:

- \$7,399.47 single
- \$15,474.60 couple
- \$20,180.43 family

The employer's governing body may, by a majority vote, elect to limit its health insurance coverage contributions differently than what is described above. Instead of a hard cap, the employer may elect to pay no more than 80% of the total annual cost of the health plan.

BHSJ has previously always elected to pay no more than 80% of the total annual cost of the plan. This worked well when the Agency offered a traditional PPO plan with a \$1,500 deductible and a buy up plan that was more expensive. The addition of a less expensive HSA plan changes the equation, which necessitates a thorough review.

The agency would like to maintain the traditional BCBS PPO \$1,500 deductible plan along with Principal as the vision provider as the base plan to calculate the agency's maximum contribution amounts. To calculate the maximum that the agency will pay toward the employees' health insurance premium, 80% of the cost of the base plan will be utilized (which is currently less than the hard cap amount for 2023). The agency will also offer additional options, but will not pay more than the max calculated from the base plan. If the plan selected is a lower cost plan, the agency will still pay the max calculated from the base plan, and the employee will not need to contribute as much. This type of flexibility is not allowable under the 80% model previously used by the agency.

Utilizing the BCBS PPO \$1,500 deductible plan along with Principal as the vision provider, as the base plan, the maximum portion of the health insurance premium the Agency would pay toward the employee's health insurance plan per year is:

- \$6,163.78 single
- \$14,792.16 couple
- \$18,492.86 family

This is allowable, as all these amounts are all below the hard cap established in PA-152.

BHSJ should switch to the hard cap option for PA-152, Public Employer Contributions to Medical Benefit Plans, because it will allow the most flexibility and does not inherently increase costs. This will allow for the maximum flexibility for the agency to select health insurance options to best meet the diverse needs of staff members from different age groups and with unique healthcare needs.

Employer Sponsored Health Insurance Recommendation

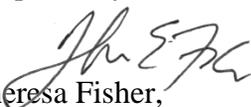
BHSJ should offer multiple insurance options so employees can select the option that best meets their needs. The agency should continue to offer the two current plans, with a change to the vision insurance from BCBS with VSP to Principal with VSP. The agency should also offer two high deductible HSA qualifying plans, for those staff who are looking for lower cost options.

The BCBS traditional PPO \$1,500 deductible plan should be the base plan, with Principal as the vision insurance, utilized to set the maximum amount the agency will pay toward the employer sponsored health insurance plans.

The options recommended are:

- SB PPO \$1,500 deductible (base plan) –
 - biweekly employee cost for a single employee \$59.27
 - biweekly employee cost for two persons \$142.23
 - biweekly employee cost for family \$177.81
- SB PPO \$1,000 deductible (buy up plan) –
 - biweekly employee cost for a single employee \$71.26
 - biweekly employee cost for two persons \$171.06
 - biweekly employee cost for family \$213.77
- SB HSA \$1,500 deductible (lower cost plan) –
 - biweekly employee cost for a single employee \$38.11
 - biweekly employee cost for two persons \$91.50
 - biweekly employee cost for family \$114.32
- SB HSA \$3,000 deductible (no cost plan) –
 - biweekly employee cost for a single employee \$0 and the agency contributing a total of \$153.70 to the employees HSA account during the year
 - biweekly employee cost for two persons \$0 and the agency contributing a total of \$368.04 to the employees HSA account during the year
 - biweekly employee cost for a family \$0 and the agency contributing a total of \$461.66 to the employees HSA account during the year

Respectfully,



Theresa Fisher,
Administrative Services Director



Branch-Hillsdale-St. Joseph Community Health Agency

2023 RENEWAL DISCUSSION

October 24, 2022

AGENDA

- ▶ 2023 Renewal Decisions
 - Medical
 - Dental
 - Vision
- ▶ 2022 Timeline



2023 RENEWAL OPTIONS

BCBSM Medical – 10/1/22 Current / 2023 Renewal

Insurance Company		Blue Cross Blue Shield							
Type of Plan		SB PPO 80% \$1,000/\$2,000 Deductible		SB PPO 80% \$1,000/\$2,000 Deductible		SB PPO 80% \$1,500/\$3,000 Deductible		SB PPO 80% \$1,500/\$3,000 Deductible	
In Network									
Deductible		\$1,000/\$2,000		\$1,000/\$2,000		\$1,500/\$3,000		\$1,500/\$3,000	
Coinsurance Maximum		\$2,500/\$5,000		\$2,500/\$5,000		\$2,500/\$5,000		\$2,500/\$5,000	
Out of Pocket Max (TROOP)		\$6,350/\$12,700		\$8,150/\$16,300		\$6,350/\$12,700		\$8,150/\$16,300	
Office Visit		\$30 Copay		\$30 Copay		\$30 Copay		\$30 Copay	
Virtual Visit		\$30 Copay		\$30 Copay		\$30 Copay		\$30 Copay	
Preventive		100%		100%		100%		100%	
Specialist Visit		\$30 Copay		\$30 Copay		\$30 Copay		\$30 Copay	
Urgent Care		\$30 Copay		\$30 Copay		\$30 Copay		\$30 Copay	
Inpatient & Outpatient Hospital		80% after deductible		80% after deductible		80% after deductible		80% after deductible	
Advanced Imaging		80% after deductible		80% after deductible		80% after deductible		80% after deductible	
Emergency Room		\$150 copay per visit (copay waived if admitted)		\$150 copay per visit (copay waived if admitted)		\$150 copay per visit (copay waived if admitted)		\$150 copay per visit (copay waived if admitted)	
Ambulance		80% after deductible		80% after deductible		80% after deductible		80% after deductible	
Prescription Drug		\$20/\$60/50% (\$80min /\$100max)		\$20/\$60/50% (\$80min /\$100max)		\$20/\$60/50% (\$80min /\$100max)		\$20/\$60/50% (\$80min /\$100max)	
Premium		Current		10/1/2022		1/1/2023		Current	
Single		4	\$668.13	\$692.08	\$668.05	19	\$643.66	\$666.40	\$641.83
Double		3	\$1,593.25	\$1,651.37	\$1,603.31	6	\$1,534.31	\$1,589.56	\$1,540.41
Family		2	\$2,016.34	\$2,087.44	\$2,004.15	13	\$1,943.21	\$2,010.70	\$1,925.51
ESTIMATED MONTHLY			\$11,484.95	\$11,897.31	\$11,490.43		\$46,697.13	\$48,338.06	\$46,468.86
ESTIMATED YEARLY			\$137,819.40	\$142,767.72	\$137,885.16		\$560,365.56	\$580,056.72	\$557,626.32
% DIFFERENCE				3.59%		0.05%		3.51%	-0.49%
Combined Annual Oct 2022		\$722,824.44							
Combined Annual Jan 2023		\$695,511.48							
Combined Difference		-3.78%							

** Dental & Vision rates included

BCBSM Medical – HSA Options

Insurance Company	Blue Cross Blue Shield			
Type of Plan	SB HSA 80% \$1,500/\$3,000 Deductible	SB HSA 80% \$3,000/\$6,000 Deductible	SB HSA 100% \$1,500/\$3,000 Deductible	SB HSA 100% \$3,000/\$6,000 Deductible
In Network				
Deductible	\$1,500/\$3,000	\$3,000/\$6,000	\$1,500/\$3,000	\$3,000/\$6,000
Coinsurance Maximum	N/A	N/A	N/A	N/A
Out of Pocket Max(TROOP)	\$4,000/\$8,000	\$6,900/\$13,800	\$4,000/\$8,000	\$6,900/\$13,800
Office Visit	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Virtual Visit	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Preventive	100%	100%	100%	100%
Specialist Visit	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Urgent Care	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Inpatient & Outpatient Hospital	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Advanced Imaging	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Emergency Room	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Ambulance	80% after deductible	80% after deductible	100% after deductible	100% after deductible
Prescription Drug	\$20/\$60/50% (\$80min /\$100max) *after deductible	\$20/\$60/50% (\$80min /\$100max) *after deductible	\$20/\$60/50% (\$80min /\$100max) *after deductible	\$20/\$60/50% (\$80min /\$100max) *after deductible
Premium	1/1/2023	1/1/2023	1/1/2023	1/1/2023
Single	\$596.22	\$500.84	\$683.56	\$555.72
Double	\$1,430.94	\$1,202.01	\$1,640.56	\$1,333.73
Family	\$1,788.68	\$1,502.52	\$2,050.69	\$1,667.16

**** NO Dental & Vision rates included**

BCBSM Medical – 10/1/22 Renewal “as is”

Renewal Medical Cost Analysis Overview of Costs 2022 - 10/1/22

Current Enrollment		
Tier	\$1000 Ded	\$1500 Ded
Single	4	19
Double	3	6
Family	2	13
Total	9	38

Current Plan Year

BCBS Premiums			
Tier	\$1000 Ded	\$1500 Ded	Annual
Single	\$ 668.13	\$ 643.66	
Double	\$ 1,593.25	\$ 1,534.31	
Family	\$ 2,016.34	\$ 1,943.21	
Annual Cost	\$ 137,819	\$ 560,366	\$ 698,185

Employee Contributions - Bi-Weekly			
Tier	\$1000 Ded	\$1500 Ded	Annual
Single	\$ 70.71	\$ 59.41	\$ 588
Double	\$ 168.83	\$ 141.63	\$ 1,414
Family	\$ 213.12	\$ 179.37	\$ 1,755
Total Annual	\$ 31,605	\$ 112,070	\$ 143,675

Employer Contribution		
Tier	\$1000 Ded	\$1500 Ded
Single	\$ 514.93	\$ 514.94
Double	\$ 1,227.45	\$ 1,227.45
Family	\$ 1,554.58	\$ 1,554.58
Annual	\$ 106,215	\$ 448,296

Total Net Cost		
Cost	\$1000 Ded	\$1500 Ded
Expected Costs	\$ 137,819	\$ 560,366
Employee Contributions	\$ (31,605)	\$ (112,070)
Total Net Cost	\$ 106,215	\$ 448,296
		\$ 554,510

Cost Share Distribution		
	\$1000 Ded	\$1500 Ded
Employer	77.1%	80.0%
Employee	22.9%	20.0%

Renewal Enrollment		
Tier	\$1000 Ded	\$1500 Ded
Single	4	19
Double	3	6
Family	2	13
Total	9	38

Renewal Plan Year

BCBS Premiums			
Tier	\$1000 Ded	\$1500 Ded	Annual
Single	\$ 692.08	\$ 666.40	
Double	\$ 1,651.37	\$ 1,589.56	
Family	\$ 2,087.44	\$ 2,010.70	
Annual Cost	\$ 142,768	\$ 580,057	\$ 722,824

3.53%

EE - Bi-Weekly			
Tier	\$1000 Ded	\$1500 Ded	Annual
Single	\$ 73.37	\$ 61.51	\$ 616
Double	\$ 175.26	\$ 146.73	\$ 1,483
Family	\$ 221.02	\$ 185.60	\$ 1,842
Total Annual	\$ 32,793	\$ 116,011	\$ 148,805

Employer Contribution			80%
Tier	\$1000 Ded	\$1500 Ded	
Single	\$ 533.12	\$ 533.12	
Double	\$ 1,271.65	\$ 1,271.65	
Family	\$ 1,608.56	\$ 1,608.56	
Annual	\$ 109,975	\$ 464,045	

Total Net Cost		
Cost	\$1000 Ded	\$1500 Ded
Expected Costs	\$ 142,768	\$ 580,057
Employee Contributions	\$ (32,793)	\$ (116,011)
Total Net Cost	\$ 109,975	\$ 464,045
		\$ 574,020

Cost Increase / (Decrease) \$ 19,510

Total Variance 3.5%

Cost Share Distribution		
	\$1000 Ded	\$1500 Ded
Employer	77.0%	80.0%
Employee	23.0%	20.0%

BCBSM Medical – Option 1 - Add HSA

Renewal Medical Cost Analysis

OPTION 1 - Same 2 Traditional Plans + HSA Option \$1500/\$3000 Deductible

Overview of Costs 2023 - January 1st

Projected 20%

Current Enrollment		
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%
Single	4	19
Double	3	6
Family	2	13
Total	9	38

47

Current -10/1/22

BCBS Premiums - 10/1/22			
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%	Annual
Single	\$ 692.08	\$ 666.40	
Double	\$ 1,651.37	\$ 1,589.56	
Family	\$ 2,087.44	\$ 2,010.70	
Annual Cost	\$ 142,768	\$ 580,057	\$ 722,824

Renewal Enrollment				
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%	HSA - \$1500 - 80%	
Single	4	15	4	23
Double	3	5	1	9
Family	2	10	3	15
Total	9	30	8	47

1/1/2023

BCBS Premiums - 1/1/23				
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%	HSA - \$1500 - 80%	Annual
Single	\$ 668.05	\$ 641.83	\$ 596.22	
Double	\$ 1,603.31	\$ 1,540.41	\$ 1,430.94	
Family	\$ 2,004.15	\$ 1,925.51	\$ 1,788.94	
Annual Cost	\$ 137,885	\$ 446,101	\$ 103,608	\$ 687,594

-4.87%

Employee Contributions - Bi-Weekly			
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%	Annual
Single	\$ 73.57	\$ 61.51	\$ 627
Double	\$ 175.26	\$ 146.73	\$ 1,484
Family	\$ 221.02	\$ 185.60	\$ 1,842
Total Annual	\$ 32,815	\$ 116,009	\$ 148,823

EE - Bi-Weekly				
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%	HSA - \$1500 - 80%	Annual
Single	\$ 71.35	\$ 59.25	\$ 38.20	
Double	\$ 171.22	\$ 142.19	\$ 91.67	
Family	\$ 214.03	\$ 177.74	\$ 114.71	
Total Annual	\$ 31,905	\$ 89,220	\$ 14,388	\$ 135,513

Difference HSA vs \$1500 ANNUALLY	
\$	547.32
\$	1,313.64
\$	1,638.84

Employer Contribution		
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%
Single	\$ 532.68	\$ 533.13
Double	\$ 1,271.64	\$ 1,271.65
Family	\$ 1,608.56	\$ 1,608.57
Annual	\$ 109,953	\$ 464,048

Employer Contribution 80%			
Tier	\$1000 Ded - 80%	\$1500 Ded - 80%	HSA - \$1500 - 80%
Single	\$ 513.46	\$ 513.46	\$ 513.46
Double	\$ 1,232.33	\$ 1,232.33	\$ 1,232.33
Family	\$ 1,540.41	\$ 1,540.41	\$ 1,540.41
Annual	\$ 105,980	\$ 356,881	\$ 89,220

HSA Employer Contribution	
Single	\$ -
Double	\$ -
Family	\$ -

Total Net Cost		
Cost	\$1000 Ded - 80%	\$1500 Ded - 80%
Expected Costs	\$ 142,768	\$ 580,057
EE Contributions	\$ (32,815)	\$ (116,009)
Total Net Cost	\$ 109,953	\$ 464,048
Annual Net Employer Cost	\$ 574,001	

Total Net Cost			
Cost	\$1000 Ded - 80%	\$1500 Ded - 80%	HSA - \$1500 - 80%
Expected Costs	\$ 137,885	\$ 446,101	\$ 103,608
HSA Contributions			\$ -
EE Contributions	\$ (31,905)	\$ (89,220)	\$ (14,388)
Total Net Cost	\$ 105,980	\$ 356,881	\$ 89,220
Annual Net Employer Cost	\$ 552,081		
Cost Increase / (Decrease)	\$ (21,920)		
Total Variance			-3.8%

	Pay 80%		20%	
	Dental 80%	EE	Dental 100%	EE
Single	\$ 14.89	\$ 1.37	\$ 38.80	\$ 3.58
Double	\$ 29.78	\$ 2.75	\$ 77.60	\$ 7.16
Family	\$ 52.12	\$ 4.81	\$ 135.83	\$ 12.54

Cost Share Distribution		
	\$1000 Ded - 80%	\$1500 Ded - 80%
Employer	77.0%	80.0%
Employee	23.0%	20.0%

Cost Share Distribution			
	\$1000 Ded - 80%	\$1500 Ded - 80%	HSA - \$1500 - 80%
Employer	76.9%	80.0%	86.1%
Employee	23.1%	20.0%	13.9%

	Pay 80%		20%	
	VISION	EE		
Single	\$ 4.84	\$ 0.45		
Double	\$ 9.66	\$ 0.89		
Family	\$ 16.04	\$ 1.48		

** 2022-10-27 BoH Meeting Materials - Page 44

NO Dental & Vision rates included

PA 152 Analysis – 10/1/22 Renewal “as is”

PA 152 Analysis - 2022 Branch Hillsdale St Joseph

	Active	Retiree	2022	
			Hard Cap	Hard Cap
Single	23	0	\$ 7,043.89	\$ 7,304.51
Double	9	0	\$ 14,730.96	\$ 15,276.01
Family	15	0	\$ 19,210.66	\$ 19,921.45
TOTAL	47	0	\$ 582,748	\$ 604,310

3.70%

Current Enrollment

Enrollment	\$1000 Ded	\$1500 Ded	
Single	4	19	23
Double	3	6	9
Family	2	13	15
TOTAL	9	38	47

Projected	Benefit Changes	Rate Increase	EE % Inc
\$1000 Ded	No Plan Change	3.58%	3.8%
\$1500 Ded	No Plan Change	3.53%	3.5%
\$1400 Ded	No Plan Change	0.0%	0.0%

Current

Rates	EE	BCBSM 2021-22	Current	
			Bi-weekly	Monthly
\$1000 Ded				
Single	4	\$ 668.13	\$ 70.71	\$ 153.21
Two Person	3	\$ 1,593.25	\$ 168.83	\$ 365.80
Family	2	\$ 2,016.34	\$ 213.12	\$ 461.76
\$1500 Ded				
Single	19	\$ 643.66	\$ 59.41	\$ 128.72
Two Person	6	\$ 1,534.31	\$ 141.63	\$ 306.87
Family	13	\$ 1,943.21	\$ 179.37	\$ 388.64

BCBS 2022-23	Employee		Difference		
	weekly	Monthly	Bi-Wkly	Monthly	%
3.58%	No Plan Change				
\$ 692.08	\$ 73.37	\$ 158.96	3.8%	\$ 2.66	\$ 5.76 3.8%
\$ 1,651.37	\$ 175.26	\$ 379.72	3.8%	\$ 6.43	\$ 13.92 3.8%
\$ 2,087.44	\$ 221.02	\$ 478.88	3.7%	\$ 7.90	\$ 17.12 3.7%
3.53%	No Plan Char		20%		
\$ 666.40	\$ 61.51	\$ 133.28	3.5%	\$ 2.10	\$ 4.56 3.5%
\$ 1,589.56	\$ 146.73	\$ 317.91	3.6%	\$ 5.10	\$ 11.05 3.6%
\$ 2,010.70	\$ 185.60	\$ 402.14	3.5%	\$ 6.23	\$ 13.50 3.5%

2021 80%	2022 80%
\$ 514.93	\$ 533.12
\$ 1,227.45	\$ 1,271.65
\$ 1,554.57	\$ 1,608.56

Illust Premiums	\$ 698,185
HSA Contribution	\$ -
TOTAL GROSS COST	\$ 698,185

EE Contributions	\$ 143,675
Employer Contributions	\$ 554,510

Opt 1 - Hard Cap	\$ 582,748	\$ (28,238)	UNDER
Opt 2 - 80/20	\$ 558,548	\$ (4,038)	UNDER

\$ 722,824	\$ 24,639	3.53%
\$ -		
\$ 722,824		
\$ 148,805		
\$ 574,020		

\$ 604,310	\$ (30,290)	UNDER
\$ 578,260	\$ (4,240)	UNDER

PA 152 Analysis – January 1 Rates – ADD HSA

PA 152 Analysis - 2023
Branch Hillsdale St Joseph

			2022	2023
	Active	Retiree	Hard Cap	Hard Cap
Single	23	0	\$ 7,304.51	\$ 7,399.47
Double	9	0	\$ 15,276.01	\$ 15,474.60
Family	15	0	\$ 19,921.45	\$ 20,180.43
TOTAL	47	0	\$ 604,310	\$ 612,166

1.30%

Current

Rates	EE	BCBSM	Current	
		Rates	Bi-weekly	Monthly
\$1000 Ded				
Single	4	\$ 692.08	\$ 73.57	\$ 159.40
Two Person	3	\$ 1,651.37	\$ 175.26	\$ 379.73
Family	2	\$ 2,087.44	\$ 221.02	\$ 478.88
\$1500 Ded				
Single	19	\$ 666.40	\$ 61.51	\$ 133.27
Two Person	6	\$ 1,589.56	\$ 146.73	\$ 317.92
Family	13	\$ 2,010.70	\$ 185.60	\$ 402.13

Illust Premiums	\$ 722,824
HSA Contribution	\$ -
TOTAL GROSS COST	\$ 722,824

EE Contributions	\$ 150,013
Employer Contributions	\$ 572,811

Opt 1 - Hard Cap	\$ 604,310	\$ (31,498)	UNDER
Opt 2 - 80/20	\$ 578,260	\$ (5,448)	UNDER

Current Enrollment	Assumption			
	\$1000 Ded	\$1500 Ded	10%	
Enrollment				
Single	4	17	2	23
Double	3	5	1	9
Family	2	12	1	15
TOTAL	9	34	4	47

Projected	Benefit Changes	Rate Increase	EE Contib Inc
\$1000 Ded	No Plan Change	-3.47%	-3.0%
\$1500 Ded	No Plan Change	-3.69%	-3.7%
\$1500 Ded	NEW HSA Plan	0.0%	0.0%

BCBS	Employee	Difference					
		Rates	weekly	Monthly	Bi-Wkly	Monthly	%
-3.47%	No Plan Change						
\$ 668.05	\$ 71.35	\$ 154.59	-3.0%	\$ (2.22)	\$ (4.82)	-3.0%	
\$ 1,603.31	\$ 171.22	\$ 370.98	-2.3%	\$ (4.04)	\$ (8.75)	-2.3%	
\$ 2,004.15	\$ 214.03	\$ 463.74	-3.2%	\$ (6.99)	\$ (15.13)	-3.2%	
-3.69%	No Plan Change	20%					
\$ 641.83	\$ 59.25	\$ 128.37	-3.7%	\$ (2.26)	\$ (4.91)	-3.7%	
\$ 1,540.41	\$ 142.19	\$ 308.08	-3.1%	\$ (4.54)	\$ (9.83)	-3.1%	
\$ 1,925.51	\$ 177.74	\$ 385.10	-4.2%	\$ (7.86)	\$ (17.03)	-4.2%	
	NEW HSA Plan						
\$ 596.22	\$ 38.20	\$ 82.76	0.0%	\$ -	\$ -	#DIV/0!	
\$ 1,430.94	\$ 91.67	\$ 198.61	0.0%	\$ -	\$ -	#DIV/0!	
\$ 1,788.68	\$ 114.59	\$ 248.27	0.0%	\$ -	\$ -	#DIV/0!	
HSA		Total					
\$ -	\$ -	\$ -					
\$ -	\$ -	\$ -					
\$ -	\$ -	\$ -					
		\$ -					

1500 Trad	1500 Trad
2022	2023
80%	80%
\$ 533.12	\$ 513.46
\$ 1,271.65	\$ 1,232.33
\$ 1,608.56	\$ 1,540.41

\$ 691,549	\$ (31,276)	-4.33%
\$ -		
\$ 691,549		
\$ 139,468		
\$ 552,081		

\$ 612,166	\$ (60,085)	UNDER
\$ 553,239	\$ (1,158)	UNDER

**** NO Dental & Vision rates included**

Dental Options – Current vs Buy-up

Branch Hillsdale St Joseph Community Health Agency

Fully Insured Dental Insurance Benefits and Cost Analysis

January 1, 2023

Insurance Company			BCBSM Dental with SB 1000 Plan		BCBSM Dental with SB 1500 Plan			PRINCIPAL BASE	PRINCIPAL BUY UP
PPO Network			bcbsm.com		bcbsm.com			principal.com	principal.com
Plan Type			Contributory		Contributory			Contributory	Contributory
Benefits -In Network									
Class I - Preventive			50% Diagnostic & Preventive exams, cleanings, bitewing x- rays		50% Diagnostic & Preventive exams, cleanings, bitewing x- rays			50% Diagnostic & Preventive exams, cleanings, bitewing x- rays	100% Diagnostic & Preventive exams, cleanings, bitewing x- rays
Class II - Basic			50% Basic Services Anesthesia, oral surgery, root canals		50% Basic Services Anesthesia, oral surgery, root canals			50% Basic Services Anesthesia, oral surgery, root canals	80% Basic Services Anesthesia, oral surgery, root canals
Class III - Major			50% Major Services crowns; dentures, bridges		50% Major Services crowns; dentures, bridges			50% Major Services crowns; dentures, bridges	50% Major Services crowns; dentures, bridges
Class IV - Orthodontia			Not Covered		Not Covered			Not Covered	50%
Benefit Waiting Periods			N/A		N/A			N/A	N/A
Annual Calendar Maximum			\$800		\$800			\$1,000	\$1,200
Annual Deductible-Class 2 & 3			\$0		\$0			\$0	\$0
Class IV Lifetime Maximum			N/A		N/A			N/A	\$1,200
Enrolled	SB1000	SB1500	CURRENT	RENEWAL	CURRENT	RENEWAL	Enrolled	BASE	BUY UP
Employee	5	20	\$20.84	\$19.42	\$21.42	\$19.96	25	\$14.89	\$38.80
Two Person	3	5	\$41.67	\$38.84	\$42.84	\$39.93	8	\$29.78	\$77.60
Family	3	12	\$72.93	\$67.98	\$74.96	\$69.88	15	\$52.12	\$135.83
Monthly Premium			\$448	\$418	\$1,542	\$1,437		\$1,392	\$3,628
Annual Premium			\$5,376	\$5,011	\$18,505	\$17,249		\$16,707	\$43,539
% Increase from Current				-7%		-7%		-30.0%	
Participation Req			N/A		N/A			20%	20%
Rate Guarantee			1 year		1 year			2 year	2 year

Dental Options – Coverage Frequency

Services	BCBS - Div 0003	BCBS Div 0004	Principal
Class I			
Oral Exams	Twice per calendar year	Twice per calendar year	Twice per calendar year
Bitewing X-rays	Twice per calendar year	Once a calendar year	Twice per calendar year
Full Mouth X-rays	Once ever 60 months	Once in any 84 consecutive months	Once per 60 months
Prophylaxis(cleaning)	Twice per calendar year	Twice per calendar year	Twice per calendar year
Flouride Treatment	Twice per calendar year	Once a calendar year	Twice per calendar year
Class II			
Fillings - Adult	Replacement filling after 24 months	Replacement filling after 48 months	Replacement filling after 24 months
Fillings - Child	Replacement filling after 12 months	Replacement filling after 24 months	Replacement filling after 24 months
Crowns, onlays, inlays,	Once every 60 months per tooth	Three times per tooth per calendar year	Once per tooth per 60 months
Root Canal	Once per tooth per lifetime	Once every 36 months	Once per lifetime
Scaling & root planing	Once every 24 months per quad	Once per quad in any 36 consecutive months	One quad per 24 months
Occlusal Biteguards	Once every 12 months	Once in any consecutive months	Once per tooth per 60 months
Class III			
Removable Dentures	Once every 60 months	Once in any 84 consecutive months	Initial placement; replacement after 60 months
Bridges	Once every 60 months	Once in any 84 consecutive months	Initial placement; replacement after 60 months
Implants	Once per tooth per lifetime	Once per tooth per lifetime	Once per tooth per 60 months
Class IV			
Orthodontia	Not covered	Not covered	Orthodontia is covered for dependnet children until the age of 19

Vision Options

Branch Hillsdale St Joseph Community Health

Vision Benefits and Cost Analysis

January 1, 2023

Insurance Company	BCBSM with VSP		PRINCIPAL with VSP	
Type of Plan	24/24/24		12/12/12	
Benefits	Contributory		Contributory	
Vision Schedule:				
Vision Analysis - M.D.	\$5 Copay once every 24 months		\$10 Copay once every 12 months	
Vision Analysis - O.D.	\$5 Copay once every 24 months		\$10 Copay once every 12 months	
Single vision Lenses	\$5 Copay once every 24 months		\$10 Copay once every 12 months	
Bifocal Lenses	\$5 Copay once every 24 months		\$10 Copay once every 12 months	
Trifocal Lenses	\$5 Copay once every 24 months		\$10 Copay once every 12 months	
Contact Lenses	\$130 allowance applied toward exam and lenses once every 24 months		\$10 Copay \$130 Allowance once every 12 Months	
Frames	\$130 allowance applied toward frames less \$10 Copay once every 24 months (one copay applies to both frames & lenses)		\$25 Copay \$130 Allowance once every 12 Months	
Enrollment	Current Rates	Renewal Rates	Monthly Rates	
Employee	25	\$4.77	\$4.61	\$4.84
Two Person	8	\$9.54	\$9.22	\$9.66
Family	15	\$15.84	\$15.31	\$16.04
Monthly Premium	\$433.17	\$418.66	\$438.88	
Annual Premium	\$5,198.04	\$5,023.92	\$5,266.56	
% Increase from Current		-3%	1.3%	
Participation Requirement	N/A		50%	
Rate Guarantee	1 year		2 year	

THANK YOU!



LETTER OF AGREEMENT
October 27, 2022

LETTER OF AGREEMENT, by and between Rebecca Burns and the Branch-Hillsdale-St. Joseph Community Health Agency for the position of Health Officer.

This is intended to be a binding contract by and between the parties effective January 1, 2023 through December 31, 2025. Either party may terminate this agreement with or without cause upon giving a 60-day notice to the other party of the intention.

The agreed upon base salary by both parties shall be \$100,000 per year. During the terms of this contract the Health Officer shall be granted any percentage increase in pay as approved by the Board of Health for employees of this agency.

The Board of Health shall evaluate the performance of the Health Officer annually per the evaluation policy adopted by the Board of Health. Upon a satisfactory evaluation, the Board of Health may award up to \$5,000 in merit pay.

It is hereby agreed by both parties that the Health Officer position shall be a full-time position. The duties of the position shall be defined in the job description created by the Agency and in compliance with the requirements of the State of Michigan.

It is hereby agreed by both parties that Rebecca Burns, a current employee of this Agency, will retain her current fringe benefits which are consistent with the benefits listed in the Agency's Personnel Policies; health insurance, life insurance, disability insurance, MERS, etc.

It is hereby agreed by both parties that Rebecca Burns shall be paid the agency rate per mile for necessary business travel for the completion of her assigned duties in accordance with the Agency's Travel Policy.

It is hereby agreed by both parties that Rebecca Burns shall retain her current accrued vacation and sick time and earn future vacation and sick time in compliance with the Personnel Policies of the Agency at the rate of 10 years or more of service.

It is hereby agreed by both parties that Rebecca Burns shall be reimbursed the amount of expenses incurred for the successful completion of trainings, classes, or conferences taken as deemed necessary for the position.

It is hereby agreed by both parties that if termination of this contract becomes necessary with or without cause that Rebecca Burns shall be paid any and all accrued time (vacation and sick leave) upon termination earned to date.

The terms of this contract may continue for 60 days after December 31, 2025 as long as it is mutually agreed by both parties.

Tom Matthew, Chair, Board of Health

Date: _____

Rebecca A. Burns, MPH, RS, Health Officer

Date: _____

Personal Health and Disease Prevention: October 27, 2022

Communicable Disease:

- HPAI (highly pathogenic avian influenza) continues to be identified in domestic flocks (Ingham, Macomb, Tuscola, Lapeer)
- 311 total confirmed/probable monkeypox cases in Michigan and 27,558 in the United States (data as of Oct. 19th)
- We have received traveler evaluation and monitoring protocols for the current Uganda Ebola virus outbreak
- Covid Community Levels (data as of Oct. 19th):
 - Branch County: low
 - Hillsdale County: low
 - St. Joseph County: low

Immunizations/STD/HIV:

Our Covid scheduling page on the website is open and continues to offer vaccination opportunities including the bivalent booster for age 5+.

Our team has been very busy with community events lately as we gear up for cold/flu season. So far, we have had vaccination clinics at Burnside Center Branch County, Project Connect St. Joseph County, Perennial Park Senior Center Hillsdale County, and Waldron Learning Center Branch ISD. We have a few more vaccine events that are currently in the planning phase within the community as well.

Women, Infant, and Children (WIC):

Once again, the waiver has been extended for the National Public Health Emergency making clients remote until April of 2023. We will continue as planned with slowly opening and offering in-person services to our clients. At this time, we are offering in-person to expecting mothers, postpartum mothers, infants, and children age 1. We hope that our clients will take advantage of the in-person opportunity. The continued extension is a challenging situation for our staff and our clients offering a mix of pros and cons.

Our WIC CAP (corrective action plan) was approved and we continue to move forward with our staff in conducting audits/making the necessary changes to meet requirements of MI-WIC policy/procedures.

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

Our CSHCS team is finishing the final details on the sensory room that we have in Coldwater. The next office they will work on is Three Rivers and the last office will be Hillsdale. If you have a chance to check out our sensory room while in the building, please do! It's pretty fun.

Hearing and vision technicians are in the schools working on head start and kindergarten state deadlines. The kindergarten classes need to be complete by November 1st and all head start need to be finished 45 days after the first day of school.

Kali Nichols MPH
Personal Health & Disease Prevention Director

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

	Sep-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	88	133	-	132	353	1,430	1,710	-	1,185	4,325	2,069	1,897	89	1,863	5,918
All VFC Doses Given	796	406	-	792	1,994	8,774	4,832	-	8,425	22,031	9,136	5,925	-	10,922	25,983
Waivers	20	20	7	14	61	127	213	52	158	550	66	67	23	92	248
ADULT IMMUNIZATIONS															
# Vaccines Given	155	92	-	63	310	4,062	1,922	-	1,631	7,615	17,240	13,062	14	22,532	52,848
All AVP Doses Given	6	8	-	31	45	112	329	-	205	646	259	154	-	170	583
TRAVEL VACCINATIONS															
Branch Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COMMUNICABLE DISEASE															
TB Tests Done	30	20	-	-	50	107	140	-	19	266	128	110	-	22	260
New LTBI on Rx	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
STD treatments	1	1	-	3	5	21	31	2	93	147	4	24	2	42	72
New STD Investigations	10	10	-	19	39	117	120	-	222	459	179	184	-	291	654
HIV Testing	2	2	-	3	7	5	4	2	44	55	3	2	3	13	21
ENROLLMENTS															
Medicaid & Michild	4	1	-	1	6	15	4	-	8	27	4	-	-	1	5
REFERRAL SERVICE															
MCDC Referrals	1	-	1	19	21	51	-	168	335	554	90	237	74	156	557
MIHP referrals	21	1	27	29	78	419	28	201	237	885	239	51	231	236	757
Hearing Screens															
Pre-school	38	-	-	94	132	449	336	64	578	1,427	300	351	-	456	1,107
School Age	109	164	-	531	804	1,004	1,029	489	2,682	5,204	1,248	1,212	-	1,950	4,410
Vision Screens															
Pre-school	80	-	-	113	193	547	387	-	678	1,612	351	377	-	556	1,284
School Age	200	152	-	921	1,273	3,159	2,048	-	5,004	10,211	2,795	1,997	-	3,729	8,521
Children's Special Health Care Services															
Diagnostics	7	3	-	-	10	44	14	-	5	63	24	22	-	4	50
Assessments-Renewal	22	29	-	39	90	196	246	-	260	702	214	273	-	299	786
Assessments-New	3	8	-	7	18	54	60	-	78	192	42	72	-	77	191

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

September-22

Confirmed & Probable Case Totals

	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	-	5	-	5	19	63	1	83	37	66	1	104
Blastomycosis	-	-	-	-	1	-	-	1	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	1	1
Campylobacter	-	-	1	1	12	14	6	32	-	9	12	21
Chicken Pox	-	-	-	-	-	-	-	-	-	2	-	2
Chlamydia	9	-	12	21	107	87	154	348	123	113	180	416
Coccidioidomycosis	-	-	-	-	-	-	1	1	-	1	-	1
CRE Carbapenem Resistant Enterobac.	-	-	-	-	2	-	-	2	-	1	-	1
Cryptosporidiosis	-	-	-	-	3	-	1	4	-	1	1	2
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	1	-	1
Giardiasis	-	-	-	-	-	5	4	9	-	-	2	2
Gonorrhea	1	1	6	8	32	29	82	143	53	69	109	231
H. Influenzae Disease - Inv.	-	-	-	-	3	1	-	4	-	1	-	1
Hepatitis B - Acute	-	-	-	-	4	-	-	4	-	-	2	2
Hepatitis B - Chronic	-	-	-	-	3	-	1	4	1	-	2	3
Hepatitis C - Acute	-	1	-	1	2	3	-	5	3	2	2	7
Hepatitis C - Chronic	-	1	1	2	19	3	6	28	24	6	7	37
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	1	-	1
Histoplasmosis	-	-	-	-	1	-	1	2	-	-	-	-
HIV/AIDS	-	-	-	-	2	-	3	5	-	1	-	1
Influenza	-	-	2	2	118	154	126	398	-	-	-	-
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	-	-	-	1	-	1	-	2	-	2
Lyme Disease	-	1	-	1	1	4	1	6	-	4	2	6
Measles	-	-	-	-	-	1	-	1	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	3	1	4	-	-	-	-
Menengitis - Bacterial	-	-	-	-	1	-	-	1	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	1	-	-	1
Mycobacterium - Other	-	-	-	-	3	7	2	12	-	4	2	6
Norovirus	-	-	-	-	1	2	2	5	-	1	1	2
Novel Coronavirus	209	262	330	801	6,707	6,400	7,728	20,835	5,412	5,207	6,846	17,465
Pertussis	-	1	-	1	-	12	-	12	-	2	-	2
Salmonellosis	2	-	-	2	6	4	4	14	6	2	3	11
Scabies	-	-	-	-	-	-	-	-	6	-	-	6
Shiga Toxin-prod. (STEC)	-	-	-	-	3	1	1	5	-	2	-	2
Shigellosis	-	-	-	-	-	1	-	1	-	-	-	-
Shingles	-	-	-	-	1	-	-	1	-	-	-	-
Staphylococcus Aureus Infect.	-	-	-	-	1	-	-	1	-	1	-	1
Strep Invasive Gp A	-	-	-	-	-	2	-	2	-	-	1	1
Strep Pneumonia Inv Ds.	-	-	-	-	2	7	3	12	1	2	6	9
Syphilis - Primary	-	-	-	-	1	-	-	1	-	-	-	-
Syphilis - Secondary	-	-	-	-	-	1	3	4	1	-	2	3
Syphilis To Be Determined	-	-	1	1	4	1	2	7	2	1	-	3

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

Food Service Sanitation

There are two new food operations that opened up in St. Joseph County in September. A brand new building was constructed for the Deadlift Coffee Shop in Three Rivers and the former Viva Restaurant in Mendon is now opened as the Main Street Smokehouse. We would encourage you to support these new businesses along with three other restaurants that changed ownership: Samuel Mancino's (White Pigeon), Subway (Hillsdale) and Gibby's Mendon. The end of the year inspections numbers indicated increases in the number of temporary food inspections (173 up from 163 in 2021) and STFU inspections (61 up from 54 in 2021). We have received a significant number of plan review applications for new STFU operations over the course of the summer so that number will likely increase again next year.



Well and On-site Sewage

This year saw a significant increase in well and septic inspections and permits issued. There were a total of 554 septic permits issued, up from 488 last year. Septic inspections increased from 347 in 2021 to 445 in 2022. The number of well permits also showed an increase from 537 in 2021 to 641 in 2022. The other category that has indicated an increase is the number of change of use evaluations. Last year we did a total of 294 change of use evaluations and this year that total increased to 384. The change of use evaluations are required when a homeowner is proposing a change on their property such as adding a pole building, doing an addition to the house, building a pool or any similar project. The agency has an understanding with all the township building officials that any building proposal that is outside the footprint of the existing home must be approved by the health department prior to them issuing a building permit. This is necessary to ensure the new building or addition to the house will not infringe on the current septic system, the reserve area for the septic system or that any home additions will not overload the existing septic system.

Other Programs

Work is continuing on the PFAS contamination sites within our counties. The White Pigeon site has not had any new activity other that EGLE recently informed me that the village has once again applied for a state grant to fund the municipal water project that would extend service to the areas affected by the PFAS contamination. There is not a timetable for that project yet but this is a promising development for a permanent solution for the affected homeowners. We recently met with EGLE staff to discuss the well replacement for the homeowner affected by the contamination from the former Lucas Landfill. Follow up testing will be done in this area in the future but there is only one site of concern currently. There is a similar situation in St. Joseph County where we had one well adjacent to the Westside Landfill have a hit for PFAS. That homeowner has been provided an under counter water filter and again future follow up sampling will be taking place to ensure the contamination has not spread to other wells.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2021/2022

	SEPT				YTD 2021/2022				YTD 2020/2021			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	-	1	1	1	2	14	17	4	4	7	15
CHANGE OF USE EVALUATIONS - FIELD	1	2	5	8	17	48	39	104	33	43	52	128
CHANGE OF USE EVALUATIONS - OFFICE	4	4	2	10	46	46	98	190	75	44	137	256
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	14	7	9	30	63	70	87	220	56	84	94	234
REPAIR/REPLACEMENT	9	12	6	27	70	88	110	268	96	69	155	320
VACANT LAND EVALUATION	1	2	5	8	7	16	30	53	16	18	15	49
PERMITS DENIED	-	-	-	-	3	-	-	3	-	-	3	3
TOTAL			20	65	107	153	227	544	163	171	265	601
SEWAGE PERMITS INSPECTED	16	17	12	45	95	116	142	347	115	130	201	445
WELL PERMITS ISSUED	15	6	19	40	131	136	270	537	193	190	258	641
WELL PERMITS INSPECTED	13	26	20	59	146	130	212	488	127	146	165	438
FOOD SERVICE INSPECTION												
PERMANENT	31	25	37	93	254	252	293	799	252	234	329	833
NEW OWNER / NEW ESTABLISHMENT	-	1	5	6	6	16	21	43	5	11	14	30
FOLLOW-UP INSPECTION	-	-	-	-	15	6	10	31	11	6	10	31
TEMPORARY	5	3	15	23	19	53	101	173	41	34	88	163
STFU, MOBILE	2	13	5	20	23	29	50	61	14	19	47	54
PLAN REVIEW APPLICATIONS	2	3	2	7	13	11	22	39	6	5	10	48
FOOD RELATED COMPLAINTS	2	2	1	5	10	15	6	31	11	33	11	49
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	2	1	-	3	-	-	1	1
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	n/a	n/a	n/a	16	n/a	n/a	n/a	-
FOOD HANDLERS CLASS	-	-	-	-	n/a	n/a	n/a	-	n/a	n/a	n/a	-
METH LAB REFERRALS												
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
CAMPGROUND INSPECTION	-	6	1	7	28	15	17	60	31	15	15	61
NON-COMM WATER SUPPLY INSP.	2	-	1	3	12	17	11	40	10	21	21	45
SWIMMING POOL INSPECTION	-	-	7	7	17	14	16	47	9	10	14	49
PROPOSED SUBDIVISION REVIEW	-	-	-	-	1	-	-	1	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	6	10	10	26	10	9	21	40
DHS LICENSED FACILITY INSP.	1	2	1	4	8	33	28	69	5	33	21	59
COMPLAINT INVESTIGATIONS	2	2	2	6	24	36	25	85	10	26	13	49
LONG TERM MONITORING	-	-	-	-	8	9	2	19	-	-	-	-
BODY ART FACILITY INSPECTIONS	-	-	-	-	7	12	-	20	5	5	5	13

Inspection Type Count by County

For Date Range: 9/1/2022 - 9/30/2022 and Program: Food Service

County	Inspection Type	Count
Branch	Complaint	2
	Consult	1
	Progress Note	2
	Routine	31
	STFU/Mobile	2
	Temporary	5
Hillsdale	Complaint	2
	Pre-opening/New	1
	Progress Note	1
	Routine	25
	STFU/Mobile	13
	Temporary	3
St. Joseph	Complaint	1
	Consult	2
	Pre-opening/New	5
	Progress Note	14
	Routine	37
	STFU/Mobile	5
	Temporary	15
	Total number of inspections	167

10/18/2022 6:04:45 PM

Inspection Type Count

For Date Range: 9/1/2022 - 9/30/2022 and Program: Food Service

Inspection Type	Count
Complaint	5
Consult	3
Pre-opening/New	6
Progress Note	17
Routine	93
STFU/Mobile	20
Temporary	24
Total number of inspections	168

10/18/2022 5:58:55 PM

Establishment Inspection Report

For Date Range: 9/1/2022 - 9/30/2022 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
@ S Main St	Three Rivers	9/16/2022	Temporary	0	0	0	0
@ Timbers	Three Rivers	9/23/2022	Temporary	0	0	0	0
2022 Fish Fry	Sturgis	9/23/2022	Temporary	0	0	0	0
AMERICAN LEGION REC CLUB	QUINCY	9/27/2022	Routine	0	0	0	1
American Legion Womens Aux. Post 223	Constantine	9/10/2022	Temporary	0	0	0	0
ANDERSON ELEMENTARY SCHOOL	BRONSON	9/27/2022	Routine	0	0	0	0
Angel's Concessions	Sturgis	9/2/2022	Temporary	0	1	1	1
APPLEBEE'S # 8393	COLDWATER	9/26/2022	Complaint	0	0	0	0
Artic Shaved Ice	Coldwater	9/17/2022	Temporary	0	0	0	0
Azteca Mexican Restaurant	Bronson	9/1/2022	Consult	0	1	1	0
BAILEY ELEMENTARY SCHOOL	Hillsdale	9/22/2022	Routine	0	0	0	0
BAW BEESE AMERICAN LEGION	HILLSDALE	9/16/2022	Routine	1	1	1	0
BEACH CONCESSIONS #88	Hillsdale	9/23/2022	STFU/Mobile	0	0	0	0
BEACH CONCESSIONS #90	Hillsdale	9/23/2022	STFU/Mobile	0	0	0	0
BEACH CONCESSIONS #91	Hillsdale	9/23/2022	STFU/Mobile	0	0	0	0
BEACH CONCESSIONS #92	Hillsdale	9/23/2022	STFU/Mobile	0	0	0	0
Big Apple Pizza Truck	Fort Wayne	9/2/2022	Temporary	0	0	0	0
BIGGBY COFFEE #254 V&K CAFE DBA	COLDWATER	9/20/2022	Routine	0	0	0	0
Biggby Coffee North Sturgis	Sturgis	9/20/2022	Consult	0	0	0	0
BILL'S GRILL HOUSE	COLDWATER	9/26/2022	Progress Note	0	0	0	0
BOB EVAN RESTAURANTS LLC #2035	COLDWATER	9/7/2022	Routine	0	1	1	3
BROADWAY GRILLE	UNION CITY	9/15/2022	Routine	0	1	1	5
BRONSON DISTRICT - Chicago St School	BRONSON	9/27/2022	Routine	0	0	0	0
BRONSON HIGH SCHOOL	BRONSON	9/27/2022	Routine	0	0	0	0
Bucket List Dreams	Monroe	9/18/2022	STFU/Mobile	0	0	0	0
BUFFALO WILD WINGS (STURGIS)	STURGIS	9/22/2022	Routine	0	2	1	0
Burger King #1419	Hillsdale	9/8/2022	Complaint	0	0	0	1

10/18/2022 5:56:09 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
BURGERS UNLOCKED	HILLSDALE	9/26/2022	Progress Note	0	0	0	0
Castaway Lounge LLC	Coldwater	9/1/2022	Routine	1	0	1	2
Centreville United Methodist Church	Centreville	9/26/2022	Progress Note	0	0	0	0
Chris Gadluka	Colon	9/17/2022	Temporary	0	0	0	0
Chunky Butts BBQ & Grill	Osseo	9/8/2022	STFU/Mobile	0	0	0	0
COLDWATER GARDEN	COLDWATER	9/28/2022	Routine	1	0	0	0
COLDWATER HIGH SCHOOL	COLDWATER	9/23/2022	Routine	0	0	0	0
COLDWATER MASONIC TEMPLE BUILDING ASSOC	COLDWATER	9/17/2022	Routine	0	0	0	0
COLON ELEM SCHOOL	Sturgis	9/28/2022	Routine	0	0	0	0
COLON HIGH SCHOOL	COLON	9/28/2022	Routine	0	0	0	0
COLON HIGH SCHOOL	COLON	9/28/2022	Routine	0	1	1	0
COMMUNITY CHURCH OF NORTH ADAMS	North Adams	9/29/2022	Routine	0	0	0	0
Constantine Fire Department	Constantine	9/27/2022	Routine	0	0	0	0
COTTAGE INN PIZZA	Hillsdale	9/26/2022	Routine	0	0	0	0
Country Table Restaurant	White Pigeon	9/28/2022	Routine	1	0	0	0
Creative Dining Services/Abbott Labs	Sturgis	9/21/2022	Routine	0	0	0	2
D & S LOUNGE	Pittsford	9/28/2022	Routine	0	0	0	0
D J'S FAMILY RESTAURANT	Pittsford	9/28/2022	Routine	0	0	0	1
Danny Espinoza	Colon	9/29/2022	Temporary	0	0	0	0
DAVINCI'S	STURGIS	9/29/2022	Routine	0	0	0	5
Deadlift Coffee Company LLC	Three Rivers	9/20/2022	Pre-opening/New	0	0	0	2
Dickey's	Coldwater	9/13/2022	Complaint	1	0	1	2
Dine & DASH Pop up event	White Pigeon	9/3/2022	Temporary	0	0	0	0
Dirty South BBQ	Hillsdale	9/18/2022	STFU/Mobile	0	0	0	0
DUTCH UNCLE DONUTS INC	COLDWATER	9/13/2022	Routine	0	0	0	2
EL TACO LOCO II	COLDWATER	9/23/2022	Temporary	0	0	0	0
ENRICHMENT CENTER	Sturgis	9/21/2022	Routine	0	0	0	0
FAMILY AFFAIR RESTAURANT	MENDON	9/22/2022	Progress Note	0	0	0	0
FAMILY AFFAIR RESTAURANT	MENDON	9/27/2022	Routine	0	0	0	0
FIRM FOUNDATION MINISTRIES	CENTREVILLE	9/26/2022	Routine	0	0	0	0
FIRST PRESBYTERIAN CHURCH	THREE RIVERS	9/28/2022	Routine	0	0	0	0

10/18/2022 5:56:09 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
FIRST UNITED METHODIST CHURCH	Three Rivers	9/28/2022	Routine	0	1	0	0
FIVE STAR PIZZA	UNION CITY	9/26/2022	Routine	0	0	0	2
Frankie's by the Tracks, LLC	THREE RIVERS	9/1/2022	Progress Note	0	0	0	0
Gibby's	Mendon	9/15/2022	Pre-opening/New	0	0	0	0
Gibby's Bar & Grill	Mendon	9/15/2022	Routine	0	0	0	0
Hampton Inn--Food	Sturgis	9/22/2022	Routine	0	1	0	0
HILLSDALE BREWING COMPANY	HILLSDALE	9/12/2022	Routine	0	0	0	0
HILLSDALE COUNTY SENIOR SERVICE CENTER	Hillsdale	9/22/2022	Routine	0	0	0	0
Hillsdale Exchange Club	Hillsdale	9/11/2022	Temporary	0	0	0	0
HUNGRY HOWIES	COLDWATER	9/20/2022	Routine	1	1	1	0
HUNGRY HOWIE'S	HILLSDALE	9/12/2022	Routine	0	0	0	0
Jaspere's Pizza	Mendon	9/22/2022	Routine	0	0	0	0
JAYWALKER RESTAURANT	Mottville	9/21/2022	Routine	0	0	0	0
JJ Ribs@ Skate Dreams	Three Rivers	9/29/2022	Temporary	0	0	0	0
Katie's Pizza	Myakka City	9/26/2022	STFU/Mobile	0	0	0	0
Katie's Strawberry Shortcakes	Myakka City	9/26/2022	STFU/Mobile	0	0	0	0
KLINES RESORT (Food)	Three Rivers	9/23/2022	Routine	0	0	0	0
KLINGER LAKE COUNTRY CLUB (Food)	Sturgis	9/20/2022	Routine	0	0	0	0
LAKE LEANN GOLF COURSE	Jerome	9/20/2022	Routine	0	0	0	0
LAKEVIEW CHURCH	AMBOY TWP	9/14/2022	Routine	0	0	0	0
LAS DOS MARIAS	White Pigeon	9/27/2022	Progress Note	0	0	0	0
LIL' LOUIE'S PIZZA AND SUBS LLC	Centreville	9/7/2022	Routine	0	0	0	0
LITTLE CAESARS PIZZA	Coldwater	9/8/2022	Routine	0	0	0	5
LITTLE CAESARS PIZZA	HILLSDALE	9/29/2022	Complaint	0	0	0	0
Main Street Smokehouse	Mendon	9/19/2022	Pre-opening/New	0	0	0	0
Mancino's of Sturgis	Sturgis	9/29/2022	Routine	0	0	0	0
McDonald's of Centreville	Centreville	9/12/2022	Routine	0	0	0	0
McDonald's of Centreville	Centreville	9/12/2022	Complaint	0	0	0	0
MEEKS MILL CAFE	Constantine	9/8/2022	Routine	0	0	0	0
MEL'S 50s DINER	UNION CITY	9/15/2022	Routine	1	0	1	2
Mema @ Harmony Fest	Three Rivers	9/4/2022	Temporary	0	0	0	0

10/18/2022 5:56:09 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Mema's @ Confluence II	Three Rivers	9/2/2022	Temporary	0	0	0	0
Mendon United Methodist Church	MENDON	9/22/2022	Progress Note	0	0	0	0
Momma Bee'z Sweet Treats & More	Constantine	9/7/2022	Progress Note	0	0	0	0
Momma's Snack Shack	Three Rivers	9/22/2022	Progress Note	0	0	0	0
Momma's Snack Shack	Three Rivers	9/28/2022	Progress Note	0	0	0	0
Monster Truck Wars	Scottsdale	9/9/2022	Temporary	0	0	0	0
MYSTIC STAR #354/MASONIC TEMPLE	BRONSON	9/27/2022	Routine	0	0	0	0
NORTH ADAMS PUBLIC SCHOOLS	North Adams	9/29/2022	Routine	0	1	0	0
Nottawa School Fundraiser	Centreville	9/17/2022	Temporary	0	0	0	0
Nutrition Epression		9/13/2022	Routine	0	0	0	0
Ol' Papp's Kettle Corn	Coldwater	9/16/2022	STFU/Mobile	0	0	0	0
Olde Time Waffle cone	Constantine	9/10/2022	STFU/Mobile	0	0	0	0
OSCAR BROWN'S TAVERN	COLDWATER	9/1/2022	Routine	0	0	0	3
Overflowing Cups & Cones	Hillsdale	9/13/2022	Routine	1	0	1	0
PANSOPHIA ACADEMY	COLDWATER	9/28/2022	Routine	0	0	0	0
Pinapple Express	Centreville	9/10/2022	Temporary	0	0	0	0
PITTSFORD AREA SCHOOLS	Pittsford	9/28/2022	Routine	0	0	0	1
PIZZA HUT	COLDWATER	9/13/2022	Routine	0	0	0	0
PIZZA HUT	HILLSDALE	9/26/2022	Routine	0	0	0	0
Ponderosa Steakhouse	Coldwater	9/8/2022	Routine	0	1	0	3
Punjab Group Mendon Inc/Mendon Quick Sto	Mendon	9/27/2022	Routine	0	1	0	5
RAMSHACKLE BREWING CO	Jonesville	9/20/2022	Routine	0	0	0	0
READING HIGH SCHOOL	READING	9/21/2022	Routine	0	0	0	0
Refuge Coffee House LLC	Quincy	9/27/2022	Routine	0	0	0	0
REYNOLDS ELEMENTARY SCHOOL	Reading	9/21/2022	Routine	0	0	0	0
ROCHE SPORTS COMPLEX	HILLSDALE	9/29/2022	Routine	0	0	0	0
Royal Cafe	CENTREVILLE	9/7/2022	Routine	0	0	0	0
RYAN ELEMENTARY SCHOOL	BRONSON	9/27/2022	Routine	0	0	0	0
SALVATION ARMY	Sturgis	9/29/2022	Routine	0	1	1	0
SAMUEL MANCINOS ITALIAN EATERY	White Pigeon	9/8/2022	Progress Note	0	0	0	0

10/18/2022 5:56:09 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Samuel Mancino's Restaurant	White Pigeon	9/10/2022	Pre-opening/New	0	0	0	0
Sapura	Coldwater	9/2/2022	Temporary	0	0	0	0
SCOTTS FOOD & BEVERAGE	THREE RIVERS	9/1/2022	Routine	1	1	0	0
Smokin' Steve's BBQ & Fried Pies	North Adams	9/2/2022	STFU/Mobile	0	0	0	0
Smokin' Steve's BBQ & Fried Pies	North Adams	9/17/2022	Routine	0	0	0	0
Sooz Concessions	Pioneer	9/2/2022	Temporary	0	0	0	0
SPECIAL ED'S DONUTS	Somerset Center	9/18/2022	STFU/Mobile	0	0	0	0
ST MARY'S ASSUMPTION CHURCH & SCHOOL	BRONSON	9/27/2022	Routine	0	0	0	0
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	9/8/2022	Progress Note	0	0	0	0
St. Joseph County COA @ Kline's Resort	Three Rivers	9/23/2022	Routine	0	0	0	0
Starbucks Coffee Sturgis	Sturgis	9/2/2022	Consult	0	0	0	0
Starbucks Coffee Sturgis	Sturgis	9/12/2022	Pre-opening/New	0	0	0	0
Stateline Bar	White Pigeon	9/21/2022	Routine	0	1	0	0
STRAND THEATRE	Sturgis	9/22/2022	Progress Note	0	0	0	0
STREET DOGS	Hillsdale	9/16/2022	STFU/Mobile	0	0	0	0
STURGES-YOUNG CENTER FOR THE ARTS	Sturgis	9/29/2022	Routine	0	0	0	0
Sturgis Biggby Coffee #484	Sturgis	9/21/2022	Routine	0	0	0	0
Sturgis Youth Soccer & Rocket Football	Sturgis	9/22/2022	Progress Note	0	0	0	0
Subway - Hillsdale	Hillsdale	9/23/2022	Pre-opening/New	0	0	0	0
Sugar Shack	Colon	9/23/2022	STFU/Mobile	0	0	0	0
Sweet Elizas Baking Co	Bristol	9/10/2022	Temporary	0	0	0	0
Taco Bell #33023	Three Rivers	9/14/2022	Routine	0	0	0	0
TACO BELL #37166	Hillsdale	9/26/2022	Routine	0	0	0	0
The Donut Hut	Hillsdale	9/23/2022	Routine	0	0	0	0
The Goodie Shop	COLDWATER	9/27/2022	Routine	0	1	1	2
THE IN BETWEEN	Sturgis	9/20/2022	Progress Note	0	0	0	0
THE UDDER SIDE	JONESVILLE	9/20/2022	Routine	0	0	0	0

10/18/2022 5:56:09 PM

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
THREE RIVERS PIZZA HUT	THREE RIVERS	9/14/2022	Routine	0	0	0	0
Timber's Eats & Treats	Hillsdale	9/16/2022	STFU/Mobile	0	0	0	0
TKO BBQ	Jonesville	9/18/2022	STFU/Mobile	0	0	0	0
TOMAHAWK TAVERN	White Pigeon	9/8/2022	Routine	0	0	0	0
Tony's Hotdog Cart	Coldwater	9/21/2022	STFU/Mobile	0	0	0	0
Triple E's Eatery	Cement City	9/25/2022	Temporary	0	0	0	0
UNION CHURCH OF QUINCY	QUINCY	9/28/2022	Progress Note	0	0	0	0
UNION CITY ELEMENTARY SCHOOL	UNION CITY	9/15/2022	Routine	0	0	0	0
UNION CITY HIGH SCHOOL	UNION CITY-PT	9/15/2022	Routine	0	0	0	0
UNION CITY HIGH SCHOOL	UNION CITY-PT	9/26/2022	Routine	0	0	0	0
UNION CITY MIDDLE SCHOOL	UNION CITY	9/15/2022	Routine	0	0	0	0
WALDRON AREA SCHOOL	WRIGHT TWP	9/14/2022	Routine	0	0	0	0
WALDRON FRIENDLY TAVERN	WALDRON	9/14/2022	Routine	0	0	0	0
Welton Foods Pizza Trailer	Centreville	9/26/2022	STFU/Mobile	0	0	0	0
WENDY'S--STURGIS	Sturgis	9/22/2022	Routine	0	0	0	1
Wieners and Tacos on the Fly	Hillsdale	9/23/2022	STFU/Mobile	0	0	0	0
Wine About it LLC	White Pigeon	9/28/2022	Routine	0	0	0	0
Wiz BBQ @ Harmony Fest 22	Douglasville	9/4/2022	Temporary	0	0	0	0
YOUTH FOR CHRIST	Sturgis	9/22/2022	Routine	0	0	0	1
YOUTH FOR CHRIST	Sturgis	9/23/2022	Progress Note	0	0	0	0
ZHENG'S SUPER GRAND BUFFET	COLDWATER	9/20/2022	Routine	1	1	1	5

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.



Enclosures:

1. ACLS Bureau correspondence dated 10/6/2022 re: MCSA approval of the FY23-25 Multi-Year Plan and FY23 Annual Implementation Plan. No special conditions.
 2. Branch County COA e-newsletter: an update on the Branch County Senior Nutrition Program transition
 3. Services to Victims of Elder Abuse 4th quarter FY22 report
-

Updates:

1. Services to Victims of Elder Abuse Program Updates:
FY2022 ended up being a very active year serving victims, especially in the last three months of the year. Branch and St. Joseph County Coalitions/Interdisciplinary Teams reconvened in-person in September with great success kicking off 2023! Branch County's Vulnerable Adult Protocol is being revised and enhanced to include an Interdisciplinary Team component. We hope to make the Protocol revision a community-spotlight event and will keep the Board informed of date/time/location.
2. FY2022 Year-End:
Another record year in grant spending!! We anticipate only a few federal funds, including American Rescue Plan funds, to be carried forward into FY2023. The legislature did approve the work plan necessary for the Bureau to move forward with carrying ARP funds into FY23 which was in question earlier this year. This is good news for the aging network. Overall, our provider network did a great job in spending their grant funds and being creative with one-time funds that came our way. Programmatic reporting will be next on our to-do list, along with final closeouts, meal count certification, and more.
3. Staffing Update:
Our Social Work Care Consultant, Vanessa, will be leaving the beautiful state of Michigan and that will leave us with a vacancy in our Community Living Program... Interviews have begun!
4. AAA IIIIC is in the News!! <https://wtvbam.com/2022/10/19/408612/>
Our region has been awarded a "Navigator Award" by our Medicare/Medicaid Assistance Program office in Lansing for our efforts reaching beneficiaries over the last quarter. I'm grateful for Lisa Redmond's passion for the MMAP Program and her work with the MMAP sites at the local COA offices – this team is working so hard support older adults as they make very complicated health insurance decisions!

If you or someone you know has questions about health insurance, prescription drug plans, or making changes during Open Enrollment (now thru Dec. 7, 2022), please call our office at (517) 278-2538 or (800) 803-7174 for a MMAP office closest to you.



570 Marshall Road, Coldwater, MI 49036
www.bhsj.org/aaa

Services to Victims of Elder Abuse Grant FY21-22 4th Quarter Report (St. Joseph County)

07/01/2022 to 09/30/2022

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

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

Office: (517) 278-2538 Toll Free (888) 615-8009

For additional information or questions please contact:

JC Siddons Ph: (269) 501-2869 Email: siddonsj@bhsj.org
 Toni Laughlin Ph: (517) 617-5592 Email: laughlint@bhsj.org

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	1	0	1
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	7	9	16
Female	4	6	10
Male	4	3	7
Vulnerable: Age 18-59	1	3	4
Elderly: Age 60 and Older	7	6	13
<u>New Clients Total</u>	8	9	17
<u>Continuing Clients</u>	3	1	4
<u>Total Clients Served</u>	11	10	21

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	2	6	8
Domestic or Family Violence	3	5	8
Elder Abuse or Neglect	10	5	15
Identity Theft/Fraud/Financial Crime	2	5	7
Physical Assault	2	2	4
Robbery/Burglary	0	2	2
Sexual Assault	0	1	1
Survivors of Homicide	0	0	0
Multiple Victimizations	7	8	15

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	2	0	2
Disability	8	8	16
Homeless	1	3	4
LGBTQ	0	0	0
Veteran	0	2	2

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	9	0	9
Referral to Other Services	9	9	18
Referral to Other Victim Services	7	4	11
Victim Notification	0	0	0

**Services to Victims of Elder Abuse Grant
FY21-22 4th Quarter Report (St. Joseph County)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	1	1
Individual Advocacy	7	2	9
Intervention with Person or Institutions	7	8	15
Law Enforcement Interview	0	0	0
Transportation	2	5	7

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	2	0	2
Emergency Financial Assistance	0	1	1

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	2	6	8
Transitional Housing	1	1	2

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	0	1	1
Law Enforcement Interview	0	0	0
Notification of Criminal Justice Event	6	0	6
Other Emergency Assistance	0	0	0
Personal Protective Order	0	0	0
Prosecution Interview	0	0	0
Restitution Assistance	7	1	8
Victim Impact Statement	1	0	1



Services to Victims of Elder Abuse Grant FY21-22 4th Quarter Report (Branch County)

07/01/2022 to 09/30/2022

*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:

JC Siddons

Ph: (269) 501-2869

Email: siddonsj@bhsj.org

Toni Laughlin

Ph: (517) 617-5592

Email: laughlint@bhsj.org

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0	0	0
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	9	10	19
Female	9	9	18
Male	0	1	1
Vulnerable: Age 18-59	0	3	3
Elderly: Age 60 and Older	9	7	16
<u>New Clients Total</u>	6	10	16
<u>Continuing Clients</u>	3	0	3
<u>Total Clients Served</u>	9	10	19

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	6	7	13
Domestic or Family Violence	6	6	12
Elder Abuse or Neglect	6	7	13
Identity Theft/Fraud/Financial Crime	5	4	9
Physical Assault	1	3	4
Robbery/Burglary	0	2	2
Sexual Assault	0	1	1
Survivors of Homicide	0	0	0
Multiple Victimizations	0	9	9

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	1	1	2
Disability	1	10	11
Homeless	0	3	3
LGBTQ	0	0	0
Veteran	0	2	2

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	6	4	10
Referral to Other Services	3	11	14
Referral to Other Victim Services	1	5	6
Victim Notification	0	0	0

**Services to Victims of Elder Abuse Grant
FY21-22 4th Quarter Report (Branch County)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	0	0
Individual Advocacy	9	5	14
Intervention with Person or Institutions	4	11	15
Law Enforcement Interview	0	0	0
Transportation	4	3	7

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	0	0	0
Emergency Financial Assistance	2	1	3

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	2	6	8
Transitional Housing	0	0	0

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	0	0	0
Law Enforcement Interview	0	0	0
Notification of Criminal Justice Event	0	0	0
Other Emergency Assistance	0	4	4
Personal Protective Order	0	0	0
Prosecution Interview	0	0	0
Restitution Assistance	0	0	0
Victim Impact Statement	0	0	0



Services to Victims of Elder Abuse Grant FY21-22 4th Quarter Report (Both Counties)

07/01/2022 to 09/30/2022

*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:

JC Siddons

Ph: (269) 501-2869

Email: siddonsj@bhsj.org

Toni Laughlin

Ph: (517) 617-5592

Email: laughlint@bhsj.org

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	1	0	1
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	16	19	35
Female	13	15	28
Male	4	4	8
Vulnerable: Age 18-59	1	6	7
Elderly: Age 60 and Older	16	13	29
<u>New Clients Total</u>	14	19	33
<u>Continuing Clients</u>	6	1	7
<u>Total Clients Served</u>	20	20	40

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	8	13	21
Domestic or Family Violence	9	11	20
Elder Abuse or Neglect	16	12	28
Identity Theft/Fraud/Financial Crime	7	9	16
Physical Assault	3	5	8
Robbery/Burglary	0	4	4
Sexual Assault	0	2	2
Survivors of Homicide	0	0	0
Multiple Victimizations	7	17	24

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	3	1	4
Disability	9	18	27
Homeless	1	6	7
LGBTQ	0	0	0
Veteran	0	4	4

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	15	4	19
Referral to Other Services	12	20	32
Referral to Other Victim Services	8	9	17
Victim Notification	0	0	0

**Services to Victims of Elder Abuse Grant
FY21-22 4th Quarter Report (Both Counties)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	1	1
Individual Advocacy	16	7	23
Intervention with Person or Institutions	11	19	30
Law Enforcement Interview	0	0	0
Transportation	6	8	14

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	2	0	2
Emergency Financial Assistance	2	2	4

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	4	12	16
Transitional Housing	1	1	2

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	0	1	1
Law Enforcement Interview	0	0	0
Notification of Criminal Justice Event	6	0	6
Other Emergency Assistance	0	4	4
Personal Protective Order	0	0	0
Prosecution Interview	0	0	0
Restitution Assistance	7	1	8
Victim Impact Statement	1	0	1

What's Happening at Burnside?

[View this email in your browser](#)



What's Happening AT BURNSIDE

Please see updates on nutrition services below!

On October 1, the Community Action Agency will start to transition nutrition services for seniors to the Branch County Commission on Aging for continued meal service. Community Action and the Commission on Aging have formed a partnership to ensure a smooth transition. During this transition period, Community Action will continue to distribute Home Delivered Meals and Congregate Meals programs through December 31, 2022, when the Branch County Commission on Aging will be fully staffed to take over the program for the community.

“We are grateful for the support from the Community Action in making this a smooth transition for our staff and Branch County seniors who use the service,” said Amy Duff, Executive Director for the Branch County Commission on Aging. “We’re excited to add these programs to our repertoire and plan to expand the program that Community Action has created.”

Community Action Agency Chief Operations Officer Charles Asher stated “Community Action is committed to continuing nutrition services for Branch County Seniors without interruption. Entering into a partnership with the Branch County Commission on Aging is the best way to successfully achieve this transition. Community Action has enjoyed meeting the nutritional needs of seniors in Branch County these past years.”



Community Action will continue to distribute Home Delivered Meals and Congregate Meals programs through December 31, 2022.

For more information about services offered by the Branch County Commission on Aging, go to www.BurnsideCenter.com or call 279.6565.



For the remainder of 2022, the meal programs for existing home delivered meals, congregate meals, and restaurant voucher clients will be administered the same way that they have been. Clients will get the opportunity to meet new staff from the Commission on Aging before the program transitions in January. New referrals to these programs will continue to be handled by Community Action's staff and volunteers till the transition time.

For more information about services offered by the Branch County Commission on Aging, go to www.BurnsideCenter.com or call 279.6565.



Burnside Facebook



Burnside Website



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

October 6, 2022

Rebecca Burns, Health Officer
Branch-St. Joseph Area Agency on Aging
570 N. Marshall Road
Coldwater, MI 49036

Dear Ms. Burns:

On September 16, 2022, the Commission on Services to the Aging approved the Fiscal Year (FY) 2023-2025 Multi-Year Plan (MYP) and the FY 2023 Annual Implementation Plan (AIP) for Branch-St. Joseph Area Agency on Aging (Region IIIC AAA).

The following general conditions were placed on each FY 2023 AIP. They are not considered time-specific until further instructions are issued.

General Conditions

1. The FY 2023 budget and planned services summary form will be revised as necessary to reflect the final federal and state allotments, and to reflect carry-over amounts and transfers. Budget revisions will be accepted up to August 1, 2023.
2. The AAA grant budget must reflect amounts in the FY 2023 Estimated Cost Allocation Worksheet established by the Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau).
3. The AAA will work with the ACLS Bureau to implement recommendations and resolve compliance issues identified through program and fiscal monitoring and assessment efforts and audit findings.
4. The AAA will maintain and update a plan that adequately addresses the needs of older adults in the event of disaster.
5. The AAA will provide accurate information and referrals from agency to agency to ensure information or assistance received is consistent with the mission of the AAA, and as specified by the ACLS Bureau's *Operating Standards for AAAs*.
6. The AAA will comply with all indicators of compliance as identified in the *Operating Standards for AAAs*.

7. The AAA will provide the ACLS Bureau, within specified time frames and format, all records, reports, documents, and other information as may be requested, pertinent to AAA operations and implementation of the AIP. Exceptions to specified time frames may be requested when circumstances warrant.

Special Conditions

- None

Supplemental Documents Approved for FY 2023

- Supplemental Document F- Request to Transfer Funds

New Regional Service Definitions Approved

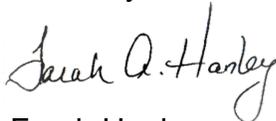
- Community Living Program Services
- Gap Filling

New Direct Service Provision Approved

- Friendly Reassurance

If you have questions regarding your FY 2023-2025 MYP and FY 2023 AIP, please contact Technical Assistance & Quality Improvement (TAQI) Section Field Representative, Ashley Ellsworth, at Ellswortha2@michigan.gov or 517-294-9680.

Sincerely,



Farah Hanley
Chief Deputy for Health

FH/ae/cll

cc: Tom Matthew, Board Chair, Region IIIC AAA
Laura Sutter, AAA Director, Region IIIC AAA
Scott Wamsley, Director, Bureau of Aging, Community Living, and Supports
Cindy Masterson, Director, Operations & Aging Network Support Division
Jen Hunt, Manager, TAQI Section
Ashley Ellsworth, Field Representative, TAQI Section
Financial Quality & Grant Support staff

PUBLIC COMMENT

•
•
•
•
•
•
•
•
•
•
•
•
•
•