
BOARD OF HEALTH Meeting
Agenda for September 28, 2023 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 August 24, 2023*
2. Public Comment
3. Health Officer’s Report – pg 6
4. Medical Director’s Report – pg 8
5. Departmental Reports
 - a. Personal Health & Disease Prevention – pg 10
 - b. Environmental Health – pg 15
 - c. Area Agency on Aging – pg 25
 - d. Health Education & Promotion – pg 32
6. Financial Reports
 - a. Approve Payments* - pg 35
 - b. Review Financials* - pg 38
7. Committee Reports
 - a. Finance Committee – Approval of the September 18, 2023 Finance Committee meeting. – pg 43
 - b. Program, Policies, and Appeals – Did not meet.
8. New Business
 - a. Indispensable Supervisor Training* - pg44
 - b. Vaccine Pricing Method Policy* - pg 51
 - c. Local Appropriations Increase – September* - pg 52
 - d. Health Officer Evaluation* - pg 58
 - e. Health Officer Merit Pay*
9. Public Comment
10. Adjournment - Next meeting: November 9, 2023

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. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

Upcoming Education Opportunities Offered After BOH Meeting:

- November – Community Need Based Services

Upcoming Meeting Dates:

- September 28, 2023 @ 9:00 AM – Full Board Meeting
- October 16, 2023 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Lanius)
- October 18, 2023 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- November 9, 2023 @ 9:00 AM – Full Board Meeting
- November 15, 2023 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- November 20, 2023 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Lanius)
- December 14, 2023 @ 9:00 AM – Full Board Meeting
- January 15, 2024 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Lanius)
- January 17, 2024 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- January 25, 2024 @ 9:00 AM – Full Board Meeting

August 24, 2023 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Brent Leininger at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Tom Matthew, Jon Houtz, Brent Leininger, Jared Hoffmaster, Rusty Baker, and Steve Lanius. No members were absent.

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

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

Mr. Houtz moved to approve the minutes from the July 27, 2023 meeting with support from Mr. Matthew. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Essential Local Public Health Services, Strategic Plan Activities, CHNA/CHIP, Personnel Policy Committee, EH Software Implementation, Hillsdale Hospital Proposal, Public Health Concerns, Algal Blooms, COVID, Opioid Settlement Funds, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office. Ms. Burns requested that her yearly evaluation be done in a closed session at next month's meeting.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Legionnaires' Disease".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Baker moved to approve the expenditures for July as reported with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to place the financials for July on file with support from Mr. Baker. The motion passed unopposed

Committee Reports:

- Finance Committee – Mr. Matthew moved to approve the minutes from the August 21, 2023 Board of Health Finance Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Matthew moved to approve the minutes for the August 16, 2023 Program, Policy, & Appeals Committee meeting with support from Mr. Houtz. The motion passed unopposed.

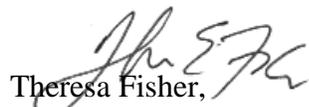
New Business:

- Mr. Matthew moved to approve the updates to the Personnel Policy Manual as presented, with support from Mr. Baker. The motion passed unopposed.
- Mr. Matthew moved to approve the updated Health Officer Evaluation Policy as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to approve AAA FY23-24 provider allocations as presented, with support from Mr. Lanius. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the updated Cost Allocation Plan as presented, with support from Mr. Matthew. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the updated Board of Health meeting schedule as presented, with support from Mr. Matthew. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Baker moved to adjourn the meeting with support from Mr. Lanius. The motion passed unopposed and the meeting was adjourned at 10:17 AM.

Respectfully Submitted by:



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

PUBLIC COMMENT

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Health Officer's Report to the Board of Health for September 28, 2023

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

Agency Updates

CDC Infrastructure Grant: MDHHS is awarding all local health departments this new funding over a 4-year period. What we know right now is that the funding is quite flexible and will provide the opportunity for things that include office updates. Our initial plans for year one include interior painting and carpet replacement in our Hillsdale building and removal of drinking fountains at all locations to be replaced with water bottle fill station drinking fountains that have filtration. As best we can tell, the carpet and walls haven't been addressed in Hillsdale for at least 20 years with the exception of the MCDC space in that building. The new style of water bottle fill stations will be welcomed by staff as well as clients who are looking to get safe drinking water for formula and drink containers.

BHSJCHA Funding: As I mentioned last month, we are expected to receive additional ELPHS funding that was appropriated by the state legislature to bring the state closer to the 50/50 cost sharing requirement in the Public Health Code. The amount of increase, if any, is still unknown but we expect to know by October 1st. Today on the agenda is a request for a 15 cent per capita increase in local appropriations. We originally brought this request to you in July and you voted to hold off until the September meeting. Cuts to our local appropriations during a period from 2009 to 2013 had devastating effect on the agency; positions were eliminated and our staff was asked to continue to do more with no pay increases for extended periods over 5 years and then another 5 years after a 50 cent increase. We have been operating very conservatively and made some decisions to maintain promises to not only our current staff but also our retirees by sending additional funding to MERS to address underfunding of our plan. COVID was difficult to navigate and we received funding to do COVID work for our team during times when they weren't working in their normal grant funded programs. Because our staff was working in COVID there were 'ear-marked' funds we couldn't spend such as Medicaid Cost Based Reimbursement. Our fund balance looks good, but a lot of those funds have rules which only allow for specific ways to spend them and we are just getting to a place where those funds can again be expended. The local appropriation increase we are requesting still keeps our local funding at a lower amount than 2011 funding and our local funding is still below the 50 percent required in the Public Health Code. These local funds are flexible and will allow us to continue to move our staff wages closer to the median. Last year we got our staff to the 2019 recommendation from the independent compensation study, but this still has us 4 years behind today. We know local funding is precious and I hope we have demonstrated that we are good stewards of these funds.

Agreement with Hillsdale Hospital on use of Mobile Van: Hillsdale Hospital is still working on what they need to do make the mobile van a recognized rural healthcare facility. We are still looking at December or maybe early next year for their start date.

Public Health Concerns:

City of Three Rivers Action Level Exceedance for Lead: We continue to provide water filters to those at risk who receive their drinking water from the City of Three Rivers. Over 1000 filters have been

distributed to date by our Agency and the City. Messaging for City residents is still available on our website and our team is available to discuss any concerns that residents have regarding lead.

COVID: We are working on information to distribute to school superintendents on COVID. There continues to be confusion over how to address cases of this communicable disease. Our Agency utilizes the recommendations of the Center for Disease Control and Prevention and refer our school leaders to the Michigan manual on Managing Communicable Disease in Schools. Information is available on our website under the Clinic Services tab. There is an uptick in COVID cases. We continue to offer free testing supplies at the COVID kiosks and through local libraries participating in the free test kit program. We are transitioning to the COVID vaccine being a part of the commercial market. Still available to those that qualify are free COVID vaccines for children through the Vaccine For Children program and what is being referred to as the Bridge program for adults that lack insurance or are underinsured. We currently do not have a private doses (commercial) of the COVID vaccine but do have a limited number of doses for VFC and Bridge.

Indispensable Supervisor Training: This training is put on by People Matters Inc and is recommended by one of my colleagues. I have requested permission to utilize COVID Workforce funds to pay for the training and received approval. The Agency has experienced a large turn-over in supervisory staff and this training which is delivered over an 8 month period will allow us provide needed support to our team on the many tasks of a supervisor. This is an action item on the agenda today and has been recommended by the Finance Committee for full board action.

Vaccine Pricing Policy: We are asking that you approve the formula that we currently are using to price our private stock vaccines. This will allow us to more quickly respond to new vaccines and changes in the price of vaccines without having the Board approve every fee schedule change. The Finance Committee reviewed and recommended it for full board action.

Opioid Settlement Funds: I have heard from Hillsdale county that they will bring forward our request for opioid settlement funds at a Commission meeting in October. This seems hopeful that they will approve the request. In order for the proposal to move forward we need each of the 3 counties to approve the \$10,000 request. The county administrators in Branch and St. Joseph are aware of the request and we will continue to keep everyone apprised of the actions taken by Hillsdale county.

Coldwater Office: No new projects to report

Hillsdale Office: The half down advance has been paid to Schindler elevator company to do the necessary upgrade work. We are waiting to hear when they will put us on their schedule.

Sturgis: The construction on the expanded space in Sturgis is complete. We have equipped the space with necessary furniture and have a plan with the sign contractor to add our name and logo to the new entry point. We expect to begin utilizing on October 1st.

Three Rivers Office: Construction on the gable ends and on the eaves is complete. The materials used, aluminum and hardyboard, will provide many years of service with little to no maintenance and are a huge improvement to the wood exterior that required routine painting.

MEDICAL DIRECTOR'S REPORT

SEPTEMBER 2023

1. Watching numbers of communicable diseases.
2. Taking a firearms safety class through University of Michigan. Possibly share the class with community providers for continuing education credits.
3. Kris Dewey working on Lead presentation for providers in Sturgis/Three Rivers.
4. Director and Administrator meetings, in person and zoom.
5. Meetings via zoom and teleconference with several associations.
6. Reviewing policies and procedures.
7. Classes: Capstone project for fall semester. Human Papilloma Virus Vaccine Hesitancy
8. TB and latent TB patient visits.

LEAD

Information from the Centers for Disease Control and Prevention

CDC estimates that approximately 500,000 children in the United States have blood lead levels at or above the blood lead reference value (BLRV).

Medicaid requires that all children be tested at 12 and 24 months of age. Children between 36 and 72 months who were not previously tested must be tested at least once.

Lead exposure occurs when a child comes in contact with lead by touching, swallowing, or breathing in lead or lead dust. Leading to...:

- Damage to the brain and nervous system
- Slowed growth and development
- Learning and behavior problems
- Hearing and speech problems

Protecting children from exposure to lead is important to lifelong good health. No safe blood lead level in children has been identified. Even low levels of lead in blood have been shown to negatively affect a child's intelligence, ability to pay attention, and academic achievement. While the effects of lead poisoning may be permanent, if caught early, there are things parents can do to prevent further exposure and reduce damage to their child's health.

Lead can be found throughout a child's environment.

- Homes built before 1978 (when lead-based paints were banned) probably contain lead-based paint. When the paint peels and cracks, it makes lead dust. Children can be exposed to lead when they swallow or breathe in lead dust.
- Certain water pipes may contain lead.
- Lead can be found in some products such as toys and jewelry.
- Lead is sometimes in candies or traditional home remedies.
- Certain jobs and hobbies involve working with lead-based products, like stain glass work, and may cause parents to bring lead into the home.
- Children who live near airports may be exposed to lead in air and soil from aviation gas used in piston engine aircrafts.

Lead also causes long-term harm in adults, including increased risk of high blood pressure, cardiovascular problems and kidney damage. Exposure of pregnant women to high levels of lead can cause miscarriage, stillbirth, premature birth and low birth weight.

Personal Health and Disease Prevention: September 28, 2023

Communicable Disease:

- Seasonal influenza activity is low at this time.
- Our counties have experienced a slight increase in Covid-19 activity. Covid-19 indicators, including hospital admissions, ED visits, test positivity, and wastewater levels are low but increasing.
- The CDC reported the first two human infections with [swine flu](#) viruses this year on August 4th. Both infections were identified in Michigan by residents attending county fairs (Tuscola and Lapeer).

Immunizations:

The new 2023-2024 COVID-19 formulations will be available through the VFC program, Bridge Access (MI-AVP) and private stock at the agency. Moderna and Pfizer COVID-19 vaccine formulation have been updated to a monovalent vaccine based on the Omicron XBB.1.5 sublineage of SARS-CoV-2. The bivalent formulation (original and Omicron BA.4/BA.5) can no longer be used.

Novavax COVID-19 vaccine is currently formulated as a monovalent vaccine based on the original strain of SARS-CoV-2. (CDC Clinical Considerations)

COVID-19 vaccines are recommended for everyone ages 6 months and older.

Information on “staying up to date with COVID-19 vaccines” can be found [here](#).

STI/HIV:

BHSJ is part of the “Wear One” campaign that provides free condoms and education on STI services, including testing and treatment. The public can pick up a “Wear One” condom bag for free from our offices.

We also have confidential and anonymous HIV testing (including curbside), counseling, and follow-up by appointment. Appointments can be requested on our BHSJ website.

Women, Infant, and Children (WIC):

Our staff continues to adapt to the new hardship virtual appointment option. We were able to fill a couple of open positions that we had in WIC (clerk and BF peer).

A congratulations to our Hillsdale office breastfeeding peer counselor (Amey Little) who was chosen as “peer of the year” for the southwest region at the statewide breastfeeding peer conference that was recently held in Grand Rapids.

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

Children’s Special Health Care Services is pleased to share that eligibility for the program has been expanded to age 26. Many details including budget are still being worked on and have not been shared.

An FAQ page has been created and distributed by MDHHS providing some information for clients regarding this new eligibility. We do expect to see our caseload increase due to this change.

Kali Nichols MPH

Personal Health & Disease Prevention Director

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

August-23

Confirmed & Probable Case Totals

	2022-2023				FYTD 2022-2023				2021-2022 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	1	9	7	17	19	45	7	71	19	58	1	78
Blastomycosis	-	-	-	-	-	-	-	-	1	-	-	1
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	2	2	3	7	16	12	8	36	12	14	5	31
Chicken Pox	-	-	-	-	1	1	1	3	-	-	-	-
Chlamydia	8	15	18	41	111	91	270	472	98	87	142	327
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	1	1
CRE Carbapenem Resistant Enterobac.	-	-	-	-	1	-	1	2	2	-	-	2
Cryptosporidiosis	-	2	-	2	2	4	3	9	3	-	1	4
Giardiasis	1	-	-	1	1	1	3	5	-	5	4	9
Gonorrhea	1	1	3	5	23	35	39	97	31	28	76	135
H. Influenzae Disease - Inv.	-	-	-	-	1	-	-	1	3	1	-	4
Hepatitis B - Acute	-	-	-	-	1	-	3	4	4	-	-	4
Hepatitis B - Chronic	-	-	-	-	2	-	2	4	3	-	1	4
Hepatitis C - Acute	1	-	-	1	17	4	17	38	2	2	-	4
Hepatitis C - Chronic	-	2	3	5	10	19	21	50	19	2	5	26
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	-	-	-	-	2	-	-	2	1	-	1	2
HIV/AIDS	-	-	-	-	-	-	-	-	2	-	3	5
Influenza	-	1	1	2	401	244	293	938	118	154	124	396
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	2	2	-	-	4	4	-	1	-	1
Listeriosis	-	-	-	-	-	-	1	1	-	-	-	-
Lyme Disease	1	3	6	10	3	5	13	21	1	3	1	5
Measles	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Aseptic	-	-	-	-	2	-	-	2	-	3	1	4
Menengitis - Bacterial	-	-	-	-	1	-	-	1	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	-	1	1	1	-	17	18	3	7	2	12
Norovirus	-	-	-	-	1	1	-	2	1	2	2	5
Novel Coronavirus	61	22	49	132	1,034	200	242	1,476	6,498	6,138	7,398	20,034
Pertussis	-	-	-	-	-	2	8	10	-	11	-	11
Salmonellosis	-	1	1	2	3	17	5	25	4	4	4	12
Scabies	-	2	-	2	2	2	-	4	-	-	-	-
Shiga Toxin-prod. (STEC)	-	1	-	1	1	2	8	11	3	1	1	5
Shigellosis	-	1	-	1	-	1	1	2	-	1	-	1
Shingles	-	-	-	-	-	2	1	3	1	-	-	1
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	1	-	-	1
Strep Invasive Gp A	1	-	-	1	13	3	16	32	-	2	-	2
Strep Pneumonia Inv Ds.	-	-	-	-	4	3	8	15	2	7	3	12
Syphilis - Primary	-	1	-	1	1	2	-	3	1	-	-	1

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

	Aug-23					YTD 2022-2023					YTD 2021-2022				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	215	260	71	144	690	1,361	1,528	333	865	4,087	1,342	1,577	-	1,053	3,972
All VFC Doses Given	890	658	-	454	2,002	8,236	4,330	-	7,272	19,838	7,978	4,426	-	7,633	20,037
Waivers	56	59	13	29	157	148	188	39	87	462	107	193	45	144	489
ADULT IMMUNIZATIONS															
# Vaccines Given	43	13	4	25	85	1,090	564	19	389	2,062	3,907	1,830	-	1,568	7,305
All AVP Doses Given	15	-	-	6	21	156	128	-	204	488	106	321	-	174	601
COMMUNICABLE DISEASE															
TB Tests Done	12	4	-	-	16	86	76	-	11	173	77	120	-	19	216
STD treatments	-	1	-	7	8	2	11	2	69	84	20	30	2	90	142
HIV Testing	1	-	-	5	6	2	10	1	52	65	3	2	2	41	48
ENROLLMENTS															
Medicaid & Michild	-	-	-	2	2	11	5	1	17	34	11	3	-	7	21
REFERRAL SERVICE															
MCDC Referrals	-	8	32	3	43	92	112	238	324	766	50	-	167	316	533
MIHP referrals	-	-	6	18	24	34	20	143	192	389	398	27	174	208	807
Hearing Screens															
Pre-school	12	19	-	62	93	373	536	-	830	1,739	411	336	64	484	1,295
School Age	32	37	-	99	168	1,133	1,095	-	1,779	4,007	895	865	489	2,151	4,400
Vision Screens															
Pre-school	14	19	-	65	98	375	593	-	711	1,679	467	387	-	565	1,419
School Age	38	39	-	198	275	2,850	2,226	-	4,679	9,755	2,959	1,896	-	4,083	8,938
Children's Special Health Care Services															
Diagnostics	-	-	-	-	-	36	5	-	1	42	37	11	-	5	53
Assessments-Renewal	20	23	-	23	66	183	215	-	271	669	174	217	-	221	612
Assessments-New	2	8	-	9	19	39	58	-	73	170	51	52	-	71	174

State Participation/Enrollment Ratio [2]:

Mar-23	Apr-23	May-23	Jun-23	Jul-23	Curr Year P/E Ratio (last 12 months)
94.9%	95.6%	95.1%	94.9%	95.1%	94.9%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/Enrollment Ratio[2]
Oct / 2021	4,026	3,485	3,545		86.56%
Nov / 2021	3,978	3,319	3,413	-3.72%	83.43%
Dec / 2021	3,904	3,293	3,346	-1.96%	84.35%
Jan / 2022	3,931	3,407	3,470	3.71%	86.67%
Feb / 2022	3,932	3,405	3,487	0.49%	86.60%
Mar / 2022	4,020	3,585	3,616	3.70%	89.18%
Apr / 2022	3,974	3,583	3,643	0.75%	90.16%
May / 2022	4,024	3,628	3,674	0.85%	90.16%
Jun / 2022	4,082	3,760	3,802	3.48%	92.11%
Jul / 2022	4,073	3,702	3,782	-0.53%	90.89%
Aug / 2022	4,129	3,783	3,841	1.56%	91.62%
Sep / 2022	4,140	3,849	3,871	0.78%	92.97%
Oct / 2022	4,125	3,844	3,866	-0.13%	93.19%
Nov / 2022	4,149	3,836	3,892	0.67%	92.46%
Dec / 2022	4,161	3,819	3,874	-0.46%	91.78%
Jan / 2023	4,266	3,984	4,027	3.95%	93.39%
Feb / 2023	4,283	3,938	4,005	-0.55%	91.94%
Mar / 2023	4,325	4,010	4,034	0.72%	92.72%
Apr / 2023	4,267	3,924	3,987	-1.17%	91.96%
May / 2023	4,248	3,941	3,987	0.00%	92.77%
Jun / 2023	4,244	3,921	3,972	-0.38%	92.39%
Jul / 2023	4,233	3,963	4,010	0.96%	93.62%
Aug / 2023	4,306	4,021	(est[7]) 4,146		93.38%
Sep / 2023	0	0	(est[7]) 4,099		

Total (Year to date)	46,607	43,201	39,654		
Curr Year Avg	4,237	3,927	3,965	1104.19%	90.70%
Months with Count	11	11	10	10	11
Average to Base % [8]		94.4%	95.30%		
Last yrs Base % [9]		82.9%	84.22%		
Last yrs Average	4,018	3,567	3,624		88.77%

Estimated average participation for current year to date:

3,992

Actual average monthly participation current year to date [10]:

3,965

Funding Allocation Information

Total Funding Allocation: \$908,156

Assigned Funding Participation Count [11]:

Current Yr Base: 4,161

Previous Yr Base: 4,303

- [1] **Caseload:** The term used to refer to the number of clients being served in a given time. This is comprised of both enrollment and participation.
- [2] **Participation/Enrollment Ratio:** The number of clients participating divided by the number enrolled.
- [3] **Enrollment:** Number of clients certified to receive benefits in the given month. Final counts available for the month that just ended.
- [4] **Initial Participation:** Number of clients receiving benefits at the beginning of the month. Comparison between this and the closeout participation is indicative of the number of participants added over the course of the month. This can be used to inform staff of participation numbers at the start of the month and enable them to proactively improve participation before it is finalized.
- [5] **Closeout Participation:** Final number of clients who received benefits for the given month. Finalized approx. 5 weeks after the month ends.
- [6] **% Change in Participation:** The % difference in closeout participation when compared to the previous month.
- [7] **est:** It is the estimated participation for the given month. This is available prior to the closeout participation being available. It is a calculated value based on prior months' participation. **NOTE: Last two non 0 values are "Estimates"**
- [8] **Average to Base %:** Compares the current year average participation to the current year base.
- [9] **Last yrs Base %:** Compares last year's average participation to the last year base.
- [10] **Actual Avg. Part. For current year to date:** It is an average that includes the participation counts for all months in the current year where participation has been finalized.
- [11] **Assigned Funding Participant Count:** The value used in the calculation to determine the funding allocated to the local agency for the fiscal year. For additional details, refer to your agency's annual funding allocation letter.

Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the September 28, 2023 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health

Food Service Sanitation

Due to the transition from Health Space to Hedgerow, the food inspection reports for August had to be generated from both systems separately. We used the Health Space system through August 16 and then transitioned into the Hedgerow system from August 17 through the end of the month. The statistics report reflects the totals of food inspections completed in each of the software systems but the other reports are broken down into the data generated in each system. Next month we will have **all** the data generated for the food program in Hedgerow so we will be able to generate a single report as we have done in the past.

Wells and On-site Sewage

There have been a number of bills proposed in the Michigan Legislature to create a statewide sanitary code. The latest bills are House Bills 4479 and 4480 which have been drafted to create a statewide code. Currently in Michigan, each county or health district have a sanitary code that is customized to the particular land characteristic of the area. Each of these codes is reviewed by EGLE during accreditation to ensure that the resources of the area are protected by the guidelines of the code.

The most recent version of the code proposal has language that would require that every on-site sewage system in the state be inspected once every 5 years. This section of the code alone, poses some extreme logistical and workforce hurdles. The legislation assumes that local health departments have records on every on-site sewage system ever installed within their jurisdiction. This just is not that case and trying to compile a database of even all the known installations throughout the state would be a monumental task. The amount of extra work that would be generated for these inspections would require every health department to hire a significant number of additional staff. Health Departments across the state have been struggling for several years to find qualified personnel to fill existing positions, this would magnify the widespread shortage of qualified workers in Environmental Health. The bills, as proposed contain many other changes which for the most part, are reasonable and workable. Stakeholders from across public health agencies have been involved with the review of the bills and have expressed concerns regarding the inspection portion of the bills.

EGLE recently kicked off a private well testing program that provided free testing for residential private well owners. The Michigan Legislature appropriated \$5 million dollars to fund this project. The testing covered standard testing such as bacteriological and nitrates as well as metals testing. The program kicked off on September 5 and by September 14 all of the free test kits were exhausted. EGLE is hopeful that the legislature will appropriate more money for this project in the future, especially after the overwhelming interest displayed for the initial rollout.

Other Programs

We are nearing the end of the summer season and are wrapping up our seasonal inspections. By the end of the month our staff will be completing the annual inspections of campgrounds, outdoor swimming pools, septage haulers/septage disposal sites and children's camps.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2022/2023

	AUGUST				YTD 2022/2023				YTD 2021/2022			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	2	-	-	2	7	3	3	13	1	2	13	16
CHANGE OF USE EVALUATIONS - FIELD	4	8	3	15	34	64	46	144	16	46	34	96
CHANGE OF USE EVALUATIONS - OFFICE	9	5	11	25	62	20	101	183	42	42	96	180
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	7	2	3	12	50	47	69	166	49	63	78	190
REPAIR/REPLACEMENT	5	13	4	22	53	72	84	209	61	76	104	241
VACANT LAND EVALUATION	1	1	1	3	11	9	12	32	6	14	25	45
PERMITS DENIED	-	-	-	-	-	-	2	2	3	-	-	3
TOTAL	13	16	8	37	114	128	167	409	107	153	207	479
SEWAGE PERMITS INSPECTED	6	13	12	31	82	123	125	328	79	99	130	302
WELL PERMITS ISSUED	14	17	15	46	141	107	182	430	116	130	251	497
WELL PERMITS INSPECTED	9	4	8	21	108	80	149	337	133	104	192	429
FOOD SERVICE INSPECTION												
PERMANENT	31	20	29	80	234	209	310	753	223	227	256	706
NEW OWNER / NEW ESTABLISHMENT	-	1	2	3	8	11	16	35	6	15	16	37
FOLLOW-UP INSPECTION	3	1	4	8	17	7	16	40	15	6	10	31
TEMPORARY	21	10	14	45	45	37	75	157	14	50	86	150
MOBILE, STFU	3	3	4	10	24	33	58	38	21	16	45	41
PLAN REVIEW APPLICATIONS	1	-	-	1	9	9	11	29	11	8	20	32
FOOD RELATED COMPLAINTS	1	1	1	3	10	13	8	31	8	13	5	26
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	-	-	-	-	2	1	-	3
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	81	n/a	n/a	n/a	16
CAMPGROUND INSPECTION	6	2	3	11	25	4	19	48	28	9	16	53
NON-COMM WATER SUPPLY INSP.	2	3	7	12	20	12	28	60	10	17	10	37
SWIMMING POOL INSPECTION	-	-	-	-	9	14	12	35	17	14	9	40
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	1	-	-	1
SEPTIC TANK CLEANER	-	9	12	21	10	10	14	34	6	10	10	26
DHS LICENSED FACILITY INSP.	2	1	-	3	9	25	14	48	7	31	27	65
COMPLAINT INVESTIGATIONS	3	5	1	9	37	22	9	68	22	34	23	79
LONG TERM MONITORING	8	17	1	26	8	17	15	41	8	9	2	19
BODY ART FACILITY INSPECTIONS	4	-	2	6	7	5	5	17	7	12	-	20

Inspection Type Count by County

For Date Range: 8/1/2023 - 8/31/2023 and Program: Food Service

County	Inspection Type	Count
Branch	Temporary	1
	Consult	1
	Follow-Up	2
	Routine	7
	Routine - Phone	1
	STFU/Mobile	1
Hillsdale	Temporary	19
	Complaint	1
	Consult	1
	Follow-Up	1
	Pre-opening/New	1
	Routine	8
St. Joseph	STFU/Mobile	1
	Temporary	8
	Follow-Up	2
	Pre-opening/New	1
	Progress Note	4
	Routine	14
	STFU/Mobile	1
	Temporary	8
Total number of inspections		83

Inspection Type Count

For Date Range: 8/1/2023 - 8/31/2023 and Program: Food Service

Inspection Type	Count
Complaint	1
Consult	2
Follow-Up	5
Pre-opening/New	2
Progress Note	4
Routine	29
Routine - Phone	1
STFU/Mobile	3
Temporary	37
Total number of inspections	84

Establishment Inspection Report

For Date Range: 8/1/2023 - 8/31/2023 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Allen Township Fire Department	Allen	8/12/2023	Temporary	0	0	0	0
Almond King	Allegan	8/7/2023	Temporary	0	0	0	0
Andrews Concession	Kalamazoo	8/7/2023	Temporary	0	0	0	0
Armstrong Park	Three Rivers	8/9/2023	Progress Note	0	0	0	0
Ben's Soft Pretzels	Elkhart	8/12/2023	Temporary	0	0	0	0
Boy Scout Troop 433	Coldwater	8/7/2023	Temporary	0	0	0	0
Boy Scout Troop 469	Coldwater	8/7/2023	Temporary	0	0	0	0
BPOE 1381 (ELKS LODGE)	STURGIS	8/1/2023	Routine	0	0	0	3
Branch County 4-H Super Stars	Coldwater	8/10/2023	Temporary	0	0	0	0
Branch County Coalition Against Domestic Violence - Duck Race	Coldwater	8/7/2023	Temporary	0	0	0	0
Branch County Fair	Coldwater	8/7/2023	Temporary	0	0	0	0
Bronson Kiwanis Club	Coldwater	8/7/2023	Temporary	0	0	0	0
Carolina Bob's BBQ / Bob's Sweet Corn	Fort Wayne	8/7/2023	Temporary	0	0	0	0
Centreville United Methodist Church	Centreville	8/8/2023	Routine	0	0	0	0
COTTAGE INN PIZZA	COLDWATER	8/14/2023	Routine	0	0	0	1
CULVER'S OF COLDWATER	COLDWATER	8/10/2023	Routine	0	0	0	0
Dips on the Vine	Middlebury	8/12/2023	Temporary	0	0	0	0
El Sembrador LLC	Sturgis	8/4/2023	Follow-Up	3	0	1	2
ELKS LODGE	COLDWATER	8/10/2023	Routine	0	0	0	0
Fair Boosters Volunteers Club Eat Stand	COLDWATER	8/7/2023	Routine	0	0	0	0
First Baptist	Sturgis	8/1/2023	Routine	0	1	1	0
FIRST CONGREGATIONAL CHURCH	UNION CITY	8/2/2023	Routine	0	0	0	0
First Congregational Church	Pittsford	8/12/2023	Temporary	0	0	0	0
FIRST UNITED METHODIST CHURCH OF STURGIS	Sturgis	8/14/2023	Routine	0	0	0	1
Five Lakes Coffee INC	STURGIS	8/14/2023	Routine	0	0	0	0
Fork and Fiddle	Auburn	8/3/2023	Temporary	0	0	0	0
Four Corners Coffee	Cement City	8/3/2023	Consult	0	0	0	2

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Four Corners Coffee	Cement City	8/10/2023	Pre-opening/New	0	0	0	0
GPB US 12 Garage sales 22	Sturgis	8/10/2023	Temporary	0	0	0	0
Grambys Homestyle Restaurant	Sturgis	8/1/2023	Routine	1	1	2	1
Hillsdale County Historical Society	Hillsdale	8/5/2023	Temporary	0	0	0	0
HILLSDALE FILLING STATION DELI	Hillsdale	8/9/2023	Routine	0	0	0	0
HILLSDALE TWP FIRE DEPT	HILLSDALE	8/4/2023	Routine	0	0	0	0
JENNINGS ELEMENTARY SCHOOL	QUINCY	8/3/2023	Consult	0	0	0	0
JERRY PRICE FISKE - CHEESE CURD- BRANCH CO	Brooksville	8/7/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - FRENCH FRIES - HILLSDALE		8/7/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - FRENCH FRIES #2 - HILLSDALE		8/7/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - LEMONADE - BRANCH CO	Brooksville	8/7/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - LEMONADE - BRANCH CO	Brooksville	8/7/2023	Temporary	0	0	0	0
Kentucky Fried Chicken Three Rivers---OOB	Three Rivers	8/7/2023	Progress Note	0	0	0	0
Kids Day In The Park	Quincy	8/4/2023	Temporary	0	0	0	0
KING DRAGON BUFFET	Sturgis	8/15/2023	Routine	1	5	0	6
Kona Ice of Steuben County	PLEASANT LAKE	8/5/2023	STFU/Mobile	0	0	0	0
La Palma	Sturgis	8/4/2023	Follow-Up	0	5	2	2
LITTLE CAESARS #1200-001	Three Rivers	8/9/2023	Routine	0	0	0	1
Little Red Barn	Bronson	8/7/2023	Temporary	0	0	0	0
LONE RANGER CAFE	READING	8/1/2023	Routine	0	0	0	0
MARIA'S	Sturgis	8/1/2023	Routine	0	4	1	1
Mata Fun Foods	Rockford	8/8/2023	Temporary	0	0	0	0
My Guys Fry's	Sturgis	8/8/2023	STFU/Mobile	0	0	0	0
NEW DRAGON EXPRESS	STURGIS	8/15/2023	Progress Note	0	0	0	0
NJBC	Three Rivers	8/12/2023	Temporary	0	0	0	0
OLIVIA'S CHOP HOUSE	JONESVILLE	8/10/2023	Routine	1	1	2	2
PAPA MUNCHIES	Bronson	8/5/2023	Routine	0	0	0	1
Peg's Lemonade Stand 2	Coldwater	8/7/2023	Temporary	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Peg's Lemonade Stand 2	Coldwater	8/7/2023	Temporary	0	0	0	0
Pigeon Inn	White Pigeon	8/10/2023	Routine	1	0	0	1
PIPER'S GRINDERS GALORE	Constantine	8/14/2023	Routine	1	0	1	1
RAY'S TAVERN	READING	8/1/2023	Routine	0	0	0	0
Reading Fireman Association	Reading	8/5/2023	Temporary	0	0	0	0
Roberts Piper's Pizza & Grinders LLC	Sturgis	8/14/2023	Routine	1	0	1	1
Rollin' Smoke BBQ	Marcellus	8/11/2023	Temporary	0	0	0	0
Scirroto Cinnamon City	Cape Coral	8/7/2023	Temporary	0	0	0	0
Shake That Glass	Gregory	8/12/2023	Temporary	0	0	0	0
SHORT'S ROOT BEER DRIVE-IN	COLDWATER	8/10/2023	Follow-Up	0	2	0	2
Sparkle Inc.	Colon	8/4/2023	Temporary	0	0	0	0
ST PAUL'S LUTHERAN CHURCH	HILLSDALE	8/4/2023	Routine	0	0	0	0
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	8/10/2023	Progress Note	0	0	0	0
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	8/14/2023	Routine	0	0	0	2
St. Joseph County United Way	Centreville	8/12/2023	Temporary	0	0	0	0
St. Joseph United Way (Walmart)	Centreville	8/4/2023	Temporary	0	0	0	0
STOAGIES FAMILY ROOM CAFE	COLDWATER	8/3/2023	Routine - Phone	0	0	0	2
SUBWAY #1951	COLDWATER	8/8/2023	Follow-Up	1	0	0	3
Subway 34903	STURGIS	8/2/2023	Pre-opening/New	0	0	0	0
Sweets on the Street	Fort Wayne	8/10/2023	Temporary	0	0	0	0
THE GOSPEL BARN	HILLSDALE	8/3/2023	Routine	0	0	0	0
The Joint...Smokin' Good Foods LLC	Hillsdale	8/8/2023	STFU/Mobile	0	0	0	0
The Kent Eatery and Spirits LLC	Three Rivers	8/11/2023	Routine	0	0	0	0
The Post	Allen	8/2/2023	Complaint	4	1	3	1
The Post	Allen	8/15/2023	Follow-Up	0	0	0	1
The Remedy Church	Reading	8/1/2023	Temporary	0	0	0	0
The Saucy Dog's BBQ	JONESVILLE	8/15/2023	Routine	1	0	1	0
UNION CITY UNITED METHODIST CHURCH	UNION CITY	8/2/2023	Routine	0	0	0	0



570 Marshall Road
Coldwater, MI 49036
(517) 279 - 9561 ext. 106

20 Care Drive
Hillsdale, MI 49242
(517) 437 - 7395 ext. 311

1110 Hill Street
Three Rivers, MI 49093
(269) 273 - 2161 ext. 233

Inspection Type Count By County²

For Date Range: 08/16/2023 - 08/31/2023 and Food Program

County	Inspection Type / Reason	Count
Branch County		
	Non Foodborne Illness Complaint - Not Selected	1
	Risk Based Inspection - Follow-up	1
	Risk Based Inspection - Routine	23
	STFU Inspection - Routine	2
	Temporary Food Inspection - Routine	2
	Total # of inspections - Branch County	29
Hillsdale County		
	Risk Based Inspection - Routine	12
	STFU Inspection - Routine	2
	Temporary Food Inspection - Routine	4
	Total # of inspections - Hillsdale County	18
St. Joseph County		
	Emergency Response - Fire	1
	Non Foodborne Illness Complaint - Not Selected	1
	Pre-Opening - Pre-Opening	1
	Risk Based Inspection - Follow-up	2
	Risk Based Inspection - Routine	25
	STFU Inspection - Routine	3
	Temporary Food Inspection - Routine	6
	Total # of inspections - St. Joseph County	39
	Total # of inspections - All counties	86



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(269) 273 - 2161 ext. 233

Food Establishment Inspection Report

For Date Range: 08/16/2023 - 08/31/2023 and Food Program

Name	Location	Date	# of P	# of Pf	CDI	# of C
Non Foodborne Illness Complaint - Not Selected						
Wendy's #4444		08/21/2023	0	0	0	1
			0	0	0	1
Risk Based Inspection - Routine						
Skate Dreams	Three Rivers	08/17/2023	1	0	1	0
El Camino Real	Three Rivers	08/17/2023	0	2	1	0
JOHNNY T'S BISTRO	HILLSDALE	08/17/2023	0	0	0	1
PIZZA HUT	HILLSDALE	08/17/2023	0	0	0	1
HANDMADE SANDWICHES & BEVERAGES	HILLSDALE	08/17/2023	0	0	0	2
FOE AERIE #2303	Three Rivers	08/18/2023	0	0	0	1
Trainwreck Grill & Ale	Coldwater	08/18/2023	0	1	1	1
KING DRAGON BUFFET	Sturgis	08/18/2023	2	5	3	6
BILL'S STEAKHOUSE	Coldwater	08/18/2023	1	0	1	0
Kentucky Fried Chicken Coldwater	COLDWATER	08/18/2023	1	0	0	0
CAVON'S	HILLSDALE	08/18/2023	0	0	0	2
Bigby Coffee # 592	Coldwater	08/21/2023	0	0	0	2
DQ GRILL & CHILL	Three Rivers	08/21/2023	0	1	1	1
CONEY HUT DRIVE INN	JONESVILLE	08/21/2023	0	0	0	2
EL TACO LOCO II	COLDWATER	08/22/2023	0	4	0	1
Coach Eby Youth & family Center	COLDWATER	08/22/2023	1	1	2	1
DQ Grill & Chill	Coldwater	08/23/2023	1	0	0	0
TASTY TWIST	COLDWATER	08/24/2023	1	0	1	0
MR. B'S DAIRY BAR	THREE RIVERS	08/24/2023	1	1	0	0
Tasteful Kreation's	Bronson	08/24/2023	0	1	1	1
JILLY BEANS TOO	JONESVILLE	08/24/2023	1	0	1	0

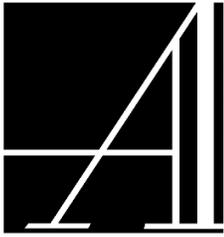
Name	Location	Date	# of P	# of Pf	CDI	# of C
The Landmark Tap House & Grille	Three Rivers	08/24/2023	0	0	0	1
Biggby Coffee #571	Jonesville	08/24/2023	1	0	1	1
McDonald's of White Pigeon	White Pigeon	08/24/2023	1	0	1	0
Biggby Coffee	Three Rivers	08/25/2023	0	1	1	1
OUR SAVIOR LUTHERAN CHURCH	UNION CITY	08/25/2023	0	0	0	1
Castaway Lounge LLC	Coldwater	08/28/2023	1	0	1	2
Immaculate Conception Church Hall	THREE RIVERS	08/28/2023	0	1	1	0
FIVE STAR PIZZA	Colon	08/28/2023	0	1	1	1
Nibbles	Colon	08/28/2023	2	1	3	4
Mavericks Pizza Hangar	Cement City	08/29/2023	1	0	1	2
Hank's Tavern On The River	Three Rivers	08/29/2023	0	0	0	1
Frankie's by the Tracks, LLC	THREE RIVERS	08/29/2023	0	0	0	1
NEW DRAGON EXPRESS	STURGIS	08/31/2023	0	0	0	2
KNIGHTS OF COLUMBUS (K of C)	STURGIS	08/31/2023	0	1	1	0
FIRST CONGREGATIONAL CHURCH	BRONSON	08/31/2023	1	0	1	0
MAMMA MIA'S PIZZA	Burr Oak	08/31/2023	0	1	1	2
MCDONALDS OF BRONSON	BRONSON	08/31/2023	0	1	1	1
			17	24	28	43
STFU Inspection - Routine						
Barnyard Eats	Sherwood	08/28/2023	0	1	1	1
			17	24	28	43
Total # of Inspections			17	24	28	44

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 9/7/23: On-site Assessment response letter (completed 7/12/23). No findings or recommendations.
 2. FY2023 Provider Assessment Summary
 3. *Draft* BPHASA/ACLS Bureau Operating Standard B-5 "AAA Advisory Council"
-

Updates:

1. Services to Victims of Elder Abuse Program Updates:
 - Victim Specialists continue to take referrals and support each county's Interdisciplinary Teams. We recently spent the day with another VOCA-SVEA grantee and toured their temporary housing unit in Hillsdale County. Their model is called "Safe Haven" and it's been quite successful. There are efforts underway to replicate this program statewide and our team is involved in the replication project. More to come on this exciting project!
 - Our VOCA grant for FY2024 was submitted, approved and signed. We're looking forward to more development and continued collaboration!
2. FY2023 Year-end Preparation:

We are working to prepare for the end of FY23 and the start of FY24. At this time of year, it is always very intense! We are re-issuing contracts, reporting on programs, gearing up for new data system enhancements, and making sure we maximize all grant awards... I'm pleased to have the very capable team that we have to assure accurate & timely reports!
3. Outreach Events:

St. Joseph County Fair on Senior Day and Veteran's Day: Great weather, great conversations and great connections with community partners! St. Joseph County Project Connect/Veterans Stand Down event is next: October 6th - Come see us!
4. Other Items of Note...
 - Branch County COA's Board is considering enhancements to the congregate meals program... More to come on this!
 - Our Advisory Committee discussed a process to review and revise their current Bylaws based on the new *DRAFT* ACLS Bureau Advisory Council Operating Standard. The Operating Standard committee process is presenting enhancements to the composition of Advisory Councils/Committees (more reflective language incorporating state and federal guidance) and also allows for remote/hybrid meetings! Advisory will work on proposed revisions and bring them forth to the BOH Program, Policy and Appeals Committee to consider at their next meeting. Thank you in advance for your time and review!



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

September 7, 2023

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

Dear Ms. Burns:

On July 12, 2023, staff from the Behavioral and Physical Health and Aging Services Administration, Bureau of Aging, Community Living, and Supports (ACLS Bureau), conducted a virtual assessment of Branch-St. Joseph Area Agency on Aging (Region IIIC AAA). Areas of operation covered during the assessment included the following: Area Agency on Aging Fiscal Year (FY) 2022 Program Outcome Assessment Guide, FY 2023 Area Agency Assessment Guide, and a review of changes, improvements and/or corrections made since the previous assessment.

The ACLS Bureau has completed the assessment and there are no findings or recommendations, and the assessment is considered concluded.

We appreciate the time and cooperation provided by you and your staff involved in the assessment. If you have questions, please contact your Technical Assistance & Quality Improvement (TAQI) Section Field Representative, Ashley Ellsworth at ellswortha2@michigan.gov or 517-294-9680.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Masterson".

Cindy Masterson, Director
Operations & Aging Network Support Division

CM:ae

c: Brent Leininger, Board Chair, Region IIIC AAA
Laura Sutter, Director, Region IIIC AAA
Jen Hunt, Manager, TAQI Section
Ashley Ellsworth, Field Representative, TAQI Section



**Fiscal Year 2022-2023
Summary of Annual Provider Monitoring Visits
Presented to the Board of Health on September 28, 20223**

Agency Name	Date of Assessment	Fiscal Findings	Program Findings	Program and/or Fiscal Recommendations
Branch Area Transit Authority	06/21/2023	None	None	None
Branch County Commission on Aging	07/10/2023 & 07/27/2023	None	None	None
Legal Services of South Central MI	05/10/2023	None	None	None
St. Joseph County Commission on Aging	06/05/2023	None	None	None
St. Joseph County Transit Authority	06/12/2023	None	None	None
Thurston Cares	05/23/2023	None	None	None
Home Joy	08/18/2023	N/A POS Vendor	None	None

Standard Name	Area Agency on Aging (AAA) Advisory Council
Standard Number	B-5
Authority Reference	Public Law 89-73, Public Act 180 of 1981, Commission on Services to the Aging (CSA)
Operating Category	Organization
Intent of Standard	To ensure that those persons receiving services from programs for older persons, as well as representatives from the broader community at large, have an opportunity for direct involvement in the development of such programs.
Statement of Standard	The AAA shall have an advisory council to advise continuously on all matters relating to the identification of needs and development of the area plan.

Indicators of Compliance

1. That the AAA's advisory council operates according to written by-laws adopted by the policy board that contain the following, at a minimum:
 - a. A statement of role and function
 - b. Number of members
 - c. Procedures for selection of members and filling vacancies
 - d. Terms of membership
 - e. Frequency of meetings (CSA)
2. That the advisory council meets at least six times a year (CSA), either in-person, virtually, by telephone, or a hybrid.
3. That, at any time, the membership of the advisory council consists of more than 50% older individuals (aged 60 or older) who are participants or who are eligible to participate in programs under the area plan. Additionally, the membership shall include representatives of older persons; representatives of health care organizations, including providers of veterans' health care (if there is a veterans' health care facility in the region); a nutrition provider and other representative(s) of social service provider organizations; persons with leadership experience in the private and voluntary sectors; local elected officials; and the general public. (P.A. 180 of 1981, CSA)
4. That, at any time, some members of the advisory council will be persons in great social and economic need. The membership of the advisory council must make efforts to include family caregivers, and when available, representatives of tribes, pueblos, and tribal aging programs. (1321.63). Councils shall also include Black, people of color, and LGBTQ+ persons and representation from the various counties or units of local government and generally reflect the distribution of older persons within the planning and service area.

Indicators of Compliance for AAA Advisory Council (CON'T)

5. The advisory council shall engage in the core functions of the AAA community needs for their PSA, including but not limited to, advocacy, planning, and advising on the administration of federal and state funding.
6. That the advisory council operates under a board-approved code of ethics consistent with the Older Michiganians Act.

DRAFT



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

September 21, 2023

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

Dear Ms. Burns:

On September 15, 2023, the Commission on Services to the Aging approved the Fiscal Year (FY) 2024 Annual Implementation Plan (AIP) for Branch-St. Joseph Area Agency on Aging (Region IIIC AAA).

The following general conditions were placed on each FY 2024 AIP. They are not considered time-specific until further instructions are issued.

General Conditions

1. The FY 2024 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 until August 1, 2024.
2. The Area Agency on Aging (AAA) grant budget must reflect amounts in the FY 2024 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 2024

Supplemental Document F- Request to Transfer Funds

New Regional Service Definitions Approved

None

New Direct Service Provision Approved

None

If you have questions regarding your FY 2024 AIP, please contact Technical Assistance & Quality Improvement (TAQI) Section Field Representative, Ashley Ellsworth, at ellswortha2@michigan.gov, or 517-294-9680.

Sincerely,



Cindy Masterson, Director
Operations & Aging Network Support Division

CM:ae

- c: Brent Leininger, Board Chair, Region IIIC AAA
Laura Sutter, Director, Region IIIC AAA
Scott Wamsley, Director, ACLS Bureau
Jen Hunt, Manager, TAQI Section
Ashley Ellsworth, Field Representative, TAQI Section
Financial Quality & Grant Support Section

Included in This Month's Report:

1. HEP Update
2. 2023 Medicinal Marijuana Operations & Oversight Grant (MMOOG) Update
3. Community Health Worker (CHW) Program Update
4. Community Events for August & September
5. August Social Media Update
6. August CHW Client Data Update

1. Health Education & Promotion Department Update:

The month of August was an especially busy one for the Health Education & Promotion staff due to a handful of reasons including the 2023 Medicinal Marijuana Operations & Oversight Grant coming to an end, planning for the all-staff wellbeing event, planning for each of the county's fairs, and also planning for the agency's participation in many of the community's "back-to-school" and upcoming Fall events. As always, the HEP team has been working hard to provide messaging and important information to the public via our social media platforms. Our Facebook/Instagram topics for the month of August included, but were not limited to: back-to-school immunizations, "Children's Eye Health & Safety Week", and "Breastfeeding Awareness Month."

Our Health Educator, Josh Englehart, along with Supervisor Alex Bergmooser have also been continuing to work with our County Commissioners and other stakeholders in pursuit of a portion of the Opioid Settlement Funds that will be awarded to our three counties. Both Alex and Josh attended a meeting in July with the committee that was formed in Hillsdale County for the purpose of deciding upon the best methods of utilizing these funds and presented to the committee the agency's proposal. This project is still ongoing and although no official decisions have been made as of the end of August, it seems likely that the requested funds will be granted to the health department. Regardless of the outcome, we expect to have an official answer by late September or early October.

Lastly, as aforementioned, the HEP team was also very busy during the month of August with events such as the Branch County fair, which took place August 6th through the 12th, as well as our all-staff event at the Battle Creek Battlejacks game that took place on August 11th and was funded through the 2023 MALPH Wellbeing Grant; a grant designed to provide LHDs with a small amount of funding that can be broadly used in an effort to provide necessary training, boost staff morale, support collaboration, communication, and comradery amongst staff, and provide an overall sense of appreciation between management and employees. The HEP staff will now be turning their attention towards the St. Joseph County Fair (9/17 – 9/23) and the Hillsdale County Fair (9/24 – 9/30), along with several other community outreach events that will be taking place during that time.

2. 2023 Medicinal Marijuana Operations & Oversight Grant (MMOOG)

As of August 31st, the project period for this grant has come to an end and the HEP team is very pleased that in 2023 they able to utilize 94% of the overall funds awarded in Branch County, 85% in St. Joseph County, and 92% in Hillsdale County; these percentages are the highest utilization of these funds in the past several years and we were able to complete all of our initial project objectives during that time. The only remaining project for the grant during the month of August was to work with the St. Joseph County Transportation Authority to place our "Lock It Up" design and messaging on one of their buses, which we were unsure was possible due to a tight budget and the approaching end of the project period. However, we are very happy to have been able to make this final project a reality without going over budget and within the grant's timetable for reimbursement. We now have 2 buses in Branch County and 1 in St. Joseph County that bear the "Lock It Up" (and BHSJ CHA) logos and messaging and

although this is not the only project this grant period was used for, it is the one that is most unique to our counties and the one that will continue to carry the message of safe marijuana storage for at least the next year.

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

During the month of August, our CHW Rachael Wall welcomed 2 new clients and focused on her existing clients. Rachael has been working hard to expand her resources and to build trust with the public by attending many of the community events, such as: the county fairs, back-to-school events, end of summer and fall carnivals, and various other outreach events that already have, or will be, taking place within our 3 counties. Rachael was also instrumental to our team, and the whole agency, when St. Joseph County experienced a contamination to their water supply during August. She played a vital role in distributing water filtration systems to the residents of St. Joseph County, as well as providing community members, and BHSJ CHA staff members, with information and education needed to effectively answer the many questions the public had during this unfortunate time. Lastly, as I have mentioned before, it was announced at the end of April that the funds provided by this grant will be extended through May of 2024, which will allow us to continue with the program until at least that time. Furthermore, we have also recently submitted, through the Michigan Health Endowment Fund, a proposal for the “Healthy Aging Initiative” grant, which would provide us with even more funding past the May 2024 mark to continue our Community Health Worker Program; we are hopeful that this application will be successful and are expected to hear the results of our application by late October or early November.

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

Date	Event
8/6 - 8/12	Branch County Fair
8/11	All-Staff Battle Creek Battlejacks Baseball Game (Wellbeing Grant)
8/12	Three Rivers Huss Project Back to School Community Carnival
8/15	Waldron Schools Community Resource Fair & Back to School Event
8/21	Andrews Elementary Open House & Water Filter Distribution
9/13	Reading Pop-Up Literacy Event
9/15	Jax Car Wash – Hillsdale County Veterans Coalition Fundraiser
9/17 - 9/23	St. Joseph County Fair
9/24 – 9/30	Hillsdale

5. Social Media Data: August

Social Media Data (As of September 1st, 2023)					
	# of Followers (Facebook & Instagram)	Instagram Reach (Amount a post is viewed, commented on, shared, etc.)	Facebook Reach (Amount a post is viewed, commented on, shared, etc.)	Number & Topic of Facebook Live Events	Agency Mentions in Local Media (radio stations, local newspaper/digital articles, etc.)
August	4176	51 <i>(Down 32% from July)</i>	25,603 <i>(Down 42% from July)</i>	None	25
TOTAL TO DATE (Since 10/1/2022)	36 NEW followers since last report	316	237,090	8	132

6. Community Health Worker (CHW) Client Data: August

Community Health Worker (CHW) Client Data - August 2023								
	# New	# Total to Date	*** "Interactions" = Supplied Resources or referred an individual to an outside agency, but not an active client (Interactions are counted under the "Referral Source" numbers, as well). **Interactions "# Total to Date" Began Reporting Numbers in January 2023.					
*** Interactions	15	53**						
Clients	2	38						
	Internal (Clinic) Referral & Agency Website	External Referral (Partner Organization)	AAA	MDHHS	Internal (Clinic) Referral & Agency Website (Total to Date)	External Referral, i.e.: Partner Organization (Total to Date)	AAA (Total to Date)	MDHHS (Total to Date)
Referral Source	0	2	0	0	19	12	5	2
	Branch	St. Joseph	Hillsdale	Branch (Total to Date)	St. Joseph (Total to Date)	Hillsdale (Total to Date)		
Clients by County	1	1	0	10	23	5		
	In-Person (Office)	Phone	Email	In-Person (Home Visit)	In-Person: Office (Total to Date)	Phone (Total to Date)	Email (Total to Date)	In-Person: Home Visit (Total to Date)
Communications (sum of all communications w/each client)	4	61	1	1	58	378	13	16
	Open	Closed (Completed)	Closed (Unable to Complete)	Other (Specify)	Open, (Total # of Clients to Date)	Closed/Completed (Total to Date)	Closed: Unable to Complete (Total to Date)	Other: Specify (Total to Date)
Case Status	14	2	2	0	38	13	11	0
	Behavioral Health	Health Insurance	Housing	Immunization Information	Employment Issues	Family Planning & Pregnancy	At-Home Medical & Health Needs	Adult Education
Services Provided	2	9	2	0	1	1	3	0
Service Provided (Total to Date)	16	56	26	7	16	8	20	7
	Transportation	Food Assistance	Child Developmental/ Education Issues & Screening	Childcare Services	Clothing Needs	Domestic Concerns	Other (Specify)	
Services Provided Cont.	0	2	0	1	1	1	5 (Non-Specific Resource)	
Service Provided (Total to Date)	10	27	7	12	11	10	45	

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2023 Through 8/31/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
ACD.NET	1,900.01	54087	8/11/2023
Action Quick Print Plus	155.00	23-08-25 A.01	8/25/2023
Aflac District Office	514.67	54084	8/4/2023
Aflac District Office	514.67	54098	8/18/2023
Alerus Retirement Solutions	2,011.00	23-08-04 R.01	8/4/2023
Alerus Retirement Solutions	2,011.00	23-08-18 R.01	8/18/2023
Amazon Capital Services, Inc	422.49	23-08-11 A.01	8/11/2023
Amazon Capital Services, Inc	3,185.27	23-08-25 A.02	8/25/2023
Barbara P. Foley	46.16	54085	8/4/2023
Barbara P. Foley	46.16	54099	8/18/2023
Beacon Properties Administration	3,795.49	54116	8/31/2023
Beth Ann's Embroidery	1,010.75	54088	8/11/2023
Blue Cross Blue Shield	57,564.90	23-08-11 P.01	8/11/2023
Borgess Medical Group	71.87	54101	8/25/2023
Branch Area Transit Authority	304.00	23-08-25 A.03	8/25/2023
Branch County Commission	27,194.80	23-08-25 A.04	8/25/2023
Branch County Complex	7,590.26	23-08-25 A.05	8/25/2023
Branch County Complex	5,694.28	23-08-31 A.01	8/31/2023
Card Services Center	434.56	23-08-31 P.01	8/31/2023
Cassandra Armstrong	125.00	54102	8/25/2023
CDW GOVERNMENT INC.	1,518.33	23-08-25 A.06	8/25/2023
Century Bank - Hillsdale Maintenance	2,000.00	23-08-31 A.02	8/31/2023
Century Bank - Three Rivers Maintenance	2,000.00	23-08-31 A.03	8/31/2023
Century Basic	824.45	23-08-04 R.02	8/4/2023
Century Basic	874.45	23-08-18 R.02	8/18/2023
Century EFPTS	105.97	23-08-04 DI.01	8/4/2023
Century EFPTS	22.96	23-08-04 L.01	8/4/2023
Century EFPTS	25,020.67	23-08-04 R.03	8/4/2023
Century EFPTS	357.84	23-08-18 L.01	8/18/2023
Century EFPTS	24,819.51	23-08-18 R.03	8/18/2023
Century Mastercard	2,704.46	23-08-11 P.02	8/11/2023
Century MERS	45,697.02	23-08-11 A.02	8/11/2023
Century State/Michigan State Treasury	6.18	23-08-04 L.02	8/4/2023
Century State/Michigan State Treasury	4,233.66	23-08-04 R.04	8/4/2023
Century State/Michigan State Treasury	39.31	23-08-18 L.02	8/18/2023
Century State/Michigan State Treasury	4,222.74	23-08-18 R.04	8/18/2023
Cintas Corporation Loc 351	151.98	23-08-11 P.03	8/11/2023
City Of Three Rivers	180.00	23-08-25 A.07	8/25/2023
Clean Earth Environmental Contracting Services	1,345.90	54089	8/11/2023
ConnectAmerica	133.00	23-08-25 A.08	8/25/2023
Crossroads Home Care Inc.	42.24	23-08-25 A.09	8/25/2023
Current Office Solutions	52.23	23-08-11 A.03	8/11/2023
Dale W. Hubbard, Inc. Service Group	243.95	54090	8/11/2023
Dale W. Hubbard, Inc. Service Group	200.00	54103	8/25/2023
DiningRD	3,993.45	23-08-11 A.04	8/11/2023
DL Gallivan Office Solutions	459.98	54104	8/25/2023
Dr. Karen M. Luparello	4,219.42	23-08-31 A.04	8/31/2023
EffecTV	3,250.00	54091	8/11/2023
FedEx	37.71	23-08-25 P.01	8/25/2023
GDI Services Inc.	4,739.78	23-08-31 A.05	8/31/2023
Glaxo-Smithkline Financial Inc.	5,070.61	23-08-25 A.10	8/25/2023

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2023 Through 8/31/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
GRAPHICS 3 INC	221.45	23-08-31 A.06	8/31/2023
Health Equity	590.56	23-08-04 PR.01	8/4/2023
Health Equity	590.56	23-08-18 PR.01	8/18/2023
Helping Angels Home Care LLC	382.80	23-08-25 A.11	8/25/2023
Hillsdale County Treasurer	927.97	23-08-11 A.05	8/11/2023
HomeJoy of Kalamzoo	2,787.91	23-08-25 A.12	8/25/2023
Hospital Network Healthcare Services	184.29	23-08-11 A.06	8/11/2023
Indiana MI Power Company	617.95	23-08-11 P.04	8/11/2023
Indiana State Tax	68.18	23-08-04 R.05	8/4/2023
Indiana State Tax	34.86	23-08-18 R.05	8/18/2023
Jessica A Adams	2,187.50	23-08-11 A.07	8/11/2023
Jessica A Adams	1,995.00	23-08-25 A.13	8/25/2023
Kell & Associates, LLC	95.00	23-08-11 A.08	8/11/2023
Kell & Associates, LLC	475.00	23-08-11 A.09	8/11/2023
Legal Services Of S.Central MI	1,130.00	23-08-25 A.14	8/25/2023
Macquarie Equipment Capital Inc.	1,266.75	23-08-25 A.15	8/25/2023
MALPH	169.00	54105	8/25/2023
Maplecrest, LLC	767.13	23-08-31 A.07	8/31/2023
Mark Davidson	110.00	54092	8/11/2023
Matasha Goosby	2,300.00	23-08-11 A.10	8/11/2023
Matasha Goosby	2,250.00	23-08-25 A.16	8/25/2023
McKesson Medical-Surgical Gov. Solutions LLC	446.53	23-08-11 P.05	8/11/2023
McKesson Medical-Surgical Gov. Solutions LLC	176.50	23-08-25 P.02	8/25/2023
Medical Care Alert	594.80	23-08-25 A.17	8/25/2023
Merck Sharp & Dohme LLC	17,137.05	54106	8/25/2023
MERS 5% EMPLOYEES	11,622.89	23-08-11 A.11	8/11/2023
Michigan Public Health Institute	2,107.28	23-08-11 A.12	8/11/2023
Michigan State Disbursement Unit	190.11	54086	8/4/2023
Michigan State Disbursement Unit	190.11	54100	8/18/2023
Mistel de Varona	1,350.00	54093	8/11/2023
Mistel de Varona	675.00	54107	8/25/2023
Nationwide	820.00	23-08-04 R.06	8/4/2023
Nationwide	820.00	23-08-18 R.06	8/18/2023
One Stop Promotions	1,789.14	54108	8/25/2023
Perspective Enterprise	820.00	54094	8/11/2023
PFIZER INC	6,858.29	54109	8/25/2023
PHC Corporation of North America	7,798.00	54110	8/25/2023
Pitney Bowes Inc.	273.87	23-08-11 P.06	8/11/2023
Principal Life Insurance Company	1,908.02	23-08-25 P.03	8/25/2023
Reserve Account	3,000.00	23-08-31 A.08	8/31/2023
Richard Clark	2,225.00	23-08-31 A.09	8/31/2023
Riley Pumpkin Farm	575.00	23-08-31 A.10	8/31/2023
Rosati Schultz Joppich Amtsbueshler	195.00	23-08-25 A.18	8/25/2023
Sanofi Pasteur Inc.	1,632.77	23-08-25 P.04	8/25/2023
Schindler Elevator Corporation	2,317.93	54095	8/11/2023
Schindler Elevator Corporation	13,367.00	54117	8/31/2023
Shaffmasters U-Stor-n-Lock	720.00	23-08-11 A.13	8/11/2023
St Joseph County COA	40,168.26	23-08-25 A.19	8/25/2023
St Joseph County Transit Authority	1,835.51	23-08-25 A.20	8/25/2023
St Joseph County Transit Authority	1,250.00	23-08-31 A.11	8/31/2023
St. Joseph Community Co-op	2,428.59	23-08-25 A.21	8/25/2023

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2023 Through 8/31/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Staples	179.98	23-08-11 P.07	8/11/2023
State Of Michigan	1,840.00	54096	8/11/2023
State Of Michigan	8,141.00	54111	8/25/2023
State of Michigan-Dept	23.00	54112	8/25/2023
Stratus Video, LLC	3,508.41	54113	8/25/2023
Thurston Woods Village	93.72	54114	8/25/2023
Timothy Fan	125.00	54097	8/11/2023
Verizon	999.72	23-08-11 P.08	8/11/2023
VRI INC.	189.00	23-08-25 A.22	8/25/2023
Report Total	412,704.53		

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet

As of 8/31/2023

Assets

Cash on Hand	12,286.80
Cash with County Treasurer	4,461,775.64
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	6,450.00
Cash TR Building Maintenance	66,685.00
Accounts Receivable	53,487.88
Due from State	(403,448.07)
Due from Other Funding Sources	181,763.73
Prepaid Expenses	108,660.63
Biologic Inventory	<u>78,269.15</u>
Total Assets	<u><u>4,875,886.70</u></u>

Liabilities

Accounts Payable	189,018.84
Payroll Liabilites	215,939.67
Capital Improvements	25,000.00
Deferred Revenue	612,168.64
Deferred Revenue BR	19,186.00
Deferred Revenue HD	20,205.00
Deferred Revenue SJ	26,915.00
Biologics	<u>78,269.15</u>
Total Liabilities	<u><u>1,186,702.30</u></u>

Net Assets

Operation Fund Balance	601,084.08
Restricted Fund Balance	358,136.79
Designated Fund Balance	<u>2,729,963.53</u>
Total Net Assets	<u><u>3,689,184.40</u></u>

Total Liabilities and Net Assets	<u><u>4,875,886.70</u></u>
----------------------------------	----------------------------

Prior Year Fund Balance Comparison at 8/31/2022:

Operation Fund Balance	617,404.44
Restricted Fund Balance	361,769.47
Designated Fund Balance	<u>2,140,032.80</u>
Total Fund Balance \$	<u>3,119,206.71</u>

BHSJ Community Health Agency
Schedule of Cash Receipts and Disbursements
March 31, 2023 thru
August 31, 2023

Plus: Cash Receipts	\$	466,507.25
Less: Cash Disbursements For Payroll/AP	\$	(686,310.45)
3/31/2023 Cash Balance		\$ 3,810,762.21
<hr/>		
Plus: Cash Receipts	\$	867,660.47
Less: Cash Disbursements For Payroll/AP	\$	(537,992.62)
4/30/2023 Cash Balance		\$ 4,140,430.06
<hr/>		
Plus: Cash Receipts	\$	530,201.24
Less: Cash Disbursements For Payroll/AP	\$	(565,168.11)
5/31/2023 Cash Balance		\$ 4,105,463.19
<hr/>		
Plus: Cash Receipts	\$	939,207.56
Less: Cash Disbursements For Payroll/AP	\$	(583,492.08)
6/30/2023 Cash Balance		\$ 4,461,178.67
<hr/>		
Plus: Cash Receipts	\$	934,722.29
Less: Cash Disbursements For Payroll/AP	\$	(576,189.64)
7/31/2023 Cash Balance		\$ 4,819,711.32
<hr/>		
Plus: Cash Receipts	\$	549,511.47
Less: Cash Disbursements For Payroll/AP	\$	(595,418.38)
8/31/2023 Cash Balance		\$ 4,773,804.41

BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

Expense by Program - 8/31/2023

Program	Program Title	Month	Year to Date	Amend #2	Expended	
*	724	PFAS - Westside Landfill	0.21	4,281.14	2,687.00	159.32%
*	605	General EH Services	3,288.74	15,420.88	12,175.00	126.66%
*	345	Lead Testing	5,981.99	28,072.30	26,718.00	105.06%
*	010	Agency Support	8,979.87	111,744.81	112,002.00	99.77%
*	021	Dental Clinic - Three Rivers	3,795.49	42,051.42	43,740.00	96.13%
*	325	CSHCS	0.00	179,409.74	190,729.00	94.06%
	212	Medical Marijuana BR	3,694.79	18,678.36	20,457.00	91.30%
	024	MERS Pension Underfunded Liability	0.00	40,496.13	44,590.00	90.81%
	185	Dental Outreach	1,290.42	15,173.75	16,880.00	89.89%
	201	CSF Carseats	1,981.12	20,297.17	22,793.00	89.05%
	035	Vector Borne Disease Surveillance	5,887.48	29,528.12	33,421.00	88.35%
	109	WIC	93,688.48	968,973.47	1,100,203.00	88.07%
	230	Medical Marijuana HD	3,267.48	10,236.41	11,672.00	87.70%
	714	Onsite Sewage Disposal	31,243.14	328,819.73	378,287.00	86.92%
	721	Drinking Water Supply	31,243.14	328,819.73	378,287.00	86.92%
	338	Immunization Vaccine Handling	22,445.25	249,958.17	289,805.00	86.25%
	331	STD	10,309.76	108,791.40	128,424.00	84.71%
	012	Area Agency on Aging	139,511.57	1,311,846.05	1,549,421.00	0.8466
	326	Vision (ELPHS)	5,723.59	84,349.70	99,725.00	84.58%
	255	Community Health Direction	10,278.80	92,321.53	110,000.00	83.92%
	704	Food Service	47,601.84	443,047.37	540,396.00	81.98%
	032	Emergency Preparedness	15,059.33	146,770.29	180,215.00	81.44%
	341	Infectious Disease	17,987.03	221,382.61	278,111.00	79.60%
	138	Immunization IAP	137,312.88	693,587.04	872,405.00	79.50%
	327	Hearing (ELPHS)	5,628.27	76,704.02	96,768.00	79.26%
	275	Medical Marijuana SJ	3,085.26	6,118.35	7,756.00	78.88%
	108	WIC Breastfeeding	9,071.78	103,927.36	133,633.00	77.77%
	107	Medicaid Outreach	748.11	8,658.39	11,188.00	77.38%
	008	Salary & Fringe Payoff	1,008.25	72,114.80	95,000.00	75.91%
	014	VOCA	15,521.29	154,332.10	205,743.00	75.01%
	332	HIV Prevention	1,401.24	20,355.43	27,136.00	75.01%
	200	ELPHS Marketing	7,386.48	64,164.69	85,730.00	74.84%
	716	EGLE Campgrounds	1,301.52	13,656.15	18,359.00	0.7438
	371	CSHCS Vaccine Initiative	3,294.11	10,132.59	14,328.00	70.71%
	115	MCH Enabling Women	1,490.49	33,160.35	46,940.00	70.64%
	717	EGLE Swimming Pools	27.30	10,211.36	14,627.00	69.81%
	719	Body Art	167.02	3,539.06	5,570.00	0.6354

112	CSHCS Medicaid Outreach	21,422.25	68,846.12	112,602.00	61.14%
101	Workforce Development	6,328.67	34,280.94	56,666.00	60.49%
745	Type II Water	8,081.19	122,420.66	202,886.00	60.33%
023	Capital Expenditures	10,000.00	135,015.00	227,630.00	59.31%
352	ELCCT Contact Tracing, testing doord,	20,760.16	343,609.02	606,578.00	56.64%
029	Dental Clinic - Hillsdale	646.42	7,772.29	14,000.00	55.51%
329	MCH Enabling Children	1,629.08	24,924.03	48,158.00	51.75%
718	EGLE Septage	319.41	3,111.10	6,328.00	0.4916
715	EGLE Long-Term Monitoring	836.69	1,465.86	3,482.00	42.10%
363	363 CVDIMS Covid Immz Supplemental	9,861.22	83,384.97	214,940.00	38.79%
207	MCRH Community Health Workers	7,717.90	88,262.63	291,889.00	30.23%
723	PFAS Response - White Pigeon	110.43	1,947.53	8,078.00	24.10%
355	COVID-19 PH Workforce Supplemental	133.47	66,218.20	331,742.00	19.96%
097	CSHCS Donations BR HD	0.00	4,938.93	27,765.00	17.78%
374	EOACV Expanding Older Adult Access to	4,682.41	10,746.29	60,651.00	17.71%
405	Grant Writing	4.13	399.42	2,615.00	15.27%
096	CSHCS Donations SJ	196.87	4,907.11	32,412.00	15.13%
378	Monkeypox Virus Response	16.32	916.46	15,333.00	5.97%
722	PFAS Response	72.96	72.96	1,415.00	5.15%
	Total Expense	<u>743,523.10</u>	<u>7,074,371.49</u>	<u>9,471,091.00</u>	<u>74.69%</u>

The Agency is currently 16.97% under budget.

*11/12 Months = 91.66%

Programs Over Budget as of 8/31/2023

RU 724: Increase in PFAS filters, amendment was sent to State by EH and Grant will pay for increased expenses.
159.32%

RU 605: Over budget due to new software purchase. This overage will be covered with funds not expended in other programs.
126.66%

RU 345: Over budget due to increase in staff time. The CDC updated the blood reference value from 5.0 down to 3.5, which has increased the case load in this program. This overage will be covered with funds not expended in other programs.
105.06%

RU 010: The current revenue for this program is over budget (at 99.81%), causing expenses to also show over budget. This should fall in line with budget as the year progresses.
99.77%

RU 325: Budget for RU 325 is fully expended and therefore expenses can be charged to RU 112. When looking at these two budgets together as one the program is under by budget at 81.83%.
94.06%

RU 021: Over budget due to rent increase. The increase is being covered by additional revenue from MCDC.
96.13%

September 18, 2023 – Board of Health Finance Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Finance Committee meeting was called to order by Jon Houtz at 9:00 AM. Roll call was completed as follows: Jon Houtz and Steve Lanius. Jared Hoffmaster was absent.

Also present from BHSJ: Rebecca Burns (remote), Theresa Fisher, and Kali Nichols

Mr. Lanius moved to approve the agenda with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

New Business:

- Mr. Houtz moved to recommend that the full Board approve the Indispensable Supervisor Training as presented with support from Mr. Lanius. The motion passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve the Vaccine Pricing Method Policy as presented with support from Mr. Lanius. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Houtz moved to adjourn the meeting with support from Mr. Lanius. The motion passed unopposed and the meeting was adjourned at 9:07 AM.

Respectfully Submitted by:



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

Fwd: FW: Request for Funding Approval



Rebecca Burns <burnsr@bhsj.org>

Thu, 14 Sep 2023 12:39:55 PM -0400 •

To "Theresa Fisher" <fishert@bhsj.org>

📎 1 Attachment(s) • [Download as Zip](#)



ISP Flyer.pdf
1.9 MB • 🔗

Rebecca A. Burns, M.P.H., R.S. *(she/her/hers)*
Health Officer

Branch-Hillsdale-St. Joseph Community Health Agency "Your Local Health Department"
570 Marshall Road, Coldwater, MI 49036
P: 517-933-3040 F: 517-278-2923 C: 269-501-2503
burnsr@bhsj.org



Visit: www.bhsj.org for Public Health Resources & Events

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==== Forwarded message =====

From: Cotant, Molly (DHHS) <CotantM@michigan.gov>
To: "burnsr" <burnsr@bhsj.org>
Cc: "Fiedler, Jay (DHHS)" <FiedlerJ@michigan.gov>, "Whitmire, Janine (DHHS-Contractor)" <WhitmireJ@michigan.gov>, "de la Rambilje, Laura (DHHS)" <DelaRambiljeL@michigan.gov>
Date: Tue, 05 Sep 2023 08:27:10 -0400
Subject: FW: Request for Funding Approval

==== Forwarded message =====

Good morning, Rebecca.

Thank you for reaching out with your question. This is allowable.

Thank you,
Molly

From: Rebecca Burns <burnsr@bhsj.org>
Sent: Wednesday, August 30, 2023 2:10 PM
To: Cotant, Molly (DHHS) <CotantM@michigan.gov>
Subject: Request for Funding Approval

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hello Molly,

About a week ago I spoke with Laura about the Indispensable Supervisor Training, flyer attached.

I would like to request consideration for use of the COVID Workforce grant funds to cover this training for my management staff. At BHSJCHA we have 6 Supervisors, 5 Directors, and 1 Health Officer that would participate in the training. The cost per person is \$1997.00 for a total expenditure of \$23,964.00.

The course is delivered over an 8 month period with 11 modules. There is some work done individually in each module then group facilitation. Group facilitation would be accomplished in 2 groups; Supervisors and Directors/HO.

Barry/Eaton's management team went through the program and it has received great reviews from the Health Officer.

We believe that the COVID Workforce grant funds are a good fit for this training as it develops the management team and readies the group for continued response to COVID and response to new threats as they arise. During the Agency's response to COVID we experienced a turn-over in management of 33% and turn-over in our staff team of approximately 55%. With large turn-over we not only have team members to train but managers to continue to develop so that the Agency can face the next response prepared. The training curriculum focuses on coaching, hiring, orientation/training, delegation, empowerment, delivering corrective action, effective meetings, conflict management, team building, and giving feedback; all skills that will be needed for our continued response to COVID and future responses.

Thank you for your consideration,
Rebecca

Rebecca A. Burns, M.P.H., R.S. *(she/her/hers)*

Health Officer

Branch-Hillsdale-St. Joseph Community Health Agency "Your Local Health Department"

570 Marshall Road, Coldwater, MI 49036

P: 517-933-3040 F: 517-278-2923 C: 269-501-2503

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Indispensable Supervisor Program™

Master the Art of People Management

WHO SHOULD ATTEND

This course is for any individual who has the responsibility of supervising other people and wants to continually improve their effectiveness.

CURRICULUM HIGHLIGHTS

- Hiring
- Orientation and Training
- Delegation
- Empowerment
- Giving Feedback
- Coaching
- Delivering Corrective Action
- Effective Meetings
- Conflict Management
- Team Building

COURSE OUTCOMES

- Increase your supervisory skills and expertise
- Gain more confidence as a supervisor
- Learn how to manage mindset, emotions, and behaviors that make an effective supervisor
- Become effective at managing the performance and dynamics of a team
- Make an impact by positively transforming the workplace

HOW WE ENSURE SUCCESS

- Engaging, multi-media content
- On-the-job activities
- Quizzes
- Interaction with other participants
- Expert-led facilitated group discussions and coaching
- Self-assessments to measure progress
- Access to an experienced HR professional



Become a confident, promotable supervisor that people want to work with, who makes a difference in the lives of their team, and who transforms workplaces!

CLICK HERE
For more information and to register by 10/6



HIGHLIGHTS OF WHAT PARTICIPANTS WILL LEARN TO MASTER

- ✓ Hiring
- ✓ Orientation and training
- ✓ Delegation
- ✓ Empowerment
- ✓ Giving feedback
- ✓ Coaching
- ✓ Delivering corrective action
- ✓ Effective meetings
- ✓ Conflict management
- ✓ Teambuilding



WHAT'S INCLUDED

- ✓ 15 hours of internet-based video training to learn the essentials of supervision
- ✓ 12 hours of expert-led group discussions and coaching
- ✓ 30+ tools to download and use on-the-job to help participants apply what they learn and make a supervisor's life easier
- ✓ 20+ articles to dive deeper into topics
- ✓ 55 activities to turn the learning into practice
- ✓ Pre and post-course self-assessments to measure progress

WHO SHOULD ATTEND?

This online program is for any individual who has the responsibility of supervising other people and wants to continually improve their effectiveness. We recommend entire management teams attend so everyone “speaks the same language” and can learn from each other, but the course may also be taken by individuals.

Part of our program's exceptional benefits lies in the inclusion of expertly facilitated group cohorts, led by our seasoned Human Resources professionals. These invaluable sessions not only encourage meaningful discussions but also provide personalized coaching, guiding participants through specific scenarios tailored to their needs.

PROGRAM OUTCOMES

- ✓ Learn the qualities and characteristics that make a great people manager
- ✓ Increase supervisory skills and expertise
- ✓ Gain more confidence as a supervisor
- ✓ Learn how to manage mindset, emotions, and behaviors that make an effective supervisor
- ✓ Gain the skills and tools to hire high performers
- ✓ Become effective at managing the performance and dynamics of a team
- ✓ Learn effective communication skills with direct reports, peers, and supervisors
- ✓ Become a supervisor colleagues and direct reports want to work with
- ✓ Make an impact by positively transforming the workplace

PROGRAM STRUCTURE AND TIMELINE

This online course is made up of 11 modules. Each module contains 45 minutes – 1 hour 30 minutes of video training, accompanying articles, a facilitated 1-hour group discussion and coaching session, and multiple activities to do on-the-job. The facilitated group discussions are led by our expert Human Resources professionals who will guide discussions and coach participants through specific scenarios.

An orientation meeting will be held on Tuesday **October 10th**.

One module is released every 3 weeks, starting **October 16th**. The first week is the online training, the second week is the facilitated group discussion beginning **October 24th**, and the third week is for you to absorb and practice integrating the materials. This pace ensures students have enough time to learn, process, and master the information by applying their new skills in real-world scenarios.

Participants will have access to the program for as long as the program is available.

HAPPY STUDENTS



I feel this program has been very beneficial to me. It has given me confidence as a supervisor and tools to use in the future to be the best I can be.

-Jodi P.



Great content! Especially helpful for new supervisors but even seasoned supervisors can learn and grow from this program.

-Jay V.



I am definitely gaining the tools to be an effective leader.

-Ashley C.



Jodi is clearly experienced in what she is teaching, demonstrating a mindset that promotes an effective learning environment for all.

-Laura F.

LESSONS INCLUDE:

- Module 1: Successful Learning: Program Orientation and Learning to Learn
- Module 2: Powerful Mindset - Understanding and Managing Yourself
- Module 3: Trusting Relationships - Understanding and Managing Relationships
- Module 4: Meaningful Communications - Techniques for Communicating With All Levels of the Organization
- Module 5: Superior Hires: Selecting Great People
- Module 6: Effective Onboarding: Orientation and Training That Sticks
- Module 7: Empowering Action: Beyond Delegation to Empowerment
- Module 8: Influencing Success: Individual Performance Management - giving feedback, coaching, and corrective action
- Module 9: Elite Teams - Group Performance Management
- Module 10: Employment Law Basics
- Module 11: Course Conclusion - How to Ensure Your Success

HOW WE ENSURE SUCCESSFUL PROGRAM OUTCOMES

- Engaging, multi-media content
- Self-paced learning
- Quizzes so you can evaluate how well you met the learning objectives for each section
- Interaction inside the program platform to learn from other participants
- Expert-led facilitated group discussions and coaching
- Activities to perform on-the-job
- Pre and post-program self-assessments to measure progress
- Training and coaching from experienced HR professionals

Supervisors learn practical skills, then apply them on the job to solve real workplace challenges – before they learn the next skill set.

[Indispensable Supervisor Program - Master the Art of People Management - MALPH Partner - People Matters, LLC \(people-mattershr.com\)](https://people-mattershr.com)

<p>Program: Immunization</p> <p>Subject: Vaccine Pricing Method</p>	<p>Effective Date: TBD (BOH)</p>
---	---

Purpose: To establish standards to ensure that private vaccine costs are evaluated and determined with consistent methodology.

- The immunization fee schedule will be updated once annually in the third quarter of the fiscal year unless a significant change requires further update to the schedule. The addition of a new vaccine or replacement of vaccine does not require a change to the entire schedule.
- It is the responsibility of the PHDP director (Personal Health & Disease Prevention Director) to order private vaccine and make any necessary updates to the immunization fee schedule. In the absence of the PHDP director, the immunization coordinator may be used as a back-up for vaccine ordering and pricing updates.
- Private vaccine costs will be calculated using the following formula.
 - Cost per dose + 30% + \$23 = total vaccine cost
 - Cost per dose pricing is listed on the company and/or manufacturer website (GSK, Pfizer, Merck, Sanofi, etc.)
 - 30% accounts for any price fluctuation that may occur and no co-pay charge
 - A \$23.00 administration fee supplements staff time and covers supplies, Band-Aids, needles, etc.
- Once the PHDP director has updated the immunization fee schedule the information will be distributed to the immunization coordinator for updates to the EMR, immunization staff, and administrative services for billing purposes.
- Immunization fee schedules can be found on the share CW in prevention: immunization: vaccine pricing.

Public Health State/Local Cost Sharing

Based on the Michigan Public Health Code (P.A. 368 of 1978, as amended, 333.2475), there shall be a 50/50 cost share for the state mandated Essential Local Public Health Services.

BHSJ has routinely met the required Maintenance of Effort reporting requirement that has gone unchanged since the early 1990s; however, it is not meeting the required 50/50 cost share required by P.A. 368 of 1978. If the state updates the Maintenance of Effort number to reflect the current grant amounts, BHSJ would not be compliant as it does not receive enough local appropriations to cover the 50%.

I am requesting a \$0.15 increase to local appropriations, which will help inch the agency toward compliance; however, the proposed increase will not even raise the funding ratio by 1%. We should carefully consider all options that may address this funding imbalance and prepare a long-range plan to correct it.

Current Funding

	ELPHS Funds	Local Appropriations
ELPHS Total FY23	\$1,061,220	\$795,657
Funding Percentage	57.15%	42.85%

Proposed Increased Funding

	ELPHS Funds	Local Appropriations
ELPHS Total FY24	\$1,061,220	\$818,176
Funding Percentage	56.47%	43.53%

According to table 4 in, "A Review of the First Five Years" State/Local Cost Sharing in Michigan Report published in 1986 by the Michigan Department of Public Health, the counties of the district allocated 7.93% of the general fund revenue to the LHD in 1978, 8.19% in 1980, and 7.44% in 1983. Per the report, the per-capita rate was \$4.87 per person. Today that percentage of general fund revenue is only 1.79% and the per-capita rate is \$5.30 per person.

	1983	2009	2015	2022
General Fund		\$40,071,858.00	\$38,837,655.00	\$43,153,157.00
LHD Approp.		\$998,010.00	\$665,654.00	\$795,675.00
% of General Fund	7.44%	2.49%	1.71%	1.79%

The local Health Department (LHD) took devastating cuts between 2009 and 2013. These cuts equaled a 33.3% reduction in local appropriations. The LHD has never regained those losses, but has continued to operate all required program and has received the status of Accreditation with Commendations. The proposed increase of \$0.15 per person would increase the county appropriations by 2.83%, which will still leave the LHD funded at a level that is 17% lower than it received from the Counties in 2009.

Appropriations History

Year	Rate	Total	% Increase/Decrease
2009		\$998,010	
2010		\$938,136	-6.00%
2011		\$857,158	-8.63%
2012	5.15	\$784,395	-8.49%
2013	4.42	\$665,654	-15.14%
2014	4.42	\$665,654	0.00%
2015	4.42	\$665,654	0.00%
2016	4.57	\$688,246	3.39%
2017	4.72	\$710,836	3.28%
2018	4.87	\$733,427	3.18%
2019	5.02	\$756,017	3.08%
2020	5.02	\$756,016	0.00%
2021	5.02	\$756,017	0.00%
2022	5.15	\$773,139	2.26%
2023	5.30	\$795,657	2.91%
2024	5.45	\$818,176	2.83%

Percentage Below 2009 rate:

-17.32%

The decrease in funding along with the inflation rates leave the LHD with significantly reduced purchasing power.

Inflation Rates

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave
2023	6.4	6	5	4.9	4	3							4.9
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3	8.2	7.7	7.1	6.5	8.0
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
2019	1.6	1.5	1.9	2	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	1.8
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.4
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2	2.2	2.1	2.1
2016	1.4	1	0.9	1.1	1	1	0.8	1.1	1.5	1.6	1.7	2.1	1.3
2015	-0.1	0	-0.1	-0.2	0	0.1	0.2	0.2	0	0.2	0.5	0.7	0.1
2014	1.6	1.1	1.5	2	2.1	2.1	2	1.7	1.7	1.7	1.3	0.8	1.6
2013	1.6	2	1.5	1.1	1.4	1.8	2	1.5	1.2	1	1.2	1.5	1.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2	2.2	1.8	1.7	2.1

Total Average Inflation since 2012: 31.7

BHSJ staff worked to gather data from other LHDs to provide comparative data on how other LHDs are funded per capita. The resulting information is shown in the table below. The data was collected by surveying the other LHDs unless indicated otherwise. Additionally, the taxable valuations information was collected from the Michigan Department of Treasury website to assist in understanding the percentage of tax revenue allocated to LHDs.

Data Collected July 2023

Health Dept	Local Approp.	2020 Population	Per Capita	Taxable Valuations Real & Personal Property	GF PROPERTY TAX REVENUE	Property Tax % of Revenue allocated to Health
Lenawee	\$ 300,000	99,424	\$ 3.02	\$3,948,468,975	\$21,321,732	1.407%
DHD2*	\$ 333,403	64,392	\$ 5.18	\$3,523,236,847	\$17,141,350	1.945%
Branch-Hillsdale-StJ	\$ 795,657	150,124	\$ 5.30	\$5,643,024,055	\$26,394,959	3.014%
Delta-Menominee*	\$ 451,498	60310	\$ 7.49	\$2,215,867,786	\$12,846,505	3.515%
Midland	\$ 658,282	83,481	\$ 7.89	\$3,768,842,053	\$18,450,366	3.568%
Western UP	\$ 555,000	64,907	\$ 8.55	\$2,457,877,867	\$16,350,030	3.394%
Allegan	\$ 1,082,986	120,502	\$ 8.99	\$5,832,190,589	\$29,902,808	3.622%
DHD4	\$ 693,305	76,911	\$ 9.01	\$3,980,462,013	\$21,678,810	3.198%
Washtenaw	\$ 3,333,289	369,390	\$ 9.02	\$20,256,186,456	\$88,138,719	3.782%
LMAS*	\$ 312,913	33050	\$ 9.47	\$2,207,813,385	\$10,530,477	2.971%
Muskegon	\$ 1,774,392	175,824	\$ 10.09	\$5,307,848,140	\$29,775,436	5.959%
Northwest	\$ 1,111,492	108,679	\$ 10.23	\$7,463,273,407	\$33,999,032	3.269%
Barry/Eaton*	\$ 1,810,614	171,774	\$ 10.54	\$6,826,530,220	\$35,562,183	5.091%
DHD 10*	\$ 2,973,394	262444	\$ 11.33	\$12,393,271,070	\$67,675,045	4.394%
Huron	\$ 383,693	31,248	\$ 12.28	\$2,577,121,003	\$11,289,594	3.399%
Benzie-Leelanau	\$ 586,932	40,845	\$ 14.37	\$4,835,030,647	\$16,205,378	3.622%
Kent**	\$ 9,472,113	657,974	\$ 14.40	\$28,418,785,125	\$117,398,001	8.068%
Grand Traverse**	\$ 1,430,000	95,238	\$ 15.02	\$6,383,535,930	\$30,173,698	4.739%

* Information obtained from annual reports

** Information collected in 2022

<https://eequal.bsasoftware.com/ReportSelectionForm.aspx>

District Health Department Taxable Valuations Plus Real Value County Breakout

DHD 2	taxable value	millage rate	property tax revenue
Alcona	\$832,540,437	4.1602	\$3,463,535
Iosco	\$1,290,265,059	3.9105	\$5,045,582
Ogemaw	\$966,198,374	6.0931	\$5,887,143
Oscoda	\$434,232,977	6.3217	\$2,745,091
Total	\$3,523,236,847		\$17,141,350

Branch-Hillsdale-St. Joseph

Branch	\$1,673,497,644	4.7076	\$7,878,158
Hillsdale	\$1,669,000,789	4.8619	\$8,114,515
St. Joseph	\$2,300,525,622	4.5217	\$10,402,287
Total	\$5,643,024,055		\$26,394,959

Delta-Menominee

Delta	\$1,331,961,448	5.0317	\$6,702,030
Menominee	\$883,906,338	6.9515	\$6,144,475
Total	\$2,215,867,786		\$12,846,505

Western UP

Baraga	\$317,566,112	8.5338	\$2,710,046
Gogebic	\$595,728,765	6.6419	\$3,956,771
Houghton	\$1,070,386,165	6.222	\$6,659,943
Keweenaw	\$174,375,915	6.0801	\$1,060,223
Ontonagam	\$299,820,910	6.5474	\$1,963,047
Total	\$2,457,877,867		\$16,350,030

DHD 4

Alpena	\$1,038,783,551	4.7763	\$4,961,542
Cheboygan	\$1,627,469,207	5.6711	\$9,229,541
Montmorency	\$540,155,437	5.7037	\$3,080,885
Presque Isle	\$774,053,818	5.6932	\$4,406,843
Total	\$3,980,462,013		\$21,678,810

LMAS

Luce	\$202,848,845	5.2726	\$1,069,541
Mackinac	\$1,170,400,851	4.4802	\$5,243,630
Alger	\$434,526,012	4.992	\$2,169,154
Schoolcraft	\$400,037,677	5.1199	\$2,048,153
Total	\$2,207,813,385		\$10,530,477

Northwest

Antrim	\$25,517,122	5.05	\$128,861
Charlevoix	\$2,522,032,947	4.45	\$11,223,047
Emmet	\$3,474,577,016	4.85	\$16,851,699
Otsego	\$1,441,146,322	4.0214	\$5,795,426
Total	\$7,463,273,407		\$33,999,032

\$33,999,032

Barry-Eaton

Barry	\$2,618,481,196	5.2091	\$13,639,930
Eaton	\$4,208,049,024	5.2096	\$21,922,252
Total	\$6,826,530,220		\$35,562,183

DHD 10

Crawford	\$713,789,874	5.9891	\$4,274,959
Kalkaska	\$939,225,651	5.3691	\$5,042,796
Lake	\$675,455,109	5.8657	\$3,962,017
Manistee	\$1,290,885,361	5.4204	\$6,997,115
Mason	\$2,159,764,641	5.0967	\$11,007,672
Mecosta	\$1,563,106,102	5.8765	\$9,185,593
Missaukee	\$730,446,892	4.8695	\$3,556,911
Newaygo	\$1,804,226,953	5.2142	\$9,407,600
Oceana	\$1,375,149,007	5.6571	\$7,779,355
Wexford	\$1,141,221,480	5.6615	\$6,461,025
Total	\$12,393,271,070		\$67,675,045

Benzie-Leelanau

Benzie	\$1,517,581,361	3.3378	\$5,065,383
Leelanau	\$3,317,449,286	3.358	\$11,139,995
Total	\$4,835,030,647		\$16,205,378

Ilenawee

Ilenawee	\$3,948,468,975	5.4	\$21,321,732
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Midland

Midland	\$3,768,842,053	4.8955	\$18,450,366
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ALLEGAN

ALLEGAN	\$5,832,190,589	5.1272	\$29,902,808
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Wasthenaw

Wasthenaw	\$20,256,186,456	4.3512	\$88,138,719
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Muskegon

Muskegon	\$5,307,848,140	5.6097	\$29,775,436
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Huron

Huron	\$2,577,121,003	4.3807	\$11,289,594
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Kent

Kent	\$28,418,785,125	4.131	\$117,398,001
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Grand Traverse

Grand Traverse	\$6,383,535,930	4.7268	\$30,173,698
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**Branch-Hillsdale-St.Joseph Community Health Agency
Appropriations History**

Year	Per Capita - Based on Calendar Year	Branch	Hillsdale	St. Joseph	Total	Total Agency Budget	% to Budget	Prior Year Increase (Decrease)
2005		273,608	278,231	372,514	\$924,353	\$5,869,966	15.75%	\$ 11,411
2006		277,028	281,708	377,172	\$935,908	\$6,600,370	14.18%	\$ 11,555
2007		281,877	286,635	383,772	\$952,284	\$6,865,897	13.87%	\$ 16,376
2008		284,871	293,592	390,487	\$968,950	\$7,205,684	13.45%	\$ 16,666
2009		293,417	302,392	402,201	\$998,010	\$7,739,501	12.90%	\$ 29,060
2010		275,812	284,255	378,069	\$938,136	\$7,131,289	13.16%	\$ (59,874)
2011		248,241	268,655	340,262	\$857,158	\$7,210,148	11.89%	\$ (80,978)
2012	5.15	219,482	240,443	324,470	\$784,395	\$5,991,536	13.09%	\$ (72,763)
2013	4.42	188,371	206,360	270,923	*\$665,654	\$6,000,892	10.93%	\$ (128,741)
2014	4.42	188,371	206,360	270,923	*\$665,654	\$6,174,625	10.62%	\$ -
2015	4.42	188,371	206,360	270,923	*\$665,654	\$6,031,609	10.87%	\$ -
2016	4.57	194,764	213,364	280,118	\$688,246	\$5,926,003	11.61%	\$ 22,592
2017	4.72	201,157	220,367	289,312	\$710,836	\$6,052,032	11.75%	\$ 22,590
2018	4.87	207,550	227,371	298,506	\$733,427	\$6,081,668	12.06%	\$ 22,591
2019	5.02	213,943	234,374	307,700	\$756,017	\$7,020,445	10.77%	\$ 22,590 +
2020	5.02	213,942	234,374	307,700	\$756,016	\$7,765,083	9.74%	\$ -
2021	5.02	213,942	234,374	307,701	\$756,017	\$8,366,875	9.04%	\$ -
2022	5.15	223,711	235,592	313,836	\$773,139	\$8,309,241	9.30%	\$17,122
2023	5.30	230,227	242,454	322,977	\$795,657	\$8,372,787	9.50%	\$ 22,519
2024	5.45	236,743	249,316	332,118	\$818,176	\$8,611,127	9.50%	\$ 22,519 **

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* Maintenance of Effort (Minimum State Allowed set in FY92/93 is \$664,834)

** If granted additional \$.15 per capita annually

+ Increase of \$22,590 must be spent on unfunded pension liability until pension plan is fully funded

Proposed \$0.15 Per Capita Increases for 2024

County	Population	Current Per Capita	Current Allocation	Increase (Per Capita)	Increase (Total \$ Amount)	Proposed Allocation	Increase
	Based on 2020 Census						
Branch*	43,439	5.30	\$ 230,227	0.15	\$ 6,516	\$ 236,743	2.83%
Hillsdale	45,746	5.30	\$ 242,454	0.15	\$ 6,862	\$ 249,316	2.83%
St.Joseph	60,939	5.30	\$ 322,977	0.15	\$ 9,141	\$ 332,118	2.83%
Total	150,124		\$ 795,657		\$ 22,519	\$ 818,176	

*Census Data adjusted to remove persons incarcerated in prison. (44,862 - 1,423 = 43,439)

Health Officer Evaluation

During the August 24, 2023 Board of Health meeting the Health Officer, Rebecca Burns, asked that her yearly performance evaluation take place in closed session.

Move that we enter closed session to complete the yearly performance evaluation of the Health Officer, Rebecca Burns.

Enter closed session.

Discussion

Move to return to open session.

Health Officer Merit Pay

The Health Officer's contract states, "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."

Move to award \$_____ in merit pay to Health Officer, Rebecca Burns, per her contract, as she has received a satisfactory evaluation.

PUBLIC COMMENT

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