
BOARD OF HEALTH Meeting
Agenda for October 3, 2024 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 22, 2024*
2. Public Comment
3. Health Officer’s Report – pg 6
4. Medical Director’s Report – pg 11
5. Departmental Reports
 - a. Area Agency on Aging – pg 13
 - b. Personal Health & Disease Prevention – pg 16
 - c. Health Education & Promotion – pg 22
 - d. Environmental Health – pg 25
6. Financial Reports
 - a. Approve Payments* - pg 37
 - b. Review Financials* - pg 40
7. Committee Reports
 - a. Finance Committee – Approval of the September 16, 2024 Finance Committee meeting. – pg 44
 - b. Program, Policies, and Appeals – Did not meet.
8. New Business
 - a. MERS Underfunded Pension Payment and Employee Retention Bonus* - pg 45
 - b. Medical Director Contract*
 - c. Closed session to consider a periodic personnel evaluation of the Health Officer, per section 8(a) of the OMA.* (roll call vote required) – pg 48
 - Health Officer Review
 - d. Health Officer Merit Pay*
9. Public Comment
10. Adjournment - Next meeting: November 14, 2024

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.

Educational Session – Children’s Special Health Care Services

Upcoming Education Opportunities Offered After BOH Meeting:

- November

Upcoming Meeting Dates:

- November 4, 2024 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Lanius)
- November 6, 2024 @ 8:30 AM - PPA Committee (Matthew, Leininger, Baker)
- November 14, 2024 @ 9:00 AM – Full Board Meeting
- December 2, 2024 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Lanius)
- December 4, 2024 @ 8:30 AM - PPA Committee (Matthew, Leininger, Baker)
- December 12, 2024 @ 9:00 AM – Full Board Meeting

August 22, 2024 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Jared Hoffmaster at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Tom Matthew, Jared Hoffmaster, Jon Houtz, Brent Leininger, and Steve Lanius. Rusty Baker was absent.

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

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

Mr. Houtz moved to approve the minutes from the June 27, 2024 meeting with support from Mr. Leininger. The motion passed unopposed.

Marne Daggett, MERS Regional Manager provided a presentation on the MERS Defined Benefit Annual Actuarial Valuation Study.

Public Comment: Public comment was provided by two people.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: MERS update, Health Officer Evaluation, Retirement, New Accountant, Environmental Health Staffing, National Labor Relations Board, Quality Improvement Plan, Staffing Update, Intergovernmental Agreement, Kindergarten Oral Health Assessment, Safety and Security in BHSJCHA Facilities, Feonix Mobility Wallet Awarded, Medical Director Contract, Community Health Needs Assessment by Beacon Health System, Public Health Concerns, Three Rivers ALE for Lead, Health Concerns in Teens, Highly Pathogenic Avian Influenza, Rabies Season, Measles Cases, Coldwater Office, Hillsdale Office, Three Rivers Office, Sturgis Office, and Board Education.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Parvovirus B19/Fifth Disease/Erythema Infectiosum".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures for June and July with support from Mr. Lanius. The motion passed unopposed.

- Mr. Leininger moved to place the financials for July on file with support from Mr. Houtz. The motion passed unopposed.

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the August 19, 2024 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the August 21, 2024 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Matthew. The motion passed unopposed.

Unfinished Business:

- None

New Business:

- Mr. Houtz moved to approve the Kindergarten Oral Health Assessment Program, as presented, with support from Mr. Lanus. The motion passed 4-1.
- Mr. Houtz moved to approve the Medical Director's contract as presented, with support from Mr. Matthew. The motion passed 4-1.
- Mr. Houtz moved to approve the building security improvement project, as presented, with support from Mr. Leininger. The motion passed unopposed.
- Mr. Houtz moved to approve the AAA FY25 provider allocations, using the FY23-24 budget numbers with no hold back. The motion received support from Mr. Matthew. The motion passed 3-2.

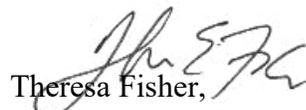
Mr. Matthew left the meeting at 11:29 AM.

- Mr. Leininger moved to approve the Financial Controls Policy, as presented, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Leininger moved to approve the Quality Improvement Policy and 2024-2025 Quality Improvement Plan, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Leininger moved to reschedule the September 26, 2024 Board of Health meeting to October 3, 2024 at 9:00 AM, with support from Mr. Lanus. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Lanus. The motion passed unopposed and the meeting was adjourned at 11:37 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 October 3, 2024
Prepared by: Rebecca A. Burns, M.P.H., R.S.

Agency Updates

Environmental Health Director: I am pleased to announce the selection of Joe Frazier as the next Environmental Health Director at BHSJCHA. You have seen Joe at Board of Health meetings occasionally filling in for Paul. Joe is a Registered Environmental Health Specialist, an MDARD Standardized Trainer & Plan Review Specialist and has been the Agency's EH Supervisor for the Food Program since 2016. Back in the day, I was on the interview committee that selected Joe for an open Environmental Health Sanitarian position in our Coldwater office. In that respect, Joe's path has been similar to my own; started his career in EH at BHSJCHA and has risen through the ranks to now take on the Director position. You will find Joe to be responsive and thoughtful and dedicated in his work supporting residents and businesses in Branch, Hillsdale, and St. Joseph counties.

Respiratory Virus Season: As we enter respiratory virus season BHSJCHA encourages all residents to receive the flu and COVID vaccines. Some residents will also benefit from the vaccine targeted at preventing RSV. Residents are encouraged to talk with their Provider about which vaccines are recommended for them or they can contact our agency and speak with one of our nurses.

National Labor Relations Board: Our attorney filed a position statement on lack of jurisdiction requesting dismissal as I have shared previously. We have recently heard from the NLRB that they want to collect additional information or statements. Our attorney is aware and working with the NLRB.

Quality Improvement: The Agency pulled together our quality improvement team leaders (Directors, Supervisors, and staff representing each division) for a day of training and practical application of Quality Improvement. Each division is working on at least one Quality Improvement project. Quality Improvement is a cycle of collecting data, making a change, collecting more data, and reviewing results. It is through this process and the documentation of what is done that we can demonstrate incremental improvement through change.

Environmental Health Electronic Application Portal: The Agency is getting very close to going live with the portal that links our new EH database product. Once live, residents will be able to apply electronically, skipping the need to travel to our office or a delay from mailing to make an application. We will demonstrate the tool at a BOH meeting once it is live. This is the last piece of our Hedgerow software to go live.

Employee Assistance Program: As part of the Agency's Wellness activities for our team this year we have invested in one year of a tool for staff called HealthCare EAP that goes live on October 1st. The program is specifically designed to address unique issues facing healthcare personnel. A brochure is included.

Staffing Update: Personal Health & Disease Prevention: We are seeking to fill the Mobile Clerk position in Coldwater.

Area Agency on Aging: Is looking for a AAA Outreach Specialist and has just accepted the resignation for the Nurse Care Consultant.

Environmental Health: With Paul's announcement to retire as EH Director, the interviews for the EH Supervisor role for general programs was stalled until the next Director could be announced. With Joe Frazier now in that role; the Agency has 2 EH Supervisor positions open (food and general programs). Interviews have begun for the general program supervisor position.

Kindergarten Oral Health Assessments (KOHA): Interviews for the Dental Hygienist have been completed and the agency has made a contingent offer. The Dental Hygienist will be an independent contractor who provides reports and information on work completed as outlined in the contract to Terri Penney, our Community Health Nurse Supervisor.

Medical Director Contract: As was discussed last month, Dr. Luparello's contract is due for renewal. After the meeting last month, Dr. Luparello expressed concerns about the term of the contract (3 years) and requested acceptance of a one-year contract at the Finance Committee meeting. We are requesting BOH action to accept a one-year contract for the Medical Director.

Michigan's Premiere Public Health Conference: The premiere public health conference is coming up October 14-16 in Muskegon. If you are interested in attending the link can be found here: [Michigan Premier Public Health Conference | Michigan Association for Local Public Health \(malph.org\)](#)

Community Health Needs Assessment by Beacon Health System: The agency continues our collaboration with Beacon Health Systems around the Community Health Needs Assessment.

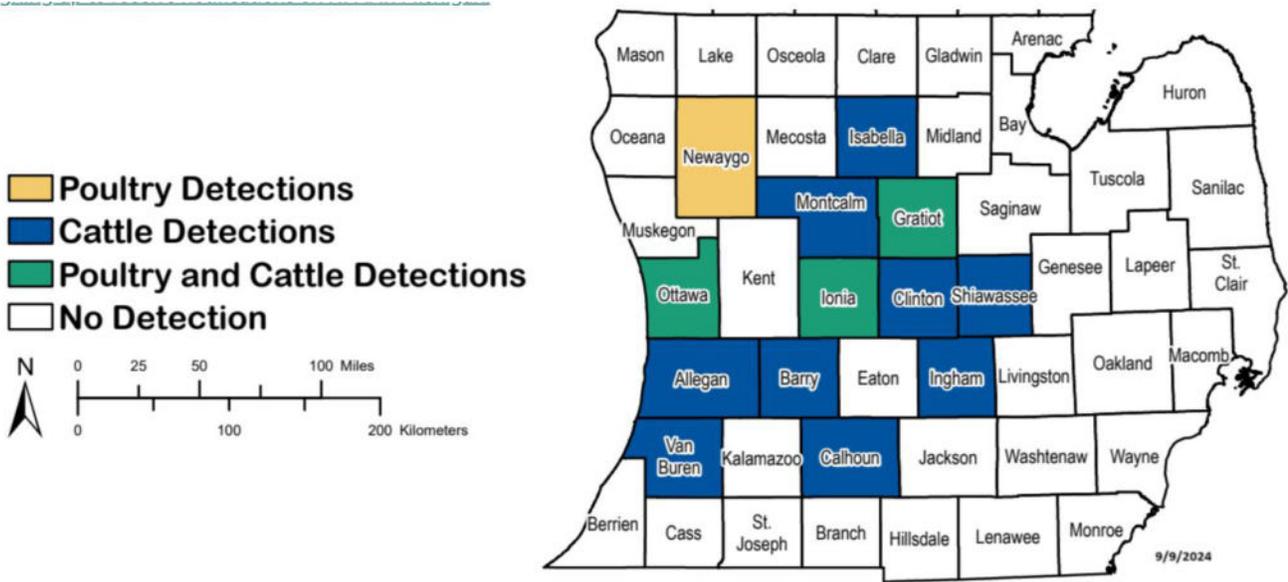
Public Health Concerns:

Gleason Rd, St. Joseph County: We have reported in the past on breaks in the sewer force main on Gleason Rd, south of Three Rivers. There have been repeated breaks with discharges of sewage to the ground surface. The Village of Constantine has responsibility for the force main and has always cleaned up sewage that has been discharged but these discharges are expensive and result in dissatisfied residents. I am please to share that EGLE has issued a permit for repair of the force main as a permanent correction.

PFAS Sites: Joe and I have met with the EH Sanitarians that regulate our Type II Water Supplies and they will be taking responsibility for oversight of our PFAS sites. Kyle Moore and Kaleigh Bonner have the most specific knowledge and training of water supplies and will do a great job organizing, communicating with residents, and keeping Joe informed.

Health Concerns in Teens: Our final letter and FAQ documents were finally released by MDHHS and have been posted to the Quincy Schools website for the public. You can access them at the schools website home page: [Quincy Community Schools \(quincyschools.org\)](#)

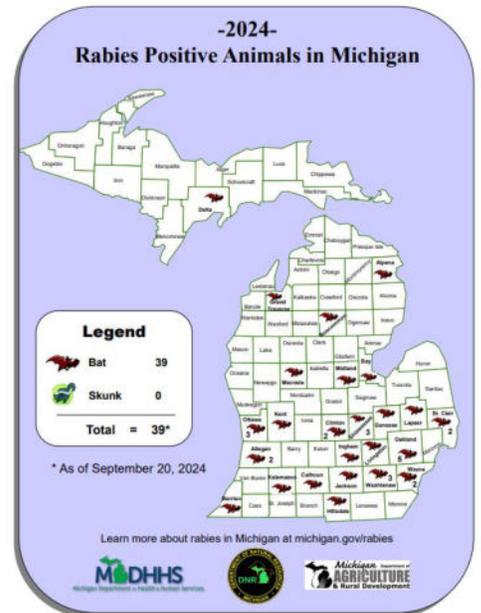
HPAI (Highly Pathogenic Avian Influenza): There are no detections in Branch, Hillsdale, or St. Joseph counties at this time. Since my last report, Shiawassee County has been added as a county with cattle detection of HPAI.



Rabies Season: The number of rabies positive animals in Michigan has increased to a total of 39 as of September 20th. BHSJCHA encourages residents to prevent wild animals from entering the home and if they wake up to a bat in their bedroom to contact one of our communicable disease nurses to discuss exposure risk and next steps.

Head Lice: With the restart of school comes nuisance issues such as head lice. Families can reach out to our office for assistance from one of our public health nurses or research information on treatment and eradication on our website. Although a nuisance, head lice do not spread disease.

Coldwater Office: Administrator Norman has indicated that the county is planning to replace the aging HVAC equipment at the building in Coldwater. As outlined in our lease with the county, the agency will reimburse the county for 60% of the cost. I am still waiting for a cost estimate to replace the aging countertops in the restrooms and clinic intake area and have been told the estimates have not been provided yet. Administrator Norman has also shared that the county will be finishing the asphalt work in this complex; tearing out and replacing Keith Wilhelm Drive and the MDHHS parking lot from October 15-30. While this is done, the entrance and exit will both be out of the current exit only. County tire recycling will be happening in our lot on October 12th.



Hillsdale Office: The water softener that serves our Hillsdale office has failed and needs to be replaced. County Maintenance is assisting us in collecting bids for replacement and we will bring a proposal to the finance committee at their next meeting. The dumpster corral has been replaced.

Sturgis: The agency has reported an issue with the flooring in the expanded area of our suite in Sturgis to the landlord. The landlord has responded and will be sending a contractor out.

Three Rivers Office: Nothing to report

Board Education: Board education today will be provided by Terri Penney on the topic of Children’s Special Health Care Services program.

As a healthcare worker, you face unique challenges...

Today, healthcare workers face special challenges – and nothing has shown that more than the demands that you’ve faced during and post-pandemic. But even under ordinary circumstances, you face complex issues: managing difficult patients and family members, cultural competence, health literacy, and workplace safety. Plus, you juggle the challenges of your own personal and family issues. Usually, we can handle problems on our own, but sometimes it makes sense to reach out for help.

That’s why your employer provides you and your family with a confidential Employee Assistance Program or EAP, a benefit offering resources and solutions for the problems you encounter. Just as health insurance addresses your physical health, your EAP benefits help with your emotional and mental well-being. And your EAP benefits also include much more than just help for problems – we have a host of benefits and opportunities to help you grow professionally, save money, improve your health, and enhance your personal life! Best of all, because your employer has covered the cost of services, there is no cost to you.



GETTING HELP IS SIMPLE

Just call **800.252.4555** 24/7 to reach a professional counselor.

GET THE HELP YOU NEED

Call anytime for confidential assistance. To reach a counselor for any of your EAP needs, call toll free:

 **800-252-4555**  **HealthCareEAP.com**

- **COUNSELING BENEFITS**
Help with personal issues from relationships to stress and substance abuse.
- **WORK/LIFE BENEFITS**
Assistance for other personal, financial and legal issues.
- **SELF-HELP RESOURCE BENEFITS**
Access a vast collection of self-help tools and articles.
- **PEAK PERFORMANCE COACHING**
One-to-one telephonic personal & professional coaching.
- **LIFESTYLE SAVINGS BENEFITS**
Get negotiated discounts and deals for wellness, shopping, travel & more.
- **PERSONAL DEVELOPMENT & TRAINING BENEFITS**
An extensive library of eLearning opportunities to grow in your personal and professional life.
- **WELLNESS BENEFITS**
Coaching, information, and resources to improve your overall wellness.



Check out your HealthCare Employee Assistance Program!

Get help for problems, grow personally, develop professionally, save money & enhance your life!



Scan to Explore
Your EAP Benefits!



HOW DOES THE EAP WORK?

Getting the help you need is simple. Call the EAP 24 hours a day, 7 days a week to reach a professional counselor via our toll-free number or log on to our website to access other benefits.

800-252-4555  HealthCareEAP.com

MORE BENEFITS FOR YOU

Your EAP provides access to an extensive array of problem-solving solutions and life enhancement benefits. Nearly 99% of those who use the EAP are satisfied with the experience!



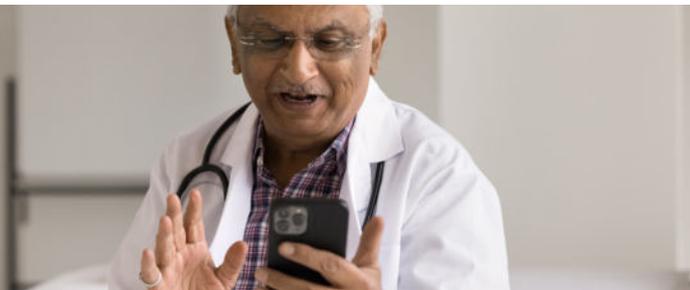
COUNSELING BENEFITS

Many complex issues are best resolved with counseling assistance from a behavioral health professional. You will want to consider calling for help if you encounter problems such as:

- Relationship and family issues
- Depression, stress, or anxiety
- Grief or loss of a loved one
- Eating disorders or substance abuse
- Workplace difficulties

When you call, you connect immediately with a counselor. Each of our experienced counselors has a Masters or Ph.D. level of training. If you need further help, your counselor will work with you to find the right follow-up therapy to match your needs and lifestyle. These might include telephonic, text messaging, chat, video, and local in person therapies.

NEW! Now, you also have access to **Talkspace Go**, a digital mobile app that can improve your mental health and wellbeing in just 5 minutes a day.



WORK/LIFE BENEFITS

Help for personal, family, financial, and legal issues is available for your everyday work/life issues, including:

- Debt counseling and restructuring
- Legal problems not related to employment or medical concerns
- Childcare and elder care assistance
- Financial information
- Caregiver help and resources
- Real estate and tenant/landlord concerns
- Interpersonal skills with family and co-workers
- Pet Help

SELF-HELP RESOURCES

Access thousands of tools and informative articles covering virtually every problem you might face. You can call or log on to the website to access these benefits. Resources include:

- **Behavioral Health** – information on everything from alcohol abuse to personal stress
- **Financial** – articles and tools to help answer your questions and learn money management
- **Legal Information** – topics ranging from adoption to wills
- **Tools for Tough Times** – resources to help you do more with less in difficult financial times

PEAK PERFORMANCE COACHING

Personal and professional coaching is available from senior-level ESI coaches. Get one-to-one telephonic coaching and support, as well as online self-help resources and trainings.

Coaching is available for:

- Certified Financial Coaching
- Balancing Life at Work and Home
- Resilience
- Effective Communication
- Home Purchasing
- Student Debt
- Relaxation Coaching for Beginners
- Workplace Conflict
- Retirement (Practical & Emotional Aspects)
- Succeeding as a Supervisor

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HEALTHCARE RESOURCE CENTERS

Our online Resource Centers offer healthcare specific tools, links, and articles on hot-button issues, challenges and opportunities, such as:

- Cultural competency, health literacy and communication challenges
- Workplace safety and violence
- Patient and family challenges
- Money-saving tools and tips for healthcare workers

LIFESTYLE SAVINGS BENEFITS

Thousands of specially negotiated ways to shop, travel, and improve your health and your quality of life. Explore deals, discounts, and perks from your favorite national brands.

PERSONAL DEVELOPMENT AND TRAINING BENEFITS

Boost your personal and professional growth with an extensive online library of **eLearning courses, trainings, and videos** on compliance issues, customer sales and service, management trainings, business skills, technology, and more. Balance your work, life, and career objectives with the help of tutorials, exercises, featured Webinars, topical Learning Centers, and much more.

WELLNESS BENEFITS

Access information and resources to improve your and your family's overall wellness.

- Online Wellness Center
- One-to-One Wellness Coaching from professional coaches for nutrition, weight loss, fitness, reducing stress and quitting nicotine.



MEDICAL DIRECTOR'S REPORT

September 2024

1. Watching numbers of communicable diseases. Reminders that COVID is still an issue.
Flu vaccination important.
2. Director and Administrator meetings, in person and zoom.
3. Meetings via zoom and teleconference with several associations.
4. TB sub committee of physician public health group meetings.
5. Continuing treatment of one active TB patient.
6. Working on possible clinic days where I can be present and be of some value.

Candida auris (C. auris)

C. auris is an emerging fungus that can cause severe, often multidrug-resistant infections. It spreads easily among patients in healthcare facilities. C. auris can colonize patients for many months, persist on surfaces, and is not killed by some commonly used healthcare facility disinfectants. Hand hygiene, appropriate precautions, and environmental disinfection prevent and control outbreaks.

Symptoms of infection:

Depend on severity and location in the body (bloodstream, wound, ears)

May be similar to symptoms caused by bacteria or viruses

Fever is common

Healthy people typically don't get C. auris

Laboratory Confirmation:

Report cases immediately/early reporting is critical to limit spread

Real-time PCR is the preferred method for detecting colonization

The most reliable way to identify C. auris is MALDI-TOP MS

Recommendations:

Hand hygiene

Setting-based precautions

Environmental disinfection with product effective against C. auris

Patient transfers that communicate patient's C. auris status

Clean mobile medical equipment between caring for each patient

Consideration for patient room placement in hospitals and nursing homes

Environmental disinfection:

C. auris can persist on surfaces in healthcare settings. It has been cultured from multiple locations in patient rooms (high touch surfaces, bedside tables, bedrails and even surfaces away from the patient such as windowsills).

Some products with C. albicans or fungicidal claims may not be effective against C. auris. Products solely dependent on quaternary ammonia compounds are not effective. The CDC recommends using an Environmental Protection Agency (EPA) registered hospital-grade disinfectant effective against C. auris.

Research is ongoing regarding disinfection effective against C. auris. They are considering "no touch" devices such as UV irradiation and vaporized hydrogen peroxide.



Enclosures:

1. FY2024 Provider Assessment Summary
 2. Correspondence: Thurston Woods/Thurston Cares Adult Day Program announcement of closure, dated September 17, 2024
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Updates:

1. Services to Victims of Elder Abuse Program Updates:
 - Victim Specialists continue to take referrals and support each county's Interdisciplinary Teams. Law enforcement and community partner trainings continue... CW Public Safety, Branch Co. Sheriff's Office, Bronson PD are complete with Quincy next. Pines, BATA, additional events at the Branch COA and 911 in St. Joseph County are also in process.
 - Homelessness remains an ongoing challenge in both counties, a serious challenge.
 - Our VOCA grant for FY2025 was submitted, approved and signed. We're looking forward to more development and continued collaboration! We're also continuing our collaboration with Region 2/WellWise for an expansion project and direct services under a state-funded grant.
2. FY2025 Budget Update: Recent ACLS Bureau email shared the following with AAA's
We are closely monitoring the federal budget and the latest indicates they are focusing on a continuing resolution (CR) through December 13, 2024. Once we know the end date of the CR, we will prepare your Statement of Grant Awards (SGA). Due to recent information we received from the Administration for Community Living (ACL), we are still determining if we will issue one or two months of federal and state funds... The CR will be based on the FY 2024 appropriated amounts, however, if ACL uses updated population information, we are unsure if we will see an increase or decrease in funding. To ensure we do not issue more federal funds than we are awarded, we will need to determine if we will issue funding for one or two months and then issue the remaining funds for the CR period once we receive our NOAs.
3. FY2023 Year-end Preparation:
We are working to prepare for the end of FY24 and the start of FY25. 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.
4. Outreach Events:
 - Kalamazoo County Senior Expo – Tuesday, Oct. 1st from 9am – 3pm at Kalamazoo Expo Center
 - Branch Co. Senior Health Fair & Expo – Saturday, Oct. 19th from 9am – 2pm at Hope Church in Coldwater
 - St. Joseph Co. Project Connect/Veterans Stand Down – Friday, Oct. 11th from 10am – 1pm at Centreville Fairgrounds
5. Staffing update:
Shelly Bixler-Martin joined our agency as the Social Work Care Consultant at the end of July. She comes to us with a diverse background in home care, hospice, and mental health! We are still looking for a part time Outreach Specialist as well as a Nurse Care Consultant...
6. Other Items of Note...
 - Major developments are underway at MDHHS & ACLS Bureau: A new state-level program supporting dual-eligible populations (Medicare and Medicaid) has been put out for bid among health plans. We've just recently been told that the Bureau is issuing an RFP for Options Counseling and the state health insurance counseling program. We remain closely attuned and will keep updating the board as further developments are announced.

Adult Day

TS Tim Stoll <tstoll@thurstonwoods.org>
Tue, 17 Sep 2024 8:06:02 AM -0400 •
To "Laura Sutter" <sutterl@bhsj.org>

Good morning Laura,

I just wanted to let you know that we've made the decision to close down our adult day program effective at the end of this year. As you probably are already aware, participation in the program has been very low for quite some time, currently we have two participants, sometimes only one comes per day. The program has struggled for several years and even when participation has been higher, it still posts a loss. We have supplemented/supported this program through our other operations, but we're no longer able to do so. We have communicated this to the participants and their families and we are working with them on possible solutions after January 1st. We have communicated that AAA-IIIC may be of assistance as well as COA and other agencies in the area. If you'd like to call to discuss, please feel free, otherwise, we'll keep you informed of any changes. Thanks,

Tim

Chief Executive Officer

Thurston Woods Village
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269.651.7841 FAX 269.651.2050
www.thurstonwoods.org



THURSTON WOODS
VILLAGE

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**Fiscal Year 2023-2024
Summary of Annual Provider Monitoring Visits
Presented to the Board of Health on October 3, 2024**

Agency Name	Date of Assessment	Fiscal Findings	Program Findings	Program and/or Fiscal Recommendations
Branch Area Transit Authority	05/08/2024	None	None	Recommended to provide implicit bias training to all staff
Branch County Commission on Aging	06/03/2024	None	None	None
Legal Services of South Central MI	05/20/2024	None	None	None
St. Joseph County Commission on Aging	06/10/2024	None	None	None
St. Joseph County Transit Authority	06/14/2024	None	None	As noted in the FY2023 Assessment, and again this year, the Michigan State and National Sex Offender Background checks were not completed for all St. Joseph County Transportation Authority Staff at the time of the assessment. It is expected that the Transit Authority will update existing policies and procedures to comply with ACLS Bureau Transmittal Letter #2020-427 related to Criminal Background Checks. We also recommend sharing the updated policies/procedures with the Area Agency on Aging IIIC by October 31, 2024.
Thurston Cares	06/25/20243	None	None	None
HomeJoy	08/30/2024	N/A – Purchase of Service Vendor	None	None

Personal Health and Disease Prevention: October 3, 2024

Heidi Hazel, BSN, RN

Communicable Disease:

Highly Pathogenic Avian Influenza (HPAI): MDARD continues to work with partners to respond quickly to any and all reports of HPAI. The latest detection was a dairy herd in Shiawassee County on September 9th, bringing the total number of affected herds to 29 for Michigan.

MDHHS confirmed detection of Influenza A H3N2 variant (Swine flu) in a resident of Ingham County. The source of exposure is still under investigation.

Michigan did have the first human West Nile Virus case of the year and that was in Livingston County. On September 13th, Calhoun County Public Health Department reported a human case of West Nile Virus. According to the Arbovirus Activity which is a weekly summary produced by MDHHS, there have been 155 mosquito pools testing positive for arbovirus infection, 57 animals testing positive for arbovirus and 16 human cases of West Nile Virus or other arboviruses reported. MDARD also confirmed the first case of Eastern Equine Encephalitis (EEE) this year in a horse from Van Buren County and West Nile Virus in a horse from St. Joseph County.

Measles: Nationally, as of September 12, 2024 there have been 251 measles cases reported. Seven of those have been reported in Michigan (1 Oakland, 2 Wayne, 2 Washtenaw, 1 Detroit and 1 Macomb).

Flu: We have had a handful of positive influenza cases recently. We have our vaccine supply for this season and have started advertising and administering. Clinic staff attended the annual Flu webinar to prepare them for the 24-25 season.

COVID-19: Activity is on the rise in Michigan. We worked with a Long-Term Care Facility in Branch County as they navigated an outbreak (12 positive residents and 15 positive staff). I have had contact with the Long-Term Care Facilities and Skilled Nursing Homes in the tri-county area. I have educated them on reporting requirements and have distributed Covid tests. We now have Covid-19 vaccines available and are advertising for appointments.

Pertussis: Cases are increasing. In 2024, there have been 29 cases reported in Region 5 compared to 12 cases for all of 2023. In August, there were 11 cases reported. Calhoun County recently sent out a pertussis advisory due to a recent increase in cases and some did require hospitalization.

Rabies: For 2024 there have been 35 positive bats, including one from Hillsdale County. That patient did receive Post-Exposure Prophylaxis (PEP) as recommended.

HIV/STI's

Sexually Transmitted Infections (STI) are remaining pretty steady. We are working on competency trainings to ensure that staff in each location are testing, treating and educating patient's consistently. We will attend our annual "infertility" webinar this month. This is a required training that members from the agency attends which allows us to get free tests every year.

Women, Infant, and Children (WIC):

There isn't much to report on WIC for this period. The WIC office in Hillsdale has been able to issue produce connection to clients for the one authorized grower but will need to stop issuing by the end of September. The state ensures there will be more authorized growers next year.

Children's Special Health Care Services (CSHCS), Hearing/Vision and KOHA:

CSHCS:

CSHCS staff have been working on their quality improvement project. They are working to improve narratives and have been holding meetings and having assignments to identify ways to make and model improvements.

HEARING AND VISION:

Hearing and Vision staff are back in the schools working to complete screenings for Kindergarteners and Head Starts by the state deadlines.

KOHA:

We did five interviews and all were great candidates. We have offered a contingent position to a candidate, who is an experienced hygienist and has worked in Public Health in the past and will be a great fit for this role.

Staffing update: We have given a contingent offer for the part time Mobile Unit Clerk for Coldwater. Mary, the Immunization Tech in Coldwater has submitted her Retirement Letter. Her last day will be October 31st.

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

Confirmed & Probable Case Totals	Aug-24				FYTD 2023-2024 (Oct-Sept)				FYTD 2022-2023 (Oct-Sept)			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	-	6	-	6	7	41	8	56	19	58	1	78
Blastomycosis	-	-	-	-	-	-	-	-	1	-	-	1
Brucellosis	-	-	-	-	-	-	1	1	-	-	-	-
Campylobacter	2	1	1	4	7	9	6	22	12	14	5	31
Chicken Pox	-	-	-	-	-	4	-	4	-	-	-	-
Chlamydia	9	7	17	33	84	75	146	305	98	87	142	327
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	1	1
CRE Carbapenem Resistant Enterobac.	-	-	-	-	2	2	1	5	2	-	-	2
Cryptosporidiosis	-	-	-	-	1	1	1	3	3	-	1	4
Giardiasis	-	-	-	-	1	3	2	6	-	5	4	9
Gonorrhea	-	-	8	8	18	27	35	80	31	28	76	135
H. Influenzae Disease - Inv.	1	1	-	2	2	1	-	3	3	1	-	4
Hepatitis B - Acute	-	-	-	-	2	1	1	4	4	-	-	4
Hepatitis B - Chronic	-	-	1	1	3	-	4	7	3	-	1	4
Hepatitis C - Acute	-	1	1	2	2	1	3	6	2	2	-	4
Hepatitis C - Chronic	-	-	-	-	5	6	8	19	19	2	5	26
Hepatitis C Unknown	-	-	-	-	-	1	-	1	-	-	-	-
Histoplasmosis	-	-	-	-	2	-	1	3	1	-	1	2
HIV/AIDS	-	-	1	1	1	-	3	4	2	-	3	5
Influenza	2	-	5	7	436	60	278	774	118	154	124	396
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	-	-	-	-	2	2	-	1	-	1
Listeriosis	-	-	-	-	-	-	-	-	-	-	-	-
Lyme Disease	1	-	2	3	5	4	21	30	1	3	1	5
Measles	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Aseptic	-	-	-	-	2	-	4	6	-	3	1	4
Menengitis - Bacterial	-	-	-	-	-	-	2	2	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	-	-	-	1	3	5	9	3	7	2	12
Norovirus	-	-	-	-	-	-	-	-	1	2	2	5
Novel Coronavirus	97	70	54	221	755	807	569	2,131	6,498	6,138	7,398	20,034
Pertussis	-	1	4	5	-	5	5	10	-	11	-	11
Salmonellosis	-	-	-	-	5	5	1	11	4	4	4	12
Shiga Toxin-prod. (STEC)	1	-	-	1	1	3	-	4	3	1	1	5
Shigellosis	-	-	-	-	-	-	-	-	-	1	-	1
Shingles	-	-	1	1	2	1	2	5	1	-	-	1
Staphylococcus Aureus Infect.	-	-	-	-	-	-	1	1	1	-	-	1
Strep Invasive Gp A	-	-	-	-	4	7	3	14	-	2	-	2
Strep Pneumonia Inv Ds.	-	-	-	-	6	7	8	21	2	7	3	12
Syphilis - Primary	-	-	-	-	2	2	-	4	1	-	-	1

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

	Aug-24					YTD 2023-2024					YTD 2022-2023				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	227	171	150	72	620	1,541	1,352	750	581	4,224	1,361	1,528	333	865	4,087
All VFC Doses Given	898	462	-	718	2,078	8,085	4,100	-	6,835	19,020	8,236	4,330	-	7,272	19,838
Waivers	68	39	18	51	176	184	176	37	146	543	148	188	39	87	462
ADULT IMMUNIZATIONS															
# Vaccines Given	49	7	1	17	74	884	197	66	213	1,360	1,090	564	19	389	2,062
All AVP Doses Given	38	2	-	6	46	381	163	-	65	609	156	128	-	204	488
COMMUNICABLE DISEASE															
TB Tests Done	7	6	-	3	16	72	83	5	23	183	86	76	-	11	173
STD treatments	3	-	-	9	12	7	26	2	113	148	2	11	2	69	84
HIV Testing	-	3	-	9	12	5	13	1	85	104	2	10	1	52	65
ENROLLMENTS															
Medicaid & Michild	-	1	-	1	2	12	11	2	9	34	11	5	1	17	34
REFERRAL SERVICE															
MCDC Referrals	4	7	11	15	37	67	94	112	153	426	92	112	238	324	766
MIHP referrals	-	-	53	50	103	8	1	333	364	706	34	20	143	192	389
Hearing Screens															
Pre-school	207	-	-	-	207	549	136	-	645	1,330	373	536	-	830	1,739
School Age	180	17	-	108	305	1,266	1,051	-	1,913	4,230	1,133	1,095	-	1,779	4,007
Vision Screens															
Pre-school	230	-	-	-	230	654	82	-	654	1,390	375	593	-	711	1,679
School Age	194	19	-	150	363	3,377	2,260	-	4,740	10,377	2,850	2,226	-	4,679	9,755
Children's Special Health Care Services															
Diagnostics	-	3	-	-	3	21	8	-	-	29	36	5	-	1	42
Assessments-Renewal	14	20	-	25	59	192	219	-	295	706	183	215	-	271	669
Assessments-New	8	7	-	3	18	60	79	-	42	181	39	58	-	73	170

State Participation/Enrollment Ratio [2]:

Mar-24	Apr-24	May-24	Jun-24	Jul-24	Curr Year P/E Ratio (last 12 months)
94.2%	94.4%	94.6%	94.9%	95.3%	94.2%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/Enrollment Ratio[2]
Oct / 2022	4,125	3,844	3,866		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	4,307	4,021	4,056	1.15%	93.36%
Sep / 2023	4,283	3,998	4,036	-0.49%	93.35%
Oct / 2023	4,263	3,999	4,039	0.07%	93.81%
Nov / 2023	4,252	3,953	4,007	-0.79%	92.97%
Dec / 2023	4,201	3,849	3,931	-1.90%	91.62%
Jan / 2024	4,262	3,916	3,989	1.48%	91.88%
Feb / 2024	4,269	3,953	3,997	0.20%	92.60%
Mar / 2024	4,271	3,941	3,997	0.00%	92.27%
Apr / 2024	4,305	3,984	4,024	0.68%	92.54%
May / 2024	4,316	3,959	3,992	-0.80%	91.73%
Jun / 2024	4,333	3,929	4,006	0.35%	90.68%
Jul / 2024	4,390	4,029	4,075	1.72%	91.78%
Aug / 2024	4,412	4,054	(est[7]) 4,167		91.89%
Sep / 2024	0	0	(est[7]) 4,204		

Total (Year to date)	47,274	43,566	40,057		
Curr Year Avg	4,298	3,961	4,006	1100.82%	92.46%
Months with Count	11	11	10	10	11
Average to Base % [8]		106.5%	107.68%		
Last yrs Base % [9]		94.5%	95.62%		
Last yrs Average	4,241	3,933	3,979		92.75%

Estimated average participation for current year to date:

4,036

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

4,006

Funding Allocation Information

Total Funding Allocation: \$908,156

Assigned Funding Participation Count [11]:

Current Yr Base: 3,720

Previous Yr Base: 4,161

- [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.

Included in This Month's Report:

1. HEP Update
2. Community Health Worker (CHW) Program Update
3. Car Seat Program Update
4. Community Events
5. Social Media Update

1. Health Education & Promotion Department Update:

The Lock It Up campaign for 2024 has ended and final reports have been submitted. The changes we made in our strategy allowed the campaign to distribute 1,100 secure storage bags through our partner agencies, reached over 12,000 individuals, generating 27,000 social media impressions, and 1,300 post engagements. The YouTube video series generated over 1,000 views and will remain active for continued viewing.

The Public Health Workforce Interests and Needs Survey launched on September 13, 2024. This national survey is conducted every three years and the data gathered aims to influence investment in workforce development, build training opportunities, and identify trends among the public health workforce. We are excited to be participating in this year's survey and have been sharing information with staff on the importance of the survey.

Our team has been working with our clinic team to provide and promote vaccination clinics including Saturday clinic and mobile, off-site clinic opportunities. We are working with Branch ISD to coordinate the Branch County Community Baby Shower event on September 28, 2024.

Our team has been working to translate documents in multiple languages for our clinics and utilizing the electronic bulletin boards to share community information and messages in multiple languages.

Our team continues to work with the quality improvement teams across the organization. We provide technical assistance and support as teams identify the barriers and opportunities that impact their identified departmental goal. The agency hosted a training from the Michigan Public Health Institute on September 23, 2024 for the department directors, supervisors and the Quality Improvement Advisory Committee. The training focused on the identification and planning of a quality improvement program, data collection, and tools to document process and progress.

The agency issued three press releases since the last Board of Health Meeting regarding West Nile Virus and Eastern Equine Encephalitis. There were 14 media outlets who covered those releases including print, radio, and TV. We also were part of a joint press release regarding Feonix Mobility Rising's award of transportation wallets to agencies in Hillsdale County, including our agency. We also released the second quarterly Breastfeeding Newsletter.

Social Media continues to spread our message to the community. In August we covered the following topics:

<ul style="list-style-type: none"> • Heat Safety Tips • Cooling Centers • WIC social media tool kit shared • Pansophia Kindergarten Round up (Vaccine Clinic) • Medicaid Application Assistance • Hearing and Vision Clinics • Burnside/BHSJ COVID/FLU Drive-Thru Clinic in Sept. • Saturday Vaccine Clinics • National Immunization Month Awareness • Waldron Library Vaccine Clinic (every last Tuesday) 	<ul style="list-style-type: none"> • Waldron Back to School Open House (Vaccine Clinic) • Breastfeeding Awareness Month (weekly giveaway) and the benefits of breastfeeding. • Project Child Safe (Gun Locks) • End of the Lock It Up Educational videos shared and quiz (Giveaway winner selected from the quiz). • Recalled products shared: Perdue Chicken Nuggets, Perrigo formula, Diammond Shrumz-brand chocolate bars and gummies, and Cinnamon Recall update MDHHS
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2. The Michigan Center for Rural Health (MCRH) – Embedding a Community Health Worker Program within the Local Public Health Department Grant:

Lisa Redmond and Ali Salim had 20 visits in August with the greatest needs being assistance with Medicaid applications/redeterminations, finding financial resources through MDHHS, housing, transportation, and food security. Referrals to the program have increased and we continue to conduct outreach in the community.

3. Car Seat Program: Mary Proctor assisted 18 families by providing 27 car seats, and checking an additional 4 for families during August.

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

Date	Event
8/23	Friendship Fridays – St. Joseph County
8/26	Eby Center Community Dinner – Branch County
9/9	King’s Cupboard – Hillsdale County
9/10	Literacy Pop-Up Event – Hillsdale County
9/23	Coach Eby Center – Branch County
9/24	HOPE Outreach – St. Joseph County
9/28	Community Baby Shower – Branch County
10/11	Project Connect/Veteran Stand Down – St. Joseph County
10/11	Senior Wellness Event – Hillsdale County
10/11	Friendship Friday’s – St. Joseph County
10/14	King’s Kupboard – Hillsdale County
10/19	New Hope Church Health Fair
10/22	HOPE Outreach – St. Joseph County
10/24	Fall Festival – Hillsdale County
10/28	Eby Center – Branch County

Social Media Data (As of September 1st, 2024)

	# 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.)	Other Activities (# and Topic)
August	4,345	402 <i>(Down 20% from July)</i>	42,000 <i>(Up 9.9% from July)</i>	None	13	<i>Breastfeeding Awareness Month Giveaway (4)</i>
TOTAL TO DATE (Since 10/1/2022)	33 NEW followers since last report	1,986	578,762	8	347	12

Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the October 3, 2024 Board of Health Meeting
Prepared by Joseph Frazier R.E.H.S. , Director of Environmental Health

Food Service Program

Our staff has been diligently working to conduct school kitchen inspections throughout the district. These inspections are vital to ensuring that the youth in our community schools receive lunches prepared in kitchens that meet or exceed state standards.

We have posted the job vacancy for the Environmental Health Food Supervisor and look forward to interviewing several candidates in the near future. The food program has also finalized several plan review applications, with anticipated opening inspections for Popeye's Chicken in Sturgis and a number of Transitory Food Units (TFUs) for hot dog carts. Additionally, Branch County staff have just completed inspections for one of our last remaining festivals, Apple Fest.

Well, Septic and Pools

At the time of this report, I look forward to interviewing several candidates for the long-open Environmental Health General Supervisor position. We are excited about the opportunity to start building a team focused not only on the health of our communities but also on the future of our department.

In our pool program, we will be hosting a training course for both our staff and those from neighboring health departments. Additionally, we have identified training opportunities for many of our new staff in the general area of environmental health. With support from our state partners, we have discovered numerous free opportunities for staff to gain valuable knowledge.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2023/2024

	AUGUST				YTD 2023/2024				YTD 2022/2023			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	1	-	1	1	1	7	9	7	3	3	13
CHANGE OF USE EVALUATIONS - FIELD	2	7	6	15	33	59	60	152	34	64	46	144
CHANGE OF USE EVALUATIONS - OFFICE	6	-	11	17	61	15	86	162	62	20	101	183
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	6	5	3	14	59	66	91	216	50	47	69	166
REPAIR/REPLACEMENT	10	7	13	30	69	56	108	233	53	72	84	209
VACANT LAND EVALUATION	1	2	1	4	14	21	9	44	11	9	12	32
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	2	2
TOTAL	17	14	17	48	144	139	208	493	114	128	167	409
SEWAGE PERMITS INSPECTED	7	14	11	32	100	117	124	341	82	123	125	328
WELL PERMITS ISSUED	20	12	14	46	133	115	194	442	141	107	182	430
WELL PERMITS INSPECTED	8	9	9	26	122	137	173	432	108	80	149	337
FOOD SERVICE INSPECTION												
PERMANENT	26	19	28	73	247	245	332	824	234	209	310	753
NEW OWNER / NEW ESTABLISHMENT	1	3	3	7	9	16	31	56	8	11	16	35
FOLLOW-UP INSPECTION	2	-	-	2	15	8	10	33	17	7	16	40
TEMPORARY	21	9	14	44	73	37	78	188	45	37	75	157
MOBILE, STFU	5	3	7	15	34	29	72	40	24	33	58	115
PLAN REVIEW APPLICATIONS	2	-	-	2	10	3	14	23	9	9	11	29
FOOD RELATED COMPLAINTS	1	-	-	1	6	6	10	22	10	13	8	31
FOODBORNE ILLNESS INVESTIGATED	1	-	-	1	4	4	1	9	-	-	-	-
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	-	-	-		n/a	n/a	n/a	22	n/a	n/a	n/a	81
CAMPGROUND INSPECTION	12	1	5	18	26	11	18	55	25	4	19	48
NON-COMM WATER SUPPLY INSP.	4	1	-	5	26	23	28	77	20	12	28	60
SWIMMING POOL INSPECTION	-	-	1	1	9	16	8	33	9	14	12	35
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	1	-	9	10	11	11	25	47	10	10	14	34
DHS LICENSED FACILITY INSP.	2	2	-	4	15	18	23	56	9	25	14	48
COMPLAINT INVESTIGATIONS	-	2	2	4	6	34	16	56	37	22	9	68
LONG TERM MONITORING	9	15	-	24	9	15	-	24	8	17	15	41
BODY ART FACILITY INSPECTIONS	-	-	-	-	6	3	8	17	7	5	5	17



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 County

For Date Range: 08/01/2024 - 08/31/2024

County	Inspection Type / Reason	Count
Branch County		
<u>Food Safety</u>		
	Consultation - Plan Review Consultation	1
	Foodborne Illness Complaint - Initial	1
	Non Foodborne Illness Complaint - Initial	1
	Pre-Opening - Pre-Opening	1
	Risk Based Inspection - Follow-up	2
	Risk Based Inspection - Routine	26
	STFU Inspection - Routine	5
	STFU Pre-Opening - Pre-Opening	1
	Temporary Food Inspection - Routine	21
	Total # of Food Safety inspections - Branch County	59
Hillsdale County		
<u>Food Safety</u>		
	Pre-Opening - Pre-Opening	3
	Progress Note - New Inspection Reason	1
	Risk Based Inspection - Routine	19
	STFU Inspection - Routine	3
	Temporary Food Inspection - Routine	9
	Total # of Food Safety inspections - Hillsdale County	35
St. Joseph County		
<u>Food Safety</u>		

Inspection Type Count By County

For Date Range: 08/01/2024 - 08/31/2024

County	Inspection Type / Reason	Count
	Plan Review Activity - Initial	1
	Pre-Opening - Pre-Opening	3
	Progress Note - New Inspection Reason	8
	Risk Based Inspection - Routine	28
	STFU Inspection - Routine	7
	Temporary Food Inspection - Routine	14
	Total # of Food Safety inspections - St. Joseph County	61
	<u>Total # of inspections - All counties</u>	<u>155</u>



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

Food Establishment Inspection Report by Facility Name

For Date Range: 08/01/2024 - 08/30/2024 and Food Program

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Allen Township Fire Department	Allen	08/12/2024	Temporary Food Inspection - Routine	0	0	0	0
Almond King VHF Inc	Allegan	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Another One Bites The Crust - Another One Bites The Crust	Huntertown	08/02/2024	Temporary Food Inspection - Routine	0	0	0	0
Armstrong Park	Three Rivers	08/28/2024	Progress Note - New Inspection Reason	0	0	0	0
Arrowhead Kettle Co.	Coldwater	08/23/2024	STFU Pre-Opening - Pre-Opening	0	0	0	0
Barnyard Eats	Sherwood	08/26/2024	STFU Inspection - Routine	0	0	0	0
Beer's Concession	Syracuse	08/16/2024	Temporary Food Inspection - Routine	0	0	0	0
Bellic River Group DBA Bens Soft Pretzel	Shipshewana	08/19/2024	STFU Inspection - Routine	0	0	0	0
Ben's Soft Pretzels	Elkhart	08/12/2024	Temporary Food Inspection - Routine	0	0	0	0
Big Pines Brewing	Hillsdale	08/01/2024	Pre-Opening - Pre-Opening	0	0	0	0
Biggby Coffee	Three Rivers	08/23/2024	Risk Based Inspection - Routine	0	0	0	0
Biggby Coffee # 592	Coldwater	08/15/2024	Risk Based Inspection - Routine	0	0	0	0
Biggby Coffee #494	White Pigeon	08/26/2024	Risk Based Inspection - Routine	1	0	1	1
Biggby Coffee #571	Jonesville	08/29/2024	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Blind Island Brewery	Sturgis	08/24/2024	Risk Based Inspection - Routine	0	0	0	0
Boy Scout Troop 433	Coldwater	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Boy Scout Troop 469	Coldwater	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Branch County 4-H Leaders Council	Coldwater	08/09/2024	Temporary Food Inspection - Routine	0	0	0	0
Branch County Coalition Against Domestic & Sexual Violence	Coldwater	08/06/2024	Temporary Food Inspection - Routine	0	0	0	0
Branch County Coalition Against Domestic Violence	Coldwater	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Branch County Coalition Against Domestic Violence & Sexual Assault	Coldwater	08/26/2024	Temporary Food Inspection - Routine	0	0	0	0
Bronson Kiwanis Club	Bronson	08/06/2024	Temporary Food Inspection - Routine	0	0	0	0
BURR OAK GRANGE #1350	Burr Oak	08/07/2024	Risk Based Inspection - Routine	0	0	0	0
Busy Bunny Raisers	Hillsdale	08/19/2024	Temporary Food Inspection - Routine	0	0	0	0
Carolina Bob's BBQ & Corn	Fort Wayne	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
CAVONI'S	HILLSDALE	08/26/2024	Risk Based Inspection - Routine	0	0	0	0
CENTREVILLE ELEMENTARY	Centreville	08/16/2024	Plan Review Activity - Initial	0	0	0	0
Centreville United Methodist Church	Centreville	08/07/2024	Progress Note - New Inspection Reason	0	0	0	0
Centreville United Methodist Church	Centreville	08/13/2024	Risk Based Inspection - Routine	0	1	1	0
Centreville United Methodist Church	Centreville	08/13/2024	Progress Note - New Inspection Reason	0	0	0	0
CHICAGO STREET PUB INC.	COLDWATER	08/22/2024	Risk Based Inspection - Routine	0	0	0	1
Coach Eby Youth & family Center	COLDWATER	08/20/2024	Risk Based Inspection - Routine	0	0	0	0
COTTAGE INN PIZZA	COLDWATER	08/20/2024	Risk Based Inspection - Routine	0	1	1	0
CROCKETT'S SMOKED BBQ AND DELI	Coldwater	08/16/2024	STFU Inspection - Routine	0	0	0	0
CULVER'S OF COLDWATER	COLDWATER	08/20/2024	Risk Based Inspection - Routine	0	0	0	0
Culver's of Three Rivers	Three Rivers	08/05/2024	Risk Based Inspection - Routine	0	0	0	0
Dickey's Barbeque Pit	Coldwater	08/16/2024	Non Foodborne Illness Complaint - Initial	0	0	0	0
DQ GRILL & CHILL	Three Rivers	08/21/2024	Progress Note - New Inspection Reason	0	0	0	0
El Cunado Mexican Cousine	Coldwater	08/27/2024	STFU Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
EL TACO LOCO II	Coldwater	08/26/2024	Risk Based Inspection - Routine	0	2	2	3
ELKS LODGE	COLDWATER	08/16/2024	Risk Based Inspection - Routine	0	0	0	0
EMMANUEL GLOBAL METHODIST CHURCH	UNION CITY	08/12/2024	Risk Based Inspection - Routine	0	0	0	1
Fair Boosters Volunteers Club Eat Stand	COLDWATER	08/12/2024	Risk Based Inspection - Routine	0	0	0	0
First Baptist	Sturgis	08/23/2024	Risk Based Inspection - Routine	0	0	0	1
FIRST CONGREGATIONAL CHURCH	UNION CITY	08/12/2024	Risk Based Inspection - Routine	0	0	0	0
FIRST CONGREGATIONAL CHURCH BRONSON	BRONSON	08/20/2024	Risk Based Inspection - Routine	0	0	0	0
First Congregational Church of Pittsford	Pittsford	08/19/2024	Temporary Food Inspection - Routine	0	0	0	0
FIRST UNITED METHODIST CHURCH OF BRONSON	BRONSON	08/21/2024	Risk Based Inspection - Routine	0	0	0	0
FIRST UNITED METHODIST CHURCH OF STURGIS	Sturgis	08/14/2024	Risk Based Inspection - Routine	1	0	1	0
Fiske Concessions - Cheese Curds	Brooksville	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - French Fries	Brooksville	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Fries #2	Brooksville	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Lemonade	Brookesville	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Lemonade #2	Brookesville	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
FOE AERIE #2303	Three Rivers	08/27/2024	Risk Based Inspection - Routine	0	0	0	2
Four Corners Coffee	Cement City	08/16/2024	Risk Based Inspection - Routine	0	0	0	0
Frankie's	Three Rivers	08/20/2024	Risk Based Inspection - Routine	1	2	3	0
GIRARD UNITED METHODIST CHURCH	COLDWATER	08/01/2024	Risk Based Inspection - Routine	0	0	0	0
Grace Point Baptist Church	Sturgis	08/09/2024	Temporary Food Inspection - Routine	0	0	0	0
Grambys Homestyle Restaurant	Sturgis	08/14/2024	Risk Based Inspection - Routine	0	0	0	1
Gramma B's	Three Rivers	08/09/2024	STFU Inspection - Routine	0	0	0	0
HANDMADE SANDWICHES & BEVERAGES	HILLSDALE	08/22/2024	Risk Based Inspection - Routine	0	0	0	0
Hawkins Famous Fish	Fort Wayne	08/30/2024	Temporary Food Inspection - Routine	0	0	0	0
Hillsdale County Historical Society	Hillsdale	08/09/2024	Temporary Food Inspection - Routine	0	0	0	0
HILLSDALE FILLING STATION DELI	Hillsdale	08/12/2024	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
HILLSDALE LODGE BPO ELKS #1575	HILLSDALE	08/06/2024	Risk Based Inspection - Routine	0	0	0	2
Hillsdale Preparatory School	Hillsdale	08/28/2024	Pre-Opening - Pre-Opening	0	0	0	0
HILLSDALE TWP FIRE DEPT	HILLSDALE	08/15/2024	Progress Note - New Inspection Reason	0	0	0	0
Hoosier Mama Food Truck - Hoosier Mama Food Truck	Auburn	08/23/2024	STFU Inspection - Routine	0	0	0	0
Hot Diggity Dogs	Centreville	08/26/2024	STFU Inspection - Routine	0	0	0	0
Jay'z BBQ II	Sturgis	08/06/2024	Temporary Food Inspection - Routine	0	0	0	0
JILLY BEANS TOO	JONESVILLE	08/29/2024	Risk Based Inspection - Routine	0	0	0	0
Jimmy John's Sturgis	Sturgis	08/09/2024	Risk Based Inspection - Routine	0	0	0	0
Kentucky Fried Chicken Coldwater	COLDWATER	08/21/2024	Foodborne Illness Complaint - Initial	0	0	0	0
KING DRAGON BUFFET	Sturgis	08/23/2024	Risk Based Inspection - Routine	2	2	4	2
KLINES RESORT (Food)	Three Rivers	08/02/2024	Risk Based Inspection - Routine	0	0	0	0
La Michoacana Ice Cream	Sturgis	08/20/2024	Risk Based Inspection - Routine	0	1	1	1
Litchfield Rotary	Litchfield	08/19/2024	Temporary Food Inspection - Routine	0	0	0	0
Little Caesars - Sturgis	Sturgis	08/14/2024	Pre-Opening - Pre-Opening	0	0	0	1
Little Caesars - Three Rivers	Three Rivers	08/13/2024	Pre-Opening - Pre-Opening	0	0	0	2
Little Caesars - Three Rivers	Three Rivers	08/16/2024	Progress Note - New Inspection Reason	0	0	0	0
LITTLE CAESARS #1200-001	Three Rivers	08/06/2024	Progress Note - New Inspection Reason	0	0	0	0
Little Red Barn	Bronson	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
LONE RANGER CAFE	READING	08/16/2024	Risk Based Inspection - Routine	1	0	1	2
Magic Bunny BBQ	Colon	08/14/2024	STFU Inspection - Routine	0	0	0	0
MAIN STREET PIZZA	JONESVILLE	08/01/2024	Risk Based Inspection - Routine	0	0	0	2
Majoor's Concessions	Comstock Park	08/19/2024	STFU Inspection - Routine	0	0	0	0
MAMMA MIA'S PIZZA	Burr Oak	08/08/2024	Risk Based Inspection - Routine	0	1	1	2
MARIA'S	Sturgis	08/09/2024	Risk Based Inspection - Routine	1	1	2	1
Mavericks Pizza Hangar	Cement City	08/19/2024	Risk Based Inspection - Routine	1	1	2	2
MCDONALDS OF BRONSON	BRONSON	08/27/2024	Risk Based Inspection - Routine	1	0	1	2

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
MCDONALD'S OF QUINCY	QUINCY	08/13/2024	Risk Based Inspection - Routine	0	0	0	0
McDonald's of White Pigeon	White Pigeon	08/26/2024	Risk Based Inspection - Routine	0	0	0	0
Mendon Cheerleading	Mendon	08/16/2024	Temporary Food Inspection - Routine	0	0	0	0
Mendon Fire Department	Mendon	08/16/2024	Temporary Food Inspection - Routine	0	0	0	0
Mendon Masonic Lodge	Mendon	08/16/2024	Temporary Food Inspection - Routine	0	0	0	0
MR. B'S DAIRY BAR	THREE RIVERS	08/23/2024	Risk Based Inspection - Routine	0	0	0	1
New Jerusalem Baptist Church	Three Rivers	08/09/2024	Temporary Food Inspection - Routine	0	0	0	0
Nibbles	Colon	08/07/2024	Risk Based Inspection - Routine	3	1	4	1
North Reading Baptist Church	Reading	08/09/2024	Temporary Food Inspection - Routine	0	0	0	0
NUTRITION XTREME	Jonesville	08/27/2024	Risk Based Inspection - Routine	0	0	0	0
Old Style Pizza Plus	Quincy	08/21/2024	Consultation - Plan Review Consultation	0	2	0	1
Old Style Pizza Plus	Quincy	08/23/2024	Pre-Opening - Pre-Opening	0	0	0	0
OLIVIA'S CHOP HOUSE	JONESVILLE	08/21/2024	Risk Based Inspection - Routine	2	0	1	0
OUR SAVIOR LUTHERAN CHURCH	UNION CITY	08/12/2024	Risk Based Inspection - Routine	0	0	0	0
Pam's Sugar Shack	Mendon	08/08/2024	Pre-Opening - Pre-Opening	0	0	0	0
PANSOPHIA ACADEMY	COLDWATER	08/29/2024	Risk Based Inspection - Routine	0	0	0	0
PAPA MUNCHIES	Bronson	08/12/2024	Risk Based Inspection - Routine	0	0	0	0
Peg's Lemonade	Coldwater	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Peg's Lemonade	Coldwater	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Pigeon Inn	White Pigeon	08/15/2024	Risk Based Inspection - Routine	0	0	0	1
PIGHEADED BBQ	LEONIDAS	08/26/2024	STFU Inspection - Routine	0	0	0	0
PIPER'S GRINDERS GALORE	Constantine	08/19/2024	Risk Based Inspection - Routine	0	0	0	1
PIZZA HUT	HILLSDALE	08/13/2024	Risk Based Inspection - Routine	0	0	0	0
Quality Inn & Suites	Coldwater	08/13/2024	Risk Based Inspection - Follow-up	0	0	0	0
Quincy Fire Department	Quincy	08/02/2024	Temporary Food Inspection - Routine	0	0	0	0
RAY'S TAVERN	READING	08/16/2024	Risk Based Inspection - Routine	0	0	0	1
Roasted	Reading	08/30/2024	Pre-Opening - Pre-Opening	0	0	0	2

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Rootin & Tootin	Mendon	08/21/2024	STFU Inspection - Routine	0	0	0	0
Sabor A Mexico	Three Rivers	08/19/2024	Temporary Food Inspection - Routine	0	0	0	0
Sabor A Mexico	Three Rivers	08/26/2024	Temporary Food Inspection - Routine	0	0	0	0
Saint Paul's Lutheran Church	Centreville	08/05/2024	Risk Based Inspection - Routine	0	0	0	0
Sattlers Concessions	Bonita Springs	08/05/2024	Temporary Food Inspection - Routine	0	0	0	0
Sauganash Country Club LLC	THREE RIVERS	08/02/2024	Risk Based Inspection - Routine	0	1	1	2
Shawarma Station Sturgis	Sturgis	08/20/2024	Risk Based Inspection - Routine	0	4	4	2
Skate Dreams	Three Rivers	08/30/2024	Progress Note - New Inspection Reason	0	0	0	0
Small Town Girl	Coldwater	08/13/2024	Risk Based Inspection - Routine	1	0	1	0
SOZO Church	Montpeller	08/19/2024	Temporary Food Inspection - Routine	0	0	0	0
Spangler's Stockyard Restaurant	Hillsdale	08/06/2024	Risk Based Inspection - Routine	0	0	0	2
Sparkle	Colon	08/02/2024	Temporary Food Inspection - Routine	0	0	0	0
St Joseph County COA @ Kline's Resort	Three Rivers	08/02/2024	Risk Based Inspection - Routine	0	0	0	0
ST PAUL'S LUTHERAN CHURCH	HILLSDALE	08/02/2024	Risk Based Inspection - Routine	0	0	0	0
ST. CHARLES SCHOOL	COLDWATER	08/29/2024	Risk Based Inspection - Routine	0	0	0	0
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	08/07/2024	Risk Based Inspection - Routine	0	0	0	1
St. John's Lutheran Church	Burr Oak	08/28/2024	Risk Based Inspection - Routine	0	0	0	1
Sweet Elizas Baking Co.		08/06/2024	Temporary Food Inspection - Routine	0	0	0	0
Swift's Sips	Quincy	08/23/2024	STFU Inspection - Routine	0	0	0	0
Taqueria El Tejano	Three Rivers	08/14/2024	Risk Based Inspection - Routine	2	2	2	3
Tasteful Kreations	Bronson	08/22/2024	Risk Based Inspection - Routine	0	1	1	0
TASTY TWIST	COLDWATER	08/27/2024	Risk Based Inspection - Routine	0	0	0	1
The Coney Cart	Osseo	08/15/2024	STFU Inspection - Routine	0	0	0	0
THE GOSPEL BARN	HILLSDALE	08/09/2024	Risk Based Inspection - Routine	0	0	0	0
THE GREAT WALL	HILLSDALE	08/13/2024	Risk Based Inspection - Routine	0	0	0	0
The Kent Eatery and Spirits LLC	Three Rivers	08/06/2024	Progress Note - New Inspection Reason	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
The Old Popcorn Stand	Centreville	08/29/2024	Risk Based Inspection - Routine	0	0	0	0
The Saucy Dog's BBQ	JONESVILLE	08/21/2024	Risk Based Inspection - Routine	0	0	0	0
Three Rivers Health (Food)	Three Rivers	08/29/2024	Risk Based Inspection - Routine	0	0	0	1
Three Rivers Promise	Three Rivers	08/19/2024	Temporary Food Inspection - Routine	0	0	0	0
Timber's Eats & Treats	Hillsdale	08/30/2024	STFU Inspection - Routine	0	0	0	0
Trainwreck Grill & Ale	Coldwater	08/30/2024	Risk Based Inspection - Routine	0	2	2	2
Two Bandits Brewing Co.	Coldwater	08/26/2024	Risk Based Inspection - Follow-up	0	0	0	0
WBET Radio	Sturgis	08/12/2024	Temporary Food Inspection - Routine	0	0	0	0
Wieners and Tacos on the Fly II	Hillsdale	08/12/2024	STFU Inspection - Routine	1	0	1	1
				18	25	38	53

Food Inspection Codes

P-This indicates a priority violation which is a violation that 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 a foodborne 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 that usually relates to general sanitation, operation controls and maintenance of facilities and equipment. Not cleaning floors is an example of a core violation.

CDI- This indicates a violation was observed during the inspection and brought to the attention of the person in charge. At that time the violation was corrected while the inspector was present at the facility.

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2024 Through 8/31/2024

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
4Imprint	2,137.13	054479	8/23/2024
Abila	2,100.24	24-08-09 A.01	8/9/2024
ACD.NET	1,922.66	054465	8/9/2024
Action Quick Print Plus	168.00	24-08-09 A.02	8/9/2024
Action Quick Print Plus	560.00	24-08-23 A.01	8/23/2024
Aflac District Office	533.99	24-08-02 PR.01	8/2/2024
Aflac District Office	533.99	24-08-16 PR.01	8/16/2024
Aflac District Office	533.99	24-08-30 PR.01	8/30/2024
Alert Medical Alarms	194.65	054480	8/23/2024
Alerus Retirement Solutions	3,421.00	24-08-02 R.01	8/2/2024
Alerus Retirement Solutions	3,421.00	24-08-16 R.01	8/16/2024
Alerus Retirement Solutions	3,421.00	24-08-30 R.01	8/30/2024
Amazon Capital Services, Inc	4,562.49	24-08-09 A.03	8/9/2024
Amazon Capital Services, Inc	3,360.62	24-08-23 A.02	8/23/2024
Barbara P. Foley	46.16	054463	8/2/2024
Barbara P. Foley	46.16	054477	8/16/2024
Barbara P. Foley	46.16	054510	8/30/2024
Behavioral Health Science Forum	0.00	054502	8/30/2024
Behavioral Health Science Forum	0.00	054506	8/30/2024
Beth Ann's Embroidery	630.00	054466	8/9/2024
Beth Ann's Embroidery	183.84	054481	8/23/2024
Blue Cross Blue Shield	65,458.91	24-08-23 P.01	8/23/2024
Branch Area Transit Authority	2,909.68	24-08-23 A.03	8/23/2024
Branch County Commission	49,455.69	24-08-23 A.04	8/23/2024
Branch County Complex	5,694.28	24-08-30 A.01	8/30/2024
Branch County Shriners Club	49.00	054482	8/23/2024
Bronson Healthcare Group	786.53	054483	8/23/2024
Card Services Center	205.37	24-08-30 P.01	8/30/2024
CDW GOVERNMENT INC.	27,701.52	24-08-23 A.05	8/23/2024
Century Bank - Hillsdale Maintenance	2,000.00	24-08-30 A.02	8/30/2024
Century Bank - Three Rivers Maintenance	2,000.00	24-08-30 A.03	8/30/2024
Century Basic	957.53	24-08-02 R.02	8/2/2024
Century Basic	957.53	24-08-16 R.02	8/16/2024
Century Basic	957.53	24-08-30 R.02	8/30/2024
Century EFPTS	45.92	24-08-02 L.01	8/2/2024
Century EFPTS	34,823.58	24-08-02 R.03	8/2/2024
Century EFPTS	264.76	24-08-16 L.01	8/16/2024
Century EFPTS	26,918.42	24-08-16 R.03	8/16/2024
Century EFPTS	51.64	24-08-30 C.01	8/30/2024
Century EFPTS	91.80	24-08-30 L.01	8/30/2024
Century EFPTS	26,848.05	24-08-30 R.03	8/30/2024
Century Mastercard	1,324.23	24-08-09 P.01	8/9/2024
Century MERS	50,219.56	24-08-23 A.06	8/23/2024
Century State/Michigan State Treasury	6.18	24-08-02 L.02	8/2/2024
Century State/Michigan State Treasury	5,618.61	24-08-02 R.04	8/2/2024
Century State/Michigan State Treasury	12.61	24-08-16 L.02	8/16/2024
Century State/Michigan State Treasury	4,771.72	24-08-16 R.04	8/16/2024
Century State/Michigan State Treasury	14.34	24-08-30 C.02	8/30/2024
Century State/Michigan State Treasury	24.74	24-08-30 L.02	8/30/2024
Century State/Michigan State Treasury	4,780.01	24-08-30 R.04	8/30/2024
Charter Communications	149.98	24-08-09 P.02	8/9/2024
Childbirth Graphics	393.13	054484	8/23/2024

Branch-Hillsdale-St Joseph Community Health Agency

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From 8/1/2024 Through 8/31/2024

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Cintas Corporation Loc 351	159.05	24-08-09 P.03	8/9/2024
City Of Coldwater	120.00	24-08-30 A.04	8/30/2024
City Of Three Rivers	90.00	24-08-23 A.07	8/23/2024
Crossroads Home Care Inc.	1,380.90	24-08-23 A.08	8/23/2024
Dan Wood Co.	1,454.00	24-08-23 A.09	8/23/2024
DiningRD	4,096.80	24-08-09 A.04	8/9/2024
DL Gallivan Office Solutions	482.82	054467	8/9/2024
DL Gallivan Office Solutions	0.00	054503	8/30/2024
DL Gallivan Office Solutions	621.29	054507	8/30/2024
Dr. Karen M. Luparello	4,220.17	24-08-30 A.05	8/30/2024
Eurotrol U.S.B.V.	1,930.00	054468	8/9/2024
FedEx	14.33	054485	8/23/2024
FedEx	14.36	24-08-09 P.04	8/9/2024
Frontier	278.17	24-08-09 P.05	8/9/2024
GDI Services Inc.	4,553.69	24-08-30 A.06	8/30/2024
Glaxo-Smithkline Financial Inc.	6,137.83	24-08-23 A.10	8/23/2024
GT INDEPENDENCE	1,684.58	24-08-23 A.11	8/23/2024
Health Equity	1,219.00	24-08-02 PR.02	8/2/2024
Health Equity	1,229.00	24-08-16 PR.02	8/16/2024
Health Equity	1,760.84	24-08-30 PR.02	8/30/2024
Helping Angels Home Care LLC	688.48	24-08-23 A.12	8/23/2024
Hillsdale Board Of Public Utilities	1,502.45	24-08-09 P.06	8/9/2024
Hillsdale Board Of Public Utilities	270.34	24-08-09 P.07	8/9/2024
Hillsdale County Treasurer	1,515.67	24-08-09 A.05	8/9/2024
HomeJoy of Kalamzoo	4,935.18	24-08-23 A.13	8/23/2024
Hospital Network Healthcare Services	129.50	24-08-09 A.06	8/9/2024
Identity Links	1,185.61	054469	8/9/2024
Indiana MI Power Company	747.24	24-08-23 P.02	8/23/2024
Indiana State Tax	153.42	24-08-02 R.05	8/2/2024
Indiana State Tax	153.42	24-08-16 R.05	8/16/2024
Indiana State Tax	153.42	24-08-30 R.05	8/30/2024
KJS Holdings	250.00	054470	8/9/2024
Laboratory Corporation of America	37.15	24-08-09 A.07	8/9/2024
Legal Services Of S.Central MI	840.00	24-08-23 A.14	8/23/2024
Macquarie Equipment Capital Inc.	1,322.75	24-08-23 A.15	8/23/2024
MALPH - Administrator's Forum	175.00	054471	8/9/2024
Maplecrest, LLC	1,265.08	24-08-30 A.07	8/30/2024
McKesson Medical-Surgical Gov. Solutions LLC	1,423.79	054486	8/23/2024
Medical Care Alert	597.75	24-08-23 A.16	8/23/2024
Merck Sharp & Dohme LLC	13,687.49	054487	8/23/2024
MERS 5% EMPLOYEES	11,243.19	24-08-23 A.17	8/23/2024
MI Security & Lock, LLC	4,700.93	054488	8/23/2024
MI Security & Lock, LLC	2,904.45	054489	8/23/2024
MI Security & Lock, LLC	4,685.93	054490	8/23/2024
MI Security & Lock, LLC	787.50	054491	8/23/2024
Michigan Association for Local Public Health	0.00	054504	8/30/2024
Michigan Association for Local Public Health	169.00	054508	8/30/2024
Michigan Gas	38.12	24-08-09 P.08	8/9/2024
Michigan Public Health Institute	4,922.82	054492	8/23/2024
Michigan State Disbursement Unit	190.11	054464	8/2/2024

Branch-Hillsdale-St Joseph Community Health Agency

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00103 - Cash - Accounts Payable

From 8/1/2024 Through 8/31/2024

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Michigan State Disbursement Unit	190.11	054478	8/16/2024
Michigan State Disbursement Unit	190.11	054511	8/30/2024
Mistel de Varona	675.00	054472	8/9/2024
Mistel de Varona	675.00	054493	8/23/2024
Nationwide	620.00	24-08-02 R.06	8/2/2024
Nationwide	620.00	24-08-16 R.06	8/16/2024
Nationwide	620.00	24-08-30 R.06	8/30/2024
Nissley Disposal Inc	106.00	24-08-09 P.09	8/9/2024
Ohio State Tax	22.08	24-08-02 R.07	8/2/2024
Ohio State Tax	22.08	24-08-16 R.07	8/16/2024
Ohio State Tax	7.80	24-08-30 R.07	8/30/2024
Perspective Enterprise	1,302.00	054473	8/9/2024
Perspective Enterprise	1,075.00	054494	8/23/2024
PFIZER INC	0.00	054495	8/23/2024
POCKETALK	3,265.00	054496	8/23/2024
Principal Life Insurance Company	2,025.85	24-08-23 P.03	8/23/2024
Prompt Care Express PC	227.00	054474	8/9/2024
Reserve Account	3,000.00	24-08-23 A.18	8/23/2024
Richard Clark	2,461.85	24-08-30 A.08	8/30/2024
Riley Pumpkin Farm	570.00	24-08-30 A.09	8/30/2024
ROSE PEST SOLUTIONS	83.00	24-08-09 A.08	8/9/2024
ROSE PEST SOLUTIONS	83.00	24-08-23 A.19	8/23/2024
Sanofi Pasteur Inc.	5,420.76	054497	8/23/2024
Schindler Elevator Corporation	2,489.24	054475	8/9/2024
Semco Energy	51.17	24-08-09 P.10	8/9/2024
Shaffmasters U-Stor-n-Lock	720.00	24-08-09 A.09	8/9/2024
Shred It	90.00	24-08-09 P.11	8/9/2024
St Joseph County COA	45,122.94	24-08-23 A.20	8/23/2024
St Joseph County Transit Authority	3,795.09	24-08-23 A.21	8/23/2024
Staples	1,089.20	24-08-09 P.12	8/9/2024
State of MI - EGLE	105.00	054498	8/23/2024
State Of Michigan	3,826.00	054476	8/9/2024
State of Michigan - Ralph A. MacMullan Center	292.00	054499	8/23/2024
Stratus Video, LLC	0.00	054505	8/30/2024
Stratus Video, LLC	3,617.64	054509	8/30/2024
Thurston Woods Village	1,298.40	054500	8/23/2024
TMK Worldwide, LLC	164.00	24-08-09 A.10	8/9/2024
TMK Worldwide, LLC	0.68	24-08-09 A.11	8/9/2024
Verizon	1,041.60	24-08-09 P.13	8/9/2024
VRI INC.	135.00	24-08-23 A.22	8/23/2024
Wal-Mart Community	11.74	24-08-09 P.14	8/9/2024
Webster Electric	1,305.89	24-08-30 A.10	8/30/2024
Wilford Connell Sweet Basil	1,125.00	054501	8/23/2024
Report Total	524,980.78		

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2024

Current Period Balance

Assets

Cash on Hand	31,659.28
Cash with County Treasurer	4,581,006.67
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	30,450.00
Cash TR Building Maintenance	55,049.40
Accounts Receivable	41,016.97
Due from Dental DAPP	1,275.67
Due from State	(888,358.97)
Due from Other Funding Sources	143,158.64
Prepaid Expenses	119,824.60
Biologic Inventory	124,622.81
Total Assets	4,549,661.01

Liabilities

Accounts Payable	267,084.72
Payroll Liabilites	79,638.10
Deferred Revenue	385,005.80
Deferred Revenue BR	19,185.58
Deferred Revenue HD	20,265.75
Deferred Revenue SJ	26,914.67
Biologics	124,622.81
Total Liabilities	922,717.43

Net Assets

Operation Fund Balance	382,494.58
Restricted Fund Balance	460,118.80
Designated Fund Balance	2,784,330.20
Total Net Assets	3,626,943.58

Total Liabilities and Net Assets	4,549,661.01
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BHSJ Community Health Agency
Schedule of Cash Receipts and Disbursements

October 31, 2023 thru

August 31, 2024

Plus: Cash Receipts	\$	772,895.13
Less: Cash Disbursements For Payroll/AP	\$	(732,271.87)
10/31/2023 Cash Balance	\$	4,733,959.51
Plus: Cash Receipts	\$	398,709.71
Less: Cash Disbursements For Payroll/AP	\$	(702,704.56)
11/30/2023 Cash Balance	\$	4,429,964.66
Plus: Cash Receipts	\$	840,000.78
Less: Cash Disbursements For Payroll/AP	\$	(643,359.84)
12/31/2023 Cash Balance	\$	4,626,605.60
Plus: Cash Receipts	\$	926,873.43
Less: Cash Disbursements For Payroll/AP	\$	(1,015,072.00)
1/31/2024 Cash Balance	\$	4,538,407.03
Plus: Cash Receipts	\$	611,090.14
Less: Cash Disbursements For Payroll/AP	\$	(612,844.47)
2/29/2024 Cash Balance	\$	4,536,652.70
Plus: Cash Receipts	\$	715,228.79
Less: Cash Disbursements For Payroll/AP	\$	(815,670.85)
3/31/2024 Cash Balance	\$	4,436,210.64
Plus: Cash Receipts	\$	1,043,961.70
Less: Cash Disbursements For Payroll/AP	\$	(623,523.27)
4/30/2024 Cash Balance	\$	4,856,649.07
Plus: Cash Receipts	\$	612,461.22
Less: Cash Disbursements For Payroll/AP	\$	(955,012.92)
5/31/2024 Cash Balance	\$	4,514,097.37
Plus: JE that was back dated to May by Branch County	\$	7,770.07
Plus: Cash Receipts	\$	751,696.69
Less: Cash Disbursements For Payroll/AP	\$	(589,657.80)
6/30/2024 Cash Balance	\$	4,683,906.33
Plus: JE that was back dated to June by Branch County	\$	57,465.25
Plus: Cash Receipts	\$	883,909.06
Less: Cash Disbursements For Payroll/AP	\$	(604,169.78)
7/31/2024 Cash Balance	\$	5,021,110.86
Plus: Cash Receipts	\$	715,561.62
Less: Cash Disbursements For Payroll/AP	\$	(845,709.87)
8/31/2024 Cash Balance	\$	4,890,962.61

Branch-Hillsdale-St Joseph Community Health Agency
Statement of Revenues and Expenditures - Final - Expense By Program - Summary New BOH - Unposted Transactions
Included In Report
From 8/1/202

12 Month Grants Should be 91.66% Expended

Total Expense	Current Month	Year to Date	Total Budget - Final	% Total Expended Final
010 Agency Support Current revenue for this program is higher than expected, causing expenses to stay in RU010 instead of being spread to the programs through indirect.	21,114.75	143,929.49	116,220.00	123.84%
021 Dental Clinic - Three Rivers Program is over due to increase in rent costs. All overages are covered by the sublease.	4,631.85	53,583.83	53,591.00	99.98%
325 CSHCS Within budget - RU 325 must be fully expended before RU 112 can be used. When looking at these 2 budgets together they are currently at 86.2%.	0.00	214,644.88	222,409.01	96.50%
024 MERS Pension Underfunded Liability Program should fall in line as year progresses. There were two large one-time payments made. The only thing left to hit this program will be any forfeited funds.	2,186.64	333,946.61	347,085.00	96.21%
722 PFAS Response Increased activity. Will continue to monitor.	1,648.11	1,932.41	2,106.78	91.72%
212 Medical Marijuana BR	2,317.84	16,644.90	18,356.83	90.67%
035 Vector Borne Disease Surveillance	6,033.87	32,353.30	35,705.16	90.61%
008 Salary & Fringe Payoff	6,768.40	71,973.07	80,000.00	89.96%
605 General EH Services	3,003.44	36,668.51	40,814.06	89.84%
371 CSHCS Vaccine Initiative	0.00	8,111.43	9,050.74	89.62%
109 WIC	116,730.20	995,073.25	1,116,823.16	89.09%
720 EH- Complaints	62.31	4,522.05	5,099.42	88.67%
255 Community Health Direction	14,269.92	132,832.58	150,000.00	88.55%
716 EGLE Campgrounds	5,594.64	14,507.47	16,397.69	88.47%
230 Medical Marijuana HD	2,566.84	8,715.26	9,859.21	88.39%
108 WIC Breastfeeding	7,535.03	112,948.55	129,344.03	87.32%
138 Immunization IAP	174,978.30	1,184,788.49	1,359,448.08	87.15%
329 MCH Enabling Children	7,162.43	41,524.70	48,196.88	86.15%
115 MCH Enabling Women	4,424.95	40,572.60	47,383.66	85.62%
032 Emergency Preparedness	16,581.35	173,742.07	203,423.10	85.40%
012 Area Agency on Aging	128,702.88	1,280,303.22	1,511,136.00	84.72%
014 VOCA	18,339.56	168,028.98	199,460.76	84.24%
107 Medicaid Outreach	1,194.01	13,002.21	15,639.38	83.13%
714 Onsite Sewage Disposal	37,516.05	387,013.76	469,151.00	82.49%
704 Food Service	58,352.18	506,227.00	618,662.46	81.82%
332 HIV Prevention	3,156.69	24,710.11	30,490.87	81.04%
721 Drinking Water Supply	36,638.49	356,865.56	447,090.34	79.81%

Branch-Hillsdale-St Joseph Community Health Agency
Statement of Revenues and Expenditures - Final - Expense By Program - Summary New BOH - Unposted Transactions
Included In Report
From 8/1/202

Total Expense	Current		% Total	
	Month	Year to Date	Total Budget - Final	Expended Final
341 Infectious Disease	41,010.67	297,212.82	372,777.29	79.72%
345 Lead Testing	4,583.70	57,404.58	72,320.50	79.37%
338 Immunization Vaccine Handling	7,022.19	66,110.38	83,879.74	78.81%
745 Type II Water	14,084.92	139,580.21	177,969.15	78.42%
331 STD	14,374.79	134,613.54	173,376.15	77.64%
207 MCRH Community Health Workers	11,827.82	89,604.51	117,796.10	76.06%
201 CSF Carseats	2,738.58	19,957.46	26,478.58	75.37%
327 Hearing (ELPHS)	12,483.57	97,010.89	129,508.11	74.90%
326 Vision (ELPHS)	10,550.68	93,413.95	130,116.28	71.79%
025 PH Workforce & Infastructure	12,291.31	95,483.16	136,948.44	69.72%
101 Workforce Development	5,560.35	35,313.04	53,621.21	65.85%
112 CSHCS Medicaid Outreach	30,793.52	60,313.23	96,663.10	62.39%
275 Medical Marijuana SJ	1,194.38	4,777.02	7,759.53	61.56%
717 EGLE Swimming Pools	246.39	11,159.65	18,562.10	60.12%
352 ELCCT Contact Tracing, testing	1,818.33	87,456.85	168,377.06	51.94%
718 EGLE Septage	1,319.65	3,861.51	7,450.82	51.82%
015 Local Expenses - Unallowable by Grants	6,797.95	17,524.54	36,812.91	47.60%
719 Body Art	(63.94)	3,107.15	7,397.06	42.00%
715 EGLE Long-Term Monitoring	2,053.27	2,399.87	5,962.86	40.24%
029 Dental Clinic - Hillsdale	949.23	8,835.30	22,000.00	40.16%
096 CSHCS Donations SJ	786.53	12,630.60	35,004.91	36.08%
363 363 CVDIMS Covid Immz Supplemental	4,184.31	42,295.06	127,821.89	33.08%
355 COVID-19 PH Workforce Supplemental	1,119.20	32,225.40	101,165.60	31.85%
202 Oral Health	7,868.28	15,524.88	63,059.00	24.61%
723 PFAS Response - White Pigeon	0.00	1,533.29	8,812.92	17.39%
097 CSHCS Donations BR HD	0.00	1,825.87	22,826.36	7.99%
380 Measles Readiness and Response	635.76	1,097.15	21,204.66	5.17%
405 Grant Writing	0.00	60.27	1,190.30	5.06%
724 PFAS - Westside Landfill	158.57	158.57	7,071.05	2.24%
023 Capital Expenditures	(2,700.00)	0.00	78,000.00	0.00%
Total Total Expense	875,200.74	7,791,657.04	9,615,378.30	81.03%

The Agency is currently 10.63% under budget.

September 16, 2024 – 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 Jared Hoffmaster at 9:00 AM. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, and Steve Lanius. No members were absent.

Also present from BHSJ: Rebecca Burns, Dr. Karen Luparello, and Jennifer Hull.

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

Public Comment: No public comments were given.

New Business:

- Mr. Lanius moved to recommend the full Board approve the employee retention bonus and MERS underfunded pension payment as presented, with support from Mr. Houtz. The motion passed unopposed.
- The audit contract was discussed but no action was taken.
- Mr. Lanius moved to recommend that the full Board approve Dr. Luparello's contract as a 1-year contract, with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

Mr. Lanius moved to adjourn the meeting, with support from Mr. Houtz. With no further business the meeting was adjourned at 9:24 AM.

Minutes recorded by Jennifer Hull, Accountant.

Respectfully Submitted by:



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

Proposal to Send Additional Dollars to MERS Underfunded Pension Plan and Pay a 3% Retention Bonus to Staff

As the Agency nears the end of the current fiscal year, we continue to monitor the financials to ensure that we are in compliance with all programmatic and financial rules/regulations. This year was another challenging year in budgeting and, as of the end of July, the Agency is currently 10.42% under the expected expenditures. These under expenditures are caused by a variety of factors including staff turnover, the inability to find staff leaving positions vacant for long periods, and COVID-19 money the agency knew it would not be able to spend. These items combined leave the Agency in a position where it may not meet maintenance of effort without spending some of these dollars.

The proposed solution to this problem includes two financial transactions that are not in the current budget, but should not cause the Agency to have an issue with the single audit material finding or programmatic issues, as these are all local dollars and we will not be exceeding the total budget amount for the agency.

The Agency would like to pay a 3% retention bonus to staff who receive w-2s from the agency, and who are still employed and work through the September 20, 2024 pay period. The retention bonus will be calculated based on 3% of the earnings for time worked in the pay periods ending January 12, 2024 through August 9, 2024. The bonus will only be paid according to time actually worked, and will not include 3% for any paid time off the staff had during that time. The anticipated cost of this retention bonus is \$49,499.84. Some of these dollars are already budgeted for salaries, but have gone unspent as we have struggled to find qualified applicants to fill vacancies. The remaining funds will come from other unspent local dollars.

The second transaction would send up to an additional \$50,000 to the MERS underfunded pension liability. The exact amount that we send may be less than this because we currently do not know the final total expenditures for the year. Once that number is known, we will calculate and send the additional unspent local dollars to the underfunded pension plan. These extra dollars this year could then be applied from the surplus fund, to the defined benefit plan to mitigate a portion of the increased cost for FY25.

These two transactions together should ensure the agency meets the maintenance of effort and contractual obligations, as well as leaving the Agency in a better financial position for the following year.

Branch-Hillsdale-St Joseph Community Health Agency
 Labor Distribution
 From 1/1/2024 Through 8/16/2024

Employee Name	Hours	Earnings	Retention Bonus
Abby M. McNamara Total	940.00	26,038.00	\$781.14
Adam C. Willis Total	485.50	11,899.61	\$356.99
Aimmee Mullendore Total	989.75	37,184.96	\$1,115.55
Alan Elliott Total	1,021.75	33,973.22	\$1,019.20
Alecia D. Campbell Total	1,010.50	28,859.88	\$865.80
Alexander A. Salim Total	337.50	5,734.13	\$172.02
Amanda J. Okeke Total	1,022.67	28,478.18	\$854.35
Amber L. Alexander Total	1,062.85	32,257.52	\$967.73
Amey M. Elkins-Little Total	626.25	10,965.64	\$328.97
Angela V. Cole Total	1,018.00	15,300.57	\$459.02
Annalisa J. Rice Total	1,012.00	28,164.75	\$844.94
Barbara A. Keith Total	1,072.00	30,623.42	\$918.70
Bonnie L. Angus Total	718.00	14,647.20	\$439.42
Brandie Lennox Total	957.50	19,523.45	\$585.70
Brook E. Chesher Total	435.00	6,538.05	\$196.14
Candace Cox Total	974.50	19,870.09	\$596.10
Carol Anderson Total	604.00	10,902.22	\$327.07
Chaselyn M. Gibson Total	1,047.50	29,616.15	\$888.48
Christine I. Ash Total	985.25	20,844.47	\$625.33
Cody Johnson Total	997.25	29,339.10	\$880.17
Dale Cross Total	1,028.50	20,971.13	\$629.13
Diana D. Rogers Total	1,087.00	17,370.27	\$521.11
Emily S. Motes Total	1,060.00	30,273.60	\$908.21
Emily Young Total	665.50	12,012.29	\$360.37
Gianna C. Eagle Total	135.00	3,739.50	\$112.19
Heidi K. Hazel Total	1,024.00	36,457.13	\$1,093.71
Isabella M. Stykos Total	1,052.00	26,102.23	\$783.07
Jennifer Hopkins Total	1,011.75	16,039.79	\$481.19
Jennifer L. Hull Total	217.50	6,024.75	\$180.74
Jessica A. Butler Total	1,051.65	30,453.85	\$913.62
Jolene Hurst Total	952.25	19,441.89	\$583.26
Joseph Frazier Total	916.00	34,414.17	\$1,032.43
Joshua Englehart Total	1,025.90	26,661.36	\$799.84
Jullia J. Brosnan Total	926.50	22,708.54	\$681.26
Justin T. Hicks Total	1,083.25	30,937.62	\$928.13
Kaitlyn E. Gross Total	1,055.50	29,463.77	\$883.91
Kaleigh S. Bonner Total	1,063.50	26,066.42	\$781.99
Kayse L. ODonnell Total	842.92	20,659.89	\$619.80
Kelsi L. Steiner Total	126.00	1,893.78	\$56.81
Kimberly E. Boyter Total	1,060.50	16,946.79	\$508.40

Branch-Hillsdale-St Joseph Community Health Agency
 Labor Distribution
 From 1/1/2024 Through 8/16/2024

Kristina K. Dewey Total	1,072.75	33,577.08	\$1,007.31
Kyle A. Moore Total	1,106.00	27,777.27	\$833.32
Laura Sutter Total	997.00	42,153.16	\$1,264.59
Leticia Rubio Total	907.50	13,639.75	\$409.19
Lisa K. Palmer Total	1,008.00	31,579.47	\$947.38
Lisa Redmond Total	1,055.50	19,369.90	\$581.10
Lori Hibbs Total	996.50	17,982.81	\$539.48
Mackenzie R. Horsfall Total	845.00	20,711.05	\$621.33
Madonna Hilarides Total	1,007.00	33,482.78	\$1,004.48
Mary L. Kerr-Badder Total	1,049.25	16,698.39	\$500.95
Mary Proctor Total	355.00	7,315.00	\$219.45
Melissa Gilbert Total	979.75	17,702.56	\$531.08
Morgan R. McCurry Total	543.25	8,165.08	\$244.95
Nathan C. Francis Total	783.50	21,702.96	\$651.09
Nichole R. Simon Total	990.75	17,395.05	\$521.85
Nicole M. Ewers Total	1,083.50	19,557.20	\$586.72
Nikki L. Clore Total	723.50	11,716.86	\$351.51
Olivia J. Jacobs Total	1,018.50	25,083.16	\$752.49
Rebecca A. Shuler Total	1,001.00	27,727.70	\$831.83
Rebecca Burns Total	985.00	54,047.00	\$1,621.41
Roger Zimmerman Total	1,083.75	31,883.93	\$956.52
Ronda K. Bent Total	746.00	10,219.37	\$306.58
Samantha Keeney Total	693.50	21,706.56	\$651.20
Shelby J. Ward Total	1,018.00	33,355.39	\$1,000.66
Shelly L. Bixler-Martin Total	75.00	1,838.25	\$55.15
Stephanie Hough Total	1,001.25	20,415.51	\$612.47
Stephanie M. Hightree Total	655.50	10,202.01	\$306.06
Tenia S. Dossett Total	1,059.00	16,414.50	\$492.44
Tereasa J. Penney Total	1,005.00	37,757.90	\$1,132.74
Theresa Fisher Total	1,096.25	47,774.58	\$1,433.24
Tina Schneidmiller Total	991.25	33,000.65	\$990.02
Toni A. Laughlin Total	1,073.25	21,479.48	\$644.38
Vera Jo A. Sierminski Total	341.25	5,453.20	\$163.60
Wendy M. Nowicke Total	<u>1,118.50</u>	<u>21,709.73</u>	<u>\$651.29</u>

Total Cost: \$49,499.84

Closed Session

Move to enter closed session to consider a periodic personnel evaluation of the Health Officer, per section 8(a) of the Open Meetings Act (OMA). Roll call vote required.

Return to Open Session

Health Officer Merit Pay

Excerpt from the current contract with the Health Officer:

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.

PUBLIC COMMENT

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