
BOARD OF HEALTH Meeting
Agenda for August 28, 2025 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 July 24, 2025*
2. Public Comment
3. Health Officer's Report – pg 6
4. Medical Director's Report – pg 12
5. Departmental Reports
 - a. Personal Health & Disease Prevention – pg 14
 - b. Health Education & Promotion – pg 21
 - c. Environmental Health – pg 25
 - d. Area Agency on Aging – pg 37
6. Financial Reports
 - a. Approve Payments* - pg 41
 - b. Review Financials* - pg 44
7. Committee Reports – pg
 - a. Finance Committee – Approval of the August 18, 2025 Finance Committee mtg – pg 48
 - b. Program, Policies, and Appeals – did not meet.
8. Unfinished Business
 - a. MERS Surplus Draw Down – pg 49
9. New Business
 - a. AAA FY25-26 Allocations – pg 60
 - b. Audit Services RFP – pg 61
 - c. Employer Sponsored Health Care Renewal – pg 89
 - d. Health Officer Performance Review Materials – pg 91
10. Public Comment
11. Commissioner Comments
12. Adjournment - Next meeting: September 25, 2025

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 Meeting Dates:

- September 15, 2025 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Collins)
- September 17, 2025 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- September 25, 2025 @ 9:00 AM – Full Board Meeting
- November 3, 2025 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Collins)
- November 5, 2025 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- November 13, 2025 @ 9:00 AM – Full Board Meeting
- December 1, 2025 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Collins)
- December 3, 2025 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- December 11, 2025 @ 9:00 AM – Full Board Meeting
- January 16, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- January 21, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- January 22, 2026 @ 9:00 AM – Full Board Meeting

Board Education Schedule:

- February 27, 2025 – Health Department Overview
- March 27, 2025 – Open Meetings Act and Conflict of Interest (during the meeting)
- April 24, 2025 – Audit Presentation (during the meeting)
- May 22, 2025 – Finance
- September 25, 2025 – KOHA
- November 13, 2025 – to be determined

July 24, 2025 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chairman, Tim Stoll at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Brent Leininger, Jon Houtz, Tim Stoll, Rick Shaffer, and Kevin Collins. Jared Hoffmaster was absent.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Theresa Fisher, Laura Sutter, Heidi Hazel, Joe Frazier, and Kris Dewey.

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

Mr. Houtz moved to approve the minutes from the June 26, 2025 meeting with support from Mr. Leininger. The motion passed unopposed.

Public Comment: Public comments were provided by four (4) citizens.

Marne Daggett, MERS Regional Manager, provided a presentation on the MERS Defined Benefit Actuarial Report and briefly discussed the supplemental Projections of Funded Ratios and Employer Contributions report.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: Agency Workforce Development Plan, FY2026 Budget Updates, Annual Employee Satisfaction Survey, Hillsdale Building Exterior Building Renovation Bids, Legislative Action Alert Regarding MI House Budget, Proposed 2026 Federal Budget, Staffing Update, Public Health Concerns, Beacon Health System 2024 Community Benefit Report, Office Updates, and Health Officer Evaluation.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Nicotine Poisoning in Babies and Toddlers".

Departmental Reports:

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

Financial Reports/Expenditures

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

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

Committee Reports:

- Finance Committee – Mr. Houtz moved to approve the minutes from the June 21, 2025 Board of Health Finance Committee meeting with support from Mr. Collins. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the June 16, 2025 Program, Policy, and Appeals meeting with support from Mr. Stoll. The motion passed unopposed.

Unfinished Business:

- The MERS Surplus draw down was discussed but no action was taken. Agency staff are still working with MERS to provide additional information.


New Business:

- Mr. Houtz moved to accept the bid from R. Johnson Builders Inc., in the amount of \$69,000 for the Hillsdale Building Exterior Renovation project. The motion received support from Mr. Collins and the motion passed.
- Mr. Shaffer moved to approve the FY25-26 Workforce Development Plan, as presented, with support from Mr. Leininger. The motion passed unopposed.
- The Employee Satisfaction Survey Results were discussed, but no action was taken.

Public Comment: Public comments were provided by two (2) citizens.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Shaffer. The motion passed unopposed and the meeting was adjourned at 10:56 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 August 28, 2025

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

Agency Updates

Legislative Action Alert Regarding MI House Budget: Last month I shared a concern regarding the House proposed budget that removed all categorical funding in the school aid budget and moved those funds into the per pupil rate. The Hearing & Vision and Kindergarten Oral Health screening programs that we provide to school children are both funded out of these categorical line items. Kris Dewey and I have now met with all four legislators to discuss how Michigan has been funding the Hearing & Vision Screening Program and Kindergarten Oral Health Assessments through a categorical line item in the school aid budget. We also shared stories of the work within the district and how it has impacted some families. I'm sharing the information sheet that we prepared for the legislators in my report today.

AAA IIIC: The annual assessment review letter is included in today's packet. The assessment went well and there were no findings. Also today are the fiscal year 2026 provider allocations for your review and approval.

MERS Surplus Fund Updated Information: In June the Board discussed a recommendation from agency administration regarding a funding strategy for the defined benefit plan. A more current report was requested at that time which the agency has just received from MERS. That information is provided for discussion in unfinished business.

Staffing Update: We have no job openings at this time.

Public Health Concerns:

Arboviruses: Attached today is the updated arbovirus report for your information. Our summer vector-techs are wrapping up their work for us and returning to their university studies.

Harmful Algal Blooms (HAB): Our Environmental Health team is working closely with state staff to collect samples for analysis when an HAB is suspected in one of our lakes. Recently we were contacted about samples taken from Little Long Lake, a lake that is partly in Michigan and partly in Ohio, by a husband/wife sampling team. Samples from the Ohio side are being analyzed by Bowling Green State and now some samples from the Michigan side are being sent up to the state lab.

BHSJCHA Mobile Unit On the Road: The agency has operationalized our plan to use the mobile unit to provide WIC services in outlying areas of Hillsdale county. On Thursday, August 7th we were in Waldron at the library and on Thursday, August 21st we were in Litchfield at the city offices. We are preparing a targeted mailing to share this new opportunity which will go out soon. Our Health Education and Promotion team has been promoting on social media and with community partners. We should have some outcomes to share by December. We will continue to be in Waldron the first Thursday of the month and in Litchfield the third Thursday of the month.

Hillsdale Hospital has reached out about acting on our agreement to utilize the mobile unit. They are actively working to get everything ready to provide clinical services and Medicaid enrollments in locations outside of Hillsdale in Hillsdale county. Their target start date is Friday, September 26th.

Coldwater Office: The contractor that is replacing countertops in the restrooms and the clinic intake area has been in to measure and has advised that they expect the install to be the last week of August or first week of September.

Hillsdale Office: The contractor who will be doing the work on the exterior of the building has been in contact regarding ordering the materials. This project will be completed by December 31st.

Sturgis: Nothing at this time.

Three Rivers Office: Nothing at this time.

Health Officer Evaluation: My evaluation is scheduled to be conducted at the September meeting. After today's meeting you will receive the evaluation tool and instructions from Theresa. I am requesting that my evaluation be conducted in Closed Session in September.

Weekly Summary, Michigan 2025

**Arboviruses are viruses transmitted by mosquitoes or other insects*

Updated: August 15, 2025

91 

Mosquito pools testing positive for arbovirus infection

6 

Animals testing positive for West Nile virus infection

3 

Human cases of West Nile virus or other arboviruses reported

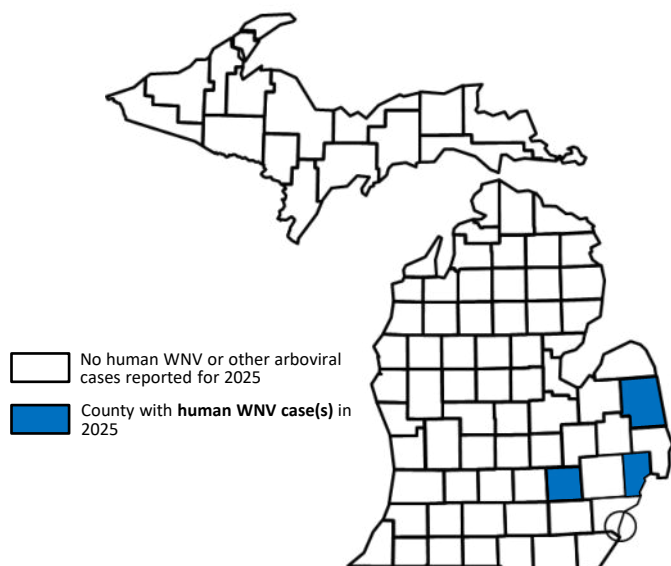
2024 Michigan Arbovirus Surveillance

Total Number of Mosquito Pools Tested	3,681
Total Number of Mosquitoes Tested	63,412
WNV-Positive Mosquito Pools	78
JCV-Positive mosquito pools	13
Animal Arbovirus cases	6
Human Arbovirus cases	3

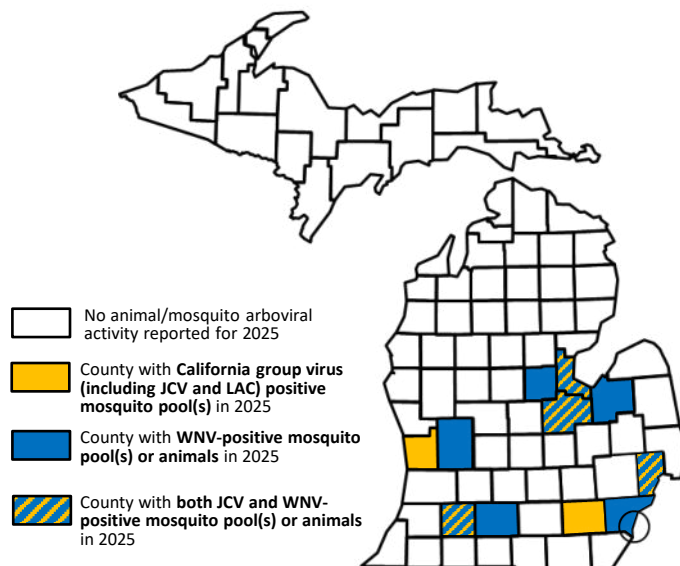
Highlights

- So far in 2025, three people from Livingston, Macomb, and Sanilac counties have been sickened by West Nile virus (WNV).
- Six birds from Calhoun and Saginaw (5) counties and 78 mosquito pools from Bay (7), Kalamazoo (2), Kent (25), Macomb (2), Midland (19), Saginaw (13), Tuscola (4), and Wayne (6) counties have tested positive for WNV.
- Thirteen total mosquito pools from Bay (2), Kalamazoo (2), Macomb, Ottawa (2), Saginaw (5), and Washtenaw counties have tested positive for Jamestown Canyon virus (JCV).

Human Cases



Animal Cases



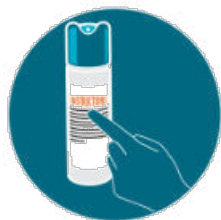
For more information

www.michigan.gov/westnile

Preventing Mosquito Bites and Arboviruses:

Tips for Michigan Residents

The most effective way to avoid arboviruses is to prevent mosquito bites. Be aware of the West Nile virus and other arbovirus activity in your area and take action to protect yourself and your family.



Use Insect Repellent

Use Environmental Protection Agency (EPA)-registered insect repellents with one of the active ingredients below. When used as directed, EPA-registered insect repellents are proven safe and effective, even for pregnant and breastfeeding women.

- DEET
- Picaridin
- IR3535
- Oil of lemon eucalyptus (OLE) or para menthane-diol (PMD)
- 2-undecanone

Find the insect repellent that's right for you by using [EPA's search tool](#)



Tips for Babies & Children

- Always follow instructions when applying insect repellent to children.
- Do not use insect repellent on babies younger than 2 months old.
- Do not apply insect repellent onto a child's hands, eyes, mouth, and cut or irritated skin.
 - Adults: Spray insect repellent onto your hands and then apply to a child's face.
- Do not use products containing oil of lemon eucalyptus (OLE) or para-menthane-diol (PMD) on children under 3 years old.



Take steps to control mosquitoes inside and outside your home

- Use screens on windows and doors. Repair holes in screens to keep mosquitoes outside.
- Once a week, eliminate potential breeding areas for mosquitoes. Check inside and outside your home. Mosquitoes lay eggs on or near water:
 - Discard old tires, tin cans, ceramic pots or other containers that can hold water
 - Repair failed septic systems
 - Drill holes in the bottom of recycling containers left outdoors
 - Keep grass cut short and shrubbery trimmed
 - Clean clogged roof gutters, particularly if leaves tend to plug up the drains
 - Frequently replace the water in pet bowls
 - Flush ornamental fountains and birdbaths periodically; aerate ornamental pools, or stock them with predatory fish.

For Up-to-Date Information Visit Michigan's Emerging Diseases Website

www.michigan.gov/westnile

or the Centers for Disease Control and Prevention Website

www.cdc.gov/westnile

Support for Continued Categorical Funding of Hearing, Vision, and Oral Health Screenings

In 2024, the State of Michigan celebrated 75 years of the Hearing and Vision Screening Program. We have provided this program since before we became the Branch-Hillsdale-St. Joseph Community Health Agency.

During the 2024–25 school year, we also began implementation of the Kindergarten Oral Health Assessment (KOHA) Program in accordance with MCL 333.9316.

These programs have traditionally been funded as **categorical health programs through the School Aid Budget**. The screening services are delivered within school buildings, but coordinated by public health agencies in partnership with healthcare providers, using funds distributed from the Michigan Department of Health and Human Services (MDHHS).

The Michigan House has recommended that dedicated funding for these programs be eliminated, and those funds lumped into the per-pupil funding, rather than remaining categorical funding.

Currently, our agency provides hearing, vision, and dental screenings in 95 school buildings across 26 districts, in addition to serving homeschooled and online students at our offices. Here are a few stories that illustrate the real-life impact of these screenings:

- A **kindergartener in Constantine** was struggling every day, crying in class and unable to focus. After failing a vision screening, his parent took him to his first visit to an eye doctor. He received glasses and the tears stopped. He could finally see and engage with the world around him.
- A **child in Waldron** repeatedly failed hearing screenings, but his home environment hindered follow-up care. When custody changed to his grandmother, we helped guide her to the University of Michigan, where a tumor on the child's eardrum was discovered and removed. His hearing has returned to normal limits.
- A **young boy visited the Coldwater office** for KOHA services. English is a second language for he and his parents. He was found to have two oral abscesses. The hygienist was able to communicate with the parents, through our translator service, and act as a liaison with a local dental office to schedule an appointment, ensuring the child received dental treatment.
- We've made major strides in reaching **Amish communities**, gaining access to 75% of their schools for on-site screenings. In partnership with Children's Special Health Care Services and the University of Michigan Mobile Clinic, we've connected many children with the treatment they need, including hearing aids and glasses.

570 N. Marshall Road
 Coldwater, MI 49036
 (517) 279-9561
 (517) 278-2823 Fax

20 Care Drive
 Hillsdale, MI 49242
 (517) 437-7395
 (517) 437-0166 Fax

1110 Hill Street
 Three Rivers, MI 49093
 (269) 273-2161
 (269) 273-2452 Fax

1555 E. Chicago Rd
 Suite C
 Sturgis, MI 49091
 (269) 273-2161

2024–25 Screening Data

Service	Screenings	Referral Rate	Referral Reason
Hearing	5,943	2.9% (176 children)	For follow-up care
Vision	11,198	12.6% (1,410 children)	For follow-up care
KOHA	1,999	5.9% (118 urgent) 23.7% (473 children)	Urgent dental care Untreated decay

Program Funding and Financial Impact

Program	Expenses	Revenues	Shortfall
Hearing	\$123,035.71	\$13,000 (insurance) + \$90,099.79 (School Aid)= \$103,099.79	\$19,935.92 (covered by Medicaid Cost Based Reimbursement /Local)
Vision	\$124,803.05	\$14,500 (insurance) + \$90,099.79 (School Aid)= \$104,599.79	\$20,203.26 (covered by Medicaid Cost Based Reimbursement /Local)
KOHA	\$84,585.80	\$82,619.00 (School Aid)	\$1,966.80 (covered by local dollars)

These programs provide life-changing services and ensure all children—regardless of income, location, or insurance status—receive early identification and support for conditions that affect their learning and wellbeing.

If you have any questions or would like further information, please contact **Rebecca Burns, MPH, RS**, Health Officer at 517-933-3040.

MEDICAL DIRECTOR'S REPORT

August 2025

1. Watching numbers of communicable diseases.
2. Director and Administrator meetings, in person and zoom.
3. Meetings via zoom and teleconference with several associations.
4. Continuing treatment of multiple latent TB patients and several active TB patients.
5. Continued FIT testing applications for staff reviewed.
6. Continued telephone conversations with area providers.
7. Opioid awareness conference October 2025.
8. Provider newsletter.

Hand, Foot and Mouth Disease

Fact Sheet for Parents, Caregivers & Schools

Hand, foot and mouth disease (HFMD) is a common infection in children that can lead to school, nursery and daycare closures. It is important to understand the signs and symptoms of HFMD and what to do if you suspect a child is infected.

Signs & Symptoms

*Typically appear three to six days after exposure and improve in seven to 10 days.



COMMON

- Fever.
- Lack of energy.
- Sore throat.
- Mouth sores.
- Red or blistering rash on the hands, feet, buttocks, genitals, elbows and knees.

RARE

- Shedding of the nails and skin on the palms of hands and soles of feet.
- Inflamed brainstem.
- Swelling in and around the brain.
- Inflamed heart muscle.
- Fluid in the lungs.
- Death.

How Does it Spread?

Direct Person-to-Person Contact with an Infected Person

Saliva, nose and throat secretions, vesicle fluid, stool.

Contact with Contaminated Surfaces and Objects

Shared toys, diaper changing areas, eating utensils.

Fecal-Oral Contact

Diaper changing, touching face with unwashed hands.



Treatment

- Treatment typically involves self-care to treat symptoms of fever and dehydration, or pain from mouth sores.
- Treat pain and fever with over-the-counter medications and drink enough liquids to prevent dehydration
- If symptoms become unmanageable, seek medical care.

Prevention

- Avoid close contact such as hugging, kissing and sharing eating and drinking utensils with infected people.
- Wash hands often and help your child wash their hands. Use soap and water rather than using alcohol-based hand sanitizer.
- Clean potentially infected surfaces such as diapering and child restroom areas, doorknobs, eating surfaces and toys.



There are currently no HFMD vaccinations approved by the U.S. Food and Drug Administration (FDA).

Recommendations for Schools and Daycares

Children Can Return to School or Daycare as Long as They:

- Have not had fever for 24 hours without fever reducing medication; and,
- Can participate in class; and,
- Have no uncontrolled drooling from mouth sores.



If you are still unsure of when to send your child back to school or daycare, contact your health care provider.

If your child's daycare or school is experiencing an outbreak, follow local health department instructions for staying home.

OTHER RESOURCES

[MDHHS communicable disease information & resources.](#)

[MDHHS managing communicable disease in schools.](#)

[MDHHS communicable disease outbreak definitions and reporting.](#)



Bureau of Infectious Disease Prevention

Personal Health and Disease Prevention: August 28th, 2025

Heidi Hazel, BSN, RN

Communicable Disease:

Data from our regional epi's.

Here is a link to the Seasonal Respiratory Viruses dashboard. [MDHHS Seasonal Respiratory Viruses Dashboard](#).

COVID: As of August 5th, the CDC Center for Forecasting Analysis estimates that COVID-19 infections are growing or likely growing in 45 states. This does include Michigan but ED visits diagnosed with COVID-19 are still low.

Measles: As of August 6th, a total of 1,356 confirmed measles cases were reported across 41 jurisdictions.

Age

Under 5 years: 386 (28%)

5-19 years: 501 (37%)

20+ years: 462 (34%)

Age unknown: 7 (1%)

Vaccination Status

Unvaccinated or unknown: 92%

One MMR dose: 4%

Two MMR doses: 4%

U.S. Deaths in 2025: 3

There have been 27 confirmed measles cases in Michigan this year. The link to Measles updates can be found here: [Measles Updates MDHHS](#).

Arbovirus Activity: 44 mosquito pools have tested positive (31 West Nile virus, 13 Jamestown Canyon virus). One bird has tested positive for West Nile Virus.

Rabies: Rabies has been detected in 22 bats. One from Allegan, Genesee (3), Gratiot, Isabella (3), Kalamazoo (2), Menominee, Montcalm, Oakland (2), Osceola, Ottawa, Sanilac (2), Shiawassee, Washtenaw, Wayne and Wexford counties. [Map of Rabies Positive Animals in Michigan](#)

TB/LTBI: Cases that our nurses are following closely:

-Hillsdale: 2 LTBI

-Branch: 2 LTBI and 1 TB

-St. Joseph: 3 LTBI

Immunizations/STD/HIV:

We were honored to receive a Certificate of Recognition for our collaboration with CARES (Community AIDS Resources & Education Services) in response to the rising number of HIV cases in Southwest Michigan. As part of this effort, we have been actively meeting with fellow local health departments from Van Buren-Cass, Berrien, Kalamazoo, and Calhoun counties. These meetings, facilitated by MDHHS, provide updated data and insights on new cases in the region. Together, we are identifying opportunities for collaboration and exploring the most effective ways to support HIV response efforts across our communities.

Women, Infant, and Children (WIC):

We are excited to share that we now have authorized growers participating in the Produce Connection program for St. Joseph County, where there were none last year.

Additionally, we have launched our Mobile WIC clinics and are actively working to expand awareness. We are increasing our advertising efforts and sending mailings to targeted areas to help spread the word and reach more families in need.

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

CSHCS:

We have been actively working on outreach efforts to connect with new community resources that could benefit children and families in our program. One of the key areas of focus is exploring respite care opportunities for families who may need temporary support. We are currently in discussions with potential partners who are interested in offering this service if a need is identified.

Additionally, we are strengthening our collaboration with local community mental health organizations such as Pines and Lifeways to establish a coordinated referral process, ensuring that families receive comprehensive support across both physical and behavioral health needs.

HEARING/VISION and KOHA:

Our two full-time technicians that wrapped up their work for the season in May are scheduled to return in August. In the meantime, our part time technician and KOHA hygienist have continued working through the summer, supporting back-to-school clinics and screenings.

In July, we participated in the annual KOHA meeting, Terri, the supervisor of the program spoke and answered questions from other local health departments interested in starting their own KOHA programs, an excellent opportunity for collaboration and knowledge sharing. We are also exploring ways to digitize our KOHA forms to help streamline the process.

Certificate of Recognition

COLLABORATION

Branch-Hillsdale-St. Joseph DHD

CARES, Van Buren-Cass DHD, Berrien, Kalamazoo, Calhoun, and Branch Hillsdale Saint Joseph DHD for coming together to address the increase in HIV cases in SW Michigan. Their teamwork and willingness to engage with one another and take a regional approach to engage with us on Network Detection and Response is a great example of collaboration and what the goal of NDR work is overall

Kris Tuinier

KRIS TUINIER
DIVISION DIRECTOR



Loren Powell

LOREN POWELL
NOMINATOR

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

*FYTD=Fiscal Year To Date Confirmed & Probable Case Totals	Jul-25				FYTD 2024-2025 (Oct-Sept)				FYTD 2023-2024 (Oct-Sept)			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	1	4	4	9	6	35	8	49	7	35	8	50
Blastomycosis	-	-	-	-	-	-	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	1	1
Campylobacter	1	-	1	2	9	8	9	26	5	8	5	18
Chicken Pox	-	-	-	-	-	-	-	-	-	4	-	4
Chlamydia	4	8	12	24	65	62	139	266	75	68	129	272
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	-	-
CRE Carbapenem Resistant Enterobac.	-	-	-	-	-	-	-	-	2	2	1	5
Cryptosporidiosis	-	-	-	-	1	3	-	4	1	1	1	3
Giardiasis	-	-	-	-	1	-	1	2	1	3	2	6
Gonorrhea	1	2	5	8	7	12	45	64	18	27	27	72
H. Influenzae Disease - Inv.	1	-	-	1	1	1	2	4	1	-	-	1
Hepatitis B - Acute	-	-	-	-	-	-	2	2	2	1	1	4
Hepatitis B - Chronic	-	-	-	-	1	1	1	3	3	-	3	6
Hepatitis C - Acute	-	-	-	-	-	-	1	1	2	-	2	4
Hepatitis C - Chronic	-	1	1	2	1	5	9	15	5	6	8	19
Hepatitis C Unknown	-	-	-	-	1	-	-	1	-	1	-	1
Histoplasmosis	-	-	-	-	1	-	3	4	2	-	1	3
HIV/AIDS	-	-	-	-	1	-	-	1	1	-	2	3
Influenza	-	-	2	2	543	114	665	1,322	434	60	273	767
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Latent Tuberculosis	1	-	1	2	7	1	4	12	10	2	-	12
Legionellosis	-	-	-	-	7	1	5	13	-	-	2	2
Listeriosis	-	-	-	-	-	-	-	-	-	-	-	-
Lyme Disease	4	6	9	19	10	16	21	47	4	4	19	27
Measles	-	-	-	-	-	-	-	-	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	2	-	2	2	-	4	6
Menengitis - Bacterial	-	-	-	-	1	1	-	2	-	-	2	2
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	1	-	1	5	4	1	10	1	3	5	9
Norovirus	1	-	-	1	17	1	-	18	-	-	-	-
Novel Coronavirus	9	9	2	20	343	545	281	1,169	658	737	515	1,910
Pertussis	2	2	-	4	9	16	7	32	-	4	1	5
Salmonellosis	-	1	-	1	5	2	7	14	5	5	1	11
Shiga Toxin-prod. (STEC)	2	-	-	2	8	34	4	46	-	3	-	3
Shigellosis	-	-	-	-	-	-	1	1	-	-	-	-
Shingles	-	-	-	-	1	-	1	2	2	1	1	4
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	1	1
Strep Invasive Gp A	-	-	-	-	8	-	5	13	4	7	3	14
Strep Pneumonia Inv Ds.	-	1	-	1	1	4	2	7	6	7	8	21
Syphilis - Primary	-	-	1	1	1	-	11	12	2	2	-	4
Syphilis - Secondary	-	-	-	-	1	-	3	4	-	3	-	3
Syphilis To Be Determined	-	1	-	1	5	5	10	20	3	4	7	14
Trichinosis	-	-	-	-	-	1	-	1	-	-	-	-
Tuberculosis	-	-	-	-	-	2	-	2	-	-	2	2
Unusual Outbreak/Occurrence	-	-	-	-	-	-	1	1	-	-	1	1
VZ Infection, Unspecified	-	-	1	1	-	4	1	5	1	2	3	6
Yersinia Enteritis	-	-	1	1	-	1	2	3	-	1	1	2

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

	Jul-25					YTD 2024-2025					YTD 2023-2024				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	99	164	59	49	371	1,943	1,578	553	1,526	5,600	1,314	1,181	600	509	3,604
All VFC Doses Given	801	824	-	979	2,604	5,975	3,497	157	5,611	15,240	7,187	3,638	-	6,117	16,942
Waivers	12	-	16	24	52	114	107	43	114	378	116	137	19	95	367
ADULT IMMUNIZATIONS															
# Vaccines Given	56	12	1	10	79	499	163	135	147	944	835	190	65	196	1,286
All AVP Doses Given	477	249	-	438	1,164	973	385	14	586	1,958	343	161	-	59	563
COMMUNICABLE DISEASE															
TB Tests Done	12	8	-	2	22	47	89	2	20	158	65	77	5	20	167
STD treatments	1	2	-	6	9	10	11	-	76	97	4	26	2	104	136
HIV Testing	-	-	-	9	9	3	17	-	77	97	5	10	1	76	92
ENROLLMENTS															
Medicaid & Michild	-	-	-	-	-	11	4	-	-	15	12	10	2	8	32
REFERRAL SERVICE															
MCDC Referrals	11	22	32	42	107	41	47	117	186	391	63	87	101	138	389
MIHP referrals	-	-	24	38	62	3	-	331	405	739	8	1	280	314	603
Program															
Pre-school	163	-	-	-	163	623	236	-	473	1,332	342	136	-	645	1,123
School Age	-	-	-	-	-	983	862	619	1,266	3,730	1,086	1,034	-	1,805	3,925
Vision Screens															
Pre-school	176	-	-	-	176	657	217	-	310	1,184	424	82	-	654	1,160
School Age	-	-	-	-	-	2,078	1,599	-	3,097	6,774	3,183	2,241	-	4,590	10,014
Children's Special Health Care Services															
Diagnostics	2	-	-	-	2	8	3	-	-	11	21	5	-	-	26
Assessments-Renewal	20	17	-	24	61	195	221	-	285	701	178	199	-	270	647
Assessments-New	2	11	-	10	23	32	79	-	56	167	52	72	-	39	163
					4,904					39,516					41,239
					-					-					-

2024 - 2025 Caseload [1] Management Report	LA #: 12
	Name: Branch-Hillsdale-St. Joseph Community Health

State Participation/Enrollment Ratio [2]:					
Feb-25	Mar-25	Apr-25	May-25	Jun-25	Curr Year P/E Ratio (last 12 months)
95.8%	96.2%	96.1%	96.4%	96.5%	96.0%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/ Enrollment Ratio[2]
Oct / 2023	4,263	3,999	4,039		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	4,096	0.52%	91.89%
Sep / 2024	4,389	4,067	4,110	0.34%	92.66%
Oct / 2024	4,449	4,160	4,195	2.07%	93.50%
Nov / 2024	4,450	4,161	4,211	0.38%	93.51%
Dec / 2024	4,441	4,138	4,191	-0.47%	93.18%
Jan / 2025	4,461	4,153	4,198	0.17%	93.10%
Feb / 2025	4,373	4,079	4,127	-1.69%	93.28%
Mar / 2025	4,326	4,060	4,106	-0.51%	93.85%
Apr / 2025	4,332	4,099	4,122	0.39%	94.62%
May / 2025	4,304	4,015	4,062	-1.46%	93.29%
Jun / 2025	4,278	4,012	4,044	-0.44%	93.78%
Jul / 2025	4,275	4,073	(est[7]) 4,194		95.27%
Aug / 2025	0	0	(est[7]) 4,083		
Sep / 2025	0	0	0		

Total (Year to date)	43,689	40,950	37,256		
Curr Year Avg	4,369	4,095	4,140	997.21%	92.90%
Months with Count	10	10	9	9	10
Average to Base %[8]		105.8%	106.94%		
Last yrs Base % [9]		106.7%	108.12%		
Last yrs Average	4,305	3,969	4,022		92.20%

Estimated average participation for current year to date:	4,139	Funding Allocation Information Total Funding Allocation: \$908,156 Assigned Funding Participation Count [11]: Current Yr Base: 3,871 Previous Yr Base: 3,720
Actual average monthly participation current year to date [10]:	4,140	

- [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) Update
3. Community Events
4. Car Seat Program
5. Social Media Update

1. Health Education & Promotion Department Update:

The Lock It Up Campaign for 2025 data through July 31, 2025:

- We have distributed **1,831** safe storage bags across the three counties, 512 in August.
- The educational videos have had **979** views, 715 in August.
- Social Media campaigns have reached **97,791**, 71,721 in August.

The Office of Highway Safety Planning grant continues to be on target with its activities. We continue meeting with the Bishops in the three counties. We have attended the Road Commission meetings in the three counties to share the survey data and grant progress. We will be attending the Hillsdale County Board of Commissioner's meeting in September.

The Elephant in the Room: A Community Conversation presentation planned for October 16, 2025 at the Searle Center continues to be finalized. We have been approved for continuing education credits for Law Enforcement and Substance Use Professionals. We are awaiting final approval for Physicians, Nurses, and Education professionals. We have a [pre-registration link](#) established, with the final registration link opening in September. The program is open to the entire community, including those who work in Hillsdale county. Opening remarks are planned to be delivered by Senator Bellino. Judge Stiverson and the Overdose Fatality Review Board will present county specific data related to substance use and overdose. Steve Hulbert will share a story of recovery and stigma. Reanna Pickerign, NP, Amy Purchis, and Ryan Varga will share information on local recovery resources. Brian Velker, CRNA, Brian Vidian, CRNA, and Chris Firestone will share alternative pain management strategies. The day will conclude with Experience Wellness, a networking and resource gathering event for participants, and the entire community.

The agency distributed 2 press releases. There were 13 media stories in July that mentioned the agency. We coordinated radio interviews for the Mobile WIC clinics in Hillsdale County and promotion of the Kindergarten One Stop screening events in the three counties.

2. Community Health Worker Program:

The program held 40 appointments in July, serving 39 clients. We continue partnering with Beacon Health System, Covered Bridge Healthcare, and WellWise. The program continues to receive referrals from multiple agencies across the jurisdiction. We have made an offer of employment for the part-time CHW position to be housed in St. Joseph County.

The greatest needs requested were assistance with financial insecurity, homelessness, insurance options, Lifeline applications, and assistance with home repairs.

3. Community Events:

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

Date	Event
7/9	Pines Behavioral Health Presentation – Branch County
7/11	Friendship Friday – St. Joseph County
7/15	Summer Play Event – Hillsdale County
7/18	Polish Festival – Branch County
7/24	Pines Behavioral Marijuana Presentation – Branch County
7/25	United Way Back to School Event – St. Joseph County
7/28	Coach Eby Center – Branch County
8/3	Walk. Fight. Recover – Hillsdale County
8/4	Meeting with Representative Carra
8/11	King’s Kupboard – Hillsdale County
8/13	Meeting with Senator Lindsey
8/16	Head Start Event – St. Joseph County
8/16	Loaves and Fishes – Hillsdale County
8/18	Meeting with Representative Wortz’s office
8/20	Meeting with Senator Bellino
8/20	Marijuana presentation with Pines – Branch County
8/22	Friendship Friday – St. Joseph County
8/23	Breastfeeding Awareness Month Event- Branch County
8/25	Coach Eby Center – Branch County
9/12	Friendship Fridays – St. Joseph County
9/16	Fresh Food Distribution with Great Start Collaborative – Hillsdale County
9/22	Coach Eby Center – Branch County
9/27	Community Baby Shower – Branch County
10/3	Project Connect – St. Joseph County

Social Media Update

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

- | | |
|---|--|
| <ul style="list-style-type: none">• Job postings at BHSJ• WIC Social Media Toolkit• Safe Sleep Social Media Toolkit• Grill Safety Tips• 4th of July Safety Tips• Heat Safety Tips/Cooling Centers/Look Before You Lock• Safe Storage- Guns/Marijuana• Medicaid application assistance• Overdose Awareness- Find Help• Take Control of Your Birth Control | <ul style="list-style-type: none">• WIC income guidelines• Litchfield and Waldron WIC Clinics• Kindergarten Readiness Clinics• Tick/Mosquito Prevention Tips• Blood Lead Level information- MDHHS• Lock it up campaign (locations, media interviews, Spotify and Pandora)• Car seat safety tips <p>Recalls:
Wiet Peeters Farm Products Limited RECALLS “Aunt Mid’s Fresh Sliced Mushrooms, Peeters Mushroom Farm Cremini Sliced and</p> |
|---|--|

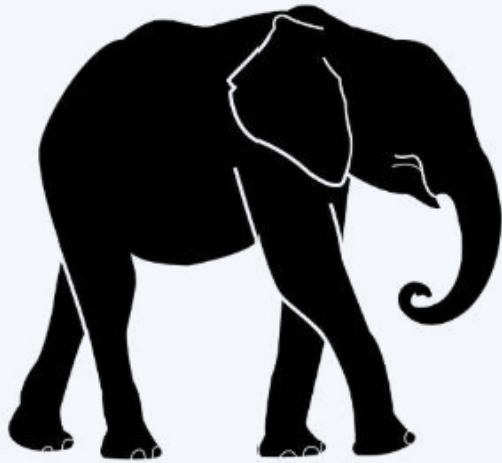
- STI prevention/testing information

[Peeters Mushroom Farm Thick Slice Mushroom " Because of Possible Listeria Monocytogenes Contamination](#)
[Kraft Heinz Foods Company Recalls Turkey Bacon Products Due to Possible Listeria Contamination](#)

Social Media Data (As of August 1st, 2025)

	# 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.)	Video (# and Topic)	Agency Mentions in Local Media (radio stations, local newspaper/digital articles, etc.)	Boosted Activities (# and Topic)
July	4,408	5,700 (Up 414.3% from June)	34,200 (Down 9.5% from June)	Videos shared (6): OHSP- Share the Road, WBET "Ready for Kindergarten" interview, THC/Pregnancy, THC/Mental Health, Driving under the influence of THC, Vector video	13	5- Safe Storage bag locations, THC/Pregnancy, THC/Mental Health, Driving under the influence of THC (x2)
TOTAL TO DATE (Since 10/1/2022)	9 NEW followers since last report	15,683	871,164	42	454	31

SAVE THE DATE



The Elephant in the Room: A Community Conversation on Substance Use



**SEARLE CENTER-
HILLSDALE COLLEGE
315 N WEST ST,
HILLSDALE, MI**

**THURSDAY,
OCTOBER
16TH
9AM-3PM**

**Watch for
registration
details in
September!
To pre-register
scan below.**

Continuing Education Applications Awaiting Approval for:

- Law Enforcement (MCOLES)
- Addiction Professionals (MCBAP)
- Providers and Nurses (CME)
- Education Professionals (SCECH)

There is no fee for credits or to attend.



**BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH
AGENCY** | YOUR LOCAL
HEALTH DEPARTMENT

PreventionWorks
Communicate. Educate. Collaborate.

**Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the August 28, 2025 Board of Health Meeting
Prepared by Joseph Frazier R.E.H.S. , Director of Environmental Health**

Food Program Updates

Food inspection staff were busy this month conducting inspections at the Branch County Fair in Coldwater. During fair week, staff completed 17 temporary inspections and 1 fixed inspection. One of the enjoyable aspects of inspecting service groups at the fair is the opportunity to educate. Our staff value their interactions with youth and parents while teaching food safety. Our staff looks forward to those opportunities for out reach with the public that we serve.

Across the Tri-County area, there have been several updates involving local food facilities:

- **The Finish Line of Hillsdale** – Change of ownership
- **Taqueria El Texano** – Change of ownership
- **Green Valley Ice Cream Shop** – New build after a fire

Wells, Septic, Pools, Vector, and Campgrounds

The Private and Type 3 Water Supply Program recently completed its field audit with the State of Michigan. While the official report has not yet been released, post-audit communications indicated little to no concern regarding our team's inspection procedures. An office audit of filing and MPR compliance will be conducted in the coming months.

The Non-Community Water Supply Program has now successfully digitized all physical files for easy access across all three counties. This project took just under two years to complete, making it a major accomplishment for our team.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT

2024/2025

	JULY				YTD 2024/2025				YTD 2023/2024			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	-	2	2	2	6	27	35	1	-	7	8
CHANGE OF USE EVALUATIONS - FIELD	1	8	5	14	22	63	49	134	31	52	54	137
CHANGE OF USE EVALUATIONS - OFFICE	9	2	8	19	54	26	70	150	55	15	75	145
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	6	8	14	28	62	74	85	221	53	61	88	202
REPAIR/REPLACEMENT	4	11	6	21	48	52	83	183	59	49	95	203
VACANT LAND EVALUATION	3	4	1	8	11	18	9	38	13	19	8	40
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	13	23	21	57	121	144	177	442	127	125	191	445
SEWAGE PERMITS INSPECTED	13	11	17	41	70	84	129	283	93	103	113	309
WELL PERMITS ISSUED	18	13	28	59	136	124	168	428	113	103	180	396
WELL PERMITS INSPECTED	6	7	8	21	116	93	163	372	114	128	164	406
FOOD SERVICE INSPECTION												
PERMANENT	28	21	39	88	217	224	335	776	221	226	304	751
NEW OWNER / NEW ESTABLISHMENT	-	2	1	3	9	6	18	33	8	13	28	49
FOLLOW-UP INSPECTION	-	1	3	4	2	6	10	18	13	8	10	31
TEMPORARY	16	6	14	36	40	19	54	113	52	28	64	144
MOBILE, STFU	3	5	4	12	27	31	80	138	29	26	65	120
PLAN REVIEW APPLICATIONS	2	1	-	3	11	5	9	25	8	3	14	25
FOOD RELATED COMPLAINTS	-	-	-	-	10	-	6	16	5	6	10	21
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	2	1	5	8	3	4	1	8
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	-	-	-	10	-	-	-	22
CAMPGROUND INSPECTION												
	20	1	12	33	27	6	17	50	14	10	13	37
NON-COMM WATER SUPPLY INSP.	2	-	4	6	15	18	27	60	22	22	28	72
SWIMMING POOL INSPECTION	2	1	5	8	21	15	17	53	9	16	7	32
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	3	5	3	11	12	6	19	37	10	11	16	37
DHS LICENSED FACILITY INSP.	1	4	2	7	12	20	28	60	13	16	23	52
COMPLAINT INVESTIGATIONS	4	5	1	10	26	41	18	85	6	32	14	52
LONG TERM MONITORING	-	-	11	11	-	-	22	11	-	-	-	-
BODY ART FACILITY INSPECTIONS	1	-	-	1	4	5	10	19	6	3	8	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: 07/01/2025 - 07/31/2025

County	Inspection Type / Reason	Count
Branch County		
	<u>Food Safety</u>	
	Consultation - Plan Review Consultation	1
	Emergency Response - Fire	2
	Progress Note - New Inspection Reason	1
	Risk Based Inspection - Routine	26
	STFU Inspection - Routine	1
	STFU Pre-Opening - Pre-Opening	2
	Temporary Food Inspection - Routine	16
	Total # of Food Safety inspections - Branch County	49
Hillsdale County		
	<u>Food Safety</u>	
	Pre-Opening - Pre-Opening	2
	Risk Based Inspection - Follow-up	1
	Risk Based Inspection - Routine	21
	STFU Inspection - Routine	4
	STFU Pre-Opening - Pre-Opening	1
	Temporary Food Inspection - Routine	6
	Total # of Food Safety inspections - Hillsdale County	35
St. Joseph County		
	<u>Food Safety</u>	
	Consultation - Plan Review Consultation	2

Inspection Type Count By County

For Date Range: 07/01/2025 - 07/31/2025

County	Inspection Type / Reason	Count
	Pre-Opening - Pre-Opening	1
	Progress Note - New Inspection Reason	2
	Risk Based Inspection - Follow-up	3
	Risk Based Inspection - Routine	39
	STFU Inspection - Routine	4
	Temporary Food Inspection - Routine	14
	Total # of Food Safety inspections - St. Joseph County	65
	<u>Total # of inspections - All counties</u>	<u>149</u>



570 Marshall Road
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(517) 279 - 9561 ext. 106

20 Care Drive
Hillsdale, MI 49242
(517) 437 - 7395 ext. 331

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

Food Establishment Inspection Report by Facility Name

For Date Range: 07/01/2025 - 07/31/2025 and Food Program

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
AMERICAN LEGION #223	Constantine	07/15/2025	Progress Note - New Inspection Reason	0	0	0	0
AMERICAN LEGION POST 170	THREE RIVERS	07/11/2025	Risk Based Inspection - Routine	0	0	0	0
Another One Bites The Crust - Another One Bites The Crust	Huntertown	07/18/2025	Temporary Food Inspection - Routine	0	0	0	0
Another One Bites The Crust - Another One Bites The Crust	Huntertown	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
Arby's # 5968	Three Rivers	07/07/2025	Risk Based Inspection - Routine	0	0	0	0
ARBY'S #7394	HILLSDALE	07/28/2025	Risk Based Inspection - Routine	0	0	0	0
At The Cross Church	Coldwater MI49036	07/03/2025	Temporary Food Inspection - Routine	0	0	0	0
BEACH CONCESSIONS #82	Hillsdale	07/07/2025	STFU Inspection - Routine	0	0	0	0
BEACH CONCESSIONS #90	Hillsdale	07/07/2025	STFU Inspection - Routine	0	0	0	0
Biggby Drive Thru # 592	Coldwater	07/21/2025	Risk Based Inspection - Routine	0	0	0	0
Broadway Grille - Union City	Union City	07/23/2025	Risk Based Inspection - Routine	0	1	0	1
Bronson Kiwanis Club	Bronson	07/18/2025	Temporary Food Inspection - Routine	0	0	0	0
Bronson Polish Fest / UCT 452	Bronson	07/18/2025	Temporary Food Inspection - Routine	0	0	0	0
BUNDY HILL DINER LLC	Jerome	07/25/2025	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Burger King #1416	Three Rivers	07/15/2025	Risk Based Inspection - Routine	0	0	0	2
Burr Oak Community Schools	Burr Oak	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
Burr Oak Fire Dept	Burr Oak	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
Burr Oak Missionary Church	Burr Oak	07/14/2025	Temporary Food Inspection - Routine	0	0	0	0
Cafe Butter Chicken	Sturgis	07/08/2025	Risk Based Inspection - Follow-up	0	0	0	0
Camp Selah	Reading	07/01/2025	Risk Based Inspection - Routine	0	0	0	0
Cazuela's Mexican Restaurant	Three Rivers	07/02/2025	Consultation - Plan Review Consultation	0	0	0	0
China 1	Coldwater	08/04/2025	Progress Note - New Inspection Reason	0	0	0	0
City of Hillsdale - Field of Dreams	Hillsdale	08/01/2025	Risk Based Inspection - Routine	0	0	0	0
CITY OF HILLSDALE - SANDY BEACH	HILLSDALE	07/28/2025	Risk Based Inspection - Routine	0	0	0	0
COLDWATER BURGER KING #4652	COLDWATER	07/03/2025	Risk Based Inspection - Routine	0	1	0	0
COLDWATER HAMPTON INN/FOOD	COLDWATER	07/24/2025	Risk Based Inspection - Routine	0	0	0	0
COLDWATER LAKE ASSOCIATION	COLDWATER	07/03/2025	Risk Based Inspection - Routine	0	0	0	0
COLDWATER UNITED METHODIST CHURCH	COLDWATER	07/25/2025	Risk Based Inspection - Routine	0	0	0	0
CONEY HUT DRIVE INN	JONESVILLE	07/21/2025	Risk Based Inspection - Routine	0	0	0	0
Creator's Praise Ministries	Mendon	07/23/2025	Temporary Food Inspection - Routine	0	0	0	0
Cronkwhite Beverage Catering	Coldwater	07/18/2025	STFU Inspection - Routine	0	1	1	0
Culvers #466	Coldwater	07/16/2025	Risk Based Inspection - Routine	0	0	0	0
Culver's #530	Sturgis	07/02/2025	Risk Based Inspection - Routine	0	0	0	2
DAD'S PLACE	Three Rivers	07/17/2025	Risk Based Inspection - Routine	0	0	0	2
EL CERRITO	HILLSDALE	07/17/2025	Risk Based Inspection - Routine	0	1	1	0
EL CERRITO MEXICAN RESTAURANT	COLDWATER	07/08/2025	Emergency Response - Fire	0	0	0	0
EL CERRITO MEXICAN RESTAURANT	COLDWATER	07/10/2025	Emergency Response - Fire	0	0	0	0
EL CERRITO MEXICAN RESTAURANT	COLDWATER	07/23/2025	Risk Based Inspection - Routine	1	1	2	3
El Patron Mexican Restaurant	Sturgis	07/02/2025	Risk Based Inspection - Routine	2	2	3	2
El Patron Mexican Restaurant	Sturgis	07/30/2025	Risk Based Inspection - Follow-up	2	1	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
El Patron Mexican Restaurant	Sturgis	07/30/2025	Risk Based Inspection - Follow-up	0	0	0	0
El Taco Loco	Sturgis	07/30/2025	Risk Based Inspection - Routine	1	1	2	1
EL TACO LOCO II	Coldwater	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
Fabius Park Fire Department	Three Rivers	07/21/2025	Temporary Food Inspection - Routine	0	0	0	0
Firm Foundation Ministries	CENTREVILLE	07/21/2025	Temporary Food Inspection - Routine	0	0	0	0
FIRM FOUNDATION MINISTRIES	CENTREVILLE	07/02/2025	Consultation - Plan Review Consultation	0	0	0	0
Fisher's Ice Cream	Goshen	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Cheese Curds	Brooksville	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - French Fries	Brooksville	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Fries #2	Brooksville	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Lemonade	Brookesville	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
Fiske Concessions - Lemonade #2	Brookesville	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
Five Lakes Coffee INC	STURGIS	07/16/2025	Risk Based Inspection - Routine	0	0	0	0
FOE Ivanhoe Aerie 1314	Sturgis	07/16/2025	Risk Based Inspection - Routine	0	0	0	0
FRATERNAL ORDER OF EAGLES #1907	COLDWATER	07/11/2025	Risk Based Inspection - Routine	0	1	1	0
Frazee Concessions	Comstock Park	07/18/2025	Temporary Food Inspection - Routine	0	0	0	0
Gilbert Harvey House	Constantine	07/16/2025	Risk Based Inspection - Routine	0	0	0	1
GINOLFI'S	North Adams	07/14/2025	Risk Based Inspection - Routine	0	0	0	0
GIRARD UNITED METHODIST CHURCH	COLDWATER	07/23/2025	Risk Based Inspection - Routine	0	0	0	0
Golden Hour Coffee Co	Jonesville	07/03/2025	STFU Pre-Opening - Pre-Opening	0	0	0	0
GREAT LAKES HEALTH & FITNESS	COLDWATER	07/30/2025	Risk Based Inspection - Routine	0	0	0	0
GREEN VALLEY GOLF & RACQUET	Sturgis	07/08/2025	Risk Based Inspection - Routine	1	1	2	0
Green Valley Ice Cream Shop	Sturgis	07/07/2025	Pre-Opening - Pre-Opening	0	0	0	0
HILLSDALE HOSPITAL	HILLSDALE	07/14/2025	Risk Based Inspection - Routine	0	0	0	0
Holiday Inn Express & Suites / Food	COLDWATER	07/24/2025	Risk Based Inspection - Routine	0	0	0	0
Hoosier Mama Food Truck		07/16/2025	Temporary Food Inspection - Routine	0	0	0	0
Immaculate Conception Church Hall	THREE RIVERS	07/09/2025	Risk Based Inspection - Routine	0	0	0	1

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
IYOPAWA ISLAND GOLF COURSE	OVID TWP	07/18/2025	Risk Based Inspection - Routine	0	0	0	0
Jaywalker Restaurant	White Pigeon	07/02/2025	Risk Based Inspection - Routine	0	0	0	3
JEANNIE'S DINER	COLDWATER	07/11/2025	Risk Based Inspection - Routine	1	0	1	0
Jimmy John's #3994	Three Rivers	07/07/2025	Risk Based Inspection - Routine	0	1	0	0
Jimmy John's Sturgis	Sturgis	07/30/2025	Risk Based Inspection - Routine	0	0	0	0
Kernal Poppers	White Pigeon	07/11/2025	STFU Inspection - Routine	0	0	0	0
Kick'n Kountry	Coldwater	07/28/2025	Risk Based Inspection - Routine	1	1	2	1
Kimball Camp Outdoor Center	Reading	07/30/2025	Risk Based Inspection - Routine	0	0	0	0
KLINGER LAKE COUNTRY CLUB (Food)	Sturgis	07/09/2025	Risk Based Inspection - Routine	0	0	0	0
La Palma - Bronson Polish Festival	Sturgis	07/23/2025	Temporary Food Inspection - Routine	0	0	0	0
La Palma - Bronson Polish Festival	Sturgis	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
LAKE LEANN GOLF COURSE	Jerome	07/25/2025	Risk Based Inspection - Routine	0	0	0	0
Lake View Church	Camden	07/10/2025	Risk Based Inspection - Routine	0	0	0	0
LAKEHOUSE COLDWATER	COLDWATER	07/18/2025	Risk Based Inspection - Routine	0	1	1	1
LIFESONG COMMUNITY CHURCH	OSSEO	07/09/2025	Risk Based Inspection - Routine	0	0	0	0
Litchfield Fire Department	Litchfield	07/11/2025	Risk Based Inspection - Routine	0	0	0	0
Litchfield Historical Society	Litchfield	07/11/2025	Temporary Food Inspection - Routine	0	0	0	0
LITCHFIELD-JONESVILLE LANES INC	Jonesville	07/30/2025	Risk Based Inspection - Routine	0	0	0	0
LITTLE CAESARS PIZZA	HILLSDALE	07/25/2025	Risk Based Inspection - Routine	0	0	0	0
LOYAL ORDER OF MOOSE 474	Three Rivers	07/02/2025	Risk Based Inspection - Routine	0	0	0	1
Magic Capital Community Theater & Arts/Grand Magic Theater	Colon	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
MANCINO'S OF COLDWATER	COLDWATER	07/09/2025	Risk Based Inspection - Routine	1	0	1	0
Mary's Gourmet Elephant Ears	Morenci	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
McDONALDS OF THREE RIVERS #2196	Three Rivers	07/29/2025	Risk Based Inspection - Routine	0	1	0	2
MESSIAH LUTHERAN CHURCH	Constantine	07/17/2025	Progress Note - New Inspection Reason	0	0	0	0
MESSIAH LUTHERAN CHURCH	Constantine	07/22/2025	Risk Based Inspection - Routine	0	0	0	1

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
MOOSE LODGE #677	COLDWATER	07/17/2025	Risk Based Inspection - Routine	0	0	0	0
Old Style Pizza Plus	Quincy	07/24/2025	Risk Based Inspection - Routine	0	0	0	0
Olde Time Waffle cone	Constantine	07/11/2025	STFU Inspection - Routine	0	0	0	0
OMARS BAR INC	COLDWATER	07/09/2025	Risk Based Inspection - Routine	0	0	0	0
PREMIERE THEATRE/UNITED ENTERTAINMENT	Hillsdale	07/25/2025	Risk Based Inspection - Routine	0	0	0	0
Prowant Specialty Company	Dupont	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
QUINCY DAIRY QUEEN	QUINCY	07/16/2025	Risk Based Inspection - Routine	0	0	0	0
QUINCY GOLF COURSE	QUINCY	07/16/2025	Risk Based Inspection - Routine	0	1	1	0
RACHAEL'S	White Pigeon	07/18/2025	Risk Based Inspection - Routine	0	0	0	2
Refuge Coffee House LLC	Quincy	07/09/2025	Consultation - Plan Review Consultation	0	0	0	0
River Trade Brewing Co	Constantine	07/16/2025	Risk Based Inspection - Routine	0	0	0	1
RIVIERA THEATRE BAR	THREE RIVERS	07/17/2025	Risk Based Inspection - Routine	0	0	0	0
Rooster's Wing Shack	THREE RIVERS	07/10/2025	Risk Based Inspection - Routine	0	1	1	0
Sapura		07/03/2025	Temporary Food Inspection - Routine	0	0	0	0
SHORT'S ROOT BEER DRIVE-IN	COLDWATER	07/22/2025	Risk Based Inspection - Routine	0	1	1	1
SOUTH LANES	Three Rivers	07/10/2025	Risk Based Inspection - Routine	0	0	0	0
Spangler's Family Restaurant	Jonesville	07/21/2025	Risk Based Inspection - Routine	0	1	1	0
Sparkle	Colon	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
Spence Softball Complex	Sturgis	07/02/2025	Risk Based Inspection - Routine	0	1	1	0
St Anthony's Catholic Church	HILLSDALE	07/08/2025	Risk Based Inspection - Routine	0	0	0	0
ST PAUL'S LUTHERAN CHURCH	HILLSDALE	07/25/2025	Risk Based Inspection - Routine	0	0	0	0
ST. JOE VALLEY GOLF CLUB, INC.	Sturgis	07/10/2025	Risk Based Inspection - Routine	0	0	0	1
St. Paul's Lutheran Church	COLON	07/15/2025	Risk Based Inspection - Routine	1	0	1	0
STREET DOGS	Hillsdale	07/02/2025	STFU Inspection - Routine	0	0	0	0
Subway 34903	STURGIS	07/08/2025	Risk Based Inspection - Routine	1	0	1	1
SUPER 8: Food	Three Rivers	07/23/2025	Risk Based Inspection - Routine	0	0	0	1

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Sweet Basil	White Pigeon	07/11/2025	STFU Inspection - Routine	0	0	0	0
Sweets on the Streets	Fort Wayne	07/14/2025	STFU Pre-Opening - Pre-Opening	0	0	0	0
Tacos Guerrerenses	White Pigeon	07/22/2025	Temporary Food Inspection - Routine	0	0	0	0
Taqueria El Texano LLC	Camden	07/16/2025	Pre-Opening - Pre-Opening	0	0	0	0
The Chicken Shack of Constantine LLC	Constantine	07/08/2025	Risk Based Inspection - Routine	0	0	0	2
The Chill Bean	CENTERVILLE	07/09/2025	Risk Based Inspection - Routine	0	0	0	0
The Coney Cart	Osseo	07/10/2025	STFU Inspection - Routine	0	0	0	0
The Finish Line of Hillsdale	Hillsdale	07/21/2025	Pre-Opening - Pre-Opening	0	0	0	0
The Fizzy Fix	Sturgis	07/07/2025	Temporary Food Inspection - Routine	0	0	0	0
The Goodie Shop	COLDWATER	07/22/2025	Risk Based Inspection - Routine	1	0	1	0
The Great Pages Circus	Myakka City	07/01/2025	Temporary Food Inspection - Routine	0	0	0	0
The Haven	White Pigeon	07/14/2025	Temporary Food Inspection - Routine	0	0	0	0
THE IN BETWEEN	Sturgis	07/09/2025	Risk Based Inspection - Routine	0	0	0	0
The Panini Grille LLC	Sturgis	07/11/2025	STFU Inspection - Routine	0	0	0	0
The Parlor Ice Cream & Coffee	Sturgis	07/08/2025	Risk Based Inspection - Routine	1	0	1	1
The Patty Wagon	Bronson	07/28/2025	STFU Pre-Opening - Pre-Opening	1	0	1	1
The Patty Wagon Temporary	Bronson	07/18/2025	Temporary Food Inspection - Routine	0	0	0	0
The Post	Allen	07/10/2025	Risk Based Inspection - Follow-up	0	0	0	0
The Pretzel Wagon (unlicensed)	Constantine	07/11/2025	Temporary Food Inspection - Routine	0	0	0	0
The Remedy Church	Reading	07/28/2025	Temporary Food Inspection - Routine	0	0	0	0
The Tavern	Quincy	07/24/2025	Risk Based Inspection - Routine	1	0	0	0
The Well AC	Hillsdale	07/08/2025	Risk Based Inspection - Routine	1	0	1	0
THREE RIVERS 6	Three Rivers	07/07/2025	Risk Based Inspection - Routine	0	1	1	2
Tokyo Li Inc	Three Rivers	07/29/2025	Risk Based Inspection - Routine	0	0	0	2
UNITED METHODIST CHURCH (WP)	White Pigeon	07/11/2025	Risk Based Inspection - Routine	0	0	0	0
VETERANS FOREIGN WARS	STURGIS	07/16/2025	Risk Based Inspection - Routine	0	1	1	1
Wendy's #4574	Three Rivers	07/16/2025	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Whiskey Creek Old #7	Burr Oak	07/14/2025	Risk Based Inspection - Routine	0	0	0	0
White Pigeon Fireman's Asso	White Pigeon	07/11/2025	Temporary Food Inspection - Routine	0	0	0	0
WING HOUSE	COLDWATER	07/09/2025	Risk Based Inspection - Routine	0	0	0	0
				<u>17</u>	<u>22</u>	<u>30</u>	<u>40</u>

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 was brought to the attention of the person in charge. At that time, the violation was corrected while the inspector was present at the facility.

August 28, 2025

Director's Report

Enclosures:

1. FY2025 Summary of Provider Assessments
 2. Correspondence (7/25/25): ACLS Bureau on-site provider assessment observation. No issues of compliance.
 3. Correspondence (8/20/25): ACLS Bureau on-site assessment of AAIIIC. No findings or recommendations.
-

Updates:

1. Services to Victims of Elder Abuse Program Updates
The team continues to advocate for vulnerable adult victims of abuse, neglect and/or exploitation. The number of open cases in each county and their intensity has not diminished. IDT meetings continue in each county with case review, collaboration, and resource sharing.
2. MIOptions Updates:
Our team continues to participate in intensive training, collaboration with community partners and mentoring with our own CHA team to serve individuals in our communities. We are moving forward with process development and using our partners documentation tools to assure proper reporting. We are (still) awaiting the MIOptions project announcement.
3. FY2026 Provider Allocations (under New Business on the Agenda)
Though we do not have a state nor a federal budget for next fiscal year, we are moving forward with ACLS Bureau guidance to utilize our most recent full-year Statement of Grant Award for our allocations. Because of the loss of our adult day program in Dec. 2024, we were able to propose additional funds to our in-home respite and transportation providers in each county. We've also incorporated input from providers based on our recent amendments. The MIOptions funding target is an annualized amount based upon our initial 7-month agreements with CareWell Services. We appreciate your time and review of our proposed FY26 allocations.
4. Staff Introductions
We are happy to introduce to you our new Nurse Care Consultant, Christine Eagle. Christine has a diverse background in nursing, primarily in hospital settings. She's very eager to learn home and community-based care, our local resources and how it all fits together.

**Fiscal Year 2024-2025
Summary of Annual Provider Monitoring Visits
Presented to the Board of Health on August 28, 2025**

Agency Name	Date of Assessment	Fiscal Findings	Program Findings	Program and/or Fiscal Recommendations
Branch Area Transit Authority	05/08/2025	None	None	None
Branch County Commission on Aging	Fiscal 06/23/2025 Programmatic: 06/24/2025	None	None	None
Legal Services of South Central MI	05/01/2025	None	None	None
St. Joseph County Commission on Aging	Fiscal: 06/03/2025 Programmatic: 07/15/2025	None	None	None
St. Joseph County Transit Authority	05/16/2025	None	None	None



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

July 25, 2025

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

Dear Ms. Burns:

The Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau), has a responsibility to review the assessment process used by Branch-St. Joseph Area Agency on Aging (Region IIIC AAA) as they monitor the performance of agencies awarded funds under the Older Americans Act and from the Michigan Legislature. The intent of the ACLS Bureau's review is to ensure the assessment process complies with the ACLS Bureau's *Operating Standards for Area Agencies on Aging* and *Operating Standards for Service Programs*.

On June 24, 2025, ACLS Bureau staff monitored Region IIIC AAA's assessment of the Branch County Commission on Aging. The ACLS Bureau observed Region IIIC AAA's use of the assessment tool, contracting standards, service definitions, minimum standards, and established assessment procedures. The ACLS Bureau found the assessment to be compliant with all applicable Operating Standards.

We appreciate the time and cooperation provided by your staff. If you have questions, please contact Aging Network Support (ANS) Section Regional Aging Representative, Ashley Ellsworth, at ellswortha2@michigan.gov or 517-294-9680.

Sincerely,

Scott Werner, Director
Operations & Aging Network Support Division

SW:ae

c: Tim Stoll, Board Chair, Region IIIC AAA
Laura Sutter, AAA Director, Region IIIC AAA
Jen Hunt, Manager, ANS Section
Ashley Ellsworth, Regional Aging Representative, ANS Section



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

August 20, 2025

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

Dear Ms. Burns:

On July 16, 2025, staff from the Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau), conducted a virtual assessment of Branch-St. Joseph Area Agency on Aging (AAA). Areas of operation covered during the assessment included the following: Area Agency on Aging Fiscal Year (FY) 2024 Program Outcome Assessment Guide, FY 2025 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 Aging Network Support (ANS) Section Regional Aging Representative, Ashley Ellsworth, at ellswortha2@michigan.gov or 517-294-9680.

Sincerely,

Scott Werner, Director
Operations & Aging Network Support Division

SW:ae

c: Tim Stoll, Board Chair, Branch-St. Joseph AAA
Laura Sutter, AAA Director, Branch-St. Joseph AAA
Jen Hunt, Manager, ANS Section
Ashley Ellsworth, Regional Aging Representative, ANS Section

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 7/1/2025 Through 7/31/2025

Payee	Check Amount	Check Number	Effective Date
Abila	2,268.23	25-07-11 A.01	7/11/2025
ACD.NET	2,493.89	54858	7/11/2025
Action Quick Print Plus	27.00	25-07-25 A.01	7/25/2025
Aflac District Office	450.53	25-07-04 PR.01	7/4/2025
Aflac District Office	450.53	25-07-18 PR.01	7/18/2025
Alerus Retirement Solutions	3,703.00	25-07-04 R.01	7/4/2025
Alerus Retirement Solutions	3,703.00	25-07-18 R.01	7/18/2025
Amazon Capital Services, Inc	135.34	25-07-11 P.01	7/11/2025
Amazon Capital Services, Inc	1,177.24	25-07-25 P.01	7/25/2025
Angela Shedd	618.20	25-07-11 A.02	7/11/2025
Angela Shedd	2,176.40	25-07-25 A.02	7/25/2025
Barbara P. Foley	46.16	54855	7/4/2025
Barbara P. Foley	46.16	54863	7/18/2025
Beacon Properties Administration	4,631.85	25-07-31 A.01	7/31/2025
Blue Cross Blue Shield	67,915.56	25-07-25 P.02	7/25/2025
Branch Area Transit Authority	1,566.48	25-07-11 A.03	7/11/2025
Branch County Commission	34,421.18	25-07-11 A.04	7/11/2025
Branch County Complex	5,694.28	25-07-31 A.02	7/31/2025
Card Services Center	1,599.24	25-07-31 P.01	7/31/2025
CDW GOVERNMENT INC.	2,643.74	25-07-25 A.03	7/25/2025
Century Bank - Hillsdale Maintenance	2,000.00	25-07-31 A.03	7/31/2025
Century Bank - Three Rivers Maintenance	2,000.00	25-07-31 A.04	7/31/2025
Century Basic	989.09	25-07-04 R.02	7/4/2025
Century Basic	989.09	25-07-18 R.02	7/18/2025
Century EFTPS	68.86	25-07-04 L.01	7/4/2025
Century EFTPS	27,851.00	25-07-04 R.03	7/4/2025
Century EFTPS	1,477.96	25-07-18 C.01	7/18/2025
Century EFTPS	22.96	25-07-18 L.01	7/18/2025
Century EFTPS	28,243.80	25-07-18 R.03	7/18/2025
Century Mastercard	695.98	25-07-11 P.02	7/11/2025
Century MERS	55,787.82	25-07-11 A.05	7/11/2025
Century State/Michigan State Treasury	325.93	25-07-18 C.02	7/18/2025
Century State/Michigan State Treasury	18.55	25-07-18 L.02	7/18/2025
Century State/Michigan State Treasury	24.73	25-07-18 L.03	7/18/2025
Century State/Michigan State Treasury	4,968.78	25-07-18 R.04	7/18/2025
Century State/Michigan State Treasury	5,049.40	25-07-18 R.05	7/18/2025
Charter Communications	150.00	25-07-25 P.03	7/25/2025
Cintas Corporation Loc 351	141.08	25-07-11 P.03	7/11/2025
City Of Coldwater	80.00	25-07-25 A.04	7/25/2025
City Of Three Rivers	120.00	25-07-25 A.05	7/25/2025
City Of Three Rivers	144.58	54859	7/11/2025
ConnectAmerica	95.00	25-07-11 A.06	7/11/2025
Constantine Flooring Center	32,643.20	54866	7/25/2025
Crossroads Home Care Inc.	1,232.43	25-07-11 A.07	7/11/2025
Daniel Schwartz	52.20	54867	7/25/2025
DELTA DENTAL	4,159.16	25-07-25 A.06	7/25/2025
DiningRD	273.27	25-07-11 A.08	7/11/2025
DiningRD	4,709.01	25-07-25 A.07	7/25/2025
DL Gallivan Office Solutions	776.18	54868	7/25/2025
Dr. Karen M. Luparello	4,549.00	25-07-31 A.05	7/31/2025
FedEx	15.53	25-07-11 P.04	7/11/2025
FedEx	5.68	25-07-25 P.04	7/25/2025

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 7/1/2025 Through 7/31/2025

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Frontier	338.78	25-07-25 P.05	7/25/2025
GDI Services Inc.	4,398.00	25-07-31 A.06	7/31/2025
Glaxo-Smithkline Financial Inc.	2,601.30	25-07-25 P.10	7/25/2025
Health Equity	2,043.28	25-07-04 PR.02	7/4/2025
Health Equity	2,145.91	25-07-18 PR.02	7/18/2025
Helping Angels Home Care LLC	1,489.64	25-07-11 A.09	7/11/2025
Hillsdale County Treasurer	5,757.07	25-07-11 A.10	7/11/2025
Hillsdale County Treasurer	172.18	25-07-25 A.08	7/25/2025
Home Roots Companion & Home Care Services LLC	1,015.36	25-07-11 A.11	7/11/2025
HomeJoy of Kalamzoo	2,774.48	25-07-11 A.12	7/11/2025
Hospital Network Healthcare Services	64.75	25-07-11 A.13	7/11/2025
Indiana MI Power Company	875.31	25-07-11 P.05	7/11/2025
Indiana Michigan Power	115.07	54869	7/25/2025
Jack and Ramilaben LLC	160.00	54870	7/25/2025
KALAMAZOO CHD	500.00	25-07-11 A.14	7/11/2025
Laboratory Corporation of America	117.60	25-07-25 A.09	7/25/2025
Legal Services Of S.Central MI	970.00	25-07-11 A.15	7/11/2025
Lloyd & McDaniel PLC	218.02	54856	7/4/2025
Lloyd & McDaniel PLC	218.02	54864	7/18/2025
Macquarie Equipment Capital Inc.	1,322.75	25-07-25 A.10	7/25/2025
MALPH - Administrator's Forum	150.00	54882	7/31/2025
Maplecrest, LLC	1,361.77	25-07-31 A.07	7/31/2025
McKesson Medical-Surgical Gov. Solutions LLC	199.12	25-07-11 P.06	7/11/2025
McKesson Medical-Surgical Gov. Solutions LLC	4,597.87	25-07-25 P.06	7/25/2025
Medical Care Alert	417.90	25-07-11 A.16	7/11/2025
MERS 5% EMPLOYEES	15,228.69	25-07-11 A.17	7/11/2025
Michigan Association for Local Public Health	422.50	54871	7/25/2025
Michigan Gas	43.91	25-07-11 P.07	7/11/2025
Michigan Graphics Arts, LLC	1,196.00	54872	7/25/2025
Michigan Public Health Institute	5,429.49	25-07-11 A.18	7/11/2025
Michigan State Disbursement Unit	190.11	54857	7/4/2025
Michigan State Disbursement Unit	190.11	54865	7/18/2025
Mistel de Varona	213.75	54860	7/11/2025
Mistel de Varona	164.25	54873	7/25/2025
Nationwide	620.00	25-07-04 R.04	7/4/2025
Nationwide	620.00	25-07-18 R.06	7/18/2025
PFIZER INC	1,337.66	54874	7/25/2025
Principal Life Insurance Company	1,975.31	25-07-25 P.07	7/25/2025
ProAssurance Indemnity Company, Inc	1,110.00	25-07-11 P.08	7/11/2025
Prompt Care Express PC	160.00	54861	7/11/2025
R. Johnson Builders, inc	34,500.00	54883	7/31/2025
Republic Waste Services	457.75	25-07-11 P.09	7/11/2025
Richard Clark	2,432.90	25-07-31 A.08	7/31/2025
Riley Pumpkin Farm	545.00	25-07-31 A.09	7/31/2025
ROSE PEST SOLUTIONS	86.00	25-07-11 A.19	7/11/2025
Sanofi Pasteur Inc.	3,942.56	25-07-25 P.08	7/25/2025
Semco Energy	67.55	25-07-11 P.10	7/11/2025
Semco Energy	102.39	54875	7/25/2025
Shred It	90.00	25-07-11 P.11	7/11/2025

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 7/1/2025 Through 7/31/2025

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
St Joseph County COA	30,725.36	25-07-11 A.20	7/11/2025
St Joseph County Grange Fair	450.00	54876	7/25/2025
St Joseph County Transit Authority	7,265.36	25-07-11 A.21	7/11/2025
Staples	990.94	25-07-11 P.12	7/11/2025
Staples	127.61	25-07-25 P.09	7/25/2025
State of Mich EGLE	34.00	54877	7/25/2025
Stratus Video, LLC	2,693.07	54878	7/25/2025
Teletask Inc.	600.00	54879	7/25/2025
TelNet Worldwide	1,916.90	54862	7/11/2025
TMK Worldwide, LLC	168.19	25-07-11 A.22	7/11/2025
Verizon	1,687.84	25-07-11 P.13	7/11/2025
Verizon	245.01	54880	7/25/2025
VRI INC.	108.00	25-07-11 A.23	7/11/2025
Wal-Mart Community	251.51	25-07-11 P.14	7/11/2025
WM Corporate Services, Inc. As Payment Agent	73.90	54881	7/25/2025
Report Total	467,916.08		

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet - Unposted Transactions Included In Report
As of 7/31/2025

	<u>Current Period Balance</u>
Assets	
Cash on Hand	22,075.86
Cash with County Treasurer	4,224,625.77
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	52,450.00
Cash TR Building Maintenance	77,049.40
Accounts Receivable	85,301.11
Due from Dental DAPP	1,275.67
Due from State	(345,990.43)
Due from St. Joseph County	80,744.00
Due from Other Funding Sources	202,974.22
Prepaid Expenses	147,664.34
Biologic Inventory	158,280.35
Total Assets	<u><u>5,016,406.23</u></u>
Liabilities	
Accounts Payable	239,284.17
Payroll Liabilites	220,341.13
Deferred Revenue	580,626.94
Deferred Revenue BR	38,310.17
Deferred Revenue HD	40,409.00
Deferred Revenue SJ	53,829.33
Biologics	158,280.35
Total Liabilities	<u>1,331,081.09</u>
Net Assets	
Operation Fund Balance	522,935.44
Restricted Fund Balance	401,464.86
Designated Fund Balance	2,760,924.84
Total Net Assets	<u>3,685,325.14</u>
Total Liabilities and Net Assets	<u><u>5,016,406.23</u></u>

BHSJ Community Health Agency
Schedule of Cash Receipts and Disbursements
October 31, 2024 thru
July 31, 2025

Plus: Cash Receipts	\$662,795.09
Less: Cash Disbursements For Payroll/AP	\$ (822,130.30)
10/31/2024 Cash Balance	\$ 4,686,183.48
Plus: Cash Receipts	\$815,038.10
Less: Cash Disbursements For Payroll/AP	\$ (653,168.03)
11/30/2024 Cash Balance	\$ 4,848,053.55
Plus: Cash Receipts	\$571,613.15
Less: Cash Disbursements For Payroll/AP	\$ (1,018,660.01)
12/31/2024 Cash Balance	\$ 4,401,006.69
Plus: Cash Receipts	\$821,312.23
Less: Cash Disbursements For Payroll/AP	\$ (768,005.46)
1/31/2025 Cash Balance	\$ 4,454,313.46
Plus: Cash Receipts	\$208,213.14
Less: Cash Disbursements For Payroll/AP	\$ (616,845.56)
2/28/2025 Cash Balance	\$ 4,045,681.04
Plus: Cash Receipts	\$570,058.30
Less: Cash Disbursements For Payroll/AP	\$ (620,991.20)
3/31/2025 Cash Balance	\$ 3,994,748.14
Plus: Cash Receipts	\$1,050,682.89
Less: Cash Disbursements For Payroll/AP	\$ (646,096.24)
4/30/2025 Cash Balance	\$ 4,399,334.79
Plus: Cash Receipts	\$595,773.92
Less: Cash Disbursements For Payroll/AP	\$ (617,779.81)
5/31/2025 Cash Balance	\$ 4,377,328.90
Plus: Cash Receipts	\$649,139.30
Less: Cash Disbursements For Payroll/AP	\$ (707,292.23)
6/30/2025 Cash Balance	\$ 4,319,175.97
Plus: Cash Receipts	\$891,976.04
Less: Cash Disbursements For Payroll/AP	\$ (676,570.30)
7/31/2025 Cash Balance	\$ 4,534,581.71

12 Month Grants Should be 83.33% Expended.

	Current Month	Year to Date	Total Budget Final Budget	% Total Expended
024 MERS Pension Underfunded Liability Over budget due to additional forfeitures from the DC plan. The extra expenses are fully covered by additional revenue, so there is not impact to other programs.	9,292.70	49,943.16	44,590.00	112.00%
717 EGLE Swimming Pools Over budget due to increased staff time. We will continue to monitor the situation, and any overages can be covered with unspent funds from other areas.	1,226.60	19,610.90	18,991.49	103.26%
255 Community Health Direction Over budget due to increased staff time. We will continue to monitor the situation, and any overages can be covered with unspent funds from other areas.	14,213.50	147,198.13	150,000.00	98.13%
210 Beacon Health Grant ended in May 25. Ended within budget.	0.00	17,083.99	17,690.00	96.57%
720 EH- Complaints Over budget due to increased staff time. We will continue to monitor the situation, and any overages can be covered with unspent funds from other areas.	2,763.23	10,892.11	11,467.45	94.98%
230 Medical Marijuana HD Short term grant, must be expended by end of August.	1,757.21	10,828.90	11,463.05	94.46%
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 82.9%.	0.00	202,268.74	222,409.00	90.94%
138 Immunization IAP Slightly over budget. We will continue to monitor the situation.	98,317.94	1,041,030.39	1,236,036.29	84.22%
714 Onsite Sewage Disposal Slightly over budget. We will continue to monitor the situation.	37,964.70	392,624.86	468,472.50	83.80%
021 Dental Clinic - Three Rivers	4,631.85	46,318.50	55,582.20	83.33%
329 MCH Enabling Children	7,867.42	78,674.17	94,409.00	83.33%
108 WIC Breastfeeding	11,303.98	98,759.45	119,343.35	82.75%
010 Agency Support	8,171.21	105,513.89	129,577.00	81.42%
109 WIC	100,548.74	902,777.48	1,112,070.14	81.17%
721 Drinking Water Supply	36,746.12	346,469.61	427,382.31	81.06%
332 HIV Prevention	2,296.62	22,013.04	27,540.88	79.92%
101 Workforce Development	7,686.35	40,546.24	50,760.89	79.87%
704 Food Service	46,588.67	481,098.92	614,404.22	78.30%
341 Infectious Disease	33,883.03	327,451.99	420,658.77	77.84%
032 Emergency Preparedness	14,873.00	143,060.69	183,943.64	77.77%
012 Area Agency on Aging	124,872.99	1,032,867.55	1,335,699.89	77.32%
718 EGLE Septage	1,577.60	4,599.91	6,083.38	75.61%
331 STD	13,570.14	121,536.51	162,586.27	74.75%
207 MCRH Community Health Workers	7,906.95	78,420.35	105,074.41	74.63%

Branch-Hillsdale-St Joseph Community Health Agency
Statement of Revenues and Expenditures - Final Budget - Expense By Program - Summary - BG - Unposted Transactions Included In Report
From 7/1/2025 - 7/31/2025

	Current Month	Year to Date	Total Budget Final Budget	% Total Expended
014 VOCA	16,253.37	153,025.65	205,743.32	74.37%
405 Grant Writing	271.89	2,249.73	3,040.63	73.98%
605 General EH Services	2,890.11	28,749.94	39,339.60	73.08%
327 Hearing (ELPHS)	6,619.81	93,334.09	131,680.32	70.87%
338 Immunization Vaccine Handling	5,216.95	57,967.12	82,738.82	70.06%
107 Medicaid Outreach	948.52	10,199.22	14,624.57	69.74%
275 Medical Marijuana SJ	2,282.19	6,621.68	9,556.35	69.29%
745 Type II Water	23,363.91	150,056.49	218,165.12	68.78%
715 EGLE Long-Term Monitoring	1,436.12	2,331.17	3,456.18	67.44%
008 Salary & Fringe Payoff	0.00	53,761.16	80,000.00	67.20%
112 CSHCS Medicaid Outreach	30,938.65	75,198.80	112,140.24	67.05%
212 Medical Marijuana BR	3,917.44	13,227.84	19,749.76	66.97%
205 OHSP Grant	5,187.98	55,803.35	83,409.61	66.90%
719 Body Art	209.11	4,832.20	7,223.01	66.90%
326 Vision (ELPHS)	4,839.06	85,357.17	129,515.17	65.90%
201 CSF Carseats	1,958.91	19,969.52	30,881.83	64.66%
202 Oral Health	5,484.74	54,657.90	87,883.62	62.19%
345 Lead Testing	4,725.95	22,171.99	37,740.43	58.74%
102 EH San Training Jurisdictional Sharing	3,250.87	5,613.44	10,000.00	56.13%
035 Vector Borne Disease Surveillance	9,664.89	31,448.37	58,889.51	53.40%
286 HEP Special Projects	1,340.96	8,221.85	15,678.93	52.43%
015 Local Expenses - Unallowable by Grants	2,543.28	17,823.98	39,216.93	45.44%
716 EGLE Campgrounds	5,185.09	8,994.99	21,437.48	41.95%
025 PH Workforce & Infrastructure	67,143.20	137,802.79	355,049.12	38.81%
363 363 CVDIMS Covid Immz Supplemental	4,128.32	39,422.45	122,576.46	32.16%
106 MI Options	11,088.96	43,652.19	155,553.00	28.06%
722 PFAS Response	0.00	676.77	2,675.02	25.29%
724 PFAS - Westside Landfill	388.75	1,653.13	7,256.36	22.78%
096 CSHCS Donations SJ	0.00	8,242.27	41,360.84	19.92%
097 CSHCS Donations BR HD	52.20	3,801.80	22,826.36	16.65%
029 Dental Clinic - Hillsdale	763.77	8,932.73	62,000.00	14.40%
723 PFAS Response - White Pigeon	0.00	508.12	9,149.21	5.55%
355 COVID-19 PH Workforce Supplemental	0.00	454.05	66,263.00	0.68%
023 Capital Expenditures	0.00	0.00	73,000.00	0.00%
351 CELC Infection Prevention	0.00	39,926.72	0.00	0.00%
352 ELCCT Contact Tracing, testing doord, violation mon,	0.00	0.00	40,177.73	0.00%
380 Measles Readiness and Response	0.00	0.00	75,752.67	0.00%
Total Expense	810,155.55	6,968,280.15	9,501,987.33	73.33%

The Agency is currently 10% under budget.

August 18, 2025 – 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 9:01 AM. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, and Kevin Collins. No members were absent.

Also present from BHSJ: Laura Sutter, Theresa Fisher, and Rebecca Burns, who joined the meeting from a remote location.

Mr. Collins 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 FY25-26 AAA Provider allocations as presented, with support from Mr. Collins. The motion passed unopposed
- Mr. Collins moved to recommend the full board approve the RFP response from Maner Costerisan for audit services, with support from Mr. Houtz. The motion passed unopposed.
- BHSJ staff presented information on options regarding the upcoming employer-sponsored health care renewal.
- BHSJ staff provided an update on the FY25-26 Budget process.

Public Comment: No public comments were given.

With no further business, the meeting was adjourned at 9:29 AM.

Respectfully Submitted by:



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

Defined Benefit Plan Funding Strategy Summary

Background

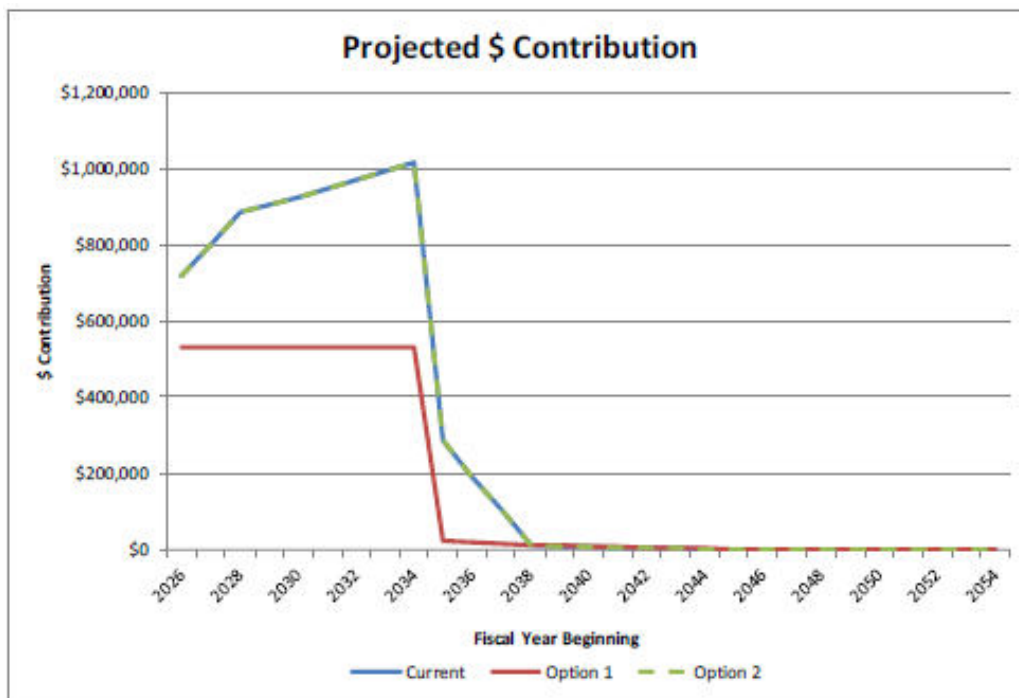
- In 2018, the agency began making extra contributions to the MERS Defined Benefit (DB) Plan
- These contributions were placed in a surplus fund, which earns the same rate of return as the DB Plan
- Surplus funds may only be used to cover pension expenses
- In 2022, MERS introduced a dedicated gains policy, changing how market gains and losses affect plan funding
 - MERS now strongly recommends employers maintain a surplus division, but does not recommend a specific funding level
 - To align with this guidance, the agency plans to maintain a \$1 million reserve in the surplus fund

Why the MERS Surplus Fund Matters

- Helps smooth out future contribution spikes
- Reduces budget volatility
- Protects agency operations from legacy cost pressures
- Aligns with MERS' recommendation to build buffers against market fluctuations

Projected Plan Funding

- The DB plan is projected to be fully funded in 2035
- Annual required contributions are expected to rise steadily through FY2034-35, peaking at over \$1 million, before dropping significantly once full funding is reached
- Without use of the surplus fund, required contributions could exceed 10% of the agency's total annual budget by FY2029-30, assuming the budget remains at the FY25-26 level of \$9,103,276



The Challenge

- Without surplus funds use contributions rise to above 10% of the budget by FY29-30 (assumes overall budget maintains the same as FY25-16 Original Budget)
- This could significantly impact current services and staffing levels
- The Agency needs a plan to stabilize payments and protect operations

Actuarial Study Results

Current Approach

- Make all payment contributions recommended by MERS until the plan is fully funded
- Plan reaches full funding (includes surplus) in 2029

Option 1

- Move all but \$1 million dollars from the surplus fund to the DB plan on 12/31/2025
- Make a level annual payment of \$530,000
- Full funding (including surplus) achieved in 2031
- Surplus balance projected at \$1.8 million by year-end 2034

Option 2

- Contribute a level annual payment of \$580,000 from the agency's budget
- Use the surplus fund to cover any difference between required contributions and \$580,000
- Full funding (including surplus) achieved in 2030
- Surplus balance projected at \$3.3 million by year-end 2034

Benefits of a Funding Strategy

- Stabilizes contributions and reduces volatility
- Provides predictable long-term funding
- Lowers financial risk to the agency
- Prevents disruptive cost spikes
- Supports long-term sustainability
- Aligns with MERS guidance

Recommendation

The agency should:

- Adopt **Option 2** and implement the \$580,000 level payment strategy through FY2035
- Use the surplus fund as needed to supplement annual contributions
- Maintain a minimum \$1 million balance in the surplus division beyond 2035
- Review actuarial assumptions and funding status every 2–3 years to adjust for market conditions, MERS policy changes, and updated actuarial data

Current - No Changes

Valuation Year Ending	Accrued Liability	Current Assets No Surplus	Current Assets With Surplus	Current Funded No Surplus	Current Funded With Surplus	Total Employer Contribution	Employer Contribution	Transfer from Surplus	Assets Remaining in Surplus Division
2024	\$20,500,000	\$15,300,000	\$19,100,000	75%	93%	\$548,820			\$3,800,000
2025	\$20,600,000	\$15,100,000	\$19,100,000	74%	93%	\$647,496	\$647,496	\$0	\$4,000,000
2026	\$20,600,000	\$14,900,000	\$19,000,000	72%	92%	\$719,000	\$719,000	\$0	\$4,100,000
2027	\$20,600,000	\$15,300,000	\$19,700,000	74%	95%	\$796,000	\$796,000	\$0	\$4,400,000
2028	\$20,500,000	\$15,700,000	\$20,400,000	76%	99%	\$885,000	\$885,000	\$0	\$4,700,000
2029	\$20,400,000	\$16,100,000	\$21,100,000	79%	103%	\$905,000	\$905,000	\$0	\$5,000,000
2030	\$20,300,000	\$16,600,000	\$21,900,000	82%	108%	\$926,000	\$926,000	\$0	\$5,300,000
2031	\$20,100,000	\$17,100,000	\$22,800,000	85%	113%	\$948,000	\$948,000	\$0	\$5,700,000
2032	\$19,800,000	\$17,500,000	\$23,600,000	89%	119%	\$970,000	\$970,000	\$0	\$6,100,000
2033	\$19,500,000	\$18,000,000	\$24,600,000	93%	126%	\$993,000	\$993,000	\$0	\$6,600,000
2034	\$19,100,000	\$18,600,000	\$25,600,000	97%	134%	\$1,020,000	\$1,020,000	\$0	\$7,000,000
2035						\$286,000	\$286,000	\$0	
2036						\$193,000	\$193,000	\$0	

Option 1 - One-time Large Transfer from Surplus Fund

Valuation Year Ending	Accrued Liability	Option 1 Assets No Surplus	Option 1 Assets With Surplus	Option 1 Funded No Surplus	Option 1 Funded With Surplus	Total Employer Contribution	Employer Contribution	Transfer from Surplus	Assets Remaining in Surplus Division
2024	\$20,500,000	\$18,100,000	\$19,100,000	88%	93%	\$548,820			
2025	\$20,600,000	\$18,100,000	\$19,100,000	88%	93%	\$647,496	\$647,496	\$2,800,000	\$1,000,000
2026	\$20,600,000	\$17,700,000	\$18,800,000	86%	91%	\$719,000	\$530,000	\$0	\$1,100,000
2027	\$20,600,000	\$18,000,000	\$19,100,000	87%	93%	\$796,000	\$530,000	\$0	\$1,100,000
2028	\$20,500,000	\$18,200,000	\$19,400,000	89%	95%	\$885,000	\$530,000	\$0	\$1,200,000
2029	\$20,400,000	\$18,400,000	\$19,700,000	90%	97%	\$905,000	\$530,000	\$0	\$1,300,000
2030	\$20,300,000	\$18,600,000	\$20,000,000	92%	99%	\$926,000	\$530,000	\$0	\$1,400,000
2031	\$20,100,000	\$18,800,000	\$20,300,000	93%	101%	\$948,000	\$530,000	\$0	\$1,500,000
2032	\$19,800,000	\$18,900,000	\$20,500,000	95%	104%	\$970,000	\$530,000	\$0	\$1,600,000
2033	\$19,500,000	\$19,000,000	\$20,700,000	98%	106%	\$993,000	\$530,000	\$0	\$1,700,000
2034	\$19,100,000	\$19,100,000	\$20,900,000	100%	110%	\$1,020,000	\$530,000	\$0	\$1,800,000
2035						\$286,000	\$25,000	\$0	
2036						\$193,000	\$20,800	\$0	

Option 2 - Smaller Annual Draw from Surplus Fund

Valuation Year Ending	Accrued Liability	Option 2 Assets No Surplus	Option 2 Assets With Surplus	Option 2 Funded No Surplus	Option 2 Funded With Surplus	Total Employer Contribution	Employer Contribution	Transfer from Surplus	Assets Remaining in Surplus Division
2024	\$20,500,000	\$15,300,000	\$19,100,000	75%	93%	\$548,820			\$3,800,000
2025	\$20,600,000	\$15,100,000	\$19,100,000	74%	93%	\$647,496			\$4,000,000
2026	\$20,600,000	\$14,900,000	\$18,900,000	72%	92%	\$719,000	\$580,000	\$139,000	\$4,000,000
2027	\$20,600,000	\$15,300,000	\$19,300,000	74%	94%	\$796,000	\$580,000	\$216,000	\$4,000,000
2028	\$20,500,000	\$15,700,000	\$19,700,000	76%	96%	\$885,000	\$580,000	\$305,000	\$4,000,000
2029	\$20,400,000	\$16,100,000	\$20,100,000	79%	98%	\$905,000	\$580,000	\$325,000	\$4,000,000
2030	\$20,300,000	\$16,600,000	\$20,400,000	82%	101%	\$926,000	\$580,000	\$346,000	\$3,800,000
2031	\$20,100,000	\$17,100,000	\$20,800,000	85%	104%	\$948,000	\$580,000	\$368,000	\$3,700,000
2032	\$19,800,000	\$17,500,000	\$21,200,000	89%	107%	\$970,000	\$580,000	\$390,000	\$3,700,000
2033	\$19,500,000	\$18,000,000	\$21,500,000	93%	111%	\$993,000	\$580,000	\$413,000	\$3,500,000
2034	\$19,100,000	\$18,600,000	\$21,900,000	97%	115%	\$1,020,000	\$580,000	\$440,000	\$3,300,000
2035						\$286,000	\$286,000	\$0	
2036						\$193,000	\$193,000	\$0	



August 20, 2025

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

RE: Ad-Hoc: Branch-Hillsdale-St Joseph Comm Hlth Agcy (1202) - Division 01

The purpose of this report is to show the financial implications to the employer of different funding alternatives for Branch-Hillsdale-St Joseph Comm Hlth Agcy (1202) – Division 01. This report is based on the December 31, 2024 annual actuarial valuation and contains information corresponding to the different options under consideration.

This report was prepared at the request of MERS on behalf of the municipality and is intended for use by the municipality and those designated or approved by the municipality. The report may be provided to parties other than the municipality only in its entirety. GRS is not responsible for unauthorized use of this report.

The valuation was based upon information furnished by MERS staff, concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the municipality and MERS staff.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the municipality as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices and in conformity with the Actuarial Standards of Practice issued by the Actuarial Standards Board.

Mark Buis and Rebecca L. Stouffer are Members of the American Academy of Actuaries (MAAA) and meet the Academy's Qualification Standards to render the actuarial opinions contained herein.

The signing actuaries are independent of the plan sponsor.

Sincerely,
Gabriel, Roeder, Smith & Company

A handwritten signature in black ink that reads "Mark Buis".

Mark Buis, FSA, EA, FCA, MAAA

A handwritten signature in black ink that reads "Rebecca L. Stouffer".

Rebecca L. Stouffer, ASA, FCA, MAAA

Executive Summary

A summary of the proposed retirement plan design options considered in this study are shown below. The results of our calculations are included on the following pages.

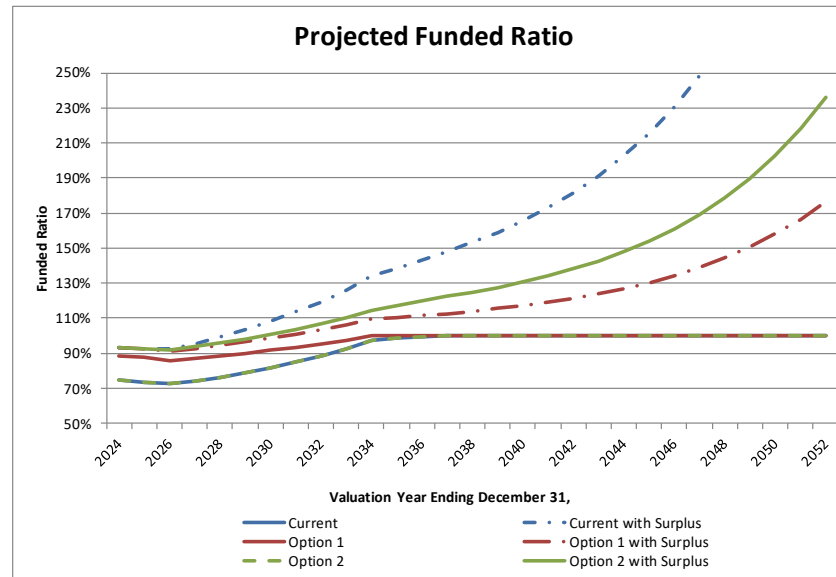
Option	Division	Description
Current	Gnrl (01)	Funding Method: Current standard MERS funding policy applies
1	Gnrl (01)	Funding Method: Transfer all but \$1,000,000 from Surplus Division to Division 01 on December 1, 2025. Then, assume level employer contributions beginning January 1, 2026 for nine years.
2	Gnrl (01)	Funding Method: Assume employer contributions of \$580,000 annually from external sources beginning January 1, 2026 for nine years. If the annual required contribution exceeds \$580,000 the additional contribution required would be transferred from Surplus Division to Division 01.

Report Specific Comments

1. Under Option 1, a market value of \$2,795,853 was assumed to transfer from Surplus Division to Division 01 on December 1, 2025. For purposes of the Option 1 calculations shown in this report the transfer amount was adjusted for interest from December 1, 2025 to December 31, 2024.
2. Under Option 1, following the assumed transfer discussed above, Branch-Hillsdale-St Joseph Comm Hlth Agcy was assumed to contribute roughly \$530,000 annually for nine years beginning January 1, 2026.

Projection Results – Gnrl (Division 01)

Current, Proposed Option 1, and Proposed Option 2



Valuation Year Ending December 31,	All Options Actuarial Accrued Liability	Current				Option 1				Option 2			
		Valuation	Valuation	Funded	Funded	Valuation	Valuation	Funded	Funded	Valuation	Valuation	Funded	Funded
		Assets	Assets	Ratio	Ratio	Assets	Assets	Ratio	Ratio	Assets	Assets	Ratio	Ratio
		No Surplus	With Surplus	No Surplus	with Surplus	No Surplus	With Surplus	No Surplus	with Surplus	No Surplus	With Surplus	No Surplus	with Surplus
2024	\$20,500,000	\$15,300,000	\$19,100,000	75%	93%	\$18,100,000	\$19,100,000	88%	93%	\$15,300,000	\$19,100,000	75%	93%
2025	20,600,000	15,100,000	19,100,000	74%	93%	18,100,000	19,100,000	88%	93%	15,100,000	19,100,000	74%	93%
2026	20,600,000	14,900,000	19,000,000	72%	92%	17,700,000	18,800,000	86%	91%	14,900,000	18,900,000	72%	92%
2027	20,600,000	15,300,000	19,700,000	74%	95%	18,000,000	19,100,000	87%	93%	15,300,000	19,300,000	74%	94%
2028	20,500,000	15,700,000	20,400,000	76%	99%	18,200,000	19,400,000	89%	95%	15,700,000	19,700,000	76%	96%
2029	20,400,000	16,100,000	21,100,000	79%	103%	18,400,000	19,700,000	90%	97%	16,100,000	20,100,000	79%	98%
2030	20,300,000	16,600,000	21,900,000	82%	108%	18,600,000	20,000,000	92%	99%	16,600,000	20,400,000	82%	101%
2031	20,100,000	17,100,000	22,800,000	85%	113%	18,800,000	20,300,000	93%	101%	17,100,000	20,800,000	85%	104%
2032	19,800,000	17,500,000	23,600,000	89%	119%	18,900,000	20,500,000	95%	104%	17,500,000	21,200,000	89%	107%
2033	19,500,000	18,000,000	24,600,000	93%	126%	19,000,000	20,700,000	98%	106%	18,000,000	21,500,000	93%	111%
2034	19,100,000	18,600,000	25,600,000	97%	134%	19,100,000	20,900,000	100%	110%	18,600,000	21,900,000	97%	115%

Notes:

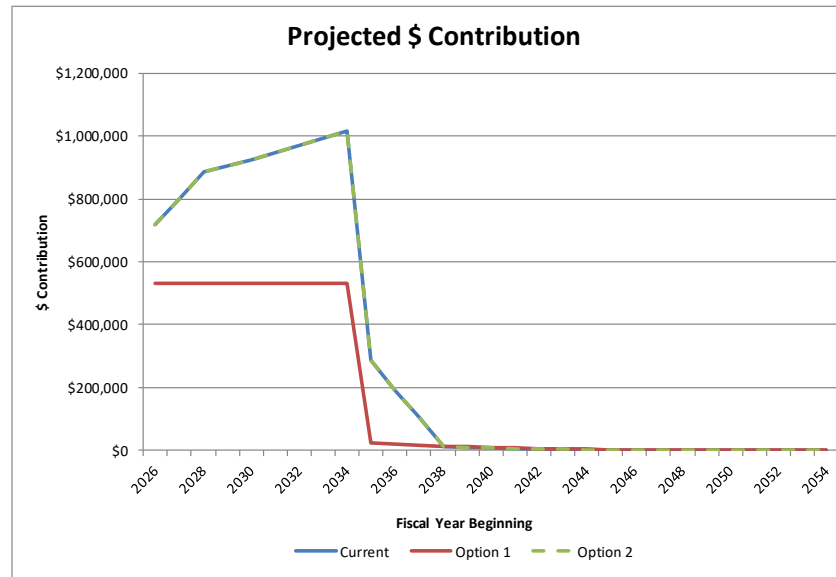
1. A projection is not a prediction. Future costs will be determined by future valuations and may change based on actual experience.

This report may be provided to parties other than the municipality only in its entirety.



Projection Results – Gnrl (Division 01)

Current, Proposed Option 1, and Proposed Option 2



Fiscal Year Beginning January 1,	Current	Option 1	Option 2		Total Contribution to Div 01
	Total Employer Contribution	Total Employer Contribution	Employer Contribution	Transfer from Surplus	
2026	\$719,000	\$530,000	\$580,000	\$139,000	\$719,000
2027	796,000	530,000	580,000	216,000	796,000
2028	885,000	530,000	580,000	305,000	885,000
2029	905,000	530,000	580,000	325,000	905,000
2030	926,000	530,000	580,000	346,000	926,000
2031	948,000	530,000	580,000	368,000	948,000
2032	970,000	530,000	580,000	390,000	970,000
2033	993,000	530,000	580,000	413,000	993,000
2034	1,020,000	530,000	580,000	440,000	1,020,000
2035	286,000	25,000	286,000	0	286,000
2036	193,000	20,800	193,000	0	193,000

Notes:

1. A projection is not a prediction. Future costs will be determined by future valuations and may change based on actual experience.

This report may be provided to parties other than the municipality only in its entirety.



General Comments

1. The Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. This report was prepared using certain assumptions approved by the Board. The MERS Board adopted the actuarial assumptions based on the recommendations of the actuary. A description of these assumptions and methods can be found as follows:
 - a. Plan Document, v12052024,
 - b. Actuarial Policy, DOC 8062 (2025-06-11), and
 - c. 2024 Appendix to the Annual Actuarial Valuation Report.
2. This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.
3. The liabilities were calculated using the actuarial assumptions and methods adopted by the MERS Retirement Board and do not assume 100% retirement when first eligible. Actuarial assumptions and methods do not determine the cost of the benefits provided; they only impact the pattern of employer contributions. If future experience is unfavorable compared to the assumptions used, employer contribution rates will increase in future years, and vice versa. For example, if members retire when first eligible, the actual liabilities would be higher than calculated resulting in higher employer contributions.
4. The proposed change may affect the risk profile of the Plan. At this time, we do not believe additional risk assessment is necessary.
5. This report describes the financial effect of the proposed benefit plan. No statement contained within is a recommendation in favor of or in opposition to the proposed benefit plan.
6. Contribution requirements take into consideration prior service with other MERS entities (for eligibility service only), reflected in the difference between benefit and vesting service. If members have service not reflected on the results page (e.g., prior MERS or Act 88 service, if applicable), the unfunded liabilities and employer contributions may be understated.
7. Employer contributions are based on a percentage of members' reported pay for open divisions. If actual reported payroll is substantially lower than the payroll used in this report, the actuaries recommend a minimum contribution of the dollar developed in the "Results" section.
8. The results do not show the potential impact on other post-employment benefits (such as retiree health care insurance) or ancillary benefits (such as life insurance).
9. The results of separate actuarial valuations generally cannot be added together to produce a correct estimate of the employer contributions. The total can be considerably greater than the sum of the parts due to the interaction of various plan provisions and assumptions used.
10. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of this supplemental actuarial valuation does not include an analysis of the potential range of such future measurements.



General Comments (Concluded)

11. Valuation results are developed through the use of multiple models.

Valuation liabilities were prepared using ProVal's valuation model, a software product of Winklevoss Technologies. We are relying on the ProVal model. We performed tests of the ProVal model with this assignment and made a reasonable attempt to understand the developer's intended purpose of, general operation of, major sensitivities and dependencies within, and key strengths and limitations of the ProVal model. In our professional judgment, the ProVal valuation model has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses.

Financial results were prepared using our financing and projection model which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

12. The calculations are based upon assumptions regarding future events, which may or may not materialize and proposed plan provisions. The actual impact of the proposed plan change(s) will change over time as actual experience emerges. Contact your MERS representative at 800-767-MERS if you believe that:

- a. The assumptions are unreasonable,
- b. The plan provisions are missing or incorrectly described,
- c. Conditions have changed since the calculations were made,
- d. The information provided in this report is inaccurate or is in any way incomplete, or
- e. You need further information to make an informed decision.

13. The following information, assumptions and funding methods were used in the projections under the various options:

- a. Demographic, financial information and benefit provisions provided by MERS for the December 31, 2024 annual valuation, except where noted otherwise.
- b. The assumptions and methods used in the December 31, 2024 annual valuation, except where noted otherwise.
- c. All demographic assumptions will be met during the projection period.
- d. If new hires are included in the valuation, the active population is assumed to remain stable during the projection period.
- e. Demographic assumptions under the DC plan are unchanged from those of the DB plan, if applicable.
- f. The Market Value of Assets will earn the assumed investment return each year during the projection period.
- g. There will be no benefit changes during the projection period.
- h. The employer contributions through December 31, 2025 are not affected, and are based on previous annual actuarial valuations.





PROVIDER NAME	FY24-25 ³	Proposed FY25-26 ⁴	% Difference
Branch Area Transit Authority			
Transportation	\$ 18,800	\$ 21,230	13%
Branch County Commission On Aging			
Case Coordination & Support	\$ 6,333	\$ 6,220	
Caregiver Education	3,528	3,528	
Caregiver Support	3,360	3,360	
Caregiver Training	210	210	
Chore Services	3,360	3,360	
Congregate Meals	43,200	40,880	
Disease Prevention/Health Promotion	3,784	3,626	
Friendly Reassurance	1,680	1,680	
Personal Care	5,000	5,000	
Home Delivered Meals	143,973	143,866	
Homemaking	41,540	40,963	
In-Home Respite	8,830	17,640	
MIOptions - Medicare Counseling	8,824	19,000	
Gap Filling	1,260	1,260	
Transportation	3,000	3,000	
TOTAL	\$ 277,882	\$ 293,593	6%
Kalamazoo Human Services Dept. - AAA Region 3A			
Long Term Care Ombudsman Program	\$ 2,000	\$ 2,000	0%
Legal Services of South Central MI			
Legal Services	\$ 12,000	\$ 12,000	0%
St. Joseph County Commission On Aging			
Caregiver Education	\$ 4,872	\$ 4,872	
Caregiver Support	4,640	4,640	
Caregiver Training	290	290	
Case Coordination & Support	8,745	8,588	
Chore	4,640	4,640	
Congregate Meals	71,858	68,663	
Disease Prevention/Health Promotion	5,225	5,007	
Friendly Reassurance	2,320	2,320	
Homemaking	42,447	41,860	
Home Delivered Meals	186,608	186,462	
Home Repair	5,000	5,000	
In-Home Respite	11,932	22,251	
MIOptions - Medicare Counseling	9,224	19,000	
Personal Care	18,900	18,900	
Gap Filling	1,740	1,740	
TOTAL	\$ 378,441	\$ 394,233	4%
St. Joseph County Transportation Authority			
Transportation	\$ 25,680	\$ 29,871	16%

NOTES:

1 - Presented to the Board of Health Finance Committee on August 18, 2025

2 - Contracts will be renewed pending providers submission of accurate budget(s)

3 - FY24-25 award amounts reflected are Original (does not include amendments)

4 - FY25-26 Proposed amounts reflect full-year federal & state funding anticipated based on full year FY25 award. Carry forward not included.

MIOptions is tentative funding, based on annualized amounts - Funding Period 10/1/25 - 3/31/26

RFP for Audit Services

RFP Process

On July 10, 2025, the agency released a Request for Proposals (RFP) for Audit Services. The RFP was posted as a banner on the agency's website and emailed directly to five accounting firms that had expressed interest when contacted by BHSJ staff: Maner Costerisan, Gabridge & Co., Rehmann, Roslund, Prestage & Co., and Yeo & Yeo.

Proposals were due by August 8, 2025, at 2:00 PM EST. The agency received proposals from Maner Costerisan and Roslund, Prestage & Co., and a notice from Yeo & Yeo declining to submit.

Method of Evaluating Proposals

The RFP indicated that proposals would be evaluated with a strict emphasis on quality. Attributes which will be analyzed include:

1. Depth of governmental entities audited by CPA firm proposing.
2. Firm's governmental resources available.
3. Involvement in municipal activity and organizations.
4. Training of personnel in governmental (and federal grant) auditing.
5. Experience with district health departments.
6. Experience with Area Agency on Aging organizations.
7. Demonstrated knowledge of new audit standards and assisting governmental units with implementation and maintenance of those standards.
8. Quality of staff included in assignment.
9. Reference responses.
10. Availability of secondary or backup partners, if needed.
11. Internal quality control procedures and external quality control review.

After technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the audit firm who is most qualified and reasonable in cost will be selected.

Qualifications and Experience

Both firms are Licensed CPAs, meet the independent requirements, and have no history of substandard audit work.

- Roslund, Prestage, & Co.
 - No prior experience with District Health Departments or Area Agency on Aging audits.
 - General governmental auditing experience, but has fewer staff members with governmental experience (7).
- Maner Costerisan
 - Has direct experience with BHSJ audits
 - Has direct experience with other District Health Department and Area Agency on Aging audits.
 - They have a much larger firm with more staff members with governmental experience (205), allowing for deeper specialization.

Staffing and Resources

- Roslund, Prestage, & Co.
 - Smaller firm overall (26 FTE) with 7 dedicated to governmental audits
 - Higher partner involvement proposed (25 hours vs 10 hours)
- Maner Costerisan
 - Much larger pool of staff, indicating higher capacity for simultaneous engagements
 - Greater reliance on staff-level hours (90 hours vs 38 hours), with fewer partner hours.

Cost

- Roslund, Prestage, & Co.
 - Lower cost in all years
 - Year 1: \$17,250 (vs \$21,775)
 - Additional program/single audit: \$3,500 (vs \$4,000)
 - Proposes 101 hours to complete audit
- Maner Costerisan
 - Higher cost, but may reflect deeper experience in specific health department related audits
 - Proposes 125 hours to complete audit

Recommendation

If cost control is the highest priority and you are confident that a firm can adapt to the unique requirements of health department and aging service audits without prior direct experience, Roslund, Prestage, & Co. offers a lower price and strong general governmental audit expertise.

However, if specialized experience in health and aging services is critical for ensuring accuracy, compliance, and efficiency—particularly given regulatory complexity—Maner Costerisan is the stronger choice despite the higher cost. The agency is still training its new Accountant, making it more difficult to provide the additional orientation and support a firm without prior District Health Department or Area Agency on Aging audit experience would require. Maner Costerisan's direct experience with this agency, similar district health departments, and other Area Agency on Aging organizations suggests that the risk mitigation benefits outweigh the additional cost at this time. As a result, the Agency is recommending moving forward with Maner Costerisan.

A photograph of the Michigan State Capitol building, featuring its iconic dome and classical architecture. The image is partially obscured by an orange horizontal band.

Professional Auditing Services

Prepared for:

Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Road
Coldwater, Michigan 49036



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TO

Theresa Fisher, Administrative Services Director
fishert@bhsj.org
Branch-Hillsdale-St. Joseph Community Health Agency

FROM

Aaron M. Stevens, CPA, CGFM
astevens@manercpa.com
Maner Costerisan

August 8, 2025

Dear Theresa,

We are very excited about the opportunity to provide you with a proposal for professional auditing services for the Branch-Hillsdale-St. Joseph Community Health Agency for the fiscal years ending September 30, 2025, 2026, and 2027. Our services will include a financial audit of the Agency's financial statements and other requested services. Our firm will provide timely audit services and a "big picture" report to the members of the Board of Health reviewing operations, audit conclusions, and recommendations.

We understand the audit will be performed in accordance with generally accepted auditing standards (GAAS) as contained in the Statement on Auditing Standards of AICPA and to the extent applicable, *Government Auditing Standards* and the Uniform Guidance. We will plan our audit assuming the Agency's financial statements will be prepared in accordance with U.S. generally accepted accounting principles. We will meet the time frames outlined in the request for proposal, assuming the Agency provides the required trial balances and schedules by the necessary dates.

Why We Believe We Are the Best Qualified

- The engagement principal assigned to your audit has more than 30 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements.
- Maner Costerisan's experience includes auditing more than 300 governmental entities including cities, villages, counties, townships, school districts, libraries, health departments, road commissions, other local authorities and agencies, and various departments of the State of Michigan.
- Our firm is a member of the Governmental Audit Quality Center (GAQC), established by the American Institute of CPA's (AICPA).

- The independent review principal assigned to your audit serves as the co-chair of the Michigan Government Finance Officers Association-Accounting Standards Committee. This committee supports governmental accounting and financial reporting advancement through active participation in the review and analysis of proposed pronouncements from authoritative accounting standard-setting bodies.
- The independent review principal assigned to your audit currently serves, and the engagement principal previously served, on the Michigan Committee on Governmental Accounting and Auditing. This committee provides guidance that local units of government may use in complying with accounting and auditing requirements in the State of Michigan. As a result, a considerable amount of time is spent working with representatives of the State Treasury Department, Municipal Finance Commission, and the Department of Transportation.

We understand the importance of conducting an engagement in a manner that will cause the least disruption to your office. All of our efforts are directed toward achieving the completion of these projects with the highest degree of quality. We have included our most recent peer review report. We again received a “pass” report.

The accompanying proposal is a firm and irrevocable offer for the financial statement audits of the fiscal years ending September 30, 2025, 2026, 2027. This proposal is effective for 60 days. We pride ourselves on completing our audits in a timely fashion and will perform the audit of the Agency’s financial statements within applicable deadlines. Our proposal is a written expression of our plan of services and qualifications, but it cannot completely convey the enthusiasm with which Maner Costerisan approaches this opportunity.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Aaron M. Stevens".

Aaron M. Stevens, CPA, CGFM

About Maner Costerisan

Over 115 years in business. That means Maner Costerisan has more than a century of experience in looking toward the future. We've learned a lot over the last 100-plus years, growing from a small, local firm serving mid-Michigan in the early 1900s to one of Accounting Today's Top Regional Firms (2021-2025).

Our growth and success are directly connected to strong relationships with our clients. We listen to their problems and help solve them.

We begin every business relationship by immersing ourselves in your goals, obstacles, and opportunities. We understand where you are today and learn where you want to go tomorrow. This insight empowers us to develop creative, flexible, cost-effective solutions to get you there. Not some vague, one-size-fits-all plan, but a comprehensive, step-by-step blueprint for success. Designed to keep you compliant and turn today's potential into tomorrow's achievements.

We may work with numbers and figures, but it's people and relationships that drive us. Our mission is to enable others to reach their potential.

Every day, this is how we prove "client first" is both our promise and our passion:

- Proactively using our industry experience and knowledge to stay on top of your ever-changing requirements and the latest legislative changes impacting your industry.
- We're a trusted advisor and sounding board, delivering strategic solutions and hands-on guidance to help put you ahead of obstacles.
- Ensuring every client works exclusively with senior-level professionals, experienced in your industry - giving you direct access to our partners and managers every step of the way.
- Listening to your needs and challenges. Developing actionable solutions to help you get where you want to be.



Government Expertise

With Great Power Comes Great Scrutiny - Today, more is expected from government entities, so no one is more dedicated to offering smarter, cost-effective solutions than the experts at Maner Costerisan. We're deeply connected with the Michigan government and have hands-on experience working at every level. This experience empowers us to offer proactive solutions, going beyond just compliance maintenance. Our team knows how to help you get the most of tight budgets and manage talent shortages while staying on top of the shifting laws, rules, and regulations. Whether as a long-term partner or short-term resource, we're here to step in and help make any department stronger, so you can give your best to working for the public good.

Expertise in Action:



What Makes Maner Different?

Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in the areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

We perform these highly complex and regulatory-heavy audits. We are also certified to provide peer reviews of other CPA firms, reviewing their quality control systems to ensure they perform audits at the highest standards.

Other CPA firms seek our experienced professionals to review and grade their performance.

Client service remains at the heart of everything we do at Maner Costerisan. In June 2024, we received our fifth consecutive "Best of Accounting" Client Satisfaction Award from Clearly Rated.



Meet the Team

The team below will be dedicated to supporting the Branch-Hillsdale-St. Joseph Community Health Agency:



Aaron Stevens, CPA, CGFM
Principal, Director
Audit

About Aaron

Aaron brings more than 30 years of experience specializing in government and nonprofit auditing and consulting to Maner Costerisan. A member of the firm’s Board of Directors, Aaron helps lead Maner’s Government team and is a partner in the Audit department. Since joining Maner through a merger with Stevens, Kirinovic & Tucker P.C. (SKT) in early 2019, he’s helped spearhead tremendous growth throughout the government division, always looking for innovative solutions to help municipalities and government entities achieve their goals.

Aaron actively takes charge of keeping the entire government team well-informed about the constantly evolving requirements for government entities of various scales.

“I believe the key factors that drive my success are hard work, determination, and self-accountability. My goal is to be the consultant or advisor that my clients rely on and have confidence in.”

Certifications:

- Certified Public Accountant (CPA)
- Certified Government Financial Manager (CGFM)
- AICPA Fundamentals of ESG Certificate
- AICPA Not-for-Profit Certificate I
- AICPA Not-for-Profit Certificate II

Memberships:

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Michigan Governmental Finance Officers Association (MGFOA)
- Association of Government Accountants (AGA)

Meet the Team (cont.)



Bill Tucker, CPA
Principal, Director
Audit

About Bill

Bill brings more than 24 years of experience specializing in government and nonprofit auditing and consulting to Maner Costerisan. A member of the firm's Board of Directors, Bill leads Maner's Government team and is a partner in the Audit department. Since joining Maner through a merger with Stevens, Kirinovic & Tucker P.C. (SKT) in early 2019, he's helped spearhead tremendous growth throughout the government division, always looking for innovative solutions to help municipalities and government entities achieve their goals.

Bill consistently provides valuable contributions in the form of thought leadership articles on Maner's website and delivers engaging presentations at industry conferences and committees. Furthermore, he actively takes charge of keeping the entire government team well-informed about the constantly evolving requirements for government entities of various scales.

"Growing up, I was considered a leader due to the hard work and dedication I put into activities. Hard work set up a good foundation of what has driven my success."

"When I joined the parenthood rank, it emphasized never knowing what tomorrow can bring and always being 100% prepared for the next day. Making the most out of every day and accomplishing the task at hand changed the way I work every day and drove my success."

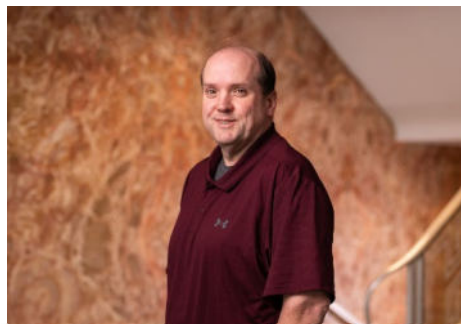
Certifications:

- Certified Public Accountant (CPA)

Memberships:

- American Institute of Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Michigan Governmental Finance Officers Association (MGFOA)

Meet the Team (cont.)



Dane Porter, CPA, CGFM
Senior Manager
Audit

About Dane

Dane has 22 years of accounting experience and has worked on various governmental and nonprofit audits throughout his career. Dane grew up in the Lansing area where he graduated from Lansing Eastern High School. He holds two degrees from Michigan State University; a Master of Science degree in professional accounting and a Bachelor of Arts degree in accounting. He also holds an Associate of Arts degree in pre-business from Lansing Community College. He is a member of the American Institute for Certified Public Accountants and the Michigan Association of Certified Public Accountants.

"I am successful because I am detail oriented and strive to provide a quality work product."

Certifications:

- Certified Public Accountant (CPA)
- Certified Government Financial Manager (CGFM)

Memberships:

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Governmental Finance Officers Association (GFOA)
- Association of Government Accountants (AGA)

Overview & Engagement Scope

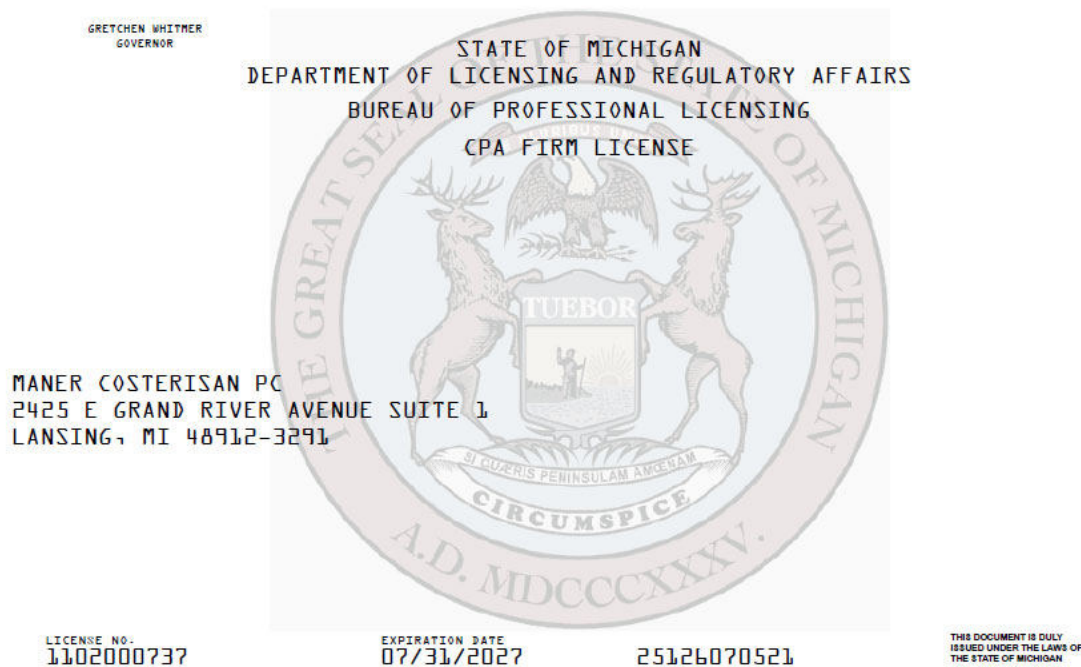
Branch-Hillsdale-St. Joseph Community Health Agency

We understand your needs consist of the following components for the 2025 fiscal year and the future:

- Financial statement audit in accordance with generally accepted auditing standards and *Government Auditing Standards*
- Single Audit in accordance with Uniform Guidance

License to Practice in Michigan

Maner Costerisan is properly licensed in the State of Michigan.



Independence

Maner Costerisan is independent with regard to the Branch-Hillsdale-St. Joseph Community Health Agency. We meet all the independence requirements of Generally Accepted Auditing Standards and *Government Auditing Standards* in relation to the Agency.

We affirm that we will follow the AICPA Interpretations of 501-3.

The firm will give the Agency's management written notice of any professional relationships entered into during the period of this agreement which would impact the independence of, or relationship with, the Agency.

Overview of Firm

Maner Costerisan was founded in the early 1900s. Since that time, we have grown into the largest local accounting firm in mid-Michigan, and we are recognized as a leader in conducting traditional and non-traditional services in the region. Maner Costerisan's main office is located at 2425 E. Grand River Avenue, Suite 1, Lansing, Michigan 48912. The immediate access to our experts and engagement team results in increased efficiencies and faster completion times for our engagements. In addition, our affiliation with BDO Alliance USA provides us easy access to additional professional and technical resources.

The firm consists of approximately 205 individuals, including 31 shareholders (principals). Of the 80 members of the audit department, all of them provide audit services for either governmental or nonprofit organizations. Most staff join our firm immediately after college through a very selective recruitment program. Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

The audit of the Agency's financial statements will be performed by full time professionals from our Grand Rapids and Lansing offices.

Our firm participates in the AICPA Peer Review Program of the National Peer Review Committee (NPRC). We have received a "pass" peer review during every review since the inception of the program, including the most recent review in July 2023. We have received approval as a registered firm under the Public Company Accounting Oversight Board (PCAOB) and are a charter member of the AICPA Government Audit Quality Center. Please refer to Appendix A for our most recent peer review letter. Our most recent peer review included a review of specific governmental engagements.

We have specific governmental experience and have served as the audit firm for many local governments for over 40 years. The importance of the institutional knowledge we have gained over the years cannot be overemphasized. We have a long history of working with organizations like yours and believe we are the best firm to service your needs. Our clients have come to expect diversity of services and personal attention, our strength stems from a highly professional and dynamic staff. In 2024, governmental engagements accounted for more than 25% of the firm's practice.

Overview of Firm (cont.)

Our clients have shown us that they want the resources of a large accounting organization yet prefer to maintain the close, personal interaction only possible with an independent CPA firm. To expand our services, Maner Costerisan participates in BDO Alliance USA. We are an independent member of the BDO Alliance USA, a nationwide association of independently-owned local and regional accounting, consulting, and service firms with similar client service goals. By supplementing our services, the BDO Alliance USA allows us to:

- Enhance our client services and broaden our capabilities overall
- Expand our domestic and international coverage
- Gain greater technical knowledge in specialty areas
- Utilize professionals with experience in a wide range of industries
- Access the most up-to-date technical information
- Participate in the latest training programs
- Provide our clients with key contacts and sophisticated professionals throughout the U.S.

The BDO Alliance USA brings us the necessary tools to help us better serve our clients with greater flexibility, efficiency, and cost-effectiveness.

The BDO Alliance USA is a subsidiary of BDO USA, LLP, a Delaware limited liability partnership. For more than 100 years, BDO has provided quality service through the active involvement of experienced and committed professionals. The firm serves clients through more than 65 offices and over 750 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multi-national clients through a global network of more than 91,000 people working out of more than 1,600 offices across 167 countries.

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Members of BDO Alliance USA must undergo a rigorous screening process and are evaluated on professional standards - including a periodic peer review under the auspices of the American Institute of Certified Public Accountants. Maner Costerisan's participation in the Alliance is further assurance that our firm can provide the level of service and resources required to serve effectively and efficiently. We will help you develop solutions that work.



Overview of Firm (cont.)

Single Audits

The “Single Audit” is required to be performed for governmental units that expend \$1,000,000 or more in federal financial assistance in a fiscal year. This type of audit covers compliance with grant regulations and contract provisions, along with financial areas.

We have attained extensive experience with governmental units related to grant funded programs, either by performing Single Audits or providing monitoring and technical assistance services. We have performed Single Audits for numerous governmental units and nonprofit organizations, and currently perform more than 150 Single Audits annually. All team members assigned to the Branch-Hillsdale-St. Joseph Community Health Agency’s engagement have experience auditing federal programs. This experience would prove beneficial to the Agency in assisting in applying for and auditing of grants.

Desk or Field Reviews

Single Audits that have been subjected to desk reviews by Federal and State agencies have always received acceptable results on these reviews. We have also received acceptable results on all Federal or State field reviews on our Single Audits. No disciplinary action has been taken or is pending against our firm during the past three years with state regulatory bodies or professional organizations. Our governmental principals have extensive experience with the Single Audit, which assures that audit coverage and reporting requirements are met.

Summary of Qualifications

Your Audit Team

Choosing the right professionals to serve you is a critical element of success. In selecting your service team, we reviewed carefully our understanding of your needs, as well as your plans, and identified the people whose credentials are ideal for you. The individuals we have selected have a demonstrated track record with governmental clients, strong technical backgrounds, and outstanding leadership and communication skills.

Client service and satisfaction are among our prime considerations. One of the most important services we provide our clients is monitoring their needs on a continual basis. This begins at the staff level and progresses all the way to the shareholder-in-charge of your account. We believe it is important that our clients have several resources to help them rather than just one. We have found this type of teamwork facilitates the identification of issues in advance and enables us to plan for them accordingly.

The key professionals you will work with are indicated in the chart below.

	Member(*)	Relevant Experience	Position
Aaron M. Stevens, CPA, CGFM	1, 2, 3	31 years	Engagement Principal
William I. Tucker IV, CPA	1, 2, 3	24 years	Independent Review Principal
Dane M. Porter, CPA, CGFM	2,3	22 years	Senior Manager

(*) 1) Member of Michigan GFOA 2) American Institute of CPAs 3) Michigan Association of CPAs

The audit team assigned to your engagement has significant experience in governmental accounting and auditing and provides services to governmental units year-round. Our firm and all of our personnel are committed to providing the highest quality of service. We have not had any complaints leveled against the firm or the individuals listed in this proposal by the AICPA, the State Board of Accountancy, or any other regulatory authority. In addition, upon being selected, an appropriate number of staff would be assigned once detailed schedules of dates have been determined. It is in the best interest of the Agency as well as Maner Costerisan to maintain continuity of staff on every engagement from year to year and we make every effort to make that possible.

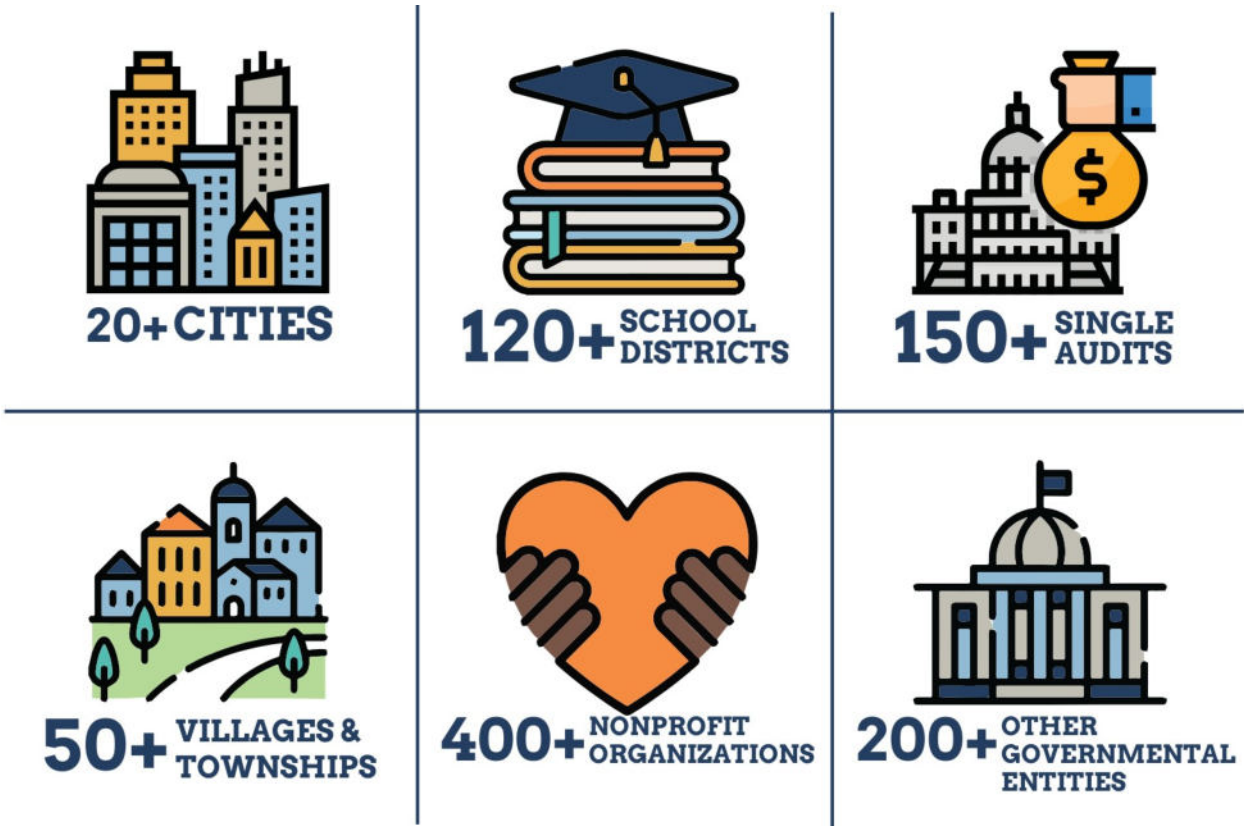
Summary of Qualifications (cont.)

Your Audit Team (continued)

All audit team members obtain continuing professional education through the AICPA and MICPA as required, including the area of governmental accounting and auditing. In addition, we demonstrate our commitment to the governmental industry by participating in the following associations and organizations:

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- Michigan Association of Certified Public Accountants
- Michigan Government Finance Officers Association
- Michigan Municipal Executives
- Michigan Municipal Treasurers Association
- Michigan Townships Association
- Michigan Committee on Governmental Accounting and Auditing
- Michigan Association of Counties
- Michigan School Business Officials
- Michigan Public Transit Association
- Michigan Association of Transportation Systems
- County Road Association of Michigan

Similar Engagements with Other Public Sector Entities



Summary of Qualifications (cont.)

References

Governmental Entity: Central Michigan District Health Department
Scope: Financial Audit, Single Audit
Most Recently Completed: September 30, 2024
Principal Contact: Dawn Humphrey, Director of Administrative Services
Email Address: dhumphrey@cmdhd.org
Phone Number: (989) 773-5921, ext. 1422

Governmental Entity: Tri County Office on Aging
Scope: Financial Audit, Single Audit
Most Recently Completed: September 30, 2024
Principal Contact: Joe Reeves, Finance Director
Email Address: reevesj@tcoa.org
Phone Number: (517) 887-1386

Governmental Entity: Huron County Health Department
Scope: Financial Audit and Single Audit
Most Recently Completed: September 30, 2024
Principal Contact: DeLilah Sheldon
Email Address: dsheldon@hchd.us
Phone Number: (989) 269-3303

“

The Maner Costerisan team is extremely knowledgeable in the field and is always willing to answer questions. Their customer service is exemplary across the board.

”

TYLER DOTSON
CITY OF WATERVLIT

Our Audit Approach

We pride ourselves on understanding our clients and their unique needs. Based on this firm-wide standard, we dive into the audit process by assessing your organization's needs and risks. After digging into the details and getting a better sense of your firm's goals, challenges, and situation, we'll design a tailored audit approach that best fits your circumstances.



Less Stress. More Impact.

While standardizing efficiency can be a profitable strategy, rigid uniformity for its own sake reduces efficiency and creativity. That's why we've adopted a forward-thinking approach that encourages flexibility based on your needs. We're realistic and want to make this process - which can be challenging and overwhelming - as simple as possible for you. Our team constantly brings forward new ideas to make the process easier for our clients while staying true to our professional standards and ethical commitments.

An audit can sometimes feel like one more thing to manage on your already full plate. We schedule our work to minimize the impact on your staff while maximizing the effectiveness of our engagement team and process. Timing can be everything - so we collaborate with you to ensure we're partnering in a way that works for your key stakeholders - on the way to making the audit process less of a headache.

What to Expect

Effective communication, technology, and creative analytical tools are fundamental to our audit process. In addition, we lean into the following key components to ensure our audit process produces an accurate, efficient, and effective audit that follows professional standards. It also provides helpful insight to ensure your plan is doing its best for its participants.

Audit Programs

We utilize PPC for our Governmental audit planning and audit programs as well as take a tailored approach on a client by client basis.

Our Audit Approach (cont.)

Internal Quality Control

Governmental audits conducted are subject to an independent review in accordance with our Quality Control Procedures.

Identification of Potential Audit Problems

We do not foresee any potential audit problems. Should any audit problems arise, we will discuss and address them with management so as to minimize the effect on the timely completion of the fieldwork and resulting report.

Audit Hours

The following summarizes our estimate of the audit hours required to complete the engagement for the fiscal year ending September 30, 2025, detailed by team member level and segment of the engagement:

	<u>Fieldwork</u>	<u>Review & Reporting</u>	<u>Total</u>
Aaron M. Stevens, CPA, CGFM Engagement Principal	-	8	8
William I. Tucker IV, CPA Independent Review Principal	-	2	2
Dane M. Porter, CPA, CGFM Senior Manager	8	12	20
To be determined Associates (2)	72	18	90
Administrative personnel	<u>-</u>	<u>5</u>	<u>5</u>
	<u>80</u>	<u>45</u>	<u>125</u>

Our Audit Approach (cont.)

Key Components of the Audit Process



PLANNING

- While investing in this step takes time, it leads to a more effective and efficient audit.
- In this stage we develop an understanding of your plan and how it operates.



SCHEDULING

- We'll introduce our team ASAP and begin staffing and scheduling your audit, keeping in mind consistency of staff and increased efficiency in long-term engagements.



FIELD WORK & WRAP UP

- We schedule our fieldwork well in advance with predetermined objectives and requested items.



PROGRESS MEETINGS

- We'll set up regular meetings with stakeholders to discuss our status and any open items or challenges we face in completing the audit - so nothing is a surprise.



TECHNOLOGY

- We utilize technology to optimize the audit process.
- By leveraging paperless documentation, client portals, and software, we work to streamline and create efficiencies throughout the process.



STAKEHOLDER EXPECTATIONS

- We aim to be the ultimate professionals, respecting your team's time and busy workload.
- We'll work together to help document your systems, prep confirmations, and gather source documents as efficiently as possible.



DEADLINES

- Meeting deadlines is a top priority.
- Absent events beyond our control, be assured we'll meet all deadlines we've collectively established in the Planning stage.



QUALITY CONTROL

- We have an extensive review process to ensure the highest standards are met. A firm principal reviews all services before they're considered "complete."
- It's our policy to lock audit work papers within 45 days of the report date, allowing time to resolve any issues and still meet professional standards.

Timeline

Below is a suggested timeline for the project based on our experience with similar clients. As always, we'll work with you to create a timeline that works best for your team.

Audit for Fiscal Year September 30, 2025

Planning and Fieldwork

- Discuss current year audit with management. Assess risk, write/tailor audit programs, test controls, document understanding of transaction cycles, perform SAS 99 procedures, perform preliminary analytical review, prepare confirmations, review minutes, review permanent file information, prepare list of audit schedules to be prepared by client personnel, complete planning.
- Formal planning meeting with client.
- Consider changes needed due to recent technical pronouncements and management's desire.
- Document understanding of internal compliance processes and perform system walkthroughs.
- Perform audit test work including analytical procedures, compliance testing and other substantive procedures.
- Meet with management to discuss adjustments and management letter comments.
- Conduct exit conference with client.
- Review draft financial statements and finalize changes with client.

January 2026

Issue Deliverables (draft to finalization)

- Audit report
- Management advisor letters
- Audit committee correspondence

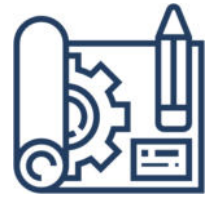
February 2026

Presentation to the Board of Health

March 2026

Additional Service Capabilities

Maner Costerisan's dedicated Government team delivers an unprecedented level of support where you need it most. You'll get guidance from partner-level staff, along with hands-on help proven to lower costs and elevate performance. When every dollar matters, trust Maner to get the job done.



Outsourced Accounting Solutions

From day-to-day accounting support to filling a CFO role, we can supplement your dedicated accounting staff with a team of experts. It's the proven way to lower costs and minimize disruptions to daily operations - all while staying compliant and implementing data-driven financial strategies that can secure a bright future for your municipality.

Technology

When every recourse is precious, the right technology makes all the difference. Our experts can help you customize, implement, and maintain technology that streamlines your accounting, improves communication across departments and delivers actionable financial analytics for better decision-making - all while upholding the highest level of security.

Defined Benefit & Contribution Plans

Managing and growing a large asset pool like a government entity's retirement plan is a huge responsibility. Which is why we bring decades of skill and experience to the job - considering countless factors from investment volatility to your fiduciary obligations. Working with our team helps reduce your liability and potentially lowers costs and fees, while giving your employees more choices and control.

Audit & Assurance

When you work for the public, financial transparency and accuracy are essential. We'll complete an independent review of financial statements and provide a detailed report that confirms the reliability of your data - protecting you and the trust of the people you serve.

Wealth Management

While you're working long hours to support your clients and community, we help make sure your money is working for you. Our wealth management experts customize investments around where you are today and where you want to be tomorrow. With our sound, proven investment strategy, you can be confident your money is building toward your personal goals and the retirement of your dreams.

Fees

The cost of the audit is based on the amount of time it takes to perform the audit of the Agency. Our charges for audit or management services are based on the level of team member necessary to perform the services. The standard hourly governmental audit billings rates are as follows:

Principal	\$ 300 - 420
Senior Manager	285 - 300
Manager	250 - 285
Senior Associate	180 - 220
Associate	125 - 180
Technology	160 - 250
Administrative	105 - 150

These billing rates would also apply to any management services assistance or other services the Agency may request that are not covered by the scope of the audit.

The fees quoted below assume the Agency's records are in reasonable condition and are based on anticipated levels of client assistance and expertise. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with the Agency to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

Because we believe that building relationships with our clients through multi-year engagements proves to be mutually beneficial, we propose the following cost schedule for a three-year engagement:

Year Ending September 30,	Financial Audit	Preparation of Form 5572	Total
2025	\$ 21,500	\$ 275	\$ 21,775
2026	22,800	300	23,100
2027	24,200	325	24,525

The fees quoted above assume that the Agency will be required to have a single audit, with one major federal program. If additional major federal programs are required to be audited under the Single Audit Act in any given year, there will be an additional charge of \$4,000 per additional major federal program audited.

If assistance is needed with the calculation of the annual depreciation expense, such assistance is considered outside the scope of the audit and our fees will be based on the services rendered at our standard hourly rates.

If additional procedures are necessary to assist with implementation of new accounting standards (such as GASB Statements No. 101, 102, 103, or 104), such assistance is considered outside the scope of the audit and our fees will be based on the services rendered at our standard hourly rates.

Fees (cont.)

Because we are extremely interested in serving the Agency and the fact that our team members have a great deal of experience working with governmental units, we are proposing a significant discount to our cost estimate. The price schedule detailed above is a firm price assuming the Agency records are as anticipated, and we are provided reasonable Agency staff assistance. If our team members spend more hours than the projected hours detailed above that are not due to certain circumstances (i.e., unbalanced record, improperly recorded activities, the state of the records being significantly different than what was stated in the proposal process, inadequate staff assistance, etc.) then we will not bill for any amounts over the cost estimate. During each year of the audit, we will spend approximately 20% more in costs than what is projected above, however, we will not bill you for that additional time unless it exceeds the 20% amount which would be caused by circumstances such as those items listed above that would be discussed with the Agency prior to incurring any additional time.

Our proposal is to provide the Agency with auditing services (attest services), rather than accounting services (non-attest services). The cost schedule detailed above assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) will not be required as part of the audit process. If a significant number of journal entries are required in order for the financial statements to be fairly presented, we propose a per entry fee of \$200. Creation of required schedules will be the responsibility of the Agency but if the Agency needs assistance to prepare any of the necessary supporting schedules, we will assist in this and we will perform these services at the above stated rates.

The fees quoted for years subsequent to 2025 may be subjected to renegotiation if significant changes in professional standards, reporting requirements, or Agency staffing make our initial estimate of hours to complete the audit unrealistic. If any such significant changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.

If certain circumstances are encountered, such as significant areas not being ready for audit that delay or disrupt field work or those issues listed above, we will discuss them with you and negotiate additional billings. While we do not expect that there will be additional billings in any audit year, because of the discounted fee that is being proposed, it is important that the Agency adhere to the agreed-upon audit schedule - allowing us to conduct the audit as efficiently as possible.

Peer Review Report



Report on the Firm's System of Quality Control

July 31, 2023

To the Principals of Maner Costerisan PC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

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Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861		CONTACT NAME: Certs@PCIOnline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: Certs@PCIOnline.com	
INSURED Maner, Costerisan & Ellis, P.C. 2425 E Grand River Ave Suite 1 Lansing MI 48912-3291		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers INSURER B: Travelers Property & Casualty Co of America INSURER C: The Standard Fire Insurance Co INSURER D: Hanover INSURER E: Markel American Insurance Co INSURER F:	
		NAIC # 25674 19070	

COVERAGES		CERTIFICATE NUMBER: 25-26 All		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY) POLICY EXP (MM/DD/YYYY)
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BIP5X2140392442	01/01/2025 01/01/2026
					LIMITS EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BIP5X2140392442	01/01/2025 01/01/2026
					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			CUP5X2162662542	01/01/2025 01/01/2026
					EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N	N/A		UB5X2166232542	01/01/2025 01/01/2026
					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability			LHN J929682 00	01/01/2025 01/01/2026
					Per Claim \$ 5,000,000 Ann Aggregate \$ 5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Insurer E, Markel American Insurance Co; Professional Liability Policy #MPAX100043-01; Effective Date: 01/01/2025; Expiry Date: 01/01/2026; Per Claim: \$5,000,000; Ann Aggregate: \$5,000,000.					

CERTIFICATE HOLDER	CANCELLATION
For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Branch-Hillsdale-St. Joseph CHA - 2025 Rates

	Current SB \$1500 - 0003	Alternative VALUE 1000 165	Current SB \$3500 - 0006	Alternative VALUE HSA 3500 155
	In-Network	In-Network	In-Network	In-Network
Individual Deductible	\$1,500	\$1,000	\$3,500	\$3,500
Family Deductible	\$3,000	\$2,000	\$7,000	\$7,000
Embedded or Agg deductible?	Embedded	Embedded	Embedded	Embedded
Coinsurance (Insurance Pays)	100%	100%	80%	80%
Individual Coinsurance Max	\$2,500	N/A	None	\$1,000
Family Coinsurance Max	\$5,000	N/A	None	\$2,000
Individual Out of Pocket Max	\$6,350	\$3,000	\$6,900	\$4,500
Family Out of Pocket Max	\$12,700	\$6,000	\$13,800	\$9,000
Preventative Care	100% covered	100% covered	100% covered	100% covered
Online Visit	\$30	\$20 copay	80% after deductible	80% after deductible
Online Mental Health Visit	\$30	\$20 copay	80% after deductible	80% after deductible
Primary Care Physician Office Visit	\$30	\$20 copay	80% after deductible	80% after deductible
Specialist Office Visit	\$30	\$40 copay	80% after deductible	80% after deductible
Urgent Care Visit	\$30	Facility: 100% after \$60 copay Physician: 100% after \$60 copay	80% after deductible	80% after deductible
Emergency Room	\$150 copay (waived if admitted)	\$150 copay (waived if admitted)	80% after deductible	80% after deductible
Chiropractic	\$30 copay 12 visits max	100% limited to 12 visits PMPY	80% after deductible, limited to 12 visits PMPY	80% after deductible, limited to 12 visits PMPY
PT/OT/Speech combined	\$30 copay 30 visits max	100% after deductible, limited to 30 combined visits PMPY	80% after deductible, limited to 30 combined visits PMPY	80% after deductible, limited to 30 combined visits PMPY
Generic	\$20	\$10 copay	\$20	\$20 copay after deductible
Preferred Brand	\$60	20% (\$80 max)	\$60	\$60 copay after deductible
Non-Preferred Brand	50% (\$100 max)	20% (\$100 max)	50% (\$100 max)	50% after deductible (\$100 max)
Preferred Specialty	\$60	20% (\$80 max)	\$60	\$60 copay after deductible
Non-Preferred Specialty	50% (\$100 max)	20% (\$100 max)	50% (\$100 max)	50% after deductible (\$100 max)
Mandatory Mail	N	N	N	N
Mail Order Prescriptions (90 Days)	2x, Specialty not available	2x	2x, Specialty not available	2x
Private Duty Nursing	70% after deductible	90% after deductible	80% after deductible	80% after deductible
Monthly Premiums	2025	2025 Pool Rates	2025	2025 Pool Rates
Single	\$739.43	\$739.89	\$566.11	\$522.79
2-Person	\$1,774.63	\$1,664.74	\$1,358.67	\$1,176.27
Family	\$2,218.29	\$2,071.67	\$1,698.35	\$1,463.81
Enrollment				
Single	10	10	1	1
2-Person	4	4	2	2
Family	15	15	2	2
Total				
Estimated Monthly	\$47,767	\$45,133	\$6,680	\$5,803
Estimated Yearly	\$573,206	\$541,595	\$80,162	\$69,635
Estimated Yearly Change \$		-\$31,611		-\$10,526
Estimated Yearly Change %		-6%		-13%

Current SB \$2000 - 0005	Alternative VALUE HSA 2000 153/154	Current SB \$6350 - 0004	Alternative VALUE HSA 6350 157
In-Network	In-Network	In-Network	In-Network
\$2,000	\$2,000	\$6,350	\$6,350
\$4,000	\$4,000	\$12,700	\$12,700
Aggregate	Aggregate	Embedded	Embedded
80%	80%	100%	100%
None	\$1,000	N/A	N/A
None	\$2,000	N/A	N/A
\$4,000	\$3,000	\$6,350	\$6,350
\$8,000	\$8,000	\$12,700	\$12,700
100% covered	100% covered	100% covered	100% covered
80% after deductible	80% after deductible	100% after deductible	100% after deductible
80% after deductible	80% after deductible	100% after deductible	100% after deductible
80% after deductible	80% after deductible	100% after deductible	100% after deductible
80% after deductible	80% after deductible	100% after deductible	100% after deductible
80% after deductible	80% after deductible	100% after deductible	100% after deductible
80% after deductible	80% after deductible	100% after deductible	100% after deductible
80% after deductible, limited to 12 visits PMPY	80% after deductible, limited to 12 visits PMPY	100% after deductible, limited to 12 visits PMPY	100% after deductible, limited to 12 visits PMPY
80% after deductible, limited to 30 combined visits PMPY	80% after deductible, limited to 30 combined visits PMPY	100% after deductible, limited to 30 combined visits PMPY	100% after deductible, limited to 30 combined visits PMPY
\$20	\$10 copay after deductible	100% after deductible	100% after deductible
\$80	20% after deductible (\$80 max)	100% after deductible	100% after deductible
50% (\$100 max)	20% after deductible (\$100 max)	100% after deductible	100% after deductible
\$80	20% after deductible (\$80 max)	100% after deductible	100% after deductible
50% (\$100 max)	20% after deductible (\$100 max)	100% after deductible	100% after deductible
N	N	N	N
2x, Specialty not available	2x	100% after deductible	2x
80% after deductible	80% after deductible	100% after deductible	100% after deductible
2025	2025 Pool Rates	2025	2025 Pool Rates
\$674.78	\$551.45	\$768.55	\$485.38
\$1,619.47	\$1,240.76	\$1,844.51	\$1,047.10
\$2,024.35	\$1,544.05	\$2,305.64	\$1,303.05
5	5	2	2
0	0	0	0
4	4	1	1
\$11,471	\$8,933	\$3,843	\$2,234
\$137,656	\$107,202	\$46,113	\$26,806
	-\$30,454		-\$19,307
	-22%		-42%
Total Percent Savings		-11%	
Total Savings		-\$91,898.13	

Program: Administration	Effective Date: 1/27/2022
Subject: Health Officer Evaluation Policy	Revised Date: 1/23/2025

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

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

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

Policy Statement:

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

- The Secretary to the Board will provide each Commissioner assigned to the Board of Health with a link to the performance evaluation tool, after the Board of Health Meeting proceeding the evaluation.
- To validate responses for the purpose of quality control, each evaluation considered will require the author's name. Responses received with no name, or from anyone other than a current Board of Health member, will be discarded.
- Each evaluation response, in whole, will be provided in the evaluation packet for the Health Officer and the Board of Health Members. A composite of all responses will also be provided.
- The Board will be presented a copy of the annual employee satisfaction survey at least one month prior to the evaluation taking place.

Upon a satisfactory evaluation, the Board of Health may award merit pay per the negotiated contract with the Health Officer. The merit pay shall be voted on at the September meeting, and paid as a supplemental payroll charged to the fiscal year which the Health Officer was being evaluated on.

Questions on Evaluation (likert Scale Options: 1 Excellent, 2 Good, 3 Satisfactory, 4 Needs Improvement, 5 Unacceptable, No basis for judgement)

1	Performs the functions of the Health Officer for this Agency
2	Maintains a work style which is open to constructive suggestions
3	Demonstrates the leadership, initiative and persistence needed to accomplish goals and objectives.
4	Assigns tasks to personnel capable of carrying them out.
5	Maintains the professional culture that is needed to carry out the mission, strategic directions and organizational goals.
6	Monitors current budget and operational data to assure continued success of the organization.
7	Handles problems in a professional manner.
8	Demonstrates knowledge and understanding of Public Health programs.
9	Assures that facilities and equipment are suitable for the Agency's immediate and long-range goals.
10	Assures the agency is in compliance with applicable standards, codes, laws and regulations.
11	Anticipates trends and opportunities affecting agency operations and develops an appropriate and timely response.
12	Promotes a positive image of the Agency to the community.
13	Represents the Agency at community activities.
14	Works with community leaders in determining local health care needs.
15	Maintains an active advocacy role in promoting Public Health in the community.
16	Works with the Board of Health in developing the mission and long-and-short-range strategic plans.
17	Communicates with the Board of Health and provides appropriate information at and between meetings.
18	Is readily available to board members.
19	Keeps the Board of Health apprised of the Agency's financial status.
20	Keeps the Board of Health apprised of the status of Public Health programs and services.
21	Provides educational programs for the Board of Health on a regular basis.
22	Has fostered good communication between the Board of Health and the Agency's administrative team.

PUBLIC COMMENT

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