

BOARD OF HEALTH Meeting

Agenda for December 11, 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 November 13, 2025*
2. Public Comment
3. Health Officer's Report – pg 6
4. Medical Director's Report – pg 10
5. Departmental Reports
 - a. Health Education & Promotion – pg 12
 - b. Environmental Health – pg 14
 - c. Area Agency on Aging – pg 26
 - d. Personal Health & Disease Prevention – pg 27
6. Financial Reports
 - a. Approve Payments* - pg 35
 - b. Review Financials* - pg 37
7. Committee Reports – pg
 - a. Finance Committee – Approval of the December 1, 2025 meeting minutes – pg 41
 - b. Program, Policies, and Appeals – Did not meet.
8. Unfinished Business
 - a. none
9. New Business
 - a. AAA DCW Help Project – pg 42
 - b. FY 25-26 Budget Amendment #1 – pg 43
 - c. Employee Compensation – pg 60
 - d. Health Officer Contract – pg 65
 - e. Community Health Improvement/Strategic Plan – pg 69
 - f. BOH Meeting Schedule – pg 74
10. Public Comment
11. Commissioner Comments

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.

12. Adjournment - Next meeting: January 22, 2026

Upcoming Meeting Dates:

- January 5, 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

2025 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 – Environmental Health

November 13, 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. Collins. The motion passed unopposed.

Mr. Collins moved to approve the minutes from the September 25, 2025 meeting with support from Mr. Shaffer. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: 2025 Michigan Department of Health & Human Services (MDHHS) Director's Award to Local Public Health, Federal Budget Shutdown, Employer Sponsored Health Insurance Resolution, Branch-Hillsdale-St. Joseph Health Agency Fiscal Controls Policy, Pass Through Fee Schedule, EH Portal Convenience Fee Policy, Personnel Policy Manual, Staffing Update, Public Health Concerns, BHSJCHA Mobile Unit On The Road, Office Updates, and Health Officer Contract.

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

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

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the November 13, 2025 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Shaffer. The motion passed unopposed.

Unfinished Business:

- There were no unfinished business items.

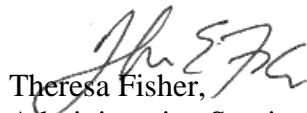
New Business:

- Mr. Leininger moved to approve the Personnel Policy manual, as amended by the Program, Policy, and Appeals Committee, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Leininger moved to approve the Fiscal Controls Policy as presented, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Leininger moved to approve the EH Pass-Through Fee Policy with support from Mr. Collins. The motion passed unopposed.
- Mr. Leininger moved to approved the EH Portal Convenience Fee Policy with support from Mr. Collins. The motion passed unopposed.
- Mr. Leininger moved to approve the WMHIP Resolution with support from Mr. Shaffer. A roll call vote was taken and the motion passed 4-1 (Mr. Hoffmaster, absent; Mr. Houtz, yes; Mr. Leininger, no; Mr. Collins, yes; Mr. Shaffer, yes; Mr. Stoll, yes).

Public Comment: No public comments were given.

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 10:00 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 December 11, 2025

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

Agency Updates

Budget Amendment: As you may recall we must submit our original budget in the early summer. At that point we don't always know all of the grant funds we will be receiving for the fiscal year. Now that we have this information, it is time to complete our first budget amendment. The budget amendment which was reviewed by the Finance Committee is provided for your review and acceptance.

AAA Direct Care Worker Help Project: Last year our AAA was awarded a grant of \$10,000 for Direct Care Worker support. Our AAA held off on implementation while they worked to onboard the new MIOptions program knowing that we would be able to roll the funds to this fiscal year. Laura reports that we now have been awarded an additional \$10,000 and her team is ready to roll-out these funds with your approval today.

Employee Compensation: As we look at employee wages for calendar year 2026, we are proposing an increase that was reviewed by the Finance Committee and forwarded for adoption at today's meeting.

Health Officer Contract: I proposed a 3-year contract that the Finance Committee reviewed and have moved forward for adoption at today's meeting.

Staffing Update: Current openings include; Immunization/Clinic Clerk PT for St. Joseph County.

Community Health Improvement/Strategic Plan Proposal: The last time we conducted strategic planning we used the services of Mary Kusion Consulting and were pleased with the process and results. I have reached out to Mary and am providing her proposal that has been reviewed and accepted by the Finance Committee to complete a Community Health Needs Assessment, Community Health Improvement Plan, and Strategic Plan during 2026. Funding for this effort will come out of the Infrastructure grant and is an allowable expense.

Public Health Concerns:

Chickenpox (Varicella Zoster): The agency is currently investigating an outbreak of chickenpox within the jurisdiction. Chickenpox is a highly contagious disease caused by the varicella zoster virus, characterized by an itchy, blister-like rash, fatigue, headache, and fever. The virus spreads through airborne particles and direct contact with an infected individual. Symptoms typically appear 10 to 21 days after exposure, and individuals are contagious 1–2 days before the rash appears until all blisters have dried.

Most individuals who have received two doses of the varicella vaccine or have previously had chickenpox are considered protected. Breakthrough cases in vaccinated individuals tend to be mild, with fewer blisters and little or no fever.

BHSJ CHA urges the community to take the following precautions:

- Avoid contact with individuals who are ill or have a blister-like rash.
- Practice good hygiene, including frequent and thorough handwashing.
- Verify immunization status: Ensure you have received two doses of the varicella vaccine, if you do not have prior immunity.
- Schedule a vaccine appointment if you are not protected. Anyone experiencing symptoms of chickenpox should isolate immediately and contact their primary care provider and request laboratory testing to confirm the diagnosis.
- Individuals who believe they may have been exposed should also contact their primary care provider. If you are unvaccinated, a varicella vaccination within three to five days of exposure may help reduce symptoms and prevent illness.

Arboviruses: I have attached the final arbovirus report for this year.

Seasonal Immunizations: While I write this report, the agency is wrapping up a week of seasonal influenza vaccination clinics held during National Influenza Vaccination Week. It's not too late to receive a seasonal flu vaccination and everyone 6 months of age and older are encouraged to do so. We are just entering "flu season".

BHSJCHA Mobile Unit On the Road: We continue to provide WIC service opportunities in Waldron and Litchfield once monthly. At our monthly visit to Waldron on December 4th, the staff conducted a Facebook Live with April Platt from Waldron. They discussed what we can do in the mobile unit and how to schedule an appointment.

Hillsdale Hospital is out with the mobile unit providing clinic services. Our agreement with the hospital is to bill them monthly for the previous month's usage and the first bill went out early this week. They are providing clinics in Camden and Waldron on alternating Fridays to provide clinical services and Medicaid enrollment support.

Coldwater Office: Nothing at this time.

Hillsdale Office: I am putting together a request for bids for HVAC replacement in Hillsdale and that will be live on our website by the time of the meeting.

Sturgis: Nothing at this time.

Three Rivers Office: Nothing at this time.

Arbovirus* Activity, Including West Nile Virus and Eastern Equine Encephalitis: Weekly Summary, Michigan 2025

*Arboviruses are viruses transmitted by mosquitoes or other insects

Updated: November 21, 2025

207 

Mosquito pools testing positive for arbovirus infection

96 

Animals testing positive for West Nile virus infection

58 

Human cases of West Nile virus or other arboviruses reported

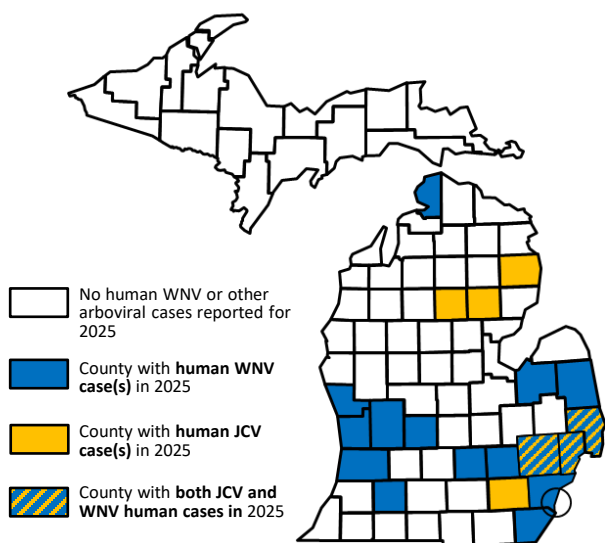
2025 Michigan Arbovirus Surveillance

Total Number of Mosquito Pools Tested	5,346
Total Number of Mosquitoes Tested	80,837
WNV-Positive Mosquito Pools	194
JCV-Positive mosquito pools	13
Animal Arbovirus cases	97
EEE-positive horses	1
WNV-positive horses	4
WNV-positive birds	92
Human Arbovirus cases	58
Human WNV cases	49
Human JCV cases	9

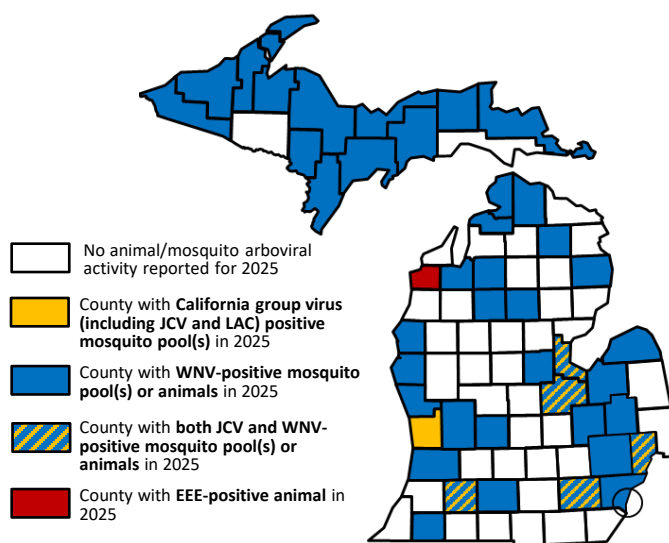
Highlights

- So far in 2025, 49 people from Allegan, Emmet (2), Ingham, Ionia (2), Kalamazoo (3), Kent (12), Livingston, Macomb (4), Monroe, Muskegon, Oakland (7), Ottawa (2), St. Clair, Sanilac (2), Tuscola (2), and Wayne (7) counties have been sickened by West Nile virus (WNV).
- Nine people from Alcona, Macomb (2), Oakland, Ogemaw, Roscommon, St. Clair (2), and Washtenaw counties have tested positive for Jamestown Canyon virus (JCV).
- One horse from Benzie County has tested positive for Eastern Equine encephalitis (EEE) and four horses from Mecosta, Missaukee, Oceana and Sanilac counties have tested positive for WNV.
- Ninety-two birds from Alcona, Allegan, Alger, Baraga (3), Bay (7), Calhoun, Cass, Charlevoix, Cheboygan (3), Chippewa, Delta, Dickinson (3), Emmet (2), Genesee (3), Gogebic (3), Grand Traverse, Houghton, Ionia (2), Kalkaska, Kent (2), Keweenaw (2), Lapeer, Luce, Marquette (2), Mason, Menominee, Montmorency, Muskegon, Oakland (4), Ontonagon (2), Roscommon (4), Saginaw (28), Schoolcraft (2), Tuscola, and Wayne (2) counties have tested positive for WNV.
- Mosquito pools from Bay (32), Huron (3), Kalamazoo (2), Kent (44), Macomb (2), Midland (33), Oakland (1), Saginaw (45), Tuscola (13), Washtenaw (5) and Wayne (14) 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

[Michigan.gov/westnile](https://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

MEDICAL DIRECTOR'S REPORT

December 2025

1. Watching numbers of communicable diseases and respiratory illnesses.
2. Director and Administrator meetings, in person and zoom.
3. Meetings via zoom and teleconference with several associations.
4. Continuing treatment of multiple patients.
5. Continued telephone conversations with area providers.
6. Reviewing multiple policies.
7. Working on winter Provider newsletter.

RADON

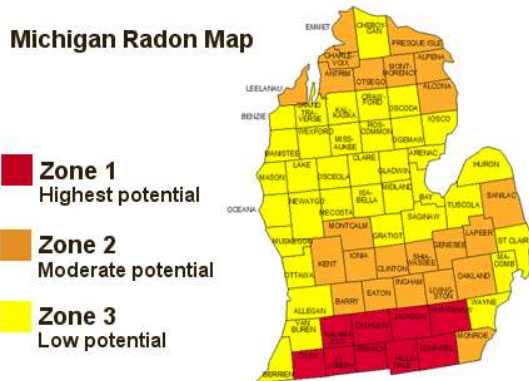
Radon is a naturally-occurring radioactive gas that can cause lung cancer. Radon gas is inert, colorless and odorless. Radon is naturally in the atmosphere in trace amounts. Outdoors, radon disperses rapidly and generally, is not a health issue. Most radon exposure occurs inside homes, schools and workplaces. Radon gas becomes trapped indoors after it enters buildings through cracks and other holes in the foundation. Indoor radon can be controlled and managed with proven, cost-effective techniques.

Breathing radon over time increases your risk of lung cancer. Radon is the second leading cause of lung cancer in the United States. Nationally, the Environment Protection Agency estimates that about 21,000 people die each year from radon-related lung cancer. About 2,900 of these deaths occur among people who have never smoked. Only smoking causes more lung cancer deaths.

Signs and symptoms of lung cancer from radon exposure can include:

- Persistent cough
- Hoarseness
- Wheezing
- Shortness of breath
- Coughing up blood
- Chest pain
- Frequent infections like bronchitis and pneumonia
- Loss of appetite
- Weight loss
- Fatigue

You can take steps to reduce and control the amount of radon in your home. Testing is the only way to determine radon levels. Have your home tested, either by a professional or with a do-it-yourself home test kit. If radon levels are high, contact a certified radon service professional to fix your home. EPA guidance suggests mitigating if levels are at or above 148 Becquerels/meter³ (4 picocuries/liter). Usually, radon problems are fixed using an underground ventilation system or by increasing the rate of air changes in the building.



A becquerel (Bq) is the International System of Units (SI) measure of source strength or total radioactivity, and is defined as one disintegration per second.

Included in This Month's Report:

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

1. Health Education & Promotion Department Update:

We have interviewed eight individuals to fill the Health Educator position. We have made a contingent offer of employment and hope to have the new person starting with the agency prior to the holidays.

The department is preparing for accreditation and the annual All Staff Meeting. We presented information on the OHSP grant program to the Coldwater Kiwanis Club on December 1st.

There were 8 media stories in since the last Board of Health meeting that mentioned the agency. We issued 2 press releases since the last Board of Health meeting.

2. Community Health Worker Program:

Open enrollment and uncertainties of benefits during the federal government shut down contributed to the needs for this month. The program held 26 appointments in November. Staff also attended two outreach events, Hillsdale County Project Connect and Friendship Friday in Sturgis. The program continues to receive referrals from multiple agencies across the jurisdiction.

Rachel Baker is scheduled to complete her Community Health Worker certification course on December 17th.

The greatest needs requested were assistance with MDHHS Services applications (Medicaid, Food Assistance, and State Emergency Relief), insurance counseling, emergency food, Community Partner resources (domestic violence and housing), Social Security applications for retirement and disability, and homelessness.

3. Community Events:

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

Date	Event
11/4	Project Connect – Hillsdale County
11/5	OHSP Amish Grant Presentation - Statewide
11/12	Final Report Presentation – Elephant in the Room – Hillsdale County
11/12	King's Kupboard – Hillsdale County
11/14	Friendship Friday's – St. Joseph County
11/18	Hillsdale Hospital's Facebook Live – Hillsdale County
11/24	Coach Eby Center – Branch County
12/1	Kiwanis Club presentation of OHSP grant – Branch County
12/8	King's Kupboard – Hillsdale County
12/11	Winterfest – Hillsdale County
12/12	Friendship Friday – St. Joseph County
12/22	Coach Eby Center – Branch County

Social Media Update

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

Media Topics for November: <ul style="list-style-type: none"> • Diabetes Awareness Month • Respiratory Illness prevention/vaccination • COPD Awareness Month • MDHHS Respiratory Virus Guidance • CSHCS • Firearm safety/gun locks • OHSP- share the road/buggy safety • BHSJ Job Postings • Take Control Supplies • WIC Mobile Clinics- Waldron & Litchfield • Lung Cancer Awareness Month • Holiday Safety (Carbon Monoxide/Fire Safety) • Winter ready safety tips • Open Enrollment 	<ul style="list-style-type: none"> • EP: Winter Safety- share Winter Ready toolkit • Antibiotic Awareness Week (Nov 18-24) • Food Safety – Thanksgiving • WIC Monthly Social Media Toolkit • MDHHS Safe Sleep Toolkit <p>Medicaid Navigation Assistance</p> <p>Recalls:</p> <ul style="list-style-type: none"> • Outbreak Investigation of Infant Botulism: Infant Formula (November 2025) FDA • Dreyer's Grand Ice Cream, Inc. Issues Allergy Alert on Undeclared Wheat in Haagen-Dazs Chocolate Dark Chocolate Mini Bars in 6 Count Pack FDA • Supreme Produce LLC Voluntarily Recalls Moonlight Peaches Because of Possible Health Risk FDA
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Social Media Data (As of December 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)
November	4,430	890 (Up 89% from October)	31,000 (Up 7.5% from October)	Videos shared (6): Thanksgiving food safety, COPD awareness	2	None
TOTAL TO DATE (Since 10/1/2022)	7 NEW followers since last report	20,067	995,420	60	485	34

**Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the December 11, 2025 Board of Health Meeting
Prepared by Joseph Frazier R.E.H.S. , Director of Environmental Health**

Food Program Updates

Food inspection staff have completed our annual Thanksgiving radio tour across the Tri-County area. This was a great opportunity to share important food safety information with the public. These radio interviews allow our Agency to reach a wide audience and highlight key food safety practices during the holiday season.

This time of year, our food staff are responding to an increased number of foodborne illness complaints throughout the Tri-County area. To support food safety efforts, staff are placing additional emphasis on the fundamentals of safe food handling, including employee illness prevention. These proactive conversations help provide a framework for facility managers to guide their staff in maintaining safe food preparation practices.

Across the Tri-County area, several local food facilities have recently undergone changes in ownership:

- **Root 12 Bar and Grill – Sturgis**
 - **Taco Bell – Three Rivers**
 - **Coopers – Hillsdale**
 - **Kentucky Fried Chicken – Hillsdale**
-

Wells, Septic, Pools, Vector, and Campgrounds

On December 1, 2025, our Type II staff met with the EGLE Non-Community Water Supply Review Team to complete our annual program review. The review team spent the entire day evaluating our program, and the results were encouraging, with no major deficiencies noted and several successes in organization and operational practices. Our final exit interview is scheduled for December 4, 2025.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT

2025/2026

	OCTOBER				YTD 2025/2026				YTD 2024/2025			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	-	-	-	-	-	-	-	-	4	3	7
CHANGE OF USE EVALUATIONS	4	6	3	13	4	6	3	13	2	5	9	16
CHANGE OF USE EVALUATIONS - OFFICE	5	6	10	21	5	6	10	21	3	4	9	16
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	3	5	9	17	3	5	9	17	7	7	8	25
REPAIR/REPLACEMENT	8	4	11	23	8	4	11	23	7	6	11	24
VACANT LAND EVALUATION	2	2	2	6	2	2	2	6	1	3	-	4
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	13	11	22	46	13	11	22	46	18	16	19	53
SEWAGE PERMITS INSPECTED	15	19	21	55	15	19	21	55	16	12	16	44
WELL PERMITS ISSUED	15	15	24	54	15	15	24	54	19	20	19	58
WELL PERMITS INSPECTED	18	29	26	73	18	29	26	73	24	13	12	49
FOOD SERVICE INSPECTION												
ROUTINE	24	32	37	93	24	32	37	93	23	24	48	95
NEW OWNER / NEW ESTABLISHMENT	2	2	2	6	2	2	2	6	1	1	2	4
FOLLOW-UP INSPECTION	2	2	1	5	2	2	1	5	-	-	-	-
TEMPORARY	3	3	11	17	3	3	11	17	3	4	5	12
STFU/Mobile	8	1	14	23	8	1	14	23	2	4	20	16
PLAN REVIEW APPLICATIONS	1	2	2	5	1	2	2	5	1	1	1	3
FOOD COMPLAINTS RECEIVED	2	1	3	6	2	1	3	6	-	-	-	-
FOODBORNE ILLNESS INVESTIGATED	1	-	-	1	1	-	-	1	-	-	-	-
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	-	-	8	8	-	-	8	8	-	-	5	5
CAMPGROUND INSPECTION				-	-	-	-	-	-	-	-	-
NON-COMM WATER SUPPLY INSP.	-	3	7	10	-	3	7	10	-	5	3	8
SWIMMING POOL INSPECTION	-	2	1	3	-	2	1	3	-	-	1	1
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	-	-	-	-
DHS LICENSED FACILITY INSP.	2	4	4	10	2	4	4	10	-	6	-	6
COMPLAINTS INVESTIGATIONS	5	11	2	18	5	11	2	18	2	3	2	7
LONG TERM MONITORING	-	-	-	-	-	-	-	-	-	-	-	-
BODY ART FACILITY INSPECTIONS	-	-	1	1	-	-	1	1	-	-	-	-



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: 10/01/2025 - 10/31/2025

County	Inspection Type / Reason	Count
Branch County		
	<u>Food Safety</u>	
	Consultation - Plan Review Consultation	1
	Foodborne Illness Complaint - Initial	1
	Non Foodborne Illness Complaint - Initial	2
	Pre-Opening - Pre-Opening	2
	Risk Based Inspection - Follow-up	2
	Risk Based Inspection - Routine	24
	STFU Inspection - Routine	8
	Temporary Food Inspection - Routine	3
	Total # of Food Safety inspections - Branch County	43
Hillsdale County		
	<u>Food Safety</u>	
	Non Foodborne Illness Complaint - Initial	1
	Pre-Opening - Pre-Opening	2
	Progress Note - New Inspection Reason	2
	Risk Based Inspection - Follow-up	2
	Risk Based Inspection - Routine	32
	STFU Inspection - Routine	8
	STFU Pre-Opening - Pre-Opening	1
	Temporary Food Inspection - Routine	3
	Total # of Food Safety inspections - Hillsdale County	51

Inspection Type Count By County

For Date Range: 10/01/2025 - 10/31/2025

County	Inspection Type / Reason	Count
St. Joseph County		
<u>Food Safety</u>		
	Consultation - Change of Owner	2
	Enforcement Inspections - Hearing / Office Consult Follow Up Inspections	1
	Foodborne Illness Complaint - Initial	3
	Pre-Opening - Pre-Opening	2
	Progress Note - New Inspection Reason	3
	Risk Based Inspection - Follow-up	1
	Risk Based Inspection - Routine	37
	STFU Inspection - Routine	13
	STFU Pre-Opening - Pre-Opening	1
	Temporary Food Inspection - Routine	11
	Total # of Food Safety inspections - St. Joseph County	74
	<u>Total # of inspections - All counties</u>	<u>168</u>



570 Marshall Road
Coldwater, MI 49036
(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: 10/01/2025 - 10/31/2025 and Food Program

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
AMERICAN LEGION #223	Constantine	10/16/2025	Risk Based Inspection - Routine	0	1	0	3
ANDERSON ELEMENTARY SCHOOL	BRONSON	10/08/2025	Risk Based Inspection - Routine	0	0	0	0
Andrews Elementary School	Three Rivers	10/29/2025	Risk Based Inspection - Routine	0	0	0	0
Another One Bites The Crust - Another One Bites The Crust	Huntertown	10/06/2025	Temporary Food Inspection - Routine	0	0	0	0
APPLEBEE'S	Sturgis	10/03/2025	Risk Based Inspection - Routine	0	1	0	0
Arrowhead Kettle Co.	Coldwater	10/06/2025	STFU Inspection - Routine	0	0	0	0
Auntie Anne's & Cinnabon	Hillsdale	10/27/2025	Risk Based Inspection - Routine	1	1	0	0
Bass Boosters	Three Rivers	10/10/2025	STFU Inspection - Routine	0	0	0	0
Betzer Community Church	Pittsford	10/29/2025	Temporary Food Inspection - Routine	0	0	0	0
BIGGBY COFFEE #254 V&K CAFE DBA	COLDWATER	10/09/2025	Risk Based Inspection - Routine	0	0	0	0
Biggby Coffee North Sturgis	Sturgis	10/10/2025	Risk Based Inspection - Routine	0	1	1	0
BILL'S GRILL HOUSE	COLDWATER	10/27/2025	Risk Based Inspection - Routine	1	2	2	0
Blind Island Brewery	Sturgis	10/02/2025	Risk Based Inspection - Routine	0	0	0	0
BOB EVANS RESTAURANTS LLC #2035	COLDWATER	10/30/2025	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
BRANCH AREA CAREERS CENTER	COLDWATER	10/28/2025	Risk Based Inspection - Routine	0	1	1	0
BRANCH COUNTY AYSO-CREAL SOCCER COMPLEX	COLDWATER	10/21/2025	Risk Based Inspection - Routine	0	0	0	0
Branch County Coalition Against Domestic Violence	Coldwater	10/06/2025	Temporary Food Inspection - Routine	0	0	0	0
Bread and Butter Kitchen	Sturgis	10/02/2025	Risk Based Inspection - Routine	0	0	0	0
BRONSON HIGH SCHOOL	BRONSON	10/08/2025	Risk Based Inspection - Routine	0	0	0	1
Bucket List Dreams	Monroe	10/27/2025	STFU Inspection - Routine	0	0	0	0
BUFFALO WILD WINGS (STURGIS)	STURGIS	10/20/2025	Risk Based Inspection - Routine	0	0	0	1
Burgers and Bows	Three Rivers	10/20/2025	STFU Inspection - Routine	0	0	0	0
Caddie Cones	Three Rivers	11/03/2025	Consultation - Change of Owner	0	0	0	0
Caffe Di Caro	Coldwater	10/31/2025	Risk Based Inspection - Routine	0	0	0	2
Cambria Baptist Church	Hillsdale	10/27/2025	Risk Based Inspection - Routine	0	0	0	0
Camden United Methodist Church	Camden	10/17/2025	Risk Based Inspection - Routine	0	0	0	0
CAMDEN-FRONTIER SCHOOL	Camden	10/17/2025	Risk Based Inspection - Routine	0	0	0	2
Camp Fort Hill	Sturgis	10/26/2025	Temporary Food Inspection - Routine	0	0	0	0
Cedars Lebanese Grill	Coldwater	10/22/2025	Risk Based Inspection - Routine	0	0	0	1
CENTRAL ELEMENTARY SCHOOL	White Pigeon	10/15/2025	Risk Based Inspection - Routine	0	0	0	1
Centreville Lions Club	Centreville	10/14/2025	Temporary Food Inspection - Routine	0	0	0	0
COLDWATER BURGER KING #4652	COLDWATER	10/16/2025	Non Foodborne Illness Complaint - Initial	0	0	0	0
COLDWATER HIGH SCHOOL	COLDWATER	10/27/2025	Risk Based Inspection - Routine	0	0	0	0
CONSTANTINE HIGH SCHOOL	Constantine	10/27/2025	Risk Based Inspection - Routine	0	0	0	0
CONSTANTINE MIDDLE SCHOOL	Constantine	10/27/2025	Risk Based Inspection - Routine	0	0	0	1
CONSTANTINE MIDDLE SCHOOL	Constantine	10/27/2025	Progress Note - New Inspection Reason	0	0	0	0
Cooper's	Hillsdale	10/23/2025	Pre-Opening - Pre-Opening	0	1	0	2
Cottage Inn Sturgis	Sturgis	10/10/2025	Foodborne Illness Complaint - Initial	0	0	0	0
Country Loft Creamery	Three Rivers	10/02/2025	STFU Inspection - Routine	0	0	0	0
Country Table Restaurant	White Pigeon	10/08/2025	Risk Based Inspection - Routine	0	0	0	2

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Creative Dining Services Satellite Kitchen	Sturgis	10/24/2025	Temporary Food Inspection - Routine	0	0	0	0
Critter Creek Farm	Three Rivers	10/14/2025	Temporary Food Inspection - Routine	0	0	0	0
Culver's #466	Coldwater	10/03/2025	Foodborne Illness Complaint - Initial	0	0	0	0
D & S Lounge	Pittsford	11/06/2025	Risk Based Inspection - Routine	0	0	0	0
DAVINCI'S	STURGIS	10/28/2025	Risk Based Inspection - Routine	0	1	0	1
Deadlift Coffee Company LLC	Three Rivers	10/30/2025	Risk Based Inspection - Routine	0	0	0	0
DEARTH COMMUNITY CENTER	Coldwater	10/30/2025	Risk Based Inspection - Routine	0	0	0	0
DQ GRILL & CHILL	Three Rivers	10/06/2025	Risk Based Inspection - Routine	0	0	0	1
Dripping Diesel Coffee LLC	Sturgis	10/14/2025	Temporary Food Inspection - Routine	0	0	0	0
Eastside Elementary Schools	Constantine	10/27/2025	Risk Based Inspection - Routine	0	0	0	0
El Camino Real	Three Rivers	10/14/2025	Foodborne Illness Complaint - Initial	0	0	0	0
El Cunado Mexican Cuisine	Coldwater	10/13/2025	STFU Inspection - Routine	1	0	1	1
El Cunado Mexican Cuisine 2	Coldwater	10/06/2025	STFU Inspection - Routine	0	0	0	1
El Guerrero LLC	Bronson	10/27/2025	STFU Inspection - Routine	0	0	0	0
ENRICHMENT CENTER	Sturgis	10/14/2025	Risk Based Inspection - Routine	0	0	0	0
FAMILY AFFAIR RESTAURANT	MENDON	10/23/2025	Risk Based Inspection - Routine	0	1	1	0
FIRM FOUNDATION MINISTRIES	CENTREVILLE	10/01/2025	Risk Based Inspection - Routine	0	0	0	0
FIVE STAR PIZZA	UNION CITY	10/23/2025	Risk Based Inspection - Routine	0	0	0	0
Gibby's	Mendon	10/23/2025	Risk Based Inspection - Routine	0	1	0	1
Gramma B's	Three Rivers	10/20/2025	STFU Inspection - Routine	0	0	0	0
HANDMADE SANDWICHES & BEVERAGES	HILLSDALE	10/03/2025	Risk Based Inspection - Routine	0	0	0	0
Hank's Tavern On The River	Three Rivers	10/06/2025	Risk Based Inspection - Routine	0	0	0	3
Hillsdale College - Beverage Cart	Hillsdale	10/21/2025	Risk Based Inspection - Routine	0	0	0	0
Hillsdale College - Grill Cart	Hillsdale	10/21/2025	Risk Based Inspection - Routine	0	0	0	0
Hillsdale College - Ice Cream Cart	Hillsdale	10/21/2025	Risk Based Inspection - Routine	0	0	0	0
Hillsdale College Dining Hall	Hillsdale	10/21/2025	Risk Based Inspection - Routine	0	0	0	1

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Hillsdale College Dow Conference Center	Hillsdale	10/21/2025	Risk Based Inspection - Routine	1	0	1	0
Hillsdale College Halter Center	Hillsdale	10/20/2025	Progress Note - New Inspection Reason	0	0	0	0
Hillsdale County ISD - YAP	Hillsdale	10/10/2025	Risk Based Inspection - Routine	0	0	0	0
HILLSDALE GOLF & COUNTRY CLUB	Hillsdale	10/08/2025	Risk Based Inspection - Follow-up	1	1	0	0
HILLSDALE GOLF & COUNTRY CLUB	Hillsdale	10/17/2025	Risk Based Inspection - Follow-up	0	0	0	0
HILLSDALE HIGH SCHOOL	Hillsdale	10/10/2025	Risk Based Inspection - Routine	0	2	1	2
HILLSDALE LODGE BPO ELKS #1575	HILLSDALE	10/13/2025	Progress Note - New Inspection Reason	0	0	0	0
HILLSDALE LODGE BPO ELKS #1575	HILLSDALE	10/16/2025	Risk Based Inspection - Routine	1	1	1	3
Hillsdale Renaissance LLC	Hillsdale	10/28/2025	Temporary Food Inspection - Routine	0	0	0	0
Hillside Lanes & Lane 17	Hillsdale	11/06/2025	Non Foodborne Illness Complaint - Initial	1	3	2	1
Holiday Inn & Suites	Three Rivers	10/30/2025	Risk Based Inspection - Routine	1	0	1	1
Hoppin Elementary	THREE RIVERS	10/29/2025	Risk Based Inspection - Routine	0	0	0	0
HUNGRY HOWIES	COLDWATER	10/13/2025	Risk Based Inspection - Routine	0	0	0	0
HUNGRY HOWIE'S	HILLSDALE	10/20/2025	Risk Based Inspection - Routine	0	0	0	1
JENNINGS ELEMENTARY SCHOOL	QUINCY	10/22/2025	Risk Based Inspection - Routine	0	0	0	0
JIMMY JOHN'S	COLDWATER	10/21/2025	Non Foodborne Illness Complaint - Initial	0	0	0	0
Johnny T's Bistro	Hillsdale	10/03/2025	Risk Based Inspection - Routine	0	0	0	0
JONESVILLE MIDDLE SCHOOL	JONESVILLE	10/13/2025	Risk Based Inspection - Routine	0	0	0	0
JONESVILLE UNITED METHODIST	JONESVILLE	10/10/2025	Risk Based Inspection - Routine	0	0	0	0
Just Dranks LLC	Hillsdale	10/06/2025	STFU Inspection - Routine	0	0	0	0
Kentucky Fried Chicken - Hillsdale	Hillsdale	10/17/2025	Pre-Opening - Pre-Opening	0	0	0	0
KING DRAGON BUFFET	Sturgis	10/14/2025	Risk Based Inspection - Follow-up	0	0	0	0
La Cocina de Chelo	Union City	10/13/2025	STFU Inspection - Routine	0	0	0	0
La Michoacana House of Sabor	Coldwater	10/31/2025	Pre-Opening - Pre-Opening	0	0	0	0
La Michoacana House of Sabor	Coldwater	11/03/2025	Pre-Opening - Pre-Opening	1	1	1	0
Lawless's BBQ, LLC	Jonesville	10/14/2025	STFU Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
LEGG MIDDLE SCHOOL	COLDWATER	10/28/2025	Risk Based Inspection - Routine	0	0	0	0
Lilly Pad's BBQ	Bronson	10/27/2025	STFU Inspection - Routine	0	0	0	0
LITCHFIELD COMMUNITY SCHOOL	LITCHFIELD	10/24/2025	Risk Based Inspection - Routine	0	0	0	0
LITCHFIELD CONGREGATIONAL CHURCH	Litchfield	10/24/2025	Risk Based Inspection - Routine	0	0	0	0
LITTLE CAESARS PIZZA	Coldwater	10/07/2025	Risk Based Inspection - Routine	0	0	0	1
Magic Bunny BBQ	Colon	10/03/2025	STFU Inspection - Routine	0	0	0	0
Mavericks Pizza Hangar	Cement City	10/03/2025	Risk Based Inspection - Routine	0	0	0	0
McDONALDS OF STURGIS 2180	Sturgis	10/28/2025	Risk Based Inspection - Routine	0	0	0	2
MEL'S 50s DINER	UNION CITY	10/24/2025	Risk Based Inspection - Routine	1	0	1	1
MIDWAY LANES LLC	COLDWATER	10/03/2025	Risk Based Inspection - Routine	1	0	1	1
Mitten Smoke BBQ	Hillsdale	10/06/2025	STFU Inspection - Routine	0	0	0	0
Mocha Town		10/03/2025	Risk Based Inspection - Follow-up	0	0	0	0
Morgan's Mexican Restaurant	White Pigeon	10/08/2025	Risk Based Inspection - Routine	0	0	0	2
New Beginning Church	Montgomery	10/29/2025	Temporary Food Inspection - Routine	0	0	0	0
Norton Elementary	THREE RIVERS	10/29/2025	Risk Based Inspection - Routine	0	0	0	0
Nottawa Christian School	Sturgis	10/01/2025	Temporary Food Inspection - Routine	0	0	0	0
Nutrition Expression	Coldwater	10/30/2025	Risk Based Inspection - Routine	0	0	0	0
Oasis of Love Family Church	Coldwater	10/13/2025	Temporary Food Inspection - Routine	0	0	0	0
Ohana Kalea Shave Ice	Lagrange	10/02/2025	STFU Inspection - Routine	0	0	0	0
Overkill Beverages	Waldron	10/21/2025	STFU Pre-Opening - Pre-Opening	0	0	0	0
PARK COMMUNITY SCHOOL	THREE RIVERS	10/29/2025	Risk Based Inspection - Routine	0	0	0	0
PENNY'S	HILLSDALE	10/29/2025	Risk Based Inspection - Routine	0	0	0	0
PIGHEADED BBQ	LEONIDAS	10/11/2025	STFU Inspection - Routine	0	0	0	0
PITTSFORD AREA SCHOOLS	Pittsford	10/23/2025	Risk Based Inspection - Routine	0	0	0	0
PIZZA HUT	COLDWATER	10/07/2025	Risk Based Inspection - Routine	0	0	0	0
Ponderosa Steakhouse	Coldwater	10/09/2025	Risk Based Inspection - Routine	1	0	0	0

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QUINCY JR SR HIGH SCHOOL	QUINCY	10/22/2025	Risk Based Inspection - Routine	0	0	0	0
QUINCY UNITED METHODIST CHURCH	QUINCY	10/30/2025	Risk Based Inspection - Routine	0	0	0	0
READING HIGH SCHOOL	READING	10/17/2025	Risk Based Inspection - Routine	0	0	0	0
READING UNITED METHODIST CHURCH	READING	10/01/2025	Risk Based Inspection - Routine	0	0	0	0
Refuge Coffee House LLC	Quincy	10/01/2025	Consultation - Plan Review Consultation	0	0	0	0
REYNOLDS ELEMENTARY SCHOOL	Reading	10/17/2025	Risk Based Inspection - Routine	0	0	0	0
Riverside Elementary School	Constantine	10/27/2025	Risk Based Inspection - Routine	0	0	0	0
Roasted	Reading	10/01/2025	Risk Based Inspection - Routine	0	0	0	0
Root 12 Bar & Grill	Sturgis	10/21/2025	Consultation - Change of Owner	0	0	0	0
Root 12 Bar & Grill	Sturgis	10/27/2025	Pre-Opening - Pre-Opening	0	0	0	1
Rootin & Tootin	Mendon	10/24/2025	STFU Inspection - Routine	0	0	0	0
Rosalie's Roadhouse	Jonesville	10/23/2025	Risk Based Inspection - Routine	0	0	0	0
Royal Cafe	CENTREVILLE	10/01/2025	Risk Based Inspection - Routine	0	0	0	1
Samuel Mancino's Restaurant	White Pigeon	10/14/2025	Risk Based Inspection - Routine	0	0	0	1
Sidekick on Wheels	Jerome	10/28/2025	STFU Inspection - Routine	0	0	0	0
Small Town Girl Concessions	Coldwater	10/06/2025	STFU Inspection - Routine	0	0	0	0
Smokin' Ain't Easy BBQ	Three Rivers	10/03/2025	Temporary Food Inspection - Routine	0	0	0	0
Smokin Aint EZ BBQ	Three Rivers	10/24/2025	Temporary Food Inspection - Routine	0	0	0	0
St Joseph County Human Services - Project Connect	Centreville	10/03/2025	Temporary Food Inspection - Routine	0	0	0	0
ST MARY'S ASSUMPTION CHURCH & SCHOOL	BRONSON	10/09/2025	Risk Based Inspection - Routine	1	0	1	1
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	10/01/2025	Progress Note - New Inspection Reason	0	0	0	0
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	10/15/2025	Progress Note - New Inspection Reason	0	0	0	0
Sturgis Youth Soccer & Rocket Football	Sturgis	10/02/2025	Risk Based Inspection - Routine	0	1	0	0
Subway - Hillsdale	Hillsdale	10/20/2025	Risk Based Inspection - Routine	0	0	0	0
Subway 3489	STURGIS	10/14/2025	Risk Based Inspection - Routine	0	0	0	1
Taco Bell #32990	Sturgis	10/14/2025	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Taco Bell #33023	Three Rivers	10/16/2025	Pre-Opening - Pre-Opening	0	0	0	0
Taco Bell #37166	Hillsdale	10/27/2025	Risk Based Inspection - Routine	0	1	0	0
Tacos Guerrerenses II	Constantine	10/14/2025	STFU Pre-Opening - Pre-Opening	0	0	0	0
Taqueria El Texano LLC	Three Rivers	10/24/2025	Enforcement Inspections - Hearing / Office Consult Follow Up Inspections	2	0	0	0
Taste Of Hope LLC	Howe	10/24/2025	STFU Inspection - Routine	0	0	0	0
The Landmark Tap House DBA Main St Cafe	Three Rivers	10/31/2025	Risk Based Inspection - Routine	0	0	0	1
The Panini Grille LLC	Sturgis	10/13/2025	STFU Inspection - Routine	0	0	0	0
The Sugar Shack	Colon	10/03/2025	STFU Inspection - Routine	0	0	0	0
Three Rivers Lions Club	Three Rivers	10/10/2025	Risk Based Inspection - Routine	0	0	0	1
TKO BBQ	Jonesville	10/06/2025	STFU Inspection - Routine	0	0	0	0
Tokyo Li Inc	Three Rivers	10/17/2025	Foodborne Illness Complaint - Initial	0	0	0	0
Tortilleria 2 Hermanos	Sturgis	10/27/2025	STFU Inspection - Routine	0	0	0	0
Travelin Tom's Coffee of 101 Lakes	Pleasant Lake	10/30/2025	STFU Inspection - Routine	0	0	0	0
TRINITY EPISCOPAL CHURCH	Three Rivers	10/14/2025	Risk Based Inspection - Routine	0	0	0	0
Twin County Community Probation Center	Three Rivers	10/10/2025	Risk Based Inspection - Routine	0	0	0	2
UNION CITY HIGH SCHOOL	UNION CITY- PT	10/03/2025	Risk Based Inspection - Follow-up	0	0	0	0
United Way St. Joseph County	Sturgis	10/02/2025	Temporary Food Inspection - Routine	0	0	0	0
Vel's	Three Rivers	10/17/2025	Temporary Food Inspection - Routine	0	0	0	0
WALDRON AREA SCHOOL	WRIGHT TWP	10/24/2025	Risk Based Inspection - Routine	0	0	0	0
Waldron Friendly Tavern	Waldron	10/24/2025	Risk Based Inspection - Routine	0	0	0	0
Weenie Kings 2	Three Rivers	10/08/2025	STFU Inspection - Routine	0	0	0	0
WHITE PIGEON HIGH SCHOOL	WHITE PIGEON	10/15/2025	Risk Based Inspection - Routine	0	0	0	0
Wieners and Tacos on the Fly II	Hillsdale	10/10/2025	STFU Inspection - Routine	0	0	0	0
Wieners and Tacos on the Fly II	Hillsdale	10/16/2025	STFU Inspection - Routine	0	0	0	0
				15	21	16	49

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.



Updates:

1. Services to Victims of Elder Abuse Program Updates:

- Victim Specialists continue to take referrals, serve victims/survivors and support each county's Interdisciplinary Team efforts.
- Housing barriers (lack of affordability and lack of availability), unwelcomed guests & associated eviction processes and scams remain our top victimizations among individuals. And, as you'd guess, there is a high frequency that all three of these issues are co-occurring!

2. DCW (Direct Care Worker) HELP Program (under New Business, item "A"): As discussed in the Finance Committee Meeting 12/1, our agency has been awarded a pass-through grant from the AAA Association of MI to support direct care workers. Michigan's [IMPART Alliance](#) is a collaborative, research-based organization focusing on stabilizing and training our state's direct care workforce. DCW's are essential in providing personal care, homemaking, respite, and other support in older adult's homes. When DCW's face emergencies or unplanned expenses it can create barriers and hardships. These emergencies frequently affect their work schedules and then can affect the health and well-being of their clients. Our request is to pass-through mini-grants to each eligible contracted provider agency and home care agency who serve clients in our planning and service area to support their staff's urgent needs. Here are a few examples: medical expenses not covered by insurance, critical repairs to household infrastructure such as heating, water or electricity, transportation necessary to continue employment including car repair or tire replacement, unexpected child care costs, and to assist with food insecurity. All sub-awards will be compliant with IMPART guidance and administrative rules.

3. Staffing update:

We hope to introduce you to our new RN Care Consultant at the January meeting - we are "in process"!

4. MI Options Updates:

Open Enrollment for Medicare Part D ended on December 7th. The full extent of our collective work hasn't been reported yet. At first glance, our sites and our staff at the AAA have worked well over 400 hours and served well over 300 individuals. We are extremely pleased and grateful to our sites, counselors and staff for their hard work and support of Medicare beneficiaries!

Free, confidential Options Counseling to help older adults and caregivers explore programs, services, and resources that fit their unique needs is available across Branch and St. Joseph Counties. Staff at our agency are trained to listen to individuals' stories, review eligibility for programs like the MI Choice Waiver, and guide them through next steps—whether it's in-home care, transportation, respite, or caregiver support. Call 517-278-2538. We're here to help.

Personal Health and Disease Prevention: December 11th, 2025

Heidi Hazel, BSN, RN

Communicable Disease:

Data from our regional epi's.

Here is a link to the new Respiratory Illness Dashboard: [Respiratory Illness Dashboard](#).

- 18.1% of Michigan Residents are vaccinated for Influenza
- 6.4% of Michigan Residents are vaccinated for COVID-19
- 42% Michigan Residents 75 years and older are vaccinated for RSV

Respiratory Illnesses: As of November 15th, the Influenza Like Activity levels remains at a low level but is increasing. Continues to be similar activity from the same time last year.

A total of 1,576 out of 105,221 outpatient visits were due to influenza like activity.

There are concerns of a new virus variant, subclade K, along with lagging vaccinations may mean for a severe flu season. The current flu vaccines are still providing decent protection against subclade K viruses.

The CDC's 'Other Respiratory Illnesses Going Around' page highlights bacterial and viral respiratory infections other than COVID-19, influenza, and RSV, and presents current emergency department trends linked to these respiratory conditions. Currently this page includes *Mycoplasma pneumoniae* and Pertussis.

Norovirus: This is the leading cause of vomiting and diarrhea, and foodborne illness in the United States. MDHHS has released updated guidance that includes a checklist for long term care facilities and information on testing requirements. These documents have been shared. Here is a link to the norovirus fact sheet. [Norovirus fact sheet-MDHHS](#)

Immunizations/STD/HIV:

Flu, COVID-19 and RSV vaccines are available at all locations. A limited number of flu and COVID-19 doses are also available through the MI-AVP program for individuals without insurance.

National Influenza Vaccination Week is December 1-5th. We are holding a flu clinic in each location.

Three Rivers: Tuesday, December 2nd

Sturgis: Wednesday, December 3rd

Coldwater: Thursday, December 4th

Hillsdale: Friday, December 5th

MDHHS has launched the GLP Regional Connections initiative through the Bureau of HIV and STI Programs (BHSP). This effort brings together local health departments, community-based organizations, health systems, and HIV care partners, including Disease Intervention Specialist (DIS), Partner Services, Early Intervention Services, and Return-to-Care staff across Michigan.

The goal is to strengthen multi-agency collaboration to improve linkage to care, re-engagement, and overall health outcomes for people with HIV. The work aligns with the National HIV/AIDS Strategy and the BHSP Integrated Care Plan, focusing on increasing HIV status awareness, improving linkage to treatment, retaining people in care, reducing viral loads, and decreasing new infections and disparities.

We had our first meeting on November 19th and meetings will continue on a quarterly basis.

Women, Infant, and Children (WIC):

The new WIC Food Package changes will take effect in March 2026. These updates include increased benefits for fruits and vegetables in place of juice (unless a client specifically requests juice), additional yogurt and fish for children, pregnant, and postpartum participants, and expanded whole-grain options for pregnant and postpartum moms.

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

CSHCS: We are preparing to begin using the Nightingale Notes EMR system. Our team has been meeting regularly to determine the most efficient process to transferring all current and past client records into the new system.

Hearing/Vision: We continue to experience difficulty locating optometrists in our area who accept Medicaid. This has been challenging for families who receive referral letters instructing them to schedule an appointment and return the follow-up form, only to find that no providers nearby accept their insurance.

KOHA: We are focusing on strengthening parent awareness of the KOHA program. Many parents are still unsure about this service, so we are exploring additional communication strategies to help families better understand the screenings and required paperwork.

Branch - Hillsdale - St. Joseph Community Health Agency

Personal Health and Disease Prevention

*FYTD=Fiscal Year To Date	Oct-25				FYTD 2025-2026 (Oct-Sept)				FYTD 2025-2026 (Oct-Sept)			
Confirmed & Probable Case Totals	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	-	2	1	3	-	2	1	3	2	4	-	6
Blastomycosis	-	-	-	-	-	-	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	-	-	-	-	-	-	-	-	2	-	2	4
Chicken Pox	-	-	-	-	-	-	-	-	-	-	-	-
Chlamydia	6	5	7	18	6	5	7	18	6	9	25	40
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	-	-
CPO	1	-	-	1		-	-					
CRE Carbapenem Resistant Enterobac.	-	-	-	-	-	-	-	-	-	-	-	-
Creutzfeldt-Jakob Disease	-	-	-	-	-	-	-	-	-	1	-	1
Cryptosporidiosis	-	-	-	-	-	-	-	-	-	-	-	-
Giardiasis	1	-	-	1	1	-	-	1	-	-	1	1
Gonorrhea	2	-	4	6	2	-	4	6	1	2	5	8
H. Influenzae Disease - Inv.	-	-	-	-	-	-	-	-	-	1	-	1
Hepatitis B - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis B - Chronic	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis C - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis C - Chronic	-	2	5	7	-	2	5	7	-	-	3	3
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	1	-	-	1	1	-	-	1	-	-	-	-
HIV/AIDS	-	-	-	-	-	-	-	-	1	-	-	1
Influenza	1	1	2	4	1	1	2	4	-	-	3	3
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Latent Tuberculosis	2	1	-	3	7	1	4	12	10	2	-	12
Legionellosis	-	-	-	-	-	-	-	-	-	-	-	-
Listeriosis	-	-	-	-	-	-	-	-	-	-	-	-
Lyme Disease	-	1	-	1	-	1	-	1	1	1	2	4
Measles	-	-	-	-	-	-	-	-	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Bacterial	-	-	-	-	-	-	-	-	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	-	-	-	-	-	-	-	3	-	-	3
Norovirus	-	-	-	-	-	-	-	-	-	-	-	-
Novel Coronavirus	19	28	13	60	19	28	13	60	20	39	14	73
Pertussis	1	-	1	2	1	-	1	2	1	2	-	3
Salmonellosis	3	-	2	5	3	-	2	5	-	-	-	-
Shiga Toxin-prod. (STEC)	-	1	-	1	-	1	-	1	-	-	-	-
Shigellosis	-	-	-	-	-	-	-	-	-	-	-	-
Shingles	-	-	-	-	-	-	-	-	-	-	-	-
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	-	-	-	-	-	-	-	-	-	-	-
Strep Pneumonia Inv Ds.	-	-	1	1	-	-	1	1	-	-	-	-
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	2	2
Syphilis - Secondary	-	1	-	1	-	1	-	1	1	-	1	2
Syphilis To Be Determined	2	-	-	2	2	-	-	2	-	2	2	4
Trichinosis	-	-	-	-	-	-	-	-	-	-	-	-
Tuberculosis	-	-	-	-	-	-	-	-	-	2	-	2
Unusual Outbreak/Occurrence	-	-	1	1	-	-	1	1	-	-	-	-
VZ Infection, Unspecified	-	1	-	1	-	1	-	1	-	1	-	1
Yersinia Enteritis	-	-	-	-	-	-	-	-	-	1	1	2

Branch - Hillsdale - St. Joseph Community Health Agency

Personal Health and Disease Prevention

*FYTD=Fiscal Year To Date

Confirmed & Probable Case Totals	Nov-25				FYTD 2025-2026 (Oct-Sept)				FYTD 2024-2025 (Oct-Sept)			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	2	1	-	3	2	3	1	6	2	6	-	8
Blastomycosis	-	-	-	-	-	-	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	1	-	1	2	1	-	1	2	2	-	3	5
Chicken Pox	-	-	-	-	-	-	-	-	-	-	-	-
Chlamydia	5	2	20	27	11	7	27	45	10	15	45	70
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	-	-
CPO	1	-	-	1								
CRE Carbapenem Resistant Enterobac.	-	-	-	-	-	-	-	-	-	-	-	-
Creutzfeldt-Jakob Disease	-	-	-	-	-	-	-	-	-	-	1	1
Cryptosporidiosis	-	-	1	1	-	-	1	1	-	-	-	-
Giardiasis	-	-	-	-	1	-	-	1	-	-	1	1
Gonorrhea	1	-	7	8	3	-	11	14	2	2	7	11
H. Influenzae Disease - Inv.	-	-	-	-	-	-	-	-	-	1	-	1
Hepatitis B - Acute	-	-	-	-	-	-	-	-	-	-	1	1
Hepatitis B - Chronic	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis C - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis C - Chronic	-	-	-	-	-	2	5	7	-	1	3	4
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	-	-	-	-	1	-	-	1	-	-	-	-
HIV/AIDS	1	-	-	1	1	-	-	1	1	-	-	1
Influenza	2	-	2	4	3	1	4	8	-	-	5	5
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Latent Tuberculosis	-	-	-	-	7	1	4	12	10	2	-	12
Legionellosis	-	-	-	-	-	-	-	-	-	-	-	-
Listeriosis	-	-	-	-	-	-	-	-	-	-	-	-
Lyme Disease	-	-	1	1	-	1	1	2	2	1	3	6
Measles	-	-	-	-	-	-	-	-	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Bacterial	-	-	-	-	-	-	-	-	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	1	-	-	1	1	-	-	1	3	-	-	3
Norovirus	-	-	-	-	-	-	-	-	-	-	-	-
Novel Coronavirus	21	30	9	60	40	58	22	120	49	74	33	156
Pertussis	1	-	-	1	2	-	1	3	6	3	-	9
Salmonellosis	1	-	-	1	4	-	2	6	-	-	-	-
Shiga Toxin-prod. (STEC)	-	-	-	-	-	1	-	1	-	1	-	1
Shigellosis	-	-	-	-	-	-	-	-	-	-	-	-
Shingles	-	-	-	-	-	-	-	-	-	-	-	-
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	-	-	-	-	-	-	-	-	-	-	-
Strep Pneumonia Inv Ds.	-	-	-	-	-	-	1	1	-	1	-	1
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	3	3
Syphilis - Secondary	-	-	-	-	-	1	-	1	1	-	1	2
Syphilis To Be Determined	-	-	-	-	2	-	-	2	-	3	3	6
Trichinosis	-	-	-	-	-	-	-	-	-	-	-	-
Tuberculosis	1	-	-	1	1	-	-	1	-	2	-	2
Unusual Outbreak/Occurrence	-	-	-	-	-	-	1	1	-	-	-	-
VZ Infection, Unspecified	-	2	1	3	-	3	1	4	-	1	-	1
Yersinia Enteritis	-	-	-	-	-	-	-	-	-	1	1	2

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

	Oct-25					YTD 2025-2026					YTD 2024-2025				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	93	183	129	127	532	93	183	129	127	532	1,040	487	-	1,094	2,621
All VFC Doses Given	574	357	-	931	1,862	574	357	-	931	1,862	201	246	157	135	739
Waivers	29	38	12	23	102	29	38	12	23	102	32	38	3	24	97
ADULT IMMUNIZATIONS															
# Vaccines Given	165	34	35	78	312	165	34	35	78	312	42	37	-	5	84
All AVP Doses Given	99	39	-	42	180	99	39	-	42	180	199	57	14	51	321
COMMUNICABLE DISEASE															
TB Tests Done	11	8	-	6	25	11	8	-	6	25	2	10	-	6	18
STD treatments	1	2	-	6	9	1	2	-	6	9	2	2	-	7	11
HIV Testing	-	4	-	8	12	-	4	-	8	12	-	4	-	11	15
ENROLLMENTS															
Medicaid & Michild	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
REFERRAL SERVICE															
MCDC Referrals	7	4	38	23	72	7	4	38	23	72	6	4	10	18	38
MIHP referrals	1	-	51	27	79	1	-	51	27	79	-	-	69	80	149
Hearing Screens															
Pre-school	95	-	-	138	233	95	-	-	138	233	199	82	-	36	317
School Age	219	333	-	354	906	219	333	-	354	906	106	279	619	-	1,004
Vision Screens															
Pre-school	50	1	-	126	177	50	1	-	126	177	189	80	-	23	292
School Age	571	691	-	418	1,680	571	691	-	418	1,680	121	459	-	544	1,124
Children's Special Health Care Services															
Diagnostics	2	4	-	-	6	2	4	-	-	6	2	-	-	-	2
Assessments-Renewal	17	38	-	33	88	17	38	-	33	88	21	35	-	37	93
Assessments-New	3	9	-	8	20	3	9	-	8	20	9	9	-	5	23
OTHER															
Leads completed	15	10	-	19	44	15	10	-	19	44	-	-	-	-	-
Leads >3.5	4	5	-	2	11	4	5	-	2	11	-	-	-	-	-
	6,295					6,295					6,949				
	-					-					-				

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

	Nov-25					YTD 2025-2026					YTD 2024-2025				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	89	77	39	56	261	182	260	168	183	793	1,136	596	82	1,163	2,977
All VFC Doses Given	479	238	-	660	1,377	1,053	595	-	1,591	3,239	933	533	157	888	2,511
Waivers	1	10	2	8	21	30	48	14	31	123	38	45	6	36	125
ADULT IMMUNIZATIONS															
# Vaccines Given CHA	78	27	8	63	176	243	61	43	141	488	91	54	18	31	194
All AVP Doses Given	40	22	-	67	129	139	61	-	109	309	214	74	14	62	364
COMMUNICABLE DISEASE															
TB Tests Done	5	5	-	1	11	16	13	-	7	36	13	18	-	6	37
STD treatments	1	3	-	10	14	2	5	-	16	23	2	2	-	18	22
HIV Testing	-	-	-	7	7	-	4	-	15	19	2	4	-	16	22
ENROLLMENTS															
Medicaid & Michild	2	-	-	-	2	2	-	-	-	2	4	-	-	-	4
REFERRAL SERVICE															
MCDC Referrals	5	5	12	25	47	12	9	50	48	119	10	4	22	33	69
MIHP referrals	5	-	23	42	70	6	-	74	69	149	-	-	99	127	226
Hearing Screens															
Pre-school	77	-	-	6	83	172	-	-	144	316	199	82	-	49	330
School Age	254	250	-	482	986	473	583	-	836	1,892	544	601	619	179	1,943
Vision Screens															
Pre-school	53	-	-	7	60	103	1	-	133	237	189	80	-	36	305
School Age	399	263	-	501	1,163	970	954	-	919	2,843	702	708	-	807	2,217
Children's Special Health Care Services															
Diagnostics	-	-	-	-	-	2	4	-	-	6	3	1	-	-	4
Assessments-Renewal	19	18	-	29	66	36	56	-	62	154	46	48	-	65	159
Assessments-New	3	3	-	6	12	6	12	-	14	32	15	15	-	7	37
OTHER															
Leads completed	18	8	-	12	38	18	8	-	12	38	-	-	-	-	-
Leads >3.5	3	3	-	-	6	3	3	-	-	6	-	-	-	-	-
	4,485					10,780					11,546				

2025 - 2026 Caseload [1] Management Report	LA #: 12
	Name: Branch-Hillsdale-St. Joseph Community Health

State Participation/Enrollment Ratio [2]:					
Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Curr Year P/E Ratio (last 12 months)
96.5%	96.3%	96.5%	96.5%	94.3%	96.1%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/ Enrollment Ratio[2]
Oct / 2024	4,449	4,160	4,195		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	4,277	4,073	4,091	1.16%	95.23%
Aug / 2025	4,246	4,027	4,048	-1.05%	94.84%
Sep / 2025	4,238	4,028	4,058	0.25%	95.04%
Oct / 2025	4,224	4,049	4,055	-0.07%	95.86%
Nov / 2025	0	0	(est[7]) 0		
Dec / 2025	0	0	(est[7])		
Jan / 2026	0	0	0		
Feb / 2026	0	0	0		
Mar / 2026	0	0	0		
Apr / 2026	0	0	0		
May / 2026	0	0	0		
Jun / 2026	0	0	0		
Jul / 2026	0	0	0		
Aug / 2026	0	0	0		
Sep / 2026	0	0	0		

Total (Year to date)	4,224	4,049	4,055		
Curr Year Avg	4,224	4,049	4,055	100.00%	94.07%
Months with Count	1	1	1	1	1
Average to Base % [8]		0.0%	0.00%		
Last yrs Base % [9]		105.5%	106.46%		
Last yrs Average	4,348	4,084	4,121		93.92%

Estimated average participation for current year to date:

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

4,055	<u>Funding Allocation Information</u>
4,055	Total Funding Allocation: \$0
	Assigned Funding Participation Count [11]:
	Current Yr Base: 0
	Previous Yr Base: 3,871

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

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 11/1/2025 Through 11/30/2025

Payee	Check Amount	Check Number	Effective Date
Abila	2,268.23	25-11-14 A.01	11/14/2025
ACD.NET	599.00	55006	11/14/2025
Action Quick Print Plus	275.00	25-11-28 A.01	11/28/2025
Aflac District Office	450.53	25-11-07 PR.01	11/7/2025
Aflac District Office	450.53	25-11-21 PR.01	11/21/2025
Alerus Retirement Solutions	3,056.00	25-11-07 R.01	11/7/2025
Alerus Retirement Solutions	3,056.00	25-11-21 R.01	11/21/2025
Alganssee Township	100.00	55019	11/28/2025
Amazon Capital Services, Inc	583.33	25-11-14 P.01	11/14/2025
Amazon Capital Services, Inc	1,568.22	25-11-28 P.02	11/28/2025
Angela Shedd	2,024.00	25-11-14 A.02	11/14/2025
Angela Shedd	2,065.60	25-11-28 A.02	11/28/2025
Area Agencies On Aging Mich.	2,727.50	25-11-14 A.03	11/14/2025
Barbara Krzyzanski	35.00	25-11-14 A.04	11/14/2025
Barbara Krzyzanski	43.75	25-11-28 A.03	11/28/2025
Barbara P. Foley	46.16	55004	11/7/2025
Barbara P. Foley	46.16	55017	11/21/2025
Beacon Properties Administration	4,533.45	25-11-28 A.04	11/28/2025
Blue Cross Blue Shield	68,074.61	25-11-14 P.02	11/14/2025
Branch Area Transit Authority	1,102.00	25-11-14 A.05	11/14/2025
Branch County Commission	15,586.20	25-11-14 A.06	11/14/2025
Branch County Complex	5,694.28	25-11-28 A.05	11/28/2025
CANDY COX	65.71	25-11-14 A.07	11/14/2025
Card Services Center	4,246.65	25-11-14 P.05	11/14/2025
Century Bank - Hillsdale Maintenance	2,000.00	25-11-28 A.06	11/28/2025
Century Bank - Three Rivers Maintenance	2,000.00	25-11-28 A.07	11/28/2025
Century Basic	919.09	25-11-07 R.02	11/7/2025
Century Basic	919.09	25-11-21 R.02	11/21/2025
Century EFTPS	45.92	25-11-07 L.01	11/7/2025
Century EFTPS	28,541.66	25-11-07 R.03	11/7/2025
Century EFTPS	260.68	25-11-21 R.03	11/21/2025
Century EFTPS	28,611.05	25-11-21 R.04	11/21/2025
Century Mastercard	571.13	25-11-14 P.06	11/14/2025
Century MERS	56,019.57	25-11-14 A.08	11/14/2025
Century State/Michigan State Treasury	10,473.28	25-11-21 R.05	11/21/2025
Champ Software, Inc.	53,133.00	55007	11/14/2025
Charter Communications	150.00	25-11-28 P.03	11/28/2025
Cintas Corporation Loc 351	169.28	25-11-14 P.07	11/14/2025
City Of Coldwater	80.00	25-11-28 A.08	11/28/2025
City of Jonesville	200.00	25-11-28 A.09	11/28/2025
City Of Three Rivers	435.00	25-11-28 A.10	11/28/2025
City Of Three Rivers	153.15	55008	11/14/2025
Crossroads Home Care Inc.	1,224.69	25-11-14 A.09	11/14/2025
DELTA DENTAL	4,384.82	25-11-28 A.11	11/28/2025
DiningRD	4,600.60	25-11-14 A.10	11/14/2025
DiningRD	1,147.36	25-11-28 A.12	11/28/2025
DL Gallivan Office Solutions	758.71	55020	11/28/2025
Dr. Karen M. Luparello	4,465.00	25-11-28 A.13	11/28/2025
Frontier	381.78	25-11-28 P.04	11/28/2025
GDI Services Inc.	4,917.85	25-11-28 A.14	11/28/2025
Gus Gear	565.00	55021	11/28/2025
Health Equity	2,435.89	25-11-07 PR.02	11/7/2025

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 11/1/2025 Through 11/30/2025

Payee	Check Amount	Check Number	Effective Date
Health Equity	2,435.89	25-11-21 PR.02	11/21/2025
Helping Angels Home Care LLC	2,237.80	25-11-14 A.11	11/14/2025
Hillsdale Board Of Public Utilities	2,031.32	25-11-28 P.05	11/28/2025
Hillsdale County Treasurer	773.87	25-11-14 A.12	11/14/2025
Home Roots Companion & Home Care Services LLC	160.32	25-11-14 A.13	11/14/2025
HomeJoy of Kalamzoo	2,592.20	25-11-14 A.14	11/14/2025
Indiana MI Power Company	881.36	25-11-14 P.08	11/14/2025
Jergens Piping Corporation	737.16	55009	11/14/2025
Laboratory Corporation of America	251.90	25-11-14 A.15	11/14/2025
Laboratory Corporation of America	30.00	25-11-28 A.15	11/28/2025
Liliana Gomez	1,065.00	55022	11/28/2025
Maplecrest, LLC	1,361.77	25-11-28 A.16	11/28/2025
Maria Jiminez Garcia	227.50	55023	11/28/2025
McKibbin Media Group	300.00	55010	11/14/2025
Medical Care Alert	491.60	25-11-14 A.16	11/14/2025
Merck Sharp & Dohme LLC	8,791.59	55011	11/14/2025
MERS 5% EMPLOYEES	15,329.28	25-11-14 A.17	11/14/2025
Michigan Gas	50.83	25-11-28 P.06	11/28/2025
Michigan State Disbursement Unit	190.11	55005	11/7/2025
Michigan State Disbursement Unit	190.11	55018	11/21/2025
Nationwide	620.00	25-11-07 R.04	11/7/2025
Nationwide	620.00	25-11-21 R.06	11/21/2025
PFIZER INC	8,789.98	55024	11/28/2025
Principal Life Insurance Company	2,014.88	25-11-28 P.07	11/28/2025
Promedica	402.54	55012	11/14/2025
Promedica	115.05	55025	11/28/2025
R&S Northeast LLC	641.12	25-11-28 A.17	11/28/2025
R. Johnson Builders, inc	35,100.00	55013	11/14/2025
Rebekah Grandlinard	210.00	55026	11/28/2025
Reserve Account	3,000.00	25-11-14 A.18	11/14/2025
Richard Clark	2,459.85	25-11-28 A.18	11/28/2025
Riley Pumpkin Farm	325.00	25-11-28 A.19	11/28/2025
Rosati Schultz Joppich Amtsbueshler	375.00	25-11-28 A.20	11/28/2025
Sanofi Pasteur Inc.	4,735.83	25-11-14 P.09	11/14/2025
Semco Energy	76.63	25-11-28 P.08	11/28/2025
Shipshewana Homes	210.00	55027	11/28/2025
ST JOSEPH CO HSC	4,000.00	55014	11/14/2025
St Joseph County COA	15,361.54	25-11-14 A.19	11/14/2025
St Joseph County Transit Authority	1,522.58	25-11-14 A.20	11/14/2025
State of Mich EGLE	16.00	55015	11/14/2025
State Of Michigan	446.00	55028	11/28/2025
State of Michigan-Dept	34.50	55016	11/14/2025
Stratus Video, LLC	3,828.86	25-11-28 A.21	11/28/2025
TelNet Worldwide	1,656.43	25-11-14 A.21	11/14/2025
Verdant Commercial Capital	1,322.75	25-11-28 P.09	11/28/2025
Verizon	1,694.58	25-11-14 P.10	11/14/2025
VRI INC.	54.00	25-11-14 A.22	11/14/2025
Report Total	458,024.24		

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet - Unposted Transactions Included In Report
As of 10/31/2025

	<u>Current Period Balance</u>
Assets	
Cash on Hand	29,388.92
Cash with County Treasurer	3,660,438.38
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	58,450.00
Cash TR Building Maintenance	83,049.40
Accounts Receivable	97,586.88
Due from Dental DAPP	1,275.67
Due from State	(39,028.55)
Due from Other Funding Sources	297,789.34
Prepaid Expenses	157,653.20
Biologic Inventory	168,387.36
Total Assets	<u><u>4,824,946.54</u></u>
Liabilities	
Accounts Payable	141,696.20
Payroll Liabilites	168,776.39
Deferred Revenue	260,459.02
Deferred Revenue BR	38,310.17
Deferred Revenue HD	40,409.00
Deferred Revenue SJ	53,829.33
Biologics	168,387.36
Total Liabilities	<u>871,867.47</u>
Net Assets	
Operation Fund Balance	464,054.38
Restricted Fund Balance	467,054.53
Designated Fund Balance	3,021,970.16
Total Net Assets	<u>3,953,079.07</u>
Total Liabilities and Net Assets	<u><u>4,824,946.54</u></u>

BHSJ Community Health Agency
Schedule of Cash Receipts and Disbursements

October 1, 2025 thru

September 30, 2026

Plus: Cash Receipts	\$628,471.27
Less: Cash Disbursements For Payroll/AP	\$ (772,650.24)
<hr/>	
10/31/2025 Cash Balance	\$ 3,970,394.32

12 Month Grants Should be 8.33% Expended.

	Current Month	Year to Date	Total Budget Final	Total Expended
286 HEP Special Projects Grant ended October 31, 2025	6,031.43	6,031.43	7,825.00	77.07%
345 Lead Testing Over budget due to purchase of supplies. Should come back in line as the year progresses.	3,971.56	3,971.56	18,587.08	21.36%
010 Agency Support Over budget to to change in where communications charges are posted. This will be addressed in Budget Amendment #1.	25,502.04	25,502.04	169,577.00	15.03%
325 CSHCS Slightly overbudget. This budget must be combined with the budget for RU 112. When looking at these 2 budgets together they are within budget at 8.69%. Will continue to monitor.	30,511.87	30,511.87	222,409.00	13.71%
255 Community Health Direction Over budget, but should come back in line as the year progresses and work begins in other grants that do not run the entire year.	18,667.94	18,667.94	150,000.00	12.44%
720 EH- Complaints Over budget due to increased staff time. Amendment #1 should address the issue, but we will continue to	1,106.51	1,106.51	9,848.84	11.23%
717 EGLE Swimming Pools Over budget due to increased staff time. Amendment #1 should adress the issue, but we will continue to	1,786.67	1,786.67	16,402.90	10.89%
138 Immunization IAP Over budget due to increased staff time and training costs. We will continue to monitor and will adjust in an upcoming amendment.	125,929.79	125,929.79	1,241,274.14	10.14%
207 MCRH Community Health Workers Over budget due to increased staff time. Amendment #1 should address the issue, but we will continue to	10,547.53	10,547.53	111,616.50	9.44%
721 Drinking Water Supply Slightly over budget. Will monitor the situation.	40,322.33	40,322.33	426,983.30	9.44%
714 Onsite Sewage Disposal Slightly over budget. Will monitor the situation.	41,870.76	41,870.76	453,386.22	9.23%
326 Vision (ELPHS) 9 Month program, within budget	11,902.59	11,902.59	135,503.55	8.78%
329 MCH Enabling Children	7,867.42	7,867.42	94,409.00	8.33%
327 Hearing (ELPHS)	11,319.72	11,319.72	136,663.22	8.28%
021 Dental Clinic - Three Rivers	4,533.45	4,533.45	55,582.20	8.15%
014 VOCA	16,727.93	16,727.93	205,743.00	8.13%

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 10/1/2025 - 10/31/2025

	Current		Total Budget	Total
	Month	Year to Date	Final	Expended
338 Immunization Vaccine Handling	7,192.01	7,192.01	89,998.89	7.99%
745 Type II Water	17,405.07	17,405.07	220,406.96	7.89%
109 WIC	88,307.83	88,307.83	1,128,708.67	7.82%
108 WIC Breastfeeding	10,119.78	10,119.78	129,455.83	7.81%
106 MI Options	15,626.93	15,626.93	205,533.27	7.60%
704 Food Service	44,844.40	44,844.40	591,869.78	7.57%
032 Emergency Preparedness	13,725.36	13,725.36	187,892.73	7.30%
341 Infectious Disease	33,571.79	33,571.79	467,314.60	7.18%
605 General EH Services	2,977.93	2,977.93	42,317.13	7.03%
331 STD	11,258.85	11,258.85	169,803.12	6.63%
107 Medicaid Outreach	1,123.68	1,123.68	18,237.64	6.16%
029 Dental Clinic - Hillsdale	704.86	704.86	12,000.00	5.87%
012 Area Agency on Aging	69,166.22	69,166.22	1,344,429.90	5.14%
405 Grant Writing	116.43	116.43	3,371.77	3.45%
202 Oral Health	2,945.84	2,945.84	91,374.33	3.22%
715 EGLE Long-Term Monitoring	125.73	125.73	5,225.22	2.40%
722 PFAS Response	43.15	43.15	2,038.35	2.11%
015 Local Expenses - Unallowable by Grants	641.24	641.24	42,759.52	1.49%
723 PFAS Response - White Pigeon	117.73	117.73	8,738.35	1.34%
716 EGLE Campgrounds	290.61	290.61	22,740.68	1.27%
719 Body Art	80.49	80.49	6,437.69	1.25%
101 Workforce Development	499.61	499.61	51,080.39	0.97%
205 OHSP Grant	975.88	975.88	109,117.84	0.89%
008 Salary & Fringe Payoff	596.06	596.06	80,000.00	0.74%
096 CSHCS Donations SJ	118.00	118.00	41,360.84	0.28%
724 PFAS - Westside Landfill	18.96	18.96	7,426.71	0.25%
024 MERS Pension Underfunded Liability	0.00	0.00	44,590.00	0.00%
025 PH Workforce & Infrastructure	0.00	0.00	193,690.19	0.00%
035 Vector Borne Disease Surveillance	0.00	0.00	57,526.05	0.00%
097 CSHCS Donations BR HD	0.00	0.00	22,826.00	0.00%
112 CSHCS Medicaid Outreach	0.00	0.00	128,690.57	0.00%
212 Medical Marijuana BR	0.00	0.00	19,911.81	0.00%
230 Medical Marijuana HD	0.00	0.00	11,901.20	0.00%
275 Medical Marijuana SJ	0.00	0.00	9,701.20	0.00%
332 HIV Prevention	2,285.62	2,285.62	0.00	0.00%
718 EGLE Septage	0.00	0.00	5,987.69	0.00%
Total Expense	683,479.60	683,479.60	9,030,275.87	7.57%

The Agency is currently .76% under budget.

December 1, 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 Jon Houtz at 9:00 AM. Roll call was completed as follows: Jon Houtz, and Kevin Collins. Jared Hoffmaster was absent.

Also present from BHSJ: Rebecca Burns, Theresa Fisher, and Laura Sutter

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

Public Comment: No public comments were given.

New Business:

- Mr. Houtz moved to recommend that the full Board approve the AAA DCW Help Project, as presented, with support from Mr. Collins. The motion passed.
- Mr. Collins moved to recommend that the full Board approve FY25-26 Budget Amendment #1, with support from Mr. Houtz. The motion passed.
- Mr. Collins moved to recommend that the full Board approve a 4% increase to the current wage scale, as presented, with support from Mr. Houtz. The motion passed.
- Mr. Collins moved to recommend that the full Board approve the Health Officer's contract, as presented, with support from Mr. Houtz. The motion passed.
- Mr. Houtz moved to recommend that the full Board approve the proposal from Mary Kushion Consulting, LLC, for facilitation and creation of a CHNA, CHIP, and Strategic Plan. The motion received support from Mr. Collins and passed.
- Mr. Houtz moved to change the date for the January Finance Committee meeting to January 5, 2026 at 9:00 AM, with support from Mr. Collins. The motion passed.

Mr. Houtz moved to adjourn the meeting with Support from Mr. Colilns. With no further business, the meeting was adjourned at 9:25 AM.

Respectfully Submitted by:



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



December 1, 2025
Board of Health Finance Committee Meeting

The Branch-St. Joseph AAA (Region IIIC) was awarded funding via the Area Agency on Aging Association of Michigan through a grant they received from the IMPART Alliance & the Michigan Department of Health and Human Services.

It technically began in March 2025 and since then implementation strategies and guidance has changed in many, many ways. It's now more flexible and we are set to receive a total of \$20,000 (\$2,000 retained by the AAA for implementation/administrative use) for use through March 2026. A project like this has never been implemented before and we are so pleased to be a part of it!

Every day our local direct care workers rise to meet the challenges that come with serving our clients with personal care, homemaking, medication management, and respite care. Emergencies like a flat tire, car repair or urgent care bills can impact their attendance & promptness to work... this impacts the health and well-being of their clients.

These DCW Help funds are intended to support the following types of urgent needs and expenses:

- Unexpected medical expenses not covered by insurance.
- Immediate housing crisis, such as eviction or homelessness prevention.
- Critical repairs to essential household infrastructure, such as heating, water or electricity.
- Emergency transportation needs necessary to continue employment. For example, tire or tire repair, new car battery, or minor car repair
- Unexpected child care cost (licensed facility)
- Nutritional needs or food insecurity of DCW staff/household

Other caveats: employee can be either full-time or part-time, other sources of assistance have been explored and found to be unavailable or inadequate.

We are requesting to fully implement the DCW Help Project via sub-awards with eligible providers, complying with IMPART guidance and administrative record keeping.

Should the Board approve this at their December 11th meeting, we will implement it immediately (retroactive to 10/1/25). Laura and her team will discuss the project implementation with providers immediately following the Finance Committee Meeting to begin preparations.

Thank you for your time and consideration!



Amendment #1 Budget
FY2025-2026

December 11, 2025

Prepared by: Theresa Fisher, Administrative Services Director

BRANCH-HILLSDALE-ST. JOSEPH

COMMUNITY HEALTH AGENCY

10/1/2025 - 9/30/2026

Amendment #1

TOTAL REVENUES

	STATE/FED	ELPHS	COUNTY APPROP	FEES OTHER	FUND BALANCE	Amend #1 BUDGET	DIFFERENCE	Original BUDGET
	\$ 5,206,097	\$ 1,285,483	\$ 795,657	\$1,539,030	\$ 255,899	\$ 9,082,166	\$ (21,110)	\$ 9,103,276
	57.3%	14.2%	8.8%	16.9%	2.8%			

CORE SUPPORT & OTHER

Salary/Fringe Payoff	008				\$	80,000		\$	80,000	\$	-	\$	80,000				
General Administration	010				\$	182,280		\$	182,280	\$	12,703	\$	169,577				
Local Expenses unallowed by Grants	015			\$	58,830	\$	4,000		\$	62,830	\$	20,070	\$	42,760			
Capital Improvements	023			\$	53,000				\$	53,000	\$	(20,000)	\$	73,000			
MERS Pension Underfunded	024			\$	22,590	\$	-		\$	22,590	\$	(22,000)	\$	44,590			
Dental Clinic - St. Joseph Co.	021					\$	55,582		\$	55,582	\$	-	\$	55,582			
Dental Clinic - Hillsdale Co.	029					\$	12,000	\$	-	\$	12,000	\$	-	\$	12,000		
Emergency Preparedness	032	\$	94,271		\$	45,486			\$	139,757	\$	(48,136)	\$	187,893			
CSHCS Dontations - SJ	096					\$	10,000	\$	31,361	\$	41,361	\$	-	\$	41,361		
CSHCS Dontations - BR/HD	097					\$	-	\$	22,826	\$	22,826	\$	-	\$	22,826		
Workforce Development	101	\$	48,535		\$	437			\$	48,972	\$	(2,108)	\$	51,080			
Cross Jurisdictional Sharing - EH	102								\$	-	\$	-	\$	-			
TOTAL CORE SUPPORT & OTHER		\$	142,806	\$	-	\$	180,343	\$	343,862	\$	54,187	\$	721,198	\$	(59,471)	\$	780,668

PERSONAL HEALTH & DISEASE PREVENTION

Medicaid Outreach	107	\$	8,765		\$	8,765	\$	-	\$	-	\$	17,529	(\$708.16)	\$	18,238	
WIC Breastfeeding	108	\$	89,014		\$	45,453	\$	-	\$	-	\$	134,467	\$5,010.68	\$	129,456	
WIC - Women, Infants, & Children	109	\$	908,156		\$	137,780	\$	2,000	\$	50,000	\$	1,097,936	(\$30,772.28)	\$	1,128,709	
CSHCS Medicaid Outreach	112	\$	43,692		\$	88,308	\$	-	\$	-	\$	132,000	\$3,309.84	\$	128,691	
Immunization IAP	138	\$	895,378		\$	42,167	\$	237,750	\$	-	\$	1,175,295	(\$65,979.07)	\$	1,241,274	
Kindergarten Oral Health Screening	202	\$	82,619		\$	35	\$	-	\$	-	\$	82,654	(\$8,719.94)	\$	91,374	
Children's Special Health Care Services	325	\$	222,409		\$	-	\$	-	\$	-	\$	222,409	\$0.00	\$	222,409	
School Vision	326	\$	8,500	\$	90,100	\$	9,279	\$	14,500	\$	-	\$	122,379	(\$13,124.83)	\$	135,504
School Hearing	327	\$	10,000	\$	90,100	\$	10,452	\$	13,000	\$	-	\$	123,552	(\$13,110.98)	\$	136,663
MCH Enabling Children	329	\$	94,409		\$	-	\$	-	\$	-	\$	94,409	\$0.00	\$	94,409	
STD Prevention & Control	331			\$	155,734	\$	36,432	\$	1,000	\$	-	\$	193,166	\$23,362.98	\$	169,803
HIV Prevention & Control	332	\$	20,000		\$	7,637	\$	-	\$	-	\$	27,637	\$27,636.81	\$	-	
Immunization Vaccine Handling (Gov't)	338	\$	86,606		\$	27,441	\$	250	\$	-	\$	114,297	\$24,297.93	\$	89,999	
Infectious Disease	341			\$	385,146	\$	4,731	\$	15,788	\$	50,000	\$	455,665	(\$11,649.17)	\$	467,315
Lead Testing	345	\$	29,000		\$	7,725	\$	3,000	\$	-	\$	39,725	\$21,138.42	\$	18,587	
TOTAL PERSONAL HEALTH & DISEAS		\$	2,498,548	\$	721,080	\$	426,206	\$	287,288	\$	100,000	\$	4,033,122	(\$39,307.77)	\$	4,072,430

FY25-26 Amendment #1 Budget		STATE/FED	ELPHS	COUNTY APPROP	FEES OTHER	FUND BALANCE	Amend #1 BUDGET	DIFFERENCE	Original BUDGET
ENVIRONMENTAL HEALTH PROTECTION									
Vector Borne Disease Surveillance	035	\$ 27,000		\$ 31,081	\$ -	\$ -	\$ 58,081	\$554.88	\$ 57,526
General Environmental Health	605	\$ -		\$ 46,236	\$ -	\$ -	\$ 46,236	\$3,919.32	\$ 42,317
Food Protection	704		\$ 279,569	\$ 6,403	\$ 299,000	\$ -	\$ 584,972	(\$6,898.04)	\$ 591,870
Onsite Sewage	714		\$ 284,834	\$ 44,294	\$ 149,000	\$ -	\$ 478,127	\$24,741.22	\$ 453,386
EGLE LT Monitoring	715	\$ 3,250		\$ 1,671	\$ -	\$ -	\$ 4,921	(\$304.52)	\$ 5,225
EGLE Campground	716	\$ 5,970		\$ 899	\$ 12,000	\$ -	\$ 18,869	(\$3,871.52)	\$ 22,741
EGLE Swimming	717	\$ 3,560		\$ 16,252	\$ 7,000	\$ -	\$ 26,812	\$10,409.23	\$ 16,403
EGLE Septage	718	\$ 2,700		\$ 1,752	\$ 1,800	\$ -	\$ 6,252	\$264.26	\$ 5,988
Body Art	719	\$ 5,400		\$ 726	\$ 576	\$ -	\$ 6,702	\$264.26	\$ 6,438
EH Complaints	720	\$ -		\$ 10,822	\$ -	\$ -	\$ 10,822	\$973.60	\$ 9,849
Drinking Water Supply	721	\$ 270,834		\$ 19,490	\$ 156,000	\$ -	\$ 446,324	\$19,340.39	\$ 426,983
Type II Water	745	\$ 220,637		\$ 1,390	\$ -	\$ -	\$ 222,027	\$1,620.04	\$ 220,407
TOTAL ENVIRONMENTAL HEALTH		\$ 539,351	\$ 564,403	\$ 181,017	\$ 625,376	\$ -	\$ 1,910,146	\$ 51,013	\$ 1,859,132
EMERGING ISSUES GRANTS:									
PH Workforce Infrastructure	025	\$ 193,000		\$ 725	\$ -	\$ -	\$ 193,725	\$34.86	\$ 193,690
Epi Lab Capacity	351	\$ -		\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -
COVID PH Workforce Development	355	\$ -		\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -
CDC COVID Immz	363	\$ -		\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -
Emerging Threats	380	\$ -		\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -
PFAS - Lear Siegler	722	\$ 2,000		\$ 60	\$ -	\$ -	\$ 2,060	\$22.01	\$ 2,038
PFAS - White Pigeon	723	\$ 2,542		\$ 121	\$ -	\$ -	\$ 2,663	(\$6,075.63)	\$ 8,738
PFAS - Westside Landfill	724	\$ 2,820		\$ 60	\$ -	\$ -	\$ 2,880	(\$4,546.35)	\$ 7,427
TOTAL EMERGING ISSUE GRANTS		\$ 200,362	\$ -	\$ 967	\$ -	\$ -	\$ 201,329	(\$10,565.11)	\$ 211,894
HEALTH EDUCATION & PROMOTION:									
Car seat	201	\$ -		\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -
OHSP	205	\$ 104,068		\$ 2,364	\$ -	\$ -	\$ 106,433	(\$2,685.13)	\$ 109,118
MI Center Rural Health	207	\$ -		\$ 4	\$ 74,147	\$ 65,932	\$ 140,083	\$28,466.23	\$ 111,617
Beacon Health	210	\$ -		\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -
Medical Marihuana BR	212	\$ 18,886		\$ 0	\$ -	\$ -	\$ 18,886	(\$1,025.57)	\$ 19,912
Medical Marihuana HD	230	\$ 11,026		\$ 0	\$ -	\$ -	\$ 11,026	(\$875.03)	\$ 11,901
Community Health Services	255	\$ -		\$ -	\$ 150,000	\$ -	\$ 150,000	\$0.00	\$ 150,000
Medical Marihuana SJ	275	\$ 7,390		\$ 0	\$ -	\$ -	\$ 7,390	(\$2,311.03)	\$ 9,701
HEP Special Projects	286	\$ -		\$ -	\$ 12,455	\$ -	\$ 12,455	\$4,630.00	\$ 7,825
Grant Writing	405	\$ -		\$ 4,756	\$ -	\$ -	\$ 4,756	\$1,384.08	\$ 3,372
TOTAL HEALTH EDUCATION & PROMOTION		\$ 141,370	\$ -	\$ 7,125	\$ 236,602	\$ 65,932	\$ 451,029	\$27,583.55	\$ 423,445

FY25-26 Amendment #1 Budget		STATE/FED	ELPHS	COUNTY APPROP	FEES OTHER	FUND BALANCE	Amend #1 BUDGET	DIFFERENCE	Original BUDGET
AREA AGENCY ON AGING									
Area Agency on Aging	012	\$ 1,240,040			\$ 45,902	\$ 35,781	\$ 1,321,723	(\$22,706.90)	\$ 1,344,430
VOCA	014	\$ 205,743					\$ 205,743	\$0.00	\$ 205,743
No Wrong Door	106	\$ 237,878		\$ (0)			\$ 237,877	\$32,344.23	\$ 205,533
TOTAL AREA AGENCY ON AGING		\$ 1,683,661	\$ -	\$ (0)	\$ 45,902	\$ 35,781	\$ 1,765,343	\$9,637.33	\$ 1,755,706

	Amendment #1	Original
Fund Balance per most recent Audit:	\$ 3,599,659.00	\$ 3,599,659.00
Nonspendat \$ 136,763.00		
Assigned \$ 3,139,770.00		
Unassigned \$ 323,126.00		
Allocated for use in this budget:	\$ 255,899.34	\$ 191,171.45
Projected fund balance for future use:	\$ 3,343,759.66	\$ 3,408,487.55

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
10/1/2025 - 9/30/2026
Amendment #1

TOTAL EXPENSES

		Amendment #1		
		Budget 2025-26	Original	DIFFERENCE
		\$ 9,082,166	\$ 9,103,275	(21,109)
<u>CORE SUPPORT & OTHER:</u>				
Salary/Fringe Payoff	008	\$ 80,000	\$ 80,000	0
General Administration	010	\$ 182,280	\$ 169,577	12,703
Local Expenses Unallowed by Grants	015	\$ 62,830	\$ 42,760	20,070
Capital Improvements	023	\$ 53,000	\$ 73,000	(20,000)
MERS Pension Underfunded	024	\$ 22,590	\$ 44,590	(22,000)
Dental Clinic - St. Joseph Co.	021	\$ 55,582	\$ 55,582	0
Dental Clinic - Hillsdale Co.	029	\$ 12,000	\$ 12,000	0
Emergency Preparedness	032	\$ 139,757	\$ 187,893	(48,136)
CSHCS Donations - SJ	096	\$ 41,361	\$ 41,361	0
CSHCS Donations - BR/HD	097	\$ 22,826	\$ 22,826	0
Workforce Development	101	\$ 48,972	\$ 51,080	(2,108)
Cross Jurisdictional Sharing - EH	102	\$ -	\$ -	0
TOTAL CORE SUPPORT & OTHER		\$ 721,198	\$ 780,669	\$ (59,471)

PERSONAL HEALTH & DISEASE PREVENTION

Budget Amendment #2

Medicaid Outreach	107	\$ 17,529	\$ 18,238	(708)
WIC - Breastfeeding	108	\$ 134,467	\$ 129,456	5,011
WIC - Women, Infants, & Children	109	\$ 1,097,936	\$ 1,128,709	(30,772)
CSHCS Medicaid Outreach	112	\$ 132,000	\$ 128,691	3,310
Immunization Clinics	138	\$ 1,175,295	\$ 1,241,274	(65,979)
Immunization/Vaccine Handling	338	\$ 114,297	\$ 89,999	24,298
Children's Special Health Care Services	325	\$ 222,409	\$ 222,409	0
School Vision & Hearing Clinics	326	\$ 122,379	\$ 135,504	(13,125)
School Vision & Hearing Clinics	327	\$ 123,552	\$ 136,663	(13,111)
MCH Enabling Children	329	\$ 94,409	\$ 94,409	0
STD Prevention & Control	331	\$ 193,166	\$ 169,803	23,363
HIV Prevention & Control	332	\$ 27,637	\$ -	27,637
Infectious Disease	341	\$ 455,665	\$ 467,315	(11,649)
Lead Testing	345	\$ 39,725	\$ 18,587	21,138
Kindergarten Oral Health Screening	202	\$ 82,654	\$ 91,374	(8,720)
TOTAL PERSONAL HEALTH & DISEAS		\$ 4,033,122	\$ 4,072,430	\$ (39,308)

		amend 1'		
		Budget 2025-26	Original	DIFFERENCE
<u>ENVIRONMENTAL HEALTH PROTECTION</u>				
Vector Borne	035	\$ 58,081	\$ 57,526	555
General Environmental Health	605	\$ 46,236	\$ 42,317	3,919
Food Protection	704	\$ 584,972	\$ 591,870	(6,898)
Onsite Sewage	714	\$ 478,127	\$ 453,386	24,741
EGLE LT Monitoring	715	\$ 4,921	\$ 5,225	(305)
EGLE Campground	716	\$ 18,869	\$ 22,741	(3,872)
EGLE Swimming	717	\$ 26,812	\$ 16,403	10,409
EGLE Septage	718	\$ 6,252	\$ 5,988	264
Body Art	719	\$ 6,702	\$ 6,438	264
EH Complaints	720	\$ 10,822	\$ 9,849	974
Drinking Water Supply	721	\$ 446,324	\$ 426,983	19,340
Type II Water	745	\$ 222,027	\$ 220,407	1,620
TOTAL ENVIRONMENTAL HEALTH		\$ 1,910,146	\$ 1,859,132	\$ 51,013

EMERGING ISSUES GRANTS

PH Workforce Infrastructure	025	\$ 193,725	\$ 193,690	35
Epi Lab Contact Tracing, CI, TC, VM, V	351	\$ -	\$ -	0
COVID PH Workforce Development	355	\$ -	\$ -	0
CDC COVID-19 Immz	363	\$ -	\$ -	0
Emerging Threats	380	\$ -	\$ -	0
PFAS - Lear Siegler	722	\$ 2,060	\$ 2,038	22
PFAS - White Pigeon	723	\$ 2,663	\$ 8,738	(6,076)
PFAS - Westside Landfill	724	\$ 2,880	\$ 7,427	(4,546)
TOTAL EMERGING ISSUES GRANTS		\$ 201,329	\$ 211,894	\$ (10,565)

HEALTH EDUCATION & PROMOTION:

Car seat	201	\$ -	\$ -	0
OHSP	205	\$ 106,433	\$ 109,118	(2,685)
MI Center Rural Health	207	\$ 140,083	\$ 111,617	28,466
Beacon Health	210	\$ -	\$ -	0
Medical Marihuana BR	212	\$ 18,886	\$ 19,912	(1,026)
Medical Marihuana HD	230	\$ 11,026	\$ 11,901	(875)
Community Health Services	255	\$ 150,000	\$ 150,000	0
Medical Marihuana SJ	275	\$ 7,390	\$ 9,701	(2,311)
HEP Special Projects	286	\$ 12,455	\$ 7,825	4,630
Grant Writing	405	\$ 4,756	\$ 3,372	1,384
TOTAL HEALTH EDUCATION & PROMOTION		\$ 451,029	\$ 423,445	\$ 27,584

		amend 1'			
		Budget 2025-26	Original	DIFFERENCE	
AAA:					
Area Agency on Aging	012	\$ 1,321,723	\$ 1,344,430	(22,707)	
VOCA	014	\$ 205,743	\$ 205,743	(0)	
No Wrong Door	106	\$ 237,877	\$ 205,533	32,344	
TOTAL CORE SUPPORT		\$ 1,765,343	\$ 1,755,706	\$	9,637
GRAND TOTAL:		\$ 9,082,166	\$ 9,103,275	\$	(21,109)

Amendment #1
10/1/2025 - 9/30/2026

Prepared By: Theresa Fisher

		008	009	010	012	014	015
		SALARY/FRINGE	SPACE	GENERAL	AREA AGENCY	VOCA	LOCAL
PROGRAM EXPENSES		PAYOFF	ALLOCATION	ADMINISTRATION	ON AGING	CSRUV-2026	EXPENSES
1. SALARIES & WAGES		80,000.00	-	534,354.25	181,661.89	104,029.77	-
2. FRINGE BENEFITS				834,308.78	93,987.58	40,185.84	-
3. CAP EXP FOR EQUIP & FAC							
4. CONTRACTUAL (SUBCONTRACTS)					928,076.00	-	-
5. SUPPLIES & MATERIALS				32,000.00	462.68	121.73	100.00
6. TRAVEL				12,000.00	10,000.00	7,000.00	-
7. COMMUNICATION				35,000.00	1,100.00	750.00	-
8. COUNTY/CITY CENTRAL SERVICES							
9. SPACE COSTS							
SPACE ALLOCATION			(292,331)	119,670.00	4,194.00	1,802.00	
10. ALL OTHERS (ADP & MISC.)			292,331.00	181,600.00	12,901.00	5,112.41	24,295.64
TOTAL PROGRAM EXPENSES		80,000	-	1,748,933.03	1,232,383.16	159,001.75	24,395.64
1. INDIRECT COST			-	(1,428,653.03)	89,339.84	46,741.24	-
32.41067%							
2. COST ALLOCATION PLAN/OTHER							
COMMUNITY HEALTH SERVICES		-	-	-	-	-	-
PREVENTION SERVICES		-	-	-	-	-	-
IMMUNIZATION DISTRIBUTION							
CSHCS DISTRIBUTION		-	-	-	-	-	-
ENVIRONMENTAL HEALTH		-	-	-	-	-	-
ALLOCATION EXPENSE							
UNALLOWABLE EXPENSE ALLOCATION		-	-	-	-	-	38,434
TOTAL INDIRECT COST		-	-	(1,428,653.03)	89,339.84	46,741.24	38,434.09
UNALLOCATED FUND BALANCE							
TOTAL EXPENDITURES		80,000	-	320,280	1,321,723	205,743	62,830
SOURCE OF FUNDS							
1. FEES & COLLECTIONS - 1ST & 2ND PARTY		-	-	40	-	-	-
2. FEES & COLLECTIONS - 3RD PARTY		-	-	-	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)		-	-	-	1,240,040.00	205,743.00	-
4. FEDERAL MEDICAID COST BASED REIMB.		-	-	-	-	-	-
5. FEDERALLY PROVIDED VACCINES		-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH		-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL		-	-	-	-	-	-
8. LOCAL - NON ELPHS							
9. LOCAL - NON ELPHS		-	-	-	-	-	-
10. LOCAL - NON ELPHS							
11. OTHER - NON ELPHS		80,000.00	-	182,240.00	45,902.00	-	4,000.00
12. MDHHS NON COMPREHENSIVE							
13. MDHHS COMPREHENSIVE		-	-	-	-	-	-
14. ELPHS MDHHS HEARING	55505						
15. ELPHS MDHHS VISION	55505						
16. ELPHS MDHHS OTHER	55505						
17. ELPHS FOOD	55505						
18. ELPHS PRIVATE/TYPE III WATER	55505						
19. ELPHS ON-SITE WASTEWATER TREATMENT	55505						
20. MCH FUNDING	55520						
21. LOCAL - COUNTY APPROPRIATIONS					(0.00)	(0.00)	58,829.73
22. INKIND MATCH							
23. MDHHS FIXED UNIT RATE		-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION							
SOURCE OF FUNDS ABOVE		80,000	-	182,280	1,285,942	205,743	62,830
USE OF DESIGNATED FUND BALANCE		-	-	-	-	-	-
Apply MERS Surplus Fund				138,000	35,781		
TOTAL SOURCE OF FUNDS IN BUDGET		80,000	-	320,280	1,321,723	205,743	62,830

Amendment #1
10/1/2025 - 9/30/2026

	021	023	024	025	029	032 - 9 Mth
	DENTAL CLINIC	CAPITAL	MERS PENSION	DC Infrastructure	DENTAL CLINIC	PUBLIC HEALTH
PROGRAM EXPENSES	THREE RIVERS	IMPROVEMENTS	UNDERFUNDED	Grant	HILLSDALE	EMERG. PREP.
1. SALARIES & WAGES	-	-	-	2,138.06	-	48,893.89
2. FRINGE BENEFITS	-	-	22,590.00	649.53	-	23,447.88
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	-	-	-	-	-	450.00
6. TRAVEL	-	-	-	-	-	2,000.00
7. COMMUNICATION	-	-	-	-	-	900.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION				34.00		703.50
10. ALL OTHERS (ADP & MISC.)	55,582.20	53,000.00	-	190,000.00	12,000.00	3,838.00
TOTAL PROGRAM EXPENSES	55,582.20	53,000.00	22,590.00	192,821.58	12,000.00	80,233.27
1. INDIRECT COST				903.47	-	23,446.45
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	-	-	-	-	-	-
PREVENTION SERVICES	-	-	-	-	-	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	-	-	-
ENVIRONMENTAL HEALTH	-	-	-	-	-	-
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	-	-	-	-	-
TOTAL INDIRECT COST	-	-	-	903.47	-	23,446.45
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	55,582	53,000	22,590	193,725	12,000	103,680
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PA	-	-	-	-	-	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	-	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)	-	-	-	-	-	-
4. FEDERAL MEDICAID COST BASED RE	-	-	-	-	-	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	-	-	6,153.80
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	55,582.00	-	-	-	12,000.00	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	-	-	-	193,000.00	-	61,538.00
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPE III WATER						
19. ELPHS ON-SITE WASTEWATER TREA						
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	0.20	53,000.00	22,590.00	725.06	-	35,987.92
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABLIZATION						
SOURCE OF FUNDS ABOVE	55,582	53,000	22,590	193,725	12,000	103,680
USE OF DESIGNATED FUND BALANCE	-	-	-	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	55,582	53,000	22,590	193,725	12,000	103,680

Amendment #1
10/1/2025 - 9/30/2026

	32 - 3 Mth	35	96	97	101	106
	PUBLIC HEALTH/EMERG. PREP.	VECTOR BORN DISEASE	CSHCS DONATIONS	CSHCS DONATIONS	WORKFORCE DEVELOPMENT	MI Options
PROGRAM EXPENSES						
1. SALARIES & WAGES	16,297.96	36,214.00	-	-	3,062.94	90,232.23
2. FRINGE BENEFITS	7,815.96	3,137.77	-	-	883.41	44,359.51
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	23,142.00
5. SUPPLIES & MATERIALS	800.00	70.00	-	-	25.00	21,619.00
6. TRAVEL	1,000.00	5,000.00	-	-	25.00	5,000.00
7. COMMUNICATION	300.00	50.00	-	-	-	3,000.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	234.50	30.00			47.00	1,336.00
10. ALL OTHERS (ADP & MISC.)	1,813.00	825.00	41,360.84	22,826.00	43,650.00	29,000.00
TOTAL PROGRAM EXPENSES	28,261.42	45,326.76	41,360.84	22,826.00	47,693.35	217,688.74
1. INDIRECT COST	7,815.48	12,754.17	-	-	1,279.04	43,622.08
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	-	-	-	-	-	-
PREVENTION SERVICES	-	-	-	-	-	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	-	-	-
ENVIRONMENTAL HEALTH	-	-	-	-	-	-
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	-	-	-	-	(23,433)
TOTAL INDIRECT COST	7,815.48	12,754.17	-	-	1,279.04	20,188.76
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	36,077	58,081	41,361	22,826	48,972	237,877
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	-	-	-	-	-	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	-	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)	-	-	-	-	-	237,877.50
4. FEDERAL MEDICAID COST BASED REIMBURSEMENT	-	-	-	-	-	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	3,273.30	-	-	-	-	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	-	-	10,000.00	-	-	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	32,733.00	27,000.00	-	-	48,535.00	-
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPER III WATER						
19. ELPHS ON-SITE WASTEWATER TREATMENT						
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	70.61	31,080.93	-	-	437.39	(0.00)
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	36,077	58,081	10,000	-	48,972	237,877
USE OF DESIGNATED FUND BALANCE	-	-	31,361	22,826	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	36,077	58,081	41,361	22,826	48,972	237,877

Amendment #1
10/1/2025 - 9/30/2026

	107	108	109	112	138	199
	MEDICAID	WIC	WIC	CSHCS	IMMUNIZATION/	PREVENTION
PROGRAM EXPENSES	OUTREACH	BREASTFEEDING	RESIDENTIAL	MEDICAID	IAP	SERV ADM.
1. SALARIES & WAGES	6,584.41	75,506.31	530,322.76	-	288,098.28	75,364.04
2. FRINGE BENEFITS	1,647.53	10,832.00	149,871.54	-	111,902.25	12,286.82
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	75.00	500.00	12,000.00	-	238,000.00	225.00
6. TRAVEL	50.00	3,000.00	10,000.00	-	6,000.00	1,000.00
7. COMMUNICATION	50.00	4,000.00	25,000.00	-	13,500.00	400.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	122.00	5,874.00	29,078.00		14,784.00	46,144.00
10. ALL OTHERS (ADP & MISC.)	475.00	8,050.00	61,550.00	-	399,700.00	2,050.00
TOTAL PROGRAM EXPENSES	9,003.94	107,762.31	817,822.30	-	1,071,984.53	137,469.86
1. INDIRECT COST	2,668.03	27,982.82	220,455.52	-	129,642.85	28,408.23
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	5,198	5,198	5,198	-	5,198	-
PREVENTION SERVICES	659	6,913	54,460	-	32,026	(165,878)
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	132,000	(63,557)	-
ENVIRONMENTAL HEALTH	-	-	-	-	-	-
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	(13,390)	-	-	-	-
TOTAL INDIRECT COST	8,525.54	26,704.20	280,114.08	132,000.41	103,310.54	(137,469.86)
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	17,529	134,467	1,097,936	132,000	1,175,295	-
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	-	-	-	-	7,500	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	2,000.00	-	230,250.00	-
3. FED/STATE FUNDING (NON-MDHHS)	-	-	-	-	-	-
4. FEDERAL MEDICAID COST BASED RE	-	-	-	-	470,000.00	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	350,000.00	-
6. FEDERAL MEDICAID OUTREACH	8,764.74	-	-	43,692.14	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	43,692.14	-	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	-	-	-	-	-	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	-	89,014.00	908,156.00	-	75,378.00	-
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPE III WATER						
19. ELPHS ON-SITE WASTEWATER TREATMENT						
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	8,764.74	45,452.51	137,780.39	44,616.14	42,167.07	-
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	17,529	134,467	1,047,936	132,000	1,175,295	-
USE OF DESIGNATED FUND BALANCE	-	-	50,000	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	17,529	134,467	1,097,936	132,000	1,175,295	-

Amendment #1
10/1/2025 - 9/30/2026

	202	205	207	212	230	255
	KINDERGARTEN	OHSP	MI CENTER	MARIJUANA	MARIJUANA	COMMUNITY
PROGRAM EXPENSES	ORAL HEALTH		RURAL HEALTH	BRANCH	HILLSDALE	HEALTH SERVICE
1. SALARIES & WAGES	10,555.43	34,813.67	70,723.42	3,951.82	2,868.83	115,681.13
2. FRINGE BENEFITS	2,910.85	17,342.03	19,427.37	1,649.30	1,203.41	46,881.56
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	3,100.00	8,215.00	400.00	-	-	500.00
6. TRAVEL	3,400.00	2,606.00	7,000.00	100.00	200.00	3,500.00
7. COMMUNICATION	700.00	100.00	1,250.00	10.00	10.00	1,000.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	147.00	258.00	544.00	34.00	26.00	1,676.00
10. ALL OTHERS (ADP & MISC.)	51,200.00	26,194.00	6,321.04	11,653.75	5,875.09	6,050.00
TOTAL PROGRAM EXPENSES	72,013.27	89,528.70	105,665.83	17,398.87	10,183.33	175,288.70
1. INDIRECT COST	4,364.51	16,904.01	29,218.47	1,815.36	1,319.84	52,687.66
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	5,198	-	5,198	-	-	(77,976)
PREVENTION SERVICES	1,078	-	-	-	-	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	-	-	-
ENVIRONMENTAL HEALTH	-	-	-	-	-	-
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	-	-	(328)	(477)	-
TOTAL INDIRECT COST	10,641.12	16,904.01	34,416.90	1,487.36	842.84	(25,288.70)
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	82,654	106,433	140,083	18,886	11,026	150,000
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	-	-	-	-	-	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	2,500.00	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)	-	104,068.39	-	18,886.00	11,026.00	-
4. FEDERAL MEDICAID COST BASED RE	-	-	-	-	-	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	-	-	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	-	-	71,647.00	-	-	150,000.00
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	82,619.00	-	-	-	-	-
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPE III WATER						
19. ELPHS ON-SITE WASTEWATER TREATMENT						
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	35.39	2,364.32	4.23	0.23	0.17	-
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	82,654	106,433	74,151	18,886	11,026	150,000
USE OF DESIGNATED FUND BALANCE	-	-	-	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	82,654	106,433	140,083	18,886	11,026	150,000

Amendment #1
10/1/2025 - 9/30/2026

	275	286	325	326	327	329
PROGRAM EXPENSES	MARIJUANA ST JOSEPH	HEP SPECIAL PROJECTS	CSHCS OR & ADVOCACY	VISION	HEARING	MCH - ENABLING SERVICES CHILDREN
1. SALARIES & WAGES	2,868.83	-	176,884.15	50,057.51	49,158.02	-
2. FRINGE BENEFITS	1,203.41	-	53,123.24	21,325.68	21,550.41	-
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	-	150.00	700.00	2,025.00	675.00	-
6. TRAVEL	150.00	150.00	6,600.00	3,700.00	3,500.00	-
7. COMMUNICATION	10.00	25.00	900.00	450.00	450.00	-
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	26.00	-	3,491.00	1,721.00	1,692.00	-
10. ALL OTHERS (ADP & MISC.)	2,618.09	12,130.00	14,550.00	9,050.00	12,750.00	-
TOTAL PROGRAM EXPENSES	6,876.33	12,455.00	256,248.38	88,329.19	89,775.43	-
1. INDIRECT COST	1,319.84	-	74,546.93	23,135.77	22,917.08	-
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	-	-	5,198	5,198	5,198	-
PREVENTION SERVICES	-	-	18,416	5,715	5,661	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	(132,000)	-	-	94,409
ENVIRONMENTAL HEALTH	-	-	-	-	-	-
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	(806)	-	-	-	-	-
TOTAL INDIRECT COST	513.84	-	(33,839.38)	34,049.53	33,776.81	94,409.00
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	7,390	12,455	222,409	122,379	123,552	94,409
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	-	-	-	14,500	13,000	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	-	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)	7,390.00	-	-	-	-	-
4. FEDERAL MEDICAID COST BASED RE	-	-	-	8,500.00	10,000.00	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	4,655.00	5,228.00	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	-	12,455.00	-	-	-	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	-	-	142,409.00	-	-	-
14. ELPHS MDHHS HEARING					90,100	
15. ELPHS MDHHS VISION				90,100		
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPER III WATER						
19. ELPHS ON-SITE WASTEWATER TREATMENT						
20. MCH FUNDING						94,409
21. LOCAL - COUNTY APPROPRIATIONS	0.17	-		4,623.71	5,224.25	-
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	80,000.00	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	7,390	12,455	222,409	122,379	123,552	94,409
USE OF DESIGNATED FUND BALANCE	-	-	0	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	7,390	12,455	222,409	122,379	123,552	94,409

Amendment #1
10/1/2025 - 9/30/2026

	331	338	341	345	405	605
	SEXUAL TRANS.	IMMUNIZATION/	INFECTIOUS	LEAD	GRANT	GENERAL
PROGRAM EXPENSES	DISEASES	ACCINE HANDLIN	DISEASE	TESTING	WRITING	ENVIRO. HEALTH
1. SALARIES & WAGES	90,278.29	47,678.95	212,892.36	27,427.19	2,108.60	216,453.49
2. FRINGE BENEFITS	29,829.25	21,897.14	58,587.87	9,257.82	934.84	77,776.67
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	1,200.00	250.00	18,400.00	11,500.00	50.00	3,900.00
6. TRAVEL	350.00	600.00	1,800.00	800.00	50.00	4,000.00
7. COMMUNICATION	300.00	4,300.00	1,000.00	800.00	-	500.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	6,116.00	4,100.00	8,462.00	517.00	26.00	10,824.00
10. ALL OTHERS (ADP & MISC.)	11,350.00	7,350.00	39,600.00	250.00	600.00	48,350.00
TOTAL PROGRAM EXPENSES	139,423.54	86,176.09	340,742.24	50,552.01	3,769.44	361,804.16
1. INDIRECT COST	38,927.66	22,550.08	87,988.56	11,889.86	986.40	95,361.96
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	5,198	-	5,198	5,198	-	5,198
PREVENTION SERVICES	9,616	5,571	21,736	2,937	-	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	(30,852)	-	-
ENVIRONMENTAL HEALTH	-	-	-	-	-	(416,128)
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	-	-	-	-	-
TOTAL INDIRECT COST	53,742.56	28,120.73	114,923.20	(10,826.51)	986.40	(315,567.71)
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	193,166	114,297	455,665	39,725	4,756	46,236
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	1,000	-	250	-	-	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	2,000.00	3,000.00	-	-
3. FED/STATE FUNDING (NON-MDHHS)	-	5,000.00	-	-	-	-
4. FEDERAL MEDICAID COST BASED RE	-	51,792.00	-	17,000.00	-	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	-	-	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	-	250.00	13,538.00	-	-	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	-	29,814.00	446.00	12,000.00	-	-
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER	155,734		384,700			
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPER III WATER						
19. ELPHS ON-SITE WASTEWATER TREAT						
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	36,432.10	27,440.82	4,731.44	7,725.50	4,755.84	46,236.45
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	193,166	114,297	405,665	39,725	4,756	46,236
USE OF DESIGNATED FUND BALANCE	-	-	-	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	193,166	114,297	455,665	39,725	4,756	46,236

Amendment #1
10/1/2025 - 9/30/2026

	704	714	715	716	717	718
	FOOD	NSITE SEWAGE	EGLE	EGLE	EGLE	EGLE
PROGRAM EXPENSES	PROTECTION	DISPOSAL	LT MONITOR	CAMPGROUND	SWIMMING	SEPTAGE
1. SALARIES & WAGES	305,247.29	143,517.70	1,286.43	4,867.11	7,923.98	1,798.57
2. FRINGE BENEFITS	95,880.74	42,876.54	389.03	1,586.46	2,923.88	599.75
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	1,600.00	300.00	100.00	395.00	125.00	100.00
6. TRAVEL	16,000.00	20,000.00	500.00	1,000.00	600.00	300.00
7. COMMUNICATION	2,200.00	1,500.00	100.00	500.00	300.00	25.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	10,437.00	5,998.00	16.00	71.00	121.00	29.00
10. ALL OTHERS (ADP & MISC.)	18,400.00	4,250.00	200.00	1,600.00	300.00	125.00
TOTAL PROGRAM EXPENSES	449,765.03	218,442.24	2,591.47	10,019.57	12,293.86	2,977.33
1. INDIRECT COST	130,008.28	60,411.62	543.03	2,091.64	3,515.86	777.31
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	5,198	-	-	-	-	-
PREVENTION SERVICES	-	-	-	-	-	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	-	-	-
ENVIRONMENTAL HEALTH	-	199,274	1,786	6,758	11,002	2,497
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	-	-	-	-	-
TOTAL INDIRECT COST	135,206.70	259,685.20	2,329.23	8,849.60	14,518.27	3,274.62
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	584,972	478,127	4,921	18,869	26,812	6,252
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	249,000	137,000	-	12,000	7,000	1,800
2. FEES & COLLECTIONS - 3RD PARTY	-	12,000.00	-	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)	-	-	3,250.00	5,970.00	3,560.00	2,700.00
4. FEDERAL MEDICAID COST BASED RE	-	-	-	-	-	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	-	-	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	50,000.00	-	-	-	-	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	-	-	-	-	-	-
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD	279,569					
18. ELPHS PRIVATE/TYPER III WATER						
19. ELPHS ON-SITE WASTEWATER TREAT		284,834				
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	6,402.73	44,293.94	1,670.70	899.17	16,252.13	1,751.95
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	584,972	478,127	4,921	18,869	26,812	6,252
USE OF DESIGNATED FUND BALANCE	-	-	-	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	584,972	478,127	4,921	18,869	26,812	6,252

Amendment #1
10/1/2025 - 9/30/2026

	719	720	721	722	723	724
	EGLE	EH	DRINKING	PFAS	PFAS	PFAS
PROGRAM EXPENSES	BODY ART	COMPLAINTS	WATER SUPPLY	Lear Siegler	White Pigeon	Westside Landfil
1. SALARIES & WAGES	1,798.57	2,880.35	135,624.55	340.14	680.28	340.14
2. FRINGE BENEFITS	599.75	910.20	40,545.32	132.13	264.26	132.13
3. CAP EXP FOR EQUIP & FAC						
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. SUPPLIES & MATERIALS	100.00	100.00	300.00	-	-	-
6. TRAVEL	800.00	1,500.00	16,000.00	25.00	50.00	25.00
7. COMMUNICATION	25.00	100.00	1,000.00	50.00	25.00	25.00
8. COUNTY/CITY CENTRAL SERVICES						
9. SPACE COSTS						
SPACE ALLOCATION	29.00	54.00	5,892.00	5.00	11.00	5.00
10. ALL OTHERS (ADP & MISC.)	75.00	50.00	1,550.00	1,355.03	1,326.06	2,200.03
TOTAL PROGRAM EXPENSES	3,427.33	5,594.55	200,911.87	1,907.30	2,356.59	2,727.30
1. INDIRECT COST	777.31	1,228.54	57,097.83	153.06	306.13	153.06
32.41067%						
2. COST ALLOCATION PLAN/OTHER						
COMMUNITY HEALTH SERVICES	-	-	-	-	-	-
PREVENTION SERVICES	-	-	-	-	-	-
IMMUNIZATION DISTRIBUTION						
CSHCS DISTRIBUTION	-	-	-	-	-	-
ENVIRONMENTAL HEALTH	2,497	3,999	188,314	-	-	-
ALLOCATION EXPENSE						
UNALLOWABLE EXPENSE ALLOCATION	-	-	-	-	-	-
TOTAL INDIRECT COST	3,274.62	5,227.90	245,411.81	153.06	306.13	153.06
UNALLOCATED FUND BALANCE						
TOTAL EXPENDITURES	6,702	10,822	446,324	2,060	2,663	2,880
SOURCE OF FUNDS						
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	576	-	156,000	-	-	-
2. FEES & COLLECTIONS - 3RD PARTY	-	-	-	-	-	-
3. FED/STATE FUNDING (NON-MDHHS)	5,400.00	-	-	-	-	-
4. FEDERAL MEDICAID COST BASED REIMBURSEMENT	-	-	-	-	-	-
5. FEDERALLY PROVIDED VACCINES	-	-	-	-	-	-
6. FEDERAL MEDICAID OUTREACH	-	-	-	-	-	-
7. REQUIRED MATCH - LOCAL	-	-	-	-	-	-
8. LOCAL - NON ELPHS						
9. LOCAL - NON ELPHS	-	-	-	-	-	-
10. LOCAL - NON ELPHS						
11. OTHER - NON ELPHS	-	-	-	-	-	-
12. MDHHS NON COMPREHENSIVE						
13. MDHHS COMPREHENSIVE	-	-	-	2,000.00	2,542.00	2,820.00
14. ELPHS MDHHS HEARING						
15. ELPHS MDHHS VISION						
16. ELPHS MDHHS OTHER						
17. ELPHS FOOD						
18. ELPHS PRIVATE/TYPE III WATER						
19. ELPHS ON-SITE WASTEWATER TREATMENT			270,834			
20. MCH FUNDING						
21. LOCAL - COUNTY APPROPRIATIONS	725.95	10,822.45	19,490.19	60.36	120.72	60.36
22. INKIND MATCH						
23. MDHHS FIXED UNIT RATE	-	-	-	-	-	-
MDHHS LOCAL COMM STABILIZATION						
SOURCE OF FUNDS ABOVE	6,702	10,822	446,324	2,060	2,663	2,880
USE OF DESIGNATED FUND BALANCE	-	-	-	-	-	-
Apply MERS Surplus Fund						
TOTAL SOURCE OF FUNDS IN BUDGET	6,702	10,822	446,324	2,060	2,663	2,880

Amendment #1 10/1/2025 - 9/30/2026		
	745	
	TYPE II	GRAND
PROGRAM EXPENSES	WATER	TOTAL
1. SALARIES & WAGES	117,445.86	3,921,538
2. FRINGE BENEFITS	25,064.56	1,957,687
3. CAP EXP FOR EQUIP & FAC		-
4. CONTRACTUAL (SUBCONTRACTS)	-	951,218
5. SUPPLIES & MATERIALS	11,000.00	371,883
6. TRAVEL	7,000.00	164,481
7. COMMUNICATION	1,500.00	103,405
8. COUNTY/CITY CENTRAL SERVICES		-
9. SPACE COSTS		-
SPACE ALLOCATION	2,128.00	(3,654)
10. ALL OTHERS (ADP & MISC.)	11,700.00	1,753,608
TOTAL PROGRAM EXPENSES	175,838.42	9,220,166
1. INDIRECT COST	46,188.58	(0)
32.41067%		-
2. COST ALLOCATION PLAN/OTHER		-
COMMUNITY HEALTH SERVICES	-	(0)
PREVENTION SERVICES	-	0
IMMUNIZATION DISTRIBUTION		-
CSHCS DISTRIBUTION	-	-
ENVIRONMENTAL HEALTH	-	0
ALLOCATION EXPENSE		-
UNALLOWABLE EXPENSE ALLOCATION	-	-
TOTAL INDIRECT COST	46,188.58	0
UNALLOCATED FUND BALANCE		
TOTAL EXPENDITURES	222,027	9,220,166
SOURCE OF FUNDS		
1. FEES & COLLECTIONS - 1ST & 2ND PARTY	-	599,666
2. FEES & COLLECTIONS - 3RD PARTY	-	251,750
		851,416
3. FED/STATE FUNDING (NON-MDHHS)	152,510.00	2,003,421
4. FEDERAL MEDICAID COST BASED RE	-	557,292
5. FEDERALLY PROVIDED VACCINES	-	350,000
6. FEDERAL MEDICAID OUTREACH	-	52,457
7. REQUIRED MATCH - LOCAL	-	63,002
8. LOCAL - NON ELPHS		-
9. LOCAL - NON ELPHS	68,127.00	68,127
10. LOCAL - NON ELPHS		-
11. OTHER - NON ELPHS	-	687,614
		687,614
12. MDHHS NON COMPREHENSIVE		-
13. MDHHS COMPREHENSIVE	-	1,730,004
		3,460,008
14. ELPHS MDHHS HEARING		90,100
15. ELPHS MDHHS VISION		90,100
16. ELPHS MDHHS OTHER		540,434
17. ELPHS FOOD		279,569
18. ELPHS PRIVATE/TYPE III WATER		-
19. ELPHS ON-SITE WASTEWATER TREA		555,667
		1,555,870
20. MCH FUNDING		94,409
21. LOCAL - COUNTY APPROPRIATIONS	1,390.00	732,655
22. INKIND MATCH		
23. MDHHS FIXED UNIT RATE	-	80,000
MDHHS LOCAL COMM STABLIZATION		-
SOURCE OF FUNDS ABOVE	222,027	8,826,267
	-	0
USE OF DESIGNATED FUND BALANCE	-	255,899
Apply MERS Surplus Fund		138,000
TOTAL SOURCE OF FUNDS IN BUDGET	222,027	9,220,166

851,416	Fees
795,657	Local Approp
6,491,580	State/Federal
687,614	Other
255,899	Designated Fund Balance
138,000	MERS Surplus Fund
9,220,166	Total Revenues

795,657.00 Agency FY County Approp.

0.00 Under (OVER) County FY

Wage Increase Recommendation

Wage growth at the Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA) has been inconsistent over the last 20 years, which caused the employees to earn less than people similarly employed. Although the agency has worked very hard over the last 4 years to prioritize employee investment and increase wages to be more competitive, there is still work to be done.

Michigan's Improved Workforce Opportunity Wage Act (MCL 408.934) will raise the state minimum wage to \$13.73 on January 1, 2026, and to \$15.00 on January 1, 2027. While Level 1 positions on the current wage scale meet the 2026 requirement, they fall short of the statutory minimum that will take effect in 2027. To remain compliant and to avoid a large, one-time adjustment in 2027, the Agency recommends implementing a **4% wage increase on January 1, 2026**. This phased approach positions the Agency to meet the 2027 mandate more sustainably.

Although only the lowest pay grade falls below the upcoming 2027 minimum wage requirement, rising minimum wages create ripple effects across the entire salary structure. Job seekers increasingly expect higher starting wages, and current staff compare their compensation not only to internal equity but also to the wages offered at competing public and private employers. If the Agency increases only the bottom of the scale, the wage differential between entry-level and more advanced, skilled positions will narrow. This compression risks negative impacts on morale, retention, and recruitment—particularly in a labor market where public health employers compete aggressively for qualified candidates.

The most recent salary data available for comparison was collected in 2023 through wage surveys conducted by the Michigan Association for Local Public Health (MALPH) and by Municipal Consulting Services, LLC. Even with a proposed 4% increase, approximately half of Agency positions would remain below the 2023 average wage rates, meaning BHSJCHA continues to lag behind other local health departments—using data that is already more than two years old.

In 2019, the Agency contracted with Municipal Consulting Services to complete a comprehensive Classification and Compensation Study and to develop a revised wage scale. Due to budget constraints, the Agency was unable to fully implement the recommended scale until October 2022. Despite those efforts, employees continue to be compensated below the inflation-adjusted recommendations from that study. Since 2020, inflation has increased 23.6% cumulatively, yet with the proposed 4% increase, wages will have risen only 18.6% from the 2019 recommended scale—a shortfall of approximately 5% when measured against actual inflation.

Inflation Rates

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave
2025	3	2.8	2.4	2.3	2.4	2.7	2.7	2.9	3				2.7
2024	3.1	3.2	3.5	3.4	3.3	3	2.9	2.5	2.4	2.6	2.7	2.9	2.9
2023	6.4	6	5	4.9	4	3	3.2	3.7	3.7	3.2	3.1	3.4	4.1
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3	8.2	7.7	7.1	6.5	8.0
2021	1.4	1.7	2.6	4.2	5	5.4	5.4	5.3	5.4	6.2	6.8	7	4.7
2020	2.5	2.3	1.5	0.3	0.1	0.6	1	1.3	1.4	1.2	1.2	1.4	1.2
													23.6

The Agency continues to prioritize employee investment to strengthen recruitment and retention. However, the current pay scale still limits our ability to attract experienced, highly qualified applicants for positions requiring advanced degrees. Too often, the Agency hires promising but inexperienced staff, invests in training, and then loses them to organizations offering higher wages and greater advancement potential.

Recommending a 4% increase to the current wage scale will help bring BHSJCHA closer to the average pay levels reported in the 2023 surveys, though it must be noted that those data are already more than 2 years old. While the proposed increase exceeds the current annual inflation rate, it remains necessary to address long-standing wage gaps and to bring Agency salaries closer to market norms. Additionally, increases are essential to ensuring the lowest step of the scale meets the statutory minimum wage requirement for 2027.

To continue attracting and retaining qualified staff—and to ensure the Agency remains competitive within Michigan’s public health workforce—it is critical that BHSJCHA maintain its commitment to strengthening the wage scale. The proposed 4% increase represents an important step toward achieving pay equity, meeting legal requirements, and supporting the stability and effectiveness of the Agency’s workforce.

Proposed Salary Compared to Surveys Completed in 2023

Position Title	BHSJ PROPOSED 2026 4% increase	AVERAGE 5/2023 Municipal Consulting Survey	AVERAGE 2023 MALPH Survey
Health Officer	59.91	\$62.45	\$62.08
Admin & Finance Services Director	47.59	\$50.93	\$50.68
Administrative Assistant	22.27	\$22.07	\$27.06
Information Technology Manager	36.31	\$48.40	\$36.56
Accountant	36.61	\$30.80	\$33.78
Accounts Payable Clerk	25.16	\$23.79	\$23.43
Procurement Specialist/Clerk	19.71	\$24.39	\$23.37
Billing Clerk I	25.16	\$22.48	\$24.53
Clerical Leader	22.27	\$25.07	\$27.06
Generic Clerk	19.71	\$20.93	\$23.00
Payroll and HR Technician	25.16	\$28.16	\$23.43
Emergency Preparedness Coordinator	36.31	\$35.73	\$36.71
CSHCS Representative	19.71	\$22.33	\$23.00
Supervisor for Health Promotion	41.03	\$40.09	\$40.83
Health Educator I	32.13	\$30.11	\$31.41
Vision and Hearing Coordinator	41.03	\$28.01	
Vision and Hearing Technician	19.71	\$20.31	\$22.20
Community Health Worker I	22.27	\$22.44	\$22.81
Breastfeeding Peer Counselor	19.71	\$19.34	
Care Coordinator	32.13	\$30.82	
Director of Clinical Community Health	47.59	\$51.80	\$47.96
Personal Health Supervisor	41.03	\$40.74	\$40.83
Social Worker (BA)	32.13	\$30.65	\$33.97
Nurse RN	36.31	\$33.73	\$36.51
WIC Supervisor	41.03	\$40.52	\$40.83
WIC Clinical Assistant	19.71	\$19.81	\$23.00
Central Scheduler	19.71	\$19.96	\$23.00
Clinical Assistant	19.71	\$19.49	\$23.00
Director of Environmental Health	47.59	\$45.36	\$47.32
Supervisor of Environmental Health	41.03	\$38.10	\$41.17
EH Administrative Assistant	22.27	\$22.49	\$22.16
Sanitarian II or III (registered)	36.31	\$33.83	\$33.78
Sanitarian I or II (not registered)	32.13	\$29.26	\$30.63
Part-Time Secretary/Clerk	17.44	\$18.35	

LHD Participating in Municipal

Consulting Survey
Barry/Eaton,
Berrien, BHSJ,
Calhoun, Central
Michigan, District
#10, Grand Traverse,
Northwest Mich,
Ingham, Jackson,
Kalamazoo, Kent,
Mid-Mich, Monroe,
Muskegon, Ottawa,
and Van Buren/Cass

LHD Participating in MALP Survey

Allegan, Barry-Eaton,
Benzie-Leelanau,
BHSJ, Calhoun,
Chippewa, District
#10, Grand Traverse,
Northwest Mich,
Huron, Ionia,
Jackson, Kent,
Lapeer, Lenawee,
Livingston, Macomb,
Marquette, Midland,
Mid-Michigan,
Monroe, Delta &
Monominee,
Saginaw,
Shiawassee, St. Clair,
Tuscola, Van
Buren/Cass,
Washtenaw, and
Western UP

Key:

Wages that would still be less than the average from the 2023 Surveys.

Health Departments that Participated in Municipal Consulting Survey

Health Departments that Participated in MALPH Survey

2026 PROPOSED Salary Scale

HOURLY/PROFESSIONAL/TECHNICAL

<u>LEVEL</u>	<u>CLASSIFICATION</u>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	EH ASSISTANT CLERK	\$14.53	\$14.98	\$15.44	\$15.92	\$16.41	\$16.92	\$17.44
2	WIC BF PEER COUNSELOR	\$16.42	\$16.92	\$17.45	\$17.99	\$18.54	\$19.12	\$19.71
2	CSHCS REPRESENTATIVE	\$16.42	\$16.92	\$17.45	\$17.99	\$18.54	\$19.12	\$19.71
2	ADMIN SUPPORT CLERK	\$16.42	\$16.92	\$17.45	\$17.99	\$18.54	\$19.12	\$19.71
2	VISION/HEARING TECH	\$16.42	\$16.92	\$17.45	\$17.99	\$18.54	\$19.12	\$19.71
2	IMMZ CLERK	\$16.42	\$16.92	\$17.45	\$17.99	\$18.54	\$19.12	\$19.71
2	CLINIC CLERK TECH	\$16.42	\$16.92	\$17.45	\$17.99	\$18.54	\$19.12	\$19.71
3	EH ADMIIN ASSISTANT	\$18.55	\$19.13	\$19.72	\$20.33	\$20.95	\$21.60	\$22.27
3	CLINIC ADMIN ASST	\$18.55	\$19.13	\$19.72	\$20.33	\$20.95	\$21.60	\$22.27
3	AAA PROGRAM SPECIALIST	\$18.55	\$19.13	\$19.72	\$20.33	\$20.95	\$21.60	\$22.27
3	AAA OUTREACH SPECIALIST	\$18.55	\$19.13	\$19.72	\$20.33	\$20.95	\$21.60	\$22.27
3	COMMUNITY HEALTH WORKER	\$18.55	\$19.13	\$19.72	\$20.33	\$20.95	\$21.60	\$22.27
4	AAA VOCA SPECIALIST	\$20.96	\$21.61	\$22.28	\$22.97	\$23.68	\$24.41	\$25.16
4	FISCAL SUPPORT SPECIALIST	\$20.96	\$21.61	\$22.28	\$22.97	\$23.68	\$24.41	\$25.16
5	OPEN GRADE	\$23.69	\$24.42	\$25.18	\$25.95	\$26.76	\$27.58	\$28.43
6	EH SANITARIAN	\$26.77	\$27.60	\$28.45	\$29.33	\$30.23	\$31.17	\$32.13
6	AAA SW CARE CONSULTANT	\$26.77	\$27.60	\$28.45	\$29.33	\$30.23	\$31.17	\$32.13
6	HEALTH EDUCATOR	\$26.77	\$27.60	\$28.45	\$29.33	\$30.23	\$31.17	\$32.13
6	HR SUPPORT SPECIALIST							
7	SENIOR EH SANITARIAN	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31
7	FINANCE AND IT SUPPORT SPECIALIST	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31
7	COMM HEALTH SERV RN	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31
7	PUBLIC HEALTH RN	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31
7	ACCOUNTANT	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31
7	EMERGENCY PREP COORD	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31
7	IT NETWORK MANAGER	\$30.25	\$31.18	\$32.15	\$33.14	\$34.16	\$35.22	\$36.31

SALARIED MANAGERIAL

<u>LEVEL</u>	<u>CLASSIFICATION</u>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
8	CLINIC SUPERVISOR	\$34.18	\$35.24	\$36.33	\$37.45	\$38.61	\$39.80	\$41.03
8	COMM HEALTH SERV SUPERVISOR	\$34.18	\$35.24	\$36.33	\$37.45	\$38.61	\$39.80	\$41.03
8	EH SUPERVISOR	\$34.18	\$35.24	\$36.33	\$37.45	\$38.61	\$39.80	\$41.03
9	ENVIRONMENTAL HEALTH DIR.	\$39.65	\$40.87	\$42.14	\$43.44	\$44.78	\$46.17	\$47.59
9	PREV.HEALTH/DISEASE PREV. DIR.	\$39.65	\$40.87	\$42.14	\$43.44	\$44.78	\$46.17	\$47.59
9	ADMINISTRATIVE SERVICES DIR.	\$39.65	\$40.87	\$42.14	\$43.44	\$44.78	\$46.17	\$47.59
9	AAA DIRECTOR	\$39.65	\$40.87	\$42.14	\$43.44	\$44.78	\$46.17	\$47.59

Presented to the Board of Health on December 13, 2025 - Effective January 2, 2026

2025 Approved Salary Scale

HOURLY/PROFESSIONAL/TECHNICAL

<u>LEVEL</u>	<u>CLASSIFICATION</u>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	EH ASSISTANT CLERK	\$13.97	\$14.40	\$14.84	\$15.30	\$15.77	\$16.26	\$16.76
2	WIC BF PEER COUNSELOR	\$15.78	\$16.27	\$16.77	\$17.29	\$17.82	\$18.37	\$18.94
2	CSHCS REPRESENTATIVE	\$15.78	\$16.27	\$16.77	\$17.29	\$17.82	\$18.37	\$18.94
2	ADMIN SUPPORT CLERK	\$15.78	\$16.27	\$16.77	\$17.29	\$17.82	\$18.37	\$18.94
2	VISION/HEARING TECH	\$15.78	\$16.27	\$16.77	\$17.29	\$17.82	\$18.37	\$18.94
2	IMMZ CLERK	\$15.78	\$16.27	\$16.77	\$17.29	\$17.82	\$18.37	\$18.94
2	CLINIC CLERK TECH	\$15.78	\$16.27	\$16.77	\$17.29	\$17.82	\$18.37	\$18.94
3	EH ADMIIN ASSISTANT	\$17.83	\$18.38	\$18.95	\$19.54	\$20.14	\$20.76	\$21.40
3	CLINIC ADMIN ASST	\$17.83	\$18.38	\$18.95	\$19.54	\$20.14	\$20.76	\$21.40
3	AAA PROGRAM SPECIALIST	\$17.83	\$18.38	\$18.95	\$19.54	\$20.14	\$20.76	\$21.40
3	AAA OUTREACH SPECIALIST	\$17.83	\$18.38	\$18.95	\$19.54	\$20.14	\$20.76	\$21.40
3	COMMUNITY HEALTH WORKER	\$17.83	\$18.38	\$18.95	\$19.54	\$20.14	\$20.76	\$21.40
4	AAA VOCA SPECIALIST	\$20.15	\$20.77	\$21.41	\$22.08	\$22.76	\$23.46	\$24.19
4	FISCAL SUPPORT SPECIALIST	\$20.15	\$20.77	\$21.41	\$22.08	\$22.76	\$23.46	\$24.19
5	OPEN GRADE	\$22.77	\$23.47	\$24.20	\$24.95	\$25.72	\$26.51	\$27.33
6	EH SANITARIAN	\$25.73	\$26.52	\$27.34	\$28.19	\$29.06	\$29.96	\$30.88
6	AAA SW CARE CONSULTANT	\$25.73	\$26.52	\$27.34	\$28.19	\$29.06	\$29.96	\$30.88
6	HEALTH EDUCATOR	\$25.73	\$26.52	\$27.34	\$28.19	\$29.06	\$29.96	\$30.88
6	HR SUPPORT SPECIALIST							
7	SENIOR EH SANITARIAN	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90
7	FINANCE AND IT SUPPORT SPECIALIST	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90
7	COMM HEALTH SERV RN	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90
7	PUBLIC HEALTH RN	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90
7	ACCOUNTANT	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90
7	EMERGENCY PREP COORD	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90
7	IT NETWORK MANAGER	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84	\$33.85	\$34.90

SALARIED MANAGERIAL

<u>LEVEL</u>	<u>CLASSIFICATION</u>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
8	CLINIC SUPERVISOR	\$32.85	\$33.87	\$34.92	\$35.99	\$37.11	\$38.25	\$39.44
8	COMM HEALTH SERV SUPERVISOR	\$32.85	\$33.87	\$34.92	\$35.99	\$37.11	\$38.25	\$39.44
8	EH SUPERVISOR	\$32.85	\$33.87	\$34.92	\$35.99	\$37.11	\$38.25	\$39.44
9	ENVIRONMENTAL HEALTH DIR.	\$38.11	\$39.29	\$40.50	\$41.75	\$43.04	\$44.37	\$45.75
9	PREV.HEALTH/DISEASE PREV. DIR.	\$38.11	\$39.29	\$40.50	\$41.75	\$43.04	\$44.37	\$45.75
9	ADMINISTRATIVE SERVICES DIR.	\$38.11	\$39.29	\$40.50	\$41.75	\$43.04	\$44.37	\$45.75
9	AAA DIRECTOR	\$38.11	\$39.29	\$40.50	\$41.75	\$43.04	\$44.37	\$45.75

Adopted by the Board of Health on December 12, 2024 - Effective January 2, 2025

Health Officer Contract Proposal

Branch-Hillsdale-St. Joseph Community Health Agency

Proposed Contract Term: January 1, 2026 – December 31, 2028

Overview

I am entering my tenth year of service as Health Officer for the Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA). The attached draft contract proposes a three-year term concluding on December 31, 2028. This document provides background information and justification for the proposed salary and contract modifications.

I. Compensation Review

A. Statewide Salary Context

The Michigan Association for Local Public Health (MALPH) published its most recent Health Officer compensation review in 2023. Key findings include:

- Average Michigan Health Officer pay: **\$62.00/hour**, approximately **\$120,900 annually** (based on 37.5 hours/week).
- The survey does **not** adjust for years of service, organizational complexity, population served, or geographic size.
- In the past three years, **29% of Michigan's 45 Health Officer positions** experienced turnover. This inflates the proportion of newer, lower-compensated Health Officers in statewide averages. Because the survey data precedes 2024–2025 salary adjustments, I also contacted two Health Officer colleagues for more current comparisons:

Comparable District	Years of Service Relative to BHSJCHA HO	Current Salary	Population Comparison	Geographic Comparison
District A	More years of service	\$139,050	Smaller than BHSJCHA	Larger square miles
District B	Fewer years of service	\$131,000	Smaller than BHSJCHA	Fewer square miles

These updated figures reinforce that BHSJCHA's Health Officer salary remains below current statewide norms for similar positions and experience levels.

B. Internal Equity and Retention

BHSJCHA has prioritized maintaining competitive compensation across all employee groups to support retention and stability. Long-term leadership continuity at the Health Officer level provides substantial organizational benefits, including consistent strategic direction, stable regulatory oversight, and strengthened relationships with local, state, and regional partners. Given my ten years of service, successful performance record, and the agency's commitment to competitive pay structures, the proposed adjustment reflects a fair and reasonable market alignment.

II. Merit Pay Recommendation

Historically, the Health Officer contract has included a merit pay clause tied to satisfactory performance evaluations. No other BHSJCHA position receives merit-based pay tied to annual reviews.

To promote organizational cohesion and equitable compensation practices, I recommend that **the merit pay provision be removed** from the Health Officer contract. All employees—including the Health Officer—would continue to receive annual performance evaluations that inform professional development but would not include additional merit-based pay.

Eliminating this clause supports consistency in compensation policy and fosters a unified organizational culture.

III. Current and Proposed Compensation

Current Total Compensation for 2025

- Base Salary: **\$112,339.50**
- Merit Pay: **\$5,000**
- **Total: \$117,339.50**

Proposed Salary for 2026

Effective January 1, 2026: **\$122,033.08**

- Reflects a **4% increase**, consistent with the proposed adjustment for all BHSJCHA staff.
- Does **not** include merit pay.
- While aligned with internal increases, this level still falls below peer compensation for Health Officers with equivalent or lesser tenure.

IV. Summary

This proposal seeks to:

1. Approve a three-year Health Officer contract through December 31, 2028.
2. Establish a 2026 salary of **\$122,033.08**, with annual adjustments consistent with agency-wide increases.
3. Remove the merit pay clause to promote organizational unity.

The proposed changes reflect regional and statewide compensation trends, support leadership continuity, and reinforce the agency's commitment to equitable and competitive compensation practices

LETTER OF AGREEMENT
~~December~~~~October~~ 11~~27~~, 2025~~2~~

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

This is intended to be a binding contract by and between the parties effective January 1, 2026~~3~~ through December 31, 2028~~5~~. Either party may terminate this agreement with or without cause upon giving a 60-day notice to the other party of the intention.

The agreed upon base salary by both parties shall be \$ 122,033.08 per year. During the terms of this contract the Health Officer shall be granted any percentage increase in pay as approved by the Board of Health for employees of this agency.

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

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

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

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

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

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

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

The terms of this contract may continue for 60 days after December 31, 202~~8~~5 as long as it is mutually agreed by both parties.

~~Tom Matthew~~Tim Stoll, Chair, Board of Health

Date: _____

Rebecca A. Burns, MPH, RS, Health Officer

Date: _____

Consultant Proposal
to
Branch Hillsdale St. Joseph Community Health Agency
from
Mary Kushion Consulting, LLC

The Branch Hillsdale St. Joseph Community Health Agency intends to develop a community health needs assessment, a community health improvement plan and an undated agency strategic plan. Mary Kushion Consulting LLC is providing this proposal for consideration as she has the experience and expertise to conduct the activities related to data collection, focus group and key informant meeting facilitation, report generation and strategic plan development.

The proposed fee is no more than \$19,120.00 plus travel expenses as incurred although it is anticipated that most of the meetings during the three-project process will be in a virtual format.

The cost details for the services are outlined in Attachment 1 and are billed at a rate of \$160./hour. Associated travel costs are billed at 50% of the hourly rate.

In the event of in-person meetings, Mary Kushion will provide any hand-outs in needed at least 24 hours in advance of each session. If the department elects to have Mary Kushion provide the handouts, the department will be billed for the actual costs to produce them commercially. Meeting materials such as projector, flip charts, tripods, and other supplies will be the responsibility of the Branch Hillsdale St. Joseph Community Health Agency. A list of necessary supplies will be provided to the department at least one week in advance of each focus group and strategic planning session as appropriate.

Mary Kushion Consulting LLC will provide an invoice for services rendered upon completion of project deliverables as outlined in Attachment 1. It is expected that Branch Hillsdale St. Joseph Community Health Agency will provide reimbursement within 30 days of submission of the invoice.

This proposal is submitted on November 20, 2025, and is valid until December 31, 2025. If approved, agreement is subject to renewal and revision upon agreement with both parties. It is understood that Ms. Kushion serves as an independent contractor.

This proposal will be considered accepted once both parties have reviewed and signed below. It is proposed the work shall commence in January 2026 and be concluded on, or before August 31, 2026.

On behalf of the Branch Hillsdale St. Joseph Community Health Agency

Rebecca Burns, MPH, RS, Health Officer

Date

On behalf of Mary Kushion Consulting, LLC

Mary L. Kushion, MSA, President

Date

Attachment 1

Deliverable	Description of Effort	Level of Effort Prep/Analytical time and conference calls (off-site time)	On-Site Time This is in addition to prep/analytical time	Cost per Deliverable	Timeline
Work Plan	Discussions with Health Officer to develop work plan that includes, tasks for the team, milestones/timeframes for completion, and identification of documentation needed to begin process.	1.5 hours		\$240.00	Within two weeks of signed letter of engagement (January 2026)
Community Health Needs Assessment	Facilitate CHNA process and write a report which meets the requirements of accreditation.				
Review of Documentation	Review local health data from BHSJCHA, and CHNA documents from 2 local hospitals, 3 community behavioral health care centers, and 3 Great Start Collaboratives to identify concerns that are consistent across all reports.	10 hours		\$1,600.00	On or before February 15, 2026
Conduct Community Key Informant Interviews (Branch County)	Gather original data and input by conducting at least 6 but no more than 10 key informant interviews for Branch County.	7 -11 hours (1 hour prep time; 1 hour per interview)		\$1,120.00-1,760.00	On or before March 15, 2026
Facilitation	Conduct, or prepare a designee to conduct, a focus group with BCCN to gather input on	4 hours	If in-person 10 hours RT Travel time (billed at 50%	\$880.00-\$1760.00	On or before March 30, 2026

	perceived health needs in Branch County.		of hourly rate); 2 hours focus group. If virtual 1.5 hours focus group.		
Write a report	Deliver a completed CHNA report to BHSJCHA to include attachments and data supporting the findings.	10 hours		\$1,600.00	On or before April 15, 2026
Community Health Improvement Plan	Facilitate CHIP process and write a report which meets the requirements of accreditation.				
Prioritization Session #1	Conduct, or prepare a designee to conduct, a prioritization session with agency directors and supervisors.	2 hours	10 hours RT Travel time (billed at 50% of hourly rate); 4 hours mtg time	\$1,760.00	On or before April 30, 2026
Prioritization Session #2	Conduct, or prepare a designee to conduct, a prioritization session with the human services networks in the three counties.	3 hours	10 hours RT Travel time (billed at 50% of hourly rate); 4 hours mtg time	\$1,920.00	On or before May 15, 2026
Plan Development	Provide draft plan to Health Officer; conference call to discuss findings, develop objectives, activities, and outcomes. Provide revisions as applicable to create approved plan.	10 hours		\$1,600.00	On or before May 30, 2026
Strategic Plan	Facilitate Strategic Plan process and write a report which meets the requirements of accreditation.				

Pre-Planning Survey	Development and deployment of a pre-planning survey for staff and stakeholders that will provide information related to mission, vision, values, and strengths, weaknesses, challenges, and opportunities.	1 hour		\$160.00	On or before May 15, 2026
Review of Documentation	Review data, reports, summaries, achievements and barriers, surveys, etc. provided by agency. Review materials pertaining to both internal and external trends.	4 hours		\$640.00	On or before May 30, 2026
Administration Mtg Facilitation	Facilitate meeting with BHSJCHA administration to develop proposed strategic directions, goals and objectives	5 hours	10 hours RT Travel time (billed at 50% of hourly rate); 4 hours mtg time	\$2,240.00	On or before June 15, 2026
All Staff Mtg Facilitation	Facilitate two identical meetings with front line staff to develop proposed strategies for each objective	3 hours	Travel time: If feasible will do the next day after admin meeting; (NC); 8 hours meeting time (4x2)	\$1,760.00 \$2,560.00(if not conducted day following admin mtg.)	On or before June 30, 2026
Prioritization Surveys and Draft Plan Development	Develop, implement, and analyze prioritization survey. Provide Draft plan to Health Officer; conference call to discuss survey results, assign timelines/deadlines for objectives.	8 hours		\$1,280.00	On or before July 15, 2026

	Provide revisions as applicable to create approved plans				
Totals				\$16,800.00-19,120.00	

2026 Board of Health Meetings

Board of Health Meetings are the 4th Thursday at 9 am of each month with the following exceptions: there is no meeting in October, and the November and December meetings are scheduled for the 2nd Thursday of the month. Board Education sessions will begin immediately at the conclusion of the meeting and end by noon.

Date	Time	Location	Board Education Scheduled
January 22	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
February 26	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
March 26	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
April 23	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
May 28	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
June 25	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
July 23	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
August 27	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
September 24	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
November 12	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
December 10	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
January 28, 2027	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes

Board of Health Committees

Finance Committee – 3 members, one from each county

Program, Policy & Appeals Committee – 3 members, one from each county

Committees are scheduled to meet as follows:

Finance Committee will meet at 9:00 AM on the following days:

January 5, February 13, March 16, April 20, May 18, June 15, July 20, August 17, September 21, November 2, December 7

Program, Policy, & Appeals Committee will meet at 8:30 AM on the following days:

January 21, February 18, March 18, April 15, May 20, June 17, July 15, August 19, September 16, November 4, December 2

BHSJCHA Administration

Health Officer: Rebecca A. Burns, MPH, RS o: 517-933-3040 c: 269-501-2503

Medical Director: Karen Luparello, DO

Director of Administration: Theresa Fisher, BS

Director of Personal Health & Disease Prevention: Heidi Hazel, BSN, RN

Director of Environmental Health: Joe Frazier, REHS

Director of Area Agency on Aging IIIC: Laura Sutter, BS

Reviewed by the Board of Health on December 13, 2025