

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH SPECIAL MEETING
AGENDA

February 2, 2018

Pledge Allegiance

1. Roll Call
2. Approval of the Agenda*
3. Approval of the Minutes*
4. Public Comment
5. Health Officer's Report
6. Medical Director's Report – No report for this meeting.
7. Committee Reports:
 - a. Program, Policies, and Appeals
*Approval of Minutes
 - b. Finance Committee – Has not met
8. Financial Reports/Expenditures - No report for this meeting.
9. Unfinished Business
 - a. FY 18 Budget Amendment*
10. New Business
 - a.
11. Departmental Reports
 - a. Personal Health & Disease Prevention - No report for this meeting.
 - b. Environmental Health - No report for this meeting.
 - c. Area Agency on Aging - No report for this meeting.
12. Other
 - a.

Next meeting

February 22, 2018 Coldwater office

Branch-Hillsdale-St. Joseph Community Health Agency
Board of Health Meeting Minutes
January 25, 2018

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:02 a.m. by Chairman, Mark Wiley, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Mark Wiley, Kathy Pangle, Terri Norris, Don Vrablic, Bruce Caswell, and Al Balog.

Also present: Rebecca Burns, Dr. Vogel, Theresa Fisher, Val Newton, Paul Andriacchi, Laura Sutter, Donna Cowden, and Jeff Macklin.

Mr. Balog moved to approve the agenda with the following change: insert item g. between items d. and e. Ms. Norris supported and the motion carried.

Mr. Vrablic moved to approve the minutes from the previous meeting with support from Ms. Pangle. The motion carried.

Public comment:

- Tim Stoll, St. Joseph County Commission on Aging: Mr. Stoll recommended that the Board vote no to the proposed Community Living Program Reallocation as it would be a 17% reduction to their budget, which would negatively impact their ability to serve their clients.
- Amy Duff, Branch County Commission on Aging: Ms. Duff recommended that the Board vote no to the proposed Community Living Program Reallocation as it would mean a permanent loss of \$15,000 to the COA's in-home services program.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: audit updates, AAA community living program reallocation, financials, insurance billing, flu, hepatitis A outbreak, and legislative updates.

Dr. Vogel, Medical Director, reviewed his monthly report. This month's report covered PTSD and canine therapy.

Committee Reports:

- Program, Policy, and Appeals Committee – The Program, Policy, and Appeals Committee met directly before the Board meeting, so the minutes have not yet been produced for approval. The committee recommended that the 2018 Personnel Policy Manual be forwarded to the entire Board for review and taken up for approval at the February Board meeting.
- Finance Committee – Had not met.

Financial Reports/Expenditures

- Financial reports were reviewed by the Board.
- The monthly expenditures were reviewed with the members present. Mr. Balog moved to approve the expenditure report with support from Mr. Vrablic. The motion carried.

Unfinished Business – None at this time.

New Business:

- a. Officer Elections:
 - Chairperson – Mr. Balog was nominated. Mr. Vrablic moved to close the nominations and cast a unanimous ballot, with support from Ms. Pangle. The motion passed.
 - Vice-Chairperson – Mr. Vrablic was nominated. Mr. Wiley moved to close the nominations and cast a unanimous ballot, with support from Ms. Norris. The motion passed.
 - Mr. Caswell moved to appoint Mr. Vrablic to be the MALPH Representative with support from Mr. Wiley. The motion passed.
 - Mr. Wiley moved to keep committee assignments as is for the 2018 year with support from Ms. Norris. The motion passed.
- b. Mr. Caswell moved to adopt the Board of Health By-Laws with support from Mr. Wiley. The motion passed.
- c. Mr. Vrablic moved to adopt the proposed 2018 meeting schedule with support from Mr. Wiley. The motion passed.
- d. The PPA Committee recommended that the 2018 Personnel Policy Manual be forwarded to the entire Board for review and taken up for approval at the February Board meeting. This item will be moved to unfinished business for February.
- g. Ms. Norris moved to bring up for vote the approval for the Community Living Program Reallocation with support from Ms. Pangle. By roll call vote the motion was defeated with 0 “aye” and 6 “nay” votes.
- e. The Budget amendment contained the Community Living Program Reallocation which did not pass; therefore, the budget amendment will be moved to unfinished business. A special meeting to approve the budget amendment will be convened on Friday, February 2, 2018 at 9:00 a.m.
- f. Mr. Caswell moved to approve the revised food service fee schedule with support from Ms. Pangle. The motion passed.

Ms. Pangle moved to adjourn the meeting with support from Ms. Norris. The motion passed and with no further business the meeting was adjourned at 11:22 a.m.

Respectfully Submitted by:

Theresa Fisher, BS
Secretary to the Board of Health

**Branch-Hillsdale-St. Joseph Community Health Agency
Health Officer's Report to the Board of Health for February 2, 2018
Prepared by: Rebecca A. Burns, M.P.H., R.S.**

Agency Updates

Branch-Hillsdale-St. Joseph Health Plan – The Agency has been notified that the funds being held by the Branch County Community Foundation until such time as all recoupment for ICA DSH (Indigent Care Agreement Disproportionate Share Hospital) payments has been made, are to be distributed. The Health Plan, which was in development in 2005 and closed in 2015, provided health coverage for a defined set of benefits, but was not insurance. The Health Plan was locally based, run by a volunteer Board of Directors consisting of key stakeholders, and was a not-for-profit organization. At the time the Health Plan was dissolved in 2015, \$530,000.00 was transferred to the Branch County Community Foundation in a fund called the Branch-Hillsdale-St. Joseph-Lenawee Health Plan Fund to be held until MDHHS (Michigan Department of Health and Human Services) had completed its audit of Medicaid indigent care agreement disproportionate share hospital payments for fiscal years 2013 and 2014.

The total funds to be distributed: \$562,710.00

The first \$100,000.00 will go to Lenawee County grant recipients to replenish the funds that the BHSJHP borrowed from the Lenawee Health Plan because of insufficient funds.

Remaining funds: \$462,710.00

75% of the remaining funds go to the Branch-Hillsdale-St. Joseph Community Health Agency:
\$347,032.00

25% of the remaining funds and the first \$100,000.00 go to the Lenawee County agencies: \$215,677.00

The agreement identifies that the funds received by the Branch-Hillsdale-St. Joseph Community Health Agency are to be used for the purpose of serving the health care needs of low income or medically underserved residents of Branch, Hillsdale, and St. Joseph Counties.

Branch-Hillsdale-St. Joseph Community Health Agency
Board of Health: Program, Policy, and Appeals Committee Meeting Minutes
January 25, 2018

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health: Program, Policy, and Appeals Committee meeting was called to order at 8:30 a.m. and roll call as follows: Mark Wiley, Kathy Pangle, and Don Vrablic.

Also present: Rebecca Burns and Theresa Fisher

Ms. Pangle moved to approve the agenda with support from Mr. Vrablic. The motion carried.

Public comment: Nothing at this time.

Business:

- Mr. Vrablic moved to present the 2018 Personnel Policy Manual to the entire board for review with the recommendation to take up for approval at the February Board meeting, with support from Ms. Pangle. The motion carried.

With no further business the meeting was adjourned at 8:59 a.m.

**BRANCH-HILLSDALE-ST.JOSEPH
COMMUNITY HEALTH AGENCY**

FISCAL YEAR 2017-2018

Amended Budget #1

February 2, 2018

Annual Budget for Comprehensive Local Health Services

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Prepared By: Donna Cowden	Health Agency Health Agency			
Agreement Period 10/01/17 to 09/30/18	Approved By: Board of Health				
EXPENDITURE CATEGORY:	SPACE 009 ALLOCATION	GENERAL 10 ADMINISTRATION	AREA AGENCY 12 ON AGING	SENIOR REACH 17	AGING MASTERY 18
1. SALARIES & WAGES		330,041	177,879	6,226	4,746
2. FRINGE BENEFITS	-	164,609	78,455	2,448	1,394
3. CAP EXP FOR EQUIP & FAC	-	-	-		
4. CONTRACTUAL (SUBCONTRACTS)	-	-	845,546		
5. OTHER EXPENSES:	-	-	-		
6. SUPPLIES	-	25,800	450	234	1,001
7. TRAVEL	-	17,000	13,500	400	600
8. COMMUNICATIONS	-	25,000	1,500	100	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-		
10. SPACE COSTS	322,187	-		-	
11. ALL OTHERS (ADP & MISC.)	-	133,290	9,667	390	675
12. TOTAL DIRECT EXPENDITURES	322,187	695,740	1,126,997	9,798	8,416
13. ADMINISTRATIVE INDIRECT EXP	-	(649,527)	56,804	1,922	1,361
22.16%					
15. TOTAL DIRECT & ADM EXP	322,187	46,213	1,183,801	11,720	9,777
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration					
Prevention Serv. Administration					
Immunization Distribution					
CSHCS Distribution					
General Environmental Distribution					
Breastfeeding Distribution					
Space Allocation	(322,187)	132,656	2,517	291	223
17. TOTAL EXPENDITURES	-	178,869	1,186,318	12,011	10,000
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	30	-		
19. FEES & COLLECTIONS 3RD PARTY	-	-	-		
20. FED/STATE FUNDING (NON-MDCH)	-	-	1,121,206		
21. LOCAL (NON-LPHO)	-	-	-		
MATCH FOR FULL COST REIMB.	-	-	-		
OTHER	-	46,205	65,112	12,011	10,000
	-	-	-		
	-	-	-		
22. OTHER NON-LPHO	-	-	-		
23. MDCH - NON-CPBC	-	-	-		
24. MDCH - CPBC HIV Testing	-	-	-		
VFC Visits	-	-	-		
Care Coordination	-	-	-		
Nurse Ed	-	-	-		
MCH Block Grant	-	-	-		
State Allocation	-	-	-		
	-	-	-		
25. TOTAL MDCH - CPBC	-	-	-		
26. TOTAL EXCLUSIONS:	-	46,235	1,186,318	12,011	10,000
Net Allowable Expenditures	-	-	-		
	-	-	-		
27. NET ALLOWABLE EXPENDITURES	-	132,634	-	-	-
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	132,634	-	-	-
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/29/2018	Health Agency		Health Agency	Date Prepared 1/29/2018
Agreement Period 10/01/17 to 09/30/18	Date Approved 2/2/2018				Date Approved 2/2/2018
EXPENDITURE CATEGORY:	DENTAL CLINIC 21 THREE RIVERS	TOBACCO 22 REDUCTION	CAPITAL 23 IMPROVEMENTS	DENTAL CLINIC 29 HILLSDALE	EMERG 32 10/1/17-6/30/18
1. SALARIES & WAGES	-	13,169	-	-	53,534
2. FRINGE BENEFITS	-	9,090	-	-	14,638
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	-	400	-	-	2,653
7. TRAVEL	-	1,500	-	-	3,745
8. COMMUNICATIONS	-	-	-	-	20,327
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS					
11 .ALL OTHERS (ADP & MISC.)	33,300	1,700	100,000	9,683	7,466
12. TOTAL DIRECT EXPENDITURES	33,300	25,859	100,000	9,683	102,363
13. ADMINISTRATIVE INDIRECT EXP	-	4,933	-	-	15,107
22.16%					
15. TOTAL DIRECT & ADM EXP	33,300	30,792	100,000	9,683	117,470
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration		5,139		-	
Prevention Serv. Administration					-
Immunization Distribution					
CSHCS Distribution					
General Environmental Distribution					
Breastfeeding Distribution					
Space Allocation	-	418	-	-	1,368
17. TOTAL EXPENDITURES	33,300	36,349	100,000	9,683	118,838
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	-	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)					
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.					9,817
OTHER	33,300		100,000	9,683	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination					
Nurse Ed					
MCH Block Grant	-	-	-	-	-
State Allocation	-	30,000	-	-	98,173
25. TOTAL MDCH - CPBC	-	30,000	-	-	98,173
26. TOTAL EXCLUSIONS:	33,300	30,000	100,000	9,683	107,990
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	-	6,349	-	-	10,848
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	6,349	-	-	10,848
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Prepared By:	Date Prepared 1/29/2018	Prepared By:	Health Agency	
Agreement Period 10/01/17 to 09/30/18	Approved By: Board of Health	Date Approved 2/2/2018	Approved By: Board of Health		
EXPENDITURE CATEGORY:	EP 032 7/1/18-9/30/18	WORKFORCE 101	MEDICAID OR 107	WIC 108 BREASTFEEDING	WIC 109
1. SALARIES & WAGES	-	8,460	63,346	45,789	369,215
2. FRINGE BENEFITS	-	3,087	30,808	12,053	194,015
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	-	25	550	1,450	57,005
7. TRAVEL	-	650	4,000	2,000	12,000
8. COMMUNICATIONS	-	50	400	-	3,500
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	-	39,800	200	6,940	50,626
12. TOTAL DIRECT EXPENDITURES	-	52,072	99,304	68,232	686,361
13. ADMINISTRATIVE INDIRECT EXP	-	2,559	20,865	12,818	124,812
22.16%	-	-	-	-	-
15. TOTAL DIRECT & ADM EXP	-	54,631	120,169	81,050	811,173
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration			4,082		3,632
Prevention Serv. Administration	-	-	6,836	5,171	48,944
Immunization Distribution			-		
CSHCS Distribution					
General Environmental Distribution					
Breastfeeding Distribution				(13,683)	13,683
Space Allocation	-	355	2,948	5,997	37,406
17. TOTAL EXPENDITURES	-	54,986	134,035	78,535	914,838
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	-	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	19,674
20. FED/STATE FUNDING (NON-MDCH)			67,018		
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	67,017	-	-
OTHER	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination					
Nurse Ed	-	-	-	-	-
MCH Block Grant	-	-	-	-	-
State Allocation	-	44,135	-	78,535	894,164
25. TOTAL MDCH - CPBC	-	44,135	-	78,535	894,164
26. TOTAL EXCLUSIONS:	-	44,135	134,035	78,535	914,838
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	-	10,851	-	-	-
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	10,851	-	-	-
29. USE OF FUND BALANCE					

Annual Budget for Comprehensive Local Health Services

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Health Agency	Prepared By:	Prepared By:	Health Agency	
Agreement Period 10/01/17 to 09/30/18		Approved By: Board of Health	Approved By: Board of Health		
EXPENDITURE CATEGORY:	CSHCS MEDICAID OR 112	ENABLING WOMEN 115	IMM./ 138 IAP	PREVENTION 199 SERV ADM.	COMMUNITY 255 HEALTH ADM.
1. SALARIES & WAGES	-	27,197	188,320	42,498	12,091
2. FRINGE BENEFITS	-	13,607	96,491	14,969	10,216
3. CAP EXP FOR EQUIP & FAC	-		-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-		-	-	-
5. OTHER EXPENSES:	-		-	-	-
6. SUPPLIES	-	3,277	211,093	1,000	72
7. TRAVEL	-	1,000	4,500	2,000	566
8. COMMUNICATIONS	-	100	2,000	400	-
9. COUNTY/CITY CENTRAL SERVICES	-		-	-	-
10. SPACE COSTS					
11. ALL OTHERS (ADP & MISC.)	-	2,077	421,955	450	277
12. TOTAL DIRECT EXPENDITURES	-	47,258	924,359	61,317	23,222
13. ADMINISTRATIVE INDIRECT EXP	-	9,042	63,114	12,735	4,943
22.16%					
15. TOTAL DIRECT & ADM EXP	-	56,300	987,473	74,052	28,165
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration	-	2,566			(29,039)
Prevention Serv. Administration	-	2,654	25,492	(139,131)	-
Immunization Distribution			(426,357)	-	-
CSHCS Distribution	40,897		-		
General Environmental Distribution			-		
Breastfeeding Distribution					
Space Allocation		1,385	15,351	65,079	874
17. TOTAL EXPENDITURES	40,897	62,905	601,959	-	0
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-		23,000	-	-
19. FEES & COLLECTIONS 3RD PARTY	-		106,000	-	-
20. FED/STATE FUNDING (NON-MDCH)	15,024		400,000		
21. LOCAL (NON-LPHO)	-		-	-	-
MATCH FOR FULL COST REIMB.	15,023		-	-	-
OTHER	-		-	-	-
	-		-	-	-
	-		-	-	-
	-		-	-	-
22. OTHER NON-LPHO	-		-	-	-
23. MDCH - NON-CPBC	-		-	-	-
24. MDCH - CPBC HIV Testing	-		-	-	-
VFC Visits	-		-	-	-
Care Coordination					
Nurse Ed					
MCH Block Grant		53,387	-	-	-
State Allocation	-	-	72,692	-	-
25. TOTAL MDCH - CPBC	-	53,387	72,692	-	-
26. TOTAL EXCLUSIONS:	30,047	53,387	601,692	-	-
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	10,850	9,518	267	-	-
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	10,850	9,518	267	-	-
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Prepared By:	Date Prepared 1/29/2018	Health Agency	Date Prepared 1/29/2018	Health Agency
Agreement Period 10/01/17 to 09/30/18	Approved By: Board of Health	Date Approved 2/2/2018		Date Approved 2/2/2018	
EXPENDITURE CATEGORY:	CHC-TELE A 321 HEALTH	STURGIS 324 HOSPITAL	CSHCS OR & 325 ADVOCACY	VISION 326	HEARING 327
1. SALARIES & WAGES	21,950	1,309	127,892	34,759	34,759
2. FRINGE BENEFITS	5,283	275	34,538	18,206	18,206
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	150	6	3,350	2,100	1,250
7. TRAVEL	725	287	4,000	2,800	2,800
8. COMMUNICATIONS	150	10	900	200	200
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS					
11 .ALL OTHERS (ADP & MISC.)	150	-	5,500	2,000	2,500
12. TOTAL DIRECT EXPENDITURES	28,408	1,887	176,180	60,065	59,715
13. ADMINISTRATIVE INDIRECT EXP	6,035	351	35,994	11,737	11,737
22.16%					
15. TOTAL DIRECT & ADM EXP	34,443	2,238	212,174	71,802	71,452
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration	6,401	366			
Prevention Serv. Administration		-	14,602	4,339	4,339
Immunization Distribution					
CSHCS Distribution			(40,897)		
General Environmental Distribution					
Breastfeeding Distribution					
Space Allocation	598	239	3,121	651	651
17. TOTAL EXPENDITURES	41,442	2,843	189,000	76,792	76,442
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	-	16,000	14,000
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)					
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER	33,400	1,382	10,000	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination			66,000		
Nurse Ed					
MCH Block Grant	-	-	-	-	-
State Allocation	-	-	113,000	-	-
25. TOTAL MDCH - CPBC	-	-	179,000	-	-
26. TOTAL EXCLUSIONS:	33,400	1,382	189,000	16,000	14,000
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	8,042	1,461	-	60,792	62,442
27. STATE ELPHS	-	-	-	48,509	48,509
28. COUNTY APPROPRIATIONS	8,042	1,461	-	12,283	13,933
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/29/2018	Date Prepared 1/29/2018	Prepared By:	Date Prepared 1/29/2018	Prepared By:
Agreement Period 10/01/17 to 09/30/18	Date Approved 2/2/2018	Date Approved 2/2/2018	Approved By: 3 Board of Health	Date Approved 2/2/2018	Approved By: Board of Health
EXPENDITURE CATEGORY:	STD 331	HIV 332 PREVENTION	MCH - 335 PH FUN & INF	IMM. 338 VQA	GENERAL 341 COMMUNICABLE
1. SALARIES & WAGES	51,327	11,485	12,894	45,849	86,098
2. FRINGE BENEFITS	25,349	6,128	8,113	28,396	38,537
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	1,450	700	3,100	7,500	24,250
7. TRAVEL	700	100	1,000	500	1,000
8. COMMUNICATIONS	175	100	1,000	600	450
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-
11. ALL OTHERS (ADP & MISC.)	14,100	2,714	15,200	3,900	23,050
12. TOTAL DIRECT EXPENDITURES	93,101	21,227	41,307	86,745	173,385
13. ADMINISTRATIVE INDIRECT EXP	16,991	3,903	4,655	16,453	27,619
22.16%					
15. TOTAL DIRECT & ADM EXP	110,092	25,130	45,962	103,198	201,004
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration			4,651	-	2,202
Prevention Serv. Administration	6,855	1,575	-	6,637	10,289
Immunization Distribution				426,357	
CSHCS Distribution				-	
General Environmental Distribution				-	
Breastfeeding Distribution				-	
Space Allocation	3,920	318	1,432	2,540	3,223
17. TOTAL EXPENDITURES	120,867	27,023	52,045	538,732	216,718
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	700	-	-	-	1,200
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	130,000	45,000
20. FED/STATE FUNDING (NON-MDCH)					
21. LOCAL (NON-LPHO)					
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER	-	-	-	24,806	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	9,450	-
Care Coordination				-	
Nurse Ed				4,350	
MCH Block Grant	-	-	41,022	-	-
State Allocation	-	21,000	-	30,659	-
25. TOTAL MDCH - CPBC	-	21,000	41,022	44,459	-
26. TOTAL EXCLUSIONS:	700	21,000	41,022	199,265	46,200
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	120,167	6,023	11,023	339,467	170,518
27. STATE ELPHS	98,026	-	-	165,117	141,078
28. COUNTY APPROPRIATIONS	22,141	6,023	11,023	174,350	29,440
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/29/2018	Prepared By:	Date Prepared 1/29/2018	Health Agency	Prepared By:
Agreement Period 10/01/17 to 09/30/18	Date Approved 2/2/2018	Approved By: Board of Health	Date Approved 2/2/2018		Approved By: Board of Health
EXPENDITURE CATEGORY:	LEAD 345 TESTING	GENERAL 605 EH	FOOD 704 PROTECTION	ONSITE SEWAGE DISPOSAL 714	DRINKING 721 WATER SUPPLY
1. SALARIES & WAGES	12,506	346,258	211,193	-	-
2. FRINGE BENEFITS	3,135	134,210	66,207	-	-
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	100	4,230	9,674	-	-
7. TRAVEL	400	28,500	18,000	-	-
8. COMMUNICATIONS	50	2,000	2,000	-	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	-	6,950	17,300	-	-
12. TOTAL DIRECT EXPENDITURES	16,191	522,148	324,374	-	-
13. ADMINISTRATIVE INDIRECT EXP	3,466	106,472	61,472	-	-
22.16%					
15. TOTAL DIRECT & ADM EXP	19,657	628,620	385,846	-	-
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration					
Prevention Serv. Administration	1,398				
Immunization Distribution		-			
CSHCS Distribution					
General Environmental Distribution		(593,240)		296,620	296,620
Breastfeeding Distribution		-			
Space Allocation	102	26,894	11,138	-	-
17. TOTAL EXPENDITURES	21,157	62,274	396,984	296,620	296,620
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	9,600	225,000	91,000	117,750
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)	3,000	10,300		21,160	1,400
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER	-	750	-	8,100	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination					
Nurse Ed					
MCH Block Grant	-	-	-	-	-
State Allocation	-	-	-	-	-
25. TOTAL MDCH - CPBC	-	-	-	-	-
26. TOTAL EXCLUSIONS:	3,000	20,650	225,000	120,260	119,150
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	18,157	41,624	171,984	176,360	177,470
27. STATE ELPHS	-	-	133,033	164,284	146,513
28. COUNTY APPROPRIATIONS	18,157	41,624	38,951	12,076	30,957
29. USE OF FUND BALANCE					

Annual Budget

for

Comprehensive Local Health Services

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/29/2018	Date Prepared 1/29/2018
Agreement Period 10/01/17 to 09/30/18	Date Approved 2/2/2018	Date Approved 2/2/2018
EXPENDITURE CATEGORY:	TYPE II 745 WATER	GRAND TOTAL
1. SALARIES & WAGES	32,738	2,373,528
2. FRINGE BENEFITS	19,730	1,052,193
3. CAP EXP FOR EQUIP & FAC	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	845,546
5. OTHER EXPENSES:	-	-
6. SUPPLIES	530	363,400
7. TRAVEL	3,000	127,273
8. COMMUNICATIONS	500	61,712
9. COUNTY/CITY CENTRAL SERVICES	-	-
10. SPACE COSTS	-	322,187
11 .ALL OTHERS (ADP & MISC.)	25	911,885
12. TOTAL DIRECT EXPENDITURES	56,523	6,057,724
13. ADMINISTRATIVE INDIRECT EXP	11,627	-
22.16%	-	-
15. TOTAL DIRECT & ADM EXP	68,150	6,057,724
16. OTHER COST DISTRIBUTIONS:	-	-
Comm Health Administration	-	-
Prevention Serv. Administration	-	-
Immunization Distribution	-	-
CSHCS Distribution	-	-
General Environmental Distribution	-	-
Breastfeeding Distribution	-	-
Space Allocation	492	-
17. TOTAL EXPENDITURES	68,642	6,057,724
Exclusion Items:	-	-
18. FEES 1ST & 2ND PARTY	-	498,280
19. FEES & COLLECTIONS 3RD PARTY	-	300,674
20. FED/STATE FUNDING (NON-MDCH)	49,210	1,688,318
21. LOCAL (NON-LPHO)	-	-
MATCH FOR FULL COST REIMB.	-	91,857
OTHER	-	355,749
	-	-
	-	-
	-	-
22. OTHER NON-LPHO	-	-
23. MDCH - NON-CPBC	-	-
24. MDCH - CPBC HIV Testing	-	-
VFC Visits	-	9,450
Care Coordination	-	66,000
Nurse Ed	-	4,350
MCH Block Grant	-	94,409
State Allocation	-	1,382,358
	-	-
25. TOTAL MDCH - CPBC	-	1,556,567
26. TOTAL EXCLUSIONS:	49,210	4,491,445
Net Allowable Expenditures	-	-
	-	-
27. NET ALLOWABLE EXPENDITURES	19,432	1,566,279
27. STATE ELPHS	-	945,069
28. COUNTY APPROPRIATIONS	19,432	621,210
29. USE OF FUND BALANCE	-	-

**BRANCH-HILLSDALE-ST. JOESPH
COMMUNITY HEALTH AGENCY**

TOTAL REVENUES:

	FED/STATE	STATE ELPHS	COUNTY APPROP.	FEES OTHER	USE OF FUND BALANCE
OCTOBER 2017 - SEPTEMBER 2018	\$ 3,244,885	\$ 945,069	\$ 713,067	\$ 1,154,703	\$ -
	53.57%	15.60%	11.77%	19.06%	0%

AMENDED BUDGET #1

TOTAL EXPENSES:

\$ 6,057,724

Fund Balance Used for Operations \$ -

OTHER:

Capital Improvements	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Dental Clinic - Hillsdale Co.	\$ 9,683	\$ -	\$ -	\$ -	\$ 9,683	\$ -
Dental Clinic - St. Joseph Co.	\$ 33,300	\$ -	\$ -	\$ -	\$ 33,300	\$ -
TOTAL	\$ 142,983	\$ -	\$ -	\$ -	\$ 142,983	\$ -

CORE SUPPORT SERVICES:

General Administration	\$ 178,869	\$ -	\$ -	\$ 132,634	\$ 46,235	\$ -
Emergency Preparedness (Oct. - June)	\$ 118,838	\$ 98,173	\$ -	\$ 20,665	\$ -	\$ -
Senior Reach	\$ 12,011	\$ -	\$ -	\$ -	\$ 12,011	\$ -
Aging Mastery	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Area Agency on Aging	\$ 1,186,318	\$ 1,121,206	\$ -	\$ -	\$ 65,112	\$ -
TOTAL CORE SUPPORT	\$ 1,506,036	\$ 1,219,379	\$ -	\$ 153,299	\$ 133,358	\$ -

PREVENTION SERVICES:

Medicaid Enrollment (OR)	\$ 134,035	\$ 67,018	\$ -	\$ 67,017	\$ -	\$ -
MCH Enabling Women	\$ 62,905	\$ 53,387	\$ -	\$ 9,518	\$ -	\$ -
WIC - Women, Infants, & Children	\$ 914,838	\$ 894,164	\$ -	\$ -	\$ 20,674	\$ -
WIC Breastfeeding	\$ 78,535	\$ 78,535	\$ -	\$ -	\$ -	\$ -
Children's Special Health Care Services	\$ 189,000	\$ 179,000	\$ -	\$ -	\$ 10,000	\$ -
CSHCS Medicaid Outreach	\$ 40,897	\$ 15,024	\$ -	\$ 25,873	\$ -	\$ -
MCH Public Hit Function & Infra	\$ 52,045	\$ 41,022	\$ -	\$ 11,023	\$ -	\$ -
School Vision & Hearing	\$ 153,234	\$ -	\$ 97,018	\$ 26,216	\$ 30,000	\$ -
Immunization Clinics	\$ 1,140,691	\$ 517,151	\$ 165,117	\$ 174,617	\$ 283,806	\$ -
HIV Prevention & Control	\$ 27,023	\$ 21,000	\$ -	\$ 6,023	\$ -	\$ -
STD Prevention & Control	\$ 120,867	\$ -	\$ 98,026	\$ 22,141	\$ 700	\$ -
Lead Testing	\$ 21,157	\$ 3,000	\$ -	\$ 18,157	\$ -	\$ -
Infectious Disease Prevention & Control	\$ 216,718	\$ -	\$ 141,078	\$ 29,440	\$ 46,200	\$ -
TOTAL PREVENTION	\$ 3,151,945	\$ 1,869,301	\$ 501,239	\$ 390,025	\$ 391,380	\$ -

HEALTH PROMOTION:

Tel-A-Health, Coldwater	\$ 41,442	\$ -	\$ -	\$ 8,042	\$ 33,400	\$ -
Workforce Development	\$ 54,986	\$ 44,135	\$ -	\$ 10,851	\$ -	\$ -
Sturgis Hospital	\$ 2,843	\$ -	\$ -	\$ 1,461	\$ 1,382	\$ -
Tobacco Reduction	\$ 36,349	\$ 30,000	\$ -	\$ 6,349	\$ -	\$ -
TOTAL HEALTH PROMOTION	\$ 135,620	\$ 74,135	\$ -	\$ 26,703	\$ 34,782	\$ -

ENVIRONMENTAL HEALTH PROTECTION

General Environmental Health	\$ 62,274	\$ 10,300	\$ -	\$ 41,624	\$ 10,350	\$ -
Food Protection	\$ 396,984	\$ -	\$ 133,033	\$ 38,951	\$ 225,000	\$ -
Onsite Sewage	\$ 296,620	\$ 21,160	\$ 164,284	\$ 12,076	\$ 99,100	\$ -
Drinking Water Supply	\$ 296,620	\$ 1,400	\$ 146,513	\$ 30,957	\$ 117,750	\$ -
Type II Water	\$ 68,642	\$ 49,210	\$ -	\$ 19,432	\$ -	\$ -
TOTAL ENVIRONMENTAL HEALTH	\$ 1,121,140	\$ 82,070	\$ 443,830	\$ 143,040	\$ 452,200	\$ -

**BRANCH-HILLSDALE-ST. JOESPH
COMMUNITY HEALTH AGENCY**

OCTOBER 2017- SEPTEMBER 2018

TOTAL EXPENSES

AMENDED BUDGET #1
2/2/2018

	ORIGINAL BUDGET FY17-18	AMENDED BUDGET #1 FY17-18	DIFFERENCE
	\$ 6,081,668	\$ 6,057,724	\$ (23,944)
	\$ -	\$ -	
<u>OTHER:</u>			
Capital Improvements	\$ 50,000	\$ 100,000	\$ 50,000
Dental Clinic - St. Joseph Co.	\$ 33,300	\$ 33,300	\$ -
Dental Clinic - Hillsdale Co.	\$ 9,683	\$ 9,683	\$ -
TOTAL	\$ 92,983	\$ 142,983	\$ 50,000
<u>CORE SUPPORT SERVICES:</u>			
General Administration	\$ 248,240	\$ 178,869	\$ (69,371)
Emergency Preparedness (Oct.-June)	\$ 107,990	\$ 118,838	\$ 10,848
Zika	\$ 40,000	\$ -	\$ (40,000)
Senior Reach	\$ 27,334	\$ 12,011	\$ (15,323)
Health Endowment	\$ 7,649	\$ -	\$ (7,649)
Aging Mastery	\$ 2,984	\$ 10,000	\$ 7,016
Area Agency on Aging	\$ 1,223,580	\$ 1,186,318	\$ (37,262)
TOTAL CORE SUPPORT	\$ 1,657,777	\$ 1,506,036	\$ (151,741)
<u>PREVENTION SERVICES:</u>			
Medicaid Enrollment (OR)	\$ 125,180	\$ 134,035	\$ 8,855
WIC - Women, Infants, & Children	\$ 912,379	\$ 914,838	\$ 2,459
WIC - Breastfeeding	\$ 87,153	\$ 78,535	\$ (8,618)
Immunization Clinics	\$ 1,137,200	\$ 1,140,691	\$ 3,491
HIV Prevention & Control	\$ 24,522	\$ 27,023	\$ 2,501
STD Prevention & Control	\$ 124,608	\$ 120,867	\$ (3,741)
MCH Enabling Serv. Women	\$ 75,003	\$ 62,905	\$ (12,098)
MCH Public Hlt Function & Infra	\$ 41,022	\$ 52,045	\$ 11,023
Lead Testing	\$ 54,938	\$ 21,157	\$ (33,781)
Children's Special Health Care Services	\$ 182,223	\$ 189,000	\$ 6,777
CSHCS Medicaid Outreach	\$ 100	\$ 40,897	\$ 40,797
School Vision & Hearing	\$ 126,245	\$ 153,234	\$ 26,989
Communicable Disease	\$ 209,290	\$ 216,718	\$ 7,428
TOTAL PREVENTION	\$ 3,099,863	\$ 3,151,945	\$ 52,082
<u>HEALTH PROMOTION:</u>			
Health Care Access	\$ 41,375	\$ -	\$ (41,375)
Tel-A-Health, Coldwater	\$ 37,354	\$ 41,442	\$ 4,088
Workforce Development	\$ 58,271	\$ 54,986	\$ (3,285)
Sturgis Hospital	\$ 16,059	\$ 2,843	\$ (13,216)
Tobacco Control	\$ 33,222	\$ 36,349	\$ 3,127
TOTAL HEALTH PROMOTION	\$ 186,281	\$ 135,620	\$ (50,661)
<u>ENVIRONMENTAL HEALTH PROTECTION</u>			
General Environmental Health	\$ 56,962	\$ 62,274	\$ 5,312
Food Protection	\$ 356,768	\$ 396,984	\$ 40,216
Onsite Sewage	\$ 271,321	\$ 296,620	\$ 25,299
Drinking Water Supply	\$ 271,321	\$ 296,620	\$ 25,299
Type II Water	\$ 88,392	\$ 68,642	\$ (19,750)
TOTAL ENVIRONMENTAL HEALTH	\$ 1,044,764	\$ 1,121,140	\$ 76,376