

BOARD OF HEALTH
Agenda for July 23, 2020 at 9:00 AM
VIA Zoom Meetings

<https://us02web.zoom.us/j/85793139978?pwd=UXprSIFpZk12MEkwT0UzWWQ0ejV1QT09>

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*
2. Public Comment
3. Health Officer’s Report
4. Medical Director’s Report
5. Committee Reports
 - a. Finance Committee – Did not meet.
 - b. Program, Policies, and Appeals – Did not meet.
6. Financial Reports
 - a. Approve Payments (May & June)*
 - b. Review Financials
7. Unfinished Business
 - a.
8. New Business
 - a. FOIA Charging Policy *
 - b. AAA3c FY2021 Annual Implementation Plan*
 - c. FY19/20 Budget Amendment #3*
9. Departmental Reports
 - a. Personal Health & Disease Prevention
 - b. Environmental Health
 - c. Area Agency on Aging
10. Adjournment - Next meeting: August 27, 2020 at the Coldwater office

June 25, 2020 – Board of Health Meeting Minutes

The meeting was held electronically via Zoom meetings due to the COVID-19 Pandemic. The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:02 a.m. by Chairman, Bruce Caswell, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Allan Balog, Kathy Pangle, Mark Wiley, Tom Matthew, and Bruce Caswell. Terri Norris joined the meeting directly after approval of the agenda.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Kali Nichols, Paul Andriacchi, Laura Sutter, and Brenae Corbeil.

Mr. Wiley moved to approve the Agenda with support from Ms. Pangle. The motion passed unopposed.

Ms. Pangle moved to approve the minutes from the previous meeting with support from Mr. Matthew. The motion passed unopposed.

Public comment:

- None.

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Confirmed Cases of COVID-19 Climbing Up, Pop-Up Testing, Extension on Doing Things With Distance, Program Changes Due to COVID-19, Contact Tracing Evolution, Local Health Officer Orders, Strategic Planning, Health Department Leases, Health Promotion & Education Updates, and Michigan Center for Rural Health.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. The subject of this month's report was Tiger Mosquito and Unfriends.

Committee Reports:

- Finance Committee – Ms. Norris moved to approve the minutes from the June 22, 2020 meeting with support from Ms. Pangle. The motion passed unopposed.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Norris moved to approve the expenditures as reported with support from Mr. Matthew. Due to an issue with incomplete documentation, the motion failed 0-6. The expenditures will be presented for approval at the next scheduled Board of Health meeting.

Unfinished Business

- None

New Business:

- Ms. Norris moved to approve the Area Agency on Aging 3C Provider Amendments as presented, with support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0. (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)
- Ms. Pangle moved to approve the FY19/20 Budget Amendment #2 as presented, with support from Ms. Norris. A roll call vote was taken and the motion passed 6-0. (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)
- Mr. Matthew moved to approve the FY20/21 Original Budget as presented, with support from Ms. Norris. A roll call vote was taken and the motion passed 6-0. (Mr. Caswell, yes; Ms. Pangle, yes; Mr. Balog, yes; Mr. Matthew, yes; Ms. Norris, yes; Mr. Wiley, yes)

Department Reports

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

With no further business the meeting was adjourned at 10:23 AM.

Respectfully Submitted by:

Theresa Fisher, BS



Health Officer’s Report to the Board of Health for July 23, 2020
Prepared by: Rebecca A. Burns, M.P.H., R.S.

Agency Updates

COVID-19 – I think everyone wanted to believe that the worst of the Coronavirus pandemic would be behind us by this time in the summer, but unfortunately not so. Last month we met on June 25th. Since that date we have added the following new cases:

County	Total Cases to Date	New Cases Since June BOH Meeting	Percent Change
Branch	273	33	14%
Hillsdale	206	25	12%
St. Joseph	402	156	63%

To prevent additional cases, our message is that everyone needs to use the strategies that we know reduce risk. These include wearing a mask when we leave our home, keeping socially distanced from people who are not in our household, washing our hands, and if we do develop symptoms staying home and isolating from others. If we are exposed, we need to stay home in quarantine. When I meet with the Agency’s management staff, we all agree that masks are the best option to help minimize transmission.

Pop-Up Testing – We have decided not to continue to participate in the pop-up testing due to issues with the vendor that is on contract to run the tests and report the results. For the events we did last month, some results took weeks for us to obtain and there is no value in results that arrive that late. It often makes contact tracing undoable because the time frame for quarantine is past. We hope that there will be a change in the vendor, or we see an amazing change in the vendors reporting timeframe.

Extensions on doing things with distance – As I reported last month, we are still working remotely in our WIC program. Visits are conducted virtually, and we can continue through the end of July at this point. Our buildings remain locked currently and we see clients by appointment only. Every client that has an appointment goes through a screening process and is required to wear a mask in our building.

Capacity: The Agency’s capacity to do the work necessary to properly respond to the COVID-19 crisis has been overstretched for months now. My management staff are working many additional hours with no extra compensation as all additional funding we have been granted up to this point has gone to paying our hourly staff overtime for weekend work we must do to investigate. We are struggling to find enough existing staff to work the extra hours. It is even difficult for people to step away and take a few days off. Our work has not gone unrecognized by MDHHS and they have been working to grant us the funds needed to expand our staff so that we can continue to respond to the increasing case count and in preparation for the Fall season. It is anticipated that Fall will bring an even greater volume of work as the flu season begins and schools reopen.

In response to our lack of capacity, we have already brought on two ‘casual’ RN’s that work limited hours to assist us in our response. We are now posting for at least 2 additional RN’s and an

epidemiologist. These new staff will be paid out of new grants funds we will be receiving for FY 20 and FY 21. These new grant funds are intended to help us in continuing our response to COVID-19 while providing our other services; Immunization, WIC, STD/HIV, CSHCS, Hearing/Vision, etc.

Local Health Officer Orders: Although I have not issued any Orders, I have instructed Environmental Health to notify businesses when they are operating in violation of the Governor's Orders. EH staff deliver a letter that is educational and talks with the owner/operator/manager about the reason for our visit and the letter. I am aware of allegations on social media that our Agency has issued fines and closed facilities, these are not true.

Strategic Planning: This is at a total pause due to COVID-19.

Accreditation: We have been notified that our Accreditation visit which should have been in April 2021 is postponed due to the pandemic and local health department response to it.

Health Department Leases

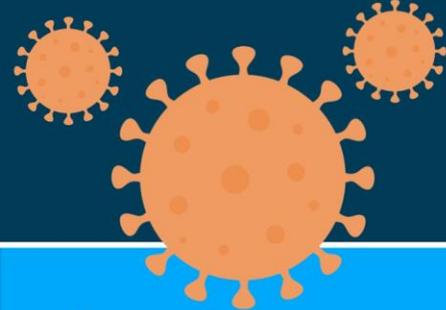
20 Care Drive, Hillsdale, MI - I am keeping this in my report until a final decision has been made as to how to proceed after August. As I reported in December, the final payment for the mortgage on the building we occupy in Hillsdale will be made in August 2020. I understand that the Hillsdale County Commission has had some discussion regarding this building and potentially adopting an agreement like the one the Agency has with St. Joseph County.

570 Marshall Road, Coldwater MI – I reached out to County Administrator Bud Norman to request an extension through October 30th. The extension of our current agreement was accepted by the county and has been signed by both parties.

1555 E. Chicago Road, Ste. C, Sturgis, MI – There has been no movement with this project due the social distancing measures put in place in Michigan.

School Restart Plans – We have talked with a lot of our schools about their restart plans. Most of the schools are still working to write these as they are due mid-August. There is a group of local health departments that are working on guidance for the schools that will provide a consistent message throughout Michigan with regards to the pandemic. The guidance, which is planned for release on Friday, is anxiously awaited. To help minimize the time required to respond to the schools, I have reached out to the Superintendents of the Intermediate School Districts to request that we work through them. This collaboration effort is working well.

Health Promotion & Education Updates – I am extremely excited about the HRSA planning grant that our Agency submitted with the assistance of Michigan Center for Rural Health. If successful, the grant will provide grant funded work for our Health Educators in Substance Use/Opioid Use Disorder. The Marketing Coordinator recently produced the following graphic. This will be available for clients seeking entry into the health department.



Keeping Our Community Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



CHILLS



SORE
THROAT



MUSCLE
PAIN



LOSS OF TASTE
OR SMELL



DIFFICULTY
BREATHING

Prevention

To protect yourself and prevent spread of the virus:



- Limit contact with others as much as possible
- Put at least 6ft between yourself and others
- Avoid contact with people who are sick
- Stay home if sick, except to get medical care



- Covering your nose and mouth with a cloth mask is essential and required in an indoor public space or a crowded outdoor space where you cannot maintain 6ft distance
- Continue to maintain 6ft distance from others not from your own household while wearing the mask



- Wash hands often with soap and water for 20 seconds
- Use hand sanitizer with at least 60% alcohol when soap and water is not available
- Avoid touching eyes, nose, and mouth



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Wash hands immediately after.



- Clean and disinfect frequently touched surfaces

The virus spreads:

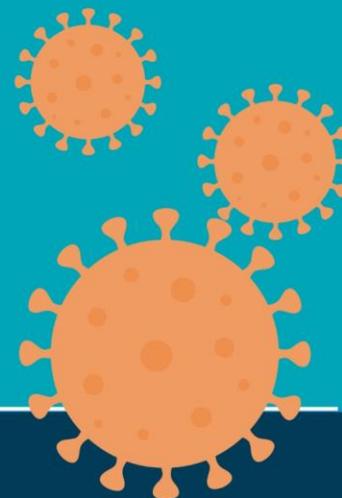
- from person to person between within 6 feet of one another
- through respiratory droplets when an infected person coughs, sneezes, or talks
- by infected people that are not showing symptoms

Seeking Care

Call your physician or go to the emergency room if you are experiencing symptoms. Call 911 if your symptoms are life threatening. If you have COVID-19 questions, call the Branch-Hillsdale-St. Joseph Community Health Agency:

- Coldwater 517.279.9561 (select option #7)
- Hillsdale 517.437.7395 (select option #7)
- Three Rivers 269.273.2161 (select option #7)

For COVID-19 testing site locations, resources, and local data visit www.bhsj.org



Coldwater (517) 279-9561
Hillsdale (517) 437-7395
Three Rivers (269) 273-2161

570 N Marshall Rd., Coldwater, MI 49036
www.bhsj.org

Medical Director's Report to the Board of Health
H. Lauren Vogel, D.O., M.P.H.
July 2020 – Covid19 Vaccine Development

As of June 2020, researchers around the world are developing more than 140 vaccines against covid19. Development of a new vaccine begins with an exploratory stage. The time it takes to get a new vaccine to the public is often measured in years. During the exploratory stage an antigen must be identified.

With modern genome sequencing, an antigen can be identified more quickly. Research then must determine if the antigen has the ability to produce an immune response. This stage may take several tries to find an effective antigen. The covid19 virus was isolated in South Korea in December 2019. Genomic sequencing started in January and was completed in mid-February.

Once an antigen is identified the vaccine development process begins as regulated by the US Food and Drug Administration.^{1,2} Vaccine development follows a multi-step process. Development begins in a research lab. Formulating a new vaccine requires propagation of the infecting antigen. How the actual vaccine is made is complex and proprietary. The first covid19 vaccine human safety trials began in March 2020.

Assuming that a new vaccine has been successfully created it must be tested to assure that it is effective, safe, without significant side effects and is stable. A drug is often tested initially on animals before human trials. Assuming that it appears safe in the animal studies clinical trials using human subjects begins next. For vaccines, animal studies are usually excluded.

Clinical development is a three-step process. In the Phase I study, 20-100 volunteers are given the vaccine with a focus on safety, appropriate dosing and identifying associated side-effects. The efficacy of the vaccine is also assessed. If the vaccine appears safe, Phase II study begins. In this phase several hundred volunteers participate. Focus remains on safety, short term side effect spectrum and dosing in relation to immune response. If these studies are successful Phase III expands participation to thousands of volunteers. During the Phase III study some volunteers are given a placebo in a blinded (volunteer and the researcher do not know if the vaccine is active or inactive) study.

As data is collected the vaccine's safety, efficacy and side-effect spectrum are assessed. The ability to mass produce a reliable, pure and safe and effective product are evaluated. Drug interactions and medical contraindications are assessed. If the vaccine is proven to be safe and potent and effective a FDA reviewer team consisting of chemists, bio statisticians, microbiologists and medical officers review all the efficacy and safety information and the manufacturing facility is inspected.³

Only 22% of developed vaccines are successful, start to finish and up to 5 attempts are often necessary to find an effective vaccine.⁴ The development process is time consuming and costly and lack of effectiveness, adverse side effects or product stability may not be confirmed until the vaccine is developed and volunteer trials are in process or completed.

In times of national crisis the FDA may waive some of the regulatory requirements. During our covid19 pandemic, multiple vaccines are being developed and are in various stages of development. Currently the leading vaccine research includes Sinopharm, a Chinese company that is beginning Phase III trials; A Chinese based company working on a mRNA-based vaccine in Phase I trials; Anhui Zhifei Longcom, another Chinese company beginning Phase I trials; Genexine, a South Korean company

beginning Phase I trials. There are others in preclinical testing. Even if found effective and safe it will still be months before the vaccine is commercially available.

“Moderna Coronavirus Vaccine Trial Shows Promising Early Results” made the news in May but as Phase III studies are starting it appears that the vaccine may reduce infection severity but does not offer any preventive immunity and at a higher initial study dose was associated with significant adverse side-effects. This is not atypical of vaccine trials but are the reason that vaccine approval may be months away.

The financial reward for development of an effective vaccine is great and release of any successful initial findings triggers aggressive change in the stock market with significant financial gain for the developing company. The publishing that 100M or several billion doses will be available by early 2021 generates significant financial rewards for the company but still requires that a successful safe and effective and stable vaccine can be developed, manufactured in bulk and distributed worldwide. That 100M vaccine doses will be available early next year is a projection.

Inovio Claims Positive Results on Covid-19 Vaccine but Critical Data are Missing (STAT) Inovio Pharmaceuticals on Tuesday said that its investigational Covid-19 vaccine had “positive” results in a small trial. But the company, which has gained more than \$4 billion in value since the coronavirus pandemic began, provided none of the details necessary to determine whether the vaccine is working.

Some data on other vaccines includes Measles. The virus was isolated in 1954 and a successful vaccine became available in 1963, some 9 years later.⁵ Polio virus was isolated in 1935 and initial attempts at vaccination failed. Salk vaccine Phase III trials were conducted in 1953 and the vaccine was licensed in 1955. That’s 20 years after the virus was isolated. As history has shown, the use of a vaccine against a viral illness has been very effective in reducing the infection and death rates.

In 1976, 230 soldiers stationed at New Jersey’s Fort Dix fell ill to a strain of influenza similar to the 1918 flu pandemic stain that killed over a 100 million people globally. With the US in panic mode the rush to develop a vaccine resulted in a disaster.⁶ The hastily-developed vaccine was linked to more than 500 cases of paralysis, over four-hundred and fifty cases of paralyzing Guillain-Barré syndrome and 25 people died from the vaccination while only one soldier died from the actual influenza. This resulted in a failed political campaign to mass vaccinate the public against a strain of the swine flu. Only 22 percent of the public actually received the vaccine. The WHO had suggested a more conservative approach to the impending swine flu epidemic but the US president Ford embarked on a ambitious program geared to vaccinate every citizen. 1976 was an election year and the politics overshadowed the public health needs of the public.

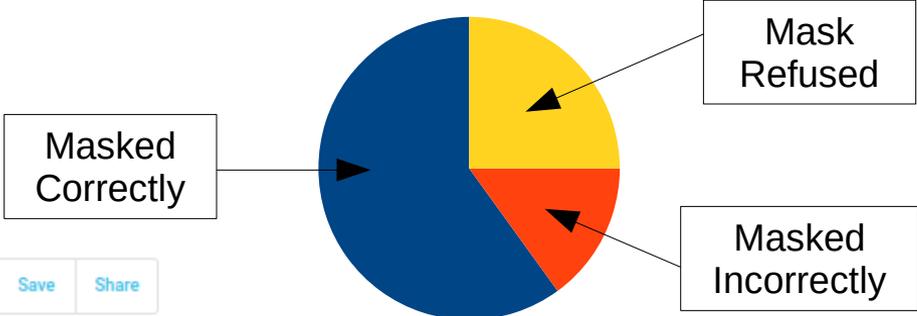
Vaccination of the world’s population with an effective and safe vaccine against COVID-19 will be the very best way to reduce the incidence and severity of the disease. It’s very important that the scientists get this vaccine development right on the first try. A successful vaccine must confer immunity to around 70 percent of those vaccinated to produce herd immunity and force the pandemic to end. Current studies suggest that we will not ever reach herd immunity status. An Internet program on vaccine production is included in the references.⁷

REFERENCE

1. Vaccine Testing and the Approval Process. CDC. May 2014. <https://www.cdc.gov/vaccines/basics/test-approve.html>. Accessed March 2020.
2. Ensuring the Safety of Vaccines in the United States. CDC. July 2011. <https://www.fda.gov/files/vaccines,%20blood%20&%20biologics/published/Ensuring-the-Safety-of-Vaccines-in-the-United-States.pdf>. Accessed March 2020.
3. Vaccine Product Approval Process. FDA. January 2018. <https://www.fda.gov/vaccines-blood-biologics/development-approval-process-cber/vaccine-product-approval-process>. Accessed March 2020.
4. Hurford P. How long does it take to research and develop a new vaccine? Effective Altruism Forum. June 2017. <https://forum.effectivealtruism.org/posts/8qMDseJTE3vCFiYec/how-long-does-it-take-to-research-and-develop-a-new-vaccine>. Accessed March 2020.
5. The History of Vaccines. The College of Physicians of Philadelphia. 2020. <https://www.historyofvaccines.org/timeline/measles>. Accessed June 2020.
6. Kreston R. The Public Health Legacy of the 1976 Swine Flu Outbreak. Discover. September 2013. <https://www.discovermagazine.com/health/the-public-health-legacy-of-the-1976-swine-flu-outbreak>. Accessed July 2020.
7. Kim J. Does Infection Provide Immunity? Can a COVID-19 Vaccine Work and Will It Be Safe? VuMedi. Internet Presentation July 2020. <https://www.vumedi.com/video/does-infection-provide-immunity-can-a-covid-19-vaccine-work-and-will-it-be-safe/>. Accessed July 2020.

COVID19 Status July 2020

The non-compliant minority will affect the majority. Education is a priority but enforcement is a necessity.

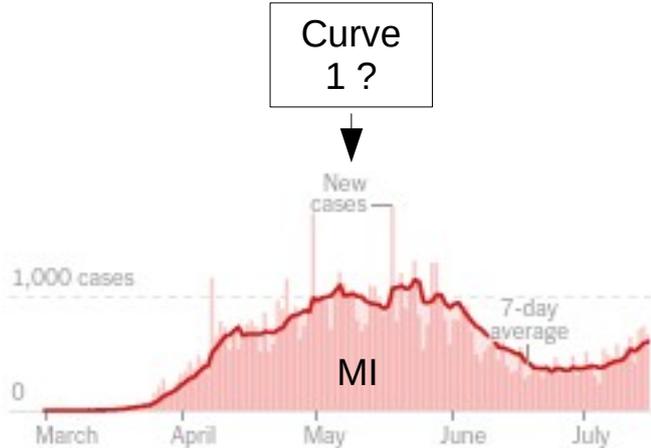
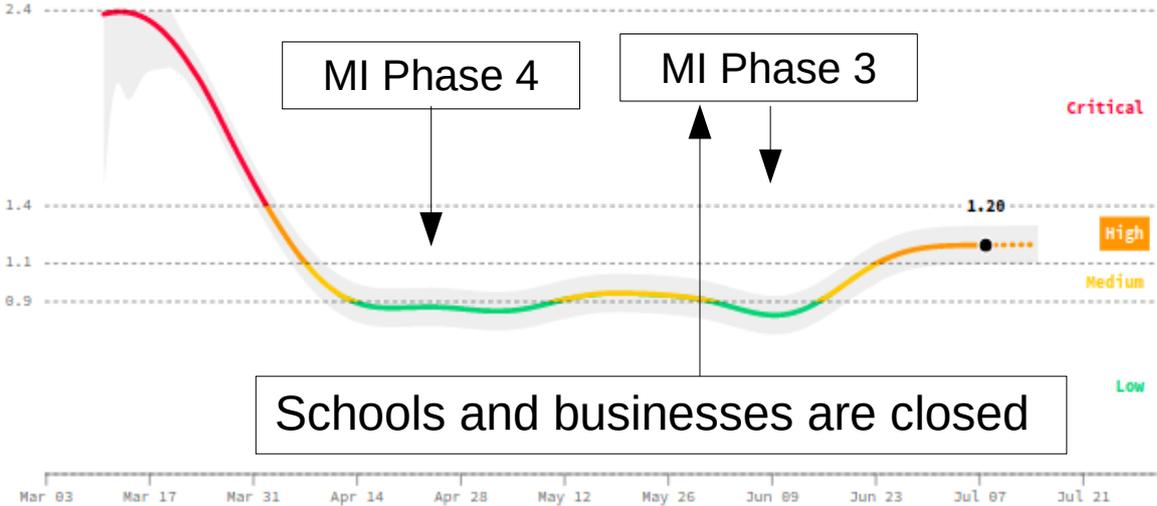


Save Share

Infection rate

MICHIGAN

On average, each person in Michigan with COVID is infecting 1.20 other people. As such, the total number of active cases in Michigan is growing at an unsustainable rate. If this trend continues, the hospital system may become overloaded. Caution is warranted.



July 23, 2020 – Board of Health Finance Committee Meeting Minutes

The meeting was held electronically via Zoom meetings due to the COVID-19 Pandemic. The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health Finance Committee meeting was called to order at 8:30 a.m. by Chairman, Bruce Caswell, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Allan Balog, Tom Matthew, and Bruce Caswell.

Also present from BHSJ: Rebecca Burns, Theresa Fisher, and Brenae Corbeil.

Public comment:

- None

New Business:

- Mr. Balog moved to recommend that the full Board approve the FY19/20 Budget Amendment #3 as presented, with support from Mr. Caswell. The motion passed 2-0.

With no further business the meeting was adjourned at 8:35 AM.

Respectfully Submitted by:
Theresa Fisher, BS



May 1 through May 31, 2020

Abila	Quarterly Subscription	4,342.90
ACD.Net	Telephones 3 offices	2,286.17
AFLAC	Payroll Deduction	2,078.37
Alerus Financial (Retirement)	Payroll Deduction	885.00
Armstrong Health Care	WIC / AAA Contractual Consultant	2,920.50
Availity	Eligibility Software - EMR	110.00
Blue Cross Blue Shield	Health Insurance	52,508.48
Branch County Commission COA	Home & Community Based Services	2,374.00
Branch County Complex	Rent - Coldwater Office	5,694.28
Branch County Complex Quarterly	Building Repair & Maintenance	600.75
Branch County Complex Quarterly	Internet	997.50
Branch County Complex Quarterly	Maintenance (Work orders & Grounds)	306.00
Branch County Complex Quarterly	Utilities (Gas, Electric, Trash Pickup & Pest)	3,658.02
CAA of South Central	Home & Community Based Services	30,338.91
CDW Government Inc.	Computer Supplies 1 Invoice	4,540.72
Century Bank - Master Card	Coldwater Reporter On-line	49.99
Century Bank - Master Card	Zoom Subscription	305.15
Century Bank Basic Flex Health Plan	Payroll Deduction	2,905.41
Century Bank EFPTS	Federal & Fica Taxes	63,696.62
Century Bank State	Michigan Tax	10,541.46
Charter Communications	Sturgis Internet & Phone Line	126.97
Cintas	Lab Coats - Cleaning	133.43
City of Coldwater	Water Lab Test	160.00
City Of Three Rivers	Water / Sewage & Lab Testing	132.53
Companion Life Insurance Co.	Life Insurance Premiums	958.37
Connect America	Care Management	35.50
Cribs for Kids	Safe Sleep Grant 1 invoices	2,639.20
Crossroads Health & Home Services	Care Management	1,038.82
CSHCS Client	Travel Expense	480.00
Cummins Bridgeway LLC	Generator Maintenance - Annual Fee	426.18
Current Office Solutions	Office Supplies/Copier Charges - 8 Invoices	3,257.07
Dan Wood	Installed 5 PFAS Filtration Unit	2,774.95
Dr. Vogel	Medical Director - Contractual	4,266.02
Frontier	Sensaphone & Fax Line Service	271.50
GDI	Building Cleaning Expense - HD	2,649.00
GDI	Building Cleaning Expense - TR	1,749.00
GDI	Building Supplies Expense - HD	92.23
GDI	Building Supplies Expense - TR	46.56
Hillsdale Board Of Utilities	Building Expense - HD	1,087.53
Hillsdale Board Of Utilities	Water Lab Test	135.00
Hillsdale County Treasurer	Building Refuse Expense - HD	160.00

May 1 through May 31, 2020

Hillsdale County Treasurer	Building Snow/Mow Expense - HD	115.00
Hillsdale Public Health	Rent - Hillsdale Office	7,375.00
Home Care Wellness	Care Management	214.24
HomeJoy Care-N-Assist	Care Management	1,429.51
Hospital Network Health	Medical Waste Removal	55.00
Indiana Michigan Power	Building Expense - TR	722.24
Jennifer Coleman	Refund - Water & Septic Eval	179.00
Legal Service Of South Central Mi.	Older Adult Legal Assistance	380.00
Maplecrest	Rent - Sturgis Office	590.00
Marana Group	Postage Pick Up Service	142.00
McKesson	Medical Supplies 2 Invoices	127.64
Medical Care Alert	Care Management	79.85
Merck & Company	Medical Supplies 2 Invoices	6,517.98
Michigan Oral Health Coalitions	2020 Membership - Burns	250.00
Michigan Public Health	Workforce Contract	3,556.11
Michigan State Disbursement Unit	Payroll Deduction	570.33
Nationwide	Payroll Deduction	5,756.00
Perspective Enterprise	4 - All in one Infant Station	4,772.00
Richard Clark	Building Cleaning Expense - CW	1,843.41
Richard Clark	Building Cleaning Expense - Sturgis	325.00
Riley Pumpkin Farm	TR Building Expense - Lawn Care	300.00
Rosati Schultz Joppich Amtsbueshler	Attorney	1,395.00
Rose Exterminator	Building Maintenance - TR Quarterly	207.00
SEMCO Energy	Building Expense - TR	85.87
Shred It	Document Destruction	90.00
Sonit	Internet Consultant	27.50
St Joseph County COA	Home & Community Based Services	26,772.65
St Joseph Trans Authority	Older Adult Transportation	871.43
St. Joseph Community Co-op	Care Management	736.00
Staples	Office Supplies - 2 Invoices	312.63
State Of Michigan	Approp. Match Dental Clinic	34,543.45
State Of Michigan	Food Licenses Surcharge	124.00
Three Rivers Health	Rent - Dental Clinic	2,775.00
Thurston Woods	Home & Community Based Services	1,908.58
Upper Peninsula Health	1/20 -12/20 UPHIE Basic Service Fee	150.00
Verizon	Cell Phones	742.71
VRI Lifeline Of Michigan	Care Management	759.00
Xmission	Email Provider	236.00
		320,797.22

June 1 through June 30, 2020

Accident Fund	Workers Comp Quarterly Payment	2,600.25
ACD.Net	Telephones 3 offices	2,543.95
Action Quick Print Plus	Printing - Banners & Signs	772.00
AFLAC	Payroll Deduction	1,358.10
Alerus Financial (Retirement)	Payroll Deduction	590.00
Amazon	Office Supplies 1 Invoice	180.36
Armstrong Health Care	WIC / AAA Contractual Consultant	2,968.00
Auditory Instruments	Audiometer	5,250.00
Availity	Eligibility Software - EMR	55.00
Blue Cross Blue Shield	Health Insurance	54,112.49
Branch County Commission COA	Home & Community Based Services	5,925.51
Branch County Complex	Rent - Coldwater Office	5,694.28
CAA of South Central	Home & Community Based Services	32,431.11
CDW Government Inc.	Computer Supplies 1 Invoice	205.61
Center For Information Mgmt..	Hardware/Software Maintenance AAA	450.00
Century Bank Basic Flex Health Plan	Payroll Deduction	1,936.94
Century Bank EFPTS	Federal & Fica Taxes	47,575.95
Century Bank Mers	Forfeiture/Underfunded Pmt.	4,047.96
Century Bank Mers	MERS DB /Retirement	33,033.31
Century Bank State	Michigan Tax	7,889.83
Charter Communications	Sturgis Internet & Phone Line	126.97
Cintas	Lab Coats - Cleaning	71.48
City of Jonesville	Water Lab Test	280.00
Coldwater Petty Cash	Petty Cash	97.34
Companion Life Insurance Co.	Life Insurance Premiums	976.50
Connect America	Care Management	35.50
Cribs for Kids	85 Cribette Play Yards & Fleece Sacks	5,608.30
Crossroads Health & Home Services	Care Management	1,104.88
CSHCS Client	Out of Pocket Dental Expense	180.00
Current Office Solutions	Office Supplies/Copier Charges - 10 Invoices	4,841.64
Docuphase	Isnergy 1 Yr. Renewal 7/1/20-6/30/21	10,390.00
Dr. Vogel	Medical Director - Contractual	4,324.67
Dr. Weeden	Out of Pocket Dental Expense	275.00
Frontier	Sensaphone & Fax Line Service	269.28
GDI	Building Cleaning Expense - HD 2 months	5,298.00
GDI	Building Cleaning Expense - TR 2 months	3,498.00
GDI	Building Supplies Expense - TR	87.64
Hillsdale Board Of Utilities	Building Expense - HD	1,040.85
Hillsdale County Treasurer	Building Refuse Expense - HD	160.00
Hillsdale County Treasurer	Building Snow/Mow Expense - HD	370.00

June 1 through June 30, 2020

Hillsdale Public Health	Rent - Hillsdale Office	7,375.00
Home Care Wellness	Care Management	263.68
HomeJoy Care-N-Assist	Care Management	1,933.33
Hospital Network Health	Medical Waste Removal	110.00
Indiana Michigan Power	Building Expense - TR	652.50
Laura Sutter	Reimbursement - Covid Testing Event	28.99
Legal Service Of South Central Mi.	Older Adult Legal Assistance	720.00
Maplecrest	Rent - Sturgis Office	590.00
Marana Group	Postage Pick Up Service	142.00
McKesson	Medical Supplies 2 Invoices	76.66
Medical Care Alert	Care Management	204.55
Mers 5% Alerus Financial DC	Defined Contributions 5% EES	4,021.00
Michigan Public Health	Workforce Contract	4,165.88
Michigan State Disbursement Unit	Payroll Deduction	380.22
Nationwide	Payroll Deduction	2,280.00
One Stop Promotions	Thermometers	690.00
ProAssurance Casualty Company	Professional Liability - Physician	852.00
Prompt Care	Drug Testing - 3 Employee	207.00
Rebecca Burns	Reimbursement - Covid Testing Event	92.93
Reserve Account	Postage	3,000.00
Richard Clark	Building Cleaning Expense - CW	1,941.00
Richard Clark	Building Cleaning Expense - Sturgis	325.00
Riley Pumpkin Farm	TR Building Expense - Lawn Care	325.00
Rosati Schultz Joppich Amtsbueshler	Attorney	60.00
School Health	Vision Testing Cards	330.41
SEMCO Energy	Building Expense - TR	59.87
Shred It	Document Destruction	90.00
St Joseph County COA	Home & Community Based Services	50,700.00
St Joseph Trans Authority	Older Adult Transportation	915.74
St. Joseph Community Co-op	Care Management	478.40
Staples	Office Supplies - 6 Invoices	1,613.84
State Of Michigan	Food Licenses Surcharge	215.00
Teletask Inc	Health Manager	400.00
Three Rivers Health	Rent - Dental Clinic	2,775.00
Thurston Woods	Home & Community Based Services	2,615.28
Verizon	Cell Phones	743.06
VRI Lifeline Of Michigan	Care Management	759.00
Xmission	Email Provider	302.70
		341,091.74

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet
As of 6/30/2020

Assets

Cash on Hand	3,565.82
Cash with County Treasurer	2,667,442.75
Community Foundation Grant	309,955.94
Accounts Receivable	107,170.98
Due from State	360,090.77
Due from Other Funding Sources	161,062.84
Prepaid Expenses	109,185.57
Biologic Inventory	<u>77,643.41</u>
Total Assets	<u><u>3,796,118.08</u></u>

Liabilities

Accounts Payable	150,896.18
Payroll Liabilites	113,504.40
Capital Improvements	25,000.00
Deferred Revenue	472,430.50
Deferred Revenue BR	53,485.98
Deferred Revenue HD	58,593.00
Deferred Revenue SJ	76,924.33
Biologics	<u>77,643.41</u>
Total Liabilities	<u><u>1,028,477.80</u></u>

Net Assets

Operation Fund Balance	573,103.40
Restricted Fund Balance	442,966.28
Designated Fund Balance	<u>1,751,570.60</u>
Total Net Assets	<u><u>2,767,640.28</u></u>

Total Liabilities and Net Assets	<u><u>3,796,118.08</u></u>
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Prior Year Fund Balance Comparison at 6/30/2019:

Operation Fund Balance	617,964.91
Restricted Fund Balance	371,920.01
Designated Fund Balance	<u>434,483.81</u>
Total Fund Balance \$	<u><u>1,424,368.73</u></u>

BHSJ Community Health Agency
 Schedule of Cash Receipts and Disbursements
 November 30, 2019 thru
 April 30, 2020

Plus: Cash Receipts	\$	626,443.53
Less: Cash Disbursements For Payroll/AP	\$	(497,659.75)
10/31/2019 Cash Balance		\$ 2,773,353.56
<hr/>		
Plus: Cash Receipts	\$	324,732.73
Less: Cash Disbursements For Payroll/AP	\$	(851,819.49)
11/30/2019 Cash Balance		\$ 2,246,266.80
<hr/>		
Plus: Cash Receipts	\$	1,186,074.50
Less: Cash Disbursements For Payroll/AP	\$	(562,760.11)
12/31/2019 Cash Balance		\$ 2,869,581.19
<hr/>		
Plus: Cash Receipts	\$	952,886.58
Less: Cash Disbursements For Payroll/AP	\$	(541,221.21)
1/31/2020 Cash Balance		\$ 3,281,246.56
<hr/>		
Plus: Cash Receipts	\$	404,443.37
Less: Cash Disbursements For Payroll/AP	\$	(1,082,139.35)
2/29/2020 Cash Balance		\$ 2,603,550.58
<hr/>		
Plus: Cash Receipts	\$	581,991.71
Less: Cash Disbursements For Payroll/AP	\$	(478,649.96)
3/31/2020 Cash Balance		\$ 2,706,892.33
<hr/>		
Plus: Cash Receipts	\$	472,858.00
Less: Cash Disbursements For Payroll/AP	\$	(454,450.94)
4/30/2020 Cash Balance		\$ 2,725,299.39

Expense by Program - 6/1/2020 - 6/30/2020

Program Code	Program Title	Current Month	Year to Date	Total Budget - Amendment 1	Percent Expended Amend 1
*	010 Agency Support	81,735.70	96,142.37	75,716.00	126.97%
*	024 MERS Pension Underfunded	200.24	608,839.37	610,000.00	99.80%
**	032 Emergency Preparedness	13,535.35	129,113.32	133,139.00	96.97%
*	325 CSHCS	12,188.62	152,894.97	196,729.00	77.71%
	021 Dental Clinic - Three Rivers	2,775.00	24,975.00	33,300.00	75.00%
	745 Type II Water	5,376.05	61,448.93	83,188.00	73.86%
	029 Dental Clinic - Hillsdale	771.33	5,857.17	8,000.00	73.21%
	321 CHC Tele-A-Health	2,038.83	30,435.46	42,110.00	72.27%
	338 Immunization Vaccine Handling	(9,372.32)	246,387.26	342,322.00	71.97%
	714 Onsite Sewage Disposal	20,637.92	241,539.62	336,032.00	71.87%
	721 Drinking Water Supply	20,637.92	241,539.62	336,032.00	71.87%
	109 WIC	56,865.14	671,258.34	934,326.00	71.84%
	704 Food Service	27,424.08	307,906.96	434,295.00	70.89%
	108 WIC Breastfeeding	6,185.12	65,022.05	93,278.00	69.70%
	332 HIV Prevention	2,461.61	18,768.73	27,242.00	68.89%
	341 Infectious Disease	16,161.78	173,047.04	257,208.00	67.27%
	345 Lead Testing	378.23	16,773.50	25,180.00	66.61%
	115 MCH Enabling Women	3,181.39	36,350.98	55,375.00	65.64%
**	327 Hearing (ELPHS)	5,393.87	57,979.28	90,167.00	64.30%
	331 STD	5,100.80	85,594.78	133,271.00	64.22%
**	326 Vision (ELPHS)	476.07	53,471.57	84,330.00	63.40%
	012 Area Agency on Aging	75,065.89	945,276.22	1,498,648.00	63.07%
	329 MCH Enabling Children	2,780.16	24,572.95	39,034.00	62.95%
	101 Workforce Development	3,928.20	28,010.89	46,570.00	60.14%
	605 General EH Services	2,372.94	20,831.75	35,182.00	59.21%
	107 Medicaid Outreach	(860.30)	48,781.91	85,112.00	57.31%
	014 VOCA	12,029.18	116,457.68	207,293.00	56.18%
	008 Salary & Fringe Payoff	710.26	39,291.53	70,000.00	56.13%
	138 Immunization IAP	67,175.27	335,469.01	647,629.00	51.79%
	230 Medical Marijuana HD	1,524.49	6,934.42	14,313.00	48.44%
	034 Hep A	11,444.00	11,444.00	25,000.00	45.77%
	038 COVID-19 Response	52,374.31	246,147.93	540,791.00	45.52%
	275 Medical Marijuana SJ	1,831.93	5,567.62	13,307.00	41.83%
	723 PFAS Response - White Pigeon	78.97	8,696.42	21,274.00	40.87%
	212 Medical Marijuana BR	2,221.42	6,793.08	19,270.00	35.25%
	035 Vector Borne Disease	8,731.81	10,920.87	31,448.00	34.72%
	722 PFAS Response	34.71	1,307.43	4,864.00	26.87%
	023 Capital Expenditures	0.00	0.00	25,000.00	0.00%
	112 CSHCS Medicaid Outreach	0.00	0.00	35,307.00	0.00%
	Total Total Expense	<u>515,595.97</u>	<u>5,181,850.03</u>	<u>7,691,282.00</u>	<u>67.37%</u>

The Agency is currently 7.63% under budget.

*9/12 Months = 75%

**9/9 Months = 100%

**9-Month Program

Programs Over Budget as of 6/30/2020

RU 010: Program appears over budget because indirect costs are not being fully expensed out to the other programs. This is due to budgeted salary amounts being low in other programs, but it will be expensed out to the programs according to salaries and end at 100% at the end of the fiscal year. Audit Expense and Liability Insurance are also fully expensed for FY.
126.97%

RU 024: Over budget due to lump sum MERS payment. Program will fall back in line with budget as FY progresses.
99.80%

RU 032: 9 Month Program - within budget 100.00%
96.97%

RU 325: Budget for RU 325 must be totally expended before expenses can be charged to RU 112. When looking at these 2 budgets together as one, the program is actual under spent at 65.89%.
77.71%

BRANCH HILLSDALE ST. JOSEPH COMMUNITY HEALTH AGENCY
FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES

Statement of Principles

It is the policy of the Branch Hillsdale St. Joseph Community Health Agency (BHSJ) that all persons, except those who are serving a sentence of imprisonment, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

Section 1: General Policies

The Branch Hillsdale St. Joseph Community Health Agency Board of Health acting pursuant to the authority at MCL 15.236 designates BHSJ's Administrative Services Director as BHSJ's FOIA Coordinator. He or she is authorized to designate other BHSJ staff to act on his or her behalf to accept and process written requests for the BHSJ's and its Departments' public records and approve denials.

If a request for a public record is received by facsimile or e-mail, the request is deemed to have been received on the following business day. If a request is sent by e-mail and delivered to a spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator, or his or her designee, shall review BHSJ spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with BHSJ Information Technology staff to develop administrative rules for handling spam and junk mail so as to protect ACCHS's systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

BHSJ is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other BHSJ staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by BHSJ on file for a period of at least one year.

BHSJ will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, BHSJ cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and BHSJ's Written Public Summary must be publicly available by providing free copies both in BHSJ' response to a written request and upon request by visitors at any BHSJ office.

This Procedures and Guidelines document and the BHSJ's Written Public Summary will be maintained on the BHSJ' website at: www.BHSJ.org, and a link to those documents will be provided in lieu of providing paper copies of those documents in BHSJ's response to a written request.

Section 2: Requesting a Public Record

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by BHSJ must do so in writing. The request must sufficiently describe a public record so as to enable BHSJ's personnel to identify and find the requested public record.

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public. Verbal requests for records may be documented by BHSJ on the BHSJ's FOIA Request Form.

Written requests for public records may be submitted in person or by mail to any BHSJ office. Requests may also be submitted electronically by facsimile and e-mail. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, electronically mailed or otherwise provided to him or her in lieu of paper copies. BHSJ will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by BHSJ on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person who makes a verbal, non-written request for information believed to be available on BHSJ's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, within 5 business days of receipt of a FOIA request BHSJ will issue a response. If a request is received by facsimile, e-mail or other electronic transmission, the request is deemed to have been received on the following business day.

BHSJ will respond to the request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request BHSJ needs an additional 10 business days to respond. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on BHSJ's website.

When a request is granted or granted in part:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. A copy of these Procedures and Guidelines shall be provided to the requestor with the response to a written request for public records, provided however, that if these Procedures and Guidelines, and its Written Public Summary are maintained on the BHSJ's website www.BHSJ.org, then a website link to those documents may be provided in lieu of providing paper copies.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If based on a good-faith calculation by BHSJ, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, BHSJ will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by BHSJ to process the request and also provide a best efforts estimate of a time frame it will take BHSJ to provide the records to the requestor. The best efforts estimate shall be nonbinding on BHSJ, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by BHSJ; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Branch Hillsdale St. Joseph Community Health Agency Board of Health or seek judicial review in the Allegan County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

BHSJ shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect BHSJ' records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal BHSJ operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation by BHSJ, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not fully paid BHSJ for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- the final fee for the prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in BHSJ' possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by BHSJ to provide the records;
- 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- the individual is unable to show proof of prior payment to BHSJ; and
- the FOIA Coordinator has calculated a detailed itemization which is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- the person making the request is able to show proof of prior payment in full to BHSJ;
- BHSJ is subsequently paid in full for the applicable prior written request; or
- 365 days have passed since the person made the request for which full payment was not remitted to BHSJ.

Section 5: Calculation of Fees

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to BHSJ because of the nature of the request in the particular instance, and BHSJ specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to BHSJ:

- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether public records from more than one BHSJ department or various BHSJ offices is necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

BHSJ may charge for the following costs associated with processing a FOIA request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.

- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to BHSJ.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to BHSJ.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on BHSJ's website if you ask BHSJ to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on BHSJ's website if you ask BHSJ to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid BHSJ employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. BHSJ may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Contracted labor costs incurred in the separation and deletion of exempt from non-exempt material will be charged at 6 times the state minimum wage, as adjusted. The current rate at the time of adoption of these Policies and Guidelines is \$57.90/hour.
- Overtime wages will not be included in labor costs until agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if BHSJ has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of BHSJ' technological infrastructure, BHSJ will procure any requested non-paper media and will not accept non-paper media from the requestor

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for nonstandard sized sheets of paper will reflect the actual cost of reproduction.
- BHSJ may provide records using double-sided printing, if cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- BHSJ may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

If the FOIA Coordinator does not respond to a written request in a timely manner, BHSJ must:

- Reduce the labor costs by 5% for each day BHSJ exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
 - The late response was willful and intentional.
 - The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information
 - The written request included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy” or a recognizable misspelling of such, or legal code reference to MCL 15. 231 et seq or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because such can be considered as primarily benefitting the general public. The Branch Hillsdale St. Joseph Community Health Agency Board of Health may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- indigent and receiving specific public assistance; or
- if not receiving public assistance stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- the requestor has previously received discounted copies of public records from BHSJ twice during the calendar year; or
- the requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disable or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request meets all of the following requirements:
 - is made directly on behalf of the organization or its clients;
 - is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931;
 - is accompanied by documentation of its designation by the State, if requested by BHSJ or FOIA Coordinator.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial with the Office of the Branch Hillsdale St. Joseph Community Health Agency Board of Health. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. BHSJ may create a FOIA Appeal Form that may be used.

The Board of Health is not considered to have received a written appeal until the first regularly scheduled Board of Health meeting immediately following submission of the written appeal.

Within 10 business days of receiving the appeal the Board of Health, acting through its designee, will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the Board of Health may issue not more than 1 notice of extension for not more than 10 business days to respond to the appeal

If the Board of Health fails to timely respond to a written appeal, or if the Board of Health upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in the Branch, Hillsdale, or St. Joseph County Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Board of Health, he or she may file a civil action in the Branch, Hillsdale, or St. Joseph County Circuit Court within 180 days after BHSJ' final determination to deny the request.

If the Court determines that the public record is not exempt from disclosure, the Court will award the appellant reasonable attorneys' fees, cost and disbursements. If the Court determines that the appellant prevails only in part, the Court in its discretion may award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements.

If the Court determines that BHSJ arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it shall award the appellant punitive damages in the amount of \$1,000. The Court shall also order that the public body pay a civil fine of \$1000 to the general fund of the State treasury.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by BHSJ to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the Office of the Board of Health. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. BHSJ may create a FOIA Fee Appeal Form that may be used.

Within 10 business days after receiving the appeal, the Board of Health, through its designee, will respond in writing by:

- waiving the fee;

- reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Board of Health will respond to the written appeal.

Within 45 days after receiving notice of the Board of Health' determination of a fee appeal, a requestor may commence a civil action in the Branch, Hillsdale, or St. Joseph County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, BHSJ is not obligated to process the request for the public record until the Court resolves the fee dispute.

If the Court determines that BHSJ required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the Court shall reduce the fee to a permissible amount. Failure to comply with an order of the Court may be punished as contempt of Court.

If the requesting person prevails in Court by receiving a reduction of 50% or more of the total fee, the Court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against BHSJ.

If the Court determines that BHSJ has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the Court shall order the Authority to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The Court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by BHSJ, these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by BHSJ, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by BHSJ and to adopt such administrative rules as he or she may deem necessary, to facilitate the

legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law.

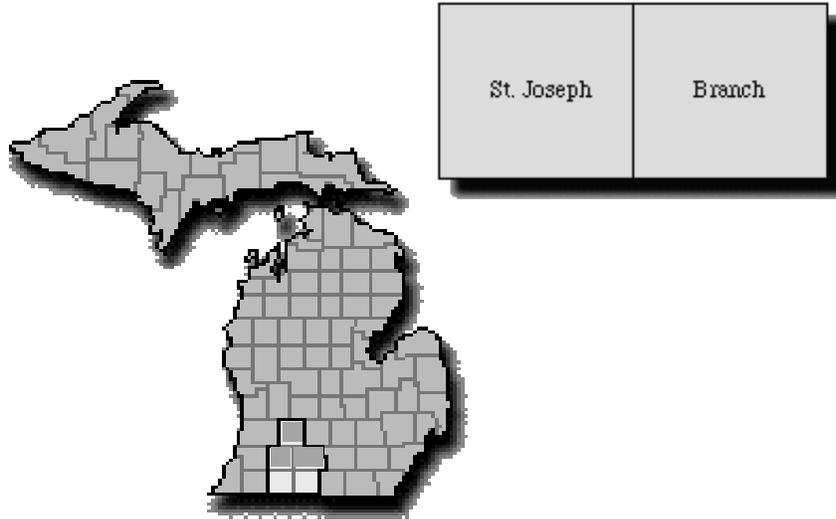
The FOIA Coordinator shall inform the Board of Health of any change to these Policies and Guidelines. These FOIA Policies and Guidelines become effective August 1, 2020.

Section 11: Appendix of Branch Hillsdale St. Joseph Community Health Agency FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

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FY 2021 ANNUAL IMPLEMENTATION PLAN
BRANCH-ST. JOSEPH AREA AGENCY ON AGING 3-C



Planning and Service Area
Branch, St. Joseph

Branch-St. Joseph Area Agency on Aging 3-C

Branch-Hillsdale-St. Joseph
Community Health Agency
570 N. Marshall Road
Coldwater, MI 49036
517-278-2538 (phone)
888-615-8009 (toll-free)
517-278-2494 (fax)

Rebecca A. Burns, Health Officer
Laura Sutter, Director
Area Agency on Aging
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Field Representative Cindy Albrecht
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517-284-0162

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Executive Summary

The 2021 Annual Implementation Plan, presented herein, is a continuation of the Michigan Commission on Services to the Aging-approved Multi-Year Area Plan for fiscal years 2020-2022 for Region 3C Area Agency on Aging. As challenging as 2020 was, our region, who is the smallest in funding and size, rose to deliver a record number of meals, answered a record number of phone calls, and offered resources which we'd never done before! In 2021, we must plan to remain ready to continue these monumental efforts and the FY21 AIP is written to address our intent.

Our program development objectives remain the same and we've embraced the AASA objective on diversity, equity and inclusion. AAA staff and our provider network welcome the addition of this enhancement to our state's approach to improve access to all people. We also remain committed to our core function of providing information and options to individuals seeking services, enhancing our continuum of supports and services and protecting older adults/vulnerable adults from abuse, neglect and exploitation.

Though fiscal 2020 started "as usual", it certainly didn't end that way... The COVID-19 pandemic is something that our agency responded to directly because the AAA is a division within local public health. Our operations remained open and fully functioning, continuity of our operations was prioritized so we could work remotely and we remained responsive to all inquiries. In collaboration with our local health department we worked more directly with long term care facilities assuring their preparedness and processes were in place to respond to a potential outbreak. We also worked with new community partners to address food insecurity among older adults across the PSA, namely the St. Joseph County United Way and the Branch Area Food Pantry. AASA's efforts to leverage "Quarantine Boxes" and work with the new USDA Farmers to Families program were well-received by our nutrition programs and we are hopeful they will continue into FY21. New ways of delivering services is something we worked on with our providers and new partners. Personal protective equipment issued by AASA was also distributed to agencies providing direct care and to our more rural care facilities who were affected by supply chain delays. Friendly reassurance, to address social isolation in an already rural planning & service area, is a program our agency hadn't provided directly until the pandemic, and because of its impact and demand we plan to continue it into FY21. For us, the most difficult aspect of reaching older adults is the lack of available technology/devices to connect with people virtually. In addition, some individuals don't know how to connect virtually and without being able to send a staff or volunteer to help educate them, it compounds the problem. We do intend to keep persistent in trying to address this into 2021 with our partners and colleagues. The opportunity of addressing unique needs was also accomplished in 2020 under a statewide policy waiver issued for "Gap Filling" services. We utilized special Cares Act and FFCRA allocations to fund Gap Filling in 2020, and have made plans and budgeted to continue to offer this to support individual safety and unmet needs as a result of the pandemic.

We do realize that 2021 will bring more challenges including budget stress, changes in service delivery and additional need for services as the pandemic continues to evolve. The Branch-St. Joseph Area Agency on Aging (3C) will continue to work collaboratively with state and local partners as well as pursue new ideas and ways of providing essential services to the individuals and families we serve.

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2021 Plan Highlights

In 2021, Region 3C Area Agency on Aging is planning to continue to provide a full range of supports and services to older adults and families. Based on some of our experiences in the previous fiscal year, we've incorporated some enhancements to continue addressing on-going need. Friendly Reassurance is added to the AIP as a direct service in order to further address social isolation across the planning and service area. Because service providers were basically shut down for half of the fiscal year, and calls for support continued, our agency began to provide this service under the statewide waiver. As the pandemic continues to evolve, we felt it was important to continue to offer the service as additional need may arise. Gap Filling is another service we funded to address safety issues and unique needs during the pandemic, which is planned to continue in FY2021. We utilized another regions' (AAA3B) definition as it most closely aligned with the needs being identified by our care consultants and providers as they worked directly with individuals.

Throughout fiscal year 2020 our advocacy remained consistent with our state and federal agencies - do not cut home and community based services and enhance direct care worker wages. Our local Michigan Senior Advocate delegate remained active in meetings (in person early in the fiscal year, virtually later in the fiscal year) and offered regular updates to our local Advisory Committee. Funding, we know, will be very fragile going into 2021 so our messaging will likely not change. We intend to remain diligent as ever to pursue alternative funding and maintaining our membership in our state and national Association to remain informed of opportunities.

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Regional Service Definitions

Service Name/Definition
Gap Filling Services: Services that eliminate a threat to independence, health, or safety that requires immediate attention when other resources are unavailable.

Rationale (Explain why activities cannot be funded under an existing service definition.)
This regional service is requested to ensure that there are flexible, cost effective, and person-centered services available in the region to meet the unique needs of older adults. Because of existing wait lists, gaps in services/timeframes for completion of work, gap filling services allows the agency to meet pressing needs that are usually one-time or intermittent.

Service Category	Fund Source	Unit of Service
<input type="checkbox"/> Access <input checked="" type="checkbox"/> In-Home <input checked="" type="checkbox"/> Community	<input checked="" type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input type="checkbox"/> Other _____	1 occurrence of service

Minimum Standards

Minimum Standards:

1. Services shall be based on intake and assessment conducted by Information & Assistance/Outreach Specialist staff. Community Living Program staff may also make referrals for Gap Filling Services for a current participant.
2. Staff will verify the lack of availability under other programs and community resources
3. Consumers will be encouraged to cost share for gap filling services
4. Services can include home modifications and environmental aids, personal care training, private duty nursing, specialized medical equipment, chore services, utility assistance, and supplies and other services deemed necessary to reduce the risk to the older adult.
5. Older Adults do not need to be enrolled in the Community Living Program in order to receive gap filling services
6. The AAA Director will be involved in the approval process and use of funding for gap filling services

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Access Services

Care Management

<u>Starting Date</u>	10/01/2020	<u>Ending Date</u>	09/30/2021
Total of Federal Dollars	\$53,500.00	Total of State Dollars	\$92,686.00

Geographic area to be served

Branch & St. Joseph counties

Specify the planned goals and activities that will be undertaken to provide the service.

Goal #1: Implement more flexible service options in order to provide a more self-directed care model.

Activities:

- ~ Care Consultants will further refine and improve the intake process to assure targeting of appropriate participants to each level of care outlined in the "Access and Service Coordination Continuum"
- ~ Seek additional service providers (purchase of service vendors) to service participants in Region 3C
- ~ Communicate continued need for additional flexibility and additional staff from existing service providers to be able to accommodate participants' person-centered support plan.

Expected Outcomes:

- ~ Increase number of Purchase of Service vendors to serve CLP participants
- ~ Better identify the needs of individuals through a more comprehensive intake process
- ~ Better meet the needs of participants with additional categories/levels of care available

Goal #2: Continue staff education and skill building including staff collaboration to better serve victims of elder abuse, neglect and exploitation

Activities:

- ~ Care Consultants will continue to screen/assess participants/victims for current or past abuse, neglect and/or exploitation
- ~ Care Consultants will seek training and education sessions relevant to the prevention of abuse, neglect and/or exploitation

Expected Outcomes:

- ~ Care Consultants will have an increased capacity to build stronger person-centered support plans by including resources and knowledge about abuse, neglect and exploitation
- ~ Care Consultants will continue to build their skill set to provide supports/services and arrange services through attending available state & locally available training events

Goal #3: Minimize wait times for individuals seeking access/care management services

Activities:

- ~ Implement a new tiered approach to Access Services (Care Management funded)
- ~ Care Consultants will complete a thorough intake and referral making process
- ~ Care Consultants will continue to monitor the Waiting List for access services weekly

Expected Outcomes:

- ~ Individuals and caregivers will be referred to alternate resources or be able to obtain services through direct service providers in a more timely manner
- ~ Care Consultants will be able to better identify needed services as a result of implementing the tiered approach

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Number of client pre-screenings:	Current Year:	50	Planned Next Year:	50
Number of initial client assesments:	Current Year:	40	Planned Next Year:	40
Number of initial client care plans:	Current Year:	40	Planned Next Year:	40
Total number of clients (carry over plus new):	Current Year:	115	Planned Next Year:	115
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:35	Planned Next Year:	1:35

Information and Assistance

<u>Starting Date</u>	10/01/2020	<u>Ending Date</u>	09/30/2021
Total of Federal Dollars	\$20,192.00	Total of State Dollars	
Geographic area to be served			
Branch & St. Joseph counties			

Specify the planned goals and activities that will be undertaken to provide the service.

Goal #1: Provision of comprehensive, unbiased information & assistance/referral

Activities:

- ~ Continue to provide referrals according to AASA & national AIRS standards
- ~ Continue to update files and maintain data entry into the State of Michigan Aging Information System - ADRCIS database
- ~ Staff shall complete surveys with (10% as per I&A standard) callers each quarter to assure high quality information & assistance services

Expected Outcomes:

- ~ Staff will continue to provide the highest quality information & assistance/referral services to any person with an inquiry. Individuals will experience timely, accurate information to their questions and requests.

Goal #2: Continue ongoing outreach and education activities among local and regional aging/disability network partners and among general community audiences as well.

Activities:

- ~ Staff shall continue participation in community-based taskforces, workgroups, committee-type partnership meetings to uphold information sharing and resource collaboration.
- ~ Staff shall continue to share recent and relevant information/resources to all community and aging network partners
- ~ Staff shall continue to attend and participate in outreach events and seasonal community-based activities throughout the planning and service area.

Expected Outcome:

- ~ Local and regional aging/disability network partners will continue to seek and receive accurate information from AAA 3C.
- ~ AAA3C will continue to see an increase in information & assistance/referral calls

Goal #3: Continue to maintain accurate data and submit accurate data/program reporting related to AASA Standards and reporting requirements, for inclusion in the statewide resource database and NAPIS reporting tool.

Activities:

- ~ Staff shall continue to develop and monitor the ADRCIS resource database, implementing

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corrections/additions/deletions as necessary.

~ Staff shall continue to seek updated information through contact with programs, service agencies, and organizations for inclusion in the database.

~ Staff shall continue to complete accurate data entry into the database according to AASA standards.

Expected Outcome:

All requested and required data and reports will be submitted accurately and timely.

Goal #4: Continue to use and promote a person-centered approach

Activities:

~ Staff shall continue to use the person-centered approach in all interactions with callers, families, caregivers, participants and community partners.

~ Staff shall continue to be able to explain the person-centered philosophy, providing education where opportunities arise.

Expected Outcomes:

~ People contacting and interacting with the Area Agency on Aging 3C will indicate they have been listened to and responded to with the information/supports they were seeking and according to their preferences.

~ Community partners will have an increased awareness of PCT and its practice within their organizations.

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Direct Service Request

Friendly reassurance

Total of Federal Dollars

Total of State Dollars

Geographic Area Served Branch & St. Joseph Counties

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal: Provide and promote Friendly Reassurance as a service offered by the AAA3C to local aging network partners and other community partners to address social isolation among older adults in our communities.

Objective: Decrease social isolation among older adults.

Activities: Adhere to AASA Operating Standards for Friendly Reassurance by offering weekly (or as requested by the individual) telephonic check-ins to address emotional and physical well being, talk about current events, and other topics as raised by the participant. Work with individuals on ways to stay engaged in the community and with others.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

The direct service provision request is intended to respond to the need to reduce social isolation in PSA 3C. Adequacy of Friendly Reassurance has been challenging due to staffing at provider agencies, therefore AAA3C plans to continue to provide the service moving forward as it compliments our Information & Assistance service.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

The COVID-19 pandemic has propelled our agency into providing additional services and supports through both community partner/agencies and added to our provision of service. In FY20, under AASA waiver, provided Friendly Reassurance to those seeking the service via web-based requests and through local partner agencies. We would like to continue this into FY21 as we know the issue of social isolation will remain an issue in our communities. We do have provider agencies who receive grant funds to provide Friendly Reassurance however they are staff-driven programs and those staff were not performing the service during

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the Emergency Declaration period/Stay At Home order. We wanted to remain consistent in offering the service and provide it broadly across the PSA.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

N/A

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Regional Direct Service Request

Total of Federal Dollars

Total of State Dollars

Geographic Area Served

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

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Approved MYP Program Development Objectives

Area Agency on Aging Goal

A. Work with community partners to develop an adult day program in Branch County.

Objectives

1. Work to develop a viable community partner to develop an adult day program for individuals and families in Branch County.

Timeline: 10/01/2019 to 09/30/2020

Progress

B. Work with key leaders and community partners in Branch County to explore an aging-friendly community assessment and seek designation as a Community for A Lifetime.

Objectives

1. In FY2020, the AAA Coordinator will network and make connections with Branch County Board of Health/County Commissioners as well as the County Administrator to present the Communities for A Lifetime program. We will contact AASA staff lead for the CFL Program to participate and/or make presentation to the interested parties to allow for open dialogue, questions and answers.

Timeline: 10/01/2019 to 09/30/2020

Progress

C. Provide advocacy, information, and training to support the rights of older/vulnerable adults to live free from abuse, neglect and/or exploitation.

Objectives

1. Increase the awareness of vulnerable adult abuse, neglect and exploitation throughout the PSA via participation in local partnerships, coalitions/taskforces, and community groups.

Timeline: 10/01/2019 to 09/30/2020

Progress

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2021 Program Development Objectives

Area Agency on Aging Goal

A. Improve the accessibility of services to Michigan's communities and people of color, immigrants and LGBTQ+ individuals

State Goal Match: 1

Narrative

As stated in the AIP Instructions, and because historical biases have been shown to result in poorer health outcomes because of limited access to programs/services, in home supports, and the impact of living with chronic discrimination, Region 3C shall work diligently to address improving accessibility to all people including people of color, people with disabilities, immigrants, and LGBTQ+ individuals. Accordingly, we will utilize our "Cultural Competence and Accommodations Policy" to guide our internal processes and practices to achieve a more sensitive approach to diversity, equity and inclusion.

Objectives

1. Work with local aging network providers and internally among AAA3C staff to bring training in diversity, equity and inclusion topics. This will include training topics on how to recognize and address unconscious bias.
Timeline: 10/01/2020 to 09/30/2021

Activities

Research and secure a recommended trainer to provide diversity, equity and inclusion training to AAA staff and subcontractors/providers. With efficiency in mind, this may include a regional approach to training along with other Area Agencies on Aging and/or the AAA Association of Michigan.

Expected Outcome

We will strive for 100% AAA staff participation and 80% provider participation in the diversity, equity and inclusion training(s)/events.

2. Work with AAA3C staff and providers to develop specific outreach methods which are culturally sensitive and welcoming to all individuals. This targeted outreach includes sensitivity for individuals from other cultures, backgrounds, and whom use other language(s) than English.
Timeline: 10/01/2020 to 09/30/2021

Activities

Offer technical assistance and best practices both internally/among AAA staff and with our provider/community partners to focus upon outreach messaging, graphic images and read-ability to assure they are developed in a culturally and linguistically appropriate manner.

Expected Outcome

AAA3C staff and our provider/community partners will have a more knowledgeable and approach with outreach to culturally and linguistically diverse populations.

FY 2021 AREA PLAN GRANT BUDGET

Rev. 05/18/20

Agency: Branch-St. Joseph Area Agency on Aging

Budget Period: 10/01/20 to 09/30/21

PSA: 3C

Date: 07/09/20

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SERVICES SUMMARY			
FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	150,842		150,842
2. Fed. Title III-C1 (Congregate)		90,854	90,854
3. State Congregate Nutrition		2,676	2,676
4. Federal Title III-C2 (HDM)		101,626	101,626
5. State Home Delivered Meals		133,769	133,769
8. Fed. Title III-D (Prev. Health)	8,850		8,850
9. Federal Title III-E (NFCSP)	54,197		54,197
10. Federal Title VII-A	-		-
10. Federal Title VII-EAP	-		-
11. State Access	7,989		7,989
12. State In-Home	142,429		142,429
13. State Alternative Care	31,465		31,465
14. State Care Management	80,228		80,228
15. St. ANS	12,458		12,458
16. St. Nursing Home Ombs (NHO)	-		-
17. Local Match			
a. Cash	248,750	45,000	293,750
b. In-Kind	20,250	41,000	61,250
18. State Respite Care (Escheat)	32,257		32,257
19. MATF	33,416		33,416
19. St. CG Support	4,122		4,122
20. TCM/Medicaid & MSO	50,000		50,000
21. NSIP		122,194	122,194
22. Program Income	87,775	195,000	282,775
TOTAL:	965,028	732,119	1,697,147

ADMINISTRATION				
Revenues		Local Cash	Local In-Kind	Total
Federal Administration	44,438	32,504	20,250	97,192
State Administration	7,681			7,681
MATF Administration	3,300	-	-	3,300
St. CG Support Administration	408	-	-	408
Other Admin	96,800			96,800
Total AIP Admin:	152,627	32,504	20,250	205,381

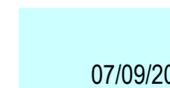
Expenditures		
	FTEs	
1. Salaries/Wages	5.30	163,616
2. Fringe Benefits		31,265
3. Office Operations		10,500
Total:		205,381

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
Branch County	15,515	Local Appropriation	20,250
St. Joseph County	16,989		
Total:	32,504	Total:	20,250

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.


Signature


Health Officer
Title


07/09/20
Date

FY 2021 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Branch-St. Joseph Area Agency

Budget Period:

10/01/20

to 09/30/21

Rev. 05/18/20

PSA: 3C

Date:

07/09/20

Rev. No.:

original

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Operating Standards For AA's

Op	Std	SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII A	Title VII B	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Suppl	TCM-Medicaid	Program Income	Cash Match	In-Kind Match	TOTAL	
A		Access Services																				
A-1		Care Management	24,500		29,000						80,228		12,458					50,000			8,000	204,186
A-2		Case Coord/supp			5,000			7,989													30,000	42,989
A-3		Disaster Advocacy & Outreach Program																				-
A-4		Information & Assis	20,192																		3,000	23,192
A-5		Outreach																				-
A-6		Transportation	29,000		6,000										8,000				22,000		28,000	93,000
A-7		Options Counseling																				-
B		In-Home																				
B-1		Chore	5,200																500		2,650	8,350
B-2		Home Care Assis	10,850						111,000	31,465									38,550		103,150	295,015
B-3		Home Injury Cntrl																				-
B-4		Homemaking																				-
B-6		Home Health Aide																				-
B-7		Medication Mgt							8,800													8,800
B-8		Personal Care																				-
B-9		Assistive Device&Tech							7,629													7,629
B-10		Respite Care							15,000						5,416				5,200		18,550	44,166
B-11		Friendly Reassure	7,100																		1,500	8,600
C-10		Legal Assistance	10,000																225		1,400	11,625
C		Community Services																				
C-1		Adult Day Services												22,000	20,000	4,122			20,000		31,250	97,372
C-2		Dementia ADC												10,257								10,257
C-6		Disease Prevent/Health Promtion		8,850															250		2,500	11,600
C-7		Health Screening																				-
C-8		Assist to Hearing Impaired & Deaf Cmty																				-
C-9		Home Repair	6,000																500		3,500	10,000
C-11		LTC Ombudsman	2,000																		15,750	17,750
C-12		Sr Ctr Operations																				-
C-13		Sr Ctr Staffing																				-
C-14		Vision Services																				-
C-15		Prevnt of Elder Abuse,Neglect,Exploitation																				-
C-16		Counseling Services	4,000																100		1,500	5,600
C-17		Creat.Conf.CG@ CCC																				-
C-18		Caregiver Supplmt Services																				-
C-19		Kinship Support Services			3,500														250		2,500	6,250
C-20		Caregiver E,S,T			10,697														200		8,000	18,897
*C-8		Program Develop	23,000																		6,000	29,000
		Region Specific																				
		Community Living Program Services	3,500																		1,100	4,600
		Gap Filling	5,500																		650	6,150
		c.																				-
		d.																				-
		7. CLP/ADRC Services																				-
Sp Co		8. MATF Adm													3,300							3,300
Sp Co		9. St CG Sup Adm														408						408
		SUPPRT SERV TOTAL	150,842	8,850	54,197	-	-	7,989	142,429	31,465	80,228	-	12,458	32,257	36,716	4,530	50,000	87,775	248,750	20,250		968,736

FY 2021 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Rev. 05/18/20

Agency: Branch-St. Joseph Area Agency Budget Period: 10/01/20 to 9/30/21
 PSA: 3C Date: 07/09/20 Rev. Number original

page 3 of 3

FY 2021 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	Nutrition Services									
C-3	Congregate Meals	89,904		2,676		32,000	80,000	15,000	6,000	225,580
B-5	Home Delivered Meals		101,626		133,769	90,194	115,000	30,000	35,000	505,589
C-4	Nutrition Counseling									-
C-5	Nutrition Education									-
	AAA RD/Nutritionist*	950								950
	Nutrition Services Total	90,854	101,626	2,676	133,769	122,194	195,000	45,000	41,000	732,119

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

FY 2021 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	LTC Ombudsman Ser									
C-11	LTC Ombudsman	2,000	-	-	-	-	-	15,750	-	17,750
C-15	Elder Abuse Prevention	-	-	-	-	-	-	-	-	-
	Region Specific	-	-	-	-	-	-	-	-	-
	LTC Ombudsman Ser Total	2,000	-	-	-	-	-	15,750	-	17,750

FY 2021 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore									-
B-4	Homemaking									-
B-2	Home Care Assistance									-
B-6	Home Health Aide									-
B-10	Meal Preparation/HDM									-
B-8	Personal Care									-
	Respite Service Total	-	-	-	-	-	-	-	-	-

FY 2021 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

Op Std	SERVICE CATEGORY	Title III-B	Title III-E				Program Income	Cash Match	In-Kind Match	TOTAL
	Kinship Ser. Amounts Only									
C-18	Caregiver Sup. Services	-					-		-	-
C-19	Kinship Support Services	-	3,500				250	2,500	-	6,250
C-20	Caregiver E,S,T	-	-				-	-	-	-
	Kinship Services Total	-	3,500				250	2,500	-	6,250

Planned Services Summary Page for FY 2021			PSA: 3C			
Service	Budgeted Funds	Percent of the Total	Method of Provision			
			Purchased	Contract	Direct	
ACCESS SERVICES						
Care Management	\$ 204,186	12.00%	x		x	
Case Coordination & Support	\$ 42,989	2.53%		x		
Disaster Advocacy & Outreach Program	\$ -	0.00%				
Information & Assistance	\$ 23,192	1.36%			x	
Outreach	\$ -	0.00%				
Transportation	\$ 93,000	5.47%		x		
Option Counseling	\$ -	0.00%				
IN-HOME SERVICES						
Chore	\$ 8,350	0.49%		x		
Home Care Assistance	\$ 295,015	17.35%		x		
Home Injury Control	\$ -	0.00%				
Homemaking	\$ -	0.00%	x			
Home Delivered Meals	\$ 505,589	29.73%		x		
Home Health Aide	\$ -	0.00%				
Medication Management	\$ 8,800	0.52%	x			
Personal Care	\$ -	0.00%	x			
Personal Emergency Response System	\$ 7,629	0.45%	x			
Respite Care	\$ 44,166	2.60%	x	x		
Friendly Reassurance	\$ 8,600	0.51%		x	x	
COMMUNITY SERVICES						
Adult Day Services	\$ 97,372	5.72%		x		
Dementia Adult Day Care	\$ 10,257	0.60%				
Congregate Meals	\$ 225,580	13.26%		x		
Nutrition Counseling	\$ -	0.00%				
Nutrition Education	\$ -	0.00%				
Disease Prevention/Health Promotion	\$ 11,600	0.68%		x		
Health Screening	\$ -	0.00%				
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%				
Home Repair	\$ 10,000	0.59%		x		
Legal Assistance	\$ 11,625	0.68%		x		
Long Term Care Ombudsman/Advocacy	\$ 17,750	1.04%		x		
Senior Center Operations	\$ -	0.00%				
Senior Center Staffing	\$ -	0.00%				
Vision Services	\$ -	0.00%				
Programs for Prevention of Elder Abuse,	\$ -	0.00%				
Counseling Services	\$ 5,600	0.33%		x		
Creating Confident Caregivers® (CCC)	\$ -	0.00%				
Caregiver Supplemental Services	\$ -	0.00%				
Kinship Support Services	\$ 6,250	0.37%		x		
Caregiver Education, Support, & Training	\$ 18,897	1.11%		x		
AAA RD/Nutritionist	\$ 950	0.06%		x		
PROGRAM DEVELOPMENT	\$ 29,000	1.71%			x	
REGION-SPECIFIC						
Community Living Program Services	\$ 4,600	0.27%		x		
Gap Filling	\$ 6,150	0.36%		x	x	
c.	\$ -	0.00%				
d.	\$ -	0.00%				
CLP/ADRC SERVICES						
	\$ -	0.00%				
SUBTOTAL SERVICES						
	\$ 1,697,147					
MATF & ST CG ADMINISTRATION						
	\$ 3,708	0.22%			x	
TOTAL PERCENT			100.00%	6.18%	86.21%	7.61%
TOTAL FUNDING		\$ 1,700,855		\$105,000	\$1,466,400	\$129,455

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

FY 2021 BUDGET REVIEW SPREADSHEET

Rev. 05/18/20

Agency:	Branch-St. Joseph of AAA Regions			Fiscal Year:	FY 2021
Date of SGA:	3/13/2020	SGA No.		Date Reviewed by AASA:	
Date of Budget:	07/09/20	Revision No.	original	Initials of Field Rep Approving:	
SGA CATEGORY	SGA AWARD	C/O AMOUNT	TOTAL	AAA COMMENTS	
Title III Administration	\$ 44,438		\$ 44,438		
State Administration	\$ 7,681		\$ 7,681		
Title III-B Services	\$ 150,842		\$ 150,842		Transfer request (See Appendix F)
Title III-C-1 Services	\$ 90,854		\$ 90,854		From (-) Title III C1 -\$60,000
Title III-C-2 Services	\$ 101,626		\$ 101,626		To Title III C2 +\$25,000
Federal Title III-D (Prev. Health)	\$ 8,850		\$ 8,850		To Title III B +\$35,000
Title III-E Services (NFCSP)	\$ 54,197		\$ 54,197		
Title VII/A Services (LTC Ombuds)	\$ -		\$ -		
Title VII/EAP Services	\$ -		\$ -		
St. Access	\$ 7,989		\$ 7,989		
St. In Home	\$ 142,429		\$ 142,429		
St. Congregate Meals	\$ 2,676		\$ 2,676		
St. Home Delivered Meals	\$ 133,769		\$ 133,769		
St. Alternative Care	\$ 31,465		\$ 31,465		
St. Aging Network Srv. (St. ANS)	\$ 12,458		\$ 12,458		
St. Respite Care (Escheats)	\$ 32,257		\$ 32,257		
Merit Award Trust Fund (MATF)	\$ 36,716		\$ 36,716		
St. Caregiver Support (St. CG Sup.)	\$ 4,530		\$ 4,530		
St. Nursing Home Ombuds (NHO)	\$ -		\$ -		
MSO Fund-LTC Ombudsman	\$ -		\$ -		
St. Care Mgt.	\$ 80,228		\$ 80,228		
NSIP	\$ 122,194		\$ 122,194		
			\$ -		
SGA TOTALS:	\$ 1,065,199	\$ -	\$ 1,065,199		
Administrative Match Requirements					
ADMINISTRATION	BUDGET	SGA	DIFFERENCE		
Federal Administration	\$ 44,438	\$ 44,438	\$ -	Minimum federal administration match amount	\$14,812
State Administration	\$ 7,681	\$ 7,681	\$ -	Administration match expended (State Adm. + Local Match)	\$60,435
				Is the federal administration matched at a minimum 25%?	Yes
				Does federal administration budget equal SGA?	Yes
Sub-Total:	\$ 52,119	\$ 52,119	\$ -	Does state administration budget equal SGA?	Yes
MATF	\$ 3,300				
ST CG Supp	\$ 408				
Local Administrative Match				Merit Award Trust Admin. & St. Caregiver Support Admin must be expended at or below 9% of	
Local Cash Match	\$ 32,504			Total Merit Award Trust Fund & St. Caregiver Support Admin. Funds budgeted:	8%
Local In-Kind Match	\$ 20,250			Is Merit Award Trust Fund & St CG Support Admin. budgeted at 9% or less?	Yes
Sub-Total:	\$ 52,754			Amount of MATF Funds budgeted on Adult Day Care	\$ 20,000
Other Admin	\$ 96,800			Is at least 50% of MATF budgeted on Adult Day Care services?	Yes
Total Administration:	\$ 205,381	\$ 205,381	\$ -	Title III-E Kinship Services Program Requirements	
SERVICES:	BUDGET	SGA	% BUDGETED	Are kinship services budgeted at > 5% of the AAA's Title III-E funding?	
Federal Title III-B Services	\$ 150,842	\$ 150,842	100.0000%		Yes
Fed. Title III C-1 (Congregate)	\$ 90,854	\$ 90,854	100.0000%	[note: see TL #369 & TL#2007-141]	
State Congregate Nutrition	\$ 2,676	\$ 2,676	100.0000%	For Agencies required to budget a minimum of \$25,000 of Title III-E requirement met?	N/A
Federal C-2 (HDM)	\$ 101,626	\$ 101,626	100.0000%	Title III-B Long Term Care Ombudsman Maintenance of Effort Requirements	
State Home Delivered Meals	\$ 133,769	\$ 133,769	100.0000%	Amount required from Transmittal Letter #428. (see cell L 42)	#N/A
Federal Title III-D (Prev. Health)	\$ 8,850	\$ 8,850	100.0000%	Budgeted amount Title III-B for LTC Ombudsman.	\$2,000
Federal Title III-E (NFCSP)	\$ 54,197	\$ 54,197	100.0000%	Is required maintenance of effort met?	#N/A
St. Access	\$ 7,989	\$ 7,989	100.0000%		
St. In Home	\$ 142,429	\$ 142,429	100.0000%		
St. Alternative Care	\$ 31,465	\$ 31,465	100.0000%	Service Match Requirements	
St. Care Mgt.	\$ 80,228	\$ 80,228	100.0000%	Minimum service match amount required	\$91,278
State Nursing Home Ombs (NHO)	\$ -	\$ -	#DIV/0!	Service matched budgeted: (Local Cash + In-Kind)	\$355,000
St ANS	\$ 12,458	\$ 12,458	100.0000%	Is the service allotment matched at a minimum 10%?	Yes
Sub-Total:	\$ 817,383	\$ 817,383	100.0000%		
Local Service Match				Miscellaneous Budget Requirements / Constraints	
Local Cash Match	\$ 293,750			Amounts budgeted for OAA / AASA Priority Services:	
Local In-Kind Match	\$ 61,250			Access:	\$73,692
				In-Home:	\$23,150
				Legal:	\$10,000
Sub-Total:	\$ 355,000			Total Budgeted for Priority Services:	\$106,842
Title VII/A Services (LTC Ombuds)	\$ -	\$ -	#DIV/0!	Are Access Services budgeted at minimum 10% of Original ACL Title III-B	Yes
Title VII/EAP Services	\$ -	\$ -	#DIV/0!	Are In Home Services budgeted at minimum 10% of Original ACL Title III-B	Yes
NSIP	\$ 122,194	\$ 122,194	100.0000%	Are Legal Services budgeted at minimum 6.5% of Original ACL Title III-B	Yes
St. Respite Care (Escheats)	\$ 32,257	\$ 32,257	100.0000%	(Actual % of Legal)	6.63%
MATF	\$ 33,416	\$ 33,416	100.0000%		
St. CG Support	\$ 4,122	\$ 4,122	100.0000%	Title III-B award w/o carryover or Transfers in current SGA	\$150,842
MSO Fund-LTC Ombudsman	\$ -	\$ -	#DIV/0!	Amount budgeted for Program Development:	\$23,000
TCM-Medicaid / CM	\$ 50,000			% of Title III-B Program Development (must be 20% or less):	15.0%
Program Income	\$ 282,775			Is Program Development budgeted at 20% or less?	Yes
				Title III-D allotment with carryover:	\$8,850
Total Services:	\$ 1,697,147			Amount budgeted for EBDP Activities, per TL#2012-244:	\$8,850
Grand Total: Ser.+ Admin.	\$ 1,902,528			Is 100% of Title III-D budgeted on APPROVED EBDP?	Yes

PRIORITY SERVICE SECTION

Access Services	III-B Budget Amount
a. Care Management	\$24,500
b. Case Coord/supp	
c. Disaster Advocacy	\$0
d. Information & Assis	\$20,192
e. Outreach	\$0
f. Transportation	\$29,000
g. Options Counseling	\$0
Access Total:	\$73,692

(AAA Regional Access Service)

In Home Services	III-B Budget Amount
a. Chore	\$5,200
b. Home Care Assis	\$10,850
c. Home Injury Cntrl	
d. Homemaking	
e. Home Health Aide	\$0
f. Medication Mgt	
g. Personal Care	
h. Assistive Device&Tech	\$0
i. Respite Care	\$0
j. Friendly Reassure	\$7,100
In Home Services Total:	\$23,150

(AAA Regional In-Home Service)
(AAA Regional In-Home Service)

Kinship Services	III-E Budget Amount
1. Caregiver Supplmt - Kinship Amount Only	
2. Kinship Support	\$3,500
3. Caregiver E,S,T - Kinship Amount Only	\$0
	\$0
Kinship Services Total:	\$3,500

(Other Title III-E Kinship Service)
(Other Title III-E Kinship Service)

Title III-B Transfers reflected in SGA	Title III-B Award
Title III-B award w/o carryover in SGA	\$150,842
a. Amt. Transferred into Title III-B	
b. Amt. Transferred out of Title III-B	
AoA Title III-B Award Total:	\$150,842

(Use ONLY If SGA Reflects Transfers)

(Always Enter Positive Number)
(Always Enter Positive Number)

NOTE: AoA Title III Part B award for the current FY means total award from AoA without carryover or transfers.

**FY 2021 Annual Implementation Plan
Direct Service Budget Detail #1**

AAA: Branch-St. Joseph Area Agency on Aging

FISCAL YEAR: FY 2021

SERVICE: Care Management

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	24,550		58,000		16,500		15,000	114,050
Fringe Benefits	4,250		4,686		3,500		3,500	15,936
Travel	2,750				1,500			4,250
Training	1,500				500			2,000
Supplies	1,200				500			1,700
Occupancy	1,250				750			2,000
Communications	2,000							2,000
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)	16,000		30,000		9,254		31,500	86,754
								0
Totals	53,500	0	92,686	0	32,504	0	50,000	228,690

SERVICE AREA: Branch & St. Joseph Counties

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? ___ Yes XX No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #1

FY 2021

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
County Appropriation	32,504				
Medicaid Targeted Case Management			50,000		
Totals	32,504	0	50,000	0	

Difference 0 0 0 0
 OK OK OK

**FY 2021 Annual Implementation Plan
Direct Service Budget Detail #2**

AAA: Branch-St. Joseph Area Agency on Aging

FISCAL YEAR: FY 2021

SERVICE: Information & Assistance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	18,500					3,000		21,500
Fringe Benefits	1,692							1,692
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	20,192	0	0	0	0	3,000	0	23,192

SERVICE AREA: Branch & St. Joseph Counties

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe:

Explanation for Other Expenses:

SCHEDULE OF MATCH & OTHER RESOURCES #2

FY 2021

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Appropriation		3,000			
Totals	0	3,000	0	0	

Difference

OK

OK

OK

**FY 2021 Annual Implementation Plan
Direct Service Budget Detail #3**

AAA: Branch-St. Joseph Area Agency on Aging

FISCAL YEAR: FY 2021

SERVICE: Friendly Reassurance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	2,500					1,500		4,000
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	2,500	0	0	0	0	1,500	0	4,000

SERVICE AREA: Branch & St. Joseph counties

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? XX Yes ___ No

If yes, please describe: New direct service, as outlined in FY2021 AIP

SCHEDULE OF MATCH & OTHER RESOURCES #3

FY 2021

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Local Appropriation		1,500			
Totals	0	1,500	0	0	

Difference

0

0

0

OK

OK

OK

**FY 2021 Annual Implementation Plan
Direct Service Budget Detail #4**

AAA: Branch-St. Joseph Area Agency on Aging

FISCAL YEAR: FY 2021

SERVICE: _____

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	0	0	0	0	0	0	0	0

SERVICE AREA: _____

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES #4

FY 2021

SOURCE OF FUNDS	MATCH		OTHER RESOURCES		Explanation for Other Expenses:
	VALUE		VALUE		
	Cash	In-Kind	Cash	In-Kind	
Totals	0	0	0	0	

Difference 0 0 0 0
 OK OK OK

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

FISCAL YEAR 2019-2020

Amendment #3

July 23, 2020

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

TOTAL REVENUES:

TOTAL REVENUES	State/Federal	ELPHS	COUNTY APPROP.	FEEES OTHER	Difference
OCTOBER 2019 - SEPTEMBER 2020	\$ 7,765,083	\$4,062,441	\$1,061,220	\$ 720,099	\$ 1,921,323
	52.3%	13.7%	9.3%	24.7%	

Amendment #3 - 7/23/2020

TOTAL REVENUES:
\$ 7,765,083

AMEND #2 Budget REVENUES:

\$ 18,317
\$ 7,746,766
\$ -

OTHER:

Salary/Fringe Payoff 008	\$ 70,000				\$ 70,000	\$0.00	\$ 70,000
Capital Improvements 023	\$ 25,000	\$ -	\$ -	\$ 25,000		\$0.00	\$ 25,000
MERS Pension Underfundt 024	\$ 682,178			\$ 72,590	\$ 609,588	\$72,178.00	\$ 610,000
Dental Clinic - St. Joseph C. 021	\$ 33,300	\$ -	\$ -	\$ -	\$ 33,300	\$0.00	\$ 33,300
Dental Clinic - Hillsdale Co. 029	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	\$0.00	\$ 8,000
TOTAL	\$ 818,478	\$ -	\$ -	\$ 97,590	\$ 720,888	\$72,178.00	\$ 746,300

CORE SUPPORT SERVICES:

General Administration 010	\$ 75,716	\$ -	\$ -	\$ -	\$ 75,716	\$0.00	\$ 75,716
Area Agency on Aging 012	\$ 1,498,648	\$ 1,465,978	\$ -	\$ -	\$ 32,670	\$0.00	\$ 1,498,648
VOCA 014	\$ 207,293	\$ 205,743	\$ -	\$ -	\$ 1,550	\$0.00	\$ 207,293
Emergency Preparedness 032	\$ 183,114	\$ 140,242	\$ -	\$ 42,872		\$278.00	\$ 182,836
TOTAL CORE SUPPORT	\$ 1,964,771	\$ 1,811,963	\$ -	\$ 42,872	\$ 109,936	\$278.00	\$ 1,964,493

PREVENTION SERVICES:

Outbreak Response - Hep , 034	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$0.00	\$ 25,000
COVID-19 Response 038	\$ 485,637	\$ 267,586	\$ -	\$ 218,051		\$75,500.00	\$ 410,137
Medicaid Enrollment (OR) 107	\$ 85,244	\$ 42,622	\$ -	\$ 42,622		\$132.00	\$ 85,112
WIC Breastfeeding 108	\$ 93,504	\$ 78,535	\$ -	\$ 14,969	\$ -	\$225.00	\$ 93,279
WIC - Women, Infants, & C 109	\$ 935,652	\$ 908,156	\$ -	\$ 19,996	\$ 7,500	\$1,326.00	\$ 934,326
CSHCS Medicaid Outreach 112	\$ 35,692	\$ 12,446	\$ -	\$ 23,246		\$385.00	\$ 35,307
MCH Enabling Women 115	\$ 55,375	\$ 55,375	\$ -	\$ -	\$ -	\$0.00	\$ 55,375
Immunization IAP (Private) 138	\$ 648,210	\$ 372,347	\$ -	\$ -	\$ 275,863	\$2,564.00	\$ 645,646
Children's Special Health C 325	\$ 196,729	\$ 186,729	\$ -	\$ -	\$ 10,000	\$0.00	\$ 196,729
School Vision 326	\$ 84,958	\$ -	\$ 48,509	\$ 7,030	\$ 29,419	(\$11,721.00)	\$ 96,679
School Hearing 327	\$ 90,441	\$ -	\$ 48,509	\$ 10,015	\$ 31,917	(\$12,135.00)	\$ 102,576
MCH Enabling Children 329	\$ 39,034	\$ 39,034	\$ -	\$ -	\$ -	\$0.00	\$ 39,034
STD Prevention & Control 331	\$ 133,485	\$ -	\$ 98,026	\$ 34,061	\$ 1,398	(\$11,393.00)	\$ 144,878
HIV Prevention & Control 332	\$ 27,285	\$ 20,000	\$ -	\$ 7,285	\$ -	(\$3,475.00)	\$ 30,760
Immunization Vaccine Hant 338	\$ 342,454	\$ 36,581	\$ 165,117	\$ 3,493	\$ 137,263	(\$60,672.00)	\$ 403,126
Infectious Disease 341	\$ 257,541	\$ 180	\$ 196,652	\$ 13,730	\$ 46,979	(\$9,937.00)	\$ 267,478
Lead Testing 345	\$ 25,218	\$ 5,500	\$ -	\$ 19,718	\$ -	\$38.00	\$ 25,180
TOTAL PREVENTION	\$ 3,561,459	\$ 2,050,091	\$ 556,813	\$ 414,216	\$ 540,339	(\$29,163.00)	\$ 3,590,622

HEALTH PROMOTION:

Workforce Development 101	\$ 46,584	\$ 44,135	\$ -	\$ 2,449	\$ -	\$14.00	\$ 46,570
Medical Marijuana BR 212	\$ 19,270	\$ 19,270	\$ -	\$ -		\$0.00	\$ 19,270
Medical Marijuana HD 230	\$ 14,313	\$ 14,313	\$ -	\$ -		\$0.00	\$ 14,313
Medical Marijuana SJ 275	\$ 13,321	\$ 9,273	\$ -	\$ 4,048		\$14.00	\$ 13,307
Tel-A-Health, Coldwater 321	\$ 42,190	\$ -	\$ -	\$ 13,140	\$ 29,050	\$80.00	\$ 42,110
TOTAL HEALTH PROMOTION	\$ 135,678	\$ 86,991	\$ -	\$ 19,637	\$ 29,050	\$108.00	\$ 135,570

ENVIRONMENTAL HEALTH PROTECTION

General Environmental Her 605	\$ 35,243	\$ 9,276	\$ -	\$ 8,722	\$ 17,245	\$61.00	\$ 35,182
Food Protection 704	\$ 435,034	\$ -	\$ 159,151	\$ 17,761	\$ 258,122	(\$26,725.00)	\$ 461,759
Onsite Sewage 714	\$ 336,616	\$ 18,700	\$ 182,499	\$ 34,613	\$ 100,804	\$583.00	\$ 336,033
Drinking Water Supply 721	\$ 336,616	\$ 1,400	\$ 162,757	\$ 53,655	\$ 118,804	\$583.00	\$ 336,033
PFAS - Mendon 722	\$ 4,864	\$ -	\$ -	\$ -	\$ 4,864	\$0.00	\$ 4,864
PFAS - White Pigeon 723	\$ 21,271	\$ -	\$ -	\$ -	\$ 21,271	(\$3.00)	\$ 21,274
Type II Water 745	\$ 83,344	\$ 57,020	\$ -	\$ 26,324	\$ -	\$156.00	\$ 83,188
Vector Borne Disease Surv 035	\$ 31,709	\$ 27,000	\$ -	\$ 4,709		\$261.00	\$ 31,448
TOTAL ENVIRONMENTAL HEALTH	\$ 1,284,697	\$ 113,396	\$ 504,407	\$ 145,784	\$ 521,110	(\$25,084.00)	\$ 1,309,781

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

OCTOBER 2019- SEPTEMBER 2020

TOTAL EXPENSES

Amendment #3 7/23/2020	Original Budget 2019-20	Amendment 1 Budget 2019-20	Amendment 2 Budget 2019-20	Amendment 3 Budget 2019-20	DIFFERENCE
	\$ 6,345,356	\$ 7,250,202	\$ 7,746,766	\$ 7,765,083	18,317
	\$ -	\$ -			
OTHER:					
Salary/Fringe Payoff	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0
Capital Improvements	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0
MERS Pension Underfunded	\$ 22,590	\$ 610,000	\$ 610,000	\$ 682,178	72,178
Dental Clinic - St. Joseph Co.	\$ 33,300	\$ 33,300	\$ 33,300	\$ 33,300	0
Dental Clinic - Hillsdale Co.	\$ 7,000	\$ 8,000	\$ 8,000	\$ 8,000	0
TOTAL OTHER	\$ 132,890	\$ 746,300	\$ 746,300	\$ 818,478	72,178
CORE SUPPORT SERVICES:					
General Administration	\$ 59,416	\$ 69,914	\$ 75,716	\$ 75,716	0
Area Agency on Aging	\$ 1,236,679	\$ 1,200,801	\$ 1,498,648	\$ 1,498,648	0
VOCA	\$ 199,751	\$ 205,743	\$ 207,293	\$ 207,293	0
Emergency Preparedness	\$ 157,690	\$ 181,251	\$ 182,836	\$ 183,114	278
TOTAL CORE SUPPORT	\$ 1,653,536	\$ 1,657,709	\$ 1,964,493	\$ 1,964,771	278
PREVENTION SERVICES:					
Outbreak Response - Hep A	\$ -	\$ -	\$ 25,000	\$ 25,000	0
COVID-19 Response	\$ -	\$ -	\$ 410,137	\$ 485,637	75,500
Medicaid Outreach	\$ 180,270	\$ 171,920	\$ 85,112	\$ 85,244	132
WIC - Breastfeeding	\$ 96,895	\$ 95,825	\$ 93,279	\$ 93,504	225
WIC - Women, Infants, & Children	\$ 927,872	\$ 996,127	\$ 934,326	\$ 935,652	1,326
CSHCS Medicaid Outreach	\$ 45,116	\$ 55,119	\$ 35,307	\$ 35,692	385
MCH Enabling Women	\$ 58,033	\$ 60,081	\$ 55,375	\$ 55,375	0
Immunization Clinics	\$ 700,193	\$ 739,402	\$ 645,646	\$ 648,210	2,564
Immuization/Vaccine Handling	\$ 416,808	\$ 416,027	\$ 403,128	\$ 342,454	(60,674)
Children's Special Health Care Services	\$ 183,879	\$ 196,729	\$ 196,729	\$ 196,729	0
School Vision & Hearing Clinics	\$ 162,821	\$ 177,949	\$ 199,254	\$ 175,399	(23,855)
MCH Enabling Children	\$ 47,541	\$ 39,034	\$ 39,034	\$ 39,034	0
STD Prevention & Control	\$ 133,147	\$ 149,117	\$ 144,878	\$ 133,485	(11,393)
HIV Prevention & Control	\$ 32,668	\$ 35,154	\$ 30,760	\$ 27,285	(3,475)
Infectious Disease	\$ 256,554	\$ 272,814	\$ 267,478	\$ 257,541	(9,937)
Lead Testing	\$ 18,302	\$ 20,895	\$ 25,180	\$ 25,218	38
TOTAL PREVENTION	\$ 3,260,099	\$ 3,426,193	\$ 3,590,623	\$ 3,561,459	(29,164)
HEALTH PROMOTION:					
Medical Marihuana BR	\$ -	\$ -	\$ 19,270	\$ 19,270	0
Medical Marihuana HD	\$ -	\$ -	\$ 14,313	\$ 14,313	0
Medical Marihuana SJ	\$ -	\$ -	\$ 13,307	\$ 13,321	14
Workforce Development	\$ 44,515	\$ 50,182	\$ 46,570	\$ 46,584	14
Tel-A-Health	\$ 40,545	\$ 41,424	\$ 42,110	\$ 42,190	80
TOTAL HEALTH PROMOTION	\$ 85,060	\$ 91,606	\$ 135,570	\$ 135,678	108
ENVIRONMENTAL HEALTH PROTECTION					
General Environmental Health	\$ 31,756	\$ 29,289	\$ 35,182	\$ 35,243	61
Food Protection	\$ 447,730	\$ 488,289	\$ 461,760	\$ 435,034	(26,726)
Onsite Sewage	\$ 327,018	\$ 351,469	\$ 336,032	\$ 336,616	584
Drinking Water Supply	\$ 327,018	\$ 351,469	\$ 336,032	\$ 336,616	584
PFAS - Mendon	\$ -	\$ -	\$ 4,864	\$ 4,864	0
PFAS - White Pigeon	\$ -	\$ -	\$ 21,274	\$ 21,271	(3)
Type II Water	\$ 80,249	\$ 83,492	\$ 83,188	\$ 83,344	156
Vector Borne	\$ -	\$ 24,386	\$ 31,448	\$ 31,709	261
TOTAL ENVIRONMENTAL HEALTH	\$ 1,213,771	\$ 1,328,394	\$ 1,309,780	\$ 1,284,697	(25,083)

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	Prepared By: Brenae Corbeil & Theresa Fisher					
	Approved By: Board of Health					
	008	009	010	012	014	021
Amendment #3 EXPENDITURE CATEGORY:	SALARYFRINGE PAYOFF	SPACE ALLOCATION	GENERAL ADMINISTRATION	AREA AGENCY ON AGING	VOCA	DENTAL CLINIC THREE RIVERS
1. SALARIES & WAGES	70,000		353,467	194,522	92,467	
2. FRINGE BENEFITS		-	186,489	73,321	46,202	
3. CAP EXP FOR EQUIP & FAC		-	-	-		-
4. CONTRACTUAL (SUBCONTRACTS)		-	-	1,136,937	1,500	-
5. OTHER EXPENSES:		-	-	-		-
6. SUPPLIES		-	22,850	2,200	8,424	-
7. TRAVEL		-	9,000	10,000	11,000	-
8. COMMUNICATIONS		-	21,000	1,200	1,000	-
9. COUNTY/CITY CENTRAL SERVICES		-	-	-		-
10. SPACE COSTS		349,880	-	-		-
11. ALL OTHERS (ADP & MISC.)			122,831	19,147	14,585	33,300
12. TOTAL DIRECT EXPENDITURES	70,000	349,880	715,637	1,437,327	175,178	33,300
13. ADMINISTRATIVE INDIRECT EXP		-	(787,966)	58,833	30,460	-
21.96566%						
15. TOTAL DIRECT & ADM EXP	70,000	349,880	(72,329)	1,496,160	205,638	33,300
16. OTHER COST DISTRIBUTIONS:						
Prevention Serv. Administration						
Community Health Services						
Community Stablization						
Immunization Distribution						
CSHCS Distribution						
General Environmental Distribution						
Communcial Disease Distribution						
Space Allocation		(349,880)	148,045	2,488	1,655	-
17. TOTAL EXPENDITURES	70,000	-	75,716	1,498,648	207,293	33,300
			863,682			
Exclusion Items:						
18. FEES 1ST & 2ND PARTY		-	20	-		-
19. FEES & COLLECTIONS 3RD PARTY		-	-	-		-
20. FED/STATE FUNDING (NON-MDCH)		-	-	1,465,978	205,743	
21. LOCAL (NON-LPHO)		-	-	-		-
MATCH FOR FULL COST REIMB.		-	-	-		-
FULL COST REIMB.						
OTHER	70,000	-	75,696	32,670	1,550	33,300
BCCF Funds		-	-	-		-
MCDC Excess Dental Revenue		-	-	-		-
		-	-	-		-
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:	70,000	-	75,716	1,498,648	207,293	33,300
Net Allowable Expenditures			-			
			-			
27. NET ALLOWABLE EXPENDITURES	-	-	-	0	(0)	-
27. STATE ELPHS		-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	-	-	0	(0)	-

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	023	024	029	032 - 9 Mth	32 - 3 Mth	34
Amendment #3 EXPENDITURE CATEGORY:	CAPITAL IMPROVEMENTS	MERS PENSION UNDERFUNDED	DENTAL CLINIC HILLSDALE	PUBLIC HEALTH EMERG. PREP.	PUBLIC HEALTH EMERG. PREP.	HEP A
1. SALARIES & WAGES				56,088	19,361	-
2. FRINGE BENEFITS		682,178		29,262	10,561	-
3. CAP EXP FOR EQUIP & FAC	-	-	-			
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-			
5. OTHER EXPENSES:	-	-	-			
6. SUPPLIES	-	-	-	5,580	1,000	-
7. TRAVEL	-	-	-	3,000	1,000	-
8. COMMUNICATIONS	-	-	-	17,000	8,100	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-			
10. SPACE COSTS	-	-	-			
11 .ALL OTHERS (ADP & MISC.)	25,000	-	8,000	2,692	2,850	25,000
12. TOTAL DIRECT EXPENDITURES	25,000	682,178	8,000	113,622	42,872	25,000
13. ADMINISTRATIVE INDIRECT EXP	-	-	-	18,748	6,573	-
21.96566%						
15. TOTAL DIRECT & ADM EXP	25,000	682,178	8,000	132,370	49,445	25,000
16. OTHER COST DISTRIBUTIONS:						
Prevention Serv. Administration						
Community Health Services						
Community Stabilization						
Immunization Distribution						
CSHCS Distribution						
General Environmental Distribution						
Communcial Disease Distribution						
Space Allocation	-	-	-	975	325	
17. TOTAL EXPENDITURES	25,000	682,178	8,000	133,345	49,770	25,000
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.	-	-	-	10,789	3,235	
FULL COST REIMB.		587,588				
OTHER	-	22,000	8,000			
BCCF Funds	-	-	-			
MCDC Excess Dental Revenue	-	-	-			
22. OTHER NON-LPHO	-	-	-			
23. MDCH - NON-CPBC	-	-	-			
24. MDCH - CPBC HIV Testing	-	-	-			
VFC Visits	-	-	-			
Care Coordination						
Nurse Ed						
MCH Block Grant	-	-	-			
State Allocation	-	-	-	107,889	32,353	25,000
25. TOTAL MDCH - CPBC	-	-	-	107,889	32,353	25,000
26. TOTAL EXCLUSIONS:	-	609,588	8,000	118,678	35,588	25,000
Net Allowable Expenditures						
27. NET ALLOWABLE EXPENDITURES	25,000	72,590	-	14,667	14,182	-
27. STATE ELPHS	-	-	-			
28. COUNTY APPROPRIATIONS	25,000	72,590	-	14,667	14,182	-

Annual Budget for

Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	35	38	101	107	108
	Amendment #3 VECTOR BORNE DISEASE	COVID 19 3/1/20-9/30/20	WORKFORCE 10/1/19-9/30/20	MEDICAID OUTREACH	WIC BREASTFEEDING
1. SALARIES & WAGES	18,734	242,921	3,864	36,045	48,633
2. FRINGE BENEFITS	1,794	143,388	1,684	21,871	6,571
3. CAP EXP FOR EQUIP & FAC			-	-	-
4. CONTRACTUAL (SUBCONTRACTS)			-	-	-
5. OTHER EXPENSES:			-	-	-
6. SUPPLIES	400	2,600	50	725	1,770
7. TRAVEL	6,000	5,000	100	1,500	2,800
8. COMMUNICATIONS	30	500	50	100	800
9. COUNTY/CITY CENTRAL SERVICES			-	-	-
10. SPACE COSTS			-	-	-
11 .ALL OTHERS (ADP & MISC.)	212	3,633	39,550	2,500	3,400
12. TOTAL DIRECT EXPENDITURES	27,170	398,042	45,298	62,741	63,974
13. ADMINISTRATIVE INDIRECT EXP	4,509	84,855	1,219	12,722	12,126
21.96566%					
15. TOTAL DIRECT & ADM EXP	31,679	482,897	46,517	75,463	76,100
16. OTHER COST DISTRIBUTIONS:					
Prevention Serv. Administration				5,395	5,143
Community Health Services				3,487	3,487
Community Stablization					
Immunization Distribution				-	
CSHCS Distribution					
General Environmental Distribution					
Communcal Disease Distribution					-
Space Allocation	30	2,740	67	899	8,775
17. TOTAL EXPENDITURES	31,709	485,637	46,584	85,244	93,505
Exclusion Items:					
18. FEES 1ST & 2ND PARTY			-	-	-
19. FEES & COLLECTIONS 3RD PARTY			-	-	-
20. FED/STATE FUNDING (NON-MDCH)			-	42,622	-
21. LOCAL (NON-LPHO)			-	-	-
MATCH FOR FULL COST REIMB.			-	42,622	-
FULL COST REIMB.					
OTHER				-	-
BCCF Funds			-	-	-
MCDC Excess Dental Revenue			-	-	-
22. OTHER NON-LPHO			-	-	-
23. MDCH - NON-CPBC			-	-	-
24. MDCH - CPBC HIV Testing			-	-	-
VFC Visits			-	-	-
Care Coordination					
Nurse Ed					
MCH Block Grant			-	-	-
State Allocation	27,000	267,586	44,135	-	78,535
25. TOTAL MDCH - CPBC	27,000	267,586	44,135	-	78,535
26. TOTAL EXCLUSIONS:	27,000	267,586	44,135	85,244	78,535
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	4,709	218,051	2,449	-	14,970
27. STATE ELPHS			-	-	-
28. COUNTY APPROPRIATIONS	4,709	218,051	2,449	-	14,970

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	109	112	115	138	199	200
Amendment #3 EXPENDITURE CATEGORY:	WIC RESIDENTIAL	CSHCS MEDICAID OUTREACH	MCH ENABLING WOMEN	IMMUNIZATION/ IAP	PREVENTION SERV ADM.	ELPHS MARKETING
1. SALARIES & WAGES	410,270		17,743	183,289	50,176	5,760
2. FRINGE BENEFITS	200,389		4,679	82,246	13,801	441
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)		-	-	-	-	
5. OTHER EXPENSES:	-	-	-	-	-	
6. SUPPLIES	22,300	-	1,250	212,900	360	300
7. TRAVEL	10,000	-	200	3,800	1,400	500
8. COMMUNICATIONS	2,300	-	50	600	500	200
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-	
10. SPACE COSTS	-	-	-	-	-	
11 .ALL OTHERS (ADP & MISC.)	58,875	-	20,541	312,123	435	200
12. TOTAL DIRECT EXPENDITURES	704,134	-	44,463	794,958	66,672	7,401
13. ADMINISTRATIVE INDIRECT EXP	134,135	-	4,925	58,327	14,053	1,362
21.96566%			-			
15. TOTAL DIRECT & ADM EXP	838,269	-	49,388	853,285	80,725	8,763
16. OTHER COST DISTRIBUTIONS:						
Prevention Serv. Administration	56,886		2,089	24,736.00	(149,484)	
Community Health Services	3,487		3,487	3,487		
Community Stablization						(8,863)
Immunization Distribution				(250,000)	-	
CSHCS Distribution		35,692		-		
General Environmental Distribution				-		
Communcial Disease Distribution	-					
Space Allocation	37,010	-	411	16,702	68,759	100
17. TOTAL EXPENDITURES	935,652	35,692	55,375	648,210	(0)	0
Exclusion Items:						
18. FEES 1ST & 2ND PARTY	-	-	-	12,000	-	
19. FEES & COLLECTIONS 3RD PARTY	7,500	-	-	92,656	-	
20. FED/STATE FUNDING (NON-MDCH)		12,446		300,000		
21. LOCAL (NON-LPHO)	-	-	-	-	-	
MATCH FOR FULL COST REIMB.	-	12,446	-	-	-	
FULL COST REIMB.				168,707		
OTHER				2,500	-	
BCCF Funds	-	-	-	-	-	
MCDC Excess Dental Revenue	-	-	-	-	-	
	-	-	-	-	-	
22. OTHER NON-LPHO	-	-	-	-	-	
23. MDCH - NON-CPBC	-	-	-	-	-	
24. MDCH - CPBC HIV Testing	-	-	-	-	-	
VFC Visits	-	-	-	-	-	
Care Coordination						
Nurse Ed						
MCH Block Grant	-	-	55,375		-	
State Allocation	908,156	-	-	72,347	-	
25. TOTAL MDCH - CPBC	908,156	-	55,375	72,347	-	-
26. TOTAL EXCLUSIONS:	915,656	24,892	55,375	648,210	-	-
Net Allowable Expenditures						
27. NET ALLOWABLE EXPENDITURES	19,996	10,800	0	(0)	(0)	-
27. STATE ELPHS	-	-	-	-	-	
28. COUNTY APPROPRIATIONS	19,996	10,800	0	(0)	(0)	-

Annual Budget for

Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	212	230	255	275	321	325
Amendment #3 EXPENDITURE CATEGORY:	MED MARIJUANA BRANCH	MED MARIJUANA HILLSDALE	COMMUNITY HEALTH SERVICES	MED MARIJUANA ST JOSEPH	CHC-TELE A HEALTH	CSHCS OR & ADVOCACY
1. SALARIES & WAGES	6,001	4,784	26,195	3,955	26,149	122,649
2. FRINGE BENEFITS	3,072	2,625	13,611	2,129	6,924	29,463
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-	-
6. SUPPLIES	600	600	600	600	410	2,900
7. TRAVEL	500	500	1,000	500	600	5,000
8. COMMUNICATIONS	-	-	200	-	20	350
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-	-
11. ALL OTHERS (ADP & MISC.)	7,042	4,101	1,325	4,760	250	16,536
12. TOTAL DIRECT EXPENDITURES	17,215	12,610	42,931	11,944	34,353	176,898
13. ADMINISTRATIVE INDIRECT EXP	1,993	1,627	8,744	1,336	7,265	33,412
21.96566%						
15. TOTAL DIRECT & ADM EXP	19,208	14,237	51,675	13,280	41,618	210,310
16. OTHER COST DISTRIBUTIONS:						
Prevention Serv. Administration	-	-	-	-	-	14,170
Community Health Services			(52,276)			3,487
Community Stablization						
Immunization Distribution	-	-		-		
CSHCS Distribution						(35,692)
General Environmental Distribution						-
Communcial Disease Distribution						
Space Allocation	62	76	601	41	572	4,454
17. TOTAL EXPENDITURES	19,270	14,313	(0)	13,321	42,190	196,729
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.					-	-
FULL COST REIMB.						
OTHER					29,050	10,000
BCCF Funds					-	-
MCDC Excess Dental Revenue					-	-
22. OTHER NON-LPHO					-	-
23. MDCH - NON-CPBC					-	-
24. MDCH - CPBC HIV Testing					-	-
VFC Visits					-	-
Care Coordination						70,000
Nurse Ed						
MCH Block Grant					-	-
State Allocation	19,270	14,313		9,273	-	116,729
25. TOTAL MDCH - CPBC	19,270	14,313	-	9,273	-	186,729
26. TOTAL EXCLUSIONS:	19,270	14,313	-	9,273	29,050	196,729
Net Allowable Expenditures						
27. NET ALLOWABLE EXPENDITURES	(0)	0	(0)	4,048	13,140	0
27. STATE ELPHS	-	-	-	-	-	-
28. COUNTY APPROPRIATIONS	(0)	0	(0)	4,048	13,140	0

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	326	327	329	331	332	338
	VISION	HEARING	MCH - ENABLING SERVICES CHILDREN	SEXUAL TRANS. DISEASES	HIV PREVENTION	IMMUNIZATION/ VACCINE HANDLING
Amendment #3 EXPENDITURE CATEGORY:						
1. SALARIES & WAGES	32,205	31,547	11,860	53,386	11,165	37,684
2. FRINGE BENEFITS	23,327	23,818	4,143	25,936	5,884	19,602
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-	-
6. SUPPLIES	1,475	700	10,900	2,225	345	450
7. TRAVEL	2,200	2,800	75	850	300	300
8. COMMUNICATIONS	200	300	25	200	50	2,000
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	3,225	9,000	3,329	17,655	400	9,000
12. TOTAL DIRECT EXPENDITURES	62,632	68,165	30,332	100,252	18,144	69,036
13. ADMINISTRATIVE INDIRECT EXP	12,198	12,161	3,515	17,424	3,745	12,583
21.96566%						
15. TOTAL DIRECT & ADM EXP	74,830	80,326	33,847	117,676	21,889	81,619
16. OTHER COST DISTRIBUTIONS:						
Prevention Serv. Administration	5,173	5,158	1,491	7,389	1,588.00	5,336
Community Health Services	3,487	3,487	3,487	3,487	3,481	3,481
Community Stablization	419	418		599		432
Immunization Distribution						250,000
CSHCS Distribution						-
General Environmental Distribution						-
Communcial Disease Distribution						
Space Allocation	1,049	1,053	209	4,335	326	1,584
17. TOTAL EXPENDITURES	84,958	90,442	39,034	133,486	27,284	342,452
Exclusion Items:						
18. FEES 1ST & 2ND PARTY	11,000	6,500		800	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-		-	-	37,660
20. FED/STATE FUNDING (NON-MDCH)						
21. LOCAL (NON-LPHO)	-	-		-	-	-
MATCH FOR FULL COST REIMB.						
FULL COST REIMB.	18,000	25,000				99,000
OTHER	419	418		599		602
BCCF Funds	-	-		-	-	-
MCDC Excess Dental Revenue	-	-		-	-	-
	-	-		-	-	-
22. OTHER NON-LPHO	-	-		-	-	-
23. MDCH - NON-CPBC	-	-		-	-	-
24. MDCH - CPBC HIV Testing	-	-		-	-	-
VFC Visits	-	-		-	-	3,500
Care Coordination						
Nurse Ed						400
MCH Block Grant	-	-	39,034	-	-	-
State Allocation	-	-			20,000	32,681
25. TOTAL MDCH - CPBC	-	-	39,034	-	20,000	36,581
26. TOTAL EXCLUSIONS:	29,419	31,918	39,034	1,399	20,000	173,843
Net Allowable Expenditures						
27. NET ALLOWABLE EXPENDITURES	55,539	58,524	0	132,087	7,284	168,609
27. STATE ELPHS	48,509	48,509		98,026	-	165,117
28. COUNTY APPROPRIATIONS	7,030	10,015	0	34,061	7,284	3,492

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	341
Amendment #3 EXPENDITURE CATEGORY:	INFECTIOUS DISEASE
1. SALARIES & WAGES	100,005
2. FRINGE BENEFITS	42,621
3. CAP EXP FOR EQUIP & FAC	-
4. CONTRACTUAL (SUBCONTRACTS)	-
5. OTHER EXPENSES:	-
6. SUPPLIES	32,520
7. TRAVEL	1,700
8. COMMUNICATIONS	450
9. COUNTY/CITY CENTRAL SERVICES	-
10. SPACE COSTS	-
11 .ALL OTHERS (ADP & MISC.)	28,142
12. TOTAL DIRECT EXPENDITURES	205,438
13. ADMINISTRATIVE INDIRECT EXP	31,329
21.96566%	
15. TOTAL DIRECT & ADM EXP	236,767
16. OTHER COST DISTRIBUTIONS:	
Prevention Serv. Administration	13,286
Community Health Services	3,481
Community Stablization	1,076
Immunization Distribution	
CSHCS Distribution	
General Environmental Distribution	
Communcal Disease Distribution	
Space Allocation	2,930
17. TOTAL EXPENDITURES	257,540
Exclusion Items:	
18. FEES 1ST & 2ND PARTY	100
19. FEES & COLLECTIONS 3RD PARTY	45,803
20. FED/STATE FUNDING (NON-MDCH)	
21. LOCAL (NON-LPHO)	-
MATCH FOR FULL COST REIMB.	-
FULL COST REIMB.	
OTHER	1,076
BCCF Funds	-
MCDC Excess Dental Revenue	-
	-
22. OTHER NON-LPHO	-
23. MDCH - NON-CPBC	-
24. MDCH - CPBC HIV Testing	-
VFC Visits	-
Care Coordination	
Nurse Ed	
MCH Block Grant	-
State Allocation	180
25. TOTAL MDCH - CPBC	180
26. TOTAL EXCLUSIONS:	47,159
Net Allowable Expenditures	
27. NET ALLOWABLE EXPENDITURES	210,381
27. STATE ELPHS	196,652
28. COUNTY APPROPRIATIONS	13,729

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	345	605	704	714	721	722
Amendment #3 EXPENDITURE CATEGORY:	LEAD TESTING	GENERAL ENVIRO. HEALTH	FOOD PROTECTION	ONSITE SEWAGE DISPOSAL	DRINKING WATER SUPPLY	PFAS Mendon
1. SALARIES & WAGES	14,000	354,329	220,052			2,264
2. FRINGE BENEFITS	3,648	148,889	86,267			963
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-	-
6. SUPPLIES	310	10,120	2,250	-	-	89
7. TRAVEL	1,000	27,000	12,000	-	-	200
8. COMMUNICATIONS	25	1,400	1,000	-	-	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	420	23,490	23,655	-	-	555
12. TOTAL DIRECT EXPENDITURES	19,403	565,228	345,224	-	-	4,071
13. ADMINISTRATIVE INDIRECT EXP	3,876	110,535	67,286	-	-	709
21.96566%						
15. TOTAL DIRECT & ADM EXP	23,279	675,763	412,510	-	-	4,780
16. OTHER COST DISTRIBUTIONS:						
Prevention Serv. Administration	1,644					
Community Health Services		3,481	3,482			
Community Stablization			2,311	1,804	1,804	
Immunization Distribution		-				
CSHCS Distribution						
General Environmental Distribution		(669,624)		334,812	334,812	
Communcial Disease Distribution						
Space Allocation	295	25,622	16,731	-	-	84
17. TOTAL EXPENDITURES	25,218	35,242	435,034	336,616	336,616	4,864
Exclusion Items:						
18. FEES 1ST & 2ND PARTY	-	11,575	198,500	93,000	117,000	
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-	
20. FED/STATE FUNDING (NON-MDCH)	5,500	9,276		18,700	1,400	
21. LOCAL (NON-LPHO)	-	-	-	-	-	
MATCH FOR FULL COST REIMB.	-	-	-	-	-	
FULL COST REIMB.						
OTHER		5,670	59,622	7,804	1,804	4,864
BCCF Funds	-	-	-	-	-	
MCDC Excess Dental Revenue	-	-	-	-	-	
	-	-	-	-	-	
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:	5,500	26,521	258,122	119,504	120,204	4,864
Net Allowable Expenditures						
27. NET ALLOWABLE EXPENDITURES	19,718	8,721	176,912	217,112	216,412	(0)
27. STATE ELPHS	-	-	159,151	182,499	162,757	-
28. COUNTY APPROPRIATIONS	19,718	8,721	17,761	34,613	53,655	(0)

Annual Budget for Comprehensive Local Health Services

Local Agency Branch-Hillsdale-St. Joseph CHA Agreement Period 10/01/19 to 09/30/20	723		745	
	PFAS White Pigeon	TYPE II WATER	GRAND TOTAL	GRAND TOTAL
Amendment #3				
EXPENDITURE CATEGORY:				
1. SALARIES & WAGES	3,552	39,868	2,904,990	2,904,990
2. FRINGE BENEFITS	1,778	24,830	1,974,407	1,974,407
3. CAP EXP FOR EQUIP & FAC	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	1,138,437	1,138,437
5. OTHER EXPENSES:	-	-	-	-
6. SUPPLIES	1,730	1,000	352,533	352,533
7. TRAVEL	400	2,000	124,225	124,225
8. COMMUNICATIONS	-	300	59,950	59,950
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-
10. SPACE COSTS	-	-	349,880	349,880
11. ALL OTHERS (ADP & MISC.)	12,600	301	860,660	860,660
12. TOTAL DIRECT EXPENDITURES	20,060	68,299	7,765,082	7,765,082
13. ADMINISTRATIVE INDIRECT EXP	1,171	14,211	2	2
21.96566%			-	-
15. TOTAL DIRECT & ADM EXP	21,231	82,510	7,765,084	7,765,084
16. OTHER COST DISTRIBUTIONS:			-	-
Prevention Serv. Administration			-	-
Community Health Services			-	-
Community Stabilization			-	-
Immunization Distribution			-	-
CSHCS Distribution			-	-
General Environmental Distribution			-	-
Communcial Disease Distribution			-	-
Space Allocation	40	835	-	-
17. TOTAL EXPENDITURES	21,271	83,345	7,765,084	7,765,084
				-
				-
Exclusion Items:			-	-
18. FEES 1ST & 2ND PARTY		-	450,495	450,495
19. FEES & COLLECTIONS 3RD PARTY		-	183,619	183,619
20. FED/STATE FUNDING (NON-MDCH)		57,020	2,118,685	2,118,685
21. LOCAL (NON-LPHO)		-	-	-
MATCH FOR FULL COST REIMB.		-	69,092	69,092
FULL COST REIMB.		-	898,295	898,295
OTHER	21,271	-	388,915	388,915
BCCF Funds		-	-	-
MCDC Excess Dental Revenue		-	-	-
22. OTHER NON-LPHO		-	-	-
23. MDCH - NON-CPBC		-	-	-
24. MDCH - CPBC HIV Testing		-	-	-
VFC Visits		-	3,500	3,500
Care Coordination		-	70,000	70,000
Nurse Ed		-	400	400
MCH Block Grant		-	94,409	94,409
State Allocation	-	-	1,775,447	1,775,447
25. TOTAL MDCH - CPBC	-	-	1,943,756	1,943,756
26. TOTAL EXCLUSIONS:	21,271	57,020	6,052,857	6,052,857
Net Allowable Expenditures			-	-
			-	-
27. NET ALLOWABLE EXPENDITURES	(0)	26,325	1,712,227	1,712,227
27. STATE ELPHS	-	-	1,061,220	1,061,220
28. COUNTY APPROPRIATIONS	(0)	26,325	651,007	651,007

	634,114	Fees
	720,099	Local Approp
	5,123,661	State/Federal
	1,287,210	Other

7,765,083 Total Revenues



Personal Health and Disease Prevention: July 23, 2020

Communicable Disease:

We continue to respond to the pandemic every day including weekends. As you can see from the partner updates, we continue to see a steady increase between the three counties. The clinic is “graded” on the work we do with case investigation. We have a responsibility to meet required fields in the case file, ensure they are properly completed, and that our follow up time is prompt. These metrics include the following criteria...

- Interview attempted in the first day, 90% goal
- Interview completed in first day, 75% goal
- At least one contact elicited in first day, 50% goal
- Race/ethnicity documented within one week, 75% goal

I’m proud to say that each time we receive a data dashboard from the state our grade is constantly improving and we are meeting most if not all of the metrics. The state will be holding a weekly call where all health departments can communicate specifically on contact tracing and case investigation. I’m excited to be able to join this and see what type of improvements we can make in our response.

Immunizations/STI/HIV:

Currently, I do not have any immunization updates. We are continuing to see clients by appointment only, it’s going well.

We have seen a significant increase in STI investigations this month, specifically with Gonorrhea and Chlamydia.

New Investigations April: 27

New Investigations May: 32

New Investigations June: 51

Women, Infant, and Children (WIC):

WIC has extended the waiver for us to proceed with remote appointments through September. By October 1st, the program hopes to see select high risk clients in person.

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

Terri and her team held a parent advisory meeting with some of our CSHCS parents via Zoom. They talked about the challenges the families are facing with interrupted schedules by not being able to go to school or daycare due to Covid-19. Several of these kids thrive on routine schedules and cannot understand why the bus isn't coming for them in the morning, why they can't see their teachers, friends, and family. Also, getting to the specialists to have evaluations or prescriptions refilled is still continuing to be hard for these immunocompromised children. We, as a team, are continuing to work on helping these families get around some of the barricades they face daily.

We are still anxiously waiting on how school plans will progress from here and how this will look for hearing/vision screenings.

**-Kali Nichols MPH
Personal Health & Disease Prevention Director**

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

June-20

	2019-2020				FYTD 2019-2020				2018-19 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	4	11	1	16	25	43	2	70	21	58	4	83
Campylobacter	-	2	-	2	6	5	7	18	5	8	6	19
Chicken Pox	-	-	-	-	-	1	-	1	-	4	5	9
Chlamydia	10	8	15	33	74	73	141	288	83	80	160	323
Colds W/O Fever	-	-	-	-	1,083	544	1,820	3,447	1,274	844	1,699	3,817
CRE Carbapenem Resistant Enterobac.	-	-	1	1	-	1	2	3	-	3	-	3
Cryptosporidiosis	-	-	-	-	3	1	-	4	5	2	2	9
Ehrlichiosis, Anaplasma	-	-	1	-	-	-	-	-	-	-	-	-
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Flu Like Disease	-	6	-	6	2,305	1,673	2,164	6,142	1,570	1,241	2,101	4,912
GI Illness	-	18	-	18	2,689	1,621	2,139	6,449	4,202	2,402	2,693	9,297
Giardiasis	-	-	-	-	3	2	5	10	-	1	2	3
Gonorrhea	5	8	5	18	33	33	60	126	17	27	68	112
Guillian-Barre Syndrome	-	-	-	-	1	-	-	1	-	-	-	-
H. Influenzae Disease - Inv.	-	-	-	-	-	1	3	4	-	-	1	1
Head Lice	-	-	-	-	281	110	380	771	254	177	578	1,009
Hepatitis A	-	-	-	-	1	-	-	1	1	-	2	3
Hepatitis B - Acute	-	-	-	-	-	-	2	2	-	1	-	1
Hepatitis B - Chronic	-	-	-	-	-	1	-	1	-	2	6	8
Hepatitis C - Acute	-	-	-	-	2	-	4	6	-	-	-	-
Hepatitis C - Chronic	2	1	-	3	18	15	25	58	21	28	29	78
Impetigo	-	-	-	-	8	4	25	37	28	19	37	84
Influenza	-	-	-	-	409	939	113	1,461	77	118	60	255
Legionellosis	-	-	-	-	-	2	1	3	-	-	-	-
Lyme Disease	-	-	-	-	1	-	5	6	1	1	5	7
Menengitis - Aseptic	-	-	-	-	1	-	-	1	-	1	1	2
Menengitis - Bacterial	-	-	-	-	-	-	-	-	-	-	-	-
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mononucleosis	-	-	-	-	9	12	22	43	75	17	8	100
Mycobacterium - Other	-	-	-	-	-	3	3	6	3	2	2	7
Norovirus	-	-	-	-	-	-	1	1	2	8	-	10
Novel Coronavirus	131	19	199	349	263	195	327	785	-	-	-	-
Pertussis	-	-	-	-	-	1	2	3	3	14	2	19
Pink Eye	-	-	-	-	137	76	193	406	165	162	293	620
Q Fever	-	-	-	-	-	-	1	1	-	-	-	-

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

June-20

	2019-2020				FYTD 2019-2020				2018-19 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Salmonellosis	-	2	1	3	3	6	3	12	7	5	3	15
Scabies	-	-	-	-	44	2	4	50	7	7	20	34
Shiga Toxin-prod. (STEC)	-	-	-	-	2	4	2	8	1	2	-	3
Staphylococcus Aureus Infect.	1	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	-	-	-	4	3	4	11	1	1	4	6
Strep Pneumonia Inv Ds.	1	-	-	1	4	2	3	9	2	6	3	11
Strep Throat	-	-	-	-	415	373	484	1,272	703	314	548	1,565
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis To Be Determined	-	-	-	-	2	-	-	2	-	-	1	1
VZ Infection, Unspecified	-	1	-	1	2	2	3	7	-	1	3	4

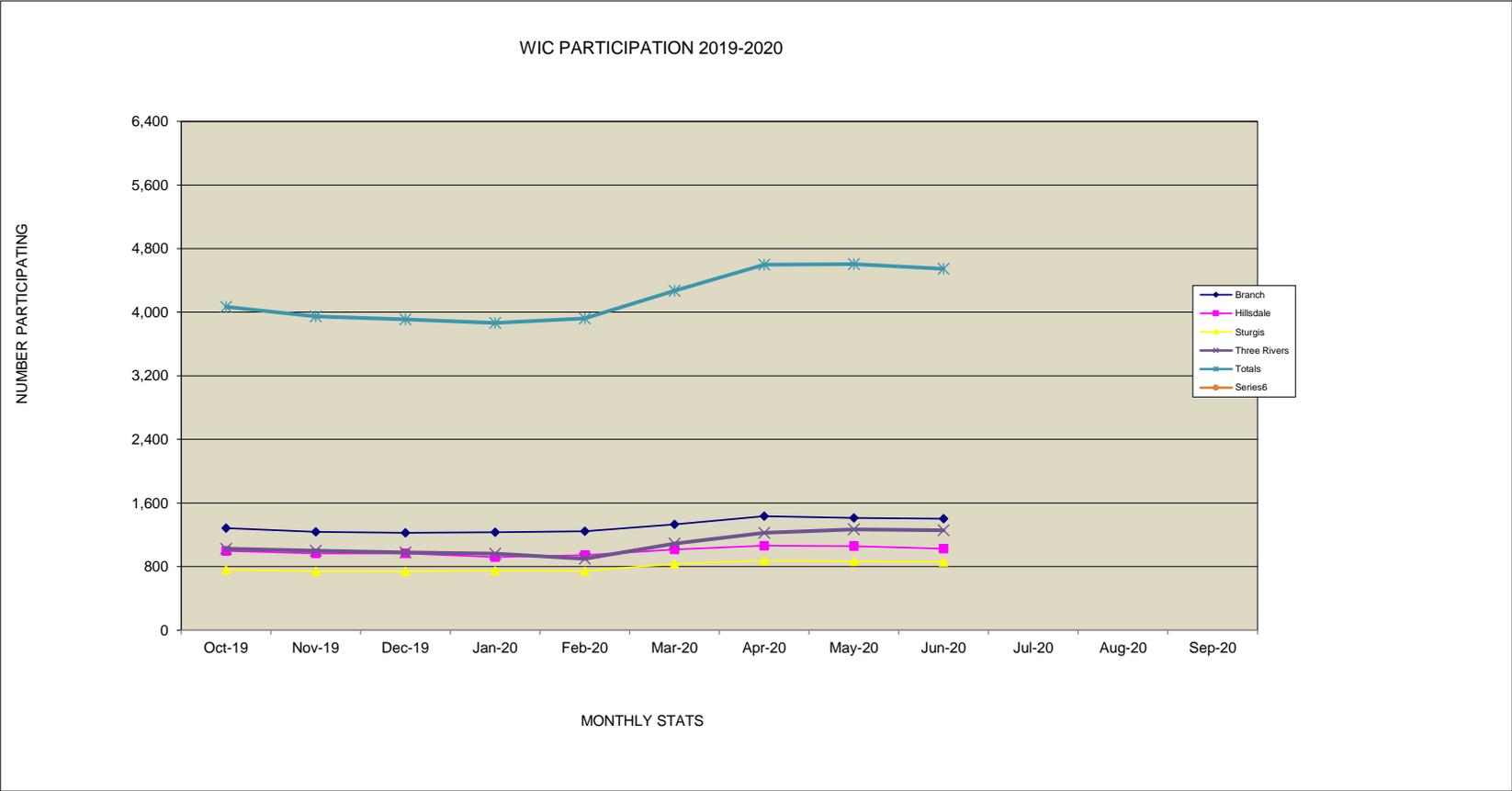
**Branch - Hillsdale - St. Joseph Community Health Agency
Personal Health and Disease Prevention**

	Jun-20					YTD 2019/2020					YTD 2018-2019				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	80	177	18	50	325	1,119	1,126	292	612	3,149	1,357	1,350	41	975	3,723
All VFC Doses Given	590	510	-	776	1,876	6,435	4,671	-	7,871	18,977	6,565	4,959	-	9,502	21,026
Waivers	2	6	-	2	10	34	45	1	45	125	51	45	-	49	145
ADULT IMMUNIZATIONS															
# Vaccines Given	61	17	-	53	131	1,034	438	105	470	2,047	1,523	833	32	1,122	3,510
All AVP Doses Given	14	10	-	26	50	255	163	-	216	634	441	342	-	690	1,473
TRAVEL VACCINATIONS															
Branch Office	-	-	-	-	-	9	-	-	-	9	32	-	-	-	32
COMMUNICABLE DISEASE															
TB Tests Done	12	12	-	7	31	67	77	-	30	174	108	124	-	38	270
New LTBI on Rx	-	-	-	-	-	-	-	-	-	-	3	1	-	1	5
STD treatments	-	4	-	1	5	4	17	3	81	105	20	17	-	117	154
New STD Investigations	15	16	-	20	51	109	106	-	201	416	100	107	-	221	428
HIV Testing	-	-	-	1	1	-	6	-	26	32	9	13	-	65	87
ENROLLMENTS															
Medicaid & Michild	3	1	-	-	4	22	4	-	12	38	14	-	-	33	47
REFERRAL SERVICE															
MCDC Referrals	46	27	4	10	87	161	311	12	91	575	140	306	17	26	489
MIHP referrals	4	1	20	22	47	34	26	129	170	359	103	-	102	160	365
Hearing Screens															
Pre-school	-	-	-	-	-	86	102	-	313	501	263	249	-	794	1,306
School Age	-	-	-	-	-	1,088	795	-	1,999	3,882	1,132	1,137	-	1,963	4,232
Vision Screens															
Pre-school	-	-	-	-	-	102	86	-	330	518	271	240	-	834	1,345
School Age	-	-	-	-	-	3,151	2,139	-	4,560	9,850	2,857	2,612	-	5,360	10,829
Children's Special Health Care Services															
Diagnostics	-	-	-	-	-	10	22	-	1	33	23	51	-	2	76
Assessments-Renewal	12	16	-	27	55	156	178	-	222	556	175	182	-	256	613
Assessments-New	-	2	-	3	5	36	39	-	47	122	60	118	-	49	227

WIC CLINIC CASELOAD STATISTICS PER CLINIC

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	18-19 YTD	18-19 Avg	18-19 avg	17-18 avg	16-17 avg	15-16 avg
BRANCH	1,284	1,238	1,225	1,233	1,245	1,331	1,434	1,413	1,403				11,806	1,312	1,247	1,315	1,409	1,504
HILLSDALE	998	966	965	920	943	1,015	1,063	1,056	1,026				8,952	995	988	1,115	1,192	1,270
STURGIS	761	742	741	749	744	835	875	868	860				7,175	797	766	768	799	742
THREE RIVERS	1,024	1,000	979	963	898	1,088	1,225	1,268	1,257				9,702	1,078	982	1,024	1,128	1,358
Totals	4,067	3,946	3,910	3,865	3,921	4,269	4,597	4,605	4,546				37726	4,192	3,988	4,223	4,528	4,875

This reflects WIC clients who have enrolled and are using their WIC benefits. These are the numbers that our funding is dependent upon. We need to maintain a caseload at 97% or greater than our assigned caseload of 5,700 participants. This means that we need to have a caseload of at least 5,529 clients each month that are using their WIC benefits to remain funded at our current level. This report runs two months behind, so numbers are not accurate for the month prior to the month the report was run.



Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the July 23, 2020 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health

Food Service Sanitation

The food staff has been extremely busy catching up on inspections from the period of time we were not in the field during the Covid-19 shutdown. There has also been a large influx of complaints in regard to violations of the executive orders, most specifically that lack of wearing masks by food employees. Our approach to handling these complaints has been to hand deliver warning notices to the facilities and spending time trying to educate the operators on the importance of wearing the masks. As part of our response we have also been forwarding the complaint to the Michigan Attorney General's office and to MIOSHA who are the agencies that have been designated to follow up on enforcement. We have also been receiving a number of complaints regarding non-food establishments regarding the masking issue. We have been forwarding these complaints to the Michigan AG and MIOSHA as well.



Well and Septic

The well and septic programs have been extremely busy this summer. Even with the shutdown of services for a couple of months, we have seen some significant increases in several of our field services over last year. Specifically, vacant land evaluations are up 51%, well permits issued are up 28% and change of use inspections are up 26%. The other services although not above last years totals are very close to those figures. I expect that most of the services will surpass last years numbers by the end of the fiscal year.

General Programs

The PFAS investigation in White Pigeon is continues to progress. Testing of more homes has taken place over the past few weeks and the last 4 home sites in the study area are scheduled for testing late next week. The most recent round of sampling revealed another well with low levels of PFAS chemicals. That homeowner has been given a counter top filter and bottled water until the under-counter filter can be installed by a plumber. A total of 18 of the 33 wells tested have test results with some level of PFAS and only 2 of those have levels over the health limit of 70 ppt.

We are continuing our work on the Vector-Borne Disease Surveillance grant and have been very successful in trapping a large number of mosquitos. Fortunately, at this point we have not identified any of the mosquitos associated with the Zika virus. Our vector borne technicians are planning on doing a radio spot on a couple of the local stations. The talk will focus on the strategies that can be taken to keep safe from mosquitos and ticks during the summer months.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2019/2020

	JUNE				YTD 2019/2020				YTD 2018/2019			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	-	1	1	4	1	8	13	10	4	13	27
CHANGE OF USE EVALUATIONS - FIELD	5	6	3	14	24	34	19	77	7	31	36	74
CHANGE OF USE EVALUATIONS - OFFICE	11	8	14	33	54	20	34	108	22	12	39	73
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	3	10	7	20	22	37	57	116	40	27	60	127
REPAIR/REPLACEMENT	22	10	16	48	58	39	78	175	40	52	95	187
VACANT LAND EVALUATION	1	4	4	9	3	13	17	33	7	6	8	21
PERMITS DENIED	-	-	-	-	-	-	1	1	-	-	1	1
TOTAL	26	24	27	77	84	82	153	325	87	85	164	336
SEWAGE PERMITS INSPECTED	11	14	11	36	61	73	76	210	55	64	103	221
WELL PERMITS ISSUED	14	20	21	55	98	106	174	378	80	79	137	296
WELL PERMITS INSPECTED	4	10	11	25	64	76	149	289	91	74	93	258
FOOD SERVICE INSPECTION												
PERMANENT	24	25	19	68	136	163	193	492	156	154	252	562
NEW OWNER / NEW ESTABLISHMENT	-	1	4	5	6	4	9	19	3	6	12	21
FOLLOW-UP INSPECTION	-	-	-	-	6	1	7	14	14	26	12	52
TEMPORARY	5	2	4	11	9	13	22	44	19	29	54	102
MOBILE,STFU	-	3	9	12	3	4	16	23	-	12	19	31
PLAN REVIEW APPLICATIONS	-	-	-	-	1	2	4	7	6	3	4	13
FOOD RELATED COMPLAINTS	1	3	3	7	9	11	12	32	3	9	6	18
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	1	-	1	2	-	1	-	1
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	58	n/a	n/a	n/a	101
FOOD HANDLERS CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	-	n/a	n/a	n/a	-
METH LAB REFERRALS	-	-	-	-	-	-	-	-	-	-	-	-
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
CAMPGROUND INSPECTION	-	1	1	2	-	1	1	2	9	-	-	9
NON-COMM WATER SUPPLY INSP.	9	-	2	11	17	12	16	45	5	11	28	44
SWIMMING POOL INSPECTION	2	5	3	10	3	9	3	15	16	13	11	40
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	2	-	-	2
DHS LICENSED FACILITY INSP.	1	1	2	4	7	30	18	55	17	28	21	66
COMPLAINT INVESTIGATIONS	3	3	-	6	10	26	13	49	42	17	18	77
LONG TERM MONITORING	-	-	-	-	-	-	-	-	2	11	6	19
BODY ART FACILITY INSPECTIONS	-	-	-	-	2	3	2	8	2	3	5	10

Establishment Inspection Report

For Date Range: 6/1/2020 - 6/30/2020 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
55 BELOW	Hillsdale	6/19/2020	Routine	0	0	0	0
APPLEBEE'S # 8393	COLDWATER	6/16/2020	Routine	0	0	0	0
Applebee's #8399	Three Rivers	6/23/2020	Routine	0	0	0	1
ARBY'S	COLDWATER	6/25/2020	Routine	0	0	0	2
ARBY'S #7394	HILLSDALE	6/10/2020	Routine	1	0	1	0
Armstrong Park	Three Rivers	6/11/2020	Pre-opening/New	0	0	0	0
Barnyard Eats	Sherwood	6/28/2020	Temporary	0	0	0	0
Bavarian Nut Tent	Centreville	6/2/2020	STFU/Mobile	0	0	0	0
BEACH CONCESSIONS #82	Hillsdale	6/26/2020	STFU/Mobile	0	0	0	0
BEACH CONCESSIONS #90	Hillsdale	6/26/2020	STFU/Mobile	0	0	0	0
BEN'S SOFT PRETZELS	COLDWATER	6/10/2020	Routine	0	0	0	0
Ben's Soft Pretzels		6/24/2020	Routine	1	0	0	1
BIGGBY COFFEE	HILLSDALE	6/11/2020	Routine	0	0	0	0
BROADWAY GRILLE	UNION CITY	6/30/2020	Routine	2	3	0	4
BUFFALO WILD WINGS	COLDWATER	6/10/2020	Routine	1	0	0	1
BURGER KING #13790	HILLSDALE	6/11/2020	Routine	0	1	1	0
CAMDEN UNITED METHODIST CHURCH	Camden	6/22/2020	Routine	0	0	0	0
CAPRI DRIVE IN	COLDWATER	6/25/2020	Routine - Phone	0	1	0	0
Cavoni's	Three Rivers	6/16/2020	Complaint	0	0	0	0
Cavoni's	Three Rivers	6/26/2020	Complaint	0	0	0	0
CHECKER RECORDS	HILLSDALE	6/29/2020	Routine	0	0	0	0
CHICAGO STREET PUB INC.	COLDWATER	6/12/2020	Routine	0	0	0	0
CITY OF COLDWATER-HERITAGE BALL DIAMOND	COLDWATER	6/12/2020	Progress Note	0	0	0	0
COLDWATER BROADWAY GRILLE	COLDWATER	6/23/2020	Routine	2	3	3	1
Coldwater Youth Baseball/Softball	COLDWATER	6/12/2020	Progress Note	0	0	0	0
COMMERCIAL SPORTS BAR	COLDWATER	6/25/2020	Routine	0	0	0	0
CONEY & SWIRLS	HILLSDALE	6/17/2020	Routine	0	0	0	1
COTTAGE INN PIZZA	COLDWATER	6/9/2020	Routine	0	1	1	1
Creative Dining Services/Abbott Labs	Sturgis	6/17/2020	Routine	0	0	0	0
Culver's of Three Rivers	Three Rivers	6/12/2020	Consult	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Culver's of Three Rivers	Three Rivers	6/17/2020	Pre-opening/New	0	0	0	0
DAD'S PLACE	Three Rivers	6/22/2020	Routine	0	1	1	0
DAVIS SIDEKICK CAFE	OSSEO	6/24/2020	Progress Note	0	0	0	0
DAYS INN HILLSDALE/MECHETA	HILLSDALE	6/19/2020	Routine	0	1	1	0
DQ Grill & Chill	Coldwater	6/30/2020	Complaint	0	0	0	0
EL CERRITO	HILLSDALE	6/15/2020	Complaint	0	0	0	0
FIRST CONGREGATIONAL CHURCH	UNION CITY	6/26/2020	Routine	0	0	0	0
FIRST UNITED METHODIST CHURCH OF BRONSON	BRONSON	6/19/2020	Routine	0	0	0	0
Fiske Concession - Cheese Curds		6/19/2020	Temporary	0	0	0	0
Fiske Concession - Cheese Curds		6/26/2020	Temporary	0	0	0	0
Fiske Concession - French Fries		6/19/2020	Temporary	0	0	0	0
Fiske Concession - French Fries		6/26/2020	Temporary	0	0	0	0
Fiske COncession - Lemonade	Brooksville	6/19/2020	Temporary	0	0	0	0
Five Lakes Coffee	Sturgis	6/24/2020	Routine	0	0	0	0
Five Lakes Coffee INC	STURGIS	6/17/2020	Routine	0	0	0	0
FREDDIE'S FREEZE INC	SOMERSET CENTER	6/15/2020	Routine	0	0	0	0
French Fry 4	Comstock Park	6/12/2020	STFU/Mobile	0	0	0	0
GREEN VALLEY GOLF & RACQUET	Sturgis	6/15/2020	Routine	0	0	0	2
HANDMADE SANDWICHES & BEVERAGES	HILLSDALE	6/24/2020	Routine	0	0	0	1
Hank's Tavern On The River	Three Rivers	6/30/2020	Routine	0	0	0	1
Hawaiian Shaved Ice	Sturgis	6/15/2020	Pre-opening/New	0	0	0	0
HEALTHIES OF HILLSDALE	HILLSDALE	6/30/2020	Routine	0	0	0	0
HILLSDALE FILLING STATION DELI	Hillsdale	6/18/2020	Routine	0	0	0	0
HILLSDALE GOLF & COUNTRY CLUB	CAMBRIA TWP	6/23/2020	Routine	0	0	0	0
Jay'z BBQ	STURGIS	6/23/2020	STFU/Mobile	0	0	0	0
JILLY BEANS	Hillsdale	6/5/2020	Pre-opening/New	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Kernal Poppers	White Pigeon	6/17/2020	STFU/Mobile	0	0	0	0
KLINES RESORT	Three Rivers	6/30/2020	Routine	0	0	0	0
LITCHFIELD FIRE DEPARTMENT	LITCHFIELD	6/16/2020	Routine	0	0	0	0
LITTLE CAESARS #1200-001	Three Rivers	6/24/2020	Complaint	0	0	0	0
LITTLE CAESARS #1200-002	Sturgis	6/24/2020	Routine	0	1	0	3
LITTLE CAESARS PIZZA	Coldwater	6/25/2020	Routine	0	1	0	0
LITTLE CAESARS PIZZA	HILLSDALE	6/30/2020	Routine	0	0	0	1
LOYAL ORDER OF THE MOOSE	Hillsdale	6/23/2020	Routine	0	0	0	0
M ENTERPRISE LLC D/B/A CORNER CAFE	Sturgis	6/18/2020	Progress Note	0	0	0	0
MAIN STREET PIZZA	JONESVILLE	6/10/2020	Complaint	0	0	0	0
MARY'S GOURMET EARS	Hudson	6/26/2020	Temporary	0	0	0	0
MASONVILLE PLACE	COLDWATER	6/23/2020	Routine - Phone	0	0	0	0
MR GYROS	COLDWATER	6/10/2020	Routine	1	0	1	0
MYSTIC STAR #354/MASONIC TEMPLE	BRONSON	6/19/2020	Routine	0	0	0	0
No Forks Given	Sturgis	6/27/2020	Temporary	0	0	0	0
NUTRITION XTREME	Jonesville	6/11/2020	Routine	0	0	0	1
Ohana Kalea Shave Ice LLC	Howe	6/17/2020	STFU/Mobile	0	0	0	0
OSCAR BROWN'S TAVERN	COLDWATER	6/11/2020	Routine	0	1	0	0
OUR SAVIOR LUTHERAN CHURCH	UNION CITY	6/26/2020	Routine	0	0	0	0
PIGHEADED BBQ	LEONIDAS	6/12/2020	STFU/Mobile	0	0	0	0
QUINCY BASEBALL & SOFTBALL ASSOCIATION	QUINCY	6/12/2020	Progress Note	0	0	0	0
QUINCY DAIRY QUEEN	QUINCY	6/9/2020	Routine	0	0	0	0
QUINCY GOLF COURSE	QUINCY	6/12/2020	Routine	0	0	0	0
RES food & drink	Lebanon	6/12/2020	Temporary	0	0	0	0
ROUGH DRAFT	HILLSDALE	6/16/2020	Routine	0	0	0	1
SALVATION ARMY	Sturgis	6/24/2020	Routine	0	0	0	0
Sauganash Country Club LLC	THREE RIVERS	6/5/2020	Consult	0	0	0	0
Scooter's Cafe	Constantine	6/24/2020	Routine	0	0	0	0
Smith Concessions	Lebanon	6/26/2020	Temporary	0	0	0	0
SMITTY'S PIZZA LLC	BRONSON	6/24/2020	Routine	0	0	0	0
SOUTHWEST MICHIGAN SPEEDWAY	White Pigeon	6/9/2020	Routine	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Stateline Bar	White Pigeon	6/24/2020	Routine	1	0	1	1
STURGIS HOSPITAL	Sturgis	6/25/2020	Pre-opening/New	0	0	0	0
Subway	THREE RIVERS	6/11/2020	Routine	0	0	0	1
SUBWAY - HILLSDALE	HILLSDALE	6/24/2020	Routine	0	0	0	0
SUBWAY # 19719	COLDWATER	6/12/2020	Routine	0	0	0	0
Subway #11857	Three Rivers	6/16/2020	Routine	0	0	0	0
SUBWAY #1951	COLDWATER	6/9/2020	Routine	0	2	2	0
TACO BELL #21039	Hillsdale	6/22/2020	Routine	0	0	0	0
TASTY TWIST	COLDWATER	6/25/2020	Routine	0	0	0	0
Terry's Inc. DBA Piper's Grinders Galore	STURGIS	6/17/2020	Routine	0	1	1	1
The Coney Cart	Osseo	6/17/2020	STFU/Mobile	0	0	0	0
THE DECK DOWN UNDER	Jerome	6/24/2020	Routine	0	0	0	0
THE FINISH LINE	HILLSDALE	6/10/2020	Routine	0	0	0	0
THE GOSPEL BARN	HILLSDALE	6/19/2020	Routine	0	0	0	0
THE HUNT CLUB OF HILLSDALE	HILLSDALE	6/16/2020	Complaint	0	0	0	0
The Oriental	Centreville	6/17/2020	Temporary	0	0	0	0
The Panini Grille LLC	Centreville	6/17/2020	STFU/Mobile	0	0	0	0
THE VANITY CAR WASH & ICE CREAM	HILLSDALE	6/9/2020	Routine	0	0	0	0
TOWN FRYER	Constantine	6/8/2020	Consult	0	0	0	0
Wade's Pan Pizza	South Bend	6/12/2020	Temporary	0	0	0	0
WALDRON FRIENDLY TAVERN	WALDRON	6/25/2020	Progress Note	0	0	0	0
Welton Foods Donut Trailer	Centreville	6/12/2020	STFU/Mobile	0	0	0	1
Welton Foods Pizza Trailer	Centreville	6/12/2020	STFU/Mobile	0	0	0	0
WENDY'S #4405	Hillsdale	6/23/2020	Routine	0	1	1	1
Wendy's #4444		6/29/2020	Routine	1	1	0	1
Wendy's #4574	Three Rivers	6/11/2020	Routine	0	0	0	1
WHITE STAR AUCTION INC	BRONSON	6/19/2020	Routine	0	0	0	0
WINGS ETC...	Sturgis	6/17/2020	Routine - Phone	0	0	0	0
WINGS ETC...	Sturgis	6/19/2020	Progress Note	0	0	0	0
YMCA CAMP EBERHART	Three Rivers	6/25/2020	Routine	0	0	0	0

Food Inspection Codes:

P-This indicates a priority violation which is a violation which includes a quantifiable measure to show control of hazards such as cooking, cooling, reheating and handwashing. It is in general terms a violation that can potentially lead directly to an illness.

Pf-This is a priority foundation violation which is a violation that supports a priority violation. For example, the lack of soap or towels at a handwash sink is a Pf. This supports the priority violation of not washing hands.

C-This is a core violation-This is an item the usually relates to general sanitation, operational controls and maintenance of facilities and equipment.

Inspection Type Count by County

For Date Range: 6/1/2020 - 6/30/2020 and Program: Food Service

County	Inspection Type	Count
Branch	Temporary	5
	Complaint	1
	Progress Note	3
	Routine	24
	Routine - Phone	2
Hillsdale	Temporary	1
	Complaint	3
	Pre-opening/New	1
	Progress Note	2
	Routine	25
St. Joseph	STFU/Mobile	3
	Temporary	2
	Complaint	3
	Consult	3
	Pre-opening/New	4
	Progress Note	2
	Routine	19
	Routine - Phone	1
	STFU/Mobile	9
	Temporary	4
Total number of inspections		117

Inspection Type Count

For Date Range: 6/1/2020 - 6/30/2020 and Program: Food Service

Inspection Type	Count
Complaint	7
Consult	3
Pre-opening/New	5
Progress Note	7
Routine	68
Routine - Phone	3
STFU/Mobile	12
Temporary	12
Total number of inspections	117



Area
Agency on
Aging (IIC)
Branch-St. Joseph

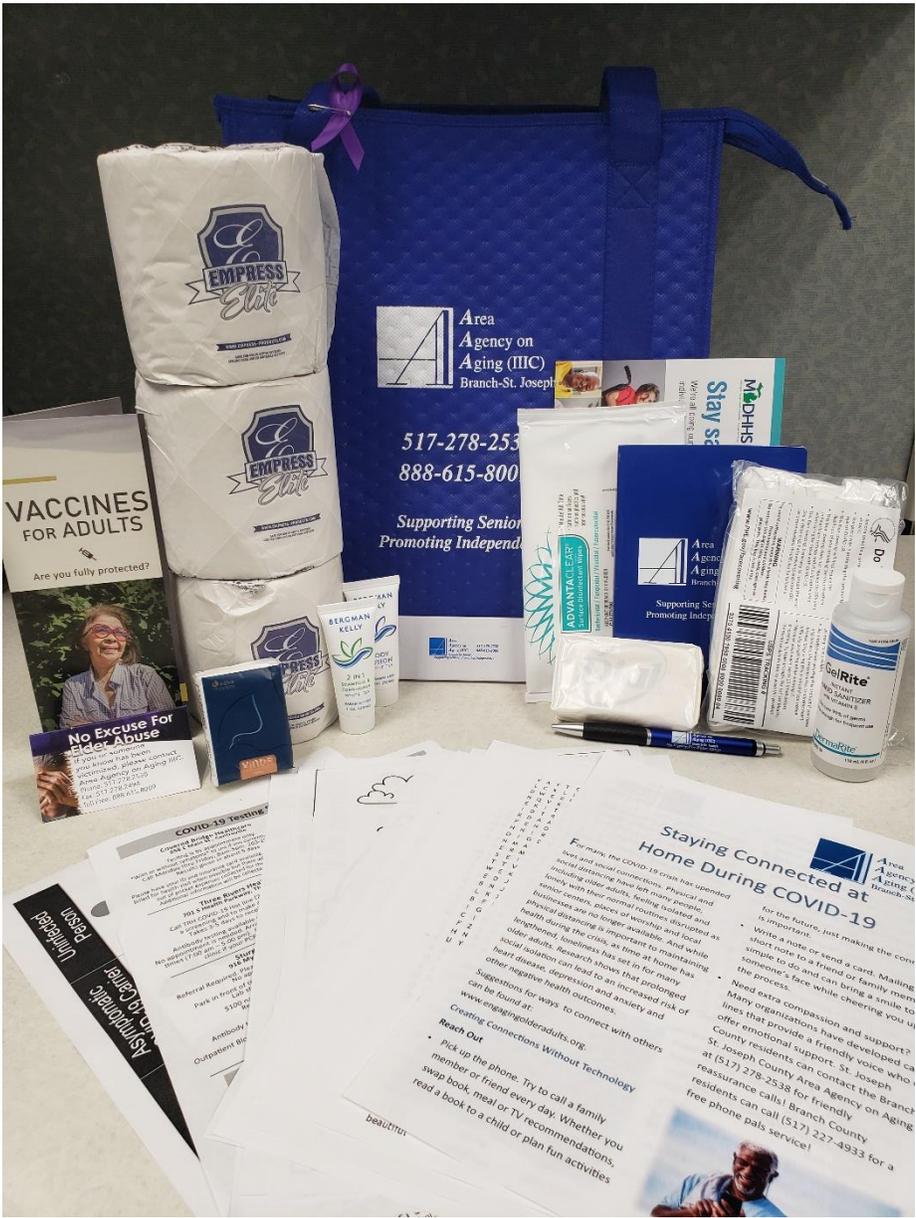
July 23, 2020
Director's Report

Enclosures:

1. FY2021 Annual Implementation Plan DRAFT *
 2. Recipes
-

Updates:

1. Another busy, busy month... Here's a recap:
 - a. Additional PPE has been received from AASA and issued to providers. Included are white cloth face masks which will be available to the public.
 - b. New recipes have been developed by our Consultant Dietician, Mary Mills! We asked Mary to compile recipes using the ingredients from each of the USDA "Farmers to Families" produce boxes. Our talented staff then "branded" the recipes – don't they look great?! The recipes will also be distributed to Senior Project Fresh coupon holders as part of our nutrition education component. We've also shared these statewide with our AAA colleagues and the Aging & Adult Services Agency leadership.
 - c. "Covid Care Packages" are assembled and almost ready to go! See photo below! These packages were developed in response to the ongoing needs of our participants. Recently, AASA has expressed an interest in knowing more about the Care Packages. Director Travis requested additional details about them, including the per bag pricing... I think they intend to approach funders for possible expansion.
 - d. Karri and I are working hard with providers to implement the budget amendments which were passed in June.
 - e. FY2021 Victim of Crime Act – Services to Victims of Elder Abuse – grant application developed & submitted!
2. The 2021 Area Implementation Plan is presented to you today for review and approval! You will recall, the MI Commission on Services to the Aging extended our current FY2020 Annual Implementation Plan and eliminated the requirement for a formal public hearing and local government/municipality review. We have incorporated all AASA requirements/guidance, gleaned input from providers, and made all the appropriate updates to the Plan as necessary. Service needs are addressed, especially as it relates to altered delivery methods due to the pandemic. We also added the direct provision of Friendly Reassurance and Gap Services to our continuum of services. The FY21 budget is based on the AASA-issued Cost Allocation Plan which basically takes us back to 2020, pre-COVID, funding levels. As we are all keenly aware, funding for FY21 could drastically change as the new fiscal year begins ... The Advisory Committee discussed the FY21 Plan at their July 16th meeting and unanimously passed a motion of support. The Plan is due to AASA on or before July 31st. Thank you for your time and support of the Plan.



COVID Care Packages:

- Insulated tote bag
- Toilet tissue
- Facial tissue
- Shampoo/Conditioner
- Bar of soap
- Hand lotion
- Cleaning wipes
- Hand sanitizer
- Cloth Face Masks
- Journal
- Colored pencils
- Ink pen

Informational Materials: Adult immunizations, COVID safety, victim assistance program, World Elder Abuse Day with awareness ribbon

Emotional Health tools: crossword puzzles, coloring pages

Apple & Pear Salad

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian

Servings: 4

Prep Time: 20 minutes



Ingredients

1 Large (or 2 medium) Washed Apple

1 Large (or 2 medium) Washed Pear

1 Washed Celery Stalk

4 oz. Block Cheddar Cheese

3 T. Olive Oil

1 T. Vinegar

1 T. Sugar

½ t. Salt



Directions and nutritional information on back

Spiced Apples, Pears and Oranges

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian

Servings: 6 - 8

Prep Time: 15 minutes

Total Time: 25 minutes



Ingredients

½ t. Cinnamon

¼ t. Nutmeg

¼ t. Ground Ginger

1½ T. Vegetable Oil

2 Large (or 3 medium) Washed Pears

2 Large (or 3 medium) Washed Apples

2 Large (or 3 medium) Peeled Oranges

Maple Syrup

Dash of Salt



Directions and nutritional information on back

Directions

Slice apples and pears, put into medium bowl. Chop celery, cut cheese into thin strips and add to bowl.

In small bowl, combine oil, vinegar, sugar and salt. Pour over apple mixture. Toss to combine and serve immediately.

Refrigerate leftovers.



Supporting Seniors, Promoting Independence

570 N. Marshall Road
Coldwater, MI 49036
(517) 278-2538 (888) 615-8009

Nutrition Facts

Servings: 4

Amount Per Serving

% Daily Value

Calories	230	
Total Fat	14.5g	20%
Saturated Fat	4.5g	22%
Cholesterol	15mg	5%
Sodium	388mg	17%
Total Carbohydrate	21.9g	8%
Dietary Fiber	3.7g	13%
Total Sugars	16g	—
Protein	4g	—
Vitamin D	2mcg	9%
Calcium	113mg	9%
Iron	1mg	3%
Potassium	183 mg	4%

Directions

Slice apples and pears, separate orange sections and place in a large bowl. Add cinnamon, nutmeg, ginger, oil and toss. Spread on a greased cookie sheet.

Broil on high for 10 - 12 minutes (until the fruit is tender and golden). Remove from oven. Drizzle with maple syrup and sprinkle with salt. Serve immediately.

Great on oatmeal, yogurt, pancakes, waffles or vanilla ice cream. Refrigerate leftovers.



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Nutrition Facts

Servings: 8

Amount Per Serving

% Daily Value

Calories	125	
Total Fat	2.9g	4%
Saturated Fat	0.2g	1%
Cholesterol	0mg	0%
Sodium	21mg	1%
Total Carbohydrate	26.4g	10%
Dietary Fiber	4.5g	16%
Total Sugars	19.4g	—
Protein	0.8g	—
Vitamin D	0mcg	0%
Calcium	32mg	2%
Iron	1mg	3%
Potassium	222mg	5%

Colcannon Potatoes (Irish Potatoes & Cabbage)

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian



Servings: 4 - 6

Prep Time: 25 minutes

Total Time: 35 - 40 minutes

Ingredients

**4 - 6 Medium Potatoes, Washed,
Peeled and Quartered**

**½ of Medium Head of Cabbage,
Washed & Shredded**

½ C. Chopped Green Onion

¾ C. Milk

½ t. Salt

¼ t. Pepper

2 T. Butter or Margarine



**Directions and nutritional
information on back**

Sweet Potato & Cabbage Slaw

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian



Servings: 6

Prep Time: 15 minutes

Ingredients

3 T. Vegetable Oil

1 T. Vinegar

1 t. Salt

1 T. Sugar

3 C. Sweet Potato, Raw & Shredded

3 C. Cabbage, Shredded

¼ C. Onion, Slivered

1 T. Thinly Sliced Jalapeño (Optional)

¼ C. Chopped Cilantro (Optional)



**Directions and nutritional
information on back**

Directions

Boil 2 cups water, add cabbage and cook until tender, about 10 minutes. Remove cabbage and place in large bowl. Add potatoes to liquid (add water to cover potatoes if needed). Bring to boil, reduce heat, and cook uncovered until tender.

Drain potatoes, add milk (add additional milk for creamier potatoes) and butter or margarine and mash. Add cabbage, onion, salt, pepper. Stir together and serve immediately. Refrigerate leftovers.



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570 N. Marshall Road
Coldwater, MI 49036

(517) 278-2538 (888) 615-8009

Nutrition Facts

Servings: 6

Amount Per Serving

		% Daily Value
Calories	211	
Total Fat	4.9g	6%
Saturated Fat	3g	15%
Cholesterol	14mg	5%
Sodium	254mg	11%
Total Carbohydrate	38.5g	14%
Dietary Fiber	4.1g	14%
Total Sugars	4.8g	—
Protein	4.8g	—
Vitamin D	3mcg	14%
Calcium	78mg	6%
Iron	1mg	4%
Potassium	643mg	14%

Directions

In a large bowl whisk together vegetable oil, vinegar, salt and sugar.

Add vegetables, jalapeno and cilantro. Toss and serve.

Refrigerate leftovers.



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Nutrition Facts

Servings: 6

Amount Per Serving

		% Daily Value
Calories	143	
Total Fat	7.2g	9%
Saturated Fat	0.5g	3%
Cholesterol	0mg	0%
Sodium	421mg	18%
Total Carbohydrate	18.7g	7%
Dietary Fiber	3.6g	13%
Total Sugars	8.3g	—
Protein	2.1g	—
Vitamin D	0mcg	0%
Calcium	31mg	2%
Iron	2mg	13%
Potassium	423mg	9%

Fresh Cucumber & Tomato Salad

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian



Servings: 4 - 6

Prep Time: 10 - 15 minutes

Total Time: 10 - 15 minutes, plus time to refrigerate

Ingredients

1 Pint Cherry Tomatoes, Washed and Halved

2 Cucumbers, Washed & Sliced

¼ C. Onion, Peeled & Sliced

1 T. Fresh Herbs (Dill, Parsley, or Basil)

2 T. Olive Oil

1 T. Vinegar

Salt & Pepper to Taste



Directions and nutritional information on back

Orange Poached Pears

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian



Servings: 4

Prep Time: 10 minutes

Total Time: 50 minutes

Ingredients

4 Pears, Washed, Peeled & Quartered

1 Orange, Juice and Zest

2 C. Water

2 T. Lemon Juice

⅓ C. Brown Sugar

1 t. Vanilla



Directions and nutritional information on back

Directions

In a large bowl combine all ingredients and toss. Season with salt and pepper.

Refrigerate for 20 - 30 minutes to allow flavors to blend before serving.

Refrigerate leftovers.



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Coldwater, MI 49036

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Nutrition Facts

Servings: 6

Amount Per Serving

% Daily Value

Calories	71	
Total Fat	4.8g	6%
Saturated Fat	0.7g	3%
Cholesterol	0mg	0%
Sodium	39mg	2%
Total Carbohydrate	6.3g	2%
Dietary Fiber	1.6g	6%
Total Sugars	3.2g	—
Protein	1.4g	—
Vitamin D	0mcg	0%
Calcium	10mg	1%
Iron	1mg	3%
Potassium	273mg	6%

Directions

Combine orange juice, zest, water, lemon juice, brown sugar & vanilla in a large saucepan and bring to a simmer. Add pears to pan and simmer for 30 additional minutes. Remove from heat.

Remove pears from saucepan and place in a serving bowl. Discard orange zest from saucepan. Let the remaining liquid cook to a thin syrup. Drizzle over pears. Serve immediately. Refrigerate leftovers.



Supporting Seniors, Promoting Independence

570 N. Marshall Road
Coldwater, MI 49036

(517) 278-2538 (888) 615-8009

Nutrition Facts

Servings: 4

Amount Per Serving

% Daily Value

Calories	196	
Total Fat	1.1g	1%
Saturated Fat	0g	0%
Cholesterol	0mg	0%
Sodium	7mg	0%
Total Carbohydrate	49g	18%
Dietary Fiber	5.1g	18%
Total Sugars	39.4g	—
Protein	1.5g	—
Vitamin D	0mcg	0%
Calcium	55mg	4%
Iron	0mg	1%
Potassium	327mg	7%

Spring Salad with Radish & Onion

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian



Servings: 4

Prep Time: 15 minutes

Ingredients

1 ½ T. Extra Virgin Olive Oil

1 T. Vinegar

1 t. Mustard (Yellow or Dijon)

1 t. Honey (Maple Syrup or Sugar may be substituted)

¼ t. Salt

1 C. Radish, Thinly Sliced

¼ C. Onion, Slivered

2 C. Lettuce, Coarsely Chopped



Directions and nutritional information on back

Spring Salad with Radish & Onion

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¼ t. Salt

1 C. Radish, Thinly Sliced

¼ C. Onion, Slivered

2 C. Lettuce, Coarsely Chopped



Directions and nutritional information on back

Directions

In a large bowl combine oil, vinegar, mustard, honey (or alternate) and salt. Whisk together until blended.

Add vegetables, toss and serve.

Refrigerate leftovers.



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Nutrition Facts

Servings: 4

Amount Per Serving

% Daily Value

Calories	67	
Total Fat	5.4g	7%
Saturated Fat	0.8g	4%
Cholesterol	0mg	0%
Sodium	175mg	8%
Total Carbohydrate	4.9g	2%
Dietary Fiber	0.9g	3%
Total Sugars	3g	—
Protein	0.7g	—
Vitamin D	0mcg	0%
Calcium	13mg	1%
Iron	0mg	1%
Potassium	137mg	3%

Directions

In a large bowl combine oil, vinegar, mustard, honey (or alternate) and salt. Whisk together until blended.

Add vegetables, toss and serve.

Refrigerate leftovers.



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Nutrition Facts

Servings: 4

Amount Per Serving

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Total Fat	5.4g	7%
Saturated Fat	0.8g	4%
Cholesterol	0mg	0%
Sodium	175mg	8%
Total Carbohydrate	4.9g	2%
Dietary Fiber	0.9g	3%
Total Sugars	3g	—
Protein	0.7g	—
Vitamin D	0mcg	0%
Calcium	13mg	1%
Iron	0mg	1%
Potassium	137mg	3%

Summer Sauté

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian

Servings: 4 - 6

Prep Time: 5 minutes

Total Time: 25 minutes

Ingredients

2 Summer Squash (Green or Yellow)

2 Bell Peppers (Any Color)

1 Pint Cherry Tomatoes

2 T Vegetable Oil or Olive Oil

2 Garlic Cloves, Chopped Into Small Pieces

Salt & Pepper to Taste



Directions and nutritional information on back



Summer Corn & Tomato Salad

Recipe compiled by: Mary K. Mills, RD, Consultant Dietitian

Servings: 4 - 6

Prep Time: 20 minutes

Total Time: 30 minutes

Ingredients

1 Pint Cherry Tomatoes, Washed and Cut in Half

4 Ears of Corn, Cut off the Cob

1 C. Sliced Onion

1 T. Minced Garlic

1/3 C. Vinegar

2 T. Vegetable Oil

2 t. Salt

Pepper to Taste



Directions and nutritional information on back



Directions

Wash squash, peppers, and tomatoes, allow to air dry. Quarter squash and slice into half inch pieces. Slice peppers into half inch pieces. Heat large skillet over medium heat, add vegetable oil, vegetables and garlic.

Toss and cook until tender and vegetables begin to turn a golden color. Season with salt and pepper. Refrigerate leftovers.



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Nutrition Facts

Servings: 6

Amount Per Serving

		% Daily Value
Calories	120	
Total Fat	9.2g	12%
Saturated Fat	0.5g	3%
Cholesterol	0mg	0%
Sodium	42mg	2%
Total Carbohydrate	8.5g	3%
Dietary Fiber	2g	7%
Total Sugars	4.7g	—
Protein	1.9g	—
Vitamin D	0mcg	0%
Calcium	10mg	1%
Iron	1mg	4%
Potassium	374mg	8%

Directions

Mix tomatoes, onion, vinegar, salt and pepper in a large bowl and set aside.

Heat a large skillet to medium heat, add vegetable oil and corn kernels. Sauté corn until tender (about 7-8 minutes), add garlic and sauté for another minute. Remove from heat and add to tomato mixture. Stir to combine and serve immediately. Refrigerate leftovers.



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Nutrition Facts

Servings: 6

Amount Per Serving

		% Daily Value
Calories	109	
Total Fat	5.1g	7%
Saturated Fat	0.4g	2%
Cholesterol	0mg	0%
Sodium	781mg	34%
Total Carbohydrate	15.5g	6%
Dietary Fiber	2.1g	8%
Total Sugars	3.9g	—
Protein	2.2g	—
Vitamin D	0mcg	0%
Calcium	13mg	1%
Iron	1mg	3%
Potassium	233mg	5%