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**BOARD OF HEALTH Meeting**  
**Agenda for August 24, 2023 at 9:00 AM**

1. Call to Order
  - a. Opening ceremonies – Pledge Allegiance to the Flag of the United States of America
  - b. Roll Call
  - c. Approval of the Agenda\*
  - d. Approval of the Minutes from July 27, 2023\*
2. Public Comment
3. Health Officer’s Report
4. Medical Director’s Report
5. Departmental Reports
  - a. Personal Health & Disease Prevention
  - b. Environmental Health
  - c. Area Agency on Aging
  - d. Health Education & Promotion
6. Financial Reports
  - a. Approve Payments\*
  - b. Review Financials\*
7. Committee Reports
  - a. Finance Committee – Approval of the August 21, 2023 Finance Committee meeting.
  - b. Program, Policies, and Appeals – Approval of the August 16, 2023 PPA Committee meeting.
8. New Business
  - a. Personnel Policy Manual Updates\*
  - b. Health Officer Evaluation Policy\*
  - c. AAA FY2023-2024 Provider Allocations\*
  - d. Cost Allocation Plan\*
  - e. BOH Meeting Schedule Change\*
9. Public Comment
10. Adjournment - Next meeting: September 28, 2023

Educational Opportunity – ELPHS Programs

**Public Comment:**  
For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

Upcoming Education Opportunities Offered After BOH Meeting:

- November – Community Need Based Services

Upcoming Meeting Dates:

- September 18, 2023 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Lanius)
- September 20, 2023 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- September 28, 2023 @ 9:00 AM – Full Board Meeting
- October 16, 2023 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Lanius)
- October 18, 2023 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- November 9, 2023 @ 9:00 AM – Full Board Meeting
- November 15, 2023 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- November 20, 2023 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Lanius)
- December 14, 2023 @ 9:00 AM – Full Board Meeting
- January 15, 2024 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Lanius)
- January 17, 2024 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- January 25, 2024 @ 9:00 AM – Full Board Meeting

## July 27, 2023 – Board of Health Meeting Minutes

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

Also present from BHSJ: Rebecca Burns, Karen Luparello, Kali Nichols, Laura Sutter, Paul Andriacchi, Alex Bergmooser, and Theresa Fisher.

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

Mr. Houtz moved to approve the minutes from the June 22, 2023 meeting with support from Mr. Matthew. The motion passed unopposed.

Presentation on the 2022 Actuarial Valuation Report by Ms. Marne Daggett, MERS Lead Regional Manager

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Email Service Upgrade, Vacation, Essential Local Public Health Services, Strategic Plan Activities, Personnel Policy Committee, Board of Health Education, EH Software Implementation, Hillsdale Hospital Proposal, Public Health Concerns, Opioid Settlement Funds, Medicaid Redeterminations, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office.

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

### Departmental Reports:

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

The meeting was temporary recessed from 11:06 AM to 11:10 AM.

### Financial Reports/Expenditures

- Mr. Houtz moved to approve the expenditures for June as reported with support from Mr. Hoffmaster. The motion passed unopposed.

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes as amended from the July 17, 2023 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Matthew moved to approve the minutes for the July 19, 2023 Program, Policy, & Appeals Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.


New Business:

- Mr. Matthew moved to accept the Program, Policy, and Appeals Committee's recommendation to deny the EH Appeal from Mr. and Mrs. Ross for the property located at 837 Dragon Shores Dr., Coldwater with support from Mr. Houtz. The motion passed unopposed.
- Mr. Houtz moved to approve the purchase of a new vaccine storage unit PHCBI for a total of \$7,798, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the bid to upgrade the Hillsdale building elevator from Schindler Elevator Corporation for a total of \$26,734, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Matthew moved to postpone the agenda item related to the request for an increase of \$0.15 per capita for calendar year 2024, for a total of \$5.45 per capita until the September meeting agenda. The motion received support from Mr. Lanius. A roll call vote was taken and the motion passed 3-2 (Matthew, Yes; Houtz, No; Hoffmaster, No; Leininger, Yes; Lanius, yes).
- Mr. Hoffmaster moved to approve the request for an increase from St. Joseph County for AAA appropriations from \$16,989 to \$20,387 (20%) to correct the funding imbalance and restore the 58/42 split that is based on population. The motion received support from Mr. Matthew. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Lanius moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 11:47 AM.

Respectfully Submitted by:

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

# PUBLIC COMMENT

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## **Health Officer's Report to the Board of Health for August 24, 2023**

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

### **Agency Updates**

**Essential Local Public Health Services:** Today we will have a presentation on ELPHS at the conclusion of the meeting. As I discussed last month, we do not know yet how much additional funding we will receive as a result of the increase in ELPHS funding in the state budget. I have been told that they hope to have this completed by September 30<sup>th</sup>. The formula for distribution is in place but the data used in the calculations will be updated. For example, population numbers, poverty indicators, and service performance numbers for EH will be updated. The increase in ELPHS funding is intended to bring the state closer in line with the 50/50 cost sharing requirement in the Public Health Code, PA 368 of 1978 as amended. I am hopeful for another increase in local appropriations for FY24 as we remain significantly behind from funding that we received in the early 2000's.

**Strategic Plan Activities:** We continue to work on the objectives in the strategic plan and will provide updates to you approximately every 6 months. The Workplace Satisfaction staff group met and reviewed the annual employee satisfaction survey. As a result, recommendations have been made to increase communication with the entire team.

**CHNA/CHIP:** One recommendation of the CHIP was to explore the implementation of a harm reduction program that would focus on syringe exchange. There is interest in this from some of the staff working at Pines Behavioral that Kali and I met with recently. Kali is in the beginning stages of researching harm reduction strategies so that programs that may be in reach locally can be further considered.

**Personnel Policy Committee:** The Personnel Policy Committee's proposed updated document is provided today for your review and approval.

**EH Software Implementation:** Go Live for the software was 8/17/23. As with all new things there will be a period of adjustment while the EH team gets comfortable with the new platform.

**Hillsdale Hospital Proposal:** An agreement is in place with Hillsdale Hospital on the use of the mobile van. The hospital hopes to have the van in use by December. I'm very hopeful that this opportunity will provide residents in communities a distance from Hillsdale the needed health care they need but have difficulty seeking.

### **Public Health Concerns:**

*City of Three Rivers Action Level Exceedance for Lead:* The City of Three Rivers, as a result of routine water testing required as part of their municipal water supply, recently experienced an Action Level Exceedance for lead in the drinking water supply. The municipal water supply is regulated by EGLE and the health department was brought in to assist with local issues of residents and support the city. Response to the ALE announcement is a coordinated effort between the City of Three Rivers, EGLE, MDHHS, and BHSJCHA. Filters have been made available to city residents that have children or have







children visit and those that have need. Our Emergency Preparedness Coordinator, Kris Dewey, is arranging an opportunity to meet with City leadership to work on response plans for future events such as sanitary sewage overflows and municipal water exceedances.

*Algal Blooms:* At this time of the year it is not uncommon for lakes to develop algal blooms as the water is warmer, water can be calm, and excess nutrients build up. Cyanobacteria cause algal blooms and can produce cyanotoxins. Cyanotoxins can make people and animals sick. Always **report suspicious looking algae** to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by calling the Environmental Assistance Center at 800-662-9278 or emailing [AlgaeBloom@Michigan.gov](mailto:AlgaeBloom@Michigan.gov). BHSJCHA issued an advisory regarding algal blooms on Lake Diane in Hillsdale County on August 18<sup>th</sup>.

*COVID:* The Public Health Emergency has ended but cases of COVID are still around. As school restarts and temperatures cool, people will be spending more time inside with more opportunities to share communicable diseases such as those spread by respiratory droplets. In Michigan there are still free resources available for testing and vaccination at this time. Therapeutics are also available. BHSJCHA continues to be ready to support new cases and assist long-term care and businesses in minimizing disease.

## Michigan Resources Continue as Federal COVID-19 Public Health Emergency Ends



 <p>Insurances may change over-the-counter test coverage. Free tests will continue to be available.* Find info at <a href="https://Michigan.gov/COVIDTest">Michigan.gov/COVIDTest</a>.</p>	 <p>All remaining state epidemic orders will be rescinded.</p>	 <p>Therapeutics will be available by prescription.* Talk to your health care provider. Learn more at <a href="https://Michigan.gov/COVIDTherapy">Michigan.gov/COVIDTherapy</a>.</p>
 <p>Some data reporting will change. For more information, visit <a href="https://Michigan.gov/Coronavirus/Stats">Michigan.gov/Coronavirus/Stats</a>.</p>	 <p>No changes currently to vaccine distribution. Find a vaccine at <a href="https://Vaccines.gov">Vaccines.gov</a>.</p>	 <p>Information will continue to be available at <a href="https://Michigan.gov/Coronavirus">Michigan.gov/Coronavirus</a>.</p>

\* No-cost coverage will continue for Michigan residents on Medicaid through September 30, 2024.

**Opioid Settlement Funds:** We have submitted additional information to Hillsdale County regarding our request for funding. Should this be approved, we will go back to Branch and St. Joseph counties to request funding. Without funding from all three counties we won't be able to dedicate staff time to an opioid education campaign.

**Coldwater Office:** No new projects to report

**Hillsdale Office:** No new projects to report

**Sturgis:** The contractor continues to work on the construction; the floor has been installed and drywall completed. Counters and cabinets that were in the originally intended immunization room have been moved to the new immunization room. The old immz room will be converted to storage which is actually what it was being used for anyway due to inadequate space.

**Three Rivers Office:** Construction to date pictures. Nice progress on the West gable end and North and South eaves. They have started on the East gable end. It really looks good.



**Brief UP Trip:** I will be headed back up to the UP after the BOH meeting to return to the office on Tuesday, August 29<sup>th</sup>. This trip continues work on the house that was planned for this summer and we will be planting a memorial tree. I will be available by phone and email.



## **MEDICAL DIRECTOR'S REPORT**

**AUGUST 2023**

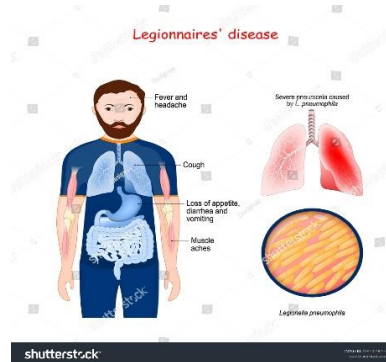
1. Watching numbers of communicable diseases.
2. Director and Administrator meetings, in person and zoom.
3. Meetings via zoom and teleconference with several associations.
4. Reviewing policies and procedures.
5. Classes: Practicum (project on sexually transmitted infections) ends this week.

Capstone project for fall semester.

6. TB and latent TB patient visits.

## LEGIONNAIRES' DISEASE

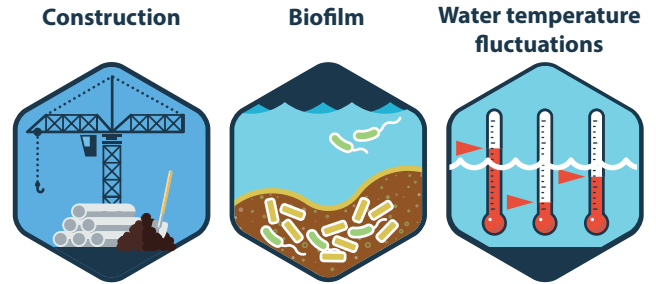
Legionnaires' (LEE-juh-nares) disease is a very serious type of pneumonia caused by bacteria called Legionella.



- Signs and symptoms include cough, muscle aches, fever, shortness of breath, headache.
- Diagnosed by chest x-ray and physical exam to check for pneumonia. May also check urine and sputum sample for Legionella.
- Treated with antibiotics.
- *Legionella* can cause Legionnaires' disease and Pontiac fever, collectively known as legionellosis.
- Scientists named the bacteria after an outbreak in Philadelphia in 1976. During that outbreak, many people who went to an American Legion convention got sick with pneumonia.
- Health departments reported nearly 10,000 cases of Legionnaires' disease in the United States in 2018. However, because Legionnaires' disease is likely underdiagnosed, this number may underestimate the true incidence. A recent study estimated that the true number of Legionnaires' disease cases may be 1.8–2.7 times higher than what is reported.
- Risk factors include being 50 years or older, current or former smoker, chronic lung disease (emphysema or chronic obstructive pulmonary disease), a weakened immune system from diseases like cancer, diabetes, kidney failure, taking medications that weaken your immune system.
- About one in 10 people who gets sick from Legionnaires' disease will die.
- People can get Legionnaires' disease or Pontiac fever when they breathe in small droplets of water in the air that contain *Legionella*.
- *Legionella* occurs naturally in freshwater environments, like lakes and streams. It can become a health concern when it grows and spreads in human-made building water systems. Common sources of infection outbreaks of Legionnaires' disease are often associated with large or complex water systems, like those found in hospitals, hotels, and cruise ships. The most likely sources of infection include: Water used for showering (potable water), cooling towers, decorative fountains and hot tubs

# How *Legionella* affects building water systems and people

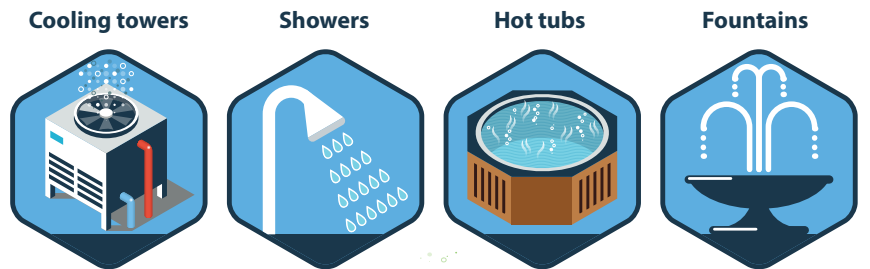
1. Internal and external factors can lead to *Legionella* growth in building water systems.



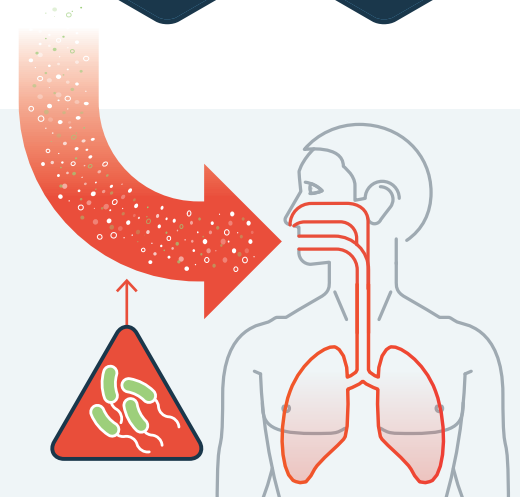
2. *Legionella* grows best in large, complex water systems that are not adequately maintained.



3. Water containing *Legionella* is aerosolized through devices.



4. People can get sick when they breathe in small droplets of water or accidentally swallow water containing *Legionella* into the lungs. Those at increased risk are adults 50 years or older, current or former smokers, and people with a weakened immune system or chronic disease.



## **Personal Health and Disease Prevention: August 24, 2023**

### **Communicable Disease:**

- Seasonal influenza activity remains low in Michigan.
- Our counties have experienced a slight increase in Covid-19 activity these last few weeks. Covid-19 indicators, including hospital admissions, ED visits, test positivity, and wastewater levels are increasing nationally.
- Lyme disease cases are increasing. Peak transmission season for Lyme in MI is May through August.
- Caution to public and fair staff on safe practices during agricultural fair season with swine flu potential.
- A [press release](#) went out on August 14<sup>th</sup> from MDHHS alerting Michigan residents to be aware of legionellosis. Legionella bacteria is naturally found in freshwater environments. The bacteria become a concern when it grows and spreads in man-made building water systems like showerheads, hot tubs, cooling towers, air conditioning units, etc.

### **Immunizations/STI/HIV:**

As of August 3<sup>rd</sup>, Covid-19 vaccine can no longer be ordered through the federal government. Mid-September to early October we should have additional information on the commercialization of Covid-19 vaccine depending on the updates to authorizations by FDA and the recommendations by the ACIP.

The agency should be receiving our first partial shipment of influenza vaccine very soon.

### **Women, Infant, and Children (WIC):**

We have implemented policy for the USDA ARPA physical presence and remote benefit issuance waiver. This waiver is in effect until September 30, 2026. The virtual opportunity will only be used if a hardship prevents access to WIC services. This option is a labor-intensive process for WIC staff, providers, and clients which is why it is an exception to standard operations.

We have hired a new WIC clerk in the Coldwater office due to a retirement. We are currently interviewing applicants for a Breastfeeding Peer Counselor in the Coldwater office as well.

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

Our CSHCS supervisor heard a little more information regarding the age expansion potential for the program to 26. These conversations seem like the expansion will pass but still no firm details on that or the budget for CSHCS at this time.

We are still reviewing applicants for a part-time hearing and vision technician.

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

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

**July-23**

Confirmed & Probable Case Totals

	2022-2023				FYTD 2022-2023				2021-2022 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	5	8	-	13	18	36	-	54	15	53	-	68
Blastomycosis	-	-	-	-	-	-	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	3	1	3	7	14	10	5	29	12	10	5	27
Chicken Pox	-	-	-	-	1	1	1	3	-	-	-	-
Chlamydia	8	7	10	25	103	76	252	431	92	74	129	295
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	-	1
CRE Carbapenem Resistant Enterobac.	-	-	-	-	1	-	1	2	2	-	-	2
Cryptosporidiosis	-	-	-	-	2	2	3	7	3	-	1	4
Giardiasis	-	-	-	-	-	1	3	4	-	5	4	9
Gonorrhea	3	-	6	9	22	34	36	92	28	26	72	126
H. Influenzae Disease - Inv.	-	-	-	-	1	-	-	1	3	1	-	4
Hepatitis B - Acute	-	-	1	1	1	-	3	4	4	-	-	4
Hepatitis B - Chronic	-	-	2	2	2	-	2	4	3	-	1	4
Hepatitis C - Acute	-	2	-	2	16	4	17	37	2	1	-	3
Hepatitis C - Chronic	1	1	-	2	10	17	18	45	16	1	5	22
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	-	-	-	-	2	-	-	2	1	-	1	2
HIV/AIDS	-	-	-	-	-	-	-	-	2	-	2	4
Influenza	-	-	-	-	401	243	292	936	116	152	124	392
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	1	1	-	-	2	2	-	1	-	1
Listeriosis	-	-	-	-	-	-	1	1	-	-	-	-
Lyme Disease	1	1	3	5	2	2	7	11	-	3	1	4
Measles	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Aseptic	-	-	-	-	2	-	-	2	-	3	1	4
Menengitis - Bacterial	-	-	-	-	1	-	-	1	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	-	-	-	1	-	16	17	3	7	2	12
Norovirus	-	-	-	-	1	1	-	2	1	2	2	5
Novel Coronavirus	18	7	9	34	973	178	193	1,344	6,061	5,760	6,878	18,699
Pertussis	-	-	-	-	-	2	8	10	-	10	-	10
Salmonellosis	-	-	2	2	3	16	4	23	4	3	3	10
Scabies	-	-	-	-	2	-	-	2	-	-	-	-
Shiga Toxin-prod. (STEC)	-	-	-	-	1	1	8	10	2	1	1	4
Shigellosis	-	-	1	1	-	1	1	2	-	-	-	-
Shingles	-	-	1	1	-	2	1	3	1	-	-	1
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	1	-	-	1	12	3	16	31	-	2	-	2
Strep Pneumonia Inv Ds.	-	-	-	-	4	3	8	15	2	7	3	12
Syphilis - Primary	1	-	-	1	1	1	-	2	1	-	-	1
Syphilis - Secondary	-	1	-	1	1	2	2	5	-	1	3	4
Syphilis To Be Determined	-	-	-	-	-	1	1	2	4	1	1	6

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

	Jul-23					YTD 2022-2023					YTD 2021-2022				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
<b>CHILD IMMUNIZATIONS</b>															
# Vaccines Given CHA	131	87	49	66	333	1,146	1,268	262	721	3,397	1,135	1,377	-	893	3,405
All VFC Doses Given	785	296	-	490	1,571	7,346	3,672	-	6,818	17,836	6,983	3,939	-	6,755	17,677
Waivers	5	24	11	7	47	92	129	26	58	305	80	130	28	76	314
<b>ADULT IMMUNIZATIONS</b>															
# Vaccines Given	28	16	1	10	55	1,047	551	15	364	1,977	3,829	1,775	-	1,519	7,123
All AVP Doses Given	17	3	-	-	20	141	128	-	198	467	93	319	-	162	574
<b>COMMUNICABLE DISEASE</b>															
TB Tests Done	9	11	-	3	23	74	72	-	11	157	66	108	-	19	193
STD treatments	-	2	-	12	14	2	10	2	62	76	20	23	2	86	131
HIV Testing	-	2	-	7	9	1	10	1	47	59	2	1	2	35	40
<b>ENROLLMENTS</b>															
Medicaid & Michild	1	-	-	3	4	11	5	1	15	32	11	3	-	4	18
<b>REFERRAL SERVICE</b>															
MCDC Referrals	18	8	15	2	43	92	104	206	321	723	50	-	149	294	493
MIHP referrals	1	1	9	10	21	34	20	137	174	365	351	25	149	175	700
<b>Program</b>															
Pre-school	59	-	-	27	86	361	517	-	768	1,646	411	336	64	443	1,254
School Age	7	-	-	-	7	1,101	1,058	-	1,680	3,839	895	850	489	2,038	4,272
<b>Vision Screens</b>															
Pre-school	26	-	-	27	53	361	574	-	646	1,581	467	387	-	515	1,369
School Age	7	-	-	-	7	2,812	2,187	-	4,481	9,480	2,959	1,863	-	3,970	8,792
<b>Children's Special Health Care Services</b>															
Diagnostics	1	-	-	-	1	36	5	-	1	42	35	11	-	4	50
Assessments-Renewal	18	17	-	28	63	163	192	-	248	603	151	187	-	197	535
Assessments-New	10	5	-	9	24	37	50	-	64	151	47	44	-	61	152

State Participation/Enrollment Ratio [2]:

Feb-23	Mar-23	Apr-23	May-23	Jun-23	Curr Year P/E Ratio (last 12 months)
94.9%	94.9%	95.6%	95.1%	94.9%	94.8%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/Enrollment Ratio[2]
Oct / 2021	4,026	3,485	3,545		86.56%
Nov / 2021	3,978	3,319	3,413	-3.72%	83.43%
Dec / 2021	3,904	3,293	3,346	-1.96%	84.35%
Jan / 2022	3,931	3,407	3,470	3.71%	86.67%
Feb / 2022	3,932	3,405	3,487	0.49%	86.60%
Mar / 2022	4,020	3,585	3,616	3.70%	89.18%
Apr / 2022	3,974	3,583	3,643	0.75%	90.16%
May / 2022	4,024	3,628	3,674	0.85%	90.16%
Jun / 2022	4,082	3,760	3,802	3.48%	92.11%
Jul / 2022	4,073	3,702	3,782	-0.53%	90.89%
Aug / 2022	4,129	3,783	3,841	1.56%	91.62%
Sep / 2022	4,140	3,849	3,871	0.78%	92.97%
Oct / 2022	4,125	3,844	3,866	-0.13%	93.19%
Nov / 2022	4,149	3,836	3,892	0.67%	92.46%
Dec / 2022	4,161	3,819	3,874	-0.46%	91.78%
Jan / 2023	4,266	3,984	4,027	3.95%	93.39%
Feb / 2023	4,283	3,938	4,005	-0.55%	91.94%
Mar / 2023	4,325	4,010	4,034	0.72%	92.72%
Apr / 2023	4,267	3,924	3,987	-1.17%	91.96%
May / 2023	4,248	3,941	3,987	0.00%	92.77%
Jun / 2023	4,244	3,921	3,972	-0.38%	92.39%
Jul / 2023	4,234	3,963	(est[7]) 4,088		93.60%
Aug / 2023	0	0	(est[7]) 4,024		
Sep / 2023	0	0	0		

Total (Year to date)	42,302	39,180	35,644		
Curr Year Avg	4,230	3,918	3,960	1003.16%	90.57%
Months with Count	10	10	9	9	10
Average to Base % [8]		94.2%	95.18%		
Last yrs Base % [9]		82.9%	84.22%		
Last yrs Average	4,018	3,567	3,624		88.77%

Estimated average participation for current year to date:

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

3,978
3,960

**Funding Allocation Information**

Total Funding Allocation:	\$908,156
Assigned Funding Participation Count [11]:	
Current Yr Base:	4,161
Previous Yr Base:	4,303

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



**Branch-Hillsdale-St. Joseph Community Health Agency**  
**Environmental Public Health Services**  
**Report for the August 24, 2023 Board of Health Meeting**  
**Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

### **Food Service Sanitation**

The food service inspections at the Branch County Fair were conducted by our staff again this year. Historically, the inspections at all Michigan County Fairs had been conducted by MDARD staff. Three years ago, MDARD approached local health departments to see if there was interest in taking over the food inspections at the fairs. We decided we would take on the Branch County Fair only due to the fact that the Hillsdale and St. Joseph Fairs were back to back which would create a staffing for us. This year we conducted 19 inspections for the food vendors at the fair. For the most part things went well and we saw consistent compliance from the vendors.

### **Other Programs**

The Village of White Pigeon applied for and received a grant to update the existing municipal water system as well as extend services into the township. The service extension would reach into the area effected by the PFAS contamination around the White Pigeon Paper Plant. The project will cover 37 residential homes and several businesses in the area. We have been working with the EGLE and MDHHS on this PFAS site since early 2020 and have provided PFAS filters to 18 residents and have continued to supply them with replacement filter cartridges. The extension of the municipal water services would eliminate the need for the filters and provide a permanent solution to the issue in this area. In order to proceed with the water line extension, there needs to be a minimum of 50% of the homeowners to agree to the project. Although it seems like a logical choice to connect, there may be some hesitation from homeowners. Not all of the homes in the area of the proposed water extension have wells that have been affected by the contamination. Furthermore, there could be some people that don't want to have a water bill for financial issues. The grant would cover all the costs of the installation but there would be a monthly bill moving forward. If the village is able to get the 50% buy-in for the project they can move forward but not everyone would have to connect to the system. However, if they chose not to connect initially, they would have to pay all costs associated with the connection in the future which could cost several thousand dollars.

The City of Three Rivers had an Action Level Exceedance imposed on their municipal water system due to high lead level samples results. Like all municipal water supplies, Three Rivers is required to sample their water for a variety of contaminants including lead. The EPA sets standards for the amount of lead allowable in drinking water and the standard for lead and copper were recently tightened. As a result the water supply for Three Rivers surpassed the action level. As a response to this exceedance, filters are being provided to those on the water system. We have partnered with the City of Three Rivers in the distribution of the filters which began on August 8. To date there have been approximately 700 filters distributed. The city is working on remediation steps to reduce the lead levels in the water supply but will continue to provide water filters and cartridge replacements to Three Rivers water customers.

## EH Service Statistics Report

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

ENVIRONMENTAL HEALTH SERVICE REPORT      2022/2023

	JULY				YTD 2022/2023				YTD 2021/2022			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
<b>WELL/SEWAGE SYSTEM EVAL.</b>	-	-	2	2	5	3	3	11	-	2	12	14
<b>CHANGE OF USE EVALUATIONS - FIELD</b>	7	11	5	23	30	56	43	129	13	36	30	79
<b>CHANGE OF USE EVALUATIONS - OFFICE</b>	5	3	8	16	53	15	90	158	30	34	83	147
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	1	3	2	6	43	45	66	154	45	52	70	167
REPAIR/REPLACEMENT	3	10	14	27	48	59	80	187	52	65	88	205
VACANT LAND EVALUATION	3	-	1	4	10	8	11	29	5	14	22	41
PERMITS DENIED	-	-	2	2	-	-	2	2	3	-	-	3
TOTAL	7	13	19	39	101	112	159	372	93	131	180	416
<b>SEWAGE PERMITS INSPECTED</b>	8	15	12	35	76	110	113	297	67	87	112	260
<b>WELL PERMITS ISSUED</b>	19	8	17	44	127	90	167	384	97	107	220	424
<b>WELL PERMITS INSPECTED</b>	9	4	13	26	99	76	141	316	115	94	179	388
<b>FOOD SERVICE INSPECTION</b>												
PERMANENT	15	24	23	62	203	189	281	673	199	214	234	647
NEW OWNER / NEW ESTABLISHMENT	1	-	-	1	8	10	14	32	5	10	12	27
FOLLOW-UP INSPECTION	2	1	-	3	14	6	12	32	13	6	10	29
TEMPORARY	11	10	27	48	24	27	61	112	13	34	68	115
MOBILE, STFU	1	4	9	14	21	30	54	105	18	13	42	73
PLAN REVIEW APPLICATIONS	-	1	1	2	8	9	11	28	9	6	17	32
FOOD RELATED COMPLAINTS	1	-	-	1	9	12	7	28	8	13	4	25
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	-	-	-	-	2	1	-	3
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	81	n/a	n/a	n/a	16
<b>CAMPGROUND INSPECTION</b>	12	2	6	20	19	2	16	37	28	5	10	43
<b>NON-COMM WATER SUPPLY INSP.</b>	-	-	4	4	18	9	21	48	10	17	10	37
<b>SWIMMING POOL INSPECTION</b>	-	-	5	5	9	14	12	35	17	14	7	38
<b>PROPOSED SUBDIVISION REVIEW</b>	-	-	-	-	-	-	-	-	1	-	-	1
<b>SEPTIC TANK CLEANER</b>	3	-	-	3	10	1	2	13	1	3	-	4
<b>DHS LICENSED FACILITY INSP.</b>	-	5	1	6	7	24	14	45	7	27	23	57
<b>COMPLAINT INVESTIGATIONS</b>	-	6	1	7	34	17	8	59	17	32	18	67
<b>LONG TERM MONITORING</b>	-	-	-	1	-	-	14	15	8	9	2	19
<b>BODY ART FACILITY INSPECTIONS</b>	1	-	1	2	3	5	3	11	6	12	-	19

# Inspection Type Count

For Date Range: 7/1/2023 - 7/31/2023 and Program: Food Service

Inspection Type	Count
Complaint	1
Consult	1
Follow-Up	3
Pre-opening/New	1
Progress Note	7
Routine	62
STFU/Mobile	14
Temporary	48
Total number of inspections	137

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# Inspection Type Count by County

For Date Range: 7/1/2023 - 7/31/2023 and Program: Food Service

County	Inspection Type	Count
Branch	Complaint	1
	Consult	1
	Follow-Up	2
	Pre-opening/New	1
	Progress Note	1
	Routine	15
	STFU/Mobile	1
	Temporary	11
Hillsdale	Follow-Up	1
	Progress Note	1
	Routine	24
	STFU/Mobile	4
	Temporary	10
St. Joseph	Progress Note	5
	Routine	23
	STFU/Mobile	9
	Temporary	27
	Total number of inspections	137

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# Establishment Inspection Report

For Date Range: 7/1/2023 - 7/31/2023 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
AMERICAN LEGION POST 360	READING	7/19/2023	Routine	0	1	0	1
AMERICAN LEGION POST 454	Colon	7/18/2023	Progress Note	0	0	0	0
AMIGO CENTRE (Food)	Sturgis	7/5/2023	Routine	0	0	0	0
ARBY'S	COLDWATER	7/20/2023	Routine	1	0	1	1
BEACH CONCESSIONS #82	Hillsdale	7/3/2023	STFU/Mobile	0	0	0	0
BEACH CONCESSIONS #92	Hillsdale	7/3/2023	STFU/Mobile	0	0	0	0
Bellic River Group DBA Bens Soft Pretzel	Shipshewana	7/4/2023	STFU/Mobile	0	0	0	0
Bellic River Group DBA Bens Soft Pretzel	Shipshewana	7/28/2023	Temporary	0	0	0	0
Ben's Soft Pretzels, Manifest Destiny LLC	Leonidas	7/21/2023	Temporary	0	0	0	0
BEST WESTERN PLUS	Coldwater	7/18/2023	Routine	0	0	0	0
BIGGBY COFFEE	HILLSDALE	7/13/2023	Routine	0	1	1	1
Bobilya Chrysler Plymouth Dodge Inc.	Coldwater	7/27/2023	Temporary	0	0	0	0
Bronson Kiwanis Club	Coldwater	7/21/2023	Temporary	0	0	0	0
BRONSON KNIGHTS OF COLUMBUS #2924	BRONSON	7/17/2023	Routine	0	2	2	1
Bronson Polish Fest Kids Day	Bronson	7/21/2023	Temporary	0	0	0	0
BUFFALO WILD WINGS	COLDWATER	7/6/2023	Routine	0	0	0	3
Bull's Holy Smoke	Sturgis	7/26/2023	STFU/Mobile	0	0	0	0
Burger King #1416	Three Rivers	7/6/2023	Routine	2	1	0	5
Burger King #1419	Hillsdale	7/5/2023	Routine	0	0	0	0
Burnside Senior Center	Coldwater	7/20/2023	Routine	0	0	0	0
Burr Oak Fire Department		7/28/2023	Temporary	0	0	0	0
BURR OAK GRANGE #1350	Burr Oak	7/12/2023	Routine	0	0	0	1
Burr Oak Missionary Church	Burr Oak	7/27/2023	Temporary	0	0	0	0
BURR OAK SCHOOL	Centreville	7/28/2023	Temporary	0	0	0	0
BURR OAK SCHOOL	Centreville	7/28/2023	Temporary	0	0	0	0
Burr Oak United Methodist Kitchen	Burr Oak	7/12/2023	Routine	0	0	0	2
Castaway Lounge LLC	Coldwater	7/21/2023	Temporary	0	0	0	0
Center Park United Methodist Church	Three Rivers	7/12/2023	Routine	1	0	1	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Centreville United Methodist Church	Centreville	7/14/2023	Temporary	0	0	0	0
CHECKER RECORDS	HILLSDALE	7/20/2023	Routine	1	0	0	0
City of Hillsdale - Field of Dreams	Hillsdale	7/27/2023	Routine	0	0	0	0
CITY OF HILLSDALE - SANDY BEACH	HILLSDALE	7/27/2023	Routine	0	0	0	0
COLDWATER CINEMAS	COLDWATER	7/31/2023	Routine	0	0	0	0
Committee to Elect Dennis Allen	Centreville	7/21/2023	Temporary	0	0	0	0
CONEY & SWIRLS	HILLSDALE	7/12/2023	Routine	1	0	1	0
Corporate Dining Concepts	Three Rivers	7/12/2023	Routine	0	3	1	1
CURLY'S INC.	Colon	7/18/2023	Progress Note	0	0	0	0
DAD'S PLACE	Three Rivers	7/6/2023	Routine	0	1	1	0
Dairy Queen	Sturgis	7/5/2023	Routine	0	0	0	0
Dine and Dash Specialty Meats STFU	White Pigeon	7/7/2023	STFU/Mobile	0	0	0	0
Dock House Nutrition	Quincy	7/6/2023	Routine	0	1	1	0
Domestic Harmony	Hillsdale	7/8/2023	Temporary	0	0	0	0
EAGLES LODGE 1314	Sturgis	7/11/2023	Routine	0	1	0	2
EL CERRITO MEXICAN RESTAURANT	COLDWATER	7/10/2023	Follow-Up	1	0	0	0
El Sembrador LLC	Sturgis	7/7/2023	Routine	3	0	1	2
El Taco Loco	Sturgis	7/17/2023	Routine	0	2	2	4
El Taco Loco	Sturgis	7/21/2023	Temporary	0	0	0	0
El Taco Loco	Sturgis	7/22/2023	Temporary	0	0	0	0
EL TACO LOCO II	COLDWATER	7/21/2023	Temporary	0	0	0	0
Elotes Don Martin	Sturgis	7/5/2023	STFU/Mobile	0	0	0	0
En Gedi Music Fest	Sturgis	7/21/2023	Temporary	0	0	0	0
Fabius Park Fire Department	Three Rivers	7/15/2023	Temporary	0	0	0	0
FIRST PRESBYTERIAN CHURCH	HILLSDALE	7/31/2023	Progress Note	0	0	0	0
Fisher's Ice Cream @ BOHF	Goshen	7/28/2023	Temporary	0	0	0	0
FIVE STAR PIZZA	Colon	7/18/2023	Progress Note	0	0	0	0
Freakin' Sweets	Sturgis	7/5/2023	Routine	0	0	0	1
GIRARD UNITED METHODIST CHURCH	COLDWATER	7/13/2023	Routine	0	0	0	1
Gracepoint Baptist Church	Sturgis	7/23/2023	Temporary	0	0	0	0
Gracepoint Baptist Church	Sturgis	7/23/2023	Temporary	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
GREEN VALLEY GOLF & RACQUET	Sturgis	7/19/2023	Routine	0	0	0	0
HILLSDALE LODGE BPO ELKS #1575	HILLSDALE	7/7/2023	Routine	1	0	0	0
It Takes A Village Diner	Burr Oak	7/21/2023	Progress Note	0	0	0	0
Jack's Grocery	Union City	7/22/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - CHEESE CURD - HILLSDALE		7/3/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - FRENCH FRIES - HILLSDALE		7/3/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - FRENCH FRIES #2 - HILLSDALE		7/3/2023	Temporary	0	0	0	0
JERRY PRICE FISKE - LEMONADE - HILLSDALE		7/3/2023	Temporary	0	0	0	0
JILLY BEANS	Hillsdale	7/13/2023	Routine	0	1	1	0
Katrina Conley Breast Cancer Benefit	Waldron	7/15/2023	Temporary	0	0	0	0
Kentucky Fried Chicken Three Rivers---OOB	Three Rivers	7/26/2023	Routine	0	1	0	0
Kernal Poppers	White Pigeon	7/7/2023	STFU/Mobile	0	0	0	0
King Arthur's Trolley	Fort Wayne	7/13/2023	Temporary	0	0	0	0
KLINES RESORT (Food)	Three Rivers	7/14/2023	Routine	0	1	0	0
La Palma	Sturgis	7/7/2023	Routine	0	5	2	2
Litchfield Historical Society	Litchfield	7/1/2023	Temporary	0	0	0	0
LITTLE CAESARS PIZZA	HILLSDALE	7/27/2023	Routine	0	0	0	2
Magic Bunny BBQ	Colon	7/4/2023	STFU/Mobile	0	0	0	0
MAIN STREET PIZZA	JONESVILLE	7/21/2023	Routine	0	0	0	3
Mary's Gourmet Elephant Ears	Hillsdale	7/3/2023	Temporary	0	0	0	0
MASONVILLE PLACE	COLDWATER	7/11/2023	Routine	0	0	0	0
McComb's Street Eats	Osseo	7/20/2023	STFU/Mobile	0	0	0	0
MCDONALD'S OF QUINCY	QUINCY	7/26/2023	Routine	0	2	1	0
McDONALDS OF THREE RIVERS #2196	Three Rivers	7/26/2023	Routine	0	0	0	3
MCDONALD'S-HILLSDALE	HILLSDALE	7/5/2023	Routine	0	0	0	2
MCDONALD'S-JONESVILLE	JONESVILLE	7/14/2023	Routine	0	0	0	0
Mema Kitchen - STFU	Three Rivers	7/7/2023	STFU/Mobile	0	0	0	0
MR GYROS	COLDWATER	7/31/2023	Routine	0	0	0	0
My Guys Frys	Sturgis	7/4/2023	Temporary	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Nibbles	Colon	7/18/2023	Progress Note	0	0	0	0
NJBC	Three Rivers	7/4/2023	Temporary	0	0	0	0
NJBC	Three Rivers	7/14/2023	Temporary	0	0	0	0
Olde Time Waffle cone	Constantine	7/7/2023	STFU/Mobile	0	0	0	0
Oxender @ BOHF	Lagrange	7/27/2023	Temporary	0	0	0	0
Perkins Auction Service	Allen	7/7/2023	Temporary	0	0	0	0
PIGHEADED BBQ	LEONIDAS	7/28/2023	STFU/Mobile	0	0	0	0
PROWANT SPEICALTY CO.	Dupont	7/3/2023	Temporary	0	0	0	0
Quality Inn & Suites	Coldwater	7/18/2023	Routine	0	1	0	1
RACHAEL'S	White Pigeon	7/17/2023	Routine	0	0	0	4
READING PIZZA BARN	READING	7/25/2023	Routine	0	0	0	0
READING UNITED METHODIST CHURCH	READING	7/25/2023	Routine	0	0	0	0
Revival Coffee @ Engedi	New Carlisle	7/21/2023	Temporary	0	0	0	0
Revival Coffee @ Engedi	New Carlisle	7/21/2023	Temporary	0	0	0	0
Rollin' Smoke BBQ	Marcellus	7/21/2023	Temporary	0	0	0	0
ROSALIES ROADHOUSE	Jonesville	7/21/2023	Routine	2	2	2	2
ROSALIES ROADHOUSE	Jonesville	7/24/2023	Follow-Up	0	0	0	0
ROUGH DRAFT	HILLSDALE	7/13/2023	Routine	1	1	1	0
Sapura	Coldwater	7/28/2023	Temporary	0	0	0	0
Sauganash Country Club LLC	THREE RIVERS	7/6/2023	Routine	1	0	0	0
Shigs In Pit BBQ	Fort Wayne	7/21/2023	Temporary	0	0	0	0
SHORT'S LAMPLIGHTER, LLC	COLDWATER	7/14/2023	Routine	0	1	1	1
SHORT'S ROOT BEER DRIVE-IN	COLDWATER	7/10/2023	Routine	0	2	0	2
Small Town Girl Concessions	Coldwater	7/7/2023	STFU/Mobile	0	0	0	0
Small Town Girl Concessions & Catering	Coldwater	7/26/2023	Consult	1	0	0	0
Small Town Girl Concessions & Catering	Coldwater	7/31/2023	Pre-opening/New	0	0	0	0
Smokin Ain't EZ BBQ	Three Rivers	7/1/2023	Temporary	0	0	0	0
Somerset Beach Campground	Somerset Center	7/19/2023	Routine	0	0	0	0
Sozo Church of Hillsdale	Hillsdale	7/26/2023	Routine	0	0	0	0
Sparkle 4th of July	Colon	7/4/2023	Temporary	0	0	0	0
St Anthony's Catholic Church	HILLSDALE	7/25/2023	Routine	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
St. Joseph County COA @ Kline's Resort	Three Rivers	7/14/2023	Routine	0	0	0	0
Street Tacos	Kendallville	7/8/2023	Temporary	0	0	0	0
STURGIS PIZZA HUT	STURGIS	7/5/2023	Routine	0	0	0	1
SUBWAY # 19719	COLDWATER	7/20/2023	Routine	1	1	2	1
SUBWAY #1951	COLDWATER	7/6/2023	Follow-Up	1	0	0	3
SUPER 8: Food	Three Rivers	7/11/2023	Routine	0	1	0	1
Sweet Elizas Baking Co	Bristol	7/14/2023	Temporary	0	0	0	0
Sweets on the Street	Fort Wayne	7/21/2023	Temporary	0	0	0	0
Taco Bell #32989	COLDWATER	7/19/2023	Complaint	0	0	0	0
The Coney Cart	Osseo	7/25/2023	STFU/Mobile	0	0	0	0
THE FINISH LINE	HILLSDALE	7/17/2023	Routine	0	0	0	0
THE GREAT WALL	HILLSDALE	7/27/2023	Routine	0	0	0	2
The Haven	Shipshewana	7/7/2023	Temporary	0	0	0	0
VETERANS FOREIGN WARS	STURGIS	7/11/2023	Routine	0	1	0	2
WENDY'S #4405	Hillsdale	7/14/2023	Routine	0	1	1	0
White Oaks Golf Club	Hillsdale	7/27/2023	Routine	0	0	0	0
White Pigeon Township Fire Department	White Pigeon	7/7/2023	Temporary	0	0	0	0
Willow's Bar & Grill	Coldwater	7/3/2023	Progress Note	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.

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**Enclosures:**

1. ACLS Bureau correspondence dated 7/31/23: Approval of Mid-year FY23 Annual Implementation Plan Grant Budget
2. FY2024 Provider Allocations\*

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**Updates:**

1. Services to Victims of Elder Abuse Program Updates:
  - Victim Specialists continue to take referrals and support each county's Interdisciplinary Team meetings. Many of the topic areas we've been discussing during the IDT meetings will be included as a component of our VOCA grant efforts in FY2024. The FY24 SVEA application has been submitted to the Division. Housing issues (including homelessness, emergency housing and relocation), gaps in services and community collaboration are our top three focus areas. Next year's award is considered "continuation level".
2. FY2024 Provider Allocations:

Thank you for your time and consideration of the FY24 Provider Allocations. The ACLS-issued cost allocation worksheet, provider input, and our FY24 Annual Implementation Plan served as our guides in putting this together. We are expecting additional funding in FY24 but the details haven't been finalized and funds have not been awarded. We will continue to update the Board and providers as details are released.
3. Other highlights:



- Our team was at the Branch County Fair – all day on Veteran's Day and Senior Day. We had great weather and fantastic conversations!

St. Joseph County Fair and the St. Joseph County Project Connect/Veterans Stand Down events are next...

We hope you'll come and visit us!

- Provider Assessments continue... We have one (final) assessment to perform on Aug 18<sup>th</sup>. Because of the date in relation to when August BOH materials are due, we need to push the Assessment Summary to the September meeting.



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

July 31, 2023

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

Dear Ms. Burns:

Re: Approval of Mid-Year Revised Fiscal Year (FY) 2023 Area Plan Grant Budget

The Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau), has reviewed Branch-St. Joseph Area Agency on Aging's (AAA) mid-year Area Plan Grant Budget for FY 2023, dated July 14, 2023, for the following points:

- Mathematical accuracy
- Reasonableness of costs
- Agreement with amounts shown on the most recent Statement of Grant Award
- Match requirements
- Services listed in the approved FY 2023 area plan
- Program requirements

As a result of this review, your budget has been approved and supersedes all previous budgets for FY 2023.

If you have questions, please contact your Technical Assistance & Quality Improvement (TAQI) Section Field Representative, Ashley Ellsworth, at [ellswortha2@michigan.gov](mailto:ellswortha2@michigan.gov) or 517-294-9680.

Sincerely,

Cindy Masterson, Director  
Operations & Aging Network Support Division

CM:ae

c: Brent Leininger, Board Chair, Branch-St. Joseph AAA  
Brenae Gruner, Accountant, Branch-St. Joseph AAA  
Laura Sutter, Director, Branch-St. Joseph AAA  
Jen Hunt, Manager, TAQI Section  
Ashley Ellsworth, Field Representative, TAQI Section  
Financial Quality & Grant Support Section staff

***Included in This Month's Report:***

1. HEP Update
2. 2023 Medicinal Marijuana Operations & Oversight Grant (MMOOG) Update
3. Community Health Worker (CHW) Program Update
4. Community Events for July & August
5. July Social Media Update
6. July CHW Client Data Update

**1. Health Education & Promotion Department Update:**

As I have mentioned in the past several board meetings, our Health Educators, Isabella Stycos and Josh Englehart have been utilizing creative techniques through our social media pages and agency website to re-engage and reconnect with our community members, and we are beginning to see the fruits of that labor through a large uptick in not only our followers on the social media pages, but also the “reaches” which are the times one of our posts is interacted with via either a message, a reshare, a click to link, etc.; for instance, during the month of July, we gained 48 new followers total between our Instagram and Facebook pages, surpassing the previous monthly total high of 21. Furthermore, our reach sky-rocketed during the month of July as we saw a 187% increase in our Facebook reach from June to July and an 83% increase in our Instagram reach during the same time period.

One of the ways in which they are doing this is continuing the video series “We Are Public Health” that Josh began several months ago. These video snippets are interviews with agency staff members wherein a specific health topic (pertinent to current issues or the time of year), or an overall department’s focus and mission is discussed with the HEP team and then posted to our website and social media pages. Early in July, we continued this series by interviewing 2 of our Environmental Health vector techs regarding mosquitos, ways to keep yourself safe during the summer months, as well as the techniques they use to capture and test the local mosquito population. Lastly, our Facebook/Instagram topics for the month of July included, but were not limited to: Fireworks safety precautions, Tracking Awareness Week, National Youth Sports Week, and World Hepatitis Day.

Moving on from social media, our Health Educator Bella was also trained, and became certified, as a car seat safety technician in July and has been shadowing our long-time car seat technician, Mary Proctor, over the past several weeks to get an even better understanding of how these interactions work and what she needs to do to be able to best serve the public. Our other Health Educator, Josh Englehart, along with Supervisor Alex Bergmooser also attended a meeting in July with the committee that was formed in Hillsdale County with the purpose of deciding upon the best methods of utilizing the incoming county funds from the Opioid settlement. Alex and Josh presented to the committee a proposal that would allocate a small amount of these funds to the health department for the 2024 fiscal year; this project is still ongoing and no decisions have been made yet.

Lastly, the HEP team was also very busy during the month of July preparing for the Branch County fair, which took place August 6<sup>th</sup> through the 12<sup>th</sup>, as well as preparing for our all-staff event at the Battle Creek Battlejacks game that took place on August 11<sup>th</sup> and was funded through the 2023 MALPH Wellbeing Grant, which is designed to provide LHDs with a small amount of funding that can be broadly used in an effort to provide necessary training, boost staff morale, support collaboration, communication, and comradery amongst staff, and overall provide a sense of appreciation between management and employees.

**2. 2023 Medicinal Marijuana Operations & Oversight Grant (MMOOG)**

At the last couple BOH meetings, I have mentioned that the department has a lot of exciting stuff underway for this grant, and that those projects are moving along as planned. We are now nearing the end of the project period for the 2023 iteration of this grant and while nearly all of the objectives have been completed, we are still awaiting a couple of the final components of the project to come together as we look to spend the remaining funds and close the grant out by the end of August. The remaining project, which we were unsure was possible due to the tight budget, is to work with St. Joseph County Public Transportation to place our “Lock It Up” design and messaging on 2 of their buses. Although the county has agreed, we ran into financial roadblocks with regards to the printing of the designs for the buses, as well as the installation of these prints onto the vehicles. Fortunately, we believe we have solved those two issues and we are working to finalize the entirety of the project before we hit the end of August and are confident that we will be able to do so under the project period deadline.

**3. The Michigan Center for Rural Health (MCRH) – Embedding a Community Health Worker Program within the Local Public Health Department Grant:**

During the month of July, our CHW Rachael Wall welcomed 1 new client and focused more heavily on her existing clients. Rachael has been working hard to expand her resources and to build trust with the public by attending many of the various-topic community events, the many fairs, carnivals, outreach events, etc. that will be taking place within our 3 counties over the remainder of the Summer and into Fall. Along with our Health Educators, Josh and Bella, Rachael is also helping to make a concerted effort to be engaged with many of our service counties “back-to-school” events as we are hopeful to build, or build upon, our relationship with the local grade, middle, and high schools in the area. Furthermore, it was announced at the end of April that the funds provided by this grant will be extended through May of 2024, which will allow us to continue with the program until at least that time. Furthermore, we have also recently submitted, through the Michigan Health Endowment Fund, a proposal for the “Healthy Aging Initiative” grant, which would provide us with even more funding past the May 2024 mark to continue our Community Health Worker Program; we are hopeful that this application will be successful.

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

Date	Event
7/10-7/13	Car Seat Technician Training
7/11	Versatil Blood Drive @ Coldwater BHSJCHA
7/21	Bronson Polish Festival
8/6 - 8/12	Branch County Fair
8/11	All-Staff Battle Creek Battlejacks Baseball Game (Wellbeing Grant)
8/12	Three Rivers Huss Project Back to School Community Carnival
8/1	Waldron Schools Community Resource Fair & Back to School Event

**5. Social Media Data: July**

<b>Social Media Data (As of August 1st, 2023)</b>						
	# of Followers (Facebook & Instagram)	Instagram Reach (Amount a post is viewed, commented on, shared, etc.)	Facebook Reach (Amount a post is viewed, commented on, shared, etc.)	Number & Topic of Facebook Live Events	Agency Mentions in Local Media (radio stations, local newspaper/digital articles, etc.)	Other Activities (# and Topic)
<b>July</b>	4140	75 <i>(Up 83% from June)</i>	43,910 <i>(Up 187% from June)</i>	1 (Mosquito Safety)	20	None
<b>TOTAL TO DATE</b> (Since 10/1/2022)	48 NEW followers since last report	265	211,487	8	107	5

**5. Community Health Worker (CHW) Client Data: July**

<b>Community Health Worker (CHW) Client Data - July 2023</b>								
	# New	# Total to Date	*** "Interactions" = Supplied Resources or referred an individual to an outside agency, but not an active client (Interactions are counted under the "Referral Source" numbers, as well). **Interactions "# Total to Date" Began Reporting Numbers in January 2023.					
*** Interactions	4	38**						
Clients	1	36						
	Internal (Clinic) Referral & Agency Website	External Referral (Partner Organization)	AAA	MDHHS	Internal (Clinic) Referral & Agency Website (Total to Date)	External Referral, i.e.: Partner Organization (Total to Date)	AAA (Total to Date)	MDHHS (Total to Date)
Referral Source	1	0	0	0	19	10	5	2
	Branch	St. Joseph	Hillsdale	Branch (Total to Date)	St. Joseph (Total to Date)	Hillsdale (Total to Date)		
Clients by County	1	0	0	9	22	5		
	In-Person (Office)	Phone	Email	In-Person (Home Visit)	In-Person: Office (Total to Date)	Phone (Total to Date)	Email (Total to Date)	In-Person: Home Visit (Total to Date)
Communications (sum of all communications w/each client)	3	59	1	0	54	317	12	15
	Open	Closed (Completed)	Closed (Unable to Complete)	Other (Specify)	Open, (Total # of Clients to Date)	Closed/Completed (Total to Date)	Closed: Unable to Complete (Total to Date)	Other: Specify (Total to Date)
Case Status	16	2	0	0	36	11	9	0
	Behavioral Health	Health Insurance	Housing	Immunization Information	Employment Issues	Family Planning & Pregnancy	At-Home Medical & Health Needs	Adult Education
Services Provided	0	2	0	0	1	0	1	0
Service Provided (Total to Date)	14	47	24	7	15	7	17	7
	Transportation	Food Assistance	Child Developmental/ Education Issues & Screening	Childcare Services	Clothing Needs	Domestic Concerns	Other (Specify)	
Services Provided Cont.	0	1	0	1	1	0	11 (Non-Specific Resource)	
Service Provided (Total to Date)	10	25	7	11	10	9	40	

**Branch-Hillsdale-St Joseph Community Health Agency**

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 7/1/2023 Through 7/31/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Abila	1,962.82	23-07-28 A.01	7/28/2023
ACD.NET	1,907.97	54054	7/14/2023
ADAMS OUTDOOR	900.00	54071	7/28/2023
Aflac District Office	514.67	54052	7/7/2023
Aflac District Office	514.67	54069	7/21/2023
Alerus Retirement Solutions	1,981.00	23-07-07 R.01	7/7/2023
Alerus Retirement Solutions	2,011.00	23-07-21 R.01	7/21/2023
Amazon Capital Services, Inc	368.07	23-07-28 A.02	7/28/2023
Beacon Properties Administration	3,795.49	54083	7/31/2023
Beth Ann's Embroidery	1,111.00	54055	7/14/2023
Blue Cross Blue Shield	54,814.04	23-07-14 P.01	7/14/2023
Branch Area Transit Authority	318.00	23-07-14 A.01	7/14/2023
Branch Area Transit Authority	4,200.00	54056	7/14/2023
Branch County Commission	46,318.17	23-07-14 A.02	7/14/2023
Branch County Complex	5,694.28	23-07-31 A.01	7/31/2023
CAABC Randy Spangler	50.00	54072	7/28/2023
Card Services Center	392.93	23-07-31 P.01	7/31/2023
Century Bank - Hillsdale Maintenance	2,000.00	23-07-31 A.02	7/31/2023
Century Bank - Three Rivers Maintenance	2,000.00	23-07-31 A.03	7/31/2023
Century Basic	920.60	23-07-07 R.02	7/7/2023
Century Basic	824.45	23-07-21 R.02	7/21/2023
Century EFPTS	1,591.09	23-07-07 C.01	7/7/2023
Century EFPTS	175.71	23-07-07 L.01	7/7/2023
Century EFPTS	24,011.66	23-07-07 R.03	7/7/2023
Century EFPTS	79.48	23-07-21 DI.01	7/21/2023
Century EFPTS	24,921.85	23-07-21 R.03	7/21/2023
Century Mastercard	3,878.62	23-07-14 P.02	7/14/2023
Century MERS	68,111.39	23-07-14 A.03	7/14/2023
Century State/Michigan State Treasury	229.97	23-07-07 C.02	7/7/2023
Century State/Michigan State Treasury	67.11	23-07-07 L.02	7/7/2023
Century State/Michigan State Treasury	4,067.56	23-07-07 R.04	7/7/2023
Century State/Michigan State Treasury	4,229.90	23-07-21 R.04	7/21/2023
Charter Communications	275.94	23-07-14 P.03	7/14/2023
Charter Communications	137.97	23-07-28 P.01	7/28/2023
Cintas Corporation Loc 351	141.08	23-07-14 P.04	7/14/2023
City of Jonesville	80.00	23-07-28 A.03	7/28/2023
City Of Three Rivers	149.05	23-07-14 A.04	7/14/2023
City Of Three Rivers	90.00	23-07-28 A.04	7/28/2023
COMFORT INN	195.30	54057	7/14/2023
ConnectAmerica	133.00	23-07-14 A.05	7/14/2023
Courtesy Car and Truck Service	675.06	54073	7/28/2023
Crossroads Home Care Inc.	339.12	23-07-14 A.06	7/14/2023
Current Office Solutions	111.98	23-07-14 A.07	7/14/2023
DiningRD	4,532.35	23-07-14 A.08	7/14/2023
DL Gullivan Office Solutions	443.87	54074	7/28/2023
Dr. Karen M. Luparello	4,252.17	23-07-31 A.04	7/31/2023
Eurotrol U.S.B.V.	990.00	54058	7/14/2023
Evenflo Company Inc	823.66	54075	7/28/2023
Frontier	298.98	23-07-28 P.02	7/28/2023
GDI Services Inc.	4,725.87	23-07-31 A.05	7/31/2023
Gerald Bloom	210.00	54076	7/28/2023
Glaxo-Smithkline Financial Inc.	2,004.80	23-07-28 A.05	7/28/2023

**Branch-Hillsdale-St Joseph Community Health Agency**

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 7/1/2023 Through 7/31/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
GT INDEPENDENCE	1,868.96	23-07-14 A.09	7/14/2023
Health Equity	590.56	23-07-07 PR.01	7/7/2023
Health Equity	590.56	23-07-21 PR.01	7/21/2023
Helping Angels Home Care LLC	459.36	23-07-14 A.10	7/14/2023
Hillsdale Board Of Public Utilities	1,923.58	23-07-31 P.02	7/31/2023
Hillsdale County Treasurer	1,246.76	23-07-14 A.11	7/14/2023
HomeJoy of Kalamzoo	2,956.84	23-07-14 A.12	7/14/2023
Hospital Network Healthcare Services	61.43	23-07-14 A.13	7/14/2023
Indiana MI Power Company	584.41	23-07-14 P.05	7/14/2023
Indiana State Tax	74.44	23-07-07 R.05	7/7/2023
Indiana State Tax	57.38	23-07-21 R.05	7/21/2023
INTERSTATE ALL BATTERY CENTER	86.50	54059	7/14/2023
James Mercer	425.00	54077	7/28/2023
Jessica A Adams	2,052.50	23-07-14 A.14	7/14/2023
Jessica A Adams	2,175.00	23-07-28 A.06	7/28/2023
KALAMAZOO CHD	500.00	23-07-14 A.15	7/14/2023
Legal Services Of S.Central MI	890.00	23-07-14 A.16	7/14/2023
Macquarie Equipment Capital Inc.	1,266.75	23-07-28 A.07	7/28/2023
MALPH - Administrator's Forum	150.00	54060	7/14/2023
Maplecrest, LLC	767.13	23-07-31 A.06	7/31/2023
Matasha Goosby	1,625.00	23-07-14 A.17	7/14/2023
Matasha Goosby	2,250.00	23-07-28 A.08	7/28/2023
McKesson Medical-Surgical Gov. Solutions LLC	92.74	23-07-14 P.06	7/14/2023
McKesson Medical-Surgical Gov. Solutions LLC	583.96	23-07-28 P.03	7/28/2023
Medical Care Alert	594.80	23-07-14 A.18	7/14/2023
Merck Sharp & Dohme LLC	2,974.20	54078	7/28/2023
MERS 5% EMPLOYEES	11,291.83	23-07-14 A.19	7/14/2023
Michigan Public Health Institute	1,970.42	23-07-14 A.20	7/14/2023
Michigan State Disbursement Unit	190.11	54053	7/7/2023
Michigan State Disbursement Unit	190.11	54070	7/21/2023
Mistel de Varona	607.50	54061	7/14/2023
Momentive Inc. FKA SurveyMonkey Inc.	468.00	54079	7/28/2023
National Registry of Food Safety Professionals	443.00	54062	7/14/2023
Nationwide	820.00	23-07-07 R.06	7/7/2023
Nationwide	820.00	23-07-21 R.06	7/21/2023
Pitney Bowes Inc.	483.30	23-07-14 P.07	7/14/2023
Principal Life Insurance Company	1,832.55	23-07-28 P.04	7/28/2023
Prompt Care Express PC	284.00	54063	7/14/2023
Republic Waste Services	243.75	23-07-14 P.08	7/14/2023
Richard Clark	2,225.00	23-07-31 A.07	7/31/2023
Riley Pumpkin Farm	710.00	23-07-31 A.08	7/31/2023
Rosati Schultz Joppich Amtsbueshler	1,200.00	23-07-28 A.09	7/28/2023
ROSE PEST SOLUTIONS	80.00	23-07-28 A.10	7/28/2023
Sanofi Pasteur Inc.	2,478.36	23-07-28 P.05	7/28/2023
Semco Energy	46.99	23-07-31 P.03	7/31/2023
Shred It	120.00	23-07-31 P.04	7/31/2023
Skippy's LLC	1,625.00	54080	7/28/2023
St Joseph County COA	14,603.52	23-07-14 A.21	7/14/2023
St Joseph County Transit Authority	1,798.27	23-07-14 A.22	7/14/2023
St. Joseph Community Co-op	2,329.81	23-07-14 A.23	7/14/2023



**Branch-Hillsdale-St Joseph Community Health Agency**

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 7/1/2023 Through 7/31/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Staples	522.72	23-07-14 P.09	7/14/2023
Staples	722.60	23-07-28 P.06	7/28/2023
State of Mich EGLE	72.00	54081	7/28/2023
Stratus Video, LLC	2,157.65	54082	7/28/2023
Superior Van & Mobility	40.00	54064	7/14/2023
Teletask Inc.	500.00	54065	7/14/2023
Thurston Woods Village	1,056.42	54066	7/14/2023
TMK Worldwide, LLC	142.00	23-07-28 A.11	7/28/2023
TSI Incorporated	21,900.00	54067	7/14/2023
Tuckey Motorsports	4,151.00	54068	7/14/2023
Upper Peninsula Health Care Solutions, Inc.	150.00	23-07-28 A.12	7/28/2023
Verizon	999.48	23-07-14 P.10	7/14/2023
VRI INC.	189.00	23-07-14 A.24	7/14/2023
Wal-Mart Community	<u>8.73</u>	23-07-14 P.11	7/14/2023
Report Total	<u><u>390,894.68</u></u>		

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet

As of 7/31/2023

Assets

Cash on Hand	11,257.72
Cash with County Treasurer	4,509,997.64
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	4,450.00
Cash TR Building Maintenance	64,685.00
Accounts Receivable	53,603.54
Due from State	(229,500.24)
Due from Other Funding Sources	151,009.19
Prepaid Expenses	118,001.67
Biologic Inventory	<u>83,238.24</u>
<b>Total Assets</b>	<u><u>5,076,698.70</u></u>

Liabilities

Accounts Payable	132,716.28
Payroll Liabilites	164,560.37
Capital Improvements	25,000.00
Deferred Revenue	738,443.24
Deferred Revenue BR	38,371.00
Deferred Revenue HD	40,409.00
Deferred Revenue SJ	53,829.00
Biologics	<u>83,238.24</u>
<b>Total Liabilities</b>	<u>1,276,567.13</u>

Net Assets

Operation Fund Balance	732,476.09
Restricted Fund Balance	353,191.95
Designated Fund Balance	<u>2,714,463.53</u>
<b>Total Net Assets</b>	<u>3,800,131.57</u>

Total Liabilities and Net Assets	<u><u>5,076,698.70</u></u>
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**Prior Year Fund Balance Comparison at 7/31/2022:**

Operation Fund Balance	820,039.70
Restricted Fund Balance	364,531.16
Designated Fund Balance	<u>2,140,032.80</u>
<b>Total Fund Balance</b> \$	<b><u>3,324,603.66</u></b>

BHSJ Community Health Agency  
 Schedule of Cash Receipts and Disbursements  
 February 28, 2023 thru  
 July 31, 2023

Plus: Cash Receipts	\$ 242,699.30
Less: Cash Disbursements For Payroll/AP	\$ (516,761.72)
<b>2/28/2023 Cash Balance</b>	<b>\$ 4,030,565.41</b>
<hr/>	
Plus: Cash Receipts	\$ 466,507.25
Less: Cash Disbursements For Payroll/AP	\$ (686,310.45)
<b>3/31/2023 Cash Balance</b>	<b>\$ 3,810,762.21</b>
<hr/>	
Plus: Cash Receipts	\$ 867,660.47
Less: Cash Disbursements For Payroll/AP	\$ (537,992.62)
<b>4/30/2023 Cash Balance</b>	<b>\$ 4,140,430.06</b>
<hr/>	
Plus: Cash Receipts	\$ 530,201.24
Less: Cash Disbursements For Payroll/AP	\$ (565,168.11)
<b>5/31/2023 Cash Balance</b>	<b>\$ 4,105,463.19</b>
<hr/>	
Plus: Cash Receipts	\$ 939,207.56
Less: Cash Disbursements For Payroll/AP	\$ (583,492.08)
<b>6/30/2023 Cash Balance</b>	<b>\$ 4,461,178.67</b>
<hr/>	
Plus: Cash Receipts	\$ 934,722.29
Less: Cash Disbursements For Payroll/AP	\$ (576,189.64)
<b>7/31/2023 Cash Balance</b>	<b>\$ 4,819,711.32</b>

## BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

### Expense by Program - 7/31/2023

Program	Program Title	Month	Year to Date	Amend #2	Expended	
*	724	PFAS - Westside Landfill	(0.87)	4,280.93	2,687.00	159.32%
*	605	General EH Services	2,643.83	12,132.14	12,175.00	99.64%
*	325	CSHCS	0.00	179,409.74	190,729.00	94.06%
*	010	Agency Support	9,147.39	102,764.94	112,002.00	91.75%
*	024	MERS Pension Underfunded Liability	243.38	40,496.13	44,590.00	90.81%
*	021	Dental Clinic - Three Rivers	3,645.00	38,255.93	43,740.00	87.46%
	345	Lead Testing	2,411.97	22,090.31	26,718.00	82.67%
	185	Dental Outreach	1,429.88	13,883.33	16,880.00	82.24%
	201	CSF Carseats	2,094.99	18,316.05	22,793.00	80.35%
	109	WIC	85,766.61	875,284.99	1,100,203.00	79.55%
	326	Vision (ELPHS)	3,111.89	78,626.11	99,725.00	78.84%
	714	Onsite Sewage Disposal	25,116.41	297,576.59	378,287.00	78.66%
	721	Drinking Water Supply	25,116.41	297,576.59	378,287.00	78.66%
	338	Immunization Vaccine Handling	21,584.24	227,512.92	289,805.00	78.50%
	331	STD	7,953.96	98,481.64	128,424.00	76.68%
	008	Salary & Fringe Payoff	32.34	71,106.55	95,000.00	74.84%
	255	Community Health Direction	7,995.45	82,042.73	110,000.00	74.58%
	012	Area Agency on Aging	107,769.86	1,172,334.48	1,549,421.00	74.44%
	327	Hearing (ELPHS)	3,160.62	71,075.75	96,768.00	73.44%
	212	Medical Marijuana BR	12,783.66	14,983.57	20,457.00	73.24%
	704	Food Service	36,529.58	395,445.53	540,396.00	73.17%
	341	Infectious Disease	15,841.68	203,395.58	278,111.00	73.13%
	032	Emergency Preparedness	11,094.68	131,710.96	180,215.00	73.08%
	108	WIC Breastfeeding	8,441.53	94,855.58	133,633.00	70.98%
	035	Vector Borne Disease Surveillance	9,843.52	23,640.64	33,421.00	70.73%
	107	Medicaid Outreach	417.69	7,910.28	11,188.00	70.70%
	332	HIV Prevention	1,210.62	18,954.19	27,136.00	69.84%
	717	EGLE Swimming Pools	2,544.06	10,184.06	14,627.00	69.63%
	014	VOCA	14,448.61	138,810.81	205,743.00	67.46%
	115	MCH Enabling Women	1,379.71	31,669.86	46,940.00	67.46%
	716	EGLE Campgrounds	(869.37)	12,354.63	18,359.00	67.29%
	200	ELPHS Marketing	4,605.42	56,778.21	85,730.00	66.22%
	138	Immunization IAP	52,520.70	556,274.16	872,405.00	63.76%
	719	Body Art	(5.99)	3,372.04	5,570.00	60.54%
	230	Medical Marijuana HD	4,732.49	6,968.93	11,672.00	59.70%
	745	Type II Water	10,892.76	114,339.47	202,886.00	56.35%
	023	Capital Expenditures	0.00	125,015.00	227,630.00	54.92%

352	ELCCT Contact Tracing, testing doord,	39,237.83	322,848.86	606,578.00	53.22%
029	Dental Clinic - Hillsdale	694.14	7,125.87	14,000.00	50.89%
101	Workforce Development	2,039.73	27,952.27	56,666.00	49.32%
329	MCH Enabling Children	2,507.23	23,294.95	48,158.00	48.37%
371	CSHCS Vaccine Initiative	2,574.91	6,838.48	14,328.00	47.72%
718	EGLE Septage	177.69	2,791.69	6,328.00	44.12%
112	CSHCS Medicaid Outreach	17,784.57	47,423.87	112,602.00	42.11%
275	Medical Marijuana SJ	1,885.56	3,033.09	7,756.00	39.10%
363	363 CVDIMS Covid Immz Supplemental	2,598.73	73,523.75	214,940.00	34.20%
207	MCRH Community Health Workers	4,641.79	80,544.73	291,889.00	27.59%
723	PFAS Response - White Pigeon	123.73	1,837.10	8,078.00	22.74%
355	COVID-19 PH Workforce Supplemental	(178.17)	66,084.73	331,742.00	19.92%
715	EGLE Long-Term Monitoring	106.11	629.17	3,482.00	18.07%
097	CSHCS Donations BR HD	0.00	4,938.93	27,765.00	17.78%
405	Grant Writing	(1.79)	395.29	2,615.00	15.11%
096	CSHCS Donations SJ	0.00	4,710.24	32,412.00	14.53%
374	EOACV Expanding Older Adult Access to	2,341.00	6,063.88	60,651.00	9.99%
378	Monkeypox Virus Response	1.97	900.14	15,333.00	5.87%
722	PFAS Response	0.00	0.00	1,415.00	0.00%
<b>Total Expense</b>		<b><u>572,169.74</u></b>	<b><u>6,330,848.39</u></b>	<b><u>9,471,091.00</u></b>	<b><u>66.84%</u></b>

The Agency is currently 16.49% under budget.

\*10/12 Months = 83.33%

\*\*9/9 Months = 100.00%

## Programs Over Budget as of 7/31/2023

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**RU 724:** Increase in PFAS filters, amendment was sent to State by EH.  
**159.32%**

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**RU 605:** Over budget due to new software purchase expended in current quarter. This should come back in line as the year progresses.  
**99.64%**

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**RU 325:** Budget for RU 325 is fully expended and therefore expenses can be charged to RU 112. When looking at these two budgets together as one the program is under by budget at 74.78%.  
**94.06%**

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**RU 010:** The current revenue for this program is over budget (at 91.75%), causing expenses to also show over budget. This will fall in line with budget as the year progresses.  
**91.75%**

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**RU 021:** Over budget due to rent increase. The increase is being covered by additional revenue from MCDC.  
**87.46%**

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## August 21, 2023 – Board of Health Finance Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Finance Committee meeting was called to order by Jared Hoffmaster at 11:00 AM. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz and Steve Lanius.

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

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

Public Comment: No public comments were given.


New Business:

- Mr. Houtz moved to recommend that the full Board approve the AAA FY24 Provider Allocations as presented with support from Mr. Lanius. The motion passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve the updated Cost Allocation Plan as presented with support from Mr. Lanius. The motion passed unopposed.
- Mr. Lanius moved to recommend that the full Board approve the updated meeting schedule to move the Finance Committee Meeting to the 3<sup>rd</sup> Monday of each month at 9:00 AM. The motion received support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Lanius moved to adjourn the meeting with support from Mr. Houtz. The motion passed unopposed and the meeting was adjourned at 11:21 AM.

Respectfully Submitted by:

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

## August 16, 2023 – Board of Health Program, Policy, & Appeals Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Program, Policy, & Appeals Committee meeting was called to order by Committee-Chair, Tom Matthew, at 8:30 AM. Roll call was completed as follows: Tom Matthew, Rusty Baker, and Brent Leininger.

Also present from BHSJ: Rebecca Burns, and Theresa Fisher

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

Public Comment: No public comments were given.

New Business:

- Mr. Leininger moved to recommend that the full Board approve the updated Personnel Policy Manual as presented, with support from Mr. Baker. The motion passed unopposed.
- Mr. Leininger moved to recommend that the full Board approve the Health Officer Evaluation policy as amended by the PPA Committee, with support from Mr. Baker. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Baker moved to adjourn the meeting with support from Mr. Leininger. The motion passed unopposed and the meeting was adjourned at 9:09 AM.

Respectfully Submitted by:



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



## **Summary of Proposed Changes to the Personnel Policy Manual**

The Agency continuously strives to provide a comprehensive set of administrative policies. As part of this process, we routinely review the existing policy document to determine 1) if the policy is still relevant and needed, 2) whether the purpose or goal of the policy is being met, and 3) to determine if changes or clarifications are needed to ensure that staff and supervisors are understanding and administering the policies in the same manor across the entire Agency.

The changes summarized below are a compilation of changes that have been identified through routine business, programmatic audits, discussions with the agency's attorney, or issues that came up that were not clearly addressed in current policy. A table of contents was added to the document

- Page 17-18 – Longevity policy updated to include part-time workers who meet the criteria
- Page 41 – Bad weather policy updated to include new notification system
- Page 42 – Bomb Threat policy updated
- Page 42 – Dr. Strong policy updated
- Page 42 – Emergency contact procedures updated to include new notification system
- Page 43 – Fire Alarm Emergency Plan updated
- Page 43, 44 – Lock down policy updated
- Page 44,45 – Disaster Response Plan updated
- Page 45 – Office closure procedure updated
- Page 46 – Robbery policy updated
- Page 46 – Tornado Emergency Plan updated
- Page 47 – Utility shut off procedure updated

## **PURPOSE OF THE PERSONNEL POLICY MANUAL**

This manual was developed to describe some of the expectations of our employees and to outline the policies, benefits, and procedures available to eligible employees. Employees should familiarize themselves with the contents of the Personnel Policy Manual as soon as possible, for it will answer many questions about employment with Branch-Hillsdale-St. Joseph Community Health Agency.

No personnel policy manual can anticipate every circumstance or question about policy. As time goes on, the need may arise and the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health reserves the right to revise, supplement, or rescind any policy or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion.

This Personnel Policy Manual supersedes any and all previous personnel policies created separately and collectively by the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health.

This Personnel Policy Manual shall be distributed to appropriate agency personnel at the time of hire. Copies of subsequent updates of this manual shall be provided to appropriate agency personnel as soon as possible after the adoption of such updates.

Board of Health  
Branch-Hillsdale-St. Joseph  
Community Health Agency

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# **SECTION 1: DEVELOPMENT OF PERSONNEL POLICIES**

## **A. COMPOSITION OF THE PERSONNEL POLICY MANUAL COMMITTEE**

There shall be a committee composed of the Health Officer, a designee of the Health Officer, a representative and alternate from each of three counties - Branch, Hillsdale, and St. Joseph.

## **B. SELECTION OF OFFICE REPRESENTATIVES AND ALTERNATES**

A request for volunteers as representatives shall be conducted at the beginning of each calendar year. Representatives shall serve for a two-year term from their respective offices. Employees elected shall serve the first year as the alternate representative and the second year as the representative. In the event the office of representative or alternate representative is vacated during the elected term, a request for a volunteer to replace the alternate will be conducted in the office involved. If the representative vacates, the current alternate representative shall move into that position. These names will be posted annually in the mail room of each office.

## **C. MEETING SCHEDULE OF THE COMMITTEE**

The committee shall meet at least once a year to provide suggestions to the Health Officer regarding the personnel policies. Each office shall have one vote. If both the alternate representative and representative from an office are present, they will be allowed one vote. In the event of a tie vote, the issue is to be tabled until the next scheduled meeting, at which time if the issue still results in a tie then it is considered defeated. The chair of the committee will be elected by the representatives and alternates during the first meeting. The Health Officer will not have voting privileges.

A secretary shall be selected from the committee and will arrange for minutes of each committee meeting to be distributed to each committee member. The committee members are responsible for posting the minutes in each office. The announcement of personnel policy committee meetings and the minutes from the meetings will be sent to 'everyone@bhsj.org' through the Agency's employee's email system and in the Personnel Policy folder on the Coldwater shared drive. Each employee shall be responsible for reading the minutes and providing input to a member of the committee.

## **D. IMPLEMENTATION AND INTERPRETATION OF THE PERSONNEL POLICIES**

The Health Officer shall be responsible for the implementation of the approved personnel policies within this manual. The Administrative Services Director shall be available to the employees and management regarding the interpretation of the personnel policies.

## SECTION 2: EMPLOYMENT POLICIES, PROCEDURES AND REQUIREMENTS

### A. EMPLOYMENT POLICIES

1. Employment Relations. The Board of Health believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their immediate supervisors.

2. Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the agency will be based on merit, qualifications, and abilities. The agency does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. The agency will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

3. Job Posting. The agency provides employees an opportunity to indicate their interest in open positions and advancement according to their skills and experience. Job openings will be posted and normally remain open for five (5) workdays. Each job posting will include the dates of the posting period, job title, department, grade level, essential duties and qualifications.

4. Immigration Law Compliance. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility.

5. Hiring of Relatives. Employment of more than one member of the family may be permitted, providing each individual possesses the necessary qualifications and competed in the usual manner with other qualified applicants.

6. Conflict of Interest. An actual or potential conflict of interest occurs when an employee is in the position to influence a decision that may result in personal gain for that employee or for a relative as a result of the agency's business dealings. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate supervisor as soon as possible the existence of any or potential conflict of interest so that safeguards can be established to protect all parties. For the purposes of this policy a relative is any person related by blood or marriage.

7. Outside Employment. Employees may hold outside employment as long as such employment does not present a conflict of interest or in any way interfere with the

efficient discharge of duties required to satisfactorily function in the position held with the agency.

8. Pre-Employment Medical Exam and Drug Test. After an offer has been made to an applicant entering agency employment, the new hire shall undergo a medical examination and drug test at the agency's expense. The offer and assignment to duties is contingent upon satisfactory completion of these exams. Information on employees' medical condition or history will be kept separate from other employee information and will be maintained confidentially.

9. Background Check. When an offer has been made to an applicant entering agency employment, the new hire shall undergo an ICHAT background check, a search of the state and national sex offender lists, and a central registry check for anyone working with children or vulnerable adults (as required by contracts and/or grant funding). The offer and assignment to duties is contingent upon satisfactory completion of this background check process. In order to maintain compliance with the boilerplate language in requirements of the agency's grant contracts, any findings in background checks may be reviewed by the Agency's attorney. Any finding that would cause compliance issues with the contracts will cause the conditional offer of employment to be rescinded. The Agency will conduct annual background checks on all employees.

All employees are required to notify the Administrative Services Director immediately of criminal convictions, pending felony charges, or listing on the CPS Registry. Failure to comply may result in discipline, up to and including dismissal.

10. Hire Date. The date an employee was hired. In the event that an employee had been employed and left employment and subsequently rehired, the Hire Date will be the most recent date of hire.

11. Anniversary Date. The Anniversary Date is the Hire Date or if an employee moves into a new job classification the Anniversary Date will change to the date that the new job classification becomes effective.

12. Continuous Length of Service. Continuous Length of Service is defined as the period of time in which an employee continues in agency employment without interruption subject to the conditions described in other sections of this manual.

13. Orientation. The immediate supervisor will provide each new employee an introduction to their co-worker, work environment, job responsibilities, procedures, and policies. All necessary employment forms and paperwork must be completed on the first day of work with the Administration division.

14. Probationary Period. All new and rehired employees will be on a twelve-month probationary period following their date of hire or rehire. At any time during the twelve-month probationary period, the agency may terminate employment for any or no reason. If an employee is granted an approved medical leave during their probation, the



probationary period will be extended to ensure the Agency has the full twelve months of time worked to evaluate the employee. Employees in their probationary period have no bumping rights. Seniority will be calculated by the date of hire in a position.

15. Work Schedule. Work schedules may vary throughout the agency. Immediate supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

16. Performance Evaluations. Immediate supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. The immediate supervisor shall prepare the formal evaluations at three months, at six-months and at the one-year probationary period and then every subsequent year following the hire or reassignment of employees.

17. Residency Requirement. There shall be no residency requirement that employees live within the boundaries of the areas served by the agency.

18. Approval for Hiring. Final approval of the hiring of all agency employees shall rest with the Health Officer.

19. Removal from Payroll. An employee who is defined as “casual” and does not work in three (3) consecutive months shall be removed from payroll.

20. Reporting of Accidents/Incidents. The employee must report any & all accidents/injuries within 24 hours to the Administrative Services Director.

21. Reporting of Neglect/Abuse/Exploitation. Employees must report any and all suspected case/cases of abuse, neglect, and exploitation immediately by calling State of Michigan Centralized Intake at 855-444-3911. Employee must also notify immediate supervisor.

22. Identification Badges. All employees are issued an identification badge and are required to wear it during the performance of their job duties. In the event the badge is lost, stolen, or damaged the employee must notify the Administrative Division for a replacement immediately.

23. Sign In/Sign Out Policy. All employees shall sign in when they arrive at work and sign out at the time of leaving the building at any time during the day. This is required so we know who is in the building and who isn't in the event of an emergency. Sign out sheets are in the mail room. Each staff member will be responsible for their own time in and out.

24. Drivers Licenses and Car Insurance. Every employee must possess a valid driver's license and car insurance—you will be asked to present copies of these to the Administrative Division at hire and upon renewal.

## B. PERSONNEL FILE PROCEDURE

1. Contents of the Personnel File. The agency maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, performance evaluations, documentation of reassignments and salary increases, and other employment records.
2. Review of the Personnel File. Personnel Files are the property of the agency and access to the information they contain is restricted. Generally, only the immediate supervisor, division director, and other agency personnel who have a legitimate reason, as determined by the Health Officer to review the information in a personnel file, are allowed to do so. Employees are entitled to inspect the contents of their personnel files. Employees who wish to inspect their own personnel file should contact the Administrative Services Director. With reasonable advance notice, employees can review the content of their personnel files in the presence of the Administrative Services Director.
3. Personnel Data Changes. Employees are responsible for promptly notifying the Administrative Division of any changes in personnel data. Changes relating to personal information such as mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, dependents covered by agency provided insurance, or marital status must be accurate and up to date.
4. Verification of Employment Requests. No information will be shared on an employee until verified with that employee. Verification needs to be made before giving any institutions any information on any employees. **No information will be shared until validated by the Administrative Services Director.**

## C. PERSONAL CONDUCT REQUIREMENTS

1. General Statement of Policy. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The agency expects employees to perform their job in a manner that will protect the interests and safety of all employees and the agency. Violation of the following Personal Conduct Requirements may lead to progressive disciplinary action, up to and including termination of employment.
2. Personal Appearance. Employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.
3. Agency Phone, Cell Phone, E-mail and Fax Usage. Employees should practice discretion when making personal phone calls and sending e-mail or faxes. Employees shall be required to reimburse the agency for any charges resulting from their personal use of the telephone, fax machine, or copier. Any employee, who has misplaced, lost, or damaged agency property must report such to their supervisor or the Administrative

Services Director as soon as possible. The employee may be asked to reimburse the agency for the replacement/repair of said item or items if the loss or damage was a result of negligence by the employee.

4. Smoking Policy. In keeping with the agency's intent to provide a safe and healthful workplace, smoking or the use of E-cigarettes is prohibited in any agency facility or within 50 feet of the building.

5. Breaks and Lunch Periods. Employees will be granted two (2) paid fifteen-minute breaks during the full workday. Employees will have a ½ hour unpaid lunch period for each full workday. The timing of the breaks and lunch periods will be at the discretion of the department head and in compliance with labor law. It is the supervisor's responsibility to have staff coverage during all service hours, allowing for uninterrupted breaks and lunches.

6. Drugs and Alcohol in the Workplace. It is the agency's desire to provide a drug-free, safe and healthful workplace. Employees may not use, possess, distribute, sell, or be under the influence of illegal drugs or alcohol while on agency premises or while conducting agency business-related activities off agency premises. Please refer to the Agency's Substance Abuse Policy.

7. Harassment in the Workplace. The agency is committed to providing a workplace that is free of discrimination and unlawful verbal and physical harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. All allegations of harassment should be reported, in writing, to the Administrative Services Director's office as soon as possible. In the event the Administrative Services Director is the alleged harasser, the allegations of harassment should be reported, in writing, to the Health Officer.

8. Sexual Misconduct, Domestic Violence and Dating Violence in the Workplace. The agency is committed to providing a workplace that is free of discrimination, unlawful verbal and physical sexual misconduct, domestic violence and dating violence. All allegations of sexual misconduct, domestic violence and dating violence that occurs in the workplace or by an agency employee should be reported, in writing, to the Administrative Services Director's office as soon as possible. In the event the Administrative Services Director is the alleged harasser, the allegations of harassment should be reported, in writing, to the Health Officer.

9. Attendance and Punctuality at Work. To maintain a safe and productive work environment, the agency expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the agency. When employees cannot avoid being late to work or unable to work as scheduled, they must notify their immediate supervisor as soon as possible in advance of anticipated tardiness or absence.

10. Solicitation. In an effort to ensure a productive and harmonious work environment, persons not employed by the agency may not solicit or distribute literature or products in the workplace at any time for any purpose without the permission of the Health Officer. Employees may not solicit or distribute literature or products concerning outside event and organizations during working time without the permission of the Health Officer.

11. Contributions. Contributions by employees to community organization fund drives shall be entirely voluntary. Agency management personnel or Board of Health shall at no time estimate or determine what amount such contributions shall be.

12. Use of Agency Equipment. Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using agency property, employees are expected to exercise care, and follow operating and safety standards and guidelines. Employees shall not engage in the improper, careless, negligent, destructive, or unsafe use or operation of agency equipment. In the event that any Agency owned or leased equipment is misplaced, stolen, lost, or damaged you must report it to the Administrative Services Director immediately. Employees may be asked to reimburse the Agency for the repair/replacement of said item or items if it is deemed the employee was careless and negligent. For legal liability reasons, employees are not to transport non-employees during work time unless special authorization is given.

13. Political Activity. Employees are subject to the rights and limitations of the Hatch Act.

14. Gifts and Favors. Employees or their immediate family shall not be permitted to accept loans, gifts of money or goods, services or other preferred arrangements for personal benefit under any circumstances directly or indirectly involving possible influence or appearance of influence upon the manner in which they perform work, make decisions to otherwise discharge their duties as an employee.

15. Confidentiality of Information. The agency shall be in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Protected information contained in reports, records or communications of the agency shall be considered confidential. Unauthorized disclosure of such information by staff members shall be considered sufficient grounds for dismissal.

16. Dating Supervisors. Supervisory staff are strictly forbidden from dating staff they directly supervise. This includes consensual romantic or sexual relationships. Non-consensual relationships constitute sexual harassment and should be reported immediately so appropriate remedial action may occur.

#### **D. EMPLOYEE CLASSIFICATIONS**

1. Full Time. An employee who is regularly scheduled to work at least 37.5 hours per workweek.

2. Minimum Full Time. An employee who is regularly scheduled to work less than 37.5 hour per workweek but a minimum of 30 hours per workweek.
3. Part Time. An employee who is regularly scheduled to work at least 20 hours per workweek but less than 25 hours per workweek.
4. Casual. An employee who works irregular hours.
5. Contractual Employees. An individual performing a service, job or duty as outlined in the terms of a contract are not subject to the Agency's travel reimbursement, pay schedule, vacation or sick time schedule or other benefits unless stated in their contract, but are subject to portions of the Personnel Policy that relate to personal conduct.
6. Seasonal Employees. An employee that has been hired to work in a specific program which is suspended each year and the program is scheduled to begin again within 12 months. Employee on seasonal layoff will not earn vacation, sick time, or cash-in-lieu while on layoff. The employee while on seasonal layoff will not be covered by the Health Insurance Policy offered by the Agency and will be transferred to COBRA. The Agency will not issue payments for any benefits which come due while the employee is on seasonal layoff. Such benefits include cash-in-lieu or longevity payments. Any longevity payments normally paid or the cash-in-lieu benefit earned by the employee prior to being placed on seasonal payoff will be paid once the employee returns to work or at the end of our current fiscal year or if the employment is terminated during the seasonal layoff period.

#### **E. EMPLOYEE PROMOTION OR RECLASSIFICATION**

The rate of pay, for employees who have been promoted to a higher-level position, will be adjusted to the minimum rate of pay of the higher-level or to that salary step on the higher-level above their current rate of pay, whichever is higher.

The rate of pay, for employees who have been reclassified to a position in a lower level, will be paid at their current level or adjusted to their salary step rate of pay, whichever is lower.

The health officer shall authorize all reclassifications.

#### **F. EMPLOYEE TRANSFER**

The rate of pay, for employees who have transferred to a position in the same classification, the rate of pay shall be determined by the Health Officer and the division Director based on employee knowledge and training needed.

## G. WORK RELATED TRAVEL

Employees who use their own personal vehicles for agency business will be reimbursed at the rate established by the Board of Health. The Board of Health set travel reimbursement at the standard mileage rate as set by the IRS each year. However, if the Health Officer determines that there are budgetary concerns of the agency, any increase in the agency's Travel Reimbursement must be postponed until the budgetary concerns have been addressed.

1. Agency Travel Policy. Travel expense reimbursement is based upon the following:
  - Every employee is assigned a home base office
  - Any employee or contractual employee of this Agency who drives a vehicle for business related activities or receives mileage reimbursement from this Agency must possess at all times, a valid driver's license that does not restrict their driving for Agency related business.
  - Within the health district, employees are paid mileage from their home base to the place of work assignment and back to their home base. If an employee leaves from their residence to a work assignment other than their home base, the mileage is paid from their residence if the distance is less than from their home base.
  - Employees who request to work at an agency office that is not their home base shall not be reimbursed for travel time and mileage from the home base to the office where they have chosen to work.
  - Employees assigned by their immediate supervisor to job responsibilities at an agency office that is not their home base shall be reimbursed for mileage.
  - Meal expenses incurred within a work day are reimbursed only if they are pre-approved by an immediate supervisor. Supervisors shall use discretion approving meal expenses for offsite training, hosting visiting officials, etc.
  - Reimbursement for travel outside the health district must be pre-approved by the division director.
  - Travel time that occurs outside of assigned business hours will be reimbursed in accordance with the adjusted time policy.
  - Reimbursement for training and related expenses (tuition, meals, etc.) must be pre-approved by the division director. To begin the pre-approval process, employees shall submit an agency Training form, detailing the anticipated training expenses, to their supervisors.
  - Travel mileage between offices shall be calculated as follows:
    - Coldwater to Hillsdale, 25 miles
    - Coldwater to Three Rivers, 40 miles
    - Coldwater to Sturgis, 26 miles
    - Three Rivers to Sturgis, 23 miles

## H. STAFF DEVELOPMENT

The Board of Health encourages employees to develop professionally through training and continuing education. Subject to management approval and agency budgetary constraints, employees will be assisted to attend identified training and education events. Attendance at approved conferences, training, or exams shall be treated as a special work assignment. The agency will require an employee to sign a payback agreement to protect the agency from a premature departure of the employee once high-investment specialty training is concluded.

1. Staff Development Procedure. Pursuant to Section 2, Part H of the Branch-Hillsdale-St. Joseph Community Health Agency's Personnel Policies the following procedure has been developed and approved for implementation regarding employee requested training.
  - All regular full-time, minimum full-time, and regular part-time employees are eligible to apply in writing for staff development assistance.
  - Applications for staff development assistance shall be endorsed by the appropriate division director, then reviewed and approved by the health officer for being in the "best interest of the agency".
  - Approved applicants must maintain employment throughout the training period.
  - Approved applicants are eligible for reimbursement of courses taken, not to exceed \$3,000 in four consecutive quarters, three consecutive trimesters, or two consecutive semesters.
  - Pre-approval of expenses must be obtained prior to the beginning of the school term.
  - Covered course expenses are tuition and books.
  - All courses must be through an accredited institution.
  - All courses must be part of an educational program that relates to the employee's current position or a future position with the agency.
  - An employee may request reimbursement for the course or training by submitting a copy of the receipt showing that the fee had been paid by the employee along with the following:
    - ✓ An employee must obtain a grade of "C" or better at the undergraduate level and "B" or better at the graduate level.
    - ✓ Upon the completion of the course(s) and the posting of grades the employee must present the grades to the health officer.
  - Employees who leave before one year's time after the last staff development reimbursement payment must reimburse the agency a pro-rate share of that last payment. This requirement may be waived by the health officer upon appeal.

## **SECTION 3: COMPENSATION POLICIES**

### **A. MONETARY COMPENSATION**

1. Rate Determination. The Board of Health shall approve an employee salary scale that seeks to assure that covered salaries are externally competitive and are internally comparable in terms of job difficulty and responsibility. A copy of the approved salary scale shall be available in each office.
2. Starting Wage. A newly hired employee will start at the minimum of the approved salary range for the position for which they were hired. The Health Officer may approve that an employee be started above the starting wage but not at a wage exceeding the maximum of the salary range. The Health Officer shall seek approval from the Board of Health of any new hire that is started above the first-year step on the employee salary scale.
3. Credit Transfer. A division director may recommend to the Health Officer that an employee transferring from a full time or minimum full-time position to another full-time position or minimum full-time position at the same salary range be credited with their prior service for salary.

### **B. PAY PERIODS**

1. Schedule. All employees are paid on two-week cycles beginning on Saturday at 0:01 a.m. and ending on Friday at midnight. Payday is on the Friday one week following the close of the pay period. If the regular payday falls on a federal banking holiday, employees can receive their paychecks the last day of work prior to the federal banking holiday.
2. Payroll Reporting Responsibility. All employees are responsible for submitting a completed time sheet to their immediate supervisor for approval and processing no later than 9 a.m. of the first work day following the end of the payroll period. The immediate supervisors are responsible for seeing that all submitted and approved time sheets are electronically processed to the agency accounting office no later than 10 a.m. of the first work day following the end of the payroll period.

### **C. ADDITIONAL TIME POLICY**

The additional time policy applies to staff that are required to work on Saturday, Sunday or in excess of normal business hours or on Agency observed Holiday to conduct Agency work at scheduled venues. Staff will receive a minimum of two (2) hours for reporting on the weekend and if the time worked exceeds two (2) hours they will receive an additional ½ hour



for each ½ hour worked. The agency recognizes two types of additional time; adjusted-time and overtime.

## 1. Adjusted Time Schedule

**Policy:** Full time staff members are limited to a 75 hour per pay period work schedule. Minimum full-time staff members are limited to a 60 hour per pay period work schedule. Part-time staff members are limited to less than 60 hours per pay period work schedule, as specified by their supervisor.

For most staff, their work schedule coincides with the Agency's regular work hours: 7.5 hours per day, Monday through Friday. (Note: While normal business hours are 8 a.m. to 4 p.m., clinic staff, working a late clinic which starts later than 8 a.m. and ends after 4 p.m., should consider a late clinic normal business hours).

Certain positions within the agency (i.e., communicable disease nurse, health educator, sanitarian, outreach worker, etc.) may have work assignments as part of their job duties/responsibilities which require work that can only be done outside of the Agency's normal work schedule. Due to these requirements, the work schedule for these employees can be adjusted, with prior written approval from their division's director, to accommodate these specific duties and responsibilities. (During the affected pay period, the employee will work to accommodate any overages in hours on one day by taking time off on one or more subsequent days. Days selected to adjust for time overages shall be low volume work days or days with limited work commitments.)

Staff members are instructed that, without prior written authorization of the health officer and their director, they are not allowed to work more than their budgeted hours as identified on their Payroll Status Wage Form and are not eligible for overtime payments.

### **Procedure:**

- A. Employees who have work commitments which fall outside of the Agency's regular work hours of Monday through Friday will submit an adjusted time schedule form to their director for the pay period prior to the time being adjusted.
- B. The form will indicate the Employee's name, Employee Number, and the pay period being adjusted.
- C. Employees will identify the number of hours they are working each day, and include the start and end times for each day.
- D. Employees will identify the reason for the adjustment for those days where they are working outside their normal 7.5 hours per day.

- E. Employees will document that for those days in which they are working more than 7.5 hours, they have made an appropriate adjustment on a subsequent day. Employees will do their best to work with their directors to assure that these adjustments are not made on days which will result in unnecessary work assignment shifts or undue hardship for their co-workers or to the Agency. Scheduled adjustments to offset time in excess of a 7.5-hour day should occur on days that are low volume or with limited commitments.
  - F. Employees will certify that they will not deviate from the schedule or work in excess to the schedule by signature without prior notification and approval. In addition, they will also certify they will not work in excess of budgeted hours without written approval of their director and the health officer. An employee cannot use paid time off to exceed their budgeted hours.
  - G. Once received, the director will provide written approval in a timely manner, but no later than 24 hours prior to the start of the adjustment.
  - H. Written requests and approvals can be submitted in paper form, fax or electronically, as the director prefers.
  - I. The director will keep documentation of adjusted work schedules as required by document retention policies.
  - J. Failure to submit adjusted work schedule forms and to comply with the adjusted policy and procedures will result in progressive disciplinary action.
2. Compensation for Overtime. Hourly/Professional/Technical – When the Agency’s budget permits, or as otherwise required by law. Staff that work in excess of eighty (40) hours in a single week may be compensated at one and one-half their regular rate of pay for the time in excess of 40 hours. Staff may only work in excess of their budgeted schedule with prior division Director and Health Officer written approval. Paid time off is not considered as time-worked toward the calculation for overtime. Employees will only be compensated at time and a half only if they actually worked more than 40 hours in a week.

#### **D. LONGEVITY COMPENSATION**

- 1. Purpose and Eligibility. Longevity Compensation is granted to ~~full time and minimum full time~~ regular employees based ~~on upon~~ their consecutive years of ~~full time and/or minimum full time~~ service. ~~Part time and casual~~ Casual employees are not granted longevity compensation.

2. Amount Granted. The amount of longevity compensation granted to an eligible employees varies with the number of consecutive years of service from their anniversary date as shown in the following schedule:

5-9 Years of Service	=	\$150
10-14 Years of Service	=	\$300
15-19 Years of Service	=	\$450
20 Years Plus of Service	=	\$600

3. Payment Schedule. Longevity compensation payments will beare paid out to eligible employees during-on the first payday following the employee's anniversary date. Seasonal employees receive longevity as outlined under the seasonal employee definition.

## **E. JURY SERVICE**

1. Purpose and Eligibility. Jury Service Compensation is available to eligible employees to encourage employees to fulfill their civic responsibility by serving jury duty when required. If an employee of the Branch-Hillsdale-St. Joseph Community Health Agency has been called to serve, notification to the employee's immediate supervisor and the Administrative Services Director is required for jury service compensation.
2. Amount Compensated. Employees will be compensated at their normal rate of pay, provided they surrender all compensation received for hours served from other sources associated with their jury duty services.
3. Giving Notice. Employees must give reasonable advance notice to their immediate supervisor and the Administrative Services Director of their summons to serve as a possible juror. Employees must also give periodic updates in respect to anticipated jury service completion time.
4. Maintenance of Benefits. All paid leave benefits: vacation leave, sick leave, and holidays will continue to accrue during jury service. All insurance plans the employee participated in prior to the jury service will continue during the jury service.

## **F. 457 DEFERRED COMPENSATION ACCOUNTS**

The agency offers two "457" or deferred compensation plans that allow employees to put pre-tax or post-tax dollars away for future retirement needs. All employees are eligible for benefits that are subject to state and federal regulations. Employee participation is voluntary.

## **G. MERS RETIREMENT PROGRAM**

The agency provides a compulsory retirement plan through the Municipal Employees Retirement System (MERS) for its employees classified as full time and minimum full time. In 2015, the Agency's MERS plan changed from defined benefit to defined contribution. Eligible employees contribute 3% of their gross wages to MERS. The agency contributes an amount determined by MERS as the employer match contribution for those employees under the defined benefit plan. The agency contributes 5% of an employee's gross wages to MERS for those employees on the defined contribution plan. A 55/25 waiver for all participating employees is in effect.

## **H. HEALTH CARE SAVINGS PLAN (MERS)**

A post-employment Health Care Savings Program (HCSP) is an employer-sponsored program that allows employees to save money by getting reimbursed for medical expenses and or health insurance premiums after termination of service from their employer. All contributions made to the program are tax free, will accumulate tax free, and since payouts are used for reimbursing medical expenses they will remain tax free. The Health Care Savings Plan was suspended effective January 1, 2018.

## **I. BASIC FLEX**

The Agency offers staff the opportunity to transfer a portion of their gross pay to a flexible spending plan. The employee determines a dollar amount to be set aside in a special account that can be used to pay for qualifying expenses as they occur. Only full-time and minimum full-time employees qualify to use Basic Flex. See the Accounting department for additional detail regarding this plan.

IRS regulations state that if an employee or an employee's spouse is enrolled in a General Purpose Flex plan, the employee would be disqualified from establishing a Health Savings Account (HSA)

## **J. AFLAC**

The Agency offers AFLAC as part of a flexible spending plan.

## **K. REIMBURSEMENT FROM SOURCES OTHER THAN THE AGENCY**

In the case where some other organization reimburses an employee for job-related expenses, employees shall be allowed reimbursement from one source only for job-related expenses. If reimbursement from a non-agency source is sufficient to cover expenses incurred by an employee, the employee shall submit an expense voucher to the agency, and the reimbursement from the non-agency source shall be turned into the agency.

## SECTION 4: INSURANCE BENEFITS

### A. HEALTH INSURANCE

1. Purpose and Eligibility. The agency provides access to health (medical, dental, and vision) insurance for eligible employees and their families. Full time and minimum full-time employees and their dependents until age 26 are eligible for access to health insurance coverage under the agency's plan. Part time and casual employees are not eligible for access to health insurance coverage through the agency's plan.
2. Start of Coverage. Application for health insurance coverage must be made with the Administrative Division upon hiring. Coverage for eligible employees should become effective the first day of employment.
3. Cash-in-Lieu of Health Insurance. Those employees that meet the following eligibility requirements:
  - are full time or minimum full time as outlined in (1.) above, and
  - provide proof of health insurance from another provider on an annual basis to the Agency,Eligible employees may elect to receive a cash-in-lieu payment. This payment is made after the conclusion of each fiscal quarter. An eligible employee as defined above, may elect to take the dental and vision plan and receive a cash-in-lieu payment that is reduced.
4. Insurance Benefit During an Unpaid Leave.
  - a) FMLA qualifying event: Employees on an unpaid leave who are eligible for FMLA are charged their regular cost of the health care plan premium during the qualifying FMLA period. A bi-weekly invoice will be provided and employees have a 30-day grace period in which to remit payment. If payment is not received, the insurance will be cancelled.
  - b) Non-qualifying FMLA leave: If an employee is taking unpaid leave, the employee is responsible for the entire cost of the health care plan premium. This rate will be figured on a daily basis of the monthly premium. Contact the Administration Division regarding what the daily charge would be based on the health care plan selected. A bi-weekly invoice will be provided and employees have a 30-day grace period in which to remit payment. If payment is not received, the insurance will be cancelled.

### B. LIFE INSURANCE

1. Purpose and Eligibility. The Agency provides term life insurance in the amount of \$15,000 for eligible employees. Full time and minimum full-time employees are

eligible for life insurance coverage. Part time and casual employees are not eligible for life insurance. Group life insurance coverage will decrease to \$11,000.00 on the first day of the month after an employee's 65<sup>th</sup> birthday and further shall decrease to \$8,000.00 on the first day of the month after an employee's 70<sup>th</sup> birthday.

2. Accidental Death and Dismemberment Coverage. As part of the agency's life insurance plan, each full time and minimum full-time employee is also covered up to \$15,000 for accidental death and dismemberment. Employees who are on layoff may purchase continuation life insurance coverage.

### **C. SHORT TERM DISABILITY INSURANCE**

1. Purpose and Eligibility. The agency provides short-term (up to twenty-six weeks) disability insurance for eligible employees who are unable to work because of a qualifying disability due to injury or illness. Full time and minimum full-time employees are eligible under the agency's short-term disability plan. Part-time and casual employees are not eligible for short-term disability insurance.
2. Scope of the Plan. Eligible employees are provided with disability insurance that becomes effective 30 days after the disability and pays 70% of an employee's weekly earnings up \$750.00 during the eligibility period.
3. Restrictions. Eligible employees may not collect disability payments in addition to accrued leave time. Only one source of payment either from disability insurance payments or accrued leave time can be collected during any one-time period. Employees who are on layoff are not covered by the short-term disability insurance.
4. Relationship to Worker's Compensation. Disabilities covered by worker's compensation are excluded from the agency's short-term disability plan coverage.
5. Medical Insurance. The employee is responsible for their portion of the bi-weekly payment of the health care plan they have selected while on short term disability. Invoices will be generated and sent out bi-weekly. Employees are given a 30-day grace period to send in the payment. If payment is not received, the agency will give notice that the policy will be cancelled. If the employee does not qualify for FMLA protection, or FMLA protection has expired, the employee is responsible for paying 100% of the premium for their medical insurance.

### **D. UNEMPLOYMENT INSURANCE**

The agency participates in the state/federal unemployment insurance program. All employees are eligible for benefits that are subject to state and federal regulations.

### **E. WORKER'S COMPENSATION**

The agency provides a comprehensive worker's compensation program that covers employee injuries or illnesses sustained in the course of employment that requires medical,

surgical, or hospital treatment. All employees are eligible for benefits that are subject to applicable legal requirements. All work-related injuries or illnesses are to be promptly reported within 24 hours to the Administrative Services Director.

## **F. PROFESSIONAL LIABILITY INSURANCE**

The agency provides liability insurance coverage for all employees engaged in the day-to-day operations of the agency. The agency shall include surety bond coverage.

## **G. SOCIAL SECURITY**

The agency participates in the Federal Social Security Plan. All employees shall supply the payroll department with the necessary information for reporting.

## **H. COBRA REQUIREMENT**

1. Purpose and Eligibility. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives regular full-time employees and minimum full-time employees (who have participated in the health insurance plan) the opportunity to continue health insurance coverage when a “qualifying event” would normally result in the loss of health insurance eligibility.
2. Qualifying Event Defined. Under COBRA, qualifying event is defined as resignation, termination of employment, or death of an employee; reduction of employee’s work hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.
3. Payment of Costs. Under COBRA, the employee or beneficiary pays the full cost of coverage at the agency’s health insurance premium rates plus an administration fee.

# **SECTION 5: EMPLOYEE LEAVE POLICIES**

## **A. VACATION LEAVE**

1. Purpose & Eligibility. Vacation Leave with pay is available to eligible employees. Full time employees are eligible for vacation leave and minimum full-time employees are eligible for vacation leave on a pro-rata basis. Part time and casual employees do not accrue vacation leave.
2. Amount Accrued. The amount of vacation leave employees accrue each year varies with the length of consecutive years of employment. The following accrual schedule assumes a thirty-seven and one-half hour workweek:
  - First 5 years of service = Sixteen (16) days or 4.61 hours per pay period
  - After 5 years of service = Twenty-Two (22) days or 6.34 hours per pay period
  - After 10 years of service = Twenty-Eight (28) days or 8.07 hours per pay period

The following accrual schedule assumes a thirty-hour workweek:

- First 5 years of service = 3.68 hours per pay period
  - After 5 years of service = 5.06 hours per pay period
  - After 10 years of service = 6.456 hours per pay period
3. Start of Accrual. Employees begin to accrue vacation leave from the date of employment. Earned vacation leave is available for use on the 61<sup>st</sup> day of employment.
  4. Vacation Leave and Leaves without Pay. Employees who are on a leave without pay do not accrue any additional vacation leave until their return to service.
  5. Requesting a Vacation Leave. Employees must request advanced approval from their immediate supervisor to utilize accrued vacation leave. Requests will be reviewed based on a number of factors, including department operational needs and staffing requirements.
  6. Rate of Payout. Vacation leave will be paid out at the employee's pay rate at the time of vacation leave.
  7. Maximum Accrual. Employee may accrue vacation leave up to twice the maximum annual accrual allowance schedule. Once an employee has accrued the maximum, no additional vacation leave will be accrued until the employee has used vacation leave to reduce their total below the maximum.
    - a. The following accrual maximum for employees who are full-time:
      - First 5 years of service = 240.00 hours maximum
      - After 5 years of service = 330.00 hours maximum
      - After 10 years of service = 420.00 hours maximum
    - b. The following accrual maximum for employees who are minimum full-time :
      - First 5 years of service = 210 hours maximum
      - After 5 years of service = 270 hours maximum
      - After 10 years of service = 360 hours maximum
  8. Upon Termination. Upon termination of employment, employees will be paid for all unused accrued vacation leave that has been earned through the last day of work. Payment will be received as a lump sum pay off of the accrued vacation leave. Payment will be withheld if the employee owes the agency money, or will be reduced by the amount of money the employee owes the agency.

## **B. SICK LEAVE**

1. Purpose & Eligibility. Sick Leave with pay is available to eligible employees for periods of temporary absences for the following purposes:



- a) a personal mental or physical illness or injury or to seek treatment for such illness or injury, including a Medical/Dental or preventative care appointment;
  - b) a mental or physical illness or injury or to seek treatment for such illness or injury of a family member or any person that the employee is designated as the primary caregiver in accordance with FMLA. A family member includes any child, stepchild, foster child, parent, spouse, grandparent, grandchild, sibling, or any other individual included in the definition of “family member” under Sec. 2(g) of Paid Medical Leave Act (PMLA), MCL 408.962(g).
  - c) to permit an employee to work less than their regularly scheduled work hours until full recovery following a prolonged illness, injury or surgery;
  - d) for purposes of bereavement for events not covered under the bereavement policy;
  - e) due to the closure of the Health Department, the primary Health Department worksite the employee, or to care for the child of the employee due to the closure of the child’s place of care, if such closure is by order of a public official due to a public health emergency;
  - f) if the employee or a family member of the employee is the victim of sexual misconduct, domestic violence, dating violence, or sexual assault, for medical care or counseling, the receipt of victim services, relocation or legal services, or participation in level proceedings related to or resulting from the sexual misconduct, domestic violence, dating violence, or sexual assault;
  - g) for any other purpose not listed above but identified in Section 4 of the PMLA, MCL408.964(1)(a) – (b).
2. Amount Accrued. Each full-time employee shall accrue sick leave at the rate of 3.46 hours per pay period and each minimum full-time employee shall accrue sick leave at the rate of 2.76 hours per pay period. Each employee that works a minimum of 25 hours per week on average, but less than 30 hours per week and does not otherwise qualify as a minimum full-time employee, shall accrue sick leave at the rate of 2.31 hours per pay period. Part time and casual employees who work less than 25 hours per week on average do not accrue sick leave.
  3. Start of Accrual. Employees begin to accrue sick leave from the date of employment. Earned sick leave is available for use on the 61<sup>st</sup> day of employment.
  4. Sick Leave and Leaves without Pay. Employees who are on a leave without pay do not accrue any additional sick leave until their return to service.
  5. Notification of Supervisor. An employee requesting to use sick leave must notify their immediate supervisor as soon as possible, preferably before the scheduled start of their next workday. The immediate supervisor must also be contacted on each additional day of absence.

6. Extended Absences. An employee who is off on sick leave three or more consecutive workdays may be required by their immediate supervisor to submit a physician's verification of illness prior to returning to service. Such verification must include the reason for the absence and any job restrictions that may exist prior to returning to work.
7. Rate of Payout. Sick leave is paid at the employee's pay rate at the time of illness or injury.
8. Maximum Accrual. Employees will be allowed to accrue sick leave up to a maximum of 263 hours. Once an employee has accrued the maximum, no additional sick leave will be accrued until the employee has used sick leave to reduce their total below the maximum. Once a year in December, an employee that has accrued sick leave over 200 hours will be paid for those hours. All payments will be made in the last payroll of the calendar year.
9. Limitation on Payment of Accrued Sick Time. Upon resignation of employment, in good standing, employees who have accrued sick leave on the date that they tender their resignation will be paid their accrued and unused hours of their sick leave up to, but not to exceed, a total of 200 hours. Payment may be made in a lump sum. The purpose of this payment is to encourage employee who intend to resign their employment to continue working through the effective date of their resignation.

In all other cases where the conditions of this policy are not met, an employee forfeits payment for sick time that has accrued, but remains unused, on the date their employment is terminated. Resignation in good standing is defined in Section 7 (G) below.

### **C. BEREAVEMENT LEAVE**

1. Purpose & Eligibility. Bereavement Leave with pay is available to eligible employees who need immediate time off to deal with a death in the immediate family. Immediate family shall be defined as spouse, son, daughter, parent, brother, or sister. Full time and minimum full-time employees are eligible for bereavement leave. Part time and casual employees are not eligible for paid bereavement leave.
2. Amount Available. Eligible employees may utilize up to three (3) days of bereavement leave per event.
3. Requesting Bereavement Leave. Employees should request approval from their immediate supervisor for needed bereavement leave.
4. Rate of Payout. Bereavement leave is paid at the employee's rate of pay at the time of the emergency leave.

5. Use of Bereavement Leave. Bereavement leave is set up to assist employees with the death of an immediate family member. Bereavement leave cannot be carried from one calendar year to the next.
6. Upon Termination. There is no accrued bereavement leave for employees upon termination.

#### **D. FAMILY AND MEDICAL LEAVE**

Family and Medical Leave, as specified in federal law (Family and Medical Leave Act of 1993), is available to eligible employees who wish to take time off from work duties to attend to the personal circumstances as outlined in the law. A detailed policy has been approved by the Board of Health

##### FAMILY AND MEDICAL LEAVE POLICY

In compliance with the Family Medical Leave Act of 1993 and the Branch-Hillsdale-St. Joseph Community Health Agency Personnel Policies:

It is the Branch-Hillsdale-St. Joseph Community Health Agency's policy to grant unpaid family and medical leaves of absence to all full-time and regular part-time employees who worked 1,250 hours or more during the 12 months prior to the request for family and medical leave. You are entitled a maximum of 12 work weeks of leave during any calendar year for one or more of the following purposes:

- To care for your child after birth, adoption or placement of a child in your home for fosters care. Such leave may be taken only in the first year after the birth, adoption or placement of the child.

We shall require medical certification (or rectification on a reasonable basis) of the existence of a "serious health condition" of you or your eligible family member, which certification shall contain the date the health condition commenced, the probable duration of the condition, the appropriate medical facts within the health care providers knowledge regarding the condition. Medical Certification Forms may be obtained from Director of Human Resources.

In certain cases, the following additional information may be required in the Medical Certification:

- If the leave is required because of the serious health condition of an employee's child, parent or spouse, a statement that the eligible employee is needed to care for the covered individual and the amount of time necessary for such care.

- If the leave is needed because of the employee's own serious health condition, a statement that the employee is unable to perform the function of his/her position.
- For an intermittent leave or a reduced leave schedule for planned medical treatment for the employee, the dates that such treatment is expected to be given and the duration of such treatment; or if not for planned treatment but for rehabilitation, a statement of the medical necessity for and duration of such intermittent leave or reduced leave schedule.
- For an intermittent leave or leave on a reduced schedule for a child, spouse or parent, a statement that the employee's leave is necessary for the care of such individual or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

We may obtain a second opinion of another physician to verify the health condition certified by your physician.

In the event a conflict exists between the medical opinion of the employee's or covered family member's health care provider and that of the Company in the second opinion examination, a third examination will be required to be performed by a health care provider selected and paid for by the Company. In such instances, the opinion of the third health care provider will be final and binding on the Company and the employee.

Leave may be taken intermittently, when medically necessary, provided that if such leave is recurring, we may require you to transfer temporarily to an available position (at the same pay and benefits) which better accommodates recurring periods of leave.

As part of the leave granted under this policy, you must first use all accrued and unused vacation, sick or earned time off days during a period of family or medical leave.

If you are taking a family and medical leave because of a serious health condition, which makes you unable to perform the functions of your position; you may also be eligible for short- or long-term medical disability benefits. You may not elect to discontinue your family and medical leave at the time you begin receiving medical disability benefits.

All employment benefits that are calculated on an accrual basis, such as vacation, sick time or paid time off, will not accrue during a leave under this policy.

All current group medical insurance benefits will continue during periods leave under this policy, subject to continued payment of your employee premium contribution, if any, which was in effect before your leave.

Participation in pension or retirement plans will continue, subject to the terms and conditions of the plan.

An expected date of return will be determined at the beginning of the leave. If you fail to return within three (3) working days of the expected date of return, you will be considered as having voluntarily resigned employment, without further notice from the employer.

You will be required to report to your supervisor at least every four (4) weeks to report on your status and the possibility that you will be able to return to work at the end of the leave period. You must give the Director of Human Resources five (5) days' notice of the date you expect to return from such leave.

You may not accept nor seek any other employment while on such leave or your employment will be terminated.

When you are released for work by your attending physician, you may be required to make an appointment with our designated physician in order to return to work. The designated physician has the authority to delay or deny your return to work if it is determined that your ability to meet the physical requirements of your position are in question or if it is determined that your condition presents a health hazard to other employees.

- To care for a spouse, child or parent who has a serious health condition.
- To allow you to recover from or receive treatment for a serious health condition which makes you unable to perform the functions of your position.

## DEFINITIONS

For purposes of this policy the following definitions apply:

Calendar Year—the employer has elected to use the “rolling year” method for determining the “12-month period” in which the 12 weeks of leave entitlement occurs. The calendar year is measured backward from the date an employee uses any FMLA leave. Each time an employee takes leave under this policy the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

Child--includes a biological, adopted, foster child, stepchild, legal ward who is under 18 or older than 18 if incapable of self-care because of a mental or physical disability.

Parent--biological parent or individual legally recognized as a parent to an employee when the employee was a child.

Serious health condition--an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider (i.e., a doctor of medicine or osteopathy who is licensed to practice medicine or surgery by the state in which he/she practices).

#### PROCEDURES FOR REQUESTING AND MAINTAINING LEAVE

If the leave is based upon the expected adoption or placement of a child, or for planned medical treatment of you or your child, spouse or parent, you must provide not less than thirty (30) days' notice of the time your leave is to commence.

If you need to take Family or Medical leave, you must provide us with enough information to determine whether or not you are entitled to such leave as soon as you are able, preferably, before the leave commences.

#### REINSTATEMENT AFTER LEAVE

Eligible employees taking leave under this policy will be reinstated to their former position, or to an equivalent position, with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he/she not taken leave. Thus, for example, if a layoff or some other extenuating circumstances or business condition arises which affects the employee's position, reinstatement may not be possible. Additionally, employees on a leave extension are not guaranteed reinstatement.

The Branch-Hillsdale-St. Joseph Community Health Agency also reserves the right, however, to deny leave reinstatement to "key employees," where such denial is necessary to prevent substantial economic injury to the Agency's operations. Key employees will be notified of the Agency's intention as soon as a determination is made. In the event such notice is given to a key employee already on leave, the employee will be offered the opportunity to terminate his/her leave and immediately return to work. Key employees notified while on leave, who decide not to return to work, will remain on leave. Key employees are defined as the highest paid 10 percent of the employees employed by the Agency, within 75 miles of the facility at which the employee is employed.

## **E. EDUCATIONAL LEAVE**

1. Purpose & Eligibility. Educational Leave without pay is available to eligible employees who wish to take time off from work duties to pursue professional educational goals. The department head determines eligibility for educational leave with concurrence from the Health Officer.
2. Amount Received. Eligible employees may request educational leave for a defined period of length. Requests will be evaluated based on a number of factors, including department operational needs and staffing requirements.
3. Requesting an Educational Leave. Employees must request an educational leave from their immediate supervisor. Each request for educational leave must be in writing.
4. Rate of Payout. Educational leave will be unpaid unless the employee has accrued vacation leave to utilize.
5. Suspension of Benefits. All paid leave benefits: vacation leave and sick leave will be suspended during the unpaid educational leave. Health insurance benefits may continue during the unpaid educational leave. If an employee is taking unpaid leave, the employee is responsible for the entire cost of the Health Insurance premium. This rate will be figured on a daily basis of the monthly premium.

## **F. MILITARY LEAVE**

1. Purpose & Eligibility. Military Leave without pay is granted to employees who are absent from work because of short term and long-term service in U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.
2. Amount Received. Employees may request up to ten (10) days per calendar year for use as short-term military leave. Employees may request an indefinite period of time for use as long-term military leave.
3. Requesting Military Leave. Employee must give advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
4. Rate of Payout. Military Leave will be unpaid unless the employee has accrued vacation leave time to utilize.

5. Continuation of Benefits. Continuation of health insurance is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the health insurance plan for which the employee is eligible.
6. Termination of Benefits. The military leave and the right to restoration of his/her former position shall automatically terminate if the employee voluntarily remains in the military service beyond the requirement of minimum service.

## **G. LIFE ENRICHMENT LEAVE**

1. Purpose & Eligibility. Life Enrichment Leave without pay is available to employees wishing to take time off from work duties to pursue personal enrichment activities. Full time and minimum full-time employees are eligible for sabbatical leave. Part time and casual employees are not eligible for sabbatical leave.
2. Amount Received. Eligible employees may request to take up to two months of life enrichment leave each calendar year. Requests will be evaluated based in a number of factors, including department operational needs and staffing requirements.
3. Requesting Life Enrichment Leave. Employees must request life enrichment leave from their immediate supervisor. Each request for life enrichment leave shall be in writing.
4. Rate of Payout: Life enrichment leave will be unpaid unless the employee has accrued vacation leave time to utilize.
5. Suspension of Benefits: All paid leave benefits: vacation and sick leave will be suspended during the unpaid life enrichment leave. Employees will be responsible for the cost of health insurance benefits.

## **SECTION 6: HOLIDAY POLICY**

### **A. HOLIDAY PAY**

1. Purpose & Eligibility. The agency has designated 12 days for observance of holidays. These holidays are granted with pay for eligible employees. Full time employees are eligible for holiday pay at a rate of 7.5 hours per holiday. Minimum full-time employees are eligible for holiday pay only if the holiday falls on a day that they are scheduled to work. Part time & casual employees are not eligible for holiday pay. To be eligible for Holiday pay, employees must either have preapproved vacation days, a medical slip from a doctor, or work their scheduled work days both before and after the holiday. Employees who are on leave without pay or other extended leaves do not



qualify for holiday pay.

2. Designated Holidays. The following days are designated as holidays:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - Presidents' Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Veterans' Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve Day
  - Christmas Day
  - New Year's Eve Day
  
3. Scheduling. In the event Veterans' Day, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day and/or Independence Day fall on Sunday the following Monday is recognized as an agency holiday. If an aforementioned holiday falls on Saturday, the preceding Friday is recognized as an agency holiday. If two holidays are observed together, and one or both fall on the weekend, the Agency will try to mirror its holiday observances with our fiduciary, Branch County.
  
4. Rate of Payout. Holiday days will be paid out at the employee's pay rate at the time of the holiday.
  
5. Compensation for a Holiday Worked: Employees (including supervisors) required to work during an agency designated holiday shall be compensated at one and one-half times the current rate of pay for the time worked in accordance with the additional time policy. Eligible employees will also receive holiday pay. Employees must receive prior approval from their division director before working on a holiday.

## **SECTION 7: TERMINATION PROCEDURES**

### **A. RESIGNATION**

Resignation is a voluntary act initiated by the employee to discontinue employment with the agency. All employees should give at least ten (10) working days but where possible twenty (20) working days written notice of their intention to terminate employment with the agency. All employees that are ending their employment with this Agency must inform the Administration division so that all necessary paperwork can be completed prior to their resignation.

## **B. DISCHARGE**

Discharge is a non-voluntary act initiated by the employer to discontinue the employment of the employee with the agency. Any employee may be discharged by the immediate supervisor, provided notification is given to the Health Officer and provided the steps of progressive discipline have been followed.

## **C. LAYOFF**

Layoff is a non-voluntary act initiated by the employer to discontinue the employment of the employee with the agency for non-disciplinary reasons. Employees may be laid off for the lack of sufficient work or funds. Employees shall be laid off and recalled according to seniority within their service division. Employees on layoff may bump into a position for which they are qualified and trained that is held by a person with less seniority within their service division.

Employees who are notified of a layoff may appeal the decision of layoff utilizing the Grievance Procedure outlined in Section 8 of this manual.

## **D. FURLOUGH DAYS**

As a result of unforeseen or unplanned budgetary deficiencies, the Health Officer may order that furlough days be taken by employees. An employee required to take a furlough day does not report to work that day and does not receive any payment for that day. When an employee is taking a required furlough day they will accrue the same benefits and seniority as when they are on a paid leave. The employee will not be able to use sick leave when taking a required furlough day.

## **E. JOB ELIMINATION**

Job elimination is a management action taken to address a chronic and seeming permanent situation of lack of sufficient work or funds. Employees whose jobs are eliminated are not entitled to bumping rights. Employees who are notified of a job elimination may appeal the decision of job elimination utilizing the Grievance Procedure outlined in Section 8 of this manual.

## **F. RETURN OF AGENCY PROPERTY**

Employees are responsible for all agency property and materials issued to them or in their possession or control. Employees must return all agency property and materials immediately upon request or termination. Where permitted by applicable laws, the agency may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.

## **G. RESIGNATION IN GOOD STANDING**

To resign in good standing an employee must meet all of the conditions listed below:

- 1) Meet with their immediate supervisor and agree to a written plan, acceptable to the Agency for transitional staffing of their position.
- 2) Submit a letter of resignation in accordance with “A” above
- 3) Be eligible for re-hire, or retirement, and have no pending or unresolved disciplinary or grievance issues.

## **SECTION 8: PROGRESSIVE DISCIPLINE, AND GRIEVANCE AND APPEAL PROCEDURES**

### **A. PROBLEM RESOLUTION STATEMENT**

The Branch-Hillsdale-St. Joseph Board of Health is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any work-related problem, complaint, suggestion, or question receives a timely response from management.

Not every problem, complaint, suggestion, or question can be addressed to everyone’s total satisfaction, but through understanding and discussion, employees and management can develop confidence and trust in each other.

A pre-disciplinary meeting may be used when the Administrative Services Director has been made aware of a situation, action or behavior of an employee that could result in disciplinary action against an employee. The immediate supervisor shall notify the Administrative Services Director as soon as possible when they become aware of a situation that may result in disciplinary action against an employee. The Administrative Services Director shall request, in writing, and within five (5) days of the alleged situation, that a pre-disciplinary meeting be scheduled with the immediate supervisor and employee. Within the request, the Administrative Service Director shall schedule the date, time, and location of the meeting and state the nature of the allegation(s). The employee may bring a personal representative to the meeting. The Administrative Services Director will act as the mediator of the meeting. If the situation is not resolved, the supervisor will continue with the steps listed in the next section (Progressive Discipline). In the event the Administrative Services Director is also the Supervisor; the Health Officer will appoint another director as mediator.

Where appropriate, the following progressive discipline policy and grievance and appeal procedures are superseded by applicable state laws and rules as further outlined in B(4).

### **B. PROGRESSIVE DISCIPLINE**

1. Purpose. The purpose of this policy is to promote the equitable and consistent administration of discipline for unsatisfactory work performance and behavior in the workplace.

2. Types of Disciplinary Action. Disciplinary action may call for any five steps – oral reprimand, written warning, suspension without pay, demotion or dismissal. Disciplinary action taken will be dependent on the severity of the problem and the number of occurrences.

Oral Reprimand – This is an action taken by the immediate supervisor in which he/she tells an employee about an action or behavior of the employee which he/she as the immediate supervisor find objectionable and/or wishes corrected. This action must be done in a private setting. The Oral Reprimand is an informal action only for the employee’s benefit and is not relevant to Group I, II, or III Offenses as defined below.

Written Warning – This is an action taken by the immediate supervisor in which the supervisor writes out the action or behavior which the supervisor wishes the employee to change, cease, or begin. The written warning must describe in detail the behavior to be corrected, and must give direct and concrete orders for the future, and must point out the consequences of non-compliance with the Written Warning.

Suspension Without Pay – This is an action taken by the immediate supervisor which removes the employee from the workplace and payroll for a definite period of time. The reason(s) for the suspension must be in writing. The employee does not accrue salary, vacation or sick leave credit during the time of suspension, nor can the employee use such leave time while on suspension. At the end of suspension, the employee returns to the same salary and benefit conditions that existed prior to the suspension.

Demotion – This is an action taken by the immediate supervisor which reduces an employee’s classification to a classification with a lower minimum salary. The reason(s) for the demotion must be in writing. The employee’s salary must be reduced to fall within the range of the new, lower classification, but no lower annual step designation than the one held in the higher classification. The employee’s job duties and responsibilities must be reduced to those of the new, lower classification.

Dismissal – This is an action taken by the immediate supervisor which permanently removes an employee from agency employment. The reason(s) for the dismissal must be in writing. Dismissed employees shall leave the premises at the time of dismissal and will be reimbursed for time remaining in the day. Dismissed employees shall be paid for all unused vacation leave that has been earned through the last day of work through a lump sum pay off. Dismissed employees shall not be entitled to any form of ‘severance pay’.

3. Group Offenses. Examples of behavior that would be cause for disciplinary action are provided below. These examples are divided into three groups of offenses. Guidelines for administering discipline are set forth within each of these groups and

the immediate supervisor shall follow these guidelines when dealing with the types of behavior described.

GROUP I OFFENSES include,

- Habitual tardiness at the beginning of a work day or after lunch (Habitual shall be interpreted to mean two instances in one month without sufficient reason, as determined by the immediate supervisor.)
- Excessive absenteeism, or absenteeism without sufficient reason or proper notification
- Disregard of safety rules or common safety practices
- Abuse of break time
- Use of profanity or obscene language in the presence of fellow employees or the public
- Quarreling with fellow staff members on the premises.
- Inefficient use of work time
- Any other offenses of like consequences

The disciplinary procedure in this group shall be: 1<sup>st</sup> offense, written warning; 2<sup>nd</sup> offense, one-day suspension without pay, 3<sup>rd</sup> offense, three-day suspension without pay; 4<sup>th</sup> offense, seven-day suspension without pay, 5<sup>th</sup> offense, dismissal. The violations shall be cumulative for a period of not more than one year.

GROUP II OFFENSES, include

- Injurious or dangerous pranks
- Physical fighting on the premises
- Faulty work and/or covering up faulty work
- Making or publishing of false and vicious and/or malicious statements concerning a fellow employee
- Abuse of the public, either verbal or physical
- Willful disobedience to the proper directive of a supervisor, or other acts of insubordination
- Consumption of any alcoholic beverages during work hours
- Intentionally accessing or discussing patient information for purposes other than the care of the patient or other authorized purposes but for reasons unrelated to personal gain or other breaches of privacy by negligence
- Supervisor dating direct report
- Violation of the agency's Social Media Policy
- Any other offenses of like consequences

The disciplinary procedure in this group shall be: 1<sup>st</sup> offense, three-day suspension without pay, 2<sup>nd</sup> offense, seven-day suspension without pay, 3<sup>rd</sup> offense, dismissal. The violations shall be cumulative for a period of not more than two years.

GROUP III OFFENSES, include

- The misuse or removal from the premises, without prior authorization, of any agency records, confidential information, or of any agency property, except as necessary in the performance of the employee's job duties and responsibilities
- Theft of any property belonging to a fellow employee, a customer, or the agency
- Knowingly falsifying any time slip or other payment voucher, or intentionally giving false information to anyone whose duty it is to make such records
- Absence of three consecutive workdays without notice and without justifiable reason for the failure to report
- Using delegated job responsibilities in an unlawful manner to gain unfair advantage against a fellow employee or the public
- Intentionally accessing or discussing patient information for personal gain or with malicious intent
- Listing on the CPS Registry, Sex Offender Registry, or Criminal Background check failure
- Sexual harassment, sexual misconduct, domestic violence, and/or dating violence
- HIPAA violation
- Any other offenses of like consequences.

The disciplinary procedure in this group shall be up to and including immediate dismissal.

4. Exceptions for Severity. There are certain types of employment problems that are serious enough to justify either a three-day suspension, or, in extreme situations, dismissal from employment, without going through the normal progressive discipline steps.
5. Suspension with Pay. It may be necessary to separate an employee from the workplace while an investigation of an allegation against the employee is taking place. At such times, the employee will be placed on suspension with pay pending the investigation. The employee will retain all other fringe benefits during this time.

### **C. GRIEVANCE AND APPEAL PROCEDURES**

1. Purpose. The purpose of this procedure is to provide a method for complaints to be voiced in an orderly manner such that the proper authorities can resolve such matters fairly and in a timely manner.

This procedure outlines for employees and management the proper steps involved when employees believe that there has been:

Alleged violations or misinterpretation of agency policies but not limited to such matters as conditions of employment, promotion, demotions, dismissals, and layoffs, and a claim of discipline without just cause; and

Alleged discrimination due to political opinion or affiliation, religious opinion or affiliation, gender, race, color, national origin, age, or physical disability.

2. Content of the Grievance. The content of the grievance shall include the following:

- Who is the grievant?
- What specific event occurred?
- When did it happen?
- Where did it happen?
- What sections(s) of the Personnel Policies have allegedly been violated?
- What adjustments or corrections are requested for each alleged violation?

3. Representation. The grievant may elect to have one representative of their choice at any step in the grievance and appeal procedure. The representative must be an employee of the agency. The name of the representative attending the grievance or appeal proceeding shall be submitted to the agency's Administrative Services Director at least two (2) working days prior to the hearing date. The grievant and one representative, shall be granted the necessary and reasonable absence from work for the scheduled proceeding under this procedure without loss of pay or leave credits.

4. Steps of a Grievance. All grievances and appeals shall be initiated and processed in the following manner:

Step 1. Employee presents the issue in writing to their immediate supervisor within ten (10) workdays after the occurrence of the alleged incident. The immediate supervisor shall respond in writing, to the employee within five (5) workdays of the initial written presentation of the issue.

Step 2. If the grievance cannot be resolved in Step 1, the employee has the option of submitting a written appeal to the Health Officer within five (5) workdays of receiving written notification from their immediate supervisor. The Health Officer shall confer orally with the employee within five (5) days of receiving the written appeal. The Health Officer shall respond back in writing within ten (10) workdays of receiving the written appeal. If the Health Officer is the immediate supervisor in Step 1 of the grievance process, skip directly to Step 3.

Step 3. If the grievance cannot be resolved in Step 2, the employee has the option of submitting the written grievance to the Board of Health within five (5) workdays of receiving the Health Officer's written response. The Board of Health's Program,

Policy and Appeals Committee shall schedule a hearing with the employee at their next regularly scheduled meeting in order to review the grievance. The Program, Policy and Appeals Committee shall respond back in writing within five (5) days of hearing the grievance.

5. Time Limitations. Time for this grievance and appeal procedure shall be computed in terms of workdays, which are defined as Monday through Friday, excluding holidays. In the absence of a timely appeal by a grievant, the last decision at any step of the procedure becomes final. In the absence of a timely answer by any level of management, the grievant may appeal to the next step of the procedure within ten (10) workdays from the expiration of management's time for a decision. Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed upon showing a good cause for the delay.
6. Appeal Hearing Procedure. The appeal hearing is conducted so that the Board of Health's Program, Policy, and Appeals Committee can review pertinent facts and documents. Some guiding principles apply to the appeal hearing, including:
  - Prior to the appeal hearing, the entire appeal file shall be made available to the Committee and the grievant. The appeal file shall include the initial written grievance and all subsequent management written decisions.
  - Attendance at an appeal hearing is limited to persons determined by the Committee to have a direct connection with the grievance. When requested by the grievant, and the Committee does not object, the hearing may be open to the public.
  - As far as it is operationally possible, the agency must make its employees available as witnesses when requested.
  - The order in which the parties are heard is at the discretion of the Committee.
  - Testimony shall be under oath or by affirmation; both the grievant and their representatives shall be given the opportunity to cross-examine all witnesses who appear to testify.
  - A written record of the hearing shall be kept.
  - Each member of the Committee shall have an equal vote. Decision shall be by majority vote.
7. Freedom from Reprisal. This procedure shall be available to employees and their representatives without restraint, interference, coercion, discrimination or reprisal. No employee of the agency, whether acting in an official capacity for the agency or any other basis, shall interfere with another employee's exercise of their rights under this procedure. No employee of the agency, whether acting in an official capacity employee or any other basis, shall take or threaten to take, any act of reprisal against another staff member because they have exercised, or expressed an intention to exercise any of these rights under this procedure.
8. Group Grievances. Employees having a common complaint may file a group grievance. The grievance shall be filed at the lowest step of the procedure involving a



common level of supervision. Employees must choose one spokesperson and one representative of their choice.

9. Appeal by External Applicant for Employment. An external applicant for employment who is not selected may appeal the selection decision if they believe they were discriminated against because of political opinion or affiliation, religious opinion or affiliation, gender, race, color, national origin, age, or physical disability.

Such appeals shall be made in writing and directed to the health officer within fifteen (15) workdays following notification of non-selection. The health officer shall render a written decision within five (5) workdays of receiving an appeal. If the applicant is not satisfied with the written decision of the health officer, he/she may make a written appeal to the Board of Health's Program, Policy, and Appeals Committee. All appeal-hearing procedures outlined previously would then apply.

#### **D. WHISTLEBLOWER POLICY**

Purpose: The purpose of this policy is to further define and supplement the Agency's obligations under the Whistleblowers Protection Act, MCL 15.361, et seq.

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

Application: This policy applies to Board of Health Members and all Branch-Hillsdale-St. Joseph Community Health Agency employees. This policy does not apply to a separate branch of government or co-employer that has its own policies covering the same matters covered in this policy.

Responsibility: The Administrative Services Director or designee shall be responsible for the administration and enforcement of this policy.

In support of this policy and in compliance with the Michigan Whistleblowers' Protection Act and certain federal statutes, it is the policy of the Branch-Hillsdale-St. Joseph Community Health Agency that no employee of the Agency will be discharged, threatened or otherwise discriminated against regarding compensation, terms, conditions, location or privileges of employment because that employee or a person acting on behalf of the employee reports or is about to report a violation or a suspected violation of federal, state or local laws or rules or regulations. Likewise, a violation of any state or federal law protecting an employee from retaliation for reporting violations or suspected violations of the law, is prohibited.

Any employee desiring to report a violation or suspected violation of law, may do so by reporting the same to their division Director, the Health Officer, or the Administrative Services Director.

## SECTION 9: EMERGENCY-WEATHER-DISASTER POLICIES

### A. BAD WEATHER POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency offices shall remain open to provide services to consumers unless one of the following occurs:

- Employee receives a text message alert from the agency stating an office is closed. This should occur by 7:30 a.m.
- It is announced on the Coldwater, Hillsdale, Sturgis, or Three Rivers local radio station that an office is closed. This should occur by 7:30 A.M.
- The immediate supervisor informs employees that the local agency office is closed for the day due to weather.

The Administrative Services Director is responsible for conferring with the Health Officer prior to 7 a.m. to determine whether an office shall be closed. When a determination is made to close an office, the Health Officer and Administrative Services Director, or their designee, will utilize the Staff text alert system. Staff are expected to reply to the text by texting "1" to indicate the message was received. The Emergency Call List ~~to notify staff~~ will be used in the event of the decision a failure within the texting system. In the event an agency office is closed due to the weather, staff will be compensated at their normal pay rate unless they have already been granted approved leave time, either calling in sick or approved vacation time. Staff that have approved time off will be required to utilize their paid time off.

If an agency office is open, employees who are unable to report due to weather conditions may use annual vacation to be compensated. Employees must inform their immediate supervisor that they are unable to report due to weather conditions as soon as possible. Scheduled staff members are expected to use common sense and good judgment in determining their ability to report to work in bad weather.

### B. BOMB THREAT PROCEDURE

When a bomb threat call comes in, the person receiving the call should remain calm and should cause no undue alarm.

The person receiving the call should do the following:

1. Write down the time the call was received and make notations, if possible, while still listening carefully.
2. If another person is available, notify them by passing a note that you have a bomb threat on the phone.

The second person should then do the following:

- a) Notify local law enforcement authorities by calling 911-1-1.
  - b) Notify the person in charge: Health Officer, Administrative Services Director, or immediate supervisor
3. Keep the caller talking as long as possible. Do not hang up on the caller.

4. Try to find out where the bomb is supposed to be located. Try to pinpoint the area and time it is set to go off.
5. Try to find out something about the bomb, (size, type of explosives).
6. Record the time that the caller hangs up.
7. Try to write down or communicate as many specifics and facts that you can immediately after the call. This includes the caller ID number on your phone, any distinguishing voice characteristics, conversation details, and any background noises heard.
8. If you are alone when the call is received, follow the procedure outlined in 2 above as soon as possible after the caller hangs up. ~~If evacuation becomes necessary, this will be a joint decision of the Health Officer, Administrative Services Director, and other Administrative staff present.~~
- 8-9. If evacuation becomes necessary, this will be a decision of the Health Officer, Agency Directors, or other Supervisory staff present. If not the Health Officer, contact him/her as soon as possible.

### C. DR. STRONG POLICY

Any employee who feels that he/she is being threatened or is in harm's way shall page on the overhead paging system: Example: "Dr. Strong to ~~Environmental Health~~" (department or building area). Employees hearing this page should immediately pick up the phone and dial ~~911-9-1-1~~. Employees hearing this page should **not** report to that specific location. Employees may choose to exit the building or shelter in place for safety. Once the threat is removed from the premises, return to the office gathering place (parking area, main lobby or conference room) for administration to confirm all employees are safe and accounted for.

### D. EMERGENCY CONTACT ~~LIST~~ PROCEDURES

In the event of an emergency, or bio-terrorism event, ~~the contact tree is in place so that each director and supervisor know who they~~ Agency's text alert system will be used. Employees are in charge expected to text "1" back to the agency to confirm message was received. The Emergency Call Down list will be used in the event of a failure in the texting system. contacting. Contacts may be made by voice or text. Documentation of employee contacts is made on the Emergency Contact List Documentation Log by the supervisor and forwarded to the ~~Administrative Services Director~~ Emergency Preparedness Coordinator. The log sheets are ~~filed-retained~~ by the Emergency Preparedness Coordinator. Instructions will be given and employees are expected to follow them in the case of any emergency situation.

Any changes in an Employee's contact information or emergency contact information should be reported to the Administrative Services Assistant and Emergency Preparedness Coordinator.

### E. FIRE ALARM EMERGENCY PLAN

When the fire alarm/smoke detector is activated ~~by pulling the fire alarm box~~ everyone, employees and visitors, will leave the building and go at least 100 feet from the building. Staff are to call 9-1-1.

Visitors ~~People~~ with disabilities will be assisted by Agency staff or family member/caregiver. An employee working with a visitor at the time of the alarm is responsible for the visitor's evacuation. Visitors in the lobby should be assisted and accounted for by the staff. If there is an elevator located in the office, no one ~~will be is~~ authorized to use it.

~~The clinic personnel will be responsible for seeing that all clients have left the clinic.~~  
No one will re-enter the building until they are notified to enter. All cars parked near the entrance should be moved as soon as possible.

\*\*A Fire drill will be held once a year on a randomly selected day and time\*\*

## F. LOCK DOWN POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency takes the safety and security of our staff and clients very seriously. Circumstances may present themselves whereby the Agency must secure its doors and verify the identity of all those who enter. These circumstances may be related to incidents that happen within the Agency or possibly influenced by incidents (such as a prison escape) from outside the Agency. As it is our aim to serve our clients whenever possible we have developed a series of policies that will detail the Agency's actions during such emergencies

### Lock Down Initiation

The decision to lock down a clinic or building will rest with the Health Officer, Agency Director(s), ~~or any other management level staff person~~, Supervisor on site. Any employee who notices an incident or is aware of a threat to another employee or client, shall immediately make ~~that the~~ information available to one of the above persons. Appropriate action will be taken and the doors to the building will be secured with staff posted to monitor the doors. If the decision is made by the ~~Clinic Coordinator~~, Supervisor it shall be reported as soon as possible to the Health Officer or Administrative Services Director. These actions will be in effect until such time as the Health Officer or Administrative Services Director shall determine they are no longer appropriate. Circumstances that may initiate a lock down may consist of:

- Domestic violence threat to a client or staff member
- Workplace violence issue or threat
- Civil unrest within the community including protests and picketing of the Agency
- Prison or Jail escapes (mainly Coldwater or Hillsdale)

### Lock Down Procedure (during business hours)

- Deal immediately with whatever issue has prompted the lock down and call the appropriate authorities ~~as necessary~~.
- The staff member directing the lock down should remain calm as to dissuade panic among the staff or ~~clients~~ visitors.
- Secure all entry points into the buildings.
- Staff and ~~clients~~ visitors may be moved to an interior or more secure area of the building should the situation require it
- Post a staff member to monitor the entry points even if these points are not to be used to ~~gain entry~~ enter into the Agency office.
- All entry points to the Agency will be posted with a sign directing inquiries to a single entry point these signs will be available in the mail room of each office.
- If ~~client service~~ operations can continue, ~~that the~~ person monitoring the designated entry point shall verify the identification and purpose of the person seeking admittance prior to their gaining entry.
- If we are unable to continue ~~client service~~ operations, a sign shall be posted at all entry points indicating that the Agency is closed and will re-open as soon as possible; we apologize for any inconvenience; please direct them to call the Agency phone number or consult our web site for further information.
- Regardless of which ~~service~~ operational state we are in, Public Safety (Law Enforcement, Fire Department, and/or Emergency Medical Service) personnel will be admitted.

#### After Business Hours Lock Down

Our Agency is normally secured during our non-service hours; however, circumstances may present themselves which necessitate the Health Officer or Administrative Services Director to designate the building “locked down” until further notice. The ~~normal procedure~~ Agency’s text alerting system will be used to ~~initiate use of the Emergency Call List process~~ notify employees as soon as practical. Employees are expected to text “1” back to the agency to confirm message was received. The Emergency Call Down list will be used in the event of a failure in the texting system. In the event that staff are already ~~en-in~~ en-in route to work, or did not receive their text or call, they may find that one of the above lock down conditions exists. ~~Either the~~ The Health Officer, ~~or~~ Administrative Services Director, ~~(or~~ (their designee ~~or~~ —possibly ~~Public Safety)~~ should already be present and will direct the staff accordingly. It is important that staff maintain their Agency identification badge with them at all times so that they may be positively identified by whoever may be monitoring the entrance. If admitted to the building staff will be directed to a conference room where a briefing will take place to advise them of the situation

#### **G. ~~MASTER DISASTER CHECKLIST~~ – Approved 1/31/07 INITIAL RESPONSE PLAN**

The Agency is part of the National Disaster Framework, as such, we may be called up to support a local jurisdiction emergency, natural disaster, outbreak, or other. All employees

are requested to maintain personal preparedness in order to mobilize agency resource as soon as possible. The following steps are followed in the event of an Agency emergency response request:

#### Notification

- Receive Employees will receive notification of situation from ~~HAN~~; Agency text message, Agency email, MiHAN alert, Phone; or other
- ~~If you have interagency call list responsibilities — call those on your list and report back to your designated person as to the success of those calls~~
- Advise your family members of situation and make any arrangements necessary to cover the time you may be absent from your home
- Report to the stated location for assignment to your designated location

#### Assignment

- Report to the Incident Commander or their designee to sign in for duty
- Receive assignment and Job Action Guidelines for that assignment
- Receive the appropriate Identification badge, vest, or other such to designate your duty or position
- Read and understand the guidelines; ask any questions prior to reporting to your station
- Upon arrival at your station identify yourself to your supervisor; any further questions regarding your assignment may be answered at this time; be sure to understand the chain of command structure related to your assignment
- Upon reporting to your station, inventory and assess the condition of any equipment you will be responsible for operating, maintaining, or using during the incident. If you require further equipment or items that are missing from inventory, report this immediately to your supervisor for re-stocking or re-supply.
- Assignment of duty may be in an area of job responsibility outside of your normal daily duties. If you feel the duty is beyond your abilities, notify your supervisor for additional training or reassignment.

## **H. OFFICE CLOSURE PROCEDURE**

In the event of circumstances, such as mechanical failures or loss of utilities, that ~~shall~~ may warrant closure of any Agency office(s), the Agency's text alerting system will be used to notify employees as soon as practical. Employees are expected to text "1" back to the agency to confirm message was received. The Emergency Call Down list will be used in the event of a failure in the texting system. Office closure is announced on the Coldwater, Hillsdale, Sturgis, and/or Three Rivers local radio. Employees assigned to that office will be notified; if they are to be temporarily reassigned to another Agency office location. All other agency offices shall be notified of the situation ~~as well~~ and will continue normal operations.

## I. ROBBERY POLICY

When a robbery threat is evident, remain calm and do the following:

- ~~1. If another staff person is nearby, notify them by the “code” established within the agency that an emergency is happening and they should immediately contact 911 and the immediate supervisor within the building.~~
1. Follow the instructions of the robber and do not try to intervene.
2. Give them whatever they demand.
3. Stay calm, and listen carefully and try to remember everything about the individual for future use.
- ~~3.4. Call 9-1-1 as soon as possible.~~

## J. TORNADO EMERGENCY PLAN

In the event of a Tornado Watch the weather radio or local radio station will be monitored and regular operations will be maintained until a warning is issued.

~~In the event of a Tornado Warning the entire staff will evacuate to the inner corridor or the restrooms. Avoiding the West and South walls. All persons will remain there until the warning is over. People with disabilities will be assisted by assigned staff. The Clinic Clerk/Manager or EH Clerk/Manager will collect the sign in/sign out log and bring it to the evacuation location. Of the lowest level, avoiding the West and South walls.~~

- ~~• In the event of a Tornado Watch the radio will be monitored and regular routine will be maintained until a warning is issued. We have an alert system with the Sheriff's Department to notify of a warning. Close office windows and doors.~~
- ~~• Stay away from areas with windows and glass doors to avoid flying glass.~~
- ~~• Stay away from corners of rooms and small spaces to avoid debris.~~
- ~~• All persons will remain there until the warning is over.~~
- ~~• Visitors with disabilities will be assisted by Agency staff or family member/caregiver. An employee working with a visitor at the time of the warning; is responsible for the visitor's evacuation to the shelter area. Visitors in the lobby should be assisted and accounted for by the clinic administrative staff. Visitors can not be forced to remain at the Agency's office, but they should be advised of the risk if they leave the facility.~~

The Clinic Administrative Assistant or EH Administrative Assistant will collect the sign-in/sign-out log and bring it to the evacuation location where employees will be accounted for. The sign-in/sign-out sheet will be evaluated to determine which staff are out working in the field. ~~These staff will be called to inform them of the Warning.~~

Staff working in the field will be notified by the Agency's text alerting system as soon as practical. Employees are expected to text “1” back to the agency to confirm message was received or text “2” if they need assistance. The Emergency Call Down list will be used in

the event of a failure in the texting system. Field staff are encouraged to seek shelter in a nearby home or building. If no structure is available, find the lowest lying area to seek cover.

**\*\*A Tornado drill will be held once a year on a randomly selected day and time\*\***

## **K. UTILITY SHUT OFF PROCEDURES**

Any employee who is notified that any area utility ~~in the area~~ is going to shut down their services, at any time of the Agency's work day ~~at the Agency~~, must contact the Administrative Services Director ~~so that a judgment of necessity will.~~ Information on the utility service, caller, and contact phoe number should be taken into consideration obtained for the Administrative Services Director to contact. In before the absence of the Administrative Services Director, contact the Health Officer. ~~shutdown occurs.~~ We do not want services interrupted if during business hours unless it is ~~not necessary and an~~ emergency or the utility company cannot fix the problem after Agency hours.

## **L. BURGLARY OR VANDALISM TO THE AGENCY**

It is possible that an early arriving employee shall discover that a window is broken, door ajar, or other condition which may mean that building has been entered or is unsecured. This staff member shall report this immediately to 9-1-1 for action by Public Safety officials. Under no circumstances should a staff member or client be allowed to enter the building until it is cleared and secured by Public Safety officials.

If this condition is found after entering the building the staff member should immediately exit the building and call 9-1-1. The staff member should then notify the Health Officer or Administrative Services Director. Until the building has been cleared by Public Safety no staff or client should be allowed to enter.

# **SECTION 10: INFORMATION TECHNOLOGY POLICIES**

## **A. COMPUTER USAGE & INTERNET POLICY**

**1. PURPOSE:** To ensure that the use of email and internet activities do not negatively impact the confidentiality, availability, integrity, and reputation of Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) and their assets and to ensure compliance with applicable federal and state laws. Any wired or wireless connecting to BHSJ network falls under this policy.

**2. PHILOSOPHY:** An authorized user's access to the Internet and/or email services for limited personal use is a privilege that, if not properly monitored and controlled, could result in harm to the organization or violations of certain federal and state laws. The primary use of these services is for business and clinical purposes and thus need be appropriately protected.

**3. APPLICABILITY:** This standard applies to all BHSJ Covered Entities.

**4. DEFINITIONS:**



4.1. Protected Health Information (PHI): Health information, including demographic information collected from an individual and created or received by a health provider, health plan, employer or health care clearinghouse that relates to the past, present, or future physical or mental health or condition of any individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual that identifies an individual or there is a reasonable basis to believe the information can be used to identify the individual and that is transmitted or maintained by electronic media or any other form or medium. PHI does not include individually identifiable health information in education records covered and protected by the Family Educational Right and Privacy Act and employment records held by a covered entity in its role as an employer.

4.2. Sensitive Information or Data: Data that should be kept confidential. Access to these data shall require authorization and legitimate need-to-know. It includes Protected Health Information, financial information, personnel data, trade secrets, and any information that is deemed confidential or that would negatively affect BHSJ if inappropriately handled.

## **5. POLICIES:**

5.1. All email messages, documents, correspondence, and data obtained through BHSJ or BHSJ network resources are considered BHSJ property.

5.2. Users shall have no expectation of privacy on BHSJ computers, in email or internet use.

5.3. BHSJ may monitor messages and internet use without prior notice.

5.4. Users are responsible for reporting any suspected or confirmed violations of this policy to their supervisor or either the BHSJ IT staff.

5.5. Users shall not misuse their Internet privileges, i.e., spending excessive time on the Internet for non-work-related business or accessing inappropriate sites.

5.6. Users need to refrain from streaming music or radio due to excessive bandwidth on business or personal devices, connected wired or wireless. Refrain from use of sounds and visuals which might be disruptive to others.

5.7. Users shall delete chain and junk email messages without forwarding or replying to them. Electronic chain letters and other forms of non-business related mass mailings are prohibited.

5.8. Personnel shall not use BHSJ resources to view, record, or transmit materials which violate BHSJ policies. Inappropriate messages, pictures, and/or other visual images/materials include, but are not limited to:

5.8.1. **Fraudulent messages** - Messages sent under an anonymous or assumed name with the intent to obscure the origin of the message.

5.8.2. **Harassment messages** - Messages that harass an individual or group for any reason, including race, sex, religious beliefs, national origin, physical attributes, or sexual preference.

5.8.3. **Obscene messages** - Messages that contain obscene or inflammatory remarks.

5.8.4. **Pornographic materials** - This includes, but is not limited to pictures, audio/video files, literature, or newsgroups.

5.9. Users shall not engage in spamming activities. Electronic chain letters and other forms of non-business-related mass mailings are prohibited.

5.10. Users shall not photograph, post, or transmit patient images or information, electronically or otherwise, unless doing so is in accordance with an approved use or disclosure, and approved methods for doing so are utilized.

5.11. Users shall not share sensitive, restricted, or protected health information (PHI) to any cloud provider that has not been approved by the Information Technology Manager (including but not limited to Google Apps, DropBox.com, GoogleDocs, iCloud, etc.).

5.12. Personal email accounts shall not be used for official BHSJ business.

5.13. BHSJ reserves the right to block access to non-business-related material.

5.14. Email transmission of PHI, if necessary, shall be conducted with the highest level of security applied and only in situations where the email is necessary for the treatment of the patient, payment, and health care operations.

5.14.1. For users of the BHSJ email system only: To send email transmissions over the Internet (outside the BHSJ networks), PHI and other sensitive information shall be encrypted. Email shall not be transmitted over the Internet from any other email system unless/until an encryption method is approved for that email system.

5.15. Users shall comply with all laws related to copyright, intellectual, and personal property.

5.16. Users shall check their email regularly and delete unneeded email.

5.17. Users shall not knowingly download executable files from the Internet without approval from the IT staff.

5.18. Users shall not knowingly enable anyone to gain unauthorized access or control of any device, application, or system to the data networks

5.19. For the BHSJ network, the use of any software or service that hides the identity of the user or the location of the user while using the Internet is prohibited (including but not limited to proxy bypass or anonymization networks such as Tor).

5.20. Users shall not utilize BHSJ passwords on any non-corporate systems (i.e., banking, personal email, etc.).

5.21. Users shall not circumvent BHSJ technical security controls.

5.22. Users shall not transfer restricted or sensitive information to an unencrypted or unapproved device. Any removable storage media assigned by the Agency to individuals, is the property of the Branch-Hillsdale-St. Joseph Community Health Agency. Removable storage media belonging to the Agency should never be used with other devices or equipment that is not owned by the Agency. Likewise, any removable storage media not belonging to the Agency should not be used with devices or equipment that are owned by the agency.

5.22.1. Users shall notify IT staff immediately in the event of a removable storage media device is lost or stolen, or if the computer is damaged.

5.23. Users shall log off application, workstations, laptops, and devices after use.

5.24. Users shall not store restricted or sensitive information on non-BHSJ equipment such as personally-owned devices unless properly authorized to do so.

5.25. Users shall not provide personal or official BHSJ information solicited by unknown individuals or suspected phishing email or websites.

5.26. Users shall follow the same security policies at any alternate workplaces as those required on the BHSJ networks.

6. **CONTACTS:** For questions regarding the requirements, implementation, and enforcement of this standard, contact the Information Technology Staff.

7. **ENFORCEMENT:** Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or assignment, depending on the severity of the infraction. In addition, BHSJ may report the matter to civil and criminal authorities as may be required by law.

## **B. SOCIAL MEDIA POLICY**

This policy covers the use of social media and social networks in the workplace by employees, and by employees outside the workplace. This Policy works in conjunction with, and does not in any way substitute or replace, the Agency's Internet, Electronic Communications, Technology, Harassment and Discrimination Policies.

“Social Media” covers all web-based applications that permit the sharing and collaboration of information via internet communities, social-networking sites, video-sharing sites, wikis, blogs and micro-blogs and others. The Agency has drafted the following policies and procedures to help employees understand the unique issues raised by this evolving communication tool.

- 1) The Agency is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the Agency’s business. The Agency provides a computer system, with internet access, to its employees to enable them to communicate with each other and with the Agency’s suppliers and customers in an efficient and cost-effective manner. The electronic communications systems and equipment that is the subject of this policy is owned or leased by the Agency and is provided to employees for their use in connection with their work. It is the responsibility of each employee to ensure that this technology, including the access of social media websites, is used in accordance with these policies.
- 2) This policy covers employees who participate in personal social media or other internet activities; it applies regardless of whether the conduct occurs during working or non-working time, and regardless of whether Agency equipment is used.
- 3) Employees should primarily use the Agency’s electronic communications systems and equipment for business-related purposes. While occasional personal use of social media websites is permitted, while the employee is on lunch or breaks, such use should be limited to times when the employee is not required to be performing any duties for the Agency, when the use will not conflict with the use of the systems or equipment by any employee who desires to use it for business purposes, and may not in any event be used in a manner contrary to any of the provisions of this Social Media Policy or any other policies that cover electronic communications or workplace technology.
- 4) Employees may not use social media in a manner that compromises the confidentiality of the Agency’s confidential or proprietary information, trade secrets or other sensitive information, including PHI.
- 5) Employees may not use social media in connection with or to support any business ventures, other than those of the Agency, during Agency work hours and/or with Agency equipment.
- 6) Employees must refrain from any online activities that could reasonably place the Agency in a negative light or negatively impact its reputation during Agency work hours and/or with Agency equipment.
- 7) Employees may not use or incorporate the Agency’s name, logo, imagery, or derivatives thereof in their e-mail addresses, screen names, home pages, screen imagery or otherwise, absent the prior written approval of management.

- 8) If an Agency employee administers a social media profile that relates to an Agency department, the Agency owns that social media profile. The employee must provide the login and password information to the Administrative Services Director and the IT department.
- 9) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Agency's policy concerning equal employment opportunity and its policy prohibiting sexual and other unlawful harassment. Under no circumstances may the Agency's systems or equipment be used to transmit foul, indecent, scandalous or improper information, via social media or otherwise. Moreover, the use of the Agency's electronic communications systems and equipment in support of political, religious or other controversial causes is an inappropriate use of the system. Additionally, offensive racial or sexual comments are expressly prohibited.
- 10) Employees should assume that regardless of any privacy settings on various social media platforms, social media is not private. Information becomes public the moment it is published on the internet. Employees should assume that co-workers and members of the Agency's management will see anything and everything posted online, and should act accordingly.
- 11) Employees should not expect that anything that is sent or received using the Agency's electronic communication systems and equipment is the employee's private property. Employees should not have any expectation of privacy with respect to those communications, whether communicated via social media sites or otherwise. The Agency may, from time-to-time, as it sees fit, monitor, review, intercept or gain access to communications employees initiate or receive on the Agency's electronic communications systems and equipment. Employees' use of the Agency's systems will constitute consent to such monitoring, reviewing, interception or access. The Agency may, but has no requirement to, provide notice, either before or after any review of communications.
- 12) Periodically, the Agency may obtain photographs, videos or other likenesses of its employees at Agency-related events, such as outings, holiday parties, and charitable events. If an employee does not want his or her photograph, video or other likeness recorded at such an event posted on the Agency's website, or any social networking site, the employee must inform the Administrative Services Department in writing.
- 13) Employees should refrain from making social media postings that could be considered as creating a hostile work environment, as harassing, or otherwise inappropriate or harmful to the agency. Concerns about job performance or other potential complaints against co-workers or supervisors must be handled through the appropriate channels and remain consistent with the Agency's policies.
- 14) As with all of its policies, the interpretation of the Social Media Policy is within the sole discretion of management and the Agency reserves the right to alter, amend,

modify, revoke, suspend or terminate all or any part of this Social Media Policy, at any time, in its sole discretion, with notice to all employees via their Division Directors. Moreover, this policy in no way affects or alters an employee's at-will employment status.

- 15) If, at any time, an employee is uncertain about how to apply these policies and procedures or has any question about his or her participation in social media activities, the employee should contact the Administrative Services Director. Each employee bears his or her own personal responsibility to follow this policy and use good judgment with his or her social media activities. If an employee has any doubt whether online activities violate this policy, he or she should ask their Division Director before engaging in the conduct.
- 16) Employees have an affirmative duty to report to a supervisor, or director, any conduct that violates this Social Media Policy. In such circumstances, an employee should follow the same reporting procedures set forth in the Agency's harassment policy.
- 17) Any employee who violates this Social Media Policy shall be subject to discipline, as set forth in the agency's discipline policies..

## **SECTION 11: INFORMATION REQUESTS-HIPAA-CONFIDENTIALITY**

### **A. FREEDOM OF INFORMATION REQUEST PROCEDURE**

Any employee or department who receives a letter requesting information on medical records or environmental issues, must forward this request on to the Administrative Services Director who in turns okays the information to be given out or denied to that particular client. A copy is given back to the employee and one copy kept in central file for future referencing.

### **B. MEDICAL RELEASE PROCEDURE**

Any questions regarding who a Medical Release form goes to, should always be directed to the Administrative Services Director. He/she will then send it on to have copies made and sent to the proper place and a copy of the release form will be made and put in to the clients file for future reference.

### **C. SUBPOENA PROCEDURE**

Any subpoena sent to any employee of the Agency must be presented to the Administrative Services Director so that he/she may go over the document and make sure that all rules are followed in complying with the subpoena. It will be in turn given back to the employee and a copy kept in central file for future referencing.

### **D. CONFIDENTIALITY / SANCTION POLICY**

Purpose

HIPAA has required the BHSJCHA to create privacy and security policies in order to fulfill our duty to preserve the confidentiality and integrity of client Protected Health Information (PHI). This policy applies to all Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA) employees (regular or temporary), contractors, volunteers, students or other observers, and any others who have access to the BHSJCHA's Protected Health Information.

The purpose of this Confidentiality/Sanction policy is to ensure that employees have the necessary client health information to provide the highest quality care possible while protecting the confidentiality of that information to the highest degree, so that clients do not fear to provide information to our agency.

The BHSJCHA will not tolerate violations of these policies and standards, and such violations may constitute grounds for disciplinary action up to and including termination, professional discipline, and criminal prosecution.

#### Assumptions

Information will be collected from clients only for the purposes of providing services and for supporting the delivery, payment, integrity, and quality of those services.

Employees will use their best efforts to ensure the accuracy, timeliness, and completeness of data collected from clients. Entries in records will not be altered or destroyed, only amended.

Employees will treat all written, electronic, and verbal information about clients including financial, demographic, and lifestyle information as sensitive and confidential. Employees will recognize that some medical information is particularly sensitive, such as HIV/AIDS, mental health, developmental disability, alcohol and drug abuse, sexually transmitted disease, and communicable disease information. Disclosure of such information could severely harm clients, by causing loss of employment opportunities and insurance coverage, as well as the pain of social stigma. BHSJCHA employees will treat such information with additional confidentiality protections.

#### Security

Employees will make every effort to maintain confidentiality of written and electronic records by ensuring that only authorized staff will have access to this information during the workday. Protected Health Information will not be left unattended in areas where visitors or other clients may see it. Charts will be placed face down on counter areas and facing the wall in bins so names are not visible, and computer screens will be turned so clients cannot see them. Schedules should not be located where clients or unauthorized persons may view them. Sign in sheets can be used, but should contain names only. All confidential records will be stored in locked areas when unattended. Records will be destroyed by shredding, in accordance with BHSJCHA record retention rules. Any

confidential information that is not a part of a permanent record (and is no longer needed) will be shredded, not thrown away in the regular trash.

Precautions will also be taken with electronic devices like computers, laptops, tablets, smart phones and flash drives. Devices will be password protected and locked when not in use, and security measures in place to protect from unauthorized viewing and theft.

If records are taken off site (with Supervisor or Director permission), special care must be taken to know the whereabouts of the records at all times. Staff must take precautions to prevent the access and viewing of these records by unauthorized persons. Paper records should be stored in a locked case or box for privacy and transported in the trunk of a vehicle if possible. Computers being taken off the premises for work should be off or locked when not in actual use. If computers are traveling in a vehicle, ideally, they should also be transported in the trunk. Both paper records in the locked case and computers must be removed from the car and taken with the employee when the employee leaves the car. A computer or paper records that are taken home (with Supervisor or Director permission) need to be kept in a locked home and not left in a vehicle overnight.

## Privacy

Every effort should be made to ensure that confidential conversations remain private. Employees must use their best judgment to reduce the risk of unauthorized disclosures by closing doors or reception windows when on the phone or talking to a client, lowering voices, and meeting with clients in clinic rooms rather than in the halls or in waiting rooms.

Employees must also remember that the fact that a client chooses to obtain BHSJCHA services is in itself confidential information. We see many clients out in public during working hours and in our off-work hours. Employees should not acknowledge verbally in public awareness that a client may obtain services at the BHSJCHA. A client has the right to announce that they come to the BHSJCHA for services if they choose. We do not have a right to discuss their visit to the BHSJCHA without their permission.

## Minimum Necessary

The BHSJCHA will make all reasonable efforts not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose. See the Minimum Necessary Policy for further information.

## Receiving Confidential Information

Incoming mail is sorted daily and distributed. To protect privacy, confidential information that is received will be placed in envelopes or stapled closed prior to placing in the individual mailboxes.



Incoming confidential faxes will be received and stored in a secure area where clients have no access. They will be separated for delivery to individuals so confidentiality is maintained.

Incoming confidential information delivered by courier services must be distributed to the appropriate staff in an envelope to protect privacy, and stored in a secure area until it is reviewed.

## Uses and Disclosures of Protected Health Information

The HIPAA Privacy Act allows the BHSJCHA to use and disclose Protected Health Information for purposes of treatment, payment and health care operations without authorization. Even without specific client consent, we are required to limit such uses or disclosures to the minimal amount of PHI that is reasonably required to provide these services.

Disclosures also permitted without client authorization include the following:

- Those required by law or for law enforcement purposes
- For public health activities, including communicable disease follow-up
- For reporting regarding victims of abuse, neglect, or domestic violence
- For health oversight activities

Clients must give authorization to disclose their Protected Health Information for specific purposes, which are generally other than treatment, payment or health care operations, or to disclose their confidential information to a third party specified by a client. Client authorization is also required to disclose psychotherapy notes to another entity.

Psychotherapy notes are those notes of a health professional used to analyze contents of a conversation during private, joint, or group counseling session. Psychotherapy notes do not include any information that is kept in a patient medical record. For further clarification of psychotherapy notes please consult [HHS.gov HIPAA for professionals special topics](#) .

Disclosure of PHI is on a “need to know” basis, in that only the information that is necessary to accomplish the purpose is disclosed. Documentation of what PHI is disclosed, as well as when and to whom it is disclosed is recorded in the client’s medical record.

Further detail about the uses and disclosures of Protected Health Information can be found in the HIPAA Manual where specific policies are located including Release of Information, E-mail, Fax, and Texting. All BHSJCHA employees are required to be familiar with these policies. Any questions about the uses and disclosures of Protected Health Information should be directed to a Supervisor or Director.

## Sanctions

Any employee of the BHSJCHA, who believes another employee has breached the facility's security or privacy policies, or otherwise breached the integrity or confidentiality of client or other sensitive information, should immediately report such a breach to a Supervisor or Director.

The Health Officer and Directors will convene a committee to conduct a thorough and confidential investigation into the allegations. The BHSJCHA will not retaliate against or permit reprisals against a complainant. Allegations not made in good faith, however, may result in discharge or other discipline.

Disciplinary action will follow the policy outlined in the BHSJCHA Personnel Policies. The degree of discipline is a discretionary decision which management will make based on the nature of the offense, the employee's history, and other facts and circumstances deemed relevant. Disciplinary actions may include:

- Verbal warning
- Written warning
- Suspension
- Termination of employment

The BHSJCHA will follow the guidelines in the Personnel Policy manual to determine if a breach has occurred, the severity of a breach and the resulting sanctions recommended for the person involved in a breach.

Violation of the facility's security or privacy policies and standards may constitute a criminal offense under HIPAA, other federal laws such as the Federal Computer Fraud and Abuse Act of 1986, 18 U.S.C.1030, or state laws. Any employee who violates, or is reasonably suspected of having violated, such a law may expect that the BHSJCHA will provide information concerning the violation to appropriate law enforcement personnel and will cooperate with any law enforcement investigation or prosecution.

Further, violations of the BHSJCHA security or privacy policies and standards may constitute violations of professional ethics and be grounds for professional discipline. Any individual subject to professional ethics guidelines and/or professional discipline should expect the BHSJCHA to report such violations to appropriate licensure/accreditation agencies and to cooperate with any professional investigation or disciplinary proceedings.

All employees (regular or temporary), contractors, volunteers, students, or other observers with the BHSJCHA must follow this policy and are required to sign a Confidentiality Statement. Violation of this policy is grounds for disciplinary action, up to and including termination of employment. According to HIPAA rules, a person who knowingly obtains, misuses, or discloses Protected Health Information may incur criminal penalties that include a fine of not more than \$50,000 and/or imprisonment of not more than 1 year. If the offense is "under false pretenses," a person may incur a fine of not more than \$100,000 and/or imprisonment of not more than 5 years. If the offense is with intent to sell, transfer, or use Protected Health Information for commercial advantage, personal gain, or malicious harm, a fine of not more than \$250,000 and/or imprisonment of not more than 10 years may occur.

This Confidentiality/Sanction Policy is intended as a guide for the efficient and professional performance of employees' duties to protect the integrity and confidentiality of Protected Health Information. All employees, contractors, volunteers, students, and other observers with the BHSJCHA are expected to comply and cooperate with the facility's administration of this policy.

## **SECTION 12: SUBSTANCE ABUSE POLICY**

The Branch-Hillsdale-St. Joseph Community Health Agency (the Employer) takes seriously the problem of drug and alcohol abuse. We are committed to provide a substance abuse free work place for our patients, clients, and employees. This policy applies to all employees of the Agency, without exception, including part-time, temporary, and on call employees, and volunteers.

### **POLICY:**

1. No employee is allowed to consume any alcoholic beverage or unauthorized drugs while performing his/her job duties for this Agency.
2. No employee may possess, sell or give to another any alcohol, or drug, whether authorized or unauthorized, during assigned work time or while performing any services for the employer. This section shall not apply to employees who are authorized by law or job description to prescribe or dispense medication.
3. An employee may consume or possess authorized medications in the manner prescribed by the employee's physician or directed by the manufacturer.
- ~~4.5.~~ The Employer will not tolerate employees who report for duty while impaired or under the influence of alcoholic beverages or unauthorized drugs.
- ~~5.6.~~ All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs pose an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

### **DEFINITIONS:**

1. Unauthorized Drug- Any drug that cannot be obtained legally or has been illegally obtained, including prescription drugs obtained without a prescription, prescribed or over the counter drugs used other than as properly instructed and drugs sold or represented as being illegal. This definition includes, but is not limited to Amphetamines, Marijuana or Cannabinoids, Cocaine, Opiates, Phencyclidine, or any of their derivatives or metabolites.

2. Authorized Drug – Prescribed drugs that are used as prescribed by a medical professional or over the counter drugs used as intended by the manufacturer.
1. Under the Influence – For the purpose of this Policy, that the employee is either visibly affected by alcohol or an unauthorized drug, or a testing device or medical test or examination demonstrates any detectable amount of an unauthorized drug, alcohol or a metabolite of either, in the employee’s blood, breath, urine or body.

#### VIOLATION OF THE POLICY:

1. Employees who violate the Substance Abuse Policy will be subject to disciplinary action, including termination.
2. After a positive drug test, or upon reasonable suspicion that an employee has violated this policy, a pre-disciplinary hearing will be scheduled, in accordance with the Employer’s Personnel Policies.
3. Any employee who suffers from drug or alcohol abuse may request employer assistance, before the occurrence of any misconduct or the commencement of disciplinary action. The employee may be eligible for referral to the Employee Assistance Program (EAP) or for a medical leave of absence. Employees with a problem are encouraged to contact the Human Resources Representative for details. Such requests are considered confidential. An employee referred to the EAP is not relieved from job expectation requirements.

#### DRUG TESTING:

As a part of our policy to ensure a substance abuse free workplace, employees may be asked to submit to a medical examination and/or tested for the presence of alcohol and/or drugs. The Employer reserves the right, at the employer’s discretion, to examine and test for drugs and alcohol. Some such situations where testing may be requested may include, but not be limited, to the following circumstances.

1. All employees who are offered employment;
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
3. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
4. As a follow-up to a rehabilitation program;
5. As necessary for the safety of employees, patients, clients or the public at large, where allowed by statute;

6. When an employee returns to duty after an absence other than from accrued time off such as vacation or sick leave.

It is a condition of your continued employment that you comply with this Substance Abuse Policy.

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## Health Officer Performance Evaluation Policy

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Effective Date: 1/27/2022
Approved By: Board action on <del>1-27-2022</del> <u>8-24-2023</u>

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

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

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

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

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

~~Per the current contract, upon~~ Upon a satisfactory evaluation, the Board of Health may award ~~up to \$5,000 in~~ merit pay per the negotiated contract with the Health Officer. The merit pay shall be voted on at the September meeting, and paid as a supplemental payroll charged to the fiscal year which the Health Officer was being evaluated on.

**Adopted:** ~~1-27-2022~~ 8/24/2023

## 2023 Health Officer Evaluation

### Leadership and Managerial Qualities

\* 1. Performs the functions of the Health Officer for this Agency

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 2. Maintains a work style which is open to constructive suggestions

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 3. Demonstrates the leadership, initiative and persistence needed to accomplish goals and objectives.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 4. Assigns tasks to personnel capable of carrying them out.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 5. Maintains the professional culture that is needed to carry out the mission, strategic directions and organizational goals.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 6. Monitors current budget and operational data to assure continued success of the organization.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 7. Handles problems in a professional manner.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 2023 Health Officer Evaluation

### Knowledge and Skills

\* 8. Demonstrates knowledge and understanding of Public Health programs.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 9. Assures that facilities and equipment are suitable for the Agency's immediate and long-range goals.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 10. Assures the agency is in compliance with applicable standards, codes, laws and regulations.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 11. Anticipates trends and opportunities affecting agency operations and develops an appropriate and timely response.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 2023 Health Officer Evaluation

### Community Relations/Political Effectiveness



\* 12. Promotes a positive image of the Agency to the community.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 13. Represents the Agency at community activities.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 14. Works with community leaders in determining local health care needs.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 15. Maintains an active advocacy role in promoting Public Health in the community.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 2023 Health Officer Evaluation

### Board Relations

\* 16. Works with the Board of Health in developing the mission and long-and-short-range strategic plans.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 17. Communicates with the Board of Health and provides appropriate information at and between meetings.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 18. Is readily available to board members.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 19. Keeps the Board of Health appraised of the Agency's financial status.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 20. Keeps the Board of Health appraised of the status of Public Health programs and services.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 21. Provides educational programs for the Board of Health on a regular basis.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 22. Has fostered good communication between the Board of Health and the Agency's administrative team.

Excellent	Good	Satisfactory	Needs Improvement	Unacceptable	No Basis for Judgement
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 2023 Health Officer Evaluation

### Additional Comments

23. Additional Comments

\* 24. Name of Person Completing the Survey:

\* 25. Date:

Date / Time

Date





PROVIDER NAME	FY22-23 <sup>3</sup>	PROPOSED FY23-24 <sup>4</sup>	% Difference
<b>Branch Area Transit Authority</b>			
<i>Transportation</i>	\$ 18,900	\$ 18,900	0%
<b>Thurston Cares Adult Day Services</b>			
<i>Adult Day Services</i>	\$ 42,700	\$ 42,081	-1%
<b>Branch County Commission On Aging</b>			
<i>Case Coordination &amp; Support</i>	\$ 6,295	\$ 6,295	
<i>Caregiver Education, Support &amp; Training</i>	6,611	7,410	
<i>Chore Services</i>	3,360	3,360	
<i>Congregate Meals</i>	40,532	43,264	
<i>Disease Prevention/Health Promotion</i>	3,705	3,898	
<i>Friendly Reassurance</i>	1,680	1,680	
<i>Personal Care</i>	6,576	5,000	
<i>Home Delivered Meals</i>	152,813	163,042	
<i>Homemaking</i>	40,390	41,158	
<i>In-Home Respite</i>	12,020	11,005	
<i>Medicare/Medicaid Assistance Program</i>	8,824	8,824	
<i>Gap Filling</i>	1,260	1,260	
<i>Transportation</i>	3,500	3,000	
<b>TOTAL</b>	<b>\$ 287,566</b>	<b>\$ 299,196</b>	<b>4%</b>
<b>Kalamazoo Human Services Dept. - AAA Region 3A</b>			
<i>Long Term Care Ombudsman Program</i>	\$ 2,000	\$ 2,000	0%
<b>Legal Services of South Central MI</b>			
<i>Legal Services</i>	\$ 12,000	\$ 12,000	0%
<b>St. Joseph County Commission On Aging</b>			
<i>Caregiver Education, Support and Training</i>	\$ 9,129	\$ 10,235	
<i>Case Coordination &amp; Support</i>	8,694	8,694	
<i>Chore</i>	4,640	4,640	
<i>Congregate Meals</i>	91,519	80,877	
<i>Disease Prevention/Health Promotion</i>	5,116	5,384	
<i>Friendly Reassurance</i>	2,320	2,320	
<i>Homemaking</i>	32,428	42,440	
<i>Home Delivered Meals</i>	175,480	204,012	
<i>Home Repair</i>	4,640	5,000	
<i>In-Home Respite</i>	16,600	14,926	
<i>Medicare/Medicaid Assistance Program</i>	9,224	9,224	
<i>Personal Care</i>	32,429	18,835	
<i>Gap Filling</i>	1,740	1,740	
<b>TOTAL</b>	<b>\$ 393,959</b>	<b>\$ 408,327</b>	<b>4%</b>
<b>St. Joseph County Transportation Authority</b>			
<i>Transportation</i>	\$ 26,100	\$ 26,100	0%

**NOTES:**

1 - Presented to the Board of Health Finance Committee on August 21, 2023

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

3 - FY22-23 award amounts reflected are Original (does not include amendments)

4 - FY23-24 Proposed amounts only reflect full-year federal & state funding anticipated. Provider input is included. Proposed awards do not include carry forward, COVID relief funding, or any other special projects funding.

<p><b>Program:</b> Administrative Services</p> <p><b>Subject:</b> Cost Allocation Plan</p>	<p><b>Effective Date:</b></p>
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**Purpose:** To allocate various costs to programs in a consistent manner based upon certain methods, detailed below.

**Policy Statement:** The agency incurs many different costs for operation. Some of these can be directly traced to a program or employee, sometimes they cannot. The costs that aren't directly traceable to specific programs /employees need to be allocated in a reasonable, allowable and consistent manner.

**Scope:** Any cost that is incurred by the agency.

**Responsible Party:** Administrative Services

**Implementing Procedure:**

**1. Salaries and Fringes:**

- a. Employees enter time into an electronic time entry system, which is then approved by their supervisor. It is allocated based on the time each associate spent working in each program. If an employee takes leave time (sick/vacation), that time is distributed based on the other days worked during that payroll. If an employee uses leave time for an entire payroll, that time is distributed based on the prior payroll's spread.
- b. \*The exception to this is the LSA expense. This monthly bill is allocated based on the most recent budgeted FTE allocation that's in effect at that point in time.

**2. Supplies and Materials:**

- a. Supplies are allocated either by where they're charged on the purchase requisition (if they directly benefit the program(s) or they're based on a spread derived on past usage of those supplies/materials.
- b. Items such as postage, printing and copy expenses and computer supplies are spread to the appropriate programs based on usage for that month, are distributed through indirect.
- b.c. Postage is allocated based on actual usage reports generated from the postage meters.

**3. Travel**

- a. All travel is entered into the electronic entry system and is directly charged to the program in which it was incurred.

Reviewed Date:

#### 4. Communications

- a. \*Distributed based on the current budgeted FTE allocation for that point in time.

#### 5. Space/Facility Costs

- a. \*Allocated based on the square footage of the room and the FTE(s) who occupy it. If the room is used by only one program, the entire cost is allocated to said program. Common areas (lunchroom, conference rooms) that can't be tied to a program or FTE are distributed as indirect.

#### 6. All Others

- a. ~~(Miscellaneous supplies, audit/legal expense, insurances, training expense etc.)~~ Items/services (supplies, training expenses, etc.) that directly benefit a program are charged to that program.
- b. ~~Professional liability insurance costs are allocated based on the spread the Medical Director's costs are allocated to. Miscellaneous supplies, audit/legal expense, and insurance costs are distributed through indirect.~~
- c. ~~Copy expense is allocated to appropriate programs based on usage for that month.~~
- d.b. Prevention Services costs are allocated based on the percentage of total salary/fringe each program in the spread consists of. Health Education Service costs are allocated based on the percentage of total salary/fringe each program in the spread consists of. Environmental Health (EH) costs are allocated based on the percentage of total salary/fringe each program in the spread consists of. ~~distributed to Onsite Sewage Disposal and Drinking Water Supply.~~
- e.c. Any cost that can't be directly tracked to a program, associate or spread will be coded under the correct account number in administration and distributed as indirect.

#### 7. Indirect Costs

- a. Distributed across all programs based on percentage of salaries/fringes in each program.

\*All cost allocations for items that are based on budget spreads are brought to actual values based on actual time worked at March 31st (six months) and September 30th (year-end).

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Prepared By: Theresa Fisher  
Approved By: Board of Health  
Approval Date: 8/24/2023  
Revision Number: 4

## 2023 Board of Health Meetings

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

Date	Time	Location	Board Education Scheduled
August 24	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
September 28	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
November 9	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
December 14	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
January 25, 2024	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes

### Board of Health Committees

**Finance Committee – 3 members, one from each county**

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

**Committees are scheduled to meet as follows:**

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

**September 18, October 16, November 20**

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

**September 20, October 18, November 15**

### BHSJCHA Administration

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

Medical Director: Karen Luparello, DO

Director of Administration: Theresa Fisher, BS

Director of Personal Health & Disease Prevention: Kali Nichols, MPH

Director of Environmental Health: Paul Andriacchi, REHS

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

**Approved by the Board of Health on February 23, 2023.**

**Amended 4/10/2023**

**DRAFT Changes Presented 8/24/2023**

# PUBLIC COMMENT

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