
BOARD OF HEALTH – FINANCE COMMITTEE
Agenda for September 18, 2023 at 9:00 AM

1. Call to Order
 - a. Roll Call
 - b. Approval of the Agenda*
2. Public Comment
3. New Business
 - a. Indispensable Supervisor Training*
 - b. Vaccine Pricing Method Policy*
4. Public Comment
5. Adjournment - Next meeting: October 16, 2023

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.

PUBLIC COMMENT

•
•
•
•
•
•
•
•
•
•
•
•
•
•

Fwd: FW: Request for Funding Approval



Rebecca Burns <burnsr@bhsj.org>

Thu, 14 Sep 2023 12:39:55 PM -0400 •

To "Theresa Fisher" <fishert@bhsj.org>

📎 1 Attachment(s) • [Download as Zip](#)



ISP Flyer.pdf
1.9 MB • 🔗

Rebecca A. Burns, M.P.H., R.S. *(she/her/hers)*
Health Officer

Branch-Hillsdale-St. Joseph Community Health Agency "Your Local Health Department"
570 Marshall Road, Coldwater, MI 49036
P: 517-933-3040 F: 517-278-2923 C: 269-501-2503
burnsr@bhsj.org



Visit: www.bhsj.org for Public Health Resources & Events

NOTICE: This e-mail, including attachments, is intended for the exclusive use of the addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any dissemination, use, distribution or copying is strictly prohibited. If you have received this e-mail in error, please notify me via e-mail and permanently delete the original and destroy all copies. Thank you.

===== Forwarded message =====

From: Cotant, Molly (DHHS) <CotantM@michigan.gov>
To: "burnsr" <burnsr@bhsj.org>
Cc: "Fiedler, Jay (DHHS)" <FiedlerJ@michigan.gov>, "Whitmire, Janine (DHHS-Contractor)" <WhitmireJ@michigan.gov>, "de la Rambilje, Laura (DHHS)" <DelaRambiljeL@michigan.gov>
Date: Tue, 05 Sep 2023 08:27:10 -0400
Subject: FW: Request for Funding Approval

===== Forwarded message =====

Good morning, Rebecca.

Thank you for reaching out with your question. This is allowable.

Thank you,
Molly

From: Rebecca Burns <burnsr@bhsj.org>
Sent: Wednesday, August 30, 2023 2:10 PM
To: Cotant, Molly (DHHS) <CotantM@michigan.gov>
Subject: Request for Funding Approval

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hello Molly,

About a week ago I spoke with Laura about the Indispensable Supervisor Training, flyer attached.

I would like to request consideration for use of the COVID Workforce grant funds to cover this training for my management staff. At BHSJCHA we have 6 Supervisors, 5 Directors, and 1 Health Officer that would participate in the training. The cost per person is \$1997.00 for a total expenditure of \$23,964.00.

The course is delivered over an 8 month period with 11 modules. There is some work done individually in each module then group facilitation. Group facilitation would be accomplished in 2 groups; Supervisors and Directors/HO.

Barry/Eaton's management team went through the program and it has received great reviews from the Health Officer.

We believe that the COVID Workforce grant funds are a good fit for this training as it develops the management team and readies the group for continued response to COVID and response to new threats as they arise. During the Agency's response to COVID we experienced a turn-over in management of 33% and turn-over in our staff team of approximately 55%. With large turn-over we not only have team members to train but managers to continue to develop so that the Agency can face the next response prepared. The training curriculum focuses on coaching, hiring, orientation/training, delegation, empowerment, delivering corrective action, effective meetings, conflict management, team building, and giving feedback; all skills that will be needed for our continued response to COVID and future responses.

Thank you for your consideration,
Rebecca

Rebecca A. Burns, M.P.H., R.S. *(she/her/hers)*

Health Officer

Branch-Hillsdale-St. Joseph Community Health Agency "Your Local Health Department"

570 Marshall Road, Coldwater, MI 49036

P: 517-933-3040 F: 517-278-2923 C: 269-501-2503

burnsr@bhsj.org



Visit: www.bhsj.org for Public Health Resources & Events

NOTICE: This e-mail, including attachments, is intended for the exclusive use of the addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any dissemination, use, distribution or copying is strictly prohibited. If you have received this e-mail in error, please notify me via e-mail and permanently delete the original and destroy all copies. Thank you.

Indispensable Supervisor Program™

Master the Art of People Management

WHO SHOULD ATTEND

This course is for any individual who has the responsibility of supervising other people and wants to continually improve their effectiveness.

CURRICULUM HIGHLIGHTS

- Hiring
- Orientation and Training
- Delegation
- Empowerment
- Giving Feedback
- Coaching
- Delivering Corrective Action
- Effective Meetings
- Conflict Management
- Team Building

COURSE OUTCOMES

- Increase your supervisory skills and expertise
- Gain more confidence as a supervisor
- Learn how to manage mindset, emotions, and behaviors that make an effective supervisor
- Become effective at managing the performance and dynamics of a team
- Make an impact by positively transforming the workplace

HOW WE ENSURE SUCCESS

- Engaging, multi-media content
- On-the-job activities
- Quizzes
- Interaction with other participants
- Expert-led facilitated group discussions and coaching
- Self-assessments to measure progress
- Access to an experienced HR professional



Become a confident, promotable supervisor that people want to work with, who makes a difference in the lives of their team, and who transforms workplaces!

CLICK HERE
For more information and to register by 10/6



HIGHLIGHTS OF WHAT PARTICIPANTS WILL LEARN TO MASTER

- ✓ Hiring
- ✓ Orientation and training
- ✓ Delegation
- ✓ Empowerment
- ✓ Giving feedback
- ✓ Coaching
- ✓ Delivering corrective action
- ✓ Effective meetings
- ✓ Conflict management
- ✓ Teambuilding



WHAT'S INCLUDED

- ✓ 15 hours of internet-based video training to learn the essentials of supervision
- ✓ 12 hours of expert-led group discussions and coaching
- ✓ 30+ tools to download and use on-the-job to help participants apply what they learn and make a supervisor's life easier
- ✓ 20+ articles to dive deeper into topics
- ✓ 55 activities to turn the learning into practice
- ✓ Pre and post-course self-assessments to measure progress

WHO SHOULD ATTEND?

This online program is for any individual who has the responsibility of supervising other people and wants to continually improve their effectiveness. We recommend entire management teams attend so everyone “speaks the same language” and can learn from each other, but the course may also be taken by individuals.

Part of our program's exceptional benefits lies in the inclusion of expertly facilitated group cohorts, led by our seasoned Human Resources professionals. These invaluable sessions not only encourage meaningful discussions but also provide personalized coaching, guiding participants through specific scenarios tailored to their needs.

PROGRAM OUTCOMES

- ✓ Learn the qualities and characteristics that make a great people manager
- ✓ Increase supervisory skills and expertise
- ✓ Gain more confidence as a supervisor
- ✓ Learn how to manage mindset, emotions, and behaviors that make an effective supervisor
- ✓ Gain the skills and tools to hire high performers
- ✓ Become effective at managing the performance and dynamics of a team
- ✓ Learn effective communication skills with direct reports, peers, and supervisors
- ✓ Become a supervisor colleagues and direct reports want to work with
- ✓ Make an impact by positively transforming the workplace

PROGRAM STRUCTURE AND TIMELINE

This online course is made up of 11 modules. Each module contains 45 minutes – 1 hour 30 minutes of video training, accompanying articles, a facilitated 1-hour group discussion and coaching session, and multiple activities to do on-the-job. The facilitated group discussions are led by our expert Human Resources professionals who will guide discussions and coach participants through specific scenarios.

An orientation meeting will be held on Tuesday **October 10th**.

One module is released every 3 weeks, starting **October 16th**. The first week is the online training, the second week is the facilitated group discussion beginning **October 24th**, and the third week is for you to absorb and practice integrating the materials. This pace ensures students have enough time to learn, process, and master the information by applying their new skills in real-world scenarios.

Participants will have access to the program for as long as the program is available.

HAPPY STUDENTS



I feel this program has been very beneficial to me. It has given me confidence as a supervisor and tools to use in the future to be the best I can be.

-Jodi P.



Great content! Especially helpful for new supervisors but even seasoned supervisors can learn and grow from this program.

-Jay V.



I am definitely gaining the tools to be an effective leader.

-Ashley C.



Jodi is clearly experienced in what she is teaching, demonstrating a mindset that promotes an effective learning environment for all.

-Laura F.

LESSONS INCLUDE:

- Module 1: Successful Learning: Program Orientation and Learning to Learn
- Module 2: Powerful Mindset - Understanding and Managing Yourself
- Module 3: Trusting Relationships - Understanding and Managing Relationships
- Module 4: Meaningful Communications - Techniques for Communicating With All Levels of the Organization
- Module 5: Superior Hirees: Selecting Great People
- Module 6: Effective Onboarding: Orientation and Training That Sticks
- Module 7: Empowering Action: Beyond Delegation to Empowerment
- Module 8: Influencing Success: Individual Performance Management - giving feedback, coaching, and corrective action
- Module 9: Elite Teams - Group Performance Management
- Module 10: Employment Law Basics
- Module 11: Course Conclusion - How to Ensure Your Success

HOW WE ENSURE SUCCESSFUL PROGRAM OUTCOMES

- Engaging, multi-media content
- Self-paced learning
- Quizzes so you can evaluate how well you met the learning objectives for each section
- Interaction inside the program platform to learn from other participants
- Expert-led facilitated group discussions and coaching
- Activities to perform on-the-job
- Pre and post-program self-assessments to measure progress
- Training and coaching from experienced HR professionals

Supervisors learn practical skills, then apply them on the job to solve real workplace challenges – before they learn the next skill set.

[Indispensable Supervisor Program - Master the Art of People Management - MALPH Partner - People Matters, LLC \(people-mattershr.com\)](https://people-mattershr.com)

<p>Program: Immunization</p> <p>Subject: Vaccine Pricing Method</p>	<p>Effective Date: TBD (BOH)</p>
---	---

Purpose: To establish standards to ensure that private vaccine costs are evaluated and determined with consistent methodology.

- The immunization fee schedule will be updated once annually in the third quarter of the fiscal year unless a significant change requires further update to the schedule. The addition of a new vaccine or replacement of vaccine does not require a change to the entire schedule.
- It is the responsibility of the PHDP director (Personal Health & Disease Prevention Director) to order private vaccine and make any necessary updates to the immunization fee schedule. In the absence of the PHDP director, the immunization coordinator may be used as a back-up for vaccine ordering and pricing updates.
- Private vaccine costs will be calculated using the following formula.
 - Cost per dose + 30% + \$23 = total vaccine cost
 - Cost per dose pricing is listed on the company and/or manufacturer website (GSK, Pfizer, Merck, Sanofi, etc.)
 - 30% accounts for any price fluctuation that may occur and no co-pay charge
 - A \$23.00 administration fee supplements staff time and covers supplies, Band-Aids, needles, etc.
- Once the PHDP director has updated the immunization fee schedule the information will be distributed to the immunization coordinator for updates to the EMR, immunization staff, and administrative services for billing purposes.
- Immunization fee schedules can be found on the share CW in prevention: immunization: vaccine pricing.

PUBLIC COMMENT

•
•
•
•
•
•
•
•
•
•
•
•
•
•