

**BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
AGENDA
January 25, 2018**

Pledge Allegiance

1. Roll Call
2. Approval of the Agenda*
3. Approval of the Minutes*
4. Public Comment

5. Health Officer's Report
6. Medical Director's Report

7. Committee Reports:
 - a. Program, Policies, and Appeals –
 - b. Finance Committee

8. Financial Reports/Expenditures*

9. Unfinished Business
 - a.

10. New Business
 - a. Officer elections*
 - b. Review By-laws*
 - c. Set meeting schedule*
 - d. Personnel Policy Manual*
 - e. Budget Amendment*
 - f. Food Service Fee Schedule Update*
 - g. Community Living Program Reallocation*

11. Departmental Reports
 - a. Personal Health & Disease Prevention
 - b. Environmental Health
 - c. Area Agency on Aging

12. Other
 - a.

Next meeting

February 22, 2018 Coldwater office

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BOARD OF HEALTH MEETING MINUTES

DECEMBER 14, 2017

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:01 a.m. by Vice-Chairperson, Kathy Pangle, with the Pledge of Allegiance and roll call as follows: Kathy Pangle, Terri Norris, Don Vrablic, Bruce Caswell, and Al Balog (Mark Wiley joined the meeting prior to the Health Officer's report)

Also present: Rebecca Burns, Dr. Vogel, Theresa Fisher, Val Newton, Paul Andriacchi, Laura Sutter, Donna Cowden, Jeff Macklin, Nana Amaniampong, Don Reid, and Richard Kline.

Ms. Norris moved to approve the Agenda with support from Mr. Vrablic. The motion carried.

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

Public comment:

Nothing at this time.

Dr. Vogel, Medical Director, reviewed his monthly report. This month's report covered the Human Papillomavirus (HPV) and Michigan Vaccine Waiver information.

(Mark Wiley joined the meeting prior to the Health Officer's report)

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: year-end financials and budgeting; updates to the hepatitis A outbreak; staff vacancies; human services network updates; legislative updates; and Agency holiday cheer.

Committee Reports

- Program, Policy, and Appeals Committee – Had not met.
- The Finance Committee – Mr. Balog moved to approve the minutes from the finance committee's December 11, 2014 meeting with support from Ms. Norris. The motion carried.

Financial Reports/Expenditures –

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

Unfinished Business

- Employee Compensation – Ms. Norris moved to approve a 1% wage increase for active employees, retroactive to 10/1/2017 and that salary increases shall be reviewed by the Finance Committee on an annual basis in July of each year so a recommendation can be made to the entire Board. The motion was supported by Mr. Balog. The motion passed.

New Business:

- FY17 Final Budget Adjustments – Ms. Norris moved to approve the final FY17 budget adjustments with support from Ms. Pangle. The motion passed.
- Strategic Plan Update
- Agency’s Plan of Organization – Ms. Norris moved to approve the Agency’s Plan of Organization as presented with support from Ms. Pangle. The motion passed with 6 “aye” and 0 “nay” votes.

Department reports

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

(Mr. Caswell left the meeting)

At 11:15 a.m. Mr. Vrablic moved to enter closed session to conduct the annual performance evaluation of the Health Officer with support from Mr. Balog. By roll call vote the motion passed with 5 “aye” and 0 “nay” votes.

At 11:46 a.m. Ms. Norris moved to enter open session with support from Ms. Pangle. The motion passed and the meeting returned to open session.

Ms. Norris moved to pay a one-time merit bonus to the Health Officer in the amount of \$3,000.00 as allowable in her contract, with support from Mr. Balog. The motion passed with the following roll call vote: Mr. Vrablic, nay; Mr. Wiley, aye; Ms. Pangle, aye; Ms. Norris, aye; Mr. Balog, aye.

With No further business to be conducted the meeting was adjourned at 11:51 a.m.

Next meeting will be held on January 25th, 2018 in the Coldwater office at 9:00 a.m.

Respectfully Submitted by:

Theresa Fisher, BS
Secretary to the Board of Health

**Branch-Hillsdale-St. Joseph Community Health Agency
Health Officer's Report to the Board of Health for January 25, 2018
Prepared by: Rebecca A. Burns, M.P.H., R.S.**

Agency Updates

Audit – The auditors were in this week, January 22-24. Jeff has been working closely with them. Donna has also been involved as I have asked her to continue working with the Agency and Jeff through this audit. The exit interview was positive.

Area Agency on Aging IIIC – The budget for the Area Agency has been examined, along with the budget for the health department and to enable them to continue to provide the needed support in the Community Living Program for Branch and St. Joseph County older adults, a request to move funds previously designated to the Commissions on Aging for St. Joseph and Branch is provided today for your consideration. The request was made after thoughtful consideration. The COA's were notified at the end of December and assured that they would be reimbursed through December. The contract between the COA and the AAA provide for this mid-year change.

Financials – A budget amendment is provided for your approval at the January meeting. As a result of the Agency's finance and administrative staff analyzing current spending projections for the budget amendment, some workforce reductions and adjustments have been made. Four positions were eliminated, two full-time in Health Promotion and Education, one part-time in the clinic, and one casual staff in Children's Special Health Care Services, and three positions were reduced in hours from full-time to part-time in Agency Support, Children's Special Health Care Services, and in the clinic. The budget amendment provides a balanced budget for the fiscal year.

At the December meeting I offered the opportunity to discuss public health funding and budgeting in Michigan and the Maintenance of Effort requirement after the January Board of Health meeting. If there is interest in staying today for this discussion, Jeff and I will be available.

Insurance Billing – We are unable to bill Blue Cross/Blue Shield insurance at this time. BC/BS removed Dr. Vogel as a provider. This happened as a result of his retirement from his medical practice and notifications to the insurance company that came from the hospital where he practiced. As a result, we are delaying immunization for our BC/BS clients pending his reinstatement. The reenrollment paperwork was completed last week as soon as we learned what had happened. We have been informed that the reenrollment paperwork will be processed within 60 days.

Staff Vacancies/New Staff – The Agency has brought on Lori Hibbs to fill an open Clinic Clerk Tech position in St. Joseph County.

Flu – The number of flu cases is increasing and is considered "widespread" in Michigan. The predominant strain of flu at this time in influenza A. It is not too late to get a flu shot.

Hepatitis A Outbreak – As I have been reporting, Michigan is in the midst of a serious Hepatitis A outbreak. Current case count as of January 17, 2018 is 692 with 564 hospitalizations and 22 deaths. The list of counties with outbreak associated cases has increased since my last update in December. Our three counties currently are not considered part of the outbreak.

Since the beginning of the outbreak in August 2016, the public health response has included increased healthcare awareness, public notification and response, and outreach and vaccination clinics for high-risk populations. Although we are not considered one of the health departments that are part of the outbreak, we are remaining vigilant. Our efforts at BHSJCHA have included a public notification press release, information sharing with other providers at the three county human service coalitions and Hepatitis A vaccination clinics at various locations. One dose of the Hepatitis A vaccine is 90% effective in protecting an individual from contracting the disease.

Confirmed Cases Referred August 1, 2016-January 17, 2018 Meeting the SE MI Hepatitis A Outbreak Case Definition			
County (or city)	Total Cases	County (or city)	Total Cases
Macomb	199	Grand Traverse	4
City of Detroit	154	Shiawassee	3
Wayne	121	Calhoun	3
Oakland	94	Clare	1
St. Clair	27	Clinton	1
Washtenaw	15	Eaton	1
Monroe	14	Hillsdale	1
Ingham	13	Huron	1
Genesee	10	Ionia	1
Isabella	8	Kent	1
Livingston	6	Leelanau	1
Sanilac	6	Van Buren	1
Lapeer	5	Other*	1
*Jackson Michigan Department of Corrections			
Indicates counties with outbreak-associated cases that are not included in the outbreak jurisdiction			

Legislative Updates – The following legislation is currently being discussed by MALPH.

SB 411 (referral to comprehensive eye exam) will have a committee hearing next week. In short, if a child is recommended for an Individualize Education Plan (IEP), or a 504 Plan*, or identified as a struggling reader. See additional informational links below. Link to the legislation: <http://www.legislature.mi.gov/documents/2017-2018/billintroduced/Senate/pdf/2017-SIB-0411.pdf>.

Legislative Sponsors: Sens. Rick Jones (main), John Proos, Curtis Hertel, Tonya Schuitmaker, James Marleau, Peter MacGregor, Joe Hune, Marty Knollenberg, Judy Emmons, Wayne Schmidt, David Robertson, Jack Brandenburg, Margaret O'Brien, and Goeff Hansen.

The intent of this legislation is to require the local health department to receive a referral from the school that student X is in the process of eligibility determination (IEP/504 Plan) or identified as a struggling reader (no criteria for determining struggling reader), etc. and must receive a comprehensive eye exam from an optometrist/ophthalmologist to rule out if an IEP or 504 Plan is necessary. (It should be noted that this legislation - obtaining a comprehensive eye exam - was “sold” as a way to rule out an IEP/504 Plan because both programs are too costly to schools.)

As such, the local health department will be required to follow up with the family to ensure that they schedule and follow through on any recommendations that the eye provider makes. While you do follow up with children who “fail” the LHD vision screening, this will be a child/family that you have not seen but will be required to engage and ensure they follow through with an appointment and any recommendations.

Using the Michigan Department of Education’s numbers for students in special education, Ingham County ISD reports that there are approximately 6,088 children are in a special education program. Ingham County would not necessarily have to follow up with these 6,088 children, it is a benchmark for how many children could be required to have a comprehensive eye exam.

There is no appropriation tied to this legislation for local health departments to perform the additional work.

HB 5241 – A pre-K dental assessment to be administered by the local health department. The local health department can decide how to implement its own program. Those LHDs who have dental clinics can offer those services in-house or a LHD can contract with dentist or dental hygienist to go into schools, attend a Kindergarten round up, or can have a “clinic” somewhere in the community. In other words, you would be required to make accommodations in some form. If a child has insurance (private or public), the dental hygienist can perform the billing under PA161. If they do not have insurance, then the local health department would be reimbursed (and subsequently pay the dentist/hygienist).

Legislative sponsors: Reps. Scott VanSingel, Sylvia Santana, Tom Cochran, Robert Wittenberg, Jeremy Moss, Brian Elder, Jason Sheppard, Jim Ellison, Peter Lucido, Eric Leutheuser, Steve Marino, Henry Yanez, Stephanie Chang, Terry Sabo, Frank Liberati, Pamela Hornberger, Jon Hoadley, Erika Geiss, Bronna Kahle, Christine Greig, Klint Kesto, Kimberly LaSata, Tommy Brann, Patrick Green, and Jewell Jones

Excerpt:

(1) a local health department shall administer dental oral assessment programs for children residing in its jurisdiction who are entering kindergarten for the first time and whose parents, guardians, or persons in loco parentis have failed to meet the requirements described in (4)(A). The health department shall publicize the dental oral assessment service and the time and place of the clinics. A dental oral assessment program administered under this subsection must include a limited clinical inspection, performed by a dentist or a dental hygienist, to identify possible signs of oral or systemic disease, malformation, or injury, and the potential need for referral for diagnosis and treatment.

It should be noted that this is not a requirement to see all pre-K children like the hearing and vision program. This is only for children who have not “checked the box” on their health appraisal form* that they may submit to the school. So, if there are 100 pre-K children entering Kindergarten, and 18 do not have proof that they have seen a dentist in the last X months, then the LHD would be required to have those 18 kids seen by a dental professional. There is no requirement to submit the health appraisal form to the school. As such, the school may not know who those 18 students are because the form is not required to be filed. While there is “no teeth” in this legislation to require parents to follow through, similar to hearing and vision, the responsibility would be on the LHD to perform the follow through.

The sponsor of this legislation is asking for an appropriation. However, it is \$2M, and HHS and MDE report that they would be required to hire program folk to administer, collect data, monitor the program, etc. Local health departments would roughly be left with about \$1.5M.

22 veterans commit suicide every day in the US due to depression associated with post traumatic stress disorder (PTSD).^{1,2} Of veterans with PTSD, about 50 percent are not reported. Of those that are reported most get marginal treatment. Current treatments for patients with PTSD can include medications and mental health therapy. These therapies are not completely effective and require recognition and acceptance by the patient, family and service organizations. Compliance with medications or with cognitive therapies remains marginal for most veterans and treatment failure is associated with increased suicide risk. For soldiers with PTSD, the death rate from suicide is about three times that of those dying in combat.³

Recent social studies have shown improvement in PTSD outcomes when a service animal is adopted by the PTSD patient.⁴ After pet adoption, brain chemistry is affected with increases in oxytocin noted. Oxytocin inhibits stress hormones, induces a sense of calm, comfort and focus. Pet interactions have also been shown to increase beta endorphins (pain modulator), dopamine (reward hormone) and serotonin (depression).

There are also no shortage of dogs needing adoption. National and local organizations can help with pet placement. Veterans Affairs,⁵ Wounded Warriors,⁶ ASPCA and a number of other programs support placement of service animals with PTSD patients. Any patient may visit any local ASPCA facility and chose an animal to adopt. Caring for and being responsible for an animal may be effective in altering brain chemistry and improving the adverse effects of PTSD. For veterans, a major outcome should be a reduction in suicide rates and increased reacclimatization into society.

Canine adoption has shown to be effective, easily accomplished and cost effective. The therapy is beneficial for the veteran and for the dogs saved from euthanasia. A website listing service dog provider resources can be found at <http://vetsadoptpets.org/vetservedogs.html>. Canine adoption is a therapy with minimal side-effects and documented benefit. Reducing veteran suicide rates and improving their mental health stability are a positive public health benefit.

REFERENCE

1. RM Bossarte. et.al. Prevalence and Characteristics of Suicide Ideation and Attempts Among Active Military and Veteran Participants in a National Health Survey. *Am J Public Health*. March 2012. doi: 10.2105/AJPH.2011.300487. Accessed December 2017.
2. Invisible Wounds of War. Center for Military y Health Policy Research. RAND Corporation. 2008. <http://www.veteransandptsd.com/PTSD-statistics.html>. Accessed December 2017.
3. Suicide Risk and Risk of Death Among Recent Veterans. US Department of Veterans Affairs. June 2015. <http://www.publichealth.va.gov/epidemiology/studies/suicide-risk-death-risk-recent-veterans.asp>. Accessed December 2017.
4. T Stecker. Why Dogs Heal PTSD. *Survivors*. July 2011. <https://www.psychologytoday.com/blog/survivors/201107/why-dogs-heal-ptsd>. Accessed December 2017.
5. Rehabilitation and Prosthetic Services - Guide and Service Dogs. US Department of Veteran Affairs. <https://www.prosthetics.va.gov/ServiceAndGuideDogs.asp>. Accessed December 2017.
6. For Adoption. Warriors Best Friend. <https://www.warriorsbestfriend.org/dogs/adoption>. Accessed December 2017.





STEVENS KIRINOVIC & TUCKER P.C.

Board of Public Health
Branch - Hillsdale - St. Joseph
Community Health Agency
Coldwater, Michigan

We are engaged to audit the financial statements of the governmental activities and the major fund of the Branch - Hillsdale - St. Joseph Community Health Agency for the year ended September 30, 2017. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance

As stated in our engagement letter dated August 1, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Branch - Hillsdale - St. Joseph Community Health Agency's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Branch - Hillsdale - St. Joseph Community Health Agency's financial statements are free from material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Branch - Hillsdale - St. Joseph Community Health Agency's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Branch - Hillsdale - St. Joseph Community Health Agency's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Branch - Hillsdale - St. Joseph Community Health Agency's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we will consider the internal control of Branch - Hillsdale - St. Joseph Community Health Agency. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedule, schedule of changes in the net pension liability and related ratios, and schedule of employer contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of support services and schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our year-end audit procedures on January 22, 2018 and issue our report on or before March 31, 2018. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Branch - Hillsdale - St. Joseph Community Health Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Stevens Kirinovic & Tucker, P.C.

STEVENS, KIRINOVIC & TUCKER, P.C.
Certified Public Accountants

January 8, 2018

December 1 through 31, 2017

ACD.Net	Telephones 3 offices	2,652.62
AFLAC 0444	Payroll Deduction	2,854.98
Alerus Financial (Health Care Savings)	Health Saving Plan	7,941.83
Alerus Financial (Retirement)	Payroll Deduction	4,862.14
Andrejs Rozentals	AAA Volunteer Reimbursement	125.16
Arkadin Inc.	Teleconference Service	6.48
Armstrong Health Care	WIC / AAA Contractual Consultant	2,605.57
AT&T	Cell Phones	1,124.95
Blue Cross Blue Shield	Health Insurance	62,274.78
Branch Area Trans Authority	Elderly Transportation Service	1,965.90
Branch County Commission COA	Home & Community Based Services	6,696.25
Branch County Complex	Rent - Maintenance Coldwater Office	5,694.28
CAA of South Central	Home & Community Based Services	11,305.41
Care-N-Assist	Care Management	1,456.52
Center For Information Mgmt	Hardware/Software Maintenance AAA	450.00
Century Bank Basic Flex Health Plan	Payroll Deduction	783.45
Century Bank EFPTS	Federal & Fica Taxes	68,552.20
Century Bank Mers	MERS DB /Retirement	26,150.95
Century Bank State	Michigan Tax	10,548.37
Charter Communications	Sturgis Internet & Phone Line	74.97
Cintas	Rugs & Lab Coats - Cleaning	114.48
City of Coldwater	Water Lab Test	80.00
City Of Three Rivers	Water / Sewage & Lab Testing	288.00
Coldwater Petty Cash	Petty Cash	99.59
Crossroads Home Care	Care Management	1,138.68
Current Office Solutions	Office & Cartridge Supplies/Copier Charges	624.58
Daily Reporter	2018 Renewal	215.00
DJC Property/Consultant	Consultant	4,650.00
Dr. Vogel	Medical Director - Contractual	4,313.99
Embrace Your Health	Care Management	76.00
Frontier	Sensaphone & Fax Line Service 2 months	333.89
GDI	Building Expense - TR Cleaning/Supplies	1,749.00
Geib Movement & Wellness LLC	CSHCS Client	850.00
Genius Phone Repair	Cell Phone Repair	64.49
GlaxoSmithKline	Medical Supplies 8 Invoices	18,553.43
Glen Oaks	Training - 2 Employees	70.00
Griffiths Mechanical	Building Expense	375
Hillsdale Board Of Utilities	Building Expense - HD	1,501.36
Hillsdale Cnty Community Foundation	Membership-Dues	250.00
Hillsdale County Treasurer	Building Expense - HD	3,280.71

December 1 through 31, 2017

Hillsdale County Treasurer	Monthly Cleaning of Dental Clinic	806.93
Hillsdale Public Health	Rent - Hillsdale Office	7,375.00
Indiana Michigan Power	Building Expense - TR	811.66
Indiana State	State Tax	151.14
Johnson Rosati Schultz Joppich	Attorney	525.00
Kalamazoo County Human Service	CD Reporting	1,125.00
Lab Corp	Lab Fees	10.00
Lake Michigan Mailers	Postage Pick Up Service / 1 month	35.00
Legal Service Of South Central Mi.	Older Adult Legal Assistance	700.00
Maplecrest	Rent - Sturgis Office	550
McKesson	Medical Supplies	108.02
MDHHS Bureau of Laboratories	Lead Testing	600.78
Merck & Company	Medical Supplies 8 invoices	23,938.91
Michigan Insurance	Workers Comp Quarterly Payment	5,088.75
Michigan Public Health	Training - 2 Employees	3,614.22
Michigan Sate Disbursement Unit	Payroll Deduction	994.47
Nationwide	Payroll Deduction	6,051.12
Optum Insight (Netwerkes.Com)	Billing Service	53.36
Pfizer Pharmaceutical	Medical Supplies 2 Invoices	6,629.52
Pine Rest Christian Mental Health	CSHCS Client	118.63
POC Transact Rx	Billing Service	58.50
ProMedica	CPR Refund	550.00
Prompt Care	Drug Testing - 2 Employees	138.00
Richard Clark	Building Expense - CW	1,800.00
Rickett's Lawn Care	Building Expense - Lawn Care Three Rivers	511.00
Sanofi Pasture	Medical Supplies 3 Invoices	6,314.26
SEMCO Energy	Building Expense - TR	92.35
Shaffmaster U-Stor	Storage 3 Months	150.00
Shred It	Document Destruction	90.00
St. Joseph County COA	Home & Community Based Services	35,820.13
St. Joseph Trans Authority	Older Adult Transportation	2,105.61
Staples	Office Supplies	2,679.32
Teter Orthotics & Prosthetics	CSHCS Client	170.00
The ALICE Training Institute	Training - Cook	595.00
Three Rivers Commercial	2018 Renewal	145.80
Three Rivers Health	Rent - Dental Clinic	2,775.00
Thurston Woods	Care Management	3,650.16
VRI Lifeline Of Michigan	Care Management	654.00
Wal Mart Misc.	AAA - Supplies	7.96
Wal Mart Misc.	Misc. Expense	17.60

December 1 through 31, 2017

Wal Mart Misc.	Misc. Expense - Clinic Supplies	22.34
Xmission	Email Provider	233.05
Total Of Invoice List		374,622.60

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet
As of 11/30/2017

Current Period Balance

Assets

Cash on Hand	3,934.52
Cash with County Treasurer	683,264.13
Accounts Receivable	26,616.62
Due from Dental DAPP	127,509.77
Due from State	66,731.52
Due from Other Funding Sources	189,469.72
Prepaid Expenses	81,739.30
Total Assets	<u>1,179,265.58</u>

Liabilities

Accounts Payable	177,165.11
Payroll Liabilites	149,400.85
Capital Improvements	25,000.00
Deferred Revenue	93,074.44
Deferred Revenue BR	16,763.19
Deferred Revenue HD	18,455.67
Deferred Revenue SJ	24,109.31
Unearned Revenue	28,625.26
Biologics	99,465.46
Total Liabilities	<u>632,059.29</u>

Net Assets

Operation Fund Balance	170,819.54
Restricted Fund Balance	376,386.75
Total Net Assets	<u>547,206.29</u>

Total Liabilities and Net Assets 1,179,265.58

BHSJ Community Health Department
 Schedule of Cash Receipts and Disbursements
 June 30, 2017 Thru November 30, 2017

6/30/2017 Cash Balance	\$ 1,013,302.27
Plus: Cash Receipts	\$ 552,073.64
Less: Cash Disbursements For:	
Payroll:	\$ (133,995.58)
Accounts Payable:	\$ (432,321.36)
7/31/2017 Cash Balance	\$ 999,058.97
Plus: Cash Receipts	\$ 425,773.79
Less: Cash Disbursements For:	
Payroll:	\$ (154,941.38)
Accounts Payable:	\$ (335,400.55)
8/31/2017 Cash Balance	\$ 934,490.83
Plus: Cash Receipts	\$ 541,353.01
Less: Cash Disbursements For:	
Payroll:	\$ (129,802.96)
Accounts Payable:	\$ (353,173.88)
9/30/2017 Cash Balance	\$ 992,867.00
Plus: Cash Receipts	\$ 474,576.13
Less: Cash Disbursements For:	
Payroll:	\$ (142,149.63)
Accounts Payable:	\$ (501,603.55)
10/31/2017 Cash Balance	\$ 823,689.95
Plus: Cash Receipts	\$ 362,932.98
Less: Cash Disbursements For:	
Payroll:	\$ (133,928.93)
Accounts Payable:	\$ (369,429.87)
11/30/2017 Cash Balance	\$ 683,264.13

Branch-Hillsdale-St Joseph Community Health Agency
Statement of Revenues and Expenditures - November
From 11/1/2017 Through 11/30/2017

RU code	RU Title	Current Month	Year to Date	Total Budget - Original	Percent Total Expended
010	Agency Support	25,777.29	54,189.39	248,240.00	21.82%
011	Health Care Access	0.00	0.00	41,375.00	0.00%
012	Area Agency on Aging	96,986.18	204,703.60	1,223,580.00	16.72%
017	Senior Reach	1,491.19	2,630.14	27,334.00	9.62%
018	Aging Mastery	72.48	550.84	2,984.00	18.45%
021	Dental Clinic - Three Rivers	5,550.00	5,550.00	33,300.00	16.66%
022	Coalition for Tobacco Control	3,516.59	8,217.96	33,222.00	24.73%
023	Capital Expenditures	0.00	0.00	50,000.00	0.00%
029	Dental Clinic - Hillsdale	806.93	1,613.86	9,683.00	16.66%
*	032 Emergency Preparedness	9,909.76	29,650.50	107,990.00	27.45%
	036 Zika Virus Comm Support	0.00	0.00	10,000.00	0.00%
	037 Zika Virus Mosquito	0.00	0.00	30,000.00	0.00%
	039 Michigan Health Endowment	0.00	0.00	7,649.00	0.00%
	101 Workforce Development	4,676.71	7,595.72	58,271.00	13.03%
	107 Medicaid Outreach	8,989.52	19,213.64	125,180.00	15.34%
	108 WIC Breastfeeding	5,658.40	11,382.33	87,153.00	13.06%
	109 WIC	72,380.08	147,067.71	912,379.00	16.11%
	112 CSHCS Medicaid Outreach	0.00	0.00	100.00	0.00%
	115 PNC MCH Enabling Women	1,615.05	3,189.69	75,003.00	4.25%
	138 Immunization IAP	61,074.07	146,145.43	569,592.00	25.65%
	321 CHC Tele-A-Health	3,787.66	7,506.77	37,354.00	20.09%
	324 Sturgis Hospital	1,434.47	3,149.32	16,059.00	19.61%
	325 CSHCS	21,947.13	44,165.09	182,223.00	24.23%
*	326 Vision (ELPHS)	6,828.99	14,454.75	65,736.00	21.98%
*	327 Hearing (ELPHS)	5,787.50	11,601.91	60,509.00	19.17%
	331 STD	9,067.83	18,722.68	124,608.00	15.02%
	332 HIV Prevention	2,338.86	2,883.18	24,522.00	11.75%
	335 MCH Public Health & Infra.	1,850.44	3,597.44	41,022.00	8.76%
	338 Immunization Vaccine	46,929.89	101,076.35	567,608.00	17.80%
	341 Infectious Disease	16,252.71	30,680.83	209,290.00	14.65%
	345 Lead Testing	379.53	1,420.52	54,938.00	2.58%
	605 General EH Services	4,714.55	9,518.33	56,962.00	16.70%
	704 Food Service	27,707.07	57,753.53	356,768.00	16.18%
	714 Onsite Sewage Disposal	22,456.16	45,337.35	271,321.00	16.70%
	721 Drinking Water Supply	22,456.16	45,337.34	271,321.00	16.70%
	745 Type II Water	8,157.34	15,627.83	88,392.00	17.68%
	775 DAPP (Dental Transfers)	0.00	127,509.77	0.00	0.00%
	Totals	<u>500,600.54</u>	<u>1,182,043.80</u>	<u>6,081,668.00</u>	<u>19.44%</u>

*Denotes 9-Month Program

Branch-Hillsdale-St Joseph Community Health Agency
Balance Sheet
As of 12/31/2017

Current Period Balance

Assets

Cash on Hand	5,008.08
Cash with County Treasurer	569,606.76
Accounts Receivable	40,440.00
Due from Dental DAPP	127,509.77
Due from State	65,845.97
Due from Other Funding Sources	111,910.73
Prepaid Expenses	96,391.70
Total Assets	<u>1,016,713.01</u>

Liabilities

Accounts Payable	117,311.85
Payroll Liabilites	55,434.59
Capital Improvements	25,000.00
Deferred Revenue	121,829.27
Unearned Revenue	28,625.26
Biologics	109,806.29
Total Liabilities	<u>458,007.26</u>

Net Assets

Operation Fund Balance	199,750.55
Restricted Fund Balance	358,955.20
Total Net Assets	<u>558,705.75</u>

Total Liabilities and Net Assets 1,016,713.01

BHSJ Community Health Department
 Schedule of Cash Receipts and Disbursements
 July 31, 2017 Thru December 31, 2017

7/31/2017 Cash Balance		\$ 999,058.97
Plus: Cash Receipts		\$ 425,773.79
Less: Cash Disbursements For:		
Payroll:	\$ (154,941.38)	
Accounts Payable:	\$ (335,400.55)	\$ (490,341.93)
<hr/>		
8/31/2017 Cash Balance		\$ 934,490.83
Plus: Cash Receipts		\$ 541,353.01
Less: Cash Disbursements For:		
Payroll:	\$ (129,802.96)	
Accounts Payable:	\$ (353,173.88)	\$ (482,976.84)
<hr/>		
9/30/2017 Cash Balance		\$ 992,867.00
Plus: Cash Receipts		\$ 474,576.13
Less: Cash Disbursements For:		
Payroll:	\$ (142,149.63)	
Accounts Payable:	\$ (501,603.55)	\$ (643,753.18)
<hr/>		
10/31/2017 Cash Balance		\$ 823,689.95
Plus: Cash Receipts		\$ 362,932.98
Less: Cash Disbursements For:		
Payroll:	\$ (133,928.93)	
Accounts Payable:	\$ (369,429.87)	\$ (503,358.80)
<hr/>		
11/30/2017 Cash Balance		\$ 683,264.13
Plus: Cash Receipts		\$ 479,934.09
Less: Cash Disbursements For:		
Payroll:	\$ (218,919.02)	
Accounts Payable:	\$ (374,672.44)	\$ (593,591.46)
<hr/>		
12/31/2017 Cash Balance		\$ 569,606.76

Branch-Hillsdale-St Joseph Community Health Agency
Statement of Revenues and Expenditures - December
From 12/1/2017 Through 12/31/2017

RU Code	RU Title	Current Month	Year to Date	Total Budget - Original	Percent Total Expended
010	Agency Support	8,710.49	62,899.88	248,240.00	25.33%
011	Health Care Access	0.00	0.00	41,375.00	0.00%
012	Area Agency on Aging	75,855.96	280,559.56	1,223,580.00	22.92%
017	Senior Reach	1,459.11	4,089.25	27,334.00	14.96%
018	Aging Mastery	188.16	739.00	2,984.00	24.76%
021	Dental Clinic - Three Rivers	2,775.00	8,325.00	33,300.00	25.00%
022	Coalition for Tobacco Control	3,553.56	11,771.52	33,222.00	35.43%
023	Capital Expenditures	0.00	0.00	50,000.00	0.00%
029	Dental Clinic - Hillsdale	806.93	2,420.79	9,683.00	25.00%
*	032 Emergency Preparedness	9,249.20	38,899.70	107,990.00	36.02%
	036 Zika Virus Comm Support	0.00	0.00	10,000.00	0.00%
	037 Zika Virus Mosquito Surveillance	0.00	0.00	30,000.00	0.00%
	039 Michigan Health Endowment Fund	0.00	0.00	7,649.00	0.00%
	101 Workforce Development	1,958.25	9,553.97	58,271.00	16.39%
	107 Medicaid Outreach	8,188.63	27,402.27	125,180.00	21.89%
	108 WIC Breastfeeding	4,415.22	15,797.55	87,153.00	18.12%
	109 WIC	73,016.21	220,083.92	912,379.00	24.12%
	112 CSHCS Medicaid Outreach	0.00	0.00	100.00	0.00%
	115 PNC MCH Enabling Women	1,609.88	4,799.57	75,003.00	6.39%
	138 Immunization IAP	28,109.04	174,254.47	569,592.00	30.59%
	321 CHC Tele-A-Health	3,785.02	11,291.79	37,354.00	30.22%
	324 Sturgis Hospital	411.03	3,560.35	16,059.00	22.17%
	325 CSHCS	21,486.64	65,651.73	182,223.00	36.02%
*	326 Vision (ELPHS)	5,496.90	19,951.65	65,736.00	30.35%
*	327 Hearing (ELPHS)	6,630.04	18,231.95	60,509.00	30.13%
	331 STD	9,530.93	28,253.61	124,608.00	22.67%
	332 HIV Prevention	750.15	3,633.33	24,522.00	14.81%
	335 MCH Public Health Functions &	1,973.48	5,570.92	41,022.00	13.58%
	338 Immunization Vaccine Handling	48,034.03	149,110.38	567,608.00	26.26%
	341 Infectious Disease	14,844.98	45,525.81	209,290.00	21.75%
	345 Lead Testing	419.86	1,840.38	54,938.00	3.34%
	605 General EH Services	4,774.45	14,292.78	56,962.00	25.09%
	704 Food Service	28,129.98	85,883.51	356,768.00	24.07%
	714 Onsite Sewage Disposal	22,741.42	68,078.77	271,321.00	25.09%
	721 Drinking Water Supply	22,741.42	68,078.76	271,321.00	25.09%
	745 Type II Water	7,674.71	23,302.54	88,392.00	26.36%
	775 DAPP (Dental Transfers)	<u>0.00</u>	<u>127,509.77</u>	<u>0.00</u>	<u>0.00%</u>
Totals		<u>419,320.68</u>	<u>1,601,364.48</u>	<u>6,081,668.00</u>	<u>26.33%</u>

* Denotes 9-Month Program

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BY-LAWS for Board of Health

2017

ARTICLE I. NAME

The Boards of Commissioners of the Counties of Branch, Hillsdale and St. Joseph under Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415, have established a District Health Department, which is hereinafter called the Community Health Agency.

ARTICLE II. OBJECTIVES

Section 1. These by-laws are subject to the Intergovernmental Agreement between Branch, Hillsdale and St. Joseph counties which governs in the case of inconsistencies.

Section 2. The primary purpose of this organization is to provide the necessary policies and administrative controls for Branch, Hillsdale and St. Joseph Counties to strengthen and enforce health regulations, and to improve the quality of public health services to the people residing in this health jurisdiction.

ARTICLE III. MEMBERS

The governing body of the Community Health Agency shall be the Board of Health, hereinafter called the Board. The Board shall be composed of representatives from the respective counties' Boards of Commissioners, who are current county commissioners, and in accordance with Michigan's Public Health Code, Act 368, P.A. of 1978, MCL 333.2415.

ARTICLE IV. OFFICERS

Section 1. The election of a Chairperson and Vice Chairperson and appointment of committees for the calendar year will be held at the first regularly scheduled meeting in January. The Chairperson and Vice Chairperson shall not be from the same county.

Section 2. Following the elections of the Chairperson and Vice Chairperson, a Board member may be designated to attend the annual meeting of the Michigan Association of Local Public Health (MALPH). The Health Officer shall be designated as the primary delegate to represent the Community Health Agency at the MALPH meetings.

Section 3. Current officers and committee members shall remain in place until newly elected. In the event that the current Chairperson resigns from the Board, resigns or is removed as a county commissioner from their respective county or no longer meets the requirements to serve on the Board, the Vice Chairperson shall assume the Chairperson's duties.

ARTICLE V. MEETINGS

Section 1. The Board will meet on the fourth Thursday of each month at 9:00 AM unless otherwise determined by the Board. In the event that the Board meets less than once per month, claims may be negotiated, resolved or paid prior to the next Board meeting by the Health Officer and Chairperson of the Board of Health, who shall report the action to the Board at its next regular meeting as outlined in Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415.

Section 2. The agenda for each Board meeting shall be set by the Health Officer in consultation with the Chairperson of the Board. An individual wishing to suggest a topic for discussion at a Board meeting shall submit a written request for consideration to the Chairperson of the Board at least ten (10) days prior to the meeting. The request shall include the subject matter, estimate time needed, individual(s) to appear and contact information of the requestor.

Section 3. 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. Each speaker will be allowed to speak for no more than five (5) minutes at each meeting, except that a speaker may be granted a specific amount of additional time with a two-thirds vote of the Board.

Section 4. The Board shall abide by requirements of Michigan's Open Meetings Act.

Section 5. Special meetings of the Board of Health or its Committees may be held at any time upon call of the Chairperson by providing just purpose and giving at least 18 hours' notice.

Section 6. Voting for the expenditure of funds, the adoption of a resolution or ordinance shall be by a roll-call vote. All other votes shall be by voice vote.

Section 7. Meetings will be conducted according to the latest edition of Roberts' Rules of Order.

ARTICLE VI. QUORUM

Four (4) members of the Board shall constitute a quorum for the transaction of business.

ARTICLE VII. COMMITTEES

Section 1. The Finance Committee and the Program, Policy and Appeals Committee shall be two (2) standing committees established by the Board. The Board may, from time to time, establish special committees and/or additional standing committees for other matters of concern to the Community Health Agency.

Section 2. The Board Chairperson, with the approval of the Board, shall appoint a representative from each county to the Finance Committee and to the Program, Policy and Appeals Committee. Appointments to committees shall be made annually.

ARTICLE VIII. CONFLICT OF INTEREST

No Board of Health member will vote or otherwise participate in a decision by the Board of Health if they have a direct personal interest, wherein they may financially or materially gain from the action of the Board of Health.

ARTICLE IX. AMENDMENTS

These by-laws may be amended at any regular meeting by a majority vote of the Board. A proposed amendment shall be submitted in writing to all members at least ten (10) days prior to the meeting. Any amendment thereto shall become effective immediately upon its adoption.

ARTICLE X. COUNTY APPROPRIATIONS

Beginning in January of each year, the respective Treasurers of Branch, Hillsdale and St. Joseph Counties shall deposit their quarterly appropriations of county funding with the Community Health Agency by the 15th day of January, April, July and October.

Adopted by Board of Health this 23rd day of February, 2017



"Your Local
Health Department"

Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road
Coldwater, MI 49036
(517) 279-9561
Fax (517) 278-2923

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
Fax (517) 437-0166

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
Fax (269) 273-2452

www.bhsj.org

BOARD OF HEALTH MEETINGS FOR 2018

January 25, 2018

9:00 A.M.

Location: Coldwater

July 26, 2018

9:00 A.M.

Location: Hillsdale

February 22, 2018

9:00 A.M.

Location: Coldwater

August 23, 2018

9:00 A.M.

Location: Coldwater

March 22, 2018

9:00 A.M.

Location: Coldwater

September 27, 2018

9:00 A.M.

Location: Coldwater

April 26, 2018

9:00 A.M.

Location: Coldwater

October 25, 2018

9:00 A.M.

Location: Coldwater

May 24, 2018

9:00 A.M.

Location: Coldwater

December 13, 2018

9:00 A.M.

Location: Coldwater

June 28, 2018

9:00 A.M.

Location: Three Rivers

January 24, 2019

9:00 A.M.

Location: Coldwater

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

FISCAL YEAR 2017-2018

BUDGET AMENDMENT #1

January 25, 2018

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Prepared By: Donna Cowden	Health Agency	Health Agency		
Agreement Period 10/01/17 to 09/30/18	Approved By: Board of Health				
EXPENDITURE CATEGORY:	SPACE 009 ALLOCATION	GENERAL 10 ADMINISTRATION	AREA AGENCY 12 ON AGING	SENIOR REACH 17	AGING MASTERY 18
1. SALARIES & WAGES		332,220	177,879	6,226	4,746
2. FRINGE BENEFITS	-	164,833	78,455	2,448	1,394
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	822,828	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	-	25,800	1,500	197	975
7. TRAVEL	-	17,000	13,500	400	600
8. COMMUNICATIONS	-	25,000	3,000	100	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	322,187	-	-	-	-
11. ALL OTHERS (ADP & MISC.)	-	142,290	14,273	390	675
12. TOTAL DIRECT EXPENDITURES	322,187	707,143	1,111,435	9,761	8,390
13. ADMINISTRATIVE INDIRECT EXP	-	(660,910)	57,906	1,959	1,387
	22.59%				
15. TOTAL DIRECT & ADM EXP	322,187	46,233	1,169,341	11,720	9,777
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration					
Prevention Serv. Administration					
Immunization Distribution					
CSHCS Distribution					
General Environmental Distribution					
Breastfeeding Distribution					
Space Allocation	(322,187)	132,656	2,517	291	223
17. TOTAL EXPENDITURES	-	178,889	1,171,858	12,011	10,000
				-	
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	30	-	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)	-	-	1,111,206	-	-
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER	-	46,205	60,652	12,011	10,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination	-	-	-	-	-
Nurse Ed	-	-	-	-	-
MCH Block Grant	-	-	-	-	-
State Allocation	-	-	-	-	-
	-	-	-	-	-
25. TOTAL MDCH - CPBC	-	-	-	-	-
26. TOTAL EXCLUSIONS:	-	46,235	1,171,858	12,011	10,000
Net Allowable Expenditures	-	-	-	-	-
	-	-	-	-	-
27. NET ALLOWABLE EXPENDITURES	-	132,654	-	-	-
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	132,654	-	-	-
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/18/2018	Health Agency		Health Agency	Date Prepared 1/18/2018
Agreement Period 10/01/17 to 09/30/18	Date Approved 1/25/2018				Date Approved 1/25/2018
EXPENDITURE CATEGORY:	DENTAL CLINIC 21 THREE RIVERS	TOBACCO 22 REDUCTION	CAPITAL 23 IMPROVEMENTS	DENTAL CLINIC 29 HILLSDALE	EMERG 32 10/1/17-6/30/18
1. SALARIES & WAGES	-	13,169	-	-	53,923
2. FRINGE BENEFITS	-	9,090	-	-	14,735
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	-	400	-	-	2,653
7. TRAVEL	-	1,500	-	-	3,745
8. COMMUNICATIONS	-	-	-	-	20,327
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS					
11 .ALL OTHERS (ADP & MISC.)	33,300	1,700	100,000	9,683	7,466
12. TOTAL DIRECT EXPENDITURES	33,300	25,859	100,000	9,683	102,849
13. ADMINISTRATIVE INDIRECT EXP	-	5,028	-	-	15,510
	22.59%				
15. TOTAL DIRECT & ADM EXP	33,300	30,887	100,000	9,683	118,359
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration		11,572		-	
Prevention Serv. Administration					-
Immunization Distribution					
CSHCS Distribution					
General Environmental Distribution					
Breastfeeding Distribution					
Space Allocation	-	418	-	-	1,368
17. TOTAL EXPENDITURES	33,300	42,877	100,000	9,683	119,727
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	-	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)					
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	-	-	9,817
OTHER	33,300		100,000	9,683	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination					
Nurse Ed					
MCH Block Grant	-	-	-	-	-
State Allocation	-	30,000	-	-	98,173
25. TOTAL MDCH - CPBC	-	30,000	-	-	98,173
26. TOTAL EXCLUSIONS:	33,300	30,000	100,000	9,683	107,990
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	-	12,877	-	-	11,737
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	12,877	-	-	11,737
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Prepared By:	Date Prepared 1/18/2018	Prepared By:	Health Agency	
Agreement Period 10/01/17 to 09/30/18	Approved By: Board of Health	Date Approved 1/25/2018	Approved By: Board of Health		
EXPENDITURE CATEGORY:	EP 032 7/1/18-9/30/18	WORKFORCE 101	MEDICAID OR 107	WIC 108 BREASTFEEDING	WIC 109
1. SALARIES & WAGES	-	8,910	63,309	45,789	369,289
2. FRINGE BENEFITS	-	3,142	30,760	12,053	193,487
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	-	25	550	1,450	49,053
7. TRAVEL	-	650	4,000	2,000	12,000
8. COMMUNICATIONS	-	50	400	-	3,500
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	-	39,800	200	6,940	50,626
12. TOTAL DIRECT EXPENDITURES	-	52,577	99,219	68,232	677,955
13. ADMINISTRATIVE INDIRECT EXP	-	2,723	21,250	13,067	127,131
	22.59%				
15. TOTAL DIRECT & ADM EXP	-	55,300	120,469	81,299	805,086
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration			6,062		7,942
Prevention Serv. Administration	-	-	8,180	5,030	48,939
Immunization Distribution			-		
CSHCS Distribution					
General Environmental Distribution					
Breastfeeding Distribution				(13,791)	13,791
Space Allocation	-	355	2,948	5,997	37,406
17. TOTAL EXPENDITURES	-	55,655	137,659	78,535	913,164
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	-	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	18,000
20. FED/STATE FUNDING (NON-MDCH)			68,829		
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	68,830	-	-
OTHER	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination					
Nurse Ed	-	-	-	-	-
MCH Block Grant	-	-	-	-	-
State Allocation	-	44,135	-	78,535	894,164
25. TOTAL MDCH - CPBC	-	44,135	-	78,535	894,164
26. TOTAL EXCLUSIONS:	-	44,135	137,659	78,535	913,164
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	-	11,520	-	-	-
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	-	11,520	-	-	-
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Health Agency		Prepared By:	Prepared By:	Health Agency
Agreement Period 10/01/17 to 09/30/18			Approved By: Board of Health	Approved By: Board of Health	
EXPENDITURE CATEGORY:	CSHCS MEDICAID OR 112	ENABLING WOMEN 115	IMM. 138 IAP	PREVENTION 199 SERV ADM.	COMMUNITY 255 HEALTH ADM.
1. SALARIES & WAGES	-	21,221	188,600	42,498	30,278
2. FRINGE BENEFITS	-	12,116	96,563	14,969	7,370
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	-	3,277	212,819	1,000	72
7. TRAVEL	-	1,000	4,500	2,000	566
8. COMMUNICATIONS	-	100	2,000	400	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	-	2,077	421,955	450	277
12. TOTAL DIRECT EXPENDITURES	-	39,791	926,437	61,317	38,563
13. ADMINISTRATIVE INDIRECT EXP	-	7,531	64,418	12,982	8,505
22.59%	-	-	-	-	-
15. TOTAL DIRECT & ADM EXP	-	47,322	990,855	74,299	47,068
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration	-	1,781	-	-	(47,942)
Prevention Serv. Administration	-	2,899	24,798	(139,378)	-
Immunization Distribution	-	-	(426,357)	-	-
CSHCS Distribution	42,312	-	-	-	-
General Environmental Distribution	-	-	-	-	-
Breastfeeding Distribution	-	-	-	-	-
Space Allocation	-	1,385	15,351	65,079	874
17. TOTAL EXPENDITURES	42,312	53,387	604,647	-	0
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	23,000	-	-
19. FEES & COLLECTIONS 3RD PARTY	-	-	106,000	-	-
20. FED/STATE FUNDING (NON-MDCH)	15,543	-	400,000	-	-
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	15,543	-	-	-	-
OTHER	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination	-	-	-	-	-
Nurse Ed	-	-	-	-	-
MCH Block Grant	-	53,387	-	-	-
State Allocation	-	-	72,692	-	-
25. TOTAL MDCH - CPBC	-	53,387	72,692	-	-
26. TOTAL EXCLUSIONS:	31,086	53,387	601,692	-	-
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	11,226	-	2,955	-	-
27. STATE ELPHS	-	-	-	-	-
28. COUNTY APPROPRIATIONS	11,226	-	2,955	-	-
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Prepared By:	Date Prepared 1/18/2018	Health Agency	Date Prepared 1/18/2018	Health Agency
Agreement Period 10/01/17 to 09/30/18	Approved By: Board of Health	Date Approved 1/25/2018		Date Approved 1/25/2018	
EXPENDITURE CATEGORY:	CHC-TELE A 321 HEALTH	STURGIS 324 HOSPITAL	CSHCS OR & 325 ADVOCACY	VISION 326	HEARING 327
1. SALARIES & WAGES	7,010	1,318	128,705	34,759	34,759
2. FRINGE BENEFITS	1,557	278	34,634	18,206	18,206
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	150	6	3,350	2,100	1,250
7. TRAVEL	725	287	4,000	2,800	2,800
8. COMMUNICATIONS	150	10	900	200	200
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS					
11 .ALL OTHERS (ADP & MISC.)	150	-	5,500	2,000	2,500
12. TOTAL DIRECT EXPENDITURES	9,742	1,899	177,089	60,065	59,715
13. ADMINISTRATIVE INDIRECT EXP	1,935	361	36,898	11,965	11,965
	22.59%				
15. TOTAL DIRECT & ADM EXP	11,677	2,260	213,987	72,030	71,680
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration	4,454	829			
Prevention Serv. Administration		-	14,204	4,221	4,221
Immunization Distribution					
CSHCS Distribution			(42,312)		
General Environmental Distribution					
Breastfeeding Distribution					
Space Allocation	598	239	3,121	651	651
17. TOTAL EXPENDITURES	16,729	3,328	189,000	76,902	76,552
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	-	-	16,000	14,000
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)					
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER	16,729	1,382	10,000	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination			66,000		
Nurse Ed					
MCH Block Grant	-	-	-	-	-
State Allocation	-	-	113,000	-	-
25. TOTAL MDCH - CPBC	-	-	179,000	-	-
26. TOTAL EXCLUSIONS:	16,729	1,382	189,000	16,000	14,000
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	-	1,946	-	60,902	62,552
27. STATE ELPHS	-	-	-	48,509	48,509
28. COUNTY APPROPRIATIONS	-	1,946	-	12,393	14,043
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/18/2018	Date Prepared 1/18/2018	Prepared By:	Date Prepared 1/18/2018	Prepared By:
Agreement Period 10/01/17 to 09/30/18	Date Approved 1/25/2018	Date Approved 1/25/2018	Approved By: Board of Health	Date Approved 1/25/2018	Approved By: Board of Health
EXPENDITURE CATEGORY:	STD 331	HIV 332 PREVENTION	MCH - 335 PH FUN & INF	IMM. 338 VQA	GENERAL 341 COMMUNICABLE
1. SALARIES & WAGES	51,327	11,485	16,182	45,849	86,423
2. FRINGE BENEFITS	25,349	6,128	8,113	28,396	38,578
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	1,450	700	3,100	7,500	24,250
7. TRAVEL	700	100	1,000	500	1,000
8. COMMUNICATIONS	175	100	1,000	600	450
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS	-	-	-	-	-
11 .ALL OTHERS (ADP & MISC.)	14,100	2,714	15,200	3,900	23,050
12. TOTAL DIRECT EXPENDITURES	93,101	21,227	44,595	86,745	173,751
13. ADMINISTRATIVE INDIRECT EXP	17,321	3,979	5,488	16,772	28,238
22.59%					
15. TOTAL DIRECT & ADM EXP	110,422	25,206	50,083	103,517	201,989
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration			10,343	-	4,959
Prevention Serv. Administration	6,668	1,532	-	6,456	10,870
Immunization Distribution				426,357	
CSHCS Distribution				-	
General Environmental Distribution				-	
Breastfeeding Distribution					
Space Allocation	3,920	318	1,432	2,540	3,223
17. TOTAL EXPENDITURES	121,010	27,056	61,858	538,870	221,041
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	700	-	-	-	1,200
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	130,000	45,000
20. FED/STATE FUNDING (NON-MDCH)					
21. LOCAL (NON-LPHO)					
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER				24,806	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	9,450	-
Care Coordination				-	
Nurse Ed				4,350	
MCH Block Grant	-	-	41,022	-	-
State Allocation	-	21,000	-	30,659	-
25. TOTAL MDCH - CPBC	-	21,000	41,022	44,459	-
26. TOTAL EXCLUSIONS:	700	21,000	41,022	199,265	46,200
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	120,310	6,056	20,836	339,605	174,841
27. STATE ELPHS	98,026	-	-	165,117	141,078
28. COUNTY APPROPRIATIONS	22,284	6,056	20,836	174,488	33,763
29. USE OF FUND BALANCE					

**Annual Budget
for
Comprehensive Local Health Services**

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/18/2018	Prepared By:	Date Prepared 1/18/2018	Health Agency	Prepared By:
Agreement Period 10/01/17 to 09/30/18	Date Approved 1/25/2018	Approved By: Board of Health	Date Approved 1/25/2018		Approved By: Board of Health
EXPENDITURE CATEGORY:	LEAD 345 TESTING	GENERAL 605 EH	FOOD 704 PROTECTION	ONSITE SEWAGE DISPOSAL 714	DRINKING 721 WATER SUPPLY
1. SALARIES & WAGES	12,512	346,258	211,193	-	-
2. FRINGE BENEFITS	3,135	134,210	66,207	-	-
3. CAP EXP FOR EQUIP & FAC	-	-	-	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	-	-	-	-
5. OTHER EXPENSES:	-	-	-	-	-
6. SUPPLIES	100	4,230	9,674	-	-
7. TRAVEL	400	28,500	18,000	-	-
8. COMMUNICATIONS	50	2,000	2,000	-	-
9. COUNTY/CITY CENTRAL SERVICES	-	-	-	-	-
10. SPACE COSTS					
11. ALL OTHERS (ADP & MISC.)	-	6,950	17,300	-	-
12. TOTAL DIRECT EXPENDITURES	16,197	522,148	324,374	-	-
13. ADMINISTRATIVE INDIRECT EXP	3,535	108,538	62,665	-	-
22.59%					
15. TOTAL DIRECT & ADM EXP	19,732	630,686	387,039	-	-
16. OTHER COST DISTRIBUTIONS:					
Comm Health Administration					
Prevention Serv. Administration	1,360				
Immunization Distribution					
CSHCS Distribution					
General Environmental Distribution		(595,110)		297,555	297,555
Breastfeeding Distribution					
Space Allocation	102	26,894	11,138	-	-
17. TOTAL EXPENDITURES	21,194	62,470	398,177	297,555	297,555
Exclusion Items:					
18. FEES 1ST & 2ND PARTY	-	9,600	225,000	91,000	117,750
19. FEES & COLLECTIONS 3RD PARTY	-	-	-	-	-
20. FED/STATE FUNDING (NON-MDCH)	3,000	10,300	-	21,160	1,400
21. LOCAL (NON-LPHO)	-	-	-	-	-
MATCH FOR FULL COST REIMB.	-	-	-	-	-
OTHER	-	750	-	8,100	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
22. OTHER NON-LPHO	-	-	-	-	-
23. MDCH - NON-CPBC	-	-	-	-	-
24. MDCH - CPBC HIV Testing	-	-	-	-	-
VFC Visits	-	-	-	-	-
Care Coordination					
Nurse Ed					
MCH Block Grant	-	-	-	-	-
State Allocation	-	-	-	-	-
25. TOTAL MDCH - CPBC	-	-	-	-	-
26. TOTAL EXCLUSIONS:	3,000	20,650	225,000	120,260	119,150
Net Allowable Expenditures					
27. NET ALLOWABLE EXPENDITURES	18,194	41,820	173,177	177,295	178,405
27. STATE ELPHS	-	-	133,033	164,284	146,513
28. COUNTY APPROPRIATIONS	18,194	41,820	40,144	13,011	31,892
29. USE OF FUND BALANCE					

Annual Budget

for

Comprehensive Local Health Services

AMENDED BUDGET #1 FY17/18

Local Agency Branch-Hillsdale-St. Joseph Comm.	Date Prepared 1/18/2018	Date Prepared 1/18/2018
Agreement Period 10/01/17 to 09/30/18	Date Approved 1/25/2018	Date Approved 1/25/2018
EXPENDITURE CATEGORY:	TYPE II 745 WATER	GRAND TOTAL
1. SALARIES & WAGES	32,738	2,378,575
2. FRINGE BENEFITS	19,730	1,044,142
3. CAP EXP FOR EQUIP & FAC	-	-
4. CONTRACTUAL (SUBCONTRACTS)	-	822,828
5. OTHER EXPENSES:	-	-
6. SUPPLIES	530	358,161
7. TRAVEL	3,000	127,273
8. COMMUNICATIONS	500	63,212
9. COUNTY/CITY CENTRAL SERVICES	-	-
10. SPACE COSTS	-	322,187
11 .ALL OTHERS (ADP & MISC.)	25	925,491
12. TOTAL DIRECT EXPENDITURES	56,523	6,041,869
13. ADMINISTRATIVE INDIRECT EXP	11,853	-
22.59%	-	-
15. TOTAL DIRECT & ADM EXP	68,376	6,041,869
16. OTHER COST DISTRIBUTIONS:	-	-
Comm Health Administration	-	-
Prevention Serv. Administration	-	-
Immunization Distribution	-	-
CSHCS Distribution	-	-
General Environmental Distribution	-	-
Breastfeeding Distribution	-	-
Space Allocation	492	-
17. TOTAL EXPENDITURES	68,868	6,041,869
Exclusion Items:	-	-
18. FEES 1ST & 2ND PARTY	-	498,280
19. FEES & COLLECTIONS 3RD PARTY	-	299,000
20. FED/STATE FUNDING (NON-MDCH)	49,210	1,680,648
21. LOCAL (NON-LPHO)	-	-
MATCH FOR FULL COST REIMB.	-	94,190
OTHER	-	334,618
	-	-
	-	-
	-	-
22. OTHER NON-LPHO	-	-
23. MDCH - NON-CPBC	-	-
24. MDCH - CPBC HIV Testing	-	-
VFC Visits	-	9,450
Care Coordination	-	66,000
Nurse Ed	-	4,350
MCH Block Grant	-	94,409
State Allocation	-	1,382,358
	-	-
25. TOTAL MDCH - CPBC	-	1,556,567
26. TOTAL EXCLUSIONS:	49,210	4,463,303
Net Allowable Expenditures	-	-
	-	-
27. NET ALLOWABLE EXPENDITURES	19,658	1,578,566
27. STATE ELPHS	-	945,069
28. COUNTY APPROPRIATIONS	19,658	633,497
29. USE OF FUND BALANCE	-	-

BRANCH-HILLSDALE-ST. JOESPH
COMMUNITY HEALTH AGENCY

OCTOBER 2017- SEPTEMBER 2018

AMENDED BUDGET #1 1/25/2018	ORIGINAL BUDGET FY17-18	AMENDED BUDGET #1 FY17-18	DIFFERENCE
	\$ 6,081,668	\$ 6,041,869	\$ (39,799)
	\$ -	\$ -	
<u>OTHER:</u>			
Capital Improvements	\$ 50,000	\$ 100,000	\$ 50,000
Dental Clinic - St. Joseph Co.	\$ 33,300	\$ 33,300	\$ -
Dental Clinic - Hillsdale Co.	\$ 9,683	\$ 9,683	\$ -
TOTAL	\$ 92,983	\$ 142,983	\$ 50,000
<u>CORE SUPPORT SERVICES:</u>			
General Administration	\$ 248,240	\$ 178,889	\$ (69,351)
Emergency Preparedness (Oct.-June)	\$ 107,990	\$ 119,727	\$ 11,737
Zika	\$ 40,000	\$ -	\$ (40,000)
Senior Reach	\$ 27,334	\$ 12,011	\$ (15,323)
Health Endowment	\$ 7,649	\$ -	\$ (7,649)
Aging Mastery	\$ 2,984	\$ 10,000	\$ 7,016
Area Agency on Aging	\$ 1,223,580	\$ 1,171,858	\$ (51,722)
TOTAL CORE SUPPORT	\$ 1,657,777	\$ 1,492,485	\$ (165,292)
<u>PREVENTION SERVICES:</u>			
Medicaid Enrollment (OR)	\$ 125,180	\$ 137,659	\$ 12,479
WIC - Women, Infants, & Children	\$ 912,379	\$ 913,164	\$ 785
WIC - Breastfeeding	\$ 87,153	\$ 78,535	\$ (8,618)
Immunization Clinics	\$ 1,137,200	\$ 1,143,517	\$ 6,317
HIV Prevention & Control	\$ 24,522	\$ 27,056	\$ 2,534
STD Prevention & Control	\$ 124,608	\$ 121,010	\$ (3,598)
MCH Enabling Serv. Women	\$ 75,003	\$ 53,387	\$ (21,616)
MCH Public Hlt Function & Infra	\$ 41,022	\$ 61,858	\$ 20,836
Lead Testing	\$ 54,938	\$ 21,194	\$ (33,744)
Children's Special Health Care Services	\$ 182,223	\$ 189,000	\$ 6,777
CSHCS Medicaid Outreach	\$ 100	\$ 42,312	\$ 42,212
School Vision & Hearing	\$ 126,245	\$ 153,454	\$ 27,209
General Communicable Disease	\$ 209,290	\$ 221,041	\$ 11,751
TOTAL PREVENTION	\$ 3,099,863	\$ 3,163,187	\$ 63,324
<u>HEALTH PROMOTION:</u>			
Health Care Access	\$ 41,375	\$ -	\$ (41,375)
Tel-A-Health, Coldwater	\$ 37,354	\$ 16,729	\$ (20,625)
Workforce Development	\$ 58,271	\$ 55,855	\$ (2,616)
Sturgis Hospital	\$ 16,059	\$ 3,328	\$ (12,731)
Tobacco Control	\$ 33,222	\$ 42,877	\$ 9,655
TOTAL HEALTH PROMOTION	\$ 186,281	\$ 118,589	\$ (67,692)
<u>ENVIRONMENTAL HEALTH PROTECTION</u>			
General Environmental Health	\$ 56,962	\$ 62,470	\$ 5,508
Food Protection	\$ 356,768	\$ 398,177	\$ 41,409
Onsite Sewage	\$ 271,321	\$ 297,555	\$ 26,234
Drinking Water Supply	\$ 271,321	\$ 297,555	\$ 26,234
Type II Water	\$ 88,392	\$ 68,868	\$ (19,524)
TOTAL ENVIRONMENTAL HEALTH	\$ 1,044,764	\$ 1,124,625	\$ 79,861

BRANCH-HILLSDALE-ST. JOESPH
COMMUNITY HEALTH AGENCY

TOTAL REVENUES:

	FEDERAL STATE	STATE ELPHS	COUNTY APPROPRIATIONS	FEEES OTHER	USE OF FUND BALANCE
OCTOBER 2017 - SEPTEMBER 2018	\$ 3,237,215	\$ 945,069	\$ 727,687	\$ 1,131,898	\$ -
	53.58%	15.64%	12.04%	18.74%	0%
AMENDED BUDGET #1	TOTAL EXPENSES:				
	\$ 6,041,869				Fund Balance Used for Operations \$ -

OTHER:

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

CORE SUPPORT SERVICES:

General Administration	\$ 178,889	\$ -	\$ -	\$ 132,654	\$ 46,235	\$ -
Emergency Prep. (Oct. - June)	\$ 119,727	\$ 98,173	\$ -	\$ 21,554	\$ -	\$ -
Senior Reach	\$ 12,011	\$ -	\$ -	\$ -	\$ 12,011	\$ -
Aging Mastery	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Area Agency on Aging	\$ 1,171,858	\$ 1,111,206	\$ -	\$ -	\$ 60,652	\$ -
TOTAL CORE SUPPORT	\$ 1,492,485	\$ 1,209,379	\$ -	\$ 154,208	\$ 128,898	\$ -

PREVENTION SERVICES:

Medicaid Enrollment (OR)	\$ 137,859	\$ 68,829	\$ -	\$ 68,830	\$ -	\$ -
MCH Enabling Women	\$ 53,387	\$ 53,387	\$ -	\$ -	\$ -	\$ -
WIC - Women, Infants, & Children	\$ 913,164	\$ 894,164	\$ -	\$ -	\$ 19,000	\$ -
WIC Breastfeeding	\$ 78,535	\$ 78,535	\$ -	\$ -	\$ -	\$ -
Children's Special Health Care Service	\$ 189,000	\$ 179,000	\$ -	\$ -	\$ 10,000	\$ -
CSHCS Medicaid Outreach	\$ 42,312	\$ 15,543	\$ -	\$ 26,769	\$ -	\$ -
MCH Public Hit Function & Infra	\$ 61,858	\$ 41,022	\$ -	\$ 20,836	\$ -	\$ -
School Vision & Hearing	\$ 153,454	\$ -	\$ 97,018	\$ 26,436	\$ 30,000	\$ -
Immunization Clinics	\$ 1,143,517	\$ 517,151	\$ 165,117	\$ 177,443	\$ 283,806	\$ -
HIV Prevention & Control	\$ 27,056	\$ 21,000	\$ -	\$ 6,056	\$ -	\$ -
STD Prevention & Control	\$ 121,010	\$ -	\$ 98,026	\$ 22,284	\$ 700	\$ -
Lead Testing	\$ 21,194	\$ 3,000	\$ -	\$ 18,194	\$ -	\$ -
General Communicable Disease	\$ 221,041	\$ -	\$ 141,078	\$ 33,763	\$ 46,200	\$ -
TOTAL PREVENTION	\$ 3,163,187	\$ 1,871,631	\$ 501,239	\$ 400,611	\$ 389,706	\$ -

HEALTH PROMOTION:

Tel-A-Health, Coldwater	\$ 16,729	\$ -	\$ -	\$ -	\$ 16,729	\$ -
Workforce Development	\$ 55,655	\$ 44,135	\$ -	\$ 11,520	\$ -	\$ -
Sturgis Hospital	\$ 3,328	\$ -	\$ -	\$ 1,946	\$ 1,382	\$ -
Tobacco Reduction	\$ 42,877	\$ 30,000	\$ -	\$ 12,877	\$ -	\$ -
TOTAL HEALTH PROMOTION	\$ 118,589	\$ 74,135	\$ -	\$ 26,343	\$ 18,111	\$ -

ENVIRONMENTAL HEALTH PROTECTION

General Environmental Health	\$ 62,470	\$ 10,300	\$ -	\$ 41,820	\$ 10,350	\$ -
Food Protection	\$ 398,177	\$ -	\$ 133,033	\$ 40,144	\$ 225,000	\$ -
Onsite Sewage	\$ 297,555	\$ 21,160	\$ 164,284	\$ 13,011	\$ 99,100	\$ -
Drinking Water Supply	\$ 297,555	\$ 1,400	\$ 146,513	\$ 31,892	\$ 117,750	\$ -
Type II Water	\$ 68,868	\$ 49,210	\$ -	\$ 19,658	\$ -	\$ -
TOTAL ENVIRONMENTAL HEALTH	\$ 1,124,625	\$ 82,070	\$ 443,830	\$ 146,525	\$ 452,200	\$ -



"Your Local
Health Department"

Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road
Coldwater, MI 49036
(517) 279-9561
Fax (517) 278-2923

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
Fax (517) 437-0166

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
Fax (269) 273-2452

www.bhsj.org

January 17, 2018

Dear Board of Health Members:

The Michigan Food Law has provisions to adjust the food program fees on an annual basis by an amount determined by the state treasurer to reflect the cumulative annual percentage change in the Detroit consumer price index. This year there was no increase in the consumer price index, however, MDARD did make a slight change to the STFU license fee. The license fee has increased from \$100 to \$101 for the 2018-19 licensing year. I have attached a copy of the proposed fee change and would appreciate your consideration of this change to our fee schedule.

Sincerely,


Paul Andriacchi REHS
EH Director

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY
Food Service Fee Schedule - Effective January 1, 2018

FIXED ESTABLISHMENT - COMMERCIAL	License Fee	Revised License Fee	State Surcharge	Revised State Surcharge	Total Fee	Revised Total Fee
Type I						
Annual Inspection Fee	\$268.00		\$27.00		\$295.00	
New Establishment/Owner Fee	\$382.00		\$27.00		\$409.00	
Type II						
Annual Inspection Fee	\$395.00		\$27.00		\$422.00	
New Establishment/Owner Fee	\$573.00		\$27.00		\$600.00	
FIXED ESTABLISHMENT - NON-PROFIT						
Type I						
Annual Inspection Fee	\$133.00		\$5.00		\$138.00	
New Establishment/Owner Fee	\$193.00		\$5.00		\$198.00	
Senior Meal Food Service Location	\$133.00		\$5.00		\$138.00	
Type II						
Annual Inspection Fee	\$198.00		\$5.00		\$203.00	
New Establishment/Owner Fee	\$288.00		\$5.00		\$293.00	
Limited Non-Profit	\$70.00		\$5.00		\$75.00	
Senior Meal Food Prep Kitchens/Soup Pots	\$198.00		\$5.00		\$203.00	
FIXED ESTABLISHMENTS - SCHOOLS						
Annual Inspection Fee	\$198.00		\$27.00		\$225.00	
New Establishment/Owner Fee	\$198.00		\$29.00		\$225.00	
Annual Inspection Fee - Satellite Service	\$133.00		\$29.00		\$160.00	
SEASONAL FIXED ESTABLISHMENTS						
Type I						
Annual Inspection Fee	\$133.00		\$27.00		\$160.00	
New Establishment/Owner Fee	\$382.00		\$27.00		\$409.00	
Type II						
Annual Inspection Fee	\$198.00		\$27.00		\$225.00	
New Establishment/Owner Fee	\$573.00		\$27.00		\$600.00	
Late Charge - Fixed & Seasonal Fixed	\$105.00		N/A		\$105.00	
VENDING & MOBILE FOOD SERVICE						
Mobile Annual Unit Inspection Fee	\$198.00		\$27.00		\$225.00	
Mobile New Unit/Owner Fee	\$522.00		\$27.00		\$549.00	
Mobile Late Charge	\$105.00		N/A		\$105.00	
Mobile/Vending Commissary Annual Inspection Fee	\$359.00		\$27.00		\$386.00	
M/V Commissary New Establishment/Owner Fee	\$522.00		\$27.00		\$549.00	
Mobile/Vending Commissary Late Charge	\$105.00		N/A		\$105.00	
SPECIAL TRANSITORY FOOD UNIT						
STFU Annual License	\$100.00	\$101.00	\$40.00		\$140.00	\$141.00
STFU 501(C) (3)	\$100.00	\$101.00	\$5.00		\$105.00	\$106.00
STFU Inspection Fee (2 Required)	\$90.00		N/A		\$90.00	
TEMPORARY FOOD PERMITS						
Commercial	\$95.00		\$8.00		\$103.00	
Commercial Demonstration Cooking	\$48.00		\$8.00		\$56.00	
Limited Commercial Temporary	\$36.00		\$8.00		\$44.00	
Commercial Late Charge-Application received less than 10 days prior	\$55.00				\$55.00	
Non-Profit	\$30.00		\$5.00		\$35.00	
Non-Profit Cook-off Contest	\$30.00+\$5 per contestant		\$5.00		Varies	
Non-Profit Late Charge-Application received less than 10 days prior	\$20.00		N/A		\$20.00	
PLAN REVIEW & FOLLOWUP INSPECTIONS - FIXED, MOBILE, STFU						
Plan Review Fee - Complete	\$507.00		N/A		\$507.00	
Plan Review Fee - Remodel	\$254.00		N/A		\$254.00	
Late Charge	\$105.00		N/A		\$105.00	
Follow-up & Enforcement Inspections	\$95.00		N/A		\$95.00	
FOOD CLASS FEES						
NEHA or ServSafe Manager Certification Class	\$140.00		N/A		\$140.00	
Certification Exam Fee (given as part of a class)	\$65.00		N/A		\$65.00	
NEHA Food Handlers Class	\$25.00		N/A		\$25.00	



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

DATE: November 29, 2017

TO: All Local Health Departments (LHDs)
Attn: Medical Director / Health Officer / Director of Environmental Health Michigan
Department of Agriculture and Rural Development (MDARD)
Attn: Food and Dairy Division Managers

FROM: Sean P. Dunleavy, Manager,
Quality Assurance Unit
Food and Dairy Division

SUBJECT: Adjustments in Food Service License Fees (Correction on STFU fee on pg. 2)

Section 3119 (6) of the Michigan Food Law states "The department shall adjust on an annual basis the fees prescribed by subsections (1) and (2) by an amount determined by the state treasurer to reflect the cumulative annual percentage change in the Detroit consumer price index (CPI) but not to exceed 5%." Adjustments are to be rounded to the nearest dollar. The absolute value is carried over and used to calculate the next adjustment.

The state treasurer advised that the change in the Detroit CPI between June 2016 and June 2017 is **+1.1%**. **Please note that this CPI will result in a slight increase in fees.** The following state fees will apply for food service licenses issued for the 2018/2019 licensing period. This information is being provided to you, in advance, to help with planning for this increase. Changes in fees are highlight in yellow.

There was NO CPI increase in the 2017/2018 license year due to the re-set in the Food Law.

Please note that if you charge a school a local fee, you need to charge the applicable state fee. If you don't charge fees (exempt status), then you don't need to collect for state fees. A copy of the fee chart is attached for your use. Please contact me if you have any questions at (517) 243-8895.

Correction in the STFU fee on page 2 highlighted in green. (\$106.00 was changed to \$101.00)

License Type	Prior to Sept. 19 th , 2016/17 Fee	Starting Sept. 20 th 2016/17 Fee	2018/19 Fee
Temporary	\$3.00	\$3.00	\$3.00
Fixed, Mobile, Mobile Commissary	\$24.00	\$22.00	\$22.00
STFU			
Section 3119 (1)(e) fee	\$38.00	\$35.00	\$35.00
Section 3119 (2) fee	\$147.00*	\$135.00*	\$136.00*

* Includes the §3119(1) (e) fee of \$35.00

Branch-St. Joseph AAA ~ FY 2017-2018 Funding Re-Allocations ~ Effective January 1, 2018

Based on FY2017-18 Allocations, SGA #2017-7 dated 08/23/2017

Provider	Service	Funding Source	Original Award	Increase/ (Decrease) *	Adjusted Award	
St. Joseph County Commission on Aging	Home Care Assistance	Title III-B	\$ 17,500.00	\$ (13,000.00)	\$ 4,500.00	
		State In-Home	\$ 51,670.00	\$ -	\$ 51,670.00	
		State Alternative	\$ 18,988.00	\$ -	\$ 18,988.00	
			<u>\$ 88,158.00</u>	<u>\$ (13,000.00)</u>	<u>\$ 75,158.00</u>	-15%
	In-Home Respite	Title III-E	\$ 7,500.00	\$ (5,500.00)	\$ 2,000.00	
		State Respite Escheats	\$ 13,990.00	\$ -	\$ 13,990.00	
		State Respite Merit	\$ 4,168.00	\$ -	\$ 4,168.00	
		State Caregiver Support	\$ 2,489.00	\$ -	\$ 2,489.00	
			<u>\$ 28,147.00</u>	<u>\$ (5,500.00)</u>	<u>\$ 22,647.00</u>	-20%
	Case Coordination	Title III-E	\$ 4,060.00	\$ (3,060.00)	\$ 1,000.00	
		State Access	\$ 4,823.00	\$ -	\$ 4,823.00	
			<u>\$ 8,883.00</u>	<u>\$ (3,060.00)</u>	<u>\$ 5,823.00</u>	-34%
Branch County Commission on Aging	Home Care Assistance	Title III-B	\$ 11,500.00	\$ (9,100.00)	\$ 2,400.00	
		State In-Home	\$ 37,416.00	\$ -	\$ 37,416.00	
		State Alternative	\$ 13,748.00	\$ -	\$ 13,748.00	
			<u>\$ 62,664.00</u>	<u>\$ (9,100.00)</u>	<u>\$ 53,564.00</u>	-15%
	In-Home Respite	Title III-E	\$ 5,500.00	\$ (3,500.00)	\$ 2,000.00	
		State Respite Escheats	\$ 10,130.00	\$ -	\$ 10,130.00	
		State Caregiver Support	\$ 1,802.00	\$ -	\$ 1,802.00	
			<u>\$ 17,432.00</u>	<u>\$ (3,500.00)</u>	<u>\$ 13,932.00</u>	-20%
	Case Coordination	Title III-E	\$ 2,940.00	\$ (1,975.00)	\$ 965.00	
		State Access	\$ 3,492.00	\$ -	\$ 3,492.00	
			<u>\$ 6,432.00</u>	<u>\$ (1,975.00)</u>	<u>\$ 4,457.00</u>	-31%

* Decreases are draft, pending December provider expenses. These are projected based on the average expenses.

Rationale:

1. As of Dec. 1, 2017, 21% of our open case load has known substance abuse issues, 46% have either had or have APS involvement. These individuals take more staff time to support.
2. Community Living Program caseload has tripled over the past 6 years. More people are seeking our more intensive case management & in home supports purchased through home care agencies. In addition, we are receiving more referrals now than ever from community partners. We efficiently run this program with 2.2 fte, over the two-county planning & service area.
3. AAA3C has not had an increase in the State Care Management grant since 2006. State InHome funding to providers has increased for the past 3 years.
4. County Senior Millages are stable and heavily support the three affected programs (Home Care Assistance, Case Coordination, In Home Respite)

Personal Health and Disease Prevention Update

January 25, 2018

Communicable Disease: (CD-TB-HIV-STD):

- ❖ Our counties have been taken off the list for the hepatitis A outbreak because we have had no new reports in the over 100 days
- ❖ There were three residents and one employee at an assisted living in Hillsdale County that had influenza and took cleaning and isolation precautions, visitor restrictions. No further illness to this date.

Immunizations:

- ❖ Continue to have flu vaccine and flu cases are starting to increase
- ❖ Encouraging flu and pneumonia shots
- ❖ New Arabic families have started to come in again

Women, Infants, and Children's Nutrition Program (WIC):

- ❖ 21 Fluoride Varnishes done by WIC nurses in the jurisdiction during December 2017
- ❖ WIC participation slightly up

Children's Special Health Care Services (CSHCS)and Lead:

- ❖ Clients total 800 in our jurisdiction
- ❖ State will be holding parent mentor training in Coldwater for CSHCS-these are the parents that are trained by the State to help other parents with children on the program move through the system. Most times, they are children with the same diagnosis as their child.

Hearing and Vision:

- ❖ Hearing and vision techs busy in the schools again with schools being back in session from winter break
- ❖ Hillsdale County tech will be attending the remainder of her hearing training at the end of January

Valarie Newton, R.N., B.S.N.

Director of Personal Health and Disease Prevention

**Personal Health and Disease Prevention-Report to Board of Health
for Month Ending December, 2017**

Program	2017/18 November				2017/18 YTD				2016/17 YTD			
	B	HD	SJ	Total	B	HD	SJ	Total	B	HD	SJ	Total
Hearing Screens												
Pre-school	0	0	35	35	0	57	187	244	146	241	157	544
School Age	19	151	120	290	269	414	1079	1762	529	943	968	2440
Vision Screens												
Pre-school	0	0	26	26	0	15	218	233	223	237	166	626
School Age	728	376	187	1291	1452	1151	1783	4386	1840	1567	1405	4812
Children's Special Health Care Services												
	B	HD	SJ	Total	B	HD	SJ	Total	B	HD	SJ	Total
Diagnostics	0	0	1	1	0	0	3	3	0	0	0	3
Assessments-Renewal	24	23	21	68	58	51	91	200	45	56	76	177
-New	0	1	5	6	12	13	20	45	6	13	19	38

December-17

2017/18

YTD 2017/2018

YTD 2016/2017

	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	TR	Total	
						AVERAGE FOR WIC 17/18					AVERAGE FOR WIC 16/17				
WIC PARTICIPATION/Average	1290	1156	768	1051	4265	1305.67	1150.00	766.00	1067.00	4288.67	1471.67	1201.33	2008.33	4681.33	
CHILD IMMUNIZATIONS															
Child Immunizations at CHA	173	126	0	85	384	577	493	0	443	1513	1097	576	760	2433	
Child Immunizations VFC Providers	1702	1549		2211	5462	6816	5003		8603	20422	8634	8590	14434	31658	
Total	1875	1675	0	2296	5846	7393	5496	0	9046	21935	9731	9166	15194	34091	
ADULT IMMUNIZATIONS															
Adult Immunizations at CHA	283	49	47	47	426	907	196	47	356	1506	846	193	555	1594	
TRAVEL VACCINATIONS															
Travel Immunizations	27	0	0	0	27	89	0	0	0	89	69	0	0	69	
COMMUNICABLE DISEASE															
STD treatments	2	4	0	6	12	11	9	0	14	34	15	6	19	40	
STD reports investigated	12	10	0	20	42	30	25	0	56	111	27	26	61	114	
CD # treated/ prophylaxis	0	0	0	0	0	0	0	0	0	0	0	3	0	3	
TB test + clients / prophylaxis seen	7	6	0	1	14	49	38	0	2	89	41	32	10	83	
HIV C & T	0	1	0	0	1	2	5	0	4	11	2	12	8	22	
ENROLLMENTS															
Medicaid (all) including Michild	6	0	0	6	12	10	0	0	21	31	9	0	17	26	
REFERRAL SERVICE															
Pregnancies referred	5	14	7	10	36	26	60	27	30	143	36	88	53	177	
MIHP referred	10	0	9	14	33	44	0	48	71	163	68	8	78	154	
H. Fam./ Begin., Fam. Success	5	0	0	0	69	25	0	0	0	25	61	0	0	61	
Free Clinics	0	0	0	0	0	1	0	0	0	1	10	3	0	13	

Health Trends

**Communicable Disease Reporting
Branch County**

Disease Category	December 2017	November 2017	October 2017	2017 YTD	2016 Total	2015 Total	2014 Total
HIV/AIDS	0	0	0	1	0	0	0
Amebiasis	0	0	3	7	0	0	0
Animal Bite	2	1	0	27	44	30	32
Babesiosis	0	0	0	0	1	0	0
Campylobacter	1	1	0	9	7	10	9
Chicken Pox	1	0	0	1	1	0	0
Chlamydia	11	9	10	126	95	116	114
Coccidioidomycosis	0	0	0	0	0	0	0
Colds W/O Fever	201	186	133	1465	1112	1541	1627
Creutzfeldt-Jakob Disease	0	0	0	0	0	0	0
Cryptococcosis	0	0	0	0	0	0	1
Cryptosporidiosis	0	0	0	0	1	4	2
Encephalitis - Primary	0	0	0	0	0	0	0
Encephalitis - St. Louis	0	0	0	0	0	0	0
E Coll 0157	0	0	0	0	0	0	0
Flu Like Disease	145	174	111	1832	1295	932	953
GI Illness	646	427	445	5329	3418	2394	2333
Giardiasis	1	1	0	4	0	0	2
Gonorrhea	2	1	0	16	11	3	4
Granuloma Inguinale	0	0	0	0	0	0	0
Guillain Bar	0	0	0	0	0	1	0
Head Lice	49	40	49	421	362	350	294
Hepatitis A	0	0	0	0	1	0	1
Hepatitis C - Chronic	4	3	3	32	40	21	30
Hepatitis C - Unknown	0	0	0	0	0	0	0
Hepatitis B - Acute	0	0	0	0	0	0	2
Hepatitis B - Chronic	0	0	1	1	3	2	3
Hepatitis C Acute	0	0	0	1	0	1	2
Histoplasmosis	0	0	0	0	0	2	0
H. Influenzae Disease - Inv.	0	0	0	0	0	0	2
Impetigo	1	2	4	24	32	31	11
Influenza	1	0	0	8	13	6	4
Novel Influenza	0	0	0	0	0	0	0
Kawasaki	0	0	0	0	0	0	1
Legionellosis	0	0	0	0	1	1	0
Lyme Disease	0	0	0	0	2	0	0
Malaria	0	0	0	0	0	0	0
Menengitis - Aseptic	0	0	0	0	0	0	1
Menengitis - Bacterial	0	0	0	1	0	1	1
Mononucleosis	3	28	4	64	56	30	36
Mumps	0	0	0	0	0	0	0
Mycobacterium - Other	0	0	0	3	7	5	1
Norovirus	0	0	0	1	0	0	16
Pertussis	0	0	0	1	0	0	3
Pink Eye	37	18	6	174	530	211	180
Rabies - Animal	0	0	0	0	0	3	0
Salmonellosis	1	0	0	6	5	4	14
Scabies	2	1	0	6	10	7	5
Shiga toxin-producing (STEC)	0	0	0	1	0	3	1
Shigellosis	0	0	0	0	0	0	1
Shingles	0	0	0	1	0	1	0
Strep pneumoniae, Drug	0	0	0	0	2	0	0
Strep Pneumonia Inv Ds.	0	0	0	1	2	1	1
Staph Infections	0	0	0	0	0	0	0
Strep Invasive Gp A	0	0	0	0	2	1	0
Strep Throat	146	63	69	1102	515	575	550
Syphilis - Laten	0	0	0	1	1	0	0
Syphilis	0	0	0	0	0	1	3
Trichinosis	0	0	0	0	0	0	0
Tuberculosis	0	0	0	0	0	0	0
Unusual Outbreak/Occurrence	0	0	0	0	2	1	1
Vacomyin-Inter. Staph. Aureus	0	0	0	0	0	0	0
Yersinia Enteritis	0	0	0	0	0	0	0
VZ Infection, Unspecified	0	0	0	0	1	0	0
West Nile Virus	0	0	0	0	0	0	0
Total Reportable	1254	955	838	10666	7572	6289	6241

* < 5 cases

Health Trends

Communicable Disease Reporting Hillsdale County

Disease Category	December 2017	November 2017	October 2017	2017 YTD	2016 Total	2015 Total	2014 Total
HIV/AIDS	0	0	0	0	0	0	0
Animal Bite	5	4	4	65	62	55	48
Campylobacter	0	1	2	9	6	2	2
Chicken Pox	0	1	1	13	9	24	7
Chlamydia	11	6	8	85	96	106	108
Coccidioid	0	0	0	0	0	0	0
Colds W/O Fever	164	107	86	989	936	993	903
Creutzfeldt-Jakob Disease	0	0	0	0	0	0	0
Cryptococcosis	0	0	0	0	0	1	0
Cryptosporidiosis	0	0	0	1	7	1	2
Encephalitis - Primary	0	0	0	0	0	0	0
E Coll 0157	0	0	0	0	0	0	0
Flu like disease	104	36	37	1506	709	869	638
GI Illness	351	110	168	2126	1895	1909	1440
Giardiasis	0	0	0	0	1	1	2
Gonorrhea	0	0	0	5	5	4	2
Guillain Bar	0	0	0	0	0	0	0
H. Influenza Disease, Inv.	0	0	0	0	0	0	0
Head lice	35	10	16	171	191	181	212
Hemolytic Uremic Syndrome	0	0	0	1	1	0	0
Hepatitis A	0	1	0	2	1	0	1
Hepatitis B - Acute	0	0	0	1	0	0	0
Hepatitis B - Chronic	1	0	0	4	3	1	1
Hepatitis C	0	0	0	0	0	0	0
Hepatitis C Chronic	1	6	3	49	43	32	25
Hepatitis C Unknown	0	0	0	0	0	0	0
Hepatitis C Acute	0	0	0	2	0	1	0
Histoplasmosis	0	0	0	0	1	1	2
Impetigo	0	2	4	18	17	21	21
Influenza	0	0	0	18	16	5	23
Kawasaki	0	0	0	1	0	0	0
Legionellosis	1	0	0	2	1	0	0
Listeriosis	0	0	0	0	0	1	0
Lyme Disease	0	0	0	0	2	0	2
Menengitis - Aseptic	0	0	0	0	1	4	1
Menengitis - Bacterial	0	0	0	0	0	0	1
MenInggococcal	0	0	0	0	0	0	0
Mononucleosis	0	6	2	14	15	27	25
Myobacterium - Other	0	0	0	4	1	5	6
Norovirus	0	0	0	0	0	3	0
Pertussis	0	0	0	2	2	1	0
Pink Eye	33	20	21	191	316	128	139
Rabies - Animal	0	0	0	0	0	0	0
Salmonellosis	0	1	2	7	19	3	20
Scabies	0	0	3	10	2	7	19
Shiga toxin-producing (STEC)	0	0	0	1	1	0	0
Shigellosis	0	0	0	1	0	0	0
Shingles	1	0	0	1	1	0	0
Staph Infections	0	0	0	0	0	0	0
Strep throat	47	40	26	588	264	376	530
Strp Inv GP A	0	0	0	1	2	1	0
Strep Pneum	1	0	2	10	4	4	0
Syphilis	0	0	0	2	0	0	1
Trachoma	0	0	0	0	0	0	1
Unusual Outbreach or Occurrence	0	0	1	1	0	0	1
WNV	0	0	0	0	0	0	0
VZ Infection - unspecified	0	0	0	5	2	2	1
West Nile Virus	0	0	1	2	0	0	0
Zika	0	0	0	0	1	0	0
Total Reportable	755	351	387	5908	4633	4769	4184

* < 5 cases

Health Trends

Communicable Disease Reporting St. Joseph County

Disease Category	December 2017	November 2017	October 2017	2017 YTD	2016 Total	2015 Total	2014 Total
HIV/AIDS	0	1	0	3	*	0	0
Animal Bite	0	0	0	6	1	9	9
Blastomycosis	0	0	0	0	0	0	0
Brucellosis	0	0	0	2	0	0	0
Campylobacter	2	3	1	16	25	7	8
Chicken Pox	0	0	0	11	11	1	2
Chlamydia	18	10	12	189	200	214	149
Colds W/O Fever	299	295	198	2014	1665	1503	505
Coccidioidomycosis	0	0	0	0	0	0	0
Cryptosporidiosis	0	2	1	4	2	5	3
Encephalitis - Primary	0	0	0	0	0	0	1
Encephalitis - Post Other	0	0	0	0	0	1	0
E Coli 0157	0	0	0	0	0	0	0
Flu like disease	311	181	110	2713	1538	1411	1215
GI Illness	520	352	231	3764	3039	2768	1262
Giardiasis	0	0	0	5	6	1	2
Gonorrhea	4	3	6	36	26	17	7
Guillan-Barre Syndrome	0	0	0	0	0	1	0
H. Influenzae Disease Inv.	0	0	0	0	2	0	1
Head lice	60	88	88	651	668	486	291
Hemolytic Uremic Syndrome	0	0	0	0	0	1	0
Hepatitis A	1	0	0	2	1	1	1
Hepatitis B - Acute	1	0	0	1	0	0	0
Hepatitis B - Chronic	0	0	1	3	5	2	3
Hepatitis C Chronic	4	4	2	49	45	43	42
Hepatitis C Unknown	0	0	0	1	0	0	1
Hepatitis C Acute	0	0	0	0	1	1	10
Histoplasmosis	0	0	0	1	4	5	0
Impetigo	3	3	6	33	41	26	5
Influenza	0	0	1	53	27	27	7
Influenza, Novel	0	0	0	0	1	0	0
Listeriosis	0	0	0	0	0	0	0
Lyme Disease	0	1	0	2	4	0	2
Malaria	0	0	0	0	0	0	0
Menengitis - Aseptic	0	0	0	0	3	4	5
Menengitis - Bacterial	0	0	0	0	2	1	3
Meningococcal	0	0	0	0	0	0	0
Mono	1	3	4	32	23	22	15
Mumps	0	0	0	0	0	1	0
Mycobacterium - Other	0	1	0	3	1	2	3
Norovirus	0	0	26	25	0	0	0
Pertussis	0	0	0	0	1	0	4
Pink Eye	46	54	28	437	515	293	145
Rabies- Animal	0	0	0	0	0	0	1
Rickettsial Dis. - Spotted	0	0	0	0	0	0	1
Salmonellosis	1	0	3	13	7	9	5
Scabies	1	3	0	11	11	11	12
Shiga Toxin-prod. (STEC)	0	0	0	0	0	1	1
Shingles	0	0	0	0	0	0	0
Shigellosis	0	0	0	1	0	3	3
Strep Pneumo, Drug Resistant	0	0	0	0	0	1	1
Strep Pneumonia Inv. Dis.	0	2	1	4	10	4	10
Strep disorder Inv. Grp. A	0	0	0	1	1	2	2
Strep throat	129	88	84	1139	809	752	284
Syphilis- Early Latent	0	0	0	0	3	1	1
Syphilis - Late Latent	0	0	0	1	1	0	0
Syphilis - Primary	0	1	0	1	0	0	0
Tuberculosis	0	0	0	0	0	0	0
Unusual Outbreak/Occurrence	28	0	0	29	2	2	3
Vibriosis	0	0	0	0	0	0	0
West Nile Virus	0	0	0	0	0	0	0
VZ Infection, Unspecified	0	0	0	1	1	0	0
Zika	0	0	0	0	1	0	0
Monthly total	1429	1095	802	11257	8703	7639	4026

* < 5 cases

Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the January 25, 2018 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health

Food Service Sanitation

We have been working on preparations for our upcoming accreditation review in March. Part of the review will include two field inspections with two of our inspectors. We are planning a day long in-house training where we will be conducting some mock inspections to hone the menu review and interviewing skills of our staff. Hannah Warner, our St. Joseph County food inspector, is scheduled to attend a two-day Food Code training in Lansing this month. This is one of the required trainings for new food staff and should be very helpful for her skill development.



Well & On-Site Sewage

The well and septic programs are slow as they normally are this year, however, we are still ahead of last year in well permits issued and well permits inspected. I suspect that our numbers for well and septic permits will continue to increase, especially in St. Joseph County where the new construction has really taken off in the last two years.

General Programs (Public Swimming Pools, Campgrounds, Septage Haulers, Radon, etc.)

Our agency is participating in the Medical Waste Inspection program again this year. The State initiated a pilot program to do the medical waste inspections in 2014 and we have participated in that program every year. Our contract requires us to do 50 inspections throughout our 3 counties and we are reimbursed at \$100 per inspection. We have involved all four of our field staff in the inspection process which fits in very well because the inspections can be done during the winter months when the field work slows down. The contract allows us until the end of April to complete the inspections but our staff tries to get the work completed by March, when the field workload begins to increase. The DEQ is working on expanding the program to involve more jurisdictions and I have been serving on the stakeholders group to move that forward.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2017/2018

	DECEMBER				YTD 2017/2018				YTD 2016/2017			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	1	-	1	2	1	1	4	6	-	4	10
CHANGE OF USE EVALUATIONS - FIELD	1	-	4	5	6	7	8	21	-	10	15	25
CHANGE OF USE EVALUATIONS - OFFICE	1	-	1	2	10	-	13	23	2	-	10	12
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	1	3	3	7	11	11	21	43	11	16	25	52
REPAIR/REPLACEMENT	4	2	3	9	12	13	16	41	9	15	31	55
VACANT LAND EVALUATION	-	1	1	2	1	2	6	9	-	5	3	8
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	1	1
TOTAL	5	6	7	18	24	26	43	93	20	36	60	116
SEWAGE PERMITS INSPECTED	7	10	11	28	23	37	40	100	27	30	34	91
WELL PERMITS ISSUED	6	5	17	28	41	26	70	137	33	33	61	127
WELL PERMITS INSPECTED	12	9	7	28	37	33	22	92	34	26	39	85
FOOD SERVICE INSPECTION												
ROUTINE	21	13	15	49	54	58	89	201	63	54	102	219
NEW OWNER / NEW ESTABLISHMENT	1	-	-	1	4	-	4	8	1	3	4	8
FOLLOW-UP INSPECTION	3	2	-	5	6	6	2	14	9	2	9	20
TEMPORARY	1	-	1	2	5	10	12	27	4	6	12	22
MOBILE, STFU	2	-	-	2	2	9	1	12	-	6	2	8
PLAN REVIEW APPLICATIONS	-	-	1	1	-	1	1	2	2	-	1	3
FOOD COMPLAINTS RECEIVED	1	-	-	1	3	-	2	5	2	-	4	6
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	-	-	-	-	-	-	-	-
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	22	n/a	n/a	n/a	65	n/a	n/a	n/a	8
FOOD HANDLERS CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	-	n/a	n/a	n/a	-
METH LAB REFERRALS	-	-	-	-	-	-	-	-	2	-	-	2
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	1	-	-	1
CAMPGROUND INSPECTION	-	-	-	-	-	-	-	-	-	-	-	-
NON-COMM WATER SUPPLY INSP.	-	-	1	1	-	-	2	2	8	4	4	16
SWIMMING POOL INSPECTION	6	-	-	6	10	4	-	14	9	4	-	13
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	1	-	-	1
DHS LICENSED FACILITY INSP.	1	7	1	9	7	15	22	44	4	10	9	23
COMPLAINT INVESTIGATIONS	1	-	1	2	4	5	2	11	6	2	3	11
LONG TERM MONITORING	-	-	-	-	-	-	4	4	-	-	-	-
BODY ART FACILITY INSPECTIONS	-	-	-	-	-	-	-	1	-	-	-	-

Branch-Hillsdale-St Joseph

Food Establishment Inspection Report

For Date Range: 12/01/2017 - 12/31/2017

Name	Location	Date	Inspection Type	# P / Pf	# P/Pf Fixed During Inspection	# Core
BOUNDARY WATERS CAFE & MARKET	STURGIS	12/14/17	COMPLAINTS	0 1	0	1
BURKE'S FAMILY BOWL	STURGIS	12/19/17	PREOPENING/NEV	0 0	0	0
A PLACE IN TIME	THREE RIVERS	12/27/17	ROUTINE/FULL	0 0	0	1
AMBASSADORS FOR CHRIST CHURCH	THREE RIVERS	12/06/17	ROUTINE/FULL	0 0	0	0
BEST WESTERN PLUS	COLDWATER	12/15/17	ROUTINE/FULL	0 0	0	1
BOWMAN PLACE	THREE RIVERS	12/14/17	ROUTINE/FULL	0 0	0	0
BRONSON KNIGHTS OF COLUMBUS #292	BRONSON	12/06/17	ROUTINE/FULL	0 0	0	1
BUNDY HILL DINER LLC	JEROME	12/22/17	ROUTINE/FULL	0 0	0	0
CENTREVILLE UNITED METHODIST CHUR	CENTREVILLE	12/06/17	ROUTINE/FULL	0 0	0	0
COMMERICAL SPORTS BAR	COLDWATER	12/12/17	ROUTINE/FULL	0 0	0	0
CREATIVE DINING SERVICES/ABBOTT LAI	STURGIS	12/19/17	ROUTINE/FULL	0 0	0	0
DAYS INN HILLSDALE/MECHETA	HILLSDALE	12/06/17	ROUTINE/FULL	0 0	0	1
FIRST PRESBYTERIAN CHURCH	HILLSDALE	12/08/17	ROUTINE/FULL	0 0	0	0
GRANT'S CATERING	ANTWERP	12/22/17	ROUTINE/FULL	0 0	0	0
HILLSDALE COUNTY JAIL/SHERIFF OFFIC	HILLSDALE	12/21/17	ROUTINE/FULL	0 0	0	1
HILLSDALE TWP FIRE DEPT	HILLSDALE	12/12/17	ROUTINE/FULL	0 0	0	0
JONESVILLE FIRST PRESBYTERIAN CHUF	JONESVILLE	12/19/17	ROUTINE/FULL	0 0	0	0
LITCHFIELD CONGREGATIONAL CHURCH	LITCHFIELD	12/11/17	ROUTINE/FULL	0 0	0	0
LITCHFIELD FIRE DEPARTMENT	LITCHFIELD	12/22/17	ROUTINE/FULL	0 0	0	0
MANCINOS PIZZA AND GRINDERS OF STL	STURGIS	12/15/17	ROUTINE/FULL	0 0	0	0
PROP BLAST CAFE	COLDWATER	12/08/17	ROUTINE/FULL	0 0	0	2
STURGIS PIZZA HUT	STURGIS	12/15/17	ROUTINE/FULL	0 0	0	0
TACO BELL #32989	COLDWATER	12/18/17	ROUTINE/FULL	0 0	0	0
THE PATIO	COLDWATER	12/21/17	ROUTINE/FULL	0 0	0	0
THURSTON WOODS VILLAGE	STURGIS	12/14/17	ROUTINE/FULL	0 0	0	0
W&L HOLDINGS D/B/A BEN'S SOFT PRETZ	STURGIS	12/14/17	ROUTINE/FULL	0 0	0	0
APPLEBEE'S #8399	THREE RIVERS	12/06/17	ROUTINE/FULL	0 1	0	1
DICKEY'S BBQ	COLDWATER	12/05/17	ROUTINE/FULL	0 1	0	2
KFC	THREE RIVERS	12/11/17	ROUTINE/FULL	0 1	0	1
SPORTMAN'S BAR & GRILL	COLDWATER	12/12/17	ROUTINE/FULL	0 1	0	0
ST ANTHONY CATHOLIC CHURCH	HILLSDALE	12/12/17	ROUTINE/FULL	0 1	0	1
BRONSON STRIKE ZONE	BRONSON	12/13/17	ROUTINE/FULL	1 0	0	6
GREAT WALL	HILLSDALE	12/13/17	ROUTINE/FULL	1 0	1	5

Branch-Hillsdale-St Joseph Food Establishment Inspection Report

For Date Range: 12/01/2017 - 12/31/2017

Name	Location	Date	Inspection Type	# P / Pf	# P/Pf Fixed During Inspection	# Core
ROYAL CAFE	CENTREVILLE	12/20/17	ROUTINE/FULL	1 0	1	0
THE IN BETWEEN	STURGIS	12/28/17	ROUTINE/FULL	1 0	1	2
JONESVILLE UNITED METHODIST	JONESVILLE	12/12/17	ROUTINE/FULL	0 1	0	1
LITTLE CAESARS PIZZA	HILLSDALE	12/04/17	ROUTINE/FULL	0 1	0	2
CAVONIS	HILLSDALE	12/04/17	ROUTINE/FULL	0 2	0	0
THE HUNT CLUB OF HILLSDALE	HILLSDALE	12/05/17	ROUTINE/FULL	0 2	0	2
AMERICAN LEGION #223	CONSTANTINE	12/21/17	ROUTINE/FULL	1 1	1	0
APPLEBEE'S	STURGIS	12/19/17	ROUTINE/FULL	1 1	0	1
COMFORT INN	COLDWATER	12/20/17	ROUTINE/FULL	1 1	0	0
EL CERRITO MEXICAN RESTAURANT	COLDWATER	12/21/17	ROUTINE/FULL	1 1	1	6
MAIN STREET CAFE II	THREE RIVERS	12/07/17	ROUTINE/FULL	1 1	1	1
STOAGIES FAMILY ROOM CAFE	COLDWATER	12/07/17	ROUTINE/FULL	1 1	1	1
BURKE'S FAMILY BOWL	STURGIS	12/07/17	ROUTINE/FULL	1 2	1	2
GIBBY'S BAR & GRILL	MENDON	12/04/17	ROUTINE/FULL	1 2	1	2
DAVIS SIDEKICK CAFE	OSSEO	12/15/17	ROUTINE/FULL	2 2	2	1
KING DRAGON BUFFET	STURGIS	12/06/17	ROUTINE/FULL	3 2	2	3
JAYWALKER RESTAURANT	WHITE PIGEON	12/22/17	ROUTINE/FULL	4 2	2	2
CANTEEN SERVICES-ST. JOSEPH COUNT	CENTREVILLE	12/05/17	ROUTINE/FULL	5 0	5	2
CARL'S CATERING TRUCK #2	WHITE PIGEON	12/05/17	STFU/MOBILE	0 0	0	0
WEENIE KINGS	THREE RIVERS	12/04/17	STFU/MOBILE	0 0	0	0
SPORTMAN'S BAR & GRILL	COLDWATER	12/22/17	FOLLOW UP		1	
GIBBY'S BAR & GRILL	MENDON	12/19/17	FOLLOW UP		0	
BURKE'S FAMILY BOWL	STURGIS	12/19/17	FOLLOW UP		0	
SPORTMAN'S BAR & GRILL	COLDWATER	12/12/17	FOLLOW UP		2	
CANTEEN SERVICES-ST. JOSEPH COUNT	CENTREVILLE	12/19/17	FOLLOW UP		0	

COMPLAINTS 1
 PREOPENING/NEW 1
 ROUTINE/FULL 49
 STFU/MOBILE 2
 FOLLOW UP 5
 TOTAL NUMBER OF INSPECTIONS: 58



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

January 25, 2018

Coordinator's Report

Enclosure:

1. FY2017-2018 Proposed Reallocations *
-

Updates:

1. As we've reported for over a year, the Community Living Program is in high demand. A consistent increase in referrals and our current case load are causing budget and capacity concerns. Factors causing our proposed reallocations before you today include: lack of funding (the State Care Management Grant that has been stagnant since 2006), increasingly complex participants, and a dire lack of direct care workers to care for individuals' in their home.

After heavy discussion and internal budget reviews, we are at a point of making changes to allocations previously awarded to providers. Becky, myself, and the finance team have developed a recommendation and it is before you today for your review and action. We are proposing that the amendment (cuts to providers) be effective January 1, 2018 – this honors providers' first quarter of activity/payments. We feel that acting now is more advisable than waiting until summer or whenever final awards are made to AAA's after federal budget deliberations are settled.

Please note that this not traditional practice of amending this early, and, this is not something we feel could have been avoided last summer when allocations were originally made. We did not then what we know now. Becky and I have talked with both COA Directors and discussed their questions and intent for our use of the reallocated funds. St. Joseph County did share that they anticipate making a reduction in the number of units provided. Branch County is still weighing options.

2. Save the Date: The 11th Annual Older Michiganian's Day 2018 is MAY 16, 2018 on the East Lawn of the State Capitol!