

BOARD OF HEALTH
Agenda for February 27, 2020 at 9:00 AM

1. Call to Order
 - a. Opening ceremonies – Pledge Allegiance to the Flag of the United States of America
 - b. Roll Call
 - c. Approval of the Agenda*
 - d. Approval of the Minutes*
2. Public Comment
 - a. Southern Michigan Bank & Trust Presents Donation for Elder Justice Symposium
3. Health Officer's Report
4. Medical Director's Report
5. Committee Reports
 - a. Finance Committee – Did not meet.
 - b. Program, Policies, and Appeals – Did not meet.
6. Financial Reports
 - a. Approve Payments*
 - b. Review Financials
7. Unfinished Business
 - a. Review/Approve By-laws*
8. New Business
 - a. Employee Recognition for Years of Services
 - b. Annual Conflict of Interest/Disclosure Statements
9. Departmental Reports
 - a. Environmental Health
 - b. Area Agency on Aging
 - c. Personal Health & Disease Prevention
10. Adjournment - Next meeting: March 26, 2020 at the Coldwater office

January 23, 2020 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:00 a.m. by Chairman, Bruce Caswell, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Allan Balog, Terri Norris, Tom Matthew, Kathy Pangle, Mark Wiley, and Bruce Caswell.

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

Ms. Norris moved to close nominations for Chairperson and cast a unanimous ballot for Mr. Caswell, with support from Ms. Pangle. The motion carried.

Ms. Norris moved to close the nominations for Vice-Chairperson and cast a unanimous ballot for Ms. Pangle, with support from Mr. Balog. The motion carried.

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

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

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Board of Health Bylaws, Officer Elections and Committee Appointments, Board meeting Schedule, Strategic Planning, Novel Coronavirus, Private and Type 3 Water Evaluations, Medical Marijuana Grants, Audits, Health Department Building Leases, and Health Promotion & Education Updates.

Dr. Vogel, Medical Director, reviewed the Medical Director's monthly report. This month's reports covered the topic of Saving the Earth. The Novel Coronavirus was also discussed.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Pangle moved to approve the expenditures as reported with support from Mr. Balog. The motion carried.

Unfinished Business

- There was no unfinished business to discuss.

New Business:

- a. Mr. Matthew moved to retain the current committee assignments with support from Mr. Wiley. The motion carried.
- b. Ms. Pangle moved to approve the proposed meeting schedule as presented with support from Mr. Wiley. The motion carried.
- c. No action was taken in regard to the by-laws.
- d. Ms. Norris moved to approve the proposed EH Food Services Fee Schedule as presented, effective January 23, 2019, with support from Ms. Pangle. The motion carried.
- e. Ms. Norris moved to approve the updated Cost Allocation Plan with support from Ms. Pangle. The motion carried.

With no further business the meeting was adjourned at 10:32 AM.

Respectfully Submitted by:

Theresa Fisher, BS

A handwritten signature in cursive script, appearing to read 'Theresa Fisher', is written over the printed name.

Health Officer's Report to the Board of Health for January 23, 2020

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

Agency Updates

Board Education Session: Following the conclusion of the meeting today, Paul will provide an educational presentation on PFAS. I hope you can stay.

Board of Health Bylaws: The bylaws are provided today for adoption of the change proposed at the January meeting.

Board of Health Binders: Rather than reconstitute the Board of Health binders, I am considering placing these documents (Board of Health Bylaws, Environmental Health Code, MI Public Health Code, Board meeting dates, etc.) on our Agency website which would make them available to you at all times and make it easier for us to keep updated. These documents are not protected and I can't think of a reason we shouldn't place them on the webpage. I'm interested in your thoughts on this.

Strategic Planning: We have now completed two work sessions on a new Strategic Plan. At the first session we settled on 3 strategic priorities and created a practical vision. At the second session we updated the Agency's Vision and worked on setting goals with action steps. Although the work is not completed, we are certainly on our way to having a completed plan. I want to thank Commissioner Caswell who joined us for both sessions and Commissioner Pangle who joined us for the first session. Your insight was thoughtful and welcomed. There will likely be continued opportunity for Commissioner input and we will keep you informed of our progress.

Emergency Preparedness Special Project Funding: We were eligible to receive funding for a special project in Emergency Preparedness. I suggested that we would use the funds by employing a temporary part-time employee to help in reviewing plans and making updates on community contacts. We received \$10,500 for this project and have until June 30th to spend it.

Hepatitis A Outbreak Carry-over Funds: It looks likely that we will be eligible to receive special funding from the Hepatitis A Outbreak again this year. We are asking to replace 2 aging vaccine refrigeration units and purchase small portable vaccine refrigerators and will use any remaining funds for additional vaccination outreach to high risk individuals. If we are successful in receiving the funding we will let you know.

Health Department Leases

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

570 Marshall Road, Coldwater MI – I have an appointment with Bud Norman, Branch County Administrator, on March 3rd to discuss the lease which expires in April 2020 for 570 Marshall Road, Coldwater. The following information was provided previously: I explained the model we have with St. Joseph and potentially in Hillsdale county with those buildings that have no mortgage (or soon will have no mortgage) and asked if the Coldwater building was owned. I expressed that we would like to have a similar arrangement; that we were looking for our rent in Coldwater to be no higher and preferably lower. We also discussed how our AAA3C program needs additional office space to accommodate that staff. I am now waiting for Mr. Norman to get back to me.

1555 E. Chicago Road, Ste. C, Sturgis, MI – I would like to move forward with authorizing the landlord to expand our space in Sturgis. A spreadsheet is provided with explanation on the additional cost which is negligible and we can cover the cost with local dollars that were previously in our immunization program. The Medicaid cost-based reimbursement dollars are in this program in place of local funds. The lease we have for Sturgis is in the 3rd year of a 5 year with 2 additional 5 year options to renew. I welcome your thoughts on this expansion.

Health Promotion & Education Updates – The Agency’s HPE team is very busy putting together the Annual Report, working on the Medical Marijuana grants, and conducting car seat fitting stations in our offices. In addition, they have written 3 news releases for local media and posting on our website since the last Board of Health meeting. These include:

- Dig This! Snow Shoveling May Not Be A Good Idea. – 2/3/2020
- Go Red For Women Day – 2/5/2020
- National Children’s Dental Health Month – 2-10-2020

COVID-19 – previously called Novel Coronavirus: As I’m sure you are all aware from media reports; there are additional cases of COVID-19 in countries outside of China. This week an official with the CDC stated it was likely only a matter of time before we saw cases in the US not related to travel. And just this evening (Wednesday night), the New York Times is reporting that the CDC has confirmed the first community acquired case of COVID-19 in the United States. This individual has no history of recent travel or contact with someone who has traveled. BHSJCHA is not currently monitoring any individuals with travel history. We are working collaboratively with neighboring local health departments to have a shared message while we begin thinking about our response should the illness become present in our communities.

Coronavirus Disease 2019 (COVID-19) in the U.S.

Updated February 26, 2020

CDC is closely monitoring an outbreak of respiratory illness caused by a novel (new) coronavirus. The outbreak first started in Wuhan, China, but cases have been identified in a growing number of other [international locations](#), including the United States. This page will be updated regularly on Mondays, Wednesdays, and Fridays.

Travel-related	12
Person-to-person spread	2
Total confirmed cases	14
Total tested	445

* This table represents cases detected and tested in the United States through U.S. public health surveillance systems since January 21, 2020. It does not include people who returned to the U.S. via State Department-chartered flights.
 † Numbers closed out at 4 p.m. the day before reporting.

CDC is aggressively responding to the global outbreak of COVID-19 and preparing for the potential of community spread in the U.S.

Travel

- Conducts outreach to travelers
- Issues travel notices



Businesses

- Provides business guidance including recommendations for sick leave policies and continuity of operations

Schools

- Provides guidance for schools including school closures and online education options



Community members

- Shares information on symptoms and prevention
- Provides information on home care
- Encourages social distancing

Laboratory and diagnostics

- Develops diagnostic tests
- Confirms all positive test results submitted by states



Health departments

- Assesses state and local readiness to implement community mitigation measures
- Links public health agencies and healthcare systems



Healthcare professionals

- Develops guidance for healthcare professionals
- Conducts clinical outreach and education



Healthcare systems

- Develops preparedness checklists for health systems
- Provides guidance for PPE supply planning, healthcare system screening, and infection control
- Leverages existing telehealth tools to redirect persons to the right level of care



current space	969 sq ft	yr 1	July 1, 17-18	\$6.81	\$549.91
	currently in	yr 2	July 1, 18-19	\$7.02	\$566.87
	year 3 of a	yr 3	July 1, 19-20	\$7.30	\$589.48
	5 year lease	yr 4	July 1, 20-21	\$7.30	\$589.48
		yr 5	July 1, 21-22	\$7.68	\$620.16
		yr 6	July 1, 22-23	\$8.00	\$646.00
		yr 7	July 1, 23-24	\$8.00	\$646.00
		yr 8	July 1, 24-25	\$8.00	\$646.00
		yr 9	July 1, 25-26	\$8.50	\$686.38
		yr 10	July 1, 26-27	\$8.50	\$686.38

additional space	629 sq ft				
		yr 3	July 1, 19-20	\$7.30	\$382.64
		yr 4	July 1, 20-21	\$7.30	\$382.64
		yr 5	July 1, 21-22	\$7.68	\$402.56
		yr 6	July 1, 22-23	\$8.00	\$419.33
		yr 7	July 1, 23-24	\$8.00	\$419.33
		yr 8	July 1, 24-25	\$8.00	\$419.33
		yr 9	July 1, 25-26	\$8.50	\$445.54
		yr 10	July 1, 26-27	\$8.50	\$445.54

combined spaces	1598 sq ft				
		yr 3	July 1, 19-20	\$7.30	\$972.12
		yr 4	July 1, 20-21	\$7.30	\$972.12
		yr 5	July 1, 21-22	\$7.68	\$1,022.72
		yr 6	July 1, 22-23	\$8.00	\$1,065.33
		yr 7	July 1, 23-24	\$8.00	\$1,065.33
		yr 8	July 1, 24-25	\$8.00	\$1,065.33
		yr 9	July 1, 25-26	\$8.50	\$1,131.92
		yr 10	July 1, 26-27	\$8.50	\$1,131.92

The additional needed space in Sturgis will cost the agency an additional \$3,200 this budget year, the following two years it will cost the agency an additional \$5,000 each year. Medicaid Cost Base Reimbursement money is being used in our Immunization programs leaving flexibility to use local dollars in other programs. The agency is able to use these local dollars to cover the increase for rent space.

Medical Director's Report to the Board of Health
H. Lauren Vogel, D.O., M.P.H.
February 2020 – Elder Safety – Medications

The elderly comprise about 14 percent of the US population and utilize 40 percent of all prescription drugs. This translates to about 14 individual prescriptions for persons in their sixth decade and increases to about 18 daily prescriptions for a person in their eighties.¹ The incidence of chronic disease increases with age and medical care usually requires more complex medication use.

Appropriate management of medication is more complex in the elderly. The elderly usually have less total body water and have an increase in body fat. These changes alter the distribution and metabolism of many medications. Liver and renal function become less efficient with age and this also alters medication metabolism. The need to modify medication and dosage may be overlooked by a busy clinician which often leads to over medication and an increased incidence of side effects.

Nonspecific adverse drug effects such as confusion, lethargy and falls may go unrecognized. According to a CDC report,² 79 percent of emergency room visits for the elderly are related to medication effects. Over 15 percent of elderly hospital admissions are due to adverse medication effects. This is often due to drug to drug interactions associated with polypharmacy. Polypharmacy is defined as the use of more drugs than are medically necessary and this is an increasing disease for the elderly.

A phenomenon coined “the prescribing cascade” occurs when the side effects from one medication beget a second prescription to deal with these side effects and which becomes cyclic leading to additional medications to counter the increasing side effects of the prior treatment.³ Non compliance with prescription use adds to the complexity of the problem. Medication costs, lack of insurance coverage, confusion about the dosing of numerous prescriptions and the failure of clinicians to accurately monitor drug use contributes to the adverse effects of prescription medication.

In 1991, Mark Beers, MD developed a list of medications deemed inappropriate for long-term elderly care patients. His list has undergone several revisions and has become a quality measure for all elderly patients.^{4,5} Failure to review the Beer's list when prescribing medications to the elderly contributes to the increasing rate of adverse effects seen in the elderly patient.

Principles for medication management outlined by Knight⁶ for the elderly include:

- Use a “brown bag review” where the patient brings in all prescriptions, over the counter medications and herbals and supplements for clinician review.
- Keep the medication regimen simple removing overlapping and ineffective medications.
- Review medication costs and compliance with patients on a regular basis.
- When baseline is reached consider titration and elimination of a medication.
- Be aware of the potential and screen regularly for medication side-effects.
- Review the “Beer's List” when prescribing a new medication.
- Do not prescribe Beer's Inappropriate medication unless risk exceeds benefit.
- Consider mental status change and falls as adverse medication effects until ruled out.

REFERENCE

1. Bartol TG. Which Drugs Should Be Deprescribed in the Elderly? Medscape Family Medicine. July 2015. https://www.medscape.com/viewarticle/847187_2. Accessed April 2019.
2. Therapeutic Drug Use. CDC. January 2017. <https://www.cdc.gov/nchs/fastats/drug-use-therapeutic.htm>. Accessed April 2019.
3. Nguyen PV. et.al. Prescribing cascade in an elderly woman. Canadian Pharmacists Journal. May 2016. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4860747/>. Accessed April 2019.
4. Potentially Harmful Drugs in the Elderly: Beers List and More. Prescriber's Letter. 2007. <http://www.fda.org/beers.pdf>. Accessed April 2019.
5. American Geriatrics Society 2015 Updated Beers Criteria For Potentially Inappropriate Medication Use In Older Adults. American Geriatrics Society. November 2015. <https://www.guidelinecentral.com/summaries/american-geriatrics-society-2015-updated-beers-criteria-for-potentially-inappropriate-medication-use-in-older-adults/#section-420>. Accessed April 2019.
6. How Many Pills Do Your Elderly Patients Take Each Day? MDMagazine. October 2010. https://www.mdmag.com/conference-coverage/aafp_2010/how-many-pills-do-your-elderly-patients-take-each-day. Accessed April 2019.

January 1 through January 31, 2020		
Abila	Quarterly Subscription 2 Invoices	10,261.12
ACD.Net	Telephones 3 offices	2,202.55
Aetistry Technologies	Web Hosting	600.00
AFLAC	Payroll Deduction	1,544.24
Alerus Financial (Retirement)	Payroll Deduction	590.00
Amazon	Computer, EH & Office Supplies 3 Invoices	120.86
Arcadia Health Services	Care Management	86.48
Armstrong Health Care	WIC / AAA Contractual Consultant	2,497.92
Availity	Eligibility Software - EMR	110.00
Blue Cross Blue Shield	Health Insurance	56,675.87
Branch Area Transit Authority	Elderly Transportation Service	2,854.80
Branch County Commission COA	Home & Community Based Services	9,251.82
Branch County Complex	Rent - Coldwater Office	5,694.28
Branch County Complex Quarterly	Internet	997.50
Branch County Complex Quarterly	Maintenance (Work orders & Grounds)	171.00
Branch County Complex Quarterly	Utilities (Gas, Electric, Trash Pickup & Pest)	5,613.22
Bronson Hospital	CSHCS Client - Out of Pocket expenses	250.00
CAA of South Central	Home & Community Based Services	18,742.56
Care-N-Assist	Care Management	1,240.46
Century Bank - Master Card	Bus Cards- Madonna, Lee & Imm's	73.98
Century Bank - Master Card	Medical, EH & Office Supplies 7 Invoices	397.94
Century Bank - Master Card	Three Rivers Building - Roto-Rooter	266.25
Century Bank - Master Card	Training - Palmer	90.95
Century Bank Basic Flex Health Plan	Payroll Deduction	1,936.94
Century Bank EFPTS	Federal & Fica Taxes	44,460.53
Century Bank Mers	Forfeiture/Underfunded Pmt.	105.92
Century Bank Mers	MERS DB /Retirement 2 Months	60,159.29
Century Bank State	Michigan Tax	7,492.81
Charter Communications	Sturgis Internet & Phone Line	114.97
Cintas	Lab Coats - Cleaning	134.03
City of Coldwater	Water Lab Test	60.00
City Of Three Rivers	Water / Sewage & Lab Testing	156.40
Coldwater Petty Cash	Petty Cash	81.05
Companion Life Insurance Co.	Life Insurance Premiums	971.53
Connect America	Care Management	54.50
Crossroads Health & Home Services	Care Management	1,317.84
CSHCS Client	Refund - Out of Pocket Glasses Expense	176.00
CSHCS Client	Refund - Out of Pocket Glasses Expense	260.80
CSHCS Client	Refund- Transportation Cost	389.00
CSHCS Client	Refund- Transportation Cost	100.00

January 1 through January 31, 2020

Current Office Solutions	Office Supplies/Copier Charges -5 Invoices	3,777.82
Denning Glass	Building Expense	100.00
Dennis Perry	Refund - Water & Septic Eval.	179.00
Dr. Vogel	Medical Director - Contractual	4,398.72
FedEx	Bat Head Mailing	9.65
Frontier	Sensaphone & Fax Line Service	555.45
GDI	Building Cleaning Expense - HD	2,649.00
GDI	Building Cleaning Expense - TR	1,749.00
GDI	Building Supplies Expense - HD	73.64
GDI	Building Supplies Expense - TR	64.36
GlaxoSmithKline	Medical Supplies 5 Invoices	8,016.90
Hillsdale Board Of Utilities	Building Expense - HD	2,015.10
Hillsdale Board Of Utilities	Water Lab Test	135.00
Hillsdale County Treasurer	Building Labor Expense - HD	45.00
Hillsdale County Treasurer	Building Refuse Expense - HD Months	160.00
Hillsdale County Treasurer	Building Snow/Mow Expense - HD	165.00
Hillsdale County Treasurer	Building Supplies Expense - HD	16.99
Hillsdale County Treasurer	Building Supplies Expense - HD - Gas	84.45
Hillsdale Public Health	Rent - Hillsdale Office	7,375.00
Holiday Inn	Training - Ewers 1 Week	463.25
Home Care Wellness	Care Management	280.16
Indiana Michigan Power	Building Expense - TR	1,142.35
Injoy	Understanding Birth Books	551.02
Jean Howatt	Contractual	1,200.56
Kellogg Hotel	Training - Aalberts & Pirman	440.84
Knowledge Capital Alliance	VMSG Dashboard Software	2,000.00
Lab Corp	Lab Fees	4.40
Legal Service Of South Central Mi.	Older Adult Legal Assistance	420.00
Malph	10/1/19-9/30/20 Malph Dues	4,737.00
Maplecrest	Rent - Sturgis Office	590.00
Marana Group	Postage Pick Up Service 2 Months	284.00
McKesson	Medical Supplies 7 Invoices	931.10
MDHHS Bureau of Laboratories	Lead Testing	46.84
Merck & Company	Medical Supplies 4 Invoices	8,098.22
Merit Network Inc.	10/1/19-9/30/20 20 MBPS Bandwidth	2,796.00
Mers 5% Alerus Financial DC	Defined Contributions 5% EES 2 Months	10,366.19
Michigan Municipal Risk	Professional Liability - Agency	11,064.50
Michigan Public Health	Training - 4 Employees	210.00
Michigan Public Health	Workforce Contract	2,604.54
Michigan State Disbursement Unit	Payroll Deduction	380.22

January 1 through January 31, 2020

Midwest Communication	CSHCS Advertising	1,000.00
National Recoveries Inc.	Payroll Deduction	436.16
Nationwide	Payroll Deduction	3,940.00
Next IT	Quarterly Data Storage	900.00
Optum Insight (Netwerkes.Com)	Billing Service	265.19
Pediatric & Specialty Optical	CSHCS Client - Out of Pocket expenses	230.30
Pitney Bowes	Quarterly Postage Machine Rental/Supplies	539.10
ProAssurance Casualty Company	Professional Liability - Physician	1,194.00
Prometric	Food Safety Exams	300.00
Prompt Care	Drug Testing - 1 Employee	98.00
Republic Waste Services	Building Expense - TR Quarterly	150.00
Richard Clark	Building Cleaning Expense - CW	2,679.00
Richard Clark	Building Cleaning Expense - Sturgis	325.00
Riley Pumpkin Farm	TR Building Expense - Lawn Care	625.00
Rosati Schultz Joppich Amtsbueshler	Attorney	180.00
Sanofi Pasture	Medical Supplies 4 Invoices	9,500.60
Sarah Watson	AAA Consultant	50.00
SEMCO Energy	Building Expense - TR	223.90
Sensaphone	Monitoring System	540.94
Shred It	Document Destruction	210.00
St Joseph County COA	Home & Community Based Services	32,884.02
St Joseph Trans Authority	Older Adult Transportation	2,263.85
St. Joseph Community Co-op	Care Management	828.00
St. Joseph County Dept. Human Service	FY 2020 Membership Dues	2,000.00
Staples	Office Supplies	170.39
State Of Michigan EGLE	Water Lab Test	209.00
Steve Todd	AAA Volunteer Reimbursement	224.64
Three Rivers Health	Rent - Dental Clinic	2,775.00
Thurston Woods	Home & Community Based Services	4,236.95
Verizon	Cell Phones	746.08
VRI Lifeline Of Michigan	Care Management	869.00
Wal Mart	Misc. Expense - AAA Supplies	18.65
Xmission	Email Provider	238.95
Total Of Invoice List		389,338.40

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet

As of 1/31/2020

Assets

Cash on Hand	6,829.57
Cash with County Treasurer	3,024,806.05
Community Foundation Grant	309,955.94
Accounts Receivable	94,442.94
Due from Dental DAPP	45,801.18
Due from State	24,523.97
Due from Other Funding Sources	152,207.23
Due from Hillsdale County	58,593.50
Prepaid Expenses	127,843.41
Biologic Inventory	<u>98,579.26</u>
Total Assets	<u>3,943,583.05</u>

Liabilities

Accounts Payable	149,685.03
Payroll Liabilites	127,951.35
Capital Improvements	25,000.00
Deferred Revenue	324,344.92
Deferred Revenue BR	35,657.32
Deferred Revenue HD	39,062.00
Deferred Revenue SJ	51,282.66
Biologics	<u>98,579.26</u>
Total Liabilities	<u>851,562.54</u>

Net Assets

Operation Fund Balance	317,102.45
Restricted Fund Balance	411,649.43
Designated Fund Balance	<u>2,363,268.63</u>
Total Net Assets	<u>3,092,020.51</u>

Total Liabilities and Net Assets	<u>3,943,583.05</u>
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Prior Year Fund Balance Comparison at 1/31/2019:

Operation Fund Balance	\$	304,379.47
Restricted Fund Balance	\$	369,974.78
Designated Fund Balance	\$	<u>434,432.99</u>
Total Fund Balance	\$	<u>1,108,787.24</u>

Branch-Hillsdale-St Joseph Community Health Agency
Statement of Revenue and Expenditures

Expense by Program - 1/1/2020 - 1/31/2020

	Program Code	Program Title	Current Month	Year to Date	Total Budget - Amendment 1	Percent Expended Amend 1
*	010	Agency Support	21,756.48	65,236.36	69,916.00	93.30%
*	008	Salary & Fringe Payoff	1,799.19	37,364.98	70,000.00	53.37%
*	345	Lead Testing	1,645.78	10,373.23	20,895.00	49.64%
**	032	Emergency Preparedness	16,426.37	54,689.13	133,874.00	40.85%
**	327	Hearing (ELPHS)	7,094.95	33,614.20	84,366.00	39.84%
*	012	Area Agency on Aging	104,386.83	439,896.17	1,200,801.00	36.63%
*	325	CSHCS	21,493.20	70,294.95	196,729.00	35.73%
**	326	Vision (ELPHS)	11,287.42	33,889.67	95,098.00	35.63%
*	321	CHC Tele-A-Health	4,183.39	14,550.81	41,424.00	35.12%
*	745	Type II Water	7,466.72	28,021.10	83,492.00	33.56%
	021	Dental Clinic - Three Rivers	2,775.00	11,100.00	33,300.00	33.33%
	108	WIC Breastfeeding	9,171.41	31,102.06	95,825.00	32.45%
	605	General EH Services	2,468.06	9,450.88	29,289.00	32.26%
	714	Onsite Sewage Disposal	29,616.73	113,406.83	351,469.00	32.26%
	721	Drinking Water Supply	30,030.88	113,820.98	356,285.00	31.94%
	338	Immunization Vaccine Handling	33,534.23	132,612.89	416,027.00	31.87%
	109	WIC	92,347.44	315,299.50	996,126.00	31.65%
	341	Infectious Disease	19,399.80	84,270.94	272,814.00	30.88%
	115	MCH Enabling Women	2,005.14	18,047.55	60,081.00	30.03%
	029	Dental Clinic - Hillsdale	645.30	2,399.90	8,000.00	29.99%
	704	Food Service	38,893.62	144,295.58	488,288.00	29.55%
	331	STD	12,776.10	43,593.22	149,117.00	29.23%
	332	HIV Prevention	2,461.87	9,702.32	35,154.00	27.59%
	138	Immunization IAP	44,127.38	202,732.02	739,402.00	27.41%
	329	MCH Enabling Children	1,914.98	9,624.87	39,034.00	24.65%
	014	VOCA	12,916.65	50,052.75	205,743.00	24.32%
	107	Medicaid Outreach	7,373.31	29,885.90	171,920.00	17.38%
	101	Workforce Development	2,095.73	7,384.34	50,182.00	14.71%
#	722	PFAS Response	414.15	414.15	4,816.00	8.59%
#	230	Medical Marijuana HD	1,280.17	1,280.17	17,093.00	7.48%
#	212	Medical Marijuana BR	449.52	449.52	25,961.00	1.73%
#	275	Medical Marijuana SJ	181.37	181.37	10,922.00	1.66%
	024	MERS Pension Underfunded	0.00	4,686.71	610,000.00	0.76%
	023	Capital Expenditures	0.00	0.00	25,000.00	0.00%
	035	Vector Borne Disease	0.00	0.00	24,387.00	0.00%
	112	CSHCS Medicaid Outreach	<u>0.00</u>	<u>0.00</u>	<u>55,119.00</u>	<u>0.00%</u>
			<u>544,419.17</u>	<u>2,123,725.05</u>	<u>7,267,949.00</u>	<u>29.23%</u>

The Agency is currently 4.10% under budget.

*4/12 Months = 33.33%

**4/9 Months = 44.44%

**9-Month Program

Programs Over Budget as of 1/31/2020

RU 010: Over budget in consulting fees (strategic planning) and employee training (grant writing) - will adjust in amended budget, 50% payment for casualty insurance payment, postage machine refill and envelopes for recalls, spread as postage/envelopes used. Program will fall back in line with budget as FY progresses
93.30%

RU 008: Over budget due to annual Sick Time Payout. Program will fall back in line with budget as FY progresses.
53.37%

RU 345: Over budget due to increase in staff time in program - will monitor and adjust in amended budget
49.64%

RU 032: 9 Month Program - within budget 44.44%
40.85%

RU 327: 9 Month Program - within budget 44.44%
39.84%

RU 012: Contractual service providers have full year grant awards and are billing more than 1/12 of the grant each month. AAA will continue to monitor and work with providers to ensure no over payments happen and appropriate adjustments are made at the next budget amendment.
36.63%

RU 325: Budget for RU 325 must be totally expended before expenses can be charged to RU 112. When looking at these 2 budgets together as one, the program is actual under spent at 27%.
35.73%

RU 326: 9 Month Program - within budget 44.44%
35.63%

RU 321: Over budget due to increase in staff time in program - will monitor.
35.12%

RU 745: Slightly over budget due to increase in staff time in program - will monitor and adjust in amended budget
33.56%

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BY-LAWS for Board of Health

2017 20

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. [The Board of Health will then at the next regular meeting take nominations for the Vice Chairperson position and elect a new Vice](#)

Chairperson. As these positions are elected on a rotation between the counties the Vice Chair position will be elected from the commissioners from the county in the next rotation.

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

Reviewed and adopted without revision by the Board of Health on January 25, 2018.

Reviewed and adopted without revision by the Board of Health on January 24, 2019.

Reviewed and amended by the Board of Health on 27th day of February 2020

**2020 CERTIFICATE OF RECOGNITION
FOR YEARS OF DEDICATED SERVICE**

Sarah Johns – 5 years

Rhonda DeBoard – 10 years

Jim Cook - 15 Years

Joe Frazier – 15 years

Theresa Fisher – 20 Years

Rebecca Burns – 25 Years

Cindy Johannes – 25 Years

Lee Zimmerman – 30 years



Area
Agency on
Aging (III C)
Branch-St. Joseph

Annual Conflict of Interest and Disclosure Policy

Section 1. Purpose of Policy. This policy sets forth principles and procedures intended to maintain the integrity of the Area Agency on Aging Region 3C (AAA 3C), as well as comply with Michigan Office of Services to the Aging Operating Standards for Area Agencies on Aging. Members of the Branch-Hillsdale-St. Joseph Community Health Agency (CHA) Board of Health (serving as the AAA 3C Policy Board) are expected to conduct their personal/business affairs so that no conflict of interest or duality of interest interferes with their duties and responsibilities to the CHA/AAA 3C.

Section 2. Covered Individuals. This policy applies to the members and officers of the Board of Health.

Section 3. Conflict of Interest and Duality of Interest. This policy covers both conflicts of interests, involving the financial interests of or financial benefit to a covered individual as owner, employee, agent, consultant or otherwise, and duality of interests, involving the interests of an association, governmental entity, business or other entity (whether profit or nonprofit) in which a covered individual has a substantial personal interest as a director, officer, trustee, commissioner or substantial contributor or through another substantial relationship.

Section 4. Covered Transactions, Relationships and Affiliations. This policy applies to existing and proposed transactions, relationships and affiliations, including contracts for goods, facilities and services, leases, grants, gifts, financial assistance, partnerships, endorsements, policy positions, joint ventures and other undertakings and dealings, between the CHA/AAA 3C and (a) a covered individual; (b) a member of a covered individual's immediate family; and (c) an association, governmental entity, business or other entity (whether profit or nonprofit) with respect to which a covered individual has a conflict of interest or a duality of interests.

Section 5. Disclosure. All covered individuals shall provide a written disclosure annually to the CHA/AAA 3C of any conflict of interest or duality of interest between them and the CHA/AAA 3C as described in Section 3 and of any covered transactions, relationships, endorsements, policy positions or affiliations involving them as described in Section 4. In addition, a covered individual shall provide prompt disclosure to the Board of Health at any time that he or she becomes aware of any such conflict of interest, duality of interest or covered transaction, relationship or affiliation.

Section 6. Review, Report and Record. In the event that the CHA/AAA 3C becomes aware of a conflict of interest, or duality of interest of a covered transaction, relationship, endorsement, policy position or affiliation involving a covered individual, whether through disclosure made pursuant to Section 5 or otherwise, the matter shall be reviewed by a committee of disinterested members of the Board of Health. The review shall be reported to the Board of Health and shall be made a matter of record.

Section 7. Procedures. Any member of the Board of Health having a duality of interest or conflict of interest, real or apparent, with respect to any covered transaction, relationship, endorsement, policy position or affiliation that comes before the Board of Health shall not vote or use his or her personal influence on the matter, and shall not be counted in determining a quorum for the meeting at which the matter is voted upon. In deciding any such matter, the Board of Health shall obtain appropriate comparability data, including data as to the fair market value for any goods, services or facilities that may be involved. The minutes of the meeting shall adequately document the basis of the determination and shall reflect that the disclosure was made, that the interested Board member abstained from voting, and that his or her presence was not considered. No interested Board member and no interested officer shall take part in the discussion and, in appropriate instances, as determined by the officer conducting the meeting, shall be absent from the discussion and vote. However, an interested Board member or an interested officer may state a policy position relevant to the matter under consideration, explain the transaction or affiliation, and answer questions from Board members relating to the matter.

_____ I **do not** have a conflict of interest or duality of interest. I have read this policy and agree to follow it.

_____ I **do** have a conflict of interest or duality of interest, as follows:

_____ I have read this policy and agree to follow it.

Signature

Date

Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the February 27, 2020 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health

Food Service Sanitation

We are quickly approaching the time of year when we process the need licenses for our food establishments. We have been working really hard with our new software vendor to ensure we have all the necessary components in place to allow the billing process run smoothly.

We had our part-time assistant clerk in the Three Rivers office resign recently and we have selected a person to fill that position. We are currently getting her through the pre-employment process and hope to have her on board very soon.



Well and Septic

We are currently working short-handed in our Three Rivers office due to an injury sustained by one of our field sanitarians. The injury did not happen while on duty but he slipped on the ice caused major damage to his knee that required immediate surgery. At this point we are not exactly sure how long he will be off duty but it could be as long as 3 months. We anticipate that he may be able to come back on limited duty before that but that has yet to be determined. In the meantime, we will be utilizing a sanitarian from Branch County to help cover St. Joseph County and sliding a sanitarian from Hillsdale County over to cover in Branch County.

General Programs

There has been a lot of activity in St. Joseph County in regards to PFAS investigations. The site in Mendon has been ongoing for a couple of months and we are progressing well with the remedies to the two sites identified by sampling there. The first site (within the village) was connected to the municipal water supply on February 19. The other site will be getting a PFAS filter installed as soon as we get our budget approved from the state. A public meeting is being planned for late February and it will include presentations by EGLE and MDHHS as well as an open forum for questions from the public. Since our last meeting, the state has identified another site requiring further investigation and sampling. A number of monitoring wells around the old White Pigeon Paper Mill were sampled for PFAS and there were detections noted. This triggered further investigation that identified 32 residential wells in the area that were scheduled for sampling. Sampling began on February 12 & 13 with a total of 12 samples being collected and we expect results back within 3 weeks. The remaining wells will be sampled once the homeowners can be contacted and access agreements can be signed. A public meeting is going to be scheduled in the coming weeks to inform the area residents of the purpose of the investigation and to answer any questions. I will keep you posted on the progress with this investigation.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2019/2020

	JANUARY				YTD 2019/2020				YTD 2018/2019			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	1	-	-	1	3	-	5	8	7	3	7	17
CHANGE OF USE EVALUATIONS - FIELD	3	4	4	11	6	18	9	33	1	11	12	24
CHANGE OF USE EVALUATIONS - OFFICE	3	2	3	8	20	7	9	36	5	4	18	27
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	-	4	6	10	12	16	27	55	23	16	20	59
REPAIR/REPLACEMENT	2	3	4	9	17	16	27	60	11	19	44	74
VACANT LAND EVALUATION	-	1	2	3	2	4	6	12	2	1	3	6
PERMITS DENIED	-	-	-	-	-	-	1	1	-	-	-	-
TOTAL	3	8	12	22	32	29	61	128	36	36	67	139
SEWAGE PERMITS INSPECTED	5	6	2	13	28	47	43	118	23	35	56	114
WELL PERMITS ISSUED	4	9	11	24	38	34	85	157	42	39	72	153
WELL PERMITS INSPECTED	7	10	23	40	38	50	89	177	30	40	52	122
FOOD SERVICE INSPECTION												
PERMANENT	21	26	37	84	75	102	118	295	63	66	105	234
NEW OWNER / NEW ESTABLISHMENT	-	1	2	3	3	2	5	10	-	4	5	9
FOLLOW-UP INSPECTION	2	-	3	5	5	1	5	11	7	18	8	33
TEMPORARY	1	-	-	1	2	9	15	26	4	8	14	26
MOBILE, STFU	-	-	-	-	3	1	-	4	-	2	4	6
PLAN REVIEW APPLICATIONS	-	-	-	-	-	2	3	5	2	2	-	4
FOOD COMPLAINTS RECEIVED	-	1	1	2	4	5	5	14	3	3	3	9
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	1	-	1	2	-	-	-	-
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	58	n/a	n/a	n/a	63
FOOD HANDLERS CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	-	n/a	n/a	n/a	-
METH LAB REFERRALS	-	-	-	-	-	-	-	-	-	-	-	-
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
CAMPGROUND INSPECTION	-	-	-	-	-	-	-	-	-	-	-	-
NON-COMM WATER SUPPLY INSP.	-	-	-	-	1	9	7	17	-	6	17	23
SWIMMING POOL INSPECTION	1	-	-	1	1	3	-	4	10	4	-	14
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	-	-	-	-
DHS LICENSED FACILITY INSP.	2	6	4	12	3	17	11	31	8	8	10	26
COMPLAINT INVESTIGATIONS	-	5	2	7	6	14	12	32	14	4	4	22
LONG TERM MONITORING	-	-	-	-	-	-	-	-	-	-	5	5
BODY ART FACILITY INSPECTIONS	1	1	-	2	2	1	-	3	-	1	-	1

Establishment Inspection Report

For Date Range: 1/1/2020 - 1/31/2020 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
ADDISON GUN CLUB	SOMERSET TWP	1/21/2020	Routine	0	1	0	0
Amaz'n Nutrition	Three Rivers	1/2/2020	Routine	0	1	0	0
AMERICAN LEGION MEMORIAL POST	BRONSON	1/8/2020	Routine	0	0	0	0
AMERICAN LEGION POST #52	COLDWATER	1/22/2020	Routine	1	0	1	0
ANN-DEE'S TAVERN	North Adams	1/24/2020	Routine	0	0	0	0
BAW BEESE AMERICAN LEGION	HILLSDALE	1/23/2020	Routine	1	0	0	0
Best Western Plus		1/17/2020	Follow-Up	1	3	4	1
BLUE HAT COFFEE	COLDWATER	1/8/2020	Routine	1	0	0	1
BON APPETIT MGT. CO.	HILLSDALE	1/21/2020	Routine	0	0	0	0
Bowman Place	Three Rivers	1/16/2020	Routine	0	0	0	0
BRONSON STRIKE ZONE	BRONSON	1/8/2020	Routine	0	2	0	4
BUFFALO WILD WINGS (STURGIS)	STURGIS	1/14/2020	Routine	0	1	0	1
BUFFALO WILD WINGS (STURGIS)	STURGIS	1/28/2020	Follow-Up	0	0	0	0
BURGER KING #2728	STURGIS	1/23/2020	Routine	0	0	0	2
BURGERS UNLOCKED	HILLSDALE	1/14/2020	Routine	0	1	1	0
Center Park United Methodist Church	Three Rivers	1/28/2020	Routine	0	0	0	0
Centre Hub	CENTERVILLE	1/7/2020	Progress Note	0	0	0	0
CHINA 1	COLDWATER	1/16/2020	Follow-Up	0	0	0	0
Coffee Cup Hillsdale LLC	Hillsdale	1/28/2020	Routine	0	0	0	0
COLDWATER GARDEN	COLDWATER	1/3/2020	Routine	4	1	0	1
COLDWATER HAMPTON INN	COLDWATER	1/2/2020	Routine	1	0	0	0
COLDWATER MASONIC TEMPLE BUILDING ASSOC	COLDWATER	1/8/2020	Routine	0	0	0	0
COLDWATER MASONIC TEMPLE BUILDING ASSOC	COLDWATER	1/10/2020	Progress Note	0	0	0	0
COMFORT INN/QUALITY INN	COLDWATER	1/22/2020	Routine	1	2	2	1
CONEY ISLAND PIZZA LLC	STURGIS	1/3/2020	Routine	1	1	2	3
COSMOS FAMILY RESTAURANT	STURGIS	1/28/2020	Routine	0	2	2	5
COTTAGE INN	HILLSDALE	1/27/2020	Routine	1	0	0	1

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Cottage Inn Pizza Silo's	Hillsdale	1/27/2020	Consult	0	0	0	0
CURLY'S INC.	Colon	1/16/2020	Routine	0	2	1	2
D and D's Bar and Grill	Allen	1/24/2020	Routine	1	0	0	0
Dawn's Cafe LLC	Colon	1/9/2020	Routine	0	0	0	0
Deadlift Coffee Company LLC	Three Rivers	1/27/2020	Pre-opening/New	0	0	0	0
DICKEY'S BBQ	COLDWATER	1/6/2020	Routine	0	0	0	0
DUTCH UNCLE DONUTS INC	COLDWATER	1/16/2020	Routine	0	0	0	0
ELKS LODGE #1248	THREE RIVERS	1/29/2020	Routine	0	0	0	0
FIESTA MEXICANA	Sturgis	1/3/2020	Follow-Up	1	1	0	2
FIESTA MEXICANA	Sturgis	1/6/2020	Enforcement	0	0	0	0
FIESTA MEXICANA	Sturgis	1/14/2020	Follow-Up	1	2	3	2
FIRST CONGREGATIONAL CHURCH	BRONSON	1/8/2020	Routine	0	0	0	0
FIRST PRESBYTERIAN CHURCH	THREE RIVERS	1/13/2020	Routine	0	0	0	1
FIRST UNITED METHODIST CHURCH	Three Rivers	1/13/2020	Routine	0	0	0	1
FIRST UNITED METHODIST CHURCH	HILLSDALE	1/21/2020	Routine	0	0	0	0
FIVE STAR PIZZA	Colon	1/9/2020	Routine	0	1	1	3
FOE JONESVILLE 4290	JONESVILLE	1/14/2020	Complaint	0	0	0	0
Frankie's by the Tracks, LLC	THREE RIVERS	1/15/2020	Routine	0	0	0	1
FRATERNAL ORDER OF EAGLES #1907	COLDWATER	1/31/2020	Routine	2	0	2	1
Harvey House	Constantine	1/8/2020	Routine	0	1	0	0
Healthies Sturgis	Sturgis	1/22/2020	Pre-opening/New	0	0	0	1
HILLSDALE ASSEMBLY OF GOD	JONESVILLE	1/13/2020	Routine	0	0	0	0
HILLSDALE COUNTY CONSERVATION CLUB	OSSEO	1/23/2020	Routine	0	0	0	1
HILLSDALE COUNTY SENIOR SERVICE CENTER	Hillsdale	1/24/2020	Routine	0	0	0	0
HILLSDALE FREE METHODIST CHURCH	HILLSDALE	1/9/2020	Routine	0	0	0	0
HILLSDALE LODGE BPO ELKS #1575	HILLSDALE	1/14/2020	Routine	0	0	0	0
Hillside Lanes & Lane 17	Hillsdale	1/30/2020	Pre-opening/New	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
HUNGRY HOWIE'S	HILLSDALE	1/23/2020	Routine	0	0	0	1
Immaculate Conception Church Hall	THREE RIVERS	1/22/2020	Routine	0	0	0	1
JEANNIE'S DINER	COLDWATER	1/31/2020	Routine	2	0	2	0
JOHNNY T'S BISTRO	HILLSDALE	1/7/2020	Routine	0	0	0	0
JONESVILLE FIRST PRESBYTERIAN CHURCH	JONESVILLE	1/23/2020	Routine	0	0	0	0
Kentucky Fried Chicken	Three Rivers	1/2/2020	Routine	0	0	0	0
KING DRAGON BUFFET	Sturgis	1/23/2020	Routine	2	0	1	4
Leonidas Fire Department	Leonidas	1/28/2020	Routine	0	0	0	0
LIL' LOUIE'S PIZZA AND SUBS LLC	Centreville	1/8/2020	Routine	0	0	0	0
LITTLE CAESARS #1200-001	Three Rivers	1/29/2020	Routine	0	0	0	1
LONE RANGER CAFE	READING	1/15/2020	Routine	1	1	2	2
M & M Grill	Colon	1/16/2020	Routine	0	0	0	1
M ENTERPRISE LLC D/B/A CORNER CAFE	Sturgis	1/14/2020	Routine	0	0	0	0
MAMMA MIA'S PIZZA	Burr Oak	1/30/2020	Routine	0	0	0	5
Mancinos Pizza and Grinders of Sturgis	Sturgis	1/6/2020	Routine	0	0	0	2
McDONALDS OF THREE RIVERS #2196	Three Rivers	1/24/2020	Routine	2	0	0	3
Men Of Integrity	Quincy	1/11/2020	Temporary	0	0	0	0
MESSIAH LUTHERAN CHURCH	Constantine	1/14/2020	Routine	1	0	0	0
MOOSE LODGE #677	COLDWATER	1/31/2020	Routine	0	0	0	0
OLIVIA'S CHOP HOUSE	JONESVILLE	1/29/2020	Routine	2	0	1	0
OMARS BAR INC	COLDWATER	1/22/2020	Routine	1	0	1	0
Our Bar	LEONIDAS	1/22/2020	Routine	0	1	1	0
Pigeon Inn	White Pigeon	1/14/2020	Routine	0	1	0	0
Prop Blast Cafe	COLDWATER	1/22/2020	Routine	0	0	0	0
RACHAEL'S	White Pigeon	1/14/2020	Routine	0	0	0	1
RAMSHACKLE BREWING CO	Jonesville	1/10/2020	Routine	0	0	0	0
RAY'S TAVERN	READING	1/15/2020	Routine	1	0	1	0
RIVER LAKE INN	SHERWOOD TWP.	1/31/2020	Routine	0	0	0	0
Royal Cafe	CENTREVILLE	1/8/2020	Routine	0	0	0	0
SAMUEL MANCINOS ITALIAN EATERY	White Pigeon	1/27/2020	Complaint	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
SILVER SPOONS CATERING	White Pigeon	1/21/2020	Progress Note	0	0	0	0
ST PAUL LUTHERAN CHURCH	COLDWATER	1/2/2020	Routine	0	0	0	0
ST PAUL'S LUTHERAN CHURCH	HILLSDALE	1/30/2020	Routine	0	0	0	0
ST. CHARLES SCHOOL	COLDWATER	1/6/2020	Routine	0	0	0	0
STADIUM SPORT CENTRE INC	FAYETTE TWP	1/13/2020	Routine	0	0	0	0
STOAGIES FAMILY ROOM CAFE	COLDWATER	1/8/2020	Routine	0	0	0	1
STURGIS PIZZA HUT	STURGIS	1/6/2020	Routine	0	0	0	2
SUBWAY #37408	Three Rivers	1/7/2020	Routine	1	1	0	1
TASTEFUL KREATIONS CATERING	BRONSON	1/8/2020	Routine	0	0	0	0
THE COFFEE SHOP	North Adams	1/24/2020	Routine	0	0	0	1
THE GREAT WALL	HILLSDALE	1/10/2020	Routine	0	0	0	0
THE HUNT CLUB OF HILLSDALE	HILLSDALE	1/9/2020	Routine	0	1	1	0
THREE RIVERS 6	Three Rivers	1/24/2020	Routine	0	0	0	0
TOWN FRYER	Constantine	1/9/2020	Routine	0	0	0	0
TRINITY EPISCOPAL CHURCH	Three Rivers	1/13/2020	Routine	0	1	0	0
YMCA CAMP EBERHART	Three Rivers	1/21/2020	Routine	0	0	0	0

Food Inspection Codes:

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

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

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

Inspection Type Count by County

For Date Range: 1/1/2020 - 1/31/2020 and Program: Food Service

County	Inspection Type	Count
Branch	Follow-Up	2
	Progress Note	1
	Routine	21
	Temporary	1
Hillsdale	Complaint	1
	Consult	1
	Pre-opening/New	1
	Routine	26
St. Joseph	Complaint	1
	Enforcement	1
	Follow-Up	3
	Pre-opening/New	2
	Progress Note	2
	Routine	37
	Total number of inspections	100

Inspection Type Count

For Date Range: 1/1/2020 - 1/31/2020 and Program: Food Service

Inspection Type	Count
Complaint	2
Consult	1
Enforcement	1
Follow-Up	5
Pre-opening/New	3
Progress Note	3
Routine	84
Temporary	1
Total number of inspections	100



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

February 27, 2020

Director's Report

Enclosure:

1. FY2020 1st Quarter - Services to Victims of Elder Abuse program report
-

Updates:

1. Services to Victims of Elder Abuse (SVEA) Updates:
 - "National Crime Victims' Rights Week" mini-grant update: Nearly 300 applications were received from 50 states/territories with requests totaling more than 2.4 times the amount available. Unfortunately, our application was not selected for funding. We remain committed to work with our local Prosecutor's Office to participate in local efforts to highlight victims' rights. Stay tuned!!
 - The Elder Justice Symposium events are shaping up nicely! Our on-line registration notices will be sent very soon to target audience members & local officials. Generous donations have been received in order to cover lunch and refreshments (items in which the VOCA grant cannot be used for). We've worked to secure continuing education credits for both law enforcement AND emergency medical professionals. Please join us on either Friday, March 20th in Three Rivers OR Wednesday, March 25th in Coldwater, 9:00am – 4:00pm.
2. Our full-year Statement of Grant Award has been received. We will begin working on budget amendments over the coming weeks. This includes working with providers, looking at program performance, and then working with the finance team here to incorporate our adjustments into the health department amendment timeline.
 - Overall, there are a few minor adjustments to federal and state line items. The most significant adjustment is the decrease in State Respite Care funding which supports Adult Day Services and In-Home Respite Care. We will work with providers, look at trends in service delivery and discuss options for adjustments in the coming weeks. Overall, we expected a deeper cut (\$15,000) than we actually received (\$9,000).
 - NSIP – the performance-based allocation for meals – has not been fully awarded.
 - With amendments, we will be implementing the Board's directive to prioritize meal funding for Branch County meal programs administered by Community Action. Currently, there are nearly 60 people waiting for a home delivered meal. This is the highest number of individuals on the home delivered meals waiting list in Branch County, ever.



Services to Victims of Elder Abuse Grant FY19-20 1st Quarter Report (Both Counties)

10/01/19 - 12/31/19

*Types of Victimization & Services Provided are based on number of occurrences

*Demographic Info is new clients only; all other categories include continuing clients

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Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0	0	0
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	13	0	13
Female	8	0	8
Male	5	0	5
Vulnerable: Age 18-59	4	0	4
Elderly: Age 60 and Older	9	0	9
<u>New Clients Total</u>	13	0	13
<u>Continuing Clients</u>	1	0	1
<u>Total Clients Served</u>	14	0	14

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	1	0	1
Bullying (Verbal, Cyber or Physical)	4	0	4
Domestic or Family Violence	3	0	3
Elder Abuse or Neglect	10	0	10
Identity Theft/Fraud/Financial Crime	7	0	7
Physical Assault	1	0	1
Robbery/Burglary	4	0	4
Sexual Assault	0	0	0
Survivors of Homicide	0	0	0
Multiple Victimizations	11	0	11

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	1	0	1
Disability	12	0	12
Homeless	1	0	1
LGBTQ	0	0	0
Veteran	3	0	3

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	15	0	15
Referral to Other Services	21	0	21
Referral to Other Victim Services	3	0	3
Victim Notification	0	0	0

**Services to Victims of Elder Abuse Grant
FY19-20 Quarter Report (Both Counties)
Continued**

Personal Advocacy	Total	Previous Qtr. Totals	YTD
Child/Dependent Assistance	0	0	0
Emergency Medical Care	1	0	1
Individual Advocacy	14	0	14
Intervention with Person or Institutions	5	0	5
Law Enforcement Interview	5	0	5
Transportation	9	0	9

Emotional Support or Safety Services	Total	Previous Qtr. Totals	YTD
Crisis Intervention	1	0	1
Emergency Financial Assistance	4	0	4

Shelter/Housing Services	Total	Previous Qtr. Totals	YTD
Relocation Assistance	1	0	1
Transitional Housing	1	0	1

Criminal Justice Assistance	Total	Previous Qtr. Totals	YTD
Criminal Advocacy	1	0	1
Law Enforcement Interview	5	0	5
Notification of Criminal Justice Event	2	0	2
Other Emergency Assistance	0	0	0
Personal Protective Order	1	0	1
Prosecution Interview	1	0	1
Restitution Assistance	0	0	0
Victim Impact Statement	0	0	0



Personal Health and Disease Prevention

Date: February 27, 2020

Communicable Disease:

nCoV Update

43,143 (as of February 11, 2020) confirmed cases of the 2019 Novel Coronavirus have been reported in 28 countries, including 15 confirmed cases within the United States. Detroit is now receiving passengers who have recently traveled from China and being routed for enhanced screening procedures. The Local Health Departments are required to monitor any medium risk travelers identified in the screen process. Medium risk travelers are considered as those individuals who have been on an aircraft seated within 6 feet of a traveler with symptomatic laboratory-confirmed nCoV infection, OR they have had travel from mainland China outside of Hubei Province, OR close contact with a person with symptomatic laboratory-confirmed nCoV, OR living in the same household as someone who is symptomatic laboratory confirmed. These medium risk cases are asymptomatic and self-quarantined with 14-day monitoring from the Public Health Department.

We did receive our first case on February 8th in Hillsdale county. Limited data was provided from the Outbreak Management System which the CDC is currently addressing. We had some delay in reaching the individual but made contact in the afternoon on February 10th. The end result was that the system for receiving new cases experienced delay and the individual was past the 14-day monitoring period, still showing no signs of being symptomatic.

Influenza Update

Influenza remains a major concern in our communities. Since our last meeting we have continued to see several school closures due to influenza or influenza-like illness. Nationally, influenza-associated pediatric deaths have increased from 39 to 78.

Immunizations:

We attended Project Connect in both Coldwater & Hillsdale. In Hillsdale, we administered 11 free flu shots which was double of what we provided last year. In Coldwater, we administered 9 shots with 1 being the flu. We continue to encourage vaccination!

Women, Infant, and Children (WIC):

No updates at this time.

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

We have hired a contract parent with our grant money to plan and promote community events for CSHCS. She will be working on doing CSHCS Meet and Greets in the 3 counties and the parent advisory meetings.

The staff in CSHCS answered phones for the WIN 98.5 St. Jude Radiothon on Friday, February 7 in Battle Creek. They had a great time working this event.

-Kali Nichols, MPH

Personal Health & Disease Prevention Director

Branch - Hillsdale - St. Joseph Community Health Agency

Personal Health and Disease Prevention

January-20

	2019-2020				FYTD 2019-2020				FYTD 2018-2019			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
	Animal Bite/Rabies potential exposure	1	3	-	4	7	16	1	24	9	21	1
Campylobacter	1	-	-	1	4	2	5	11	4	2	2	8
Chicken Pox	-	-	-	-	-	1	-	1	-	4	5	9
Chlamydia	12	16	20	48	36	35	74	145	47	36	76	159
CRE Carbapenem Resistant Enterobac.	-	-	-	-	-	1	1	2	-	2	-	2
Cryptosporidiosis	-	-	-	-	2	1	-	3	2	-	1	3
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Giardiasis	1	1	-	2	2	2	3	7	-	1	2	3
Gonorrhea	7	5	11	23	16	12	26	54	8	11	32	51
Guillian-Barre Syndrome	-	-	-	-	1	-	-	1	-	-	-	-
H. Influenzae Disease - Inv.	-	-	1	1	-	1	2	3	-	-	-	-
Hepatitis A	-	-	-	-	1	-	-	1	1	-	-	1
Hepatitis B - Acute	-	-	-	-	-	-	1	1	-	-	-	-
Hepatitis B - Chronic	-	-	-	-	-	1	-	1	-	1	2	3
Hepatitis C - Acute	1	-	-	1	2	-	2	4	-	-	-	-
Hepatitis C - Chronic	2	3	5	10	8	9	16	33	13	12	17	42
Legionellosis	-	1	-	1	-	1	1	2	-	-	-	-
Lyme Disease	-	-	-	-	1	-	5	6	-	-	2	2
Menengitis - Aseptic	-	-	-	-	1	-	-	1	-	1	1	2
Menengitis - Bacterial	-	-	-	-	-	-	-	-	-	-	-	-
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	1	-	1	-	3	1	4	2	1	1	4
Norovirus	-	-	-	-	-	-	-	-	-	1	-	1
Pertussis	-	-	1	1	-	1	1	2	3	1	-	4
Q Fever	-	-	-	-	-	-	1	1	-	-	-	-
Salmonellosis	1	-	-	1	2	2	2	6	4	2	1	7
Shiga Toxin-prod. (STEC)	-	-	2	2	2	3	2	7	1	1	-	2
Shigellosis	-	-	2	2	-	-	2	2	-	-	-	-
Strep Invasive Gp A	1	-	-	1	2	2	1	5	1	1	1	3
Strep Pneumonia Inv Ds.	2	-	-	2	3	2	1	6	1	4	1	6
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Syphilis To Be Determined	-	-	-	-	2	-	-	2	-	-	1	1
Vibriosis	-	-	1	1	-	-	1	1	-	-	-	-
VZ Infection, Unspecified	-	-	-	-	1	1	2	4	-	-	1	1
Colds W/O Fever (School Reporting)	264	100	229	593	836	384	1,251	2,471	600	404	762	1,766

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

January-20

	2019-2020				FYTD 2019-2020				FYTD 2018-2019			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Flu Like Disease (School Reporting)	915	574	511	2,000	1,367	879	1,081	3,327	694	291	1,078	2,063
GI Illness (School Reporting)	672	445	335	1,452	1,955	1,028	1,281	4,264	2,334	1,140	1,275	4,749
Head Lice (School Reporting)	45	20	63	128	243	96	269	608	149	103	261	513
Impetigo (School Reporting)	1	1	7	9	6	4	22	32	17	3	14	34
Influenza (School Reporting)	204	295	26	525	215	313	37	565	4	6	20	30
Mononucleosis (School Reporting)	3	3	3	9	8	10	14	32	33	3	6	42
Pink Eye (School Reporting)	17	19	20	56	107	62	125	294	70	56	86	212
Scabies (School Reporting)	42	-	-	42	44	2	4	50	3	3	2	8
Strep Throat (School Reporting)	103	85	60	248	262	221	304	787	321	204	220	745
	2,295	1,572	1,297	5,164	5,138	3,095	4,540	12,773	4,321	2,315	3,873	10,509

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

	Jan-20					YTD 2019/2020					YTD 2018-2019				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	195	92	30	113	430	795	718	218	438	2,169	732	692	-	510	1,934
All VFC Doses Given	834	448		996	2,278	3,909	2,728	-	4,684	11,321	3,457	2,675	-	5,084	11,216
Waivers	4	4	-	2	10	25	33	1	39	98	33	33	-	32	98
ADULT IMMUNIZATIONS															
# Vaccines Given	76	58	26	57	217	761	315	90	290	1,456	873	405	-	756	2,034
All AVP Doses Given	16	22		24	62	138	113	-	112	363	158	147	-	265	570
TRAVEL VACCINATIONS															
Branch Office	3				3	4	-	-	-	4	13	-	-	-	13
COMMUNICABLE DISEASE															
TB Tests Done	1	9	-	3	13	47	45	-	16	108	42	75	-	11	128
New LTBI on Rx	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1
STD treatments	-	4	-	7	11	2	7	-	23	32	8	10	-	51	69
New STD Investigations	19	21	-	31	71	54	47	-	100	201	55	47	-	101	203
HIV Testing	-	2	-	4	6	-	5	-	12	17	3	7	-	32	42
ENROLLMENTS															
Medicaid & Michild	2	-	-	1	3	10	3	-	9	22	3	-	-	16	19
REFERRAL SERVICE															
MCDC Referrals	10	46	5	15	76	41	163	7	55	266	38	65	7	12	122
MIHP referrals	1	4	18	20	43	27	13	65	73	178	55	-	44	58	157
Hearing Screens															
Pre-school	23	-	-	-	23	23	102	-	168	293	56	117	-	221	394
School Age	243	21	-	365	629	828	625	-	1,564	3,017	474	714	-	1,473	2,661
Vision Screens															
Pre-school	25	-	-	-	25	25	86	-	175	286	48	100	-	223	371
School Age	784	554	-	1,026	2,364	3,151	1,804	-	3,174	8,129	2,145	1,261	-	2,900	6,306
Children's Special Health Care Services															
Diagnostics	4	2	-	-	6	9	12	-	-	21	14	27	-	-	41
Assessments-Renewal	14	19	-	24	57	60	55	-	84	199	74	77	-	119	270
Assessments-New	8	9	-	11	28	21	21	-	28	70	21	46	-	22	89

WIC PARTICIPATION 2019-2020

