
BOARD OF HEALTH Meeting

Agenda for September 22, 2022 at 9:00 AM

1. Call to Order
 - a. Opening ceremonies – Pledge Allegiance to the Flag of the United States of America
 - b. Roll Call
 - c. Approval of the Agenda*
 - d. Approval of the Minutes from August 25, 2022*
2. Public Comment
3. Health Officer's Report
4. Medical Director's Report
5. Committee Reports
 - a. Finance Committee – Approval of minutes from September 19, 2022 meeting.*
 - b. Program, Policies, and Appeals – Approval of minutes from September 9, 2022 meeting.*
6. Financial Reports
 - a. Approve Payments*
 - b. Review Financials
7. New Business
 - a. Local Appropriations*
 - b. Maintenance of Effort / Underfunded Pension and Capital Improvement Funds*
 - c. Strategic Plan*
 - d. Agency Holidays Observed*
 - e. Coldwater Building Lease
 - f. Board of Health Meeting Schedule*
8. Departmental Reports
 - a. Environmental Health
 - b. Area Agency on Aging
 - c. Personal Health & Disease Prevention
9. Health Officer Evaluation – Closed Session
10. Health Officer Merit Pay*
11. Public Comment
12. Adjournment - Next meeting: October 27, 2022

Public Comment:

For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity. Board of Health By-Laws, Article V, Section 3

August 25, 2022 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Tom Matthew at 9:00 AM with the Pledge of Allegiance to the Flag of the United States led by Bud Norman. Roll call was completed as follows: Tom Matthew, Mark Wiley, Kathy Pangle, Jared Hoffmaster, Brent Leininger, and Jon Houtz.

Also present from BHSJ: Rebecca Burns (remotely via zoom from Plainwell, MI), Karen Luparello, Theresa Fisher, and Laura Sutter.

Mr. Hoffmaster moved to approve the agenda, with support from Ms. Pangle. The motion passed unopposed.

Mr. Wiley moved to approve the minutes from the July 28, 2022, meeting with support from Mr. Leininger. The motion passed unopposed.

Public Comment: No public comment was given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Strategic Planning, Hillsdale MCDC Dental Center, Agency Health Insurance Agent, Monkeypox, COVID, STEC, Agency Staff Meetings, Coldwater Office, Hillsdale Office, Three Rivers Office, Updated Signs, and the Health Promotion & Education activities.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Vaccines".

Committee Reports:

- Finance Committee – Mr. Leininger moved to approve the minutes from the August 15, 2022 Finance Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.
- Program, Policy, and Appeals Committee – Mr. Wiley moved to approve the minutes from the August 15, 2022 Program, Policy, and Appeals Committee meeting as amended to replace Mr. Houtz as attending with Ms. Pangles, as she was the one who attended. The motion received support from Ms. Pangle and carried unopposed.

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures as reported with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to place the financials on file with support from Mr. Hoffmaster. The motion passed unopposed.

Unfinished Business

- None

New Business:

- Mr. Leininger moved to approve all Branch County Commission on Aging non-competitive grant proposals in response to the AAA IIC FY22 Request for Proposal as presented, with support from Ms. Pangle. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve the Legal Services of South-Central Michigan non-competitive grant proposal in response to the AAA IIC FY22 Request for Proposal as presented, with support from Mr. Wiley. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve the Thurson Cares non-competitive grant proposal in the amount of \$42,700 (amount of available funding) in response to the AAA IIC FY22 Request for Proposal as presented, with support from Ms. Pangle. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve all St. Joseph County Commission on Aging non-competitive grant proposals in response to the AAA IIC FY22 Request for Proposal as presented, with support from Mr. Hoffmaster. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve Kalamazoo County Government/AAA Region 3A's request to continue the collaborative agreement to support the Long-Term Care Ombudsman Program (ACLS Bureau maintenance of effort) for Branch & St. Joseph Counties as presented, with support from Mr. Wiley. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve the St. Joseph County Transportation Authority non-competitive grant proposal in response to the AAA IIC FY22 Request for Proposal as presented, with support from Ms. Pangle. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Houtz moved to approve the competitive grant proposal for Home Delivered Meals/Congregate Meals submitted by "Bidder #2" in response to the AAA IIC FY22 Request for Proposal as presented, with support from Mr. Hoffmaster. A roll call vote was taken and passed 4-2 (Ms. Pangle, no; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, no).
- Mr. Houtz moved to approve both competitive grant proposals for Branch County transportation by "Bidder 1" and "Bidder 2" in response to the AAA IIC FY22 Request for Proposal as presented, by redirecting the funds not bid on for Branch County Home Repair and supplementing an additional \$140 from another budget area. The motion received support from Mr. Hoffmaster. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve Schindler elevator to maintain the elevator in the Hillsdale Building, by doing a full oil change, including pumping out existing oil, cleaning debris from the tank, furnishing new oil, and removing the used oil from the premises, for a total cost of \$7,994, with support from Mr. Hoffmaster. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).

Departmental Reports:

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

Public Comment: No public comment was given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed and the meeting was adjourned at 10:32AM.

Respectfully Submitted by:



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

PUBLIC COMMENT

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Health Officer's Report to the Board of Health for September 22, 2022
Prepared by: Rebecca A. Burns, M.P.H., R.S.

Agency Updates

Strategic Planning: The final draft of the Strategic Plan is provided today for your approval. The creation of the Strategic Plan included surveying of stakeholders, the Board of Health, and BHSJCHA staff. The survey results were compiled and the Strategic Plan team at the Agency used the information to develop new mission and vision statements, values, and to identify the Strengths, Weaknesses, Opportunities, and Challenges. Everyone on staff at BHSJCHA was then asked to participate in refining the strategic priorities and setting goals and objectives for each priority area. This exercise was then followed by a survey to staff to rank priorities. Finally, the draft was updated with responsible staff members and a final ask for stakeholder input was requested. I'm proud of the work done by everyone at BHSJCHA, the process, and the Final Draft. We have developed a good plan that will chart a path forward.

Hillsdale MCDC Dental Center: MCDC's update to me regarding reopening the Hillsdale office shows great progress. They have nearly all positions hired and some of the team members have started training. I'm working with them to plan a virtual meeting with the MCDC staff and BHSJCHA staff once the MCDC staff are in place. Although an opening date has not yet been selected, I expect it won't be much longer given the status of hired staff and training. Once I have a date, I'll make sure to pass it along to you.

Monkeypox: Agency staff continue to monitor the information available about Monkeypox and provide vaccination to those at risk with JYNNEOS vaccine. At this time there are no cases in the tri-county area. Current Michigan updates on Monkeypox can be found at:
www.michigan.gov/monkeypox.

FLU Vaccine: We now have our flu vaccine available for children and adults. I invite you to take advantage of getting your flu vaccine from our Agency while you are in town for the meeting. The flu vaccine is recommended for everyone 6 months of age and older as a preventative for the annual flu season. The Agency takes most insurance coverages and will bill an individual's insurance without an out-of-pocket cost.

COVID: The Agency has been notified of a change in vendor for our free COVID testing opportunities. The switch to the new vendor is intended to be seamless and we are hopeful that local citizens will notice nothing different.

The bivalent COVID vaccine is now in stock in our offices and we have appointment available to be scheduled to receive this vaccine. We have received requests from some local hospitals and pharmacies for doses and our Immunization Coordinator is working to coordinate our supplies with those Providers who need/want it.

STEC: The STEC (shiga toxin producing Escherichia coli) outbreak in Michigan and other states is winding down with no additional new cases. MDHHS and MDARD had opened a virtual EOC (Emergency Operations Center) to provide a coordinated response to the outbreak but that has now closed. All local health departments with an STEC case were part of the virtual EOC. I haven't seen a final report regarding the outbreak but as of the last EOC meeting no food item that had been tested was able to be tied back to the outbreak as the reason for the illnesses.

Agency Staff Meetings: The Agency's Health Promotion and Education Section held a very successful Wellness Event for our BHSJCHA team on Friday, September 9th using a Power Rangers theme. Speakers Stephanie Huhn and Dr. Colin King led off our morning and engaged the team, challenged their thinking, and provided techniques and tips for personal wellness. The day's activities were paid with a grant from the Michigan Association for Local Public Health. On November 11th we have our Annual All-Agency staff meeting. I invite you to save the date for November 11th and join us that day in Coldwater at the ProMedica Conference Center; RSVP to me if you will attend so we can plan for you in our lunch count.



The graphic features a dark blue background with a Power Ranger helmet on the right. On the left, there are two circular portraits: the top one is of Stephanie Huhn, a woman with long brown hair wearing a red top, and the bottom one is of Dr. Colin King, a man with short dark hair wearing a suit and tie. To the right of the portraits, the text lists their names and credentials. The 'POWER RANGERS' logo is centered in a stylized font. At the bottom, there is a light blue banner with contact information.

Stephanie Huhn
MA LLP CBIS CAADC CCM ACCTS
Licensed MA-Psychologist
Trauma & Addiction Specialist
Mental Health Trainer & Public Speaker

Dr. Colin King
PhD LP CAADC
Forensic & Clinical Psychologist
Brain Injury Expert
International Motivational Speaker

www.ProCEU.org www.HealingTheWhole.org
ProCEULLC@gmail.com

Coldwater Office: Branch County Administrator Norman met with Theresa and I on Friday to discuss the bond for the building remodel. The bond has not been retired for the remodeling and he is sharing a 2-pager that explains the status from the Bond Attorney. That information will be in the committee packets. Now that we have this information, I would ask that Board move forward with the new lease proposed by Branch County. The expansion of the FOB system has been completed. The camera and audio system installation for the conference room has not been completed; the cameras and other equipment was installed on Friday but the speakers have yet to come in from the order. The old conference room tables in the Coldwater office were donated to the Branch County Coalition Against Domestic Violence. These were replaced with similar tables on wheels that are easier to move on our carpeted floors.

Hillsdale Office: Signs will be in place no later than September 30th and could be set this weekend. We have 3 large conference room tables to donate to the county or a non-profit from our Hillsdale office. These are being replaced with smaller conference room tables that are on wheels and are easier to move on our carpeted floors.

Three Rivers Office: Bids are still being sought on the building exterior in Three Rivers. The contractor selected for the parking lot has set September 23rd for removal of the surface and September 26th for replacing the lot surface. The old conference room tables were donated to the St. Joseph County Sheriff's department and have been replaced with similar units on wheels that are easy to move on our carpeted floors. The Sheriff's department even took one table that the leg had broken off that they plan to repair.

Sturgis: No progress on better signage at this office as of this report. This is on the list of things to do.

Health Promotion & Ed. Team Activities:

The month of August was very busy for the Health Promotion & Education staff as we have entered our “event” season which includes many community outreach events, festivals, and the Branch, Hillsdale and St. Joseph County fairs. The Branch County fair took place the 2nd week of August and our team and agency members were there all week to promote the work being done by BHSJ; luckily, the weather cooperated and it was a very beneficial week of engaging with our community members. Furthermore, our Health Educator, Josh Englehart, has been busy developing an anti-vaping presentation that, in partnership with local schools (as well as our own CHWs), will be given to both students and parents in hopes of curbing the use of vape pens as they still present an issue in many of our local schools. Our other Health Educator and Communications Specialist, Kris Dewey, has been utilizing our social media presence to post informative videos of activities occurring within different departments at the agency as a way of promoting our services; she has also done several spots with local radio stations during the summer months to discuss various health topics and promote certain agency initiatives. The Health Promotion & Education Supervisor, Alex Bergmooser, was also involved with other community organizations and leaders at the Branch County Community Health Needs Assessment’s rough draft review this month to finalize the County’s CHNA. Lastly, the H.P. & Ed. team finished the month of August by preparing for our 2nd annual All-Staff Wellbeing event; this is a grant funded activity that allows staff from all 3 branches of the agency to come together for team building exercises with an emphasis on maintaining positive personal, and team, mental and physical health.

Grant Updates: The H.P. & Ed. team is also involved in several ongoing grant projects and campaigns:

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

The Branch-Hillsdale-St. Joseph Community Health Agency, with help from the Health Promotion & Education team, successfully received grant funding that will allow us to integrate a Community Health Worker program into our list of available services. Under the supervision of Alex Bergmooser, the Health Promotion & Education Supervisor, the grant enabled us to hire three Community Health Workers to provide services for

Branch, Hillsdale, and St. Joseph counties. As the CHWs begin to integrate themselves into the community through agency connections, the various aforementioned events, and their own personal outreach efforts, the BHSJ Community Health Agency, as well as the Health Promotion & Education team, is very excited to see what type of positive impact these individuals can have on the population that we serve; furthermore, we are also very grateful for the opportunity that this funding provides and look forward to building this program into an effective, and efficient, tool for the residents of our tri-county area.

LARA – 2022 Medical Marihuana Operation and Oversight Grant (MMOOG):

Funded through the Department of Licensing and Regulatory Affairs (LARA) Cannabis Regulatory Agency (CRA) and utilizing the familiar “Lock it up” messaging campaign, the H.P. & Ed. team has been busy promoting this message and the associated logo throughout our three counties the past 9 months and will wrap up this year’s project period in September. An exciting new addition to this year’s project, in partnership with the Branch Area Transit Authority (BATA), is a vinyl decal that will be applied to one of BATA’s public buses. The design, which carries the familiar “Lock It Up” logo, as well as a “Keep Kids Safe” message, was approved in July and will remain on the bus for the next year. The decal was installed at the end of this month and we are very excited to be able to partner with BATA and get this message out to the public in a very unique way.

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

Date	Event
8/2	Lakeshore Opiate Task Force Summit
8/7 – 8/13	Branch County Fair
8/10-8/12	BHSJ CHA Lunch with the Health Officer
8/13	Huss Project Community Carnival
8/15	Branch County Community Health Assessment: Rough Draft Review
8/20	Hillsdale Community Baby Shower
9/9	BHSH All-Staff Wellbeing Event
9/10	Branch County Pride Festival
9/13	Branch County Community Health Assessment: Initiative Selection
9/18 – 9/24	St. Joseph County Fair
9/24	Branch County Community Baby Shower

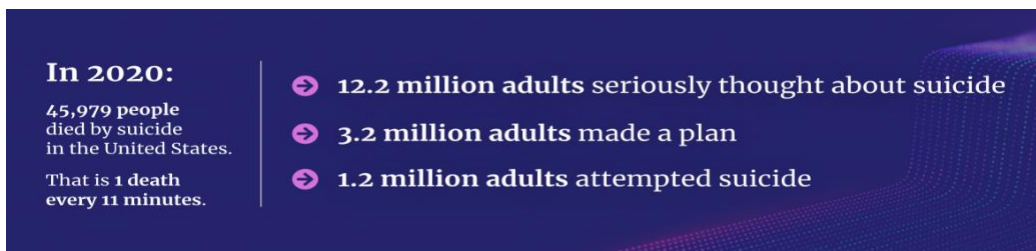
MEDICAL DIRECTOR REPORT

SEPTEMBER 2022

1. Morning checks on CDC website and Johns Hopkins website to follow COVID numbers and trends.
2. Director and Administrator meetings, zoom.
3. Meetings via zoom and teleconference with MDHHS.
Meetings for monkeypox, vaccines, avian flu, COVID.
4. Continue to review and sign standing orders, especially with changes in vaccinations.
New COVID is the most recent.
5. Latent tuberculosis patient counseling and treatment.
6. Completed summer classes and started two fall classes, Public Health and Environmental Health Practices.

SUICIDE

A SERIOUS PUBLIC HEALTH PROBLEM



Suicide is a critical public health problem in the United States. Despite national, state, and local efforts to reduce suicide, rates continue to increase. A forward-looking effort, built upon new evidence and past accomplishments, is needed to reduce suicide and suicide attempts.

Risk Factors:

- Previous suicide attempt
- History of depression and other mental illnesses
- Serious illness such as chronic pain
- Criminal/legal problems
- Job/financial problems or loss
- Impulsive or aggressive tendencies
- Substance misuse
- Current or prior history of adverse childhood experiences
- Sense of hopelessness
- Violence victimization and/or perpetration

Prevention Strategies:

- Strengthen economic supports
- Strengthen access and delivery of suicide care
- Create protective environments
- Promote connectedness
- Teach coping and problem-solving skills
- Identify and support people at risk
- Lessen harms and prevent future risk

September 19, 2022 – Board of Health, Finance Committee Meeting Minutes

The meeting was called to order at 11:00 AM by Jared Hoffmaster, with roll call as follows: Jared Hoffmaster, and Brent Leininger.

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

Public comment:

- None

New Business:

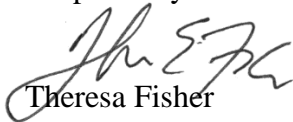
- Mr. Leininger moved to recommend that the full Board approve a \$0.15 increase per capita for the calendar year 2023, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to recommend that the full Board approve the putting an additional \$26,000 in the capital improvement funds for both St. Joseph and Hillsdale Counties, and send up to an additional \$250,000 to the MERS underfunded pension plan. The motion received support from Mr. Hoffmaster. The motion passed unopposed.
- The Coldwater building lease was discussed but no action was taken.
- Unpaid health insurance premiums were discussed but no action was taken.

Public comment:

- None

With no further business, Mr. Leininger moved to adjourn the meeting, with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 11:54 AM.

Respectfully Submitted by:



Theresa Fisher

Secretary for the Board of Health

September 19, 2022 – Board of Health, Program, Policy, & Appeals Committee Meeting Minutes

The meeting was called to order at 1:02 PM by Tom Matthew, with roll call as follows: Mark Wiley, and Tom Matthew.

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

Public comment: None


New Business:

- Mr. Wiley moved to recommend that the full Board approve the 2022-2026 Strategic Plan as presented with support from Mr. Matthew. The motion passed unopposed.
- Mr. Wiley moved to recommend that the full Board approve including Veteran's Day in the agency observed holidays beginning in 2024, with support from Mr. Matthew. The motion passed unopposed.
- Mr. Wiley moved to recommend that the full Board accept the amendment to the By-Laws as proposed, with support from Mr. Matthews. A roll call vote was taken and the motion failed (Mr. Wiley, Yes; Mr. Matthew, No).
- The Coldwater building lease was discussed but no action was taken.

Public comment: None

With no further business, the meeting was adjourned at 1:49 PM.

Respectfully Submitted by:


Theresa Fisher
Secretary for the Board of Health

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2022 Through 8/31/2022

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
A+ Nursing	370.44	22-08-12 A.01	8/12/2022
ACD.NET	2,030.23	53711	8/12/2022
Action Quick Print Plus	93.00	22-08-12 A.02	8/12/2022
Aflac District Office	449.90	53709	8/5/2022
Aflac District Office	449.90	53728	8/19/2022
Alan and Sharon Vest	575.00	53712	8/12/2022
Alerus Retirement Solutions	1,508.00	22-08-05 R.01	8/5/2022
Alerus Retirement Solutions	1,508.00	22-08-19 R.01	8/19/2022
Amazon Capital Services, Inc	2,368.20	22-08-12 A.03	8/12/2022
Amazon Capital Services, Inc	5,025.01	22-08-26 A.01	8/26/2022
Armstrong Nutrition Management	4,035.15	22-08-12 A.04	8/12/2022
Beacon Properties Administration	3,645.00	53745	8/31/2022
Blue Cross Blue Shield	60,762.51	22-08-12 P.01	8/12/2022
Branch Area Transit Authority	2,994.00	22-08-12 A.05	8/12/2022
Branch Area Transit Authority	2,100.00	53713	8/12/2022
Branch County Commission	32,749.86	22-08-12 A.06	8/12/2022
Branch County Complex	5,694.28	22-08-31 A.01	8/31/2022
CAA Of South Central Michigan	83,624.03	22-08-12 A.07	8/12/2022
Card Services Center	404.30	22-08-31 P.01	8/31/2022
CDW GOVERNMENT INC.	24,172.52	22-08-26 A.02	8/26/2022
Century Bank - Hillsdale Maintenance	2,000.00	22-08-31 A.02	8/31/2022
Century Bank - Three Rivers Maintenance	2,000.00	22-08-31 A.03	8/31/2022
Century Basic	825.46	22-08-05 R.02	8/5/2022
Century Basic	825.46	22-08-19 R.02	8/19/2022
Century EFPTS	176.62	22-08-05 L.01	8/5/2022
Century EFPTS	21,940.88	22-08-05 R.03	8/5/2022
Century EFPTS	214.76	22-08-19 L.01	8/19/2022
Century EFPTS	22,434.96	22-08-19 R.03	8/19/2022
Century Mastercard	1,047.76	22-08-12 P.02	8/12/2022
Century MERS	52,354.51	22-08-12 A.08	8/12/2022
Century MERS	22,590.00	22-08-26 A.03	8/26/2022
Century State/Michigan State Treasury	50.92	22-08-05 L.02	8/5/2022
Century State/Michigan State Treasury	3,846.91	22-08-05 R.04	8/5/2022
Century State/Michigan State Treasury	39.31	22-08-19 L.02	8/19/2022
Century State/Michigan State Treasury	3,859.11	22-08-19 R.04	8/19/2022
Charter Communications	137.97	22-08-12 P.03	8/12/2022
Cintas Corporation Loc 351	132.84	22-08-12 P.04	8/12/2022
City Of Coldwater	120.00	22-08-12 A.09	8/12/2022
Companion Life Insurance	1,027.38	53714	8/12/2022
ConnectAmerica	133.00	22-08-12 A.10	8/12/2022
Control Solutions Inc.	260.00	22-08-26 A.04	8/26/2022
Crossroads Home Care Inc.	811.21	22-08-12 A.11	8/12/2022
CSHCS	240.00	53715	8/12/2022
Current Office Solutions	693.66	22-08-12 A.12	8/12/2022
Current Office Solutions	71.49	22-08-26 A.05	8/26/2022
DAI Scientific Equipment	3,697.00	22-08-12 A.13	8/12/2022
DAI Scientific Equipment	3,697.00	22-08-26 A.06	8/26/2022
Dan Wood Co.	3,131.64	22-08-26 A.07	8/26/2022
Dr. Karen M. Luparello	4,279.75	22-08-31 A.04	8/31/2022
ETR	457.04	53730	8/26/2022
FedEx	29.02	22-08-12 P.05	8/12/2022
GDI Services Inc.	144.01	22-08-12 A.14	8/12/2022

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2022 Through 8/31/2022

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
GDI Services Inc.	4,398.00	22-08-31 A.05	8/31/2022
Glaxo-Smithkline Financial Inc.	3,721.63	22-08-26 A.08	8/26/2022
GT INDEPENDENCE	1,143.60	22-08-12 A.15	8/12/2022
Hillsdale County Treasurer	1,312.30	22-08-26 A.09	8/26/2022
HomeJoy of Kalamzoo	3,765.33	22-08-12 A.16	8/12/2022
HS GovTech USA Inc	12,480.00	22-08-12 A.17	8/12/2022
Indiana MI Power Company	699.03	22-08-12 P.06	8/12/2022
It's Never 2 Late LLC	4,125.00	22-08-26 A.10	8/26/2022
Jesse Modert Lawn Care	250.00	53743	8/29/2022
Jessica L. Cuellar	520.00	22-08-12 A.18	8/12/2022
Jessica L. Cuellar	540.00	22-08-26 A.11	8/26/2022
Joshua Sholler	69.00	53716	8/12/2022
Legal Services Of S.Central MI	1,470.00	22-08-12 A.19	8/12/2022
Louis Seman	400.00	53744	8/29/2022
Maplecrest, LLC	646.00	22-08-31 A.06	8/31/2022
McKesson Medical-Surgical Gov. Solutions LLC	678.78	22-08-12 P.07	8/12/2022
McKesson Medical-Surgical Gov. Solutions LLC	97.08	22-08-26 P.01	8/26/2022
McKibbin Media Group	1,426.00	53717	8/12/2022
Medical Care Alert	661.70	22-08-12 A.20	8/12/2022
Merck Sharp & Dohme LLC	4,193.90	53731	8/26/2022
MERS 5% EMPLOYEES	8,663.58	22-08-12 A.21	8/12/2022
Michigan Graphics Arts, LLC	1,349.73	53718	8/12/2022
Michigan Public Health Institute	3,778.28	22-08-12 A.22	8/12/2022
Michigan State Disbursement Unit	190.11	53710	8/5/2022
Michigan State Disbursement Unit	190.11	53729	8/19/2022
Mistel de Varona	675.00	53719	8/12/2022
Mistel de Varona	675.00	53732	8/26/2022
National Registry of Food Safety Professionals	544.00	53720	8/12/2022
Nationwide	1,020.00	22-08-05 R.05	8/5/2022
Nationwide	1,020.00	22-08-19 R.05	8/19/2022
PFIZER INC	2,197.06	53733	8/26/2022
Pitney Bowes Inc.	509.94	22-08-26 P.02	8/26/2022
Prompt Care Express PC	355.00	53721	8/12/2022
Richard Clark	2,402.00	22-08-31 A.07	8/31/2022
Riley Pumpkin Farm	870.00	22-08-31 A.08	8/31/2022
Rosati Schultz Joppich Amtsbueshler	615.00	22-08-26 A.12	8/26/2022
ROSE PEST SOLUTIONS	225.00	22-08-12 A.23	8/12/2022
Ruth Miller	185.20	53734	8/26/2022
Sanofi Pasteur Inc.	1,765.34	53735	8/26/2022
School Health	1,481.60	53736	8/26/2022
Sensaphone	57.60	53722	8/12/2022
Shaffmasters U-Stor-n-Lock	720.00	22-08-12 A.24	8/12/2022
St Joseph County COA	28,111.88	22-08-12 A.25	8/12/2022
St Joseph County Transit Authority	1,967.61	22-08-12 A.26	8/12/2022
St. Joseph Community Co-op	1,262.40	22-08-12 A.27	8/12/2022
Staples	1,233.20	22-08-12 P.08	8/12/2022
Staples	5,468.33	22-08-26 P.03	8/26/2022
State of Mich Dental	3,729.76	22-08-12 A.28	8/12/2022
State Of Michigan	194.00	53723	8/12/2022
Stratus Video, LLC	958.08	53724	8/12/2022

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 8/1/2022 Through 8/31/2022

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Stratus Video, LLC	1,295.01	53737	8/26/2022
Sturgis Public Schools	880.00	53738	8/26/2022
Thurston Woods Village	4,724.04	53725	8/12/2022
Tom Reid	168.00	53726	8/12/2022
Tuckey Motorsports	3,651.00	53727	8/12/2022
ULINE	341.25	53739	8/26/2022
Universal Medical Inc	3,190.00	53740	8/26/2022
Verizon	1,073.97	22-08-12 P.09	8/12/2022
VRI INC.	414.00	22-08-12 A.29	8/12/2022
Xmission	378.37	53741	8/26/2022
Yvonne Klingler	480.00	53742	8/26/2022
Report Total	519,436.80		

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet
As of 8/31/2022

Assets

Cash on Hand	7,575.38
Cash with County Treasurer	4,233,866.10
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	46,000.00
Cash TR Building Maintenance	46,000.00
Accounts Receivable	63,436.27
Due from Dental DAPP	3,729.76
Due from State	(553,932.97)
Due from Other Funding Sources	502,435.57
Prepaid Expenses	120,253.38
Biologic Inventory	<u>60,024.57</u>
Total Assets	<u>4,839,344.00</u>

Liabilities

Accounts Payable	345,548.28
Payroll Liabilites	181,454.64
Capital Improvements	117,000.00
Deferred Revenue	822,824.80
Deferred Revenue BR	55,928.00
Deferred Revenue HD	58,898.00
Deferred Revenue SJ	78,459.00
Biologics	<u>60,024.57</u>
Total Liabilities	<u>1,720,137.29</u>

Net Assets

Operation Fund Balance	617,404.44
Restricted Fund Balance	361,769.47
Designated Fund Balance	<u>2,140,032.80</u>
Total Net Assets	<u>3,119,206.71</u>

Total Liabilities and Net Assets 4,839,344.00

Prior Year Fund Balance Comparison at 8/31/2021:

Operation Fund Balance	903,886.47
Restricted Fund Balance	443,364.36
Designated Fund Balance	<u>1,339,553.08</u>
Total Fund Balance \$	<u>2,686,803.91</u>

BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

Expense by Program - 8/31/2022

Program	Program Title	Month	Year to Date	Original	Expended	
*	010	Agency Support	4,085.25	32,494.84	29,899.00	108.68%
*	008	Salary & Fringe Payoff	912.78	95,475.27	90,000.00	106.08%
*	255	Community Health Direction	8,802.72	20,000.00	20,000.00	100.00%
*	021	Dental Clinic - Three Rivers	3,645.00	49,665.00	53,310.00	93.16%
	325	CSHCS	0.00	169,856.48	186,729.00	90.96%
	338	Immunization Vaccine Handling	28,151.80	257,968.89	294,886.00	87.48%
	605	General EH Services	3,559.71	32,898.69	38,152.00	86.23%
	714	Onsite Sewage Disposal	33,817.24	312,537.69	362,430.00	86.23%
	721	Drinking Water Supply	33,817.24	312,537.69	362,430.00	86.23%
	329	MCH Enabling Children	2,103.61	38,699.92	45,917.00	84.28%
	109	WIC	92,245.65	799,901.19	949,532.00	84.24%
	704	Food Service	41,210.11	408,658.17	485,882.00	84.10%
	112	CSHCS Medicaid Outreach	25,358.55	74,469.24	88,718.00	83.93%
	331	STD	11,315.63	123,687.05	149,187.00	82.90%
	230	Medical Marijuana HD	28.84	10,925.64	13,375.00	81.68%
	326	Vision (ELPHS)	7,089.88	84,398.12	103,633.00	81.43%
	032	Emergency Preparedness	13,386.01	134,051.02	164,983.00	81.25%
	212	Medical Marijuana BR	7,275.38	18,163.03	22,644.00	80.21%
	327	Hearing (ELPHS)	7,315.89	81,035.61	101,074.00	80.17%
	200	ELPHS Marketing	7,026.02	42,994.81	53,824.00	79.88%
	341	Infectious Disease	22,334.73	236,576.39	296,311.00	79.84%
	108	WIC Breastfeeding	10,840.90	78,630.57	99,056.00	79.37%
	035	Vector Borne Disease Surveillance	5,708.89	26,769.64	33,876.00	79.02%
	400	HRSA 20RCORP	50.89	8,731.71	11,280.00	77.40%
	012	Area Agency on Aging	265,282.72	1,536,100.83	1,992,159.00	77.10%
	029	Dental Clinic - Hillsdale	735.94	15,324.44	20,000.00	76.62%
	352	ELCCT Contact Tracing, testing doord,	23,724.08	392,016.53	517,195.00	75.79%
	107	Medicaid Outreach	1,183.29	9,944.43	13,123.00	75.77%
	332	HIV Prevention	2,293.66	25,754.70	34,202.00	75.30%
	115	MCH Enabling Women	1,548.34	41,092.02	55,375.00	74.20%
	201	CSF Carseats	1,895.37	17,217.85	23,597.00	72.96%
	321	CHC Tele-A-Health	805.85	23,903.09	33,077.00	72.26%
	275	Medical Marijuana SJ	22.22	5,793.12	8,098.00	71.53%
	745	Type II Water	2,095.70	71,086.18	99,892.00	71.16%
	101	Workforce Development	4,223.84	31,843.43	52,017.00	61.21%
	014	VOCA	15,428.59	122,104.18	205,743.00	59.34%
	138	Immunization IAP	38,329.13	437,913.98	765,866.00	57.17%

371	CSHCS Vaccine Initiative	3,223.58	8,087.29	14,385.00	56.22%
723	PFAS Response - White Pigeon	3,245.42	4,599.39	8,196.00	56.11%
351	CELC Infection Prevention	3,382.94	50,352.49	90,162.00	55.84%
345	Lead Testing	1,552.54	11,663.96	20,980.00	55.59%
405	Grant Writing	35.58	6,083.76	11,183.00	54.40%
363	363 CVDIMS Covid Immz Suppl	17,502.99	328,471.50	786,710.00	41.80%
207	MCRH Community Health Workers	14,599.23	67,040.94	168,545.00	39.77%
024	MERS Pension Underfunded Liability	22,590.00	27,782.17	84,590.00	32.84%
374	EOACV Expanding Older Adult Access to	1,967.34	2,538.01	16,992.00	14.93%
355	COVID-19 PH Workforce Suppl	0.00	9,278.58	173,396.00	5.35%
023	Capital Expenditures	0.00	12,728.82	261,000.00	4.87%
185	Dental Outreach	551.84	2,197.24	62,592.00	3.51%
378	Monkeypox Virus Response	489.37	489.37	0.00	0.00%
722	PFAS Response	0.00	0.00	1,365.00	0.00%
Total Expense		<u>796,792.28</u>	<u>6,712,534.96</u>	<u>9,577,568.00</u>	<u>70.09%</u>

The Agency is currently 21.57% under budget.

*11/12 Months =91.66%

**9/9 Months = 100%

Programs Showing Over Budget as of 8/31/2022

RU 010: Program shows over budget because we have received more revenue than was budgeted for the year, causing more expenses to stay in RU 010 and not be distributed to the programs through indirect cost allocation.
108.68%

RU 008: Over budget due to more long-term employees leaving than expected. The funding for this RU is all set aside in the designated fund balance when the paid-time-off is earned.
106.08%

RU 255: Program shows over budget because all the revenue has been received. This is a cost allocation program which is spread to other programs and will be at 100% at the end of the fiscal year.
100%

RU 021: Slightly over budget. We expect this to fall in line as the year progresses, but will continue to monitor.
93.16%

Public Health State/Local Cost Sharing

Based on the Michigan Public Health Code (P.A. 368 of 1978, as amended, 333.2475), there shall be a 50/50 cost share for the state mandated Essential Local Public Health Services.

BHSJ has routinely met the required Maintenance of Effort reporting requirement that has gone unchanged since the early 1990s; however, it is not meeting the required 50/50 cost share required by P.A. 368 of 1978. If the state updates the Maintenance of Effort number to reflect the current grant amounts, BHSJ would not be compliant as it does not receive enough local appropriations to cover the 50%.

I am requesting a \$0.15 increase to local appropriations, which will help inch the agency toward compliance; however, the proposed increase will not even raise the funding ratio by 1%. We should carefully consider all options that may address this funding imbalance and prepare a long-range plan to correct it.

Current Funding

	ELPHS Funds	Local Appropriations
ELPHS Total FY23	\$1,061,220	\$773,139
Funding Percentage	57.85%	42.15%

Proposed Increased Funding

	ELPHS Funds	Local Appropriations
ELPHS Total FY23	\$1,061,220	\$795,657
Funding Percentage	57.15%	42.85%

According to table 4 in, "A Review of the First Five Years" State/Local Cost Sharing in Michigan Report published in 1986 by the Michigan Department of Public Health, the counties of the district allocated 7.93% of the general fund revenue to the LHD in 1978, 8.19% in 1980, and 7.44% in 1983. Per the report, the per-capita rate was \$4.87 per person. Today that percentage of general fund revenue is only 1.79% and the per-capita rate is \$5.15 per person.

	1983	2009	2015	2021
General Fund		\$40,071,858.00	\$38,837,655.00	\$42,189,527.00
LHD Approp.		\$998,010.00	\$665,654.00	\$756,017.02
% of General Fund	7.44%	2.49%	1.71%	1.79%

The local Health Department (LHD) took devastating cuts between 2009 and 2013. These cuts equaled a 33.3% reduction in local appropriations. The LHD has never regained those losses, but has continued to operate all required program and has received the status of Accreditation with Commendations. The proposed increase of \$0.15 per person would increase the county appropriations by 2.9%, which will still leave the LHD funded at a level that is 20% lower than it received from the Counties in 2009.

Appropriations History

Year	Rate	Total	% Increase/Decrease
2009		\$998,010	
2010		\$938,136	-6.00%
2011		\$857,158	-8.63%
2012	5.15	\$784,395	-8.49%
2013	4.42	\$665,654	-15.14%
2014	4.42	\$665,654	0.00%
2015	4.42	\$665,654	0.00%
2016	4.57	\$688,246	3.39%
2017	4.72	\$710,836	3.28%
2018	4.87	\$733,427	3.18%
2019	5.02	\$756,017	3.08%
2020	5.02	\$756,016	0.00%
2021	5.02	\$756,017	0.00%
2022	5.15	\$773,139	2.26%
2023	5.30	\$795,657	2.91%

Percentage Below 2009 rate:

-20.15%

The decrease in funding along with the inflation rates leave the LHD with significantly reduced purchasing power.

Inflation Rates

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3					8.3
2021	1.4	1.7	2.6	4.2	5	5.4	5.4	5.3	5.4	6.2	6.8	7	4.7
2020	2.5	2.3	1.5	0.3	0.1	0.6	1	1.3	1.4	1.2	1.2	1.4	1.2
2019	1.6	1.5	1.9	2	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	1.8
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.4
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2	2.2	2.1	2.1
2016	1.4	1	0.9	1.1	1	1	0.8	1.1	1.5	1.6	1.7	2.1	1.3
2015	-0.1	0	-0.1	-0.2	0	0.1	0.2	0.2	0	0.2	0.5	0.7	0.1
2014	1.6	1.1	1.5	2	2.1	2.1	2	1.7	1.7	1.7	1.3	0.8	1.6
2013	1.6	2	1.5	1.1	1.4	1.8	2	1.5	1.2	1	1.2	1.5	1.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2	2.2	1.8	1.7	2.1
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3	3.2

Total Average Inflation since 2011: 30.3

In 2021 data was gathered from other LHDs to provide comparative data, on how other LHDs are funded per capita. The resulting information is shown in the table below.

Health Dept	Local Approp.	2020 Population	Per Capita
Branch-Hillsdale-StJ	\$ 773,138.60	150,124	\$ 5.15
Allegan	\$ 800,000.00	120,502	\$ 6.64
Barry/Eaton	\$ 1,261,324.00	171,598	\$ 7.35
Midland	\$ 658,282.00	83,494	\$ 7.88
Muskegon	\$ 1,774,392.00	175,824	\$ 10.09
Kent	\$ 9,472,113.00	657,974	\$ 14.40
Benzie-Leelanau	\$ 584,614.00	40,271	\$ 14.52
Grand Traverse	\$ 1,430,000.00	95,238	\$ 15.02

**Branch-Hillsdale-St. Joseph Community Health Agency
Appropriations History**

Year	Per Capita - Based on Calendar Year	Branch	Hillsdale	St. Joseph	Total	Total Agency Budget	% to Budget	Prior Year Increase (Decrease)
2005		273,608	278,231	372,514	\$924,353	\$5,869,966	15.75%	\$ 11,411
2006		277,028	281,708	377,172	\$935,908	\$6,600,370	14.18%	\$ 11,555
2007		281,877	286,635	383,772	\$952,284	\$6,865,897	13.87%	\$ 16,376
2008		284,871	293,592	390,487	\$968,950	\$7,205,684	13.45%	\$ 16,666
2009		293,417	302,392	402,201	\$998,010	\$7,739,501	12.90%	\$ 29,060
2010		275,812	284,255	378,069	\$938,136	\$7,131,289	13.16%	\$ (59,874)
2011		248,241	268,655	340,262	\$857,158	\$7,210,148	11.89%	\$ (80,978)
2012	5.15	219,482	240,443	324,470	\$784,395	\$5,991,536	13.09%	\$ (72,763)
2013	4.42	188,371	206,360	270,923	*\$665,654	\$6,000,892	10.93%	\$ (128,741)
2014	4.42	188,371	206,360	270,923	*\$665,654	\$6,174,625	10.62%	\$ -
2015	4.42	188,371	206,360	270,923	*\$665,654	\$6,031,609	10.87%	\$ -
2016	4.57	194,764	213,364	280,118	\$688,246	\$5,926,003	11.61%	\$ 22,592
2017	4.72	201,157	220,367	289,312	\$710,836	\$6,052,032	11.75%	\$ 22,590
2018	4.87	207,550	227,371	298,506	\$733,427	\$6,081,668	12.06%	\$ 22,591
2019	5.02	213,943	234,374	307,700	\$756,017	\$7,020,445	10.77%	\$ 22,590
2020	5.02	213,942	234,374	307,700	\$756,016	\$7,765,083	9.74%	\$ -
2021	5.02	213,942	234,374	307,701	\$756,017	\$8,366,875	9.04%	\$ -
2022	5.15	223,711	235,592	313,836	\$773,139	\$8,309,241	9.30%	\$17,122
2023	5.30	230,227	242,454	322,977	\$795,657	\$8,372,787	9.50%	\$ 22,519

* Maintenance of Effort (Minimum State Allowed set in FY92/93 is \$664,834)

** If granted additional \$.15 per capita annually

+ Increase of \$22,590 must be spent on unfunded pension liability until pension plan is fully funded

Proposed \$0.15 Per Capita Increases for 2023

County	Population	Current Per Capita	Current Allocation	Increase (Per Capita)	Increase		
	Based on 2020 Census				(Total \$ Amount)	Proposed Allocation	Increase
Branch*	43,439	5.15	\$ 223,711	0.15	\$ 6,516	\$ 230,227	2.91%
Hillsdale	45,746	5.15	\$ 235,592	0.15	\$ 6,862	\$ 242,454	2.91%
St. Joseph	60,939	5.15	\$ 313,836	0.15	\$ 9,141	\$ 322,977	2.91%
Total	150,124		\$ 773,139		\$ 22,519	\$ 795,657	

*Census Data adjusted to remove persons incarcerated in prison. (44,862 - 1,423 = 43,439)

Proposal to Send Additional Dollars to MERS Underfunded Pension Plan and Increase Contributions to Capital Improvement Funds

As the Agency nears the end of the current fiscal year, we continue to monitor the financials to ensure that we are in compliance with all programmatic and financial rules/regulations. This year was another challenging year in budgeting and the Agency is currently 21.57% under the expected expenditures. These under expenditures are caused by a variety of factors including utilizing existing staff to cover COVID-19 work, staff turnover, the inability to find staff leaving positions vacant for long periods, two large capital improvement projects that have been pushed into next year, and other issues. These items combined leave the Agency in a position where we will not meet maintenance of effort without spending some of these dollars.

The proposed solution to this problem includes two financial transactions that are not in the current budget, but should not cause the Agency to have an issue with the single audit material finding or programmatic issues, as these are all local dollars and we will not be exceeding the total budget amount for the agency.

The Agency would like to increase the amount of money placed in the capital improvement accounts for both Hillsdale and Three Rivers by \$26,000 each. These are local dollars that were targeted to replace the parking lot in Hillsdale, and to cover the wood siding in Three Rivers. These funds can then be utilized next year toward those projects that were rolled over.

The second transaction would send up to an additional \$250,000 to the MERS underfunded pension liability. The exact amount that we send may be less than this because we currently do not know the total expenditures for the year. Once that number is known, we will send the amount of dollars necessary to meet the maintenance of effort to the underfunded pension plan, which is a qualifying way to spend the dollars to meet our grant obligations.

These two transactions will leave the Agency in a better financial position for the following year, as well as meet the maintenance of effort and our contractual obligations.

Branch-Hillsdale-St. Joseph Community Health Agency 2022-2026 Strategic Plan

Approved by the Branch-Hillsdale-St. Joseph Community Health Agency Board of
Health and it's Health Officer

Tom Matthew, Chairperson

Rebecca A. Burns, Health Officer

September 22, 2022



BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH
AGENCY | **YOUR LOCAL**
HEALTH DEPARTMENT

In recent years the work of public health professionals and public health agencies has been spotlighted. A sometimes-forgotten piece of the healthcare system, public health is being scrutinized and politicized calling for BHSJCHA to shape a well-defined path for the future with this strategic plan. At BHSJCHA our mission of “helping people live healthier” explains the work we do whether that is issuing a permit for a new on-site sewage system, inspecting a restaurant, providing an immunization, screening a child for hearing and vision, or the many other services our staff provide. This dedication to helping residents in the tri-county area live healthier, coupled with our vision of “being the trusted health resource for all people” is not just words on paper for our staff. With everything we do at BHSJCHA we mean what we say and we strive to do everything with excellence using best practices. We do endeavor to be your trusted health resource.

As we take on the opportunity of providing public health services to all people in our tri-county service area, we value inclusion, innovation, and integrity; statements that define BHSJCHA’s commitment to how we do business. We will soon begin work on a Community Health Needs Assessment and use the data that results from that to inform a Community Health Improvement Plan. These efforts will further define the activities that our local public health Agency will engage in over the next four years.

The development of this four-year plan was a collaborative effort that included community partners and leaders, BHSJCHA staff and administration, and the BHSJCHA Board of Health. A good plan takes direction from many voices and opinions and I’m proud to present this plan which included input from a diverse set of stakeholders. The planning is done; let’s get to the work of implementation.

Sincerely,

Rebecca A. Burns, MPH, RS
Health Officer

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Branch-Hillsdale-St. Joseph Community Health Agency

Mission: *The mission of the Branch-Hillsdale-St. Joseph Community Health Agency, Your Local Health Department is, helping people live healthier.*

Vision: *The vision of the Branch-Hillsdale-St. Joseph Community Health Agency is to be the trusted health resource for all people.*

Values:

- Inclusion
- Innovation
- Integrity

Strategic Priorities:

- Communication and Advocacy
- Employee Investment
- Programming and Policies

Background

The Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ), under the direction of public health officer, Rebecca Burns, determined the need to create an organization strategic plan to guide its activities for the next four years. The agency's executive team coordinated the planning process and hired an external consultant to facilitate meetings and draft the initial plan. The agency's front-line staff also participated in the planning process through their participation in the initial strategic planning survey and meetings during the planning process. Community partners, county officials and board of health members were also survey participants. BHSJ internal participants included representation from all levels and all divisions within the department. Evidence of multi-level staff participation are provided in Appendix A.

The Strategic Planning Process

The team held its first planning session on June 30, 2022. During the initial session, the team received an overview of the strategic planning process, learned what the Public Health Accreditation Board's requirements are for a strategic plan, and reviewed the proposed plan development timeline. Department documents were reviewed in preparation for the initial meeting:

During the first meeting, the team reviewed its mission statement and compared it to the survey responses received. After much discussion, the team developed a proposed new mission statement. The team then created a new proposed vision statement for the organization. The team then turned its attention to the values. The BHSJ has a set of values and the team opted to

continue to work on potential revisions between the first and second meetings. By the end of the first meeting, the team developed a draft of the Strengths, Weaknesses, Opportunities and Challenges (SWOC) assessment and a proposed set of strategic priority areas to be further discussed and refined at the front-line staff meetings. The proposed priority areas are:

- Communication and Advocacy
- Employee Investment
- Programming and Policies

On July 15, 2022, the front-line staff met in one of two identical (morning and afternoon) sessions. Both groups reviewed the information and draft materials provided and developed at the first meeting. Both sessions generated refinements to the priority areas as well as the goals and objectives for each as well as potential strategies to achieve the objectives and ultimately the goals. Additional proposed versions of the vision statement were also developed.

The contracted consultant was then tasked with refining the objectives and strategies which will then be incorporated into the draft plan for team member review and comment.

A SurveyMonkey survey was disseminated to staff, and they were asked to rank the priority areas and the corresponding objectives. The consultant and leadership team used the results to set timelines and deadlines for the objectives and determine which areas to focus on in the first year of the plan. The survey also asked staff to select one of the proposed vision statements and indicate their level of support for the proposed mission statement and agency values. A total of 46 responses were received.

In communications with the health officer, the consultant provided the survey results and draft plan. The leadership team members developed time-framed targets for the objectives and strategies included in the plan and fine-tuned the narrative. The final draft was sent to the department staff on September 14, 2022.

Staff Involvement

The front-line staff of the department were provided the opportunity to participate in a strategic planning online survey that was conducted prior to the first planning session. Staff were asked to provide feedback on the current trends they see in the community, their vision for the health department, and internal strengths and weakness and external opportunities and challenges. The information gathered was used to develop the agency's vision statement and was instrumental in the SWOC analysis. (See Table 1)

After the priority areas and proposed objectives were developed, the staff were once again asked to participate in a second online survey to prioritize the goals and strategies in order to create the time-framed targets for the objectives. The first staff and community stakeholder survey garnered 57 responses and the second survey which was sent to SFHD staff received 46 responses. Both the survey instruments and results are available upon request.

Stakeholder Engagement

The final draft document of the strategic plan was shared with the BHSJ Board of Health on September 14, 2022 by email and then again on September 19, 2022 as part of the meeting packet for the Program, Policy, and Appeals Committee to receive input and feedback from both the Board and the public.

The plan was also distributed via email to the agency's community partners and stakeholders within the three-county region. Several stakeholders acknowledged receipt of the final draft and thanked the Agency for the opportunity to participate in the process. TB from St. Joseph County stated, "I did an overview look and I think it looks good!" Once the Board of Health accepts the Strategic Plan a copy will be forwarded to the MDHHS Division of Local Health Services.

A total of 16 community partners participated in the strategic planning survey that was used to develop the plan's priorities.

Alignment with BHSJ Organizational Plans

Branch-Hillsdale-St. Joseph Community Health Agency Needs Assessment and Improvement Plan

In 2022, the BHSJ requested bids to assist in the community health needs assessment (CHNA) and health improvement planning process. It is anticipated that the assessment process will begin in the last quarter of 2022 and that the plan will be developed by June 2023. BHSJ included the CHNA process into our strategic plan as we need to determine where service gaps exist and how the agency and in coordination with partners will work collectively to address them resulting in improving the health status within the three-county district.

It is anticipated the strategic plan will be updated to include those areas (services, policy development, interventions, etc.) where BHSJ will serve in a leadership capacity during the health improvement plan implementation.

Quality Improvement, Workforce Development, and Performance Management Plans

The BHSJ has identified and implemented QI projects throughout the department over the course of the past few years as we continue to develop a culture of quality. The strategic plan will be valuable resource for us to use to identify additional QI projects as we begin implementation of our plan.

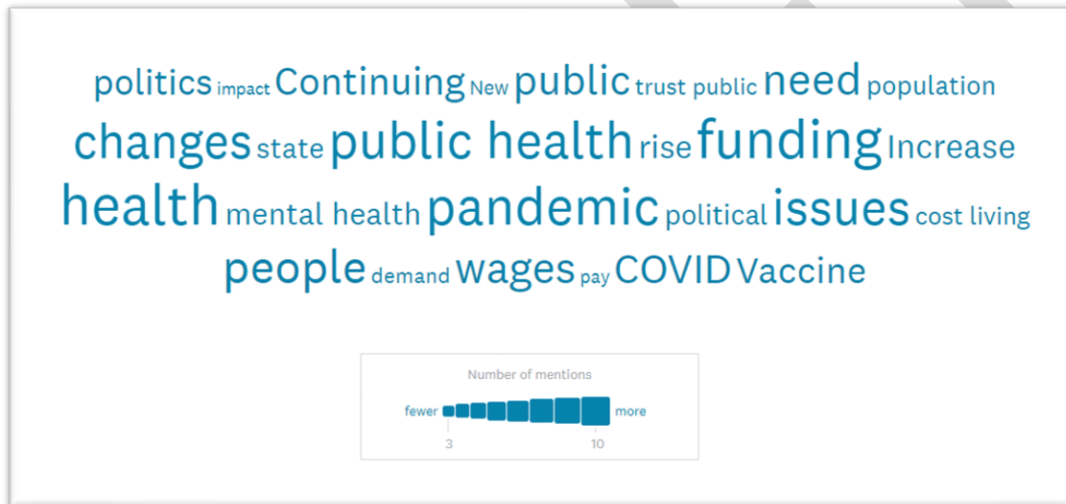
Our strategic planning process has identified the need to update our workforce development plan. One of the strategic priority areas is dedicated to the development and implementation of the BHSJ Workforce Development Plan.

We recognize we need to begin a concerted effort to create a comprehensive performance management system within the department. The strategic plan with its measurable objectives and strategies will be a cornerstone for our performance management system as we develop department-wide performance goals. We have invested in the VMSG performance management software and are committed to training staff and utilizing the system to track our performance in both programs and policies.

External Trends and Events that Impact Our Work

As evidenced in the SWOC analysis provided on the following page, the BHSJ Community Health Agency has multiple factors that potentially impact our work. Both opportunities and challenges have been identified and are addressed in the strategic plan.

The initial SurveyMonkey survey included a question asking participants to identify current trends impacting the BHSJ Community Health Agency in the next five-ten years. In the Word Cloud illustrates the identified trends.



During all of the strategic planning sessions, discussions were held related to the current level of distrust in government and in public health. This is a primary reason our strategic plan will focus on communication and advocacy efforts to restore the public’s trust in public health and achieve our agency vision to be the trusted health resource for all people.

Changes and lack of flexibility with state and federal funding to address locally identified needs continues to be a challenge and will require us to continue to advocate for more local control related to the funding allocations. We also will work with our own board of health to assure local funding is available to address the external challenges we encounter.

The fact that the level of community distress is exceedingly high and mental health fragility is present in both our staff and community members is the reason we have included an objective related to mental and behavioral health. We anticipate this will be a long-term challenge not only for our agency but for local health departments nation-wide.

SWOC WORKSHEET		
Branch-Hillsdale-St. Joseph Community Health Agency		
INTERNAL	<p>STRENGTHS</p> <ul style="list-style-type: none"> • Dedicated, professional employees • Good leadership- ready to plans into action • Mobile clinic vehicle • Good internal communication • Fiscally mindful – financially efficient • Broad scope of public health expertise • Customer service • Positive attitudes • Accommodates the needs of the public in special and unique ways • Communication with the public • Attitude of excellence • Be able to accept donations for families 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> • Lack of leadership in holding people accountable • Staff turnover • Inability to pay competitive wages due to funding limits • Morale/burnout of staff • Multiple demands on staff/workloads • Communication • Limited support from board of health to retain staff • Lack of educational opportunities for staff • Facility appearance • Mental health concerns
EXTERNAL	<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> • Expand educational outreach opportunities to public and in schools/youth programs • Continued work with federally qualified health centers • Integration and partnerships with community organizations • Grant and funding opportunities • Collaboration within MI and neighboring states to compare, contrast best practices and form a unified version of local health departments • Remote WIC as a permanent option • Be a community leader • Promotion of image • Use the mobile unit to reach out to specific communities in need • Educate and prepare board of health members to promote the health department with higher level officials. Utilize the skills of board members to promote the health department 	<p>CHALLENGES</p> <ul style="list-style-type: none"> • Lack of flexibility at state level in approaching problems • State and federal mandates • Public support and trust – misinformation on role and scope of public health • Sustainable funding from state and federal government • Political views in medical settings • Economy • Social media • Emerging culture that disregards practices necessary for public health • Individualistic attitudes • Changing social norms • Community distress and collective fragile mental health

Strategic Plan Outline

The plan outlined on the following pages is displayed in a table format to improve readability. The tables indicate each Strategic Priority Area highlighted in blue, the Objectives are highlighted in gray, and the strategies highlighted in yellow. Each priority area includes the identified champion(s), and each strategy includes the metric/measure to be used to monitor progress.

Annual action plans will be developed and utilized to stay on track each year of the plan and to be able to analyze the work accomplished each year as well as to identify if and when adjustments to timelines and activities need to be modified.

Strategic Priority Area 1: Employee Investment	
Goal: Ensure retention of a competent and satisfied workforce	
Champion(s): Administrative Services Division Primary: Theresa Fisher Secondary: Brenae Gruner	
Objective 1.1: Beginning in 2023, create a wage equity plan and continue to present to BOH annually	
Strategies	Metric/Measure
1.1.1 Seek out wage surveys conducted in past 12 months if available for review; request assistance from MALPH as appropriate by January 2023	
1.1.2 Create opportunities for board members interact with employees to gain understanding of public health work and build rapport by January 2023	
1.1.3 Present wage equity plan to BOH in October of every year	
Objective 1.2 Review and update the agency workforce development plan by January 2024	
Strategies	Metric/Measure
1.2.1 Analyze agency-wide self-assessment of the public health core competencies to identify knowledge gaps and opportunities for staff development by December 2022	
1.2.2 Identify the mandated trainings required for each department and program by December 2023	
1.2.3 Create an annual training schedule and tracking system to assure the mandated trainings are completed by January 2024	

1.2.4 Compile the information necessary for new employee orientation by January 2024	
1.2.5 Consider a peer-mentoring program for new employees by June 2024	
1.2.6 Provide staff the opportunity to review and provide input into the plan by September 2024	
Objective 1.3: Evaluate our hiring strategies and opportunities for advancement by September 2023	
Strategies	Metric/Measure
1.3.1 Review each step in the recruitment and hiring/orientation process and recommend improvements by March 2023	
1.3.2 Develop materials to promote the benefits provided by agency to be used in the recruiting process March 2023	
1.3.3 Review job descriptions for accuracy and update as appropriate; assure employees know where job descriptions are located for reference by September 2023	
1.3.4 Explore the development of career ladders for employees to seek advancement opportunities and aid in succession planning by January 2024	

Objective 1.4 Develop and enhance employee satisfaction beginning in October 2023 and on an ongoing basis.	
Strategies	Metric/Measure
1.4.1 Create a multi-department and level employee satisfaction team by January 2023	
1.4.2 Create opportunities for staff to express their level of job satisfaction by September 2023	

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Strategic Priority Area 2: Communication and Advocacy

Goal: Assure a strong internal and external communication strategy to promote public health advocacy and to extend the reach of public health

Champion(s): Health Promotion & Education Section

Primary: Alex Bergmooser

Secondary: Kris Dewey

Objective 2.1 Develop and implement an internal communication plan by June 2023

Strategies	Metric/Measure
2.1.1 Maintain a multi-departmental and multi-level staff committee to develop internal communication plan by January 2023	
2.1.2 Evaluate share drive system and provide staff access and training by June 2023	
2.1.3 Create and provide to all agency staff, departmental and program meeting schedules on an annual basis starting in 2023	

Objective 2.2 Develop and foster relationships with stakeholders to support agency mission and vision starting in 2023 and on a continual basis

Strategies	Metric/Measure
2.1.1 Assess who the current and potential stakeholders are for the agency and create opportunities for engagement by June 2023	
2.1.2 Develop a stakeholder email distribution list to share relevant agency, program, and emerging health issues information by September 2023	

2.1.3 Seek out relationships with college and vocational programs to encourage public health as a career and staff recruitment by September 2024	
2.1.4 Share stakeholder events, information on social media platforms and with staff starting in April 2023	
Objective 2.3 Develop and implement an external communication plan by January 2024	
Strategies	Metric/Measure
2.3.1 Maintain a multi-departmental and multi-level staff committee to develop external communication plan by January 2024	
2.3.2 Explore the opportunities available to provide translation services to the public through staff, partners, and media by June 2024	
Objective 2.4 Expand the behavioral health collaboration by March 2023	
Strategies	Metric/Measure
2.4.1 Develop and disseminate informational materials for the 988 Hotline by January 2023	
2.4.2 Assess the current behavioral health programs available within the district and share with staff and persons served by January 2023	
2.4.3 Continue discussions with behavioral health organizations within the district to determine how	

our agency can collaborate and be of assistance starting in October 2022 and ongoing basis	
2.4.4 Provide staff with mental health educational opportunities to recognize behaviors, situations and the prevention and intervention resources available by December 2022	

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Strategic Priority Area 3: Programming and Policy	
Goal: Ensure programming policies and procedures are meeting the requirements and needs of the organization	
Champion(s): BHSJCHA Directors & Health Officer Primary: Rebecca Burns Secondary: Theresa Fisher	
Objective 3.1 Review all existing policies for relevance by January 2024	
Strategies	Metric/Measure
3.1.1 Develop and implement timelines to ensure program policy reviews and revisions take place on a scheduled basis by January 2023	
3.1.2 Evaluate the existing structure to our agency personnel policy committee and identify areas of opportunity for improvement by September 2023	
3.1.3 Present policy revisions to board of health for review and approval on an ongoing basis as necessary	
Objective 3.2 Conduct a CHNA and use this to assess the need for additional programs and service delivery methods to meet community needs by June 2023	
Strategies	Metric/Measure
3.2.1 Establish a community health needs assessment team comprised of community partners and staff	
3.2.2 Collect and analyze primary and secondary community data through a variety of sources and methods	
3.2.3 Present data to partners, stakeholders, and community members to identify and prioritize health issues that will be included in community health improvement plan	

3.2.4 Determine the assets and resources available to address the prioritized health issues	
3.2.5 Seek out public and stakeholder input regarding necessary programs and service delivery methods and identify gaps within the district by	
3.2.6 Work with community partners to assure community needs are met that are beyond the scope of delivery by the agency by June 2023	
3.2.7 Develop goals, objectives, and a reporting process to monitor and sustain the process and health status	
3.2.8 Review and update the plan on an annual basis	
Objective 3.3: Implement the VMSG dashboard to track program compliance by December 2022	
Strategies	Metric/Measure
3.3.1 Implement agency-wide educational opportunities on the use of the VMSG software and dashboard functions for program compliance by December 2022	
3.3.2 Upload the strategic planning objectives into VMSG by December 2022	
3.3.3: Upload program performance measures at least three programs into VMSG by January 2023 and quarterly thereafter until all programs are included in the software system	
3.3.4 Monitor the VMSG dashboard on a quarterly basis for program compliance beginning in March 2023	
Objective 3.4: Implement the VMSG dashboard to track policy compliance by January 2024	
Strategies	Metric/Measure

3.4.1 Implement agency-wide educational opportunities on the use of the VMSG software and dashboard functions for policy compliance by January 2024	
3.4.2 Upload the policy performance measures of at least three programs into VMSG by January 2025 and quarterly thereafter until all policies are included in the software system	
3.4.3 Monitor the VMSG dashboard on a quarterly basis for policy compliance beginning in March 2025	

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APPENDICES

Appendix A: Strategic Planning Sessions; Participant Sign-In Sheets

Strategic Planning Meeting - June 30, 2022

Name	Job Title	30-Jun
Aimmee Mullendore	Clinic Supervisor	x
Alex Bergmooser	Health Analyst Supervisor	x
Joseph Frazier	EH Supervisor	x
Kali Nichols	Personal Health and Disease Prevention Director	x
Laura Sutter	AAA Director	x
Paul Andriacchi	Environmental Health Director	x
Rebecca Burns	Admin/Health Off	x
Tereasa Penney	CSHCS Hearing/Vision Supervisor	x
Theresa Fisher	Administrative Services Director	x
Heidi Hazel	Clinic Supervisor	x
Shelby Ankney	Clinic Supervisor	x
Kristina Dewey	Health Educator	x

Strategic Planning Meeting - July 15, 2022

Name	Job Title	15-Jul
Aimmee Mullendore	Clinic Supervisor	x
Alex Bergmooser	Health Analyst Supervisor	x
Joseph Frazier	EH Supervisor	x
Kali Nichols	Personal Health and Disease Prevention Director	x
Laura Sutter	AAA Director	x
Paul Andriacchi	Environmental Health Director	x
Rebecca Burns	Admin/Health Off	x
Tereasa Penney	CSHCS Hearing/Vision Supervisor	x
Theresa Fisher	Administrative Services Director	x
Heidi Hazel	Clinic Supervisor	x
Shelby Ankney	Clinic Supervisor	x
Kristina Dewey	Health Educator	x

Strategic Planning Meeting - World Café Model, July 15, 2022

The meeting was broken into two sessions, to allow all staff to participate (morning & afternoon).

Name	Job Title	AM	PM
Alex Bergmooser	Health Analyst Supervisor		X
Amber Alexander	Public Health Nurse	X	
Amey Elkins-Little	Breastfeeding Peer Counselor	X	

Strategic Planning Meeting - World Café Model, July 15, 2022 (Continued)

The meeting was broken into two sessions, to allow all staff to participate (morning & afternoon).

Name	Job Title	AM	PM
Andrea Cussigh	Community Health Worker	X	
Annalisa Rice	EH Sanitarian	X	
Barbara Keith	EH Sanitarian		X
Bethany Pirman	EH Sanitarian		X
Bonnie Angus	Immunization Biller		X
Bonnie Saddler	Finance & IT Support Specialist		X
Brandie Lennox	EH Administrative Assistant	X	
Brenae Gruner	Accountant		X
Carrie Southern	EH Sen Sanitarian		X
Christine Ash	Fiscal Support Specialist	X	
Connie Garner	Clinic Clerk Tech	X	
Cody Johnson	EH Sanitarian	X	
Diana Rogers	Administrative Support Clerk	X	
Heidi Hazel	Clinic Supervisor	X	X
James Cook	EP Coordinator	X	
Janice Siddons	VOCA Elder Abuse Victim Specialist	X	
Jennifer Hopkins	Immunization Clerk		X
Jessica Butler	Public Health Nurse		X
Jesusa Vela	Clinic Clerk Interpreter	X	
Jodie Roberts	Clinic Clerk Tech		X
Jolene Hurst	Clinic Administrative Assistant	X	
Joseph Frazier	EH Supervisor	X	
Joshua Englehart	Health Educator		X
Kimberly Boyter	Clinic Clerk Tech		X
Kristina Dewey	Health Educator		X
Laura Sutter	AAA Director	X	
Linda Hershey	Community Health Services RN	X	
Lindsey Warner	EH Administrative Assistant		X
Lisa Palmer	Clinic RN		X
Lisa Redmond	Outreach Worker	X	
Lori Hibbs	Clinic Clerk Tech	X	
Madonna Hilarides	Public Health Nurse		X
Mallory VanWagner	School Health Educator	X	
Mary Kerr-Badder	Immunization Clerk	X	
Mary Proctor	Carseat Tech		X
Melissa Gilbert	Immunization Clerk		X
Nichole Ewers	CSHCS LBS Representative	X	
Paul Andriacchi	Environmental Health Director	X	

Strategic Planning Meeting - World Café Model, July 15, 2022 (Continued)

The meeting was broken into two sessions, to allow all staff to participate (morning & afternoon).

Name	Job Title	AM	PM
Roger Zimmerman	EH Sanitarian	X	
Stephanie Hough	EH Administrative Assistant		X
Tereasa Penney	CSHCS Hearing/Vision Supervisor	X	
Tina Schneidmiller	Clinic RN		X
Vanessa Squier	AAA Social WK Care Consultant	X	
Vera Jo Sierminski	Clinic Clerk Tech	X	

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Agency Observed Holidays – 11 Days

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Branch, Hilldale, and St. Joseph Counties are still moving through the process of how they will handle Juneteenth.

State Observed Holidays – 14 Days on Even Years, 13 Days on Odd Years
Per <https://www.michigan.gov/som/government/state-holidays>

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- General Election Day, even-numbered years only
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day
- New Year's Eve

Following our research we discovered that there were **two bonds issued for two different projects**, see below.

1. Nearly Final Official Statement Dated **Nov. 19, 1999 in the amount of \$2,000,000.00.**
Registrar, Transfer, and Paying Agent: Bank One Trust Company, NA.
Maturity Schedule: Sep. 1, 2000 – Sep. 1, 2019.
Project: Renovation of the 809 Marshall Rd. Building.
2. Nearly Final Official Statement Dated **Mar. 26, 1998 in the amount of \$2,550,000.00.**
Maturity Schedule: Sep. 1, 1999 – Sep. 1, 2018.
Project: Construction of the 388 Keith Wilhelm Dr. Building.

CHA - 22,420 sq. ft.
Renovation Cost Estimate - \$89.20 sq. ft.

DHHS – 13,358 sq. ft.
New Construction Estimate - \$190.90 sq. ft.

Portion used by CHA - .73.

Payment.

\$3,270,071.88

CHA Portion - \$2,387,152.48

Annual Amount - \$68,331.36 X 20 = \$1,366,627.20.

Balance = \$2,387,152.48 - \$1,366,627.20 = \$1,020,525.28.

Balance = 15 years.

Beginning in 2024 and continuing for the remainder of the lease term the County will transfer \$2,000.00 of the monthly installment of \$5,694.28 and retain that amount in a Capital Improvement Fund (CIF). The CIF will be capped at \$74,000.00. If funds are used then they will be replenished up to the cap. The usage of these funds will be determined by the Lessor based on input from the Lessee. At the end of the lease term, or any extension thereof, the funds in the CIF become the unrestricted property of the Lessor.

Building Cost Comparison 2017-2022

2017-2022 Current	BRANCH	HILLSDALE	THREE RIVERS
Utilities	-	90,273.26	60,138.51
County Maintenance	107,315.97	76,045.04	-
Storage	2,750.00	-	-
Misc Maint/Repairs/Ind Cont	2,243.31	245.03	60,362.24
Cleaning	102,793.56	98,504.18	100,376.92
Elevator	-	9,202.77	-
Cintas	-	1,437.20	456.53
Capital Improvement	213,231.60		
Building Expenses:	428,334.44	275,707.48	221,334.20
Rent	313,185.40	265,502.00	5.00
Total:	741,519.84	541,209.48	221,339.20

Approximate Sq. Ft.

13800 sq. ft.

16322 sq. ft.

10000 sq. ft.

2017-2018	BRANCH	HILLSDALE	THREE RIVERS
Utilities		20,923.66	12,959.51
County Maintenance	24495.30*	41129.33**	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	167.22	90.10	12,599.01
Cleaning	21,600.00	3,224.87	22,206.80
Elevator		390.78	
Cintas		270.38	136.00
Building Expenses:	46,862.52	66,029.12	47,901.32
Rent	68,331.36	88,500.00	1.00

** Cleaning is included in HD maintenance

* Includes Utilities

2018-2019	BRANCH	HILLSDALE	THREE RIVERS
Utilities		19,570.19	13,767.73
County Maintenance	20893.06*	12,441.65	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	174.59	29.93	11,735.08
Cleaning	22,780.75	27068.12***	22,168.06
Elevator		1,684.72	
Cintas		82.50	40.00
Building Expenses:	44,448.40	60,877.11	47,710.87
Rent	68,331.36	88,500.00	1.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

2019-2020	BRANCH	HILLSDALE	THREE RIVERS
Utilities		19,427.34	12,341.20
County Maintenance	21977.83*	7,834.94	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	100.00		9,492.50
Cleaning	22,663.41	26156.24***	21,490.26
Elevator		2,778.08	
Cintas		224.84	47.35
Building Expenses:	45,341.24	56,421.44	43,371.31
Rent	68,331.36	88,500.00	1.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

2020-2021			
Utilities		18,587.37	12,617.89
County Maintenance	25231.46*	10,072.58	
Storage	600.00		
Misc Maint/Repairs/Ind Cont	1,613.20		15,936.14
Cleaning	22,067.40	26631.46***	21,615.72
Elevator		3,220.55	
Cintas		541.66	118.82
Capital Improvement	213,231.60		
Building Expenses:	262,743.66	59,053.62	50,288.57
Rent	68,331.36	1.00	1.00
Capital Improvement Fund		24,000.00	24,000.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

2021-2022			
Utilities		11,764.70	8,452.18
County Maintenance	14718.32*	4,566.54	
Storage	350.00		
Misc Maint/Repairs/Ind Cont	188.30	125.00	10,599.51
Cleaning	13,682.00	15423.49***	12,896.08
Elevator		1,128.64	
Cintas		317.82	114.36
Building Expenses:	28,938.62	33,326.19	32,062.13
Rent	39,859.96	1.00	1.00
Capital Improvement Fund		14,000.00	14,000.00

* Includes Utilities

*** Includes Cleaning for MCDC which is reimburse by MCDC

FY21-22 data goes through 4/30/2022

Notes:

Historical Information: It is our understanding that the building lease costs were set based on the cost to re-pay the mortgage when the buildings were built or remodelled. When the mortgages were retired in Three Rivers and Hillsdale, new leases were signed at \$1 per year. The 20 year repayment period for the renovation of the Coldwater building should have ended in 2020.

LEASE CONTRACT

Between

County of Branch and Branch-Hillsdale-St. Joseph Community Health Agency

THIS LEASE between the County of Branch, hereinafter called the Lessor, and the Branch-Hillsdale-St. Joseph Community Health Agency (P.A. 367), hereinafter called the Lessee, witnesseth that: the parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

Location

1. The Lessor hereby leases to the Lessee and the Lessee hereby rents from the Lessor the premises described as Human Service Building, 570 Marshall Road, located at Coldwater, Michigan, for the term of years beginning on May 1, 2020, and ending on April 30, 2040. It is understood by both parties that the Lessee will occupy 60% of said premises.

Rent

2. The Lessee agrees to pay to the Lessor as rent for said premises the total sum of \$68,331.36 annually in monthly installments of \$5,694.28. All other charges and sums accruing to the Lessor hereunder shall be construed as rent.

3. The Lessor agrees to pay the cost of maintenance of said premises. Maintenance costs shall include, by way of example, but shall not be limited to, all costs of preventative maintenance including such items as ballasts, filters, bulbs, lubrication of equipment per manufacturers specifications, etc., snow removal from the parking lots and sidewalks upon the accumulation of two inches or more by the morning after the snow, grounds maintenance including grass cutting, leaf raking, landscaping, and reasonable litter removal, structural repairs not covered by any fire and casualty insurance coverage including new roofing, etc. as needed to maintain said premises in as good a condition of repair as when Lessee took possession of said premises, and any other items of repair or maintenance not specifically mentioned herein. The cost of maintenance shall include, but shall not be limited to, the actual cost of all materials, hired contractors or laborers, the labor costs for the County Complex Supervisor and staff attributable to maintenance of the premises described herein, and the pro rata portion of costs of equipment attributable to employment in the maintenance of said premises. Sixty (60%) percent of costs of said maintenance attributable to said premises shall be paid to the Lessor by the Lessee.

4. The Lessor agrees to maintain property, fire, and casualty insurance and premises liability insurance on said premises, and shall identify Lessee as a named insured on said policy, as part of the general insurance of Lessor. Sixty (60%) percent of costs of said insurance attributable to said premises shall be paid to the Lessor by the Lessee.

5. Beginning in 2024 and continuing for the remainder of the lease term the County will transfer \$2,000.00 of the monthly installment of \$5,694.28 and retain that amount in a Capital

Improvement Fund (CIF). The CIF will be capped at \$74,000.00. If funds are used then they will be replenished up to the cap. The usage of these funds will be determined by the Lessor based on input from the Lessee. At the end of the lease term, or any extension thereof, the funds in the CIF become the unrestricted property of the Lessor.

Description of Premises

6. The Lessee agrees that said premises shall be used as an office and clinic for Lessee's business, and for no other purpose; and that said premises shall be used and occupied in a careful, safe and proper manner; that no use, trade, or occupation which is known in insurance as extra or especially hazardous shall be permitted therein; that no waste shall be committed or permitted upon nor any damage be done to said premises and building or by reason of the business conducted in said premises by the Lessee; and the Lessee will, at its own expense, during the continuance of this Lease, and any renewal thereof, keep the said premises and every part thereof in as good repair, and at the expiration of the term, yield and deliver up the same in like condition as when taken reasonable wear and use thereof alone excepted.

Unlawful Use

7. The Lessee shall not conduct or permit to be conducted on said premises any business nor permit any act which is contrary to or in violation of the laws of the United States of America or of the State of Michigan or of the ordinances of the said city, nor of the laws, rules and regulations of any governmental authority, and the Lessee agrees that in the use and occupancy of the premises the Lessee will comply with all the provisions of the Building Code and the ordinances of the said city, and the laws of the State of Michigan, pertaining to such use and occupancy. If the Lessor shall elect (and it is expressly given the right so to do) to declare a forfeiture of this Lease by reason of a default on the party of the Lessee in any of the Lessee's covenants in this paragraph, the Lessee agrees to indemnify and save harmless the Lessor and said premises against all cost, damages and expenses, including all loss of rental or other loss suffered by the Lessor on account thereof and incurred in connection with the defense of any suits or actions arising directly or indirectly from any violation of said laws or ordinances now in force or hereinafter enacted.

Alterations

8. The Lessee shall make no alterations in or additions or improvement to said premises without first obtaining the written consent of the Lessor and all additions and improvements made by the Lessee (except only movable office furniture and fixtures) shall become the property of the Lessor on the termination of the Lease or the occupancy of the premises.

Subletting and Assignments

9. The Lessee agrees that neither said premises nor any part thereof shall be sublet nor shall this lease be assigned without the prior written consent of the Lessor first having been obtained. No assignment for the benefit of creditors or by operation of law shall be effective to transfer any rights to the said assignee without the written consent of the Lessor first having been obtained. If the Lessee shall be declared insolvent or bankrupt, or if any assignment of the property of the Lessee shall be made for the benefit of credits or otherwise, or if the Lessee's leasehold interest

herein shall be levied upon under execution, or seized by virtue of any writ of any court of law, or if a petition be filed to declare the Lessee bankrupt or a Trustee in bankruptcy or a Receiver be appointed for the Lessee, whether under the operation of the State or of the Federal statutes, then the Lessor may at its option immediately and without notice to the Lessee or any assignee, transferee, receiver, trustee or any other person or persons, terminate this lease and immediately repossess said premises, using such force as may be necessary without being deemed guilty of any manner of trespass or forcible entry or detainer. The Lessee expressly waives the service notice of intention to terminate this lease or repossess said premises, or of any demand for payment of rent or any other notice or demand prescribed by any law of the State of Michigan, and agrees that the simple breach of any of the covenants herein shall of itself constitute a wrongful detainer of said premises by the Lessee within the meaning of the statutes of the State of Michigan governing forcible entry and detainer.

If the rent at any time shall not be paid when due, then that part of the rental sum covenanted to be paid by the Lessee under Section 2, hereof, which has not been paid to the Lessor, shall immediately become due and payable at the election of the Lessor without notice to terms of composition, or in case a receiver is appointed to take charge of and conduct the affairs of the Lessee, such claim for unpaid rent so due and payable under this Lease shall be considered liquidated damages and shall constitute a debt provable in bankruptcy or receivership.

Default

10. If the Lessee shall abandon or vacate said premises before the end of the term of this Lease, or if default shall be made by the Lessee in the payment of said rent or any installment or part thereof, or if the Lessee shall fail to observe or perform any of the Lessee's agreements in this Lease, then and in each and every instance of such abandonment, vacation, or default, the Lessee's right to enter said premises shall be suspended, and the Lessor may at its option and without notice enter said premises, change the locks on the doors of said leased premises, and may remove and exclude the Lessee from the said building (the Lessee hereby expressly agreeing not to enter in or upon said premises while in default in any respect hereunder), or the Lessor may at its option and without notice, enter said premises, remove any signs of said Lessee therefrom, and re-let the same as it may see fit, and that for the purpose of such re-letting the said Lessor is authorized to make any repairs, changes, alterations or additions in and to said leased premises as may be necessary in the sole opinion of the Lessor for the purpose of such re-letting. If a sufficient sum shall not be realized from such re-letting to cover the rent remaining unpaid by the Lessee, and the cost of expenses of repairs, changes, alterations or additions, and the expense of such re-letting, and the cost of collecting the rent accruing therefrom, then the Lessee will pay such deficiency upon demand. Any action taken by the Lessor under the provisions of this paragraph shall not be construed as an eviction of the Lessee, nor as a termination of this Lease, nor as a waiver of any claims for damages which the Lessors might have by reason of the Lessee's default. The Lessor may at its option in the event of default cancel this Lease, and avail itself of all privileges of entry mentioned above, as well as any other privileges of entry, and from and after due notice of such cancellation, all estate, rights, title and interest of the Lessee in said premises shall cause, anything herein contained to the contrary notwithstanding, without, however, waiving in any way any claims for damages which the Lessor might have against the Lessee by reason of such default.

Damage to Lessee's Property

11. All personal property of any kind or description whatsoever upon or in the said premises shall be at the Lessee's sole risk, and the Lessor shall not be liable for any damage either to person or property sustained by the Lessee or other persons, or for damage or loss suffered by the business or occupation of the Lessee due to the building or any part thereof becoming out of repair or arising from any acts or neglect of co-Lessees or other occupants of the building, or of other employees or the employees of Lessor or of other persons, or from bursting, overflowing or leaking of water, sewer or steam pipes or from the heating or plumbing fixtures, or from electric wires, or from gas, or odors, or caused in any other manner whatsoever except in the case of willful neglect on the part of the Lessor.

Payments After Termination

12. No payment of money by the Lessee to the Lessor after the termination of this Lease, in any manner, or after the giving of any notice by the Lessor to the Lessee, shall reinstate, continue or extend the terms of this Lease or affect any notice given to that Lessee prior to the payment of such money, it being agreed that after the service of notice of the commencement of a suit or after final judgment granting the Lessor possession of said premises, the Lessor may receive and collect any sums of rent due or any other sums of money due under the terms of this Lease, and the payment of such money, whether as rent or otherwise, shall not waive said notice or in any manner affect any pending suit or any judgment theretofore obtained. If the Lessee shall fail to remove all effects from said premises upon termination of this Lease for any cause whatsoever, the Lessor may, at its option, remove the same in any manner that the Lessor shall choose, and store said effects without liability to the Lessee for loss thereof, and the Lessee agrees to pay the Lessor on demand any and all expenses incurred in such removal, including court costs and attorney's fees and storage charges on such effects for any length of time the same shall be in the Lessor's possession, or the Lessor may, at its option, without notice, sell said effects, or any of the same, at private sale and without legal process, for such price as the Lessor may obtain and without legal process, for such price as the Lessor may obtain and apply with proceeds of such sale upon any amounts, due under this Lease, from the Lessee to the Lessor and upon the expense incident to the removal and sale of said effects.

Renewal

13. If either party to this Lease shall fail to serve written notice upon the other party at least sixty (60) days prior to the end of the term set forth in Section 1 hereof, then this Lease shall be renewed on a month-to-month basis from such date; and, the rental to be paid by the Lessee during such renewal period shall be at the same monthly rate as last stipulated in Section 2 hereof, and all other terms and conditions herein set forth shall apply during such renewal period; and in like manner, this Lease shall be renewed from month to month until terminated by either party by written notice served upon the other party not less than thirty (30) days prior to the end of any such renewal period; provided, however, that should the aforesaid notice be so served by either party upon the other, in time to be effective as of the date aforesaid in Section 1 hereof, or should such notice be so served to be effective at the end of any renewal period hereof, then the Lessee agrees to deliver up and surrender to the Lessor possession of said premises at such termination.

Damage by Fire

14. In case said premises shall be so damaged by fire or other casualty (not caused by the act or negligence of the Lessee or any of its servants, agents or employees) as to be rendered untenable, and shall not be repaired by the Lessor and put in tenable condition within sixty (60) days from the time the Lessee gives the Lessor full and complete possession of the premises so damaged for the purpose of making such repairs, it shall be optional with either party to terminate this Lease by a written notice to the other at the end of such time, in which case such rent as shall be due from the Lessee to the Lessor up to the date of the fire or other casualty if the Lessee wholly vacates the premises at the time or up to such date thereafter that the Lessee wholly vacates and ceases to use said premises, shall be paid by the Lessee to the Lessor at the rate herein provided. In case such damage is repaired and the premises made tenable within such sixty (60) days provided herein, no right to terminate this lease for such cause shall exist, but the rent shall abate for the period during which the premises remained untenable and unused in any way by the Lessee.

Alterations Required by Authorities

15. If the Lessor shall be required by the municipality, or by any order or decree of any court or of any other governmental authority or for any other reason, to repair, alter, remove, reconstruct or improve any part of the leased premises or of the said building, then such work may be done by and at the expense of the Lessor, and the Lessee hereby waives all claims for damages because of such work. The Lessor will take steps to minimize disruption of Lessee operations during said alterations.

Waivers

16. No waiver of any condition in this Lease shall be implied from the Lessor's omission to declare a forfeiture on account of its violation if such violation be continued or repeated, and no express waiver shall affect any other than the condition specified and that only as specifically stated, and the same shall not be deemed to imply or constitute a subsequent waiver of such condition or covenant.

17. All rights and remedies of the Lessor shall be cumulative, and none shall be exclusive of any other rights or remedies allowed by law or by the terms of this Lease.

18. If more than one joins in the execution hereof as Lessee, or if the Lessee be a person or a firm or a corporation or an association of any sort, the pronouns and relative words herein used shall be read as if written in the plural, the masculine, the feminine, or the neuter respectively, as the case may be.

RULES AND REGULATIONS

Janitors

19. Any person employed by the Lessee, with the Lessor's consent, to do janitor work, shall, while in said building and outside of said premises, be subject to, and under the control and direction of the County Complex Supervisor of said building (but not as agent or servant of said supervisor or of the Lessor).

Pass Key

20. The Lessor may retain a pass key to the leased premises and be allowed admittance thereto at all times to inspect the premises, and to do such other things as are necessary and proper in connection with management or maintenance of such premises.

Alterations and Repairs

21. The Lessor may enter the said premises at all reasonable hours for the purpose of exhibiting the same, or making any repairs, alterations, or additions which the Lessor shall deem necessary for the safety, preservation, or improvement of said premises or of said building, and the Lessor shall be allowed to take all materials into and upon said premises that may be required to make such repairs, improvements and additions or any alterations for the benefit of the Lessee without in any way being deemed or held guilty of an eviction of the Lessee; and the rent stipulated to be paid shall in no way abate while said repairs, alterations or additions are being made; nor shall the Lessee be entitled to maintain a set-off or counterclaim for damages against the Lessor by reason of loss or interruption to the business of the Lessee because of the doing of any such work. All such work shall be done during ordinary working hours, or if any such work is, at the request of the Lessee, to be done during any other hours, the Lease Lessee shall pay for any extra cost occurring because of such request.

Electric Lamps

22. The first installation of electric light lamps in the premises will be made by the Lessor in the manner and of the style and voltage customary in said building. Thereafter the Lessee shall replace and maintain such installation of electric light lamps and shall notify the Lessor through a County Complex work order. The Lessee shall be responsible for the replacement costs.

Locks and Keys

23. No additional locks shall be placed upon the doors of the premises. The Lessee upon termination of this Lease shall surrender and deliver to the Lessor all keys to said premises which are in the possession of the Lessee or its agents, employees or others permitted to occupy said premises by the Lessee.

Additional Rules

24. The Lessor reserves the right to make such other further and reasonable rules and regulations as in its judgment may from time to time be necessary or desirable for the safety, care, appearance and cleanliness of the premises and for the preservation of good order and prestige therein.

25. All of the terms, conditions and covenants to be observed and performed by the parties hereto shall be applicable to and binding upon their several heirs, executors, administrators, successors, legal representatives and assigns, as the case may be.

26. The leased premise contains approximately 13,800 square feet and shall be established as sixty percent (60%) of the building at 570 Marshall Road.

Utilities

27. The Lessee is responsible for 60% of all utilities – electrical, sewer and water on said premises.

Trash Removal

28. Lessee is responsible for removal of trash from the Lease premises.

29. Lessee to carry own contents insurance.

30. Lessee may, upon 90 days written notice, terminate this lease if the funding for Branch-Hillsdale-St. Joseph Community Health Agency from all funding sources combined falls more than 10% below the funding levels as existed the effective date of this Lease, provided that Lessee vacates said premises upon the effective date of such termination of Lease.

IN WITNESS WHEREOF the parties to the lease have subscribed their names hereto this _____ day of _____, 2020.

THE BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
Agent for the Lessee

Witnesses:

By: _____
Rebecca Burns, Health Officer

Name Title

Name Title

COUNTY OF BRANCH

Witnesses:

By: _____
Ted Gordon, Chairperson
Board of Commissioners

Name Title

Name Title

LEASE CONTRACT

THIS LEASE between the County of Branch, hereinafter called the Lessor, and the Branch-Hillsdale-St. Joseph Community Health Agency (P.A. 367), hereinafter called the Lessee, witnesseth that: the parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

Location

1. The Lessor hereby leases to the Lessee and the Lessee hereby rents from the Lessor the premises described as Human Service Building, 570 Marshall Road, located at Coldwater, Michigan, for the term of years beginning on May 1, 2000, and ending on April 30, 2020. It is understood by both parties that the Lessee will occupy 60% of said premises.

Rent

2. The Lessee agrees to pay to the Lessor as rent for said premises the total sum of \$68,331.36 annually in monthly installments of \$5,694.28. All other charges and sums accruing to the Lessor hereunder shall be construed as rent.

3. The Lessor agrees to pay the cost of maintenance of said premises. Maintenance costs shall include, by way of example, but shall not be limited to, all costs of preventative maintenance including such items as ballasts, filters, bulbs, lubrication of equipment per manufacturers specifications, etc., snow removal from the parking lots and sidewalks upon the accumulation of two inches or more by the morning after the snow, grounds maintenance including grass cutting, leaf raking, landscaping, and reasonable litter removal, structural repairs not covered by any fire and casualty insurance coverage including new roofing, etc. as needed to maintain said premises in as good a condition of repair as when Lessee took possession of said premises, and any other items of repair or maintenance not specifically mentioned herein. The cost of maintenance shall include, but shall not be limited to, the actual cost of all materials, hired contractors or laborers, the labor costs for the County Complex Supervisor and staff attributable to maintenance of the premises described herein, and the pro rata portion of costs of equipment attributable to employment in the maintenance of said premises. Sixty (60%) percent of costs of said maintenance attributable to said premises shall be paid to the Lessor by the Lessee.

4. The Lessor agrees to maintain property, fire, and casualty insurance and premises liability insurance on said premises, and shall identify Lessee as a named insured on said policy, as part of the general insurance of Lessor. Sixty (60%) percent of costs of said insurance attributable to said premises shall be paid to the Lessor by the Lessee.

Description of Premises

5. The Lessee agrees that said premises shall be used as an office and clinic for Lessee's business, and for no other purpose; and that said premises shall be used and occupied in

a careful, safe and proper manner; that no use, trade or occupation which is known in insurance as extra or especially hazardous shall be permitted therein; that no waste shall be committed or permitted upon nor any damage be done to said premises and building or by reason of the business conducted in said premises by the Lessee; and the Lessee will, at its own expense, during the continuance of this Lease, and any renewal thereof, keep the said premises and every part thereof in as good repair, and at the expiration of the term, yield and deliver up the same in like condition as when taken reasonable wear and use thereof alone excepted.

Unlawful Use

6. The Lessee shall not conduct or permit to be conducted on said premises any business nor permit any act which is contrary to or in violation of the laws of the United States of America or of the State of Michigan or of the ordinances of the said city, nor of the laws, rules and regulations of any governmental authority, and the Lessee agrees that in the use and occupancy of the premises the Lessee will comply with all the provisions of the Building Code and the ordinances of the said city, and the laws of the State of Michigan, pertaining to such use and occupancy. If the Lessor shall elect (and it is expressly given the right so to do) to declare a forfeiture of this Lease by reason of a default on the part of the Lessee in any of the Lessee's covenants in this paragraph, the Lessee agrees to indemnify and save harmless the Lessor and said premises against all cost, damages and expenses, including all loss of rental or other loss suffered by the Lessor on account thereof and incurred in connection with the defense of any suits or actions arising directly or indirectly from any violation of said laws or ordinances now in force or hereinafter enacted.

Alterations

7. The Lessee shall make no alterations in or additions or improvement to said premises without first obtaining the written consent of the Lessor and all additions and improvements made by the Lessee (except only movable office furniture and fixtures) shall become the property of the Lessor on the termination of the Lease or the occupancy of the premises.

Subletting and Assignments

8. The Lessee agrees that neither said premises nor any part thereof shall be sublet nor shall this lease be assigned without the prior written consent of the Lessor first having been obtained. No assignment for the benefit of creditors or by operation of law shall be effective to transfer any rights to the said assignee without the written consent of the Lessor first having been obtained. If the Lessee shall be declared insolvent or bankrupt, or if any assignment of the property of the Lessee shall be made for the benefit of credits or otherwise, or if the Lessee's leasehold interest herein shall be levied upon under execution, or seized by virtue of any writ of any court of law, or if a petition be filed to declare the Lessee bankrupt or a Trustee in bankruptcy or a Receiver be appointed for the Lessee, whether under the operation of the State or of the Federal statutes, then the Lessor may at its option immediately and without notice to the Lessee or any assignee, transferee, receiver, trustee or any other person or persons, terminate this lease and immediately repossess said premises, using such force as may be necessary without being deemed guilty of any manner of trespass or forcible entry or detainer. The Lessee expressly waives the service notice of intention to terminate this lease or repossess said premises,

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or of any demand for payment of rent or any other notice or demand prescribed by any law of the State of Michigan, and agrees that the simple breach of any of the covenants herein shall of itself constitute a wrongful detainer of said premises by the Lessee within the meaning of the statutes of the State of Michigan governing forcible entry and detainer.

If the rent at any time shall not be paid when due, then that part of the rental sum covenanted to be paid by the Lessee under Section 2 hereof, which has not been paid to the Lessor, shall immediately become due and payable at the election of the Lessor without notice to the Lessee and in case the said Lessee is declared bankrupt or voluntarily offers to creditors terms of composition, or in case a receiver is appointed to take charge of and conduct the affairs of the Lessee, such claim for unpaid rent so due and payable under this Lease shall be considered liquidated damages and shall constitute a debt provable in bankruptcy or receivership.

Default

9. If the Lessee shall abandon or vacate said premises before the end of the term of this Lease, or if default shall be made by the Lessee in the payment of said rent or any installment or part thereof, or if the Lessee shall fail to observe or perform any of the Lessee's agreements in this Lease, then and in each and every instance of such abandonment, vacation, or default, the Lessee's right to enter said premises shall be suspended, and the Lessor may at its option and without notice enter said premises, change the locks on the doors of said leased premises, and may remove and exclude the Lessee from the said building (the Lessee hereby expressly agreeing not to enter in or upon said premises while in default in any respect hereunder), or the Lessor may at its option and without notice, enter said premises, remove any signs of said Lessee therefrom, and re-let the same as it may see fit, and that for the purpose of such re-letting the said Lessor is authorized to make any repairs, changes, alterations or additions in and to said leased premises as may be necessary in the sole opinion of the Lessor for the purpose of such re-letting. If a sufficient sum shall not be realized from such re-letting to cover the rent remaining unpaid by the Lessee, and the cost of expenses of repairs, changes, alterations or additions, and the expense of such re-letting, and the cost of collecting the rent accruing therefrom, then the Lessee will pay such deficiency upon demand. Any action taken by the Lessor under the provisions of this paragraph shall not be construed as an eviction of the Lessee, nor as a termination of this Lease, nor as a waiver of any claims for damages which the Lessors might have by reason of the Lessee's default. The Lessor may at its option in the event of default cancel this Lease, and avail itself of all privileges of entry mentioned above, as well as any other privileges of entry, and from and after due notice of such cancellation, all estate, rights, title and interest of the Lessee in said premises shall cease, anything herein contained to the contrary notwithstanding, without, however, waiving in any way any claims for damages which the Lessor might have against the Lessee by reason of such default.

Damage to Lessee's Property

10. All personal property of any kind or description whatsoever upon or in the said premises shall be at the Lessee's sole risk, and the Lessor shall not be liable for any damage either to person or property sustained by the Lessee or other persons, or for damage or loss suffered by the business or occupation of the Lessee due to the building or any part thereof becoming out of repair or arising from any acts or neglect of co-Lessees or other occupants of the building, or of other employees or the employees of Lessor or of other persons, or from

bursting, overflowing or leaking of water, sewer or steam pipes or from the heating or plumbing fixtures, or from electric wires, or from gas, or odors, or caused in any other manner whatsoever except in the case of willful neglect on the part of the Lessor.

Payments After Termination

11. No payment of money by the Lessee to the Lessor after the termination of this Lease, in any manner, or after the giving of any notice by the Lessor to the Lessee, shall reinstate, continue or extend the terms of this Lease or affect any notice given to that Lessee prior to the payment of such money, it being agreed that after the service of notice of the commencement of a suit or after final judgment granting the Lessor possession of said premises, the Lessor may receive and collect any sums of rent due or any other sums of money due under the terms of this Lease, and the payment of such money, whether as rent or otherwise, shall not waive said notice or in any manner affect any pending suit or any judgment theretofore obtained. If the Lessee shall fail to remove all effects from said premises upon termination of this Lease for any cause whatsoever, the Lessor may, at its option, remove the same in any manner that the Lessor shall choose, and store said effects without liability to the Lessee for loss thereof, and the Lessee agrees to pay the Lessor on demand any and all expenses incurred in such removal, including court costs and attorney's fees and storage charges on such effects for any length of time the same shall be in the Lessor's possession, or the Lessor may, at its option, without notice, sell said effects, or any of the same, at private sale and without legal process, for such price as the Lessor may obtain and without legal process, for such price as the Lessor may obtain and apply with proceeds of such sale upon any amounts, due under this Lease, from the Lessee to the Lessor and upon the expense incident to the removal and sale of said effects.

Renewal

12. If either party to this Lease shall fail to serve written notice upon the other party at least sixty (60) days prior to the end of the term set forth in Section 1 hereof, then this Lease shall be renewed on a month-to-month basis from such date; and, the rental to be paid by the Lessee during such renewal period shall be at the same monthly rate as last stipulated in Section 2 hereof, and all other terms and conditions herein set forth shall apply during such renewal period; and in like manner, this Lease shall be renewed from month to month until terminated by either party by written notice served upon the other party not less than thirty (30) days prior to the end of any such renewal period; provided, however, that should the aforesaid notice be so served by either party upon the other, in time to be effective as of the date aforesaid in Section 1 hereof, or should such notice be so served to be effective at the end of any renewal period hereof, then the Lessee agrees to deliver up and surrender to the Lessor possession of said premises at such termination.

Damage by Fire

13. In case said premises shall be so damaged by fire or other casualty (not caused by the act or negligence of the Lessee or any of its servants, agents or employees) as to be rendered untenable, and shall not be repaired by the Lessor and put in tenable condition within sixty (60) days from the time the Lessee gives the Lessor full and complete possession of the premises so damaged for the purpose of making such repairs, it shall be optional with either party to terminate this Lease by a written notice to the other at the end of such time, in which case such

rent as shall be due from the Lessee to the Lessor up to the date of the fire or other casualty if the Lessee wholly vacates the premises at the time or up to such date thereafter that the Lessee wholly vacates and ceases to use said premises, shall be paid by the Lessee to the Lessor at the rate herein provided. In case such damage is repaired and the premises made tenantable within such sixty (60) days provided herein, no right to terminate this lease for such cause shall exist, but the rent shall abate for the period during which the premises remained untenable and unused in any way by the Lessee.

Alterations Required By Authorities

14. If the Lessor shall be required by the municipality, or by any order or decree of any court or of any other governmental authority or for any other reason, to repair, alter, remove, reconstruct or improve any part of the leased premises or of the said building, then such work may be done by and at the expense of the Lessor, and the Lessee hereby waives all claims for damages because of such work. The Lessor will take steps to minimize disruption of Lessee operations during said alterations.

Waivers

15. No waiver of any condition in this Lease shall be implied from the Lessor's omission to declare a forfeiture on account of its violation if such violation be continued or repeated, and no express waiver shall affect any other than the condition specified and that only as specifically stated, and the same shall not be deemed to imply or constitute a subsequent waiver of such condition or covenant.

16. All rights and remedies of the Lessor shall be cumulative, and none shall be exclusive of any other rights or remedies allowed by law or by the terms of this Lease.

17. If more than one joins in the execution hereof as Lessee, or if the Lessee be a person or a firm or a corporation or an association of any sort, the pronouns and relative words herein used shall be read as if written in the plural, the masculine, the feminine, or the neuter respectively, as the case may be.

Rules and Regulations

Janitors

18. Any person employed by the Lessee, with the Lessor's consent, to do janitor work, shall, while in said building and outside of said premises, be subject to, and under the control and direction of the County Complex Supervisor of said building (but not as agent or servant of said supervisor or of the Lessor).

Pass Key

19. The Lessor may retain a pass key to the leased premises and be allowed admittance thereto at all times to inspect the premises, and to do such other things as are necessary and proper in connection with management or maintenance of such premises.

Alterations and Repairs

20. The Lessor may enter the said premises at all reasonable hours for the purpose of exhibiting the same, or making any repairs, alterations, or additions which the Lessor shall deem necessary for the safety, preservation, or improvement of said premises or of said building, and the Lessor shall be allowed to take all materials into and upon said premises that may be required to make such repairs, improvements and additions or any alterations for the benefit of the Lessee without in any way being deemed or held guilty of an eviction of the Lessee; and the rent stipulated to be paid shall in no wise abate while said repairs, alterations or additions are being made; nor shall the Lessee be entitled to maintain a set-off or counterclaim for damages against the Lessor by reason of loss or interruption to the business of the Lessee because of the doing of any such work. All such work shall be done during ordinary working hours, or if any such work is, at the request of the Lessee, to be done during any other hours, the Lease Lessee shall pay for any extra cost occurring because of such request.

Electric Lamps

21. The first installation of electric light lamps in the premises will be made by the Lessor in the manner and of the style and voltage customary in said building. Thereafter the Lessee shall replace and maintain such installation of electric light lamps and shall notify the Lessor through a County Complex work order. The Lessee shall be responsible for the replacement costs.

Locks and Keys

22. No additional locks shall be placed upon the doors of the premises. The Lessee upon termination of this Lease shall surrender and deliver to the Lessor all keys to said premises which are in the possession of the Lessee or its agents, employees or others permitted to occupy said premises by the Lessee.

Additional Rules

23. The Lessor reserves the right to make such other further and reasonable rules and regulations as in its judgment may from time to time be necessary or desirable for the safety, care, appearance and cleanliness of the premises and for the preservation of good order and prestige therein.

24. All of the terms, conditions and covenants to be observed and performed by the parties hereto shall be applicable to and binding upon their several heirs, executors, administrators, successors, legal representatives and assigns, as the case may be.

25. The leased premises contains approximately 13,800 square feet and shall be established as sixty percent of the building at 570 Marshall Road.

Utilities

26. The Lessee is responsible for 60% of all utilities – electrical, sewer and water on said premises.

Trash Removal

27. Lessee is responsible for removal of trash from the Lease premises.

28. Lessee to carry own contents insurance.

29. Lessee may, upon 90 days written notice, terminate this lease if the funding for Branch-Hillsdale-St. Joseph Community Health Agency from all funding sources combined falls more than 10% below the funding levels as existed the effective date of this Lease, provided that Lessee vacates said premises upon the effective date of such termination of Lease.

IN WITNESS WHEREOF the parties to this lease have subscribed their names hereto this _____ day of _____, _____.

THE BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY

Agent for the Lessee

By: _____

[Handwritten Signature]
Title

Witnesses:

Maurice S. Petzler

Title

Deena K. Holcomb

Title

COUNTY OF BRANCH

Witnesses:

W. [unclear]

By: _____

Chairperson, Board of Commissioners

[Handwritten Signature]

_____ Clerk

2022 Board of Health Meetings

Meetings are the 4th Thursday at 9 am with the following exception:
 November and December meetings are combined to the 2nd Thursday in December
 Board Education will begin immediately at the conclusion of the meeting and end by noon.

Date	Time	Location	Board Education Scheduled
October 27	9:00 am	BHSJ, 570 Marshall Rd., Coldwater	Yes
December 8	9:00 am	BHSJ, 570 Marshall Rd., Coldwater	No
January 26, 2023	9:00 am	BHSJ, 570 Marshall Rd., Coldwater	Yes

Board of Health Committees

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

Committees are scheduled to meet as follows:

Program, Policy, & Appeals Committee will meet at 1:00 PM on the following days unless noted otherwise: October 17, and November 14

**Finance Committee will meet at 11:00 AM on the following days:
 October 17, and November 14**

BHSJCHA Administration

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

Medical Director: Karen Luparello, DO

Director of Administration: Theresa Fisher, BS, 517-933-3031

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

Director of Environmental Health: Paul Andriacchi, REHS

Director of Area Agency on Aging IIIC: Laura Sutter

Schedule updated 9/22/2022

**Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the August 25, 2022 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

Food Service Sanitation

The Branch County Fair food inspections went very well this year. Our staff inspected a total of 13 food operations, all of them did very well on the inspections. In past years there has been a fair amount of issues with getting the operators to submit their temporary food license applications to us. For many years these inspections were handled by MDARD and the vendors were sending the license application to MDARD instead of us. We did a lot of work with the Fair Board in getting contact information for all the vendors prior to the fair so we could insure they were aware of our licensing procedures. We have done the Fair inspections now for 3 years and this year we had no issues with obtaining the proper licensing documents from all of the vendors.



There were three food operations that changed ownership in July, one in each county. The Outpost Grille in Allen, The Willow's Bar and Grill in Coldwater and Skate Dreams (formerly Skate Galaxy) in Three Rivers. I would ask that you try to support these new owners in our communities.

Well and Septic

I am happy to report that we have filled our open sanitarian position in Hillsdale County. That open position was for a sanitarian that would work 50% in the food program and 50% in the general programs. We were very fortunate to find Austin Thomas who comes to us with a number of years of experience working at county health departments in Michigan and Ohio. He worked at a county health department in Michigan for over 4 years, with experience in the food and general programs. Because of this experience we anticipate he will be able to move into the position very quickly with minimal training. Austin started on August 16 and is fitting in with our staff in Hillsdale very well.

We are currently in the interview process for the open Type II Non-Community water supply coordinator. An offer was made to an individual but unfortunately, he declined the offer, citing the pay as the major reason.

Other Programs

We completed our work in the Long-Term Monitoring grant, collecting samples at 5 different sites throughout the three counties. The samples locations are identified by EGLE for testing due to past contamination in the area of the wells. None of the samples indicated contaminant levels of concern.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT 2021/2022

	AUGUST				YTD 2021/2022				YTD 2020/2021			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	1	-	1	2	1	2	13	16	4	3	7	14
CHANGE OF USE EVALUATIONS - FIELD	3	10	4	17	16	46	34	96	30	41	48	119
CHANGE OF USE EVALUATIONS - OFFICE	12	8	13	33	42	42	96	180	70	39	123	232
ON-SITE SEWAGE DISPOSAL												
PERMITS NEW CONSTRUCTION	4	11	8	23	49	63	78	190	53	81	86	220
REPAIR/REPLACEMENT	9	11	16	36	61	76	104	241	90	64	145	299
VACANT LAND EVALUATION	1	-	3	4	6	14	25	45	16	17	15	48
PERMITS DENIED	-	-	-	-	3	-	-	3	-	-	3	3
TOTAL	14	22	27	63	107	153	207	479	154	162	247	565
SEWAGE PERMITS INSPECTED	12	12	18	42	79	99	130	302	110	118	185	412
WELL PERMITS ISSUED	19	23	31	73	116	130	251	497	180	175	233	588
WELL PERMITS INSPECTED	18	10	13	41	133	104	192	429	119	129	149	397
FOOD SERVICE INSPECTION												
PERMANENT	24	13	22	59	223	227	256	706	230	211	292	751
NEW OWNER / NEW ESTABLISHMENT	1	5	4	10	6	15	16	37	5	9	13	27
FOLLOW-UP INSPECTION	2	-	-	2	15	6	10	31	10	5	8	27
TEMPORARY	1	16	18	35	14	50	86	150	36	27	76	139
MOBILE, STFU	3	3	3	9	21	16	45	41	9	9	42	34
PLAN REVIEW APPLICATIONS	2	2	3	7	11	8	20	32	6	5	9	47
FOOD RELATED COMPLAINTS	-	-	1	1	8	13	5	26	11	31	11	47
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	2	1	-	3	-	-	1	1
FOOD CLASSES												
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	n/a	n/a	n/a	16	n/a	n/a	n/a	-
FOOD HANDLERS CLASS	-	-	-	-	n/a	n/a	n/a	-	n/a	n/a	n/a	-
METH LAB REFERRALS												
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
CAMPGROUND INSPECTION	-	4	6	10	28	9	16	53	26	13	14	53
NON-COMM WATER SUPPLY INSP.	-	-	-	-	10	17	10	37	8	20	16	37
SWIMMING POOL INSPECTION	-	-	2	2	17	14	9	40	9	10	9	28
PROPOSED SUBDIVISION REVIEW	-	-	-	-	1	-	-	1	-	-	-	-
SEPTIC TANK CLEANER	5	7	10	22	6	10	10	26	10	9	21	40
DHS LICENSED FACILITY INSP.	-	4	4	8	7	31	27	65	5	31	20	56
COMPLAINT INVESTIGATIONS	5	2	5	12	22	34	23	79	8	22	12	42
LONG TERM MONITORING	-	-	-	-	8	9	2	19	-	-	-	-
BODY ART FACILITY INSPECTIONS	1	-	-	1	7	12	-	20	4	4	5	11

Inspection Type Count

For Date Range: 8/1/2022 - 8/31/2022 and Program: Food Service

Inspection Type	Count
Complaint	1
Consult	3
Follow-Up	2
Pre-opening/New	10
Progress Note	3
Routine	59
STFU/Mobile	9
Temporary	54
Total number of inspections	141

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Inspection Type Count by County

For Date Range: 8/1/2022 - 8/31/2022 and Program: Food Service

County	Inspection Type	Count
Branch	Temporary	1
	Follow-Up	2
	Pre-opening/New	1
	Progress Note	1
	Routine	24
	STFU/Mobile	3
Hillsdale	Temporary	18
	Consult	1
	Pre-opening/New	5
	Progress Note	2
	Routine	13
	STFU/Mobile	3
St. Joseph	Temporary	16
	Complaint	1
	Consult	2
	Pre-opening/New	4
	Routine	22
	STFU/Mobile	3
	Temporary	18
	Total number of inspections	140

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Establishment Inspection Report

For Date Range: 8/1/2022 - 8/31/2022 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
@ Skate Dreams	Three Rivers	8/27/2022	Temporary	0	0	0	0
@ Wine About It	Sturgis	8/27/2022	Temporary	0	0	0	0
4-H Leaders Council	Coldwater	8/11/2022	Temporary	0	0	0	0
55 BELOW	Hillsdale	8/18/2022	Routine	0	0	0	0
Aira of Coldwater	Coldwater	8/26/2022	Temporary	0	0	0	0
Allen Township Fire Department	Allen	8/13/2022	Temporary	0	0	0	0
Almond King	Allegan	8/8/2022	Temporary	0	0	0	0
Amaz'n Nutrition	Three Rivers	8/3/2022	Routine	1	1	1	0
AMERICAN LEGION MEMORIAL POST	BRONSON	8/29/2022	Routine	0	0	0	2
Andrews Concession	Kalamazoo	8/8/2022	Temporary	0	0	0	0
ANN-DEE'S TAVERN	North Adams	8/4/2022	Routine	0	0	0	0
ARBY'S	THREE RIVERS	8/2/2022	Routine	0	0	0	1
ARBY'S	THREE RIVERS	8/15/2022	Complaint	0	0	0	0
Back to School Giveaway	Three Rivers	8/13/2022	Temporary	0	0	0	0
Barnyard Eats	Sherwood	8/27/2022	STFU/Mobile	0	0	0	1
Biggby Coffee	Three Rivers	8/11/2022	Routine	1	0	0	0
Biggby Coffee #494	White Pigeon	8/17/2022	Routine	0	2	2	0
Biggby Coffee #571	Jonesville	8/18/2022	Routine	1	0	1	0
Bowman Place	Three Rivers	8/30/2022	Routine	0	1	1	0
Boy Scout Troop 433	Coldwater	8/8/2022	Temporary	0	0	0	0
Boy Scout Troop 469	Coldwater	8/8/2022	Temporary	0	0	0	0
Branch County Coalition Against Domestic Violence - Duck Race	Coldwater	8/8/2022	Temporary	0	0	0	0
Branch County Coalition Against Domestic Violence - Duck Race	Coldwater	8/26/2022	Temporary	0	0	0	0
Branch County Coalition Against Domestic Violence - Duck Race	Coldwater	8/26/2022	Temporary	0	0	0	0
Bread and Butter Kitchen	Sturgis	8/24/2022	Routine	0	0	0	1
Bronson Kiwanis Club	Coldwater	8/8/2022	Temporary	0	0	0	0
BRONSON STRIKE ZONE	BRONSON	8/23/2022	Routine	1	0	1	4
Camp Selah	Reading	8/26/2022	Routine	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
CHARLIES PRIDE BBQ	COLDWATER	8/9/2022	STFU/Mobile	1	2	2	1
CHICAGO STREET PUB INC.	COLDWATER	8/25/2022	Routine	0	0	0	0
Chunky Butt's BBQ and Grill	Osseo	8/1/2022	Temporary	0	0	0	0
Chunky Butt's BBQ and Grill	Osseo	8/5/2022	Temporary	0	0	0	0
Chunky Butt's BBQ and Grill	Osseo	8/6/2022	Temporary	0	0	0	0
Chunky Butt's BBQ and Grill	Osseo	8/26/2022	Temporary	0	0	0	0
CITY OF HILLSDALE - SANDY BEACH	HILLSDALE	8/25/2022	Routine	0	0	0	0
Coach Eby Youth & family Center	COLDWATER	8/26/2022	Routine	0	0	0	0
Community Action Agency (Greenfield)	Hillsdale	8/17/2022	Pre-opening/New	0	0	0	0
CROCKETT'S SMOKED BBQ AND DELI	Coldwater	8/19/2022	STFU/Mobile	0	0	0	0
Culver's of Three Rivers	Three Rivers	8/2/2022	Routine	0	0	0	0
DEARTH COMMUNITY CENTER	Coldwater	8/11/2022	Routine	0	0	0	0
Dirty South BBQ	Hillsdale	8/7/2022	Temporary	0	0	0	0
DQ GRILL & CHILL	Three Rivers	8/15/2022	Routine	0	0	0	1
Draft Horse Diner	Litchfield	8/19/2022	Pre-opening/New	0	0	0	0
El Camino Real	Three Rivers	8/3/2022	Routine	0	1	1	1
EL TACO LOCO II	COLDWATER	8/26/2022	Temporary	0	0	0	0
EL TACO LOCO II	COLDWATER	8/31/2022	Follow-Up	3	6	5	5
ELKS LODGE	COLDWATER	8/11/2022	Follow-Up	4	6	7	2
Elotes Don Martin	Sturgis	8/13/2022	Temporary	0	0	0	0
Fair Boosters Volunteers Club Eat Stand	COLDWATER	8/8/2022	Routine	0	0	0	0
First Congregational Church	Pittsford	8/14/2022	Temporary	0	0	0	0
FIRST CONGREGATIONAL CHURCH	UNION CITY	8/19/2022	Progress Note	0	0	0	0
FIRST CONGREGATIONAL CHURCH	BRONSON	8/23/2022	Routine	0	0	0	0
FIRST CONGREGATIONAL CHURCH	UNION CITY	8/30/2022	Routine	0	0	0	0
FIRST UNITED METHODIST CHURCH OF BRONSON	BRONSON	8/23/2022	Routine	0	0	0	0
Five Lakes Coffee	Sturgis	8/5/2022	Routine	0	0	0	0
Five Lakes Coffee INC	STURGIS	8/5/2022	Routine	0	0	0	0
GPB US 12 Garage sales 22	Sturgis	8/12/2022	Temporary	0	0	0	0
Grace Cafe	QUINCY	8/8/2022	Temporary	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Hank's Tavern On The River	Three Rivers	8/15/2022	Routine	0	0	0	0
Hillsdale College Dining Hall	Hillsdale	8/1/2022	Pre-opening/New	0	1	0	0
Hillsdale College Dow Conference Center	Hillsdale	8/1/2022	Pre-opening/New	0	0	0	0
Hillsdale College Halter Center	Hillsdale	8/2/2022	Pre-opening/New	0	0	0	0
HILLSDALE COUNTY CONSERVATION CLUB	OSSEO	8/18/2022	Consult	0	0	0	0
Hillsdale County Historical Society	Hillsdale	8/6/2022	Temporary	0	0	0	0
Immaculate Conception Church Hall	THREE RIVERS	8/29/2022	Routine	0	0	0	0
It Takes A Village Diner	Burr Oak	8/17/2022	Pre-opening/New	0	0	0	2
JERRY PRICE FISKE - FRENCH FRIES #1 - BRANCH CO	Brooksville	8/8/2022	Temporary	0	0	0	0
JERRY PRICE FISKE - FRENCH FRIES #2 - BRANCH	Brooksville	8/8/2022	Temporary	0	0	0	0
JERRY PRICE FISKE - LEMONADE - BRANCH CO	Brooksville	8/8/2022	Temporary	0	0	0	0
JILLY BEANS TOO	JONESVILLE	8/23/2022	Routine	1	0	1	0
JIMMY JOHN'S	COLDWATER	8/22/2022	Routine	0	0	0	0
JONESVILLE FIRST PRESBYTERIAN CHURCH	JONESVILLE	8/24/2022	Progress Note	0	0	0	0
Kentucky Fried Chicken Coldwater	COLDWATER	8/3/2022	Routine	0	0	0	5
King Arthur's Trolley - HD	Fort Wayne	8/25/2022	Temporary	0	0	0	0
LIL PEPPI'S PIZZA	SOMERSET CENTER	8/24/2022	Progress Note	0	0	0	0
Litchfield Congregational Church	Litchfield	8/19/2022	Temporary	0	0	0	0
Litchfield Rotary Club	Litchfield	8/19/2022	Temporary	0	0	0	0
Litchfield Sweet Corn Days	Litchfield	8/19/2022	Temporary	0	0	0	0
LITTLE CAESARS #1200-002	Sturgis	8/24/2022	Routine	0	1	0	4
Little Red Barn	Bronson	8/8/2022	Temporary	0	0	0	0
LONE RANGER CAFE	READING	8/4/2022	Routine	1	0	1	0
M ENTERPRISE LLC D/B/A CORNER CAFE	Sturgis	8/24/2022	Routine	0	0	0	0
Magic Bunny BBQ	Colon	8/5/2022	STFU/Mobile	0	0	0	0
Magic City Egg Fest	Colon	8/13/2022	Temporary	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
Main Street Smokehouse	Mendon	8/29/2022	Consult	0	0	0	0
Majoor's Concessions	Comstock Park	8/19/2022	STFU/Mobile	0	0	0	0
MCDONALDS OF BRONSON	BRONSON	8/29/2022	Routine	0	0	0	2
MCDONALDS OF COLDWATER	COLDWATER	8/22/2022	Routine	1	0	0	3
MCDONALD'S OF QUINCY	QUINCY	8/2/2022	Routine	0	0	0	0
McDonald's of White Pigeon	White Pigeon	8/17/2022	Routine	0	1	0	0
Mema's @ US 12 garage sale	Three Rivers	8/12/2022	Temporary	0	0	0	0
Mendon Band Boosters 2022	MENDON	8/18/2022	Temporary	0	0	0	0
Michindoh Conference Center	Hillsdale	8/24/2022	Routine	0	0	0	0
MR. B'S DAIRY BAR	THREE RIVERS	8/23/2022	Routine	0	0	0	0
North Reading Baptist Church	Reading	8/6/2022	Temporary	0	0	0	0
NUTRITION XTREME	Jonesville	8/16/2022	Routine	0	0	0	0
OUR SAVIOR LUTHERAN CHURCH	UNION CITY	8/30/2022	Routine	0	0	0	0
Peg's Lemonade Stand 1	Coldwater	8/8/2022	Temporary	0	0	0	0
Peg's Lemonade Stand 2	Coldwater	8/8/2022	Temporary	0	0	0	0
PIGHEADED BBQ	LEONIDAS	8/27/2022	STFU/Mobile	0	0	0	0
Pinapple Express	Centreville	8/13/2022	Temporary	0	0	0	0
Pinapple Express	Centreville	8/26/2022	Temporary	0	0	0	0
Pipers Pizza	Sturgis	8/15/2022	Pre-opening/New	1	0	1	1
QUINCY PIZZA	QUINCY	8/25/2022	Routine	0	0	0	0
RAY'S TAVERN	READING	8/4/2022	Routine	1	0	1	0
Rick Rush	Colon	8/5/2022	Temporary	0	0	0	0
River Trade Brewing Co	Constantine	8/2/2022	Pre-opening/New	0	0	0	0
Riverfest 2022	Mendon	8/19/2022	Temporary	0	0	0	0
SJCUW @ Homegrown Festival	Centreville	8/13/2022	Temporary	0	0	0	0
Smokin It Up For Tip Up	Quincy	8/27/2022	Temporary	0	0	0	0
SOMERSET BEACH CAMPGROUND	SOMERSET CENTER	8/16/2022	Routine	1	0	1	0
South Side Shell	Three Rivers	8/10/2022	Temporary	0	0	0	0
SOZO Church	Hillsdale	8/22/2022	Temporary	0	0	0	0
Sparkle Inc: Magic Week	Colon	8/5/2022	Temporary	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
SPECIAL ED'S DONUTS	Somerset Center	8/20/2022	STFU/Mobile	0	0	0	0
ST. JOHN'S EPISCOPAL CHURCH	Sturgis	8/5/2022	Routine	0	0	0	0
St. Pauls Lutheran Church Sonshine Perschool Daycare	Coldwater	8/31/2022	Pre-opening/New	0	0	0	0
STURGIS HOSPITAL	Sturgis	8/5/2022	Routine	0	0	0	0
Subway At Wal-Mart	STURGIS	8/24/2022	Routine	0	0	0	1
Taco Bell #32989	COLDWATER	8/3/2022	Routine	0	0	0	0
Tasteful Kreations	Bronson	8/29/2022	Routine	0	0	0	0
TASTY TWIST	COLDWATER	8/9/2022	Routine	0	0	0	1
The Coney Cart	Osseo	8/9/2022	STFU/Mobile	0	0	0	0
THE DECK DOWN UNDER	Jerome	8/30/2022	Routine	0	0	0	0
THE GREAT WALL	HILLSDALE	8/3/2022	Routine	0	0	0	0
THE PATIO	COLDWATER	8/2/2022	Routine	0	0	0	0
Three Rivers Health (Food)	Three Rivers	8/18/2022	Routine	0	1	0	0
Three Rivers Promise: Three Rivers Lions Club	Three Rivers	8/19/2022	Temporary	0	0	0	0
Timber's Eats & Treats	Hillsdale	8/5/2022	STFU/Mobile	0	0	0	0
TKO BBQ	Jonesville	8/13/2022	Temporary	0	0	0	0
Tom Loavitt	Colon	8/27/2022	Temporary	0	0	0	0
Tropical Smoothie Cafe	Coldwater	8/31/2022	Routine	0	0	0	1
TRP: Food Truck Rally	Three Rivers	8/5/2022	Temporary	0	0	0	0
Twin County Community Probation Center	Three Rivers	8/29/2022	Routine	0	0	0	1
UNION CHURCH OF QUINCY	QUINCY	8/2/2022	Routine	0	0	0	0
UNION CITY UNITED METHODIST CHURCH	UNION CITY	8/30/2022	Routine	0	0	0	0
Useless Creatures Brewing Co	Three Rivers	8/5/2022	Consult	0	0	0	0
Useless Creatures Brewing Co	Three Rivers	8/30/2022	Pre-opening/New	0	0	0	0
WHITE STAR AUCTION INC	BRONSON	8/23/2022	Routine	0	0	0	0
WOODBIDGE TOWNSHIP FIRE DEPT	Hillsdale	8/22/2022	Temporary	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.



Enclosure:

1. FY2022 Provider Assessment Summary
-

Updates:

1. Services to Victims of Elder Abuse Program Updates:
Victim Specialists remain extremely busy providing direct services to participants in both counties. St. Joseph County's Interdisciplinary Team will be meeting, in person, on September 28th and Branch County's Elder Abuse Prevention Coalition met on September 21st.... Additional updates will be provided at the meeting!
2. ACLS Bureau Assessment of AAA III C:
I hoped to have the formal letter to include in the Board packet, but at the time my report was being prepared our Field Representative, Ashley, informed me it is still in the process of approval with the Department. She did share that I could quote her in saying: "Region III C has no findings or recommendations."
3. FY2023-2025 Contracts:
Annual Contracts are out and many have already been returned, fully executed! The few grant negotiations we had to make went very well – our providers are pleased with the outcomes of their grant awards!

We are still negotiating with a couple of our Purchase of Service vendors (home care agencies specifically) due to their rate increases beyond the 6% we originally set. The costs of doing business are far beyond 6% so we will keep a close eye on our budgeting and expenses each month. All providers, including our grant providers, have higher costs and we will need to be open to making adjustments during amendment time next year depending on how state and federal grants come through.

4. FY23-25 Multi Year Area Plan & FY23 Annual Implementation Plan:
On Friday, September 16th the MYP and AIP documents went before the Michigan Commission on Services to the Aging for review and approval. I will share updates at the BOH meeting as to results of their action!
5. Year-end preparation:
We are working to prepare for the end of FY22 and the start of FY23. At this time of the year & at the start of a contract cycle, it is always very intense! We are: negotiating contracts, reporting on programs, gearing up for new rates/business functions, and making sure we maximize all grant awards... I'm pleased to have the very capable team that we have to assure accurate & timely reports!

**Fiscal Year 2021-2022
Summary of Annual Provider Monitoring Visits
Presented to the Board of Health on September 22, 2022**

Agency Name	Date of Assessment	Fiscal Findings	Program Findings	Program and/or Fiscal Recommendations
Branch Area Transit Authority	04/22/2022	None	None	None
Branch County Commission on Aging	04/28/2022	None	None	None
Community Action Agency	05/24/2022	None	None	None
Legal Services of South Central MI	03/29/2022	None	None	None
St. Joseph County Commission on Aging	06/13/2022 & 08/24/2022	None	None	None
St. Joseph County Transit Authority	03/25/2022	None	None	None
Thurston Cares	05/19/2022	None	None	None

Personal Health and Disease Prevention: September 22, 2022

Communicable Disease:

- HPAI (highly pathogenic avian influenza) was recently detected in a non-commercial backyard poultry flock from Ingham County. Michigan has not had a case of HPAI in domestic birds since May.
- E.coli outbreak with unknown food source has slowed in Michigan, 63 cases (potentially related to romaine lettuce at Wendy's restaurants but not confirmed).
- First EEE (Eastern Equine Encephalitis) activity detected in Michigan. An unvaccinated horse in St. Joseph County died. No human cases have been reported to date.
- 244 total confirmed/probable monkeypox cases in Michigan (data as of September 14th, 2022)
- Covid Community Levels:
 - Branch County: low
 - Hillsdale County: low
 - St. Joseph County: medium

Immunizations/STD/HIV:

Our website now offers scheduling for the omicron bivalent booster that targets the most recent and more contagious omicron variants (BA.4 and BA.5). Pfizer is approved for age 12 and up while Moderna is for age 18 and older. We should see the bivalent available soon for Moderna that will cover the younger age group, similar to the Pfizer vaccine.

Influenza vaccine is now available for the season and appointments can be scheduled at any of our locations. CDC recommends that everyone 6 months and older should get a flu vaccine by the end of October (it can still be beneficial even if you are vaccinated later in the season).

Women, Infant, and Children (WIC):

The agency received the final report from our WIC Management Evaluation that took place in July. The review covered our Branch and Hillsdale locations. In total, we received five citations. Our citations were mainly a result of high staff turnover, training issues, the lack of staff being able to work in the program due to the pandemic, and the adjustment to remote services over the last few years. Our WIC Coordinator along with key members of the WIC team are working on a corrective action plan for the received citations. Corrective action will take place until these issues are resolved.

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

Children's Special Health Care covers diagnostic evaluations for individuals when their symptoms or history indicate a possibility of being eligible for the CSHCS program. This diagnostic covers the cost of the potential client to see a specialist, provide any testing that needs done, and receive a diagnosis. Treatment will be covered if the diagnosis(s) given is a CSHCS qualifying diagnosis and proper enrollment paperwork is completed. These diagnostics are such a benefit for underinsured families.

The hearing and vision technicians are back in schools as of August 29th. They are working to complete state deadlines for head start groups and kindergarten.

Kali Nichols MPH, Personal Health & Disease Prevention Director

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

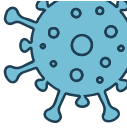
	Aug-21					YTD 2021-2022					YTD 2020-2021				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
CHILD IMMUNIZATIONS															
# Vaccines Given CHA	207	200	-	160	567	1,342	1,577	-	1,053	3,972	1,933	1,698	87	1,762	5,480
All VFC Doses Given	995	487	-	878	2,360	7,978	4,426	-	7,633	20,037	8,224	5,432	-	10,058	23,714
Waivers	27	63	17	68	175	107	193	45	144	489	53	43	12	63	171
ADULT IMMUNIZATIONS															
# Vaccines Given	78	55	-	49	182	3,907	1,830	-	1,568	7,305	16,978	12,976	14	22,405	52,373
All AVP Doses Given	13	2	-	12	27	106	321	-	174	601	253	119	-	160	532
TRAVEL VACCINATIONS															
Branch Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COMMUNICABLE DISEASE															
TB Tests Done	11	12	-	-	23	77	120	-	19	216	100	98	-	19	217
New LTBI on Rx	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1
STD treatments	-	7	-	4	11	20	30	2	90	142	2	24	2	41	69
New STD Investigations	9	15	-	18	42	107	110	-	203	420	165	169	-	273	607
HIV Testing	1	1	-	6	8	3	2	2	41	48	1	2	2	12	17
ENROLLMENTS															
Medicaid & Michild	-	-	-	3	3	11	3	-	7	21	3	-	-	1	4
REFERRAL SERVICE															
MCDC Referrals	-	-	18	22	40	50	-	167	316	533	81	236	67	145	529
MIHP referrals	47	2	25	33	107	398	27	174	208	807	201	48	216	223	688
Hearing Screens															
Pre-school	-	-	-	41	41	411	336	64	484	1,295	295	337	-	401	1,033
School Age	-	15	-	113	128	895	865	489	2,151	4,400	894	927	-	1,784	3,605
Vision Screens															
Pre-school	-	-	-	50	50	467	387	-	565	1,419	351	362	-	493	1,206
School Age	-	33	-	113	146	2,959	1,896	-	4,083	8,938	2,315	1,704	-	3,195	7,214
Children's Special Health Care Services															
Diagnostics	2	-	-	1	3	37	11	-	5	53	23	22	-	4	49
Assessments-Renewal	23	30	-	24	77	174	217	-	221	612	189	237	-	264	690
Assessments-New	4	8	-	10	22	51	52	-	71	174	37	66	-	69	172

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

August-22

Confirmed & Probable Case Totals

	2021-2022				FYTD 2021-2022				2020-2021 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	4	5	1	10	19	58	1	78	35	60	1	96
Blastomycosis	1	-	-	1	1	-	-	1	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	1	1
Campylobacter	-	4	-	4	12	14	5	31	-	8	11	19
Chicken Pox	-	-	-	-	-	-	-	-	-	2	-	2
Chlamydia	6	13	13	32	98	87	142	327	111	103	168	382
Coccidioidomycosis	-	-	-	-	-	-	1	1	-	1	-	1
CRE Carbapenem Resistant Enterobac.	-	-	-	-	2	-	-	2	-	1	-	1
Cryptosporidiosis	-	-	-	-	3	-	1	4	-	1	1	2
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	1	-	1
Giardiasis	-	-	-	-	-	5	4	9	-	-	-	-
Gonorrhea	3	2	4	9	31	28	76	135	52	65	103	220
H. Influenzae Disease - Inv.	-	-	-	-	3	1	-	4	-	1	-	1
Hepatitis B - Acute	-	-	-	-	4	-	-	4	-	-	2	2
Hepatitis B - Chronic	-	-	-	-	3	-	1	4	1	-	2	3
Hepatitis C - Acute	-	1	-	1	2	2	-	4	3	2	2	7
Hepatitis C - Chronic	3	1	-	4	19	2	5	26	24	6	7	37
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	1	-	1
Histoplasmosis	-	-	-	-	1	-	1	2	-	-	-	-
HIV/AIDS	-	-	1	1	2	-	3	5	-	1	-	1
Influenza	2	2	-	4	118	154	124	396	-	-	-	-
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	-	-	-	1	-	1	-	1	-	1
Lyme Disease	1	-	-	1	1	3	1	5	-	4	2	6
Measles	-	-	-	-	-	1	-	1	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	3	1	4	-	-	-	-
Menengitis - Bacterial	-	-	-	-	1	-	-	1	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	1	-	-	1
Mycobacterium - Other	-	-	-	-	3	7	2	12	-	4	2	6
Norovirus	-	-	-	-	1	2	2	5	-	1	1	2
Novel Coronavirus	437	378	520	1,335	6,498	6,138	7,398	20,034	4,924	4,422	5,934	15,280
Pertussis	-	1	-	1	-	11	-	11	-	2	-	2
Salmonellosis	-	1	1	2	4	4	4	12	6	2	3	11
Scabies	-	-	-	-	-	-	-	-	6	-	-	6
Shiga Toxin-prod. (STEC)	1	-	-	1	3	1	1	5	-	1	-	1
Shigellosis	-	1	-	1	-	1	-	1	-	-	-	-
Shingles	-	-	-	-	1	-	-	1	-	-	-	-
Staphylococcus Aureus Infect.	1	-	-	1	1	-	-	1	-	1	-	1
Strep Invasive Gp A	-	-	-	-	-	2	-	2	-	-	1	1
Strep Pneumonia Inv Ds.	-	-	-	-	2	7	3	12	1	1	4	6
Syphilis - Primary	-	-	-	-	1	-	-	1	-	-	-	-



COVID-19 Vaccination Schedule*

Vaccine	0 month	1 month	2 month	3 month	4 month	5 month	6 month	7 month
Pfizer-BioNTech (ages 6 months – 4 years)	1st Dose	2nd Dose¹ (3–8 weeks after 1 st dose)		3rd Dose (at least 8 weeks after 2 nd dose)				
Moderna (ages 6 months –11 years)	1st Dose	2nd Dose¹ (4–8 weeks after 1 st dose)						
Pfizer-BioNTech (ages 5–11 years)	1st Dose	2nd Dose¹ (3–8 weeks after 1 st dose)					Monovalent Booster Dose³ (at least 5 months after last dose)	
Moderna (ages 12 years and older)	1st Dose	2nd Dose¹ (4–8 weeks after 1 st dose)		Bivalent Booster Dose^{2 3} (at least 2 months after last dose)				
Pfizer-BioNTech (ages 12 years and older)	1st Dose	2nd Dose¹ (3–8 weeks after 1 st dose)		Bivalent Booster Dose^{2 3} (at least 2 months after last dose)				
Novavax (ages 12 years and older)	1st Dose	2nd Dose¹ (3–8 weeks after 1 st dose)		Bivalent Booster Dose^{2 3} (at least 2 months after last dose)				
Janssen⁴ (ages 18 years and older)	1st Dose			Bivalent Booster Dose^{2 3} (at least 2 months after 1 st dose)				

* See Guidance for COVID-19 Vaccination Schedule for People Who are Moderately or Severely Immunocompromised.

1 An 8-week interval may be optimal for some people ages 6 months–64 years, especially for males ages 12–39 years. A shorter interval (3 weeks for Pfizer-BioNTech; 4 weeks for Moderna) between the first and second doses remains the recommended interval for: people who are moderately or severely immunocompromised; adults ages 65 years and older; and others who need rapid protection due to increased concern about community transmission or risk of severe disease. For more information, view [the CDC Interim Clinical Considerations](#).

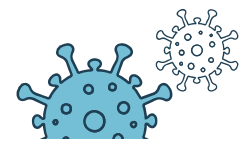
2 For people ages 12 years and older, an age-appropriate COVID-19 bivalent vaccine booster dose is recommended, regardless of the primary series given. For people ages 12-17 years a Pfizer Bivalent booster dose may be used. For people ages 18 years and older, either Pfizer or Moderna Bivalent COVID-19 booster may be used.

3 The bivalent booster dose is administered at least 2 months after completion of the primary series. For people who previously received a monovalent booster dose(s), the bivalent booster dose is administered at least 2 months after the last monovalent booster dose.

4 [Janssen COVID-19 Vaccine should only be used in certain limited situations.](#)



Note: Timeline is approximate. Intervals of 3 months or fewer are converted into weeks per the formula “1 month = 4 weeks.” Intervals of 4 months or more are converted into calendar months.





COVID-19 Vaccination Schedule

For Those Who are Moderately or Severely Immunocompromised

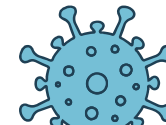
Vaccine	0 month	1 month	2 month	3 month	4 month	5 month	6 month	7 month
Pfizer-BioNTech (ages 6 months – 4 years)	1st Dose	2nd Dose (3 weeks after 1 st dose)		3rd Dose (At least 8 weeks after 2 nd dose)				
Moderna (ages 6 months – 11 years)	1st Dose	2nd Dose (4 weeks after 1 st dose)	3rd Dose (At least 4 weeks after 2 nd dose)					
Pfizer-BioNTech (ages 5-11 years)	1st Dose	2nd Dose (3 weeks after 1 st dose)	3rd Dose (At least 4 weeks after 2 nd dose)				Monovalent Booster Dose³ (at least 3 months after last dose)	
Pfizer-BioNTech (ages 12 years and older)	1st Dose	2nd Dose (3 weeks after 1 st dose)	3rd Dose (At least 4 weeks after 2 nd dose)				Bivalent Booster Dose^{1,3} (age appropriate; at least 2 months after last dose)	
Moderna (ages 12 years and older)	1st Dose	2nd Dose (4 weeks after 1 st dose)	3rd Dose (At least 4 weeks after 2 nd dose)				Bivalent Booster Dose^{1,3} (age appropriate; at least 2 months after last dose)	
Novavax (ages 12 years and older)	1st Dose	2nd Dose (3 weeks after 1 st dose)			Bivalent Booster Dose^{1,3} (age appropriate; at least 2 months after last dose)			
Janssen (ages 18 years and older)	1st Dose	2nd (Additional) Dose² using an mRNA COVID-19 Vaccine (At least 4 weeks after 1 st dose)			Bivalent Booster Dose^{1,3} (age appropriate; at least 2 months after last dose)			

Note: Timeline is approximate. Intervals of 3 months or fewer are converted into weeks per the formula “1 month = 4 weeks.” Intervals of 4 months or more are converted into calendar months.

¹ For people ages 12 years and older, an age-appropriate COVID-19 bivalent vaccine booster dose is recommended, regardless of the primary series given. For people ages 12-17 years a Pfizer Bivalent booster dose may be used. For people ages 18 years and older, either Pfizer or Moderna Bivalent COVID-19 booster may be used.

² Janssen COVID-19 Vaccine should only be used in certain limited situations.

³ The bivalent booster dose is administered at least 2 months after completion of the primary series. For people who previously received a monovalent booster dose(s), the bivalent booster dose is administered at least 2 months after the last monovalent booster dose.



Weekly Summary, Michigan 2022

*Arboviruses are viruses transmitted by mosquitoes or other insects


Updated: September 15, 2022

32 

Mosquito pools testing positive for arbovirus virus infection

9 

Birds testing positive for West Nile virus infection

2 

Horses testing positive for Eastern Equine encephalitis

3 

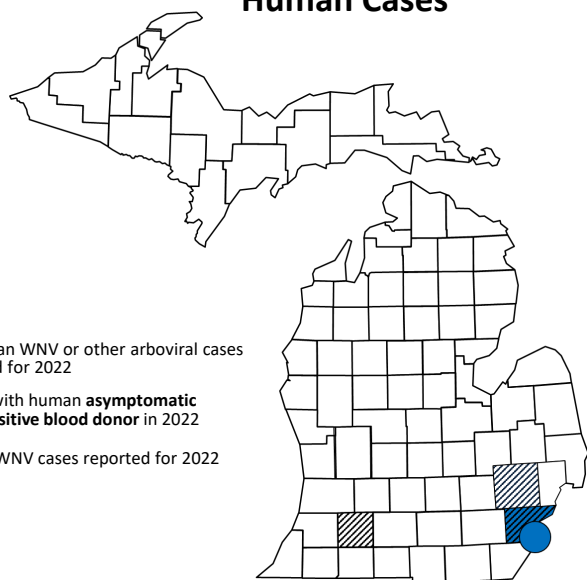
Human cases of West Nile virus or other arboviruses reported

2022 Michigan Arbovirus Surveillance	
Jamestown Canyon Virus Positive Mosquito Pools	8
West Nile Virus Positive Mosquito Pools	24
LaCrosse Encephalitis Virus Positive Mosquito pools	1
Total Number of Mosquito Pools Tested	2,672
Total Number of Mosquitoes Tested	42,636
Animal WNV cases	9
Animal EEE cases	2
Human Arbovirus cases	3
Human asymptomatic WNV-positive blood donors	3

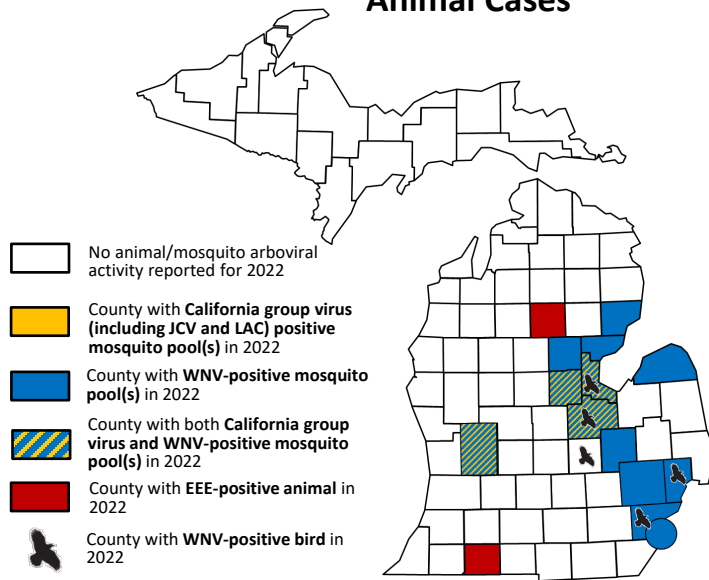
Highlights

- Two horses from St. Joseph and Roscommon counties have died from Eastern Equine encephalitis (EEE).
- One Detroit resident and two Wayne County residents have been sickened with West Nile Virus (WNV). Three asymptomatic blood donors from Kalamazoo, Oakland, and Wayne counties have also tested positive for WNV.
- Nine birds from Bay, Macomb, Saginaw, Shiawassee, and Wayne counties and 24 mosquito pools from Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Kent, Macomb, Midland, Oakland, Saginaw, and Wayne counties have tested positive for WNV.
- One mosquito pool from Saginaw County has tested positive for LaCrosse (LAC) encephalitis virus, and eight mosquito pools from Bay, Midland, and Saginaw counties have tested positive for Jamestown Canyon virus (JCV).

Human Cases



Animal Cases



For more information

2022-09-22 BOH Meeting Materials - Page 82

www.michigan.gov/westnile



Preventing Mosquito Bites and Arboviruses: Tips for Michigan Residents

The most effective way to avoid arboviruses is to prevent mosquito bites. Be aware of the West Nile virus and other arbovirus activity in your area and take action to protect yourself and your family.



Use Insect Repellent

Use Environmental Protection Agency (EPA)-registered insect repellents with one of the active ingredients below. When used as directed, EPA-registered insect repellents are proven safe and effective, even for pregnant and breastfeeding women.

- DEET
- Picaridin
- IR3535
- Oil of lemon eucalyptus (OLE) or para menthane-diol (PMD)
- 2-undecanone

Find the insect repellent that's right for you by using [EPA's search tool](#)



Tips for Babies & Children

- Always follow instructions when applying insect repellent to children.
- Do not use insect repellent on babies younger than 2 months old.
- Do not apply insect repellent onto a child's hands, eyes, mouth, and cut or irritated skin.
 - Adults: Spray insect repellent onto your hands and then apply to a child's face.
- Do not use products containing oil of lemon eucalyptus (OLE) or para-menthane-diol (PMD) on children under 3 years old.



Take steps to control mosquitoes inside and outside your home

- Use screens on windows and doors. Repair holes in screens to keep mosquitoes outside.
- Once a week, eliminate potential breeding areas for mosquitoes. Check inside and outside your home. Mosquitoes lay eggs on or near water:
 - Discard old tires, tin cans, ceramic pots or other containers that can hold water
 - Repair failed septic systems
 - Drill holes in the bottom of recycling containers left outdoors
 - Keep grass cut short and shrubbery trimmed
 - Clean clogged roof gutters, particularly if leaves tend to plug up the drains
 - Frequently replace the water in pet bowls
 - Flush ornamental fountains and birdbaths periodically; aerate ornamental pools, or stock them with predatory fish.

For Up-to-Date Information Visit Michigan's Emerging Diseases Website

www.michigan.gov/westnile

or the Centers for Disease Control and Prevention Website

www.cdc.gov/westnile

Health Officer Performance Evaluation Policy

Effective Date: 1/27/2022

Approved By: Board action on 1-27-2022
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Purpose: The purpose of this policy is to define how the Health Officer will be evaluated.

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

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

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

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

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

Adopted: 1-27-2022

PUBLIC COMMENT

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