

# Exhibits for Section 6 – Reporting and Evaluation

## Section A – Efforts to Evaluate its Activities

- No Exhibits

## Section B – Mechanisms to Report on its Activities to the Community and its Governing Entity

- **Exhibit 6B-1** – Board of Health Monthly Update
- **Exhibit 3A-2** – Annual Report 2021

## **BOARD OF HEALTH Meeting**

### **Agenda for February 23, 2023 at 9:00 AM**

1. Call to Order
  - a. Opening ceremonies – Pledge Allegiance to the Flag of the United States of America
  - b. Roll Call
  - c. Approval of the Agenda\*
  - d. Approval of the Minutes from January 26, 2023\*
2. Andrew Brege – Open Meetings Act presentations/education
3. Public Comment
4. Health Officer’s Report
5. Medical Director’s Report
6. Departmental Reports
  - a. Area Agency on Aging
  - b. Personal Health & Disease Prevention
  - c. Environmental Health
7. Committee Reports
  - d. Finance Committee – Did not meet.
  - e. Program, Policies, and Appeals – Did not meet.
8. Financial Reports
  - a. Approve Payments\*
  - b. Review Financials\*
9. New Business
  - a. Meeting Schedule for Board of Health Committees\*
  - b. AAA Annual Conflict of Interest/Discloser Forms  
(*need to be signed by all BOH Members*)
  - c. AAA Advisory Committee Appointments\*
10. Public Comment
11. Adjournment - Next meeting: March 23, 2023

**Public Comment:**

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

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## Board of Health Members – 1/2023

### Branch County:

Tom Matthew, Commissioner  
937-524-9663 (Cell)  
tmatthew@countyofbranch.com

Jon Houtz, Commissioner  
517-617-3691  
jonhoutz@msn.com

### Hillsdale County:

Brent Leininger, Commissioner  
517 425-5230 (Cell)  
b.leininger@co.hillsdale.mi.us

Steve Lanius, Commissioner  
517-849-2290  
s.lanius@co.hillsdale.mi.us

### St. Joseph County:

Jared Hoffmaster, Commissioner  
269-506-3320 (Cell)  
hoffmasterj@stjosephcountymi.org

Rusty Baker, Commissioner  
269-207-8826  
bakerr@stjosephcountymi.org

### Program, Policy, & Appeals Committee

Tom Matthew, Chair  
Brent Leininger  
Rusty Baker

### Finance Committee

Jared Hoffmaster, Chair  
Jon Houtz  
Steve Lanius

## January 26, 2023 – 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 Commissioner Lanius. Roll call was completed as follows: Tom Matthew, Jared Hoffmaster, Brent Leininger, and Steve Lanius.

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

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

Mr. Hoffmaster moved to nominate Mr. Leininger as the Board Chair, with support from Mr. Matthew.

Mr. Hoffmaster moved to close the nominations for Board Chair, with support from Mr. Matthew. The motion passed unopposed.

A roll call vote was taken to elect Mr. Leininger as the Chair and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Lanius, Yes).

Mr. Leininger, the newly elected Chair took office and began running the meeting.

Mr. Matthew moved to nominate Mr. Hoffmaster as the Board Vice-Chair, with support from Mr. Lanius.

Mr. Matthew moved to close the nominations for Vice-Chair, with support from Mr. Lanius.

A roll call vote was taken to elect Mr. Hoffmaster as the Vice-Chair and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Lanius, Yes).

Mr. Hoffmaster moved to approve the minutes from the December 8, 2022, meeting with support from Mr. Lanius. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Welcome Board of Health Members, Board of Health Lunches to Meet Our Team, Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP), Hillsdale MCDC Dental Center, Community Health Worker Program, Mpox & Ebola, Flu Vaccine, COVID, Accreditation, Agency Insurance Update, Coldwater Office, Hillsdale Office, Three Rivers Office, Sturgis Office, and Health Promotion and Education.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Obesity in the United States".

Committee Reports:

- Did not meet.

Financial Reports/Expenditures

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

Laura Sutter from BHSJ joined the meeting at 9:48 AM.

Unfinished Business

- None

New Business:

- Mr. Lanius moved to approve the changes to the ByLaws as presented with support from Mr. Hoffmaster. A roll call vote was taken and the motion failed 1-3 (Mr. Matthew, No; Mr. Hoffmaster, Yes; Mr. Leininger, No; Mr. Lanius, No).
- Mr. Leininger, Chair made the following committee appointments: Mr. Matthew, Mr. Baker, and Mr. Leininger to the Program, Policy, and Appeals Committee, with Mr. Matthew serving as the Chair.
- Mr. Leininger, Chair made the following committee appointments: Mr. Hoffmaster, Mr. Houtz, and Mr. Lanius to the Finance Committee, with Mr. Hoffmaster serving as the Chair.
- Mr. Hoffmaster moved to accept the Board of Health meeting schedule, as amended during the meeting discussion, with support from Mr. Lanius. The motion passed unopposed.
- Mr. Matthew moved to approve FY22/23 Budget Amendment #1 with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Lanius, Yes)


Departmental Reports:

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

Public Comment: Public comment was given by one person.

With no further business, Mr. Hoffmaster moved to adjourn the meeting with support from Mr. Lanius. The motion passed unopposed and the meeting was adjourned at 10:58 AM.

Respectfully Submitted by:

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



Presentation on Open Meetings Act by Attorney Andrew Brege:

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Notes: \_\_\_\_\_

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# PUBLIC COMMENT

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**Health Officer's Report to the Board of Health for February 23, 2023**  
**Prepared by: Rebecca A. Burns, M.P.H., R.S.**

**Agency Updates**

**Open Meetings Act Presentation:** At today's meeting Andrew Brege from Rosati, Schultz, Joppich, Amtsbuechler will attend to provide information and answer questions on the Open Meetings Act and statutory requirements of Boards of Health in PA 368 of 1978 as amended. Mr. Brege represents the Agency on all legal matters.

**Board of Health Lunches to Meet Our Team:** I received positive feedback from Hillsdale staff after the lunch that was held on February 9<sup>th</sup>. Staff appreciated the opportunity to meet personally and discuss the work they do at the Agency with Commissioner Leininger. The Branch County lunch is scheduled for today at noon with Commissioners Matthew and Houtz. Today I would like to schedule the lunch for our St. Joseph County staff with Commissioners Hoffmaster and Baker.

I would also invite you to consider attending the Agency's All-Staff Meeting on Friday, April 21<sup>st</sup>. That day will begin at 9 am and wrap-up at 3 pm and we will be at the ProMedica Conference Room (old Kmart building). I recognize that it would work best for you to stop in for a shorter period of time rather than all day. If you will attend, please let me know about what time you plan to arrive and if you will be joining us for lunch.

**MALPH's Day at the Capitol:** On April 11<sup>th</sup>, the Michigan Association for Local Public Health (MALPH) is sponsoring the Day at the Capitol for Local Public Health Leaders. It is a busy day that combines local public health leader visits with legislators with a morning presentation on the County Health Rankings and Legislative breakfast as well as the presentation of the Hometown Health Hero Awards at 11:30 am followed by a lunch at Boji Tower where Friends of Local Public Health are awarded. Dr. Luparello, Kris Dewey, and I are all scheduled to attend. If you are interested in attending with us, please let me know so that I can register you. We will focus on advocacy of local public health priorities.

I have appointments with our Representatives and Senators as follows:

- 9:30 am Representative Fink
- 10:00 am Representative Carra
- 2:00 pm Senator Bellino
- 2:45 pm Senator Lindsey

**Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP):** At this point in the project, work is focused on obtaining local data. Marcus and his student intern Thomas are in communication with local non-profit leaders to set-up focus groups; including marginalized populations such as migrant workers and religious groups like the Amish. They are also



working on completing a survey questionnaire that will be available to all residents in the tri-county service area to collect additional local data. Alex continues to work closely with Marcus and Thomas.

**Kindergarten Oral Health Assessment:** Earlier this month I was approached by the Kindergarten Oral Health Assessment (KOHA) Program consultant regarding Phase II implementation in Michigan. KOHA is a statewide programs established by Public Act 261 of 2020 with primary purpose of ensuring that children entering Kindergarten have the opportunity to receive an oral health screening. KOHA is being implemented in a phased approach with a goal for full implementation at all 45 local health departments in Michigan by the end of 2024. The Phase I health departments are underway and MDHHS is reaching out requesting local health department volunteers for Phase II. I met with the program coordinator and \$63,059.00 is the amount currently allocated for BHSJCHA for this program. MDHHS allocated \$50,000 base funding for every LHD with an additional amount based free and reduced eligible school children. I have asked that MALPH work with MDHHS on KOHA as the current funding is not sufficient given the program requirements. At this time, BHSJCHA will not be volunteering for Phase II implementation. I do believe that there is need for this program and that our incoming Kindergarten students deserve the same access to dental care and screening. I am hopeful that through the efforts of MALPH, funding changes can make this possible.

**MCDC Dental Centers:** Today I'm providing stats for all 4 of the MCDC Dental Centers located within our jurisdiction. Those pages are at the end of this report.

As a local health department with MCDC dental centers, I have a "seat" at the MCDC Advisory Committee. This group meets twice per year and we last met on February 7<sup>th</sup>. MCDC dental centers are experiencing unprecedented demand for services at all of their locations and they are working with their Providers to open up additional patient appointment times. MCDC also continues to struggle with finding Providers for all of their established dental centers. The center in Warren has been closed indefinitely, Sandusky and Roscommon continue to be closed. Hart is reopening early in March and of course Hillsdale reopened in October 2022. I am thrilled that we have all 4 of our MCDC dental centers open and seeing patients.

**Community Health Worker (CHW) Program:** Rachael, our CHW, continues to take on new clients and work with them. We will not be seeking becoming a Pathways Partner Agency at this time due to the requirements, some of which we cannot achieve at this time. This can be reconsidered as our program matures.

**COVID:** Our Agency is the first local health department and first place in Michigan to have a self-serve COVID testing kiosk installed. The kiosk's, which look like vending machines, vend a test to the patient who collects their sample, repackages the sample and returns it to the kiosk to be picked up by a courier who takes it to a lab for analysis. Individuals receive the results of their PCR test in 48-72 hours. There is no cost for the test but if the patient has insurance, it will be billed. There is no



requirement to have insurance to obtain the test kit. The most exciting part of this is that the testing is available 24/7, 365. Individuals do not need to wait until their Provider or pharmacy opens to obtain a test. With the end of the Public Health Emergency coming, I was concerned about the free testing continuing but the contractor's contract with the CDC provides this into 2024.

This is a picture of the unit in Three Rivers. They are also installed in Centreville and Sturgis with units coming to Coldwater and Hillsdale.

**Accreditation:** The Directors continue to work on preparing for our Accreditation visit in April. As I have explained the focus for this Accreditation cycle is on technical assistance. MDHHS and the Michigan Public Health Institute recognize that many routine accreditation tasks were set-aside during the pandemic and that local health departments have also turned over a tremendous number of staff. Many of our staff have never been a part of accreditation activities and are just learning about the work that we usually engage in when not dealing with a pandemic crisis. Our accreditation ranking from the previous cycle will maintain; Accredited with Commendation. We will take full advantage of the expertise of the state accreditors to learn as much as possible and make program corrections as necessary as get back to "normal".

**Personnel Policy Committee:** The Agency's Personnel Policies outline the establishment of representatives from the staff to the Personnel Policy Committee. That committee met this month and selected a Chair and Secretary. Theresa and I work with the committee on changes, updates, clarifications to the Personnel Policies that then are presented to the Board of Health for approval. I expect this to come before the Program, Policy, and Appeals Committee within the next month or two.

**State Budget:** In the Governor's proposed budget there is an increase in Essential Local Public Health Services (ELPHS) funding of \$30 million. It became especially evident during the pandemic that public health has been underfunded for years creating issues with response time and follow-up. This proposed increase would bring local public health closer to the 50/50 cost share required in the Public Health Code. Local public health will be closely watching the budget negotiations.

**Opioid Settlement Funds:** In response to conversations at the January Board of Health meeting, I did send out an email to the Board of Health and the County Administrators regarding a proposal of what our Health Promotion & Education section could provide with a small amount of this funding, focusing on youth prevention. I will continue to discuss with the counties and anticipate this will be an item for conversation with the Program, Policy & Appeals committee.

**Coldwater Office:** We continue to have one piece of the conference room equipment on back-order; a gooseneck microphone. A temporary microphone has been provided while we wait for the back-ordered item. Otherwise, the system is complete. Our staff will continue to train so that we avoid any additional issues with not having a complete audio and video recording.

**Hillsdale Office:** Theresa has received 2 bids for the parking lot project. She continues to work to get at least one more so that this can be presented to the Finance Committee.

**Three Rivers Office:** Theresa and I continue to work on bids for the wood wrap at this building. I hope to have a proposal to the Finance Committee at their next meeting.

**Sturgis:** I met with our landlord this week and reviewed the Board's previously approved space increase proposal from March 2020. I anticipate this expansion project will be on the Finance Committee's agenda in March.



**Frequently Asked Questions -- Phase 2/3 Local Health Departments**

• **Why was the Kindergarten Oral Health Assessment Program (KOHA) put into place?**

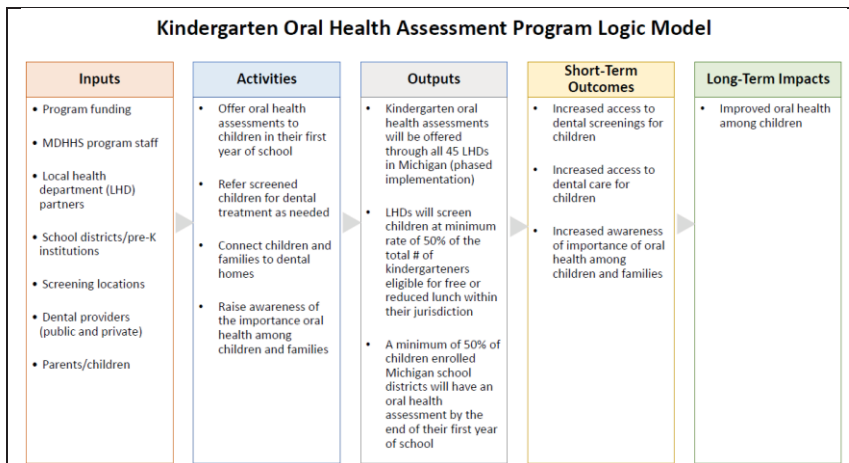
In an effort to improve the oral health of Michigan children and ensure school readiness, [Public Act 261 of 2020](#) was enacted in December of 2020 to ensure that children enrolling into their first year of school have the opportunity to receive an oral health assessment (dental screening) prior to starting school. Dental screenings can identify untreated dental disease and refer a child for care if needed, connect families to safety-net resources, and provide education to children and families about the importance of good oral health.

• **How is MDHHS accomplishing this program?**

[Public Act 261 of 2020](#) includes the requirement that MDHHS establish and maintain an oral health assessment program in each area of the state served by a local health department (LHD). LHDs are funded by MDHHS to conduct the screenings and administer the program at the local level. The program is being implemented in a phased approach with plans for full implementation across all 45 LHDs in Michigan by the fall of 2024. Phase 1 was launched in fall 2022 within 20 local health departments, encompassing 44 counties and the City of Detroit.

• **What are the goals of KOHA and how will impact be measured?**

The goals of KOHA are to increase the number of dental screenings in the kindergarten population, increase access to dental care, and increase awareness of the importance of oral health. We can measure these goals through programmatic data collected from the LHDs and Medicaid utilization data. The long-term impact of these goals is expected to be improvement in oral health among children. Medicaid utilization data and state oral health surveillance data can be used to measure long-term impact.



- ***Is a dental screening required for each student enrolling into school?***

No; the law recommends the screening but does not mandate it.

- ***What are LHDs expected to do?***

The dental program operates similarly to the hearing and vision screening programs. LHDs are expected to perform no-cost dental screenings on all children within their service entering kindergarten and refer for dental treatment needed, conduct local outreach and coordinate screening events with local schools and pre-K settings. LHDs submit quarterly program data to MDHHS which consists of screening data (e.g. # children screened, # screening events, etc) and a brief description of quarterly program activities.

- ***Our health department doesn't have an oral health program or any dental professionals on staff. How could we provide dental screenings?***

The screenings must be conducted by a registered dental hygienist, a dental therapist, or a dentist.

MDHHS recognizes that not all LHDs currently have an oral health program in place and is allowing LHDs to employ various models to accomplish the program:

- registered dental hygienist on staff at the health department to administer the program at the local level and conduct the screenings;
- dental coordinator position on staff at the health department to administer the program at the local level and subcontract the screening work to a licensed [P.A. 161](#) or [mobile dentistry](#) provider; or
- subcontract the entirety of the program to a licensed [P.A. 161](#) or [mobile dentistry](#) provider.



Total number of Unique Patients from 10/1/2022 to 1/31/2023 at Coldwater is **1,302**

Total number of Office Visits from 10/1/2022 to 1/31/2023 at Coldwater is **1,732**

Coldwater Unique Patients by Insurance		
	Totals	Percentage
Medicaid	407	31.26%
Traditional	285	21.89%
Healthy Michigan Plan	343	26.34%
Healthy Kids	218	16.74%
My DP	49	3.76%

Coldwater Unique Patients by Age		
	Totals	Percentage
0 to 4	40	3.1%
5 to 14	129	9.9%
15 to 20	78	6%
21 to 60	820	63%
Over 60	235	18%

Total number of Unique Patients from 10/1/2022 to 1/31/2023 at Hillsdale is **931**

Total number of Office Visits from 10/1/2022 to 1/31/2023 at Hillsdale is **1,519**

Hillsdale Unique Patients by Insurance		
	Totals	Percentage
Medicaid	302	32.44%
Traditional	138	14.82%
Healthy Michigan Plan	254	27.28%
Healthy Kids	205	22.02%
My DP	31	3.33%
Grants	1	0.11%

Hillsdale Unique Patients by Age		
	Totals	Percentage
0 to 4	37	4%
5 to 14	109	11.7%
15 to 20	77	8.3%
21 to 60	554	59.5%
Over 60	154	16.5%

Total number of Unique Patients from 10/1/2022 to 1/31/2023 at Sturgis is **1,497**

Total number of Office Visits from 10/1/2022 to 1/31/2023 at Sturgis is **2,064**

Sturgis Unique Patients by Insurance		
	Totals	Percentage
Medicaid	256	17.10%
Traditional	381	25.45%
Healthy Michigan Plan	273	18.24%
Healthy Kids	490	32.73%
My DP	97	6.48%

Sturgis Unique Patients by Age		
	Totals	Percentage
0 to 4	78	5.2%
5 to 14	378	25.3%
15 to 20	143	9.6%
21 to 60	708	47.3%
Over 60	190	12.7%

Total number of Unique Patients from 10/1/2022 to 1/31/2023 at Three Rivers is **1,455**

Total number of Office Visits from 10/1/2022 to 1/31/2023 at Three Rivers is **1,920**

Three Rivers Unique Patients by Insurance		
	Totals	Percentage
Medicaid	343	23.57%
Traditional	385	26.46%
Healthy Michigan Plan	312	21.44%
Healthy Kids	370	25.43%
My DP	45	3.09%

Three Rivers Unique Patients by Age		
	Totals	Percentage
0 to 4	54	3.7%
5 to 14	244	16.8%
15 to 20	137	9.4%
21 to 60	776	53.3%
Over 60	244	16.8%



*Included in This Month's Report:*

1. *Health Education & Promotion Department Update*
2. *MCRH – Embedding a Community Health Worker (CHWs) Program within the Local Public Health Department Grant Update.*
3. *Community Events Update*
4. *Jan. Social Media Data*
5. *List of “At Least It’s Not A Cigarette” Anti-Vaping Presentations Given*
6. *Jan. CHW Client Data*

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

The month of January was very busy for the Health Education & Promotion team and the department is going through a lot of changes to begin 2023. Our Health Educator and Communications Specialist, Kris Dewey, has accepted the role of our Agency's Emergency Preparedness Coordinator; during the month of January, Kris has been making the transition out of the Health Education and Promotion department and we have begun our search for her replacement. We wish Kris the best in her new role and she will certainly be missed as a member of our team. Supervisor Alex Bergmooser and Health Educator Josh Englehart having been working hard to keep the department running smoothly and to cover the roles and responsibilities that were vacated by Kris's departure. One of those responsibilities is our social media presence for the Agency. Our Facebook/Instagram posts for the month of January included, but were not limited to, topics such as: open enrollment, winter safety guidelines, national Radon Awareness month, birth defect prevention, acid awareness week, WIC services, Cervical Cancer awareness month, and promoting the HPV vaccination.

Furthermore, Josh was also an integral part in assisting the Health Promotion & Education Supervisor, Alex Bergmooser, in completing, and submitting, the Agency's application for the 2023 Medicinal Marijuana Operations & Oversight Grant (MMOOG). The application was submitted in mid-December and the department expects to successfully receive this funding by early February. Alex Bergmooser continues to work with Marcus Cheatham, and Central Michigan University Grad student/intern Thomas Carey to create the agency's Community Health Needs Assessment (CHNA) and Community Health Improvement Plan (CHIP). Alex worked with Marcus and Thomas to create a data-driven Powerpoint presentation that focused on key physical, social, mental, and environmental components of individual and community health for the members of our three counties. The data was collected, analyzed and revised for presentations at each county's community coalition, the last of which was given on January 10<sup>th</sup> to the St. Joseph Human Services Coalition. The next step will be to gather feedback from each of these coalitions in order to narrow down the individual needs and concerns of the three counties and use that information to form community surveys and guide the priorities of focus groups that will take place in March or early April.

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

During the month of January, our CHW Rachael Wall mostly continued her work with existing clients, while also bringing in a new client and successfully providing resources, or referrals to outside agencies, for individuals that are not counted toward her client caseload (these individuals are referred to in the dataset below as “interactions”). We anticipated a slow-down in new clients as we made our way through the holiday season; to combat this, we will begin to promote Rachael's services heavily at the end of January and into February to hopefully generate more referrals and bring in more clients. With the help of Judy Kell, our CHW consultant, the program has really begun to gain traction and become increasingly effective. Furthermore, Judy has been busy developing a “Community Health Worker Policy Manual.” When completed, this manual will contain all of the

various policies, guidelines, forms, restrictions, etc. that are related to the Community Health Worker program. This manual will serve as the foundation of the program going forward and will give Rachael, or future Agency CHWs, the tools needed to be an effective and efficient CHW while also adhering to safety practices and Agency policies. We are very excited to see the finished product in the coming weeks.

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

Date	Event
1/10	CHNA Presentation @ St. Joseph County HSC
1/11	White Pigeon COVID Vaccine Clinic
1/24-1/26	Social Determinants of Health Summit
2/3	Certified Public Health Cohort Begins
2/16	Sturgis Fire Department Vaccine Clinic

**4. Social Media Data: January**

Social Media Data (As of February 1st, 2023)					
	# of Followers (Facebook & Instagram)	Social Media Reach (Amount a post is viewed, commented on, shared, etc.)	Number & Topic of Facebook Live Events	Agency Mentions in Local Media (radio stations, local newspaper/digital articles, etc.)	Other Activities (# and Topic)
JANUARY	4062	20,823	1 (Community Health Worker Interview with Rachael Wall)	4	None
TOTAL TO DATE (Since 10/1/2022)	13 NEW followers since last report	86,100	4	30	5

**5. “At Least It’s Not A Cigarette” Anti-Vaping Presentations Given (Total) – Locations:**

- Branch County - Pansophia Academy (Middle and High School)
- St. Joseph County - Centreville High School and Middles School (2 separate presentations)
- Hillsdale County - Camden Frontier Schools (Middle School)
- St. Joseph County - Colon Middle and High School (2 separate presentations)
- St. Joseph County - Sturgis Varsity Football Team
- Virtual Presentation URL: [bhsj.org/resources/1924](https://bhsj.org/resources/1924)



**6. Community Health Worker (CHW) Client Data: January**

Community Health Worker (CHW) Client Data - January 2023								
	# New	# Total to Date	*** "Interactions" = Supplied Resources or referred an individual to an outside agency, but not an active client (Interactions are counted under the "Referral Source" numbers, as well). ** Interactions "# Total to Date" Began Reporting Numbers in January 2023.					
*** Interactions	4	4 **						
Clients	1	14						
	Internal (Clinic) Referral & Agency Website	External Referral (Partner Organization)	AAA	MDHHS	Internal (Clinic) Referral & Agency Website (Total to Date)	External Referral, i.e.: Partner Organization (Total to Date)	AAA (Total to Date)	MDHHS (Total to Date)
Referral Source	1	1	3	0	8	2	7	1
	Branch	St. Joseph	Hillsdale	Branch (Total to Date)	St. Joseph (Total to Date)	Hillsdale (Total to Date)		
Clients by County	0	1	0	4	10	0		
	In-Person (Office)	Phone	Email	In-Person (Home Visit)	In-Person: Office (Total to Date)	Phone (Total to Date)	Email (Total to Date)	In-Person: Home Visit (Total to Date)
Interactions (sum of all interactions w/each client)	2	24	1	2	15	55	1	6
	Open	Closed (Completed)	Closed (Unable to Complete)	Other (Specify)	Open (Total to Date)	Closed/Completed (Total to Date)	Closed: Unable to Complete (Total to Date)	Other: Specify (Total to Date)
Case Status	1	2	2	0	10	2	2	0
	Behavioral Health	Health Insurance	Housing	Immunization Information	Employment Issues	Family Planning & Pregnancy	At-Home Medical & Health Needs	Adult Education
Services Provided	0	4	3	0	1	0	1	1
Service Provided (Total to Date)	1	12	7	1	2	1	4	3
	Transportation	Food Assistance	Child Developmental/ Education Issues & Screening	Childcare Services	Clothing Needs	Domestic Concerns	Other (Specify)	
Services Provided Cont.	0	4	1	0	1	3		
Service Provided (Total to Date)	0	10	1	2	1	3		

## **MEDICAL DIRECTOR'S REPORT**

### **FEBRUARY 2023**

1. Morning checks on CDC website to follow COVID, influenza and RSV numbers.
2. Director and Administrator meetings, in person and zoom.
3. Meetings via zoom and teleconference with MDHHS.
4. Continue to review and sign standing orders. Working on review for inspection.
5. Winter class, Research Methods ended.
6. Started two spring classes - Culture, Nutrition and Health and Public Health Leadership.
7. Preparing to go to the Capital in Lansing for April meetings.



February is American Heart month; a time for people to focus on their cardiovascular health.

Heart disease is the leading cause of death in the United States.

The most common type of heart disease in the US is coronary artery disease (affects blood flow to heart).

### **SYMPTOMS**

Silent

Chest pain, discomfort, upper back or next pain, indigestion, heartburn, nausea, vomiting, fatigue, upper body discomfort, dizziness, and shortness of breath – Heart Attack

Fluttering feelings in the chest (palpitations) – Arrhythmia

Shortness of breath, fatigue, swelling of feet, ankles, legs, abdomen or next veins – Heart Failure

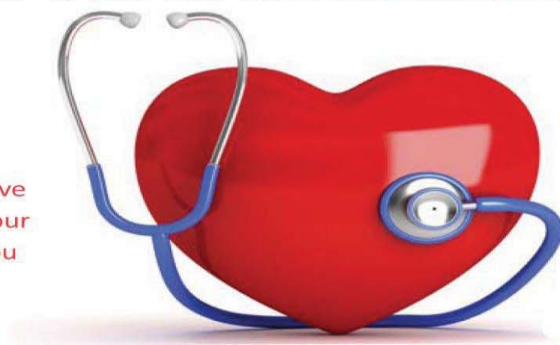
### **RISK FACTORS**

High blood pressure, high cholesterol and smoking are the key risk factors (about 47% of the US population have at least one of these risk factors).

Diabetes, obesity, unhealthy diet, physical inactivity, alcohol use

# **HEART HEALTH AWARENESS**

February is National Heart Month — a great time to make sure your ticker is tickin' properly. We've all heard it: change your diet, maintain a healthy weight, be physically active, quit smoking. But why? Can this advice **REALLY HELP** you lower your cholesterol and improve your heart health? **YES!** Making small changes in your daily routine can add up to big benefits and help you live a healthier, more balanced life.





**Enclosures:**

1. Annual Conflict of Interest & Disclosure Statement \*
  2. Advisory Committee Bylaws – working draft
  3. Advisory Committee – (new!) Citizen Interest Form
- 

**Updates:**

1. Services to Victims of Elder Abuse Program Updates:
  - The Branch County Interdisciplinary Team/Elder Abuse Prevention Coalition met on Feb. 14<sup>th</sup> in their new format and with great attendance. As one member mentioned “I’m so glad people showed up today, this only works when people come!”. Much of our discussion focused on mental health services and guardianships, centered on one very complex situation. The Protocol will be distributed soon, with the BOH included in the distribution list.
  - On Thursday, Feb. 9<sup>th</sup> JC and I were invited to be interviewed by Ken Delaney at WTVB in Coldwater regarding the Protocol, the Interdisciplinary Team, and our collaborative efforts surrounding elder abuse prevention and awareness. It aired on Thursday, Feb. 11<sup>th</sup>... Did anyone happen to hear it?
  - St. Joseph County’s IDT remains active with great attendance. Updates from the Feb. 22<sup>nd</sup> meeting will be shared at the BOH meeting.
2. The AAA Advisory Committee’s purpose, as stated in the Bylaws and required by ACLS Bureau Operating Standards is: *“a representative group of individuals and providers whose goal it is to provide the AAA with a community’s perspective on activities and goals related to the agency. The Committee will advise the AAA on matters relating to the development and administration of the area plan and operations conducted thereunder to foster a comprehensive and coordinated service system for the aging.”*

The Advisory Committee is appointed by the Policy Board (BOH). We are working to update the Bylaws and implement a new “Interest Form” for potential members to complete for consideration of appointment. We’ve been working on building membership as we’ve lost a number of active members. In addition, the Bylaws could use some updates and so we began looking at the working draft at our 2/21/23 meeting. We’ll discuss next steps along with member Interest Forms at the BOH meeting.

3. I was able to speak with Providers who are over-spending their contracts at this point in the fiscal year. We refocused them back to the contract terms. Being too flexible, as we’ve been, complicates things when AAA’s are not issued all of our funding for the year at the beginning of the year. Things are coming back in line very quickly and we’ll continue to monitor this with the finance team.



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

Supporting Seniors, Promoting Independence

**AREA AGENCY ON AGING REGION IIC**

570 N. Marshall Road  
Coldwater, MI 49036  
(517) 278-2538  
[www.bhsj.org/aaa](http://www.bhsj.org/aaa)

**CITIZEN'S INTEREST FORM**

The following questionnaire is designed to obtain specific information as to your interest and qualifications for serving on the Area Agency on Aging (IIC) Advisory Committee. Feel free to utilize the back of this form for additional comments that you may wish to submit. Please return completed questionnaire to the Area Agency on Aging Director's Office, 570 N. Marshall Road, Coldwater, MI 49036. If you have any questions or would like to submit electronically, please call (517) 278-2538.

(Please print)

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City Zip

Employment: \_\_\_\_\_

Present service activities (i.e.; church, scouts, civic, etc.): \_\_\_\_\_

Interests: \_\_\_\_\_

What special experience, education or interest do you have for serving on the Advisory Committee?

Additional Comments: \_\_\_\_\_

Affiliation or Member type: *(Check all that apply!)*

- Age 60 or greater (per bylaws, 50% are 60+)
- Focal Point Representative (i.e. Commission on Aging)
- Human Service/Social Service Representative (i.e. MDHHS, CMH)
- Health Service Representative (i.e. hospital, physician's office)
- Consumer/Volunteer/Community Leader (i.e. elected official, advocate, caregiver of someone 60+)

Signature: \_\_\_\_\_

BRANCH-ST. JOSEPH AREA AGENCY ON AGING (IIIC)

**ADVISORY COMMITTEE  
BY-LAWS**

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ARTICLE I.

Name and Area of Service

The name of this entity shall be the Advisory Committee to the governing Board of the Branch-St. Joseph Area Agency on Aging (IIIC) [AAA], hereinafter referred to as the Committee. The planning and service area in which this entity shall operate shall be in the geographic boundaries of Branch and St. Joseph Counties.

ARTICLE II.

Purpose

The Committee is a representative group of individuals and providers whose goal it is to provide the AAA with a community's perspective on activities and goals related to the agency. The Committee will advise the AAA on matters relating to the development and administration of the area plan and operations conducted thereunder to foster a comprehensive and coordinated service system for the aging.

ARTICLE III.

Function of the Committee

The specific duties and responsibilities of the Committee are subject to the provisions of the Older Americans Act (OAA), the Older Michiganians Act (OMA) and the Rules and Regulations of the Michigan Bureau of Aging, Community Living, and Supports (ACLS)~~Office of Services to the Aging (OSA)~~. The Committee and the AAA function as the primary link between the Board of Health and the recipients and providers of services in the community. The Board of Health is the AAA Policy Board, which serves to review recommendations and set policy. Therefore, the function of the Advisory Committee is to:

1. Assist AAA staff in the completion and submission of the Multi-Year and Annual Implementation Plans to the Board of Health.
2. Review and comment to the Board of Health on any proposed substantive amendments to said plans.
3. Identify issues of need or concern within the community and advocate for services, policies, and programs to meet those needs.
4. Review state and federal proposals or policies which may impact on the local community and provide recommendations for action to the Board of Health.

5. Review and comment on proposed AAA policy changes to be submitted to the Board of Health.
6. Stimulate ideas for program development and for opportunities concerning older adults and their caregivers within the region.
7. Other tasks as requested by the Board of Health.

ARTICLE IV.

Membership

A. Composition

The Committee shall be comprised of not more than 16 members. Members must be residents of, or employed within the boundaries of Branch or St. Joseph County.

Committee composition should ideally be as follows:

	<u>Branch County</u>	<u>St. Joseph County</u>
Focal Point Representative *	2	2
Human Service or Social Service Representatives <i>(i.e. MDHSS, CMH)</i>	1	1
Health Services Representative <i>(i.e. hospital, physician's office)</i>	1	1
Consumers, Volunteers, or Community Leaders <i>(i.e. elected official, advocate, caregiver of someone 60+)</i>	4	4
<b>TOTAL</b>	<b>8</b>	<b>8</b>

Not less than fifty (50) percent of the committee must be comprised of persons aged 60 or older. In the event that membership falls below the 50% threshold for any reason, the Board of Health shall actively and continuously recruit nominees for said vacancies until such time that the Committee once again meets this requirement.

\* A focal point is defined as a facility or entity established to encourage the maximum co-location and coordination of services for older individuals. Based on this definition, the organizations that best serve as focal points are the counties two Commissions On Aging.

B. Selection

Prospective members shall submit their names for consideration not less than two (2) months before the end of the fiscal year (July 31) or when an advertised vacancy exists. Prospective members must submit their names in writing to the Board of Health via



completion of the “Advisory Committee Citizen Interest Form” or other members may nominate individuals in a like fashion.

Upon receipt of such nominations the AAA staff shall:

- 1) Contact the nominee to assure her/his interest,
- 2) Identify the nominee’s county of affiliation, organizational affiliation (if any), and whether the person is age 60 or older,
- 3) AAA staff shall present this information to the Board of Health at a regularly scheduled meeting.

The Board of Health may request additional information from the applicant if they so desire before rendering a determination. Appointments or denial of appointments shall take place through a voice vote of the Board of Health. Notification of appointment or denial with reason stated will be made within 10 days by the AAA Director following the Board of Health meeting at which the decision was rendered.

C. Terms of Membership

Appointment to the Committee shall be for a minimum of two (2) calendar years commencing January 1 (or immediately following the appointment date if a vacancy appointment) and terminating December 31. Appointments may be extended or re-authorized at the discretion of the Board of Health. Barring voluntary resignation or removal for cause, at least 50% of the committee shall be re-appointed to ensure continuity of Committee functioning.

D. Standards of Attendance

If any member fails to attend three consecutive meetings without providing a reasonable excuse, the Committee Chairperson shall advise the member in writing. If, following the written notice, a member fails to attend the next consecutive meeting without providing a reasonable excuse, the position may be considered vacant and shall be filled in the same manner as initial appointments. If the member is an agency representative, written notice will also be given to the agency director and/or the agency’s board chairperson.

E. Standards of Conduct

Members of the Committee shall be bound by the Code of Ethics adopted by the Board of Health on September 26, 1996. Violations of these standards may result in removal of members from the Committee or other action as deemed appropriate by the Board of Health.

F. Removal of Members

All members of the Committee serve at will of the Board of Health and may be removed from the Committee, with or without cause, by majority vote of the Board of Health.



## ARTICLE V.

### Officers

#### A. Selection

The Committee shall nominate and select a Chairperson and a Vice-Chairperson from its membership on an annual basis. Such selection shall take place at the last scheduled meeting of the calendar year. Election of officers shall require a majority vote of members present.

#### B. Duties

##### 1. Chairperson

- a) To preside over all Committee meetings
- b) To review and sign any official correspondence of the Committee
- c) To work with AAA staff to set agendas for meetings

##### 2. Vice-Chairperson

- a) To assume all duties of the chairperson in her/his absence

#### C. AAA Staff Role

Staffing functions including meeting agenda, minutes, supporting materials, etc. for Committee meetings are the responsibility of AAA staff, as designated by the AAA Director.

## ARTICLE VI.

### Meetings

A. The Committee shall meet at a day and time convenient to the majority of the membership. Meetings shall rotate between St. Joseph and Branch Counties and take place not less than six (6) times per year.

B. Such meetings shall operate within compliance of the Open Meetings Act (PA 267).

C. There is no quorum requirement of the Committee.

## ARTICLE VII.

### Amendments

A. Recommendation for an amendment to these by-laws shall be submitted to the Advisory Committee in writing prior to the regularly scheduled meeting at which they will be discussed.

A.

B. Recommendation for amendment(s) shall require a majority vote among members present at a regularly scheduled meeting (or special meeting as called by the Chairperson).

~~B.~~

C. Such recommendation for amendment(s) shall be presented to the Board of Health at a regularly scheduled meeting for final review and approval.

\* \* \* \* \*

Approved by action of the Branch-Hillsdale-St. Joseph Board of Health at their January 23, 1997 meeting.

Amended by action of the Branch-Hillsdale-St. Joseph Board of Health at their January 25, 2001 meeting.

Amended by action of the Branch-Hillsdale-St. Joseph Board of Health at their <insert date> meeting.

ATTACHMENT: "AAA IIIC Advisory Committee Citizen Interest Form"

\_\_\_\_\_  
Chairperson  
BHSJ CHA Board of Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
AAA IIIC Advisory Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Sutter~~Lynelle Thrasher~~, Director  
Branch-St. Joseph Area Agency on Aging (IIIC)

\_\_\_\_\_  
Date



## Annual Conflict of Interest and Disclosure Policy

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

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

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

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

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

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

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

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

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

\_\_\_\_\_ I have read this policy and agree to follow it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

## **Personal Health and Disease Prevention: February 23, 2023**

### **Communicable Disease:**

**Influenza:** seasonal influenza activity has decreased

**Mpox:** activity is low, only four cases have been reported in Michigan in 2023 so far.

### **Covid Community Levels:**

Branch County: low

Hillsdale County: low

St. Joseph County: low

### **Immunizations/STD/HIV:**

Mobile unit mileage: 17,188.1 May 2021-May 2022: approximately 430+ visits made using the unit.

We have attended several community events with our mobile unit (see pics below) along with various off-site locations and homes. The majority of the services provided out of the unit have been immunizations. Some of the events/locations include county fairs, Polish Festival, Strawberry Festival, nursing homes, schools, local business, CSHCS events, etc.

We are excited to have a nurse filled in this position so we can continue our mobile efforts in the community past the pandemic and expand our services.

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

It was announced on January 31, 2023 that the intention is to end the Covid-19 public health emergency declaration on May 11, 2023. This means that WIC waivers will expire in August, 2023. We will continue as planned with opening and offering in-person services to our clients. We are offering in-person to expecting mothers, postpartum mothers, infants, and children age 1. We continue to incorporate the remaining classes for in-person booking which will be children ages 2-4 in February-April. This will allow all of our WIC clients the opportunity for in-person appointments, if they so choose, until the waiver ends.

### ***Snippet from the National WIC Association Announcement***

*Ending the public health emergency declaration will have broader consequences on federal policy, including immigration law and access to healthcare services for low-income families. WIC families will likely be impacted by the end of SNAP emergency allotments in more than 30 states starting March 1 and the end of Medicaid continuous enrollment on April 1. NWA will continue to monitor and update members on the effects of the end of the public health emergency declaration on WIC program administration and the WIC-eligible population.*

### **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 and receive a diagnosis, not the treatment. Even if a diagnosis is not given, this initial assessment and any screenings needed are still paid for. This helps non-Medicaid parents get the treatment they need for a diagnosis that they may not be able to afford. I say non-Medicaid because if they have a Medicaid health plan then this would be covered anyways.

### **Hearing/Vision:**

We have already started scheduling for kindergarten round-ups for the spring



# Mobile Unit Pictures







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

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

**January-23**

Confirmed & Probable Case Totals

	2022-2023				FYTD 2022-2023				2021-2022 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	2	1	-	3	2	10	-	12	5	23	-	28
Blastomycosis	-	-	-	-	-	-	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	1	-	2	3	5	4	2	11	3	3	3	9
Chicken Pox	-	-	1	1	-	1	1	2	-	-	-	-
Chlamydia	6	4	13	23	40	33	67	140	37	34	64	135
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	1	1
CRE Carbapenem Resistant Enterobac.	-	-	-	-	-	-	1	1	1	-	-	1
Cryptosporidiosis	-	1	-	1	-	2	1	3	-	-	1	1
Encephalitis - Primary	-	-	-	-	-	-	-	-	-	-	-	-
Giardiasis	-	-	1	1	-	-	1	1	-	1	3	4
Gonorrhea	3	2	6	11	4	9	16	29	10	16	42	68
H. Influenzae Disease - Inv.	-	-	-	-	1	-	-	1	-	-	-	-
Hepatitis B - Acute	-	-	-	-	-	-	-	-	1	-	-	1
Hepatitis B - Chronic	-	-	-	-	1	-	-	1	-	-	-	-
Hepatitis C - Acute	-	-	-	-	-	-	-	-	2	-	-	2
Hepatitis C - Chronic	1	4	2	7	7	4	4	15	8	-	2	10
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	2	-	-	2	2	-	-	2	1	-	1	2
HIV/AIDS	-	-	-	-	-	-	-	-	1	-	2	3
Influenza	225	88	163	476	389	241	268	898	63	106	17	186
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	-	-	-	-	-	-	1	1	-	1	-	1
Lyme Disease	-	-	-	-	-	-	-	-	-	1	1	2
Measles	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Aseptic	-	-	-	-	1	-	-	1	-	-	-	-
Menengitis - Bacterial	1	-	-	1	1	-	-	1	-	-	-	-
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	1	-	-	1	1	-	-	1	2	3	2	7
Norovirus	-	-	-	-	-	-	-	-	-	-	-	-
Novel Coronavirus	141	99	141	381	605	685	626	1,916	4,752	4,279	5,508	14,539
Pertussis	-	-	-	-	-	1	-	1	-	3	-	3
Salmonellosis	-	1	-	1	1	1	-	2	1	1	1	3
Scabies	-	-	-	-	1	-	-	1	-	-	-	-
Shiga Toxin-prod. (STEC)	1	-	1	2	1	-	1	2	1	1	-	2
Shigellosis	-	-	-	-	-	-	-	-	-	-	-	-
Shingles	-	-	-	-	-	-	-	-	1	-	-	1
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	1	-	1	-	1	1	2	-	-	-	-
Strep Pneumonia Inv Ds.	1	-	3	4	3	2	5	10	1	3	-	4
Syphilis - Primary	-	-	-	-	-	1	-	1	-	-	-	-
Syphilis - Secondary	-	-	-	-	-	-	-	-	-	-	2	2
Syphilis To Be Determined	-	-	-	-	-	-	-	-	-	-	-	-
Trichinosis	-	-	-	-	-	-	-	-	-	-	-	-
Tuberculosis	-	-	-	-	-	1	-	1	-	-	-	-
Unusual Outbreak/Occurrence	-	-	1	1	-	-	1	1	1	2	-	3
VZ Infection, Unspecified	-	-	1	1	1	1	1	3	-	-	-	-
Yersinia Enteritis	1	-	-	1	1	-	-	1	-	-	-	-
<b>School Only Reporting</b>												
Colds W/O Fever	262	83	111	456	1,449	472	1,160	3,081	1,599	584	1,152	3,335
Flu Like Disease	103	74	185	362	648	420	877	1,945	1,154	430	1,161	2,745
GI Illness	352	324	144	820	1,347	977	1,110	3,434	1,696	852	1,184	3,732
Head Lice	18	19	30	67	84	92	237	413	80	71	164	315
Impetigo	1	3	6	10	10	11	26	47	9	1	1	11
Mononucleosis	0	-	-	-	2	1	1	4	4	3	4	11
Pink Eye	10	13	10	33	68	53	120	241	78	48	135	261
Strep Throat	139	39	27	205	373	165	193	731	279	75	208	562
<b>TOTAL</b>	<b>1271</b>	<b>756</b>	<b>848</b>	<b>2,875</b>	<b>5,048</b>	<b>3,188</b>	<b>4,721</b>	<b>12,957</b>	<b>9,790</b>	<b>6,542</b>	<b>9,659</b>	<b>25,991</b>



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

	Jan-23					YTD 2022-2023					YTD 2021-2022				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
<b>CHILD IMMUNIZATIONS</b>															
# Vaccines Given CHA	199	93	22	94	408	599	587	23	415	1,624	699	721	-	619	2,039
All VFC Doses Given	681	323	-	811	1,815	3,454	1,627	-	3,261	8,342	3,029	1,674	-	3,041	7,744
Waivers	3	8	1	6	18	56	62	3	32	153	28	58	10	43	139
<b>ADULT IMMUNIZATIONS</b>															
# Vaccines Given	7	48	4	77	136	798	399	4	277	1,478	2,814	1,444	-	1,195	5,453
All AVP Doses Given	16	12	-	33	61	40	74	-	144	258	38	232	-	65	335
<b>COMMUNICABLE DISEASE</b>															
TB Tests Done	2	7	-	2	11	21	33	-	5	59	21	41	-	5	67
STD treatments	-	-	1	11	12	1	3	1	17	22	15	15	2	52	84
HIV Testing	-	-	1	10	11	-	4	1	11	16	-	-	2	10	12
<b>ENROLLMENTS</b>															
Medicaid & Michild	3	1	-	-	4	6	2	-	5	13	3	1	-	2	6
<b>REFERRAL SERVICE</b>															
MCDC Referrals	11	4	11	52	78	25	38	101	210	374	36	-	27	72	135
MIHP referrals	2	4	29	37	72	25	18	75	73	191	118	21	50	83	272
<b>Hearing Screens</b>															
Pre-school	-	-	-	14	14	27	207	-	238	472	54	174	64	32	324
School Age	453	229	-	116	798	974	861	-	1,070	2,905	450	426	489	924	2,289
<b>Vision Screens</b>															
Pre-school	-	-	-	2	2	48	231	-	99	378	85	202	-	78	365
School Age	825	597	-	721	2,143	2,613	1,448	-	2,614	6,675	1,896	1,004	-	2,160	5,060
<b>Children's Special Health Care Services</b>															
Diagnostics	2	1	-	-	3	3	1	-	-	4	4	4	-	1	9
Assessments-Renewal	18	20	-	23	61	61	75	-	84	220	67	65	-	73	205
Assessments-New	4	5	-	9	18	17	14	-	21	52	15	20	-	21	56

State Participation/Enrollment Ratio [2]:

Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Curr Year P/E Ratio (last 12 months)
94.3%	94.5%	94.7%	94.7%	94.9%	94.3%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/ Enrollment Ratio[2]
Oct / 2021	4,026	3,485	3,545	-0.92%	88.05%
Nov / 2021	3,978	3,319	3,413	-3.72%	85.80%
Dec / 2021	3,904	3,293	3,346	-1.96%	85.71%
Jan / 2022	3,931	3,407	3,470	3.71%	88.27%
Feb / 2022	3,932	3,405	3,487	0.49%	88.68%
Mar / 2022	4,020	3,585	3,616	3.70%	89.95%
Apr / 2022	3,974	3,583	3,643	0.75%	91.67%
May / 2022	4,024	3,628	3,674	0.85%	91.30%
Jun / 2022	4,082	3,760	3,802	3.48%	93.14%
Jul / 2022	4,073	3,702	3,782	-0.53%	92.86%
Aug / 2022	4,129	3,783	3,841	1.56%	93.02%
Sep / 2022	4,140	3,849	3,871	0.78%	93.50%
Oct / 2022	4,125	3,844	3,866	-0.13%	93.72%
Nov / 2022	4,149	3,836	3,892	0.67%	93.81%
Dec / 2022	4,161	3,819	3,874	-0.46%	93.10%
Jan / 2023	4,265	3,984	(est [7]) 4,109		
Feb / 2023	0	0	(est [7]) 3,976		
Mar / 2023	0	0	0		
Apr / 2023	0	0	0		
May / 2023	0	0	0		
Jun / 2023	0	0	0		
Jul / 2023	0	0	0		
Aug / 2023	0	0	0		
Sep / 2023	0	0	0		

Total (Year to date)	16,700	15,483	11,632		
Curr Year Avg	4,175	3,871	3,877	0.87%	89.78%
Months with Count	4	4	3	3	4
Average to Base % [8]		93.0%	93.18%		
Last yrs Base % [9]		82.9%	84.22%		
Last yrs Average	4,018	3,567	3,624		88.77%

Estimated average participation for current year to date:

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

3,943
3,877

**Funding Allocation Information**

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

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

**Branch-Hillsdale-St. Joseph Community Health Agency  
Environmental Public Health Services  
Report for the February 23, 2023 Board of Health Meeting  
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

### **Food Service Sanitation**

One of our long tenured sanitarians who has worked in the food program many years has submitted her intent to retire in May. Carrie Southern has been with our agency since 2006, and worked previously at the Barry-Eaton District Health Department and the Mid-Michigan District Health Department. Carrie has committed over 30 years of her work career to Public Health, which we are all grateful for and her service will be missed. We are planning on posting that job opening internally very soon to offer the opportunity to anyone from within who would interested in that position (based in Branch County). We still have a 50/50 (50% food/ 50% general) sanitarian position open in Hillsdale County. To date we have yet to receive any applications that have the required educational background for the position.



### **Well and Septic**

The new Type II, Non-Community Water Supply sanitarian position has been filled. We have hired a second person to work in our Type II water supply program which historically has been managed by only one sanitarian. EGLE has fought for and received extra funding for this program which has allowed us to hire another person. Emily Motes has been working in the program since October and will be joined by Kyle Moore who started with us on February 15. The Type II program covers all three counties so we will be looking to divide the workload between the two sanitarians which will allow more efficient and timely service to the water supply operators. There are almost 250 Type II operations within our jurisdiction that require monitoring for water sampling, water treatment, system maintenance and operational educational consultation.

### **Other Programs**

There is going to be more wells sampled at PFAS contamination site near the Westside Landfill in St. Joseph County. An initial investigation of the site was done in December of 2020 when 7 wells were sampled for PFAS compounds. Only one of those wells had a detection and the detection level was below the health limit. Despite the low level of detection that home was provided with a PFAS filter system. The next round of sampling is scheduled for the late February or the beginning of March depending on when MDHHS gets signed access agreements back for the homeowners.

## EH Service Statistics Report

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

ENVIRONMENTAL HEALTH SERVICE REPORT 2022/2023

	JANUARY				YTD 2022/2023				YTD 2021/2022			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
<b>WELL/SEWAGE SYSTEM EVAL.</b>	-	-	-	-	1	-	-	1	-	-	10	10
<b>CHANGE OF USE EVALUATIONS - FIELD</b>	1	3	1	5	6	17	18	41	6	16	10	32
<b>CHANGE OF USE EVALUATIONS - OFFICE</b>	2	-	2	4	16	7	20	43	5	11	33	49
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	3	3	6	12	15	17	23	55	21	17	17	55
REPAIR/REPLACEMENT	2	3	8	13	13	14	24	51	23	14	23	60
VACANT LAND EVALUATION	1	2	1	4	3	4	5	12	-	7	7	14
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>6</b>	<b>8</b>	<b>15</b>	<b>29</b>	<b>31</b>	<b>35</b>	<b>52</b>	<b>118</b>	<b>33</b>	<b>38</b>	<b>47</b>	<b>129</b>
<b>SEWAGE PERMITS INSPECTED</b>	2	3	6	11	36	56	57	149	29	33	45	107
<b>WELL PERMITS ISSUED</b>	11	5	17	33	52	32	61	145	43	42	67	152
<b>WELL PERMITS INSPECTED</b>	17	7	13	37	56	34	64	154	28	42	105	175
<b>FOOD SERVICE INSPECTION</b>												
PERMANENT	20	33	22	75	72	77	103	252	64	83	86	233
NEW OWNER / NEW ESTABLISHMENT	-	1	1	2	2	3	7	12	2	2	5	9
FOLLOW-UP INSPECTION	1	-	-	1	6	1	4	11	6	2	8	16
TEMPORARY	2	-	-	2	4	2	4	10	3	7	5	15
MOBILE, STFU	1	-	-	1	6	6	-	12	3	-	6	9
PLAN REVIEW APPLICATIONS	3	1	-	4	3	3	4	10	5	-	7	12
FOOD COMPLAINTS RECEIVED	-	3	-	3	7	7	3	17	3	3	1	7
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	-	-	-	-	-	-	-	-
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	57	n/a	n/a	n/a	-
<b>CAMPGROUND INSPECTION</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>NON-COMM WATER SUPPLY INSP.</b>	-	-	-	-	3	-	-	3	6	1	3	10
<b>SWIMMING POOL INSPECTION</b>	-	-	-	-	9	5	-	14	6	4	-	10
<b>PROPOSED SUBDIVISION REVIEW</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>SEPTIC TANK CLEANER</b>	-	-	-	-	-	1	-	1	-	-	-	-
<b>DHS LICENSED FACILITY INSP.</b>	-	4	1	5	2	12	4	18	5	11	12	28
<b>COMPLAINT INVESTIGATIONS</b>	1	2	-	3	12	7	4	23	6	6	6	18
<b>LONG TERM MONITORING</b>	-	-	-	-	-	-	14	14	-	-	-	-
<b>BODY ART FACILITY INSPECTIONS</b>	-	1	-	1	-	1	-	1	2	1	-	3

# Inspection Type Count

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

Inspection Type	Count
Complaint	3
Consult	1
Follow-Up	1
Pre-opening/New	2
Progress Note	4
Routine	75
STFU/Mobile	1
Temporary	2
Total number of inspections	89

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# Inspection Type Count by County

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

County	Inspection Type	Count
Branch	Follow-Up	1
	Progress Note	1
	Routine	20
	STFU/Mobile	1
	Temporary	2
Hillsdale	Complaint	3
	Consult	1
	Pre-opening/New	1
	Progress Note	1
	Routine	33
St. Joseph	Pre-opening/New	1
	Progress Note	2
	Routine	22
	Total number of inspections	89

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# Establishment Inspection Report

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

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
55 BELOW	Hillsdale	1/25/2023	Routine	0	0	0	0
ANN-DEE'S TAVERN	North Adams	1/27/2023	Routine	0	0	0	0
ARBY'S	COLDWATER	1/11/2023	Routine	0	0	0	0
Biggby Coffee #571	Jonesville	1/23/2023	Routine	0	0	0	0
BILL'S STEAKHOUSE	Coldwater	1/27/2023	Routine	0	0	0	1
Blue Flamingo	Sturgis	1/10/2023	Progress Note	0	0	0	0
BPOE 1381 (ELKS LODGE)	STURGIS	1/12/2023	Routine	1	2	1	1
Branch County Men Of Integrity	Quincy	1/13/2023	Temporary	0	0	0	0
BRONSON KNIGHTS OF COLUMBUS #2924	BRONSON	1/5/2023	Routine	1	0	1	1
Burger King #1416	Three Rivers	1/5/2023	Routine	0	2	0	11
Burger King #1419	Hillsdale	1/4/2023	Routine	0	0	0	0
Camp Selah	Reading	1/20/2023	Routine	0	0	0	0
CAVONI'S	HILLSDALE	1/17/2023	Routine	0	0	0	1
Centreville United Methodist Church	Centreville	1/23/2023	Routine	0	0	0	0
CHECKER RECORDS	HILLSDALE	1/4/2023	Routine	1	0	1	0
COLDWATER CINEMAS	COLDWATER	1/19/2023	Routine	0	0	0	1
COLDWATER UNITED METHODIST CHURCH	COLDWATER	1/11/2023	Routine	0	0	0	1
COTTAGE INN PIZZA	COLDWATER	1/11/2023	Routine	0	0	0	0
CULVER'S OF COLDWATER	COLDWATER	1/12/2023	Routine	0	0	0	1
CURLY'S INC.	Colon	1/12/2023	Routine	0	1	0	2
DENISE'S DINER	Camden	1/5/2023	Routine	0	1	1	0
DQ Grill & Chill	Coldwater	1/23/2023	Routine	0	2	2	3
Draft Horse Diner	Litchfield	1/19/2023	Routine	0	0	0	2
DZ Delicatus	Hillsdale	1/27/2023	Consult	0	0	0	0
EAGLES LODGE 1314	Sturgis	1/12/2023	Routine	1	4	2	4
El Cunado Mexican Cousine	Coldwater	1/11/2023	STFU/Mobile	0	1	1	0
El Taco Loco	Sturgis	1/12/2023	Routine	0	2	2	5
ELKS LODGE	COLDWATER	1/18/2023	Routine	0	0	0	1
First Baptist	Sturgis	1/19/2023	Pre-opening/New	0	0	0	1
FIRST BAPTIST CHURCH	COLDWATER	1/10/2023	Routine	0	0	0	0

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
FIRST PRESBYTERIAN CHURCH	HILLSDALE	1/13/2023	Routine	0	0	0	0
Five Lakes Coffee	Sturgis	1/31/2023	Routine	0	0	0	0
Five Lakes Coffee INC	STURGIS	1/31/2023	Routine	0	0	0	0
FIVE STAR PIZZA	BRONSON	1/5/2023	Routine	0	0	0	2
FOE AERIE #2303	Three Rivers	1/20/2023	Routine	1	0	0	2
GIRARD UNITED METHODIST CHURCH	COLDWATER	1/23/2023	Routine	0	0	0	0
Grambys Homestyle Restaurant	Sturgis	1/12/2023	Routine	1	0	0	1
HANDMADE SANDWICHES & BEVERAGES	HILLSDALE	1/12/2023	Routine	0	0	0	1
HILLSDALE COUNTY CONSERVATION CLUB	OSSEO	1/27/2023	Routine	0	0	0	0
HILLSDALE FILLING STATION DELI	Hillsdale	1/11/2023	Routine	0	0	0	0
HILLSDALE TWP FIRE DEPT	HILLSDALE	1/6/2023	Routine	0	0	0	0
JILLY BEANS TOO	JONESVILLE	1/24/2023	Routine	0	0	0	0
JOHNNY T'S BISTRO	HILLSDALE	1/11/2023	Routine	0	0	0	0
Kentucky Fried Chicken Coldwater	COLDWATER	1/26/2023	Routine	0	0	0	1
Kentucky Fried Chicken Three Rivers	Three Rivers	1/11/2023	Routine	0	0	0	1
KING DRAGON BUFFET	Sturgis	1/19/2023	Routine	1	1	1	4
LITTLE CAESARS #1200-001	Three Rivers	1/18/2023	Routine	0	0	0	0
LITTLE CAESARS PIZZA	HILLSDALE	1/4/2023	Routine	0	0	0	0
LONE RANGER CAFE	READING	1/20/2023	Routine	2	1	3	0
LONE RANGER CAFE	READING	1/24/2023	Complaint	0	0	0	0
MAIN STREET PIZZA	JONESVILLE	1/6/2023	Routine	0	0	0	0
MARIA'S	Sturgis	1/31/2023	Routine	0	1	0	5
MASONVILLE PLACE	COLDWATER	1/10/2023	Routine	0	0	0	0
MCDONALD'S OF QUINCY	QUINCY	1/23/2023	Routine	0	1	0	1
McDONALDS OF THREE RIVERS #2196	Three Rivers	1/11/2023	Routine	0	0	0	1
MCDONALD'S-HILLSDALE	HILLSDALE	1/4/2023	Routine	0	0	0	0
MESSIAH LUTHERAN CHURCH	Constantine	1/23/2023	Progress Note	0	0	0	0
Michindoh Conference Center	Hillsdale	1/26/2023	Routine	0	0	0	0
MR GYROS	COLDWATER	1/19/2023	Routine	0	1	1	0
NEW DRAGON EXPRESS	STURGIS	1/31/2023	Routine	0	1	1	3

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Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
NUTRITION XTREME	Jonesville	1/23/2023	Routine	0	0	0	0
OLIVIA'S CHOP HOUSE	JONESVILLE	1/10/2023	Routine	0	0	0	0
Outpost Grille	ALLEN	1/12/2023	Routine	0	0	0	0
Pigeon Inn	White Pigeon	1/10/2023	Routine	0	0	0	0
PIPER'S GRINDERS GALORE	Constantine	1/23/2023	Routine	1	0	1	0
Quality Inn & Suites	Coldwater	1/5/2023	Progress Note	0	0	0	0
Quality Inn & Suites	Coldwater	1/17/2023	Follow-Up	0	0	0	0
RAY'S TAVERN	READING	1/17/2023	Routine	0	0	0	0
READING PIZZA BARN	READING	1/5/2023	Routine	0	0	0	0
READING UNITED METHODIST CHURCH	READING	1/17/2023	Routine	0	0	0	1
ROSALIES ROADHOUSE	Jonesville	1/6/2023	Routine	0	1	1	0
Shawn Cockrell Memorial Invitational	Quincy	1/20/2023	Temporary	0	0	0	0
SHORT'S LAMPLIGHTER, LLC	COLDWATER	1/4/2023	Routine	2	0	1	4
Skate Dreams	Three Rivers	1/18/2023	Routine	0	0	0	0
Somerset Beach Campground	Somerset Center	1/24/2023	Routine	0	0	0	0
Sozo Church of Hillsdale	Hillsdale	1/13/2023	Routine	0	0	0	0
Sozo Church of Hillsdale	Hillsdale	1/30/2023	Progress Note	0	0	0	0
ST PAUL'S LUTHERAN CHURCH	HILLSDALE	1/6/2023	Routine	0	0	0	0
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	1/10/2023	Routine	0	0	0	0
STOAGIES FAMILY ROOM CAFE	COLDWATER	1/11/2023	Routine	0	2	2	0
SUBWAY # 19719	COLDWATER	1/11/2023	Routine	2	1	1	2
Taco Bell #32989	COLDWATER	1/26/2023	Routine	0	0	0	0
THE FINISH LINE	HILLSDALE	1/11/2023	Complaint	0	0	0	0
THE GREAT WALL	HILLSDALE	1/18/2023	Routine	0	0	0	0
The Saucy Dog's BBQ	JONESVILLE	1/10/2023	Routine	0	0	0	0
The Udder Side	Jonesville	1/31/2023	Pre-opening/New	0	0	0	1
VETERANS FOREIGN WARS	STURGIS	1/19/2023	Routine	2	0	2	1
WENDY'S #4405	Hillsdale	1/18/2023	Complaint	0	0	0	0
YMCA CAMP EBERHART (Food)	Three Rivers	1/19/2023	Routine	0	0	0	0

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Food Inspection Codes:

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

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

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

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

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

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

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Abila	1,852.02	23-01-31 A.01	1/31/2023
ACD.NET	2,001.85	53885	1/13/2023
Aflac District Office	596.48	53882	1/6/2023
Aflac District Office	596.48	53892	1/20/2023
AIMMEE MULLENDRE	26.60	23-01-31 A.02	1/31/2023
AleraEdge	660.00	53895	1/27/2023
Alerus Retirement Solutions	1,711.00	23-01-06 R.01	1/6/2023
Alerus Retirement Solutions	1,711.00	23-01-20 R.01	1/20/2023
Amazon Capital Services, Inc	219.21	23-01-13 A.01	1/13/2023
Amazon Capital Services, Inc	8.99	23-01-27 A.01	1/27/2023
Armstrong Nutrition Management	3,458.71	23-01-13 A.02	1/13/2023
Basic	1,263.40	23-01-27 A.02	1/27/2023
Beacon Properties Administration	3,645.00	53903	1/31/2023
Blue Cross Blue Shield	45,679.76	23-01-31 P.01	1/31/2023
Branch Area Transit Authority	2,371.68	23-01-13 A.03	1/13/2023
Branch County Commission	18,963.82	23-01-13 A.04	1/13/2023
Branch County Complex	5,694.28	23-01-31 A.03	1/31/2023
Carahsoft Technology Corp.	279.30	23-01-13 A.05	1/13/2023
Card Services Center	86.14	23-01-31 P.02	1/31/2023
Century Bank - Hillsdale Maintenance	2,000.00	23-01-31 A.04	1/31/2023
Century Bank - Three Rivers Maintenance	2,000.00	23-01-31 A.05	1/31/2023
Century Basic	911.22	23-01-06 R.02	1/6/2023
Century Basic	911.22	23-01-20 R.02	1/20/2023
Century EFPTS	24,367.64	23-01-06 R.03	1/6/2023
Century EFPTS	1,317.58	23-01-13 C.01	1/13/2023
Century EFPTS	24.08	23-01-20 DI.01	1/20/2023
Century EFPTS	68.86	23-01-20 L.01	1/20/2023
Century EFPTS	24,378.78	23-01-20 R.03	1/20/2023
Century Mastercard	249.92	23-01-13 P.01	1/13/2023
Century MERS	52,095.90	23-01-13 A.06	1/13/2023
Century State/Michigan State Treasury	4,258.88	23-01-06 R.04	1/6/2023
Century State/Michigan State Treasury	295.58	23-01-13 C.02	1/13/2023
Century State/Michigan State Treasury	6.18	23-01-20 L.02	1/20/2023
Century State/Michigan State Treasury	4,356.83	23-01-20 R.04	1/20/2023
Charter Communications	137.97	23-01-13 P.02	1/13/2023
Cintas Corporation Loc 351	171.08	23-01-13 P.03	1/13/2023
City Of Coldwater	40.00	23-01-13 A.07	1/13/2023
City Of Coldwater	40.00	23-01-27 A.03	1/27/2023
City of Jonesville	120.00	23-01-27 A.04	1/27/2023
City Of Three Rivers	140.25	23-01-13 A.08	1/13/2023
City Of Three Rivers	65.00	23-01-27 A.05	1/27/2023
Clean Earth Environmental Contracting Services	906.50	53896	1/27/2023
ConnectAmerica	168.50	23-01-13 A.09	1/13/2023
Control Solutions Inc.	350.00	23-01-13 A.10	1/13/2023
Crossroads Home Care Inc.	606.60	23-01-13 A.11	1/13/2023
Cummins Sales & Service	452.14	53904	1/31/2023
Current Office Solutions	314.80	23-01-27 A.06	1/27/2023
DL Gallivan Office Solutions	238.26	53897	1/27/2023
Dr. Karen M. Luparello	4,219.41	23-01-31 A.06	1/31/2023
Dr. Karen M. Luparello	4,290.36	23-01-31 A.07	1/31/2023
Frontier	374.09	23-01-27 P.01	1/27/2023



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

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

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

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
GDI Services Inc.	4,561.81	23-01-31 A.08	1/31/2023
Glaxo-Smithkline Financial Inc.	10,917.79	23-01-27 A.07	1/27/2023
GT INDEPENDENCE	1,633.93	23-01-13 A.12	1/13/2023
Health Equity	1,294.10	53883	1/6/2023
Health Equity	1,263.52	53893	1/20/2023
Hillsdale County Treasurer	1,163.61	23-01-27 A.08	1/27/2023
HomeJoy of Kalamzoo	5,108.76	23-01-13 A.13	1/13/2023
Hospital Network Healthcare Services	114.51	23-01-13 A.14	1/13/2023
Indiana MI Power Company	1,243.57	23-01-13 P.04	1/13/2023
Jessica A Adams	1,625.00	23-01-13 A.15	1/13/2023
Jessica A Adams	1,800.00	23-01-27 A.09	1/27/2023
Legal Services Of S.Central MI	1,110.00	23-01-13 A.16	1/13/2023
Macquarie Equipment Capital Inc.	1,345.75	23-01-27 A.10	1/27/2023
Maplecrest, LLC	646.00	23-01-31 A.09	1/31/2023
Matasha Goosby	1,625.00	23-01-13 A.17	1/13/2023
Matasha Goosby	1,920.00	23-01-27 A.11	1/27/2023
McKesson Medical-Surgical Gov. Solutions LLC	66.32	23-01-27 P.02	1/27/2023
Medical Care Alert	711.95	23-01-13 A.18	1/13/2023
Merck Sharp & Dohme LLC	16,489.90	53898	1/27/2023
MERS 5% EMPLOYEES	11,186.57	23-01-13 A.19	1/13/2023
Michigan State Disbursement Unit	190.11	53884	1/6/2023
Michigan State Disbursement Unit	190.11	53894	1/20/2023
Miller's Sign Co, Inc.	977.00	23-01-27 A.12	1/27/2023
Mistel de Varona	472.50	53886	1/13/2023
National Registry of Food Safety Professionals	578.00	53887	1/13/2023
Nationwide	1,020.00	23-01-06 R.05	1/6/2023
Nationwide	1,020.00	23-01-20 R.05	1/20/2023
Nurse Administrator's Forum	120.00	53899	1/27/2023
Pathways Community HUB Institute, Inc.	550.00	23-01-27 A.13	1/27/2023
PFIZER INC	2,197.06	53900	1/27/2023
Principal Life Insurance Company	473.10	23-01-13 P.05	1/13/2023
Principal Life Insurance Company	1,979.70	23-01-27 P.03	1/27/2023
Proassurance Casualty Company	547.00	23-01-27 P.04	1/27/2023
Prompt Care Express PC	71.00	53888	1/13/2023
Republic Waste Services	187.50	23-01-13 P.06	1/13/2023
Richard Clark	2,225.00	23-01-31 A.10	1/31/2023
Riley Pumpkin Farm	950.00	23-01-31 A.11	1/31/2023
Rosati Schultz Joppich Amtsbueshler	105.00	23-01-27 A.14	1/27/2023
ROSE PEST SOLUTIONS	75.00	23-01-27 A.15	1/27/2023
Sanofi Pasteur Inc.	2,458.52	23-01-27 P.05	1/27/2023
Schindler Elevator Corporation	1,285.19	53901	1/27/2023
Semco Energy	206.31	23-01-13 P.07	1/13/2023
Shaffmasters U-Stor-n-Lock	150.00	23-01-13 A.20	1/13/2023
Social Data LLC	9,000.00	23-01-27 A.16	1/27/2023
St Joseph County COA	67,986.18	23-01-13 A.21	1/13/2023
St Joseph County Transit Authority	1,608.99	23-01-13 A.22	1/13/2023
St. Joseph Community Co-op	1,504.79	23-01-13 A.23	1/13/2023
State of Mich EGLE	306.00	53889	1/13/2023
State Of Michigan	319.00	53890	1/13/2023
Stratus Video, LLC	1,603.05	53905	1/31/2023

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

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

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

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Thurston Woods Village	7,614.03	53891	1/13/2023
Unemployment Insurance	17,410.00	23-01-27 P.06	1/27/2023
Verizon	1,039.70	23-01-13 P.08	1/13/2023
VRI INC.	243.00	23-01-13 A.24	1/13/2023
Wal-Mart Community	71.66	23-01-13 P.09	1/13/2023
Xmission	<u>395.30</u>	53902	1/27/2023
Report Total	<u>413,661.24</u>		



Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet  
As of 1/31/2023

Assets

Cash on Hand	5,529.02
Cash with County Treasurer	3,994,236.13
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	82,000.00
Cash TR Building Maintenance	82,000.00
Accounts Receivable	53,270.40
Due from Hillsdale County	117,796.00
Due from Branch County	55,927.75
Due from State	(700,411.04)
Due from Other Funding Sources	227,128.70
Prepaid Expenses	156,518.67
Biologic Inventory	94,427.98
Total Assets	<u>4,478,379.55</u>

Liabilities

Accounts Payable	108,132.58
Payroll Liabilites	185,451.51
Capital Improvements	25,000.00
Deferred Revenue	535,637.16
Deferred Revenue BR	37,285.00
Deferred Revenue HD	39,265.00
Deferred Revenue SJ	53,829.00
Biologics	94,427.98
Total Liabilities	<u>1,079,028.23</u>

Net Assets

Operation Fund Balance	366,399.56
Restricted Fund Balance	359,145.23
Designated Fund Balance	<u>2,673,806.53</u>
Total Net Assets	<u>3,399,351.32</u>

Total Liabilities and Net Assets 4,478,379.55

**Prior Year Fund Balance Comparison at 1/31/2022:**

Operation Fund Balance	221,858.89
Restricted Fund Balance	401,515.28
Designated Fund Balance	<u>2,377,990.80</u>
<b>Total Fund Balance \$</b>	<b><u>3,001,364.97</u></b>

BHSJ Community Health Agency  
 Schedule of Cash Receipts and Disbursements  
 July 31, 2022 thru  
 December 31, 2022

<b>Plus: Cash Receipts</b>	\$	639,313.54
<b>Less: Cash Disbursements For Payroll/AP</b>	\$	(855,549.69)
<hr/>		
<b>7/31/2022 Cash Balance</b>	<b>\$</b>	<b>4,427,972.88</b>
<b>Plus: Cash Receipts</b>	\$	819,005.27
<b>Less: Cash Disbursements For Payroll/AP</b>	\$	(691,237.22)
<hr/>		
<b>8/31/2022 Cash Balance</b>	<b>\$</b>	<b>4,555,740.93</b>
<b>Plus: Cash Receipts</b>	\$	739,589.44
<b>Less: Cash Disbursements For Payroll/AP</b>	\$	(970,360.46)
<hr/>		
<b>9/30/2022 Cash Balance</b>	<b>\$</b>	<b>4,324,969.91</b>
<b>Plus: Cash Receipts</b>	\$	598,878.68
<b>Less: Cash Disbursements For Payroll/AP</b>	\$	(929,998.04)
<hr/>		
<b>10/31/2022 Cash Balance</b>	<b>\$</b>	<b>3,993,850.55</b>
<b>Plus: Cash Receipts</b>	\$	861,921.81
<b>Less: Cash Disbursements For Payroll/AP</b>	\$	(688,089.85)
<hr/>		
<b>11/30/2022 Cash Balance</b>	<b>\$</b>	<b>4,167,682.51</b>
<b>Plus: Cash Receipts</b>	\$	732,683.01
<b>Less: Cash Disbursements For Payroll/AP</b>	\$	(715,782.48)
<hr/>		
<b>12/31/2022 Cash Balance</b>	<b>\$</b>	<b>4,184,583.04</b>

## BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

### Expense by Program - 1/31/2023

Program	Program Title	Month	Year to Date	Original	Expended	
*	010	Agency Support	12,048.81	51,959.53	76,942.00	67.53%
*	325	CSHCS	23,185.80	98,336.71	188,729.00	52.10%
*	008	Salary & Fringe Payoff	14,325.16	44,611.65	95,000.00	46.95%
*	115	MCH Enabling Women	2,226.39	20,344.87	47,663.00	42.68%
**	032	Emergency Preparedness	16,525.13	52,393.94	124,575.00	42.05%
*	012	Area Agency on Aging	61,905.99	538,285.38	1,459,572.00	36.87%
**	326	Vision (ELPHS)	8,740.19	38,033.47	103,289.00	36.82%
*	341	Infectious Disease	13,396.37	98,738.11	282,780.00	34.91%
*	107	Medicaid Outreach	473.98	4,926.52	14,202.00	34.68%
**	327	Hearing (ELPHS)	7,205.17	34,268.99	102,164.00	33.54%
	021	Dental Clinic - Three Rivers	3,645.00	14,580.00	43,740.00	33.33%
	605	General EH Services	3,079.36	12,583.56	39,010.00	32.25%
	714	Onsite Sewage Disposal	29,253.89	119,543.89	370,596.00	32.25%
	721	Drinking Water Supply	29,253.89	119,543.89	370,596.00	32.25%
	109	WIC	84,105.60	345,188.03	1,072,171.00	32.19%
	338	Immunization Vaccine Handling	23,592.94	93,674.26	291,551.00	32.12%
	138	Immunization IAP	79,024.07	273,805.00	857,133.00	31.94%
	345	Lead Testing	2,022.83	7,510.18	23,852.00	31.48%
	185	Dental Outreach	1,299.94	4,520.02	14,423.00	31.33%
	704	Food Service	39,756.66	164,803.19	527,317.00	31.25%
	108	WIC Breastfeeding	9,084.14	37,799.96	127,978.00	29.53%
	200	ELPHS Marketing	6,396.94	28,177.88	98,198.00	28.69%
	331	STD	10,783.82	40,095.99	140,077.00	28.62%
	332	HIV Prevention	2,159.68	8,980.81	31,480.00	28.52%
	014	VOCA	13,857.43	57,771.63	205,743.00	28.07%
	201	CSF Carseats	1,695.11	6,827.58	26,983.00	25.30%
	363	363 CVDIMS Covid Immz Supplemental	9,818.17	42,902.82	156,496.00	25.25%
	329	MCH Enabling Children	1,651.09	11,151.89	48,551.00	22.96%
	029	Dental Clinic - Hillsdale	824.86	3,174.69	14,000.00	22.67%
	352	ELCCT Contact Tracing, testing doord,	31,009.97	132,816.19	606,617.00	21.89%
	745	Type II Water	8,745.84	34,516.87	208,528.00	16.55%
	207	MCRH Community Health Workers	8,643.83	39,826.53	291,777.00	13.64%
	355	COVID-19 PH Workforce Supplemental	14,658.89	16,721.73	172,904.00	9.67%
	255	Community Health Direction	10,966.14	10,966.14	125,000.00	8.77%
	096	CSHCS Donations SJ	0.00	2,629.72	32,412.02	8.11%
	723	PFAS Response - White Pigeon	0.00	603.77	8,066.00	7.48%
	405	Grant Writing	(1.61)	208.54	3,718.00	5.60%

101	Workforce Development	284.67	1,949.46	57,798.00	3.37%
374	EOACV Expanding Older Adult Access	(2.61)	457.97	14,080.00	1.80%
378	Monkeypox Virus Response	68.02	428.80	15,095.00	2.84%
024	MERS Pension Underfunded Liability	542.29	1,179.44	44,590.00	2.64%
035	Vector Borne Disease Surveillance	(3.50)	615.65	34,018.00	1.80%
375	C19IS-COVID-19 Immz Support	361.85	361.85	31,259.00	1.16%
023	Capital Expenditures	0.00	600.00	193,000.00	0.31%
097	CSHCS Donations BR & HD	0.00	36.48	27,765.29	0.13%
371	CSHCS Vaccine Initiative	16.92	16.92	14,213.00	0.11%
112	CSHCS Medicaid Outreach	0.00	0.00	112,254.00	0.00%
724	PFAS Response Westside Landfill	0.00	0.00	3,101.00	0.00%
722	PFAS Response	0.00	0.00	1,371.00	0.00%
	<b>Total Expense</b>	<b><u>586,629.11</u></b>	<b><u>2,618,470.50</u></b>	<b><u>8,952,377.31</u></b>	<b><u>29.25%</u></b>

The Agency is currently 4.08% under budget.

\*4/12 Months = 33.33%

\*\*4/9 Months = 44.44%

### Programs Over Budget as of 1/31/2023

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**RU 010:** The current revenue for this program is over budget (at 67.57%), causing expenses to also show over budget. This will fall in line with budget as the year progresses.  
**67.53%**

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**RU 325:** Budget for RU 325 must be fully expended before expenses can be charged to RU 112. When looking at these two budgets together as one the program is under by budget at 32.67%.  
**52.10%**

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**RU 008:** Over budget due to annual sick time payout. This program will fall back in line with budget as year progresses.  
**46.95%**

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**RU 115:** Program is over budget due to one time expenditure- this program will fall back in line with budget as year progresses.  
**42.68%**

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**RU 032:** 9-Month Program - within budget 44.44%  
**42.05%**

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**RU 012:** Over budget due to annual membership fully expended in October and contractual service providers having full year grant awards and billing more than 1/12 of grant each month. AAA will continue to monitor and work with providers to ensure no over payments happen and appropriate adjustments are made at the next budget amendment.  
**36.87%**

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**RU 326:** 9-Month Program - within budget 44.44%  
**36.82%**

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**RU 341:** Program is over budget due to large annual Flu Vaccine purchase expended in October - this program will fall back in line with budget as year progresses.  
**34.91%**

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**RU 107:** Slightly over budget we will continue to monitor. We expect the program will fall back in line as the year progresses.  
**34.68%**

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**RU 327:** 9-Month Program - within budget 44.44%  
**33.54%**

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## 2023 Board of Health Meetings

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

Date	Time	Location	Board Education Scheduled
January 26	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
February 23	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
March 23	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
April 27	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
May 25	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
June 22	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
July 27	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
August 24	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
September 28	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
November 9	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
December 14	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
January 25, 2024	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes

### Board of Health Committees

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

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

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

**Program, Policy, & Appeals Committee will meet at 1:00 PM on the following days unless noted otherwise: February 13(cancelled), March 13, April 10, May 8, June 12, July 10, August 14, September 11, November TBD, December TBD**

**Finance Committee will meet at 11:00 AM on the following days:**

**February 13(cancelled), March 13, April 10, May 8, June 12, July 10, August 14, September 11, November TBD, December TBD**

### BHSJCHA Administration

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

Medical Director: Karen Luparello, DO

Director of Administration: Theresa Fisher, BS

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

Director of Environmental Health: Paul Andriacchi, REHS

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

**Approved by the Board of Health on January 26, 2023.**





## Annual Conflict of Interest and Disclosure Policy

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

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

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

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

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

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

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

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

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

\_\_\_\_\_ I have read this policy and agree to follow it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Branch-St. Joseph Area Agency on Aging (IIIC)  
 Advisory Committee  
 Membership Roster 2023

Name	Affiliation	Interest Form Received?	60 or greater?	New Member	Other Affiliation/Notes:
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**Branch County**

Amy Duff	Focal Point - COA Director				Re-appointment
Dennis Brieske	Community Advocate		X		Re-appointment; ACLS - State Advisory Council delegate
Richard Jacoby	Human Services - MDHHS	X		X	New appointment for previous MDHHS staff now retired
Michelle Locke	Human Services - MDHHS			X	New appointment for previous MDHHS staff now retired
James Cook	Community Advocate	X	X	X	Also requesting appointment to the MI Senior Advocates Council (previous delegate was Steve Todd)

**St. Joseph County**

Rick Shaffer	St. Joseph Co. Commissioner	X	X	X	
Madelene Wirgau	Human Services - MDHHS			X	New appointment for previous MDHHS staff
Joanna Adams	Human Services - MDHHS	X		X	New appointment for previous MDHHS staff
Pamela Riley	Focal Point - COA Director				Re-appointment
<i>serves both counties</i> Kelly Jonker	LTC Ombudsman				Re-appointment

Other attendees:

Ashley Ellsworth    ACLS Bureau - Field Rep.  
 Toni Laughlin        AAA Elder Abuse Victim Specialist  
 Linda/Vanessa       AAA Care Consultants  
 Nichole Simon        AAA Program Specialist  
 Laura Sutter          AAA Director

ARTICLE IV.

Membership

A. Composition

The Committee shall be comprised of not more than 16 members. Members must be residents of, or employed within the boundaries of Branch or St. Joseph County.

Committee composition should ideally be as follows:

	<u>Branch County</u>	<u>St. Joseph County</u>
Focal Point Representative *	2	2
Human Service or Social Service Representatives	1	1
Health Services Representative	1	1
Consumers, Volunteers, or Community Leaders	<u>4</u>	<u>4</u>
<i>TOTAL</i>	8	8

Not less than fifty (50) percent of the committee must be comprised of persons aged 60 or older. In the event that membership falls below the 50% threshold for any reason, the Board of Health shall actively and continuously recruit nominees for said vacancies until such time that the Committee once again meets this requirement.

\* A focal point is defined as a facility or entity established to encourage the maximum co-location and coordination of services for older individuals. Based on this definition, the organizations that best serve as focal points are the counties two Commissions On Aging.



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

Supporting Seniors, Promoting Independence

**AREA AGENCY ON AGING REGION IIIC**

570 N. Marshall Road  
Coldwater, MI 49036  
(517) 278-2538  
[www.bhsj.org/aaa](http://www.bhsj.org/aaa)

**CITIZEN'S INTEREST FORM**

The following questionnaire is designed to obtain specific information as to your interest and qualifications for serving on the Area Agency on Aging (IIIC) Advisory Committee. Feel free to utilize the back of this form for additional comments that you may wish to submit. Please return completed questionnaire to the Area Agency on Aging Director's Office, 570 N. Marshall Road, Coldwater, MI 49036. If you have any questions or would like to submit electronically, please call (517) 278-2538.

(Please print)

Date: 02-08-2023 Telephone Number: (269) 251-8781

Email Address: [REDACTED]

Name: Rick Shaffer

Home Address: 19958 Crescent Beach Three Rivers, MI  
Street City Zip 49093

Employment: Covered Bridge Healthcare

Present service activities (i.e.; church, scouts, civic, etc.): County Commissioner

Monthly Volunteer: Food Bank (St. Joseph Co.)

Interests: Distribution

Boating / Gardening

What special experience, education or interest do you have for serving on the Advisory Committee?

25 Years: Nursing Home Administrator Board Chair CMH  
Term Limited: State Representative St. Joseph Co.

Additional Comments: Years ago, active involvement (County comm)  
in establishment of AAA (IIIC)

Affiliation or Member type: (Check all that apply!)

- Age 60 or greater (per bylaws, 50% are 60+)
- Focal Point Representative (i.e. Commission on Aging) Current Comm. Appt
- Human Service/Social Service Representative (i.e. MDHHS, CMH) Member Human Services Comm
- Health Service Representative (i.e. hospital, physician's office) Registered Nurse - Hospice Specialty
- Consumer/Volunteer/Community Leader (i.e. elected official, advocate, caregiver of someone 60+)

Signature: [Handwritten Signature]



AREA AGENCY ON AGING REGION IIIC

570 N. Marshall Road
Coldwater, MI 49036
(517) 278-2538
www.bhsj.org/aaa

CITIZEN'S INTEREST FORM

The following questionnaire is designed to obtain specific information as to your interest and qualifications for serving on the Area Agency on Aging (IIIC) Advisory Committee. Feel free to utilize the back of this form for additional comments that you may wish to submit. Please return completed questionnaire to the Area Agency on Aging Director's Office, 570 N. Marshall Road, Coldwater, MI 49036. If you have any questions or would like to submit electronically, please call (517) 278-2538.

(Please print)

Date: 2/14/23 Telephone Number: 517-462-6883

Email Address: [Redacted]

Name: Rick Jacoby

Home Address: 388 Keith Wilhelm Dr Coldwater 49036
Street City Zip

Employment: Michigan Department of Health and Human Services

Present service activities (i.e.; church, scouts, civic, etc.): Church, professional associations

Interests: I enjoy long walks on the beach and peanut butter cups. I also am a musician, and enjoy serving on my church's worship team.

What special experience, education or interest do you have for serving on the Advisory Committee? As an Adult Services Specialist, I regularly interact with the AAA in an Adult Protective Services capacity and regularly rely on them to help secure or provide services for our mutual clients.

Additional Comments:

Affiliation or Member type: (Check all that apply!)

- Age 60 or greater (per bylaws, 50% are 60+)
Focal Point Representative (i.e. Commission on Aging)
Human Service/Social Service Representative (i.e. MDHHS, CMH)
Health Service Representative (i.e. hospital, physician's office)
Consumer/Volunteer/Community Leader (i.e. elected official, advocate, caregiver of someone 60+)

Signature: Rick Jacoby





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

Supporting Seniors, Promoting Independence

**AREA AGENCY ON AGING REGION IIIC**

570 N. Marshall Road  
Coldwater, MI 49036  
(517) 278-2538  
[www.bhsj.org/aaa](http://www.bhsj.org/aaa)

**CITIZEN'S INTEREST FORM**

The following questionnaire is designed to obtain specific information as to your interest and qualifications for serving on the Area Agency on Aging (III C) Advisory Committee. Feel free to utilize the back of this form for additional comments that you may wish to submit. Please return completed questionnaire to the Area Agency on Aging Director's Office, 570 N. Marshall Road, Coldwater, MI 49036. If you have any questions or would like to submit electronically, please call (517) 278-2538.

(Please print)

Date: 2-21-2023 Telephone Number: [REDACTED]

Email Address: [REDACTED]

Name: JAMES COOK

Home Address: 783 Riperson Rd. Bronson 49028  
Street City Zip

Employment: RETIRED

Present service activities (i.e.; church, scouts, civic, etc.): \_\_\_\_\_

Interests: Fishing, Camping, Collecting

What special experience, education or interest do you have for serving on the Advisory Committee?

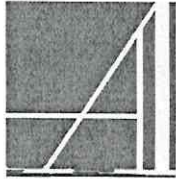
EPC of Health Dept. for 18 years; LAW ENFORCEMENT FOR 20 YEARS

Additional Comments: \_\_\_\_\_

Affiliation or Member type: (Check all that apply!)

- Age 60 or greater (per bylaws, 50% are 60+)
- Focal Point Representative (i.e. Commission on Aging)
- Human Service/Social Service Representative (i.e. MDHHS, CMH)
- Health Service Representative (i.e. hospital, physician's office)
- Consumer/Volunteer/Community Leader (i.e. elected official, advocate, caregiver of someone 60+)

Signature: James S. Cook



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

Supporting Seniors, Promoting Independence

**AREA AGENCY ON AGING REGION IIIC**

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Coldwater, MI 49036  
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(Please print)

Date: 2/21/23 Telephone Number: (269) 252-1508

Email Address: [REDACTED]

Name: Joanna Adams

Home Address: 692 E Main St Centreville 49032  
Street City Zip

Employment: MDHHS

Present service activities (i.e.; church, scouts, civic, etc.): \_\_\_\_\_

Interests: \_\_\_\_\_

What special experience, education or interest do you have for serving on the Advisory Committee?  
Adult Services Supervisor

Additional Comments: \_\_\_\_\_

Affiliation or Member type: *(Check all that apply!)*

Age 60 or greater (per bylaws, 50% are 60+)  Focal Point Representative (i.e. Commission on Aging)  Human Service/Social Service Representative (i.e. MDHHS, CMH)

Health Service Representative (i.e. hospital, physician's office)  Consumer/Volunteer/Community Leader (i.e. elected official, advocate, caregiver of someone 60+)

Signature: Joanna Adams

# PUBLIC COMMENT

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