

9. LHD Plan of Organization Approval Form

- **Exhibit 8-1** – Board of Health Approval Form
- **Exhibit 8-2** – LHD Plan of Organization Checklist



RESOLUTION

WHEREAS, the Branch-Hillsdale-St. Joseph Board of Health is fully aware of the Community Health Agency's upcoming Accreditation Quality Improvement Processes scheduled for April, 2023,

WHEREAS, the Branch-Hillsdale-St. Joseph Board of Health has knowledge of the Community Health Agency's preparation of the Plan of Organization required to be submitted to the Michigan Department of Health and Human Services prior to said scheduled Accreditation On-Site review,

WHEREAS, the Branch-Hillsdale-St. Joseph Board of Health meeting of March 23, 2023 reviewed the proposed Plan of Organization,

WHEREAS, the Branch-Hillsdale-St. Joseph Board of Health is the governing entity with direct oversight for the Community Health Agency,

NOW, THEREFOR BE IT HEREBY RESOLVED, that the Branch-Hillsdale-St. Joseph Board of Health authorizes the Community Health Agency to submit the Plan of Organization in accordance with the requirements set forth by the Michigan Department of Health and Human Services.

The foregoing resolution offered by Board Member: Jared Hoffmaster.

Second offered by Board Member: Tom Matthew.

Upon roll call the resulting vote is recorded:

"Aye" 5

"Nay" 0

The Chair declared the resolution adopted.

Brent A. Leminger
Signature of Chair

3-23-2023
Date



BRANCH-HILLSDALE-ST. JOSEPH
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HEALTH DEPARTMENT
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This approval form is to be signed by the Health Officer and the chairperson of your agency's local governing entity. Completion of this form is required and submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Division of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced herein and re-filed with the MDHHS Division of Local Health Services.

I have reviewed the Plan of Organization for the Branch-Hillsdale-St. Joseph Community Health Agency.

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the LHD. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: Rebecca Burns, MPH, RS

Health Officer Signature: Rebecca Burns Date: 3-23-2023

Local Governing Entity Chairperson Name: Brent Leininger, Chair

Local Governing Entity Name: Branch-Hillsdale-St. Joseph Community Health Agency Board of Health

Mailing Address: 570 Marshall Rd., Coldwater, MI 49036

Chairperson Signature: Brent Leininger Date: 3-23-2023

March 23, 2023 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Brent Leininger at 9:07 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Tom Matthew, Jared Hoffmaster, Brent Leininger, Rusty Baker, and Steve Lanius. The following members were absent: Jon Houtz.

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

Mr. Hoffmaster moved to approve the agenda with support from Mr. Baker. The motion passed unopposed.

Mr. Hoffmaster moved to approve the minutes from the February 23, 2023 meeting with support from Mr. Baker. The motion passed unopposed.

Public Comment: No public comments were given.

Dane Porter, CPA, Senior Manager at Maner Costerisan provided a presentation on the Audit for the year completed on September 30, 2022. The audit resulted in an unmodified opinion with no findings.

Mr. Hoffmaster moved to accept the audit and place it on file with support from Mr. Lanius. The motion passed unopposed.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Agency Meetings and Trainings, MALPH's Day at the Capital, Michigan's Public Health Week/Hometown Health Hero Award Winners, Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP), MCDC Dental Centers, COVID, Highly Pathogenic Avian Influenza, Accreditation, Personnel Policy Committee, Opioid Settlement Funds, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office.

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

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – The Committee met on March 23, 2023 prior to the full Board meeting. The minutes for this meeting had not been completed and will not be available for approval until the next meeting.
- Program, Policy, & Appeals Committee – Mr. Hoffmaster moved to approve the minutes for the March 15, 2023 Program, Policy, & Appeals Committee meeting with support from Mr. Lanius. The motion passed unopposed.

New Business:

- Mr. Hoffmaster moved to approve the appointments of Pam Riley, Michelle Lock, Trish Wood, Kelly Jonker, Amy Duff, Madelene Wirgau, and Denny Brieske to the Area Agency on Aging Advisory Committee with support from Mr. Matthew. The motion passed unopposed.
- Mr. Baker moved to approve the Personnel Policy Manual, as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the Plan of Organization, as presented, with support from Mr. Matthew. A roll call vote was taken and the motion passed 5-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Lanius moved to approve the immunization fee schedule, as presented, effective April 1, 2023 with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 5-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).

Mr. Hoffmaster left the meeting at 10:41 AM.


- Mr. Lanius moved to approve the Environmental Health fee schedule, as presented, effective April 1, 2023 with support from Mr. Baker. The motion passed unopposed.
- Mr. Baker moved to accept the proposal to acquire Hedgerow software for Environmental Health Services, with support from Mr. Lanius. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Matthew moved to accept the bid from R. Johnson Builders Inc. in the amount of \$58,630 to complete the work, as specified in the invitation to bid building exterior renovation project, on the Three Rivers facility. The motion received support from Mr. Baker. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Lanius moved to accept the bid from RDK's LLC Asphalt & Sealcoating in the amount of \$95,100 to mill and replace three parking lots at the Hillsdale location. The motion received support from Mr. Baker. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Matthew moved to approve contributing up to \$10,000 toward the build out cost for the renovated space in the Sturgis office, providing we have receipts and an itemized list for expenses. The motion received support from Mr. Lanius. The motion passed unopposed.

- Mr. Baker moved to approve the Agency to send out requests to each of the three counties for opioid funding. The motion received support from Mr. Matthew. The motion passed unopposed.

Public Comment: Public comments were provided by one individual.

With no further business, Mr. Baker moved to adjourn the meeting with support from Mr. Lanius. The motion passed unopposed and the meeting was adjourned at 11:23 AM.

Respectfully Submitted by:


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

Attachment D

Local Health Department
Plan of Organization Checklist

Submitted	Description
	PLAN OF ORGANIZATION
	1. LEGAL RESPONSIBILITIES
<input checked="" type="checkbox"/>	A. Outline or list State and Local Statutory Authority for your LHD.
<input checked="" type="checkbox"/>	B. Brief description of the Governing Entity Relationship with the Local Health Department (LHD).
<input checked="" type="checkbox"/>	C. Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
<input checked="" type="checkbox"/>	D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity or entities.
<input checked="" type="checkbox"/>	E. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).
	2. LHD ORGANIZATION
<input checked="" type="checkbox"/>	A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
<input checked="" type="checkbox"/>	B. Documentation of board approval of Local Health Department Plan of Organization.
<input checked="" type="checkbox"/>	C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget and copy of most recent budget.
<input checked="" type="checkbox"/>	D. 1. Responses to audit findings. 2. Sub-recipient monitoring issues and responses. 3. Corrective action regarding (1) and (2) above.
<input checked="" type="checkbox"/>	E. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
	3. MISSIONS, VISION AND VALUES
<input checked="" type="checkbox"/>	A. Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, & Objectives).
	4. LOCAL PLANNING AND COLLABORATION INITIATIVES
<input checked="" type="checkbox"/>	A. Outline or list LHD-specific priorities.
<input checked="" type="checkbox"/>	B. Outline or list the LHD activities to plan or pursue priority projects with available resources.
<input checked="" type="checkbox"/>	C. Outline or list community partnerships and collaborative efforts.
	5. SERVICE DELIVERY
<input checked="" type="checkbox"/>	A. Outline or list the LHD's locations (including addresses), services, and hours of operation.
	6. REPORTING AND EVALUATION
<input checked="" type="checkbox"/>	A. Briefly describe the LHD's efforts to evaluate its activities.
<input checked="" type="checkbox"/>	B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity. Provide copies of all annual reports that were disseminated publicly during the current MLPHAP accreditation cycle.
	7. HEALTH OFFICER AND MEDICAL DIRECTOR
<input checked="" type="checkbox"/>	A. Procedure for appointment of a Health Officer and Medical Director
	B. HEALTH OFFICER:
<input checked="" type="checkbox"/>	1. MDHHS Approval – Letter, memo, other.
	C. MEDICAL DIRECTOR:
<input checked="" type="checkbox"/>	1. MDHHS Approval – Letter, memo, other.
<input checked="" type="checkbox"/>	8. LHD Plan Of Organization Approval Form