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**BOARD OF HEALTH Meeting**  
**Agenda for November 9, 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 September 28, 2023\*
2. Public Comment
3. Health Officer’s Report – pg 6
4. Medical Director’s Report – pg 8
5. Departmental Reports
  - a. Health Education & Promotion – pg 11
  - b. Personal Health & Disease Prevention – pg 14
  - c. Environmental Health – pg 20
  - d. Area Agency on Aging – pg 31
  - e. Emergency Preparedness – pg 42
6. Financial Reports
  - a. Approve Payments\* - pg 43
  - b. Review Financials\* - pg 46
7. Committee Reports
  - a. Finance Committee – Approval of the October 26, 2023 Finance Committee meeting.  
– pg 51
  - b. Program, Policies, and Appeals – Committee did not meet.
8. New Business
  - a. Opioid Proposal – pg 52
  - b. PA 152 Public Employers’ Contribution to Medical Benefit Plan\* - pg 59
  - c. Employer Sponsored Health Insurance\* - pg 62
  - d. Strategic Plan Update – pg 69
9. Public Comment
10. Adjournment - Next meeting: December 14, 2023
11. Board of Health Education Session

**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.

Upcoming Education Opportunities Offered After BOH Meeting:

- November – Community Need Based Services

Upcoming Meeting Dates:

- November 9, 2023 @ 9:00 AM – Full Board Meeting
- November 15, 2023 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- November 20, 2023 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Lanius)
- December 14, 2023 @ 9:00 AM – Full Board Meeting
- January 15, 2024 @ 9:00 AM - Finance Committee (Hoffmaster, Houtz, & Lanius)
- January 17, 2024 @ 8:30 AM – PPA Committee (Matthew, Leininger, Baker)
- January 25, 2024 @ 9:00 AM – Full Board Meeting

## September 28, 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 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Tom Matthew, Jon Houtz, Brent Leininger, Jared Hoffmaster, Rusty Baker, and Steve Lanius. No members were absent.

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

Mr. Houtz moved to approve the agenda with support from Mr. Lanius. Mr. Baker moved to amend the agenda to move item #4 to the #3 slot, with support from Mr. Houtz. The motion passed unopposed. The motion to approve the agenda as amended then passed unopposed.

Mr. Hoffmaster moved to approve the minutes from the August 24, 2023 meeting with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: CDC Infrastructure Grant, BHSJCHA Funding, Agreement with Hillsdale Hospital on use of Mobile Van, Public Health Concerns, Indispensable Supervisor Training, Vaccine Pricing Policy, 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, "Lead".

### Departmental Reports:

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

### Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the September 18, 2023 Board of Health Finance Committee meeting with support from Mr. Lanius. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Did not meet.

New Business:

- Mr. Lanius moved to approve the Indispensable Supervisor Training as presented, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Houtz moved to approve the Vaccine Pricing Method Policy as presented, with support from Mr. Lanius. The motion passed unopposed.
- Mr. Houtz moved to approve the request to increase local appropriations by \$0.15 per capita as presented, with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 4-2 (Mr. Matthew, no; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Baker, yes; Mr. Lanius, no).
- Mr. Baker moved to enter closed session to complete the yearly performance evaluation of the Health Officer, Rebecca Burns, with support from Mr. Matthew. A roll call vote was taken and the motion passed 6-0 (Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Baker, yes; Mr. Lanius, yes).

Mr. Hoffmaster left the meeting at 11:01 AM.


Entered closed session

- Mr. Baker moved to return to open session, with support from Mr. Matthew. The motion passed unopposed.
- Mr. Houtz moved to accept the Health Officer's evaluation as good to excellent with support from Mr. Baker. The motion passed unopposed.
- Mr. Houtz moved to award \$5,000 in merit pay to Health Officer, Rebecca Burns, per her contract, as she has received a better than satisfactory evaluation. The motion received support from Mr. Baker. A roll call vote was taken and the motion passed 5-0 with 1 absent (Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, absent; Mr. Leininger, yes; Mr. Baker, yes; Mr. Lanius, yes).
- Mr. Houtz moved to send up to \$75,000 of unspent local appropriations to the MERS underfunded pension plan with support to Mr. Lanius. A roll call vote was taken and the motion passed 3-2, with 1 absent (Mr. Matthew, no; Mr. Houtz, yes; Mr. Hoffmaster, absent; Mr. Leininger, yes; Mr. Baker, no; Mr. Lanius, yes).

Public Comment: No public comments were given.

With no further business, Mr. Lanius moved to adjourn the meeting with support from Mr. Baker. The motion passed unopposed and the meeting was adjourned at 11:44 AM.

Respectfully Submitted by:

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

# PUBLIC COMMENT

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**Health Officer's Report to the Board of Health for November 9, 2023**  
**Prepared by: Rebecca A. Burns, M.P.H., R.S.**

**Agency Updates**

**CDC Infrastructure Grant:** As I mentioned last month, the Agency was awarded funding from MDHHS which can be spent over a 4-year period. Our initial plans for year one includes interior painting and carpet replacement in our Hillsdale building and removal of drinking fountains at all locations to be replaced with water bottle fill station drinking fountains that have filtration. We have started work on collecting bids for these projects. I expect that nearly every project will need to come before the Finance Committee and then the full board for action as the spending threshold will be exceeded.

**BHSJCHA Funding:** We have been notified of the additional ELPHS (Essential Local Public Health Services) funding we are receiving for FY24 that comes from the additional \$25 million appropriated by the legislature. The total additional revenue appropriated to BHSJCHA is \$411,468.00. The Directors and I have met to begin discussions of our priorities for use of these funds. The number one priority is providing an increase in wages to our team. As we have shared in the past; the Classification and Compensation Study that the Agency had done in 2019 showed a significant disparity in staff wages as compared to other similar facilities in Michigan. Since 2019, the Agency has been able to increase wages to that amount then recommended in 2019 for nearly all positions, which means we are now 4 years behind. The Directors are finding it increasingly difficult to keep our team members and attract new hires because of our wage structure. Developing our plan for these funds, as the fiscal year is already a month in, is our priority.

We await decisions to be made by the counties on local appropriations. The local appropriation increase we are requesting still keeps our local funding at a lower amount than 2011 funding and our local funding is still below the 50 percent required in the Public Health Code. These local funds provide flexibility in a budget that is needed to meet our maintenance of effort mandate. We know local funding is precious and I hope we have demonstrated that we are good stewards of these funds.

**Health Insurance Benefits:** At today's meeting an action item is presented for annual insurance benefits for BHSJCHA. Our renewal information and proposal was presented to the Finance Committee and before you for action. We feel the renewal is good comparatively to other renewals and we are recommending staying with the current plans we offer for medical but changing our dental plan to one which provides a slightly better benefit. Approving this today will keep us on track for open enrollment with our team in December with a plan year start of January 1<sup>st</sup>.

**Agreement with Hillsdale Hospital on use of Mobile Van:** Hillsdale Hospital is finding it is taking longer to get approval for the van to be used as a rural health clinic. They are now estimating March 2024 as a start.

**Public Health Concerns:**

*City of Three Rivers Action Level Exceedance for Lead:* Filters continue to be available and we have assisted one family with concerns about water quality by getting their concerns to the City of Three Rivers to investigate.

*Respiratory Illnesses (Flu, RSV, COVID):* The letter to school superintendents was recently distributed and focused on key contacts for our Agency and links to those resources that schools need for disease reporting and keeping schools healthy. We now have all 3 formulations of the COVID vaccine for both Medicaid and the Uninsured as well those with private insurance; these are Moderna, Pfizer, and Novavax. In the tri-county area we may be the only Bridge provider which provides all adults with access to the COVID vaccine at no charge if they lack insurance or their insurance does not cover the vaccine. Regarding flu, we have regular flu and the high dose for those that meet the criteria for that formulation. Now is the time to get the flu shot so that your immune system has time to develop protection and prevent serious flu disease. This holds true for the COVID vaccine too!

*Pipeline Spill:* There was a pipeline break in Girard Township in Branch County that spilled several thousand gallons of fuel on the ground in a farm field. Paul's report goes into more detail. Our Agency maintained communication with the Emergency Operations Center but has not had an on-site roll at this point.

**Indispensable Supervisor Training:** The training has started and has so far been positively received by our team.

**Opioid Settlement Funds:** St. Joseph county has requested we be available at the Commissioner work meeting on 11/14 for questions on our proposal for opioid settlement funds for FY24. Administrator Bud Norman from Branch county has indicated he has the request and needs nothing further from our office at this time. Both counties need to approve an allocation so that the Health Education and Promotion division can get started on their work. Today, Josh Englehart, Health Educator, will be talking about our proposal and taking any questions you have.

**Coldwater Office:** No new projects to report. Both Theresa and I have been in communication with county maintenance regarding the critical work needs in this building; including, the restroom counters and sinks, a counter in the clinic that serves as a desk and is in very poor condition and needs to be replaced or removed. There is no movement to schedule repairs. I have also checked in with Scott Walls regarding the upgrades to the drinking water fountains.

**Hillsdale Office:** The half down advance has been paid to Schindler elevator company to do the necessary upgrade work. We are waiting to hear when they will put us on their schedule. I have started to work on collecting bids for interior painting and flooring.

**Sturgis:** Our team is fully utilizing the expanded space in Sturgis and are very appreciative of this larger work environment.

**Three Rivers Office:** Part of our infrastructure upgrades includes replacing old and outdated water fountains with water bottle fill stations. These are sanitary stations that provide filtered drinking water. I am working on securing a bid for this upgrade in this building.

## **MEDICAL DIRECTOR'S REPORT**

**OCTOBER 2023**

1. Watching numbers of communicable diseases.
2. Continuing the firearm safety class through University of Michigan. Possibly share the class with community providers for continuing education credits.
3. Lead presentation for providers in Sturgis/Three Rivers was informative.
4. Director and Administrator meetings, in person and zoom.
5. Meetings via zoom and teleconference with several associations.
6. Reviewing policies and procedures.
7. Taking Supervisor class.
8. Classes: Capstone project for fall semester. Human Papilloma Virus Vaccine Hesitancy
9. One latent TB patient visit.



Respiratory syncytial virus, or RSV, is a common respiratory virus that usually causes mild, cold-like symptoms. Most people recover in a week or two, but RSV can be serious, especially for infants and older adults. RSV is the most common cause of bronchiolitis (inflammation of the small airways in the lung) and pneumonia in children younger than 1 year of age in the United States.



RSV can spread when

- An infected person coughs or sneezes
- You get virus droplets from a cough or sneeze in your eyes, nose, or mouth
- You have direct contact with the virus, like kissing the face of a child with RSV
- You touch a surface that has the virus on it, like a doorknob
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People infected with RSV are usually contagious for 3 to 8 days and may become contagious a day or two before they start showing signs of illness. Some infants, and

people with weakened immune systems, can continue to spread the virus even after they stop showing symptoms, for as long as 4 weeks. Children are often exposed to and infected with RSV outside the home, such as in school or childcare centers. They can then transmit the virus to other members of the family.

RSV can survive for many hours on hard surfaces such as tables and crib rails. It typically lives on soft surfaces such as tissues and hands for shorter amounts of time.

People are typically infected with RSV for the first time as an infant or toddler and nearly all children are infected before their second birthday. However, repeat infections may occur throughout life, and people of any age can be infected. Infections in healthy children and adults are generally less severe than among infants and older adults with certain medical conditions. People at highest risk for severe disease include

- Premature infants
- Young children with congenital (from birth) heart or chronic lung disease
- Young children with compromised (weakened) immune systems due to a medical condition or medical treatment
- Children with neuromuscular disorders
- Adults with compromised immune systems
- Older adults, especially those with underlying heart or lung disease

In the United States and other areas with similar climates, RSV circulation generally starts during fall and peaks in the winter.

IMPORTANT UPDATE:

A respiratory syncytial virus vaccine, or RSV vaccine, is a vaccine which protects against infection by respiratory syncytial virus. The RSV vaccines Arexvy, and Abrysvo, were approved for medical use in the United States in May 2023.

The goal of the vaccine is not to prevent RSV infection but to prevent RSV associated lower respiratory infection.

The vaccine is marketed to individuals 60 years and older, especially those with asthma, diabetes, chronic obstructive pulmonary disease or heart disease.

It is also available for pregnant women. RSV is highly contagious and can make your baby sick, especially if they are under 6 months old. ABRYSVO is the only maternal RSV vaccine given at 32 to 36 weeks gestation to help protect babies from birth to 6 months.

**Every  
Breath  
Matters.  
Don't let  
RSV take  
your breath  
away.**

***Included in This Month's Report:***

1. HEP Update
2. Community Health Worker (CHW) Program Update
3. Community Events for September/October/November
4. September & October Social Media Update
5. September & October CHW Client Data Update

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

The months of September and October were busy for the Health Education & Promotion staff as we transitioned from our Summer events and activities and began to look towards the Fall and Winter months. The end of September included the HEP staff coordinating the Agency's presence at both the St. Joseph County Fair as well as the Hillsdale County Fair. Both of these weeks were very productive as the HEP team, with support from other agency departments, were able to connect with community members, discuss agency services, and provide the public with educational materials, as well as some fun promotional items. Overall, this fair season was very successful, as were the many other events that took place over the course of the last couple of months. Also, as always, the HEP team has been working hard to provide messaging and important information to the public via our social media platforms. Our Facebook/Instagram topics for the months of September and October included, but were not limited to: Healthy aging, food safety, safe sleep, "Protect your Groundwater" day, "SepticSmart" week, Hispanic Heritage Month, Breast Cancer awareness, children's health, flu vaccinations and flu season, and fire prevention week.

Our Health Educator, Josh Englehart, along with Supervisor Alex Bergmooser have also been continuing to work with our County Commissioners and other stakeholders in pursuit of a portion of the Opioid Settlement Funds that will be awarded to our three counties. Both Alex and Josh attended a meeting in July with the committee that was formed in Hillsdale County for the purpose of deciding upon the best methods of utilizing these funds and presented to the committee the agency's proposal. As of mid-October, an agreement with Hillsdale County to provide BHSJ with the requested funds had been reached. However, the project is still ongoing as we await a final decision from both Branch County and St. Joseph County regarding their portion of the funding. In hopes of finalizing these agreements, Josh will be presenting the Agency's proposal at the November 9<sup>th</sup> Board of Health meeting, and Alex will be presenting the proposal to the St. Joseph County commissioners on November 14<sup>th</sup>. We are optimistic that BHSJ will be able to reach an agreement with both Branch and St. Joseph counties.

Lastly, supervisor Alex Bergmooser has been working to enter the Agency's Community Health Improvement Plan (CHIP) into our VMSG system, which is a project management and tracking tool utilized by the Agency. This input is still ongoing and updates are being added as objectives and tasks are completed. The main revisions that will be needed are mostly due to timelines that were too aggressive for the needed objective or task, so the HEP team is working to correct those in an effort to provide a more realistic vision of when these project objectives will be met. Alex is currently working on plans to set in motion several of the objectives, and will continue to update the Board members as we move forward.

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

During the months of September and October, our CHW Rachael Wall welcomed 3 new clients while continuing to focus on her existing clients and getting those cases closed out. Rachael has been working hard to expand her resources and to build trust with the public by attending many of the community events, such as: the county fairs, back-to-school events, end of summer and fall carnivals, and various other outreach events that already have, or will be, taking place within our 3 counties. Lastly, as I have mentioned before, it was announced at the end of April

that the funds provided by this grant will be extended through May of 2024, which will allow us to continue with the program until at least that time. Unfortunately, our efforts to secure further funding through the Michigan Health Endowment Fund’s “Healthy Aging Initiative” grant were unsuccessful. However, with the State looking to begin a Medicaid policy in January that would allow for reimbursement for CHW services, BHSJ is still hopeful that we will be able to attain enough funding to keep the program going past the end of the project period and will continue to look for additional sources of funds.

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

Date	Event
9/13	Reading Pop-Up Literacy Event
9/15	Jax Car Wash – Hillsdale County Veterans Coalition Fundraiser
9/17 - 9/23	St. Joseph County Fair
9/24 – 9/30	Hillsdale County Fair
10/6	St. Joseph County Project Connect
10/9	King’s Cupboard CHW/WIC Outreach
10/16	Hillsdale County Fall Festival
10/19	CHW Annual Conference
10/19	Colon Parent Night – Vaping Presentation
11/7 – 11/9	ICS 300 training in Kalamazoo
11/13	Crisis & Emergency Risk Communication Training

**4. Social Media Data: August**

Social Media Data (As of November 1st, 2023)						
	# of Followers (Facebook & Instagram)	Instagram Reach (Amount a post is viewed, commented on, shared, etc.)	Facebook 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)
September & October	4204	66 <i>(Up 29% from August)</i>	27,843 <i>(Up 9% from July)</i>	None	39	None
TOTAL TO DATE (Since 10/1/2022)	28 NEW followers since last report	382	264,933	8	171	5

**5. Community Health Worker (CHW) Client Data: August**

Community Health Worker (CHW) Client Data - Sept/Oct 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	7	60**						
Clients	3	41						
	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	0	3	0	0	19	15	5	2
	Branch	St. Joseph	Hillsdale	Branch (Total to Date)	St. Joseph (Total to Date)	Hillsdale (Total to Date)		
Clients by County	1	2	0	11	25	5		
	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)
Communications (sum of all communications w/each client)	9	87	3	1	67	465	16	17
	Open	Closed (Completed)	Closed (Unable to Complete)	Other (Specify)	Open, (Total # of Clients to Date)	Closed/Completed (Total to Date)	Closed: Unable to Complete (Total to Date)	Other: Specify (Total to Date)
Case Status	15	1	1	0	41	14	12	0
	Behavioral Health	Health Insurance	Housing	Immunization Information	Employment Issues	Family Planning & Pregnancy	At-Home Medical & Health Needs	Adult Education
Services Provided	4	11	1	2	2	2	3	0
Service Provided (Total to Date)	20	67	27	9	18	10	23	7
	Transportation	Food Assistance	Child Developmental/ Education Issues & Screening	Childcare Services	Clothing Needs	Domestic Concerns	Other (Specify)	
Services Provided Cont.	1	5	1	3	2	1	13 (Non-Specific Resource)	
Service Provided (Total to Date)	11	32	8	15	13	11	58	

## **Personal Health and Disease Prevention: November 9, 2023**

### **Communicable Disease:**

Here are some highlights from [the CDC Respiratory Disease Surveillance Outlook](#) page from our Epi's.

- CDC expects the upcoming fall and winter respiratory disease season will likely have a similar number of total hospitalizations compared to last year.
- The season outlook is based on expert judgement, historical data, and scenario modeling for COVID-19
- This season is likely to bring a moderate COVID-19 wave, causing around as many hospitalizations at the peak as occurred at last winter's peak.
- Experts anticipate that the influenza season will fall in the typical range of severity, however, even typical seasons vary widely in the number of illnesses, hospitalizations, and deaths.
- RSV is likely to return to normal patterns following a severe season last year.

### **Immunizations:**

Our offices now have limited amounts of all the 23-24 Covid-19 vaccines. I have included an infographic on "Immunizations to Protect Against Flu, Covid-19, and RSV" in the packet. This explains the products currently available, who should use these products, what are the benefits, and where they can be accessed. At this time, we do not carry the RSV products but are looking into doing so.

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

We were notified that changes could be coming to the Project Fresh program for next season. We will keep you posted on the details when they become available.

As you can see from the attached report our WIC caseload has increased since around this time last year, which is great news.

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

Senate Bill 0031 for lead passed so now all insurances are mandating lead testing on children age 12-24 months old.

We are also currently working on getting medical records and doing reapplication paperwork for CSHCS with the children that fell off when they turned 21, but are now eligible to get back onto the program until they are age 26.

The H/V techs are back in the schools. They are working on head start and kindergarten deadlines.

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

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

September-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	1	7	1	9	20	52	8	80	19	63	1	83
Blastomycosis	-	-	-	-	-	-	-	-	1	-	-	1
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	2	2	2	6	18	14	10	42	12	14	6	32
Chicken Pox	-	-	-	-	1	1	1	3	-	-	-	-
Chlamydia	10	9	29	48	121	100	299	520	107	87	154	348
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	1	1
CRE Carbapenem Resistant Enterobac.	1	-	-	1	2	-	1	3	2	-	-	2
Cryptosporidiosis	-	-	-	-	2	4	3	9	3	-	1	4
Giardiasis	-	-	1	1	1	1	4	6	-	5	4	9
Gonorrhea	4	1	9	14	27	36	48	111	32	29	82	143
H. Influenzae Disease - Inv.	-	-	-	-	1	-	-	1	3	1	-	4
Hepatitis B - Acute	-	-	-	-	1	-	3	4	4	-	-	4
Hepatitis B - Chronic	-	-	1	1	2	-	3	5	3	-	1	4
Hepatitis C - Acute	-	-	-	-	17	4	17	38	2	3	-	5
Hepatitis C - Chronic	-	3	2	5	10	22	23	55	19	3	6	28
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	-	-	1	1	2	-	1	3	1	-	1	2
HIV/AIDS	1	-	-	1	1	-	-	1	2	-	3	5
Influenza	-	-	2	2	401	244	295	940	118	154	126	398
Kawasaki	-	-	-	-	-	-	-	-	-	-	-	-
Legionellosis	1	-	-	1	1	-	4	5	-	1	-	1
Listeriosis	-	-	-	-	-	-	1	1	-	-	-	-
Lyme Disease	1	-	3	4	4	5	16	25	1	4	1	6
Measles	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Aseptic	-	1	-	1	2	1	-	3	-	3	1	4
Menengitis - Bacterial	-	-	-	-	1	-	-	1	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	-	1	1	1	-	18	19	3	7	2	12
Norovirus	-	-	-	-	1	1	-	2	1	2	2	5
Novel Coronavirus	113	95	67	275	1,147	295	309	1,751	6,707	6,400	7,728	20,835
Pertussis	-	-	-	-	-	2	8	10	-	12	-	12
Salmonellosis	1	1	-	2	4	18	5	27	6	4	4	14
Scabies	-	-	-	-	2	2	-	4	-	-	-	-
Shiga Toxin-prod. (STEC)	-	-	-	-	1	2	8	11	3	1	1	5
Shigellosis	-	-	-	-	-	1	1	2	-	1	-	1
Shingles	1	1	-	2	1	3	1	5	1	-	-	1
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	1	-	-	1
Strep Invasive Gp A	1	-	-	1	14	3	16	33	-	2	-	2
Strep Pneumonia Inv Ds.	-	1	1	2	4	4	9	17	2	7	3	12
Syphilis - Primary	1	-	-	1	2	2	-	4	1	-	-	1
Syphilis - Secondary	-	-	-	-	1	2	2	5	-	1	3	4
Syphilis To Be Determined	-	-	-	-	-	2	1	3	4	1	2	7

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

	Sep-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	160	194	99	91	544	1,521	1,722	432	956	4,631	1,430	1,710	-	1,185	4,325
All VFC Doses Given	846	466	-	762	2,074	9,082	4,796	-	8,034	21,912	8,774	4,832	-	8,425	22,031
Waivers	5	28	4	19	56	153	216	43	106	518	127	213	52	158	550
<b>ADULT IMMUNIZATIONS</b>															
# Vaccines Given	64	32	2	13	111	1,154	596	21	402	2,173	4,062	1,922	-	1,631	7,615
All AVP Doses Given	16	10	-	9	35	172	138	-	213	523	112	329	-	205	646
<b>COMMUNICABLE DISEASE</b>															
TB Tests Done	3	5	-	3	11	89	81	-	14	184	107	140	-	19	266
STD treatments	7	-	-	18	25	9	11	2	87	109	21	31	2	93	147
HIV Testing	-	-	-	11	11	2	10	1	63	76	5	4	2	44	55
<b>ENROLLMENTS</b>															
Medicaid & Michild	1	8	-	2	11	12	13	1	19	45	15	4	-	8	27
<b>REFERRAL SERVICE</b>															
MCDC Referrals	1	5	14	-	20	93	117	252	324	786	51	-	168	335	554
MIHP referrals	-	1	9	19	29	34	21	152	211	418	419	28	201	237	885
<b>Hearing Screens</b>															
Pre-school	45	104	-	92	241	418	640	-	922	1,980	449	336	64	578	1,427
School Age	64	148	-	129	341	1,197	1,243	-	1,908	4,348	1,004	1,029	489	2,682	5,204
<b>Vision Screens</b>															
Pre-school	46	117	-	107	270	421	710	-	818	1,949	547	387	-	678	1,612
School Age	73	299	-	352	724	2,923	2,525	-	5,031	10,479	3,159	2,048	-	5,004	10,211
<b>Children's Special Health Care Services</b>															
Diagnostics	-	-	-	-	-	36	5	-	1	42	44	14	-	5	63
Assessments-Renewal	25	30	-	37	92	208	245	-	308	761	196	246	-	260	702
Assessments-New	9	7	-	9	25	48	65	-	82	195	54	60	-	78	192



State Participation/Enrollment Ratio [2]:

Apr-23	May-23	Jun-23	Jul-23	Aug-23	Curr Year P/E Ratio (last 12 months)
95.6%	95.1%	94.9%	95.1%	94.2%	94.9%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/ Enrollment Ratio[2]
Oct / 2022	4,125	3,844	3,866		93.19%
Nov / 2022	4,149	3,836	3,892	0.67%	92.46%
Dec / 2022	4,161	3,819	3,874	-0.46%	91.78%
Jan / 2023	4,266	3,984	4,027	3.95%	93.39%
Feb / 2023	4,283	3,938	4,005	-0.55%	91.94%
Mar / 2023	4,325	4,010	4,034	0.72%	92.72%
Apr / 2023	4,267	3,924	3,987	-1.17%	91.96%
May / 2023	4,248	3,941	3,987	0.00%	92.77%
Jun / 2023	4,244	3,921	3,972	-0.38%	92.39%
Jul / 2023	4,233	3,963	4,010	0.96%	93.62%
Aug / 2023	4,307	4,021	4,056	1.15%	93.36%
Sep / 2023	4,283	3,998	(est[7]) 4,123		93.35%
Oct / 2023	0	0	(est[7])		
Nov / 2023	0	0	0		
Dec / 2023	0	0	0		
Jan / 2024	0	0	0		
Feb / 2024	0	0	0		
Mar / 2024	0	0	0		
Apr / 2024	0	0	0		
May / 2024	0	0	0		
Jun / 2024	0	0	0		
Jul / 2024	0	0	0		
Aug / 2024	0	0	0		
Sep / 2024	0	0	0		

Total (Year to date)			0		
Curr Year Avg			0		92.75%
Months with Count	0	0	0	0	0
Average to Base % [8]		0.0%	0.00%		
Last yrs Base % [9]		94.5%	95.50%		
Last yrs Average	4,241	3,933	3,974		92.75%

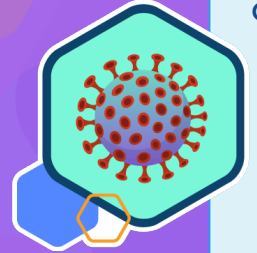
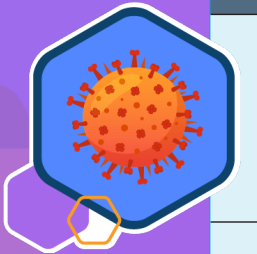
Estimated average participation for current year to date:

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

<b>Funding Allocation Information</b>	
Total Funding Allocation:	\$0
Assigned Funding Participation Count [11]:	
Current Yr Base:	0
Previous Yr Base:	4,161

- [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.

# Immunizations to Protect Against Flu, COVID-19 and RSV



Disease	What Products are Available?	Who Should Use These Products?	What Are the Benefits?	Where Can You Access?	More Information
Flu	<a href="#">Updated flu vaccines for 2023-2024</a> are available, including flu shots and a nasal spray flu vaccine	Everyone six months and older should get an updated flu vaccine. People 65 and older should get a high-dose or adjuvanted flu vaccine, if available.	Flu vaccines reduce the risk of flu illness, severe illness, hospitalization, and death.	Visit <a href="https://www.vaccines.gov/">https://www.vaccines.gov/</a> to find a vaccine.	<a href="https://www.cdc.gov/flu/prevent/index.html">https://www.cdc.gov/flu/prevent/index.html</a>
COVID-19	<a href="#">Updated COVID-19 vaccines</a> are available for 2023-2024	Everyone six months and older should get an updated vaccine. Some groups may need additional doses to stay <u>up to date</u> .	COVID-19 vaccines are safe and effective at protecting people from serious COVID-19 illness, hospitalization, death, and <u>Long COVID</u> .	Visit <a href="http://www.vaccines.gov">www.vaccines.gov</a> . There, you can also find providers that are participating in the <a href="#">Bridge Access Program</a> , which provides no-cost COVID-19 vaccines to adults without health insurance and adults whose insurance does not cover all COVID-19 vaccine costs. The <a href="#">Vaccines for Children Program</a> provides vaccines at no cost for eligible children.	<a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a>
RSV	RSV vaccines	Adults aged 60 and older	Vaccination against RSV can help prevent severe RSV illness, hospitalization, and death.	Talk to your healthcare provider to see if RSV vaccine is right for you.	<a href="https://www.cdc.gov/rsv/about/prevention.html">https://www.cdc.gov/rsv/about/prevention.html</a>  Some children aged 8-19 months who are at <a href="#">increased risk for severe RSV</a> may benefit from an additional RSV immunization product.
	RSV vaccine	People who are 32-36 weeks pregnant during RSV season	Vaccination against RSV while pregnant can help protect babies from severe RSV illness, hospitalization, and death.	Pregnant people should talk to their doctor about which option may be best.	
	<b>OR</b>		RSV immunization	Infants entering or born during RSV season	



**Branch-Hillsdale-St. Joseph Community Health Agency**  
**Environmental Public Health Services**  
**Report for the November 9, 2023 Board of Health Meeting**  
**Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

**Food Service Sanitation**

Our food program and standardized trainer (Joe Frazier) has been very busy training our new food program sanitarians. Emily Motes took over the food sanitarian position in Branch County for Carrie Southern who retired and our newest hire, Olivia Jacobs was brought in to fill our 50/50 position in Hillsdale County. The training process for food sanitarians requires the standardized trainer to conduct a minimum of 25 inspections where he leads the inspection then do 25 joint inspections with the trainee where he oversees the inspections. If after those 50 inspections are completed and the trainee has shown competency then they will do 5 more inspections where the standardized trainer does their own inspection at the same time. Once the inspections are complete the trainer will grade the inspections based on his findings. The trainee must score within 80 % accuracy with the trainer's inspection. If more training is indicated, the process will continue until the trainee has shown competence at which time they will be released to do inspections on their own.

**Wells and On-site Sewage**

Our open position for a Type II Water Supply Coordinator has been filled by Kaleigh Bonner who is a 2021 graduate of Sienna Height University with a Bachelor's of Science Degree. Kaleigh will be working with Kyle Moore who is our other Type II Coordinator and it will allow us to divide the workload for the program that covers all three counties. Kyle currently works out of the Three Rivers office and Kaleigh will be working out of the Coldwater office and our goal is to divide the 250+ Type II facilities between the two coordinators which will enable them to provide more one-on-one time with the operators with education and consultation.

We have one more open position for an administrative assistant in the Coldwater office. We have done interviewing and identified a candidate for the position and at the time of this report, we waiting to get confirmation from the candidate of her acceptance of the position.

**Other Programs**

A gasoline pipeline operated by BP experienced a large break that spilled an estimated 8000+ gallons of gasoline on the ground surrounding the break in Branch County, Girard Township. The break happened in the vicinity of Bell Rd. between Girard Rd. and Vincent Lake Rd. on the evening of October 16. The incident prompted immediate response from emergency services and the company's safety teams. Crews including Branch County Emergency Services, the Tekonsha Fire Dept. and Michigan State Police initially coordinated response efforts. Clean up efforts ensued under the direction of EGLE to mitigate the environmental impact and remediate the affected areas. BHSJ was contacted and updated on the situation but no immediate actions were required of our agency. As the clean-up of the site moves forward we may be asked to help in the collections of water samples from the wells in the surrounding area to monitor for possible groundwater impact.

## EH Service Statistics Report

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

ENVIRONMENTAL HEALTH SERVICE REPORT	2022/2023											
	SEPT				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	2	8	3	4	15	1	2	14	17
<b>CHANGE OF USE EVALUATIONS - FIELD</b>	2	7	6	15	36		52	159	17	48	39	104
<b>CHANGE OF USE EVALUATIONS - OFFICE</b>	11	2	10	23	73	22	111	206	46	46	98	190
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	3	8	13	24	53	55	82	190	63	70	87	220
REPAIR/REPLACEMENT	6	4	12	22	59	76	96	231	70	88	110	268
VACANT LAND EVALUATION	3	1	3	7	14	10	15	39	7	16	30	53
PERMITS DENIED	-	-	-	-	-	-	2	2	3	-	-	3
TOTAL	12	13	28	53	126	141	195	462	107	153	227	544
<b>SEWAGE PERMITS INSPECTED</b>	12	10	10	32	94	133	135	360	95	116	142	347
<b>WELL PERMITS ISSUED</b>	10	16	25	51	151	123	207	481	131	136	270	537
<b>WELL PERMITS INSPECTED</b>	12	7	10	29	120	87	159	366	146	130	212	488
<b>FOOD SERVICE INSPECTION</b>												
PERMANENT	29	14	48	91	263	223	358	844	223	227	256	706
NEW OWNER / NEW ESTABLISHMENT	1	2	1	4	9	13	17	39	6	15	16	37
FOLLOW-UP INSPECTION	2	2	5	9	19	9	21	49	15	6	10	31
TEMPORARY	6	4	2	12	51	41	77	169	14	50	86	150
STFU, MOBILE	2	5	9	16	26	38	67	54	21	16	45	41
PLAN REVIEW APPLICATIONS	1	-	-	1	10	9	11	30	11	8	20	32
FOOD RELATED COMPLAINTS	-	1	-	1	10	14	8	32	8	13	5	26
FOODBORNE ILLNESS INVESTIGATED	-	1	-	1	-	1	-	1	2	1	-	3
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	-	n/a	n/a	n/a	81	n/a	n/a	n/a	16
<b>CAMPGROUND INSPECTION</b>	-	14	1	15	25	18	20	63	28	15	17	60
<b>NON-COMM WATER SUPPLY INSP.</b>	2	4	6	12	22	16	34	72	12	17	11	40
<b>SWIMMING POOL INSPECTION</b>	-	-	4	-	9	14	16	35	17	14	16	40
<b>PROPOSED SUBDIVISION REVIEW</b>	-	-	-	-	-	-	-	-	1	-	-	1
<b>SEPTIC TANK CLEANER</b>	-	-	-	-	10	10	14	34	6	10	10	26
<b>DHS LICENSED FACILITY INSP.</b>	2	2	3	7	11	27	17	55	8	33	28	69
<b>COMPLAINT INVESTIGATIONS</b>	-	3	-	3	37	25	9	71	24	36	25	85
<b>LONG TERM MONITORING</b>	-	-	-	-	8	17	15	41	8	9	2	19
<b>BODY ART FACILITY INSPECTIONS</b>	2	-	-	2	9	5	5	19	7	12	-	20



570 Marshall Road  
Coldwater, MI 49036  
(517) 279 - 9561 ext. 106

20 Care Drive  
Hillsdale, MI 49242  
(517) 437 - 7395 ext. 311

1110 Hill Street  
Three Rivers, MI 49093  
(269) 273 - 2161 ext. 233

## Inspection Type Count By County

For Date Range: 09/01/2022 - 09/30/2023

County	Inspection Type / Reason	Count
<b>Branch County</b>		
<i>Food Safety</i>		
	Non Foodborne Illness Complaint - Not Selected	3
	Risk Based Inspection - Follow-up	3
	Risk Based Inspection - Routine	55
	STFU Inspection - Follow-up	1
	STFU Inspection - Routine	4
	STFU Pre-Opening - Pre-Opening	1
	Temporary Food Inspection - Routine	10
	<b>Total # of Food Safety inspections - Branch County</b>	<b>77</b>
<b>Hillsdale County</b>		
<i>Food Safety</i>		
	Foodborne Illness Complaint - Not Selected	1
	Pre-Opening - Pre-Opening	2
	Risk Based Inspection - Follow-up	2
	Risk Based Inspection - Routine	27
	STFU Inspection - Routine	8
	Temporary Food Inspection - Routine	9
	<b>Total # of Food Safety inspections - Hillsdale County</b>	<b>49</b>
<b>St. Joseph County</b>		
<i>Food Safety</i>		
	Emergency Response - Fire	1

## Inspection Type Count By County

For Date Range: 09/01/2022 - 09/30/2023

County	Inspection Type / Reason	Count
	Non Foodborne Illness Complaint - Not Selected	1
	Pre-Opening - Pre-Opening	2
	Progress Note - Not Selected	11
	Risk Based Inspection - Follow-up	8
	Risk Based Inspection - Routine	76
	STFU Inspection - Routine	13
	STFU Pre-Opening - Pre-Opening	2
	Temporary Food Inspection - Routine	8
	<b>Total # of Food Safety inspections - St. Joseph County</b>	<b>122</b>
	<b><u>Total # of inspections - All counties</u></b>	<b><u>248</u></b>



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## Food Establishment Inspection Report by Facility Name

For Date Range: 09/01/2023 - 09/30/2023 and food Program

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
AMERICAN LEGION #223	Constantine	09/01/2023	Progress Note - Not Selected	0	0	0	0
AMERICAN LEGION #223	Constantine	09/07/2023	Risk Based Inspection - Routine	0	0	0	0
AMERICAN LEGION #223	Constantine	09/20/2023	Risk Based Inspection - Routine	0	1	1	0
AMERICAN LEGION MEMORIAL POST	BRONSON	09/15/2023	Risk Based Inspection - Routine	0	0	0	1
AMERICAN LEGION POST 170	THREE RIVERS	09/25/2023	Progress Note - Not Selected	0	0	0	0
ANDERSON ELEMENTARY SCHOOL	BRONSON	09/26/2023	Risk Based Inspection - Routine	0	0	0	1
APPLEBEE'S	Sturgis	09/07/2023	Risk Based Inspection - Routine	0	1	1	1
Armstrong Park	Three Rivers	09/01/2023	Progress Note - Not Selected	0	0	0	0
Armstrong Park	Three Rivers	09/13/2023	Risk Based Inspection - Routine	0	0	0	0
Artic Shaved Ice	Coldwater	09/18/2023	Temporary Food Inspection - Routine	0	0	0	0
BAILEY ELEMENTARY SCHOOL	Hillsdale	09/27/2023	Risk Based Inspection - Routine	0	0	0	0
Barnyard Eats	Sherwood	09/11/2023	STFU Inspection - Routine	0	0	0	1
Barnyard Eats	Sherwood	09/11/2023	STFU Inspection - Follow-up	0	0	0	0
Bass Boosters	Three Rivers	09/11/2023	STFU Pre-Opening - Pre-Opening	0	0	0	0
BEACH CONCESSIONS #90	Hillsdale	09/22/2023	STFU Inspection - Routine	0	0	0	0



Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
BEACH CONCESSIONS #92	Hillsdale	09/22/2023	STFU Inspection - Routine	0	0	0	0
Benefit Dinner & Auction		09/25/2023	Temporary Food Inspection - Routine	0	0	0	0
Ben's Soft Pretzels	Goshen	09/14/2023	STFU Pre-Opening - Pre-Opening	0	0	0	0
BIGGBY COFFEE #254 V&K CAFE DBA	COLDWATER	09/12/2023	Risk Based Inspection - Routine	0	0	0	3
BILL'S GRILL HOUSE	COLDWATER	09/08/2023	Risk Based Inspection - Routine	1	1	0	3
BOB EVAN RESTAURANTS LLC #2035	COLDWATER	09/08/2023	Risk Based Inspection - Routine	0	0	0	0
Bowman Place	Three Rivers	09/07/2023	Risk Based Inspection - Routine	0	2	2	0
Bread and Butter Kitchen	Sturgis	09/06/2023	Risk Based Inspection - Routine	0	0	0	0
BROADWAY GRILLE	UNION CITY	09/22/2023	Risk Based Inspection - Routine	0	1	1	2
BRONSON DISTRICT - Chicago St School	BRONSON	09/27/2023	Risk Based Inspection - Routine	0	1	1	0
BRONSON HIGH SCHOOL	BRONSON	09/26/2023	Risk Based Inspection - Routine	0	2	2	0
Bucket List Dreams	Monroe	09/18/2023	STFU Inspection - Routine	0	0	0	0
BUFFALO WILD WINGS (STURGIS)	STURGIS	09/29/2023	Risk Based Inspection - Routine	0	2	1	1
Castaway Lounge LLC	Coldwater	09/01/2023	Temporary Food Inspection - Routine	0	0	0	0
COLDWATER BURGER KING #4652	COLDWATER	09/15/2023	Non Foodborne Illness Complaint - Not Selected	0	0	0	0
COLDWATER GARDEN	COLDWATER	09/25/2023	Risk Based Inspection - Routine	0	1	1	2
Coldwater Marina	Coldwater	09/05/2023	Temporary Food Inspection - Routine	0	0	0	0
CONEY HUT DRIVE INN	JONESVILLE	09/14/2023	Risk Based Inspection - Follow-up	0	0	0	0
CONGRESS SCHOOL	STURGIS	09/27/2023	Risk Based Inspection - Routine	0	0	0	0
Country Table Restaurant	White Pigeon	09/27/2023	Risk Based Inspection - Routine	0	0	0	0
Creative Dining Services/Abbott Labs	Sturgis	09/28/2023	Risk Based Inspection - Routine	0	0	0	0
DAVINCI'S	STURGIS	09/22/2023	Risk Based Inspection - Routine	1	0	1	1
DEARTH COMMUNITY CENTER	Coldwater	09/15/2023	Risk Based Inspection - Routine	0	0	0	0
Di's Diner	Vicksburg	09/11/2023	STFU Inspection - Routine	0	0	0	0
El Cunado Mexican Cousine	Coldwater	09/29/2023	STFU Inspection - Routine	0	0	0	1
El Cunado Mexican Cuisine 2	Coldwater	09/29/2023	STFU Pre-Opening - Pre-Opening	0	0	0	0

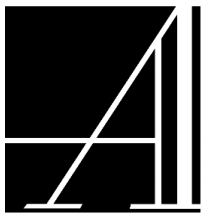
Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
EL TACO LOCO II	Quincy	09/21/2023	Risk Based Inspection - Follow-up	0	0	0	0
EL TACO LOCO II	Quincy	09/29/2023	Temporary Food Inspection - Routine	0	0	0	0
ELKS LODGE #1248	THREE RIVERS	09/21/2023	Progress Note - Not Selected	0	0	0	0
ELKS LODGE #1248	THREE RIVERS	09/28/2023	Risk Based Inspection - Routine	0	0	0	0
ENRICHMENT CENTER	Sturgis	09/26/2023	Risk Based Inspection - Routine	0	0	0	0
FAMILY AFFAIR RESTAURANT	MENDON	09/22/2023	Risk Based Inspection - Routine	0	0	0	1
Farmhouse Kitchen and Ale	Camden	09/11/2023	Risk Based Inspection - Routine	1	0	1	1
Farmhouse Kitchen and Ale	Camden	09/14/2023	Risk Based Inspection - Follow-up	0	0	0	0
FIRM FOUNDATION MINISTRIES	CENTREVILLE	09/13/2023	Risk Based Inspection - Routine	0	0	0	0
FIRST PRESBYTERIAN CHURCH	HILLSDALE	09/18/2023	Risk Based Inspection - Routine	0	0	0	0
Frank Beck Chevrolet	Jonesville	09/11/2023	Temporary Food Inspection - Routine	0	0	0	0
Gibby's	Mendon	09/22/2023	Risk Based Inspection - Routine	0	0	0	0
GIER ELEMENTARY SCHOOL	HILLSDALE	09/27/2023	Risk Based Inspection - Routine	0	0	0	0
Hampton Inn--Food	Sturgis	09/22/2023	Risk Based Inspection - Routine	1	0	1	0
Harmony Fest	Three Rivers	09/06/2023	Temporary Food Inspection - Routine	0	0	0	0
Hillsdale College Dining Hall	Hillsdale	09/12/2023	Risk Based Inspection - Routine	1	1	2	1
Hillsdale Exchange Club	Hillsdale	09/12/2023	Temporary Food Inspection - Routine	0	0	0	0
Hot Diggity Dogs	Centreville	09/11/2023	STFU Inspection - Routine	0	0	0	0
Hot N Now	Sturgis	09/22/2023	Pre-Opening - Pre-Opening	0	0	0	2
HUNGRY HOWIE'S	HILLSDALE	09/21/2023	Risk Based Inspection - Routine	0	0	0	1
Jaspare's Pizza	Mendon	09/22/2023	Risk Based Inspection - Routine	0	0	0	1
Jay'z BBQ	STURGIS	09/06/2023	STFU Inspection - Routine	0	0	0	0
JEFFERSON ELEMENTARY SCHOOL	COLDWATER	09/19/2023	Risk Based Inspection - Routine	0	0	0	1
JENNINGS ELEMENTARY SCHOOL	QUINCY	09/20/2023	Risk Based Inspection - Routine	0	0	0	0
Kate's Diner I	Centreville	09/26/2023	STFU Inspection - Routine	0	0	0	0
Kate's Pizza	Centreville	09/26/2023	STFU Inspection - Routine	0	0	0	0
Katie's Pizza	Myakka City	09/26/2023	STFU Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Katie's Strawberry Shortcakes	Myakka City	09/26/2023	STFU Inspection - Routine	0	0	0	0
Kendra Washburn	Bronson	09/18/2023	Temporary Food Inspection - Routine	0	0	0	0
KING DRAGON BUFFET	Sturgis	09/18/2023	Risk Based Inspection - Follow-up	0	0	0	0
KING DRAGON BUFFET	Sturgis	09/18/2023	Risk Based Inspection - Follow-up	0	0	0	0
LIL' LOUIE'S PIZZA AND SUBS LLC	Centreville	09/26/2023	Risk Based Inspection - Routine	0	0	0	0
LITTLE CAESARS #1200-002	Sturgis	09/05/2023	Risk Based Inspection - Routine	0	0	0	1
LITTLE CAESARS PIZZA	Coldwater	09/06/2023	Risk Based Inspection - Routine	0	0	0	1
M ENTERPRISE LLC D/B/A CORNER CAFE	Sturgis	09/05/2023	Risk Based Inspection - Routine	0	0	0	0
Mancino's of Sturgis	Sturgis	09/18/2023	Risk Based Inspection - Routine	0	0	0	0
McDonald's of Centreville	Centreville	09/13/2023	Risk Based Inspection - Routine	0	0	0	0
MCDONALDS OF COLDWATER	COLDWATER	09/06/2023	Risk Based Inspection - Routine	0	2	0	2
MCDONALDS OF COLDWATER	COLDWATER	09/14/2023	Risk Based Inspection - Follow-up	0	0	0	0
MEEKS MILL CAFE	Constantine	09/21/2023	Risk Based Inspection - Routine	0	0	0	0
MEL'S 50s DINER	UNION CITY	09/21/2023	Risk Based Inspection - Routine	1	0	1	2
Mendon United Methodist Church	MENDON	09/01/2023	Progress Note - Not Selected	0	0	0	0
Mendon United Methodist Church	MENDON	09/07/2023	Progress Note - Not Selected	0	0	0	0
Mendon United Methodist Church	MENDON	09/18/2023	Risk Based Inspection - Routine	0	0	0	0
MESSIAH LUTHERAN CHURCH	Constantine	09/28/2023	Risk Based Inspection - Routine	0	0	0	0
Morgan's Mexican Restaurant	White Pigeon	09/01/2023	Risk Based Inspection - Routine	0	0	0	0
MR. B'S DAIRY BAR	THREE RIVERS	09/19/2023	Risk Based Inspection - Follow-up	0	1	0	0
Nutrition Expression		09/05/2023	Risk Based Inspection - Routine	0	0	0	1
OSCAR BROWN'S TAVERN	COLDWATER	09/11/2023	Risk Based Inspection - Routine	0	1	1	1
PANSOPHIA ACADEMY	COLDWATER	09/19/2023	Risk Based Inspection - Routine	0	0	0	0
PIZZA HUT	COLDWATER	09/08/2023	Risk Based Inspection - Routine	0	0	0	2
Ponderosa Steakhouse	Coldwater	09/08/2023	Risk Based Inspection - Routine	1	0	1	1
PRAIRIE LAKE TAVERN	Sturgis	09/01/2023	Progress Note - Not Selected	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
PRAIRIE LAKE TAVERN	Sturgis	09/06/2023	Risk Based Inspection - Routine	0	0	0	0
QUINCY JR SR HIGH SCHOOL	QUINCY	09/05/2023	Risk Based Inspection - Routine	0	0	0	0
QUINCY JR SR HIGH SCHOOL	QUINCY	09/05/2023	Non Foodborne Illness Complaint - Not Selected	0	0	0	0
QUINCY JR SR HIGH SCHOOL	QUINCY	09/20/2023	Risk Based Inspection - Routine	0	0	0	0
READING HIGH SCHOOL	READING	09/26/2023	Risk Based Inspection - Routine	0	0	0	0
Refuge Coffee House LLC	Quincy	09/15/2023	Risk Based Inspection - Routine	0	0	0	1
REYNOLDS ELEMENTARY SCHOOL	Reading	09/26/2023	Risk Based Inspection - Routine	0	0	0	0
Rosalie's Roadhouse	Jonesville	09/19/2023	Pre-Opening - Pre-Opening	0	0	0	1
Royal Cafe	CENTREVILLE	09/13/2023	Risk Based Inspection - Routine	0	0	0	1
RYAN ELEMENTARY SCHOOL	BRONSON	09/26/2023	Risk Based Inspection - Routine	0	0	0	1
SAM'S PLACE	THREE RIVERS	09/07/2023	Risk Based Inspection - Routine	0	0	0	0
Samuel Mancino's Restaurant	White Pigeon	09/27/2023	Risk Based Inspection - Routine	0	0	0	1
Sapura		09/22/2023	Temporary Food Inspection - Routine	0	0	0	0
SCOTTS FOOD & BEVERAGE	THREE RIVERS	09/05/2023	Risk Based Inspection - Routine	1	0	1	0
Sooz Concession	Waldron	09/05/2023	Temporary Food Inspection - Routine	0	0	0	0
ST MARY'S ASSUMPTION CHURCH & SCHOOL	BRONSON	09/28/2023	Risk Based Inspection - Routine	0	1	1	0
ST. CHARLES SCHOOL	COLDWATER	09/19/2023	Risk Based Inspection - Routine	0	0	0	0
ST. JOHN'S EPISCOPAL CHURCH	Sturgis	09/05/2023	Risk Based Inspection - Routine	0	0	0	0
Starbucks Coffee Sturgis	Sturgis	09/22/2023	Risk Based Inspection - Routine	0	2	2	1
STREET DOGS	Hillsdale	09/13/2023	STFU Inspection - Routine	0	0	0	0
STURGES-YOUNG CENTER FOR THE ARTS	Sturgis	09/18/2023	Risk Based Inspection - Routine	0	2	2	0
Sturgis Biggby Coffee #484	Sturgis	09/22/2023	Risk Based Inspection - Routine	0	0	0	2
STURGIS HOSPITAL	Sturgis	09/05/2023	Risk Based Inspection - Routine	0	0	0	0
Sturgis Youth Soccer & Rocket Football	Sturgis	09/01/2023	Progress Note - Not Selected	0	0	0	0
Sturgis Youth Soccer & Rocket Football	Sturgis	09/09/2023	Risk Based Inspection - Routine	0	0	0	0
Subway - Hillsdale	Hillsdale	09/14/2023	Risk Based Inspection - Routine	0	0	0	2

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Sugar Shack	Colon	09/25/2023	STFU Inspection - Routine	0	0	0	0
Taco Bell #33023	Three Rivers	09/20/2023	Risk Based Inspection - Routine	1	0	1	1
Taco Bell #33023	Three Rivers	09/28/2023	Risk Based Inspection - Follow-up	0	0	0	0
Taco Bell #37166	Hillsdale	09/19/2023	Risk Based Inspection - Routine	0	0	0	0
THE DECK DOWN UNDER	Jerome	09/06/2023	Risk Based Inspection - Routine	0	0	0	1
The Donut Hut	Hillsdale	09/28/2023	Risk Based Inspection - Routine	0	0	0	0
The Old Popcorn Stand	Centreville	09/01/2023	Risk Based Inspection - Routine	0	0	0	0
The Udder Side	Jonesville	09/01/2023	Risk Based Inspection - Routine	0	0	0	0
The Udder Side	Jonesville	09/01/2023	Foodborne Illness Complaint - Not Selected	0	0	0	0
THREE RIVERS PIZZA HUT	THREE RIVERS	09/20/2023	Risk Based Inspection - Routine	0	0	0	1
THURSTON WOODS SUMMER FEEDING PROGRAM	Sturgis	09/18/2023	Progress Note - Not Selected	0	0	0	0
Timber's Eats & Treats	Hillsdale	09/18/2023	STFU Inspection - Routine	0	0	0	0
TOMAHAWK TAVERN	White Pigeon	09/14/2023	Risk Based Inspection - Routine	0	0	0	0
TRINITY EPISCOPAL CHURCH	Three Rivers	09/01/2023	Progress Note - Not Selected	0	0	0	0
TRINITY EPISCOPAL CHURCH	Three Rivers	09/05/2023	Risk Based Inspection - Routine	0	0	0	0
UNION CITY ELEMENTARY SCHOOL	UNION CITY	09/21/2023	Risk Based Inspection - Routine	0	0	0	2
UNION CITY HIGH SCHOOL	UNION CITY-PT	09/21/2023	Risk Based Inspection - Routine	1	1	2	0
UNION CITY MIDDLE SCHOOL	UNION CITY	09/21/2023	Risk Based Inspection - Routine	0	0	0	0
UNITED METHODIST CHURCH	White Pigeon	09/01/2023	Progress Note - Not Selected	0	0	0	0
UNITED METHODIST CHURCH	White Pigeon	09/06/2023	Risk Based Inspection - Routine	0	0	0	0
Useless Creatures Brewing Co	Three Rivers	09/18/2023	Risk Based Inspection - Routine	0	0	0	0
WALDRON AREA SCHOOL	WRIGHT TWP	09/20/2023	Risk Based Inspection - Routine	0	2	1	0
Waldron Friendly Tavern	Waldron	09/12/2023	Pre-Opening - Pre-Opening	0	0	0	0
Welton Foods Pizza Trailer	Centreville	09/25/2023	STFU Inspection - Routine	0	0	0	0
WENDY'S--STURGIS	Sturgis	09/18/2023	Risk Based Inspection - Routine	0	0	0	2

<b>Name</b>	<b>Location</b>	<b>Date</b>	<b>Inspection Type/Reason</b>	<b># of P</b>	<b># of Pf</b>	<b>CDI</b>	<b># of C</b>
WENDY'S--STURGIS	Sturgis	09/18/2023	Risk Based Inspection - Follow-up	0	0	0	0
WENZEL SCHOOL	STURGIS	09/27/2023	Risk Based Inspection - Routine	0	0	0	0
Wright-Waldron Fire & Ambulance	Waldron	09/05/2023	Temporary Food Inspection - Routine	0	0	0	0
YOUTH FOR CHRIST	Sturgis	09/06/2023	Risk Based Inspection - Routine	0	0	0	1
				<b>10</b>	<b>25</b>	<b>28</b>	<b>54</b>



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**Enclosures:**

1. ACLS Bureau correspondence dated 10/18/23: On-site review of our Provider Assessment at St. Joseph COA completed 7/5/23. No findings or recommendations.
2. Services to Victims of Elder Abuse: 4<sup>th</sup> Q FY23 program report; 2023 Case Scenario
3. ACLS Bureau Transmittal Letter #2024-506: Guidance to AAA's on Implementing the Intra-State Funding Formula

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**Updates:**

1. Services to Victims of Elder Abuse Program Updates:  
Victim Specialists continue to take referrals and support each county's Interdisciplinary Teams. 2023 ended strong serving twice as many victims as 2022! One of the reports we submit to the Division of Victim Services each year is a "Case Scenario". This year's submission was heart-wrenching and fully demonstrates what Victim Assistance is. It also outlines the tasks & type of support we can be involved in. After receiving his permission, we are sharing his with you. This case is going through the judicial system right now. We are hoping for justice, standing alongside him every step of the way.
2. Outreach Events:  
Our team spoke with hundreds of community members at the St. Joseph County Project Connect event on October 6<sup>th</sup>! Kudos to the HSC and Veteran's Affairs for planning this great event!  
  
Things will quiet down through the winter for face-to-face outreach but we'll keep up our presence on social media to share news and updates with our communities. November is "National Family Caregiver Month" and December/January will be focusing on "Home for the Holidays" to support caregivers and provide information on staying active to prevent social isolation in the winter months.
3. Other Items of Note...
  - Branch County COA's Board & leadership has announced their decision to end the Restaurant Voucher Program as of Dec. 31, 2023. Their intent is to enhance Congregate Dining and open a new COA-sponsored meal site at the Union City Senior Center in early January 2024! This will give individuals an opportunity to have more frequent meals in a fun, new setting.
  - Our Advisory Committee is still discussing revisions to their current Bylaws based on the new *DRAFT* ACLS Bureau Advisory Council Operating Standard. Our intent is to bring proposed revisions to the BOH Program, Policy and Appeals Committee and eventually the BOH. Thank you in advance for your time and review!
  - The ACLS Bureau has implemented a new Intra-State Funding Formula (IFF) after receiving Commission and ACL approval. This IFF is used to determine how federal and state funds will be distributed to all 16 AAA's. We are planning to receive decimal percent decrease in our "piece of the pie" in Region III C. Additional details are outlined in the Transmittal Letter included in this report.
  - We are currently operating under a federal Continuing Resolution through the end of November. As such, the Bureau has only issued two months of state and federal funding. We are facing three possible scenarios Dec. 1st: 1. Another CR is issued 2. Government shut down 3. A budget passes Congress. Our provider network is concerned but we are very lucky to have many providers funded with local millage dollars and/or other funding so they can support operations in the case of a government shut down. Contingency planning is required and on-going. We will continue to keep the Board updated.



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

October 18, 2023

Rebecca Burns  
Health Officer  
Branch-St. Joseph Area Agency on Aging  
570 N. Marshall Road  
Coldwater, MI 49036

Dear Ms. Burns:

The Behavioral and Physical Health and Aging Services Administration, Bureau of Aging, Community Living, and Supports (ACLS Bureau), has a responsibility to review the assessment process used by Area Agencies on Aging (AAA) as they monitor the performance of agencies awarded funds under the Older Americans Act and from the Michigan Legislature. The intent of the ACLS Bureau's review is to ensure the assessment process complies with the ACLS Bureau's *Operating Standards for Area Agencies on Aging and Operating Standards for Service Programs*.

On June 5, 2023, ACLS Bureau staff monitored the Region IIIC AAA's assessment of the St. Joseph County Commission on Aging. The ACLS Bureau observed Region IIIC's use of the assessment tool, contracting standards, service definitions, minimum standards, and established assessment procedures. The ACLS Bureau found the assessment to be compliant with all applicable Operating Standards.

We appreciate the time and cooperation provided by your staff. If you have questions, please contact Technical Assistance & Quality Improvement (TAQI) Section Field Representative, Ashley Ellsworth, at [ellswortha2@michigan.gov](mailto:ellswortha2@michigan.gov) or 517-294-9680.

Sincerely,

Cindy Masterson, Director  
Operations & Aging Network Support Division

CM:ae

c: Brent Leininger, Board Chair, Region IIIC AAA  
Laura Sutter, AAA Director, Region IIIC AAA  
Jen Hunt, Manager, TAQI Section  
Ashley Ellsworth, Field Representative, TAQI Section





## Services to Victims of Elder Abuse Grant FY22-23 4th Quarter Report (St. Joseph County)

07/01/23 to 09/30/23

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

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

570 Marshall Road, Coldwater, MI 49036

[www.bhsj.org/aaa](http://www.bhsj.org/aaa)

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**For additional information or questions please contact:**

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Wendy Nowicke Ph: (269) 501-2869 Email: [nowickew@bhsj.org](mailto:nowickew@bhsj.org)

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0	0	0
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	4	12	16
Female	2	7	9
Male	2	5	7
Vulnerable: Age 18-59	0	1	1
Elderly: Age 60 and Older	4	11	15
<b><u>New Clients Total</u></b>	<b>4</b>	<b>12</b>	<b>16</b>
<b><u>Continuing Clients</u></b>	<b>4</b>	<b>8</b>	<b>12</b>
<b><u>Total Clients Served</u></b>	<b>8</b>	<b>20</b>	<b>28</b>

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	0	6	6
Domestic or Family Violence	5	10	15
Elder Abuse or Neglect	7	12	19
Identity Theft/Fraud/Financial Crime	2	10	12
Physical Assault	2	3	5
Robbery/Burglary	0	2	2
Sexual Assault	0	0	0
Survivors of Homicide	0	0	0
Multiple Victimizations	5	12	17

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	2	3	5
Disability	6	17	23
Homeless	3	8	11
LGBTQ	1	0	1
Veteran	2	2	4

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	17	44	61
Referral to Other Services	16	62	78
Referral to Other Victim Services	0	6	6
Victim Notification	9	14	23

**Services to Victims of Elder Abuse Grant  
FY22-23 4th Quarter Report (St. Joseph County)  
Continued**

<b>Personal Advocacy</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	0	0
Individual Advocacy	7	20	27
Intervention with Person or Institutions	10	53	63
Law Enforcement Interview	3	6	9
Transportation	5	15	20

<b>Emotional Support or Safety Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Crisis Intervention	18	26	44
Emergency Financial Assistance	0	4	4

<b>Shelter/Housing Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Relocation Assistance	7	32	39
Transitional Housing	0	3	3

<b>Criminal Justice Assistance</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Criminal Advocacy	3	4	7
Law Enforcement Interview	3	6	9
Notification of Criminal Justice Event	8	11	19
Other Emergency Assistance	0	0	0
Personal Protective Order	5	2	7
Prosecution Interview	0	0	0
Restitution Assistance	0	8	8
Victim Impact Statement	2	0	2



## Services to Victims of Elder Abuse Grant FY22-23 4th Quarter Report (Branch County)

07/01/23 - 09/30/23

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

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

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Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	2	0	2
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	7	7	14
Female	6	7	13
Male	3	5	8
Vulnerable: Age 18-59	1	0	1
Elderly: Age 60 and Older	8	12	20
<b><u>New Clients Total</u></b>	<b>9</b>	<b>12</b>	<b>21</b>
<b><u>Continuing Clients</u></b>	<b>3</b>	<b>10</b>	<b>13</b>
<b><u>Total Clients Served</u></b>	<b>12</b>	<b>22</b>	<b>34</b>

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	1	8	9
Domestic or Family Violence	6	6	12
Elder Abuse or Neglect	11	9	20
Identity Theft/Fraud/Financial Crime	7	14	21
Physical Assault	2	3	5
Robbery/Burglary	0	1	1
Sexual Assault	0	0	0
Survivors of Homicide	0	0	0
Multiple Victimizations	10	5	15

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	4	9	13
Disability	12	12	24
Homeless	0	0	0
LGBTQ	0	0	0
Veteran	4	3	7

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	25	37	62
Referral to Other Services	13	24	37
Referral to Other Victim Services	0	4	4
Victim Notification	4	3	7

**Services to Victims of Elder Abuse Grant  
FY22-23 4th Quarter Report (Branch County)  
Continued**

<b>Personal Advocacy</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	1	1
Individual Advocacy	14	4	18
Intervention with Person or Institutions	0	25	25
Law Enforcement Interview	0	0	0
Transportation	0	4	4

<b>Emotional Support or Safety Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Crisis Intervention	8	11	19
Emergency Financial Assistance	0	2	2

<b>Shelter/Housing Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Relocation Assistance	13	4	17
Transitional Housing	0	0	0

<b>Criminal Justice Assistance</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Criminal Advocacy	0	1	1
Law Enforcement Interview	0	0	0
Notification of Criminal Justice Event	0	8	8
Other Emergency Assistance	0	0	0
Personal Protective Order	0	1	1
Prosecution Interview	0	0	0
Restitution Assistance	1	2	3
Victim Impact Statement	0	1	1



## Services to Victims of Elder Abuse Grant FY22-23 4th Quarter Report (Both Counties)

07/01/23 - 09/30/23

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

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

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Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	2	0	2
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	11	19	30
Female	8	14	22
Male	5	10	15
Vulnerable: Age 18-59	1	1	2
Elderly: Age 60 and Older	12	23	35
<b><u>New Clients Total</u></b>	<b>13</b>	<b>24</b>	<b>37</b>
<b><u>Continuing Clients</u></b>	<b>7</b>	<b>18</b>	<b>25</b>
<b><u>Total Clients Served</u></b>	<b>20</b>	<b>42</b>	<b>62</b>

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	1	14	15
Domestic or Family Violence	11	16	27
Elder Abuse or Neglect	18	21	39
Identity Theft/Fraud/Financial Crime	9	24	33
Physical Assault	4	6	10
Robbery/Burglary	0	3	3
Sexual Assault	0	0	0
Survivors of Homicide	0	0	0
Multiple Victimizations	15	17	32

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	6	12	18
Disability	18	29	47
Homeless	3	8	11
LGBTQ	1	0	1
Veteran	6	5	11

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	42	81	123
Referral to Other Services	29	86	115
Referral to Other Victim Services	0	10	10
Victim Notification	13	17	30

**Services to Victims of Elder Abuse Grant  
FY22-23 4th Quarter Report (Both Counties)  
Continued**

<b>Personal Advocacy</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	1	1
Individual Advocacy	21	24	45
Intervention with Person or Institutions	10	78	88
Law Enforcement Interview	3	6	9
Transportation	5	19	24

<b>Emotional Support or Safety Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Crisis Intervention	26	37	63
Emergency Financial Assistance	0	6	6

<b>Shelter/Housing Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Relocation Assistance	20	36	56
Transitional Housing	0	3	3

<b>Criminal Justice Assistance</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Criminal Advocacy	3	5	8
Law Enforcement Interview	3	9	12
Notification of Criminal Justice Event	8	16	24
Other Emergency Assistance	0	0	0
Personal Protective Order	5	3	8
Prosecution Interview	0	0	0
Restitution Assistance	1	10	11
Victim Impact Statement	2	1	3

A referral was received after a local church reached out in a county wide resource group looking for assistance for an older parishioner. Although this older gentleman was not over the age of 60, he is a vulnerable adult who relied on his strong support system to navigate and sustain basic needs until their recent passing. With a diminished support system coupled with physical and mental disabilities, he was unable to maintain his independence and sought out help from extended family members that physically, verbally, emotionally, and financially abused him. His cousin became his power of attorney for financial and medical and moved him from his home out of state to reside in her home. Both her and her husband would physically assault him on several occasions, force him to work for minimal money, and refuse him access to his own benefits or money accrued from the sale of his home and vehicle. He was forced to reside in bleak conditions that hindered his access to basic necessities such as water and food. During the last physical altercation, he sustained chemical burns on his body from his cousin pouring a gallon of bleach over his head, forcing him to leave the home with no personal belongings and reside in a homeless shelter. The shelter determined that the supports needed for the participant to be independent exceeded the shelter's capabilities and therefore he no longer qualified to remain at the shelter.

Upon the first meeting, the participant was assisted with revoking the power of attorney that enabled us to remain victim centered in setting goals and safety planning. Through the discussions with the Elder Abuse Victim Specialist, he was empowered to report the physical abuse he had endured and subsequently was assisted in filing personal protection orders against both individuals.

The Elder Abuse Victim Specialist assisted with housing obstacles, finding permanent placement in an adult foster care home, navigating communications with Social Security Administration, and offered emotional support and information regarding the judicial system on charges that were filed. The Elder Abuse Victim Specialist assisted participant with acquiring a cell phone, reviewing a credit report to identify any discrepancies related to the financial exploitation, and provided information for counseling services to address on going trauma.

Through intensive case management and multi-agency collaborations, we continued to collectively achieve and revise goals set by the participant as desired. The Elder Abuse Victim Specialist remained focused on criminal justice advocacy, personal advocacy, emotional support and safety planning to ensure a positive, sustainable outcome for the participant. The participant was able to obtain justice through the judicial system that will contribute to his overall recovery.



GRETCHEN WHITMER  
GOVERNOR

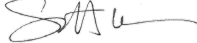
STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

ELIZABETH HERTEL  
DIRECTOR

## MEMORANDUM

**DATE:** October 27, 2023

**TO:** Area Agencies on Aging Directors and Financial Officers

**FROM:** Scott Wamsley, Director, Bureau of Aging, Community Living, and Supports 

**SUBJECT:** Guidance on Implementing the Intra-State Funding Formula (IFF)

### TRANSMITTAL LETTER (TL) #2024-506

The Michigan Commission on Services to the Aging (CSA), on May 19, 2023, unanimously voted to approve a new IFF for use in Fiscal Years 2024-2028. Additionally, the Bureau of Aging, Community Living, and Supports (ACLS Bureau) received approval in September from the Administration for Community Living for the new IFF as part of Michigan's State Plan on Aging. The base formula remains the same, with 92.5% of total funding to be distributed based on the weighted formula factors below, and 7.5% distributed based on the percentage of the state's geographical area for each planning and service area (PSA).

The new formula maintains the three factors and weights of the previous IFF as follows:

- The number of persons age 60 and over in the PSA
- The number of persons age 60 and over in the PSA at or below 150% of poverty
- One-half (.5) the number of nonwhite persons (i.e., minority by race in the American Community Survey) age 60 and over in the PSA

The following additional factors are added:

- One-half (.5) the number of persons age 85 and over in the PSA
- One-half (.5) the number of persons age 60 and over in the PSA who "speak English less than well"

The CSA also approved using population data from the 2017-2021 American Community Survey to calculate the formula share for each PSA for distribution of federal and state funds under area plans. Furthermore, and in accordance with the decision of the CSA, the ACLS Bureau will phase in the impact of the IFF update over a two-year period beginning in Fiscal Year (FY) 2024.



The amounts to appear on the statement of grant awards will reflect the two-year phase in to calculate the formula allotments.

Because federal funding for FY 2024 may be subject to continuing resolutions as has happened in recent years, the actual impact on full-year funding of the calculated change in formula may not be apparent for several months.

Any questions regarding updates to the IFF may be directed to Scott Wamsley at [wamsleys@michigan.gov](mailto:wamsleys@michigan.gov).

SW:tl

- c: Meghan E. Groen, Senior Deputy Director, Behavioral and Physical Health and Aging Services Administration
- Cindy Masterson, Director, Operations & Aging Network Support Division
- Kristina Leonardi, Director, Aging & Community Services Division
- Financial Quality & Grant Support Section
- Technical Assistance & Quality Improvement Section

## **Emergency Preparedness: November 9, 2023**

### **Planning:**

- Reviewing Emergency Operations Plan with the Health Alert Team
- Participation in MI/OH and IN/OH Public Health EPC groups

### **Training and Exercises:**

- Quarterly Staff Alert Drills
- Quarterly Incident Command Assembly Drills
- Completed annual Tornado and Fire Drills in all 3 counties
- RAD Responder Drill – Nationwide Community Reception Center exercise using RAD Responder and CDCs SimPLER software.

### **Community Preparedness:**

- Presentations have been provided to community groups on individual preparedness – Hillsdale County Senior Center – Men’s and Ladies Breakfasts
- Presentation to Hillsdale County Human Services on the OPEN program from FEMA – designing an Emergency Operations Plan. Additional presentations to be made to St. Joseph County Human Services Commission in November. Planning for Branch County Community Network in near future.
- In conjunction with Region 1 EPCs, developing emergency planning and response trainings for organizations who serve adults with functional needs.

### **Emergency Operations Coordination:**

- Active participation with all three counties’ Medical Control Authorities
- Active participation in all three counties’ Local Emergency Planning Committees
- Coordinating training for agency staff in the National Incident Management System (NIMS)
  - We will host Region 5 DRMC’s ICS 300 and ICS 400 courses at the Coldwater office

### **Emergency Public Information and Warning:**

- Health Education & Promotion Staff, Health Officer, Medical Director and EPC will be participating in Crisis & Emergency Risk Communications course in November.
- Updating the agency’s Crisis & Emergency Risk Communications plan.

### **Response:**

- Providing support to Three Rivers’ Wastewater Discharge and Action Level Exceedance for Lead
- Providing support and agency coordination for BP Pipeline incident.

**Kris Dewey**, Emergency Preparedness Coordinator

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

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 9/1/2023 Through 9/30/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
4Imprint	2,333.16	54152	9/29/2023
Abila	1,962.83	23-09-08 A.01	9/8/2023
Accident Fund	3,032.75	23-09-22 P.01	9/22/2023
ACD.NET	1,916.64	54121	9/8/2023
Action Quick Print Plus	1,010.00	23-09-08 A.02	9/8/2023
Aflac District Office	514.67	54118	9/1/2023
Aflac District Office	514.67	54133	9/15/2023
Aflac District Office	514.67	54149	9/29/2023
Alert Medical Alarms	304.45	54136	9/22/2023
Alerus Retirement Solutions	2,011.00	23-09-01 R.01	9/1/2023
Alerus Retirement Solutions	2,131.00	23-09-15 R.01	9/15/2023
Alerus Retirement Solutions	2,331.00	23-09-29 R.01	9/29/2023
Amazon Capital Services, Inc	4,751.40	23-09-08 A.04	9/8/2023
Amazon Capital Services, Inc	2,115.45	23-09-22 A.01	9/22/2023
Amazon Capital Services, Inc	850.86	23-09-29 A.01	9/29/2023
Barbara P. Foley	46.16	54119	9/1/2023
Barbara P. Foley	46.16	54134	9/15/2023
Barbara P. Foley	46.16	54150	9/29/2023
Beacon Properties Administration	4,332.93	54153	9/29/2023
Beth Ann's Embroidery	182.84	54154	9/29/2023
Branch Area Transit Authority	344.00	23-09-22 A.02	9/22/2023
Branch County Commission	28,705.49	23-09-22 A.03	9/22/2023
Branch County Complex	5,694.28	23-09-29 A.02	9/29/2023
Candy Cox	80.07	54155	9/29/2023
Card Services Center	133.15	23-09-29 P.01	9/29/2023
CDW GOVERNMENT INC.	855.37	23-09-08 A.05	9/8/2023
CDW GOVERNMENT INC.	11,729.26	23-09-22 A.04	9/22/2023
CDW GOVERNMENT INC.	117.70	23-09-29 A.03	9/29/2023
Century Bank - Hillsdale Maintenance	2,000.00	23-09-29 A.04	9/29/2023
Century Bank - Three Rivers Maintenance	2,000.00	23-09-29 A.05	9/29/2023
Century Basic	874.45	23-09-01 R.02	9/1/2023
Century Basic	874.45	23-09-15 R.02	9/15/2023
Century Basic	874.45	23-09-29 R.02	9/29/2023
Century EFPTS	23,999.00	23-09-01 R.03	9/1/2023
Century EFPTS	129.81	23-09-15 L.01	9/15/2023
Century EFPTS	24,815.91	23-09-15 R.03	9/15/2023
Century EFPTS	117.32	23-09-29 L.01	9/29/2023
Century EFPTS	1,587.00	23-09-29 M.01	9/29/2023
Century EFPTS	24,775.21	23-09-29 R.03	9/29/2023
Century Mastercard	2,185.12	23-09-08 P.01	9/8/2023
Century MERS	52,307.94	23-09-22 A.05	9/22/2023
Century State/Michigan State Treasury	4,087.39	23-09-01 R.04	9/1/2023
Century State/Michigan State Treasury	24.74	23-09-15 L.02	9/15/2023
Century State/Michigan State Treasury	4,212.11	23-09-15 R.04	9/15/2023
Century State/Michigan State Treasury	10.38	23-09-29 L.02	9/29/2023
Century State/Michigan State Treasury	197.95	23-09-29 M.02	9/29/2023
Century State/Michigan State Treasury	4,187.14	23-09-29 R.04	9/29/2023
Charter Communications	137.97	23-09-08 P.02	9/8/2023
Cintas Corporation Loc 351	165.45	23-09-08 P.03	9/8/2023
City Of Coldwater	80.00	23-09-29 A.06	9/29/2023
City Of Three Rivers	141.29	23-09-29 A.07	9/29/2023

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

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 9/1/2023 Through 9/30/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Clean Earth Environmental Contracting Services	777.00	54137	9/22/2023
CNA Surety Direct Bill	45.00	54156	9/29/2023
ConnectAmerica	152.00	23-09-22 A.06	9/22/2023
Current Office Solutions	8,372.50	23-09-22 A.07	9/22/2023
Dale W. Hubbard, Inc. Service Group	483.95	54138	9/22/2023
DiningRD	4,039.73	23-09-22 A.08	9/22/2023
DL Gallivan Office Solutions	62.50	54122	9/8/2023
DL Gallivan Office Solutions	549.12	54157	9/29/2023
Dr. Karen M. Luparello	4,219.42	23-09-29 A.08	9/29/2023
EffecTV	3,250.00	54123	9/8/2023
FedEx	25.14	23-09-08 P.04	9/8/2023
Frontier	299.71	23-09-08 P.05	9/8/2023
Frontier	462.65	23-09-29 P.02	9/29/2023
GDI Services Inc.	4,527.40	23-09-29 A.09	9/29/2023
George Seman	120.00	23-09-22 A.09	9/22/2023
Glaxo-Smithkline Financial Inc.	8,618.78	23-09-08 A.06	9/8/2023
GoldFax	46.80	23-09-08 A.07	9/8/2023
GoldFax	113.68	23-09-22 A.10	9/22/2023
GT INDEPENDENCE	1,658.24	23-09-22 A.11	9/22/2023
GT INDEPENDENCE	1,798.72	23-09-22 A.12	9/22/2023
Health Equity	590.56	23-09-01 PR.01	9/1/2023
Health Equity	541.00	23-09-15 PR.01	9/15/2023
Health Equity	541.00	23-09-29 PR.01	9/29/2023
Heartsmart.com	186.00	54124	9/8/2023
Hedgerow Software US, Inc.	26,500.00	23-09-22 A.13	9/22/2023
Helping Angels Home Care LLC	484.88	23-09-22 A.14	9/22/2023
Hillsdale Board Of Public Utilities	1,855.24	23-09-08 P.06	9/8/2023
Hillsdale County Agricultural Society	120.00	54139	9/22/2023
Hillsdale County Treasurer	87.59	23-09-08 A.09	9/8/2023
Hillsdale County Treasurer	721.95	23-09-22 A.15	9/22/2023
HomeJoy of Kalamzoo	2,629.08	23-09-22 A.16	9/22/2023
Hospital Network Healthcare Services	61.43	23-09-22 A.17	9/22/2023
Indiana MI Power Company	637.98	23-09-08 P.07	9/8/2023
Jessica A Adams	2,060.00	23-09-08 A.10	9/8/2023
Jessica A Adams	1,822.50	23-09-22 A.18	9/22/2023
Laboratory Corporation of America	10.00	23-09-22 A.19	9/22/2023
Legal Services Of S.Central MI	660.00	23-09-22 A.20	9/22/2023
Macquarie Equipment Capital Inc.	1,266.75	23-09-22 A.21	9/22/2023
MALPH	500.00	54125	9/8/2023
Maplecrest, LLC	10,497.95	23-09-08 A.11	9/8/2023
Maplecrest, LLC	1,265.08	23-09-29 A.10	9/29/2023
Matasha Goosby	2,300.00	23-09-08 A.08	9/8/2023
Matasha Goosby	2,025.00	23-09-22 A.22	9/22/2023
McKesson Medical-Surgical Gov. Solutions LLC	665.74	23-09-08 P.08	9/8/2023
Medical Care Alert	593.35	23-09-22 A.23	9/22/2023
Merck Sharp & Dohme LLC	17,371.04	54126	9/8/2023
MERS 5% EMPLOYEES	5,242.41	23-09-22 A.24	9/22/2023
Meulman Electric	650.00	54158	9/29/2023
Michigan Public Health Institute	3,351.97	23-09-08 A.13	9/8/2023
Michigan State Disbursement Unit	190.11	54120	9/1/2023
Michigan State Disbursement Unit	190.11	54135	9/15/2023

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

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 9/1/2023 Through 9/30/2023

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Michigan State Disbursement Unit	190.11	54151	9/29/2023
Mistel de Varona	1,282.50	54140	9/22/2023
Nationwide	820.00	23-09-01 R.05	9/1/2023
Nationwide	820.00	23-09-15 R.05	9/15/2023
Nationwide	820.00	23-09-29 R.05	9/29/2023
NEHA ASSOC.	130.00	54141	9/22/2023
PAUL ANDRIACCHI	240.00	23-09-22 A.25	9/22/2023
PFIZER INC	7,392.55	54127	9/8/2023
Principal Life Insurance Company	1,830.55	23-09-22 P.02	9/22/2023
ProAssurance Casualty Company	688.00	54142	9/22/2023
Prompt Care Express PC	284.00	54143	9/22/2023
R. Johnson Builders, inc	35,635.60	54132	9/8/2023
Reserve Account	2,000.00	23-09-22 A.26	9/22/2023
Richard Clark	2,327.00	23-09-29 A.11	9/29/2023
Riley Pumpkin Farm	4,500.00	23-09-22 A.27	9/22/2023
Riley Pumpkin Farm	1,535.00	23-09-29 A.12	9/29/2023
Rosati Schultz Joppich Amtsbueshler	300.00	23-09-29 A.13	9/29/2023
ROSE PEST SOLUTIONS	80.00	23-09-08 A.14	9/8/2023
ROSE PEST SOLUTIONS	80.00	23-09-22 A.28	9/22/2023
Sanofi Pasteur Inc.	6,577.73	23-09-08 P.09	9/8/2023
Sanofi Pasteur Inc.	9,686.99	23-09-22 P.03	9/22/2023
Semco Energy	45.77	23-09-08 P.10	9/8/2023
ServerSupply	83.30	54128	9/8/2023
Shred It	90.00	23-09-08 P.11	9/8/2023
Skippy's LLC	1,375.00	54144	9/22/2023
St Joseph County COA	57,848.07	23-09-22 A.29	9/22/2023
St Joseph County Transit Authority	1,780.67	23-09-22 A.30	9/22/2023
St. Joseph Community Co-op	2,236.85	23-09-22 A.31	9/22/2023
Staples	460.90	23-09-08 P.12	9/8/2023
Staples	453.49	23-09-22 P.04	9/22/2023
State of MI - WIC Division	2,662.09	54145	9/22/2023
State of Mich EGLE	54.00	54131	9/8/2023
State Of Michigan	1,627.00	54130	9/8/2023
State Of Michigan	2,577.00	54159	9/29/2023
State of Michigan - Ralph A. MacMullan Center	63.00	54129	9/8/2023
State of Michigan-Dept	57.50	54146	9/22/2023
Stephanie Hough	18.85	54160	9/29/2023
Stratus Video, LLC	4,129.08	54147	9/22/2023
Thurston Woods Village	2,633.08	54148	9/22/2023
TMK Worldwide, LLC	142.00	23-09-08 A.12	9/8/2023
Verizon	999.72	23-09-08 P.13	9/8/2023
VRI INC.	189.00	23-09-22 A.32	9/22/2023
Wal-Mart Community	22.74	23-09-08 P.14	9/8/2023
Report Total	510,403.40		

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet

As of 9/30/2023

# Preliminary

Assets

Cash on Hand	4,704.49
Cash with County Treasurer	4,383,380.31
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	8,450.00
Cash TR Building Maintenance	33,049.40
Accounts Receivable	29,247.89
Due from Hillsdale County	60,613.50
Due from State	(557,234.63)
Due from Other Funding Sources	221,788.54
Prepaid Expenses	42,256.40
Biologic Inventory	<u>128,183.32</u>
Total Assets	<u><u>4,664,395.16</u></u>

Liabilities

Accounts Payable	330,232.47
Payroll Liabilites	84,862.48
Capital Improvements	25,000.00
Deferred Revenue	262,789.21
Unavailable Revenue	(21,896.06)
Biologics	<u>128,183.32</u>
Total Liabilities	<u><u>809,171.42</u></u>

Net Assets

Operation Fund Balance	403,900.23
Restricted Fund Balance	366,660.31
Designated Fund Balance	<u>3,084,663.20</u>
Total Net Assets	<u><u>3,855,223.74</u></u>

Total Liabilities and Net Assets	<u><u>4,664,395.16</u></u>
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**Prior Year Fund Balance Comparison at 9/30/2022:**

Operation Fund Balance	356,948.00
Restricted Fund Balance	368,042.51
Designated Fund Balance	<u>2,673,806.00</u>
<b>Total Fund Balance \$</b>	<b><u><u>3,398,796.51</u></u></b>

BHSJ Community Health Agency  
Schedule of Cash Receipts and Disbursements

April 30, 2023 thru

September 30, 2023

<b>Plus:</b> Cash Receipts	\$	867,660.47
<b>Less:</b> Cash Disbursements For Payroll/AP	\$	(537,992.62)
<b>4/30/2023 Cash Balance</b>		<b>\$ 4,140,430.06</b>
<hr/>		
<b>Plus:</b> Cash Receipts	\$	530,201.24
<b>Less:</b> Cash Disbursements For Payroll/AP	\$	(565,168.11)
<b>5/31/2023 Cash Balance</b>		<b>\$ 4,105,463.19</b>
<hr/>		
<b>Plus:</b> Cash Receipts	\$	939,207.56
<b>Less:</b> Cash Disbursements For Payroll/AP	\$	(583,492.08)
<b>6/30/2023 Cash Balance</b>		<b>\$ 4,461,178.67</b>
<hr/>		
<b>Plus:</b> Cash Receipts	\$	934,722.29
<b>Less:</b> Cash Disbursements For Payroll/AP	\$	(576,189.64)
<b>7/31/2023 Cash Balance</b>		<b>\$ 4,819,711.32</b>
<hr/>		
<b>Plus:</b> Cash Receipts	\$	549,511.47
<b>Less:</b> Cash Disbursements For Payroll/AP	\$	(595,418.38)
<b>8/31/2023 Cash Balance</b>		<b>\$ 4,773,804.41</b>
<hr/>		
<b>Plus:</b> Cash Receipts	\$	663,939.84
<b>Less:</b> Cash Disbursements For Payroll/AP	\$	(744,408.00)
<b>9/30/2023 Cash Balance</b>		<b>\$ 4,693,336.25</b>

## BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

### Expense by Program - 9/30/2023

Program	Program Title	Month	Year to Date	Amend #2	Expended	
*	024	MERS Pension Underfunded Liability	82,186.27	122,682.40	44,590.00	275.13%
*	724	PFAS - Westside Landfill	0.99	4,282.13	2,687.00	159.36%
*	605	General EH Services	561.48	15,982.36	12,175.00	131.27%
*	345	Lead Testing	4,210.11	32,282.41	26,718.00	120.82%
*	010	Agency Support	13,476.12	125,220.93	112,002.00	111.80%
*	371	CSHCS Vaccine Initiative	5,161.02	15,293.61	14,328.00	106.73%
*	021	Dental Clinic - Three Rivers	3,795.49	45,846.91	43,740.00	104.81%
*	325	CSHCS	18,444.28	197,854.02	190,729.00	103.73%
	719	Body Art	2,003.20	5,542.26	5,570.00	99.50%
	109	WIC	113,642.28	1,082,615.75	1,100,203.00	98.40%
	714	Onsite Sewage Disposal	42,252.15	371,071.88	378,287.00	98.09%
	721	Drinking Water Supply	42,252.15	371,071.88	378,287.00	98.09%
	255	Community Health Direction	15,510.20	107,831.73	110,000.00	98.02%
	201	CSF Carseats	1,947.48	22,244.65	22,793.00	97.59%
	185	Dental Outreach	1,169.37	16,343.12	16,880.00	96.81%
	326	Vision (ELPHS)	11,828.48	96,178.18	99,725.00	96.44%
	338	Immunization Vaccine Handling	22,723.03	272,681.20	289,805.00	94.09%
	331	STD	10,897.53	119,688.93	128,424.00	93.19%
	012	Area Agency on Aging	122,236.37	1,434,082.42	1,549,421.00	0.9255
	704	Food Service	55,053.99	498,101.36	540,396.00	92.17%
	212	Medical Marijuana BR	68.58	18,746.94	20,457.00	91.64%
	101	Workforce Development	16,846.73	51,127.67	56,666.00	90.22%
	035	Vector Borne Disease Surveillance	621.75	30,149.87	33,421.00	90.21%
	032	Emergency Preparedness	15,439.86	162,210.15	180,215.00	90.00%
	327	Hearing (ELPHS)	9,955.92	86,659.94	96,768.00	89.55%
	138	Immunization IAP	83,864.00	777,451.04	872,405.00	89.11%
	200	ELPHS Marketing	11,888.97	76,053.66	85,730.00	88.71%
	341	Infectious Disease	23,697.96	245,080.57	278,111.00	88.12%
	230	Medical Marijuana HD	42.78	10,279.19	11,672.00	88.06%
	716	EGLE Campgrounds	2,389.85	16,046.00	18,359.00	87.40%
	108	WIC Breastfeeding	10,328.19	114,255.55	133,633.00	85.49%
	107	Medicaid Outreach	633.83	9,292.22	11,188.00	83.05%
	014	VOCA	14,383.53	168,715.63	205,743.00	82.00%
	332	HIV Prevention	1,787.80	22,143.23	27,136.00	81.60%
	275	Medical Marijuana SJ	38.32	6,156.67	7,756.00	79.37%
	008	Salary & Fringe Payoff	1,075.73	73,190.53	95,000.00	77.04%
	718	EGLE Septage	1,662.90	4,774.00	6,328.00	75.44%



023	Capital Expenditures	35,635.60	170,650.60	227,630.00	74.96%
115	MCH Enabling Women	1,487.37	34,647.72	46,940.00	73.81%
715	EGLE Long-Term Monitoring	934.14	2,400.00	3,482.00	68.92%
112	CSHCS Medicaid Outreach	5,652.57	74,498.69	112,602.00	66.16%
745	Type II Water	8,805.80	131,226.46	202,886.00	64.67%
374	EOACV Expanding Older Adult Access to	27,574.49	38,320.78	60,651.00	63.18%
717	EGLE Swimming Pools	(993.36)	9,218.00	14,627.00	63.02%
029	Dental Clinic - Hillsdale	774.25	8,546.54	14,000.00	61.04%
352	ELCCT Contact Tracing, testing doord,	21,211.54	364,820.56	606,578.00	60.14%
329	MCH Enabling Children	1,273.76	26,197.79	48,158.00	54.39%
363	363 CVDIMS Covid Immz Supplemental	(212.47)	83,172.50	214,940.00	38.69%
207	MCRH Community Health Workers	7,431.00	95,693.63	291,889.00	32.78%
355	COVID-19 PH Workforce Supplemental	32,817.08	99,035.28	331,742.00	29.85%
723	PFAS Response - White Pigeon	68.67	2,016.20	8,078.00	24.95%
097	CSHCS Donations BR HD	0.00	4,938.93	27,765.00	17.78%
096	CSHCS Donations SJ	0.00	4,907.11	32,412.00	15.13%
405	Grant Writing	(17.22)	382.20	2,615.00	14.61%
722	PFAS Response	110.65	183.61	1,415.00	12.97%
378	Monkeypox Virus Response	(78.73)	837.73	15,333.00	5.46%
	<b>Total Expense</b>	<b><u>906,553.83</u></b>	<b><u>7,980,925.32</u></b>	<b><u>9,471,091.00</u></b>	<b><u>84.27%</u></b>

The Agency is currently 15.73% under budget.

\*12/12 Months = 100%

**Programs Over Budget as of 9/30/2023**

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**RU 024:** Over budget due to sending an additional \$75,000 of unspent dollars to the underfunded MERS Pension Plan, per Board action in September.  
**275.13%**

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**RU 724:** Increase in PFAS filters. The grant will provide additional revenues to cover the increased expenses.  
**159.36%**

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**RU 605:** Over budget due to new software purchase. This overage will be covered with funds not expended in other programs.  
**131.27%**

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**RU 345:** Over budget due to increase in staff time. The CDC updated the blood reference value from 5.0 down to 3.5, which has increased the case load in this program. This overage will be covered with funds not expended in other programs.  
**120.82%**

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**RU 010:** The current revenue for this program is over budget (at 111.80%), causing expenses to also show over budget.  
**111.80%**

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**RU 325:** Budget for RU 325 is fully expended and therefore expenses can be charged to RU 112. When looking at these two budgets together as one the program is under by budget at 89.78%.  
**103.73%**

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**RU 021:** Over budget due to rent increase. The increase is being covered by additional revenue from MCDC.  
**104.81%**

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## October 26, 2023 – Board of Health Finance Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Finance Committee meeting was called to order by Jared Hoffmaster at 8:00 AM. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, and Steve Lanius. No members were absent.

Also present from BHSJ: Rebecca Burns, and Theresa Fisher

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

Public Comment: No public comments were given.

New Business:

- Mr. Houtz moved to recommend that the full Board approve the Hard Cap for PA 152 set at 80% of the cost of the BCBS Traditional PPO \$1,500 plan, and that the agency will also pay 80% of the cost of the dental and vision plan. The motion received support from Mr. Lanius and passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve continuing with the 4 current health plans (as adjusted by IRS minimums), continue with the current vision plan provided by Principal with VSP, and switch from BCBS to an enhanced Delta Dental plan. The motion received support from Mr. Lanius and passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Lanius moved to adjourn the meeting with support from Mr. Houtz. The motion passed unopposed and the meeting was adjourned at 8:26 AM.

Respectfully Submitted by:

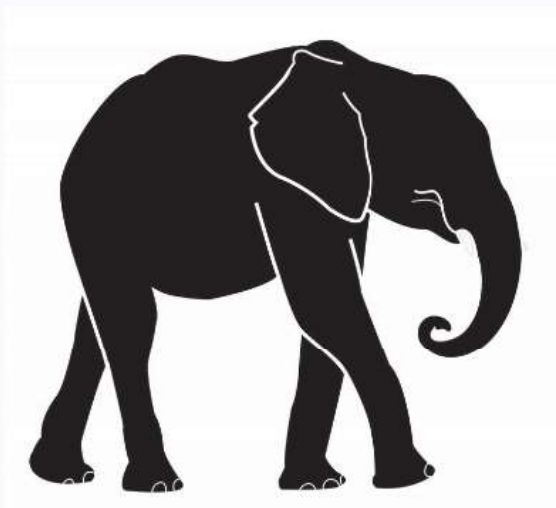


Theresa Fisher,  
Administrative Services Director  
Secretary to the Board of Health

**PreventionWorks**  
*Communicate. Educate. Collaborate.*

**Lifeways**

THE ELEPHANT IN THE ROOM



Opioid Use Prevention and Harm Reduction Campaign



## Summary

*The Elephant in the Room* is a proposed opioid use prevention and harm reduction campaign created by the Branch-Hillsdale-St. Joseph Community Health Agency.

The Branch-Hillsdale-St. Joseph Community Health Agency looks to work collaboratively with *LifeWays* in Hillsdale County along with the substance abuse task force in Hillsdale County *PreventionWorks* regarding this campaign.

This collaborative campaign will focus on opioid prevention and harm reduction education and awareness through:

- Social Media
- Billboards
- Radio
- Online Streaming Services (ads on Spotify, Comcast, etc.)
- ***County-Wide Community Event (explained below)***
- In-person Presentations with Students and Parents
- Virtual Presentations with Students and Parents
- Resources on MOUD (Medication for Opioid Use Disorder)
- Local and National Resources on 12-Step Facilitation Therapy
- Local and National Resources on Outpatient Counseling
- Local and National Resources on Inpatient Rehabilitation

The campaign will also provide more education and awareness regarding the *Good Samaritan Law* in Michigan:

During a drug overdose, a quick response can save a life. However, people illegally using drugs sometimes fail to seek medical attention during an overdose for fear of alerting the police to their illegal drug

In order to prioritize saving lives, Michigan passed a Good Samaritan law in 2016.

Michigan's Good Samaritan law prevents drug possession charges against those that seek medical assistance for an overdose *in certain circumstances*. This law makes saving lives the priority during a drug overdose, not criminal prosecutions of illegal drug users.

*\*This campaign will also give available information on where to purchase/obtain fentanyl test kits and Narcan.*

## **County-Wide Community Event (explained)**

This proposed event will be an annual, one-day public event that will take place in the Hillsdale area (location and dates TBD).

Its purpose serves an educational and networking purpose for residents and professionals in the Hillsdale County area.

The event will provide educational presentations from numerous professional disciplines on a local, state and possibly national level. The presentations can be based on topics surrounding law-enforcement/statutes, treatment, prevention, medical, mental and public health, court systems, etc.

The event will also provide a “Professionals Panel” session, where a certain topic will be addressed from numerous disciplines at once.

This event will be open to the public to attend for educational and awareness purposes.

We would continue to tie in the education and awareness messaging when it comes to the promotion of the proposed community event.

*\*We will pursue providing CEU’s for attending professionals.*



## Opioid Settlement Funding Request

### **Requested By: The Branch-Hillsdale-St. Joseph Community Health Agency**

- Rebecca Burns, Health Officer
  - Email/Phone: burnsr@bhsj.org / (517) 933-3040
- Alex Bergmooser, Supervisor Health Education & Promotion
  - Email/Phone: bergmoosera@bhsj.org / (517) 933-3042
- Joshua Englehart, Health Educator
  - Email/Phone: englehartj@bhsj.org / (517) 933-3047

### **Proposed Project Period: FY 2024**

### **PROPOSAL**

The Branch-Hillsdale-St. Joseph Community Health Agency is requesting a portion of the Opioid Settlement Funds that were awarded to Branch, Hillsdale, and St. Joseph Counties in the amount of \$10,000. BHSJ CHA will utilize these funds in coordination with various stakeholders within Branch, St. Joseph and Hillsdale, including the county's community mental health organizations, the county's lead on substance abuse resources and prevention, community task forces and committees and other appropriate organizations that should be involved in this project and have a stake in the opioid issue facing rural communities.

Data provided by the MDHHS Bureau of EMS, Trauma and Preparedness for the year 2021 shows that within our three-county service area, 185 non-fatal opioid overdoses and 24 fatal opioid overdoses occurred during that time period. These numbers generally follow the same trend as other Michigan counties, as well as the state itself. Unfortunately, these numbers have either risen, or remained fairly constant, during the past several years, emphasizing the need for further resources to be allocated to combatting this epidemic. The complexity of the opioid epidemic was not created by one factor nor should one factor be focused on when looking to solutions, but with the funds that we are requesting, the hope is to provide another positive factor in this battle and provide our community members with the knowledge needed to recognize, and prevent, opioid use and abuse.

Unfortunately, the BHSJCHA Health Educators are supported by existing grant funds that the Agency receives and those grant dollars would not regularly allow for this type of work without additional funding. So that we can create and provide this opportunity in our communities, BHSJ CHA proposes that each of our three counties provide a one-time grant of \$10,000 from the Opioid Settlement funds to the local health department. With this funding we would have the BHSJ CHA Health Education & Promotion department dedicate a percentage of their time to effectively, and efficiently, use these funds in coordination with our aforementioned stakeholders. If the counties find value in this educational/promotional type of work, we would appreciate future consideration for funding beyond this one-time project, as well. Below you will find the proposed budget breakdown, and attached you will find a PDF entitled "The Elephant in the Room" which was presented to the Hillsdale County Commissioners and serves as a complementary proposal to the original.

***Thank you for your consideration!***

Opioid Abuse Prevention	FY 2024	Projected Budget
<b>Expenditures</b>		
<b>Salary &amp; Wages</b>		
Salaries Regular Expense	70200	3,115.00
<b>Total Salaries</b>		<b>3,115.00</b>
<b>Fringe Benefits</b>		
FICA Expense	71440	315.00
Retirement Expense	71442	205.00
Health Ins EXP from payroll	71444	2,075.00
L S A Insurance Expense	71452	55.00
<b>Total Fringe Benefits</b>		<b>2,650.00</b>
<b>Supplies and Materials</b>		
Postage And Freight Expense	72600	25.00
Office Supplies Expense	72602	25.00
Computer Supplies Expense	74502	25.00
Printing and Binding	89900	25.00
<b>Total Supplies and Materials</b>		<b>100.00</b>
<b>Travel Expense</b>	85900	25.00
<b>Total Travel Expense</b>		<b>25.00</b>
<b>Communications</b>		
Telecommunications Expense	84900	50.00
<b>Total Communications</b>		<b>50.00</b>
<b>All Other</b>		
Advertising Expense	90100	2,958.72
<b>Total All Other</b>		<b>2,958.72</b>
<b>Indirect</b>		-
Indirect	95404	1,081.28
<b>Total Indirect</b>		<b>1,081.28</b>
<b>Other Cost Distributions</b>		
Space Costs	95402	20.00
<b>Total Other Cost Distributions</b>		<b>20.00</b>
<b>Total Expenditures</b>		<b>10,000.00</b>
<b>Revenue</b>		
County Funds		
Opioid Rev	55590	10,000.00
<b>Total</b>		<b>10,000.00</b>
Local Appropriations		
Local Appropriations Revenue	58525	
<b>Total Local Appropriations</b>		<b>-</b>
<b>Total Revenue</b>		<b>10,000.00</b>
<b>Net Revenue Over Expenditures</b>		<b>-</b>

## **PA-152 – Public Employer Contributions to Medical Benefit Plans**

BHSJ should continue to utilize the hard cap option for PA-152, Public Employer Contributions to Medical Benefit Plans, because it will allow the most flexibility. The hard cap option places a maximum amount on the agency's contribution toward the health insurance benefit, but it does not require the agency must pay the maximum amount. Utilizing the hard cap option, the Agency would have the flexibility to determine how much it funds each plan option, as long as it does not exceed the maximum cap. This will keep BHSJ compliant with PA-152, and provide the ability to set the amount it will contribute to each of the health insurance plans offered individually.

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2024, the limit on the amount that a public employer may contribute to a medical benefit plan as a hard cap is:

- \$7,702.85 single
- \$16,109.06 couple
- \$21,007.83 family

The employer's governing body may elect to limit its health insurance coverage contributions differently than what is described above. Instead of the maximum allowable hard cap detailed above, the employer may set a hard cap that is less than those listed, or they may elect to pay no more than 80% of the total annual cost of the health plan.

In FY2023 the agency switched from using the 80%/20% methodology to utilizing a hard cap, which was set at 80% of the cost of the traditional PPO \$1,500 deductible plan. This allowed for greater flexibility by keeping the base plan as the traditional PPO \$1,500 plan and adding two lower cost HSA plan options.

The agency recommends maintaining the traditional BCBS PPO \$1,500 deductible plan as the base plan to calculate the agency's maximum contribution amounts for medical benefits, which are subject to PA 152. To calculate the maximum that the agency will pay toward the employees' health insurance premium, 80% of the cost of the base plan will be utilized (which is currently less than the hard cap amount for 2024). The agency will also offer additional options, but will not pay more than the max calculated from the base plan. If the plan selected is a lower cost plan, the agency will still pay the max calculated from the base plan, and the employee will not need to contribute as much.

Dental and Vision benefits are not considered Medical benefits under PA 152, and are therefore not included in the PA 152 hard cap maximum amounts. As such, utilizing the BCBS PPO

\$1,500 deductible plan, as the base plan, the maximum portion of the health insurance premium the Agency would pay toward the employee's health insurance plan per year would be set to:

- \$6,622.94 single
- \$15,895.01 couple
- \$19,868.74.86 family

This is allowable, as all these amounts are all below the hard cap established in PA-152.

The Agency would also pay for 80% of the cost of the Dental and Vision insurance (utilizing the Delta Dental 100%/80%/50% \$1,000 plan and Principal with VSP).

- \$398.78 single
- \$749.18 couple
- \$1,301.57 family

BHSJ should continue with the hard cap option for PA-152, Public Employer Contributions to Medical Benefit Plans and set an additional cap for the cost of dental and vision coverage, which is not part of the PA-152 legislation. This will allow for the maximum flexibility for the agency to select health insurance options to best meet the diverse needs of staff members from different age groups and with unique healthcare needs.

### **Employer Sponsored Health Insurance Recommendation**

BHSJ should continue to offer multiple insurance options so employees can select the option that best meets their needs. The agency should continue to offer the current medical plans, adjusted to the IRS minimum deductibles. Additionally, the agency should switch from BCBS dental to Delta Dental and continue with Principal with VSP for vision.

The BCBS traditional PPO \$1,500 deductible plan should be the base plan for medical. Dental insurance will be provided through Delta Dental and Vision insurance will be provided through Principal with VSP. Utilizing the BCBS traditional PPO \$1,500 deductible plan to set the maximum amount the agency will pay toward the employer sponsored health insurance plans, and setting the max the agency will pay for dental and vision at 80% of the premium.

Utilizing this methodology and maximums, the employee bi-weekly deduction for health insurance would be:

- SB PPO \$1,500 deductible (base plan) – dental and vision separate
  - biweekly employee cost for a single employee \$63.68
  - biweekly employee cost for two persons \$152.84
  - biweekly employee cost for family \$191.05
- SB PPO \$1,000 deductible (buy up plan) – dental and vision separate
  - biweekly employee cost for a single employee \$76.36
  - biweekly employee cost for two persons \$183.28
  - biweekly employee cost for family \$229.10
- SB HSA \$1,600 deductible (lower cost plan) – dental and vision separate
  - biweekly employee cost for a single employee \$37.46
  - biweekly employee cost for two persons \$89.91
  - biweekly employee cost for family \$112.39

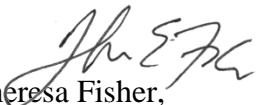
HSA \$3,200 deductible plan is handled differently, as the total cost of the plan is less than 80% of the cost of the base plan. The difference will fund the employee's HSA account.

- SB HSA \$3,200 deductible (no cost plan) – No dental and vision insurance
  - biweekly employee cost for a single employee \$0 and the agency contributing a total of \$9.60 bi-weekly to the employee's HSA account
  - biweekly employee cost for two persons \$0 and the agency contributing a total of \$23.04 bi-weekly to the employee's HSA account
  - biweekly employee cost for a family \$0 and the agency contributing a total of \$28.79 bi-weekly to the employee's HSA account
- SB HSA \$3,200 deductible (no cost plan) – enrolled in dental and vision plan
  - biweekly employee cost for a single employee \$0 and the agency contributing a total of \$5.76 bi-weekly to the employee's HSA account
  - biweekly employee cost for two persons \$0 and the agency contributing a total of \$15.84 bi-weekly to the employee's HSA account
  - biweekly employee cost for a family \$0 and the agency contributing a total of \$16.28 bi-weekly to the employee's HSA account

Dental & Vision

- Delta Dental 100%/80%/50% \$1,000 and Principal with VSP
  - biweekly employee cost for a single employee \$3.83
  - biweekly employee cost for two persons \$7.20
  - biweekly employee cost for family \$12.52

Respectfully,

  
Theresa Fisher,  
Administrative Services Director

**Group Name: Branch Hillsdale St Joeseeph**  
 HEALTH, DENTAL & VISION  
 Plan renewal effective: 1/1/2024

		PREMIUM	ER MONTHLY	EE WEEKLY	EE MONTHLY
<b>MEDICAL OPTION 1</b>		<b>CURRENT PLAN / Contributions</b>			
<b>BCBS PPO 80% \$1,000/\$2,000</b>					
EE	7	\$668.05	\$513.46	\$71.35	\$154.59
DOUBLE	2	\$1,603.31	\$1,232.33	\$171.22	\$370.98
FAMILY	1	\$2,004.15	\$1,540.40	\$214.04	\$463.75
MONTHLY		\$9,887	\$7,599		\$2,288
<b>MEDICAL OPTION 2 (BASE)</b>		<b>CURRENT PLAN / Contributions</b>			
<b>BCBS PPO 80% \$1,500/\$3,000</b>					
EE	10	\$641.83	\$513.45	\$59.25	\$128.38
DOUBLE	5	\$1,540.41	\$1,232.33	\$142.19	\$308.08
FAMILY	13	\$1,925.51	\$1,540.41	\$177.74	\$385.10
MONTHLY		\$39,152	\$31,321		\$7,830
<b>MEDICAL OPTION 3</b>		<b>CURRENT PLAN / Contributions</b>			
<b>BCBS HSA 80% \$1,500/\$3,000</b>					
EE	2	\$596.22	\$513.47	\$38.19	\$82.75
DOUBLE	0	\$1,430.94	\$1,232.34	\$91.66	\$198.60
FAMILY	0	\$1,788.68	\$1,540.40	\$114.59	\$248.28
MONTHLY		\$1,192	\$1,027		\$165
<b>MEDICAL OPTION 4</b>		<b>CURRENT PLAN / Contributions</b>			
<b>BCBS HSA 80% \$3,000/\$6,000</b>					
EE	3	\$500.84	\$513.45	\$0.00	-\$12.61
ES	2	\$1,202.01	\$1,232.33	\$0.00	-\$30.32
FAMILY	1	\$1,502.52	\$1,540.41	\$0.00	-\$37.89
MONTHLY		\$5,409	\$5,545		-\$136
<b>DENTAL &amp; VISION</b>		<b>CURRENT PLAN / Contributions</b>			
<b>BCBS DENTAL PRINCIPAL VISION</b>					
EE	23	\$24.80	\$19.84	\$2.29	\$4.96
ES	11	\$49.59	\$39.67	\$4.58	\$9.92
FAMILY	16	\$85.92	\$68.74	\$7.93	\$17.18
MONTHLY		\$2,491	\$1,992		\$498
46	<b>PREMIUMS</b>	\$58,131	<b>\$47,486</b>		\$10,646
	<b>COMBINED MONTHLY</b>				
	<b>COMBINED ANNUAL</b>	\$697,575	<b>\$569,827</b>		\$127,747
	<b>% OF COST</b>		81.7%		18.3%

Switching to Comperable Delta Dental

		PREMIUM	ER MONTHLY	EE WEEKLY	EE MONTHLY
<b>RENWAL PLAN / Contributions</b>		<b>RENWAL PLAN / Contributions</b>			
<b>PA152 Cap Set to 80% of this plan</b>					
		\$717.37	\$551.92	\$76.36	\$165.45
		\$1,721.69	\$1,324.58	\$183.28	\$397.11
		\$2,152.11	\$1,655.72	\$229.10	\$496.39
		\$10,617.08	\$8,168		\$2,449
		7.38%			
<b>BCBS HSA 80% \$1,600/\$3,200</b>					
		\$633.07	\$551.92	\$37.46	\$81.15
		\$1,519.38	\$1,324.58	\$89.91	\$194.80
		\$1,899.22	\$1,655.72	\$112.39	\$243.50
		\$1,266	\$1,104		\$162
		6.18%			
<b>BCBS HSA 80% \$3,200/\$6,400</b>					
		\$531.12	\$551.92	\$0.00	-\$20.80
		\$1,274.66	\$1,324.58	\$0.00	-\$49.92
		\$1,593.33	\$1,655.72	\$0.00	-\$62.39
		\$5,736	\$5,961		-\$225
		6.04%			
<b>DELTA Dental 50%/50%/50% \$800, Principal Vision</b>					
		\$24.40	\$19.52	\$2.25	\$4.88
		\$45.97	\$36.78	\$4.24	\$9.19
		\$77.40	\$61.92	\$7.14	\$15.48
		\$2,305	\$1,844		\$461
		-7.44%			
	<b>PREMIUMS</b>	\$62,008	<b>\$50,743</b>		\$11,264
	<b>COMBINED MONTHLY</b>				
	<b>COMBINED ANNUAL</b>	\$744,092	<b>\$608,920</b>		\$135,171
	<b>% OF COST</b>	6.7%	81.8%		18.2%

Switch to Delta 100%/80%/50% \$1,000

		PREMIUM	ER MONTHLY	EE WEEKLY	EE MONTHLY
<b>RENWAL PLAN / Contributions</b>		<b>RENWAL PLAN / Contributions</b>			
<b>DELTA Dental 100%/80%/50% \$1,000, Principal Visio</b>					
		\$717.37	\$551.92	\$76.36	\$165.45
		\$1,721.69	\$1,324.58	\$183.28	\$397.11
		\$2,152.11	\$1,655.72	\$229.10	\$496.39
		\$10,617.08	\$8,168		\$2,449
		7.38%			
<b>BCBS HSA 80% \$1,600/\$3,200</b>					
		\$633.07	\$551.92	\$37.46	\$81.15
		\$1,519.38	\$1,324.58	\$89.91	\$194.80
		\$1,899.22	\$1,655.72	\$112.39	\$243.50
		\$1,266	\$1,104		\$162
		6.18%			
<b>BCBS HSA 80% \$3,200/\$6,400</b>					
		\$531.12	\$551.92	\$0.00	-\$20.80
		\$1,274.66	\$1,324.58	\$0.00	-\$49.92
		\$1,593.33	\$1,655.72	\$0.00	-\$62.39
		\$5,736	\$5,961		-\$225
		6.04%			
	<b>PREMIUMS</b>	\$63,686	<b>\$52,086</b>		\$11,600
	<b>COMBINED MONTHLY</b>				
	<b>COMBINED ANNUAL</b>	\$764,226	<b>\$625,028</b>		\$139,198
	<b>% OF COST</b>	9.6%	81.8%		18.2%

\$39,093  
 Projected employer cost increase

\$20,134  
 Projected cost increase for dental upgrade

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

Medical Insurance Fully Insured Benefits & Cost Analysis

**Renewal January 1, 2024**

Insurance Company		Blue Cross Blue Shield										
Type of Plan	SB PPO 80% \$1,000/\$2,000 Deductible		SB PPO 80% \$1,500/\$3,000 Deductible		SB HSA 80% \$1,600/\$3,200 Deductible		SB HSA 80% \$3,200/\$6,400 Deductible					
In Network												
Deductible	\$1,000/\$2,000		\$1,500/\$3,000		\$1,500/\$3,000	<b>\$1,600/\$3,200**</b>		\$3,000/\$6,000	<b>\$3,200/\$6,400</b>			
Coinsurance Maximum	\$2,500/\$5,000		\$2,500/\$5,000		N/A			N/A				
Out of Pocket Maximum (TROOP)	\$6,350/\$12,700		\$6,350/\$12,700		\$4,000/\$8,000			\$6,900/\$13,800				
Office Visit	\$30 Copay		\$30 Copay		80% after deductible			80% after deductible				
Virtual Visit	\$30 Copay		\$30 Copay		80% after deductible			80% after deductible				
Preventive	100%		100%		100%			100%				
Specialist Visit	\$30 Copay		\$30 Copay		80% after deductible			80% after deductible				
Urgent Care	\$30 Copay		\$30 Copay		80% after deductible			80% after deductible				
Inpatient & Outpatient Hospital	80% after deductible		80% after deductible		80% after deductible			80% after deductible				
Advanced Imaging	80% after deductible		80% after deductible		80% after deductible			80% after deductible				
Emergency Room	\$150 copay per visit (copay waived if admitted)		\$150 copay per visit (copay waived if admitted)		80% after deductible			80% after deductible				
Ambulance	80% after deductible		80% after deductible		80% after deductible			80% after deductible				
Prescription Drug	\$20/\$60/50% (\$80min /\$100max)		\$20/\$60/50% (\$80min /\$100max)		\$20/\$60/50% (\$80min /\$100max) <b>*after deductible</b>			\$20/\$60/50% (\$80min /\$100max) <b>*after deductible</b>				
<b>Premium</b>	<b>Current</b>	<b>Renewal</b>	<b>Current</b>	<b>Renewal</b>	<b>Current</b>	<b>Renewal</b>	<b>Current</b>	<b>Renewal</b>	<b>Current</b>	<b>Renewal</b>	<b>Current</b>	<b>Renewal</b>
Single	7	\$668.05	\$717.37	10	\$641.83	\$689.89	2	\$596.22	\$633.07	3	\$500.84	\$531.12
Double	2	\$1,603.31	\$1,721.69	5	\$1,540.41	\$1,655.73	0	\$1,430.94	\$1,519.38	2	\$1,202.01	\$1,274.66
Family	1	\$2,004.15	\$2,152.11	13	\$1,925.51	\$2,069.66	0	\$1,788.68	\$1,899.22	1	\$1,502.52	\$1,593.33
<b>ESTIMATED MONTHLY</b>		\$9,887.12	\$10,617.08		\$39,151.98	\$42,083.13		\$1,192.44	\$1,266.14		\$5,409.06	\$5,736.01
<b>ESTIMATED YEARLY</b>		\$118,645.44	\$127,404.96		\$469,823.76	\$504,997.56		\$14,309.28	\$15,193.68		\$64,908.72	\$68,832.12
<b>% DIFFERENCE</b>			<b>7.38%</b>			<b>7.49%</b>			<b>6.18%</b>			<b>6.04%</b>
<b>Combined CURRENT PREMIUMS</b>	<b>\$667,687</b>											
<b>Combined RENEWAL PREMIUMS</b>	<b>\$716,428</b>											
<b>\$\$ Difference</b>	<b>\$48,741</b>											
<b>% Difference</b>	<b>7.30%</b>											

\*\* IRS Minimum allowable deductible for HSA

DENTAL RATES - NOT INCLUDED!!!

Lighthouse , An Alera Group Company  
**Branch Hillsdale St Joseph Community Health Agency**  
Dental Insurance - Benefits and Cost Analysis  
January 1, 2024

Insurance Company	BCBSM		PRINCIPAL Option 1	DELTA DENTAL Option 3	DELTA DENTAL Option 4
Plan Type	Contributory		Contributory	Contributory	Contributory
Benefits -In Network					
Class I - Preventive	50% Diagnostic & Preventive exams, cleanings, bitewing x-rays		50% Diagnostic & Preventive exams, cleanings, bitewing x-rays	50% Diagnostic & Preventive exams, cleanings, bitewing x-rays	<b>100%</b> Diagnostic & Preventive exams, cleanings, bitewing x-rays
Class II - Basic	50% Basic Services Anesthesia, oral surgery, root canals		50% Basic Services Anesthesia, oral surgery, root canals	50% Basic Services Anesthesia, oral surgery, root canals	<b>80%</b> Basic Services Anesthesia, oral surgery, root canals
Class III - Major	50% Major Services crowns; dentures, bridges		50% Major Services crowns; dentures, bridges	50% Major Services crowns; dentures, bridges	50% Major Services crowns; dentures, bridges
Class IV - Orthodontia	Not Covered		Not Covered	Not Covered	Not Covered
Benefit Waiting Periods	N/A		None	N/A	N/A
Annual Calendar Maximum	\$800		<b>\$750</b>	\$800	<b>\$1,000</b>
Enrolled	<b>CURRENT</b>	<b>RENEWAL</b>	<b>Rates</b>	<b>Rates</b>	<b>Rates</b>
Employee	24	\$19.96	<b>\$22.49</b>	<b>\$16.64</b>	<b>\$36.70</b>
Two Person	10	\$39.93	<b>\$44.98</b>	<b>\$33.29</b>	<b>\$68.38</b>
Family	16	\$69.88	<b>\$78.71</b>	<b>\$58.25</b>	<b>\$119.54</b>
<b>Monthly Premium</b>	\$1,996	<b>\$2,249</b>	<b>\$1,664</b>	<b>\$1,814</b>	<b>\$3,477</b>
<b>Annual Premium</b>	\$23,957	<b>\$26,987</b>	<b>\$19,971</b>	<b>\$21,772</b>	<b>\$41,727</b>
<b>% Increase from Current</b>		12.6%	-16.6%	-9.1%	54.6%
Participation Req	N/A		50%	50%	50%
Rate Guarantee	1 year		1 year	1 year	1 year



Lighthouse, An Alera Group Company  
**Branch Hillsdale St Joseph Community Health Agency**  
 Group Life/AD&D - Benefits and Cost Analysis  
 1/1/2024

Insurance Company	<b>PRINCIPAL</b>
Type of Plan	Employee Life & AD&D
All Full Time Employees	\$15,000
Employee Life Rate per \$1,000	\$0.179
Employee AD&D Rate per \$1,000	\$0.025
Guaranteed Issue	Full Benefit
Age Reduction	65% at Age 70; 45% at Age 75; benefits will terminate upon retirement
	<b>Monthly Rates</b> □
Life & A&D Volume	\$915,000
<b>Estimated Monthly Premium</b>	\$186.66
<b>Estimated Annual Premium</b>	\$2,239.92
<b>Rate Guarantee Period</b>	1/1/2025

Disclaimer: This is a rate illustration, not a contract and is an estimation given by the insurance carrier. Rates are quoted based on the requested effective date, and are subject to verification at time of submission. Final Rates and premiums are determined by the insurance carrier and may be subject to change without notice.

Lighthouse, An Alera Group Company  
**Branch Hillsdale St Joseph Community Health Agency**  
 Short Term Disability - Benefits and Cost Analysis  
 1/1/2024

Insurance Company	<b>PRINCIPAL</b>
Type of Plan	<b>Employer Paid STD</b>
All Full Time Employees Weekly Benefit	70% to \$750
Elimination Period	Accident - 29 days Injury - 29 days
Benefit Duration	26 Weeks
	<b>Monthly Rates</b> □
Rates per \$10 of Weekly Benefit□	\$0.340
Volume	\$35,361
<b>Estimated Monthly Premium</b>	\$1,202.27
<b>Estimated Annual Premium</b>	\$14,427.29
<b>Rate Guarantee Period</b>	1/1/2025

Disclaimer: This is a rate illustration, not a contract and is an estimation given by the insurance carrier. Rates are quoted based on the requested effective date, and are subject to verification at time of submission. Final Rates and premiums are determined by the insurance carrier and may be subject to change without notice.

Lighthouse, An Alera Group Company  
**Branch Hillsdale St Joseph Community Health**  
 Voluntary Vision- Benefits and Cost Analysis  
 January 1, 2024

Insurance Company		PRINCIPAL (VSP)
Type of Plan		12/12/12
Benefits		Contributory
Vision Schedule:		
Vision Analysis - M.D.		\$10 Copay once every 12 months
Vision Analysis - O.D.		\$10 Copay once every 12 months
Single vision Lenses		\$10 Copay once every 12 months
Bifocal Lenses		\$10 Copay once every 12 months
Trifocal Lenses		\$10 Copay once every 12 months
Contact Lenses		\$10 Copay \$130 Allowance once every <u>12</u> Months
Frames		\$25 Copay \$130 Allowance once every <u>12</u> Months
Enrollment		Monthly Rates
Employee	25	\$4.84
Two Person	8	\$9.66
Family	15	\$16.04
<b>Monthly Premium</b>		\$438.88
<b>Annual Premium</b>		\$5,266.56
Rate Guarantee		1/1/2025

Lighthouse, An Alera Group Company  
**Branch Hillsdale St Joseph Community Health Agency**  
 Voluntary Life - Benefits and Cost Analysis  
 1/1/2024

Insurance Company	PRINCIPAL
	Life Rates per \$1,000 Benefit
Age Brackets	Employee and Spouse Life
0-29	\$0.074
30-34	\$0.087
35-39	\$0.139
40-44	\$0.210
45-49	\$0.317
50-54	\$0.520
55-59	\$0.832
60-64	\$1.262
64-69	\$2.142
70+	\$3.854
Child Life	Children Dependents
	\$5000 - \$1.00 per family \$10,000 - \$2.00 per family
Guarantee Issue Amount:	
Employee	\$150,000 under age 70 \$10,000 age 70+
Spouse	\$30,000 under age 70 \$10,000 age 70+
Child(ren)	\$10,000
Benefit Guidelines	
Employee	\$10,000 Increments not to exceed \$500,000
Spouse	\$5,000 Increments not to exceed the lesser of 100% of employee life amount or \$150,000
Child(ren)	\$5,000 or \$10,000 - 14 days to age 19 or 25 if FTS.
Participation Requirement	Greater of 5 employees or 20%
Rate Guarantee	1/1/2026

# Operational Plan Report

## BHSJ CHA | 1-Strategic Plan - Strategic Plan



[11/3/2023]

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

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

**1-Strategic Plan Values:**

Inclusion *Inclusion*

Innovation *Innovation*

Integrity *Integrity*

### Group: - 1-Strategic Plan | - Strategic Plan

#### Initiative Employee Investment

1:



**Goal** Ensure retention of a competent and satisfied workforce

1.1:




**Objective 1.1.1:** Beginning in 2023, create a wage equity plan and continue to present to BOH annually **Lead:** Fisher, Theresa

Objective % Done: **0 %**







Activities Sum: **0**


Status	Number	Activity Team	Activity	Performance Metric	Status
	1.1.1.1	[L] Fisher, Theresa Gruner, Brenae	[Project] Seek out wage surveys conducted in past 12 months if available for review; request assistance from MALPH as appropriate by January 2023	Wage surveys compiled and documented [10/1/2022 - 6/30/2023] [between 10/1/2022 and 6/30/2023]	% Complete
<p><b>Notes:</b> [11/2/2023 10:57:35 AM - Theresa Fisher] Per Norm Hess, the MALPH LHD Services/Staffing report will not be completed and available for several more weeks. This data will not be available for this year's discussion.</p> <p>[10/3/2023 9:28:27 AM - Theresa Fisher] Sent a copy of the 2019 Compensation Study and the most recent data from the May Municipal Consulting Services study to the Board of Health. The MALPH study is still in progress and not available yet.. Still waiting for the new ELPHS allocation to be released. Expect to have enough information to bring wage increase to the BOH in December.</p> <p>[04/25/2023 - Theresa Fisher] MALPH will be updating their salary study in 2023. The existing data is from 2019. Municipal Consulting Services is in the process of doing a survey that will be ready in April of 2023. Work in this area to gather data is ongoing, but as new studies are only now being conducted, this activity timeline has been adjusted from January to June. Work should be completed by the end of June to have relevant data to present in October.</p>					
	1.1.1.2	[L] Fisher, Theresa Gruner, Brenae	[Project] Create opportunities for board members interact with employees to gain understanding of public health work and build rapport by January 2023	Interaction opportunities created, implemented and documented [between 10/1/2022 and 1/31/2023]	100% Complete
<p><b>Notes:</b> [4/25/2023 - Theresa.Fisher] - Rebecca Burns set up lunch meetings to allow staff to meet the local Commissioners that represent them on the Board of Health. Hillsdale County staff met with Commissioner Leininger on February 9, 2023 (Commissioner Lanius was not able to attend). Branch County staff met with Commissioners Houtz and Matthew on February 23, 2023. St. Joseph County staff met with Commissioners Hoffmaster and Baker on March 1, 2023.</p> <p>[11/29/2022 - Theresa.Fisher] With such turnover after the election, this activity timeline should be adjusted to begin after the new Board of Health members are assigned in January of 2023. The time would be better spent on incoming members who will be with us for 2 years, not outgoing members who will be retired from our board at the end of 2022.</p>					
	1.1.1.3	[L] Fisher, Theresa Gruner, Brenae	[Timeline] Present wage equity plan to BOH in December of every year	Present Wage Equity Plan to Board of Health measured Annually Green <= 75% Yellow >75% and < 100% Red >= 100%	83.8% of Timeline Starting 1/1/2023

**Notes:** [10/13/2023 8:50:17 AM - Theresa Fisher] The Board does not meet in October and budget data may not be complete at that time. Adjusting this activity to December of every year.





 **Objective 1.1.2:** Review and update the agency workforce development plan by January 2024 **Lead:** Fisher, Theresa


Objective % Done: 0 % Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	1.1.2.1	[L] Fisher, Theresa Gruner, Brenae	[Project] Analyze agency-wide self-assessment of the public health core competencies to identify knowledge gaps and opportunities for staff development by December 2022	[between 10/1/2022 and 12/31/2022]	100% Complete
<b>Notes:</b> Survey was completed and the report was received on 9/30/2022. The report has been reviewed. The three top training areas identified are stress management, recruitment and retention, and public health 3.0. The two core competency skills that scored the lowest are Data Analytics and Assessment Skills, and Leadership and Systems Thinking Skills.					
	1.1.2.2	[L] Fisher, Theresa Gruner, Brenae	[Project] Identify the mandated trainings required for each department and program by December 2023.	[between 6/1/2023 and 12/31/2023]	% Complete
<b>Notes:</b> [11/2/2023 10:30:08 AM - Theresa Fisher] Administrative Services staff have been working with Directors/Supervisors to compile the lists.					
	1.1.2.3	[L] Fisher, Theresa Gruner, Brenae	[Project] Create an annual training schedule and tracking system to assure the mandated trainings are completed by January 2024.	[between 9/1/2023 and 12/31/2023]	% Complete
	1.1.2.4	[L] Fisher, Theresa Gruner, Brenae	[Project] Compile the information necessary for new employee orientation by January 2024.	[between 9/1/2023 and 12/31/2023]	% Complete
	1.1.2.5	[L] Fisher, Theresa Gruner, Brenae	[Project] Consider a peer-mentoring program for new employees by June 2024.	[between 2/1/2024 and 6/28/2024]	% Complete
	1.1.2.6	[L] Fisher, Theresa Gruner, Brenae	[Project] Provide staff the opportunity to review and provide input into the plan by September 2024.	[between 7/1/2024 and 9/30/2024]	% Complete


 **Objective 1.1.3:** Evaluate our hiring strategies and opportunities for advancement by September 2023 **Lead:** Fisher, Theresa


Objective % Done: 0 % Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	1.1.3.1	[L] Fisher, Theresa Gruner, Brenae	[Project] Review each step in the recruitment and hiring/orientation process and recommend improvements by March 2023	[between 11/1/2022 and 3/31/2023]	100% Complete
<b>Notes:</b> [11/2/2023 10:31:37 AM - Theresa Fisher] Hiring policy/procedure reviewed and updated. Met with Directors/Supervisors on 11/1/2023 to roll out new process.					
	1.1.3.2	[L] Fisher, Theresa Gruner, Brenae	[Project] Develop materials to promote the benefits provided by the agency to be used in the recruiting process by March 2023	[between 11/1/2022 and 3/31/2023]	100% Complete
<b>Notes:</b> Recruitment poster created and reviewed/approved by the Personnel Policy Committee.					
	1.1.3.3	[L] Fisher, Theresa Gruner, Brenae	[Timeline] Review job descriptions for accuracy and update as appropriate; assure employees know where job descriptions are located for reference by September 2023	Review/Update Job descriptions measured Annually Green <= 75% Yellow >75% and < 100% Red >= 100%	84.1% of Timeline Starting 12/31/2022
<b>Notes:</b> [11/2/2023 10:35:47 AM - Theresa Fisher] Adjusting project timeline to end of year and changing from project-based activity to a quality assurance activity, to ensure this work is ongoing each year. Job descriptions were last reviewed/updated in September of 2022.					
	1.1.3.4	[L] Fisher, Theresa Gruner, Brenae	[Project] Explore the development of career ladders for employees to seek advancement opportunities and aid in succession planning by January 2024	[between 10/1/2023 and 1/31/2024]	% Complete

 **Objective 1.1.4:** Develop and enhance employee satisfaction beginning in October 2023 and on an ongoing basis. **Lead:** Fisher, Theresa

Objective % Done: 0 % Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	1.1.4.1	[L] Burns, Rebecca	[Project] Create multi-department and level employee satisfaction team by January 2023	[11/1/2022 - 12/30/2022] [between 11/1/2022 and 12/30/2022]	100% Complete

		Fisher, Theresa			
		<p><b>Notes:</b> [10/13/2023 2:21:01 PM - Theresa Fisher] Committee has been created and has reviewed the July employee satisfaction survey. They have decided to initially work on one of the problems identified in that survey, 'Staff don't know what is happening at BHSJ.' They have initiated a new email 'stream' to help address this problem, and are currently working on root cause analysis to identify the cause and other possible solutions.</p> <p>[9/29/2023 Theresa Fisher] The Employee Satisfaction Committee first met on May 12, 2023 and has continued to meet. The group is composed of staff from Personal Health &amp; Disease Prevention, Administration, Environmental Health, Area Agency on Aging, Health Education &amp; Promotion, and the Health Officer.</p> <p>[4/25/2023 Theresa Fisher] The Agency is still in the process of organizing this committee. Multiple calls for staff members who would like to volunteer to be a part of this committee have been made, but we are still lacking a complete committee. Work should begin shortly.</p>			
	1.1.4.2	[L] Fisher, Theresa Gruener, Brenae	[Project] Create opportunities for staff to express their level of job satisfaction by September 2023	[between 4/3/2023 and 9/29/2023]	100% Complete
		<p><b>Notes:</b> [10/13/2023 2:17:53 PM - Theresa Fisher] Employee Satisfaction Survey completed in July. Quarterly staff meetings held on March 7, 8, &amp; 9, June 6, 7, &amp; 8, and October 9, 11, &amp; 12.</p>			

## Initiative Communication and Advocacy

2:



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






**Objective 2.1.1:** Develop and implement an internal communication plan by June 2023

**Lead:** Bergmooser, Alex

Objective % Done: 0 %

Activities Sum: 0

Status	Number	Activity Team	Activity	Performance Metric	Status
	2.1.1.1	[L] Englehart, Joshua Bergmooser, Alex	[Project] Maintain a multi-departmental and multi-level staff committee to develop internal communication plan by January 2023	[10/1/2022 - 12/31/2022] [between 10/1/2022 and 12/31/2022]	% Complete
		<p><b>Notes:</b> [11/3/2023 2:43:37 PM - Theresa Fisher] The employee satisfaction committee was working on communication as well, so the committees have been merged for this project and work is ongoing to identify exactly what the staff would like to see. Root cause analysis has been completed and the committee is currently working to identify solutions.</p> <p>[9/19/2023 12:58:41 PM - Joshua Englehart] - A draft for the internal and external communication plan was sent to Becky and Theresa for review. The draft was approved by the communications subcommittee during the monthly meeting on 9/1/2023, in which the draft was emailed later that day and waiting for approval.</p> <p>[4/25/2023 Theresa Fisher] The committee has been established and includes the following members: Joshua Englehart (chair), Health Educator; Rachael Wall (co-Chair), Community Health Worker; Candy Cox, Clinic Administrative Assistant; Shelby Ward, Clinic Supervisor; Brandie Lennox, EH Administrative Assistant; Stephanie Hightree, CSHCS Representative; Lisa Redmond, Outreach Specialist; and Diana Rogers, Administrative Support Clerk.</p> <p>Work on this activity has lagged a bit, but is ongoing. The committee began meeting in early April 2023 and will meet the first Friday of each month at 9:00 AM.</p>			
	2.1.1.2	[L] Hicks, Justin Elliott, Alan	[Project] Evaluate share drive system and provide staff access and training by June 2023	[between 3/1/2023 and 6/30/2023]	20% Complete
		<p><b>Notes:</b> [11/2/2023 11:00:38 AM - Theresa Fisher] Work is ongoing, but this project is much more complicated than initially thought. IT staff will be meeting with staff from each division to get input on what we must keep and what can be archived. Date for completion adjusted to April 2024.</p>			
	2.1.1.3	[L] Bergmooser, Alex Dewey, Kristina	[Timeline] Create and provide to all agency staff, department and program meeting schedules on an annual basis starting in 2023	Meeting Schedule Provided to Staff measured Annually Green <= 75% Yellow >75% and < 100% Red >= 100%	67.7% of Timeline Starting 3/1/2023
		<p><b>Notes:</b> [11/2/2023 10:43:09 AM - Theresa Fisher] This information will be moved to the calendar associated with the BHSJ Insider Stream. This will allow for updates from all Supervisors/Directors and a more dynamic calendar that staff members can choose to view within their own calendar. This was discussed with all supervisors on 11/1/2023 and they were all instructed to add their meetings to the new calendar.</p> <p>[03/21/2023 - Theresa Fisher] A calendar has been created and is located M:\Staff Information\Communications. This calendar was presented to the staff at the quarterly staff meetings held on March 7, 8, &amp; 9.</p>			







**Objective 2.1.2:** Develop and foster relationships with stakeholders to support agency mission and vision starting in 2023 and on a continual basis


**Lead:** Bergmooser, Alex

Objective % Done: 0 %

Activities Sum: 0



Status	Number	Activity Team	Activity	Performance Metric	Status


	2.1.2.1	[L] Bergmooser, Alex Dewey, Kristina	[Project] Assess who the current and potential stakeholders are for the agency and create opportunities for engagement by June 2023	[between 4/1/2023 and 6/30/2023]	100% Complete
<b>Notes:</b> [11/3/2023 1:45:08 PM - Alex Bergmooser] BHSJ has a very good understanding of our organizational partners and stakeholders throughout our 3 service counties. We engage with them regularly through community coalitions and committees and collaborative efforts.					
	2.1.2.2	[L] Bergmooser, Alex Dewey, Kristina	[Project] Develop a stakeholder email distribution list to share relevant agency, program, and emerging health issues information by September 2023	[between 7/1/2023 and 9/30/2023]	50% Complete
<b>Notes:</b> [11/3/2023 1:48:43 PM - Alex Bergmooser] Multiple lists of the agency's stakeholders exist. These lists represent all of our stakeholder organizations; however, the lists need to be reviewed and consolidated into one main email distribution list.					
	2.1.2.3	[L] Bergmooser, Alex Dewey, Kristina	[Project] Seek out relationships with college and vocational programs to encourage public health as a career and staff recruitment by September 2024	[between 10/1/2023 and 9/30/2024]	% Complete
	2.1.2.4	[L] Bergmooser, Alex Dewey, Kristina	[Project] Share stakeholder events, information on social media platforms and with staff starting in April 2023	[between 4/1/2024 and 4/30/2024]	% Complete
<b>Notes:</b> There is an error in the target date for this activity. It should have been targeted for April 2024, after the work to assess the current and potential stakeholders has been completed. Target date adjusted from April 2023 to April 2024.					

 **Objective 2.1.3:** Develop and implement an external communication plan by January 2024 **Lead:** Bergmooser, Alex

Objective % Done: 0 %




Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	2.1.3.1	[L] Bergmooser, Alex Dewey, Kristina	[Project] Maintain a multi-departmental and multi-level staff committee to develop an external communication plan by January 2024	[between 1/1/2023 and 1/1/2024]	% Complete
<b>Notes:</b> [11/3/2023 3:12 PM - Theresa Fisher] The committee has completed research and has a model template to utilize. Work on development of the plan is ongoing. [4/25/2023 Theresa Fisher] Work has not yet started on this activity. The committee will first focus on the Internal Communications plan called for in 2.1.1.					
	2.1.3.2	[L] Bergmooser, Alex Dewey, Kristina	[Project] Explore the opportunities available to provide translation services to the public through staff, partners, and media by June 2024	[between 1/1/2024 and 6/30/2024]	% Complete


 **Objective 2.1.4:** Expand the behavioral health collaboration by March 2023 **Lead:** Bergmooser, Alex

Objective % Done: 0 %

Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	2.1.4.1	[L] Bergmooser, Alex Dewey, Kristina	[Project] Develop and disseminate informational materials for the 988 Hotline by January 2023	[between 10/1/2022 and 12/31/2022]	25% Complete
<b>Notes:</b> [11/3/2023 1:51 PM - Alex Bergmooser] This activity is behind schedule. The content for the needed 988 materials has already been created and work will soon begin to develop and disseminate this content in a manner useful to the 988 system.					
	2.1.4.2	[L] Bergmooser, Alex Dewey, Kristina	[Project] Assess the current behavioral health programs available within the district and share with staff and persons served by January 2023	[between 10/1/2022 and 12/31/2022]	50% Complete
<b>Notes:</b> [11/3/2023 2:33:14 PM - Alex Bergmooser] Stay Well resources were shared with the BHSJCHA team in December of 2022, letting them know that the resources are available for clients but can also be used by staff. Staff were also provided information on how to participate in Stay Well discussion groups in November. The assessment and compilation of available behavioral health programs is ongoing but once prepared the information will be presented on a brochure or flyer and made available to both BHSJ staff members, as well as the clients that they serve.					
	2.1.4.3	[L] Bergmooser, Alex Dewey, Kristina	[Project] Continue discussions with behavioral health organizations within the district to determine how our agency can collaborate and be of assistance starting in October 2022 and ongoing basis	[between 10/1/2022 and 10/2/2026]	50% Complete
<b>Notes:</b> [11/3/2023 1:57:48 PM - Alex Bergmooser] Conversations are ongoing and occur monthly with behavior health organizations due to our participation in the county					



		collaboratives, coalitions, county task forces, and other multi-organizational committees. These discussions will continue regularly and provide the agency the opportunity to support behavioral health organizations in our area when and where it is appropriate.		
	2.1.4.4	[L] Bergmooser, Alex Dewey, Kristina	[Project] Provide staff with mental health educational opportunities to recognize behaviors, situations and the prevention and intervention resources available by December 2022	[between 10/1/2022 and 12/31/2022]  25% Complete
	<b>Notes:</b>	[11/3/2023 1:58:31 PM - Alex Bergmooser] This activity, while behind schedule, is ongoing as the agency continues to work to identify resources and funding for behavioral health education, prevention, and intervention. As this research continues, Stay Well resources were shared with the BHSJCHA team in December of 2022; these resources were available for clients but could also be used by staff. Staff were also provided information on how to participate in Stay Well discussion groups in November of 2022		

## Initiative Programming and Policy

3:



### Goal Ensure programming policies and procedures are meeting the requirements and 3.1: needs of the organization






**Objective 3.1.1:** Review all existing policies for relevance by January 2024

**Lead:** Burns, Rebecca

Objective % Done: **0 %**

Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	3.1.1.1	[L] Burns, Rebecca Fisher, Theresa	[Project] Develop and implement timelines to ensure program policy reviews and revisions take place on a scheduled basis by January 2023	[between 10/1/2022 and 12/31/2022]	100% Complete
	<b>Notes:</b>	[4/25/2023 Theresa Fisher] The VMSG Dashboard will keep track of the metric to ensure policies are reviewed every year. As policies are loaded into the dashboard, they will have dates assigned, and will automatically flag for review after 80% of the year is completed.			
	3.1.1.2	[L] Burns, Rebecca Fisher, Theresa	[Project] Evaluate the existing structure to our agency personnel policy committee and identify areas of opportunity for improvements by September 2023	[between 4/1/2023 and 9/30/2023]	% Complete
	<b>Notes:</b>	[11/2/2023 11:23:42 AM - Theresa Fisher] The Personnel Policy Committee is in the process of evaluating the committee and working to update/revise the guidance documents, potential changes, and ways to get other staff members involved to make the committee more useful.			
	3.1.1.3	[L] Burns, Rebecca Fisher, Theresa	[Timeline] Present policy revisions to board of health for review and approval on an ongoing basis as necessary	measured Annually Green <= 75% Yellow >75% and < 100% Red >= 100%	19.5% of Timeline Starting 8/24/2023
	<b>Notes:</b>	[10/13/2023 2:25:35 PM - Theresa Fisher] The Personnel Policy Committee worked on additional updates to the Personnel Policy Manual and they were presented to the Board in August. The Board approved the revisions on August 24, 2023.  [9/29/2023 Theresa Fisher] PPC completed the review of the Exposure Control Plan and Chemical Hygiene Plan.  [3/21/2023 Theresa Fisher] The Personnel Policy Committee (PPC) met to review the Personnel Policy manual. Updates to the Personnel Policy manual will be reviewed and approved by the Board of Health On March 23, 2023. The PPC is currently working on updates to the Exposure Control Plan and the Chemical Hygiene Plan.			




**Objective 3.1.2:** Conduct a CHNA and use this to assess the need for additional programs and service delivery methods to meet community needs by June 2023 **Lead:** Burns, Rebecca







Objective % Done: **0 %**


Activities Sum:

**Notes:** On October 6, 2023, the Board of Health approved a proposal from Social Data LLC to work with staff and community partners on a community health needs assessment. The work is currently ongoing

CHNA and CHIP were completed and presented to all 3 counties human service collaboratives. The Board of Health PPA Committee reviewed in June 2023 and then moved it to the full BOH for their information at the meeting on June 22, 2023. The CHIP specifically addresses the need for additional programs and service delivery methods to meet community needs.

Status	Number	Activity Team	Activity	Performance Metric	Status
	3.1.2.1	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Establish a community health needs assessment team comprised of community partners and staff by January 2023	[between 10/1/2022 and 12/31/2022]	100% Complete
	<b>Notes:</b>	[4/25/2023 Theresa Fisher] The assessment team was created and began work in December 2023. The team consists of Rebecca Burns, Alex Bergmooser, Theresa Fisher from BHSJCHA, an independent contractor, Marcus Cheatham, and staff			

		from the following community partner agencies: St. Joseph County Human Service Commission, Branch County Collaborative Network, Hillsdale County Human Service Network, Great Start Collaboratives (all 3 counties), Lifeways, Pines Behavioral Health, Pivotal (previously St. Joseph CMH).			
	3.1.2.2	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Collect and analyze primary and secondary community data through a variety of sources and methods by June 2023	[between 1/1/2023 and 6/30/2023]	100% Complete
	<b>Notes:</b>	<p>[11/3/2023 3:00:13 PM - Alex Bergmooser] The CHNA was completed at the end of May 2023, with both primary and secondary data being collected and analyzed from various sources.</p> <p>[4/25/2023 Theresa Fisher] Work is ongoing on the CHNA process and is on track to be completed on time.</p> <p>Marcus Cheatham provided data review to each county collaborative in December and January, to discuss the currently available information about each county.</p> <p>Updated Community Health Rankings were distributed and discussed with all elected state legislators at the Day the the Capital Event in April</p>			
	3.1.2.3	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Present data to partners, stakeholders, and community members to identify and prioritize health issues that will be included in community health improvement plan by June 2023	[between 11/1/2022 and 6/30/2023]	100% Complete
	<b>Notes:</b>	<p>[11/3/2023 3:01:48 PM - Alex Bergmooser] The CHNA was completed at the end of May 2023 and the findings were then presented to our organizational partners, stakeholders, and community members in the weeks that followed so that a Community Health Improvement Plan (CHIP) could be developed.</p> <p>[4/25/2023 Theresa Fisher] Information will be shared when assessment is completed. We are still expecting to complete this work on schedule.</p>			
	3.1.2.4	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Determine the assets and resources available to address the prioritized health issues by June 2023	[between 7/1/2023 and 10/31/2023]	75% Complete
	<b>Notes:</b>	<p>[11/3/2023 3:14:20 PM - Alex Bergmooser] The Community Health Improvement Plan (CHIP) was completed in late June and outlines the assets and resources needed to address the issues laid out by the CHNA. However, work is still ongoing to identify which of these assets and resources are actually available.</p> <p>[4/25/2023 - Theresa Fisher] There is an error in the planned date for this activity. This work cannot be completed until after the needs assessment is done. Date changed from June 2023 to October 2023.</p> <p>The Agency received the first draft of the CHNA in late April. The group is currently working on the CHIP.</p>			
	3.1.2.5	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Seek out public and stakeholder input regarding necessary programs and service delivery methods and identify gaps within the district by June 2023	[between 1/1/2023 and 6/30/2023]	100% Complete
	<b>Notes:</b>	<p>[11/3/2023 3:17:46 PM - Alex Bergmooser] The input gathered through surveys, focus groups, and key partner interviews enabled the agency to complete the CHNA by late May of 2023.</p> <p>[4/25/2023 - Theresa Fisher] Work ongoing. Initial input was provided during the early planning process, to discuss the project and solicit feedback. Additionally, Focus groups with key partners are scheduled for late April and May. The Great Start Collaboratives and Pines Behavioral have scheduled focus groups.</p>			
	3.1.2.6	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Work with community partners to assure community needs are met that are beyond the scope of delivery by the agency by June 2023	[between 7/1/2023 and 10/31/2023]	25% Complete
	<b>Notes:</b>	<p>[11/3/2023 3:20:05 PM - Alex Bergmooser] This activity is ongoing due to the collaborative nature of the project. The Community Health Improvement Plan (CHIP) outlines most of the objectives and will guide this process.</p> <p>[4/25/2023 - Theresa Fisher] There is an error in the planned date for this activity. This work cannot be completed until after the needs assessment is done. Date changed from June 2023 to October 2023. Some unmet needs may be beyond what the LHD can achieve. We will endeavor to try to figure out how to meet unmet needs, but should not assume we can automatically solve all.</p>			
	3.1.2.7	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Project] Develop goals, objectives, and a reporting process to monitor and sustain the process and health status by September 2023	[between 7/1/2023 and 9/30/2023]	75% Complete
	<b>Notes:</b>	<p>[11/3/2023 3:31:14 PM - Alex Bergmooser] The Community Health Improvement Plan (CHIP) which was derived from the Community Health Needs Assessment (CHNA) was completed at the end of June 2023. The CHIP has not been fully input into</p>			

			the VMSG system at this time as there are some timeline revisions that need to be made. This project is ongoing, but approaching completion.		
	3.1.2.8	[L] Bergmooser, Alex Burns, Rebecca Fisher, Theresa	[Timeline] Review and update the plan on an annual basis	Review and Update CHIP measured Annually Green <= 75% Yellow >75% and < 100% Red >= 100%	34.5% of Timeline Starting 6/30/2023
	<b>Notes:</b> [11/3/2023 3:35:20 PM - Alex Bergmooser] Once the Community Health Improvement Plan (CHIP) has reached the 1-year mark, annual reviews and updates will be held.				




**Objective 3.1.3:** Implement the VMSG dashboard to track program compliance by December 2022

**Lead:** Burns, Rebecca

Objective % Done: 0 %

Activities Sum:

Status	Number	Activity Team	Activity	Performance Metric	Status
	3.1.3.1	[L] Burns, Rebecca Fisher, Theresa	[Project] Implement agency-wide educational opportunities on the use of VMSG software and dashboard functions for program compliance by December 2022	[10/1/2022 - 12/31/2022] [between 10/1/2022 and 12/31/2022]	% Complete
	<b>Notes:</b> [10/17/2023 9:33:34 AM - Theresa Fisher] All supervisory staff and IT staff were provided training on the VMSG system over the course of 5 weeks (one session each week) to retrain and/or enhance their understanding of the system. These training sessions will be completed on October 19, 2023.  [03/13/2023 - Theresa.Fisher] One Third (1/3) of the staff have received introductory training on the dashboard. More people will be trained as work plans where they are assigned responsibilities are added to the system.  The Agency has engaged with VMSG to provide staff training in September and October 2023.				
	3.1.3.2	[L] Burns, Rebecca Fisher, Theresa	[Project] Upload the strategic planning objectives into VMSG by December 2022	[between 10/1/2022 and 12/31/2022]	100% Complete
	<b>Notes:</b> [11/3/2023 2:09:43 PM - Theresa Fisher] Plan is fully operational and actively being monitored using VMSG.				
	3.1.3.3	[L] Burns, Rebecca Fisher, Theresa	[Project] Upload program performance measures at least three programs into VMSG by January 2023 and quarterly thereafter until all programs are included in the software system	[between 1/1/2023 and 1/31/2023]	% Complete
	<b>Notes:</b> [11/2/2023 11:28:30 AM - Theresa Fisher] Rollout continues to lag. All Supervisory staff have now completed training. Currently utilized to monitor the new MCH plan, the strategic plan, and Admin Services 2024 Goals. Continuing the process of loading all agency policies, contracts, and other plans.  [03-31-2023 - Theresa Fisher] We currently only have MCH and the Strategic Plan live. We are working to load policies and local accreditation to the system.				
	3.1.3.4	[L] Burns, Rebecca Fisher, Theresa	[Project] Monitor the VMSG dashboard on a quarterly basis for program compliance beginning in March 2023	[between 3/1/2023 and 3/31/2023]	% Complete
	<b>Notes:</b> [11/3/2023 2:11:12 PM - Theresa Fisher] We are still lagging at getting plans added, but all plans that have been added are being monitored and staff are getting more familiar with  [03/21/2023 - Theresa Fisher] The plans that have been added are being actively monitored, but we are lagging in getting plans added.				






**Objective 3.1.4:** Implement the VMSG dashboard to track policy compliance by January 2024

**Lead:** Burns, Rebecca

Objective % Done: 0 %

Activities Sum:

**Notes:** This is ahead of schedule, as it will lay the groundwork for other items to come. If policies compliance is implemented first, it makes monitoring compliance with Michigan Public Health Accreditation easier

Status	Number	Activity Team	Activity	Performance Metric	Status
	3.1.4.1	[L] Burns, Rebecca Fisher, Theresa	[Project] Implement agency-wide educational opportunities on the use of VMSG software and dashboard functions for policy compliance by January 2024	[between 1/1/2023 and 12/31/2023]	% Complete
	3.1.4.2	[L] Burns, Rebecca Fisher, Theresa	[Project] Upload the policy performance measures of at least three programs into VMSG by January 2025 and quarterly thereafter until all policies are included in the software system	[between 1/1/2024 and 1/31/2024]	% Complete
	3.1.4.3	[L] Burns, Rebecca Fisher, Theresa	[Project] Monitor the VMSG dashboard on a quarterly basis for policy compliance beginning in March 2025	[between 4/1/2024 and 4/30/2024]	% Complete

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