

## **BOARD OF HEALTH – PROGRAM, POLICY, & APPEALS COMMITTEE**

### **Agenda for December 6, 2023 at 8:30 AM**

1. Call to Order
  - a. Roll Call
  - b. Approval of the Agenda\*
2. Public Comment
3. New Business
  - a. BOH By-laws\*
  - b. 2024 Holiday Schedule\*
  - c. 2024 BOH Meeting Schedule
  - d. AAA Advisory Committee By-laws\*
4. Public Comment
5. Adjournment - Next meeting: Full Board meets December 14, 2023. PPA next meeting is schedule for January 17, 2024

#### 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.

# BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

## BY-LAWS for Board of Health

### ARTICLE I. NAME

The Boards of Commissioners of the Counties of Branch, Hillsdale and St. Joseph under Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415, have established a District Health Department, which is hereinafter called the Community Health Agency.

### ARTICLE II. OBJECTIVES

**Section 1.** These by-laws are subject to the Intergovernmental Agreement between Branch, Hillsdale and St. Joseph counties which governs in the case of inconsistencies.

**Section 2.** The primary purpose of this organization is to provide the necessary policies and administrative controls for Branch, Hillsdale and St. Joseph Counties to strengthen and enforce health regulations, and to improve the quality of public health services to the people residing in this health jurisdiction.

### ARTICLE III. MEMBERS

The governing body of the Community Health Agency shall be the Board of Health, hereinafter called the Board. The Board shall be composed of representatives from the respective counties' Boards of Commissioners, who are current county commissioners, and in accordance with Michigan's Public Health Code, Act 368, P.A. of 1978, MCL 333.2415.

### ARTICLE IV. OFFICERS

**Section 1.** The election of a Chairperson and Vice Chairperson and appointment of committees for the calendar year will be held at the first regularly scheduled meeting in January. The Chairperson and Vice Chairperson shall not be from the same county.

**Section 2.** Following the elections of the Chairperson and Vice Chairperson, a Board member may be designated to attend the annual meeting of the Michigan Association of Local Public Health (MALPH). The Health Officer shall be designated as the primary delegate to represent the Community Health Agency at the MALPH meetings.

**Section 3.** Current officers and committee members shall remain in place until newly elected. In the event that the current Chairperson resigns from the Board, resigns or is

removed as a county commissioner from their respective county or no longer meets the requirements to serve on the Board, the Vice Chairperson shall assume the Chairperson's duties. The Board of Health will then at the next regular meeting take nominations for the Vice Chairperson position and elect a new Vice Chairperson. As these positions are elected on a rotation between the counties the Vice Chair position will be elected from the commissioners from the county in the next rotation.

## **ARTICLE V. MEETINGS**

**Section 1.** The Board will meet on the fourth Thursday of each month at 9:00 AM unless otherwise determined by the Board. In the event that the Board meets less than once per month, claims may be negotiated, resolved or paid prior to the next Board meeting by the Health Officer and Chairperson of the Board of Health, who shall report the action to the Board at its next regular meeting as outlined in Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415.

**Section 2.** The agenda for each Board meeting shall be set by the Health Officer in consultation with the Chairperson of the Board. An individual wishing to suggest a topic for discussion at a Board meeting shall submit a written request for consideration to the Chairperson of the Board at least ten (10) days prior to the meeting. The request shall include the subject matter, estimate time needed, individual(s) to appear and contact information of the requestor.

**Section 3.** For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. 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.

**Section 4.** The Board shall abide by requirements of Michigan's Open Meetings Act.

**Section 5.** Special meetings of the Board of Health or its Committees may be held at any time upon call of the Chairperson by providing just purpose and giving at least 18 hours' notice.

**Section 6.** Voting for the expenditure of funds, the adoption of a resolution or ordinance shall be by a roll-call vote. All other votes shall be by voice vote.

**Section 7.** Meetings will be conducted according to the latest edition of Roberts' Rules of Order.

## **ARTICLE VI. QUORUM**

Four (4) members of the Board shall constitute a quorum for the transaction of business.

## **ARTICLE VII. COMMITTEES**

**Section 1.** The Finance Committee and the Program, Policy and Appeals Committee shall be two (2) standing committees established by the Board. The Board may, from time to time, establish special committees and/or additional standing committees for other matters of concern to the Community Health Agency.

**Section 2.** The Board Chairperson, with the approval of the Board, shall appoint a representative from each county to the Finance Committee and to the Program, Policy and Appeals Committee. Appointments to committees shall be made annually.

## **ARTICLE VIII. CONFLICT OF INTEREST**

No Board of Health member will vote or otherwise participate in a decision by the Board of Health if they have a direct personal interest, wherein they may financially or materially gain from the action of the Board of Health.

## **ARTICLE IX. AMENDMENTS**

These by-laws may be amended at any regular meeting by a majority vote of the Board. A proposed amendment shall be submitted in writing to all members at least ten (10) days prior to the meeting. Any amendment thereto shall become effective immediately upon its adoption.

## **ARTICLE X. COUNTY APPROPRIATIONS**

Beginning in January of each year, the respective Treasurers of Branch, Hillsdale and St. Joseph Counties shall deposit their quarterly appropriations of county funding with the Community Health Agency by the 15<sup>th</sup> day of January, April, July and October.

Reviewed and amended by the Board of Health on the 8<sup>th</sup> day of December 2022.

Agency Observed Holidays – 12 Days

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

Unsure how Branch, Hilldale, and St. Joseph Counties will handle Juneteenth.

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

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth – observed by the State but not by BHSJ
- Independence Day
- Labor Day
- General Election Day, even-numbered years only – observed by the State but not by BHSJ
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day
- New Year's Eve

## 2024 HOLIDAYS DRAFT

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New Years Day Holiday	1/1/2024	Monday
Martin Luther King	1/15/2024	Monday
Presidents Day	2/19/2024	Monday
Memorial Day	5/27/2024	Monday
Juneteenth - not currently approved	6/19/2024	Wednesday
Fourth of July	7/4/2024	Thursday
Labor Day	9/2/2024	Monday
Veteran's Day	11/11/2024	Monday
Thanksgiving	11/28/2024	Thursday
Thanksgiving	11/29/2024	Friday
Christmas	12/24/2024	Tuesday
Christmas	12/25/2024	Wednesday
New Years Eve Holiday	12/31/2024	Tuesday
New Years Day Holiday	1/1/2025	Wednesday

## 2024 Board of Health Meetings

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

Date	Time	Location	Board Education Scheduled
January 25	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
February 22	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
March 28	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
April 25	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
May 23	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
June 27	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
July 25	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
August 22	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
September 26	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
November 14	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes
December 12	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	No
January 23, 2025	9:00 am	BHSJ, 570 Marshall Rd, Coldwater	Yes

### Board of Health Committees

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

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

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

**Finance Committee will meet at 9:00 AM on the following days:**

**January 15 (MLK Day), February 19 (Presidents' Day), March 18, April 15, May 20, June 17, July 15, August 19, September 16, November 4, December 2**

**Program, Policy, & Appeals Committee will meet at 8:30 AM on the following days:**

**January 17, February 21, March 20, April 17, May 15, June 19, July 17, August 21, September 18, November 6, December 4**

### BHSJCHA Administration

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

Medical Director: Karen Luparello, DO

Director of Administration: Theresa Fisher, BS

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

Director of Environmental Health: Paul Andriacchi, REHS

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

**Draft – For Board Approval in December 2023**

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

**ADVISORY COMMITTEE  
BY-LAWS**

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ARTICLE I.

Name and Area of Service

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

ARTICLE II.

Purpose

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

ARTICLE III.

Function of the Committee

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

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



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

ARTICLE IV.

Membership

A. Composition

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

Committee composition should ideally be as follows:

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

~~Not less than fifty (50) percent of the committee must be comprised of persons aged 60 or older. In the event that membership falls below the 50% threshold for any reason, the Board of Health shall actively and continuously recruit nominees for said vacancies until such time that the Committee once again meets this requirement. As outlined in ACLS Bureau Operating Standards for AAA Advisory Council/Committee: the membership shall include representatives of older persons; representatives of health care organizations, including providers of veterans' health care (if there is a veterans' health care facility in the region); a nutrition provider and other representative(s) of social service provider organizations; persons with leadership experience in the private and voluntary sectors; local elected officials; and the general public.~~

Not less than fifty (50) percent of the committee must be comprised of persons aged 60 or older.

Further, some members of the Advisory Council/Committee will be persons in great social and economic need. The membership of the Advisory Council/Committee must make efforts to include family caregivers, and when available, representatives of tribes, pueblos, and tribal aging programs. Councils shall also include Black, people of color, and LGBTQ+ persons and representation from the various counties or units of local government and generally reflect the distribution of older persons within the planning and service area.

In the event that membership falls below the 50% threshold for any reason, the Board of Health shall actively and continuously recruit nominees for said vacancies until such time that the Committee once again meets this requirement.

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

**B. Selection**

Prospective members shall submit their names for consideration not less than two (2) months before the end of the calendar year (October 31), or when an advertised vacancy exists. Prospective members must submit their names in writing to the Board of Health via completion of the “Advisory Committee Citizen Interest Form” or other members may nominate individuals in a like fashion.

Upon receipt of such nominations the AAA staff shall:

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

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

**C. Terms of Membership**

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

**D. Standards of Attendance**

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

E. Standards of Conduct

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

F. Removal of Members

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

## ARTICLE V.

### Officers

A. Selection

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

B. Duties

1. Chairperson

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

2. Vice-Chairperson

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

C. AAA Staff Role

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

ARTICLE VI.

Meetings

~~A. Meetings shall operate within compliance of the Open Meetings Act (PA 267).~~

~~B.~~ The Committee shall determine their meeting schedule at their first meeting of the calendar year. Meetings shall rotate between St. Joseph and Branch Counties and take place not less than six (6) times per year. Meetings may occur in person, virtually, by telephone or a hybrid.

A.

~~C.B.~~ There is no quorum requirement of the Committee.

ARTICLE VII.

Amendments

- A. Recommendation for an amendment to these by-laws shall be submitted to the Advisory Committee in writing prior to the regularly scheduled meeting at which they will be discussed.
- B. Recommendation for amendment(s) shall require a majority vote among members present at a regularly scheduled meeting (or special meeting as called by the Chairperson).
- C. Such recommendation for amendment(s) shall be presented to the Board of Health at a regularly scheduled meeting for final review and approval.

\* \* \* \* \*

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

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

Amended by action of the Branch-Hillsdale-St. Joseph Board of Health at their April 27, 2023 meeting.

Amended by action of the Branch-Hillsdale-St. Joseph Board of Health at their  
2024 meeting.

ATTACHMENT: "AAA IIIC Advisory Committee Citizen Interest Form"

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

Date 4/27/2023

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

Date 5/16/2023

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

Date 4/27/2023

<b>Standard Name</b>	Area Agency on Aging (AAA) Advisory Council
<b>Standard Number</b>	B-5
<b>Authority Reference</b>	Public Law 89-73, Public Act 180 of 1981, Commission on Services to the Aging (CSA)
<b>Operating Category</b>	Organization
<b>Intent of Standard</b>	To ensure that those persons receiving services from programs for older persons, as well as representatives from the broader community at large, have an opportunity for direct involvement in the development of such programs.
<b>Statement of Standard</b>	The AAA shall have an advisory council to advise continuously on all matters relating to the identification of needs and development of the area plan.

Updated: November 17, 2023

### Indicators of Compliance

1. That the AAA's advisory council operates according to written by-laws adopted by the policy board that contain the following, at a minimum:
  - a. A statement of role and function
  - b. Number of members
  - c. Procedures for selection of members and filling vacancies
  - d. Terms of membership
  - e. Frequency of meetings (CSA)
2. That the advisory council meets at least six times a year (CSA), either in-person, virtually, by telephone, or a hybrid.
3. That, at any time, the membership of the advisory council consists of more than 50% older individuals (age 60 or older) who are participants or who are eligible to participate in programs under the area plan. Additionally, the membership shall include representatives of older persons; representatives of health care organizations, including providers of veterans' health care (if there is a veterans' health care facility in the region); a nutrition provider and other representative(s) of social service provider organizations; persons with leadership experience in the private and voluntary sectors; local elected officials; and the general public. (P.A. 180 of 1981, CSA)
4. That, at any time, some members of the advisory council will be persons in great social and economic need. The membership of the advisory council must make efforts to include family caregivers, and when available, representatives of tribes, pueblos, and tribal aging programs.( 1321.63). Councils shall also include Black, people of color, and LGBTQ+ persons and representation from the various counties or units of local government and generally reflect the distribution of older persons within the planning and service area.

## **Indicators of Compliance for AAA Advisory Council (CON'T)**

5. The advisory council shall engage in the core functions of the AAA community needs for their PSA, including, but not limited to, advocacy, planning, and advising on the administration of federal and state funding.
  
6. That the advisory council operates under a board-approved code of ethics consistent with the Older Michiganians Act.