

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

### **Agenda for March 20, 2024 at 8:30 AM**

1. Call to Order
  - a. Roll Call
  - b. Approval of the Agenda\*
2. Public Comment
3. New Business
  - a. St. Joseph County Transportation Authority Contract Amendment Request\*
  - b. BOH Intergovernmental Agreement
  - c. Written Comments\*
4. Public Comment
5. Adjournment - Next meeting: Full Board meets March 21, 2024. PPA next meeting is scheduled for April 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.

# St. Joseph County Transportation Authority

Medical Escort Ridership Report and AAA Grant Change Proposal

## AAA Grant Award History

St. Joseph County Transportation Authority began medical escort services in October 2013, a service previously provided by the Commission on Aging.

The medical escort service is available to any senior citizen in St. Joseph County that is in need of assistance to travel to medical appointments. SJCTA drivers are trained to assist a senior to and from the doorway of the home or office to the transportation vehicle. If a senior is unable to safely get the appointment on their own, a companion is required to ride with the senior at no cost.

Seniors utilizing this service receive a reminder call the night before the appointment.

SJCTA staff may not in any way assume the responsibility of transporting an unconscious or heavily sedated person.

The service is widely used and is not funded by any outside grants, beyond what is received from the AAA grant funding.

## AAA Grant Award

The St. Joseph County Transportation Authority received a total of \$21,100 to offset costs of senior ridership for FY2024.

An additional \$5,000 is available under the Merit Award.

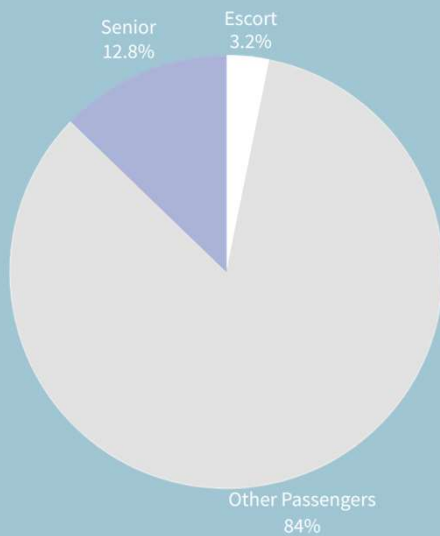
# AAA Grant Award

\$22,100 of the grant award is allocated demand response rides.

Demand response riders call in advance to schedule a ride to their destination and are returned home on the same day. Requested donation per trip = \$2.00.

\$4,000 of the grant award is allocated for medical escort trips.

Medical escort are specialized trips, which also allow for a caregiver to ride, smaller accessible vehicles. Medical trips often travel outside of the county. The suggested donation per trip = \$10.00, for trips outside of St. Joseph County.



## FY 2023 Ridership

Total Passengers Served = 63,576

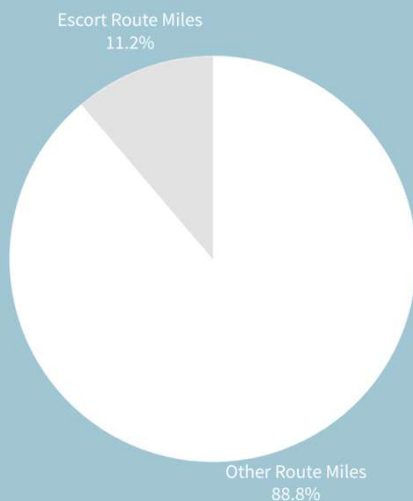
Senior Center Passengers = 8,118

Escort Passengers = 2,025

# Medical Escort Statistics

Even though medical escort passengers are 3.2% of the total passengers served in FY2023, medical escort routes made up approximately 11% of total transit vehicle miles and hours during FY2023.

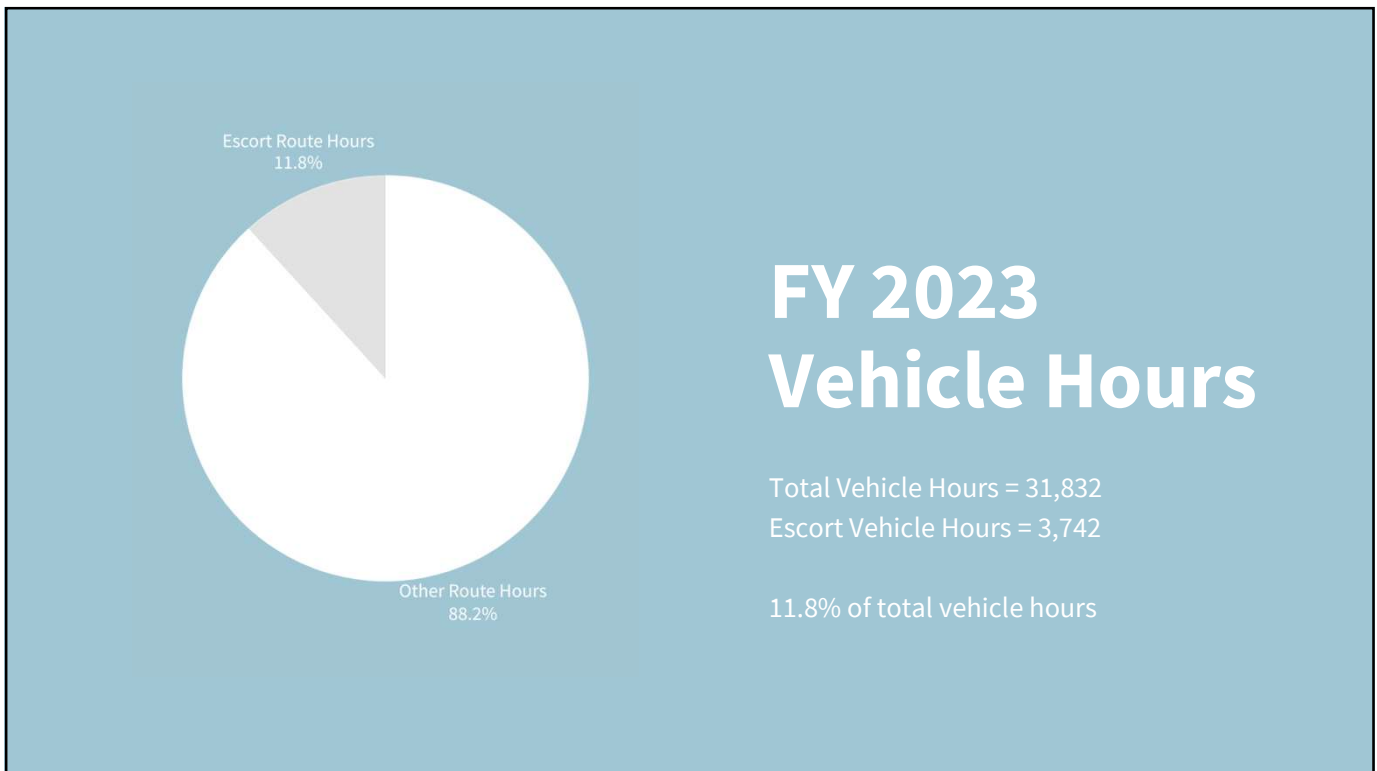
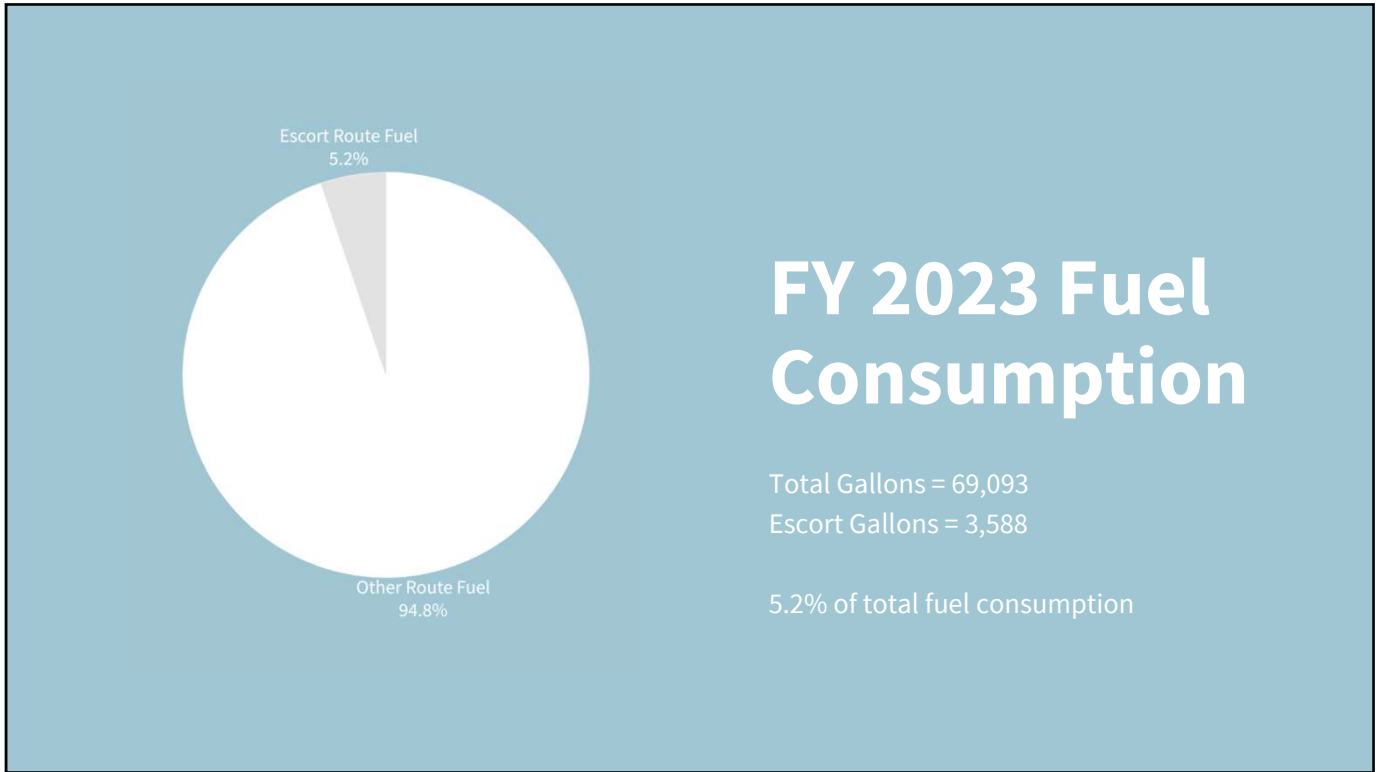
There is an increase in passengers during the spring and summer months.



## FY 2023 Vehicle Miles

Total Miles = 625,142  
Escort Route Miles = 70,015

11.2% of total miles



# Medical Escort Personnel Statistics

There are at least 6 medical escorts drivers serving the community throughout the year.

FY2023 total medical escort driver hours were 3,912.

As of February 2024, there are 5 dispatchers on staff.

# Medical Escort Costs

Driver Wages = \$70,188.43

Fuel = \$11,064.41

Dispatch Wages = \$18,961.92

Maintenance Wages = \$7,512.11

Operations Wages = \$22,176.73

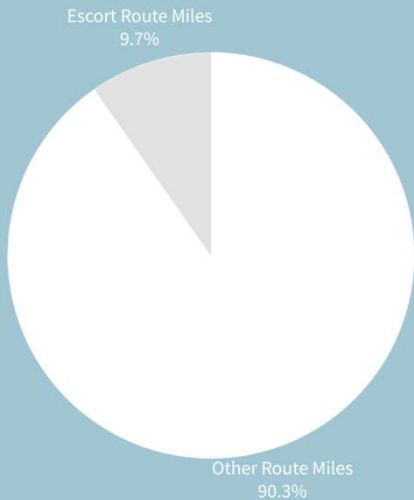
**Direct yearly costs = \$129,903.60**

These costs do not include other general overhead costs

# FY2023 Per Rider Cost

Direct yearly costs / Yearly Rider Count

$$\$129,903.60 / 2,025 = \$64.15$$

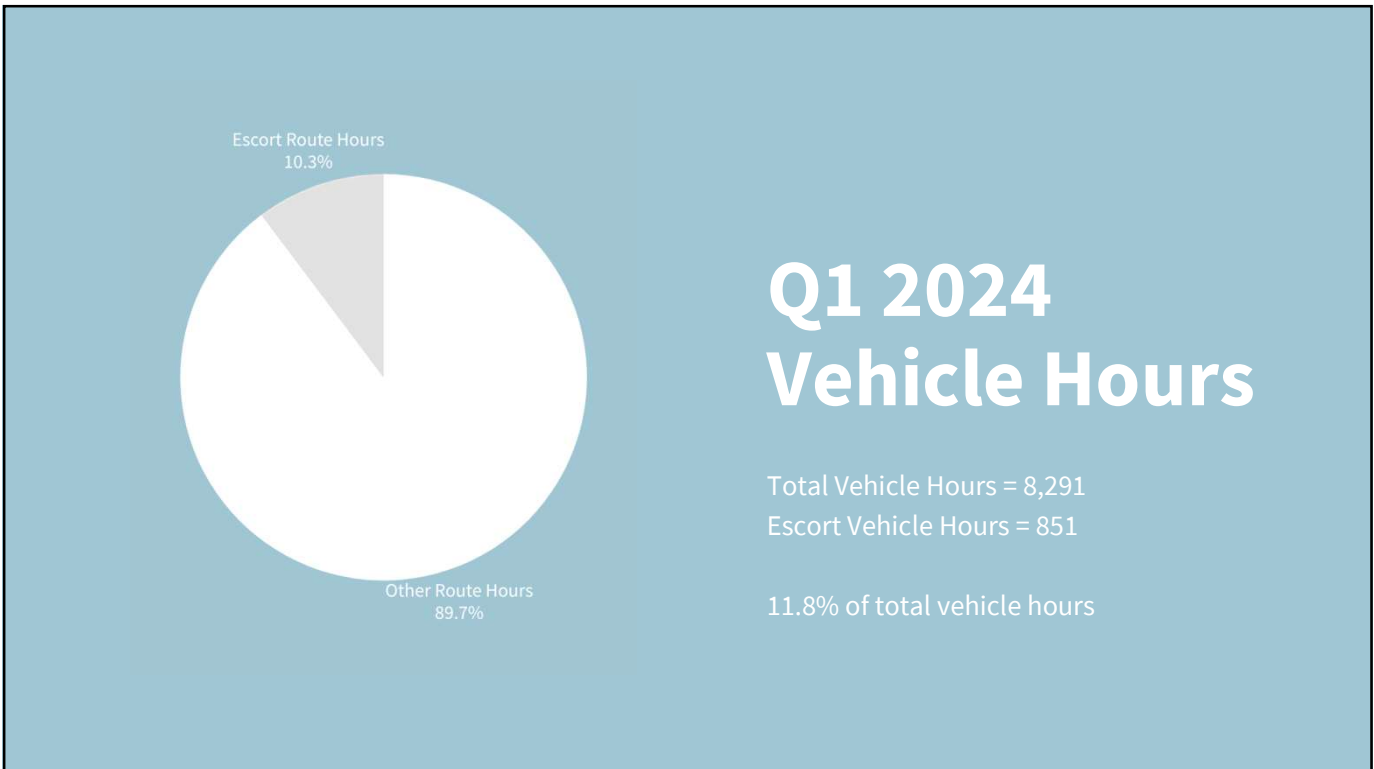
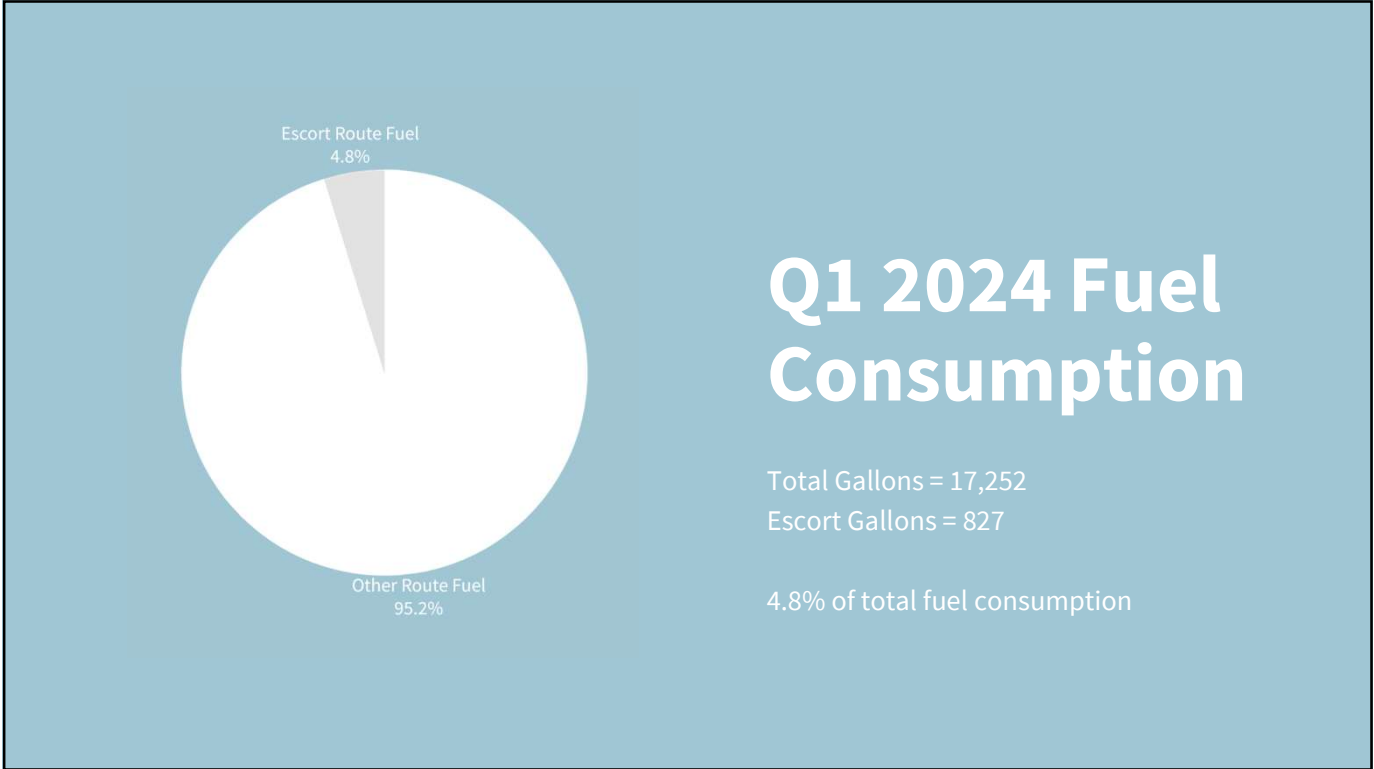


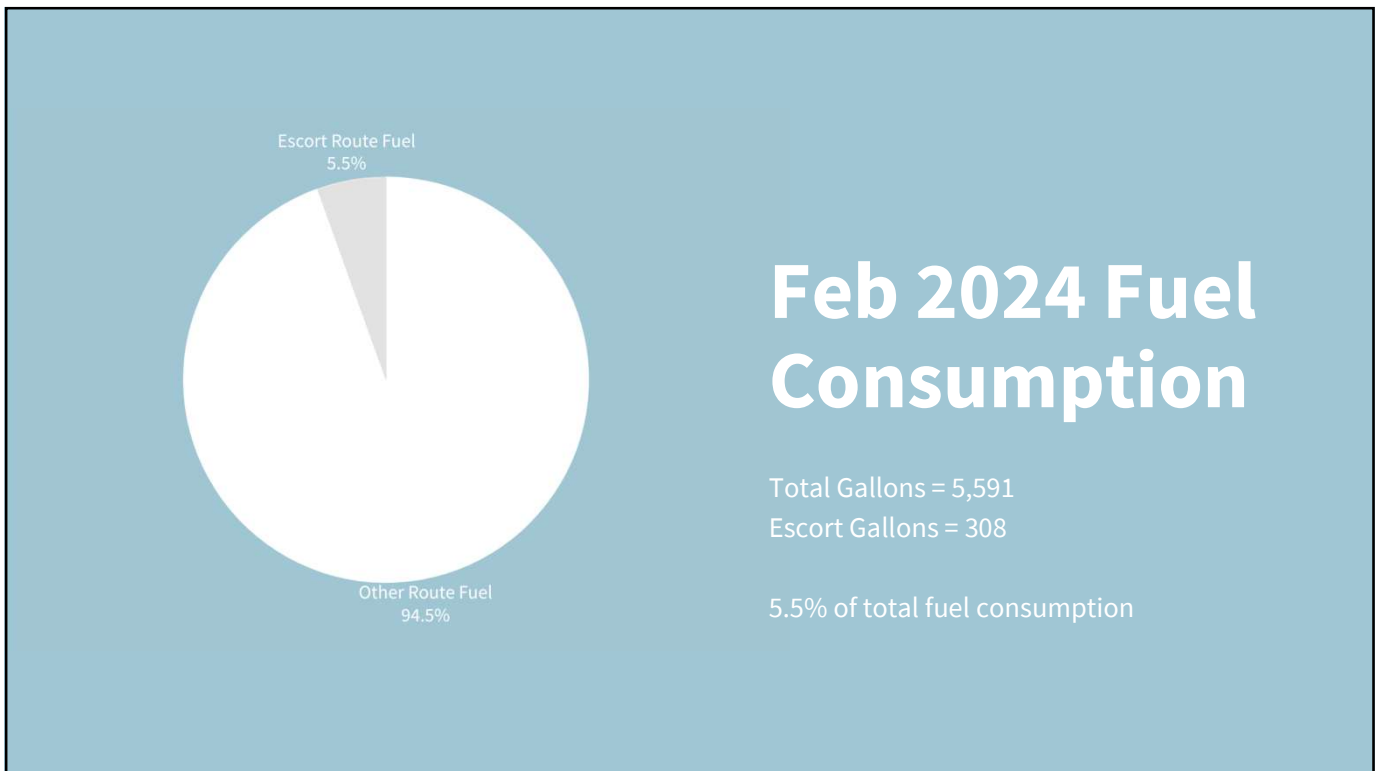
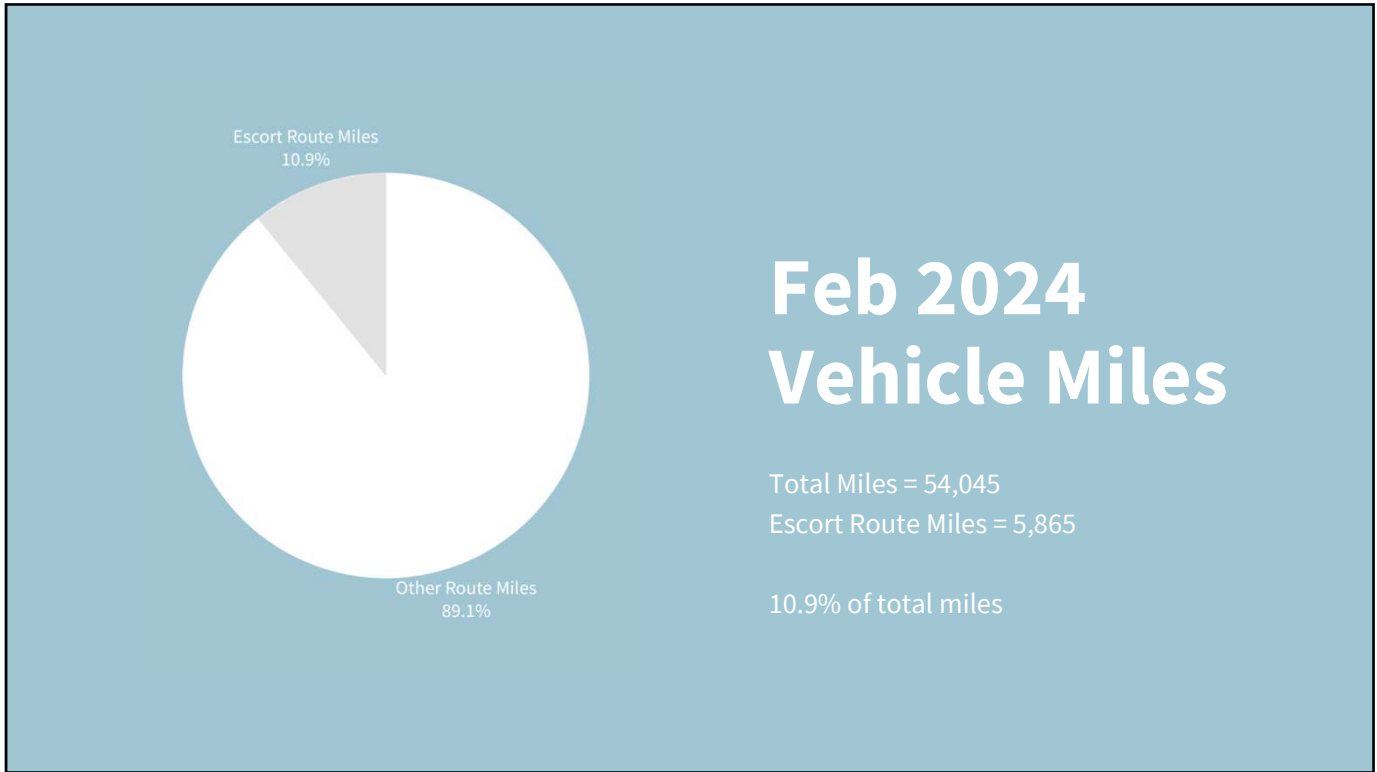
## Q1 2024 Vehicle Miles

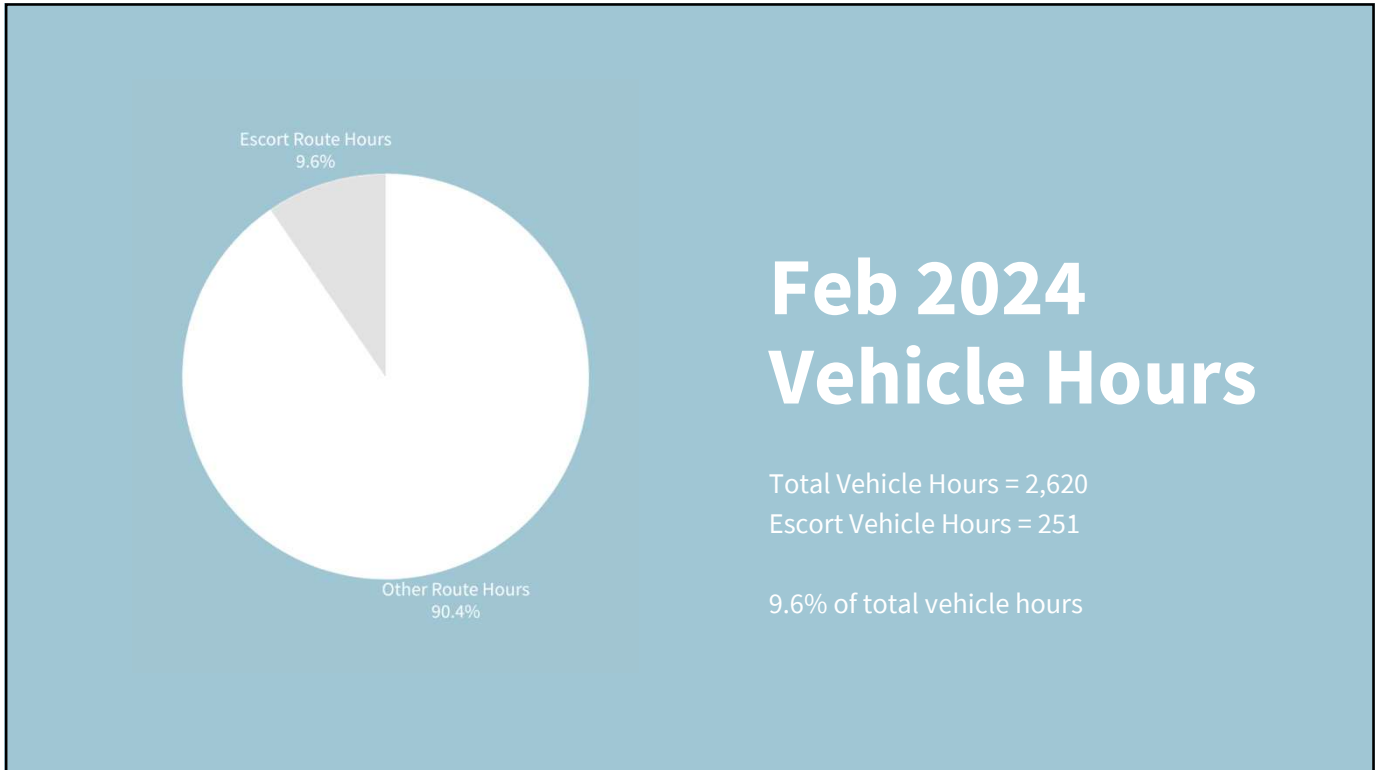
Total Miles = 165,367  
Escort Route Miles = 16,079

9.7% of total miles









## Changes in Transportation Needs

There have been changes in recent years around the transportation needs of the seniors the SJCTA serve. Utilization of the Circle Line routes indicate there is likely an increase in senior population living within city limits. The Circle Line services are being utilized for trips for medical, groceries, access to the Commission on Aging, etc.

## Circle Line Access

- In Three Rivers, the hospital and surrounding clinics are regular, hourly stops on the Circle Line service route.
- In Sturgis, the Medical Commons is often frequented by the Circle Line service route.
- It is estimated approximately 40% of the Circle Line riders are seniors.
- The passengers on these routes are not recorded by age group, and therefore are not included in AAA grant reporting.

## Outside County Medical Access

There have been an increased need for seniors to have access to medical specialists outside of St. Joseph County. The Senior Medical Escort Service provides this access to Kalamazoo's West Michigan Cancer Center and Borgess and Bronson Hospitals, to name a few. In 2023, Bronson Hospital was #7 in a study of our most frequented medical stops.

# Statistics

Total medical ridership for 2023 was 4,505 passenger trips. 702 Senior Medical Escort passenger trips were for out-of-county specialist medical appointments.

## 2023 Medical Location Statistics

- Three Rivers Renal Clinic - 1,716
- Sturgis Renal Clinic - 844
- Three Rivers Hospital - 686
- Health Trac (Three Rivers) - 457
- Pivotal/CMH - 457
- Three Rivers Wound Clinic - 386
- OUT OF COUNTY - Bronson Hospital - 203

# Proposal

To streamline reporting processes, the St. Joseph County Transportation Authority is requesting a change to the award allocations.

The requested changes will not impact any services being provided by the SJCTA and seniors will not see a disruption to the services being provided.

During an analysis of the 3 previous fiscal years, medical escort services have seen at least 1,800 rides each year.

# Proposal

The SJCTA is requesting the AAA grant funding be 100% allocated to the medical escort services and the award amount be divided over 1,800 total rides.

Currently, the SJCTA is receiving \$2.35 per ride under the AAA Grant.

Proposed AAA per ride allocation  
 $\$21,100 / 1,800 = \$11.72$  per ride

# Funding Cost Allocation

Per ride estimated cost = \$64.15

AAA Grant = \$11.72

General Fund / Donations = \$25.17

Other MDOT Funding = \$27.26

AAA Grant will cover the first 1,800 rides of the year. Costs of additional rides will be shared between general fund, donations, and other MDOT grant funding.

# AGREEMENT FOR THE OPERATION OF THE BRANCH, HILLSDALE, AND ST. JOSEPH COMMUNITY HEALTH AGENCY FOR BRANCH, HILLSDALE, AND ST. JOSEPH COUNTIES

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2012, by and between the Boards of Commissioners of Branch, Hillsdale, and St. Joseph Counties (hereinafter collectively referred to as “Counties”).

## WITNESSETH:

WHEREAS, Act 368 of Public Acts of 1978, as amended, of the State of Michigan provides that any combination of counties may elect to establish a District Health Department by a majority vote of each County Board of Commissioners;

WHEREAS, the Counties of Branch, Hillsdale, and St. Joseph have operated the Branch-Hillsdale-St. Joseph Community Health Agency since January 1, 1972.

WHEREAS, the Counties believe that it is prudent to formalize the rights and obligations of each county and their relationship to the Branch-Hillsdale-St. Joseph Community Health Agency;

WHEREAS, the counties desire to modify the organizational framework for the Community Health Agency;

WHEREAS, Article 7, Section 28 of the Michigan Constitution of 1963 and Act 7 of the Public Acts of 1967, as amended, MCL 124.501 et seq., permit counties to, by agreement, perform functions that could be performed by individual counties;

WHEREAS, the Counties desire to enter into an agreement to continue a public entity known as the Branch-Hillsdale-St. Joseph Community Health Agency, and to specify the powers and duties under which it will operate pursuant to the above cited authority; and

WHEREAS, Section 2448 of the Public Health Code, as amended (MCL 333.2448), expressly provides for intergovernmental contracts to reorganize local health departments.

THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

SECTION I.

ESTABLISHMENT

Pursuant to the Public Health Code, 1978 PA 368, MCL 333.1101 et seq., as amended, and pursuant to the Michigan Constitution of 1963, Article 7, Section 28, and 1967 PA 7, as amended, MCL 124.501, et seq., the duly elected Commissioners of Branch, Hillsdale, and St. Joseph Counties, State of Michigan hereby state the desire to continue the public entity known as the Branch-Hillsdale-St. Joseph Community Health Agency (hereinafter referred to as the “Community Health Agency”).

SECTION II.

DEFINITIONS

The following terms for this Agreement shall have the meanings attached to them:

“Board” means the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health (hereinafter sometimes referred to as “Board of Health”).

“Health Officer” means the health officer of the Branch-Hillsdale- St. Joseph Community Health Agency.

“Department” means the Department of Community Health of the State of Michigan.

“Director” means the director of the Department of Community Health of the State of Michigan.

SECTION III.

PURPOSE OF THE DEPARTMENT

The purpose of the Branch-Hillsdale-St. Joseph Community Health Agency is to provide a range of public health services for persons located within the three (3) counties as required by and permitted under 1978 PA 368, as amended. The Board shall carry out the applicable provisions of the Public Health Code and shall, subject to the rules designated by the Michigan Department of Community Health, provide services permitted under the Public Health Code.

SECTION IV.

AREA SERVED

The Board shall provide the services set forth herein to persons who are located within Branch, Hillsdale, and St. Joseph Counties.



SECTION V.

ESTABLISHMENT OF THE BOARD

The Counties hereby establish a Board of Health. The Board shall set policy and procedures governing the operation of the Community Health Agency and shall have ultimate authority regarding the exercise of the Community Health Agency powers. The Board shall be composed of six (6) members: two (2) members from Branch County, two (2) members from Hillsdale County, and two (2) members from St. Joseph County. Board members shall be appointed by the applicable Board of Commissioners and must be currently serving as County Commissioners. The Board shall elect a chairperson and vice-chairperson. The chairperson and vice-chairperson shall not be from the same county. It may create additional officers and such committees as it deems appropriate. The Board shall set its meeting dates and adopt rules of procedures and determine the number of members who will constitute a quorum of the Board; provided, however, the Board may recommend that the respective board of county commissioners dissolve the Community Health Agency only by a majority vote of the entire Board. As used in this Agreement, the terminology “entire board” shall mean the six (6) members of the Board or lesser number if a vacancy exists in the number of representatives to which each county is entitled. All meetings of the Board shall comply with Michigan’s Open Meetings Act, being 1976 Public Act 267, as amended. Actions taken by the Board prior to the effective date of this Agreement are hereby ratified.

SECTION VI.

TERM OF BOARD MEMBERSHIP,  
VACANCIES, REMOVAL FROM OFFICE

The term of office of Board members shall commence January 1st and run through December 31st or until their successors are qualified and appointed to office. Board members shall be appointed by the respective Boards of Commissioners for two (2) year terms running from January 1<sup>st</sup> through December 31<sup>st</sup> ~~commensurate with Board of Commissioners terms~~, or until their successors are qualified and appointed. Membership shall cease upon any member ceasing to be a County Commissioner.

Vacancies shall be filled for unexpired terms in the same manner as original appointments. A Board member may be removed from the Board by the appointing Board of Commissioners.

SECTION VII.

BOARD DUTIES

The Board shall:

- a) Annually examine and evaluate the public health needs of the Counties and the public and non-public services necessary to meet those needs.

- b) Review and approve an annual program statement and budget. The format and documentation of the annual program statement and budget shall be specified by the Department.
- c) Submit the annual program statement and budget to the Department by such date as is specified by the Department.
- d) Submit to each Board of Commissioners an annual request for County funds to support the Community Health Agency. Such request shall be in the form and at the time determined by the Boards of Commissioners.
- e) Take action to secure private, federal, state, and other public funds to help support its programs.
- f) Approve and authorize all contracts, which may be effectuated by delegation to the Health Officer.
- g) Review and evaluate the quality, effectiveness, and efficiency of services being provided by its programs.
- h) Appoint a health officer and a medical director, who shall each meet the standards of training and experience established by the Department.
- i) Establish general policy guidelines within which the health officer shall execute the Community Health Agency programs.
- j) Audit all claims against the Community Health Agency and apportion approved claims as provided under the approved formula established under Section 2417 of the Public Health Code, as amended (MCL 333.2417).
- k) The Community Health Agency shall maintain liability insurance in such amounts as the Board shall determine.

## SECTION VIII.

### POWERS OF THE BOARD

The Board shall have all the rights, powers, duties and obligations of a District Health Department created under MCL 333.2415, as are set forth in the Public Health Code, Public Act 368 of 1978, as amended. IN addition, the Board shall have the following powers and duties, to the extent these powers and duties are not in consistent with the powers of a District Health Department.

1. To enter into contracts, including contracts for the purchase of public health services with private persons and/or entities or public agencies.
2. To acquire ownership, custody, operation, maintenance, lease or sale of real or personal property, subject to any limitation on the payment of funding therefore now or subsequently imposed by the Public Health Code, 1978 PA 368, as amended.
3. To dispose of, divide, and distribute property.
4. To accept gifts, grants, assistance, funds or bequests.

5. To make claims for federal or state aid payable to the participants in the programs of the Board.
6. To incur debts, liabilities or obligations which do not constitute the debts, liabilities or obligations of any of the parties to this agreements, subject to any limitations thereon which are now or hereafter imposed by the Public Health Code, 1978 PA 368, as amended.
7. To, in its own name, employ employees and agents, which employees or agents shall be considered employees or agents of the board. The Board shall have the powers, duties and responsibility for establishing policies, guidelines and procedures for employees and shall have the power, duty and responsibility to establish wages and fringe benefits such as, but not limited to, sick leave, vacation, health insurance, pension and life insurance; to provide for workers' compensation and for any and all other terms and conditions of employment of an employee of the Board. However, any employee initially transferred to the Branch-Hillsdale-St. Joseph Community Health Agency by any of the contracting Counties or from the predecessor Branch-Hillsdale-St. Joseph Community Health Agency shall continue to have all benefits, obligations and status with respect to pay, seniority credits, and sick leave, vacation, insurance and pension credits that the individual held as a County or Community Health Agency employee. The above-stated conditions and limitations upon the transfer of County or Community Health Agency employees shall not serve to limit the right of the Board to hire County or Community Health Agency employees voluntarily seeking a job change upon such terms and conditions as the Board and the individual may agree.
8. To fix and collect charges, rates, rents or fees where appropriate and to promulgate rules and regulations related thereto. They shall include the power to set fees for the Community Health Agency services as authorized by Section 2444 of the Code. All fees shall be paid into the general fund of the Community Health Agency.
9. The powers of the Community Health Agency shall be liberally construed consistent with the Constitution and statutes of this state.

## SECTION IX.

### HEALTH OFFICER

The health officer shall function as the chief executive and administrative officer of the Branch-Hillsdale-St. Joseph Community Health Agency and shall execute and administer the Branch-Hillsdale-St. Joseph Community Health Agency in accordance with the approved program statement and budget, the general policy guidelines established by the Board, the applicable procedures and regulations, and the provisions of state statute. The terms and conditions of the health officer's employment, including tenure of service, shall be as mutually agreed to by the Board and health officer and shall be specified in writing.

SECTION X.

FINANCES

The Board shall have the budgetary and financial control over the Community Health Agency. The Board shall base its request for county financial contributions on the proposed budgetary needs of the Community Health Agency. These financial contributions may come from the general fund of each county or from any fees collected by the Community Health Agency in that county or a combination thereof. ~~Payment of the financial contribution of each county shall be made under such terms as shall be specified by the Board and approved by the respective boards of commissioners.~~ The financial contribution shall be approved by each county based on the financial needs of the Community Health Agency. The contribution scheduled shall be allocated pro-rata among the counties based on the percent of population of each county as compared to the population of the tri-counties as shown in the last decennial federal census. The last decennial federal census shall be adjusted by subtracting the State prison population from Branch County's population. In the event that the services of the Community Health Agency are requested or required to be provided at the State prison, Branch County shall be responsible for any and all associated costs up to a capped amount. The capped amount shall be calculated by multiplying the current year's pro-rata rate and the prison population as recorded on January 1<sup>st</sup> of the current year. The financial contribution shall be computed annually and shall be approved as required by Section 2417 of the Public Health code (MCL 333.2417). Nothing in this Agreement shall bind a county to accept the annual allocation request by the Board.

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 15th day of January, April, July and October. Payments can be made via check or electronic funds transfer (EFT).

If a county fails to allocate its full amount requested, the Board may not pass its budgetary shortfall to the other counties. However, the board in its discretion may elect one of more of the following options, taking into account the amount of the non-payment, its duration, the financial condition of the Community Health Agency and such other factors as it deems relevant:

1. Reduce services in the non-paying county consistent with the non-payment;
2. Raise fee rates for services in the amount the Board deems necessary.
3. Recommend the dissolution of the Community Health Agency.
4. Any combination of the above as determined by the Board.

State and local contributions and all other funds received shall be handled and banked directly by one of the treasurers of one of the member counties as selected by the Board, which has the duty to insure that the funds are banked and accounted for consistent with requirements of law for local governmental units.

The Board shall be credited all investment income (minus reasonable handling fees) derived from the assets of the Community Health Agency. All interest income shall also be credited into the general fund of the Community Health Agency.

#### SECTION XI.

##### AUDIT

The Community Health Agency shall conduct an annual agency audit in accordance with the law and as directed by the Board. A copy of the audit shall be given to each Board member upon its completion. If requested by a county, a representative of the auditing firm and the Community Health Agency shall appear before the Board of Commissioners of each county and answer questions regarding the audit or any other aspect of Community Health Agency activities. The counties shall have access to all Community Health Agency records except those records subject to a legally recognized privilege.

#### SECTION XII.

##### INFORMATION

The Board shall provide to Branch-Hillsdale-St. Joseph Counties, separately and/or jointly, as requested, any and all information related to the operations of the Board on a timely basis.

#### SECTION XIII.

##### NOTICES

Any notices required by this Agreement shall be deemed made when mailed certified mail, return receipt requested, to each county clerk, to each chairperson of the Board of Commissioners of each participating county, and the Health Officer of the Community Health Agency.

#### SECTION XIV.

##### COUNTY ORDINANCES

Nothing in this agreement shall restrict the right of a county to enact a local ordinance affecting its public health needs and setting fees in any such ordinance. However, any such ordinance shall not impose an obligation or duty on the Community Health Agency or its personnel unless (a) the ordinance has been approved by the Board; provided, however, that the Board's approval shall be limited to assessing the financial and personnel impact of the ordinance on the Community Health Agency, the legality and enforceability of the proposed ordinance and potential liability to the Community Health Agency. (The general public policy considerations of whether the proposed ordinance is needed is solely the responsibility of the county which is

considering enacting the proposed ordinance), (b) an agreement has been reached with the county which enacted the ordinance regarding the disposition of any fees required by the ordinance; and (c) an agreement has been reached with the county which enacted the ordinance regarding the reimbursement to the Community Health Agency of any costs of enforcement.

## SECTION XV.

### ORDINANCE UNIFORMITY

Each county understands the legal and practical importance of ordinance uniformity throughout the District. Each county agrees to make every effort to keep its public health ordinances uniform with those of other counties within the tri-counties. However, this Agreement acknowledges that local conditions and political desires within a particular county may result in some unique ordinance provisions.

## SECTION XVI.

### DURATION OF THIS AGREEMENT AND RIGHTS UPON TERMINATION

- a) This Agreement shall continue indefinitely unless a county withdraws as provided by this Agreement.
- b) This Agreement may be terminated by the following method:  
The county(ies) may give written notice of its(their) desire to withdraw as a member of the Community Health Agency to the Board of Health and to the other counties which are a party to this Agreement. The effective date of the withdrawal by the withdrawing county(ies) shall be effective sixty (60) days from the date of receipt from the withdrawing county(ies). The property division provisions of paragraph XVI.c.1 shall continue to apply to all counties, including the withdrawing county, until the property division has been completed; otherwise, this Agreement shall be terminated as to the withdrawing county on the effective date of the withdrawal.
- c) Property Division.
  1. If the county(ies) withdraws pursuant to Paragraph (b) above, then the following procedure shall be used. The withdrawing county(ies) shall not be obligated to pay (or will be reimbursed if it already had paid) a pro-rata portion of its(their) financial contribution attributable to the remainder of the calendar year after the effective date of the dissolution. In addition, the withdrawing county(ies) shall receive all real and personal property located within the boundaries of the withdrawing county(ies). The withdrawing

county(ies) will assume any existing debt applicable to the assets which it receives. The distribution of assets shall take place as soon as possible after the effective date of the dissolution.

2. Nothing contained herein shall preclude the three (3) counties from otherwise jointly agreeing in writing to any distribution of the real and personal property among themselves as they deem proper.
- d) If the withdrawing County will assume the responsibility for any health jurisdiction or function previously performed by the Community Health Agency, or if it will assume the responsibility to pay the wages of or employ any former employee of the Community Health Agency, MCL 333.2448 shall apply, and the Withdrawing County will provide an appropriate assurance or evidence to the Community Health Agency documenting its compliance. MCL 333.2448 provides:

A city, county, district, or part thereof may enter into a intergovernmental contract necessary or appropriate to a reorganization or an assumption or relinquishing of a health jurisdiction or function authorized by this part. The contract shall provide that an employee transferred shall not lose any benefits or right as a result of the transfer.

## SECTION XVII.

### STATUS OF THE BOARD

The Board established pursuant to this agreement shall be a separate legal public entity with the power to sue and be sued.

## SECTION XVIII.

### AMENDMENT PROCEDURES

This agreement may be amended only by the mutual agreement of the participating counties pursuant to resolution authorized by each of the County Boards of Commissioners and entered into in writing, and approved as may be required by the Urban Cooperation Act (MCL 124.501, et seq.) and the Public Health Code (MCL 333.1101, et seq.)

## SECTION XIX.

### CONFLICT OF PROVISIONS

If there is any conflict between this agreement and the Public Health Code (MCL 333.1101, et seq.), as existing or as subsequently amended, the Public Health Code shall prevail, and those provisions of this agreement inconsistent therewith shall be deemed null, void and of no effect.

## SECTION XX.

### CONTINUITY

All assets and liabilities as well as the contractual rights and obligations currently in the name of the existing Branch-Hillsdale-St. Joseph Community Health Agency shall continue. Each county authorizes its Chair and Clerk to execute such documents as are necessary to effectuate this provision. The created Community Health Agency hereby agrees to assume all such transfers.  
SECTION XXI.

EFFECTUATION OF AGREEMENT

This agreement shall not take effect until this agreement is approved by the Governor of the State of Michigan and the Director of the State Department of Community Health as provided for by law. Upon receipt of the approval of the Governor and after filing with the County Clerk of each county and the Secretary of State, this agreement shall take effect on January 1, 20132025.

The name of the entity and its administrative office's business address are Branch-Hillsdale-St. Joseph Community Health Agency, 570 Marshall Road, Coldwater, Michigan 49036. Any subsequent change thereof by the Board shall be reported in writing to the forming Counties, the State Department of Community Health and the Governor of Michigan.

The persons signing this agreement hereby verify by their signatures that they are authorized to execute this agreement pursuant to appropriate County Board of Commissioners resolution.

IN THE PRESENCE OF:

BRANCH COUNTY

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BY: CHAIRPERSON, BOARD OF COMMISSIONERS

\_\_\_\_\_

\_\_\_\_\_  
ATTEST: COUNTY CLERK

HILLSDALE COUNTY

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BY: CHAIRPERSON, BOARD OF COMMISSIONERS

\_\_\_\_\_

\_\_\_\_\_  
ATTEST: COUNTY CLERK

ST. JOSEPH COUNTY

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BY: CHAIRPERSON, BOARD OF COMMISSIONERS

\_\_\_\_\_

\_\_\_\_\_  
ATTEST: COUNTY CLERK