
BOARD OF HEALTH Meeting Agenda for May 26, 2022 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 4/28/2022*
 - e. Public Comment Clarification*
2. Public Comment
3. Health Officer’s Report
4. Medical Director’s Report
5. Committee Reports
 - a. Finance Committee – Approval of minutes from May 16, 2022 meeting.*
 - b. Program, Policies, and Appeals – Approval of minutes from April 28, 2022 and May 16, 2022 meetings.*
6. Financial Reports
 - a. Approve Payments*
 - b. Review Financials
7. New Business
 - a. AAA FY22 Provider Budget Amendments*
 - b. Strategic Planning*
8. Departmental Reports
 - a. Area Agency on Aging
 - b. Personal Health & Disease Prevention
 - c. Environmental Health
9. Public Comment
10. Adjournment - Next meeting: June 23, 2022

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. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity. Board of Health By-laws, Article V, Section 3

Educational Presentation Directly After Meeting on AAA Three-Year Planning Process

April 28, 2022 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Tom Matthew at 9:03 AM with the Pledge of Allegiance to the Flag of the United States led by Ms. Burns. Roll call was completed as follows: Tom Matthew, Mark Wiley, Brent Leininger, Kathy Pangle, and Jared Hoffmaster. Mr. Houtz joined the meeting 9:57 AM, during the Health Officer's report.

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

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

Ms. Pangle moved to approve the minutes from the February 24, 2022, meeting with support from Mr. Wiley. The motion passed unopposed.

Public Comment: Public comment was given by Resident Adams, and Resident Wortz. Resident Mapes and another Resident both yielded their time to Resident Wortz.

Public Health Recognitions were presented to JJ Hodshire, CEO Hillsdale Hospital, COVID-19 Relief Task Force, and Kelly Hostetler, Director of St. Joseph County United Way for their great efforts in their communities in response to and in support of public health efforts during the COVID-19 pandemic.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Public Health Recognitions, 2021 Annual Report, Highly Pathogenic Avian Influenza (HPAI), CDC COVID Health Disparities Grant, COVID Recovery Phase, COVID Vaccinations, COVID-19 Testing, Coldwater Office, Sturgis Office, Hillsdale Office, Three Rivers Office, MCDC Hillsdale Location, KN95 Masks, MALPH (Michigan Association for Local Public Health), and Health Promotion & Education update.

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

Committee Reports:

- Finance Committee – did not meet.
- Program, Policy, and Appeals Committee – Minutes from the April 28, 2022 meeting are not yet available and will be approved at the next meeting.

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures as reported with support from Ms. Pangle. The motion passed unopposed.

- Mr. Leininger moved to place the financials on file, with support from Mr. Wiley. The motion passed unopposed.

Unfinished Business

- None

New Business:

- Mr. Wiley moved to deny the appeal for a variance of the Environmental Health Code for the property located at 292 Will James Rd., in Branch County, as the Board determined that all the conditions to grant a variance cannot be met. The motion was supported from Mr. Hoffmaster. The motion passed 4-1.

Ms. Pangle left the meeting during discussion of the appeal request, at 10:34 AM.

- Mr. Leininger moved to accept and place on file, the 2021 Annual Report. The motion received support from Mr. Hoffmaster. The motion passed unopposed.

Departmental Reports:

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

Public Comment: None

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Houtz. The motion passed and the meeting was adjourned at 11:16 AM.

Respectfully Submitted by:


Theresa Fisher,

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BY-LAWS for Board of Health

2022

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. 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 15th day of January, April, July and October.

Reviewed and amended by the Board of Health on the 5th day of November 2021.

Reviewed and approved by the Board of Health on the 27th day of January 2022.

Health Officer's Report to the Board of Health for May 26, 2022
Prepared by: Rebecca A. Burns, M.P.H., R.S.

Agency Updates

Area Agency on Aging IIC Budget Amendments: In your packet today are the budget amendment items for AAA programs and partner providers. The Board of Health is requested to review and approve the budget amendments at today's meeting. The budget amendments take into account the following factors:

- The full statement of grant award has now been received for FY 22 allowing for any additional funds or changes in the amount for each "title" to be in the final budget for the year.
- The budget amendments also take into account those grants that Providers indicate will go unspent or underspent, so reallocations can be made.
- The state office provided clarity on May 18th on how the American Rescue Plan (ARP) funds are to be used, allowing for these funds to be allocated in the budget.

Strategic Planning: The Agency has requested bids from two companies that provide Strategic Planning services for Public Health entities. We originally started the process of a new Strategic Plan late in 2019 and paused finishing it when the pandemic was declared. The intention in 2020 was to always get back to finishing it, but as the pandemic dragged on and our Agency saw many changes, it became evident that we needed to restart the process. One of my goals for 2022 is to complete the Strategic Plan. I have evaluated budget with Theresa and we are confident that we have the funding to pay for a consultant to assist us in this process this fiscal year. At today's meeting I'm requesting approval for the bid from Mary Kushion Consulting, LLC for \$6,400.

COVID-19 After Action Report: Although the COVID pandemic is not over, the Agency wants to collect data on our response efforts to date. The survey for our team members has been distributed and responses are being collected. We are also working on a survey for volunteers, key leaders, partner agencies that we will be distributing soon. I hope you will take a moment to reflect upon the actions of the Agency and reply to the survey when you receive it. All feedback will be compiled and a report prepared by the Agency's Emergency Preparedness Coordinator that will be shared when it is complete. The purpose of this activity is to identify areas for improvement as well those things that went well to improve our Planning for future response activities.

Highly Pathogenic Avian Influenza (HPAI): The Agency continues to track HPAI or "bird flu" virus activity in our area. To date, we have received notification of one backyard flock in Branch County that tested positive for the virus resulting in the depopulation of that flock. Also this month a commercial poultry operation was identified as positive for HPAI in Muskegon County causing that flock to also be depopulated. The HPAI virus is still a threat and we continue to advise that owners of backyard flocks take steps to protect their birds and that homeowners resist putting bird feeders and bird baths. If the virus is suspected in a domestic flock this can be reported to 800-292-3939 during the day and to 517-373-0440 after hours. Suspected sick wild birds can be reported to 517-336-5030.

Community Health Workers (CHW): The CHW's have completed their 3rd week of training to become Certified Community Health Workers in Michigan. They are doing well with the training and learning a lot. Theresa and her section are working on improvements to our Electronic Medical Record that will allow the CHW's to track their activities and successes with clients. Initially, their activities will focus on our clients but the plan is to expand and work with partner agencies. I will continue to update you on this new activity.

COVID Today: Michigan continues to be in Recovery Phase. We are seeing an increase in cases which was predicted by modeling. Although the models predicted we would hit peak around mid-May, that is not the case as our case rates are not yet at peak. What is different about this increase is that we are not seeing a corresponding increase in hospitalizations which is one of the reasons that Dr. Bagdasarian has given us for keeping Michigan in Recovery. This is good news but we continue to need to be cautious and want residents to make a COVID-19 Plan. The graphic below illustrates the 4 areas of preparedness that individuals and families should be taking now.

Make a COVID-19 Plan



| | |
|--|--|
|  <p>Make a plan for vaccination or learn if you are eligible for boosters.</p> <ul style="list-style-type: none"> • Ages 5 and older can get vaccinated. • Ages 12 and older can get the booster. • Ages 50 and older, or 12 and older and moderately to severely immunocompromised, can schedule a second booster.  <p>Learn more about vaccines and whether you're up to date at Michigan.gov/COVIDVaccine.</p> |  <p>Keep a supply of well-fitting masks.</p> <p>Masks are helpful tools to reduce COVID-19 transmission, especially if:</p> <ul style="list-style-type: none"> • You are unwell or test positive for COVID-19. • You have been exposed to someone with COVID-19. • You are concerned about the risk of transmission in a particular setting. Respect that others may have a risk different than yours.  <p>Learn more about masking at Michigan.gov/MaskUp.</p> |
|  <p>Keep a supply of over-the-counter COVID-19 tests.</p> <p>Tests are useful for early detection of COVID-19, especially if:</p> <ul style="list-style-type: none"> • You have symptoms of or have been exposed to COVID-19. • You are traveling or will be attending a large or unmasked gathering. Test before and after attending large events.  <p>Over-the-counter tests are available at libraries and schools through MIbackpack, also through federal distribution programs. Learn more about COVID-19 testing at Michigan.gov/COVIDTest.</p> |  <p>Learn if you are eligible for COVID-19 therapeutics.</p> <ul style="list-style-type: none"> • Talk to a primary care provider about whether you are eligible for preventative antibodies or for COVID-19 antiviral treatment if you become infected.  <p>Learn more about COVID-19 therapeutics at Michigan.gov/COVIDTherapy.</p> |

Currently the new model on the state's Coronavirus page has all 3 counties at LOW risk which takes into account 3 factors; cases per 100,000 people, new COVID admissions per 100,000 population, and percent of staffed inpatient beds occupied by COVID patients.

COVID Vaccinations: The Agency continues to offer COVID vaccines in compliance with FDA and CDC guidance. We are waiting for the final authorization that will allow us to provide Pfizer booster doses to kids ages 5-11 years. Appointments can continue to be made online from our website at www.bhsj.org/scheduling or by calling our office and asking for immunizations. Being vaccinated continues to be the best defense against severe disease and death and everyone eligible is recommended to get vaccinated.

COVID Testing: We continue to offer free testing opportunities in all 3 counties. New this month is a testing site at St. Joseph County Community Mental Health on Tuesday's. This site replaces the testing we were doing at Glen Oaks Community College which has completed the winter semester. Free COVID antigen tests continue to be available from the federal government and can be ordered at

<https://www.covidtests.gov>. Free antigen tests continue to be available at select libraries throughout the state. The full list of participating libraries can be found at:

<https://www.michigan.gov/coronavirus/contain-covid/test/library-partnership-for-at-home-test>

Coldwater Office: There is nothing new to report on the lease for this space. The most recent communication I had with Administrator Norman was that the lease was to be discussed at the Branch County Commission meeting.

Sturgis Office: There is nothing new to report on this project to expand our space in Sturgis.

Hillsdale Office: Both Theresa and I have looked at the parking lots and Theresa called Randy to discuss the lots that are proposed to be replaced. When Randy returns from vacation Theresa will meet with him to discuss and hopefully we will have a price to bring to the Board for the June meeting.

Three Rivers Office: The architect has provided drawings and specs for our review. We have reviewed with our contractor and sent back questions for the architect to clarify.

Mobile Van Repairs Scheduled: Our quarterly inspections of the van uncovered some areas of rust that need to be addressed. Working with the manufacturer of the van, we have obtained a quote and received the manufacturer's agreement that they will cover the cost of the repair which will be done at a local body shop.

Family Planning: MDHHS has released an RFP (request for proposals) for the Family Planning program. The RFP is for at least a 3-year funding cycle. The Michigan Family Planning Program ensures statewide access to high-quality, client-centered reproductive health care services, including a broad range of contraception, and related preventive health services for individuals and couples to achieve their reproductive goals for family size, spacing of their children, or pregnancy prevention at low or no cost. This is a program that BHSJCHA last participated in during FY07. At that time, Planned Parenthood was interested in applying for the Family Planning program dollars. The Agency's program needed updating, an electronic medical record was needed to collect data for reporting and this expense was out of reach. Planned Parenthood would operate the program out of our offices and the transition of service providers seemed seamless. Unfortunately, soon after the transition the Board of Health heard from some who wanted Planned Parenthood out of our buildings and the seamless relationship ended. It wasn't long before the off-site family planning offices opened by Planned Parenthood to provide the program were closed leaving the tri-county area with no access to low or no cost services. This program is important to individuals and families in the tri-county area and they currently lack a local Provider. With increasing cases of STD's and continued concern about teen pregnancy, again providing Family Planning services can make a difference. At this time, we are reviewing the RFP and requesting information from some other local health departments that continue to offer the service. All of this information will be used as we consider writing for the RFP.

Health Promotion & Ed. Team Activities:

The month of April was very busy for the Health Promotion & Education staff as we begin to plan for our Spring and Summer events. We continue to work alongside our clinical staff to help support, and promote, the Covid-19 vaccination, community testing sites and subsequent booster shots, when needed. Furthermore, the H.P. & Ed. Team welcomed three new Community Health Workers at the end of April: Racheal Wall (located in our Three Rivers office), Andrea Cussigh (located in our Coldwater office) and Ruth Brown (located in our Hillsdale office). We are very excited to have these three individuals join our team and very much look forward to being able to better provide our community members with access to the care services that they need because of the assistance that these health workers will be able to provide.

Grant Updates: The H.P. & Ed. team is also involved in several ongoing grant projects and campaigns:

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

As aforementioned, the BHSJ Community Health Agency, with help from the H.P. & Ed. Team is glad to announce that on 3/30, we successfully applied for funding that will allow us to integrate a Community Health Worker program into our list of available services. Under the supervision of the Health Promotion & Education Department, the grant enabled us to hire three Community Health Workers to provide services for Branch, Hillsdale, and St. Joseph counties. These individuals will complete a 6-week Community Health Worker training course and will be certified as such; the BHSJ Community Health Agency, as well as the H.P. & Ed. team, is very excited for the opportunity that this funding provides.

HRSA - The Rural Community Opioid Response Implementation Grant (Application):

The H.P. & Ed. Team has applied for the next step in the HRSA grant series, Implementation, which we were unsuccessful in securing for the current grant cycle. The new application focused on creating more clear and concise timeframes for project goals and objectives, which was the biggest weakness with the

previous application. We are hopeful that this new submittal will meet the requirements necessary to be awarded funding when the next performance period begins in September of this year.

MPHI – “Creating an Age-Friendly Public Health System in Michigan”:

BHSJCHA, in partnership with the Area Agency on Aging (AAA 3C) & Region 2 Area Agency on Aging (R2AAA) were awarded this grant in May of 2021. As of March 31st, all of the project’s deliverables have been met, the survey results have been compiled and analyzed, and the final report was successfully submitted to our MPHI representative. MPHI has asked that we present these findings and insights from our collaborative experience at the MI Public Health Conference in Grand Rapids on June 16th and we have accepted and look forward to the opportunity to share our experience with other organizations.

LARA – 2022 Medical Marijuana Operation and Oversight Grant (MMOOG):

BHSJ has again been awarded the “Medical Marijuana Operation and Oversight Grant”, funded through the Department of Licensing and Regulatory Affairs (LARA) Cannabis Regulatory Agency (CRA). The H.P. & Ed. team, utilizing the familiar “Lock it up” messaging, has completed the design of promotional items such as yard signs, posters, stickers, and window decals that will be distributed to partner organizations and interested businesses (such as dispensaries) throughout our tri-county area. We will continue our advertisement-based campaign in the coming months through the use of a variety of media platforms.

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

| Date | Event |
|------|--|
| 4/12 | CERC/PIO Training |
| 4/14 | MALPH Communication 101 Training |
| 4/19 | Hillsdale Services Network 2021 Annual Meeting |
| 4/20 | Brand Ambassador Training |
| 4/21 | MALPH Crisis Communication Training |
| 4/25 | Start Date for Community Health Workers |
| 4/29 | Celebrating Babies – Sturgis Center for the Arts |

MEDICAL DIRECTOR REPORT

MAY 2022

1. Morning checks CDC website and Johns Hopkins website to follow COVID numbers and trends. Great improvement but we must maintain a sense of readiness.
2. 8AM morning telephone calls with Health Department group Wednesdays
3. Supervisors meetings via zoom.
4. Meetings via zoom and teleconference with MDHHS.
5. Many standing orders reviewed and signed.
6. Meetings regarding provider newsletter; work has commenced on a quarterly newsletter.
7. Epidemiology class and my health behavior class completed. Started Violence in Public Health class for first summer session.

SYPHILIS

Syphilis is a sexually transmitted disease caused by the bacterium *Treponema pallidum*. Without treatment it can cause serious health effects.

Recently, we have had an increase in cases of syphilis in the US. During 2020 there were 133,945 new cases.

It is spread from person to person by direct contact with a sore known as a chancre. These sores occur in or around the penis, vagina, anus, rectum and lips or mouth. Pregnant women can transmit syphilis to their unborn child.

Syphilis is known as the “great pretender” as the symptoms are like many other diseases. The progression of stages can last for weeks, months or years.

Primary Stage- A single chancre can mark the onset of this first stage.

Secondary Stage- Skin rashes and or sores occur. Individuals can also have fever, swollen lymph nodes, sore throat, patchy hair loss, headaches, weight loss, muscle aches and fatigue. These symptoms will go away with or without treatment. Without treatment the disease will progress.

Latent Stage- There is no visible signs or symptoms of syphilis. Without treatment the disease will remain in the body even though the initial infection occurred 12 months ago. There is also latent syphilis of unknown origin where there is not enough evidence to confirm when the initial infection took place.

Tertiary Syphilis- This is rare and develops in a subset of untreated infections. It can appear 10-30 years after the initial infection and can be fatal. It affects multiple organ systems (brain, nerves, eyes, heart, blood vessels, liver, bones and joints).

Neurosyphilis- Can occur at any stage and affects the nervous system, visual system and the auditory system. Symptoms include headache, difficulty with muscle movements, muscle weakness, paralysis, numbness, hearing loss, double vision, and even personality change.

Congenital Syphilis- All pregnant women should receive testing at their first prenatal visit. Some need additional testing during the third trimester or around delivery. There is a high rate of stillbirth and untreated syphilis in pregnant women results in infant death in up to 40 percent of cases. A baby born with syphilis might have no signs or symptoms. If they are not treated immediately, the baby may develop serious problems within weeks. Penicillin is extremely effective (success rate of 98%) in preventing transmission to the baby.

Syphilis is diagnosed by blood testing or by microscopy of slides made from scraping lesions. Diagnosis can be made at different stages and is essential for individuals at risk, especially when diagnosed with any other sexually transmitted disease.

May 16, 2022 – Board of Health, Finance Committee Meeting Minutes

The meeting was called to order at 11:01 AM by Jared Hoffmaster, with roll call as follows: Jared Hoffmaster, Brent Leininger, and Jon Houtz.

Also present from BHSJ: Rebecca Burns, Laura Sutter, and Theresa Fisher.

Public comment:

- None

New Business:

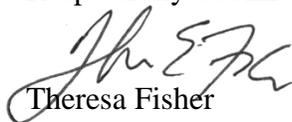
- The Finance Committee received an update on the Branch County Building Lease and discussion took place. No action was taken.
- The Finance Committee received an update on the HD Parking Lot Resurface plan and discussion took place. No action was taken.
- The Finance Committee received an update on the Sturgis building space and discussion took place. No action was taken.
- The Finance Committee received an update on the MCDC Dental Center incentive contract and discussion took place. No action was taken.
- The Finance Committee received information on the Agency's employee health insurance renewal process and discussion took place. No action was taken.
- The Finance Committee received information on the AAA FY23 Annual Implementation Plan Budget Draft and discussion took place. No action was taken.
- The Finance Committee received an update on the Three Rivers building improvement plan and discussion took place. No action was taken.

Public comment:

- None

With no further business the meeting was adjourned at 11:48 AM.

Respectfully Submitted by:



Theresa Fisher
Secretary for the Board of Health

April 28, 2022 – Board of Health, Program, Policy, & Appeals Committee Meeting Minutes

The meeting was called to order at 8:05 AM by Tom Matthew, with roll call as follows: Tom Matthew, Mark Wiley, and Kathy Pangle.

Also present from BHSJ: Rebecca Burns, Paul Andriacchi, and Theresa Fisher.

Public comment: Public comment was given by Resident Adams.

New Business:

- Ms. Pangle moved to recommend that the full Board deny the appeal for a variance of the Environmental Health Code for the property located at 292 Will James Rd., in Branch County, as the Board determined that the conditions to grant a variance cannot be met. The motion was supported by Mr. Wiley. A roll call vote was taken and the motion passed 3-0. (Mr. Wiley, yes; Ms. Pangle, yes; and Mr. Matthew, yes).
- Health Officer Burns discussed Public Health Recognitions.

Public comment:

- Public comment was given by Resident Mapes, and Resident Adams

With no further business the meeting was adjourned at 8:37 AM.

Respectfully Submitted by:


Theresa Fisher
Secretary for the Board of Health

May 16, 2022 – Board of Health, Program, Policy, & Appeals Committee Meeting Minutes

The meeting was called to order at 1:01 PM by Kathy Pangle, with roll call as follows: Jon Houtz, and Kathy Pangle. Mark Wiley joined the meeting at 1:04 PM during the AAA FY23-25 Multi-Year Plan discussion.

Also present from BHSJ: Rebecca Burns, Laura Sutter, and Theresa Fisher.

Public comment: None

New Business:

- The PPA Committee received information on the AAA FY23-25 Multi-Year Plan/FY23 Annual Implementation plan and discussion took place. No action was taken.
- The PPA Committee received an update on the Agency's Strategic Planning process and discussion took place. No action was taken.
- The PPA Committee received information on the Agency's employee health insurance renewal process and discussion took place. No action was taken.

Public comment: None

With no further business the meeting was adjourned at 1:59 PM.

Respectfully Submitted by:



Theresa Fisher
Secretary for the Board of Health

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 4/1/2022 Through 4/30/2022

| <u>Payee</u> | <u>Check Amount</u> | <u>Check Number</u> | <u>Effective Date</u> |
|---|---------------------|---------------------|-----------------------|
| A+ Nursing | 423.36 | 22-04-22 A.01 | 4/22/2022 |
| Abila | 1,990.71 | 22-04-29 A.01 | 4/29/2022 |
| ACD.NET | 2,328.78 | 53584 | 4/22/2022 |
| Action Quick Print Plus | 703.00 | 22-04-08 A.01 | 4/8/2022 |
| Action Quick Print Plus | 418.00 | 22-04-22 A.02 | 4/22/2022 |
| ADAMS OUTDOOR | 450.00 | 53585 | 4/22/2022 |
| Aflac District Office | 463.58 | 53573 | 4/1/2022 |
| Aflac District Office | 463.58 | 53582 | 4/15/2022 |
| Aflac District Office | 463.58 | 53596 | 4/29/2022 |
| Alerus Retirement Solutions | 1,288.00 | 22-04-01 R.01 | 4/1/2022 |
| Alerus Retirement Solutions | 200.00 | 22-04-01 R.06 | 4/1/2022 |
| Alerus Retirement Solutions | 1,538.00 | 22-04-15 R.01 | 4/15/2022 |
| Alerus Retirement Solutions | 1,538.00 | 22-04-29 R.01 | 4/29/2022 |
| Amazon Capital Services, Inc | 179.00 | 22-04-08 A.02 | 4/8/2022 |
| Amazon Capital Services, Inc | 3,613.36 | 22-04-22 A.03 | 4/22/2022 |
| Armstrong Nutrition Management | 3,955.11 | 22-04-08 A.03 | 4/8/2022 |
| BankSupplies | 2,260.62 | 53586 | 4/22/2022 |
| Blue Cross Blue Shield | 49,162.05 | 22-04-22 P.01 | 4/22/2022 |
| Branch Area Transit Authority | 1,884.78 | 22-04-22 A.04 | 4/22/2022 |
| Branch County Commission | 7,494.24 | 22-04-22 A.05 | 4/22/2022 |
| Branch County Complex | 6,068.27 | 22-04-22 A.06 | 4/22/2022 |
| Branch County Complex | 5,694.28 | 22-04-29 A.02 | 4/29/2022 |
| CAA Of South Central Michigan | 20,457.44 | 22-04-22 A.07 | 4/22/2022 |
| Card Services Center | 2,021.47 | 22-04-29 P.01 | 4/29/2022 |
| CDW GOVERNMENT INC. | 761.76 | 22-04-08 A.04 | 4/8/2022 |
| CDW GOVERNMENT INC. | 1,296.78 | 22-04-22 A.08 | 4/22/2022 |
| Century Bank - Hillsdale Maintenance | 2,000.00 | 22-04-29 A.03 | 4/29/2022 |
| Century Bank - Three Rivers Maintenance | 2,000.00 | 22-04-29 A.04 | 4/29/2022 |
| Century Basic | 888.53 | 22-04-01 R.02 | 4/1/2022 |
| Century Basic | 888.53 | 22-04-15 R.02 | 4/15/2022 |
| Century Basic | 888.53 | 22-04-29 R.02 | 4/29/2022 |
| Century EFPTS | 45.90 | 22-04-01 L.01 | 4/1/2022 |
| Century EFPTS | 23,963.11 | 22-04-01 R.03 | 4/1/2022 |
| Century EFPTS | 1,150.63 | 22-04-15 C.01 | 4/15/2022 |
| Century EFPTS | 118.53 | 22-04-15 L.01 | 4/15/2022 |
| Century EFPTS | 22,960.51 | 22-04-15 R.03 | 4/15/2022 |
| Century EFPTS | 229.44 | 22-04-29 L.01 | 4/29/2022 |
| Century EFPTS | 23,253.27 | 22-04-29 R.03 | 4/29/2022 |
| Century Mastercard | 2,437.78 | 22-04-08 P.01 | 4/8/2022 |
| Century MERS | 52,276.39 | 22-04-08 A.05 | 4/8/2022 |
| Century State | 62.37 | 22-04-01 L.02 | 4/1/2022 |
| Century State | 4,196.97 | 22-04-01 R.04 | 4/1/2022 |
| Century State | 248.11 | 22-04-15 C.02 | 4/15/2022 |
| Century State | 17.33 | 22-04-15 L.02 | 4/15/2022 |
| Century State | 4,017.08 | 22-04-15 R.04 | 4/15/2022 |
| Century State | 73.29 | 22-04-29 L.02 | 4/29/2022 |
| Century State | 4,069.48 | 22-04-29 R.04 | 4/29/2022 |
| Charter Communications | 137.97 | 22-04-08 P.02 | 4/8/2022 |
| Cintas Corporation Loc 351 | 164.22 | 22-04-08 P.03 | 4/8/2022 |
| City of Jonesville | 40.00 | 22-04-22 A.09 | 4/22/2022 |
| City Of Three Rivers | 40.00 | 22-04-22 A.10 | 4/22/2022 |
| Companion Life Insurance | 985.84 | 53575 | 4/8/2022 |

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 4/1/2022 Through 4/30/2022

| <u>Payee</u> | <u>Check Amount</u> | <u>Check Number</u> | <u>Effective Date</u> |
|--|---------------------|---------------------|-----------------------|
| ConnectAmerica | 57.00 | 22-04-22 A.11 | 4/22/2022 |
| Cribs for Kids, Inc. | 8,677.60 | 53587 | 4/22/2022 |
| Crossroads Home Care Inc. | 971.12 | 22-04-22 A.12 | 4/22/2022 |
| Current Office Solutions | 1,802.91 | 22-04-08 A.06 | 4/8/2022 |
| Current Office Solutions | 624.46 | 22-04-22 A.13 | 4/22/2022 |
| Dan Wood Co. | 1,764.00 | 22-04-08 A.07 | 4/8/2022 |
| Dr. Karen M. Luparello | 4,215.94 | 22-04-29 A.05 | 4/29/2022 |
| Frontier | 295.37 | 22-04-08 P.04 | 4/8/2022 |
| GDI Services Inc. | 4,398.00 | 22-04-29 A.06 | 4/29/2022 |
| GRAPHICS 3 INC | 249.10 | 22-04-22 A.14 | 4/22/2022 |
| GT INDEPENDENCE | 1,354.32 | 22-04-22 A.15 | 4/22/2022 |
| Hanger Clinic | 525.00 | 53588 | 4/22/2022 |
| Hillsdale Board Of Public Utilities | 1,537.13 | 22-04-08 P.05 | 4/8/2022 |
| Hillsdale County Treasurer | 265.08 | 22-04-22 A.16 | 4/22/2022 |
| HomeJoy of Kalamzoo | 4,405.03 | 22-04-22 A.17 | 4/22/2022 |
| Hospital Network Healthcare Services | 171.77 | 22-04-22 A.18 | 4/22/2022 |
| Indiana MI Power Company | 1,137.27 | 22-04-08 P.06 | 4/8/2022 |
| KALAMAZOO CHD | 500.00 | 22-04-22 A.19 | 4/22/2022 |
| Kristie Diverde | 179.00 | 53576 | 4/8/2022 |
| Legal Services Of S.Central MI | 710.00 | 22-04-22 A.20 | 4/22/2022 |
| MALPH | 397.00 | 53589 | 4/22/2022 |
| Maplecrest, LLC | 620.00 | 22-04-29 A.07 | 4/29/2022 |
| McKesson Medical-Surgical Gov. Solutions LLC | 254.00 | 22-04-08 P.07 | 4/8/2022 |
| McKesson Medical-Surgical Gov. Solutions LLC | 645.30 | 22-04-22 P.02 | 4/22/2022 |
| Medical Care Alert | 566.85 | 22-04-22 A.21 | 4/22/2022 |
| MERS 5% EMPLOYEES | 8,804.25 | 22-04-08 A.08 | 4/8/2022 |
| Michigan Public Health Institute | 5,128.82 | 22-04-22 A.22 | 4/22/2022 |
| Michigan State Disbursement Unit | 190.11 | 53574 | 4/1/2022 |
| Michigan State Disbursement Unit | 190.11 | 53583 | 4/15/2022 |
| Michigan State Disbursement Unit | 190.11 | 53597 | 4/29/2022 |
| Nationwide | 1,070.00 | 22-04-01 R.05 | 4/1/2022 |
| Nationwide | 1,070.00 | 22-04-15 R.05 | 4/15/2022 |
| Nationwide | 1,070.00 | 22-04-29 R.05 | 4/29/2022 |
| Nicole Anzaldua | 127.20 | 53590 | 4/22/2022 |
| Pitney Bowes Inc. | 483.30 | 22-04-08 P.08 | 4/8/2022 |
| Prompt Care Express PC | 207.00 | 53591 | 4/22/2022 |
| R. Johnson Builders, inc | 455.00 | 53592 | 4/22/2022 |
| Republic Waste Services | 150.00 | 22-04-08 P.09 | 4/8/2022 |
| Reserve Account | 3,000.00 | 22-04-22 A.23 | 4/22/2022 |
| Richard Clark | 2,225.00 | 22-04-29 A.08 | 4/29/2022 |
| Rosati Schultz Joppich Amtsbueshler | 1,095.00 | 22-04-22 A.24 | 4/22/2022 |
| Sanofi Pasteur Inc. | 274.20 | 53593 | 4/22/2022 |
| Semco Energy | 136.32 | 22-04-08 P.10 | 4/8/2022 |
| Shaffmasters U-Stor-n-Lock | 150.00 | 22-04-08 A.09 | 4/8/2022 |
| Shred It | 90.00 | 22-04-08 A.10 | 4/8/2022 |
| St Joseph County COA | 30,395.05 | 22-04-22 A.25 | 4/22/2022 |
| St Joseph County Grange Fair | 275.00 | 53577 | 4/8/2022 |
| St Joseph County Transit Authority | 2,079.98 | 22-04-22 A.26 | 4/22/2022 |
| St. Joseph Community Co-op | 1,635.86 | 22-04-22 A.27 | 4/22/2022 |
| Staples | 386.90 | 22-04-08 P.11 | 4/8/2022 |
| State of Michigan | 1,192.20 | 53578 | 4/8/2022 |

Branch-Hillsdale-St Joseph Community Health Agency

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 4/1/2022 Through 4/30/2022

| <u>Payee</u> | <u>Check Amount</u> | <u>Check Number</u> | <u>Effective Date</u> |
|--------------------------------------|--------------------------|---------------------|-----------------------|
| State Of Michigan | 40.00 | 53579 | 4/8/2022 |
| State of Michigan-Dept | 202.00 | 53580 | 4/8/2022 |
| Three Rivers Health | 3,645.00 | 22-04-29 A.09 | 4/29/2022 |
| Thurston Woods Village | 3,828.50 | 53594 | 4/22/2022 |
| TMK Worldwide, LLC | 142.00 | 22-04-08 A.11 | 4/8/2022 |
| University of Michigan Health System | 5,000.00 | 53581 | 4/8/2022 |
| Verizon | 1,022.70 | 22-04-08 P.12 | 4/8/2022 |
| VRI INC. | 401.00 | 22-04-22 A.28 | 4/22/2022 |
| Wal-Mart Community | 30.00 | 22-04-08 P.13 | 4/8/2022 |
| William Neesley | <u>134.00</u> | 53595 | 4/22/2022 |
| Report Total | <u><u>377,111.42</u></u> | | |

Branch-Hillsdale-St Joseph Community Health Agency

Balance Sheet
As of 4/30/2022

Assets

| | |
|--------------------------------|---------------------|
| Cash on Hand | 4,770.72 |
| Cash with County Treasurer | 3,962,856.71 |
| Community Foundation Grant | 309,955.94 |
| Cash HD Building Maintenance | 38,000.00 |
| Cash TR Building Maintenance | 38,000.00 |
| Accounts Receivable | 107,375.43 |
| Due from State | (227,114.02) |
| Due from Other Funding Sources | 107,941.36 |
| Prepaid Expenses | 123,143.76 |
| Biologic Inventory | <u>61,258.26</u> |
| Total Assets | <u>4,526,188.16</u> |

Liabilities

| | |
|----------------------|---------------------|
| Accounts Payable | 101,662.12 |
| Payroll Liabilites | 100,171.50 |
| Capital Improvements | 101,000.00 |
| Deferred Revenue | 649,604.05 |
| Deferred Revenue BR | 37,285.00 |
| Deferred Revenue HD | 39,265.00 |
| Deferred Revenue SJ | 52,306.00 |
| Unavailable Revenue | (2,325.83) |
| Biologics | <u>61,258.26</u> |
| Total Liabilities | <u>1,140,226.10</u> |

Net Assets

| | |
|-------------------------|---------------------|
| Operation Fund Balance | 610,813.13 |
| Restricted Fund Balance | 397,158.13 |
| Designated Fund Balance | <u>2,377,990.80</u> |
| Total Net Assets | <u>3,385,962.06</u> |

Total Liabilities and Net Assets 4,526,188.16

Prior Year Fund Balance Comparison at 4/30/2021:

| | |
|------------------------------|----------------------------|
| Operation Fund Balance | 690,419.47 |
| Restricted Fund Balance | 428,231.49 |
| Designated Fund Balance | <u>1,978,693.46</u> |
| Total Fund Balance \$ | <u>3,097,344.42</u> |

BHSJ Community Health Agency
 Schedule of Cash Receipts and Disbursements
 October 31, 2021 thru
 April 30, 2022

| | |
|---|------------------------|
| Plus: Cash Receipts | \$ 651,322.01 |
| Less: Cash Disbursements For Payroll/AP | \$ (916,244.11) |
| 10/31/2021 Cash Balance | \$ 4,552,523.72 |
| <hr/> | |
| Plus: Cash Receipts | \$ 563,982.14 |
| Less: Cash Disbursements For Payroll/AP | \$ (840,153.57) |
| 11/30/2021 Cash Balance | \$ 4,276,352.29 |
| <hr/> | |
| Plus: Cash Receipts | \$ 863,654.61 |
| Less: Cash Disbursements For Payroll/AP | \$ (672,816.12) |
| 12/31/2021 Cash Balance | \$ 4,467,190.78 |
| <hr/> | |
| Plus: Cash Receipts | \$ 530,986.12 |
| Less: Cash Disbursements For Payroll/AP | \$ (1,210,475.82) |
| 1/31/2022 Cash Balance | \$ 3,787,701.08 |
| <hr/> | |
| Plus: Cash Receipts | \$ 602,291.24 |
| Less: Cash Disbursements For Payroll/AP | \$ (552,715.45) |
| 2/28/2022 Cash Balance | \$ 3,837,276.87 |
| <hr/> | |
| Plus: Cash Receipts | \$ 688,403.34 |
| Less: Cash Disbursements For Payroll/AP | \$ (741,347.42) |
| 3/31/2022 Cash Balance | \$ 3,784,332.79 |
| <hr/> | |
| Plus: Cash Receipts | \$ 1,009,441.52 |
| Less: Cash Disbursements For Payroll/AP | \$ (520,285.30) |
| 4/30/2022 Cash Balance | \$ 4,273,489.01 |

BRANCH HILLSDALE ST JOSEPH COMMUNITY HEALTH AGENCY

Expense by Program - 4/30/2022

| Program | Program Title | Month | Year to Date | Original | Expended | |
|---------|---------------|---------------------------------------|--------------|------------|--------------|---------|
| * | 405 | Grant Writing | 496.78 | 5,815.65 | 3,005.00 | 193.53% |
| * | 021 | Dental Clinic - Three Rivers | 3,645.00 | 35,085.00 | 33,300.00 | 105.36% |
| * | 029 | Dental Clinic - Hillsdale | 634.83 | 12,553.93 | 12,000.00 | 104.61% |
| * | 325 | CSHCS | 20,073.70 | 149,575.09 | 182,729.00 | 81.85% |
| * | 008 | Salary & Fringe Payoff | 260.19 | 61,623.04 | 80,000.00 | 77.02% |
| * | 010 | Agency Support | 999.88 | 19,163.43 | 25,749.00 | 74.42% |
| * | 329 | MCH Enabling Children | 6,329.59 | 27,074.65 | 39,540.00 | 68.47% |
| ** | 032 | Emergency Preparedness | 10,565.05 | 82,455.70 | 122,421.00 | 67.35% |
| ** | 326 | Vision (ELPHS) | 8,301.27 | 61,478.03 | 99,069.00 | 62.05% |
| ** | 327 | Hearing (ELPHS) | 8,119.84 | 58,248.16 | 98,844.00 | 58.92% |
| * | 012 | Area Agency on Aging | 87,904.53 | 789,727.52 | 1,352,727.00 | 58.38% |
| | 115 | MCH Enabling Women | 12,809.73 | 31,468.59 | 55,907.00 | 56.28% |
| | 331 | STD | 8,596.52 | 77,714.28 | 144,713.00 | 53.70% |
| | 341 | Infectious Disease | 14,031.51 | 153,273.52 | 287,139.00 | 53.37% |
| | 605 | General EH Services | 2,550.02 | 20,251.42 | 38,102.00 | 53.15% |
| | 714 | Onsite Sewage Disposal | 24,225.23 | 192,388.50 | 361,963.00 | 53.15% |
| | 721 | Drinking Water Supply | 24,225.23 | 192,388.50 | 361,963.00 | 53.15% |
| | 338 | Immunization Vaccine Handling | 21,535.34 | 155,622.26 | 299,428.00 | 51.97% |
| | 704 | Food Service | 32,541.67 | 250,818.18 | 485,712.00 | 51.63% |
| | 745 | Type II Water | 6,267.98 | 50,865.88 | 99,019.00 | 51.36% |
| | 109 | WIC | 65,715.36 | 469,498.10 | 967,765.00 | 48.51% |
| | 352 | ELCCT Contact Tracing, testing doord, | 17,977.11 | 300,222.14 | 667,609.00 | 44.96% |
| | 201 | CSF Carseats | 1,296.77 | 10,901.70 | 25,889.00 | 42.10% |
| | 351 | CELC Infection Prevention | 3,400.86 | 35,852.69 | 90,728.00 | 39.51% |
| | 321 | CHC Tele-A-Health | 2,267.11 | 15,455.11 | 40,985.00 | 37.70% |
| | 332 | HIV Prevention | 2,383.26 | 14,161.48 | 38,115.00 | 37.15% |
| | 108 | WIC Breastfeeding | 8,756.66 | 40,506.82 | 116,877.00 | 34.65% |
| | 014 | VOCA | 7,134.28 | 69,574.35 | 205,743.00 | 33.81% |
| | 212 | Medical Marijuana BR | 6,361.86 | 7,067.33 | 22,378.00 | 31.58% |
| | 363 | 363 CVDIMS Covid Immz Supplemental | 25,782.54 | 245,272.54 | 788,258.00 | 31.11% |
| | 138 | Immunization IAP | 32,021.72 | 258,032.93 | 838,324.00 | 30.77% |
| | 101 | Workforce Development | 5,383.87 | 15,078.30 | 49,230.00 | 30.62% |
| | 345 | Lead Testing | 1,062.14 | 6,614.01 | 25,611.00 | 25.82% |
| | 275 | Medical Marijuana SJ | 1,612.94 | 2,009.56 | 7,863.00 | 25.55% |
| | 107 | Medicaid Outreach | 937.63 | 4,405.26 | 18,626.00 | 23.65% |

| | | | | | |
|-----|---------------------------------------|--------------------------|----------------------------|----------------------------|----------------------|
| 200 | ELPHS Marketing | 3,301.17 | 18,931.27 | 84,883.00 | 22.30% |
| 230 | Medical Marijuana HD | 2,298.04 | 2,702.97 | 13,159.00 | 20.54% |
| 400 | HRSA 20RCORP | (67.38) | 8,410.38 | 85,996.00 | 9.77% |
| 024 | MERS Pension Underfunded Liability | 0.00 | 2,940.89 | 44,590.00 | 6.59% |
| 374 | EOACV Expanding Older Adult Access to | (4.40) | 559.99 | 17,163.00 | 3.26% |
| 371 | CSHCS Vaccine Initiative | (0.11) | 410.92 | 14,150.00 | 2.90% |
| 035 | Vector Borne Disease Surveillance | 37.64 | 37.64 | 32,414.00 | 0.11% |
| 023 | Capital Expenditures | 0.00 | 0.00 | 138,000.00 | 0.00% |
| 112 | CSHCS Medicaid Outreach | 0.00 | 0.00 | 72,853.00 | 0.00% |
| 185 | Dental Outreach | 0.00 | 0.00 | 65,071.00 | 0.00% |
| 207 | MCRH Community Health Workers | 9,133.32 | 9,133.32 | 0.00 | 0.00% |
| 723 | PFAS Response - White Pigeon | 554.99 | 554.99 | 0.00 | 0.00% |
| | Total Total Expense | <u>491,461.27</u> | <u>3,965,926.02</u> | <u>8,655,610.00</u> | <u>45.82%</u> |

The Agency is currently 12.51% under budget.

*7/12 Months = 58.33%

**7/9 Months = 77.77%

Programs Over Budget as of 4/30/2022

| | |
|----------------------------------|---|
| RU 405: 193.53% | New Grant Writing program used to evaluate how much is spent on grant writing activities. We will monitor and amend in the final amendment. |
|----------------------------------|---|

| | |
|----------------------------------|--|
| RU 021: 105.36% | Over budget due to new lease . We will amend in the final amendment. |
|----------------------------------|--|

| | |
|----------------------------------|---|
| RU 029: 104.61% | Over budget due to painting of dental clinic. We will amend in the final amendment. |
|----------------------------------|---|

| | |
|---------------------------------|---|
| RU 325: 81.85% | Budget for RU 325 must be fully expended before expenses can be charged to RU 112. When looking at these two budgets together as one the program is slightly over budget at 58.52% due to increase in staff time, will adjust in final amendment. |
|---------------------------------|---|

| | |
|---------------------------------|--|
| RU 008: 77.02% | Over budget due to sick/vacation time payout. This should fall back in line with budget as year progresses, but we will continue to monitor and adjust in the final amendment. |
|---------------------------------|--|

| | |
|---------------------------------|---|
| RU 010: 74.42% | Program shows over budget because we have already received 74% of the revenue budgeted, the majority of that in a one-time payment from MMRMA. This causes the indirect expenses not to be distributed to the programs as expected. Legal fees are running higher than expected. We will continue to monitor and will amend in the final amendment. |
|---------------------------------|---|

| | |
|---------------------------------|---|
| RU 329: 68.47% | Program is over budget due to increase in recalls. We will adjust in final amendment. |
|---------------------------------|---|

| | |
|---------------------------------|--|
| RU 032: 67.35% | 9-Month Program - within budget 77.77% |
|---------------------------------|--|

| | |
|---------------------------------|--|
| RU 326: 62.05% | 9-Month Program - within budget 77.77% |
|---------------------------------|--|

| | |
|---------------------------------|--|
| RU 327: 58.92% | 9-Month Program - within budget 77.77% |
|---------------------------------|--|

| | |
|---------------------------------|--|
| RU 012: 58.38% | Over budget due to contractual service providers having full year grant awards and billing more than 1/12 of grant each month. AAA will continue to monitor and work with providers to ensure no over payments happen and appropriate adjustments are made at the next budget amendment. |
|---------------------------------|--|

Branch-St. Joseph Area Agency on Aging ~ FY 2021-2022 Funding Adjustments ~ Effective May 1, 2022 **

based upon FY22 full year SGA #2022-6 dated 5/11/22, FY21 Carryover, ARP & Special Grants, includes planned transfers

| Provider | Service | Funding Source | Original Award | Increase/ (Decrease) | Adjusted Award | Rationale |
|--|-------------------------------------|---------------------------------|-----------------|----------------------|-------------------|--|
| AAA Operations / Community Living Program | Administration | Title IIIB, C1, C2 E | \$ 46,402 | \$ 769 | \$ 47,171 | award adjustment |
| | | State Admin Alt, HDM | 8,019 | 127 | 8,146 | award adjustment |
| | | ARPA Fed Admin | - | 56,607 | 56,607 | new award |
| | Special project funding | ACLS Immz Support Grant | 53,020 | (10,000) | 43,020 | reallocate to transit providers |
| | CLP - InHome Respite | ARPA Title III-B | - | 17,500 | 17,500 | additional units |
| | | ARPA Title III-E | - | 3,979 | 3,979 | additional units |
| | DirectCareWorker (DCW) pay increase | State IH DCW Pay Increase | 13,222 | 39,664 | 52,886 | pass through funds to eligible providers |
| | | ARPA Title III-B | - | 6,000 | 6,000 | pass through funds to eligible providers |
| | Gap Filling | ARPA Title III-B | - | 2,035 | 2,035 | additional units |
| | TOTAL | | | \$ 120,663 | \$ 116,681 | \$ 237,344 |
| Branch Area Transit Authority | Transportation | Title III-B | \$ 12,000 | \$ 11,226 | \$ 23,226 | carry over funds, additional units |
| | | Title III-E | \$ 2,400 | \$ 5,130 | \$ 7,530 | carry over funds, additional units |
| | | ACLS Immz Support Grant | \$ - | \$ 10,000 | \$ 10,000 | COVID immunization support rides |
| | TOTAL | | | \$ 14,400 | \$ 26,356 | \$ 40,756 |
| Branch County Commission on Aging | Chore | ARPA Title III-B Chore | \$ - | 2,500 | \$ 2,500 | additional units, supplies |
| | Home Care Assist | ARPA Title III-B HomeCareAssist | - | 21,000 | 21,000 | additional units, supplies |
| | In-Home Respite | State Resp (Escheats) | 6,431 | 5,449 | 11,880 | carry over funds, additional units |
| | | ARPA Title III-B Respite | - | 5,500 | 5,500 | additional units |
| | | ARPA Title III-E | - | 12,000 | 12,000 | additional units |
| | Transport | ARPA Title III-B Transport | - | 22,500 | 22,500 | equipment (vehicle) |
| | Gap Filling | ARPA Title III-B Gap Filling | - | 1,000 | 1,000 | additional units |
| | DiseasePrev/Health Promo | ARPA Title III-D | - | 6,574 | 6,574 | supplies, additional units |
| | Caregiver Educ, Supp, Train | ARPA Title III-E | - | 2,000 | 2,000 | supplies |
| | Transportation | ARPA Title III-E | - | 5,000 | 5,000 | equipment (vehicle), units |
| Case Coordination | ARPA Title III-E | - | 2,000 | 2,000 | additional units | |
| TOTAL | | | \$ 6,431 | \$ 85,523 | \$ 91,954 | <i>(amended sources only)</i> |

| Provider | Service | Funding Source | Original Award | Increase/ (Decrease) | Adjusted Award | Rationale | |
|--------------------------------|---|--------------------------|-------------------|----------------------|----------------------------|--|--------------------------------|
| Community Action | Home Delivered Meals | State HDM | \$ 56,100 | \$ (103) | \$ 55,997 | adjustment | |
| | | Title III-C2 | 45,122 | 1,711 | 46,833 | additional units | |
| | | NSIP | 49,280 | 9,416 | 58,696 | additional units | |
| | | ARPA Title III-C2 | - | 60,531 | 60,531 | equipment (vehicle), additional units | |
| | | Supplemental Nutr. HDC-5 | - | 16,122 | 16,122 | additional units | |
| | Congregate Meals | Title III-C1 | 39,115 | 661 | 39,776 | additional units | |
| | | ARPA Title III-C1 | - | 40,354 | 40,354 | equipment (vehicle), additional units | |
| | Gap Filling | ARPA Title III-B | - | 1,000 | 1,000 | additional units | |
| | TOTAL | | | \$ 189,617 | \$ 129,692 | \$ 319,309 | <i>(amended sources only)</i> |
| | St Joseph County Commission on Aging | Home Care Assistance | ARPA Title III-B | \$ - | \$ 45,000 | \$ 45,000 | equipment (software), supplies |
| St. Altern | | | 18,210 | (24) | 18,186 | adjustment | |
| Congregate Meals | | ARPA Title III-C1 | - | 55,727 | 55,727 | equipment (vehicle, kitchen items), supplies | |
| Case Coordination | | ARPA Title III-E | - | 8,000 | 8,000 | supplies, additional units | |
| Home Delivered Meals | | Title III-C2 | 62,300 | 2,362 | 64,662 | additional units | |
| | | NSIP | 53,382 | 10,000 | 63,382 | additional units | |
| | | ARPA Title III-C2 | - | 83,591 | 83,591 | equipment (vehicle), supplies | |
| | | Supplemental Nutr. HDC-5 | - | 22,264 | 22,264 | additional units | |
| Friendly Reassurance | | ARPA Title III-B | - | 2,000 | 2,000 | supplies, additional units | |
| Disease Prev/ Health Promotion | | Title III-D | 5,100 | (41) | 5,059 | adjustment | |
| | | ARPA Title III-D | - | 9,078 | 9,078 | supplies, additional units | |
| In-Home Repair | | ARPA Title III-B | - | 3,480 | 3,480 | supplies | |
| In-Home Respite | | ARPA Title III-B | - | 3,000 | 3,000 | supplies | |
| Chore | | ARPA Title III-B | - | 3,500 | 3,500 | supplies | |
| Caregiver Edu, Support, Train | | ARPA Title III-E | - | 8,000 | 8,000 | supplies, additional units | |
| Kinship Support | ARPA Title III-E | - | 8,500 | 8,500 | supplies, additional units | | |
| Gap Filling | ARPA Title III-B | - | 1,000 | 1,000 | additional units | | |
| TOTAL | | | \$ 138,992 | \$ 265,437 | \$ 404,429 | <i>(amended sources only)</i> | |

| Provider | Service | Funding Source | Original Award | Increase/ (Decrease) | Adjusted Award | Rationale |
|---|--------------------|-------------------------|------------------|----------------------|------------------|---------------------------------------|
| St. Joseph County Transportation Authority | Transportation | Title III-E | \$ 2,100 | \$ 6,997 | \$ 9,097 | carry over funds, additional units |
| | | ACLS Immz Support Grant | - | \$ 10,000 | \$ 10,000 | COVID Immunization support rides |
| | | Title III-B | 20,500 | \$ 15,480 | \$ 35,980 | carry over funds, additional units |
| | | TOTAL | \$ 22,600 | \$ 32,477 | \$ 55,077 | <i>(amended sources only)</i> |
| Thurston Cares Adult Day Program | Adult Day Services | ARPA Title III-E | - | \$ 2,000 | 2,000 | supplies |
| | | TOTAL | \$ - | \$ 2,000 | \$ 2,000 | <i>(amended sources only)</i> |
| Legal Services of South Central Michigan | Legal Services | ARPA Title III-B | - | \$ 10,310 | 10,310 | categorical funding requirement (OAA) |
| | | TOTAL | \$ - | \$ 10,310 | \$ 10,310 | <i>(amended sources only)</i> |

NOTES:

All amendments are pending accurate and reasonable provider budget submissions

Award amounts are based on most recent communication & guidance issued by the ACLS Bureau. All grant funding is subject to state programmatic guidance, fiscal guidance, and other requirements.

Equipment requests must be approved by the ACLS Bureau via submission of a "MDHHS/BPHASA Policy Waiver Request Form" for each item.

Programmatic reporting requirements by the ACLS Bureau are currently being drafted. Providers will be required to submit applicable programmatic reports associated with all OAA, ARP, and Other funding. Further guidance will be shared once received.

Consultant Services Proposal
Submitted to:
Branch Hillsdale St. Joseph Community Health Agency
By
Mary Kushion, MSA
Mary Kushion Consulting, LLC
May 16, 2022

The Branch Hillsdale St. Joseph Community Health Agency intends to conduct a comprehensive strategic planning process and is seeking consultative and facilitation services to guide in the development of the agency's plan.

Mary Kushion Consulting, LLC is providing this proposal for consideration. Mary Kushion has experience in strategic planning for local public health agencies, community coalitions and other non-profit organizations.

The table provided in this proposal indicates the set of deliverables for each step in the strategic planning process, the description of the efforts, and level of preparatory/analytical effort necessary as well as the on-site meeting time.

The total proposed cost is a maximum of \$5,900.00 plus travel expenses and the proposed costs for the services are as follows:

- \$130.00/hour for preparatory and analytical work performed. *The hourly rate is a discounted rate from the consultant's usual and customary fee of \$150.00/hour.*
- \$1,000.00/day plus mileage travel expenses for on-site meetings at the 2022 IRS rate of 58.5 cents per mile. Anticipated travel costs are not expected to exceed \$500.00.
- Costs for provision of handouts for strategic planning sessions are not included in this proposal as the health department may want to produce them internally. Mary Kushion will provide any hand-outs in needed at least 24 hours in advance of each session. If the department elects to have Mary Kushion provide the hand-outs, the department will be billed for the actual costs to produce them commercially.
- Meeting materials such as projector, flip charts, tripods, and other supplies will be the responsibility of the Branch Hillsdale St. Joseph Health Agency. A list of necessary supplies will be provided to the department at least one week in advance of each strategic planning session.

This proposal is valid until June 15, 2022. If proposal is accepted, it is anticipated the work will be completed on, or before October 1, 2022, if it commences on, or before June 1, 2022.

Thank you for the opportunity to submit this proposal. I am available to answer any questions you may have and am willing to discuss with you revisions to the proposal to meet your needs.

Mary Kushion, MSA
P.O. Box 363
Alma, MI 48801
989-463-1875
Kushionconsulting@gmail.com

| <i>Deliverable</i> | <i>Description of Effort</i> | <i>Level of Effort</i> Prep/analytical time and conference calls (off-site time) | <i>On-Site Time</i> This is in addition to prep/analytical time | <i>Cost per Deliverable</i> | <i>Timeline</i> |
|---|---|---|---|---------------------------------|--|
| Work Plan | Discussions with Health Officer to develop work plan that includes, tasks for the team, milestones/timeframes for completion, and identification of documentation needed to begin process. | 1 hour | | \$130.00 | Established by June 1, 2022 |
| Pre-Planning Survey | Development and deployment of a pre-strategic planning survey for staff and stakeholders that will provide information related to mission, vision, values, and strengths, weaknesses, challenges, and opportunities. | 3 hours | | \$390.00 | June 15, 2022, Survey Open June 30, 2022, Survey Close |
| Review of Documentation | Review data, reports, summaries, achievements and barriers, surveys, etc. provided by agency. Review materials pertaining to both internal and external trends. | 4 hours | | \$520.00 | Documentation provided by agency by June 15, 2022 |
| Strategic Planning Session #one | Strategic Planning session with leadership team to review data, SWOT analysis and draft initial set of priorities | 4 hours | 1 day | \$1,520.00 | Proposed Timeline: Week of July 11 or July 18, 2022 |
| Strategic Planning Session #two | Strategic Planning Sessions with all staff. Sessions will include prioritization and strategy development for all staff. | 8 hours | 1 day | \$2,040.00 | Proposed Timeline: Week of August 1, 2022 |
| Prioritization Survey and Draft Plan Development | Develop, implement, and analyze prioritization survey. Provide Draft plan to Health Officer; conference call to discuss survey results, assign timelines/deadlines for objectives. Provide revisions as applicable to create approved plan. | 10 hours | | \$1,300.00 | August 8, 2022 Survey Open August 19, 2022 Survey Close Draft plan complete on or before September 1, 2022 |

| | | | | | |
|---|--|--|--|------------|---|
| | | | | | Final Plan complete on or before September 15, 2022 |
| Total Cost Estimate | | | | \$5,900.00 | |
| Total Cost Estimate with Mileage Expense | | | | \$6,400.00 | |

Strategic Planning Facilitation Proposal: Branch-Hillsdale-St. Joseph Community Health Agency

Introduction

The Michigan Public Health Institute (MPHI) is a 501(c)(3) corporation established pursuant to Act 264 of 1989 of the Michigan Legislature. All projects are driven by MPHI's mission to maximize positive health conditions in populations and communities through collaboration, scientific inquiry, and applied expertise. Projects carry the voice of communities to policy makers and researchers and increase community capacity to improve health and well-being and reduce health disparities.

MPHI has a wide array of experience and expertise in a number of areas, including evaluation, consulting, research, data analysis, quality improvement, and performance management. In particular, MPHI has extensive experience evaluating public health programs and analyzing health data, coordinating and facilitating multi-agency projects, providing training and technical assistance to community organizations and state agencies, and conducting human service needs assessments. MPHI delivers quality services and actionable products through projects that utilize employees' expertise in research and evaluation, strategic planning, community capacity building, and health information technology. Also, MPHI facilitates partnerships among community-based programs, researchers, governmental agencies, and advocacy organizations. Over its 25-year history, MPHI has reached countless stakeholders in its efforts to improve the health of communities.

The MPHI Center for Healthy Communities has several years' experience facilitating planning processes with public health practitioners, including participatory strategic planning. MPHI uses a facilitated approach that:

- Emphasizes participation;
- Incorporates the voices of all stakeholders;
- Uses data and group knowledge to create a plan that aligns with an organization's vision, mission, and values; and
- Incorporates a process to develop a concrete action plan.

Strategic Planning Process Description

MPHI proposes to use a four-phased, participatory, consensus-building approach to strategic planning with Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA). Two MPHI facilitators will guide BHSJCHA through the strategic planning process. These phases will take place virtually and in person, and include finalizing the strategic planning process with input from BHSJCHA leadership, participant pre-work activities to set the stage for the different phases, developed materials for use during planning sessions, technical assistance after each session, and electronic versions of all items developed during the sessions.

Additionally, prior to the strategic planning sessions, MPHI will review relevant documentation from BHSJCHA (i.e. mission, vision, and value statements; data and information; formal and informal

mandates; previous SWOC analysis results, the previous strategic plan, community health assessment report; community health improvement plan; etc.), to develop strategic planning activities that build on efforts completed to date.

Finally, MPHI will design data collection instruments and facilitation plans to consider how BHSJCHA can build on lessons learned during the COVID-19 pandemic throughout agency activities. Action plans will also incorporate activities, partnerships, practices, policies, and other considerations that will continuously build on and address ongoing COVID-19 activities.

The four phases that will take place during virtual or in-person facilitated sessions include the following:

- **Phase One-Practical Vision:** During this first phase the group develops a practical vision that defines what the group wants to see in place in three to five years as a result of their actions. MPHI conducts pre-work with agency staff to gather feedback and develop draft practical vision statements for the group to react to at the beginning of the first facilitated virtual session. This will provide participants with a jumping-off point and help achieve development of the practical vision in the time available.
- **Phase Two-Environmental Scan/SWOC Analysis:** This phase of the strategic planning process is an important step on the road to developing a realistic strategic plan. The group looks at data and information about the program and community and identifies strengths and opportunities to build on to reach the practical vision, and weaknesses or challenges that would prevent the group from achieving the practical vision developed during the previous phase. MPHI will develop a data summary document and share it with BHSJCHA staff prior to the session so all participants have a common understanding of the current context in which the health department is operating. The Environmental Scan will occur during the first virtual session, and the SWOC analysis will take place at the beginning of the in-person strategic planning workshop.
- **Phase Three-Strategic Priorities:** Next, the group works to operationalize the practical vision by building courses of action based on the available data. These courses of action are known as strategic priorities, which impact the future by using existing strengths and opportunities within the agency and catalyzing movement in the direction of the agency's vision. The objectives of this phase include operationalizing the practical vision for the shorter-term future, building on group strengths and opportunities, reducing the impact of barriers facing the group, and developing shared ownership and commitment. To do this, the group works to build consensus on innovative, substantial actions that the agency can take to reach the practical vision. This phase will occur during the in-person strategic planning workshop.
- **Phase Four-Focused Implementation:** This phase involves deciding exactly what needs to happen in the next three to five years to build momentum toward the strategic priorities. This is often the most time-intensive phase of the process. The result of this phase is that the group develops a focused implementation plan, creating detailed action plans for each strategic priority, and making decisions about what will be done and by whom. During the afternoon of the in-person strategic planning workshop, MPHI will provide the action planning overview, and staff will break up into smaller groups aligning with each identified priority, with MPHI staff

facilitating the process. During a final virtual session, each of the smaller groups finish drafting the action plan and will then present draft action plans to the larger group to gather reactions and feedback. Following this session, MPHI will work with BHSJCHA leadership to incorporate feedback to finalize drafts of each priority's action plan. Following each of these sessions, MPHI staff would be available for technical assistance in completing the action plans if needed. At the end of the process, MPHI will provide BHSJCHA with a strategic plan that includes documentation of each phase.

Sample Agendas

Virtual Strategic Planning Kick-Off Meeting (2.5 hours)

- Practical Vision
- Environmental Scan

In-Person Strategic Planning Workshop Session 2 (6 hours)

- SWOC Analysis
- Strategic Priorities
- Introduction to Action Planning/Focused Implementation and Small Group Action Plan Work

Virtual Action Planning Session (3 hours)

- Small Group Work-Action Plans
- Small Group Presentation
- Next Steps

MPHI Facilitator Bio

Jessie Jones, MPA, ASQ-CQIA, is the manager of MPHI's Office of Public Health Improvement within the Center for Healthy Communities. She provides program and project oversight and designs and facilitates trainings and planning processes for partner organizations. Ms. Jones has facilitated group planning processes at state and local levels with a variety of public health audiences. She is a Certified Quality Improvement Associate through the American Society of Quality and served as one of the authors of the second edition of *Embracing Quality in Public Health: A Practitioner's Quality Improvement Guidebook*. Ms. Jones has a Master of Public Administration degree from Michigan State University. She is a trained Technology of Participation (ToP) Strategic Planning facilitator and is trained in Mobilizing for Action through Planning and Partnership (MAPP). She has more than a decade of experience leading strategic planning projects.

Price Proposal

This price proposal includes MPHI staff time, documentation, travel, and drafting of the strategic plan.

- Price Proposal: \$7,000

Contact Information

For more information about this proposal please contact:

Jessie Jones

Phone: (517) 324-8387

Email: jjones@mphi.org



Director's Report

Enclosure:

1. FY2022 Provider Budget Amendments *
 2. DRAFT FY2023-2025 Multi Year Area Plan & FY2023 Annual Implementation Plan
-

Updates:

1. Services to Victims of Elder Abuse Program Updates
 - Our new Victim Specialist, Toni, began work with us on Monday the 23rd. She has a dynamic background in long term care and directly working with vulnerable adults. We are excited to have her!
 - The ACLS Bureau issued a grant for 2023 called: "Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today – PREVNT" A few hours after it was released, our team was approached by the agency's auditor, Maner Costerisan, with an idea for a grant proposal! One of the partners in the firm is a Certified Fraud Examiner and, because of their awareness of our work on elder abuse prevention, they are interested in collaborating with us. We've put the idea out to a few of our local coalition members and will apply if our partners are interested in moving forward.
2. FY22 Provider Budget Amendments: As you know we have been talking about the American Rescue Plan funds since January 2021. We were finally awarded the funds in late January 2022. Bureau guidance has been issued, piece by piece, over the past 4 months. The final piece of guidance regarding ARP funding was received on Wednesday, May 18th and thus prompted us to move forward with you in May versus waiting until June. Providers have expressed critical needs and waiting would jeopardize being able to spend the funds. The amendments presented today include: full-year FY22 fed/state awards, FY21 carry forward, ARP, ACLS special project funds, and Supplemental Nutrition HDC-5 funding. The spreadsheet represents the culmination of Bureau guidance, provider input, service needs and one-time equipment/supply needs. Thank you for your time and consideration.
3. The FY23-25 Multi Year Area Plan and FY23 Annual Implementation Plan DRAFT is attached for your review. The Plans outline our proposed service delivery plan, targeting, advocacy, partnerships, program development objectives and our initial budget for fiscal year 2023. The Plans are driven by input received from Providers, Key Leaders, older adults, and caregivers through our Community Needs Survey. I will discuss key initial findings and summarize the Plan at the BOH meeting. Don't forget to attend our Public Hearings scheduled for Tuesday, May 31st: 10:00 am @ CHA office in Coldwater & 2:00 pm @ CHA office in Three Rivers.

Photo: **Older Michiganians Day 2022**

Left – Laura Sutter, AAA Director
Middle – Commissioner Tom Matthew
Right – J.C. Siddons, Victim Specialist



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Executive Summary

The executive summary provides a succinct description of the priorities set by the area agency for the use of Older Americans Act (OAA) and state funding during FY 2023-2025. Please include a summary of your agency that touches on each of the items listed below.

1. A brief history of the area agency and respective PSA that provides a context for the MYP/AIP. It is appropriate to include the area agency's vision and/or mission statements and a brief description of the PSA. Include information on the service population, agency strengths, challenges, opportunities, and primary focus for the upcoming three-year period.
2. A description of planned special projects and partnerships.
3. A description of specific management initiatives the area agency plans to undertake to achieve increased efficiency in service delivery, including any relevant certifications or accreditations the area agency has received or is pursuing.
4. Address the agency's response to the COVID-19 pandemic emergency, including a description of the challenges and continuing needs due to this emergency.
5. Any significant new priorities, plans or objectives set by the area agency for the use of OAA and state funding during the MYP. If there are no new activities or changes, note that in your response.
6. A description of the area agency's assessment of the needs of their service population. See *Operating Standard for AAAs C-2, 4.*

The Branch-St. Joseph Area Agency on Aging (IIRC) mission is to provide a full range of high quality services, programs and opportunities which promote the independence and dignity of older adults while supporting those who care for them throughout Branch and St. Joseph Counties. As an autonomous department within the Branch-Hillsdale-St. Joseph Community Health Agency, our agency has held this mission since our designation as an Area Agency on Aging in 1996. We are one of 16 AAA's in the State of Michigan responsible for administering Older Americans Act and Older Michiganians Act funding to address the needs of older adults age 60 and over, and family caregivers living in Branch & St. Joseph Counties.

Our Vision states: We envision inclusive communities filled with enriching activities and opportunities for older adults. Where people who have questions or needs can find assistance and support in a manner that suits their preferences.

Our Values include:

1. We place the people we serve at the center of our operations, honoring their preferences and privacy.
2. We assure efficient use of public and private resources.
3. We develop programs and services using an inclusive process to promote healthy aging and livable communities for all ages.
4. We exhibit strong leadership which responds to changing needs and fosters collaboration and cooperation

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throughout the communities we serve.

5. We use effective communication to carry out our mission and vision in an open, respectful and unbiased manner.

<<Demographic highlights>>

The two-county planning and service area is completely rural yet we have a diverse population and a wide continuum of agencies providing supports and services. One of our biggest strengths, and most poignant over the past three years, has been our organizational structure as being a division within local public health. Handling a pandemic alongside a team of public health officials is much different than separate! From the start of the pandemic in spring 2020, our operations remained open and fully functioning, continuity of our operations was prioritized so we could work remotely and then we re-integrated back into the workplace seamlessly in the summer of 2020. We focused on supporting testing events, administrative support and call center activities. In late 2020, we braced for vaccine deployment and mass vaccination clinic activities. Early in 2021 we addressed over 10,000 calls and scheduled over 3,000 COVID vaccination appointments - all with a team of 5 staff. This was a tremendous effort of monumental proportions! In addition, we kept up with Friendly Reassurance calls, intakes/referrals as well as on-going AAA business and communication with all of our network providers. The new community partnerships that were built as we addressed food insecurity, housing crisis and service delays/pauses during the height of the pandemic gave the opportunity to develop new ways of delivering services. Better communication, use of volunteers and efficient sharing of resources are all ways in which we rose as a network to solve complex issues and are 'take-aways' as we reflect back upon the past two "plus" years. Personal protective equipment was distributed continuously over the past two years to agencies providing direct care and we will continue to do so until our supplies are gone.

Addressing social isolation and the lack of available technology/devices to connect with people virtually has been something we've encountered as a challenge. Special projects such as the Bureau's ADRC initiative has supported our unique local efforts. Devices such as Ipads, tablets and headphones were purchased to support older adults in participating in virtual learning and social media. Robotic pets were purchased for nursing homes, adult foster care homes, in home services participants and adult day programs to offer comfort. Receiving feedback from our community partners will be something we focus on gathering in FY2023. This feedback will provide valued input on whether or not they've made an impact on our target population.

The Plans outline a few new approaches to deliver access services and offer outreach to our diverse communities with a focus remaining on our network competence related to diversity, equity and inclusion. Per our Community Needs Assessments, we're again informed that our communities don't know about us! We must continue to focus on our outreach efforts! Friendly Reassurance and Gap Filling are services were added a few years ago under a Bureau waiver. They've proven well-received and will remain funded services in this cycle under contract as well as to provide directly. The Plan does not outline significant new priorities, plans or major objectives for the use of Older Americans Act (OAA) or state funding during FY 2023. Other federal funding, including the new "American Rescue Plan" funds are incorporated in the Plan budget as planned for in FY2022. As always, we will continue to work transparently with providers, the Bureau and our leadership team to plan and address its best use according to local needs across Branch and St. Joseph counties.

For now, Region IIIC does not have any specific management initiatives under way or planned for FY2023 including any relevant certifications or accreditations. We do remain committed to working with our AAA

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colleagues via our state association, "Area Agencies on Aging Association of Michigan", on collaborative grant funded by the Michigan Health Endowment Fund called "Connected2Care". It's aimed to improve our data-connectedness with health plans and other health care sectors, share best practices in analysis of data and case management practices. The Association is also facilitating a contract with a consulting firm to look at more efficiently using the data we already collect from the time a phone call comes into our agencies to the time services/supports are delivered. These special projects are aimed to making all Area Agencies operate more efficiently and cohesively.

In March 2022, AAA IIC initiated our 2022 Community Needs Assessment for both Older Adults/Caregiver and Key Community Leaders. The Surveys were similar in that they asked about service prioritization and experience as well as demographics. We also added three questions this year related to social isolation and impacts from the pandemic: "Have you felt isolated from others since the pandemic started?" "How often do you feel lonely" and "In what ways has the pandemic affected you?". One of the most resounding results from both Older adults and Key leaders is they have been affected most significantly by the lack of social opportunities throughout the pandemic. The second highest ranked impact among both groups is "change in mood" - by 30-40% of respondents! 44% of the older adult respondents reported feeling lonely "some of the time" whereas 20% of key leaders responded that way. Service prioritization remained consistent as compared to previous years Needs Assessments although Personal Emergency Response Systems (PERS)/emergency buttons ranked higher than they ever have, as well as personal money management/budgeting. Top 5 services in need, as ranked by both Older adults and Key leaders include: Home delivered meals, Personal Care, Homemaking, Respite Care and Transportation. Elder abuse prevention/awareness activities and Case management also ranked quite high in priority for both groups. Lowest priority services as ranked by respondents included: Nutrition education, ombudsman services, and counseling services. Congregate meals, interestingly was not ranked as high as it traditionally has in the past either which is surprising considering the responses related to loneliness. We delve into the data and responses more, later in the Plan as well as have the tables attached in the "budget and other documents" section.

The 2023-2025 Multi-Year Area Plan and 2023 Annual Implementation Plan has fully incorporated feedback from each of the Input Forums, Public Hearings and Board/Advisory Committee Meetings as well as the full results of the Community Needs Assessment. Our budget, program development objectives, scope of services and targeting strategies encompass the sentiments of our communities. We remain diligent and committed to serving those greatest in social, financial and/or social need in a manner that is respectful of their preferences and goals. Working in conjunction with a dynamic array of service providers & community partners at the local level, we intend to maintain high quality and accessible services for all who may seek assistance!

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County/Local Unit of Government Review

Area Agencies on Aging must send a letter, with delivery and signature confirmation, requesting approval of the final MYP/AIP by no later than June 24, 2022, to the chairperson of each County Board of Commissioners within the Planning and Service Area (PSA), requesting their approval by July 12, 2022. For a PSA comprised of a single county or portion of the county, approval of the MYP/AIP is to be requested from each local unit of government within the PSA. If the area agency does not receive a response from the county or local unit of government by July 14, 2022, the MYP/AIP is deemed passively approved. The area agency must notify their Bureau of Aging and Community Living Supports (ACLS Bureau) field representative by July 18, 2022, whether their counties or local units of government formally approved, passively approved, or disapproved the MYP/AIP. The area agency may use electronic communication, including email and website-based documents, as an option for acquiring local government review and approval of the MYP/AIP. To employ this option, the area agency must:

Send a letter through the US Mail with delivery and signature confirmation or an email requiring a response confirming receipt to the chief elected official of each appropriate local government advising them of the availability of the final draft MYP/AIP on the area agency's website. Instructions for how to view and print the document must be included. Offer to provide a printed copy of the MYP/AIP via US Mail or an electronic copy via email, if requested. Be available to discuss the MYP/AIP with local government officials, if requested. Request email notification from the local unit of government of their approval of the MYP/AIP, or their related concerns. Please describe the efforts, including the use of electronic communication, made to distribute the MYP/AIP and to gain support from the appropriate county and/or local units of government.

The Area Agency on Aging IIC (AAA) is an autonomous department within the Branch-Hillsdale-St. Joseph Community Health Agency (CHA). The CHA Board of Health serves as the AAA Policy Board. The Board is comprised of two County Commissioners from each county in the public health district. The DRAFT 2023-2025 Multi Year Area Plan and 2023 Annual Implementation Plan was formally sent to Board Program, Policy and Appeals Committee and Advisory Committee members on May 16, 2022 for their review and comment. Discussion about the Plans began in March 2022 with the Director offering monthly updates to Board & Advisory Committee members along with encouragement to share input, pose questions, and attend Input Sessions in each county and the Public Hearings scheduled for May 31, 2022 in Coldwater and Three Rivers. A different approach will be taken this planning cycle in that the MYP/AIP will be sent via electronic mail to each of the County Board of Commissioners on June 1, 2022 for review and approval. The AAA Director will notify our ACLS Bureau field representative whether the counties formally approved, passively approved or disapproved of the MYP/AIP in a timely manner.

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Public Hearings

The area agency must employ a strategy for gaining MYP/AIP input directly from the planned service population of older adults, caregivers, and persons with disabilities, along with elected officials, partners, providers and the general public, throughout the PSA. The strategy should involve multiple methods and may include a series of input sessions, use of social media, on-line surveys, etc.

At least two public hearings on the FY 2023-2025 MYP/AIP must be held in the PSA. In-person hearings are preferred, but virtual hearings are acceptable if they follow Michigan's Open Meetings Act and the requirements of the area agency's governing authorities. The hearings must be accessible. When deciding between online and in-person meetings, consider limitations to internet access and other accessibility issues with the relevant populations in your region. In person, e-mail, and written testimony must also be accepted for at least thirty days beginning when the summary of the MYP/AIP is made available.

The area agency must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the public about the hearing(s). Acceptable posting methods include but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA, as well as news sources geared toward communities of color, people who are lesbian, gay, bisexual, transgender queer or other (LGBTQ+), immigrant communities and/or other underrepresented groups; presentation on the area agency's website, along with communication via email and social media referring to the notice; press releases and public service announcements; and a mailed notice to area agency partners, service provider agencies, Native American organizations, older adult organizations and local units of government. See *Operating Standards for Area Agencies on Aging*, Section B-2 #3. The public hearing notice should be available at least thirty days before the scheduled hearing. This notice must indicate the availability of a summary of the MYP/AIP at least fourteen days prior to the hearing, and information on how to obtain the summary. All components of the MYP/AIP should be available for the public hearings.

Complete the chart below regarding your public hearing(s). Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including emails received) as a PDF and upload on this tab.

A narrative description of the hearings and the public input strategy is also required. Please describe the strategy/approach employed to encourage public attendance and testimony on the MYP/AIP. Tell us the strategy used specifically to inform communities of color, LGBTQ+, immigrant communities and/or other underrepresented groups. Describe all methods used to gain public input and the resultant impact on the MYP/AIP. Indicate whether the meeting(s) complied with the Michigan Open Meetings Act.

| Date | Location | Time | Barrier Free? | No. of Attendees |
|------------|-----------|----------|---------------|------------------|
| 05/30/2022 | Coldwater | 10:00 AM | Yes | 1 |

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| | | | | |
|------------|--------------|----------|-----|---|
| 05/31/2022 | Three Rivers | 02:00 PM | Yes | 1 |
|------------|--------------|----------|-----|---|

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Regional Service Definitions

If the area agency is proposing to fund a service category that is not included in the *Operating Standards for Service Programs*, then information about the proposed service category must be included under this section. Enter the service name, identify the service category and fund source, unit of service, minimum standards, and rationale for why activities cannot be funded under an existing service definition.

Service Name/Definition

Service Name: Community Living Program Services (CLPS)

Definition: Promotion of an individual's health, safety, independence and reasonable participation within their local community through provision of community living supports.

Community Living Program Services include:

- A. Assisting, reminding, cueing, observing, guiding and/or training in the following activities: 1) meal preparation, 2) laundry, 3) routine, seasonal and heavy household care maintenance, 4) activities of daily living such as bathing, eating, dressing, personal hygiene, and 5) shopping for food and other necessities of daily living.
- B. Assistance, support and/or guidance with such activities as: 1) money management, 2) non-medical care (not requiring RN or MD intervention), 3) social participation, relationship maintenance, and building community connections to reduce personal isolation, 4) transportation from the participant's residence to community activities, among community activities, and from the community activities back to the participant's residence, 5) participation in regular community activities incidental to meeting the individual's community living preferences, 6) attendance at medical appointments, and 7) acquiring or procuring goods and services necessary for home and community living, in response to needs that cannot otherwise be met.
- C. Reminding, cueing, observing and/or monitoring of medication administration.
- D. Provision of respite as required by the participant's care plan.

Rationale (Explain why activities cannot be funded under an existing service definition.)

This definition has been used since the FY17-19 MYP cycle and has been quite successful in that it offers the most flexible service components under one definition. It is utilized as an option with our Community Living Program (Care Management) participants who desire to self-direct their own care & supports. Flexibility among purchase of service vendors in their provision of authorized service, based on participant choice is also an advantage.

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| Service Category | Fund Source | Unit of Service |
|--|---|---|
| <input type="checkbox"/> Access <input checked="" type="checkbox"/> In-Home <input type="checkbox"/> Community | <input type="checkbox"/> Title III PartB <input type="checkbox"/> Title III PartD <input type="checkbox"/> Title III PartE <input type="checkbox"/> Title VII <input type="checkbox"/> State Alternative Care <input type="checkbox"/> State Access <input type="checkbox"/> State In-home <input type="checkbox"/> State Respite <input type="checkbox"/> Other _____ | Fifteen (15) minutes performing CLPS activities |

Minimum Standards

Minimum Standards for Agency Providers:

1. Each program shall maintain linkages and develop referral protocols with each Independent Living Consultation (ILC), CCS, CM, MIChoice Waiver and LTCC program operating in the project area.
2. All workers performing Community Living Program Services shall be competency tested for each task to be performed. The supervisor must assure that each worker can competently and confidently perform every task assigned for each participant served. Completion of a certified nursing assistant (CNA) training course by each worker is strongly recommended.
3. Community Living Program Services workers shall have previous relevant experience or training and skills in housekeeping, household management, good health practices, observation, reporting, and recording client information. Additionally, skill, knowledge, and/or experience with food preparation, safe food handling procedures, and identifying and reporting abuse and neglect are highly desirable.
4. Semi-annual in-service training is required for all Community Living Program Services workers. Required topics include safety, sanitation, emergency procedures, body mechanics, universal precautions, and household management.
5. Community Living Program Services workers may perform higher-level, non-invasive tasks such as maintenance of catheters and feeding tubes, minor dressing changes, and wound care when individually trained by the supervising RN for each participant who requires such care. The supervising RN must assure each worker's confidence and competence in the performance of each task required.
6. When the CLPS services provided to the participant include transportation described in B above, the following standards apply:
 - a. The Secretary of State must appropriately license and inspect all drivers and vehicles used for transportation. The provider must cover all vehicles used with liability insurance.
 - b. All paid drivers for transportation providers shall be physically capable and willing to assist persons requiring help to and from and to get in and out of vehicles.

Minimum Standards for Individuals Employed by Participants:

1. Individuals employed by program participants to provide community living supports shall be at least 18

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years of age and have the ability to communicate effectively, both orally and in writing, to follow instructions, and be in good standing with the law as validated by a criminal background check conducted by the area agency on aging that is shared with the participant. Members of a participant's family (except for spouses) may provide CLPS to the participant. If providing transportation incidental to this service, the individual must possess a valid Michigan driver's license.

2. Individuals employed by program participants shall be trained in first aid, cardiopulmonary resuscitation, and in universal precautions and blood-borne pathogens. Training in cardiopulmonary resuscitation can be waived if providing services for a participant who has a "Do Not Resuscitate" (DNR) order. The supervisor must assure that each worker can competently and confidently perform every task assigned for each participant served.

3. Individuals providing Community Living Program Services shall have previous relevant experience or training and skills in housekeeping, household management, good health practices, observation, reporting, and recording information. Additionally, skills, knowledge and/or experience with food preparation, safe food handling procedures, and reporting and identifying abuse and neglect are highly desirable.

4. Individuals providing Community Living Program Services shall be deemed capable of performing the required tasks by the respective program participant.

5. Individuals providing Community Living Program Services shall minimally comply with person centered principle requirement in minimum standards.

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Access Services

Access services may be provided to older adults directly by the area agency without a Direct Service Provision Request. Approved access services are Care Management, Case Coordination and Support, Options Counseling, Disaster Advocacy and Outreach Programs, Information and Assistance, Outreach, and Merit Award Trust Fund (MATF)/State-Caregiver-Support-Program-funded Transportation with specific attention to outreach with underserved populations. If the area agency is planning to provide any access services directly during FY 2023-2025, complete this section.

Select from the list of all access services the ones the area agency plans to provide directly during FY 2023-2025, and provide the information requested. Specify, in the appropriate text box for each service category, the planned goals and activities that will be undertaken to provide the service.

Direct service budget details for FY 2023 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and State funds) identified in the Area Plan Grant Budget, Direct Service Budget details.

Care Management

Starting Date 10/01/2022 Ending Date 09/30/2023

Total of Federal Dollars Total of State Dollars

Geographic area to be served

Branch & St. Joseph

Specify the planned goals and activities that will be undertaken to provide the service.

Goal #1: Implement more flexible service options in order to provide a more self-directed care model.

Activities:

- ~ Care Consultants will further refine and improve the intake process to assure targeting of appropriate participants to each level of care outlined in the "Access and Service Coordination Continuum"
- ~ Seek additional service providers (purchase of service vendors) to serve participants in Region IIIC
- ~ Communicate continued need for additional flexibility and additional staff from existing service providers to be able to accommodate participants' person-centered support plan/care plan.
- ~ Care consultants will discuss with participants adult immunizations (including COVID-19 immunization/boosters, flu, pneumonia and shingles) for they and their caregivers.

Expected Outcomes:

- ~ Increase number of Purchase of Service vendors to serve CLP participants
- ~ Better identify the needs of individuals through a more comprehensive intake process
- ~ Better meet the needs of participants with additional categories/levels of care available
- ~ Supportive immunization consultation and access for CLP participants and their caregivers intended to increase adult immunizations

Goal #2: Continue staff education and skill building including staff collaboration to better serve victims of elder abuse, neglect and exploitation

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Activities:

- ~ Care Consultants will continue to screen/assess participants/victims for current or past abuse, neglect and/or exploitation
- ~ Care Consultants will seek training and education sessions relevant to the prevention of abuse, neglect and/or exploitation

Expected Outcomes:

- ~ Care Consultants will have an increased capacity to build stronger person-centered support plans by including resources and knowledge about abuse, neglect and exploitation
- ~ Care Consultants will continue to build their skill set to provide supports/services and arrange services through attending available state & locally available training events

Goal #3: Minimize wait times for individuals seeking access/care management services

Activities:

- ~ Implement a new tiered approach to Access Services (Care Management funded)
- ~ Care Consultants will complete a thorough intake and referral making process
- ~ Care Consultants will continue to monitor the Waiting List for access services weekly

Expected Outcomes:

- ~ Individuals and caregivers will be referred to alternate resources or be able to obtain services through direct service providers in a more timely manner
- ~ Care Consultants will be able to better identify needed services as a result of implementing the tiered approach

| | | | | |
|--|---------------|------|--------------------|------|
| Number of client pre-screenings: | Current Year: | 65 | Planned Next Year: | 70 |
| Number of initial client assessments: | Current Year: | 50 | Planned Next Year: | 55 |
| Number of initial client care plans: | Current Year: | 50 | Planned Next Year: | 55 |
| Total number of clients (carry over plus new): | Current Year: | 115 | Planned Next Year: | 115 |
| Staff to client ratio (Active and maintenance per Full time care | Current Year: | 1:40 | Planned Next Year: | 1:40 |

Information and Assistance

Starting Date 10/01/2022 Ending Date 09/30/2023

Total of Federal Dollars Total of State Dollars

Geographic area to be served

Branch & St. Joseph

Specify the planned goals and activities that will be undertaken to provide the service.

Goal #1: Provision of comprehensive, unbiased information & assistance/referral

Activities:

- ~ Continue to provide referrals according to ACLS Bureau & national AIRS standards
- ~ Continue to update files and maintain data entry into the State of Michigan Aging Information System - ADRCIS database
- ~ Staff shall complete surveys with (10% as per I&A standard) callers each quarter to assure high quality information & assistance services

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~Staff shall support education efforts among callers regarding immunization, including COVID-19 vaccination/testing/support as well as other adult immunizations, as needed.

Expected Outcomes:

~ Staff will continue to provide the highest quality information & assistance/referral services to any person with an inquiry.

~Individuals will experience timely, accurate information to their questions and requests.

Goal #2: Continue ongoing outreach and education activities among local and regional aging/disability network partners and among general community audiences as well.

Activities:

~ Staff shall continue participation in community-based taskforces, workgroups, committee-type partnership meetings to uphold information sharing and resource collaboration.

~ Staff shall continue to share recent and relevant information/resources to all community and aging network partners

~ Staff shall continue to attend and participate in outreach events and seasonal community-based activities throughout the planning and service area.

Expected Outcome:

~ Local and regional aging/disability network partners will continue to seek and receive accurate information from AAA IIIC.

~ AAA IIIC will continue to see an increase in information & assistance/referral calls

Goal #3: Continue to maintain accurate data and submit accurate data/program reporting related to ACLS Bureau Standards and reporting requirements, for inclusion in the statewide resource database and NAPIS reporting tool.

Activities:

~ Staff shall continue to develop and monitor the ADRCIS resource database for accurate data entries, as necessary.

~ Staff shall continue to seek updated information through contact with programs, service agencies, and organizations for inclusion in the database.

~ Staff shall continue to complete accurate data entry into the database according to ACLS Bureau standards.

Expected Outcome:

All requested and required data and reports will be submitted accurately and timely.

Goal #4: Continue to use and promote a person-centered approach

Activities:

~ Staff shall continue to use the person-centered approach in all interactions with callers, families, caregivers, participants and community partners.

~ Staff shall continue to be able to explain the person-centered philosophy, providing education where opportunities arise.

Expected Outcomes:

~ People contacting and interacting with the Area Agency on Aging IIIC will indicate they have been listened to and responded to with the information/supports they were seeking and according to their preferences.

~ Community partners will have an increased awareness of person-centered thinking and its practice within

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their organizations

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Direct Service Request

It is expected that in-home, community, and nutrition services will be provided under contracts with community-based service providers. However, when appropriate, area agencies may ask to provide these services directly. Direct Service Provision Requests must be approved by the Commission on Services to the Aging (CSA). Direct service provision by the area agency may be appropriate when, in the judgment of the ACLS Bureau: A) provision is necessary to ensure an adequate supply; B) the service is directly related to the area agency's administrative functions; or C) a service can be provided by the area agency more economically than any available contractor and with comparable quality. Area agencies requesting approval to provide an in-home, community, and/or a nutrition service must complete the section below for each service category.

Select the service from the list and enter the information requested pertaining to basis, justification, and public hearing discussion for any Direct Service Provision Request for FY 2023-2025. Specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service.

Direct service budget details for FY 2023 are to be included under the Services Summary tab and Direct Service Budget tabs in the Area Plan Grant Budget. The funding identified should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget.

Skip this section if the area agency is not planning on providing any in-home, community, or nutrition services directly during FY 2023.

Friendly reassurance

Total of Federal Dollars

Total of State Dollars

Geographic Area Served Branch & St. Joseph

Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.

Goal: Provide and promote Friendly Reassurance as a service offered by the AAAIIC to local aging network partners and other community partners to address social isolation among older adults in our communities.

Objective: Decrease social isolation among older adults.

Activities: Adhere to ACLS Bureau Operating Standards for Friendly Reassurance by offering weekly (or as requested by the individual) telephonic check-ins to address emotional and physical well being, talk about current events, and other topics as raised by the participant. Work with individuals on ways to stay engaged in the community and with others.

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Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

The direct service provision request is intended to respond to the need to reduce social isolation in PSA IIIC . At one time during the pandemic, adequacy of Friendly Reassurance was challenging due to staffing at provider agencies, therefore AAA IIIC stepped in to provide the service. Then, as feedback from providers and participants was received, we remain committed to provide it based on client choice and preference. Further, it enhances our Information & Assistance service. We want to continue to support people where they feel comfortable versus having to make referrals to other agencies (a more streamlined process for the person).

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

The COVID-19 pandemic has propelled our agency into providing additional services and supports through both community partner/agencies and added to our provision of service. Since FY20 we've been providing Friendly Reassurance to those seeking the service via online request, call in and via referral from local partner agencies. We would like to continue this into FY23 as we know the issue of social isolation will remain present in our communities. We do have the service slated to be put out to bid in the FY22 RFP as well, so provider agencies may continue to offer the services with grant funds.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

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Program Development Objectives

Please provide information for all program development goals and objectives that will be actively addressed for this multi-year period, including the diversity, equity and inclusion goal outlined here.

Diversity, Equity, and Inclusion Goal

Aging and Community Living Services Bureau (ACLS) *Operating Standards for Area Agencies on Aging* have long required that preference be given to serving older persons in greatest social or economic need with particular attention to low-income minority elderly. Please refer to *Operating Standards for Area Agencies on Aging* sections C-2 and C-4.

With increased awareness of the effects of racial and ethnic disparities on the health, well-being, and lifespans of individuals, the State Plan on Aging for FY 2023-2025 has implemented goals that relate to identifying and increasing services to black, indigenous and people of color as well as LGBTQ+ adults over age 60.

Please assess and summarize how well the area agency is currently addressing accessibility of services for the groups listed above and complete the objective(s), strategies and activities that are indicated for quality improvement in this area. Include planned efforts to:

- 1. Increase services provided to black, indigenous and people of color and the (LGBTQ+) communities.**
- 2. Increase the number of area agency staff, providers and caregivers trained in implicit bias, cultural competencies, and root causes of racism.**
- 3. Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve.**

Goal: Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.

The area agency must enter each program development goal in the appropriate text box. It is acceptable, though not required, that some of the area agency's program development goals correspond to the ACLS Bureau's State Plan Goals (listed in the Documents Library). There is an entry box to identify which, if any, State Plan Goals correlate with the entered goal.

A narrative for each program development goal should be entered in the appropriate text box. Enter objectives related to each program development goal in the appropriate text box. There are also text boxes for the timeline, planned activities and expected outcomes for each objective. Additional instructions on completing the Program Development section can be found in the Documents Library.

Area Agency on Aging Goal

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A. Work with community partners to develop an adult day program in Branch County.

State Goal Match: 4

Narrative

Since the loss of Branch County's Senior Respite Program in 2014, an adult day program operated by Pines Behavioral Health Services, we have been engaged in development, research and feasibility of another program. In the past we've held a number of community meetings with potential partners, yet nothing has come to fruition. At this time only private pay options are available to families/individuals seeking daytime respite care in a community setting. As a way to meet some of the need in the community, both County's Commission on Aging offices have utilized additional respite care funding to offer additional hours and contract with other home health agencies to provide respite care outside of regular business hours. We do not see this method of service provision as meeting the need of the community, nor is it a sustainable method. The priorities of our key leaders and board members remain strong, that an adult day program needs to be cultivated as soon as it is feasible.

Objectives

1. Work to develop a viable community partner to develop an adult day program for individuals and families in Branch County.

Timeline: 10/01/2022 to 09/30/2023

Activities

Work with local provider networks, faith-based organizations and community partners to identify potential adult day program providers. Build upon existing connections and re-examine feasibility of their potential to develop an adult day program.

The 2022 Request for Proposals will include Adult Day Services. Should an interested party(ies) be identified outside the 2022 RFP timeline, the AAA will initiate a Request for Proposal for the service.

Expected Outcome

A new adult day program in Branch County would start-up in the first quarter of FY2023

B. Provide advocacy, information, and training to support the rights of older/vulnerable adults to live free from abuse, neglect and/or exploitation.

State Goal Match: 4

Narrative

Reports of vulnerable adult abuse, neglect, and/or exploitation have steadily increased nearly every year since 2012 in both Branch and St. Joseph County (MDHHS APS data run, March 2018). In 2017, more than half of each county's substantiated cases were in the type of "neglect" and "self-neglect" (MDHHS APS data run, March 2018). A coordinated community response has been implemented in each county since 2016 and will continue to be built upon and enhanced over the next three years through additional training, education, and outreach.

Objectives

1. Increase the awareness of vulnerable adult abuse, neglect and exploitation throughout the PSA via participation in local partnerships, coalitions/task forces, and community groups.

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Timeline: 10/01/2022 to 09/30/2023

Activities

AAA staff will notify all providers, community partners, and community advocates upon our knowledge of current scams/schemes being reported in the state or local area.

AAA staff will participate in the Branch County Elder Abuse Prevention Coalition. Efforts in FY2023 will include revision and enhancement of the Vulnerable Adult Protocol and creation of a coordinated response via an Interdisciplinary Team approach to serve those identified by team members as vulnerable/at risk. Promotion of elder abuse prevention materials and local trainings will also be provided, as a collaborative effort with the AAA VOCA-funded "Elder Abuse Victim Specialists" under the Services to Victims of Elder Abuse grant.

AAA staff will continue progress with St. Joseph County officials to enhance the Interdisciplinary Team (IDT) that has been meeting since 2017. Additional efforts, as in collaboration with the VOCA-funded "Elder Abuse Victim Specialist", will include training local agencies/organizations, development of an Elder Death Review Team component, and enhancing membership on the IDT to include financial institutions. Again, these efforts across the PSA are in collaboration with the Services to Victims of Elder Abuse grant initiative.

Expected Outcome

Increased awareness among community members, potential victims, and reporting agencies about the identification and reporting of suspected abuse, neglect and exploitation.

Enhanced collaboration and inter-agency communication as it relates to coordinated community response in vulnerable adult abuse/neglect/exploitation cases.

Increase knowledge of agencies/organizations who've been trained regarding the "red flags" of abuse/neglect/exploitation.

C. Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.

State Goal Match: 1

Narrative

AAA Region IIIC will continue to learn and support our local network providers' learning surrounding diversity, equity and inclusion. Training and development of more accommodating and culturally sensitive outreach materials are needed, broadly, among our local aging network to continue to represent all individuals including those who are black, indigenous and people of color, and, among the LGBT community. Our providers have begun training and planning for translation of materials... With this emphasis among all network providers, we shall illuminate the effects of racial and ethnic disparities on health, well being and lifespans of individuals.

Objectives

1. Ensure that AAA3C staff and providers use outreach methods which are culturally sensitive and welcoming to all individuals. This targeted outreach includes sensitivity for individuals from other cultures, backgrounds, and whom use other language(s) than English.

Timeline: 10/01/2022 to 09/30/2023

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Activities

AAA IIIC staff will request providers during annual assessment to demonstrate examples of outreach materials and methods which show how their organizations are reaching to diverse cultures and GLBT individuals .

AAA IIIC staff will also request providers to share training records specific to DEI and LGBTQ+ topics

Expected Outcome

AAA staff and Providers will have attempted multiple outreach methods and attempts to reach diverse communities and among GLBT communities to share information about supports and services .

Reporting in NAPIS of individuals served among different racial/ethnic categories as well as identity categories will be more representative and accurate of whom we serve.

2. Assure AAA staff and local aging network providers are trained in diversity , equity and inclusion topics. This will include training topics on how to recognize and address unconscious bias.

Timeline: 10/01/2022 to 09/30/2023

Activities

AAA IIIC staff will participate in and share training opportunities with the broad aging network on the topics of diversity, inclusion and implicit/unconscious bias.

AAA IIIC staff will inquire among contracted providers during annual assessments how many staff/volunteers have participated in DEI/implicit bias-type trainings in order to gage how much additional training may be needed or desired.

Expected Outcome

AAA IIIC staff will have participated in all state-sponsored training opportunities related to diversity, equity and inclusion and implicit bias.

AAA IIIC providers will have at least 50% of their staff/volunteers attend training to enhance their knowledge diversity/equity/inclusion and assess their own unconscious biases.

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Scope of Services

The COVID pandemic has highlighted the importance of the aging service network. People over age 65 comprised 75 percent of COVID deaths in the US, or one in 100 people in that age group by the end of 2021. Fear of contracting the virus has caused long-term social isolation, resulting in serious physical and emotional health effects. The growing availability of supports delivered remotely has been of great assistance. Maintaining adequate services for those who are homebound and their caregivers will continue to be essential. Burdens on family caregivers have increased due to the closure of some in-person services because of the pandemic as well as because of the direct care worker shortage.

Most people with dementia live at home, supported by family and friends. Evidence-based interventions are effective methods for supporting both the person living with dementia and their caregivers. Aging service providers can provide services and support to maintain independence with referrals to healthcare professionals as appropriate.

Though we have long known that racial and ethnic minorities, the LGBTQ+ community and other disadvantaged groups have higher rates of disease and early death, the factors that lead to discrimination have not been fully explored. Growing determination to address diversity, equity and inclusion are leading us to look holistically at discrimination concerns with an eye toward eliminating disparities and micro-aggressions.

Constantly changing service demand challenges make it essential that the area agency carefully evaluate the potential, priority, targeted, and unmet needs of its service population(s) to form the basis for an effective PSA Scope of Services and Planned Services Array strategy. Provide a response to the following service population evaluation questions to document service population(s) needs as a basis for the area agency's strategy for its regional Scope of Services.

1. Describe key changes and current demographic trends since the last MYP to provide a picture of the potentially eligible service population using census, elder-economic indexes or other relevant sources of information.

<<NEW Demographic Data>>

In order to prioritize funding and program development objectives over the next three years, the area agency referenced data from multiple sources. We utilized data from the 2020 U.S. Census, the data provided by the Aging, Community Living & Supports Bureau, American Community Survey (2010-20__) and the MDHHS Division of Vital Records & Health Statistics. In addition, we studied regional needs among older adults, current service participants, caregivers, key community leaders, and those who provide services. Feedback from the "Community Needs Assessment" clearly indicate which programs, services, and supports are most important to the public and consumers who are eligible or currently utilizing existing services/supports. Accordingly, the results were used in prioritizing funding and services throughout this planning document. As stated in the Older Americans Act, Area Agencies on Aging must "give priority to those with greatest economic, functional and social need". We look to the U.S. Census/American Community Survey for poverty-related data to address our progress and gaps in service levels. In the American Community Survey,

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21.3% of those 55 and older in PSA 3C are in poverty. Of those 65 and older, 8.1%; and of those 75+, 9% are impoverished. <<INSERT POVERTY DATA>> & source >> Our network will remain committed to maintaining or surmounting the level of care provided to low-income and minority adults. According to the 2014 American Community Survey, minorities comprise 2.4% of those 60+ in the PSA. The number of Hispanic older adults has grown again since the last planning document, and thus, we will be increasing outreach efforts among the Hispanic community to offer supports and services. As a percent of the total population in the region, minorities comprise just over 10%. We remain dedicated to provide outreach within minority communities, via our provider network, and with those working for our agency who may be of a minority group. For example, the Community Health Agency has spanish-speaking staff who can assist us with translation, accompany us on home visits, as well as with cultural sensitivity and outreach across the PSA. We also have access to translation services and use it, on average, once per month. Knowing that the total population in the PSA has decreased since the 2000 Census, yet the number of people 60 years and older has increased, proves our eligible service population continues to grow, grow, and grow!

The population projections are now stating that our planning & service areas largest growth in the 60+ population will be from 2020-2030. In general the AAA 3C total population (all ages) has decreased since 2000 by 3.6%. Branch County has seen decreases that double those of St. Joseph County. While the total population has decreased, the poulation of those 60 years and older has been increasing. Specifically, the region has seen a 28% increase it its 60 year and older population since 2000 (9% since 2010). The most significant increases have been in the 60 to 74 years (38%) and in the 85 year old population (18%). Another demographic trend to note is that of the region's Hispanic population. Between 2000 and 2014, the region has seen a 62% increase in its Hispanic population. For those 60 years and older, the region has experienced a 330% increase, growing from 68 Hispanic seniors in 2000 to 296 in 2014.

In order to gain input directly from the public, current service participants, caregivers, community leaders, and providers of service we initiated a Community Needs Assessment. Our intent was to gain insight on the perception of need for services, how individuals' obtain information about services, need for expansion, need for improvement and accessibilty. We only revised the document in a few areas for this planning cycle based on the assessment completed in 2016. The areas of the Older Adult/Caregiver Assessment changed included: the addition of the question "What is the total combined income from all sources for your household" with answers including "at or below \$20,000 or \$1,666 per month or less", "above \$20,000 (\$1,667 per month or more), or "Prefer not to answer". This question was asked to gague whether respondents are consider themselves to be low income/impoverished per federal income standards. In the Key Community Leader Assessment, we added a question to gague how the respondent identified their affiliation as a key leader, some of the responses include: "caregiver", "community advocate, volunteer", "direct service provider", "education", "elected official", "faith based organization", "financial institution", "service club/organization", etc. We are interested in the amount of feedback we receive, from which affiliation/organization type as trends could emerge from those affiliations responses.

In total, 234 were completed by key leaders and older adults via the "Community Needs Assessment" online survey tool. We offered the survey in two different methods: an online "Survey Monkey" as well as a traditional hardcopy questionnaire. Key Leader Assessment had 7 questions and Older Adult/Caregiver Assessment had 20 questions - Each version contained the same question related to the list of 25 service options to rank in

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order of priority as "high, medium, low, or should not be publicly funded". Our provider network assisted us in distribution of the hard copy surveys to Senior Center participants, transportation authority riders, Congregate meal site participants, In-Home Service participants (Home Care Assistance, Respite Care), and Home Delivered Meal participants. The survey was open for four weeks (April 22nd to May 27th). It was promoted through the Community Health Agency's website, a news media release and through multiple group email lists. Respondents were assured that their responses were anonymous and they could call our office to complete the survey verbally if they preferred as well (30 surveys were captured over the telephone). Feedback from the surveys represented the race/ethnicity and gender make up of our population base. We noted a decrease in respondents indicating they had a disability (63% indicated disability in 2016, 54% in 2019) and the majority of our respondents were over the age of 70 (72%), of that nearly 24% were 85 years and older. A list of 25 'fundable' AASA services was utilized to gauge priority areas, and respondents were asked to rank them on a three-point scale ranging from little need (1 point) to moderate need (2 points) to great need (3 points). A natural breaking point was observed between those that were ranked highest need and those that were considered lower needs. The highest ranked overall needs among all respondents included: Home Delivered Meals, Homemaking/Personal Care, Personal Emergency Response, Medicare/Medicaid Assistance, Abuse/neglect/exploitation prevention & awareness, and Care Management. Interestingly, though very highly sought services in the PSA, Chore services and Home Repair services did not make the "top 10" in prioritization. Medication management and transportation out of the county ranked higher this year. The online "Survey Monkey" Needs Assessment introduction and direct link was emailed to multiple key community leaders including; Faith-based organizations, Health care providers (including physicians, specialty clinics, home health agencies, rural health clinics, and hospital discharge planners/social workers), aging network providers, AAA Advisory Committee, CHA/AAA Policy Board, other local elected officials, human service agencies (including multi-purpose collaborative bodies Department of Health & Human Services and Community Mental Health), service clubs and organizations (including hospital auxiliaries, United Way, Lions, Elks, and Chambers of Commerce). We more than doubled the number of key leader respondents as compared to 2016 - and were very pleased! 35 key leader respondents in 2016 versus 89 this year. Key leaders ranked the following services in greatest priority: Abuse/neglect/exploitation awareness, Home delivered meals, Personal Emergency Response system, Personal Care, and Care Management. Medicare/Medicaid Assistance and medication management were also significantly ranked.

Our collaboration with the Community Health Agency Health Promotion division should be recognized as a best practice in the tabulation of the survey results and establishment of the survey monkey tool. We would like to acknowledge their expertise and guidance in preparing, implementing, tabulating, and summarizing the data set from the surveys. We have included the actual survey tools used for gathering data as an appendix, as well as the powerpoint that was developed to share results in an organized, meaningful way!

There seem to be a few themes that are consistent throughout the data, between both older adults and key community leaders, which are (in order of importance):

1. Need to increase awareness of services that are available
2. Need for more information related to Medicare, Medicaid, health insurance
3. Need for more educational programs
4. Need for more services on the weekends and/or during evening hours

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2. Describe identified eligible service population(s) characteristics in terms of identified needs, conditions, health care coverage, preferences, trends, etc. Include older persons as well as caregivers and persons with disabilities in your discussion.

Population data analysis

Population trends

Health trends

Grandparents raising grandchildren/kinship

Top three causes of death in **both** counties: Heart Disease, Cancer, COVID-19

Uninsured: Branch 9%; St. Joseph 10%

3. Describe the area agency's Targeting Strategy (eligible persons with greatest social and/or economic need with particular attention to low-income minority individuals) for the MYP cycle including planned outreach efforts with underserved populations and indicate how specific targeting expectations are developed for service contracts.

As stated in our Request for Proposal documents, and as prescribed by the federal Older American's Act: All individuals aged 60 years and older are eligible to receive federal and state funded service, substantial emphasis must be given to serving elder persons with the greatest social or economic need. "Substantial emphasis" is regarded as an effort to service a greater percentage of older persons with economic and/or social needs than their relative percentage to the total elderly population within the geographic service area. We utilize the 2022 (current year, as applicable) Federal Poverty Guidelines, as established by the US Department of Health and Human Services to place definition to "low income" (or a person in economic need). In 2022, for an (one) individual the annual income level is \$13,590 for two people it is \$18,310. For our regional planning purposes, individuals who are members of the following racial/ethnic categories are to be considered as belonging to a minority group: African American/black, Native American, Asian/Pacific Islander, Multi-Racial and Other. The "Other" category consists of persons whose response to the race item on the Census could not be categorized into a specific race, e.g. "Native-American," or "Hispanic." Most persons in the "Other" category are White Hispanics/Latin American. As such, these definitions are embeded within our Request for Proposal process and are addressed in each agency/business responses to the RFP. The definitions serve as guidance and also infiltrate agencies' administrative policies/procedures for targeting. Our agency also monitors providers' compliance with targeting and prioritization of targeted populations as we visit all contract providers annually for compliance with AASA Operating Standards for Service Provision. Use and implementation of these definitions, as outlined, set our clear expectations with all of our providers. Our outreach efforts with underserved populations consists of collaborative messaging, regular meetings and contact with aging network partners, and direct contact with people in our two-county planning and service area. We intend to focus more upon outreach to the LGBTQ+ community and other disadvantaged groups as they may have higher rates of disease and early death. Further, we will remain focused on addressing diversity, equity and inclusion as a way to better serve our target population with a more wholistic lens, to address potential discrimination concerns, reduce disparities and micro-aggressions. We participate in multiple outreach events throughout the year including; County 4-H Fairs, Older Americans Health Fair, Project Connect/Homelessness Events, VA "Stand Down" events, and other community partner sponsored events at all of the local community centers.

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4. Describe the agency's past practices, current activities and plans for addressing the needs of people living with dementia and their caregivers.

In the past, our agency has completed the "Dementia Capability Quality Assurance Assessment" Tool. Several strengths were identified as well as some areas that can be improved on through the next planning cycle. One of our current staff members is a certified dementia practitioner and therefore has specialized training to support Community Living Program participants as well as general callers seeking information and resources related to dementia care. The AAA IIIC team has a kind ability to identify people with dementia. Using various tools including standardized screening and assessment. Staff are able to efficiently evaluate participants and their caregivers. The second strength is that the entire agency staff has received some form of formal training on dementia. This allows our staff, in all of their various roles, to be sensitive to the needs of this population and effectively support those with dementia and their caregivers. The opportunities for improvement include spreading awareness of the principles of dementia-friendly communities and begin to foster those ideas throughout our service area. The assessment also identified that there is a need for dementia specific education among service providers and the community. Having this education and training will be paramount to being able to earlier identify those who are experiencing cognitive impairments or dementia. In home service providers regularly train aides about dementia care, but our other service providers may not have access to this training. Public transit bus drivers and dispatch staff, for example, could greatly benefit from dementia sensitivity training.

The future plans for the next planning cycle will be to foster the development of dementia capable activities, to enhance the knowledge base and specialized services for those with dementia and their caregivers. Our agency will work closely with community organizations and service providers to encourage and support discussions and trainings that are dementia focused.

5. When a customer desires services not funded under the MYP or available where they live, describe the options the area agency offers.

When a person desires or identifies services that are not funded under our MYP or available where they live, our response is one of "problem-solver and researcher". Our trained staff would approach the request with a kind, listening ear, offering other options that may assist. We would also research their request among our local aging network partners and key community partners to see if there may be another regional provider or option that could address the person's stated need. Further, should the person's request be a "one-time"-type service (rather than "on-going"), we may be able to utilize CLPS (a proposed regional service outlined in our MYP) to fill the direct service need. If the service was not available or affordable for the person, we would document the need and work with local community partners to examine the need and discuss the possibility of development of a new service in the future. At all points of contact with individuals seeking services/supports, our staff remain committed to using a person-centered approach to communication and problem solving.

6. Describe the area agency's priorities for addressing identified unmet needs within the PSA for FY 2020-2022 MYP.

As discussed in other sections of the Multi-Year Plan, our largest unmet need is adult day services in Branch County. Development of a provider to offer that service, in any capacity, is our priority for addressing the need in 2023. The loss of the program occurred in 2014, and we have not been successful to date in development of another potential service provider. Because families have had to seek more formal (and costly) care settings we continue to work with our current providers to offer additional respite opportunities. It is our goal, and is outlined as a program development objective, to entertain a proposal(s) from potential bidders during our 2022 RFP. Should we be unsuccessful, we'll continue our outreach and work more intensely with community partners

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to develop capacity for a new program. Once a potential bidder(s) is identified, we will open up a Request for Proposal for the service.

Due to the responses in the Community Needs Assessment, we may also continue to work with community partners, local financial institutions and providers to examine the need for "money management/personal financial assistance" because it was ranked quite high among both older adults and key leaders. Paying bills electronically, understanding billing cycles and newer payment structures are confusing to older adults and may inhibit timely, accurate payment. Further, in times of distress such as after the loss of a loved one (who primarily paid the family's bills) or health care crisis, individuals may encounter difficulty in taking care of their personal financial affairs. This need has been expressed by veteran service agencies as well as care managers as they work with individuals in their home. AAA IIC staff and leadership intend to explore this community need in greater detail over the planning cycle.

7. Where program resources are insufficient to meet the demand for services, reference how your service system plans to prioritize clients waiting to receive services, based on social, functional and economic needs.

The aging network providers in Region IIC utilize the ACLS Bureau Operating Standards for Service Provision requirements to maintain a list of participants seeking services/support but who are unable to be served at the time the service is sought. As stated in our contract with each provider, participants shall not be denied or limited services because of their income or financial resources. Where program resources are insufficient to meet the demand for services, each service program shall establish and utilize written procedures for prioritizing clients waiting to receive services, based on social, functional and economic needs. Indicating factors include: For Social Need: isolation, living alone, age 75 or over, minority group member, non-English speaking, etc.; For Functional Need – disability (as defined by the Rehabilitation Act of 1973 or the Americans With Disabilities Act), limitations in activities of daily living, mental or physical inability to perform specific tasks, acute and/or chronic health conditions, etc.; For Economic Need– eligibility for income assistance programs, self- declared income at or below 125% of the poverty threshold, etc. Each provider must maintain a written list of persons who seek service from a priority service category (Access, In-Home, or Legal Assistance) but cannot be served at that time. Such a list must include the date service is first sought, the service being sought and the county, or the community if the service area is less than a county, of residence of the person seeking service. The program must determine whether the person seeking service is likely to be eligible for the service requested before being placed on a waiting list. Individuals on waiting lists for services for which cost sharing is allowable, may be afforded the opportunity to acquire services on a 100% cost share basis until they can be served by funded program. Waiting lists are aggregated and reported to the ACLS Bureau as well as used for advocacy purposes. Alternative services and supports are also discussed with individuals and families so to offer temporary support until the program resources are available .

8. Summarize the area agency Advisory Council input or recommendations (if any) on service population priorities, unmet needs priorities and strategies to address service needs.

As we assess the need for services, taking into account the input from the community, barriers do exist that have significant impact on service delivery. The first, and foremost, is funding. As we are directly associated with and impacted by the legislative process, each funding cycle has its ups and downs. Providers of aging services are constantly assessing local impact of the state and federal budget and how it will "trickle down". One advantage in our region however, is the longevity of our provider network. Combined, our existing providers have over 80 years of experience, so they are well versed at handling these hills and valleys. In addition to this experience, each county has a substantial senior millages, as well as transportation millages, to

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support service delivery in conjunction with OMA/OAA funds. In order to expand and diversify our scope of services, however, we will need to address public/private partnerships to accomplish larger goals in service delivery. The AAA Advisory Committee and Policy Board are updated monthly as to the progress and on-going efforts of the AAA and provider network. Because the lack of a Branch County adult day program remains our biggest gap in services, we will engage with them more in our forthcoming development efforts.

9. Summarize how the area agency utilizes information, education, and prevention to help limit and delay penetration of eligible target populations into the service system and maximize judicious use of available funded resources.

In a rural PSA such as ours, In-Home Services and Access Services have proven to be the most important to seniors and most needed. It would be safe to say that seniors who are mobile want to remain mobile and participate in as much as they can. And, those who need a variety of in home services want to stay in their homes to receive them! Input received during the public input sessions and Public Hearings indicate in-home services, preventive health, and access to services remain of utmost importance in the PSA. We will continue our community partnerships, aggregate data from our local partners and further collaborative relationships to further our mission to provide quality services to those greatest in need, in a manner that suits their preferences.

10. Identify the five service categories receiving the most funds and the five service categories with the greatest number of anticipated participants.

For the next three fiscal years, the Region IIIC AAA will fund twenty one (21) services across our two-county planning and service area. The continuum of services funded under the Plan is a direct result of comprehensive community input, open forum & conversation, and key leader input. The over-arching service categories include; Access, In-Home, and Community Services.

Funding used to support these services arises from both federal and state sources and is outlined in our FY2023 Area Plan Budget.

Services include: Case Coordination & Support; Transportation; Home Care Assistance; Caregiver Education, Support & Training (including kinship caregivers); Care Management; Respite Care; Disease Prevention/Health Promotion; Information & Assistance; Friendly Reassurance; Legal Assistance; Gap Filling; Home Repair; Adult Day Services; Home Delivered Meals; Congregate Meals; Community Living Program Services (regional service definition); Medication Management; Assistive Devices & Technology (emergency button); Long-Term Care Ombudsman services, and Chore Services.

The five service categories receiving the most federal and/or state funds include: Home Delivered Meals, Home

Care Assistance (personal care and homemaking), Congregate Meals, Transportation and Respite Care (in home respite care and adult day services). With these services, we anticipate serving the greatest number of participants as well.

Based on the most recent program year service trends, our anticipated service levels and associated funding is as follows:

Home Delivered Meals: \$460,000 serving over 1,200 participants

Home Care Assistance (includes personal care and homemaking): \$300,000 serving over 250 participants

Congregate Meals: \$220,000 serving over 650 participants

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Transportation: \$220,000 serving over 1750 participants
Respite Care: \$70,000 serving over 200 participants

A close "sixth" prioritized and funded service is Care Management (called Community Living Program in PSA IIIC), which is easily coupled with Case Coordination & Support. Both programs are aimed to offer independent living support so participants can remain in the setting of their choice for as long as possible. The AAA administers the Community Living Program with over 130 families/individuals each year. The Community Living Program focuses on those who have complex needs and/or are at risk for needing a more formal care setting.

Case Coordination and Support is contracted (currently) with both County Commission on Aging offices to support their in-home service participants with monitoring, care planning and referral making. These programs are funded at approximately \$250,000 (combined) and serve over 600 individuals each year.

11. Describe the area agency's efforts to ensure diversity, equity, and inclusion, including how the agency ensures that staff at their agency and subcontracting agencies is diverse, equitable, inclusive and knowledgeable of the harms of implicit bias?

Region IIIC is dedicated to ensuring our agency staff and aging network providers become more knowledgeable over the next three years about diversity, equity and inclusion. We must relate this awareness in our approach, our language and in the manner in which we collect data. By examining and bettering our approach we will promote equitable service to all while honoring preferences and privacy.

In the spring of 2022 aging network providers and area agencies were invited to participate in "Building Bridges/Saving Lives: The How and Why of Data Collection" training presented by Services and Advocacy for Gay Elders (SAGE) of Metro Detroit. The AAA shared the training information directly with all service providers in the region. All six (6) AAA IIIC staff participated in the training. At the time the Plan was written, we knew of two service providers who confirmed attendance and are awaiting feedback on how many others participated. Continuous training and self awareness will develop our network into a more inclusive and sensitive way of thinking and being. AAA staff will also participate in the more advanced/in depth self-study training sessions online to help support cultural responsiveness when serving GLBT older adults.

As a part of this development to better serve LGBTQ+ older adults, we will strive for more inclusive practices and fostering more diverse outreach/educational materials, examine policies and intake forms to better relate and record services to all whom we serve. As a part of our Provider Assessment responsibility, we will also examine their outreach/educational materials, policies, forms, etc to assure they're working on their agency and staff engagement to become more responsive and culturally sensitive.

Our efforts will be enhanced by participation at all levels including front line staff to Policy Boards, thus far all have been invited and will continue to be invited to participate, learn and grow!

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Planned Service Array

Complete the FY 2023-2025 MYP/AIP Planned Service Array form for your PSA. Indicate the appropriate placement for each ACLS Bureau service category and regional service definition. Unless noted otherwise, services are understood to be available PSA-wide.

| | Access | In-Home | Community |
|----------------------------------|---|---|--|
| Provided by Area Agency | <ul style="list-style-type: none"> • Care Management • Information and Assistance | <ul style="list-style-type: none"> • Homemaking • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care • Friendly Reassurance | |
| Contracted by Area Agency | <ul style="list-style-type: none"> • Case Coordination and Support • Transportation | <ul style="list-style-type: none"> • Chore • Home Care Assistance • Home Delivered Meals • Respite Care • Friendly Reassurance | <ul style="list-style-type: none"> • Adult Day Services * • Congregate Meals • Disease Prevention/Health Promotion • Home Repair * • Legal Assistance • Long-term Care Ombudsman/Advocacy • Caregiver Education, Support and Training |
| Funded by Other Sources | <ul style="list-style-type: none"> • Transportation | <ul style="list-style-type: none"> • Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care | <ul style="list-style-type: none"> • Adult Day Services * • Home Repair • Legal Assistance • Counseling Services |
| Local Millage Funded | <ul style="list-style-type: none"> • Case Coordination and Support • Information and Assistance • Transportation | <ul style="list-style-type: none"> • Chore • Home Care Assistance • Home Delivered Meals * • Assistive Devices & Technologies * • Respite Care • Friendly Reassurance | <ul style="list-style-type: none"> • Congregate Meals * • Disease Prevention/Health Promotion • Home Repair * • Caregiver Education, Support and Training |

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| | | | |
|-------------------------|------------------|---|---|
| Participant Private Pay | • Transportation | <ul style="list-style-type: none"> • Chore • Home Care Assistance • Homemaking • Home Delivered Meals • Medication Management • Personal Care • Assistive Devices & Technologies • Respite Care | <ul style="list-style-type: none"> • Adult Day Services * • Congregate Meals • Disease Prevention/Health Promotion • Home Repair * • Legal Assistance • Counseling Services |
|-------------------------|------------------|---|---|

* Not PSA-wide

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Planned Service Array Narrative

Describe the area agency's rationale/strategy for selecting the services funded under the MYP/AIP in contrast to services funded by other resources within the PSA, especially for services not available PSA-wide.

Instructions

Use the provided text box to present the Planned Service Array narrative.

Region IIIC Area Agency on Aging develops a comprehensive, coordinated system of supports and services in an effort to promote the independence and well being of older adults and those who care for them across Branch and St. Joseph Counties. Through our multi-year planning and contracting process we gain input from community members, key stakeholders, providers, and community partners/organizations to develop our list of funded services. Based on the needs and projects proposed during our Request for Proposal process, a continuum of services are funded and contracted for. Services that are not contracted for directly are sought and purchased from our local Purchase of Service (POS) vendors. POS vendors can provide everything from fiscal intermediary services, personal care/homemaking, wound care, durable medical equipment/supplies, medication management, and more. County senior millages are available in each county in the PSA. They are administered by the County's Commission on Aging departments. They utilize the millage funds to match federal and state grants, as well as support senior centers, special trips and programming outside the ACLS Bureau's funded services array.

The two services that are contracted by the Area Agency but not available PSA-wide, at the time the Plan was written are: Home Repair and Adult Day Services. Since 2014 our agency has been searching for alternate providers, however we have not been successful in developing/locating one as of yet. Our search continues and as you will read in the program development section, it remains a goal for FY23. Home repair was put out for bid 2019 Request for Proposals, but as has occurred historically, there has only been one bidder who responded and their services are offered in St. Joseph County only. We are only in the beginning stages of the RFP at the time the Plans are submitted, and therefore can not report how the contracts will come through for the 2023-2025 contract cycle.

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Strategic Planning

Strategic planning is essential to the success of any area agency on aging to carry out its mission, remain viable and capable of being customer sensitive, demonstrate positive outcomes for persons served, and meet programmatic and financial requirements of the ACLS Bureau. Agencies must be proactive in establishing safeguards in case of internet failure, hacking, or other connectivity issues. The increasing frequency of climate-related disruptions make emergency planning a priority.

All area agencies are engaged in some level of strategic planning, especially given the changing and competitive environment that is emerging in the aging and long-term-care services network. Provide responses below to the following strategic planning considerations for the area agency's MYP.

1. Describe your process to analyze your agency's strengths, weaknesses, opportunities and threats.

As discussed in the Plan Highlights section of the MYP/AIP, the Community Health Agency has just begun our first Strategic Planning process since 2019. Due to the pandemic, our revision has not occurred. Narrated herein, then, are the highlights from the Strategic Plan which spanned 2015-2019... Notes for 2023 have been added to address potential revisions related to our strengths, weaknesses, opportunities and threats. Once completed, AAA staff will share the BHSJ CHA Strategic Plan with the Bureau via our Field Representative.

Strengths: Staff members are seen as our agency's greatest asset. They are knowledgeable and caring in their approach. Staff members provide the basis for collaborative relationships and community partner engagement. Our collaborative approach and relationships with community partners is another strength. And, finally, our grassroots advocacy is seen as a strength. Note for 2023: staff members are definitely seen as our agency's greatest asset and strength!

Weaknesses: Communication is the most notable weakness for public health, however, was not identified within AAA. Our weaknesses are related to staffing - a lack thereof! Funding is the root cause impacting that weakness - if you don't have viable funding, you can't pay for staffing. Quality improvement initiatives therefore are impacted by few staff, and by the lack of knowledgeable staff to implement quality improvement programs. Other program development activities are also impacted by a lack of staff in that we have difficulty finding the time to complete the work and make progress in achieving goals. Note for 2023: Staffing weakness surrounds the direct care workforce crisis impacting how we provide in home supports. Funding hasn't been as significant a weakness as in the past, however we continuously plan to assure we have a plan if there is a significant reduction in funding in years to come.

Opportunities: Both collaboration and technology were identified as the greatest sources for opportunities in the future. The strategic planning committee (SPC) identified further opportunities for service integration, working with the local hospitals and federally qualified health centers (FQHCs). Expansion of case management services through the Area Agency on Aging and outreach efforts to underserved populations for health services and health insurance enrollment were seen as untapped possibilities for the future. Note for

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2023: Collaboration and technology remain opportunities for better outreach and service to our communities in the future.

Challenges: Changing political climates, both federally and at the state-level, is an identified weakness. The budget process is always interesting! Mandates/requirements of AASA and other federal agencies do impact us as well as our network partners. Note for 2023: These challenges remain an identified weakness as noted.

2. Describe how a potentially greater or lesser future role for the area agency with the Home and Community Based Services (HCBS) Waiver and/or managed health care could impact the organization.

As it stands today, the AAA IIC does not have a formal role in the MIChoice Home & Community Based Waiver program. We have never received a contract for the program, but remain open to one should an agreement be extended. Our provider network across Branch and St. Joseph Counties has always been supportive of our agency operating the MIChoice program locally. Administratively, we would advocate and submit application for a contract should the Department open it up for bid.

The Integrated Care demonstration has been operating in our PSA since 2015. Our role thus far has been education/outreach with those potentially eligible and options counseling for those who have more in-depth questions about eligibility, coverage, plan changes/enrollment and ombudsman options. The two health plans operating in our area have chosen to work directly with the MIChoice Waiver agencies, as such, we've not been involved in negotiations. We are, however, providers for each of the Waiver agencies and would respond to referrals/service requests if authorized. We work in close collaboration with the agents and will maintain that relationship on going.

3. Describe what the area agency would plan to do if there was a ten percent reduction in funding from the ACLS Bureau.

Should the state and/or federal allocations to our AAA be reduced, we would take a very close look at essential services and the most utilized services across the PSA and engage our community/contracted partners to discuss strategies to maintain services to those in greatest need. Our agency works closely with each County Commission on Aging, Community Action and our County transportation authorities to provide key access and in-home services. Those access & in-home services would remain top priority for funding. Conversations with providers would occur regularly and would include prioritization strategy, identification of need, and then putting the plans into action with current participants & those seeking services. Our administrative team and Board of Health would also be engaged in the discussions. More local funding would be used to fill in gaps until budgets could be realigned and in good standing. AAAIIC policies and procedures would be referenced and utilized to guide our process and discussions as well. We are well-versed at working through difficult conversations and problem solving with our community and contracted partners across the aging network.

4. Describe what direction the area agency is planning to go in the future with respect to pursuing, achieving or maintaining accreditation(s) such as National Center for Quality Assurance (NCQA), Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Hospitals (JCAH), or other accrediting body, or pursuing additional accreditations

At this time the Branch-St. Joseph Area Agency on Aging is not planning to pursue or engage in any

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accreditation(s) or accreditation processes.

5. Describe in what ways the area agency is planning to use technology to support efficient operations, effective service delivery and performance, and quality improvement.

The Branch-St. Joseph Area Agency on Aging (IIIC) utilizes the MiChoice Information System, COMPASS and VendorView as our Community Living Program client tracking system. These technology tools are continually updated by the Center for Information Management (CIM, Inc.), the development company, and allow us to document, share internal/external communication, vendor service authorizations and cancellations, communication regarding preferences and specific/urgent participant needs. The programs also tracks the "business-side" of our program in terms of verifying bills, reports, utilization and budgeting. The addition of Vendor View in January 2016 has been a huge success and has proven to have an effect on improved efficiency and communication. Care Consultants utilize iphones and newly implemented tablet computers in the field when appropriate to document and remain timely in completion of their job duties. We continually seek improved service delivery and performance in all of our agency operations. The Community Health Agency implemented a new accounting software package in late 2016 with major efficiencies & proven success in payroll, accounts receivable/payable, budget/financial reports, audit requirements, and human resources functions as well. We continue our participation in the state-wide "Connected2Care" project with the AAA Association of Michigan. As discussed in the Other Grants/Intiatives section, the project goals include building upon existing technology for AAA's to receive admission, discharge and transfer data from a participating health care entity regarding a shared participant. This, again, will lead us toward improving health outcomes and participant satisfaction as we'll be more efficient in performing the case management function within our agency.

6. Describe your agency's emergency planning system, how planning is updated and whether back-up systems are adequate to maintain services during potential disruptions.

The Area Agency on Aging IIIC relies on our public health department IT department for data system and technology-based emergencies. The BHSJ CHA network manager maintains all back up files, processes and upgrades to all of the data systems. For public health emergencies, our Emergency Preparedness Coordinator and our "Health Alert Team" are the lead entites who intiater drills and implement the emergency plans should a disruption or incident occur. The AAA division participates in all Health Alert Team activities, communications and implementation efforts as needed. The BHSJ CHA emergency preparedness documents also include the AAA division and our aging network partners as responding entities when needed.

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Advocacy Strategy

Describe the area agency's comprehensive advocacy strategy for FY 2023-2025. Describe how the area agency's advocacy efforts will improve the quality of life of older adults within the PSA. Also give an update on current advocacy efforts. See *Operating Standards for Area Agencies on Aging* section C-6.

Include initiatives, if any, the area agency is pursuing regarding recruitment, training, wages, diversity and inclusion, credentialing, etc. related to the direct care workforce shortage. Also identify area agency best or promising practices, if any, that could possibly be used in other areas of the state. Enter your advocacy strategy in the dialogue box.

The Branch-St. Joseph Area Agency on Aging will continue avid advocacy within the community and the State of Michigan. The AAA will attempt to increase general public awareness of older adult issues and share what an impact advocacy has in the legislative process. Our most significant, consistent message that we share is the importance of community-based long-term care designed to assist older adults to remain in the setting of their choice.

Our advocacy occurs at many different levels, but begins locally. We will remain involved in: community task forces, multi-purpose collaborative bodies and associated subcommittees, the AAA Association of Michigan, and by strengthening the AAA Advisory Committee. We will also continue to strengthen our relationship with the local Disability Network to develop collaborative advocacy messages, continue partnership building in our local Aging and Disability Resource Consortium, and work together on long term care issues. The following list includes the taskforces & committees we are currently involved with and will continue involvement with over the coming fiscal year:

- ~ Branch County Improving the Lives of Seniors Committee
- ~ St. Joseph County Human Services Commission
- ~ St. Joseph County Adult Services Network
- ~ Caregiver related workgroups and planning committees (each county)
- ~ Emergency preparedness workgroups (each county)
- ~ Branch & St. Joseph County Transportation Authority - Local Advisory Committees
- ~ Elder Abuse Prevention Coalition (Branch Co.) & Interdisciplinary Team (St. Joseph Co.)
- ~ Housing taskforce/homelessness workgroups (each county)
- ~ Access to Healthcare (St. Joseph County)

Advocacy includes identifying local unmet needs and service gaps, seeking and strengthening additional resources, and further developing a coordinated system of services and programs. Through the AAA Advisory Committee and Policy Board, we coordinate advocacy efforts. The Older Michigianians Day event shall be our annual advocacy day at the state capitol along with our state-wide colleagues in aging and disability networks. The event is very energetic and well attended, with each legislator in our area targeted for a dynamic discussion on the needs of older adults and family caregivers. The AAA Advisory Committee (Council) is an appointed committee of the Branch-Hillsdale-St. Joseph Community Health Agency (CHA) Board of Health. As such, Committee is used in their title rather than Council. Advisory Committee membership consists of: Health

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care representatives, Human service agency representatives, AAA contracted providers, County Commissioners (appointed), and, ideally the majority being older adults.

The Board of Health serves as the formal AAA Policy Board. County Commissioners from each county in the district are appointed to the Board of Health to set policy and provide oversight to the CHA and AAA operations. Each of these entities (Advisory Committee & Policy Board) play a key role in assisting the AAA in identifying issues related to older adults and directly involves them in advocacy efforts as key issues arise .

The following trends and issues will remain important to recognize as efforts are put forth for thought and action:

1. Health care – Maintaining adequate and affordable, quality health care is very important, including the topics of Medicare, Medicaid, and insurance/prescription medication. Furthermore, this includes working with community partners (hospitals, home health, hospice, and other related entities) to emphasize the importance of home and community- based care to allow older adults to remain in the setting of their choice to receive services.
2. Expansion of Services and Providers of Services – The AAA must advocate to maintain local determination of funding. As well as making sure there are adequate services for the projected growth in the senior population. As stated above, maintaining involvement with local task forces, collaborative initiatives, and with our elected officials, we can remain strong advocates for those who are affected by decisions at the federal , state, and local level. We will continue to monitor key changes in legislation on the local , state and federal levels to be able to respond and provide up-to-date information for our communities.

These advocacy efforts both within the region, and at the state-level improve the quality of life for older adults through engagement, education, and involvement! As a core function of an area agency, we take advocacy to heart - in everything we do.

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Leveraged Partnerships

Describe the area agency's strategy for FY 2023-2025 to partner with providers of services funded by other resources, as indicated in the PSA Planned Service Array.

- 1. Include, at a minimum, plans to leverage resources with organizations in the following categories:**
 - a. Commissions Councils and Departments on Aging.**
 - b. Health Care Organizations/Systems (e.g. hospitals, health plans, Federally Qualified Health Centers)**
 - c. Public Health.**
 - d. Mental Health.**
 - e. Community Action Agencies.**
 - f. Centers for Independent Living.**
 - g. Other**

Establishing a network of comprehensive supports and services to assist older adults remain as independent and healthy as possible is one of our core responsibilities as an Area Agency on Aging. The Older Michiganians Act (OMA) and Older American's Act (OAA) funding that we receive are granted to local service agencies/organizations to provide for an array of services and programs to support older adults and their families. We partner & collaborate with local Commission on Aging agencies, health care organizations, public health, mental health, Community Action, and our local Center for Independent Living (Disability Network of Southwest Michigan).

In Region 3C, federal and state funds are allocated to the following services: adult day services, caregiver education, support and training, case coordination & support, chore, congregate meals, disease prevention/health promotion, home care assistance, home delivered meals, home repair, information & assistance, legal services, in-home respite, medication management, assistive devices/technology, care management/community living program, and transportation. In addition to OMA and OAA funding, each county in the PSA has a senior millage. The Commission on Aging offices and their County Board of Commissioners are the administrators of these tax dollars. Millage funds are used operationally and to support each AAA grant-funded service they provide. The millages are essential to each county for provision of in-home and community-based services. They expand service and support options and in many cases limit the frequency of waiting lists for services.

Branch County Commission on Aging (COA) receives .4908 mill for total COA operational costs and generates approximately \$700,000 annually for the period 2020 – 2024. Special grant opportunities are sought for expansion of existing programs as well as one-time projects. Fundraising at the COA is also a source of revenue for various programs. Millage funds are incorporated into each of their services, including: home care assistance, chore, respite, case coordination & support, caregiver services, disease prevention/health promotion, MMAP, and transportation. The Branch COA also administers a building millage at .25 mill which generates approximately \$350,000 annually for the period 2021-2030.

St. Joseph County Commission on Aging (COA) receives .75 mill for total COA operational costs and it generates approximately \$1.5 million annually for the period 2018-2023. St. Joseph County also seeks special grant opportunities and participates in fundraising activities, as well as partners with multiple community partners to expand and enhance existing programming and services. The local Commission on Aging offices

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receive the majority of these federal funds to support some of the associated operational costs of offering the valuable service to beneficiaries. MMAP services are highly sought and utilized in the region. Over the next 3 years AAA staff will continue to work directly to build capacity and a broader group of volunteers/agency partners to serve as MMAP counselors and continue in our role as Regional Coordinator designee .

We shall continue our mission to provide for a full range of high quality services , programs, and opportunities which promote the independence and dignity of older adults while supporting those who care for them...

2. Describe the area agency's strategy for developing, sustaining, and building capacity for Evidence-Based Disease Prevention (EBDP) programs including the area agency's provider network EBDP capacity.

Region IIIC intends to build upon the successes of the existing evidence-based prevention programming currently active in each county. These programs are outlined in the FY2023 Evidence Based Programs document. The program offerings may change as a result of the 2022 Request for Proposal, but we don't anticipate major changes as the current offerings are diverse , have stable class leaders, and are well-attended. We appreciate the ACLS Bureau's leadership with EBDP programming with aging network partners. This coordination, among AAA's, the Bureau and the AAA Association office has proven successful, especially as we transitioned during the pandemic from an in-person to remote learning environment. AAA IIIC staff will continue to participate in regular meetings and revise programmatic reporting among all EBDP providers to adhere to Bureau guidance as it evolves.

3. Describe the agency's strategy for developing non-formula resources and use of volunteers to support implementation of the MYP and increased service demand.

AAA IIIC does not currently utilize volunteers to support implementation of the MYP. As a part of local public health, and in response to the COVID-19 pandemic, we certainly worked alongside many, many talented, dedicated volunteers who supported our agency's response efforts including mass immunization clinics, testing and clinical support services...

Non-formula resources are discussed in the MYP under the "Grants and Other Initiatives" section, most notably the Services to Victims of Elder Abuse project funded by the Division of Victim Services. We are constantly reviewing other grant projects and funding opportunities to enhance services and supports to older adults who reside in our planning and service area.

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Community Focal Points

Community Focal Points are visible and accessible points within communities where participants learn about and gain access to available services. Community Focal Points are defined by region. Please review and update the listing of Community Focal Points for your PSA below and edit, make corrections and/or update as necessary. Please specifically note if updates have been made.

Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community. Explain the process by which community focal points are selected.

The currently identified focal point agencies in Region IIIC are the Branch County Commission on Aging and the St. Joseph County Commission on Aging. Logistically they serve older adults in the most populated communities in each county. They are also able to coordinate services with other appropriate entities and health care providers in these larger communities. Furthermore, their experience in service delivery speak volumes to their effectiveness. Co-location of services also occurs at the COA offices and senior centers. Disease prevention programming, congregate meals, fitness activities, art & craft classes, and community presentations are offered on a regular basis. Coordination with other community agencies and organizations including: community mental health, Department of Human Services, hospitals/home health agencies, and private practitioners (chiropractors, physical therapists, podiatrists, etc.) offer additional direct services and access to services and vital information. The public is also invited to use the centers for meetings and special events. In rural regions such as Region IIICC, communities vary in size. They can be as large as a county or as small as a few block neighborhood. The AAA will use the following definition of community: A group of legally recognized townships, villages, or cities where there is a history of affiliation in the areas of health, human services, or education. Using this definition, the AAA identifies six such communities in the two-county region.

In Branch County, there are three: Greater Coldwater, Greater Bronson, and Greater Union City. In St. Joseph County the communities identified are Greater Sturgis, Greater Three Rivers, and Greater Centreville. While other areas in the region meet the criteria listed, they tend to be fairly small and do not have access to a full range of services. The Commissions on Aging (COA) in each county maintain sites for senior activities, health & wellness activities, and nutrition services. As mentioned above, their historic role as centers for information and supportive services make them logical choices to be considered "Community Focal Points". The COA's have consistently demonstrated the capacity to work with other organizations to serve older adults in the most meaningful, comprehensive manner possible. Each of them maintain contracts for the majority of contracted services in the region and as such, are monitored closely each fiscal year for their effectiveness and adherence to standards for service provision.

Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.

Name:

Address:

Website:

Telephone Number:

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Contact Person:

Service Boundaries:

No. of persons within boundary:

Services Provided:

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Other Grants and Initiatives

Use this section to identify other grants and/or initiatives that your area agency is participating in with the ACLS Bureau and/or other partners. Grants and/or initiatives to be included in this section may include, but are not limited to:

- Tailored Caregiver and Referral® (TCARE)
- Creating Confident Caregivers® (CCC)
- Evidence Based Disease Prevention (EBDP) Programs (see Doc Library for listing)
- Building Training...Building Quality (BTBQ)
- Powerful Tools for Caregivers®
- PREVNT Grant and other programs for prevention of elder abuse
- Programs supporting persons with dementia (such as Developing Dementia Dexterity and Dementia Friends)
- Medicare Medicaid Assistance Program (MMAP)
- MI Health Link (MHL)
- Respite Education & Support Tools (REST)
- Care Transitions Project

1. Briefly describe other grants and/or initiatives the area agency is participating in with ACLS Bureau or other partners.

In the spring of 2018 Region IIIC AAA competitively bid upon and was awarded a Victim of Crimes Act (VOCA) grant through the Michigan Department of Victim's Services for the "Services to Victims of Elder Abuse" (SVEA) grant. Funds are awarded to Region IIIC annually for each project period to directly serve victims of elder or dependent adult abuse, neglect, and/or exploitation across Branch and St. Joseph Counties. Our project builds upon the successful relationships our office has worked so diligently to foster over the past 10 years. Multiple agencies and departments such as: Community Mental Health, Probate Court, Prosecuting Attorneys, law enforcement (County Sheriffs, local department and MI State Police), domestic violence/sexual assault organizations, financial institutions, health care facilities/ offices, Adult Protective Services and more have come together to address abuse, neglect and exploitation awareness and prevention in our community. In addition, we've worked to develop county-specific Vulnerable Adult Protocol documents, offer trainings and seminars, and now, with the VOCA grant - we are able to directly serve victims. The VOCA-SVEA grant mandated full time staff to be hired as "elder abuse victim specialists" to serve victims and support their recovery from their crime victimization. We have two staff who are dedicated to this role. In addition to directly serving victims, they support each county's coalition/team focused on elder/vulnerable adult abuse prevention. Monthly meetings, Protocol revision/enhancement and training development are on the top of their "to-do list" each year. Having this VOCA-SVEA grant funding, our focus on elder/vulnerable adult abuse, neglect and exploitation offers more dedicated and dynamic staff time to address these local issues. We look forward to sharing our outcomes as we reach our goals implementing the project across Branch and St. Joseph Counties.

Another project AAA IIIC will remain engaged in is the AAA Association of Michigan's "Connected2Care" (C2C) project. C2C was developed in response to the significantly changing environment of health care and home and community-based services. Special invitation funding was awarded to the AAA Association by the

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Michigan Health Endowment Fund in 2019 and was again awarded in 2022 to continue our successes. C2C has enhanced technology platforms which the aging network uses (COMPASS) in order to provide real-time admission, discharge and/or transfer notices regarding shared participants/patients. The enhanced technology also engages our network as a health information exchange partner, expanding the reach of communication to the home and community based network of providers. There is no cost, other than minimal staff time, to participate in the project as the MHEF funds are primarily paying for the development/enhancement costs of the technology. The AAA Association will serve as the fiduciary and staff support as well, in order to organize regular meetings and participation in learning collaborative groups to discuss how the technology is working in the field and with participants/patients.

Our office will remain actively involved in the Medicare/Medicaid Assistance Program and have a staff person serve in the Regional Coordinator role. As outlined throughout the Plans, MMAP is a highly prioritized service among older adults and key leaders in the PSA. As the go-to program for health insurance information, we will also remain actively trained and provide MiHealth Link outreach, education, and enrollment assistance. During program year 2021-2022 the Regional Coordinator provided 4 presentations across the PSA, and, served nearly 80 MiHealth Link enrollees understand coverage, provide options, and give enrollment assistance. In addition, the MMAP Regional Coordinator served over 120 "regular" MMAP clients understand their benefits, make changes they determined important to them and seek alternative options for coverage. Our sites also did an amazing job with counseling over 300 individuals in one-on-one counseling sessions. MMAP clients seek appointments in comfortable, local community/senior centers, and many times, return year after year, after year!

2. Briefly describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.

The Services to Victims of Elder Abuse has and will most definitely continue to improve the quality of life of older adults across the planning and service area. As a dedicated program serving as a resource to victims, people will have access to an advocate and direct assistance in recovery from their trauma. Our satisfaction surveys tabulated from November 2018 through May 2022 have all been complimentary of the program and its staff. Additional focus areas include community collaboration & outreach, and additional development & enhancement of Vulnerable Adult Protocols. We are also planning program outcome assessments in those areas to gauge our successes as well.

Connected2Care, though the main focus is technology enhancement, the results will be evident immediately. The improved communication among care coordinators within home & community based providers/agencies, health care facilities/hospitals, and speciality offices will result in better communication with older adults. Care plan adjustments can be made in a more timely fashion, with quicker informed decision-making, and fewer duplication of services across the continuum.. These anticipated results will absolutely enhance the quality of life of older adults within the PSA.

MMAP's mission is to educate, counsel and empower Michigan's older adults and individuals with disabilities, and those who serve them, so that they can make informed health benefit decisions. The trained counselors in our area continuously seek training and provide high quality, unbiased information at accessible sites across the two-county planning and service area.

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3. Briefly describe how these other grants and initiatives reinforce the area agency's planned program development efforts for FY 2023-2025.

Provision of high quality services, programs and opportunities which promote the independence and dignity of older adults while supporting those who care for them -- SVEA directly serves and honors victims' dignity by supporting and advocating alongside them through their experiences. Referrals to community supports and finding resources to support individuals care needs are a priority of the SVEA grant initiative . Coalition building and supporting/collaborating with community partners are also goals of the project. Connected2Care will support the technology-side of supporting individuals and families, espeically family members who are out of town/area. With increased communication, supports can be changed and notifications made in a more timely manner to assist individuals and families. MMAP, again, will continue their mission of educating, counseling and empowering individuals to make informed health benefit decisions.

FY 2023 AREA PLAN GRANT BUDGET

Rev. 10/8/21

Agency: Branch-St. Joseph AAA

Budget Period: 10/01/22 to 09/30/23

PSA: IIC

Date: 05/13/22

Rev. No.: orig Page 1of 3

| SERVICES SUMMARY | | | |
|------------------------------------|---------------------|--------------------|------------------|
| FUND SOURCE | SUPPORTIVE SERVICES | NUTRITION SERVICES | TOTAL |
| 1. Federal Title III-B Services | 152,205 | | 152,205 |
| 2. Fed. Title III-C1 (Congregate) | | 94,779 | 94,779 |
| 3. State Congregate Nutrition | | 2,676 | 2,676 |
| 4. Federal Title III-C2 (HDM) | | 107,797 | 107,797 |
| 5. State Home Delivered Meals | | 133,467 | 133,467 |
| 8. Fed. Title III-D (Prev. Health) | 8,821 | | 8,821 |
| 9. Federal Title III-E (NFCSP) | 55,740 | | 55,740 |
| 10. Federal Title VII-A | - | | - |
| 10. Federal Title VII-EAP | - | | - |
| 11. State Access | 7,989 | | 7,989 |
| 12. State In-Home | 142,429 | | 142,429 |
| 13. State Alternative Care | 31,394 | | 31,394 |
| 14. State Care Management | 80,228 | | 80,228 |
| 15. St. ANS | 12,458 | | 12,458 |
| 16. St. Nursing Home Ombs (NHO) | - | | - |
| 17. Local Match | | | |
| a. Cash | 280,554 | 55,231 | 335,785 |
| b. In-Kind | 17,250 | 41,900 | 59,150 |
| 18. State Respite Care (Escheat) | 39,281 | | 39,281 |
| 19. MATF | 33,416 | | 33,416 |
| 19. St. CG Support | 4,123 | | 4,123 |
| 20. TCM/Medicaid & MSO | - | | - |
| 21. NSIP | | 122,575 | 122,575 |
| 22. Program Income | 82,650 | 173,000 | 255,650 |
| TOTAL: | 948,538 | 731,425 | 1,679,963 |

| ADMINISTRATION | | | | |
|-------------------------------|----------------|---------------|---------------|----------------|
| Revenues | | Local Cash | Local In-Kind | Total |
| Federal Administration | 46,594 | 32,504 | 20,250 | 99,348 |
| State Administration | 8,053 | | | 8,053 |
| MATF Administration | 3,300 | - | - | 3,300 |
| St. CG Support Administration | 407 | - | - | 407 |
| Other Admin | 96,800 | | | 96,800 |
| Total AIP Admin: | 155,154 | 32,504 | 20,250 | 207,908 |

| Expenditures | | |
|----------------------|------|----------------|
| | FTEs | |
| 1. Salaries/Wages | 5.00 | 170,600 |
| 2. Fringe Benefits | | 32,600 |
| 3. Office Operations | | 4,708 |
| Total: | | 207,908 |

| Cash Match Detail | | In-Kind Match Detail | |
|-------------------|---------------|----------------------|---------------|
| Source | Amount | Source | Amount |
| Branch County | 15,515 | Local Appropriation | 20,250 |
| St. Joseph County | 16,989 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total: | 32,504 | Total: | 20,250 |

BGP Allocation Amount 1,184,532

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

Title

Date

FY 2023 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Branch-St. Joseph AAA
 PSA: IIIC

Budget Period: 10/01/22 to 09/30/23
 Date: 05/13/22

Rev. No.: orig

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Operating Standards For AAA's

| Op | Std | SERVICE CATEGORY | Title III-B | Title III-D | Title III - E | Title VII A Title VII/EAP | OMB | State Access | State In-Home | St. Alt. Care | State Care Mgmt | State NHO | St. ANS | St. Respite (Escheat) | MATF | St. CG Supp | TOW-Medicaid MSO Fund | Program Income | Cash Match | In-Kind Match | TOTAL |
|-----------------------------|-----|--|-------------|-------------|---------------|------------------------------|-----|-----------------|------------------|------------------|--------------------|--------------|---------|--------------------------|--------|-------------|--------------------------|-------------------|---------------|------------------|---------|
| A Access Services | | | | | | | | | | | | | | | | | | | | | |
| A-1 | | Care Management | 22,200 | | 26,000 | | | | | | 80,228 | | 12,458 | | | | | | 32,504 | 8,000 | 181,390 |
| A-2 | | Case Coord/supp | | | 7,000 | | | 7,989 | | | | | | | | | | | 30,000 | | 44,989 |
| A-3 | | Disaster Advocacy & Outreach Program | | | | | | | | | | | | | | | | | | | - |
| A-4 | | Information & Assis | 22,900 | | | | | | | | | | | | | | | | | 3,000 | 25,900 |
| A-5 | | Outreach | | | | | | | | | | | | | | | | | | | - |
| A-6 | | Transportation | 30,000 | | 7,000 | | | | | | | | | | 8,000 | | | 22,000 | 28,000 | | 95,000 |
| A-7 | | Options Counseling | | | | | | | | | | | | | | | | | | | - |
| B In-Home | | | | | | | | | | | | | | | | | | | | | |
| B-1 | | Chore | 10,000 | | | | | | | | | | | | | | | 500 | 2,650 | | 13,150 |
| B-2 | | Home Care Assis | | | | | | | | | | | | | | | | | | | - |
| B-3 | | Home Injury Cntrl | | | | | | | | | | | | | | | | | | | - |
| B-4 | | Homemaking | | | | | | | 60,229 | 15,697 | | | | | | | | 16,500 | 50,000 | | 142,426 |
| B-6 | | Home Health Aide | | | | | | | | | | | | | | | | | | | - |
| B-7 | | Medication Mgt | | | | | | | 9,000 | | | | | | | | | | | | 9,000 |
| B-8 | | Personal Care | | | | | | | 53,200 | 15,697 | | | | | | | | 16,500 | 50,500 | | 135,897 |
| B-9 | | Assistive Device&Tech | | | | | | | 8,000 | | | | | | | | | | | | 8,000 |
| B-10 | | Respite Care | | | | | | | 12,000 | | | | | 16,581 | 5,416 | | | 5,200 | 18,550 | | 57,747 |
| B-11 | | Friendly Reassure | 10,000 | | | | | | | | | | | | | | | | 600 | 1,500 | 12,100 |
| C-10 | | Legal Assistance | 12,000 | | | | | | | | | | | | | | | 500 | 1,500 | | 14,000 |
| C Community Services | | | | | | | | | | | | | | | | | | | | | |
| C-1 | | Adult Day Services | | | | | | | | | | | | 22,700 | 20,000 | 4,123 | | 20,000 | 31,250 | | 98,073 |
| C-2 | | Dementia ADC | | | | | | | | | | | | | | | | | | | - |
| C-6 | | Disease Prevent/Health Promion | | 8,821 | | | | | | | | | | | | | | 250 | 2,500 | | 11,571 |
| C-7 | | Health Screening | | | | | | | | | | | | | | | | | | | - |
| C-8 | | Assist to Hearing Impaired & Deaf Cmty | | | | | | | | | | | | | | | | | | | - |
| C-9 | | Home Repair | 10,500 | | | | | | | | | | | | | | | 500 | 3,500 | | 14,500 |
| C-11 | | LTC Ombudsman | 2,000 | | | | | | | | | | | | | | | | 18,000 | | 20,000 |
| C-12 | | Sr Ctr Operations | | | | | | | | | | | | | | | | | | | - |
| C-13 | | Sr Ctr Staffing | | | | | | | | | | | | | | | | | | | - |
| C-14 | | Vision Services | | | | | | | | | | | | | | | | | | | - |
| C-15 | | Prevnt of Elder Abuse,Neglect,Exploitation | | | | | | | | | | | | | | | | | | | - |
| C-16 | | Counseling Services | | | | | | | | | | | | | | | | | | | - |
| C-17 | | Creat.Conf.CG@ CCC | | | | | | | | | | | | | | | | | | | - |
| C-18 | | Caregiver Supplmt Services | | | | | | | | | | | | | | | | | | | - |
| C-19 | | Kinship Support Services | | | | | | | | | | | | | | | | | | | - |
| C-20 | | Caregiver E,S,T | | | 15,740 | | | | | | | | | | | | | 700 | 11,000 | | 27,440 |
| *C-8 | | Program Develop | 22,005 | | | | | | | | | | | | | | | | | 3,000 | 25,005 |
| Region Specific | | | | | | | | | | | | | | | | | | | | | |
| | | Community Living Program Services | 5,100 | | | | | | | | | | | | | | | | | 1,100 | 6,200 |
| | | Gap Filling | 5,500 | | | | | | | | | | | | | | | | | 650 | 6,150 |
| | | c. | | | | | | | | | | | | | | | | | | | - |
| | | d. | | | | | | | | | | | | | | | | | | | - |
| | | 7. CLP/ADRC Services | | | | | | | | | | | | | | | | | | | - |
| Sp Co | | 8. MATF Adm | | | | | | | | | | | | | 3,300 | | | | | | 3,300 |
| Sp Co | | 9. St CG Sup Adm | | | | | | | | | | | | | | 407 | | | | | 407 |
| SUPPRT SERV TOTAL | | | 152,205 | 8,821 | 55,740 | - | - | 7,989 | 142,429 | 31,394 | 80,228 | - | 12,458 | 39,281 | 36,716 | 4,530 | - | 82,650 | 280,554 | 17,250 | 952,245 |

FY 2023 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL

Rev. 10/8/21

Agency: Branch-St. Joseph AAA Budget Period: 10/01/22 to 9/30/23
 PSA: IIC Date: 05/13/22 Rev. Number orig

page 3 of 3

FY 2023 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL

| Op Std | SERVICE CATEGORY | Title III C-1 | Title III C-2 | State Congregate | State HDM | NSIP Title III-E | Program Income | Cash Match | In-Kind Match | TOTAL |
|--------|---------------------------------|---------------|----------------|------------------|----------------|------------------|----------------|---------------|---------------|----------------|
| | Nutrition Services | | | | | | | | | |
| C-3 | Congregate Meals | 93,829 | | 2,676 | | | 48,000 | 15,000 | 6,500 | 166,005 |
| B-5 | Home Delivered Meals | | 107,797 | | 133,467 | 122,575 | 125,000 | 40,231 | 35,400 | 564,470 |
| C-4 | Nutrition Counseling | | | | | | | | | - |
| C-5 | Nutrition Education | | | | | | | | | - |
| | AAA RD/Nutritionist* | 950 | | | | | | | | 950 |
| | Nutrition Services Total | 94,779 | 107,797 | 2,676 | 133,467 | 122,575 | 173,000 | 55,231 | 41,900 | 731,425 |

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

FY 2023 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

| Op Std | SERVICE CATEGORY | Title III-B | Title VII-A | Title VII-EAP | State NHO | MSO Fund | Program Income | Cash Match | In-Kind Match | TOTAL |
|--------|--------------------------------|--------------|-------------|---------------|-----------|----------|----------------|---------------|---------------|---------------|
| | LTC Ombudsman Ser | | | | | | | | | |
| C-11 | LTC Ombudsman | 2,000 | - | - | - | - | - | 18,000 | - | 20,000 |
| C-15 | Elder Abuse Prevention | - | | - | | | - | - | - | - |
| | Region Specific | - | - | - | | | - | - | - | - |
| | LTC Ombudsman Ser Total | 2,000 | - | - | - | - | - | 18,000 | - | 20,000 |

FY 2023 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

| Op Std | SERVICES PROVIDED AS A FORM OF RESPITE CARE | Title III-B | Title III-E | State Alt Care | State Escheats | State In-Home | Merit Award Trust Fund | Program Income | Cash/In-Kind Match | TOTAL |
|--------|---|-------------|-------------|----------------|----------------|---------------|------------------------|----------------|--------------------|----------|
| B-1 | Chore | | | | | | | | | - |
| B-4 | Homemaking | | | | | | | | | - |
| B-2 | Home Care Assistance | | | | | | | | | - |
| B-6 | Home Health Aide | | | | | | | | | - |
| B-10 | Meal Preparation/HDM | | | | | | | | | - |
| B-8 | Personal Care | | | | | | | | | - |
| | Respite Service Total | - | - | - | - | - | - | - | - | - |

FY 2023 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL

| Op Std | SERVICE CATEGORY | Title III-B | Title III-E | | | | Program Income | Cash Match | In-Kind Match | TOTAL |
|--------|----------------------------------|-------------|--------------|--|--|--|----------------|------------|---------------|--------------|
| | Kinship Ser. Amounts Only | | | | | | | | | |
| C-18 | Caregiver Sup. Services | - | | | | | - | | - | - |
| C-19 | Kinship Support Services | - | - | | | | - | - | - | - |
| C-20 | Caregiver E,S,T | | 5,000 | | | | - | - | - | 5,000 |
| | Kinship Services Total | - | 5,000 | | | | - | - | - | 5,000 |

| Planned Services Summary Page for FY 2023 | | | PSA: IIIC | | |
|---|----------------|----------------------|---------------------|-------------|-----------|
| Service | Budgeted Funds | Percent of the Total | Method of Provision | | |
| | | | Purchased | Contract | Direct |
| ACCESS SERVICES | | | | | |
| Care Management | \$ 181,390 | 10.77% | x | | x |
| Case Coordination & Support | \$ 44,989 | 2.67% | | x | |
| Disaster Advocacy & Outreach Program | \$ - | 0.00% | | | |
| Information & Assistance | \$ 25,900 | 1.54% | | | x |
| Outreach | \$ - | 0.00% | | | |
| Transportation | \$ 95,000 | 5.64% | | x | |
| Option Counseling | \$ - | 0.00% | | | |
| IN-HOME SERVICES | | | | | |
| Chore | \$ 13,150 | 0.78% | | x | |
| Home Care Assistance | \$ - | 0.00% | | | |
| Home Injury Control | \$ - | 0.00% | | | |
| Homemaking | \$ 142,426 | 8.46% | x | x | |
| Home Delivered Meals | \$ 564,470 | 33.53% | | x | |
| Home Health Aide | \$ - | 0.00% | | | |
| Medication Management | \$ 9,000 | 0.53% | x | | |
| Personal Care | \$ 135,897 | 8.07% | x | x | |
| Personal Emergency Response System | \$ 8,000 | 0.48% | x | | |
| Respite Care | \$ 57,747 | 3.43% | x | x | |
| Friendly Reassurance | \$ 12,100 | 0.72% | | x | x |
| COMMUNITY SERVICES | | | | | |
| Adult Day Services | \$ 98,073 | 5.82% | | x | |
| Dementia Adult Day Care | \$ - | 0.00% | | | |
| Congregate Meals | \$ 166,005 | 9.86% | | x | |
| Nutrition Counseling | \$ - | 0.00% | | | |
| Nutrition Education | \$ - | 0.00% | | | |
| Disease Prevention/Health Promotion | \$ 11,571 | 0.69% | | x | |
| Health Screening | \$ - | 0.00% | | | |
| Assistance to the Hearing Impaired & Deaf | \$ - | 0.00% | | | |
| Home Repair | \$ 14,500 | 0.86% | | x | |
| Legal Assistance | \$ 14,000 | 0.83% | | x | |
| Long Term Care Ombudsman/Advocacy | \$ 20,000 | 1.19% | | x | |
| Senior Center Operations | \$ - | 0.00% | | | |
| Senior Center Staffing | \$ - | 0.00% | | | |
| Vision Services | \$ - | 0.00% | | | |
| Programs for Prevention of Elder Abuse, | \$ - | 0.00% | | | |
| Counseling Services | \$ - | 0.00% | | | |
| Creating Confident Caregivers® (CCC) | \$ - | 0.00% | | | |
| Caregiver Supplemental Services | \$ - | 0.00% | | | |
| Kinship Support Services | \$ - | 0.00% | | | |
| Caregiver Education, Support, & Training | \$ 27,440 | 1.63% | | x | |
| AAA RD/Nutritionist | \$ 950 | 0.06% | | x | |
| PROGRAM DEVELOPMENT | \$ 25,005 | 1.49% | | | x |
| REGION-SPECIFIC | | | | | |
| Community Living Program Services | \$ 6,200 | 0.37% | x | | |
| Gap Filling | \$ 6,150 | 0.37% | x | | |
| c. | \$ - | 0.00% | | | |
| d. | \$ - | 0.00% | | | |
| CLP/ADRC SERVICES | \$ - | 0.00% | | | |
| SUBTOTAL SERVICES | | | | | |
| | \$ 1,679,963 | | | | |
| MATF & ST CG ADMINISTRATION | | | | | |
| | \$ 3,707 | 0.22% | | | x |
| TOTAL PERCENT | | | 9.52% | 81.51% | 8.97% |
| TOTAL FUNDING | | \$ 1,683,670 | \$160,125 | \$1,372,505 | \$151,040 |

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.

FY 2023 BUDGET REVIEW SPREADSHEET

Rev. 10/8/21

| Agency: | Branch-St. Joseph of AAA Regions | | | Fiscal Year: | FY 2023 |
|--|----------------------------------|----------------------|----------------------|---|---|
| Date of SGA: | 11/1/3021 | SGA No. | Cost/Allocation Plan | Date Reviewed by AASA: | |
| Date of Budget: | 05/13/22 | Revision No. | orig | Initials of Field Rep Approving: | |
| SGA CATEGORY | SGA AWARD | C/O AMOUNT | TOTAL | AAA COMMENTS | |
| Title III Administration | \$ 46,594 | | \$ 46,594 | | |
| State Administration | \$ 8,053 | | \$ 8,053 | | |
| Title III-B Services | \$ 152,205 | | \$ 152,205 | | Transfer Request submitted (Appendix F) |
| Title III-C-1 Services | \$ 94,779 | | \$ 94,779 | | From Title IIIC1 (\$60,000) |
| Title III-C-2 Services | \$ 107,797 | | \$ 107,797 | | To Title IIIC2 \$25,000 |
| Federal Title III-D (Prev. Health) | \$ 8,821 | | \$ 8,821 | | To Title IIIB \$35,000 |
| Title III-E Services (NFCSP) | \$ 55,740 | | \$ 55,740 | | |
| Title VII/A Services (LTC Ombuds) | \$ - | | \$ - | | |
| Title VII/EAP Services | \$ - | | \$ - | | |
| St. Access | \$ 7,989 | | \$ 7,989 | | |
| St. In Home | \$ 142,429 | | \$ 142,429 | | |
| St. Congregate Meals | \$ 2,676 | | \$ 2,676 | | |
| St. Home Delivered Meals | \$ 133,467 | | \$ 133,467 | | |
| St. Alternative Care | \$ 31,394 | | \$ 31,394 | | |
| St. Aging Network Srv. (St. ANS) | \$ 12,458 | | \$ 12,458 | | |
| St. Respite Care (Escheats) | \$ 39,281 | | \$ 39,281 | | |
| Merit Award Trust Fund (MATF) | \$ 36,716 | | \$ 36,716 | | |
| St. Caregiver Support (St. CG Sup.) | \$ 4,530 | | \$ 4,530 | | |
| St. Nursing Home Ombuds (NHO) | \$ - | | \$ - | | |
| MSO Fund-LTC Ombudsman | \$ - | | \$ - | | |
| St. Care Mgt. | \$ 80,228 | | \$ 80,228 | | |
| NSIP | \$ 122,575 | | \$ 122,575 | | |
| | | | \$ - | | |
| SGA TOTALS: | \$ 1,087,732 | \$ - | \$ 1,087,732 | | |
| Administrative Match Requirements | | | | | |
| ADMINISTRATION | BUDGET | SGA | DIFFERENCE | | |
| Federal Administration | \$ 46,594 | \$ 46,594 | \$ - | Minimum federal administration match amount | \$15,531 |
| State Administration | \$ 8,053 | \$ 8,053 | \$ - | Administration match expended (State Adm. + Local Match) | \$60,807 |
| | | | | Is the federal administration matched at a minimum 25%? | Yes |
| | | | | Does federal administration budget equal SGA? | Yes |
| Sub-Total: | \$ 54,647 | \$ 54,647 | \$ - | Does state administration budget equal SGA? | Yes |
| MATF | \$ 3,300 | | | | |
| ST CG Supp | \$ 407 | | | | |
| Local Administrative Match | | | | Merit Award Trust Admin. & St. Caregiver Support Admin must be expended at or below 9% of | |
| Local Cash Match | \$ 32,504 | | | Total Merit Award Trust Fund & St. Caregiver Support Admin. Funds budgeted: | 8% |
| Local In-Kind Match | \$ 20,250 | | | Is Merit Award Trust Fund & St CG Support Admin. budgeted at 9% or less? | Yes |
| Sub-Total: | \$ 52,754 | | | Amount of MATF Funds budgeted on Adult Day Care | \$ 20,000 |
| Other Admin | \$ 96,800 | AIP TOT ADMIN | DIFFERENCE | Is at least 50% of MATF budgeted on Adult Day Care services? | Yes |
| Total Administration: | \$ 207,908 | \$ 207,908 | \$ - | Title III-E Kinship Services Program Requirements | |
| SERVICES: | BUDGET | SGA | % BUDGETED | Are kinship services budgeted at > 5% of the AAA's Title III-E funding? | Yes |
| Federal Title III-B Services | \$ 152,205 | \$ 152,205 | 100.0000% | | |
| Fed. Title III C-1 (Congregate) | \$ 94,779 | \$ 94,779 | 100.0000% | [note: see TL #369 & TL#2007-141] | |
| State Congregate Nutrition | \$ 2,676 | \$ 2,676 | 100.0000% | For Agencies required to budget a minimum of \$25,000 of Title III-E requirement met? | N/A |
| Federal C-2 (HDM) | \$ 107,797 | \$ 107,797 | 100.0000% | Title III-B Long Term Care Ombudsman Maintenance of Effort Requirements | |
| State Home Delivered Meals | \$ 133,467 | \$ 133,467 | 100.0000% | Amount required from Transmittal Letter #2020-431. (see cell L 42) | #N/A |
| Federal Title III-D (Prev. Health) | \$ 8,821 | \$ 8,821 | 100.0000% | Budgeted amount Title III-B for LTC Ombudsman. | \$2,000 |
| Federal Title III-E (NFCSP) | \$ 55,740 | \$ 55,740 | 100.0000% | Is required maintenance of effort met? | #N/A |
| St. Access | \$ 7,989 | \$ 7,989 | 100.0000% | | |
| St. In Home | \$ 142,429 | \$ 142,429 | 100.0000% | | |
| St. Alternative Care | \$ 31,394 | \$ 31,394 | 100.0000% | Service Match Requirements | |
| St. Care Mgt. | \$ 80,228 | \$ 80,228 | 100.0000% | Minimum service match amount required | \$92,678 |
| State Nursing Home Ombs (NHO) | \$ - | \$ - | #DIV/0! | Service matched budgeted: (Local Cash + In-Kind) | \$394,935 |
| St ANS | \$ 12,458 | \$ 12,458 | 100.0000% | Is the service allotment matched at a minimum 10%? | Yes |
| Sub-Total: | \$ 829,983 | \$ 829,983 | 100.0000% | | |
| Local Service Match | | | | Miscellaneous Budget Requirements / Constraints | |
| Local Cash Match | \$ 335,785 | | | Amounts budgeted for OAA / AASA Priority Services: | |
| Local In-Kind Match | \$ 59,150 | | | Access: | \$75,100 |
| | | | | In-Home: | \$20,000 |
| | | | | Legal: | \$12,000 |
| Sub-Total: | \$ 394,935 | | | Total Budgeted for Priority Services: | \$107,100 |
| Title VII/A Services (LTC Ombuds) | \$ - | \$ - | #DIV/0! | Are Access Services budgeted at minimum 10% of Original ACL Title III-B | Yes |
| Title VII/EAP Services | \$ - | \$ - | #DIV/0! | Are In Home Services budgeted at minimum 10% of Original ACL Title III-B | Yes |
| NSIP | \$ 122,575 | \$ 122,575 | 100.0000% | Are Legal Services budgeted at minimum 6.5% of Original ACL Title III-B | Yes |
| St. Respite Care (Escheats) | \$ 39,281 | \$ 39,281 | 100.0000% | (Actual % of Legal) | 7.88% |
| MATF | \$ 33,416 | \$ 33,416 | 100.0000% | | |
| St. CG Support | \$ 4,123 | \$ 4,123 | 100.0000% | Title III-B award w/o carryover or Transfers in current SGA | \$152,205 |
| MSO Fund-LTC Ombudsman | \$ - | \$ - | #DIV/0! | Amount budgeted for Program Development: | \$22,005 |
| TCM-Medicaid / CM | \$ - | | | % of Title III-B Program Development (must be 20% or less): | 14.0% |
| Program Income | \$ 255,650 | | | Is Program Development budgeted at 20% or less? | Yes |
| | | | | Title III-D allotment with carryover: | \$8,821 |
| Total Services: | \$ 1,679,963 | | | Amount budgeted for EBDP Activities, per TL#2012-244: | \$8,821 |
| Grand Total: Ser.+ Admin. | \$ 1,887,871 | | | Is 100% of Title III-D budgeted on APPROVED EBDP? | Yes |

PRIORITY SERVICE SECTION

| Access Services | III-B Budget Amount |
|------------------------|----------------------------|
| a. Care Management | \$22,200 |
| b. Case Coord/supp | \$0 |
| c. Disaster Advocacy | \$0 |
| d. Information & Assis | \$22,900 |
| e. Outreach | \$0 |
| f. Transportation | \$30,000 |
| g. Options Counseling | \$0 |
| Access Total: | \$75,100 |

(AAA Regional Access Service)

| In Home Services | III-B Budget Amount |
|--------------------------------|----------------------------|
| a. Chore | \$10,000 |
| b. Home Care Assis | \$0 |
| c. Home Injury Cntrl | \$0 |
| d. Homemaking | \$0 |
| e. Home Health Aide | \$0 |
| f. Medication Mgt | \$0 |
| g. Personal Care | \$0 |
| h. Assistive Device&Tech | \$0 |
| i. Respite Care | \$0 |
| j. Friendly Reassure | \$10,000 |
| In Home Services Total: | \$20,000 |

(AAA Regional In-Home Service)
(AAA Regional In-Home Service)

| Kinship Services | III-E Budget Amount |
|--|----------------------------|
| 1. Caregiver Supplmt - Kinship Amount Only | |
| 2. Kinship Support | \$0 |
| 3. Caregiver E,S,T - Kinship Amount Only | \$5,000 |
| | \$0 |
| Kinship Services Total: | \$5,000 |

(Other Title III-E Kinship Service)
(Other Title III-E Kinship Service)

| Title III-B Transfers reflected in SGA | Title III-B Award |
|---|--------------------------|
| Title III-B award w/o carryover in SGA | \$152,205 |
| a. Amt. Transferred into Title III-B | |
| b. Amt. Transferred out of Title III-B | |
| AoA Title III-B Award Total: | \$152,205 |

(Use ONLY If SGA Reflects Transfers)

(Always Enter Positive Number)
(Always Enter Positive Number)

NOTE: AoA Title III Part B award for the current FY means total award from AoA without carryover or transfers.

Personal Health and Disease Prevention: May 26, 2022

Communicable Disease:

We will be looking to hire a new Covid Response Coordinator who can help manage this section of work along with the CDC Foundation team. It's difficult to tell which direction things will go with Covid in the coming months and into the new school year. We continue to make sure we have adequate staffing for investigation, testing supplies on hand, and familiarity with updated guidance/protocols in case we need to increase response for certain situations.

The first case of avian influenza A (H5N1) virus in the United States was reported on April 28th, 2022 in Colorado. The human risk assessment for the general public continues to be low with this primarily remaining as an animal health issue.

Immunizations/STD/HIV:

The FDA has authorized Pfizer booster doses for kids 5-11 years old. We are currently waiting for further guidance from the CDC on clinical considerations for this particular age group before proceeding. Once confirmed, we will make updates to our website scheduling page and other social media platforms.

Women, Infant, and Children (WIC):

We will be focusing on ME preparation in WIC until it is complete in mid-July.

Our IBCLC (International Board-Certified Lactation Consultant) will be retiring on May 27th. Maria has been such a great resource for our clients and WIC staff, she has put in many years of service to public health and the agency. The WIC program requires an IBCLC on staff so we are working on short and long-term solutions for coverage after her departure.

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

We are reaching out to CSHCS clients and working closely with the children's special needs fund to meet the desires of our clients. We continue to attend all tri-county meetings which are slowly getting back to in-person. These meetings help better service our clients with resources and maintain our partnerships.

May is Mental Health Awareness Month!

We do not have to get it together before we show up. -Anne Lamott

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

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

April-22

Confirmed & Probable Case Totals

| | 2021-2022 | | | | FYTD 2021-2022 | | | | 2020-2021 FYTD | | | |
|---------------------------------------|-----------|----|----|-------|----------------|-------|-------|--------|----------------|-------|-------|--------|
| | BR | HD | SJ | Total | BR | HD | SJ | Total | BR | HD | SJ | Total |
| Animal Bite/Rabies potential exposure | - | 8 | - | 8 | 7 | 37 | - | 44 | 26 | 29 | - | 55 |
| Brucellosis | - | - | - | - | - | - | - | - | - | - | 1 | 1 |
| Campylobacter | 1 | 1 | - | 2 | 7 | 5 | 3 | 15 | - | 2 | 5 | 7 |
| Chicken Pox | - | - | - | - | - | - | - | - | - | - | - | - |
| Chlamydia | 6 | 6 | 5 | 17 | 65 | 53 | 97 | 215 | 65 | 64 | 101 | 230 |
| Coccidioidomycosis | - | - | - | - | - | - | 1 | 1 | - | - | - | - |
| CRE Carbapenem Resistant Enterobac. | - | - | - | - | 1 | - | - | 1 | - | 1 | - | 1 |
| Cryptosporidiosis | - | - | - | - | 1 | - | 1 | 2 | - | - | 1 | 1 |
| Encephalitis - Primary | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| Giardiasis | - | - | - | - | - | 1 | 3 | 4 | - | - | - | - |
| Gonorrhea | 1 | 1 | 4 | 6 | 21 | 20 | 58 | 99 | 36 | 44 | 52 | 132 |
| H. Influenzae Disease - Inv. | - | 1 | - | 1 | 3 | 1 | - | 4 | - | 1 | - | 1 |
| Hepatitis B - Acute | 2 | - | - | 2 | 4 | - | - | 4 | - | - | 1 | 1 |
| Hepatitis B - Chronic | - | - | - | - | 1 | - | 1 | 2 | 1 | - | 1 | 2 |
| Hepatitis C - Acute | - | 1 | - | 1 | 2 | 1 | - | 3 | 3 | 1 | 2 | 6 |
| Hepatitis C - Chronic | 2 | - | - | 2 | 13 | 1 | 4 | 18 | 13 | 5 | 5 | 23 |
| Hepatitis C Unknown | - | - | - | - | - | - | - | - | - | - | - | - |
| Histoplasmosis | - | - | - | - | 1 | - | 1 | 2 | - | - | - | - |
| HIV/AIDS | - | - | - | - | 2 | - | 2 | 4 | - | - | - | - |
| Influenza | 11 | 13 | 17 | 41 | 109 | 148 | 101 | 358 | - | - | - | - |
| Kawasaki | - | - | - | - | - | - | - | - | - | - | - | - |
| Legionellosis | - | - | - | - | - | 1 | - | 1 | - | - | - | - |
| Lyme Disease | - | - | - | - | - | 1 | 1 | 2 | - | - | - | - |
| Measles | - | - | - | - | - | 1 | - | 1 | - | - | - | - |
| Menengitis - Aseptic | - | - | - | - | - | - | 1 | 1 | - | - | - | - |
| Menengitis - Bacterial | - | - | - | - | - | - | - | - | 1 | - | - | 1 |
| Meningococcal Disease | - | - | - | - | - | - | - | - | - | - | - | - |
| Mumps | - | - | - | - | - | - | - | - | 1 | - | - | 1 |
| Mycobacterium - Other | - | 3 | - | 3 | 3 | 6 | 2 | 11 | - | 2 | 1 | 3 |
| Norovirus | - | 1 | - | 1 | 1 | 1 | 2 | 4 | - | 1 | 1 | 2 |
| Novel Coronavirus | 62 | 79 | 88 | 229 | 5,334 | 4,878 | 6,133 | 16,345 | 3,962 | 3,786 | 5,053 | 12,801 |
| Pertussis | - | 2 | - | 2 | - | 6 | - | 6 | - | - | - | - |
| Salmonellosis | - | - | - | - | 2 | 1 | 1 | 4 | 4 | 1 | 1 | 6 |
| Scabies | - | - | - | - | - | - | - | - | 6 | - | - | 6 |
| Shiga Toxin-prod. (STEC) | - | - | - | - | 1 | 1 | - | 2 | - | - | - | - |
| Shingles | - | - | - | - | 1 | - | - | 1 | - | - | - | - |
| Staphylococcus Aureus Infect. | - | - | - | - | - | - | - | - | - | - | - | - |
| Strep Invasive Gp A | - | - | - | - | - | - | - | - | - | - | 1 | 1 |
| Strep Pneumonia Inv Ds. | 1 | 1 | - | 2 | 2 | 7 | 2 | 11 | 1 | 1 | 3 | 5 |
| Syphilis - Primary | - | - | - | - | 1 | - | - | 1 | - | - | - | - |

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

| | Apr-21 | | | | | YTD 2021-2022 | | | | | YTD 2020-2021 | | | | |
|--|--------|-----|----|-----|-------|---------------|-------|-----|-------|--------|---------------|--------|-----|--------|--------|
| | BR | HD | ST | TR | Total | BR | HD | ST | TR | Total | BR | HD | ST | TR | Total |
| CHILD IMMUNIZATIONS | | | | | | | | | | | | | | | |
| # Vaccines Given CHA | 30 | 142 | - | 30 | 202 | 864 | 1,091 | - | 706 | 2,661 | 933 | 1,048 | 87 | 1,145 | 3,213 |
| All VFC Doses Given | 587 | 340 | - | 661 | 1,588 | 4,980 | 2,832 | - | 4,943 | 12,755 | 5,599 | 3,848 | - | 6,854 | 16,301 |
| Waivers | 12 | 10 | 1 | 3 | 26 | 56 | 91 | 12 | 51 | 210 | 25 | 22 | 8 | 24 | 79 |
| ADULT IMMUNIZATIONS | | | | | | | | | | | | | | | |
| # Vaccines Given | 307 | 94 | - | 91 | 492 | 3,475 | 1,608 | - | 1,364 | 6,447 | 15,205 | 12,122 | 14 | 21,186 | 48,527 |
| All AVP Doses Given | 9 | 24 | - | 19 | 52 | 54 | 296 | - | 114 | 464 | 102 | 63 | - | 115 | 280 |
| TRAVEL VACCINATIONS | | | | | | | | | | | | | | | |
| Branch Office | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| COMMUNICABLE DISEASE | | | | | | | | | | | | | | | |
| TB Tests Done | 11 | 13 | - | 1 | 25 | 40 | 75 | - | 11 | 126 | 42 | 59 | - | 4 | 105 |
| New LTBI on Rx | - | - | - | - | - | - | - | - | - | - | 1 | - | - | - | 1 |
| STD treatments | 1 | 1 | - | 4 | 6 | 19 | 22 | 2 | 65 | 108 | - | 15 | 2 | 20 | 37 |
| New STD Investigations | 7 | 7 | - | 10 | 24 | 61 | 61 | - | 138 | 260 | 101 | 109 | - | 154 | 364 |
| HIV Testing | - | - | - | 4 | 4 | - | - | 2 | 21 | 23 | - | 2 | 2 | 4 | 8 |
| ENROLLMENTS | | | | | | | | | | | | | | | |
| Medicaid & Michild | - | 1 | - | - | 1 | 9 | 2 | - | 2 | 13 | - | - | - | - | - |
| REFERRAL SERVICE | | | | | | | | | | | | | | | |
| MCDC Referrals | 2 | - | 55 | 46 | 103 | 46 | - | 113 | 147 | 306 | 56 | 197 | 54 | 82 | 389 |
| MIHP referrals | 46 | - | - | 1 | 47 | 226 | 23 | 100 | 130 | 479 | 119 | 29 | 136 | 128 | 412 |
| Hearing Screens | | | | | | | | | | | | | | | |
| Pre-school | 88 | 35 | - | 155 | 278 | 246 | 336 | 64 | 349 | 995 | 155 | 337 | - | 401 | 893 |
| School Age | 22 | 35 | - | 32 | 89 | 895 | 735 | 489 | 1,647 | 3,766 | 828 | 922 | - | 1,782 | 3,532 |
| Vision Screens | | | | | | | | | | | | | | | |
| Pre-school | 114 | 50 | - | 179 | 343 | 302 | 387 | - | 423 | 1,112 | 186 | 362 | - | 446 | 994 |
| School Age | 62 | 203 | - | 127 | 392 | 2,959 | 1,863 | - | 3,902 | 8,724 | 2,249 | 1,699 | - | 2,946 | 6,894 |
| Children's Special Health Care Services | | | | | | | | | | | | | | | |
| Diagnostics | - | 2 | - | - | 2 | 11 | 9 | - | 3 | 23 | 5 | 9 | - | - | 14 |
| Assessments-Renewal | 13 | 18 | - | 25 | 56 | 109 | 127 | - | 138 | 374 | 113 | 150 | - | 168 | 431 |
| Assessments-New | 10 | 6 | - | 12 | 28 | 17 | 34 | - | 45 | 96 | 14 | 32 | - | 40 | 86 |

Branch-Hillsdale-St. Joseph Community Health Agency
Environmental Public Health Services
Report for the May 26, 2022 Board of Health Meeting
Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health

Food Service Sanitation

Our first food service manager certification class has been tentatively scheduled for June 15. The class will be held in the large conference room in the Coldwater office and we hope to have at least 30 attendees. Our food staff is consulting with the new testing company to work out the arrangements for obtaining the exams and getting the completed exams returned to them for processing.



Well and Septic

We have been working with Gina Cossairt, who had filed for an appeal for the septic permit on her property in Branch County. Ms. Cossairt decided that she would move forward with the holding tank agreement and has submitted the proper paperwork. The holding tank permit was issued last week so she has been able to proceed with her plans to put a new home on her property. This type of situation with limited lot size for septic replacement will continue to be an issue because we have many lake lots that do not have access to sewer systems across all three of our counties. I really appreciate the efforts of the board in working with us and our citizens as we try to be creative and finding solutions to these very difficult home sites.

There has been new legislation recently proposed (HB 6101) that would require an inspection of all “septic tanks” prior to the sale of a home. The language in the bill seems to be focused only on the septic tank and not on the entire sewage disposal system. There is some language that refers to investigating if there is any evidence of and illicit discharge but nothing that would require to determine if the existing drain field is properly constructed or is functioning properly. The bill further requires all evaluators to be licensed by EGLE, all evaluations to be submitted to EGLE for review and all parcels with septic tanks have an authorization (from EGLE) for sale or transfer of a parcel prior to sale. This legislation is concerning in that it only addresses septic tanks and EGLE is in no position at this point to provide this type of service in a timely manner. The bill if passed as written could certainly create significant barriers for individuals trying to sell a parcel with a septic tank.

Other Programs

During a recent meeting with EGLE and MDHHS, I was informed that the State has been releasing more funds for municipal water extensions for PFAS sites. This is good news for the White Pigeon site as they were originally denied grant money to extend the municipal water supply to the areas effected by the PFAS contamination.

EH Service Statistics Report

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

ENVIRONMENTAL HEALTH SERVICE REPORT

2021/2022

| | APRIL | | | | YTD 2021/2022 | | | | YTD 2020/2021 | | | |
|---|-------|----|----|-------|---------------|-----|-----|-------|---------------|-----|-----|-------|
| | BR | HD | SJ | TOTAL | BR | HD | SJ | TOTAL | BR | HD | SJ | TOTAL |
| WELL/SEWAGE SYSTEM EVAL. | - | 1 | - | 1 | - | 1 | 10 | 11 | 2 | 2 | 5 | 9 |
| CHANGE OF USE EVALUATIONS - FIELD | 1 | 2 | - | 3 | 8 | 21 | 16 | 45 | 22 | 31 | 21 | 74 |
| CHANGE OF USE EVALUATIONS - OFFICE | 4 | - | 12 | 16 | 12 | 16 | 58 | 86 | 37 | 22 | 70 | 129 |
| ON-SITE SEWAGE DISPOSAL | | | | | | | | | | | | |
| PERMITS NEW CONSTRUCTION | 3 | 5 | 8 | 16 | 31 | 28 | 45 | 104 | 23 | 46 | 44 | 113 |
| REPAIR/REPLACEMENT | 5 | 10 | 19 | 34 | 36 | 32 | 50 | 118 | 47 | 30 | 91 | 168 |
| VACANT LAND EVALUATION | 1 | 1 | 4 | 6 | 2 | 9 | 15 | 26 | 9 | 12 | 10 | 31 |
| PERMITS DENIED | 1 | - | - | 1 | 2 | - | - | 2 | - | - | 3 | 3 |
| TOTAL | 9 | 16 | 31 | 57 | 59 | 69 | 110 | 250 | 79 | 88 | 146 | 315 |
| SEWAGE PERMITS INSPECTED | 8 | 4 | 12 | 24 | 40 | 46 | 65 | 145 | 54 | 63 | 106 | 222 |
| WELL PERMITS ISSUED | 12 | 8 | 22 | 42 | 54 | 64 | 164 | 282 | 106 | 92 | 116 | 314 |
| WELL PERMITS INSPECTED | 13 | 7 | 13 | 33 | 70 | 74 | 142 | 286 | 91 | 87 | 104 | 282 |
| FOOD SERVICE INSPECTION | | | | | | | | | | | | |
| PERMANENT | 29 | 26 | 31 | 86 | 143 | 154 | 179 | 476 | 148 | 131 | 200 | 497 |
| NEW OWNER / NEW ESTABLISHMENT | - | 1 | - | 1 | 3 | 6 | 7 | 16 | 2 | 4 | 2 | 8 |
| FOLLOW-UP INSPECTION | 1 | 1 | - | 2 | 10 | 3 | 9 | 22 | 4 | 1 | 4 | 13 |
| TEMPORARY | - | 5 | 2 | 7 | 3 | 13 | 9 | 25 | 1 | 9 | 24 | 34 |
| MOBILE/STFU | 3 | 2 | 5 | 10 | 7 | 3 | 12 | 22 | - | 1 | 14 | 15 |
| PLAN REVIEW APPLICATIONS | 1 | - | 3 | 4 | 6 | 2 | 13 | 21 | 4 | 3 | 4 | 11 |
| FOOD RELATED COMPLAINTS | 1 | 1 | - | 2 | 6 | 6 | 2 | 14 | 8 | 29 | 9 | 40 |
| FOODBORNE ILLNESS INVESTIGATED | - | - | - | - | 1 | - | - | 1 | - | - | - | - |
| FOOD CLASSES | | | | | | | | | | | | |
| MANAGEMENT CERTIFICATION CLASS | - | - | - | - | n/a | n/a | n/a | - | n/a | n/a | n/a | n/a |
| FOOD HANDLERS CLASS | - | - | - | - | n/a | n/a | n/a | - | n/a | n/a | n/a | - |
| METH LAB REFERRALS | | | | | | | | | | | | |
| METH LAB LETTERS SENT | - | - | - | - | - | - | - | - | - | - | - | - |
| CAMPGROUND INSPECTION | | | | | | | | | | | | |
| NON-COMM WATER SUPPLY INSP. | - | 1 | 3 | 4 | 9 | 5 | 6 | 20 | 4 | 6 | 5 | 15 |
| SWIMMING POOL INSPECTION | - | - | - | - | 6 | 4 | - | 10 | 7 | 3 | - | 10 |
| PROPOSED SUBDIVISION REVIEW | | | | | | | | | | | | |
| SEPTIC TANK CLEANER | - | - | - | - | - | - | - | - | - | - | 4 | 4 |
| DHS LICENSED FACILITY INSP. | - | 3 | 1 | 4 | 7 | 18 | 19 | 44 | 3 | 19 | 16 | 38 |
| COMPLAINT INVESTIGATIONS | 2 | 2 | - | 4 | 10 | 11 | 11 | 32 | 2 | 18 | 5 | 25 |
| LONG TERM MONITORING | | | | | | | | | | | | |
| BODY ART FACILITY INSPECTIONS | - | - | - | - | 3 | 2 | - | 6 | 3 | 3 | 4 | 8 |

Inspection Type Count by County

For Date Range: 4/1/2022 - 4/30/2022 and Program: Food Service

| County | Inspection Type | Count |
|------------|-----------------------------|-------|
| Branch | Complaint | 1 |
| | Consult | 2 |
| | Follow-Up | 1 |
| | Other | 1 |
| | Routine | 29 |
| | STFU/Mobile | 3 |
| Hillsdale | Complaint | 1 |
| | Consult | 1 |
| | Follow-Up | 1 |
| | Pre-opening/New | 1 |
| | Progress Note | 1 |
| | Routine | 26 |
| | STFU/Mobile | 2 |
| St. Joseph | Temporary | 5 |
| | Routine | 31 |
| | STFU/Mobile | 5 |
| | Temporary | 2 |
| | Total number of inspections | 113 |

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Inspection Type Count

For Date Range: 4/1/2022 - 4/30/2022 and Program: Food Service

| Inspection Type | Count |
|-----------------------------|-------|
| Complaint | 2 |
| Consult | 3 |
| Follow-Up | 2 |
| Other | 1 |
| Pre-opening/New | 1 |
| Progress Note | 1 |
| Routine | 86 |
| STFU/Mobile | 10 |
| Temporary | 7 |
| Total number of inspections | 113 |

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Establishment Inspection Report

For Date Range: 4/1/2022 - 4/30/2022 and Program: Food Service

| Name | Location | Date | Inspection Type | # P | # Pf | # P/Pf Fixed During Inspection | # Core |
|--------------------------------------|--------------|-----------|-----------------|-----|------|--------------------------------|--------|
| AMERICAN LEGION POST #52 | COLDWATER | 4/27/2022 | Routine | 0 | 0 | 0 | 0 |
| ANDREWS ELEM SCHOOL | Three Rivers | 4/20/2022 | Routine | 0 | 0 | 0 | 0 |
| BAW BEESE AMERICAN LEGION | HILLSDALE | 4/20/2022 | Complaint | 0 | 0 | 0 | 0 |
| Big Wheels BBQ | CONSTANTINE | 4/15/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| BRANCH INTER. SCHOOL DISTRICT | COLDWATER | 4/28/2022 | Routine | 0 | 0 | 0 | 0 |
| BROADWAY GRILLE | UNION CITY | 4/5/2022 | Routine | 0 | 2 | 0 | 2 |
| Cambridge Cheese Company | Onsted | 4/24/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| Center Park United Methodist Church | Three Rivers | 4/25/2022 | Routine | 0 | 0 | 0 | 0 |
| CENTRAL ELEMENTARY SCHOOL | White Pigeon | 4/28/2022 | Routine | 0 | 0 | 0 | 0 |
| CENTREVILLE ELEMENTARY | Centreville | 4/14/2022 | Routine | 1 | 0 | 0 | 0 |
| CENTREVILLE HIGH SCHOOL | Centreville | 4/14/2022 | Routine | 0 | 0 | 0 | 0 |
| CITY LIMITS DELI | LITCHFIELD | 4/8/2022 | Routine | 1 | 2 | 2 | 1 |
| CITY LIMITS DELI | LITCHFIELD | 4/19/2022 | Follow-Up | 1 | 0 | 0 | 0 |
| COLDWATER BURGER KING #4652 | COLDWATER | 4/27/2022 | Routine | 0 | 0 | 0 | 4 |
| COLDWATER HIGH SCHOOL | COLDWATER | 4/26/2022 | Routine | 1 | 0 | 1 | 0 |
| COLON ELEM SCHOOL | Colon | 4/27/2022 | Routine | 0 | 0 | 0 | 0 |
| COLON HIGH SCHOOL | COLON | 4/27/2022 | Routine | 0 | 0 | 0 | 0 |
| COMMUNITY ACTION AGENCY (HEAD START) | HILLSDALE | 4/25/2022 | Routine | 0 | 0 | 0 | 0 |
| COMMUNITY ACTION AGENCY (HEAD START) | HILLSDALE | 4/25/2022 | Progress Note | 0 | 0 | 0 | 0 |
| CONGRESS SCHOOL | STURGIS | 4/20/2022 | Routine | 0 | 0 | 0 | 0 |
| CONSTANTINE HIGH SCHOOL | Constantine | 4/11/2022 | Routine | 0 | 0 | 0 | 0 |
| CONSTANTINE MIDDLE SCHOOL | Constantine | 4/11/2022 | Routine | 0 | 0 | 0 | 0 |
| COSMOS FAMILY RESTAURANT | STURGIS | 4/20/2022 | Routine | 0 | 1 | 0 | 1 |
| CROCKETT'S SMOKED BBQ AND DELI | Coldwater | 4/8/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| DAVIS MIDDLE SCHOOL | HILLSDALE | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |

| | | | | | | | |
|--|---------------|-----------|-------------|---|---|---|---|
| Dog Daze | Camden | 4/13/2022 | STFU/Mobile | 0 | 1 | 1 | 0 |
| DOMINO'S PIZZA #1228 | JONESVILLE | 4/5/2022 | Routine | 0 | 0 | 0 | 0 |
| EASTSIDE ELEM SCHOOL | Constantine | 4/11/2022 | Routine | 0 | 0 | 0 | 0 |
| EASTWOOD SCHOOL | Sturgis | 4/20/2022 | Routine | 0 | 0 | 0 | 0 |
| Eicher's Subs on the Go | Montpelier | 4/30/2022 | Temporary | 0 | 0 | 0 | 0 |
| FRATERNAL ORDER OF EAGLES #1907 | COLDWATER | 4/21/2022 | Routine | 0 | 0 | 0 | 0 |
| Get It While It's Hot! | Constantine | 4/29/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| GIER ELEMENTARY SCHOOL | HILLSDALE | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| GINOLFI'S | North Adams | 4/12/2022 | Routine | 0 | 1 | 0 | 1 |
| GIRARD HEAD START BISD | COLDWATER | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| GREENFIELD SCHOOL | Hillsdale | 4/22/2022 | Routine | 0 | 0 | 0 | 0 |
| Hillsdale County ISD - Hillsdale Preparatory | Hillsdale | 4/21/2022 | Routine | 0 | 0 | 0 | 0 |
| Hillsdale County ISD - YAP | Hillsdale | 4/14/2022 | Routine | 0 | 0 | 0 | 0 |
| Hillsdale Dairy Queen | Hillsdale | 4/27/2022 | Routine | 0 | 0 | 0 | 0 |
| HILLSDALE GOLF & COUNTRY CLUB | CAMBRIA TWP | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| HILLSDALE HIGH SCHOOL | Hillsdale | 4/14/2022 | Routine | 1 | 0 | 1 | 0 |
| HILLSDALE HOSPITAL | HILLSDALE | 4/15/2022 | Routine | 0 | 0 | 0 | 0 |
| HOPPIN ELEM | THREE RIVERS | 4/21/2022 | Routine | 0 | 0 | 0 | 0 |
| Howardsville Christian School | MARCELLUS | 4/25/2022 | Routine | 0 | 0 | 0 | 0 |
| Island Hills DBA Gibby's on the Lake | Centreville | 4/19/2022 | Routine | 0 | 0 | 0 | 0 |
| Jay'z BBQ | STURGIS | 4/27/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| JEANNIE'S DINER | COLDWATER | 4/21/2022 | Routine | 0 | 0 | 0 | 4 |
| JEFFERSON ELEMENTARY SCHOOL | COLDWATER | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| JENNINGS ELEMENTARY SCHOOL | QUINCY | 4/11/2022 | Routine | 0 | 0 | 0 | 0 |
| Jerolene Elementary | Sturgis | 4/13/2022 | Routine | 0 | 0 | 0 | 1 |
| JONESVILLE HIGH SCHOOL | JONESVILLE | 4/18/2022 | Routine | 0 | 0 | 0 | 1 |
| JONESVILLE MIDDLE SCHOOL | JONESVILLE | 4/18/2022 | Routine | 0 | 0 | 0 | 0 |
| Jr/Sr fund raiser | MARCELLUS | 4/20/2022 | Temporary | 0 | 0 | 0 | 0 |
| KIMBALL CAMP YMCA NATURE CENTER | Reading | 4/19/2022 | Routine | 1 | 0 | 1 | 0 |
| King Arthur's Trolley - HD | Fort Wayne | 4/20/2022 | Temporary | 0 | 0 | 0 | 0 |
| Kona Ice of Steuben County | PLEASANT LAKE | 4/18/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| Kona Ice of Steuben County | PLEASANT LAKE | 4/23/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |

| | | | | | | | |
|---|--------------|-----------|-------------|---|---|---|---|
| Lakeland Elementary | Coldwater | 4/14/2022 | Routine | 0 | 0 | 0 | 0 |
| LEGG MIDDLE SCHOOL | COLDWATER | 4/26/2022 | Routine | 0 | 0 | 0 | 0 |
| LINCOLN ELEMENTARY SCHOOL | COLDWATER | 4/14/2022 | Routine | 0 | 0 | 0 | 0 |
| LINCOLN LEARNING CENTER (BRANCH ISD) | COLDWATER | 4/14/2022 | Routine | 0 | 0 | 0 | 0 |
| LITCHFIELD-JONESVILLE LANES INC | Jonesville | 4/8/2022 | Routine | 0 | 0 | 0 | 0 |
| Los Tequilas | Coldwater | 4/26/2022 | Routine | 2 | 0 | 2 | 3 |
| LUIGI'S PIZZA | LITCHFIELD | 4/8/2022 | Routine | 0 | 0 | 0 | 1 |
| MaMazzoni's Italian Beef | Sturgis | 4/8/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| MAX LARSEN ELEM SCHOOL | COLDWATER | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| MEL'S 50s DINER | UNION CITY | 4/5/2022 | Routine | 0 | 0 | 0 | 2 |
| MENDON GRADE SCHOOL | Mendon | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| MENDON JR & SR HIGH SCHOOL | MENDON | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| MOSHERVILLE LADIES AID SOCIETY | SCIPIO TWP | 4/13/2022 | Routine | 0 | 0 | 0 | 1 |
| New School Relic | Nottawa | 4/23/2022 | Temporary | 0 | 0 | 0 | 0 |
| NORTH ADAMS PUBLIC SCHOOLS | North Adams | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| NORTON ELEM | THREE RIVERS | 4/20/2022 | Routine | 0 | 0 | 0 | 0 |
| Ol' Papp's Kettle Corn | Coldwater | 4/28/2022 | Routine | 0 | 0 | 0 | 0 |
| Overflowing Cups & Cones | Hillsdale | 4/27/2022 | Consult | 0 | 0 | 0 | 0 |
| PANSOPHIA ACADEMY | COLDWATER | 4/12/2022 | Routine | 0 | 0 | 0 | 0 |
| PARK COMMUNITY SCHOOL | THREE RIVERS | 4/21/2022 | Routine | 0 | 0 | 0 | 0 |
| PENNY'S | HILLSDALE | 4/22/2022 | Routine | 0 | 0 | 0 | 0 |
| PROMEDICA - COLDWATER REGIONAL HOSPITAL | COLDWATER | 4/19/2022 | Routine | 0 | 0 | 0 | 0 |
| Quincy Diner | QUINCY | 4/19/2022 | Consult | 0 | 0 | 0 | 0 |
| QUINCY JR SR HIGH SCHOOL | QUINCY | 4/11/2022 | Routine | 0 | 0 | 0 | 0 |
| RED FOX SPORTSMAN CLUB | JONESVILLE | 4/29/2022 | Routine | 0 | 0 | 0 | 0 |
| RIVERSIDE ELEM SCHOOL | Constantine | 4/11/2022 | Routine | 0 | 0 | 0 | 0 |
| Rooster's Wing Shack | THREE RIVERS | 4/1/2022 | Routine | 0 | 0 | 0 | 0 |
| SKATE RANCH INC | COLDWATER | 4/19/2022 | Routine | 0 | 0 | 0 | 0 |
| Spence Softball Complex | Sturgis | 4/27/2022 | Routine | 0 | 0 | 0 | 0 |
| ST PAUL LUTHERAN CHURCH | COLDWATER | 4/28/2022 | Routine | 0 | 0 | 0 | 0 |
| STOAGIES FAMILY ROOM CAFE | COLDWATER | 4/14/2022 | Routine | 0 | 1 | 1 | 0 |

| | | | | | | | |
|--|---------------|-----------|-----------------|---|---|---|---|
| STURGIS ADULT ED | Sturgis | 4/20/2022 | Routine | 0 | 0 | 0 | 0 |
| STURGIS HIGH SCHOOL | Sturgis | 4/20/2022 | Routine | 0 | 0 | 0 | 0 |
| STURGIS MIDDLE SCHOOL | STURGIS | 4/13/2022 | Routine | 0 | 0 | 0 | 0 |
| test of lot eval | Three Rivers | 4/26/2022 | Consult | 3 | 1 | 0 | 0 |
| test of lot eval | Three Rivers | 4/26/2022 | Other | 1 | 2 | 0 | 1 |
| test of lot eval | Three Rivers | 4/27/2022 | Complaint | 1 | 2 | 0 | 2 |
| The BUCKET INC | UNION CITY- | 4/28/2022 | Routine | 0 | 0 | 0 | 0 |
| The Dawn Theater | Hillsdale | 4/1/2022 | Pre-opening/New | 0 | 0 | 0 | 0 |
| The Donut Hut | Hillsdale | 4/21/2022 | Routine | 0 | 0 | 0 | 0 |
| THE LOCAL EATERY | Hillsdale | 4/26/2022 | Routine | 0 | 0 | 0 | 0 |
| THE SALVATION ARMY | HILLSDALE | 4/7/2022 | Routine | 1 | 0 | 1 | 0 |
| THREE RIVERS LITTLE LEAGUE CONSTANTINE F | Three Rivers | 4/22/2022 | Routine | 0 | 0 | 0 | 0 |
| TKO BBQ | Jonesville | 4/29/2022 | Temporary | 0 | 0 | 0 | 0 |
| UNION CITY ELEMENTARY SCHOOL | UNION CITY | 4/5/2022 | Routine | 0 | 0 | 0 | 0 |
| UNION CITY HIGH SCHOOL | UNION CITY-PT | 4/5/2022 | Routine | 0 | 0 | 0 | 0 |
| UNION CITY MIDDLE SCHOOL | UNION CITY | 4/5/2022 | Routine | 0 | 0 | 0 | 0 |
| Waldron Community Days | Waldron | 4/17/2022 | Temporary | 0 | 0 | 0 | 0 |
| WALL SCHOOL | STURGIS | 4/13/2022 | Routine | 0 | 1 | 0 | 0 |
| Weenie Kings | THREE RIVERS | 4/29/2022 | STFU/Mobile | 0 | 0 | 0 | 0 |
| Wendy's #4444 | | 4/6/2022 | Routine | 1 | 1 | 1 | 3 |
| Wendy's #4444 | | 4/6/2022 | Follow-Up | 3 | 2 | 4 | 3 |
| WENZEL SCHOOL | STURGIS | 4/13/2022 | Routine | 0 | 0 | 0 | 1 |
| WHITE PIGEON HIGH SCHOOL | WHITE PIGEON | 4/28/2022 | Routine | 0 | 0 | 0 | 0 |
| WILLIAMS ELEMENTARY SCHOOL | JONESVILLE | 4/18/2022 | Routine | 0 | 0 | 0 | 0 |
| Zilantros Mexican Street Food | Hudson | 4/30/2022 | Temporary | 0 | 0 | 0 | 0 |

Food Inspection Codes:

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

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

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