

---

## **BOARD OF HEALTH – FINANCE COMMITTEE**

### **Agenda for August 19, 2024 at 9:00 AM**

1. Call to Order
  - a. Roll Call
  - b. Approval of the Agenda\*
2. Public Comment
3. Health Officers Report – pg 3
4. New Business
  - a. Kindergarten Oral Health Assessment Program\* - pg 4
  - b. Medical Director Contract\* - pg 14
  - c. Building Security Improvement Project\* - pg 19
  - d. AAA FY25 Provider Allocations\* - pg 31
5. Public Comment
6. Adjournment - Next meeting: Full Board meets on August 22, 2024, next Finance Committee Meeting September 16, 2024.

Public Comment:  
For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

# PUBLIC COMMENT

•
•
•
•
•
•
•
•
•
•
•
•
•
•
•

**Items for Finance Committee**

**August 19, 2024**

**Prepared by: Rebecca A. Burns, M.P.H., R.S.**

**Kindergarten Oral Health Assessments (KOHA):** I am proposing we start up KOHA services for FY25. The finance committee is requested to approve the Agency to seek to employ a dental hygienist as an independent contractor for this program.

**Safety & Security in BHSJCHA facilities:** The finance committee is requested to approve the proposal for the Agency to engage the services of Michigan Security & Lock. The company who installed our existing fob system has provided pricing on the installation of additional Door Readers to further expand on the system we currently have in place. The additional locations we are planning to install readers on are utilized by staff to access interior areas of the building and currently have to be left unlocked or opened by use of a key. With issuance of a badge reader or fob to staff we eliminate keys which can be lost or duplicated and unlocked doors, making our offices more secure and safer for staff. We appreciate your consideration and plan to pay for these with the same funding we used for painting and carpet in Hillsdale; CDC Infrastructure. Thank you.

**Medical Director Contract:** Dr. Luparello's contract is ending on September 30, 2024. I have discussed the terms of a new contract with her and the proposal is provided for your consideration and approval to send to the full Board. Dr. Luparello is requesting consideration for a cost of living increase to her annual wage. Dr. Luparello when she started as Medical Director was granted Provisional status as she was lacking the Masters in Public Health degree. MDHHS has recognized Dr. Luparello as a fully appointed Medical Director now that she has received her MPH.

## Kindergarten Oral Health Assessments (KOHA)

### What is KOHA?

Dental problems can prevent children from reaching their full learning potential. To improve school readiness, Michigan created the Kindergarten Oral Health Assessment Program (KOHA). The Michigan Department of Health and Human Services administers the program, and it is carried out through [local health departments](#). Local health departments provide free dental assessments (screenings) to children getting ready to enter kindergarten at places like preschools, Head Start programs, school enrollment events, and community screening events before the start of kindergarten.

Dental problems can cause distracting pain and make it difficult for children to concentrate, can prevent them from eating and sleeping well, and can affect their socialization, sense of self-esteem, and behavior. All of this can prevent children from reaching their full learning potential and succeeding in school. Students will benefit from having a dental assessment because it will identify those who may have issues requiring dental care and connect them to that care.

### Why are Dental Assessments important in Michigan?

BHSJCHA has recognized the importance of dental health in children for a number of years. We were instrumental in bringing public health dental services by MCDC to the jurisdiction and implementing a fluoride varnish program in WIC. We know that there are families eligible for WIC in our communities that chose not to participate, or don't understand they are eligible, and those children miss out on these early dental health opportunities. Making children's oral health a priority is needed for the following reasons:

- **Cavities are common.** Tooth decay (cavities) is the most common chronic disease in children. Almost half of Michigan Head Start children have tooth decay, and close to one-third have tooth decay that hasn't been treated.
- **Cavities can cause pain.** Pain can make it hard for children to pay attention in school, prevent them from eating well, and keep them awake at night. All of this can affect their ability to learn and perform well in school.
- **Poor dental health affects physical health, behavior, and academic and social development.** Dental problems can affect a child's ability to learn and their attendance and performance in school. In fact, children with poor dental health are three times more likely to miss school because of dental problems. Poor oral health can also affect socialization, self-esteem, and behavior.
- **Children's oral health is a key public health priority.** Ensuring that children have access to dental care will help them grow, develop, and succeed. The KOHA dental assessments identify untreated dental disease and refer children for needed care, connect children and their families to dental homes, raise awareness of the importance of good oral health among children and families, and are an opportunity for oral health education.

### What steps were taken by the Agency to reach this recommendation?

The planning committee was comprised of the Health Officer, Administrative Services Director, Accountant, Director of Personal Health and Disease Prevention, Supervisor of Children's Special Health Care Services, Hearing and Vision, and Supervisor of Health Education and Promotion.

The committee contacted other health departments across that state who are already providing dental services including the Kindergarten Oral Health Assessment to understand the process, policies, procedures, and billing practices used for their services. The committee also contacted organizations who are providing third-party services to other local health departments that meet the requirements of the KOHA program.

The committee met with My Community Dental Centers to discuss partnership in provision of dental services overseen by a licensed Dentist as required for the PA 161 program required for the provision of mobile clinic dental services. My Community Dental Center's Dental Director, Dr. Brown is willing to support our program with her oversight.

The committee reviewed the requirements of the PA 161 application, evaluated initial costs in purchasing equipment and supplies, billing of Medicaid and Medicaid dental insurances, and reviewed policies, procedures, and operational frameworks from other health departments to develop the information in the attachments provided with this document.

#### **How will BHSJCHA fund this program?**

BHSJCHA has a planning grant for FY24 for \$63,059.00 from MDHHS. The grant funds were utilized for staff wages to study program start up and implementation with some being used for program start-up materials. Most of the grant funds will be returned as they were unspent.

BHSJCHA was granted for FY25 \$63,059.00 by MDHHS as an initial placeholder. The legislature approved and the Governor signed the budget that provides additional funding for KOHA. The total actual amount BHSJCHA will receive for FY25 should be known before the start of FY25.

BHSJCHA has funds in the Designated Fund Balance for use in dental outreach and education, received through previous cooperative agreements with MCDC, that are available to spend in this program if needed.

#### **Can a Kindergarten student have a dental assessment from their dentist?**

Yes, a parent can request that their dentist conduct the assessment and dentist's in Michigan are encouraged to take part by completing the KOHA Assessment Form.

#### **Additional Documents Attached**

- Job Description
- Budget

#### **Action Requested**

The Agency requests Board of Health approval to engage a Dental Hygienist to conduct the KOHA program in Branch, Hillsdale, and St. Joseph counties.

**BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY  
JOB DESCRIPTION**

**Kindergarten Oral Health Assessment  
Dental Hygienist**

**Reports to:** Community Health Services Supervisor

**FLSA Status:** Non-exempt/Independent Contractor

**Position Summary:**

The Kindergarten Oral Health Assessment Dental Hygienist (KOHA-DH) performs the duties as outlined in the job description and in compliance with State of Michigan program requirements for KOHA. The KOHA-DH maintains routine and thorough communication with the Community Health Services Supervisor and operates under a dental directive that the Agency maintains with a Michigan Licensed Dentist. Performs oral assessments, records and maintains screening information, makes referrals to appropriate professionals, and submits billing information to insurance providers.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Schedules dates and times for screenings at schools and community-based locations within the Agency's jurisdiction, targeting children in kindergarten or within 6 months of starting kindergarten.
2. Observes agency Universal Precautions, OSHA, and HIPAA guidelines appropriately.
3. Performs thorough oral assessment on children, adhering to all applicable safety and infection control standards.
4. Prepares clients for screening activities. Instructs preschool, grade school and special needs children through demonstrations and practice to prepare them for the assessment, ensuring the child is at ease before and during the assessment.
5. Educate clients on proper oral hygiene practices and preventative care techniques.
6. Interprets screening results. Identifies individuals with actual or potential deficiencies and provides notification to the parent/guardian and school administration. Makes referrals for comprehensive professional follow-up.
7. Maintains accurate client records and documentation of assessment in electronic and non-

- electronic formats.
8. Compiles monthly statistics and billing logs.
  9. Prepares mailings and files records as required by both the state and local agency.
  10. Distributes informational materials and resources as needed.
  11. Monitors and maintains screening supplies, reporting restocking needs to Community Health Services Supervisor.
  12. Attends required training seminars, meetings, or events as assigned and approved by the Agency.
  13. Performs other duties as directed.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Valid Michigan license to practice as a Registered Dental Hygienist.
- One or more years of experience as a dental hygienist is preferred, but not required.
- Michigan Vehicle Operator's License.
- Knowledge of oral screening techniques for children, interpreting results, and public health care principles and practices.
- Sensitivity in working with children.
- Ability in preparing correspondence, referrals, and maintaining records.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, changes in work priorities, and in emergency situations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with others.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Community Health Agency, applicable technical devices, and the ability to learn new software programs applicable to the position.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office/community setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 20 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is an office or school setting where the noise level is quiet and sometimes moderate. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals, and situations in the course of performing required duties. Travel is also required of the position.

\* \* \* \* \*

*The Branch-Hillsdale-St. Joseph Community Health Agency provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*



**Budget**

FOR OFFICE USE ONLY:		Version # _____		APP # 754625			
Line Item	Qty	Rate	Units	UOM	Total	Amount	
<b>DIRECT EXPENSES</b>							
<b>Program Expenses</b>							
<b>1</b>	<b>Salary &amp; Wages</b>						
Supervisor	0.1000	73712.000	0.000	FTE	7,371.00	7,371.00	
<b>2</b>	<b>Fringe Benefits</b>						
All Composite Rate	0.0000	22.629	7371.000		1,668.00	1,668.00	
<b>3</b>	<b>Cap. Exp. for Equip &amp; Fac.</b>						
<b>4</b>	<b>Contractual</b>						
<b>5</b>	<b>Supplies and Materials</b>						
Postage	0.0000	0.000	0.000		100.00	100.00	
Office Supplies	0.0000	0.000	0.000		100.00	100.00	
Computer Supplies	0.0000	0.000	0.000		2,500.00	2,500.00	
Printing	0.0000	0.000	0.000		1,000.00	1,000.00	
<b>Total for Supplies and Materials</b>					<b>3,700.00</b>	<b>3,700.00</b>	
<b>6</b>	<b>Travel</b>						
Mileage	0.0000	0.000	0.000		4,000.00	4,000.00	
<b>7</b>	<b>Communication</b>						
Telecommunicaiton	0.0000	0.000	0.000		500.00	500.00	

Budget Detail for Local Health Department - 2025  
 Agency: Branch/Hillsdale/St. Joseph Community Health Agency  
 Application: Oral Health- Kindergarten Assessment

8/16/2024

	Line Item	Qty	Rate	Units	UOM	Total	Amount
8	<b>County-City Central Services</b>						
9	<b>Space Costs</b>						
	space	0.0000	0.000	0.000		50.00	50.00
10	<b>All Others (ADP, Con. Employees, Misc.)</b>						
	Consultant Services-Dental Hygienist	0.0000	0.000	0.000		49,000.00	49,000.00
	Outreach Assessment efforts	0.0000	0.000	0.000		5,000.00	5,000.00
<b>Total for All Others (ADP, Con. Employees, Misc.)</b>						54,000.00	54,000.00
<b>Total Program Expenses</b>						71,289.00	71,289.00
<b>TOTAL DIRECT EXPENSES</b>						71,289.00	71,289.00
<b>INDIRECT EXPENSES</b>							
<b>Indirect Costs</b>							
1	<b>Indirect Costs</b>						
2	<b>Cost Allocation Plan / Other</b>						
	Cost Allocation Plan	0.0000	0.000	0.000		22,000.00	22,000.00
<b>Total Indirect Costs</b>						22,000.00	22,000.00
<b>TOTAL INDIRECT EXPENSES</b>						22,000.00	22,000.00
<b>TOTAL EXPENDITURES</b>						<b>93,289.00</b>	<b>93,289.00</b>

Budget Summary for Local Health Department - 2025  
 Agency: Branch/Hillsdale/St. Joseph Community Health Agency  
 Application: Oral Health- Kindergarten Assessment

8/16/2024

	Category	Total	Amount	Narrative
<b>DIRECT EXPENSES</b>				
<b>Program Expenses</b>				
1	Salary & Wages	7,371.00	7,371.00	
2	Fringe Benefits	1,668.00	1,668.00	
3	Cap. Exp. for Equip & Fac.	0.00	0.00	
4	Contractual	0.00	0.00	
5	Supplies and Materials	3,700.00	3,700.00	
6	Travel	4,000.00	4,000.00	
7	Communication	500.00	500.00	
8	County-City Central Services	0.00	0.00	
9	Space Costs	50.00	50.00	
10	All Others (ADP, Con. Employees, Misc.)	54,000.00	54,000.00	
<b>Total Program Expenses</b>		71,289.00	71,289.00	
<b>TOTAL DIRECT EXPENSES</b>		71,289.00	71,289.00	
<b>INDIRECT EXPENSES</b>				
<b>Indirect Costs</b>				
1	Indirect Costs	0.00	0.00	
2	Cost Allocation Plan / Other	22,000.00	22,000.00	
<b>Total Indirect Costs</b>		22,000.00	22,000.00	
<b>TOTAL INDIRECT EXPENSES</b>		22,000.00	22,000.00	
<b>TOTAL EXPENDITURES</b>		<b>93,289.00</b>	<b>93,289.00</b>	

Budget Summary for Local Health Department - 2025  
 Agency: Branch/Hillsdale/St. Joseph Community Health Agency  
 Application: Oral Health- Kindergarten Assessment

8/16/2024

**Source of Funds**

	Category	Total	Amount	Cash	Inkind	Narrative
<b>1</b>	<b>Source of Funds</b>					
	Fees and Collections - 1st and 2nd Party	0.00	0.00	0.00	0.00	
	Fees and Collections - 3rd Party	0.00	0.00	0.00	0.00	
	Federal or State (Non MDHHS)	0.00	0.00	0.00	0.00	
	Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00	
	Federally Provided Vaccines	0.00	0.00	0.00	0.00	
	Federal Medicaid Outreach	0.00	0.00	0.00	0.00	
	Required Match - Local	0.00	0.00	0.00	0.00	
	Local Non-ELPHS	0.00	0.00	0.00	0.00	
	Local Non-ELPHS	0.00	0.00	0.00	0.00	
	Local Non-ELPHS	0.00	0.00	0.00	0.00	
	Other Non-ELPHS	0.00	0.00	0.00	0.00	
	MDHHS Non Comprehensive	0.00	0.00	0.00	0.00	
	MDHHS Comprehensive	63,059.00	63,059.00	0.00	0.00	
	MCH Funding	0.00	0.00	0.00	0.00	
	Local Funds - Other	30,230.00	0.00	30,230.00	0.00	
	Inkind Match	0.00	0.00	0.00	0.00	
	<b>MDHHS Fixed Unit Rate</b>					

Budget Summary for Local Health Department - 2025  
Agency: Branch/Hillsdale/St. Joseph Community Health Agency  
Application: Oral Health- Kindergarten Assessment

8/16/2024

	<b>Totals</b>	93,289.00	63,059.00	30,230.00	0.00	
--	---------------	-----------	-----------	-----------	------	--

Contractual Agreement for Public Health Medical Direction  
between the  
Branch-Hillsdale-St. Joseph Community Health Agency  
and  
Dr. Karen Luparello, D.O.

I. Purpose

This contract is executed by and between the Branch-Hillsdale-St. Joseph Community Health Agency (Agency) and Dr. Karen Luparello (Medical Director) for the purpose of providing qualified Public Health Medical Direction to the Agency as required by the Public Health Code (Act 368 of Public Acts of 1978). The term of this Agreement shall be for three (3) years ~~and 3 months~~ beginning ~~July~~ October 1, 2024 through September 30, 20274.

II. Responsibilities of the Branch-Hillsdale-St. Joseph Community Health Agency

The Agency shall supply the following accommodations and personnel for the Medical Director.

- a. Access to office space in the Agency's buildings;
- b. Office supplies and materials necessary to discharge responsibilities as the Agency's Medical Director;
- c. Technical assistance in the form of data collection, research, and report preparation.

III. Responsibilities of the Medical Director

The Medical Director is responsible for developing and reviewing policies, providing advice, and issuing medical orders to Agency's personnel with reference to public health medical concerns.

The Medical Director will serve as the medical consultant for the Board of Health and the Agency's Administrative team and the direct service personnel. The Medical Director will also be a resource for communication with other health care providers.

Specifically, the Medical Director shall:

- a. Function as part of the administrative team by providing appropriate medical input to the administrative decision-making process as it relates to the health of the community and the functioning of the Agency. Collaborate with and be responsible to the Health Officer.
- b. Review, revise and update medical policies and procedures and sign guidelines, protocols, and standing orders for services provided by the Agency; including Communicable Disease Control, Immunizations, etc.
- c. Evaluate medical components of clinical programs and make recommendations to Health Officer.
- d. Will be a medical liaison for the Agency with the physician community; provide advice and consultation on public health issues, respond to inquiries from physicians on medical matters.
- e. Assist administrative personnel in assessing continuing education needs of professional staff; provide necessary training and/or make recommendations for meeting continuing education needs.
- f. Serve in the capacity as Lab Director for Agency for CLIA/Accreditation purposes.

- g. Assist the Agency personnel in determining public health trend analysis.
- h. Maintain reliable contact methods such that the Agency personnel are able to establish contact at all times.
- i. Provide for a qualified back-up in the event that reliable contact is not possible.
- j. Pursue continuing medical education to maintain licensure.
- k. Maintain current Drug Control licenses for each the Agency's sites.
- l. Function as an integral member of the Agency's Emergency Preparedness Team addressing the medical and health components of an All Hazards plan, which includes, but is not limited to, WMD, CBRNE and other public health threats.

The above list of job areas is intended to describe the general nature and level of work performed by the Medical Director and is not intended to be an exclusive list of responsibilities.

#### IV. Time Commitment of Medical Director to Agency

The Medical Director shall commit such time and effort as may be required to discharge medical director duties as described above in a professional and competent manner.

It is understood by the parties to this Agreement that the average documented direct and indirect medical direction time committed to the Agency shall be no less than sixteen (16) hours per week. Indirect time refers to those medical direction activities which apply to development of a communicable disease control policy, attending Public Health related meeting, attending the Board of Health meeting, and completing and maintaining educational courses necessary to comply with the requirements of a local public health Medical Director. It is specifically understood and agreed that a minimum of four hours per week will be performed on-site at one of the Agency's facilities.

#### V. Professional Liability Insurance

The Medical Director shall be covered by the Agency's malpractice liability insurance while performing duties & activities as the Agency's Medical Director. The insurance coverage shall be in effect for the term of this Agreement.

#### VI. Compensation

Compensation to the Medical Director shall be \$50,000 per fiscal year. During the terms of this contract the Medical Director shall be granted any percentage increase in pay as approved by the Board of Health for employees of this agency. ~~The first 3 months of the contract (July 1, 2021 through September 30, 2021) will be compensated at \$4166.00 per month.~~ The Agency shall process payment on a monthly basis. Reimbursement for travel that is necessary to perform the duties as the Agency's Medical Director shall be paid at the Agency's mileage rate as set by the Agency's Board of Health. Mileage will be calculated from the Medical Director's residence. The amount of the mileage reimbursement paid to the Medical Director may not exceed \$6,000 in any fiscal year ~~and for the first three months of the contract (July 1, 2021 through September 30, 2021) not exceed \$500 per month.~~ A cell phone allowance of \$20.00 per month will be paid to the Medical Director.

**Commented [RB1]:** Dr. Luparello is requesting a cost of living adjustment to the annual amount. I suggested that going forward we could suggest in her contract that she receive any percentage increases in pay as approved by the Board of Health for employees of the Agency. She agreed to the addition. Dr. Luparello is also requesting that in the first year the \$50,000 be increased.

#### ~~VII. Educational Reimbursement~~

~~In order for the Medical Director to obtain the required Master of Public Health degree (as outlined in P.A. 368 of 1978 as amended), a tuition reimbursement program is offered by the Agency as follows:~~

- ~~• Medical Director must maintain employment throughout the degree program.~~
- ~~• The Medical Director is eligible for reimbursement of courses taken, not to exceed \$12,000 in any academic year (including the Fall, Winter, and Summer semesters). Maximum reimbursement is \$36,000.~~
- ~~• Pre-approval from the Health Officer for expenses must be obtained prior to the beginning of the school term.~~
- ~~• Covered course expenses are tuition and books.~~
- ~~• All courses must be through an accredited institution.~~
- ~~• Reimbursement for all courses is to be submitted to accounting with a copy of the receipt showing that the fee had been paid by the employee along with the following:~~
  - ~~○ The Medical Director must obtain a grade of "B" or better.~~
  - ~~○ Upon the completion of the course(s) and the posting of grades the employee must present the grades to the Health Officer.~~
- ~~• Should the Medical Director leave before one year's time after the last staff development reimbursement payment is received, the Medical Director must reimburse the agency a pro-rate share of that last payment.~~

#### ~~VIII.~~ Changes in the Agreement

Any changes which will significantly affect the provision of medical direction services shall be agreed upon, in writing, by the parties prior to implementation of the changes with an appropriate addendum attached to this Agreement.

#### ~~VIII~~X. Independent Contractor Status.

The parties agree that Medical Director is an independent contractor. In her capacity as an independent contractor, Medical Director agrees to and represents the following:

- Medical Director has the right and does fully intend to perform services for third parties during the term of this Agreement.
- Medical Director has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed.
- Subject to the limitations set forth in this agreement, Medical Director has the right to perform the services required by this Agreement at any place or location and at such times as she may determine.

The parties acknowledge and agree that Health Department is entering into this Agreement with reliance on the representations made by the Medical Director relative to its independent contractor status.

#### ~~IX.~~ With Holding of State and Federal Taxes.

Health Department will not withhold FICA (Social Security and Medicare taxes) from Medical Director's payments or make FICA payments on his behalf, or make state or federal unemployment compensation contributions on Medical Director's behalf, or withhold state or federal income tax from



his payments. Medical Director shall pay all taxes incurred while performing services under this Agreement.

~~XI.~~ Fringe Benefits.

Medical Director is not eligible to participate in the Agency's employee pension, health, vacation pay, sick pay, or other fringe benefit plan the Agency may offer.

~~XII.~~ Insurance.

Medical Director, as an independent contractor, agrees to indemnify, defend, and hold harmless Health Department from any and all liability arising out of or in any way related to Medical Director's performance of services during the term of this Agreement.

~~XIII.~~ Termination

It is agreed upon by both parties that the Medical Director shall meet all Federal, State and local license authorization requirements to practice medicine. Failure to obtain and or maintain said license and authorization requirements to practice medicine and or loss of the same shall result in the immediate termination of this agreement.

It is agreed upon by both parties that the Medical Director shall be approved by the Michigan Department of Health & Human Services to serve as the Medical Director for this agency.

This Agreement may be terminated by either party by giving sixty (60) days written notice of the intention to terminate.

The individual or officer signing this Agreement certifies by his/her signature that he/she is authorized to sign on behalf of the responsible governing board, individual, official, or agency.

\_\_\_\_\_  
Agency  
Rebecca A. Burns, MPH, RS, Health Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Medical Director  
Karen Luparello, D.O., MPH

\_\_\_\_\_  
Date



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

July 29, 2024

Ms. Rebecca Burns  
Health Officer  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 Marshall Rd.  
Coldwater, MI 49036

Dear Ms. Burns:

We received communication requesting approval of Dr. Karen Luparello to serve as the fully appointed Medical Director for the Branch-Hillsdale-St. Joseph Community Health Agency.

After reviewing their credentials and based on the requirements of the Michigan Public Health Code (PA 368 of 1978, as amended), I have determined that Dr. Luparello meets the requirements for a fully appointed Medical Director, and therefore I approve this appointment request effective, July 15, 2024.

We look forward to working with Dr. Luparello, and all our colleagues at Branch-Hillsdale-St. Joseph Community Health Agency. If you have questions or need assistance, please contact Ms. Laura de la Rambelje, Director of Local Health Services, at 517-388-7302 or by email at [delarambeljeL@michigan.gov](mailto:delarambeljeL@michigan.gov).

Sincerely,

A handwritten signature in black ink that reads "Sarah Lyon-Callo".

Sarah Lyon-Callo, M.S., Ph.D.  
Senior Deputy Director / State Epidemiologist  
Public Health Administration

SL:hb

c: Local Health Services  
Dr. Karen Luparello

## **Scope of Work: Access Control System Upgrade**

### **Project Overview**

Michigan Security and Lock (MSL) will provide and install an access control system upgrade for three interior doors at the Branch District Health Department, Coldwater location. The upgrade will incorporate the existing SMS software for system management.

### **Scope of Work**

- **Hardware Installation:**
  - Install Vanderbilt SMS security card reader systems on three (3) interior doors.
  - Install HID multi-tech card readers on all three (3) doors.
  - Install HES electric strikes on all three (3) doors.
  - Install standard door closers on all three (3) doors.
- **System Integration:**
  - Integrate the new access control system with the existing Branch District Health Department SMS software.
- **Testing and Commissioning:**
  - Thoroughly test the system to ensure proper functionality of all components.
  - Commission the system upon successful testing.

### **Exclusions**

- Any modifications to door frames, hardware, or electrical systems beyond those required for the installation of the specified equipment.
- Network cabling or IT infrastructure modifications.
- Programming and configuration of the SMS software beyond initial integration.

- Ongoing maintenance or support after system commissioning.

## **Assumptions**

- The existing SMS software is compatible with the Vanderbilt SMS security card reader system and HID multi-tech card readers.
- Necessary power and data connections are available at each door location.
- Door frames and hardware are in good condition and suitable for the installation of the specified equipment.

**Note:** This scope of work is a basic outline and may require additional details and specifications based on site-specific conditions and requirements. MSL is responsible for verifying all site conditions prior to commencing work and for providing any necessary modifications to this scope of work.

**Would you like to add any additional requirements or specifications to the scope of work?** For example, you may want to include details about card types, reader types, access levels, or system reporting capabilities.



226 Gladys St  
 Portage, MI 49002  
 (269) 290-6449  
 sales@michigansecurityandlock.com

# Estimate

<b>ESTIMATE#</b>	1047003758
<b>DATE</b>	07/05/2024
<b>PO#</b>	

<b>CUSTOMER</b>
Branch District Health Dept 570 Marshall Road Coldwater, MI 49036 (517) 317-7055

<b>SERVICE LOCATION</b>
Branch District Health Dept Coldwater 570 Marshall Road Coldwater, MI 49036 (517) 317-7055

<b>DESCRIPTION</b>	Scope of work for Michigan security and lock to update 3 doors with access control at the Branch District Health Dept Coldwater location
	MSL shall provide and install on 3 interior doors the Vanderbilt SMS security card reader system that shall be controlled with the current Branch District Health Dept SMS software. MSL shall provide and install the HID multi tech card readers, HES electric strikes, and a standard door closer.

## Coldwater

Description	Qty	Rate	Total
Vanderbilt VRINX Reader Interface_x000D_ Includes: (1) NEMA 1 rated enclosure 8.25" x 7.5" x 3.5", (1) VRINX Reader_x000D_ Interface Board - Connects to 1 credential reader with (4) unsupervised contact_x000D_ inputs and (2) 1A output relay, on-board tamper switch connection. Power_x000D_ Requirements: 1A @ 24 VDC minimum power supply (sold separately). Can be_x000D_ power locally with the SMS-3APS or via the VRCNX-R via RS-485 protocol. UL_x000D_ 294 Listed.	3.00		
HES   5200C-12/24D-630   10590404 Door Electric Strike, 12/24 VDC, 0.24/0.12A, 1500 Lb Static Load, Satin Stainless Steel, With Faceplate	3.00		
HID GLOBAL CORPORATION   920PTNNEK00000 _x000D_ MultiClass Reader, RP40, Wall Switch, HID/AWID/EM4102 Prox, SIO/SEOS + Legacy, Std Ver. 1 Keypad, Wiegand, Pigtail Cable: 18" (0.45m), Idel LED: Red, Response: Green LED, 1 Beep, Black	3.00		
Connectors	3.00		
Hours Labor to install	1.00		
Vanderbilt VSRC-A dual reader controller	2.00		
DOOR CLOSER ADA COMPLIANT REGULAR (NON-HOLD-OPEN) ANSI GRADE 1 ALUMINUM ADJUSTABLE 1 THROUGH 6 DARK BRONZE PAINTED HINGE SIDE, TOP JAMB, OR PARALLEL	3.00		

Description	Qty	Rate	Total
UL LISTED Warranty 5 YEAR LIMITED			
Exempt		0.00%	0.00

**CUSTOMER MESSAGE**

This quote is valid for the next 30 days, after which values may be subject to change. This signed proposal or purchase order shall be required for all work. The signed proposal shall become the Contract between all parties. Specific fees and payment terms will be included in each proposal with previous credit approval and credit verification. A 50% deposit shall be required when proposal is accepted. Balance due upon completion of services.

**Estimate Total:**

**\$9,401.85**

**PRE-WORK SIGNATURE**

Signed By:

## **Scope of Work: Access Control System Upgrade**

### **Project Overview**

Michigan Security and Lock (MSL) will upgrade the access control system at Branch District Health Dept, Hillsdale location by installing new card readers, electric strikes, and door hardware on three specified doors. The system will integrate with the existing Branch District Health Dept SMS software.

### **Scope of Work**

#### **1. Interior Doors (2):**

- Install Vanderbilt SMS security card reader system on both doors.
- Integrate the new system with the existing Branch District Health Dept SMS software.
- Install HID multi-tech card readers.
- Install HES electric strikes.
- Install standard door closers.

#### **2. Exterior Door (Lower Level):**

- Install a HID multi-tech card reader.
- Replace the existing old-style crossbar with a modern style touch bar exit device (Falcon 1700).
- Install an electronically released Falcon 1700 exit device using ACSI-FALCON 1690 1790 MOTOR DRIVEN latch retraction device.

### **Deliverables**

- Installation of all specified hardware and equipment.
- Integration of the new system with the existing SMS software.
- System testing and verification of functionality.
- Operation and maintenance manuals for the new system.

- Training for Branch District Health Dept personnel on system operation and management.

## **Exclusions**

- Any modifications to the building structure or electrical system not specifically mentioned in this scope of work.
- Ongoing maintenance and support for the system after project completion (unless otherwise specified in a separate agreement).

**Note:** This scope of work is a general outline and may require additional details and specifications. MSL is responsible for providing detailed project plans, timelines, and cost estimates upon request.

## **Additional Considerations:**

- **Power Supply:** Verify the availability of power sources for the new equipment.
- **Networking:** Determine the network infrastructure requirements for the card readers and system integration.
- **Key Management:** Develop a key management plan for the new access cards.
- **Emergency Access:** Plan for emergency access procedures and equipment.

**Would you like to add any additional details or requirements to the scope of work?**





226 Gladys St  
 Portage, MI 49002  
 (269) 290-6449  
 sales@michigansecurityandlock.com

# Estimate

<b>ESTIMATE#</b>	1048889193
<b>DATE</b>	08/02/2024
<b>PO#</b>	

<b>CUSTOMER</b>
Branch District Health Dept 570 Marshall Road Coldwater, MI 49036 (517) 317-7055

<b>SERVICE LOCATION</b>
Branch District Health Dept Coldwater 570 Marshall Road Coldwater, MI 49036 (517) 317-7055

<b>DESCRIPTION</b>	<p>Hillsdale          2 interior doors and 1 exterior door at hillsdale building          Add reader to exterior door on the lower level where entry to MSUE and CAPA</p> <p>Scope of work for Michigan security and lock to update 3 doors with access control at the Branch District Health Dept Hillsdale location          MSL shall provide and install on 2 interior doors the Vanderbilt SMS security card reader system that shall be controlled with the current Branch District Health Dept SMS software. MSL shall provide and install the HID multi tech card readers, HES electric strikes, and a standard door closer.          MSL shall add a card reader to exterior door on the lower level where entry to MSUE and CAPA. This shall include the replacement of the existing old-style crossbar with a modern style touch bar exit device.          The new Falcon 1700 exit device shall be electronically released with the ACSI-FALCON 1690 1790 MOTOR DRIVEN latch retraction device</p>
--------------------	--

## Hillsdale

Description	Qty	Rate	Total
Vanderbilt VRINX Reader Interface_x000D_ Includes: (1) NEMA 1 rated enclosure 8.25" x 7.5" x 3.5", (1) VRINX Reader_x000D_ Interface Board - Connects to 1 credential reader with (4) unsupervised contact_x000D_ inputs and (2) 1A output relay, on-board tamper switch connection. Power_x000D_ Requirements: 1A @ 24 VDC minimum power supply (sold separately). Can be_x000D_ power locally with the SMS-3APS or via the VRCNX-R via RS-485 protocol. UL_x000D_ 294 Listed.	3.00		
HES   5200C-12/24D-630   10590404 Door Electric Strike, 12/24 VDC, 0.24/0.12A, 1500 Lb Static Load, Satin Stainless Steel, With Faceplate	3.00		
HID GLOBAL CORPORATION   920PTNNEK00000_x000D_ MultiClass Reader, RP40, Wall Switch, HID/AWID/EM4102 Prox, SIO/SEOS + Legacy, Std Ver. 1 Keypad, Wiegand, Pigtail Cable: 18" (0.45m), Idel LED: Red, Response: Green LED, 1 Beep, Black	3.00		
Connectors	3.00		
Hours Labor to install		16.00	

Description	Qty	Rate	Total
Vanderbilt VSRC-A dual reader controller	1.00		
FALCON LOCK   1790EO DC13 36   D1790.10082	1.00		
FALCON LOCK   179CA Exit Device Cylinder Assembly, For 1790 Series Door Exit Device	1.00		
ARCHITECTURAL CONTROL SYSTEMS   1550K-MDO ACSI-FALCON 1690 1790 MOTOR DRIVEN LATCH RET. Zoom Share Brand: ACSI Category: PARTS AND ACCESSORIES Design: RETRACTION KIT Function: FALCON	1.00		
DOOR CLOSER ADA COMPLIANT REGULAR (NON-HOLD-OPEN) ANSI GRADE 1 ALUMINUM ADJUSTABLE 1 THROUGH 6 DARK BRONZE PAINTED HINGE SIDE, TOP JAMB, OR PARALLEL UL LISTED Warranty 5 YEAR LIMITED	2.00		
Exempt		0.00%	0.00
Michigan Sales Tax		6.00%	42.00

**CUSTOMER MESSAGE**

This quote is valid for the next 30 days, after which values may be subject to change. This signed proposal or purchase order shall be required for all work. The signed proposal shall become the Contract between all parties. Specific fees and payment terms will be included in each proposal with previous credit approval and credit verification. A 50% deposit shall be required when proposal is accepted. Balance due upon completion of services.

**Estimate Total:**

**\$9,371.85**

**PRE-WORK SIGNATURE**

Signed By:

## **Scope of Work: Access Control System Upgrade**

### **Project Overview**

Michigan Security and Lock (MSL) will provide and install an access control system upgrade for three doors at the Branch District Health Department, Three Rivers location. The upgrade will incorporate the existing SMS software for system management.

### **Scope of Work**

- **Hardware Installation:**
  - Install Vanderbilt SMS security card reader systems on two (2) interior doors.
  - Install HID multi-tech card readers.
  - Install HES electric strikes.
  - Install standard door closers.
- **System Integration:**
  - Integrate the new access control system with the existing Branch District Health Department SMS software.
- **Testing and Commissioning:**
  - Thoroughly test the system to ensure proper functionality of all components.
  - Commission the system upon successful testing.

### **Exclusions**

- Any modifications to door frames, hardware, or electrical systems beyond those required for the installation of the specified equipment.
- Network cabling or IT infrastructure modifications.
- Programming and configuration of the SMS software beyond initial integration.
- Ongoing maintenance or support after system commissioning.

## **Assumptions**

- The existing SMS software is compatible with the Vanderbilt SMS security card reader system and HID multi-tech card readers.
- Necessary power and data connections are available at each door location.
- Door frames and hardware are in good condition and suitable for the installation of the specified equipment.

**Note:** This scope of work is a basic outline and may require additional details and specifications based on site-specific conditions and requirements. MSL is responsible for verifying all site conditions prior to commencing work and for providing any necessary modifications to this scope of work.



226 Gladys St  
 Portage, MI 49002  
 (269) 290-6449  
 sales@michigansecurityandlock.com

# Estimate

<b>ESTIMATE#</b>	1048889707
<b>DATE</b>	08/02/2024
<b>PO#</b>	

<b>CUSTOMER</b>
Branch District Health Dept 570 Marshall Road Coldwater, MI 49036 (517) 317-7055

<b>SERVICE LOCATION</b>
Branch District Health Dept Coldwater 570 Marshall Road Coldwater, MI 49036 (517) 317-7055

<b>DESCRIPTION</b>	<p>Three Rivers          Scope of work for Michigan security and lock to update 3 doors with access control at the Branch District Health Dept Three Rivers location</p> <p>MSL shall provide and install on 2 interior doors the Vanderbilt SMS security card reader system that shall be controlled with the current Branch District Health Dept SMS software. MSL shall provide and install the HID multi tech card readers, HES electric strikes, and a standard door closer.</p>
--------------------	---

## Three Rivers

Description	Qty	Rate	Total
Vanderbilt VRINX Reader Interface_x000D_ Includes: (1) NEMA 1 rated enclosure 8.25" x 7.5" x 3.5", (1) VRINX Reader_x000D_ Interface Board - Connects to 1 credential reader with (4) unsupervised contact_x000D_ inputs and (2) 1A output relay, on-board tamper switch connection. Power_x000D_ Requirements: 1A @ 24 VDC minimum power supply (sold separately). Can be_x000D_ power locally with the SMS-3APS or via the VRCNX-R via RS-485 protocol. UL_x000D_ 294 Listed.	2.00		
HES   5200C-12/24D-630   10590404 Door Electric Strike, 12/24 VDC, 0.24/0.12A, 1500 Lb Static Load, Satin Stainless Steel, With Faceplate	2.00		
HID GLOBAL CORPORATION   920PTNNEK00000 _x000D_ MultiClass Reader, RP40, Wall Switch, HID/AWID/EM4102 Prox, SIO/SEOS + Legacy, Std Ver. 1 Keyset, Wiegand, Pigtail Cable: 18" (0.45m), Idel LED: Red, Response: Green LED, 1 Beep, Black	2.00		
Connectors	2.00		
Hours Labor to install	1.00		
Vanderbilt VSRC-A dual reader controller	1.00		
DOOR CLOSER ADA COMPLIANT REGULAR (NON-HOLD-OPEN) ANSI GRADE 1 ALUMINUM ADJUSTABLE 1 THROUGH 6 DARK BRONZE PAINTED HINGE SIDE, TOP	2.00		

Description	Qty	Rate	Total
JAMB, OR PARALLEL UL LISTED Warranty 5 YEAR LIMITED			
Exempt		0.00%	0.00

**CUSTOMER MESSAGE**

This quote is valid for the next 30 days, after which values may be subject to change. This signed proposal or purchase order shall be required for all work. The signed proposal shall become the Contract between all parties. Specific fees and payment terms will be included in each proposal with previous credit approval and credit verification. A 50% deposit shall be required when proposal is accepted. Balance due upon completion of services.

**Estimate Total:**

**\$5,808.90**

**PRE-WORK SIGNATURE**

Signed By:



PROVIDER NAME	FY23-24 <sup>3</sup>	PROPOSED FY24- 25 <sup>4</sup>	% Difference
<b>Branch Area Transit Authority</b>			
Transportation	\$ 18,900	\$ 17,340	-8%
<b>Thurston Cares Adult Day Services</b>			
Adult Day Services	\$ 42,081	\$ 37,216	-12%
<b>Branch County Commission On Aging</b>			
Case Coordination & Support	\$ 6,295	\$ 6,039	
Caregiver Education	7,410	3,175	
Caregiver Support	-	3,024	
Caregiver Training	-	210	
Chore Services	3,360	3,024	
Congregate Meals	43,264	38,990	
Disease Prevention/Health Promotion	3,898	3,406	
Friendly Reassurance	1,680	1,512	
Personal Care	5,000	4,800	
Home Delivered Meals	163,042	135,476	
Homemaking	41,158	41,036	
In-Home Respite	11,005	8,337	
Medicare/Medicaid Assistance Program	8,824	8,824	
Gap Filling	1,260	1,134	
Transportation	3,000	2,700	
TOTAL	\$ 299,196	\$ 261,687	-13%
<b>Kalamazoo Human Services Dept. - AAA Region 3A</b>			
Long Term Care Ombudsman Program	\$ 2,000	\$ 2,000	0%
<b>Legal Services of South Central MI</b>			
Legal Services	\$ 12,000	\$ 11,500	-4%
<b>St. Joseph County Commission On Aging</b>			
Caregiver Education	\$ 10,235	\$ 4,385	
Caregiver Support	-	\$ 4,176	
Caregiver Training	-	\$ 290	
Case Coordination & Support	8,694	8,339	
Chore	4,640	4,176	
Congregate Meals	80,877	64,824	
Disease Prevention/Health Promotion	5,384	4,702	
Friendly Reassurance	2,320	2,088	
Homemaking	42,440	41,931	
Home Delivered Meals	204,012	176,094	
Home Repair	5,000	4,500	
In-Home Respite	14,926	11,251	
Medicare/Medicaid Assistance Program	9,224	9,224	
Personal Care	18,835	18,600	
Gap Filling	1,740	1,566	
TOTAL	\$ 408,327	\$ 356,146	-13%
<b>St. Joseph County Transportation Authority</b>			
Transportation	\$ 26,100	\$ 23,570	-10%

**NOTES:**

- 1 - Presented to the Board of Health Finance Committee on August 19, 2024
- 2 - Contracts will be renewed pending providers submission of accurate budget(s)
- 3 - FY23-24 award amounts reflected are Original (does not include amendments)
- 4 - FY24-25 Proposed amounts reflect full-year federal & state funding anticipated based on full year FY24 award, ( -10% in federal and state respite fund sources). Carry forward not included.

**BOH Finance Committee  
Funding Review**

8/19/2024

<b>FY2024</b>					
Funding Source	Initial (no c/o)	Final (no c/o)	FY24 Awarded (incl c/o)	FY24 c/o	Services funded:
Title IIIB	156,970	150,018	168,634	18,616	care management, chore, friendly reassurance, gap filling, homemaking, personal care, transportation
Title IIIC-1	101,282	101,187	102,852	1,665	congregate meals
Title IIIC-2	133,956	134,723	135,165	442	home delivered meals
Title IIID	9,282	9,009	10,375	1,366	disease prevention/health promotion
Title IIIE	57,653	55,548	57,152	1,604	caregiver educ., support, training, Case coord. & support, transportation
NSIP	121,446	67,604	68,388	784	Home delivered & Congregate Meals
<b>TOTAL (federal only)</b>	<b>580,589</b>	<b>518,089</b>	<b>542,566</b>	<b>24,477</b>	

(difference) 11%

NSIP cut: 44%

State Respite Escheats	39,334	31,738	34,980	3,242	Adult day services, in-home respite
------------------------	--------	--------	--------	-------	-------------------------------------

(difference) 19%

<b>FY2025</b>		
Funding Source	Initial (no c/o)	Reduced Award (no c/o)
Title IIIB	150,018	145,579
Title IIIC-1	101,187	91,163
Title IIIC-2	134,723	121,251
Title IIID	9,009	8,108
Title IIIE	55,548	50,451
NSIP	67,604	60,845
<b>TOTAL (federal only)</b>	<b>518,089</b>	<b>477,397</b>

(difference) 8%

State Respite Escheats	31,738	28,564
------------------------	--------	--------

(difference) 10%

**NOTES:**

- Federal \$ are most vulnerable
- We anticipate carry forward from FY24, but don't have a way to predict this
- We will always mitigate decreases and utilize flexibility as much as possible
- c/o = carry forward from previous fy



## FY2025 Allocations - Update

**ME** Me <sutterl@bhsj.org>  
Thu, 15 Aug 2024 11:03:48 AM -0400

To "Pamela Riley" <priley@sjcoa.com>, "Allen Balog" <director@sjcta.info>, "Kara Derrickson" <branchtransit2020@gmail.com>, "Anna Moss" <amoss@lsscm.org>, "Karen Braasch" <kbraasch@lsscm.org>, "Tami Smith" <tsmith@thurstonwoods.org>, "Amy Duff" <aduff@burnsidecenter.com>, "Tim Stoll" <tstoll@thurstonwoods.org>

Cc "Rebecca Burns" <burnsr@bhsj.org>, "Theresa Fisher" <fishert@bhsj.org>, "Nichole Simon" <simonn@bhsj.org>

---

Good Morning Providers,

We wanted to take a moment and share an update about our approach with FY2025 allocations this year, as it is a bit different than in the past number of years. Each year the ACLS Bureau issues an estimate of funding (called "cost allocation plan") we're to use as we develop our annual planning document (Annual Implementation Plan). Then, we use the same cost allocation plan to base our allocations for the coming fiscal year provider allocations. Because of our experience in FY2024, we find it necessary and it's been advised that we take a different approach, a more conservative approach.

This year (FY2024) we experienced many cuts -we knew some were coming but didn't realize how significant until they came - some as significant as 44%. The full-year Statement of Grant Award from the Bureau arrived very late - mid-June. State sources made up for some of the cuts, as did some ARPA carry forward.

My discussions with ACLS Bureau and indications from the national level/federal agencies are indicating we should use the FY24 full year SGA as the basis for how we approach FY25 rather than the cost allocation plan. Further impacting this approach is the fact that we're not planning to have ARPA funds in FY25. Further, it's an election year. Further, the federal budget process is projected to be the same as it was this year... agonizing.

So, we are proposing to "hold back" funding at this stage in our budget/allocations process. It's something we've not done in many years, but we feel is the most conservative approach. This is a conversation that is ongoing across the state, as some of our surrounding AAA's are planning the same approach with their providers. They're using the same data and information sources.

Here's how we are communicating this with our Board of Health and Finance Committee at their upcoming meetings:

*Because of the severe cuts made to the aging network in FY2024 and ACLS guidance provided to date, we approached these initial allocations very carefully. The initial FY24 federal awards that guided our allocations were 11% higher than what actually came through on the full year award. We had to look at these trends, reflect on priority service categories, and consider provider input. We based the allocations on our full year FY24 award (which didn't arrive until mid-June) and then subtracted ~10% from the following funding categories: Title IIIB, Title IIIC-1, Title IIIC-2, NSIP, Title IIID, Title IIIE, and State Respite. These categories were the most affected in FY2024 resulting in the following services being affected: care management, meals, caregiver services, chore, friendly reassurance, home making, personal care, gap filling, adult day service and transportation. As shared with Finance, adjustments for FY25 are a given but*

*we are very uncertain on whether they will come through as increases or decreases.*

Once we have a better picture, we will communicate that with you. We will also plan for amendments to (hopefully) restore these 'hold backs' in the sources above and make as many adjustments as possible. We hope that with this approach there will be minimal disruptions to service levels. We are grateful for your commitment and patience as we navigate these difficult budget times.

As always, please let me know if you'd like to discuss this in greater detail.

Best,

**Laura Sutter**

Director

Branch-St. Joseph Area Agency on Aging (IIIC)

570 N. Marshall Road

Coldwater, MI 49036

Phone: 517-278-2538 Ext. 137

Fax: 517-278-2494

Email: [sutterl@bhsj.org](mailto:sutterl@bhsj.org)



Supporting Seniors, Promoting Independence

**NOTICE:** *This e-mail, including attachments, is intended for the exclusive use of the addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any dissemination, use, distribution or copying is strictly prohibited. If you have received this e-mail in error, please notify me via e-mail and permanently delete the original and destroy all copies. Thank you.*

# PUBLIC COMMENT

•
•
•
•
•
•
•
•
•
•
•
•
•
•