

**BOARD OF HEALTH**  
**Agenda for January 23, 2020 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. Officer Elections\*
  - d. Approval of the Agenda\*
  - e. Approval of the Minutes\*
2. Public Comment
3. Health Officer's Report
4. Medical Director's Report
5. Committee Reports
  - a. Finance Committee – Did not meet.
  - b. Program, Policies, and Appeals – Did not meet.
6. Financial Reports
  - a. Approve Payments\*
  - b. Review Financials
  - c. Audit – Governance Letter
7. Unfinished Business
  - a.
8. New Business
  - a. Committee Appointments\*
  - b. BOH meeting schedule\*
  - c. Review/Approve By-laws\*
  - d. EH Food Services fee schedule\*
  - e. Cost Allocation Plan\*
9. Departmental Reports
  - a. Area Agency on Aging
  - b. Personal Health & Disease Prevention
  - c. Environmental Health
10. Adjournment - Next meeting: February 27, 2020 at the Coldwater office

## December 12, 2019 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at 9:00 a.m. by Al Balog, with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Tom Matthew, Terri Norris, Kathy Pangle, and Al Balog.

Also present from BHSJ: Rebecca Burns, Dr. Vogel, Theresa Fisher, Paul Andriacchi, Laura Sutter, Kali Nichols, and Brenae Corbeil.

Ms. Norris moved to approve the agenda with the addition of one item of new business, AAA delegate to the Michigan Senior Advocates Council, with support from Ms. Pangle. The motion carried.

Ms. Norris moved to approve the minutes from the October 24, 2019 meeting with support from Ms. Pangle. The motion carried.

Public comment:

- None

Rebecca Burns, Health Officer, reviewed her monthly report. Items discussed: Budget Amendment #1, Comprehensive Compensation Study, Personnel Policy Changes, AAA County Appropriations, Strategic Plan, New Software Updates, Health Promotion & Education Updates, Staff Vacancies/New Staff, Hepatitis A Outbreak, and Health Department Leases.

Dr. Vogel, Medical Director reviewed his monthly report. This month's report is on Vitamin D Deficiency.

Committee Reports:

- Committee of the Whole – Minutes from November 19, 2019.
  - Ms. Norris moved to approve the minutes from the November 19, 2019 Committee of the Whole meeting with support from Ms. Pangle. The motion carried.
- Finance Committee – Did not meet.
- Program, Policy, and Appeals Committee – Did not meet.

Financial Reports/Expenditures

- Ms. Norris moved to approve the expenditures with support from Mr. Matthew. The motion carried.

Unfinished Business

- None at this time.

New Business:

- Ms. Norris moved to approve the changes to the Personnel Policy Manual with support from Ms. Pangle. The motion carried.
- Ms. Norris moved to approve the proposed Budget Amendment #1 with support from Ms. Pangle. The motion carried.
- Ms. Norris moved to appoint Steve Todd as the AAA Delegate to the Michigan Senior Advocates Council with support from Mr. Matthew. The motion carried.

Departmental Reports

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

Ms. Pangle moved to enter closed session with support from Ms. Norris. The motion passed with the following roll call vote: Ms. Pangle, aye; Ms. Norris, aye; Mr. Matthew aye; and Balog, aye.

At 11:25 the meeting returned to open session.

Ms. Norris moved to increase the base salary for the Health Officer, beginning January 1, 2020, to \$81,613.44 per year, which is an 8% increase over the current salary, supported by Ms. Pangle. The motion passed with the following roll call vote: Ms. Pangle, aye; Ms. Norris, aye; Mr. Matthew, aye; and Balog, aye.

Ms. Norris moved to pay a one-time merit bonus to the Health Officer in the amount of \$3,500.00 as allowable in her contract, with support from Mr. Matthew. The motion passed with the following roll call vote: Ms. Pangle, aye; Ms. Norris, aye; Mr. Matthew, aye; and Balog, aye.

Ms. Norris moved to adjourn the meeting with support from Ms. Pangle. The motion passed and the meeting was adjourned at 11:37 AM.

Respectfully Submitted by:  
Theresa Fisher, BS



**Health Officer's Report to the Board of Health for January 23, 2020**  
**Prepared by: Rebecca A. Burns, M.P.H., R.S.**

**Agency Updates**

**Annual January Board Business**

**Board of Health Bylaws:** The bylaws are provided at the January meeting for proposed re-adoption. There were two times that we have record of referring to the 2019 bylaws; one time for the number of Board of Health members to make quorum and one time for how to proceed when the Chair position was vacated. The bylaws indicate that quorum is 4 Commissioners. The bylaws indicate that the Vice-chair fills the Chair position, but is silent on the next steps for the Vice-chair. Should you wish to make a change to the bylaws to address this issue, adoption of the bylaws will need to be delayed to February.

**Officer Elections and Committee Appointments:** Annually at the January meeting, the Board elects a Chair and Vice-Chair and all members are appointed to one of our two committees; Finance or Program, Policy and Appeals.

**Board Meeting Schedule:** The meeting schedule for the year is adopted at the January meeting.

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**Officer Elections and Committee Appointments:** Annually at the January meeting, the Board elects a Chair and Vice-Chair and all members are appointed to one of our two committees; Finance or Program, Policy and Appeals. This year it is Hillsdale County's turn to Chair and St. Joseph County's turn to Vice-Chair.

**Board Meeting Schedule:** The meeting schedule for the year is adopted at the January meeting. You will notice that I have added Board educational opportunities into the meeting schedule for this year. Please let me know if you have a request for a particular educational topic.

**Strategic Planning:** This week you received an email with the link to a survey. The survey will be used to collect information from Agency team members and Board of Health members that will be used to inform our strategic plan. A slightly different survey was sent to community partners in the three counties. All of this information will be shared with us on our Strategic Planning work day, Friday, January 31<sup>st</sup> beginning at 9:00 am in Coldwater. We will be finished around 3:30 pm. I hope you can attend.

**Novel Coronavirus:** You may remember SARS from a few years ago. Like SARS, a novel coronavirus illness has been identified in China and there is one case that traveled from China to Washington state and is now in the US. The following is background on the infection:

On December 31, 2019, an outbreak of pneumonia in Wuhan City, Hubei Province, China was reported to the World Health Organization. This outbreak is now known to be caused by the 2019 novel coronavirus (2019-nCoV). As of January 21, 2020, the Centers for Disease Control and Prevention (CDC) reported approximately 300 human infections in China with six deaths. Exported cases have been confirmed in Thailand, Japan, The Republic of Korea, and the United States. Initially, most patients reported exposure to a large seafood and animal market, suggesting animal-to-person spread. However, many recent patients do not report visiting animal markets, providing evidence that some person-to-person transmission is occurring. At this time, limited information is available to characterize the clinical illness associated with 2019-nCoV

and guidance is subject to change as additional information becomes available. Patients infected with 2019-nCoV may experience fever, cough, dyspnea, chest tightness, and pneumonia. More information may be found at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Travel screenings have been established for those leaving Wuhan, China and for those arriving at some airports in the US, including; San Francisco, Los Angeles, and New York-JFK with Chicago-ORD and Atlanta starting later this week. The current CDC travel advisory is set at Alert-Level 2, practice Enhanced Precautions.

**Private and Type 3 Water Evaluation:** The BHSJCHA's Environmental Health Private and Type 3 Water Program recently underwent a state required self-assessment of the time period from 10-1-2018 to 9-30-2019. This self-assessment was verified by EGLE staff and I was notified on January 22<sup>nd</sup> that the program received fully met status. *Congratulations* to Paul and his team for ensuring that our program is in compliance and providing the citizens of Branch, Hillsdale, and St. Joseph county with safe potable water.

**Medical Marijuana Grants:** We have notification from each county that we have again received the Medical Marijuana grants for the time period of January 1, 2020 through September 15, 2020. I am thankful for the partnership with each county on these grants that allows our Agency to provide program and safety opportunities for county residents.

**Audits:** The auditors from Maner Costerisan were in the week of January 13<sup>th</sup> to complete our full Agency audit. We expect a presentation at the March Board of Health meeting on the results of the audit. We do not expect any audit findings.

Our WIC program is undergoing a financial audit and Theresa's team has been working to provide them with all of the advance items they require. We will provide a report of this audit once complete.

### **Health Department Leases**

**20 Care Drive, Hillsdale, MI** As I reported in December, the final payment for the mortgage on the building we occupy in Hillsdale will be made in August 2020. I understand that the Hillsdale County Commission has had some discussion regarding this building and potentially adopting an agreement similar to the one the Agency has with St. Joseph County.

**570 Marshall Road, Coldwater MI** – Theresa and I met with Bud Norman, Branch County Administrator, on our expiring lease for 570 Marshall Road, Coldwater, which expires in April 2020. I explained the model we have with St. Joseph and potentially in Hillsdale county with those buildings that have no mortgage (or soon will have no mortgage) and asked if the Coldwater building was owned. I expressed that we would like to have a similar arrangement; that we were looking for our rent in Coldwater to be no higher and preferably lower. We also discussed how our AAA3C program needs additional office space to accommodate that staff. I am now waiting for Mr. Norman to get back to me.

**1555 E. Chicago Road, Ste. C, Sturgis, MI** – We are evaluating the opportunity to expand our space in Sturgis. Theresa, Kali, and I met with the landlord and reviewed the space and how it could be incorporated into our existing layout. Theresa and her team are now putting pencil to paper to evaluate cost. I will keep you informed.

**Health Promotion & Education Updates** – The Agency's HPE team has written 7 news releases for local media and posting on our website since the last Board of Health meeting. These include:

- Kerosene Heater Safety 12-19-2019
- Holiday Heart Attacks 12-26-2019

- Free Radon Test Kits Available at Community Health Agency 1-6-2020
- Preparing for Icy Weather 1-13-2020
- Still Not Too Late to Fight the Flu 1-13-2020
- Be Well Informed web tool now available 1-13-2020
- Ice Safety 1-21-2020

Health Educators, and Yvonne to do Immunizations, will be at Project Connect in Hillsdale at the Free Methodist Church on Thursday. We will be providing free flu vaccines to those that attend; paid for by the County Health Plan funds.

**Medical Director's Report to the Board of Health**  
**H. Lauren Vogel, D.O., M.P.H.**  
**Save The Earth - January 2020**

**Key Facts<sup>0</sup>**

- Climate change affects the social and environmental determinants of health – clean air, safe drinking water, sufficient food and secure shelter.
- Between 2030 and 2050, climate change is expected to cause approximately 250,000 additional deaths per year, from malnutrition, malaria, diarrhea and heat stress.
- The direct damage costs to health (i.e. excluding costs in health-determining sectors such as agriculture and water and sanitation), is estimated to be between USD 2-4 billion/year by 2030.
- Areas with weak health infrastructure – mostly in developing countries – will be the least able to cope without assistance to prepare and respond.
- Reducing emissions of greenhouse gases through better transport, food and energy-use choices can result in improved health, particularly through reduced air pollution.

**Greta Thunberg**, Time's person of the year 2019, has stated that we, the people of Earth, are on the edge of the sixth mass planet mass extinction. According to current scientific theory, the single biggest cause for mass extinction is a major change in the Earth's carbon cycle<sup>1</sup> causing significant global temperature change. Earth cooling, volcanic eruptions and asteroid strikes are consensus causes.

Except for the first extinction due to earth's cooling, the other catastrophes released massive amounts of carbon dioxide into the atmosphere which resulted in global warming, acidification of the oceans and loss of oxygen in the earth's waters. Measurement of carbon dioxide content in polar ice cores have confirmed this theory.

So what are the five extinctions? <sup>2</sup>

The Ordovician–Silurian, which happened about 450 million years ago. The Earth was largely water which became frozen due to development of glaciers and shifting Earth crust causing a significant fall in sea levels with loss of over 85 percent of all sea life.

The Late Devonian, which occurred 360-375 million years ago was probably caused by an asteroid strike in Sweden in an area named the Siljan Ring. Loss of oxygen in the planet waters caused extinction of about 75 percent of all life.

The Permian–Triassic extinction event, occurred about 252 million years ago and was probably caused by an asteroid strike. It was coined "The Great Dying" as is caused the extinction of about 95 percent of all life.

The Triassic–Jurassic extinction event; about 201 million years ago, killed half the species on Earth at the time and ushered in the age of the dinosaurs. Theories for causation include asteroid strike, although no crater confirming this has been found, or massive lava eruptions which caused significant global warming.

The Cretaceous–Paleogene, the asteroid, volcano and climate change-caused extinction event which brought us from the dinosaur age to our current Cenozoic Age, also known as the Age of Mammals. A huge crater off Mexico's Yucatan Peninsula supports the asteroid hypothesis. Most mammals, turtles, crocodiles and frogs survived, along with birds as well as most sea life, including sharks, starfish and sea urchins.

The impending 6<sup>th</sup> extinction has been named The Holocene event and is being caused by humans. This is the only extinction that has a possible cure before we reach an irreversible period.



The root cause for global warming, which has been demonstrated in the preceding extinctions, is accumulation of carbon dioxide in the atmosphere. Thus, reducing CO<sub>2</sub> emission is paramount to achieving a fix that can save our planet from the next extinction.

As humans we have disrupted the natural order by degrading biodiverse resources such as rain forests, coral reefs and natural balance of nature. We have trashed and acidified our oceans and continue to destroy our environment and atmosphere. We continue to burn fossil fuels when other environmentally save resources are available. We continue to contaminate our waters with pesticides and insecticides. And, we lack population control measures to maintain levels that can be sustained by our natural environment.

The solutions must come from world governments and all individuals alike. Most importantly, we must understand that we must save humanity and not the planet. Earth will survive us as has been documented in the past 5 extinctions.

According to NOAA and the United Nations, without significant change we will reach a critical point in about 15 years where reversal of global warming may become impossible. If we as a population are to survive we as a planet must reduce our carbon footprint, immediately. We must develop global cooperation to regulate Earth resources. We must stop using fossil fuels and convert to solar, wind and water energy systems that are CO<sub>2</sub> emission neutral. We must produce more food on less ground more safely to our environment (water, ground and air).<sup>4</sup>

As individuals we must act. Greta Thunberg is a single voice. We must support her and add ours. None of the living middle aged or older adults will suffer significantly if we continue to do nothing. However, our children and their children will suffer terribly if we stand silent.

Individuals can help by recycling, conserving water, keeping water safe, reducing red meat consumption, increasing organic food consumption, eliminating plastics usage, planting trees.<sup>5,6</sup> Vote for representatives that support the rapid development of a carbon negative plan.

## REFERENCE

0. Climate Change And Health. World Health Organization. February 2018. <https://www.who.int/news-room/fact-sheets/detail/climate-change-and-health>. Accessed December 2019.
1. Carbon Cycle. National Oceanic and Atmospheric Administration. February 2019. <https://www.noaa.gov/education/resource-collections/climate-education-resources/carbon-cycle>. Accessed December 2019.
2. Here we go again: Earth's major 'mass extinctions'. Phys Org. April 2019. <https://phys.org/news/2019-04-earth-major-mass-extinctions.html>. Accessed December 2019.
3. Langness D. 5 Things We Can Do to Save the Earth. Bahaiteachings.Org. November 2017. <https://bahaiteachings.org/things-can-save-earth>. Accessed December 2019.
4. Can the Earth Be Saved? The Nature Conservancy. May 2019. [https://www.nature.org/en-us/about-us/who-we-are/our-science/three-ways-to-save-our-planet/?gclid=Cj0KCCQiArdLvBRCrARIsAGhB\\_sypj2t\\_HBeNS50XHrj7Idl5am7RwBz3As12mZUv-7FFj7Nq78htaE0aAkrQEALw\\_wcB&gclidsrc=aw.ds](https://www.nature.org/en-us/about-us/who-we-are/our-science/three-ways-to-save-our-planet/?gclid=Cj0KCCQiArdLvBRCrARIsAGhB_sypj2t_HBeNS50XHrj7Idl5am7RwBz3As12mZUv-7FFj7Nq78htaE0aAkrQEALw_wcB&gclidsrc=aw.ds). Accessed December 2019.
5. Take Action. EarthDay Network 2019. [https://www.earthday.org/take-action/?gclid=Cj0KCCQiArdLvBRCrARIsAGhB\\_syIuG1rl6wt2Cou6ejev5PDk1YOp5Z3Rb7LO9PaRv0Fgum26y78x3saAvpuEALw\\_wcB](https://www.earthday.org/take-action/?gclid=Cj0KCCQiArdLvBRCrARIsAGhB_syIuG1rl6wt2Cou6ejev5PDk1YOp5Z3Rb7LO9PaRv0Fgum26y78x3saAvpuEALw_wcB). Accessed December 2019.
6. Protecting Our Planet Starts with You. NOAA. 2019. <https://oceanservice.noaa.gov/ocean/earthday.html>. December 2019.

# PROTECTING OUR PLANET STARTS WITH YOU



## BIKE MORE DRIVE LESS



## reduce REUSE recycle

Cut down on what you throw away. Follow the three "R's" to conserve natural resources and landfill space.

## choose sustainable



Learn how to make smart seafood choices at [www.FishWatch.gov](http://www.FishWatch.gov).

Trees provide food and oxygen. They help save energy, clean the air, and help combat climate change.



## PLANT A TREE



## EDUCATE

When you further your own education, you can help others understand the importance and value of our natural resources.

## CONSERVE WATER



The less water you use, the less runoff and wastewater that eventually end up in the ocean.



Buy less plastic and bring a reusable shopping bag.



## Don't send chemicals into our waterways.

Choose nontoxic chemicals in the home and office.

## Volunteer!



Volunteer for cleanups in your community. You can get involved in protecting your watershed too!



## Long-lasting light bulbs - ARE A - BRIGHT IDEA

Energy efficient light bulbs reduce greenhouse gas emissions. Also flip the light switch off when you leave the room!



[oceanservice.noaa.gov](http://oceanservice.noaa.gov)

## January 2020 - Global Warming

H. Lauren Vogel, D.O., M.P.H.

### Important Facts – Climate Change Effects

- Global temperatures rising
- Sea levels are rising
- Glaciers are melting
- Precipitation patterns are changing
- Extreme weather events are becoming more intense and frequent
- Negative health effects: Heat associated deaths, increased air pollution
- Negative environmental effects: Clean air, safe drinking water, sufficient food and secure shelter will be reduced

### Natural Effects

- Increasing weather-related natural disasters with increasing deaths
- Extreme weather events will destroy homes, medical facilities and other essential services
- Increasingly variable rainfall patterns will adversely affect the supply of fresh water
- Water scarcity will lead to drought and famine
- Floods will increase in frequency and intensity, contaminating freshwater supplies
- Heightened risk for water-borne diseases
- Disease from disease-carrying insects such as mosquitoes will increase

### Patterns of infection

- Transmission seasons of important vector-borne diseases will be lengthened and their geographic range will be increased
- Frequency of water-borne diseases will increase
- Global death rates will increase
- Famine will adversely affect disease frequency and global patterns

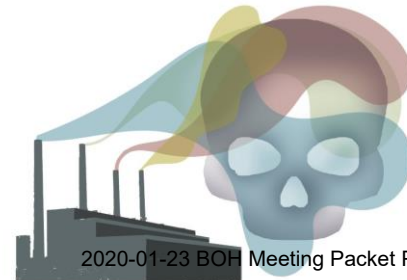
References: Climate Change And Health. World Health Organization. February 2018.  
<https://www.who.int/news-room/fact-sheets/detail/climate-change-and-health>

### Who is at risk?

- Children and the elderly
- Those with pre-existing conditions
- Those immunocompromised
- Those living in mountainous and polar regions
- Those living in coastal regions

### What to Do?

- Recognize the severity of climate change
- Accept the scientific facts
- Realize the resultant human extinction if we do nothing
- Support and vote for representatives willing to actively combat global warming
- Become a Green advocate
  - Eliminate plastics
  - Recycle
  - Reduce energy usage



## December 1 through December 31, 2019

Accident Fund	Workers Comp Quarterly Payment	2,595.25
ACD.Net	Telephones 3 offices	2,196.83
AFLAC	Payroll Deduction	1,682.74
Alerus Financial (Retirement)	Payroll Deduction	590.00
Amazon	Computer & Medical Supplies 7 Invoices	1,593.73
Arcadia Health Services	Care Management	140.53
Armstrong Health Care	WIC / AAA Contractual Consultant	2,873.52
Auditory Instruments	Vison & Hearing Equipment Maintenance	116.61
Availity	Eligibility Software - EMR	55.00
Basic Flex Health Plan	Monthly Fee/Renewal	680.00
Behavioral Health Science	Training - Mapes & Agar	50.00
Billy Footware	CSHCS Client	265.00
Blue Cross Blue Shield	Health Insurance	61,452.08
Branch Area Transit Authority	Elderly Transportation Service	2,891.40
Branch County Commission COA	Home & Community Based Services	17,950.01
Branch County Complex	Rent - Coldwater Office	5,694.28
CAA of South Central	Home & Community Based Services	16,750.12
Care-N-Assist	Care Management	1,357.51
Cat Rec	CSHCS Client - Ramp	571.76
CDW Government Inc.	Computer Supplies 2 Invoice	933.98
Center For Information Mgmt..	Hardware/Software Maintenance AAA	450.00
Century Bank - Master Card	3 Ipads for Clinic	987.00
Century Bank - Master Card	Bus Cards- Lytle & Imms	40.00
Century Bank - Master Card	Circuit Maker Machine	392.19
Century Bank - Master Card	HD On-line Newspaper Subscription	49.99
Century Bank - Master Card	Supplies for All Staff Meeting	91.26
Century Bank - Master Card	Three Rivers Building - Roto-Rooter	385.89
Century Bank - Master Card	Training - Burns	685.95
Century Bank Basic Flex Health Plan	Payroll Deduction	1,358.48
Century Bank EFPTS	Federal & Fica Taxes	48,275.30
Century Bank Mers	Forfeiture/Underfunded Pmt.	2,102.11
Century Bank Mers	MERS DB /Retirement	30,822.90
Century Bank State	Michigan Tax	8,114.22
Champ Software	Nightingale Electronic Medical Record	39,744.00
Charter Communications	Sturgis Internet & Phone Line	114.97
Cintas	Lab Coats - Cleaning	97.92
City of Coldwater	Water Lab Test	40.00
City Of Three Rivers	Water / Sewage & Lab Testing	72.00
Companion Life Insurance Co.	Life Insurance Premiums	1,003.08
Connect America	Care Management	54.50
Crossroads Health & Home Services	Care Management	1,205.52
CSHCS Client	Refund - Out of Pocket Dental Expenses	332.99
CSHCS Client	Refund- Medication Out of Pocket	35.26
Current Office Solutions	Office Supplies/Copier Charges -8 Invoices	2,187.35
DJC Property/Consultant	Consultant	180.00
Dr. Vogel	Medical Director - Contractual	4,320.06
FedEx	Hearing Equipment Mailing	12.45
Frontier	Sensaphone & Fax Line Service	277.42
GDI	Building Cleaning Expense - HD	2,649.00
GDI	Building Cleaning Expense - TR	1,749.00
GDI	Building Supplies Expense - TR	23.28
GlaxoSmithKline	Medical Supplies 3 Invoices	4,628.20
Hillsdale Board Of Utilities	Building Expense - HD	3,660.51

December 1 through December 31, 2019

Hillsdale County Treasurer	Building Labor Expense - HD	45.00
Hillsdale County Treasurer	Building Refuse Expense - HD Months	160.00
Hillsdale County Treasurer	Building Snow/Mow Expense - HD	175.00
Hillsdale County Treasurer	Building Supplies Expense - HD	31.76
Hillsdale County Treasurer	Building Supplies Expense - HD - Gas	56.65
Hillsdale Public Health	Rent - Hillsdale Office	7,375.00
Home Care Wellness	Care Management	980.56
Hospital Network Health	Medical Waste Removal	330.00
Indiana Michigan Power	Building Expense - TR	969.78
Jean Howatt	Contractual	932.52
Legal Service Of South Central Mi.	Older Adult Legal Assistance	880.00
Magellan Diagnostics	Blood Test Kits	3,850.73
Maplecrest	Rent - Sturgis Office	590.00
Marana Group	Postage Pick Up Service	142.00
McKesson	Medical Supplies 2 Invoices	266.87
Merck & Company	Medical Supplies 3 Invoices	8,222.44
Mers 5% Alerus Financial DC	Defined Contributions 5% EES	4,997.94
Michigan Public Health	Strategic Planning Contract	4,999.00
Michigan Public Health	Training - Esterline	60.00
Michigan Public Health	Workforce Contract	1,040.92
Michigan State Disbursement Unit	Payroll Deduction	380.22
Michigan Wastewater Conference	Training - Aalberts & Pirman	350.00
Municipal Consulting Services	Compensation Study	2,128.76
National Recoveries Inc.	Payroll Deduction	436.16
Nationwide	Payroll Deduction	4,210.00
Optum Insight (Netwerkes.Com)	Billing Service	247.25
Patient Financial	CSHCS Client - Out of Pocket	232.00
Prairie Glen Apartments	AAA Client - Rent Assistance	266.38
Prometric	Food Safety Exams	800.00
Prompt Care	Drug Testing - 1 Employee	69.00
Reserve Account	Postage	3,000.00
Richard Clark	Building Cleaning Expense - CW	1,800.00
Richard Clark	Building Cleaning Expense - Sturgis	385.00
Sanofi Pasture	Medical Supplies 4 Invoices	19,738.50
Sarah Watson	AAA Consultant	212.50
School of Dentristry	CSHCS Client - Out of Pocket	153.00
SEMCO Energy	Building Expense - TR	73.14
Shaffmaster U-Stor	Storage 3 Months	150.00
Shred It	Document Destruction	150.00
St Joseph County COA	Home & Community Based Services	32,149.98
St Joseph Trans Authority	Older Adult Transportation	2,257.67
St. Joseph Community Co-op	Care Management	2,704.80
Staples	Office Supplies	1,435.74
State Of Michigan	Food Licenses Surcharge	431.00
State Of Michigan EGLE	Water Lab Test	123.00
Three Rivers Health	Rent - Dental Clinic	2,775.00
Thurston Woods	Home & Community Based Services	4,361.95
Verizon	Cell Phones	746.08
VRI Lifeline Of Michigan	Care Management	856.00
Xmission	Email Provider	236.88
Total Of Invoice List		395,549.33

Branch-Hillsdale-St Joseph Community Health Agency  
 Balance Sheet  
 As of 12/31/2019

Assets

Cash on Hand	3,643.03
Cash with County Treasurer	2,559,625.25
Community Foundation Grant	309,955.94
Accounts Receivable	143,651.65
Due from State	40,359.91
Due from Other Funding Sources	443,291.52
Prepaid Expenses	130,361.19
Biologic Inventory	<u>108,837.79</u>
<b>Total Assets</b>	<b><u><u>3,739,726.28</u></u></b>

Liabilities

Accounts Payable	161,922.53
Payroll Liabilites	92,574.68
Capital Improvements	25,000.00
Deferred Revenue	158,795.42
Biologics	<u>108,837.79</u>
<b>Total Liabilities</b>	<b><u>547,130.42</u></b>

Net Assets

Operation Fund Balance	445,953.74
Restricted Fund Balance	383,373.49
Designated Fund Balance	<u>2,363,268.63</u>
<b>Total Net Assets</b>	<b><u>3,192,595.86</u></b>

Total Liabilities and Net Assets	<b><u><u>3,739,726.28</u></u></b>
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**Prior Year Fund Balance Comparison at 12/31/2018:**

	Operation Fund Balance	\$	343,395.06
	Restricted Fund Balance	\$	366,666.50
	Designated Fund Balance	\$	<u>434,432.99</u>
	<b>Total Fund Balance</b>	<b>\$</b>	<b><u>1,144,494.55</u></b>

Branch-Hillsdale-St Joseph Community Health Agency  
Statement of Revenue and Expenditures

## Expense by Program - 12/1/2019 - 12/31/2019

	Program Code	Program Title	Current Month	Year to Date	Total Budget - Amendment 1	Percent Expended Amend 1
*	010	Agency Support	13,991.13	43,479.88	69,916.00	62.18%
*	008	Salary & Fringe Payoff	35,565.79	35,565.79	70,000.00	50.80%
*	345	Lead Testing	2,544.01	8,727.45	20,895.00	41.76%
**	327	Hearing (ELPHS)	8,800.19	26,519.25	84,366.00	31.43%
**	032	Emergency Preparedness	12,809.97	38,262.76	133,874.00	28.58%
*	012	Area Agency on Aging	104,383.27	335,509.34	1,200,801.00	27.94%
*	115	MCH Enabling Women	1,991.44	16,042.41	60,081.00	26.70%
*	321	CHC Tele-A-Health	4,088.84	10,367.42	41,424.00	25.02%
	021	Dental Clinic - Three Rivers	2,775.00	8,325.00	33,300.00	25.00%
	325	CSHCS	18,319.41	48,801.75	196,729.00	24.80%
	745	Type II Water	6,752.20	20,554.38	83,492.00	24.61%
	605	General EH Services	2,318.87	6,982.82	29,289.00	23.84%
	714	Onsite Sewage Disposal	27,826.38	83,790.10	351,469.00	23.83%
	721	Drinking Water Supply	27,826.38	83,790.10	351,469.00	23.83%
	338	Immunization Vaccine Handling	33,254.94	99,078.66	416,027.00	23.81%
	341	Infectious Disease	18,019.55	64,871.14	272,814.00	23.77%
	326	Vision (ELPHS)	6,649.64	22,602.25	95,098.00	23.76%
	108	WIC Breastfeeding	7,226.48	21,930.65	95,825.00	22.88%
	109	WIC	82,279.11	222,952.06	996,126.00	22.38%
	029	Dental Clinic - Hillsdale	571.30	1,754.60	8,000.00	21.93%
	704	Food Service	37,324.12	105,401.96	488,288.00	21.58%
	138	Immunization IAP	39,693.85	158,604.64	739,402.00	21.45%
	331	STD	11,162.11	30,817.12	149,117.00	20.66%
	332	HIV Prevention	2,889.57	7,240.45	35,154.00	20.59%
	329	MCH Enabling Children	2,038.76	7,709.89	39,034.00	19.75%
	014	VOCA	12,994.47	37,136.10	205,743.00	18.04%
	107	Medicaid Outreach	7,014.91	22,512.59	171,920.00	13.09%
	101	Workforce Development	3,349.99	5,288.61	50,182.00	10.53%
	024	MERS Pension Underfunded	0.00	4,686.71	610,000.00	0.76%
	023	Capital Expenditures	0.00	0.00	25,000.00	0.00%
	035	Vector Borne Disease Surveillance	0.00	0.00	24,387.00	0.00%
	112	CSHCS Medicaid Outreach	<u>0.00</u>	<u>0.00</u>	<u>55,119.00</u>	<u>0.00%</u>
			<u>534,461.68</u>	<u>1,579,305.88</u>	<u>7,204,341.00</u>	<u>21.92%</u>

The Agency is currently 3.08% under budget.

\*3/12 Months = 25.00%

\*\*3/9 Months = 33.33%

\*\*9-Month Program

### Programs Over Budget as of 12/31/2019

**RU 010:** Over budget in consulting fees (strategic planning) and employee training (grant writing) - will adjust  
**62.18%** in amended budget, 50% payment for casualty insurance payment, postage machine refill and envelopes for recalls, spread as postaged/envelopes used. Program will fall back in line with budget as FY progresses

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**RU 008:** Over budget due annual Sick Time Payout. Program will fall back in line with budget as FY progresses.  
**50.80%**

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**RU 345:** Over budget due to increase in staff time in program - will monitor and adjust in amended budget.  
**41.76%**

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**RU 327:** 9 Month Program - within budget 33.33%  
**31.43%**

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**RU 032:** 9 Month Program - within budget 33.33%  
**28.58%**

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**RU 012:** Over budget due to increase in AAA annual membership dues and computer monitors purchased -  
**27.94%** will adjust in amended budget

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**RU 115:** Purchased safe sleep materials (written into the grant) program will fall back in line with budget as FY  
**26.70%** progresses

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**RU 321:** Slightly over budget due to increase in staff time and computer supplies expenses - will monitor and  
**25.02%** adjust if needed

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BHSJ Community Health Agency  
 Schedule of Cash Receipts and Disbursements  
 June 30th 2019 thru  
 December 31st 2019

<b>5/31/2019 Cash Balance</b>	<b>\$ 1,351,918.29</b>
<b>Plus:</b> Cash Receipts	\$ 1,064,621.53
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (489,196.87)
<b>6/30/2019 Cash Balance</b>	<b>\$ 1,927,342.95</b>
<b>Plus:</b> Cash Receipts	\$ 1,223,258.76
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (502,112.57)
<b>7/31/2019 Cash Balance</b>	<b>\$ 2,648,489.14</b>
<b>Plus:</b> Cash Receipts	\$ 463,313.80
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (544,913.77)
<b>8/31/2019 Cash Balance</b>	<b>\$ 2,566,889.17</b>
<b>Plus:</b> Cash Receipts	\$ 566,895.86
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (489,215.25)
<b>9/30/2019 Cash Balance</b>	<b>\$ 2,644,569.78</b>
<b>Plus:</b> Cash Receipts	\$ 626,443.53
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (497,659.75)
<b>10/31/2019 Cash Balance</b>	<b>\$ 2,773,353.56</b>
<b>Plus:</b> Cash Receipts	\$ 324,732.73
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (851,819.49)
<b>11/30/2019 Cash Balance</b>	<b>\$ 2,246,266.80</b>
<b>Plus:</b> Cash Receipts	\$ 1,186,074.50
<b>Less:</b> Cash Disbursements For Payroll/AP	\$ (562,760.11)
<b>12/31/2019 Cash Balance</b>	<b>\$ 2,869,581.19</b>

January 13, 2020

Board of Public Health  
Branch-Hillsdale-St. Joseph Community Health Agency  
Coldwater, Michigan

We are engaged to audit the financial statements of the governmental activities and the major fund of the Branch-Hillsdale-St. Joseph Community Health Agency for the year ended September 30, 2019. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Uniform Guidance

As stated in our engagement letter dated January 13, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Branch-Hillsdale-St. Joseph Community Health Agency's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Branch-Hillsdale-St. Joseph Community Health Agency's financial statements are free from material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Branch-Hillsdale-St. Joseph Community Health Agency's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Branch-Hillsdale-St. Joseph Community Health Agency's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Branch-Hillsdale-St. Joseph Community Health Agency's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. As part of our audit, we will consider the internal control of Branch-Hillsdale-St. Joseph Community Health Agency. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedule, schedule of changes in the net pension liability and related ratios, and schedule of employer contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of support services and schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit procedures in January 2020 and issue our report on or before March 31, 2020. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Branch-Hillsdale-St. Joseph Community Health Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Maney Costeiran PC*

## Board of Health Members – 1/2020

### Branch County:

Terri Norris, Commissioner  
207 North Broadway Street  
Union City, MI 49094  
269-753-2980 (Home)  
tnorris@countyofbranch.com

Tom Matthew, Commissioner  
31 Division St.  
Coldwater, MI 49036  
937-524-9663 (Cell)  
[Tommatthew2010@gmail.com](mailto:Tommatthew2010@gmail.com)

### St. Joseph County:

Kathy Pangle, Commissioner  
258 S. Nottawa Street  
Mendon, MI 49072  
269-496-7823 (Home)  
269-251-9030 (Cell)  
Tiger\_kat9mm@hotmail.com

Allen Balog, Commissioner  
P.O. Box 324  
Three Rivers, MI 49093  
269-501-3977 (Cell)  
ajinsur@aol.com

### Hillsdale County:

Mark Wiley, Commissioner  
9471 Hicks Road  
Quincy, MI 49082  
517-869-2715 (Home)  
269-569-0955 (Cell)  
wileyma1@yahoo.com

Bruce Caswell, Commissioner  
8940 E. Bacon Road  
Hillsdale, MI 49242  
517 523-3067 (Home)  
517 425-5230 (Cell)  
bcaswell@frontier.com

Committee Appointments for 2019 were as follows:

### Finance Committee:

Allen Balog  
Bruce Caswell  
Terri Norris

### Program Policy and Appeals:

Mark Wiley  
Kathy Pangle  
Tom Matthew

## BOARD OF HEALTH MEETINGS FOR 2020

**January 23, 2020**

**9:00 A.M.**

**Location: Coldwater**

**July 23, 2020**

**9:00 A.M.**

**Location: Hillsdale**

**February 27, 2020**

**9:00 A.M.**

**Location: Coldwater**

(Educational session after meeting)

**August 27, 2020**

**9:00 A.M.**

**Location: Coldwater**

**March 26, 2020**

**9:00 A.M.**

**Location: Coldwater**

(Educational session after meeting)

**September 24, 2020**

**9:00 A.M.**

**Location: Coldwater**

(Educational session after meeting)

**April 23, 2020**

**9:00 A.M.**

**Location: Coldwater**

**October 22, 2020**

**9:00 A.M.**

**Location: Coldwater**

**May 28, 2020**

**9:00 A.M.**

**Location: Coldwater**

(Educational session after meeting)

**December 10, 2020**

**9:00 A.M.**

**Location: Coldwater**

(Educational session after meeting)

**June 25, 2020**

**9:00 A.M.**

**Location: Three Rivers**

**January 28, 2021**

**9:00 A.M.**

**Location: Coldwater**

# BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

## BY-LAWS for Board of Health

2017

### 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.

## **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 five (5) minutes at each meeting, except that a speaker may be granted a specific amount of additional time with a two-thirds vote of the Board.

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

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

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

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

## **ARTICLE VI. QUORUM**

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

## **ARTICLE VII. COMMITTEES**

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

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

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

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

## **ARTICLE IX. AMENDMENTS**

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

## **ARTICLE X. COUNTY APPROPRIATIONS**

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

Adopted by Board of Health this 23rd day of February, 2017

Reviewed and adopted without revision by Board of Health on January 25, 2018.

Reviewed and adopted without revision by Board of Health on January 24, 2019.



BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY  
Food Service Fee Schedule - Proposed Effective Date 1/23/2020

<b>FIXED ESTABLISHMENT - COMMERCIAL</b>	License	State	Revised State	Total	Revised
Annual Inspection Fee	\$395.00	\$30.00		\$425.00	
New Establishment/Owner Fee	\$573.00	\$30.00		\$603.00	
<b>FIXED ESTABLISHMENT - NON-PROFIT</b>					
Annual Inspection Fee	\$236.00	\$5.00		\$241.00	
New Establishment/Owner Fee	\$292.00	\$5.00		\$297.00	
Senior Meal Food Service Location	\$125.00	\$5.00		\$130.00	
Limited Non-Profit	\$125.00	\$5.00		\$130.00	
Senior Meal Food Prep Kitchens/Soup Pots	\$125.00	\$5.00		\$130.00	
<b>FIXED ESTABLISHMENTS - SCHOOLS</b>					
Annual Inspection Fee	\$236.00	\$5.00	\$30.00	\$241.00	\$266.00
New Establishment/Owner Fee	\$292.00	\$5.00	\$30.00	\$297.00	\$322.00
Annual Inspection Fee - Satellite Service	\$125.00	\$5.00	\$30.00	\$130.00	\$155.00
<b>SEASONAL FIXED ESTABLISHMENTS</b>					
Annual Inspection Fee	\$198.00	\$30.00		\$228.00	
New Establishment/Owner Fee	\$573.00	\$30.00		\$603.00	
Late Charge - Fixed & Seasonal Fixed	\$105.00	N/A		\$105.00	
<b>VENDING &amp; MOBILE FOOD SERVICE</b>					
Mobile Annual Unit Inspection Fee	\$198.00	\$30.00		\$228.00	
Mobile New Unit/Owner Fee	\$522.00	\$30.00		\$552.00	
Mobile Late Charge	\$105.00	N/A		\$105.00	
Mobile Commissary Annual Inspection	\$359.00	\$30.00		\$389.00	
Mobile Commissary New Owner/Establishment	\$522.00	\$30.00		\$552.00	
Mobile/Vending Commissary Late Charge	\$105.00	N/A		\$105.00	
<b>SPECIAL TRANSITORY FOOD UNIT</b>					
STFU Annual License	\$111.00	\$44.00		\$155.00	
STFU 501(C) (3)	\$111.00	\$5.00		\$116.00	
STFU Inspection Fee ( 2 Required)	\$90.00	N/A		\$90.00	
STFU Late Charge	\$105.00	N/A		\$105.00	
<b>TEMPORARY FOOD PERMITS</b>					
Commercial	\$102.00	\$9.00		\$111.00	
Commercial Demonstration Cooking	\$102.00	\$9.00		\$111.00	
Limited Commercial Temporary	\$83.00	\$9.00		\$92.00	
Commercial Late Charge-Application received less than 10 days prior	\$55.00	N/A		\$55.00	
Non-Profit	\$64.00	\$5.00		\$69.00	
Non-Profit Cook-off Contest	\$30.00+\$5 per contestant	\$5.00		Varies	
Non-Profit Late Charge-Application received less than 10 days prior	\$20.00	N/A		\$20.00	
<b>PLAN REVIEW &amp; FOLLOWUP INSPECTIONS - FIXED, MOBILE, STFU</b>					
Plan Review Fee - Complete	\$507.00	N/A		\$507.00	
Plan Review Fee - Remodel	\$254.00	N/A		\$254.00	
Late Charge	\$105.00	N/A		\$105.00	
Follow-up & Enforcement Inspections	\$113.00	N/A		\$113.00	
<b>FOOD CLASS FEES</b>					
NEHA or ServSafe Manager Certification Class	\$220.00	N/A		\$220.00	
Certification Exam Fee (given as part of a class)	\$98.00	N/A		\$98.00	
NEHA Food Handlers Class	\$66.00	N/A		\$66.00	

PROCESS NARRATIVE

Section Title and Number: Others - IV

Process Narrative Title: 9 - Cost Allocation Plan

**Policy:** The agency incurs many different costs for operation. Some of these can be directly traced to a program or employee, sometimes they cannot. The costs that aren't directly traceable to specific programs /employees need to be allocated in a reasonable, allowable and consistent manner.

**Purpose:** To allocate various costs to programs in a consistent manner based upon certain methods, detailed below.

**Scope:** Any cost that's incurred by the agency.

**Responsible:** Finance Department

**Procedure:**

- 1.) **Salaries and Fringes:**
  - a. Employees enter time into an electronic time entry system, which is then approved by their supervisor. It is allocated based on the time each associate spent working in each program. If an employee takes leave time (sick/vacation), that time is distributed based on the other days worked during that payroll. If an employee uses leave time for an entire payroll, that time is distributed based on the prior payroll's spread.
  - b. \*The exception to this is the LSA expense. This monthly bill is allocated based on the most recent budgeted FTE allocation that's in effect at that point in time.
- 2.) **Supplies and Materials:**
  - a. Supplies are allocated either by where they're charged on the purchase requisition (if they directly benefit the program(s)) or they're based on a spread derived on past usage of those supplies/materials.
  - b. Items such as postage, copy expenses and computer supplies are spread to the appropriate programs based on usage for that month.
- 3.) **Travel**  
All travel is entered into the electronic entry system and is directly charged to the program in which it was incurred.
- 4.) **Communications**  
\*Distributed based on the current budgeted FTE allocation for that point in time.
- 5.) **Space/Facility Costs**  
\*Allocated based on the square footage of the room and the FTE(s) who occupy it. If the room is used by only one program, the entire cost is allocated to said program. Common areas (lunchroom, conference rooms) that can't be tied to a program or FTE are distributed as indirect.
- 6.) **All Others**
  - a. (Miscellaneous supplies, audit/legal expense, insurances, training expense etc.) Items/services that directly benefit a program are charged to that program.
  - b. Professional liability insurance costs are allocated based on the spread the Medical Director's costs are allocated to.
  - c. Copy expense is allocated to appropriate programs based on usage for that month.
  - d. Prevention Services costs are allocated based on the percentage of total salary/fringe each program in the spread consists of. Health Education Service costs are allocated based on the percentage of total salary/fringe each program in the spread consists of. Environmental Health (EH) costs are distributed to Onsite Sewage Disposal and Drinking Water Supply.
  - e. Any cost that can't be directly tracked to a program, associate or spread will be coded under the correct account number in administration and distributed as indirect.
- 7.) **Indirect Costs**  
Distributed across all programs based on percentage of salaries/fringes in each program.  
  
\*All cost allocations for items that are based on budget spreads are brought to actual values based on actual time worked at March 31st (six months) and September 30th (year-end).

**Prepared By:** Theresa Fisher  
**Approved By:** BOH  
**Revision Number:** 3

**1/23/2020**  
**Date:**



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

January 23, 2020

## Director's Report

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### Updates:

#### 1. Services to Victims of Elder Abuse (SVEA) Update:

- We've not yet heard about the status of our community awareness mini-grant application to highlight "National Crime Victims' Rights Week" in April 2020.... Keep those fingers crossed!
- "Save the Date" announcements were sent Tuesday, January 14<sup>th</sup> and we hope to see you at one of the Elder Justice Symposium events!

**Elder Justice Symposium 2020**  
Friday, March 20, St. Joseph County  
Rivers Enrichment Center - 8 AM - 3 PM  
or  
Wednesday, March 25, Branch County  
Burnside Center - 8 AM - 3 PM

**SAVE the DATE**

Topics include:

- Preventing, investigating and prosecuting elder abuse, neglect and financial exploitation
- Vulnerable Adult Incident Report (VAIR) training
- Legal issues & challenges
- Resolution challenges & information sharing

FREE TO ATTEND LUNCH PROVIDED MCOLES CREDITS AVAILABLE

- I've applied to the National Association of Area Agencies on Aging to present about our victim assistance program at their 45<sup>th</sup> Annual Conference & Tradeshow this summer. If chosen, our Elder Abuse Victim Specialists and I will develop a comprehensive presentation and present it together. What a great experience this will be! We will certainly share the presentation with the Board ahead of time for review and feedback! <https://www.n4aconference.org/>

## **Director's Report – continued...**

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2. Our team is still searching for two Social Work Care Consultants (one full-time, one part-time). We have multiple exceptional candidates so we've begun second round interviews to narrow our choice... We will keep you updated!
  
3. The State Advisory Council on Aging has released their 2019 report entitled "Michigan Area Agencies on Aging – Innovative Practices Supporting Older Adults". You will note, our region's "Services to Victims of Elder Abuse" program is highlighted on page 12 as an innovative practice in the Elder Abuse and Exploitation Prevention section. A few hardcopies are available at the meeting, but you can also access the report online: <http://bit.ly/MISAC2019>
  
4. FY2020 funding is *STILL* up in the air. We are hearing that the Administration for Community Living will be issuing awards to the states sometime in the next 2-3 weeks... We will keep the Board updated as funds are most certainly pressed to the limits of our current Statement of Grant Award.

## **Personal Health and Disease Prevention**

**Date: November/December, 2019**

### **Communicable Disease:**

Influenza is now widespread meaning that outbreaks of influenza cases are present in at least half of the regions in the state of Michigan. The Michigan Department of Health and Human Services (MDHHS) has confirmed the first two influenza-associated pediatric deaths of the 2019-2020 influenza season in Michigan. The reported deaths were from Shiawassee and Wayne counties, both children infected with influenza B. Nationally, a total of 32 pediatric deaths have been reported. The last time that influenza B was dominant over influenza A in the flu season was in the 1990's.

In order to work towards preventative measures, we did put out a press release last week providing information on the current flu season, encouraging vaccination, and providing tips on healthy habits to stop the spread of this illness. This is especially important for the youth, elderly, and anyone with an already compromised immune system. We have also hung up flyers in our clinic representing this data as it is imperative for the public to be aware of how serious this illness really can be.

Lastly, we are attending two Project Connects, one in Hillsdale on January 23<sup>rd</sup>, and the other in Coldwater on January 29<sup>th</sup>. We will be administering flu vaccines and providing other vaccinations as well.

### **Immunizations:**

We recently had a quarterly statewide follow-up regarding Hepatitis A and I'm happy to report that the number of reported cases has stayed consistent or dropped. We have not seen any increase.

We welcomed a new Immunization Tech in Coldwater; her name is Carol Smith.

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

The staff in Hillsdale created a "Giving Garland" that had mittens and socks hung on it for the parents to take home for the little ones during the holiday season. They also had over 100 books wrapped and other presents that they gave out to any child that visited us in December. This was all donated by the staff.

We welcomed a new Public Health Nurse at the Coldwater location; her name is Ashton King. She will also be working in our Sturgis clinic.

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

No updates at this time.

**-Kali Nichols (MPH)**

**Personal Health & Disease Prevention Director**

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

December-19	Dec-19				FYTD 2019-2020				2018-19 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	3	5	-	8	6	13	1	20	8	15	1	24
Campylobacter	1		2	3	3	2	5	10	4	2	2	8
Chicken Pox				-	-	1	-	1	-	2	3	5
Chlamydia	3	8	14	25	24	19	54	97	39	29	59	127
Colds W/O Fever	127	85	347	559	572	284	1,022	1,878	527	338	643	1,508
CRE Carbapenem Resistant Enterobac.				-	-	1	1	2	-	1	-	1
Cryptosporidiosis	1			1	2	1	-	3	1	-	1	2
Encephalitis - Primary				-	-	-	-	-	-	-	-	-
Flu Like Disease	101	148	174	423	452	305	570	1,327	591	236	516	1,343
GI Illness	385	228	344	957	1,283	583	946	2,812	1,712	713	1,011	3,436
Giardiasis	1	1	2	4	1	1	3	5	-	1	2	3
Gonorrhea	1	3	6	10	9	7	15	31	6	8	24	38
Guillian-Barre Syndrome				-	1	-	-	1	-	-	-	-
H. Influenzae Disease - Inv.			1	1	-	1	1	2	-	-	-	-
Head Lice	34	8	51	93	198	76	206	480	111	73	223	407
Hepatitis A				-	1	-	-	1	1	-	-	1
Hepatitis B - Acute				-	-	-	1	1	-	-	-	-
Hepatitis B - Chronic		1		1	-	1	-	1	-	1	2	3
Hepatitis C - Acute				-	1	-	2	3	-	-	-	-
Hepatitis C - Chronic			3	3	6	6	11	23	11	11	11	33
Impetigo	2	-	6	8	5	3	15	23	16	2	9	27
Influenza	11	18	10	39	11	18	11	40	2	3	9	14
Legionellosis				-	-	-	1	1	-	-	-	-
Lyme Disease				-	1	-	5	6	-	-	2	2
Menengitis - Aseptic	1			1	1	-	-	1	-	1	1	2
Menengitis - Bacterial				-	-	-	-	-	-	-	-	-
Meningococcal Disease				-	-	-	-	-	-	-	-	-
Mononucleosis	2	1	4	7	5	7	11	23	29	3	6	38
Mycobacterium - Other				-	-	2	1	3	1	1	1	3
Norovirus				-	-	-	-	-	-	1	-	1
Pertussis		1		1	-	1	-	1	3	1	-	4
Pink Eye	30	20	38	88	90	43	105	238	59	51	65	175
Q Fever				-	-	-	1	1	-	-	-	-
Salmonellosis				-	1	2	2	5	3	2	-	5
Scabies	-	-	-	-	2	2	4	8	3	2	2	7
Shiga Toxin-prod. (STEC)		1		1	2	3	-	5	-	-	-	-
Strep Invasive Gp A	1	1		2	1	2	1	4	-	-	-	-
Strep Pneumonia Inv Ds.	1	1		2	1	2	1	4	-	4	1	5

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

December-19	Dec-19				FYTD 2019-2020				2018-19 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
	Strep Throat	63	47	99	209	159	136	244	539	247	169	178
Syphilis - Primary				-	-	-	-	-	-	-	-	-
Syphilis To Be Determined				-	2	-	-	2	-	-	1	1
VZ Infection, Unspecified	1			1	1	1	2	4	-	-	1	1
	769	577	1,101	2,447	2,843	1,523	3,243	7,609	3,374	1,670	2,774	7,818

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

November-19	2019-2020				FYTD 2019-2020				2018-19 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
	Animal Bite/Rabies potential exposure		5		5	3	8	1	12	5	10	1
Campylobacter	2	1	2	5	2	2	3	7	3	1	2	6
Chicken Pox				-	-	1	-	1	-	1	1	2
Chlamydia	8	6	16	30	21	11	40	72	20	17	41	78
Colds W/O Fever	255	124	384	763	445	199	675	1,319	396	259	455	1,110
CRE Carbapenem Resistant Enterobac.		1		1	-	1	1	2	-	-	-	-
Cryptosporidiosis				-	1	1	-	2	1	-	1	2
Encephalitis - Primary				-	-	-	-	-	-	-	-	-
Flu Like Disease	218	104	242	564	351	157	396	904	492	169	367	1,028
GI Illness	528	226	445	1,199	898	355	602	1,855	957	328	532	1,817
Giardiasis			1	1	-	-	1	1	-	1	1	2
Gonorrhea	4	2	3	9	8	4	9	21	2	5	17	24
Guillian-Barre Syndrome				-	1	-	-	1	-	-	-	-
H. Influenzae Disease - Inv.				-	-	1	-	1	-	-	-	-
Head Lice	80	29	104	213	164	68	155	387	73	58	153	284
Hepatitis A				-	1	-	-	1	-	-	-	-
Hepatitis B - Acute				-	-	-	1	1	-	-	-	-
Hepatitis B - Chronic				-	-	-	-	-	-	1	-	1
Hepatitis C - Acute				-	1	-	2	3	-	-	-	-
Hepatitis C - Chronic	5	5	3	13	6	6	8	20	6	10	9	25
Impetigo	1	2	4	7	3	3	9	15	12	2	6	20
Influenza			1	1	-	-	1	1	-	-	-	-
Legionellosis			1	1	-	-	1	1	-	-	-	-
Lyme Disease				-	1	-	5	6	-	-	2	2
Menengitis - Aseptic				-	-	-	-	-	-	-	1	1
Menengitis - Bacterial				-	-	-	-	-	-	-	-	-
Meningococcal Disease				-	-	-	-	-	-	-	-	-
Mononucleosis	2	4	6	12	3	6	7	16	23	2	5	30
Mycobacterium - Other		1	1	2	-	2	1	3	1	1	1	3
Pertussis		-		-	-	-	-	-	3	1	-	4
Pink Eye	47	17	52	116	60	23	67	150	27	30	34	91
Q Fever				-	-	-	1	1	-	-	-	-
Salmonellosis	1	1	1	3	1	2	2	5	2	2	-	4
Scabies	1	2	-	3	2	2	4	8	1	2	2	5
Shiga Toxin-prod. (STEC)	1	1		2	2	2	-	4	-	-	-	-



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

November-19

	2019-2020				FYTD 2019-2020				2018-19 FYTD			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Strep Invasive Gp A		1	1	2	-	1	1	2	-	-	-	-
Strep Pneumonia Inv Ds.		1		1	-	1	1	2	-	2	-	2
<b>Strep Throat</b>	65	52	99	216	96	89	145	330	166	110	124	400
Syphilis - Primary				-	-	-	-	-	-	-	-	-
Syphilis To Be Determined	1			1	2	-	-	2	-	-	1	1
VZ Infection, Unspecified				-	-	1	2	3	-	-	1	1
	<b>1,219</b>	<b>585</b>	<b>1,366</b>	<b>3,170</b>	<b>2,074</b>	<b>946</b>	<b>2,142</b>	<b>5,162</b>	2,190	1,012	1,757	4,959

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

	19-Dec					YTD 2019/2020					YTD 2018-2019				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
<b>CHILD IMMUNIZATIONS</b>															
# Vaccines Given CHA	137	162	44	68	411	600	626	188	325	1,739	616	608	-	410	1,634
All VFC Doses Given	810	609		921	2,340	3,075	2,280	-	3,688	9,043	2,757	2,191	-	4,098	9,046
Waivers		-	-	4	4	21	29	1	37	88	30	31	-	27	88
<b>ADULT IMMUNIZATIONS</b>															
# Vaccines Given	111	61	17	30	219	685	257	64	233	1,239	787	365	-	710	1,862
All AVP Doses Given	47	31		17	95	122	91	-	88	301	143	138	-	180	461
<b>TRAVEL VACCINATIONS</b>															
Branch Office	1				1		-	-	-	-	7		-	-	7
<b>COMMUNICABLE DISEASE</b>															
TB Tests Done	6	18	-	2	26	46	36	-	13	95	33	67	-	9	109
New LTBI on Rx	-	-	-		-	-	-	-	-	-			-	1	1
STD treatments	-	1	-	5	6	2	3	-	16	21	6	9	-	51	66
New STD Investigations	4	11	-	20	35	35	26	-	69	130	45	37	-	84	166
HIV Testing	-	-	-	4	4	-	3	-	8	11	3	7	-	25	35
<b>ENROLLMENTS</b>															
Medicaid & Michild	-	1	-	4	5	8	3	-	8	19	2	-	-	11	13
<b>REFERRAL SERVICE</b>															
MCDC Referrals	6	43	-	18	67	31	117	2	40	190	18	30	-	7	55
MIHP referrals	3	6	16	10	35	26	9	47	53	135	40		20	36	96
<b>Hearing Screens</b>															
Pre-school	-	69	-	30	99	-	102	-	168	270	56	117	-	175	348
School Age	39	289	-	76	404	585	604	-	1,199	2,388	384	597		1,288	2,269
<b>Vision Screens</b>															
Pre-school	-	70	-	18	88	-	86	-	175	261	29	9	-	-	348
School Age	362	112	-	337	811	2,367	1,250	-	2,148	5,765	1,688	957	-	923	5,014
<b>Children's Special Health Care Services</b>															
Diagnostics	-	4	-	-	4	5	14	-	-	19	13	21	-	-	34
Assessments-Renewal	20	29	-	24	73	66	65	-	84	215	60	58	-	84	202
Assessments-New	5	8	-	3	16	18	20	-	20	58	13	42	-	11	66

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

	Nov-19					YTD 2019/2020					YTD 2018-2019				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
<b>CHILD IMMUNIZATIONS</b>															
# Vaccines Given CHA	147	162	71	91	471	463	464	144	257	1,328	504	457	-	359	1,320
All VFC Doses Given	865	611		1,058	2,534	2,265	1,671	-	2,767	6,703	2,105	1,668	-	3,257	7,030
Waivers	7	1	1	4	13	21	29	1	33	84	27	31	-	21	79
<b>ADULT IMMUNIZATIONS</b>															
# Vaccines Given	134	78	22	43	277	574	196	47	203	1,020	677	291	-	679	1,647
All AVP Doses Given	26	42		18	86	75	60	-	71	206	118	98	-	170	386
<b>TRAVEL VACCINATIONS</b>															
Branch Office	-				-	-	-	-	-	-	3	-	-	-	3
<b>COMMUNICABLE DISEASE</b>															
TB Tests Done	17	3		8	28	40	18	-	11	69	26	44	-	6	76
New LTBI on Rx	-				-	-	-	-	-	-	-	-	-	1	1
STD treatments	-	1		4	5	2	2	-	11	15	4	8	-	41	53
New STD Investigations	13	8		19	40	31	15	-	49	95	22	22	-	59	103
HIV Testing	-	1		-	1	-	3	-	4	7	2	6	-	17	25
<b>ENROLLMENTS</b>															
Medicaid & Michild	5	2	-	-	7	8	2	-	4	14	-	-	-	7	7
<b>REFERRAL SERVICE</b>															
MCDC Referrals	10	35	1	11	57	25	74	2	22	123					-
MIHP referrals	7	2	8	15	32	23	3	31	43	100	24	-	7	17	48
<b>Hearing Screens</b>															
Pre-school	-	33	-	-	33	-	33	-	138	171	15	79	-	175	269
School Age	143	146	-	572	861	546	315	-	1,123	1,984	317	555	-	1,042	1,914
<b>Vision Screens</b>															
Pre-school	-	16	-	-	16	-	16	-	157	173	19	91	-	173	283
School Age	1,082	532	-	742	2,356	2,005	1,138	-	1,811	4,954	1,179	764	-	1,446	3,389
<b>Children's Special Health Care Services</b>															
Diagnostics	1	4	-	-	5	5	10	-	-	15	6	17	-	-	23
Assessments-Renewal	22	11	-	27	60	46	36	-	60	142	36	29	-	63	128
Assessments-New	5	7	-	4	16	13	12	-	17	42	13	30	-	5	48

**Branch-Hillsdale-St. Joseph Community Health Agency**  
**Environmental Public Health Services**  
**Report for the January 23, 2020 Board of Health Meeting**  
**Prepared by Paul Andriacchi R.E.H.S, Director of Environmental Health**

### **Food Service Sanitation**

Over the course of the past 6 months we have encountered a number of facilities where we have encountered an infestation of insects (specifically roaches) that has required the closure of the facility until the infestation has been eliminated. In a couple of these situations, the infestation was not a first-time occurrence. With that in mind we have decided to take a look at our enforcement policy and see if we can come up with some stronger regulations for facilities that have infestation problems, in an effort to try and prevent them from reoccurring. One of the possible changes we are exploring is to modify our enforcement policy to trigger an immediate move to the enforcement protocol for any infestation and require monthly inspections for 3 consecutive months following the discovery of the infestation. This would give us a much better picture of the overall effectiveness of the pest management occurring in the facility.



### **Well and Septic**

Although permits and inspections have slowed down quite a bit, we do have a couple of larger projects that we have been working on. In St. Joseph County there is a large retirement facility that is in the process of replacing its septic system. Our staff has been working with an engineer and our consultant from EGLE to finalize specification for the design of this system. We also have a proposed subdivision in St. Joseph County that we are working on. The subdivision was originally proposed in 2006, but when the economy tanked the project never got off the ground. We are also working with engineers and our state partners on getting this project approved.

### **General Programs**

The investigation into the PFAS situation in Mendon is moving along quite well. On January 3, 2020 an additional 10 wells (2 wells initially) were sampled for PFAS. Of the additional 10 wells sampled, 4 of them were just outside the village limit on the north side of town, adjacent to the contamination site. The results from those samples were received on January 13 and four of the wells had hits for PFAS chemicals and the other eight had no PFAS. All four of the positive samples were under the **health limit** for total PFAS. However, two of the samples had an exceedance of the **health screening levels** for one compound. The State recently established the health screening levels for 5 PFAS chemicals that will be used to determine if public health actions or further investigation is needed. The plan moving forward is to get the two homes with exceedances connected to the municipal water supply. It appears at this point that this can happen very quickly. If there are delays in getting an alternative water source, there are plans in place to supply the homes with bottled water or have a water filter installed. It is important to note that the levels detected in these wells is not considered a health risk and the homeowners can still consume the water.

## EH Service Statistics Report

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

#### ENVIRONMENTAL HEALTH SERVICE REPORT 2019/2020

	DECEMBER				YTD 2019/2020				YTD 2018/2019			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
<b>WELL/SEWAGE SYSTEM EVAL.</b>	2	-	-	2	2	-	5	7	7	3	6	16
<b>CHANGE OF USE EVALUATIONS - FIELD</b>	-	5	1	6	3	14	5	22	1	10	8	19
<b>CHANGE OF USE EVALUATIONS - OFFICE</b>	3	3	1	7	17	5	6	28	5	3	15	23
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	1	1	7	9	12	12	21	45	19	11	17	47
REPAIR/REPLACEMENT	3	5	6	14	15	13	23	51	9	13	35	57
VACANT LAND EVALUATION	1	1	1	3	2	3	4	9	1	1	3	5
PERMITS DENIED	-	-	-	-	-	-	1	1	-	-	-	-
TOTAL	5		14	26	29	21	49	106	29	25	55	109
<b>SEWAGE PERMITS INSPECTED</b>	6	13	16	35	23	41	41	105	22	30	49	101
<b>WELL PERMITS ISSUED</b>	8	4	20	32	34	25	74	133	33	27	61	121
<b>WELL PERMITS INSPECTED</b>	7	8	2	17	31	40	66	137	24	37	41	102
<b>FOOD SERVICE INSPECTION</b>												
ROUTINE	15	23	28	66	54	76	81	211	50	50	91	191
NEW OWNER / NEW ESTABLISHMENT	1	-	2	3	3	1	3	7	-	4	5	9
FOLLOW-UP INSPECTION	2	1	1	4	3	1	2	6	3	14	8	25
TEMPORARY	-	1	3	4	1	9	15	25	4	8	13	25
MOBILE, STFU	-	-	-	-	3	1	-	4	-	2	4	6
PLAN REVIEW APPLICATIONS	-	-	-	-	-	2	3	5	-	1	-	1
FOOD COMPLAINTS RECEIVED	-	1	-	1	4	4	4	12	2	2	3	7
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	1	-	1	2	-	-	-	-
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	12	n/a	n/a	n/a	58	n/a	n/a	n/a	52
<b>METH LAB REFERRALS</b>	-	-	-	-	-	-	-	-	-	-	-	-
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
<b>CAMPGROUND INSPECTION</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>NON-COMM WATER SUPPLY INSP.</b>	-	2	2	4	1	9	7	17	-	6	16	22
<b>SWIMMING POOL INSPECTION</b>	-	-	-	-	-	3	-	3	10	4	-	14
<b>PROPOSED SUBDIVISION REVIEW</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>SEPTIC TANK CLEANER</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>DHS LICENSED FACILITY INSP.</b>	-	7	1	8	1	11	7	19	5	6	9	20
<b>COMPLAINT INVESTIGATIONS</b>	2	3	2	7	6	9	10	25	13	4	4	21
<b>LONG TERM MONITORING</b>	-	-	-	-	-	-	-	-	-	-	5	5
<b>BODY ART FACILITY INSPECTIONS</b>	-	-	-	-	1	-	-	1	-	-	-	-

## EH Service Statistics Report

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

#### ENVIRONMENTAL HEALTH SERVICE REPORT 2019/2020

	NOVEMBER				YTD 2019/2020				YTD 2018/2019			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
<b>WELL/SEWAGE SYSTEM EVAL.</b>	-	-	4	4	-	-	5	5	6	-	4	10
<b>CHANGE OF USE EVALUATIONS</b>	1	4	2	7	3	9	4	16	1	6	4	11
<b>CHANGE OF USE EVALUATIONS - OFFICE</b>	8	1	4	13	14	2	5	21	5	3	4	12
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	6	5	5	16	11	11	14	36	15	6	7	28
REPAIR/REPLACEMENT	5	1	5	11	12	8	17	37	8	7	19	34
VACANT LAND EVALUATION	1	-	2	3	1	2	3	6	1	1	1	3
PERMITS DENIED	-	-	1	1	-	-	1	1	-	-	-	-
<b>TOTAL</b>	12	6	13	31	24	21	35	80	24	14	27	65
<b>SEWAGE PERMITS INSPECTED</b>	6	13	16	35	17	28	25	70	19	19	19	57
<b>WELL PERMITS ISSUED</b>	9	11	22	42	26	21	54	101	27	12	34	73
<b>WELL PERMITS INSPECTED</b>	7	10	19	36	24	32	64	120	17	14	13	44
<b>FOOD SERVICE INSPECTION</b>												
ROUTINE	16	19	22	57	39	53	53	145	37	42	59	138
NEW OWNER/NEW ESTABLISHMENT	-	1	-	1	2	1	1	4	-	1	3	4
FOLLOW-UP INSPECTIONS	-	-	-	-	1	-	1	2	2	11	6	19
TEMPORARY	-	-	6	6	1	8	12	21	4	8	11	23
STFU, MOBILE	-	-	-	-	3	1	-	4	-	2	4	6
PLAN REVIEW APPLICATIONS	-	1	1	2	-	2	3	5	-	1	-	1
FOOD COMPLAINTS RECEIVED	1	1	2	4	4	3	4	11	1	1	3	5
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	1	-	1	2	-	-	-	-
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	n/a	n/a	n/a	34	n/a	n/a	n/a	46	n/a	n/a	n/a	36
<b>METH LAB REFERRALS</b>	-	-	-	-	-	-	-	-	-	-	-	-
METH LAB LETTERS SENT	-	-	-	-	-	-	-	-	-	-	-	-
<b>CAMPGROUND INSPECTION</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>NON-COMM WATER SUPPLY INSP.</b>	-	3	3	6	1	7	5	13	-	2	1	3
<b>SWIMMING POOL INSPECTION</b>	-	3	-	3	-	3	-	3	-	1	-	1
<b>PROPOSED SUBDIVISION REVIEW</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>SEPTIC TANK CLEANER</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>DHS LICENSED FACILITY INSP.</b>	-	1	4	5	1	4	6	11	4	5	4	13
<b>COMPLAINTS INVESTIGATIONS</b>	2	3	7	12	4	6	8	18	13	3	3	19
<b>LONG TERM MONITORING</b>	-	-	-	-	-	-	-	-	-	-	5	5
<b>BODY ART FACILITY INSPECTIONS</b>	1	-	-	1	1	-	-	1	-	-	-	-

# Inspection Type Count

For Date Range: 12/1/2019 - 12/31/2019 and Program: Food Service

<b>Inspection Type</b>	<b>Count</b>
Complaint	1
Consult	1
Follow-Up	4
Pre-opening/New	3
Progress Note	3
Routine	66
Temporary	4
Total number of inspections	82

# Inspection Type Count by County

For Date Range: 12/1/2019 - 12/31/2019 and Program: Food Service

County	Inspection Type	Count
Branch	Follow-Up	2
	Pre-opening/New	1
	Routine	24
Hillsdale	Complaint	1
	Progress Note	1
	Routine	15
	Temporary	1
St. Joseph	Consult	1
	Follow-Up	2
	Pre-opening/New	2
	Progress Note	2
	Routine	27
	Temporary	3
	Total number of inspections	82



# Establishment Inspection Report

For Date Range: 12/1/2019 - 12/31/2019 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
ADVENTURE ZONE, INC	COLDWATER	12/18/2019	Routine	1	0	1	1
AMERICAN LEGION REC CLUB	QUINCY	12/16/2019	Routine	1	1	1	2
AMERICAN LEGION REC CLUB	QUINCY	12/23/2019	Follow-Up	0	0	0	0
APPLEBEE'S # 8393	COLDWATER	12/17/2019	Routine	1	0	1	2
Applebee's #8399	Three Rivers	12/11/2019	Routine	0	0	0	0
Best Western Plus		12/19/2019	Routine	1	3	2	1
Big King Buffet of Dong INC	Three Rivers	12/5/2019	Follow-Up	1	0	1	0
BOB EVAN RESTAURANTS LLC #2035	COLDWATER	12/27/2019	Routine	1	0	1	2
BURGER KING #13790	HILLSDALE	12/11/2019	Complaint	0	0	0	0
C.J. FISHER LAKE INN	Three Rivers	12/26/2019	Routine	0	0	0	1
CAVONIS	HILLSDALE	12/19/2019	Routine	1	1	2	1
CHINA 1	COLDWATER	12/27/2019	Routine	1	2	1	1
Christmas Bazaar	Constantine	12/7/2019	Temporary	0	0	0	0
Chunky Butt's BBQ and Grill	Osseo	12/30/2019	Temporary	0	0	0	0
COLDWATER BROADWAY GRILLE	COLDWATER	12/12/2019	Routine	0	1	0	6
CREATIVE DINING SERVICES/ABBOTT LABS	Sturgis	12/11/2019	Routine	0	0	0	0
DAD'S PLACE	Three Rivers	12/11/2019	Routine	0	0	0	0
DQ GRILL & CHILL	Three Rivers	12/13/2019	Routine	0	0	0	0
DQ Grill & Chill	Coldwater	12/27/2019	Pre-opening/New	0	0	0	0
El Taco Loco	Sturgis	12/3/2019	Consult	0	0	0	0
El Taco Loco	Sturgis	12/9/2019	Pre-opening/New	0	0	0	3
ENRICHMENT CENTER	Sturgis	12/6/2019	Routine	0	0	0	0
FIESTA MEXICANA	Sturgis	12/4/2019	Routine	1	2	1	7
Hank's Tavern On The River	Three Rivers	12/23/2019	Routine	0	0	0	1
Health Space Test		12/29/2019	Routine	0	0	0	0
Health Space Test		12/31/2019	Routine	0	0	0	0
HEALTHIER YOU	STURGIS	12/6/2019	Routine	0	0	0	0
HEALTHIES OF HILLSDALE	HILLSDALE	12/9/2019	Routine	0	0	0	0
JENNINGS ELEMENTARY SCHOOL	QUINCY	12/12/2019	Routine	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
JILLY BEANS TOO	JONESVILLE	12/10/2019	Routine	0	0	0	0
Katie Lynn's Cafe	Sturgis	12/20/2019	Pre-opening/New	0	0	0	0
KIMBALL CAMP YMCA NATURE CENTER	Reading	12/20/2019	Routine	0	0	0	0
Kristkindlmarket	Sturgis	12/6/2019	Temporary	0	0	0	0
LAS DOS MARIAS	White Pigeon	12/9/2019	Progress Note	0	0	0	0
LITTLE CAESARS #1200-002	Sturgis	12/4/2019	Routine	0	0	0	3
LITTLE CAESARS PIZZA	HILLSDALE	12/3/2019	Routine	0	0	0	1
LITTLE CAESARS PIZZA	HILLSDALE	12/17/2019	Routine	0	0	0	0
LOS TEQUILAS MEXICAN RESTAURANT	COLDWATER	12/12/2019	Follow-Up	2	2	4	1
Main Street Cafe II	Three Rivers	12/12/2019	Routine	0	0	0	0
MAIN STREET PIZZA	JONESVILLE	12/19/2019	Routine	0	0	0	2
MCDONALDS OF COLDWATER	COLDWATER	12/20/2019	Routine	0	0	0	1
MCDONALD'S OF QUINCY	QUINCY	12/11/2019	Routine	0	0	0	0
MCDONALD'S-HILLSDALE	HILLSDALE	12/6/2019	Routine	0	0	0	0
MICHINDOH CONFERENCE CENTER (CAMP)	Hillsdale	12/2/2019	Routine	0	0	0	0
MONTGOMERY UNITED METHODIST CHURCH	MONTGOMERY	12/17/2019	Routine	0	0	0	1
No Forks Given	Sturgis	12/5/2019	Temporary	0	0	0	0
PIPER'S GRINDERS GALORE	Constantine	12/6/2019	Routine	0	0	0	0
PLANET POWERSPORTS	COLDWATER	12/27/2019	Routine	0	0	0	0
PREMIERE THEATRE/UNITED ENTERTAINMENT	Hillsdale	12/23/2019	Routine	0	0	0	0
Quincy Diner	QUINCY	12/13/2019	Routine	1	0	1	0
QUINCY JR SR HIGH SCHOOL	QUINCY	12/12/2019	Routine	0	0	0	0
QUINCY PIZZA	QUINCY	12/11/2019	Routine	0	0	0	0
QUINCY UNITED METHODIST CHURCH	QUINCY	12/18/2019	Routine	0	0	0	0
RAYBA'S TENNIS RETREAT	HUDSON	12/18/2019	Routine	0	0	0	0
READING PIZZA BARN	READING	12/9/2019	Routine	0	0	0	0
SILVER SPOONS CATERING	White Pigeon	12/19/2019	Progress Note	0	0	0	0
SPIRIT CAFE LLC	QUINCY	12/12/2019	Routine	0	0	0	0
ST ANTHONY CATHOLIC CHURCH	HILLSDALE	12/23/2019	Routine	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
ST. JOE. K OF C COUNCIL 13749	WHITE PIGEON	12/17/2019	Routine	0	1	0	0
ST. JOHN'S EPISCOPAL CHURCH	Sturgis	12/6/2019	Routine	0	0	0	0
STABLES INC	QUINCY	12/11/2019	Routine	0	0	0	0
STURGES-YOUNG CIVIC AUDITORIUM	Sturgis	12/11/2019	Routine	0	0	0	2
Sturgis Biggby Coffee #484	Sturgis	12/4/2019	Routine	0	1	1	0
SUBWAY #36290	COLDWATER	12/18/2019	Routine	0	0	0	1
Subway At Wal-Mart	STURGIS	12/11/2019	Routine	0	0	0	0
SUBWAY OMP INC.	STURGIS	12/4/2019	Routine	1	0	1	2
SUBWAY SANDWICHES #21409	JONESVILLE	12/10/2019	Routine	0	0	0	1
SUPER 8: Food		12/18/2019	Follow-Up	0	0	0	0
TACO BELL #21039	Hillsdale	12/26/2019	Progress Note	0	0	0	0
Taco Bell #32989	COLDWATER	12/10/2019	Routine	0	0	0	0
The Landmark Tap House & Grille	Three Rivers	12/12/2019	Routine	0	0	0	1
THE PATIO	COLDWATER	12/18/2019	Routine	0	0	0	0
Tokyo Three Rivers Inc.	THREE RIVERS	12/11/2019	Routine	0	0	0	2
Twin County Community Probation Center	Three Rivers	12/18/2019	Routine	0	0	0	0
UNION CHURCH OF QUINCY	QUINCY	12/12/2019	Routine	0	0	0	0
UNITED METHODIST CHURCH	White Pigeon	12/19/2019	Routine	0	0	0	0
VENUE 45	Three Rivers	12/19/2019	Routine	0	0	0	0
Wendy's	Three Rivers	12/5/2019	Routine	0	0	0	0
Wendy's #4444		12/18/2019	Routine	1	0	1	3
WHITE PIGEON AMERICAN LEGION POST 138	WHITE PIGEON	12/17/2019	Routine	0	0	0	0
WHITE PIGEON LIONS CLUB	White Pigeon	12/17/2019	Routine	0	0	0	0
WHITE PIGEON ROTARY CLUB	WHITE PIGEON	12/17/2019	Routine	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.

# Inspection Type Count

For Date Range: 11/1/2019 - 11/30/2019 and Program: Food Service

<b>Inspection Type</b>	<b>Count</b>
Complaint	4
Consult	3
Pre-opening/New	1
Routine	57
Temporary	6
Total number of inspections	71

# Inspection Type Count by County

For Date Range: 11/1/2019 - 11/30/2019 and Program: Food Service

<b>County</b>	<b>Inspection Type</b>	<b>Count</b>
Branch	Complaint	1
	Routine	15
Hillsdale	Complaint	2
	Consult	3
	Pre-opening/New	1
	Routine	18
St. Joseph	Complaint	1
	Routine	24
	Temporary	6
	Total number of inspections	71

# Establishment Inspection Report

For Date Range: 11/1/2019 - 11/30/2019 and Program: Food Service

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
55 BELOW		11/5/2019	Routine	0	0	0	1
ALLEN UNITED METHODIST CHURCH	ALLEN	11/15/2019	Routine	0	0	0	0
Annual Pancake Breakfast 2019	White Pigeon	11/8/2019	Temporary	0	0	0	0
Ben's Soft Pretzels		11/14/2019	Routine	1	1	1	0
BIRD LAKE BIBLE SCHOOL	OSSEO	11/5/2019	Routine	0	0	0	0
BPOE 1381 (ELKS LODGE)	STURGIS	11/27/2019	Routine	0	1	0	0
BROADWAY GRILLE	UNION CITY	11/7/2019	Routine	1	0	1	6
BUFFALO WILD WINGS	COLDWATER	11/21/2019	Routine	0	1	1	3
CAMDEN MISSIONARY CHURCH OUTREACH CENTER	CAMDEN	11/12/2019	Routine	0	0	0	0
CENTRAL ELEMENTARY SCHOOL	White Pigeon	11/18/2019	Routine	0	0	0	0
CENTREVILLE ELEMENTARY SCHOOL	Centreville	11/5/2019	Routine	0	0	0	0
CENTREVILLE HIGH SCHOOL	Centreville	11/5/2019	Routine	0	0	0	0
CFD Fish Fry	Constantine	11/5/2019	Temporary	0	0	0	0
CHECKER RECORDS	HILLSDALE	11/7/2019	Routine	0	0	0	0
Coach Eby Youth & family Center	COLDWATER	11/15/2019	Routine	0	1	1	1
DAYS INN HILLSDALE/MECHETA	HILLSDALE	11/5/2019	Routine	0	3	2	1
EAGLES LODGE 1314	Sturgis	11/12/2019	Routine	0	1	0	2
EASTSIDE ELEM SCHOOL	Constantine	11/15/2019	Routine	0	0	0	0
El Camino Real	Three Rivers	11/22/2019	Routine	0	0	0	2
EL TACO LOCO II	COLDWATER	11/19/2019	Routine	1	1	2	4
FIRST UNITED METHODIST CHURCH OF STURGIS	Sturgis	11/14/2019	Routine	0	0	0	0
Five Lakes Coffee	Sturgis	11/14/2019	Routine	0	1	1	0
Five Lakes Coffee INC	STURGIS	11/14/2019	Routine	0	0	0	0
FOE AERIE #2303	THREE RIVERS	11/21/2019	Routine	0	0	0	0
Freedom Center	Centreville	11/25/2019	Routine	0	0	0	0
Grace Sturgis	Sturgis	11/27/2019	Temporary	0	0	0	0
GREAT LAKES HEALTH & FITNESS	COLDWATER	11/19/2019	Routine	0	0	0	0

Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
HANDMADE SANDWICHES & BEVERAGES	HILLSDALE	11/8/2019	Routine	0	0	0	0
HILLSDALE ACADEMY	HILLSDALE	11/22/2019	Routine	0	0	0	0
Holiday Bazaar	Mendon	11/8/2019	Temporary	0	0	0	0
Howardsville Christian School	MARCELLUS	11/13/2019	Routine	0	0	0	0
Kentucky Fried Chicken	COLDWATER	11/25/2019	Complaint	0	0	0	0
Kentucky Fried Chicken	COLDWATER	11/25/2019	Routine	0	0	0	1
LAKEVIEW CHURCH	AMBOY TWP	11/13/2019	Routine	0	0	0	0
LEONIDAS SCHOOL	Leonidas	11/19/2019	Routine	0	0	0	1
LIFESONG COMMUNITY CHURCH	OSSEO	11/12/2019	Routine	0	0	0	0
LITCHFIELD-JONESVILLE LANES INC	Jonesville	11/4/2019	Consult	0	0	0	0
Local Eatery	Hillsdale	11/19/2019	Consult	0	0	0	0
LOS TEQUILAS MEXICAN RESTAURANT	COLDWATER	11/12/2019	Routine	3	3	3	4
MANCINO'S OF COLDWATER	COLDWATER	11/18/2019	Routine	0	0	0	1
MASONVILLE PLACE	COLDWATER	11/20/2019	Routine	0	0	0	0
McDONALDS OF STURGIS 2180	Sturgis	11/26/2019	Complaint	0	0	0	0
MENDON GRADE SCHOOL	Mendon	11/8/2019	Routine	0	0	0	0
MENDON JR & SR HIGH SCHOOL	MENDON	11/8/2019	Routine	0	0	0	0
Mendon Woman's Cub Holiday Bazaar	Mendon	11/8/2019	Temporary	0	0	0	0
MOSHERVILLE LADIES AID SOCIETY	SCIPPIO TWP	11/13/2019	Routine	0	0	0	0
MR GYROS	COLDWATER	11/5/2019	Routine	0	0	0	0
NEW BEGINNING CHURCH	MONTGOMERY	11/14/2019	Routine	0	0	0	0
NEW JERUSALEM CHRISTIAN FELLOWSHIP	CEMENT CITY	11/12/2019	Routine	0	0	0	0
Nottawa Community Schools	Sturgis	11/20/2019	Routine	0	0	0	0
OUTPOST GRILLE	ALLEN	11/7/2019	Routine	0	0	0	0
PARK COMMUNITY SCHOOL	THREE RIVERS	11/13/2019	Routine	0	0	0	0
READING UNITED METHODIST CHURCH	READING	11/27/2019	Routine	0	0	0	0
SAM'S PLACE	THREE RIVERS	11/19/2019	Routine	0	0	0	0
SMITTY'S PIZZA LLC	BRONSON	11/12/2019	Routine	1	0	1	1



Name	Location	Date	Inspection Type	# P	# Pf	# P/Pf Fixed During Inspection	# Core
SOZO CHURCH OF HILLSDALE	Hillsdale	11/8/2019	Pre-opening/New	0	0	0	0
SOZO CHURCH OF HILLSDALE	Hillsdale	11/13/2019	Consult	0	0	0	0
Spaghetti Dinner	White Pigeon	11/16/2019	Temporary	0	0	0	0
St. Joseph County COA @ Kline's Resort	Three Rivers	11/22/2019	Routine	0	0	0	0
SUBWAY	HILLSDALE	11/18/2019	Routine	0	0	0	1
SUBWAY #1951	COLDWATER	11/5/2019	Routine	1	0	1	0
SUPER 8: Food		11/27/2019	Routine	0	4	1	0
TACO BELL #21039	Hillsdale	11/1/2019	Routine	0	0	0	1
TACO BELL #21039	Hillsdale	11/7/2019	Complaint	0	0	0	0
TACO BELL #21039	Hillsdale	11/12/2019	Complaint	0	0	0	0
The BUCKET INC	UNION CITY-PT	11/21/2019	Routine	0	0	0	2
WENDY'S #4405		11/15/2019	Routine	0	1	1	1
WHITE PIGEON HIGH SCHOOL	WHITE PIGEON	11/18/2019	Routine	0	0	0	0
WILLOWS BAR & GRILL	COLDWATER	11/20/2019	Routine	0	0	0	0
WING HOUSE	COLDWATER	11/19/2019	Routine	0	0	0	0
WINGS ETC...	Sturgis	11/14/2019	Routine	1	2	1	1

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