



BOARD OF HEALTH
Monthly Meeting: August 25, 2023, 9:30a.m.
521 Cobb Street, Cadillac, MI

A G E N D A

- I. Call to Order.....Richard Schmidt, Chair
- II. Roll Call
- III. Review and Approval of the Agenda
- IV. Review and Approval of Board of Health Meeting Minutes.....July 28, 2023
- V. Public Comment
- VI. Committee Reports
 - A. Executive Committee.....Richard Schmidt
 - B. Finance Committee.....Bryan Kolk
 - 1. *Finance Report*
 - 2. *Approve Accounts Payable and Payroll*.....Action Item
 - 3. *FY24 Budget Presentation*
 - C. Personnel Committee.....Bob Baldwin
 - D. Legislative Committee.....Nick Krieger
- VII. Board of Health Presentation
 - A. Addiction Treatment Services Mobile Unit Update.....Leslie Telfor, BSN
- VIII. Administration Reports
 - A. Medical Director.....Dr. Jennifer Morse, MD
 - B. Deputy Health OfficerSarah Oleniczak
 - i. *DHD#10 Strategic Plan 2023-2026* Action Item
 - ii. *DHD#10 Community Health Improvement Plan 2023-2025*...Action Item
 - C. Health Officer.....Kevin Hughes
- IX. Public Comments
- X. Other Business
- XI. Next Board of Health Meeting: September 29, 2023, at 9:30 a.m.
- XII. Adjournment



District Health Department #10

Healthy People, Healthy Communities

BOARD OF HEALTH

Meeting Minutes

July 28, 2023

I. **Call to Order:** Richard Schmidt, Chair, called the meeting to order at 9:30 a.m.

II. **Roll Call**

Members Present – In Person: *Phil Lewis, James Sweet, Dawn Fuller, Kristine Raymond, Richard Schmidt, Jeff Dontz, Ron Bacon, Nick Krieger, Tom O’Neil, Ray Steinke, Roger Ouwinga, Star Hughston, Bryan Kolk, Jim Maike, Paul Erickson, Bob Walker, Julie Theobold, Gary Taylor, Bob Baldwin arrived at 9:48am*

Staff In Person - *Kevin Hughes, Dr. Jennifer Morse, Sarah Oleniczak, Christine Lopez, Anne Young, Sheila Parker, Britney Wright, Anne Bianchi*

Staff Virtual – *Sarah Oleniczak*

Members Excused: *Dorothy Frederick*

Guests: *Mark Nottley*

III. **Approval of the Agenda.** Motion by Jim Maike, seconded by Tom O’Neil to approve the meeting agenda.

Motion carried.

IV. **Approval of the Meeting Minutes.** Motion by Nick Krieger, seconded by Ron Bacon to approve the minutes of the June 30, 2023, meeting.

Motion carried.

V. **Public Comment:** No Public Comment

VI. **Committee Reports**

A. Executive Committee – The executive committee did not meet.

B. Finance Committee – Did not meet. A finance committee meeting is scheduled for Friday, June 18, 2023, at 1:30pm.

- Christine Lopez presented the financial report for the month ending June 30, 2023. The balance sheet showed cash balance of \$11.4 million, and a total fund balance of \$8.2 million. Total revenues for the month were just over \$2.19 million, with expenses of \$2.02 million. The May financial report was distributed for informational purposes.

Approve Accounts Payable and Payroll. Motion by Ron Bacon, seconded by Ray Steinke, to approve the accounts payable and payroll.

Roll Call

<i>James Sweet</i>	<i>Yes</i>	<i>Roger Ouwinga</i>	<i>Yes</i>
<i>Dawn Fuller</i>	<i>Yes</i>	<i>Bryan Kolk</i>	<i>Yes</i>
<i>Kristine Raymond</i>	<i>Yes</i>	<i>Jim Maike</i>	<i>Yes</i>
<i>Richard Schmidt</i>	<i>Yes</i>	<i>Paul Erickson</i>	<i>Yes</i>
<i>Jeff Dontz</i>	<i>Yes</i>	<i>Bob Walker</i>	<i>Yes</i>
<i>Ron Bacon</i>	<i>Yes</i>	<i>Julie Theobald</i>	<i>Yes</i>
<i>Nick Krieger</i>	<i>Yes</i>	<i>Gary Taylor</i>	<i>Yes</i>
<i>Tom O'Neil</i>	<i>Yes</i>	<i>Ray Steinke</i>	<i>Yes</i>
<i>Phil Lewis</i>	<i>Yes</i>	<i>Star Hughston</i>	<i>Yes</i>

Motion Carried

C. Personnel Committee – did not meet.

- Kevin Hughes mentioned the move to Principal for the social security replacement plan (SSRP) on September 1st. Virtual meetings will be held for staff on August 10th.
- Interviews were held for the Environmental Health Director position. Three candidates were recommended for a 2nd interview.
- Our administrative assistant has resigned, direct questions to Kevin Hughes or Sarah Oleniczak
- Jim Maike requested a meeting of the personnel committee to discuss hiring practices and health services. The personnel committee is meeting Friday, August 18th at 10am

D. Legislative Committee – did not meet.

- Discussion was held on the potential statewide sanitary code. Kevin Hughes mentioned that there are supposed to be substitute bills on this topic coming out but they have not been seen at this time.
- House Bill 4087 was discussed. Dr. Morse explained that this bill is for youth that are homeless.
- Hughes mentioned the CDC Infrastructure funding. More information will be received late August.
- Day at the Capitol will be held April 10, 2024

VII. Compensation Study Presentation

- A. Mark Nottley of Municipal Consulting Services LLC presented a summary of the compensation study. Nottley shared that it's important to be competitive with the labor market and how others are paid compared to others internally. The phases of the study were shared. A pay grade structure and implementation process were included in the study. 15 agencies like DHD10 were looked at and compared to. Point factor analysis-factors like education and experience, work conditions, put them into different grades. The DHD10 benefit package is not much different than the agencies compared to. Nottley mentioned that the board needs to review the Health Officer's salary as it is low. Jim Maike mentioned that the board realizes the Health Officer salary is low and that they have tried to add more each year and that Hughes is appreciated.
- B. The board members had a lot of discussion on the compensation study. Topics such as steps, merit-pay, performance reviews were discussed. Hughes mentioned that DHD10 does not do cost of living adjustments and only looks at salary scale adjustments annually. More discussion will be held at the Personnel Committee meeting on August 18th, at 10am.

VIII. Program Reports

- A. Community Health Division
 - Christy Rivette shared the collaboration with Kalkaska Memorial Hospital. 24 Referrals were made into the program in the first month.
- B. Environmental Health Division
 - Mick Kramer shared the quality assurance report and noted overall improvement. The EH division has added a supervisor to help with quality assurance.
- C. Family Health Clinical Division Report
 - Sheila Parker shared the clinical division report. The immunization report including covid vaccine booster was included in the packet. She is working on hiring two new clinicians. The camp illness in Newaygo County was investigated. LARA was notified and a kitchen inspection/review was planned.
- D. Family Health Home Visiting Division
 - Anne Young and Britney Wright are the co-directors of this division. Wright shared the home visiting report. Due to increase caseload a social worker position has been added for the Health Families America program.
- E. Family Health WIC Division
 - Anne Bianchi discussed the USDA COVID Waiver end date of August 10th. This ends the ability to do remote services for clients. The State of Michigan opted in to allowing waivers if a family demonstrates hardships. Project Fresh is a very large grant for our agency. 17% of this statewide grant is in our 10-county area. There has been a 5% increase in the WIC enrollment.
- F. School Wellness
 - Katy Bies was not present. The School Wellness report is in the packet.

IX. Administration Reports

- A. Medical Director, Dr. Jennifer Morse shared her report on air quality. She also presented an update on ticks.
- Recommendations by Dr. Morse:
 - Sign up and start receiving your air quality forecast.
 - Be prepared for poor air quality days. Develop a plan for yourself and your community before fire season starts.

Approve recommendations made by Dr. Morse. Motion by Nick Krieger, seconded by Ron Bacon, to approve the recommendations by Dr. Morse.

Motion Carried

- B. Deputy Health Officer, Sarah Oleniczak - no report
- C. Health Officer, Kevin Hughes presented his report.
- Hughes presented an update on EPI sharing vaccination efforts, outbreaks, and other CD related issues.
 - Appeals Board was requested from Kankaska County for an EH situation.
 - Medical Director Contract was presented.

Motion for approval of the Medical Director contract. Motion by Ray Steinke, seconded by Nick Krieger to approve the Medical Director contract.

Roll Call

<i>James Sweet</i>	<i>Yes</i>	<i>Roger Ouwinga</i>	<i>Yes</i>
<i>Star Hughston</i>	<i>Yes</i>	<i>Bryan Kolk</i>	<i>Yes</i>
<i>Kristine Raymond</i>	<i>Yes</i>	<i>Jim Maike</i>	<i>Yes</i>
<i>Richard Schmidt</i>	<i>Yes</i>	<i>Paul Erickson</i>	<i>Yes</i>
<i>Jeff Dontz</i>	<i>Yes</i>	<i>Bob Walker</i>	<i>Yes</i>
<i>Ron Bacon</i>	<i>Yes</i>	<i>Julie Theobald</i>	<i>Yes</i>
<i>Nick Krieger</i>	<i>Yes</i>	<i>Gary Taylor</i>	<i>Yes</i>
<i>Tom O'Neil</i>	<i>Yes</i>	<i>Ray Steinke</i>	<i>Yes</i>
<i>Phil Lewis</i>	<i>Yes</i>		

X. **Other Business - None**

XI. **Public Comment** – No Public Comment

XII. **Next Meeting** The next regular meeting of the Board of Health is scheduled for Friday, August 25th, at 9:30 a.m. at the Cadillac Office.

Motion by Ray Steinke to adjourn the meeting, seconded by Jim Maike

Richard Schmidt adjourned the meeting at 11:34 am.

DRAFT

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

Assets

Current Assets	
Cash	13,175,407.86
Due From State	1,718,357.23
Due From Others	<u>888,953.41</u>
Total Current Assets	15,782,718.50
Other Assets	
Inventory	232,613.00
Prepaid Expense	<u>485,514.67</u>
Total Other Assets	<u>718,127.67</u>
Total Assets	<u><u>16,500,846.17</u></u>

Liabilities

Current Liabilities	
Accounts Payable	160,794.43
Payroll Taxes/Deductions Due	594,175.25
Accrued Wages	<u>375,289.43</u>
Total Current Liabilities	1,130,259.11
Other Liabilities	
Deferred Revenue	<u>7,331,639.05</u>
Total Other Liabilities	<u>7,331,639.05</u>
Total Liabilities	<u><u>8,461,898.16</u></u>

Fund Balance

Fund Balance	7,875,227.32
Increase(Decrease) in Fund Balance	<u>163,720.69</u>
Total Fund Balance	<u><u>8,038,948.01</u></u>
Liabilities and Fund Balance	<u><u>16,500,846.17</u></u>

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
Revenues					
State & Federal Funding					
CHA Needs Assessment	0.00	9,757.00	30,804.00	21,047.00	(68.32) %
CHIR BBO	0.00	5,783.00	4,618.00	(1,165.00)	25.22 %
CHIR Regional SDoH Leadership	0.00	0.00	479.00	479.00	(100.00) %
CHIR SDoH Community Info Exchange	0.00	0.00	8,643.00	8,643.00	(100.00) %
CJS Alliance	561.00	19,544.00	23,466.00	3,922.00	(16.71) %
Cross Jurisdictional Sharing Admin	440.00	9,528.00	44,500.00	34,972.00	(78.58) %
Emergency Preparedness	6,800.00	135,152.00	162,476.00	27,324.00	(16.81) %
MCIR	11,035.00	154,730.00	175,000.00	20,270.00	(11.58) %
Medicaid Outreach	13,077.00	158,838.00	227,207.00	68,369.00	(30.09) %
North Central Network Collaboration	0.00	0.00	35,590.00	35,590.00	(100.00) %
Public Health Workforce	34,746.00	252,754.00	313,577.00	60,823.00	(19.39) %
SDoH Accelerator Grant	(0.16)	36,548.00	125,000.00	88,452.00	(70.76) %
Strengthening Disability Inclusion	0.00	0.00	26,022.00	26,022.00	(100.00) %
Substance Use Stigma Assessment SSAR	40,000.00	175,012.29	205,586.00	30,573.71	(14.87) %
Timberly Village	(1,638.36)	2,552.00	0.00	(2,552.00)	100.00 %
COVID Immunizations	26,704.00	143,572.00	150,282.00	6,710.00	(4.46) %
Communicable Disease	41,563.00	259,938.00	259,938.00	0.00	0.00 %
ELC Contact Tracing and Wraparound	51,872.00	591,914.00	692,910.00	100,996.00	(14.57) %
Family Planning	6,379.67	283,862.00	296,622.00	12,760.00	(4.30) %
Imms Vaccine Quality Assurance VQA	0.00	54,660.00	54,660.00	0.00	0.00 %
Immunization Site Visits VFC/INE	6,250.00	23,450.00	15,000.00	(8,450.00)	56.33 %
Immunizations	0.00	207,484.00	207,484.00	0.00	0.00 %
Immunizations Action Plan - IAP	830.00	108,280.00	108,280.00	0.00	0.00 %
Monkeypox	0.00	1,525.00	0.00	(1,525.00)	100.00 %
STI Clinics	0.00	45,000.00	45,000.00	0.00	0.00 %
TB Ukraine U4U	0.00	143.00	0.00	(143.00)	100.00 %
Breast Cervical Cancer Control Program	3,829.00	44,633.00	54,250.00	9,617.00	(17.72) %
CCL Community Connections	0.00	88,165.00	137,852.00	49,687.00	(36.04) %
CCL Community Connections NW	0.00	86,866.00	138,667.00	51,801.00	(37.35) %
Community Health	833.00	8,332.00	10,000.00	1,668.00	(16.68) %
Dental Outreach	0.00	0.00	8,620.00	8,620.00	(100.00) %
Dental Sealants	0.00	33,000.00	33,000.00	0.00	0.00 %
Deterra Disposal & Medication Lock Box	0.00	0.00	9,000.00	9,000.00	(100.00) %
HIV Prevention	3,105.00	36,886.00	45,000.00	8,114.00	(18.03) %
Harm Reduction Support	4,022.00	58,578.00	75,000.00	16,422.00	(21.89) %
Kalkaska Memorial Health Center CHW	0.00	0.00	23,333.00	23,333.00	(100.00) %
Mesick School based CHW Grant	0.00	0.00	63,689.00	63,689.00	(100.00) %
Oral Health Kindergarten Screening	4,974.00	51,410.00	82,408.00	30,998.00	(37.61) %
Tobacco Grant	5,558.00	38,516.00	40,000.00	1,484.00	(3.71) %
Wisewoman Coordination	0.00	37,000.00	33,000.00	(4,000.00)	12.12 %
Beach Monitoring	2,594.00	7,677.00	16,823.00	9,146.00	(54.36) %
Beach Monitoring - Inland Lakes	0.00	0.00	11,879.00	11,879.00	(100.00) %
Campgrounds	0.00	13,765.00	23,220.00	9,455.00	(40.71) %
Drinking Water	7,083.00	248,046.00	448,757.00	200,711.00	(44.72) %
Food Service	6,290.00	490,249.00	270,791.00	(219,458.00)	81.04 %
Long Term Groundwater Monitoring	(2,412.00)	0.00	7,416.00	7,416.00	(100.00) %
Medical Waste	0.00	5,000.00	5,000.00	0.00	0.00 %
Non Community Water	44,385.00	504,871.45	580,936.00	76,064.55	(13.09) %
On-Site Sewage - Land Application	0.00	3,500.00	12,200.00	8,700.00	(71.31) %
On-Site Sewage - Septic Systems	0.00	237,374.00	387,374.00	150,000.00	(38.72) %

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
PFAS Eagle Ottawa Farm	110.00	1,531.00	1,476.00	(55.00)	3.72 %
PFAS Grayling Water Recovery	500.00	30,303.00	76,336.00	46,033.00	(60.30) %
PFAS Ludington WWTP	110.00	1,132.00	1,476.00	344.00	(23.30) %
PFAS Rothbury	345.00	8,423.00	26,623.00	18,200.00	(68.36) %
PFAS Wexford Missaukee CTC	333.00	6,522.00	34,992.00	28,470.00	(81.36) %
Pools & Spas	0.00	10,225.00	16,920.00	6,695.00	(39.56) %
CSHCS Care Coordination Case Management	4,800.00	68,630.69	90,000.00	21,369.31	(23.74) %
CSHCS Vaccine Initiative	993.00	9,084.00	21,321.00	12,237.00	(57.39) %
Children's Special Health Care Services	42,866.00	250,429.00	318,308.00	67,879.00	(21.32) %
HFA FFPSA	13,897.00	116,024.00	130,000.00	13,976.00	(10.75) %
Healthy Families America Grand Traverse	13,230.00	98,175.00	200,142.00	101,967.00	(50.94) %
Hearing	0.00	70,808.00	70,808.00	0.00	0.00 %
Lead Home Visiting	0.00	1,007.90	2,400.00	1,392.10	(58.00) %
MCH Women	7,043.00	79,214.00	97,000.00	17,786.00	(18.33) %
MI Home Visiting IRE (HFA)	42,456.00	490,574.00	569,651.00	79,077.00	(13.88) %
Regional Perinatal Care System	6,205.00	66,771.00	120,000.00	53,229.00	(44.35) %
Vision	0.00	70,808.00	70,808.00	0.00	0.00 %
Brethren High School Mental Health Grant	13,704.00	99,352.00	110,000.00	10,648.00	(9.68) %
Chippewa Hills Clinical AHC	9,090.00	246,614.00	275,000.00	28,386.00	(10.32) %
Hart High School Mental Health Grant	7,720.00	73,225.00	110,000.00	36,775.00	(33.43) %
Lake City Clinical AHC	3,526.00	146,842.00	155,000.00	8,158.00	(5.26) %
Ludington Schools Mental Health Grant	6,253.00	103,226.00	110,000.00	6,774.00	(6.15) %
MI Safer Schools HRA	70,500.00	737,809.00	1,026,666.00	288,857.00	(28.13) %
Mason County Eastern AHC	1,090.00	126,039.00	155,000.00	28,961.00	(18.68) %
MiKids Now Lake City	1,308.00	13,867.00	25,000.00	11,133.00	(44.53) %
MiKids Now MCE	0.00	25,000.00	25,000.00	0.00	0.00 %
MiKids Now Shelby	(7,722.02)	0.00	0.00	0.00	0.00 %
MiKids Now Viking Wellness Center	(13,162.81)	0.00	0.00	0.00	0.00 %
MiKids Now Wexford	(38,510.88)	0.00	0.00	0.00	0.00 %
Pentwater Schools Mental Health Grant	7,341.00	87,922.00	110,000.00	22,078.00	(20.07) %
School Wellness - McBain	5,077.00	149,590.00	170,000.00	20,410.00	(12.00) %
Prosperity Grant/CLPP	3,889.00	38,792.00	40,000.00	1,208.00	(3.02) %
WIC Migrant	0.00	100,640.00	100,640.00	0.00	0.00 %
WIC Peer Counselor	14,762.00	305,356.00	305,356.00	0.00	0.00 %
WIC Resident	142,231.00	1,589,843.00	1,612,793.00	22,950.00	(1.42) %
Total State & Federal Funding	678,863.44	9,897,673.33	11,910,075.00	2,012,401.67	(16.90) %
Other Funding					
Building Lease Hart	5,300.00	53,000.00	63,600.00	10,600.00	(16.66) %
CHA Needs Assessment	12,768.60	39,653.00	43,275.00	3,622.00	(8.36) %
CHIR BBO	0.00	17,000.00	17,000.00	0.00	0.00 %
CHIR Regional SDoH Leadership	203.00	9,452.00	10,000.00	548.00	(5.48) %
CHIR SDoH Community Info Exchange	0.00	36,112.00	37,000.00	888.00	(2.40) %
MCDC	15,210.00	152,100.00	100,000.00	(52,100.00)	52.10 %
Michigan Center for Rural Health	516.00	14,777.00	18,970.00	4,193.00	(22.10) %
NMPHA/CHIR Communication and Education	0.00	7,000.00	7,000.00	0.00	0.00 %
North Central Network Collaboration	2,419.00	74,846.00	91,332.00	16,486.00	(18.05) %
EPI	0.00	8,000.00	8,000.00	0.00	0.00 %
Employee Wellness Program	0.00	5,000.00	5,000.00	0.00	0.00 %
Finance	0.00	111,048.51	113,000.00	1,951.49	(1.72) %
Media and Marketing	200.00	200.00	0.00	(200.00)	100.00 %
CD Billing Counties	986.93	1,263.28	3,000.00	1,736.72	(57.89) %
COVID Immunizations	0.00	6,700.00	0.00	(6,700.00)	100.00 %

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
Communicable Disease	0.00	60.00	0.00	(60.00)	100.00 %
Immunizations	0.00	1,425.00	302,000.00	300,575.00	(99.52) %
CCL Community Connections	0.00	30,400.00	90,000.00	59,600.00	(66.22) %
CCL Community Connections NW	0.00	59,643.00	89,476.00	29,833.00	(33.34) %
COVID Health Disparities - Rural Health	18,067.00	293,301.00	425,144.00	131,843.00	(31.01) %
COVID Prevention Missaukee	268.00	8,601.00	8,768.00	167.00	(1.90) %
COVID Prevention Wexford	678.00	15,676.00	17,389.00	1,713.00	(9.85) %
Chronic Disease Prevention	0.00	35,882.00	37,018.00	1,136.00	(3.06) %
Coalition Capacity Building Lake	4,578.00	51,176.67	35,967.00	(15,209.67)	42.28 %
Coalition Capacity Building Manistee	2,940.00	26,330.99	22,000.00	(4,330.99)	19.68 %
Coalition Capacity Building Mason	1,668.00	52,712.23	40,000.00	(12,712.23)	31.78 %
Community Health	0.00	11,270.00	11,500.00	230.00	(2.00) %
Deterra Disposal & Medication Lock Box	242.00	8,999.84	0.00	(8,999.84)	100.00 %
Gambling Disorder Prevention Project	835.29	10,321.21	24,300.00	13,978.79	(57.52) %
Interconnected MH System-Mason	17,309.00	142,178.00	325,408.00	183,230.00	(56.30) %
Kalkaska Memorial Health Center CHW	0.00	25,000.00	50,000.00	25,000.00	(50.00) %
LRE ARPA Prevention	0.00	8,339.86	14,766.00	6,426.14	(43.51) %
LiveWell for your Heart	0.00	28,966.85	28,966.00	(0.85)	0.00 %
Mesick School based CHW Grant	1,121.00	15,827.00	0.00	(15,827.00)	100.00 %
Oceana LEADS DFC	8,461.88	97,911.61	119,000.00	21,088.39	(17.72) %
Prevention Grant Missaukee	1,344.00	14,993.00	17,612.00	2,619.00	(14.87) %
Prevention Grant Wexford	3,770.00	36,936.00	41,818.00	4,882.00	(11.67) %
Prevention Lake	1,127.76	11,910.10	15,708.00	3,797.90	(24.17) %
Prevention Mason	5,532.42	36,217.22	57,963.00	21,745.78	(37.51) %
Prevention Oceana	1,128.12	18,136.68	29,769.00	11,632.32	(39.07) %
ROCA Mentee Grant	45,600.00	87,750.00	92,555.00	4,805.00	(5.19) %
Snap Ed	9,158.82	94,798.52	100,000.00	5,201.48	(5.20) %
State Opioid Response (SOR)	705.49	20,433.72	37,200.00	16,766.28	(45.07) %
State Opioid Response (SOR) Lake	0.00	0.00	10,908.00	10,908.00	(100.00) %
State Opioid Response (SOR) Oceana	0.00	0.00	15,000.00	15,000.00	(100.00) %
Sub Use COVID Supplemental Lake	1,632.82	3,881.21	0.00	(3,881.21)	100.00 %
Sub Use COVID Supplemental Mason	10,617.17	12,551.62	0.00	(12,551.62)	100.00 %
Sub Use COVID Supplemental Oceana	1,195.41	2,238.42	0.00	(2,238.42)	100.00 %
Tobacco Checks LSRE	0.00	2,234.25	2,500.00	265.75	(10.63) %
Agnes Taylor Fund	349.26	993.22	4,004.00	3,010.78	(75.19) %
CSHCS Thorton Fund Kalkaska	75.35	991.56	2,400.00	1,408.44	(58.68) %
Early On Oceana	0.00	232.50	500.00	267.50	(53.50) %
Healthy Families Manistee/Missaukee	13,770.00	147,828.00	178,183.00	30,355.00	(17.03) %
MCH Women	0.00	2,000.00	0.00	(2,000.00)	100.00 %
MI Home Visiting IRE (HFA)	0.00	18,229.71	8,230.00	(9,999.71)	121.50 %
Maternal Infant Health Program	0.00	729.72	0.00	(729.72)	100.00 %
Nursing Administration	0.00	2,527.50	0.00	(2,527.50)	100.00 %
Brethren High School Mental Health Grant	1,666.67	16,666.67	20,000.00	3,333.33	(16.66) %
Cadillac Adolescent Health Center	26,337.00	234,123.00	278,000.00	43,877.00	(15.78) %
Chippewa Hills Clinical AHC	2,750.00	27,500.00	33,000.00	5,500.00	(16.66) %
Grayling School Mental Health	0.00	9,979.47	15,000.00	5,020.53	(33.47) %
Hart High School Mental Health Grant	1,666.67	16,666.67	20,000.00	3,333.33	(16.66) %
Lake City Clinical AHC	1,666.67	16,666.67	20,000.00	3,333.33	(16.66) %
Lake City MH Expansion AHC	689.00	5,528.00	16,600.00	11,072.00	(66.69) %
Ludington Schools Mental Health Grant	1,666.67	16,666.67	20,000.00	3,333.33	(16.66) %
Mason County Eastern AHC	1,666.67	16,666.67	20,000.00	3,333.33	(16.66) %
MiKids Now Lake City	102.83	1,028.33	1,234.00	205.67	(16.66) %
MiKids Now MCE	154.33	1,543.33	1,852.00	308.67	(16.66) %

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
MiKids Now Shelby	13,356.94	41,105.17	52,963.00	11,857.83	(22.39) %
MiKids Now Viking Wellness Center	18,857.14	22,916.33	26,852.00	3,935.67	(14.66) %
MiKids Now Wexford	32,651.80	42,107.17	52,963.00	10,855.83	(20.50) %
Pentwater Schools Mental Health Grant	1,666.67	16,666.67	20,000.00	3,333.33	(16.66) %
School Wellness - McBain	2,500.00	25,000.00	30,000.00	5,000.00	(16.66) %
School Wellness Center - Manton/Mesick	10,214.00	172,022.00	220,000.00	47,978.00	(21.80) %
Shelby Adolescent Health Center	7,166.00	167,774.00	278,000.00	110,226.00	(39.64) %
Viking Wellness Center - Grayling AHC	(14,566.33)	139,570.67	175,000.00	35,429.33	(20.24) %
Diaper Assistance Project	0.00	9,138.15	10,000.00	861.85	(8.61) %
WIC Peer Counselor	0.00	400.00	0.00	(400.00)	100.00 %
WIC Resident	0.00	427.65	830.00	402.35	(48.47) %
Total Other Funding	299,991.05	2,975,950.29	4,085,523.00	1,109,572.71	(27.16) %
Billing Revenue					
Clinical	47,230.49	951,725.72	884,500.00	(67,225.72)	7.60 %
Community Health	48,563.71	291,120.41	251,673.00	(39,447.41)	15.67 %
Home Visiting	44,072.18	476,807.49	739,231.00	262,423.51	(35.49) %
School Health	36,802.56	399,673.14	515,381.00	115,707.86	(22.45) %
WIC	355.64	2,720.67	6,500.00	3,779.33	(58.14) %
Total Billing Revenue	177,024.58	2,122,047.43	2,397,285.00	275,237.57	(11.48) %
Medicaid Cost Settlement	0.00	493,000.00	1,500,000.00	1,007,000.00	(67.13) %
Environmental Health Revenue	148,579.03	1,376,546.62	1,763,250.00	386,703.38	(21.93) %
Appropriations	247,873.30	2,478,733.01	2,974,479.00	495,745.99	(16.66) %
Other Revenue	10,908.80	236,680.55	163,697.00	(72,983.55)	44.58 %
Total Revenues	1,563,240.20	19,580,631.23	24,794,309.00	5,213,677.77	(21.02) %
Expenditures					
Wages	932,102.68	9,833,780.28	12,240,039.00	2,406,258.72	(19.65) %
Fringes	368,788.23	4,759,055.40	6,107,368.00	1,348,312.60	(22.07) %
Travel	52,445.98	495,857.95	687,581.00	191,723.05	(27.88) %
Supplies	98,384.84	1,034,778.48	1,726,983.00	692,204.52	(40.08) %
Contractual	62,289.16	668,466.35	1,214,002.00	545,535.65	(44.93) %
Communications	25,564.76	290,511.79	352,223.00	61,711.21	(17.52) %
Printing/Publishing	7,359.54	85,166.13	261,039.00	175,872.87	(67.37) %
Education/Training	4,543.99	78,040.96	135,640.00	57,599.04	(42.46) %
Liability Insurance	9,048.83	104,260.69	99,758.00	(4,502.69)	4.51 %
Maintenance	7,076.91	387,029.67	501,144.00	114,114.33	(22.77) %
Space	133,423.98	1,343,406.29	1,602,689.00	259,282.71	(16.17) %
Equipment	7,009.76	133,256.55	232,227.00	98,970.45	(42.61) %
Other Expenses	46,160.00	203,300.00	178,800.00	(24,500.00)	13.70 %
Total Expenditures	1,754,198.66	19,416,910.54	25,339,493.00	5,922,582.46	(23.37) %
Increase(Decrease) in Fund Balance	(190,958.46)	163,720.69	(545,184.00)		

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
Beginning Cash Balance	12,658,650	11,940,016	11,673,748	11,407,480
Receipts:				
State Funding	-	965,000	965,000	965,000
Billing Revenue	50,000	171,000	171,000	171,000
EH Fees	50,000	125,000	125,000	125,000
Appropriations	45,000	-	-	245,000
Other	<u>100,000</u>	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>
Total	245,000	1,661,000	1,661,000	1,906,000
Expenses:				
Wages	493,778	987,555	987,555	987,555
Benefits	245,851	491,702	491,702	491,702
Other	<u>224,006</u>	<u>448,011</u>	<u>448,011</u>	<u>448,011</u>
Total	963,634	1,927,268	1,927,268	1,927,268
 Total Cash & Investments	 <u>11,940,016</u>	 <u>11,673,748</u>	 <u>11,407,480</u>	 <u>11,386,212</u>

District Health Department #10
Balance Sheet
July 31, 2023

Prepared by:
Christine Lopez, MBA
Administrative Services Director

Accounts Payable

	Amount	Date
Voucher # 65	\$ 512,504.51	8/11/2023
Total Accounts Payable	\$512,504.51	

Payroll

Voucher # 65	\$375,289.43	8/11/2023
Total Payroll	\$375,289.43	

Total Expenditures \$887,793.94



Board of Health – Finance Committee

Meeting Minutes: August 18, 2023

Members Present: Bryan Kolk, Roger Ouwinga, Richard Schmidt, Ray Steinke, Paul Erickson, Ron Bacon, Phil Lewis

Members Absent: Dawn Fuller, James Sweet, Julie Theobald

Staff Present: Kevin Hughes, Health Officer and Christine Lopez, Administrative Services Director

The Meeting was called to order by Chair Bryan Kolk at 1:30pm

Motion by Ray Steinke, seconded by Ron Bacon to approve the agenda as presented. Motion carried.

Motion by Ron Bacon, seconded by Roger Ouwinga to approve the meeting minutes of September 23, 2022. Motion carried.

Proposed FY24 Budget

Christine Lopez presented the FY24 Budget. Motion by Ray Steinke, seconded by Phil Lewis to recommend the budget for submission to the full board at the August 25, 2023, meeting.

FY23 Final Budget Amendment

Christine reported that she and her team are currently reviewing and completing the final amendment to the 2023 budget. This will be presented to the full Board at the September meeting.

MERS 2022 Actuarial Report

The MERS report was discussed.

Other

No other business was brought up for discussion.

Motion by Ray Steinke, seconded by Roger Ouwinga to adjourn the meeting at 2:11pm

August 18, 2023

To: Board of Health Finance Committee Members

From: Kevin Hughes
Health Officer

Re: FY24 Budget

The FY24 Budget for DHD #10 is using \$332,939 of fund balance.

Key comments:

- County appropriations amounts are at the 2022 levels
- The MERS budgeted amount for the defined benefit/hybrid plans are at the no-phase in amount of \$1,674,540 with the assumption of 7.00%. Total retirement including the defined contribution plan is \$1.8M. The budget is \$2.3M which reflects an additional \$500K payment.
- Level funding in Local Public Health Essential Services
- The budget reflects a salary adjustment. This adjustment is for planning purposes and will be presented to the personnel committee for consideration.
- Health insurance is based upon the adjusted caps approved for 2023 plus the state increase for the 2024 cap as defined by PA 152.
- The budget reflects position adjustments. These adjustments are due to staff resignations, retirements, and new grant dollars.
- Medicaid Cost Report Dollars are received quarterly in the year of the report. An estimated cost report was prepared utilizing budget data and anticipated number of services. The annual revenue projection is \$2.2M.
- Revenues for services are based on anticipated number of services expected in FY24. Staff are budgeted accordingly.
- Staffing is based upon the budgeted contract/grant amount to be received.
- An analysis of new grants will be based upon the local fund requirement. An analysis of local funds is on-going

District Health Department #10 - FY24 Budget
10/1/2023

	FY23 Budget	FY24 Budget	Difference
Revenues			
State & Federal Funding			
CHA Needs Assessment	30,804.00	29,625.00	(1,179.00)
CHIR BBO	4,618.00	2,654.00	(1,964.00)
CHIR Regional SDoH Leadership	479.00	1,878.00	1,399.00
CHIR SDoH Community Info Exchange	8,643.00	9,408.00	765.00
CJS Alliance	23,466.00	23,466.00	0.00
Cross Jurisdictional Sharing Admin	44,500.00	44,530.00	30.00
Emergency Preparedness	162,476.00	162,476.00	0.00
MCIR	175,000.00	0.00	(175,000.00)
Medicaid Outreach	227,207.00	295,244.00	68,037.00
North Central Network Collaboration	35,590.00	9,544.00	(26,046.00)
Public Health Workforce	313,577.00	175,000.00	(138,577.00)
Rotary Charities LC	0.00	3,649.00	3,649.00
SDoH Accelerator Grant	125,000.00	22,933.00	(102,067.00)
Strengthening Disability Inclusion	26,022.00	0.00	(26,022.00)
Substance Use Stigma Assessment SSAR	205,586.00	118,587.00	(86,999.00)
Agency	0.00	716,670.00	716,670.00
COVID Immunizations	150,282.00	281,371.00	131,089.00
Communicable Disease	259,938.00	259,938.00	0.00
ELC Contact Tracing and Wraparound	692,910.00	704,286.00	11,376.00
Family Planning	296,622.00	220,062.00	(76,560.00)
Imms Vaccine Quality Assurance VQA	54,660.00	54,660.00	0.00
Immunization Site Visits VFC/INE	15,000.00	15,000.00	0.00
Immunizations	207,484.00	207,484.00	0.00
Immunizations Action Plan - IAP	108,280.00	113,694.00	5,414.00
STI Clinics	45,000.00	45,000.00	0.00
Breast Cervical Cancer Control Program	54,250.00	40,162.00	(14,088.00)
CCL Community Connections	137,852.00	245,200.00	107,348.00
CCL Community Connections NW	138,667.00	261,118.00	122,451.00
Community Health	10,000.00	0.00	(10,000.00)
Dental Outreach	8,620.00	0.00	(8,620.00)
Dental Sealants	33,000.00	26,000.00	(7,000.00)
Deterra Disposal & Medication Lock Box	9,000.00	0.00	(9,000.00)
HIV Prevention	45,000.00	45,000.00	0.00
Harm Reduction Support	75,000.00	70,000.00	(5,000.00)
Interconnected MH System-Mason	0.00	24,421.00	24,421.00
Kalkaska Memorial Health Center CHW	23,333.00	20,337.00	(2,996.00)
Live Well Reach Grant	0.00	722,000.00	722,000.00
Mesick School based CHW Grant	63,689.00	50,886.00	(12,803.00)
Oral Health Kindergarten Screening	82,408.00	68,308.00	(14,100.00)
Tobacco Grant	40,000.00	40,000.00	0.00
Wisewoman Coordination	33,000.00	33,000.00	0.00
Beach Monitoring	16,823.00	15,829.00	(994.00)
Beach Monitoring - Inland Lakes	11,879.00	11,879.00	0.00
Campgrounds	23,220.00	23,220.00	0.00
Drinking Water	448,757.00	448,757.00	0.00
Food Service	270,791.00	270,791.00	0.00
Long Term Groundwater Monitoring	7,416.00	7,416.00	0.00
Medical Waste	5,000.00	5,000.00	0.00
Non Community Water	580,936.00	772,538.00	191,602.00
On-Site Sewage - Land Application	12,200.00	12,200.00	0.00
On-Site Sewage - Septic Systems	387,374.00	387,374.00	0.00
PFAS Eagle Ottawa Farm	1,476.00	23,639.00	22,163.00
PFAS Grayling Water Recovery	76,336.00	76,663.00	327.00
PFAS Ludington WWTP	1,476.00	1,974.00	498.00
PFAS Rothbury	26,623.00	26,287.00	(336.00)
PFAS Wexford Missaukee CTC	34,992.00	37,544.00	2,552.00
Pools & Spas	16,920.00	16,920.00	0.00
CSHCS Care Coordination Case Management	90,000.00	125,000.00	35,000.00
CSHCS Vaccine Initiative	21,321.00	11,447.00	(9,874.00)
Children's Special Health Care Services	318,308.00	316,075.00	(2,233.00)
HFA FFPSA	130,000.00	130,000.00	0.00
Healthy Families America Grand Traverse	200,142.00	200,142.00	0.00

	FY23 Budget	FY24 Budget	Difference
Hearing	70,808.00	70,808.00	0.00
Lead Home Visiting	2,400.00	3,000.00	600.00
MCH Women	97,000.00	183,560.00	86,560.00
MI Home Visiting IRE (HFA)	569,651.00	569,651.00	0.00
Regional Perinatal Care System	120,000.00	100,000.00	(20,000.00)
Vision	70,808.00	70,808.00	0.00
Brethren High School Mental Health Grant	110,000.00	110,000.00	0.00
Chippewa Hills Clinical AHC	275,000.00	275,000.00	0.00
Hart High School Mental Health Grant	110,000.00	110,000.00	0.00
Lake City Clinical AHC	155,000.00	180,000.00	25,000.00
Ludington Schools Mental Health Grant	110,000.00	110,000.00	0.00
MI Safer Schools HRA	1,026,666.00	1,163,367.00	136,701.00
Mason County Eastern AHC	155,000.00	180,000.00	25,000.00
MiKids Now Lake City	25,000.00	0.00	(25,000.00)
MiKids Now MCE	25,000.00	0.00	(25,000.00)
MiKids Now Shelby	50,000.00	0.00	(50,000.00)
MiKids Now Viking Wellness Center	25,000.00	0.00	(25,000.00)
MiKids Now Wexford	50,000.00	0.00	(50,000.00)
Pentwater Schools Mental Health Grant	110,000.00	110,000.00	0.00
School Wellness - McBain	170,000.00	170,000.00	0.00
School Wellness Center - Manton/Mesick	0.00	170,000.00	170,000.00
Shelby Adolescent Health Center	0.00	275,000.00	275,000.00
Prosperity Grant/CLPP	40,000.00	50,000.00	10,000.00
WIC Migrant	100,640.00	98,000.00	(2,640.00)
WIC Peer Counselor	305,356.00	297,969.00	(7,387.00)
WIC Resident	1,612,793.00	1,570,745.00	(42,048.00)
Total State & Federal Funding	12,035,075.00	13,952,194.00	1,917,119.00
Other Funding			
Building Lease Hart	63,600.00	63,600.00	0.00
CHA Needs Assessment	43,275.00	40,000.00	(3,275.00)
CHIR BBO	17,000.00	17,000.00	0.00
CHIR Regional SDoH Leadership	10,000.00	10,000.00	0.00
CHIR SDoH Community Info Exchange	37,000.00	40,000.00	3,000.00
MCDC	100,000.00	0.00	(100,000.00)
Michigan Center for Rural Health	18,970.00	18,970.00	0.00
NMPHA/CHIR Communication and Education	7,000.00	0.00	(7,000.00)
North Central Network Collaboration	91,332.00	15,000.00	(76,332.00)
Rotary Charities LC	0.00	101,090.00	101,090.00
EPI	8,000.00	0.00	(8,000.00)
Employee Wellness Program	5,000.00	5,000.00	0.00
Finance	113,000.00	113,000.00	0.00
CD Billing Counties	3,000.00	3,000.00	0.00
Immunizations	302,000.00	302,000.00	0.00
CCL Community Connections	179,476.00	0.00	(179,476.00)
CDC National Diabetes Prevention Program	0.00	38,000.00	38,000.00
COVID Health Disparities - Rural Health	425,144.00	72,495.00	(352,649.00)
COVID Prevention Missaukee	8,768.00	8,055.00	(713.00)
COVID Prevention Wexford	17,389.00	17,389.00	0.00
Chronic Disease Prevention	37,018.00	0.00	(37,018.00)
Coalition Capacity Building Lake	35,967.00	22,585.00	(13,382.00)
Coalition Capacity Building Manistee	22,000.00	22,819.00	819.00
Coalition Capacity Building Mason	40,000.00	21,595.00	(18,405.00)
Community Health	11,500.00	11,500.00	0.00
Gambling Disorder Prevention Project	24,300.00	19,000.00	(5,300.00)
Interconnected MH System-Mason	325,408.00	200,000.00	(125,408.00)
Kalkaska Memorial Health Center CHW	50,000.00	50,000.00	0.00
LRE ARPA Prevention	14,766.00	0.00	(14,766.00)
LiveWell for your Heart	28,966.00	0.00	(28,966.00)
Oceana LEADS DFC	119,000.00	100,000.00	(19,000.00)
Prevention Grant Missaukee	17,612.00	17,478.00	(134.00)
Prevention Grant Wexford	41,818.00	40,699.00	(1,119.00)
Prevention Lake	15,708.00	15,708.00	0.00
Prevention Mason	57,963.00	58,243.00	280.00
Prevention Oceana	29,769.00	29,769.00	0.00
ROCA Mentee Grant	92,555.00	53,166.00	(39,389.00)
Snap Ed	100,000.00	105,000.00	5,000.00

	FY23 Budget	FY24 Budget	Difference
State Opioid Response (SOR)	37,200.00	37,200.00	0.00
State Opioid Response (SOR) Lake	10,908.00	0.00	(10,908.00)
State Opioid Response (SOR) Oceana	15,000.00	0.00	(15,000.00)
Tobacco Checks LSRE	2,500.00	2,500.00	0.00
Agnes Taylor Fund	4,004.00	4,004.00	0.00
CSHCS Thorton Fund Kalkaska	2,400.00	2,400.00	0.00
Early On Oceana	500.00	1,355.00	855.00
Healthy Families Manistee/Missaukee	178,183.00	178,183.00	0.00
MI Home Visiting IRE (HFA)	8,230.00	0.00	(8,230.00)
Brethren High School Mental Health Grant	20,000.00	20,000.00	0.00
Cadillac Adolescent Health Center	278,000.00	308,000.00	30,000.00
Chippewa Hills Clinical AHC	33,000.00	33,000.00	0.00
Grayling School Mental Health	15,000.00	15,000.00	0.00
Hart High School Mental Health Grant	20,000.00	20,000.00	0.00
Lake City Clinical AHC	20,000.00	20,000.00	0.00
Lake City MH Expansion AHC	16,600.00	0.00	(16,600.00)
Ludington Schools Mental Health Grant	20,000.00	20,000.00	0.00
Mason County Eastern AHC	20,000.00	20,000.00	0.00
MiKids Now Lake City	1,234.00	0.00	(1,234.00)
MiKids Now MCE	1,852.00	0.00	(1,852.00)
MiKids Now Shelby	2,963.00	0.00	(2,963.00)
MiKids Now Viking Wellness Center	1,852.00	0.00	(1,852.00)
MiKids Now Wexford	2,963.00	0.00	(2,963.00)
Pentwater Schools Mental Health Grant	20,000.00	20,000.00	0.00
School Wellness - McBain	30,000.00	30,000.00	0.00
School Wellness Center - Manton/Mesick	220,000.00	30,000.00	(190,000.00)
Shelby Adolescent Health Center	278,000.00	33,000.00	(245,000.00)
Viking Wellness Center - Grayling AHC	175,000.00	200,000.00	25,000.00
Diaper Assistance Project	10,000.00	0.00	(10,000.00)
WIC Resident	830.00	0.00	(830.00)
Total Other Funding	3,960,523.00	2,626,803.00	(1,333,720.00)
Billing Revenue			
BCCCP Direct	7,500.00	7,500.00	0.00
COVID Immunizations	200,000.00	100,000.00	(100,000.00)
Family Planning	90,000.00	120,000.00	30,000.00
Immunizations	580,000.00	700,000.00	120,000.00
STI Clinics	7,000.00	18,000.00	11,000.00
Breast Cervical Cancer Control Program	73.00	0.00	(73.00)
CCL Community Connections	227,600.00	478,000.00	250,400.00
Community Health	4,000.00	4,000.00	0.00
Dental Sealants	2,000.00	6,500.00	4,500.00
Oral Health Kindergarten Screening	5,000.00	10,000.00	5,000.00
Wisewoman Coordination	13,000.00	0.00	(13,000.00)
Hearing	15,000.00	15,000.00	0.00
MCH Women	4,231.00	5,000.00	769.00
Maternal Infant Health Program	700,000.00	600,000.00	(100,000.00)
Vision	20,000.00	20,000.00	0.00
Brethren High School Mental Health Grant	35,000.00	35,000.00	0.00
Cadillac Adolescent Health Center	90,000.00	90,000.00	0.00
Chippewa Hills Clinical AHC	70,000.00	70,000.00	0.00
Hart High School Mental Health Grant	20,000.00	20,000.00	0.00
Lake City Clinical AHC	35,000.00	35,000.00	0.00
Ludington Schools Mental Health Grant	20,000.00	20,000.00	0.00
Mason County Eastern AHC	35,000.00	35,000.00	0.00
Pentwater Schools Mental Health Grant	20,000.00	20,000.00	0.00
School Wellness - McBain	30,000.00	30,000.00	0.00
School Wellness Center - Manton/Mesick	35,000.00	35,000.00	0.00
Shelby Adolescent Health Center	90,000.00	90,000.00	0.00
Viking Wellness Center - Grayling AHC	35,381.00	35,381.00	0.00
Dental Varnish	2,500.00	2,500.00	0.00
Lead Hemoglobin	4,000.00	5,500.00	1,500.00
Total Billing Revenue	2,397,285.00	2,607,381.00	210,096.00
Medicaid Cost Settlement			
Medicaid Cost Report	1,500,000.00	2,254,000.00	754,000.00
Total Medicaid Cost Settlement	1,500,000.00	2,254,000.00	754,000.00

	FY23 Budget	FY24 Budget	Difference
Environmental Health Revenue			
Body Art	6,000.00	6,000.00	0.00
Campgrounds	34,000.00	34,000.00	0.00
DHHS Inspection	41,000.00	41,000.00	0.00
Drinking Water	422,000.00	422,000.00	0.00
Food Service	364,000.00	364,000.00	0.00
Food Service - Manager Training Class	10,800.00	10,800.00	0.00
Food Service - Plan Review	19,000.00	19,000.00	0.00
Food Service - TFSE/STFU	15,000.00	15,000.00	0.00
Non Community Water	31,000.00	31,000.00	0.00
On-Site Sewage - BPA	5,500.00	5,500.00	0.00
On-Site Sewage - Mortgage Evaluation	50,000.00	50,000.00	0.00
On-Site Sewage - POS Evaluation	20,000.00	20,000.00	0.00
On-Site Sewage - Septic Systems	648,000.00	648,000.00	0.00
On-Site Sewage - Subdivision/Condo	1,000.00	1,500.00	500.00
Pools & Spas	14,500.00	14,500.00	0.00
Radon	650.00	650.00	0.00
Sewage Contractor License	8,500.00	8,500.00	0.00
Tanning	2,300.00	2,300.00	0.00
Water Lab	70,000.00	70,000.00	0.00
Total Environmental Health Revenue	1,763,250.00	1,763,750.00	500.00
Appropriations			
County Appropriations	1,683,256.00	1,683,256.00	0.00
Space Appropriations	1,291,223.00	1,291,223.00	0.00
Total Appropriations	2,974,479.00	2,974,479.00	0.00
Other Revenue			
Donations	4,000.00	7,000.00	3,000.00
Interest	85,000.00	110,000.00	25,000.00
Flower Fund	2,000.00	2,000.00	0.00
Insurance Company Distributions Dividends	72,697.00	73,586.00	889.00
Total Other Revenue	163,697.00	192,586.00	28,889.00
Total Revenues	24,794,309.00	26,371,193.00	1,576,884.00
Expenditures			
Wages	12,240,039.00	13,615,418.00	1,375,379.00
Fringes	6,107,368.00	6,155,366.00	47,998.00
Travel	687,581.00	706,386.00	18,805.00
Supplies	1,726,983.00	1,744,134.00	17,151.00
Contractual	1,214,002.00	1,175,784.00	(38,218.00)
Communications	352,223.00	394,938.00	42,715.00
Printing/Publishing	261,039.00	200,380.00	(60,659.00)
Education/Training	135,640.00	122,763.00	(12,877.00)
Liability Insurance	99,758.00	125,369.00	25,611.00
Maintenance	501,144.00	589,565.00	88,421.00
Space	1,602,689.00	1,600,429.00	(2,260.00)
Equipment	232,227.00	210,000.00	(22,227.00)
Other Expenses	178,800.00	63,600.00	(115,200.00)
Total Expenditures	25,339,493.00	26,704,132.00	1,364,639.00
Increase(Decrease) in Fund Balance	(545,184.00)	(332,939.00)	212,245.00



Board of Health – Personnel Committee

Meeting Minutes: August 18, 2023

Members Present: Jim Maike, Tom O’Neil, Gary Taylor, Bob Baldwin, Jeff Dontz, Robert Walker, Dorothy Fredericks, Kristine Raymond

Members Excused: Star Hughston, Nick Krieger

Members Absent:

Staff Present: Kevin Hughes, Julie Hilkowski, Christine Lopez, Sarah Oleniczak

The Meeting was called to order by Chairperson Robert Baldwin at 10:00 a.m.

Motion by Gary Taylor, seconded by Dorothy Fredericks to approve the agenda as presented. Motion carried.

Motion by Jim Maike, seconded by Robert Walker to approve the meeting minutes of May 12, 2023. Motion carried.

Discussion on Recruitment and Retention Ideas

Discussion was held on recruitment and retention ideas. Kevin Hughes reviewed the previously approved retention strategies. Request was made for additional ideas to be brought forward at the October meeting.

Discussion on Proposed Salary Scale

Discussion continued from the board of health meeting. Pros and cons were considered.

Motion by Jim Maike, seconded by Gary Taylor to recommend the proposed pay schedule to the full board. Motion carried.

The Chair adjourned the meeting at 11:09 a.m.

District Health Department #10 Pay Schedule

Grade	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1	Temporary Positions Clerical/Technical	\$15.10	\$15.57	\$16.04	\$16.51	\$16.98	\$17.45	\$17.92	\$18.39	\$18.87
2	Agency Support Breastfeeding Peer Counselor Cancer Control Navigator Central Scheduler Community Health Worker I CSHCS Representative Environmental Health Water Lab Technician Hearing & Vision Technician MCIR Technician Oral Health Clinic Assistant School Health Clinic Assistant WIC Clinic Assistant	\$17.61	\$18.16	\$18.71	\$19.26	\$19.81	\$20.36	\$20.91	\$21.46	\$22.01
3	Billing Clerk I Community Health Worker II Environmental Health Administrative Assistant Medical Assistant Purchasing Clerk School Health Medical Assistant School Health Support Lead Senior Breastfeeding Peer Counselor	\$19.19	\$19.79	\$20.39	\$20.99	\$21.59	\$22.19	\$22.79	\$23.39	\$23.99
4	Account Clerk Administrative Assistant Agency Support Lead Billing Clerk II Human Resource Clerk IT Tech	\$20.82	\$21.47	\$22.12	\$22.77	\$23.42	\$24.07	\$24.72	\$25.37	\$26.02
5	Temporary Positions Professional	\$22.44	\$23.14	\$23.84	\$24.54	\$25.25	\$25.95	\$26.65	\$27.35	\$28.05
6	Accountant HR Assistant Public Health Educator I Sanitarian I	\$25.30	\$26.09	\$26.88	\$27.67	\$28.46	\$29.25	\$30.04	\$30.83	\$31.62
7	Care Coordinator Communications Specialist Dental Hygienist Family Support Specialist Nutrition Specialist Public Health Educator II Registered Dietitian Registered Nurse Sanitarian II School Health Counselor I Social Worker	\$27.22	\$28.07	\$28.92	\$29.77	\$30.63	\$31.48	\$32.33	\$33.18	\$34.03

Grade	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
8	Clinical Coordinator									
	Communications Coordinator									
	Community Health Coordinator									
	Environmental Health Specialist									
	Family Health Home Visiting Coordinator	\$30.14	\$31.08	\$32.03	\$32.97	\$33.91	\$34.85	\$35.80	\$36.74	\$37.68
	Financial Analyst									
	IT Coordinator									
	Public Health Planner									
	School Health Counselor II									
	WIC Coordinator									
9	Clinical Supervisor									
	Community Health Supervisor									
	Emergency Preparedness Coordinator									
	Environmental Health Supervisor									
	Epidemiologist									
	Family Health Supervisor	\$32.59	\$33.61	\$34.63	\$35.65	\$36.67	\$37.69	\$38.71	\$39.73	\$40.74
	Finance Supervisor									
	Home Visiting Supervisor									
	Public Health Planning Coordinator									
10	School Health Counselor III									
	School Health Supervisor									
	WIC Supervisor									
	Home Visiting Manager									
	HR Manager	\$36.08	\$37.21	\$38.34	\$39.46	\$40.59	\$41.72	\$42.85	\$43.97	\$45.10
	IT Manager									
	Manager									
	Clinical Director									
	Community Health Director									
11	Environmental Health Director	\$41.10	\$42.39	\$43.67	\$44.96	\$46.24	\$47.53	\$48.81	\$50.10	\$51.38
	Home Visiting Director									
	School Health Director									
	WIC Division Direction									
12A	Public Health Clinician	\$41.89	\$43.20	\$44.51	\$45.82	\$47.12	\$48.43	\$49.74	\$51.05	\$52.36
12B	Adolescent Health Clinician									
	School Health Clinician	\$44.09	\$45.47	\$46.85	\$48.22	\$49.60	\$50.98	\$52.36	\$53.73	\$55.11
	School Health Clinician Supervisor									
13	Administrative Services Director	\$45.85	\$47.28	\$48.72	\$50.15	\$51.58	\$53.01	\$54.45	\$55.88	\$57.31
	Deputy Health Officer									

**Board of Health
Deputy Health Officer**

August 2023

1. **Strategic Plan** – The DHD#10 Strategic Planning process launched in June. The draft plan has been reviewed and finalized by the leadership team earlier this month. A copy of the final plan is attached and will be presented at the August Board of Health meeting for approval. The Strategic Plan will need to be included in our presentation to the PHAB site team later this month.
2. **Community Health Assessment** – Early planning has been initiated as part of the regional MiThrive Community Health Assessment (CHA) process for the next cycle launching for 2024. MiThrive is a 31-county collaboration between local public health departments and health care systems serving across the region. This initiative is a cross-jurisdictional sharing project of the Northern Michigan Public Health Alliance and is currently entering its third cycle and has assured an economy of scale and systematic approach to data collection and sharing across northern Michigan.
3. **Community Health Improvement Plan** – DHD#10 has finalized its priorities to align with the Northern Michigan Community Health Innovation Region/MiThrive Community Health Improvement Plan (CHIP). The CHIP is a major public health plan that drives future programming for improving health outcomes. The CHIP is a community plan driven by partners across northern Michigan; DHD#10 includes health outcome priority areas that are not specifically addressed in the NMCHIR CHIP but all align under the priorities established by the community CHIP.
4. **PHAB Re-Accreditation** – Our national accreditation application site visit has been scheduled for August 30th with the accreditation review team at PHAB. Site visits are conducted virtually, and their purpose is to provide an opportunity for the reviewers to discuss major program plans and ask questions about the new documents submitted to PHAB as part of the initial review specific to the Standards and Measures. I recently participated in the site visit prep meeting and learned that the review team have identified three documents for the review.
5. **NACCHO 360 Conference** – DHD#10 was awarded two scholarships to attend last month's NACCHO conference. One scholarship was awarded to Erin Barrett in recognition of our work to support the MiThrive CHA. The remaining scholarship was awarded to our Disability and Inclusion project funded by NACCHO this past year. I presented our project during a breakout session on behalf of our team. Christine Lopez also attended the conference. A significant number of sessions addressed addressing staff burnout, workplace development, and employee retention.

Respectfully Submitted,

*Sarah Oleniczak, MPH, MCHES,
Deputy Health Officer*

DISTRICT HEALTH DEPARTMENT #10
THREE-YEAR STRATEGIC PLAN
October 2023 TO September 2026

VISION <i>What do we hope to accomplish in the long run?</i>				Healthy People Healthy Communities					
MISSION <i>What are we doing to achieve the vision?</i>				Promoting and enhancing the health of our communities and environments through protection, prevention, and intervention					
PRACTICAL VISION <i>What do we want to see at District Health Department #10 by September 2026 as a result of our actions?</i>									
								June 20, 2023	
Continually assessed and improved access to healthcare	Strategically increased employee retention	Continually improved quality workforce	Meaningfully integrated DEI across all services	Zealously strengthened public perceptions	Intentionally provided preventive health promotion	Expediently expanded mental health services for all	Enthusiastically engaged community stakeholders	Continually assessed and updated technology	
UNDERLYING CONTRADICTIONS <i>What is blocking us from achieving our Practical Vision?</i>									
June 21, 2023									
Evolving workforce needs	Barriers to care and resources	Divided political climate	Barriers to staff growth	Varying levels of employee disengagement	Complexity of geography and progressive nature of DHD#10	Eroded trust in public health	Barriers to engage with new possibilities	Difficulties navigating diverse funding requirements	Reciprocal disengagement with the community
STRATEGIC DIRECTIONS <i>What bold innovative actions can we take that will address the barriers and move us closer to the Practical Vision?</i>									
								June 21, 2023	
Engaging and empowering staff		Enhancing community involvement		Restructuring services to enhance overall value		Capitalizing on opportunities for advocacy and education		Reformatting public health	
FOCUSED IMPLEMENTATION PLAN <i>What will accomplish the first year?</i>									
<ul style="list-style-type: none">Support the engagement of team office & agency-wide team building efforts to promote a culture of care		<ul style="list-style-type: none">Focus groups with clients & future clientsSurvey community at eventsMore visibility- use mobile unitOpen houses or community/ stakeholder events		<ul style="list-style-type: none">List & assess benefits of each 150 programsIdentify one pilot clinical program to provide offsiteStructuring outreach team & educating staff about it		<ul style="list-style-type: none">Participate more in local & state advocacyDedicated staff for advocacy effortsEnhance presentation for educating BOHHighlight our successes moreImprove collaboration with partners to get infrastructure building grants		<ul style="list-style-type: none">Launch an analysis on management of programs for planningImplement Public Health 3.0 education across the agencyImplement the Quality Improvement Roadmap assessment toolPrograms read software updates and releases and	

<ul style="list-style-type: none"> ● Establish local office mentoring/ buddy system ● Support office level staff celebrations ● Create a workforce well-being plan based on recent assessment 	<ul style="list-style-type: none"> ● Assess current advertising platforms ● Evaluate community incentives ● Coordinated plan for resident voice ● Integrate equity & inclusion more in communications ● Increase internal understanding of external agency communications ● Enhance the marketing plan with identified champions at every division/ program level ● Redesign website for enhanced client engagement 	<ul style="list-style-type: none"> ● Initiate participation -- in person in each county -- increase visibility ● Update agency website to be user friendly ● Advocate for mental health parity ● Assess current services for cost-benefit of providing the services 	<ul style="list-style-type: none"> ● DHD10 Legislators Day ● BOH (local attend community conversations and/or other staff events) ● Staff education on advocacy vs lobbying 	<p>implement within programs—superusers</p> <ul style="list-style-type: none"> ● Develop plan for assessing policies and procedures for diversity, equity, & inclusion ● Training on equity - staff wide ● Develop pilot grant tracking system
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PRACTICAL VISION								
<i>What do we want to see at District Health Department #10 by June 2026 as a result of our actions?</i>							June 20, 2023	
Continually assessed and improved access to healthcare	Strategically increased employee retention	Continually improved quality workforce	Meaningfully integrated DEI across all services	Zealously strengthened public perceptions	Intentionally provided preventive health promotion	Expeditionously expanded mental health services for all	Enthusiastically engaged community stakeholders	Continually assessed and updated technology
Increase access to physical health care	Improve collaboration across all divisions	Improve employee engagement thru org change	Break existing stigmas across the agency	Strengthen relationships with community residents	Improve maternal and child health indicators	Increase access to mental health services for all residents	Community & stakeholders respect the agency	Workflow interactive financial systems
Expand mobile unit services	Thriving workforce and decreased turnover	Leadership development with succession planning	Embrace the unique need of our 10 counties	Improve knowledge accessibility of existing resources	Focus on lowering chronic disease	Expand mental health services for all	Community stakeholders work together	Robust interactive user friendly EMR
Financial assistance for well and septic	Improve employee retention rates	Workforce development to meet PH 3.0 and PHAB	Integrating equity, inclusion, and diversity in outreach	Expand community outreach to rebuild trust	Reduce tobacco rates overall and maternal population	Improving mental health in our communities	Strengthen relationships with organization and partners	Improve quality of county level data
Offer classes, example CPR and first aid	Stabilize workforce/ improve retention	MDHHS/PHAB accredited agency	Health equity is considered in all programs	Increase public education about our services	Parenting classes that teach nutrition and provide daycare			
Agency vehicles for client and staff transportation	Team building	Intentionally recruit highly qualified staff	Improved policy to support incarcerated (or at risk for) population	Bolster programmatic outreach and agency image				
Explore what services can be offered virtually	Create a culture of employee engagement!	Fully staffed competent workforce to meet MPRs						
Continue to expand community Hub services								
Create/research new SDoH related resources								
Grow services to cover all ages/all programs								

UNDERLYING CONTRADICTIONS									
<i>What is blocking us from achieving our Practical Vision?</i>									June 21, 2023
Evolving workforce needs	Barriers to care and resources	Divided political climate	Barriers to staff growth	Varying levels of employee disengagement	Complexity of geography and progressive nature of DHD#10	Eroded trust in public health	Barriers to engage with new possibilities	Difficulties navigating diverse funding requirements	Reciprocal disengagement with the community
Lack of communication	Lack of accessible mental health services	Politics impairing public health perceptions and priorities	Staff hesitancy to move into growth positions	Lack of ownership of their job	Unequal distribution of workload	Lack of trust due to politics and public perceptions	Can't change peoples' intrinsic values	Unfunded mandates	Minimal community involvement
Staff lack public health knowledge	Rural area	Conservative culture discourages diversity, equity, and inclusion	Leaders have no time to be a leader	Staff do not all believe in DHD#10 vision and mission	150+ programs	Social media—negative perceptions	Public not wanting our services	Funders using a cookie cutter approach	Community relations are different in each county
High turnover in many positions	Need to better understand health needs of each community	Board of Health beliefs on the role of local public health	Lack of trainings	Staff understanding of divisional programming	How big is too big?	Public perceptions after COVID	Low participation in programs	Limitations and restrictions on resources from funders	
Today's workforce issues/reality	Limited affordable housing	Siloed agendas of community stakeholders	Universal tech equipment and training	People resisting technology changes	10-county health dept. to staff and manage				
Limited/aging workforce pool	Difficulties accessing services in general	Policymakers poorly understand what public health does and means	Lack of quality training opportunities for internal processes	In office work culture	Website is difficult to navigate and outdated				
Insufficient onboarding and succession planning	Transportation to appointments								

STRATEGIC DIRECTIONS*What bold innovative actions can we take that will address the barriers and move us closer to the Practical Vision?***June 21, 2023**

Developing a robust workforce	Reformulating recruitment efforts	Responding to staff input	Improving local office culture	Engaging and empowering staff
<ul style="list-style-type: none">● Hold staff accountable—don’t support excuses● Quick, recorded, widely available training videos and skills training● Leadership and staff mentorship● Train staff on how to build relationships, then demonstrate it● Developing program specific training for program staff● Work-sponsored education (certificate programs like billing and coding)● Complement job descriptions with clear written responsibilities for every position● Staff training in change management● Cross train staff● Strength and skills-based assessments and trainings available to staff	<ul style="list-style-type: none">● Link job postings to employee testimonials● Promoting public health as a career at high school & colleges● Investigate other industries for recruitment and retention ideas● More Human Resources staff to support our growing team● Rebrand how we recruit staff	<ul style="list-style-type: none">● Purposely interview staff to determine their interest in and/or barriers to taking on leadership positions● Assess employee needs, wants & ideas● Empower staff to provide suggestions and feedback● Deep dive into exit interviews and staff surveys● Leadership models that appear/are attainable and create work/life balance	<ul style="list-style-type: none">● Support engagement of team office & agency wide team building to promote a culture of care● Establish local office mentoring/ buddy system● Support staff celebrations● Create a workforce well-being plan	
Reviving community engagement		Integrating community voice		Enhancing community involvement
<ul style="list-style-type: none">● Re-establish staff involvement/attend appropriate local meetings● Expanding community outreach through public service announcements and events● Aggressive social media campaigns and presence at community events● New and intentional marketing plan to engage public/community● To draw more participants, provide childcare and food● Education and activities to open the door to other services (exercise in the park, cooking classes for all ages)		<ul style="list-style-type: none">● Use trusted messengers in the community● Public champions to promote public health● Present public health via the 10 Essential Public Health Services● Seek resident input for agency initiatives (Advisory Boards, personal outreach)		

Expanding program provision		Analyzing for value added needs	Restructuring services to enhance overall value
<ul style="list-style-type: none">● Partner with other agencies to expand mobile unit services● Cross sharing services with external agencies (MDHHS, CMH)● Provide more offsite services in the community● Assess health care providers for potential as immunization providers and/or partners		<ul style="list-style-type: none">● Seek resident voice in program planning● Enhance grant writing team with representation from various divisions● Intentionally focus on quality over quantity in the 150 programs provided	
Pursuing opportunities for education and advocacy			Capitalizing on opportunities for advocacy and education
<ul style="list-style-type: none">● Explore shared learning opportunities with the Board of Health● Advocate at State for loosening funding restrictions● Education Board of Health and legislators on public health● Collaborative advocacy at state/local level for consistent funding● Advocate for high-speed internet in rural areas			
Increase Financial Security	Strengthen Agency Infrastructure	Advance Foundational Public Health	Reformatting Public Health (July 14, 2023)
<ul style="list-style-type: none">● Continue & expand advocacy efforts to increase essential services funding/ programs and county appropriations● Expand efforts to secure funding to address emerging public health threats● Sustain grant writing efforts to support the CHNA priorities, the CHIP, emerging public health needs and priorities● Complete an analysis of program/ service utilization for decision making	<ul style="list-style-type: none">● Review and evaluate the Organizational Structure & respond as appropriate● Expand Cross-Jurisdictional Sharing opportunities for workforce development● Implement assessment of agency’s culture of quality; develop improvement plan● Maintain on-going technology needs assessment & develop response plan● Implement Leadership Development initiative for the management team● Strengthen the Coordinator/Supervisor Learning Community● Evaluate agency policies & program alignment with a health equity focus	<ul style="list-style-type: none">● Assess agency’s readiness for meeting Public Health 3.0 and determine plan for the future● Achieve & Maintain State Accreditation Status● Achieve and maintain national accreditation through PHAB● Assess staffing model for missing key skillsets● Expand Performance Management System to broaden public health indicators● Website enhancements to meet the needs of the clients & staff	

FOCUSED IMPLEMENTATION PLAN*What will we accomplish in the first year?**July 18, 2023***Strategic Direction #1: Engaging and empowering staff**

Current Reality	Year 3 Goals	Year 1 Accomplishments
<ul style="list-style-type: none"> ● Spectrum of engagement ● Staff turnover-lots of new faces ● Surveys for feedback ● Lack of engagements ● Grant and funding restrictions (MPRs) ● Limited routes to leadership ● Disassociation between programs and locations ● Missing training checklists for most job descriptions ● Decreased in-office presence ● Lack of office standardization ● Internal and external eroded trust ● Recognizing work in progress improvement ● Positive county conversations with admin ● Critical thinking skills vary among staff ● Lack of job ownership ● We have an EAP 	<ul style="list-style-type: none"> ● Increased employee retention ● Staff owning their job ● Recruiting more qualified workforce ● Positivity ● Robust training plans ● Cross program education/interaction ● Benefit clarity ● Increased communication from administration on outcomes of current initiatives for staff improvement/staff survey results ● Internal and external improved feedback ● Investing in staff growth for succession opportunities ● Increased focus on workload/infrastructure assessment ● Increased critical thinking skills and independent workers 	<ul style="list-style-type: none"> ● Get feedback from staff ● Identify barriers to engagement and empowerment ● Assess current retention strategies and need for additional strategies ● Develop plan in response to Wellbeing Survey results ● Routine benefit updates (HR) ● Division specific employee engagement plans (and consistent across divisions) ● Training checklist for each job description ● Use technology to hold routine staff or team meetings (all divisions) no in-person ● Increase awareness of EAP and the recent enhancements and how to access

Strategic Direction #2: Enhancing community involvement

Current Reality	Year 3 Goals	Year 1 Accomplishments
<ul style="list-style-type: none"> ● Lack of understanding of public health stakeholders and community ● Decrease of involvement of community ● Services and programs = variety ● Fragmented communication or enhance of specific communication channels ● Underutilization of diverse media platforms ● Not using an equity lens with communications ● Not sharing stories with the community 	<ul style="list-style-type: none"> ● Reaching broad community ● Rebuild public trust ● Increase and coordinate staff involvement ● Explore/expand other avenues of outreach ● Get the community more involved ● More favorable view of public health ● Use all appropriate media platforms with consistent communications ● Expanded, highly functioning communications team under the MMM Team ● Increase collection of Resident Voice in program planning 	<ul style="list-style-type: none"> ● Implement focus groups with clients ● Survey community at events ● More visibility using the mobile unit ● Open houses or community and stakeholders ● Assess current advertising platforms ● Coordinated plan to collect resident voice ● Integrate equity and inclusion in comms ● Increase internal understanding of agency's external communications ● Create a marketing plan with identified champions at every division/program level

Strategic Direction #3		
Restructuring services to enhance overall value		
Current Reality	Year 3 Goals	Year 1 Accomplishments
<ul style="list-style-type: none"> • Have an underutilized mobile unit • Uncoordinated outreach; new outreach team • Limited offsite services • Large number of programs • Advisory board in some programs • Lack of mental health services in communities • Frustration with low participation at events • Cross program duplicated work (referrals) 	<ul style="list-style-type: none"> • Provide more clinical services offsite (including utilize mobile unit) • Robust outreach team • Offsite event participation for all divisions and all counties • Streamline dual enrollment referrals 	<ul style="list-style-type: none"> • List and assess benefits of each 150 programs • Identify one pilot clinical program to provide offsite • Restructured outreach team and educated staff on it • Assess for potential immunization provider expansion
Strategic Direction #4		
Capitalizing on opportunities for advocacy and education		
Current Reality	Year 3 Goals	Year 1 Accomplishments
<ul style="list-style-type: none"> • Lack of coordination across programs • Varying levels of BOH public health awareness • Interagency collaboration • Need more advocacy for health policies/legislation--educate legislators • Lack of broadband access • Data gaps on our residents and their health behaviors (BRFS data) • Community decision-makers are polarized 	<ul style="list-style-type: none"> • Educate legislators & staff on foundations of PH, funding & benefit of strong system • Strong collaboration across communities for stronger data collection, storage and sharing designed to improve health outcomes • Improve collaboration to support partner's efforts to secure infrastructure building grants • More consistent communication with stakeholders/legislators 	<ul style="list-style-type: none"> • Dedicated staff for advocacy efforts • Highlighted DHD#10 & Public Health successes increased • DHD10 Legislators Day • Staff educated on advocacy vs lobbying • General Public Health presentation for sharing • Maintain healthy relationship with BOH
Strategic Direction #5		
Reformatting Public Health		
Current Reality	Year 3 Goals	Year 1 Accomplishments
<ul style="list-style-type: none"> • Missing analysis for decision-making • Wide spectrum of understanding of the future of public health (Public Health 3.0) (Some know nothing about the term) • Are we doing what we should be doing—are others doing it so we should drop stuff • Performance Management System is in infancy • No definition of success at all program levels • IT driven technology needs and leadership of EMR, software, HR, EH, etc. – lack of ownership at the program level 	<ul style="list-style-type: none"> • Implement infrastructure assessment • Either we implement Public Health 3.0 or we stop talking about it • PHAB accredited/State accredited • Rich performance management system that impacts health outcomes • Programs drive technology need & own their processes, training, & problem-solving • Policies and programs aligned with diversity, equity, and inclusion standards • Improve data collection, storage, sharing 	<ul style="list-style-type: none"> • Launch a cost-benefit analysis plan • Implement Public Health 3.0 education • Implement the Quality Improvement Roadmap assessment tool • Programs read software updates and releases and implement within programs—superusers • Develop plan for assessing policies and procedures for diversity, equity, and inclusion • Training on equity staff-wide • Develop pilot grant tracking system • Initiate new website planning

District Health Department #10

BOARD OF HEALTH

Health Officer Report

August 25, 2023

1. **Epi Team Update:** Information on current case counts, vaccination efforts, outbreaks and other CD related issues will be shared at the meeting.
2. **PFAS Update:** Site specific updates will be shared at the Board meeting based upon recent and ongoing developments.
3. **Enforcement Actions:** Updates on recent enforcement actions taken by DHD#10 will be shared at the meeting.
4. **Michigan Public Health – The Last 50 Years:** A copy of the last 50 years timeframe for Michigan’s Public Health system is included in the Board Packet for your review.
5. **Staff Training Day:** September 8th will serve as our All Staff Training day. We have a couple of Emergency Preparedness Trainings that staff need to complete, our annual review on Blood Borne Pathogens and our annual review on Quality Improvement Requirements.
6. **Well Assessed Project:** A flyer on this project is included in the Board Packet for your review. This project started with the Bay County and Calhoun County Health Departments and is now expanding statewide. Purpose of the project is to assist residents in becoming aware of the condition of their well.
7. **2023 Health Officer Goals Update:** Included in the Board Packet is a copy of the status update on my Health Officer goals for 2023.

Respectfully submitted:

Kevin Hughes, MA
Health Officer

Michigan Public Health

The Last 50 Years

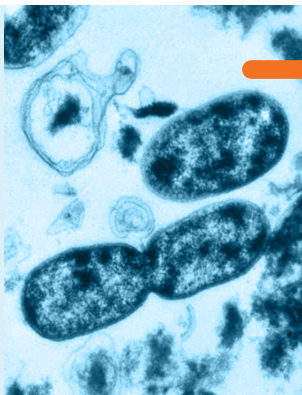
Public health is a complex system that protects citizens from unsafe or hazardous conditions and provides ways to promote good health and prevent disease. This timeline highlights just some of the key milestones, initiatives and progress that have been made in public health over the past five decades in Michigan.

1965 Local Health Departments

New legislation made it mandatory that all Michigan counties establish a local health department.

1968 Pontiac Fever

In coordination with the Oakland County Health Department, the then Michigan Department of Public Health (MDPH) identified a new disease, called Pontiac Fever, now known to be a form of legionellosis.



1974-8 Polybrominated Biphenyls

The Clinical Chemistry Section together with multiple federal partners oversaw human health studies on individuals potentially exposed to polybrominated biphenyls (PBBs) after the inadvertent mix-up of cattle feed and FireMaster (containing PBBs) in 1973. During this time the laboratory analyzed more than 5,000 human specimens for exposure to this chemical.



1970s

Bureau of Epidemiology and Population Health

Top 10 Leading Causes of Death in the 1970s*

- ① Heart disease
- ② Cancer
- ③ Stroke
- ④ Unintentional injuries
- ⑤ Pneumonia and flu
- ⑥ Diabetes mellitus
- ⑦ Chronic liver disease and cirrhosis
- ⑧ Certain conditions originating in the perinatal period
- ⑨ Emphysema and chronic bronchitis/COPD
- ⑩ Atherosclerosis

1970 Fish Advisory

MDPH, in partnership with the Michigan Department of Natural Resources, issued its first fish consumption advisory for mercury in the St. Clair River.



1976 PBB Study

The *Michigan Long-Term PBB Study* was launched to study possible long-term health effects on those Michigan residents potentially exposed to PBBs in 1973. The cohort established at that time continues to be monitored via a partnership with Emory University.



1978 Public Health Code

Following a long tradition of university-governmental cooperation, the University of Michigan School of Public Health faculty and students helped to create a new Michigan State Public Health Code (Act 368 of 1978), which became a model for other states.

1980s

Bureau of Epidemiology and Population Health

Top 10 Leading Causes of Death in the 1980s*

- ① Heart disease
- ② Cancer
- ③ Stroke
- ④ Unintentional injuries
- ⑤ Emphysema and chronic bronchitis/COPD
- ⑥ Pneumonia and flu
- ⑦ Diabetes mellitus
- ⑧ Chronic liver disease and cirrhosis
- ⑨ Atherosclerosis
- ⑩ Suicide



1980s Eat Safe Fish Program

The Environmental Chemistry Section expanded the testing of fish from Michigan waterbodies, including the Great Lakes and inland lakes, for polychlorinated biphenyls (PCBs), organochlorine pesticides (OCPs) and mercury. This testing is part of the Eat Safe Fish Program.

1982 New Rabies Vaccine

Developed and licensed a new rabies vaccine - only the second licensed vaccine in the U.S.

1983 Bureau of HIV/STI

HIV Surveillance System implemented.

1987 Michigan Behavioral Risk Factor Surveillance System

The Michigan Behavioral Risk Factor Surveillance System (BRFSS) was established. These surveys act as the only source of state-specific, population-based estimates of the prevalence of various behaviors, medical conditions and preventive health care practices among Michigan adults.

Interesting fact

From 1987 to 2022, Michigan BRFSS completed 226,449 adult interviews, and these survey results are used by public health agencies, academic institutions, non-profit organizations and others to develop and evaluate programs that promote the health of Michigan citizens.

1987 Newborn Screening

Public Act 14 of 1987 mandated expansion of Michigan's Newborn Screening Program panel to add three disorders.

Interesting fact

Through 2021, more than 7.6 million infants have been screened with more than 7,700 diagnosed with one of the 57 disorders on Michigan's newborn screening blood spot panel.



1987 HIV Treatment

AZT (azidothymidine), a lifesaving drug for HIV treatment, was approved by the Food and Drug Administration (FDA).

1987 Michigan Pregnancy Risk Assessment Monitoring System

Michigan was among the first of several states to partner with the Centers for Disease Control and Prevention (CDC) to deploy a new tool - the Michigan Pregnancy Risk Assessment Monitoring System (MI PRAMS) - designed to gain insight into the lives of women before and during pregnancy as well as the first few postpartum months.

Interesting fact

Since the project's inception, approximately 100,000 Michigan mothers have been randomly selected to take the PRAMS survey, with 60,000 choosing to complete the survey and share their stories. Collectively, these survey responders speak for the experience of the more than 4 million Michigan residents who had a pregnancy ending in live birth between 1988 and 2022.

1987 Sickle Cell Disease

Sickle cell disease (SCD) was added to the newborn screening panel. Since then, more than 2,200 people have been identified with SCD and connected to care, leveraging a longstanding collaboration with the Sickle Cell Disease Association of America - Michigan Chapter (SCDAA-MI).

1990s

Bureau of Epidemiology and Population Health

Top 10 Leading Causes of Death in the 1990s*

- ① Heart disease
- ② Cancer
- ③ Stroke
- ④ Emphysema and chronic bronchitis/COPD
- ⑤ Unintentional injuries
- ⑥ Pneumonia and flu
- ⑦ Diabetes mellitus
- ⑧ Suicide
- ⑨ Chronic liver disease and cirrhosis
- ⑩ Nephritis, nephrotic syndrome and nephrosis



1990 Ryan White Program

The Ryan White Program was founded, which funded centers of HIV care all around Michigan.

1996 Community Public Health Agency

MDPH became the Community Public Health Agency, and the Department of Mental Health became the Department of Community Health.



1996 PulseNet Program

The U.S. began the PulseNet Program to look at intestinal pathogen outbreaks and surveillance using molecular fingerprinting. Michigan hosted the Midwest Regional Lab where support through testing and expertise has been offered to other states across the region.

1997-8 Michigan Childhood Immunization Registry

Michigan launched the Michigan Childhood Immunization Registry (MCIR) that receives and tracks records from both public and private immunization providers throughout the state.



1999 Laboratory Response Network

The CDC established the Laboratory Response Network (LRN) as a way to respond to chemical and biological threats. During the 2011 anthrax attacks in the U.S., the Bureau of Labs (BOL) demonstrated the capabilities of being part of this system.



Interesting fact

The BOL serves as a Tier 1/Advanced Lab capable of performing the highest level of testing for both biological and chemical threat agents. This testing is provided to assist federal, state and local law enforcement agencies during testing needs of unknown substances, as well as to assist hospitals in identifying and confirming illnesses from high consequence or threat agents.

2000s

Bureau of Epidemiology and Population Health

Top 10 Leading Causes of Death in the 2000s*

- | | |
|---|---|
| ① Heart disease | ⑥ Diabetes mellitus |
| ② Cancer | ⑦ Alzheimer's disease |
| ③ Stroke | ⑧ Pneumonia and flu |
| ④ Emphysema and chronic bronchitis/COPD | ⑨ Nephritis, nephrotic syndrome and nephrosis |
| ⑤ Unintentional injuries | ⑩ Suicide |

2000 Surge-Capacity Lab

The Clinical Chemistry Section was designated by the CDC as one of 10 public health laboratories to be a surge-capacity laboratory for chemical threats.

2000 Bovine Tuberculosis

MDCH conducted intensive surveillance for bovine tuberculosis among people in Michigan and the risks for exposure to the disease in cattle, deer and other wildlife within the northeastern counties of Michigan.

Early 2000s Eat Safe Fish Program

The Eat Safe Fish Program expanded to include polybrominated diphenyl ethers (PDBEs).

Interesting fact

As of 2023, between 1,000 and 1,500 fish per year are analyzed for these chemicals and more.

2001 Terrorist Threats

MDCH staff were active participants in responding to the 2001 terrorist attacks, coordinating efforts and responses with local health departments, state police and federal agencies.

2002 Childhood Immunizations

In 1994, only 61% of Michigan's 2-year-olds had completed their childhood immunizations – the lowest in the nation. By 2002 that had risen to 81.6%. Michigan was sixth highest in the nation, due to a tremendous effort by health professionals, parent groups and politicians all across the state and tools such as the MCIR.

2002 Public Health Emergency Response

Michigan's Public Health Emergency Preparedness Program (PHEP), joined by the Hospital Preparedness Program (HPP), were established to take the existing pieces of the public health emergency response structure and merge them into a cohesive foundation.

2002 VRSA

BOL identified the first Vancomycin Resistant Staphylococcus aureus (VRSA) in the country.

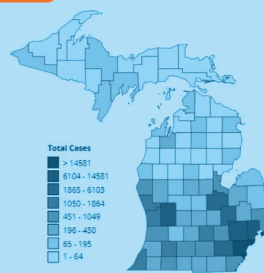


2003 Tuberculosis Genotyping

Michigan and California split a national contract for tuberculosis (TB) genotyping for the U.S. That contract lasted until 2017 when the BOL became the National Tuberculosis Molecular Surveillance Center where whole genome sequencing support is provided on all isolates of TB in the U.S.

2003 SARS Outbreak

MDCH coordinated with CDC's Border Health unit on surveillance for Severe Acute Respiratory Syndrome (SARS) due to the large outbreak across the border in Toronto during spring 2003 and the large number of health care workers that commuted between Ontario and southeast Michigan.



2004-5 Disease Surveillance Systems

Michigan introduced the Michigan Disease Surveillance System (MDSS) and the Michigan Syndromic Surveillance System (MSSS) to speed identification of reportable diseases and potential outbreaks.

2005 HIV Monitoring

All HIV labs became reportable to public health to monitor health of those with HIV over time.

2005 Bureau of HIV/STI

Very early instances of drug-resistant gonorrhea were published by Michigan's BOL and public health departments.

2010s

Bureau of Epidemiology and Population Health

Top 10 Leading Causes of Death in the 2010s*

- | | |
|---|---|
| ① Heart disease | ⑥ Alzheimer's disease |
| ② Cancer | ⑦ Diabetes mellitus |
| ③ Emphysema and chronic bronchitis/COPD | ⑧ Nephritis, nephrotic syndrome and nephrosis |
| ④ Stroke | ⑨ Pneumonia and flu |
| ⑤ Unintentional injuries | ⑩ Suicide |



2010s Eat Safe Fish Program

The Eat Safe Fish Program expanded to include per- and polyfluoroalkyl substances (PFAS).

2011 Newborn Screening

Newborn Screening began screening for severe combined immunodeficiency (SCID). These are a group of rare disorders caused by mutation in different genes that help to fight infections.

2012 PFOS Fish Advisory

The Michigan Department of Community Health issued one of the first PFOS fish consumption advisories in the nation.

2015 MDHHS

The Community Public Health Agency/Department of Community Health and the Department of Human Services became the Michigan Department of Health and Human Services.

2015 Influenza

The flu strain A included in the vaccine for multiple years was first isolated from a Michigan sample through a BOL partnership with the University of Michigan as part of the international Human Influenza project called HIVE.

2015 Healthy Families Upper Peninsula

Healthy Families Upper Peninsula, as part of Healthy Families America, began serving families with home visiting services to strengthen families and prevent child abuse and neglect. All six U.P. health departments partnered in this effort.

2017 Hepatitis A Outbreak

MDHHS worked with CDC and local health departments to respond to a national hepatitis A outbreak among homeless populations in Michigan.



2017 Newborn Screening

Newborn Screening began screening for a group of disorders called lysosomal storage disorders (LSD).

2017 Bureau of Epidemiology and Population Health

The Public Act 479 of 2016 was signed into law making maternal death reporting in Michigan a mandatory process for the purpose of capturing all maternal deaths that occur in the state. This law improved the quality of maternal death data and brought awareness to the importance of preventing death among women during or within one year of pregnancy.

2018 HIV Laws

Michigan modernized HIV laws including laws related to HIV testing, criminalization and reporting.

2018 Zika Testing

The BOL Virology section was designated as one of four National Zika Confirmatory Testing Reference Centers.



2018 Infectious Disease Training

Division of Infectious Disease introduced "Lab 101" courses for local health departments.

2018 PFAS Testing

Analytical Chemistry in the BOL developed an isotope dilution method for testing PFAS in water and serum.

2020s

Bureau of Epidemiology and Population Health

Top 10 Leading Causes of Death in the 2020s*

- | | |
|---|---|
| ① Heart disease | ⑥ Stroke |
| ② Cancer | ⑦ Alzheimer's disease |
| ③ COVID-19 | ⑧ Diabetes mellitus |
| ④ Unintentional injuries | ⑨ Nephritis, nephrotic syndrome and nephrosis |
| ⑤ Emphysema and chronic bronchitis/COPD | ⑩ Chronic liver disease and cirrhosis |

2020 COVID-19 Testing

BOL was the first laboratory in Michigan to test for COVID-19 and assist hospital and commercial labs with onboarding testing.



Interesting fact

The BOL performed more than 25,000 whole genome sequences and more than 100,000 samples during just one year of the pandemic. It shipped more than 18.5 million total viral transport media tubes and swabs from the warehouse to clinicians and sites across the state.

2020 Genetic Sequencing

The Division of Infectious Disease established a new Bioinformatic section for the computational analysis of genetic sequencing to assist state and local communities by providing rapid outbreak and surveillance data for emerging and evolving disease threats.

2020 HIV Ending the Epidemic

Wayne County including the City of Detroit was named as one of 48 U.S. counties that contributed to more than 50% of HIV diagnoses that occurred in 2016 and 2017, and received funding for the federal HIV Ending the Epidemic to reduce HIV cases by 90% by 2030.

2020 Michigan COVID-19 Recovery Surveillance Study

The University of Michigan MI CReSS study started to examine Michiganders' experiences with COVID-19.



2021 BOL Expansion

The BOL began its facility expansion.

2021 Hepatitis C

BOL became a National Hepatitis C Virus NAT Reference Center.

2021 Michigan Cancer and Research on the Environment Study

MI CARES study launched to examine cancer risk from environmental exposures.



2022 Sickle Cell Disease

Public Act 0166 Section 1990 appropriated \$2,500,000 to allocate to the SCDA-MI for a Sickle Cell Center of Excellence.

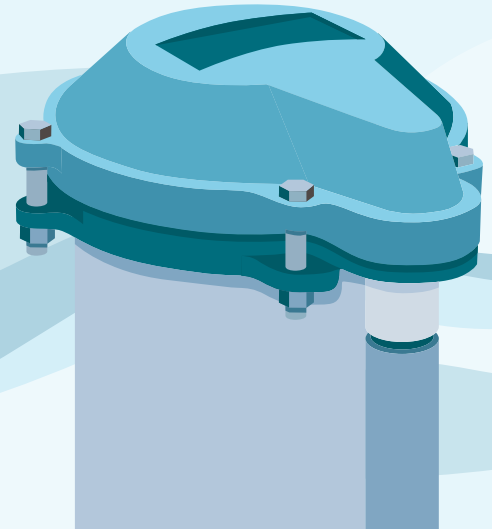
2020-3 COVID-19 Pandemic

MDHHS implemented the largest case investigation, contact tracing and vaccination programs in its 150-year history in response to the COVID-19 pandemic.



* Constraints of the Death Record data: It is important to note that over time, coding structures have changed as well as classification schemes, so the data from decade to decade cannot be compared exactly. However, this is our best representation of the data given the constraints of our historical recordings.

Well Assessed Project



Take a look at your private residential well today.

Complete a quick, 10-minute step-by-step well inspection and let us know what you see. Based on what you find, you will receive personalized resources to help protect your drinking water and health.

Your participation in the Well Assessed Project can:

1.



Help you become aware of the condition of your well.

2.



Connect you with resources for addressing concerns with your well.

3.



Help MDHHS improve the assessment by completing the feedback survey.



Interested? Visit bit.ly/WellAssessedProject or open your smart phone camera and hover over the QR code. Your phone will take you to more information and the step-by-step well inspection.

Prefer a printed copy? Call us at 844-934-1315 and we will send you one with a postage-paid return envelope.



We appreciate your participation. After completing the inspection and a two-minute survey, we would like to thank you for your time by sending you a **\$20 gift card**. This opportunity is available for a limited time.



If you have any questions, please contact the MDHHS Drinking Water Hotline at 844-934-1315.

2023 Proposed Health Officer Goals

1. Assure initiation of strategic planning process for DHD#10.
 - **Process started June, 2023 with additional session in July; expected finalization in September for Board review and approval**
2. Monitor and address workforce development issues within DHD#10 including a review of the 2022 retention plan initiatives.
 - **Initiated Compensation Study of DHD#10**
 - **Proposed staff appreciation day on July 3rd**
 - **Secured 2 additional Personal Days for staff (Jan. 24.)**
 - **Enhanced maternity/paternity leave (Oct., 23)**
 - **Added an additional environmental health supervisor**
 - **Supported completion of staff Wellbeing survey**
 - **Collaborated with CMDHD and MMDHD on Leadership Trainings utilizing CSJ funds focused on succession planning and planning for retirement**
 - **Secured a leadership development initiative through external consultants and utilized Public Health Workforce Development Funding for a 9-month initiative. Aimed at both mid-level and top administrative-level teams; planning launched in May 2023 with training launching early September 2023**
 - **Launched Employee Wellbeing initiative including workplace culture assessment**
3. Create communication mechanisms and avenues with Legislature on importance of Public Health funding, challenges and accomplishments.
 - **Launched monthly Public Health Update communications to Legislators**
 - **Emails to all DHD#10 Legislators following BOH meetings with highlights**
 - **Participated in MALPH Day at the Capital**
 - **Participated in individual Legislator meetings throughout the year**
 - **Planning for Northern Michigan Public Health Alliance Legislative event in Lansing on 9/26**
4. Identify strategies focused on regaining community/stakeholder trust in Local Public Health.
 - **Hosted three Regional Health Summits across the jurisdiction (Environmental Health focus)**

- **Presented Communicable Disease Profiles (county level/district level) with annual Public Health updates at County Commissioner meetings – this is a new initiative for the department**
 - **Initiated outreach team/plan for better utilization of mobile unit**
 - **Advocated for conducting community events-Rabies & Ticks at libraries**
5. Assure that DHD#10 is prepared to address emerging Public Health emergencies and threats.
- **Review DHD#10 Covid-19 After Action Report**
 - **Planning initiated for DHD#10 Incident Command Training event**
 - **Relaunched annual DHD#10 All Staff training day (9/8/23)**
 - **Conduct monthly EPT Team calls**
 - **Initiated pilot project with Addiction Treatment Services - MAT**

Community HARM REDUCTION SUMMIT

**Wednesday,
August 30, 2023**

**at Trinity Fellowship Church
15085 220th Ave, Big Rapids MI
9:00am-4:00pm**

Registration starts at 8:30am

**Come join the discussion as we
address harm reduction and
stigma in our community. Keynote
and breakout sessions available.
Breakouts include: Language and
Stigma, Local Trends/Naloxone
Education, and Human Trafficking**

For more information:

Call 231-527-1499 or email stullar@1016.org

Register at:

<https://MOSACsummit.eventbrite.com>



**Free Training
Free CEUs!
Lunch Provided**

*This summit is possible
due to community
partnerships with
Corewell Health, CMHCM,
DHHS, Ten16 Recovery
Network, and DHD#10*

**Welcoming Keynote Speakers
Nancy King from COPE Network
and Pro-Boxer Taylor Duerr**