



BOARD OF HEALTH

Monthly Meeting: March 22, 2024, 10:00 a.m.

521 Cobb St, 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..... February 23, 2024**
- V. Public Comment**
- VI. Committee Reports**
 - A. Executive Committee.....Richard Schmidt
 - B. Finance Committee.....Bryan Kolk
 - 1. *Audit Presentation.....Action Item*
 - 2. *Finance Report*
 - 3. *Approve Accounts Payable and PayrollAction Item*
 - C. Personnel Committee.....Bob Baldwin
 - D. Legislative Committee.....Nick Krieger
- VII. Administration Reports**
 - A. Medical Director.....Dr. Jennifer Morse, MD
 - B. Deputy Health Officer.....Sarah Oleniczak
 - C. Health Officer.....Kevin Hughes
- VIII. Other Business**
- IX. Next Board Of Health Meeting: April 26,2024, 9:30 a.m.**
- X. Adjournment**

Public Comment Rules

1. At each Board of Health regular meeting that is open to the public, there shall be a public comment period. It shall be held at the beginning of the meeting following approval of the meeting agenda and previous meeting minutes.
2. Any individual desiring to make a public comment shall be requested to first state their name and address for the record.
3. An individual is limited to a three (3) minute time period for public comment. The individual is not limited to one topic.
4. An individual will not be allowed to speak more than once during the public comment period.
5. An individual may not transfer, reserve, delegate or yield any public comment time to other individuals.
6. All public comments shall be directed to and through the Chairperson of the Board of Health. Individuals shall not directly address any other member of the public, other Board of Health members or staff.



BOARD OF HEALTH

Monthly Meeting: February 23, 2024, 10:00 a.m.

521 Cobb St, Cadillac, MI

A G E N D A

- I. Call to Order:** Ray Steinke, Vice Chair, called the meeting to order at 10:00 a.m.
- II. Roll Call**
- Members Present – In Person:** *Phil Lewis, Robert Baldwin, James Sweet, Dawn Fuller, Kristine Raymond, Ron Bacon, Nick Krieger, Tom O’Neil, Ray Steinke, Roger Ouwinga, Star Hughston, Bryan Kolk, Jim Maike, Paul Erickson, Julie Theobald, Gary Taylor*
- Staff Present - In Person:** *Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Britney Wright, Christy Rivette, Max Bjorkman, Anne Bianchi, Katy Bies*
- Staff Excused:** *Sarah Oleniczak, Sheila Parker*
- Members Excused:** *Jeff Dontz, Robert Walker, Richard Schmidt*
- Guests:** *None*
- III. Review and Approval of the Agenda:** Motion by Bob Baldwin, second by Ron Bacon to approve the meeting agenda with review of the amended budget.
- Motion Carried*
- IV. Review and Approval of Board of Health Meeting Minutes:** Motion by Nick Krieger, second by Bryan Kolk to approve the minutes of the January 26, 2024, meeting.
- Motion Carried*
- V. Public Comment:** N/A
- VI. Committee Reports**
- A. Executive Committee** – Richard Schmidt, Committee Chair, not present. Kevin Hughes stated the committee did not meet and did not foresee needing to have a meeting soon.
- B. Finance Committee** - Bryan Kolk, Committee Chair, stated committee did not meet. Finance Report - Christine Lopez stated the County appropriation invoices were mailed out yesterday. The financial report presented is through January 31, 2024. Cash balance is \$12.1 million, total assets and liabilities of \$15.7 million, with an increase in fund balance of \$477,680.50. YTD total revenue \$9.2 million, and YTD expenses of \$8.7 million. Accounts Payable & Payroll totaled \$1,867,634.75.

Approve Accounts Payable and Payroll: Motion by Ron Bacon, seconded by Bob Baldwin to approve accounts payable and payroll in the amount of \$1,867,634.75.

Roll Call

<i>Phil Lewis</i>	<i>Yes</i>	<i>Robert Baldwin</i>	<i>Yes</i>
<i>James Sweet</i>	<i>Yes</i>	<i>Dawn Fuller</i>	<i>Yes</i>
<i>Kristine Raymon</i>	<i>Yes</i>	<i>Ron Bacon</i>	<i>Yes</i>
<i>Nick Krieger</i>	<i>Yes</i>	<i>Tom O'Neil</i>	<i>Yes</i>
<i>Ray Steinke</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>Jim Maike</i>	<i>Yes</i>	<i>Paul Erickson</i>	<i>Yes</i>
<i>Julie Theobald</i>	<i>Yes</i>	<i>Gary Taylor</i>	<i>Yes</i>

Motion carried.

Amended budget handout discussed by Christine Lopez. Changes are in the far-right column of the handout, and it's broken down by division. Billing revenue adjustments that include covid vaccine revenue. The budgeted revenue is \$31,989,179 million and the budgeted expense is \$31,835,085. Projected budget increase of \$154,094 to fund balance. The expense budget reflects the \$700,000 additional MERS payment made in December 2023. Revenue adjustments affecting the increase in the budget include covid vaccine billing and ordering of the vaccine, additional grants, Medicaid cost report and the increase in essential local public health services dollars.

Motion to approve the amended budget: Motion by Ron Bacon and seconded by Phil Lewis to approve the amended budget.

Roll Call

<i>Phil Lewis</i>	<i>Yes</i>	<i>Robert Baldwin</i>	<i>Yes</i>
<i>James Sweet</i>	<i>Yes</i>	<i>Dawn Fuller</i>	<i>Yes</i>
<i>Kristine Raymon</i>	<i>Yes</i>	<i>Ron Bacon</i>	<i>Yes</i>
<i>Nick Krieger</i>	<i>Yes</i>	<i>Tom O'Neil</i>	<i>Yes</i>
<i>Ray Steinke</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>Jim Maike</i>	<i>Yes</i>	<i>Paul Erickson</i>	<i>Yes</i>
<i>Julie Theobald</i>	<i>Yes</i>	<i>Gary Taylor</i>	<i>Yes</i>

Motion carried.

- A. **Personnel Committee** - Bob Baldwin, Committee Chair, stated committee did not meet. Kevin Hughes stated that he will be scheduling a meeting March 15 or 18th to discuss the items that were shared previously with the personnel committee relating to child care stipend and closing the agency the week between Christmas and New Year as well as a few other things. Last August the agency made the investment to start a Leadership Training to provide ongoing training to administration (directors, HO, DHO, managers, supervisors). The training is scheduled to end in March but requested a proposal to do

two additional months of training. We will be exploring more training to occur in the fall of 2024. Individual coaching was also offered. It's been very positive and the best investment we have made in staff development.

- B. **Legislative Committee** - Nick Krieger, Committee Chair, stated they have not met, but stated the first batch of public acts were signed Wednesday, but none directly affected our agency.

Kevin Hughes discussed the MALPH Legislative Priority handout included in the Board Packet. The Statewide Septic Code is still out there and no change so far but Kevin states he has a call with the prosecutor coming up next week to discuss concerns. Budget priorities on pg. 21 discuss hearing and vision program and kindergarten oral health assessment program. Increase in Essential Local Public Health is again included. Watching Senate Bill 480 which will allow for splitting pieces of property that could result in more appeals where denials of septic or wells could arise. Day at the capitol reminder. Nick Krieger mentioned Materials Management part 115 of the National Resources and Amendment Act and wondered if our agency has heard if it and will it affect us. Kevin stated that he and Max Bjorkman would investigate it.

VII. Division Reports

- A. Community Health Division Report - Christy Rivette, Community Health Director, discussed and highlighted sections of her report included in the Board Packet.
- B. Environmental Health Division Report - Max Bjorkman, Environmental Health Director, discussed and highlighted his report included in the Board Packet. on Pg 27. Max shared his insight on the Statewide Sanitary Codes Bills as well as on Senate Bill 480.
- C. Family Health Clinical Division Report - Sheila Parker, Family Health Director was out absent, Kevin Hughes provided an overview of her report included in the Board Packet.
- D. Family Health Division Home Visiting - Britney Wright, Family Health Director, discussed and highlighted her report included in the Board Packet.
- E. Family Health Division WIC Report - Anne Bianchi, WIC Director, discussed and highlighted her report included in the Board Packet.
- F. School Health - Katy Bies, School Health Director, discussed and highlighted her report included in the Board Packet.

VIII. Administration Reports

- A. Medical Director - Dr. Jennifer Morse, MD, discussed her report on oral health in kids with an emphasis on cavities including prevention strategies. Reviewed Kindergarten Oral Health Assessment Program (KOHA) and MI Free Fluoride Varnish Program for Medical Providers and Health Departments.

Recommendations:

- Support state funding for further development of Michigan’s Kindergarten Oral Health Assessment Program.
- Support cavity prevention efforts, such as decreasing sugar intake, use of fluoride, and access to dental health.

Motion to approve the recommendations of the medical director by Bryan Kolk, seconded by Nick Krieger.

Motion Carried.

- B. Deputy Health Officer - Sarah Oleniczak not present, Kevin Hughes discussed and highlighted her report included in the Board Packet.
- C. Health Officer - Kevin Hughes discussed his report included in the Board Packet. Top 3 items are standing items.
 - EPI Team - no update currently
 - PFAS update - Wexford Missaukee CTC site, DHD#10, MDHHS and EGLE met yesterday regarding status of this site. Haring Township has been awarded funding and will be developing a new well field and extending waterlines around that area to allow CTC to connect to the water system. The Township received a \$3 million grant.
 - Enforcement actions - Tattoo and body art facilities are operating without licenses so working on those.
 - MICHEM project – Will be expanding to Manistee and Mecosta in April.
 - Stake Holder meeting – DHD#10 will be piloting a stakeholder meeting on March 21 in Mecosta for the purpose of reviewing authority provided through the Public Health code and highlighting limitations and where assistance is needed.
 - Other items
 - Flu Map shared. March 7th is the Harm reduction conference in Wexford at Baker College.
 - The previous closed session to address issues around FOIA a few months ago was resolved with a deposit to Health Department to get emails they were requesting, but the individual has requested to stop the process.
 - An update on an employee EOC complaint and that a response was submitted. We are waiting to see how that falls out.

IX. Public Comment

None

X. Other Business

None

XI. Next Board of Health Meeting: March 22, 2024, 10:00 a.m.

XII. Adjournment

Ray Steinke adjourned the meeting at 11:28 am.

DRAFT

District Health Department #10
Balance Sheet
February 29, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

Assets

Current Assets	
Cash	12,242,686.57
Due From State	1,859,350.96
Due From Others	<u>664,855.69</u>
Total Current Assets	14,766,893.22
Other Assets	
Inventory	276,050.00
Prepaid Expense	<u>826,096.02</u>
Total Other Assets	<u>1,102,146.02</u>
Total Assets	<u><u>15,869,039.24</u></u>

Liabilities

Current Liabilities	
Accounts Payable	474,413.74
Payroll Taxes/Deductions Due	34,605.12
Accrued Wages	<u>709,387.08</u>
Total Current Liabilities	1,218,405.94
Other Liabilities	
Deferred Revenue	<u>5,458,145.26</u>
Total Other Liabilities	<u>5,458,145.26</u>
Total Liabilities	<u><u>6,676,551.20</u></u>

Fund Balance	
Fund Balance	8,890,970.34
Increase(Decrease) in Fund Balance	<u>301,517.70</u>
Total Fund Balance	<u><u>9,192,488.04</u></u>
Liabilities and Fund Balance	<u><u>15,869,039.24</u></u>

District Health Department #10
Statement of Revenues and Expenditures
As of February 29, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
Revenues					
State & Federal Funding					
Administration					
Agency	0.00	0.00	716,670.00	716,670.00	(100.00) %
CHIR SDoH Community Info Exchange	3,891.00	7,139.00	19,431.00	12,292.00	(63.25) %
CJS Alliance	0.00	1,949.00	23,466.00	21,517.00	(91.69) %
Cross Jurisdictional Sharing Admin	0.00	3,850.00	44,530.00	40,680.00	(91.35) %
Emergency Preparedness	17,197.00	80,879.00	176,876.00	95,997.00	(54.27) %
Medicaid Outreach	17,623.00	92,600.00	292,007.00	199,407.00	(68.28) %
North Central Network Collaboration	0.00	0.00	34,044.00	34,044.00	(100.00) %
Public Health Workforce	25,432.00	78,101.00	110,000.00	31,899.00	(28.99) %
SDoH Accelerator Grant	0.00	41,056.00	41,056.00	0.00	0.00 %
Stigma Campaign - Newaygo County	0.00	0.00	6,698.00	6,698.00	(100.00) %
Strengthening Public Health Workforce	12,916.00	30,243.00	176,000.00	145,757.00	(82.81) %
Substance Use Stigma Assessment SSAR	0.00	83,371.55	108,945.00	25,573.45	(23.47) %
Total Administration	77,059.00	419,188.55	1,749,723.00	1,330,534.45	(76.04) %
Clinical					
COVID Immunizations	35,701.00	267,759.00	281,371.00	13,612.00	(4.83) %
Communicable Disease	36,524.00	147,655.00	281,331.00	133,676.00	(47.51) %
ELC Contact Tracing and Wraparound	54,726.00	252,442.00	704,286.00	451,844.00	(64.15) %
Family Planning	48,361.00	207,846.00	414,508.00	206,662.00	(49.85) %
Imms Vaccine Quality Assurance VQA	8,684.00	47,548.00	54,660.00	7,112.00	(13.01) %
Immunization Site Visits VFC/INE	0.00	2,050.00	15,000.00	12,950.00	(86.33) %
Immunizations	0.00	205,140.00	528,807.00	323,667.00	(61.20) %
Immunizations Action Plan - IAP	7,981.00	48,889.00	113,694.00	64,805.00	(56.99) %
STI Clinics	14,034.00	50,234.00	125,000.00	74,766.00	(59.81) %
Total Clinical	206,011.00	1,229,563.00	2,518,657.00	1,289,094.00	(51.18) %
Community Health					
Breast Cervical Cancer Control Program	6,514.00	33,520.00	78,402.00	44,882.00	(57.24) %
CCL Community Connections	0.00	0.00	333,306.00	333,306.00	(100.00) %
Dental Sealants	0.00	21,875.00	29,000.00	7,125.00	(24.56) %
HIV Prevention	810.00	6,367.00	45,000.00	38,633.00	(85.85) %
Harm Reduction Support	9,313.00	40,661.00	160,000.00	119,339.00	(74.58) %
Headway Coalition	0.00	0.00	125,000.00	125,000.00	(100.00) %
Kindergarten Oral Health Assessment	9,209.00	28,835.00	98,308.00	69,473.00	(70.66) %
Live Well Reach Grant	21,445.00	64,959.00	719,008.00	654,049.00	(90.96) %
Tobacco Grant	1,858.00	9,484.00	40,000.00	30,516.00	(76.29) %
Wisewoman Coordination	3,900.00	8,706.00	26,875.00	18,169.00	(67.60) %
Total Community Health	53,049.00	214,407.00	1,654,899.00	1,440,492.00	(87.04) %
Environmental Health					
Beach Monitoring	0.00	0.00	20,000.00	20,000.00	(100.00) %
Beach Monitoring - Inland Lakes	0.00	0.00	10,788.00	10,788.00	(100.00) %
Campgrounds	0.00	4,598.00	23,600.00	19,002.00	(80.51) %
Drinking Water	48,255.00	214,049.00	935,342.00	721,293.00	(77.11) %
Food Service	76,957.00	464,237.00	464,237.00	0.00	0.00 %
Long Term Groundwater Monitoring	0.00	96.00	7,700.00	7,604.00	(98.75) %
Non Community Water	60,990.00	268,297.00	798,197.00	529,900.00	(66.38) %
On-Site Sewage - Land Application	50.00	50.00	12,200.00	12,150.00	(99.59) %
On-Site Sewage - Septic Systems	69,805.00	371,475.00	873,959.00	502,484.00	(57.49) %

District Health Department #10
Statement of Revenues and Expenditures
As of February 29, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
PFAS Eagle Ottawa Farm	0.00	146.00	1,476.00	1,330.00	(90.10) %
PFAS Grayling Water Recovery	18,612.00	46,886.00	118,925.00	72,039.00	(60.57) %
PFAS Kalkaska	272.00	1,963.00	3,451.00	1,488.00	(43.11) %
PFAS Ludington WWTP	0.00	106.00	1,476.00	1,370.00	(92.81) %
PFAS Rothbury	22.00	575.00	37,661.00	37,086.00	(98.47) %
PFAS Wexford Missaukee CTC	660.00	1,128.00	40,619.00	39,491.00	(97.22) %
Pools & Spas	0.00	1,516.00	18,110.00	16,594.00	(91.62) %
Total Environmental Health	275,623.00	1,375,122.00	3,367,741.00	1,992,619.00	(59.16) %
Home Visiting					
CSHCS Care Coordination Case Managemer	0.00	21,784.10	125,000.00	103,215.90	(82.57) %
CSHCS Vaccine Initiative	0.00	168.00	11,447.00	11,279.00	(98.53) %
Children's Special Health Care Services	28,456.00	143,817.00	340,956.00	197,139.00	(57.81) %
HFA FFPSA	11,768.00	48,066.00	130,000.00	81,934.00	(63.02) %
Healthy Families America Grand Traverse	19,856.00	95,449.00	200,142.00	104,693.00	(52.30) %
Hearing	6,495.00	52,538.00	76,808.00	24,270.00	(31.59) %
Lead Home Visiting	0.00	886.96	3,000.00	2,113.04	(70.43) %
MCH Women	12,445.00	56,907.00	183,560.00	126,653.00	(68.99) %
MI Home Visiting IRE (HFA)	51,690.00	267,204.00	569,651.00	302,447.00	(53.09) %
Regional Perinatal Care System	114,986.00	123,914.00	1,280,021.00	1,156,107.00	(90.31) %
Vision	9,840.00	62,430.00	76,808.00	14,378.00	(18.71) %
Total Home Visiting	255,536.00	873,164.06	2,997,393.00	2,124,228.94	(70.86) %
School Health					
Brethren High School Mental Health Grant	11,546.00	46,579.00	140,000.00	93,421.00	(66.72) %
Chippewa Hills Clinical AHC	25,647.00	125,995.00	275,000.00	149,005.00	(54.18) %
Hart High School Mental Health Grant	11,354.00	58,462.00	140,000.00	81,538.00	(58.24) %
Lake City Clinical AHC	17,777.00	99,081.00	180,000.00	80,919.00	(44.95) %
Ludington Schools Mental Health Grant	10,577.00	49,240.00	140,000.00	90,760.00	(64.82) %
MI Safer Schools HRA	85,794.00	393,231.00	1,162,000.00	768,769.00	(66.15) %
Mason County Eastern AHC	16,403.00	68,242.00	180,000.00	111,758.00	(62.08) %
Pentwater Schools Mental Health Grant	7,981.00	41,792.00	140,000.00	98,208.00	(70.14) %
School Wellness - McBain	22,975.00	110,353.00	200,000.00	89,647.00	(44.82) %
Total School Health	210,054.00	992,975.00	2,557,000.00	1,564,025.00	(61.16) %
WIC					
Lead Testing	0.00	10,000.00	10,000.00	0.00	0.00 %
Prosperity Grant/CLPP	4,298.00	24,382.00	40,000.00	15,618.00	(39.04) %
WIC Migrant	11,666.00	32,688.00	98,000.00	65,312.00	(66.64) %
WIC Peer Counselor	35,238.00	167,224.00	297,969.00	130,745.00	(43.87) %
WIC Resident	161,563.00	798,261.00	1,570,745.00	772,484.00	(49.17) %
Total WIC	212,765.00	1,032,555.00	2,016,714.00	984,159.00	(48.80) %
Total State & Federal Funding	1,290,097.00	6,136,974.61	16,862,127.00	10,725,152.39	(63.60) %
Other Funding					
Administration					
Agency	0.00	0.00	68,127.00	68,127.00	(100.00) %
CHA Needs Assessment	0.00	0.00	40,000.00	40,000.00	(100.00) %
CHIR SDoH Community Info Exchange	0.00	0.00	115,000.00	115,000.00	(100.00) %
Employee Wellness Program	5,000.00	5,000.00	5,000.00	0.00	0.00 %
Finance	0.00	0.00	113,000.00	113,000.00	(100.00) %
MCDC	13,410.00	67,050.00	160,920.00	93,870.00	(58.33) %

District Health Department #10
Statement of Revenues and Expenditures
As of February 29, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
Media and Marketing	0.00	4,100.00	4,000.00	(100.00)	2.50 %
Michigan Center for Rural Health	0.00	0.00	3,009.00	3,009.00	(100.00) %
North Central Network Collaboration	0.00	2,530.87	2,531.00	0.13	0.00 %
Rotary Charities LC	3,456.00	12,115.00	75,000.00	62,885.00	(83.84) %
Stigma Campaign - Newaygo County	891.00	891.00	15,000.00	14,109.00	(94.06) %
Total Administration	22,757.00	91,686.87	601,587.00	509,900.13	(84.76) %
Clinical					
CD Billing Counties	0.00	509.00	3,000.00	2,491.00	(83.03) %
Communicable Disease	0.00	315.00	0.00	(315.00)	100.00 %
Immunizations	0.00	0.00	200,000.00	200,000.00	(100.00) %
Total Clinical	0.00	824.00	203,000.00	202,176.00	(99.59) %
Community Health					
ARPA Missaukee - NMRE	0.00	151.00	2,294.00	2,143.00	(93.41) %
ARPA Wexford - NMRE	573.00	806.00	5,089.00	4,283.00	(84.16) %
CCL Community Connections	0.00	0.00	31,381.00	31,381.00	(100.00) %
CDC National Diabetes Prevention Program	4,539.00	20,945.00	56,000.00	35,055.00	(62.59) %
COVID Health Disparities - Rural Health	15,241.00	77,391.00	111,711.00	34,320.00	(30.72) %
COVID Prevention Missaukee	4,613.00	5,689.00	8,342.00	2,653.00	(31.80) %
COVID Prevention Wexford	12,111.00	15,985.00	17,389.00	1,404.00	(8.07) %
Coalition Capacity Building Lake	7,468.00	28,731.00	30,047.00	1,316.00	(4.37) %
Coalition Capacity Building Manistee	9,425.00	17,150.00	31,866.00	14,716.00	(46.18) %
Coalition Capacity Building Mason	4,928.00	25,868.00	28,100.00	2,232.00	(7.94) %
Community Health	0.00	2,096.00	11,500.00	9,404.00	(81.77) %
Deterra Disposal & Medication Lock Box	0.00	8,682.00	9,000.00	318.00	(3.53) %
Gambling Disorder Prevention Project	1,997.00	6,228.00	32,000.00	25,772.00	(80.53) %
Good Housing Good Health Grant	0.00	0.00	140,699.00	140,699.00	(100.00) %
Headway Coalition	31,914.00	31,914.00	0.00	(31,914.00)	100.00 %
Interconnected MH System-Mason	3,058.00	48,094.00	156,722.00	108,628.00	(69.31) %
Kalkaska Memorial Health Center CHW	25,000.00	46,598.60	102,459.00	55,860.40	(54.51) %
LRE ARPA Prevention	0.00	460.00	14,766.00	14,306.00	(96.88) %
Mesick School based CHW Grant	0.00	9,360.00	53,000.00	43,640.00	(82.33) %
Oceana LEADS DFC	10,926.00	50,824.00	116,702.00	65,878.00	(56.44) %
Prevention Grant Missaukee	1,041.00	6,998.00	15,051.00	8,053.00	(53.50) %
Prevention Grant Wexford	2,057.00	16,390.00	36,136.00	19,746.00	(54.64) %
Prevention Lake	2,686.00	8,514.00	16,875.00	8,361.00	(49.54) %
Prevention Mason	1,828.00	18,645.00	58,057.00	39,412.00	(67.88) %
Prevention Newaygo	5,369.00	8,173.00	96,305.00	88,132.00	(91.51) %
Prevention Oceana	3,113.00	14,000.00	55,918.00	41,918.00	(74.96) %
ROCA Mentee Grant	0.00	82,229.07	112,230.00	30,000.93	(26.73) %
Snap Ed	3,729.32	21,188.05	105,000.00	83,811.95	(79.82) %
State Opioid Response (SOR)	2,055.00	15,770.00	37,200.00	21,430.00	(57.60) %
Sub Use COVID Supplemental	1,968.00	7,852.00	25,000.00	17,148.00	(68.59) %
Tobacco Checks LSRE	0.00	1,773.00	2,500.00	727.00	(29.08) %
Total Community Health	155,639.32	598,504.72	1,519,339.00	920,834.28	(60.60) %
Home Visiting					
Agnes Taylor Fund	0.00	317.95	5,483.00	5,165.05	(94.20) %
CSHCS Thornton Fund Kalkaska	0.00	0.00	1,223.00	1,223.00	(100.00) %
Early On Oceana	0.00	0.00	1,355.00	1,355.00	(100.00) %
Healthy Families Manistee/Missaukee	18,308.00	88,596.00	228,183.00	139,587.00	(61.17) %

District Health Department #10
Statement of Revenues and Expenditures
As of February 29, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
Total Home Visiting	18,308.00	88,913.95	236,244.00	147,330.05	(62.36) %
School Health					
Brethren High School Mental Health Grant	1,666.67	8,333.34	20,000.00	11,666.66	(58.33) %
Cadillac Adolescent Health Center	28,562.00	136,562.00	313,000.00	176,438.00	(56.36) %
Chippewa Hills Clinical AHC	2,750.00	13,750.00	33,000.00	19,250.00	(58.33) %
Grayling School Mental Health	2,174.23	7,172.31	15,000.00	7,827.69	(52.18) %
Hart High School Mental Health Grant	1,666.67	8,333.34	20,000.00	11,666.66	(58.33) %
Lake City Clinical AHC	1,666.67	8,833.34	20,500.00	11,666.66	(56.91) %
Ludington Schools Mental Health Grant	1,666.67	8,333.34	20,000.00	11,666.66	(58.33) %
Mason County Eastern AHC	1,666.67	13,333.34	25,000.00	11,666.66	(46.66) %
Pentwater Schools Mental Health Grant	1,666.67	8,333.34	20,000.00	11,666.66	(58.33) %
School Wellness - McBain	2,500.00	12,500.00	30,000.00	17,500.00	(58.33) %
School Wellness Center - Manton/Mesick	20,811.00	102,109.00	230,000.00	127,891.00	(55.60) %
Shelby Adolescent Health Center	26,696.00	135,294.00	308,000.00	172,706.00	(56.07) %
Viking Wellness Center - Grayling AHC	3,488.67	100,059.34	205,000.00	104,940.66	(51.19) %
Total School Health	96,981.92	562,946.69	1,259,500.00	696,553.31	(55.30) %
WIC					
AHEAD WIC Workforce Sub-Grant	0.00	7,379.40	7,379.00	(0.40)	0.00 %
Total WIC	0.00	7,379.40	7,379.00	(0.40)	0.00 %
Total Other Funding	293,686.24	1,350,255.63	3,827,049.00	2,476,793.37	(64.71) %
Billing Revenue					
Clinical	124,987.28	1,255,571.04	2,645,500.00	1,389,928.96	(52.53) %
Community Health	26,137.00	134,637.61	384,000.00	249,362.39	(64.93) %
Home Visiting	52,092.32	220,112.15	540,000.00	319,887.85	(59.23) %
School Health	51,562.23	238,985.01	500,381.00	261,395.99	(52.23) %
WIC	3,145.38	13,677.09	19,000.00	5,322.91	(28.01) %
Total Billing Revenue	257,924.21	1,862,982.90	4,088,881.00	2,225,898.10	(54.43) %
Medicaid Cost Settlement	0.00	250,000.00	2,262,500.00	2,012,500.00	(88.95) %
Environmental Health Revenue	106,305.00	417,865.70	1,786,250.00	1,368,384.30	(76.60) %
Appropriations	247,873.30	1,239,366.50	2,974,479.00	1,735,112.50	(58.33) %
Other Revenue	5,151.23	163,580.14	187,893.00	24,312.86	(12.93) %
Total Revenues	2,201,036.98	11,421,025.48	31,989,179.00	20,568,153.52	(64.29) %

District Health Department #10
Statement of Revenues and Expenditures
As of February 29, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	Current Month	YTD Actual	Budget	Total Budget Variance	Percent Budget Remaining
Expenditures					
Wages	1,005,594.37	5,175,235.61	14,152,392.00	8,977,156.39	(63.43) %
Fringes	579,267.60	2,530,371.40	6,406,138.00	3,875,766.60	(60.50) %
Travel	50,636.09	235,797.39	816,980.00	581,182.61	(71.13) %
Supplies	132,664.92	1,274,161.51	4,116,783.00	2,842,621.49	(69.04) %
Contractual	255,980.34	512,382.15	2,178,047.00	1,665,664.85	(76.47) %
Communications	74,730.86	185,033.78	561,661.00	376,627.22	(67.05) %
Printing/Publishing	19,326.49	46,264.73	301,547.00	255,282.27	(84.65) %
Education/Training	18,046.52	62,880.72	175,537.00	112,656.28	(64.17) %
Liability Insurance	9,459.08	51,030.44	150,256.00	99,225.56	(66.03) %
Maintenance	52,027.16	264,999.42	589,597.00	324,597.58	(55.05) %
Space	137,518.65	671,759.85	1,600,227.00	928,467.15	(58.02) %
Equipment	32,253.72	42,540.78	625,000.00	582,459.22	(93.19) %
Other Expenses	13,410.00	67,050.00	160,920.00	93,870.00	(58.33) %
Total Expenditures	<u>2,380,915.80</u>	<u>11,119,507.78</u>	<u>31,835,085.00</u>	<u>20,715,577.22</u>	<u>(65.07) %</u>
Increase(Decrease) in Fund Balance	<u>(179,878.82)</u>	<u>301,517.70</u>	<u>154,094.00</u>	<u>(147,423.70)</u>	<u>95.67 %</u>

District Health Department #10
Cash Flow Analysis
March 14, 2024

Prepared by:
Christine Lopez, MBA
Administrative Services Director

	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
Beginning Cash Balance	12,931,354	12,897,321	12,847,537	12,389,471	11,931,405
Receipts:					
State Funding	750,000	1,125,000	1,125,000	1,125,000	1,125,000
Billing Revenue	100,000	180,000	180,000	180,000	180,000
EH Fees	35,000	75,000	75,000	75,000	75,000
Appropriations	-	408,282	-	-	408,282
Other	<u>150,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Total	1,035,000	2,088,282	1,680,000	1,680,000	2,088,282
Expenses:					
Wages	523,670	1,047,340	1,047,340	1,047,340	1,047,340
Benefits	256,474	512,947	512,947	512,947	512,947
Other	<u>288,890</u>	<u>577,779</u>	<u>577,779</u>	<u>577,779</u>	<u>577,779</u>
Total	1,069,033	2,138,066	2,138,066	2,138,066	2,138,066
 Total Cash & Investments	 <u>12,897,321</u>	 <u>12,847,537</u>	 <u>12,389,471</u>	 <u>11,931,405</u>	 <u>11,881,621</u>

APPR Report - February/March

Accounts Payable

	Amount	Date
Voucher # 96	\$ 674,591.70	2/23/2024
Voucher * 98	\$ 517,786.41	3/8/2024
Total Accounts Payable	\$1,192,378.11	

Payroll

Voucher # 95/96	\$457,998.12	2/23/2024
Voucher # 97	\$ 479,478.96	3/6/2024
Total Payroll	\$937,477.08	

Total Expenditures \$2,129,855.19

**Board of Health
Deputy Health Officer**

March 2024

1. Performance Management System

Attached please find a copy of the summary document of the performance management system for fiscal year 2023. I will review both the attached report and DHD#10's performance management system summary of the operational performance measures at the March Board of Health meeting. This last fiscal year was the first year we have been able to fully engage in our PM system. Last year's data has been entered into the system to showcase the capacity of the program. The FY2024 performance measures are being finalized and entered into the system and if possible, will share an update at the March meeting as well.

2. DHD#10 Strategic Plan – Update

I will provide a review and copy of the DHD#10 2023-2026 Strategic Plan update at the March Board of Health meeting. Our strategic plan was finalized last fall and the focused implementation plan and first year's workplan quarterly update is ready to review.

3. Emergency Preparedness Exercise

DHD#10 will be holding two Emergency Preparedness exercises this spring. Planning is underway for testing our Public Health Incident Command System (PHICS) in April with a functional exercise. A small group of DHD#10 staff have been working on developing the exercise targeting the agency's 25-member incident command staff. In addition, planning is also underway for an agency-wide exercise in May. This all-staff event will focus on a "table-top" exercise for each of the 10 counties – basically 10 mini-table tops all happening at once. The design for this event was intentional as in an outbreak situation, events will not be confined to a single county and the goal was to test our systems in a real-life scenario. These efforts are working to get our agency back on track with EP planning and workforce development capacity building.

Respectfully Submitted,

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

FY2023 Summary Report

DHD#10 Performance Management



Vision: *Healthy People, Healthy Communities*

Mission: *To promote and enhance the health of our communities and environment through protection, prevention, and intervention*

Group: - Admin | - Administrative Services

Service 1: Finance monitoring and compliance

Goal 1.1: Improve financial tracking and timeline compliance.

Objective 1.1.1: Increase the percent of expense reports submitted on-time to 100%
Objective % Done: **98 %**

Goal 1.2: Improve efficiency and timeline compliance for onboarding and offboarding protocols.

Objective 1.2.1: Improve efficiency and timeline compliance for onboarding protocols.

Objective % Done: **Missing Data**

Objective 1.2.2: Improve efficiency and timeline compliance for offboarding protocols.

Objective % Done: **95 %**

Group: - CH | - Community Health Division

Service 1: Substance Use & Harm Reduction

Goal 1.1: Improve access to DHD10 substance use related services

Objective 1.1.1: Increase participation rate of women of childbearing age in the tobacco cessation program to 33.3% of total women of childbearing age referred to the program.

Objective % Done: **100 %**

Activities Sum: **44.5% enrollment rate in FY2023**

Goal 1.2: Provide harm reduction opportunities to the DHD10 community.


Objective 1.2.1: Distribute 500 safe use kits in the DHD10 jurisdiction (2023 was the first year of this service)

Objective % Done: **26.6 %**







Activities Sum: **133 safe use kits distributed in FY2023**

Service 2: Community Connections

Goal 2.1: Improve Community Connections efficiency and utilization by the community








-  **Objective 2.1.1:** Decrease referral turnaround time to 5 days or less
Objective % Done: **72 %**
Activities Sum: **71.7% reduction**
-  **Objective 2.1.2:** Improve acceptance rate of Community Connections services to 40% of total referrals
Objective % Done: **10 %**
Activities Sum: **1% increase in acceptance rate**

Service 3: Preventative Health Services

-  **Goal 3.1:** Prevent diabetes in DHD10 through the Diabetes Prevention Program
-  **Objective 3.1.1:** Increase DPP participants who successfully meet at least 1 of 3 program metric requirements to 100%
Objective % Done: **60 %**
-  **Objective 3.1.2:** Increase the total number of DPP participants to 30 participants
Objective % Done: **50 %**
-  **Objective 3.1.3:** Increase the total number of DPP completers to 10 completers
Objective % Done: **80 %**
-  **Goal 3.2:** Provide oral health screenings to children entering kindergarten in DHD10.
-  **Objective 3.2.1:** Provide 900 oral health screenings to children entering kindergarten in DHD10
Objective % Done: **49.4 %**
Activities Sum: **445 screenings provided in DHD#10**

Group: - EH | - Environmental Health

Service 1: Environmental health education, inspection, and testing.

-  **Goal 1.1:** Improve internal efficiency in timely delivery of essential environmental health services and non-compliance correction.
-  **Objective 1.1.1:** Reduce average on-site permit issuance timeline in DHD10 to less than or equal to 10 days after receiving permit application
Objective % Done: **100 %**
Activities Sum: **2023 average permit timeline = 7.82 days**
-  **Objective 1.1.2:** Increase the number of wells receiving a final inspection to 100% in all DHD10 counties.
Objective % Done: **Missing Data**
Activities Sum: **Missing Data**
-  **Objective 1.1.3:** Reduce past due sanitary survey follow-ups by 50%
Objective % Done: **50 %**
Activities Sum: **61 current past due as of September 30, 2023**
-  **Goal 1.2:** Improve the prevention, detection, and investigation of suspected foodborne illness events.
-  **Objective 1.2.1:** Improve Suspected Foodborne Illness (SFBII) investigation timeliness.
Objective % Done: **100 %**
Activities Sum: **Will continue to monitor**
-  **Objective 1.2.2:** Improve Suspected Foodborne Illness (SFBII) investigation quality.
Objective % Done: **50 %**

Group: - EP | - Emergency Preparedness Division

Service 1: Public health emergency training, notification, and response.

Goal 1.1: Provide mechanism to notify staff of emergency and ensuring preparedness for response to that event.

Objective 1.1.1: Ensure 75% of staff respond to HAN (ICS/DN and PHAB) alert tests.

Objective % Done: **100 %**

Activities Sum: **Will continue to monitor**

Objective 1.1.2: Ensure 100% of ICS lead staff respond to the staff assembly drill within 60 minutes of the HAN alert.

Objective % Done: **100 %**

Activities Sum: **Will continue to monitor**

Goal 1.2: Ensuring staff have completed and are competent in their emergency preparedness training.

Objective 1.2.1: Maintain 100% of NIMS Training Compliance Matrix NIMs 200 & 800 training completion within 3 months of joining IMT.

Objective % Done: **100 %**

Group: - FH | - Family Health Division

Service 1: Clinical Services

Goal 1.1: Improve participation in preventive health measures in the community.

Objective 1.1.1: Increase follow-up rates for positive STI tests to 75%

Objective % Done: **50 %**

Activities Sum: **Increased by 10% (to 37%) over FY2023**

Objective 1.1.2: Improve coverage of completed recommended immunizations to 75.5% for those 24-36 months old

Objective % Done: **67.3 %**

Activities Sum: **decreased 3.2% over FY2023**

Objective 1.1.3: Improve coverage of completed recommended immunizations plus 2 Hep A doses for those 24-36 months old to 65.2%

Objective % Done: **59.2 %**

Activities Sum: **decreased 1.0% over FY2023**

Objective 1.1.4: Improve coverage of completed recommended immunizations to 79% for those 156 to less than 216 months old

Objective % Done: **77 %**

Activities Sum: **Increased by 3% over FY2023**

Objective 1.1.5: Improve coverage of completed recommended immunizations plus HPV by 5% for those 156 to less than 216 months old

Objective % Done: **46 %**

Activities Sum: **No change over FY 2023**

Objective 1.1.6: Increase participation in family planning services by 10% or to 840 total unduplicated users

Objective % Done: **737 users**

Activities Sum: **4% decrease over FY2023**

Goal 1.2: Ensure compliance with regulatory standards and guidelines that protect the health of the community.

Objective 1.2.1: Increase rate of case completion within 7 days in MDSS to 90%

Objective % Done: **55%**

Activities Sum: **13% increase in on-time case completion**

Status	Number	Activity Team	Activity	Performance Metric	Status
	1.2.1.1		[QA] Increase the rate of case completion within 7 days in MDSS to 90%	percent of cases completed within 7 days measured Monthly	68%

Objective 1.2.2: Increase CLIA chart audit completion to a minimum of 50% at all sites

Objective % Done: **80 %**

Activities Sum: **4 of 5 above 50%**

Status	Number	Activity Team	Activity	Performance Metric	Status
	1.2.2.1	[QM]	Overall all-site CLIA chart audit completion rate	50% (%) CLIA chart audit completion rate	81%
	1.2.2.2	[QM]	AHC CLIA chart audit completion rate	50% (%) CLIA chart audit completion rate	90%
	1.2.2.3	[QM]	County CLIA chart audit completion rate	50% (%) CLIA chart audit completion rate	100%
	1.2.2.4	[QM]	WIC CLIA chart audit completion rate	50% (%) CLIA chart audit completion rate	70%
	1.2.2.5	[QM]	BC CLIA chart audit completion rate	50% (%) CLIA chart audit completion rate	100%
	1.2.2.6	[QM]	WiseWomen CLIA chart audit completion rate	50% (%) CLIA chart audit completion rate	45%

Service 2: Home Visiting Services

Goal 2.1: Improve home visiting program fidelity and communication.

Objective 2.1.1: Improve documentation completion rates, within 5 working days of the following month, to 95%

Objective % Done: **91 %**

Activities Sum: **86% average documentation completion rate**

Objective 2.1.2: Improve 60-day retention rate of hired staff to 75% within 3 years.

Objective % Done: **100 %**

Activities Sum: **Will continue to monitor**

Objective 2.1.3: Increase CSHCS budget utilization to 90% or \$9,900

Objective % Done: **91 %**

Activities Sum: **Average of 82% of allowance used monthly**

Objective 2.1.4: Increase MIHP ESB approvals by the end of the month to 95%

Objective % Done: **98%**

Activities Sum: **Increased by 1% over FY2023**

Goal 2.2: Improve health outcomes and meet the needs of pregnant women, infants, and children in the community.

Objective 2.2.1: Increase participation in MIHP by 20% (122 clients) over 3 years.

Objective % Done: **85 %**

Activities Sum: **625 average monthly clients in FY2023**

Objective 2.2.3: MIHP and HFA will increase completed monthly home visits to 90% over the next 3 years.

Objective % Done: **90 %**

Activities Sum: **Average 81% of monthly home visits completed**

Service 3: WIC (Women, Infants, Children)

Goal 3.1: Increase breastfeeding rates among WIC mothers in DHD10.

Objective 3.1.1: Increase the DHD10 breastfeeding initiation rate to 86%

Objective % Done: **95 %**

Activities Sum: **3% increase over FY2023**

Objective 3.1.2: Increase the DHD10 6-months breastfeeding duration rate from 24% to 34%

Objective % Done: **17 %**

Activities Sum: **4% increase over FY2023**


Goal 3.2: Improve the quality and utilization of WIC services in DHD10.

Objective 3.2.1: Increase total DHD10 WIC enrollment to greater than 7,800 clients

Objective % Done: **52 %** Activities Sum: **4.7% increase over FY2023**

 **Objective 3.2.5:** Improve 3-year retention rates among WIC staff to 75% Activities Sum: **Will continue to monitor**


Objective % Done: **100 %**


 **Objective 3.2.6:** Increase overall healthy food benefit redemption rates among benefit receiving WIC participants by 5%

Objective % Done: **0 %** Activities Sum: **Starting FY2024**


Group: - SH | - School Health


Service 1: Provide accessible and affordable mental and physical healthcare, preventative screenings, early intervention, and health education.

 **Goal 1.1:** Ensure alignment of mental health services with client goals.

 **Objective 1.1.1:** Increase completion of 90-day treatment plan reviews to 80% within two years across all clinic locations.

Objective % Done: **100 %** Activities Sum: **Average 80% review completion rate**

 **Goal 1.2:** Assess and improve overall health of school aged children in the community.

 **Objective 1.2.1:** Increase the number of physical exams completed at AHC` s by 10% (to 540 exams)

Objective % Done: **100 %** Activities Sum: **41% increase over FY2023**

District Health Department #10
BOARD OF HEALTH

Health Officer Report
March 22, 2024

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. **MALPH/MDHHS Strategic Planning Session:** As MALPH President, I am part of a team participating in a strategic planning effort to strengthen relationships and redefine what public health should look like. The first facilitated session in this process took place on March 12th with a final plan expected by September. As part of the initial project phase, a strategic direction and priorities were established. I will share more information with you as we move through the process.
5. **DHD#10 Stakeholder Meeting Update:** An update from the initial meeting for this effort will be shared with the Board at the March meeting.
6. **DHD#10 Plan of Organization Approval:** Included in the Board packet is a copy of the Board of Health approval form for our current Plan of Organization. This document is required to be submitted along with our Plan of Organization for review as part of this years MDHHS Accreditation review. I am asking that the Board approval our Plan of Organization a part of this months meeting.

Respectfully submitted:

Kevin Hughes, MA
Health Officer

Local Health Department (LHD

Plan of Organization

APPROVAL FORM

This approval form is to be signed by the Health Officer and the chairperson of your agency's local governing entity. Completion of this form is required and submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Division of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced herein and re-filed with the MDHHS Division of Local Health Services.

I have reviewed the Plan of Organization for _____.

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the LHD. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: _____

Health Officer Signature: _____

Date: _____

Local Governing Entity Chairperson Name: _____

Local Governing Entity Name: _____

Mailing Address: _____

Chairperson Signature: _____

Date: _____