

**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS**

Organizational Meeting
January 2, 2020

The Chippewa County Board of Commissioners met on Thursday, January 2, 2020 at 4:30 p.m. for their Organizational meeting in the 91st District Courtroom in the Chippewa County Building.

Chairman Scott Shackleton called the meeting to order at 4:30 p.m. The Pledge of Allegiance to the Flag of the United States of America was led by Commissioner Egan and recited.

Present: Commissioners Conor Egan, Jim Martin, Don McLean, Robert Savoie, and Scott Shackleton

Absent: None

Also, Present: Karen Senkus, Lana Forrest, Brad Ormsbee, Scott Ormsbee, Deputy Administrator Kelly Church, Administrator Jim German and Cathy Maleport, Clerk.

ELECTION OF VICE - CHAIR

Chairman Scott Shackleton called for nominations for the position of Vice Chairman.

It was moved by Commissioner Egan, seconded by Commissioner McLean, to nominate Jim Martin.

Chairman Shackleton called for additional nominations and none were forthcoming.

A roll call vote was taken as follows:

Commissioner Egan – *Jim Martin*
Commissioner Martin – *Jim Martin*
Commissioner McLean – *Jim Martin*
Commissioner Savoie – *Jim Martin*
Chairman Shackleton – *Jim Martin*

Having received a unanimous vote, Chairman Shackleton declared Commissioner Jim Martin Vice-Chair for the Chippewa County Board of Commissioners.

APPROVAL OF AGENDA

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to approve the agenda as presented. On a voice vote, the motion carried.

PUBLIC COMMENTS

- No public comments were offered.

NEW BUSINESS

It was moved by Commissioner Savoie, seconded by Commissioner McLean to approve and accept that which was brought forth from the Health Department. On a voice vote, the motion carried.
(See attached page 1 – 36)

A) HEALTH DEPARTMENT

It was moved by Commissioner Savoie, seconded by Commissioner Mclean, to approve items 1-4. as referenced below. On a voice vote, the motion carried.

It was moved by Commissioner Mclean, seconded by Commissioner Egan, to approve items 1-8 under update polices as referenced below. On a voice vote, the motion carried.

It was moved by Commissioner Egan, seconded by Commissioner Savoie, to approve the CMS Medicare Recertification for billing. (see attached pages 1-53) On a voice vote, the motion carried.

- I. Mission Statement
- II. Organizational Chart
- III. Home Health Program Evaluation (new)
- IV. Annual Policy Review
- V. Update Policies
 - 1. Community Health – Rapid Hepatitis
 - 2. Community Health – eligibility/Certification
 - 3. Community Health – Breast Pump Loan
 - 4. Community Health – Bilingual Services
 - 5. Community health – Returned/Exchanged Formula
 - 6. Community Health – Fair Hearing Procedure
 - 7. Community Health – BF Peer After hours Availability
 - 8. Community Health – Telehealth Services
- VI. CMS Medicare Recertification for billing.

B) APPOINTMENT TO VARIOUS BOARDS, COMMITTEES AND AGENCIES

Chippewa County Building Authority - Two Appointments - Expires 12/31/2020

Current Members: James Traynor and Earl Kay

Applicants: James Traynor

On a roll call vote:

- Commissioner Egan – *James Traynor*
- Commissioner Martin – *James Traynor*
- Commissioner McLean – *James Traynor*
- Commissioner Savoie – *James Traynor*
- Chairman Shackleton – *James Traynor*

Mr. Traynor was re-appointed to the Chippewa County Building Authority Board for a term to expire: 12/31/2020.

Having received only one applicant, and the fact that this Board seldom meets, it was the consensus of the Board of Commissioners to add this vacancy, the next time they advertise for appointments.

Department of Health and Human Services - One Appointment Needed - Expires 10/31/2022

Current Members: John Kibble; Applicants: Conor Egan and John Kibble

On a roll call vote:

Commissioner Egan – *John Kibble*
Commissioner Martin – *John Kibble*
Commissioner McLean – *John Kibble*
Commissioner Savoie – *John Kibble*
Chairman Shackleton – *John Kibble*

Having received a unanimous vote, John Kibble was re-appointed to the Department of Health and Human Services Board for a term to expire **October 31, 2022.**

Department of Veterans Affairs - One Appointment needed - Expires: 3/31/2024

Current Member: James Shogren, Applicants: James Shogren

On a roll call vote:

Commissioner Egan – *James Shogren*
Commissioner Martin – *James Shogren*
Commissioner McLean – *James Shogren*
Commissioner Savoie – *James Shogren*
Commissioner Shackleton – *James Shogren*

Having received a unanimous vote, James Shogren was re-appointed to the Veterans Affairs Board for a term to expire **March 31, 2024.**

Economic Development Corporation – Three Appointments Needed - Expires: 3/31/2026

Current Members: Kurt Perron, Dan Dasho, Ralf Wilhelms;

Applicants: John Anderson, Tyler Bouschor, Daniel Dasho, Jeff Hagan, Ann Lougheed, Bradley Ormsbee, James Raffaele and Ralf Wilhelms

Round 1

On a roll call vote:

Commissioner Egan – *Ralf Wilhelms*
Commissioner Martin – *Ralf Wilhelms*
Commissioner McLean – *Ralf Wilhelms*
Commissioner Savoie – *Ralf Wilhelms*
Commissioner Shackleton – *Ralf Wilhelms*

Having received a unanimous ballot, Ralf Wilhelms was re-appointed to the EDC Board for a term to expire **March 31, 2026.**

Round 2

On a roll call vote:

Commissioner Egan – *Daniel Dasho*
Commissioner Martin – *Daniel Dasho*
Commissioner McLean – *Daniel Dasho*
Commissioner Savoie – *Daniel Dasho*
Commissioner Shackleton – *Daniel Dasho*

Dan Dasho having received a unanimous ballot was re-appointed to the EDC Board for a term to expire **March 31, 2026.**

Round 3

On a roll call vote:

Commissioner Egan – *Jeff Hagan*
Commissioner Martin – *Jeff Hagan*
Commissioner McLean – *Jeff Hagan*
Commissioner Savoie – *Bradley Ormsbee*
Commissioner Shackleton – *Jeff Hagan*

Jeff Hagan having received the majority vote, was appointed to the Economic Development Corporation Board for a term to expire **March 31, 2026.**

Regional Planning *One Appointment Needed Expires 12/31/2022*

Current member: James Moore, Applicants: James Moore

On a roll call vote:

Commissioner Egan – *James Moore*
Commissioner Martin – *Jim Moore*
Commissioner McLean – *Jim Moore*
Commissioner Savoie – *Jim Moore*
Commissioner Shackleton – *Jim Moore*

Jim Moore having received a unanimous vote was reappointed to the Regional Planning Board for a term to expire **December 31, 2022.**

Hiawatha Behavioral Health - *One Appointment - Expires: 3/31/2023*

Current Member: Ronald Meister, Applicants: Ronald Meister

On a roll call vote:

Commissioner Egan – *Ronald Meister*
Commissioner Martin – *Ronald Meister*
Commissioner McLean – *Ronald Meister*
Commissioner Savoie – *Ronald Meister*
Commissioner Shackleton – *Ronald Meister*

Ron Meister having received a unanimous ballot was reappointed to the Hiawatha Behavioral Health Board for a term to expire **March 31, 2023.**

Superior District Library Board - One Appointment - Expires: 12/31/2022

Current member: Karen McClenny, Applicants: Karen McClenny

On a roll call vote:

- Commissioner Egan – *Karen McClenny*
- Commissioner Martin – *Karen McClenny*
- Commissioner McLean – *Karen McClenny*
- Commissioner Savoie – *Karen McClenny*
- Commissioner Shackleton – *Karen McClenny*

Karen McClenny having received a unanimous vote was re-appointed to the Superior District Library Board for a term to expire **December 31, 2022.**

Substance Abuse Disorder Policy Board One Appointment Needed – Expires 7/30/2023

Current Member: Jim Moore, Candidates: Jim Moore

On a roll call vote:

- Commissioner Egan – *Jim Moore*
- Commissioner Martin – *Jim Moore*
- Commissioner McLean – *Jim Moore*
- Commissioner Savoie – *Jim Moore*
- Commissioner Shackleton – *Jim Moore*

Jim Moore having received a unanimous vote, was reappointed to the Substance Abuse Disorder Policy Board for a term to expire **July 30, 2023.**

EUP Transportation Authority – One Appointment – Expires: 12/31/2023

Current member: Conor Egan

Applicants: G. Dennis Bailey, Conor Egan, Lynda Garlitz, Raymond “Rudy” Johnson

On a roll call vote:

- Commissioner Egan – *Conor Egan*
- Commissioner Martin – *Conor Egan*
- Commissioner McLean – *Conor Egan*
- Commissioner Savoie – *G. Dennis Bailey*
- Chairman Shackleton – *Conor Egan*

Conor Egan having received the majority vote, was re-appointed to the EUP Transportation Authority Board for a term to expire **December 31, 2023.**

War Memorial Hospital – One Appointment Expires 12/31/2023

Current Member: Anthony Andary

Applicants: Conor Egan, Jaimee Gerrie, Raymond “Rudy” Johnson, Ann Lougheed, Brad Ormsbee

Round 1

On a roll call vote:

- Commissioner Egan – *Conor Egan*
- Commissioner Martin – *Ann Lougheed*
- Commissioner McLean – *Conor Egan*

Round 2

On a roll call vote

- Commissioner Egan – *Conor Egan*
- Commissioner Martin – *Ann Lougheed*
- Commissioner McLean – *Conor Egan*

Commissioner Savoie – *Bradley Ormsbee*
Chairman Shackleton – *Jaimee Gerrie*

Commissioner Savoie – *Jaimee Gerrie*
Chairman Shackleton – *Jaimee Gerrie*

Round 3

On a roll call vote:

Commissioner Egan – Conor Egan
Commissioner Martin – Jaimee Gerrie
Commissioner McLean – Conor Egan
Commissioner Savoie – Jaimee Gerrie
Chairman Shackleton – Jaimee Gerrie

Jaimee Gerrie having received the majority vote, was appointed to the War Memorial Hospital Board for a term to expire **December 31, 2023.**

MEETING SCHEDULE AND TIMES AND HOLIDAY SCHEDULE

It was moved by Commissioner McLean, seconded by Commissioner Egan, to accept the 2020 Meeting Schedule together with the Holiday schedule as follows:

Unless posted otherwise, the **Chippewa County Board of Commissioners** will meet on the second Thursday of each month in the District Court Room of the County Building beginning at 4:30 p.m.; except for the July and August meetings which are posted for 2:00 p.m.

February 13, 2020 – 4:30 p.m.
March 12, 2020– 4:30 p.m.
April 09, 2020– 4:30 p.m.
May 14, 2020– 4:30 p.m.
June 11, 2020– 4:30 p.m.
July 16, 2020– 2:00 p.m. (Third Thursday)
August 13, 2020– 2:00 p.m.
September 10, 2020– 4:30 p.m.
October 15, 2020– 4:30 p.m. (Third Thursday)
November 12, 2020– 4:30 p.m.
December 17, 2019 – 4:30 p.m. (Third Thursday)

2020 Finance, Claims and Accounts Committee Meetings

Unless posted otherwise, the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee will meet on the Thursday prior to the Regular Board Meeting each month in the District Court Room of the County Building beginning at 4:30 p.m.; except for the July and August meetings which are posted for 2:00 p.m.

February 6, 2020– 4:30 p.m.
March 5, 2020– 4:30 p.m.
April 2, 2020– 4:30 p.m.
May 7, 2020– 4:30 p.m.
June 4, 2020– 4:30 p.m.

July 9, 2020 – 2:00 p.m. (Second Thursday)
August 6, 2020 – 2:00 p.m.
September 3, 2020– 4:30 p.m.
October 8, 2020– 4:30 p.m. (Second Thursday)
November 5, 2020– 4:30 p.m.
December 10, 2019– 4:30 p.m. (Second Thursday)

2019 Chippewa County Holiday Schedule

Wednesday, January 1, 2020 – New Year’s Day
Monday, January 20, 2020 – Martin Luther King Day
Monday, February 17, 2020 – President’s Day
Friday, April 10, 2020 – Close at Noon – Good Friday
Monday, May 25, 2020 – Memorial Day
Friday, July 3, 2020 – Independence Day
Monday, September 7, 2020 – Labor Day
Wednesday, November 11, 2020 – Veterans Day
Thursday, November 26, 2020 – Thanksgiving Day
Friday, November 27, 2020 – Day after Thanksgiving
Thursday, December 24, 2020 – Christmas Eve
Friday, December 25, 2020 – Christmas Day
Monday, December 28, 2020 – Day after Christmas
Thursday, December 31, 2020 – New Year’s Eve
Friday, January 1, 2021 – New Year’s Day

On a voice vote, the motion carried.

COUNTY BY-LAWS AND RULES OF PROCEDURE

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to approve the amended county by-laws and Rules of Procedure. *(See attached)*

On a voice vote, the motion carried.

ANNUAL POLICY REVIEW

It was moved by Commissioner McLean, seconded by Commissioner Savoie, to approve the Board Policies for 2020 *(See attached pages 96-97)*

On a voice vote, the motion carried.

RESOLUTION 2020-01 – Great lake Shoreline a Disaster Area and Seeking Assistance.

It was moved by Commissioner McLean, seconded by Commissioner Martin, to approve Resolution 2020-01 as follows:

RESOLUTION #2020-01
CHIPPEWA COUNTY RESOLUTION DECLARING GREAT LAKE SHORELINE
A DISASTER AREA AND SEEKING ASSISTANCE

WHEREAS, record high water levels in the Great Lakes, as well as the bays and rivers connected to them, have contributed toward major erosion on beaches and shorelines all across the State of Michigan during high water levels and currently throughout 2020; and

WHEREAS, it is anticipated that the Michigan winter with ice flows and jams will continue to worsen the already bad situation throughout the Great Lakes; and

WHEREAS, the Great Lakes are Michigan's most vital and precious resource; and

WHEREAS, the County of Chippewa realizes the effects of storms, high water, and wind driven wave action that are causing severe erosion of the shoreline; and

WHEREAS, the public trust doctrine states that the sovereign holds in trust, for the public use, the resources such as the shoreline regardless of private property ownership; and

WHEREAS, the 3,288 miles of shoreline in the State of Michigan must be protected as referred to in the Public Trust Doctrine; and

WHEREAS, the Great Lakes are the State of Michigan's economic and property value driver for the tax base along the shoreline and connecting tributaries; and

WHEREAS, the conditions of the Great Lakes shoreline affects businesses and the tourism industry by limited access to the beaches; the loss of property along the shoreline directly affects the local, county, and state tax base; and the effects on municipal water systems and the inland waters levels throughout the state are all affected.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Chippewa County Board of Commissioners requests that the Governor of the State of Michigan along with the State Legislature declare the shoreline in the State of Michigan a disaster area, and seek assistance from Congress and the President of the United States for this devastating situation which has an impact statewide.

A VOTE WAS TAKEN AS FOLLOWS

AYES: Commissioners Egan, Martin, McLean, Savoie and Chairman Shackleton

NAYS: None

THE RESOLUTION WAS DECLARED ADOPTED.

APPROVE DECEMBER CLAIMS AND ACCOUNTS

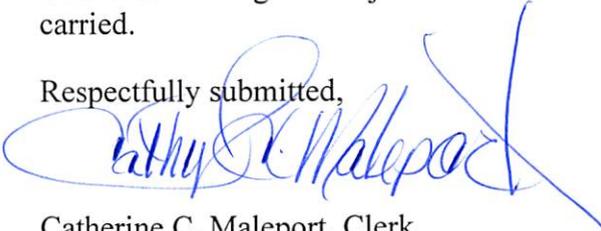
It was moved by Commissioner Egan, seconded by Commissioner Martin, to approve the December Claims and Accounts. On a voice vote, the motion carried. *(See attached pages 100-109)*

COMMISSIONER REPORT ON MEETINGS AS BOARD REPRESENTATIVE AND
GENERAL COMMENTS

- County Administrator Jim German addressed his disappointment with the local paper not having a representative at the Board meetings. Chairman Shackleton suggested a potential solution would be to prepare a press release and send it out. Commissioner Egan suggested social media as well.
- Commissioner McLean noted his appreciation for the Health Department's efforts in keeping everything in line. He referenced a survey performed by a National Accreditation Agency where our Health Department consistently scored three to five points above the national average.
- Chairman Shackleton voiced his concerns with Home Health and noted that he believes the Board is going to have to make some difficult decisions sometime in the next month or two. He explained, "We need to either do it well or get out of it. If we're going to do it well, we have to figure out how we're going to do it well." A discussion followed.
- Commissioner Savoie, suggested a workshop be held once all the facts are brought forward.
- Chairman Shackleton also spoke about the current storm situation and referenced a call he received from the Governor's office. After forwarding to the sheriff, the emergency response coordinator, and Rob Laitinen, supt./manager of the Road Commission, he was informed that it was their consensus that everyone was amazing and they don't think the State can bring anything to the table that's going to help. Commissioner Egan added that it would be great if 911 Director, Missy Robbins, would provide a debrief and would like to make sure each jurisdiction has a warm-up center.
- Commissioner Martin communicated his thanks for the vote of confidence as vice-chair and stated that he was humbled by it. He also voiced his concerns with board and committee applications, as it would be helpful if the application asked for Boards and Committees served in the past, as well as, Boards and Committees you currently serve on, as he does not like to see people overextended.

Having completed the Agenda items, it was moved by Commissioner Savoie, seconded by Commissioner Egan to adjourn. The Board adjourned at 5:22 p.m. On a voice vote, the motion carried.

Respectfully submitted,



Catherine C. Maleport, Clerk



Scott Shackleton, Chairman



CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120
Sault Ste. Marie, Michigan 49783
www.chippewahd.com

Reviewed and Approved: 1/3/2019

MISSION STATEMENT

To contribute to the present and future health of persons residing, visiting or working in our service areas by direct provision of services; by facilitating the delivery of services provided by others; and by monitoring and regulating activities that may have an impact on the health of these communities.

Environmental Health
906.635.3620

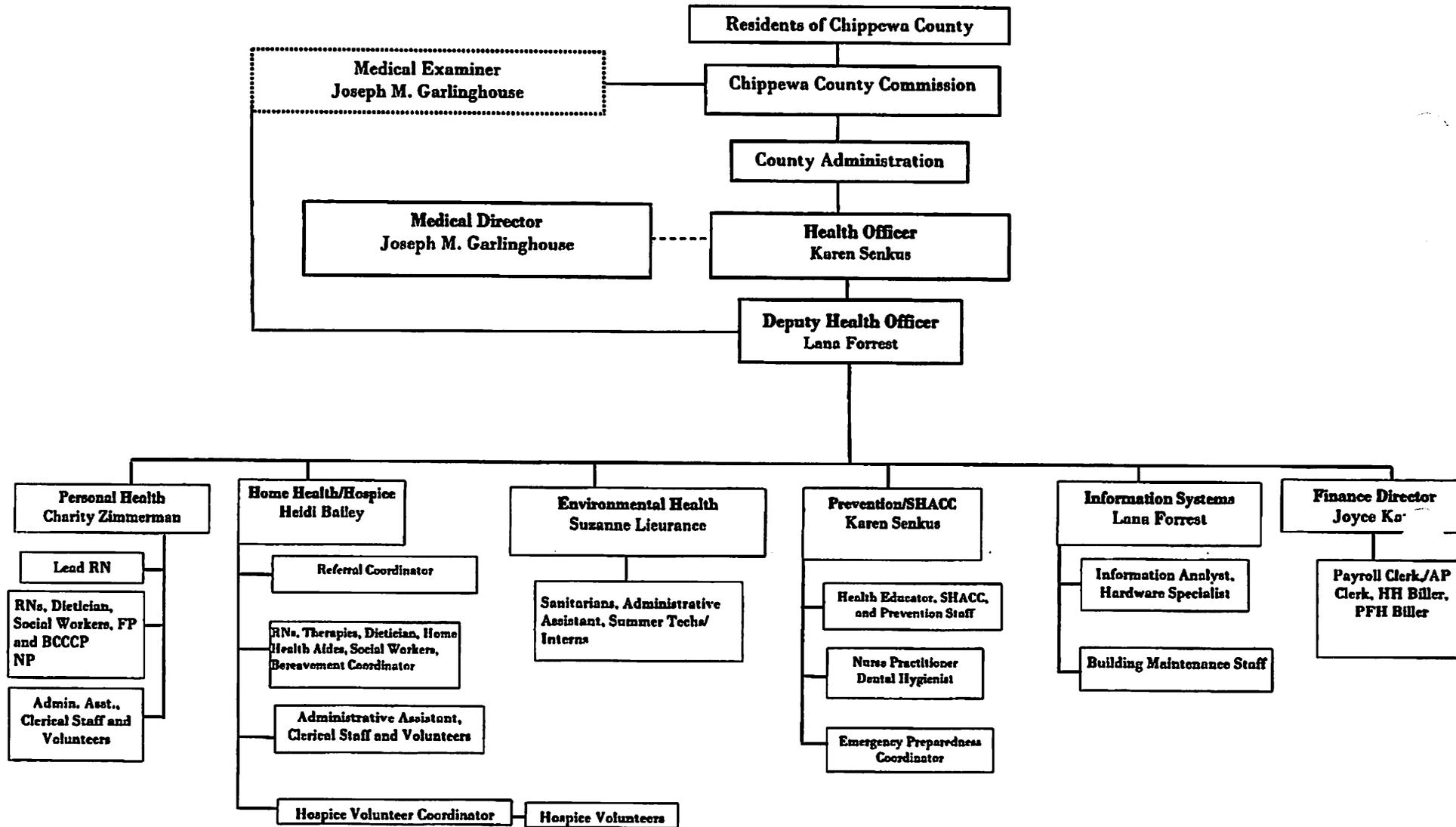
Home Health & Hospice
906.635.1568

Personal & Family Health
906.635.1566

Main Fax
906.253.1466

CHIPPEWA COUNTY HEALTH DEPARTMENT

APPROVED JANUARY 2, 2020



**CHIPPEWA COUNTY HEALTH DEPARTMENT HOME HEALTH PROGRAM EVALUATION
October 1, 2018 through September 30, 2019**

Preface:

The following is an evaluation of the Chippewa County Home Health program. The evaluation is organized in a manner that utilizes the following categories: **Regulatory Standards, Finance, Quality Improvement, Clinical Service, and Management function.** All areas of evaluation are considered in a manner that determines **appropriateness, adequacy, effectiveness, efficiency of service delivery and administration.** Results of the evaluation will be presented to the Professional Advisory Committee and the Board of Commissioners for review, amendment, and/or acceptance.

I. Regulatory:

A. Staffing

We continue to strive to obtain part-time, casual staff to absorb overflow visits and help with weekend on-call time and visits. Several long-term Home Health, Hospice and Private Duty employees retired between October 1, 2018 -September 30, 2019. Staff recruitment continues through various avenues. There is a nursing shortage in Chippewa County, creating a very competitive environment. A nursing internship was implemented in early 2019 as another recruitment tool.

B. Accreditation

Accreditation occurred in October, 2018. The program has been implementing changes from accreditation and subsequent focus visit. A stronger staff onboarding program was implemented from the accreditation process.

II. Finance

A. Financial Management

Over the course of FY19, we have seen an increase in hospice referrals, slight increase in private duty referrals, and a slight decrease in home health referrals for Chippewa County.

B. Additional Development Reviews (ADRs)

We have continued to receive ADRs. The total amounts paid on claim reviews was \$137,874.00, denied was \$9,648.02. Denials were based on a wide range of deficiencies.

III. Clinical Services Evaluation

Home Health

Chippewa County Health Department Home Health (CCHD) provided 11,879 visits to 919 clients (FY19). In FY18, CCHD provided 13,409 visits to 943 clients. This is a decrease of 1,530 visits while the number of clients served was decreased by 24 from the previous year. Chippewa County is a rural county and therefore staff drove 101,890 miles to deliver these services. There were 56 Not Home Not Found in (FY19) while those clients who refused services were 6 (FY19). These two types of visits are being studied by CCHD administration as NHNF visits are costly in travel and time and the health department needs to determine why people refused visits and address this issue.

Medicare was the payer of 68% of services provided, with BCBS and other insurances reimbursing for 22% of services and Medicaid and Private Pay accounted for 10%.

The patient's status at time of discharge shows that the majority of clients (632) were discharged with condition improved, goals met, while the second largest number (67) were admitted to a hospital/care facility and (3) were admitted to a skilled nursing facility.

Hospice

CCHD provided Hospice services to 154 clients for FY19, which is down 1 client from FY18. Range of length of care was 1109 (FY19). The average length of stay increased in FY19 to 38 days from 36 in FY18. There were 1,574 RN visits; 1,003 HHA visits; and 47 MSW visits.

Private Duty

CCHD also provided Private Duty services to 21 clients in FY19. There were 256 RN visits and 424 HHA visits. This is an increase from 19 clients in FY18, with 147 RN visits and 288 HHA visits.

IV. Quality Management Evaluation

As part of this evaluation process the policies and practices are reviewed to determine the extent to which they promote client care that is appropriate, adequate, effective and efficient. A summary of some quality improvement activities are to follow.

A. Utilization Review (Record Review)

The total number of records for utilization review is a target of 10% of the admissions for the quarter. To meet the intent of a comprehensive selection CCHD chooses records based on the following:

1. Admissions during the quarter
2. Interdisciplinary
3. Client status, open and closed
4. All disciplines: nursing, HH aide, PT, OT, ST, MSW

Appropriate health professionals review a sample of active and closed records to determine compliance with Medicare guidelines and CHAP standards and whether established policies are followed in furnishing services. Problem areas identified during the reviews have been addressed throughout the year at staff meetings and on an individual basis, as needed. CCHD had an extremely difficult time recruiting community members to assist with the record review this fiscal year, and staff were more focused and directed to patient care; therefore, charts were often not reviewed in the quarter.

Hospice

There were a total of 21 charts reviewed this year; 11 of those had aide visits and 10 had RN visits. Better communication between disciplines was explained to the RNs.

Private Duty

There were a total of 4 charts reviewed this year: 4 with aide visits and 0 with RN visits. There were a few missed targets: reason for service, referral source, and case conference. The RNs were reminded to follow-up on these areas.

B. Satisfaction Survey

1. Client Satisfaction Survey – CCHD has sent out its own client satisfaction survey every quarter to those admitted to Home Health who are not Medicare clients, within the previous 4 weeks. The return rate for our agency surveys is 35%.

100% of those who answered the question reported that they would recommend our agency to someone else.

100% of those who answered the question stated that they would use our service again.

86% of CCHD clients answered strongly agree to "I am very satisfied with the nursing/aide care I receive," and another 14% answering agree.

- 2. The CAHPS Home Health Care Survey is a measure of patients' experiences with home health care providers and agencies. Developed by the Agency for Healthcare Research and Quality (AHRQ), this instrument focuses on patients who receive skilled home health care services from Medicare-certified Home Health Agencies (HHAs). Skilled services refer to health care services provided by nurses and therapists including physical, occupational, and speech-language therapists.**

The survey is designed to meet the following three broad goals:

- To produce comparable data on the patient's perspective that allows objective and meaningful comparisons between home health agencies on domains that are important to consumers.**
- Public reporting of survey results will create incentives for agencies to improve their quality of care.**
- Public reporting will enhance public accountability in health care by increasing the transparency of the quality of care provided in return for public investment.**

CCHD contracted with Deyta to conduct the CAHPS survey and begin collecting data. With these surveys, CCHD was compared to the Deyta database as well as those in the state of Michigan. The results are as follows:

76% of CCHD patients reported "Yes, the HH provider was always informed," compared to the national of 73%.

93% of CCHD patients reported they were "treated as gently as possible," compared to the national of 91%/

99% of CCHD patients reported there were "No problems with the care," compared to the national of 95%.

83% of CCHD patients reported they would definitely recommend the HH agency, compared to the national of 78%.

88% of CCHD's patients gave the agency a rating of 9 or 10 on a scale from 0 (lowest) to 10 (highest), compared to the national was 85%.

C. In-Service Education

CCHD provides continuing in-service education programs designed to enhance the skill and practice of staff in addition to programs required by law and regulation. We assure Home Health Aides attend at least 12 hours of education per employment year. Documentation is maintained on staff attendance and hours of education as required.

D. Coordination of Services

CCHD social work staff participates in bi-monthly community meetings in which multiple agencies participate. This meetings objective is to recognize and coordinate needed care for complicated clients.

CCHD collaborates and provides an on-site educational opportunity for LSSU junior and senior nursing students to experience home health and hospice services. During FY19, there were 16 students who rotated through a 4-6week period. They each worked side-by-side with an experienced RN to learn technical procedures, nursing assessment and process, and documentation skills.

VII. Action Plans for 2020

1. Target educational meetings to physicians and physicians' offices regarding timely hospice referrals.
2. On-going staff education regarding visit frequencies and plan, oasis documentation.
3. Continue to improve on marketing.
4. Increase client admissions.
5. Expand recruitment to hire and retain registered nurses.

ADMINISTRATIVE

Section 1 — Foundation

- 1.01.001 Philosophy, Purpose and objectives
- 1.01.002 Governing Authority/Management
- 1.01.003 Board Conflict of Interest
- 1.01.005 Financial Support
- 1.01.006 Availability of Service
- 1.01.010 Handicapped or Disabled People
- 1.01.011 Automobile Use
- 1.01.013 Fleet Management
- 1.01.014 Internet & Online Services

Section 2 — Structure

- 1.02.002 Absence of Medical Director
- 1.02.003 Absence of Health Officer

Section 4 — Committees

- 1.04.003 Staff Meetings
- 1.04.004 Report of Committee Meetings

Section 5 — Planning

- 1.05.001 Strategic Planning Process

Section 6 — Evaluation

- 1.06.002 Data Analysis
- 1.06.003 Policy & Administration Review
- 1.06.004 Review of Bylaws, Purpose and Objectives
- 1.06.006 Annual Report

Section 7 — Client Rights

- 1.07.001 Public Disclosure
- 1.07.002 Client Bill of Rights
- 1.07.003 Communication: Sensory Impaired
- 1.07.004 Communication: Hearing Impaired
- 1.07.005 Client Research Rights
- 1.07.007 Communication: Interpretive Services
- 1.07.008 Cultural Competency

Section 8 — Records

- 1.08.001 Record Retention
- 1.08.002 Confidentiality
- 1.08.003 Release of Clinical Records

Section 9 — Community Relations

- 1.09.001 Guidelines for Service Inquiry

Section 11 — Quality Improvement

- 1.11.001 Program Evaluation
- 1.11.003 Quality Improvement Committee
- 1.11.004 Patient Care Process Improvement
- 1.11.005 Quality Improvement Monitoring and Evaluation
- 1.11.006 Internal Process Improvement
- 1.11.007 Organizational Performance Feedback and Reporting
- 1.11.008 Customer Feedback
- 1.11.009 Client Complaint/Grievance Process

Section 99 — Miscellaneous

- 1.99.001 Format for Policies and Procedures
- 1.99.004 Continuing Education—Annual Plan
- 1.99.005 Emergency Preparedness and Response
- 1.99.006 Use of Health Department for Meetings after Regular Hours
- 1.99.007 Inclement weather
- 1.99.008 Evacuation/Fire
- 1.99.009 Emergency Incidents
- 1.99.010 Respiratory Protection
- 1.99.011 Difficult/Irate Persons
- 1.99.012 AED
- 1.99.013 Information, Assistance and Advocacy (Pink Ribbon fund)
- 1.99.014 Signage
- 1.99.015 Residential Methamphetamine cleanup
- 1.99.016 Social Media pages

FINANCIAL

Section 1 — General

- 2.01.001 Fiscal Year
- 2.01.002 Financial Data
- 2.01.003 Credit Card Usage
- 2.01.004 Acceptance of Debit/Credit Cards
- 2.01.005 Automobile Credit Card
- 2.01.006 Insurance Coverage
- 2.01.007 Capitalization of Assets over \$5,000

Section 2 — Fees/Rates

- 2.02.001 Nominal Charge Policy
- 2.02.002 Cost Allocation
- 2.02.003 Rate Approval Policy
- 2.02.004 Hospice Charity Care

Section 3 — Budget

- 2.03.001 Budgeting Process
- 2.03.002 Finance Committee
- 2.03.003 Capital/Operating Budget Plan

Section 4 — Finance

- 2.04.001 Internal Audit
- 2.04.002 External Audit

Section 6 — Receipt of Funds

- 2.06.001 Cash Control

Section 7 — Accounts Receivable

- 2.07.004 Collection of Self Pay Accounts
- 2.07.005 Collection of Third Party Claims

Section 8 — Payroll

- 2.08.000 Salary Step Increase
- 2.08.001 Deductions

Section 9 — Bad Debts

- 2.09.002 Write Offs of Accounts Receivable
- 2.09.003 Bad Check Disposition

Section 10 — Office Records

- 2.10.001 Petty Cash

Section 12 — Accounts Payable

- 2.12.001 Disbursement of Funds
- 2.12.002 Purchasing Policy

Section 13 – Fraud
2.13.001 Fraud

HUMAN RESOURCES POLICY

Section 2 — Employment

- 3.02.002 Application Procedure
- 3.02.003 Interviewing and Hiring
- 3.02.004 Processing New Employees
- 3.02.007 Staff Recruitment
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WIC

9.008.004 Eligibility Certification

COMMUNITY HEALTH SERVICES POLICY

Category:	Communicable Disease	Number:	6.01.002
Subject:	Rapid Hepatitis C Virus (HCV)	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	
Prepared On:		Page 1 of 1	

PURPOSE:

To identify individuals with HCV and refer for comprehensive care, both for individual treatment and for prevention of further spread of HCV.

POLICY:

Under these standing orders, eligible nurses and other healthcare professionals, where allowed by state law, may perform HCV screening.

PROCEDURE:

1. Determine the client meets one (or more) of the following criteria:
 - a. Is a current or former IV substance user; OR
 - b. Is positive for HIV; OR
 - c. Received a blood transfusion or organ transplant prior to 1992; OR
 - d. Has acute or chronic Hepatitis B infection; OR
 - e. Is a non-injection substance user who shares intranasal or inhalant equipment; OR
 - f. Was born between 1945 and 1965 and has have never received a previous HCV test.
2. Obtain consent from client for HCV screening.
3. Collect and process blood according to package insert.
4. Interpret results as per protocol.
 - a. *Reactive screening results:* Refer patient to a provider that can order and follow up with confirmatory testing. Encourage patient to have a confirmatory test drawn immediately, and begin education and referral for care.
 - b. *Nonreactive screening results:* no antibodies detected, give negative results.
5. Document each patient's result in the medical chart.

FORMS

Algorithm

Rapid HCV Antibody Test External Quality Control log

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.004
Subject:	Eligibility/Certification	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	2/14/19

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POLICY

To describe notification requirements for clients regarding eligibility for WIC Program benefits. Notification is required at various points in the application process and during a WIC client's certification period.

PROCEDURE

1. Local agencies must provide a verbal explanation of the WIC Program purpose, key functions, and benefits to clients and/or their caregivers. (See Policy 5.03, Nutrition Education at Certification/Recertification Appointments)
 - a. Providing a Program Explanation minimizes misunderstandings about the nature of WIC and the benefits it provides. The information is provided to clients as part of a client centered assessment process.
 - b. The Program Explanation must be documented in MIWIC.
2. If an applicant is found to be ineligible at certification, the client/parent/caregiver must be given written notice of ineligibility, the reason for ineligibility, and notification of the right to a fair hearing (see Policy 9.008.012, Fair hearing Procedure for Clients) produced by the MI-WIC system.
 - a. Clients found to be ineligible at certification shall not receive food benefits.
3. Each client/parent/caretaker shall be notified of the end of certification through issuance of the Nutrition Education Plan at certification and each recertification. Notification of the right to a fair hearing is not required.
4. An Ineligibility notice is not required when a client fails to recertify.
5. Clients who are receiving a "short certification" shall be given a copy of the short certification notice in clinic. They will also receive a system-generated notice fifteen days prior to the termination date of the additional information needed to complete the certification and the termination date if the necessary proofs have not been returned.
6. At least 15 days prior to the action, a written notice of ineligibility and notification of the right to a fair hearing must be given if the client:
 - a. Is terminated at mid-certification for income ineligibility (see policy 2.21 Mid-Certification Income Determination).

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.004
Subject:	Eligibility/Certification	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	2/14/19

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- b. Is sanctioned, suspended or disqualified from the Program (see policy 9.01 Client Compliance).
 - c. Is being terminated due to a State funding shortage (see policy 3.02 Waiting list Maintenance for place client on waiting list)
 - d. Is a woman who discontinues breastfeeding after 6 months post-partum (see policy 2.17, Certification Periods)
7. Written notification of ineligibility shall contain the following:
- a. Date of notice
 - b. Client's name
 - c. Reason for ineligibility
 - d. Clients right to a fair hearing

This notice may be produced by the MI-WIC system/print docs feature after the reason for ineligibility is designated and termination date displayed.

8. Benefits shall be issued to a client if the benefit start date precedes the termination/certification end date.
9. If the client appeals the termination of benefits within the 15-day advanced notice period, see Policy 9.008.012 Fair Hearing Procedure for Client's regarding continuation of benefits.
10. Wait-listed clients should be notified verbally or in writing of their placement on the Waiting List (see policy 3.02 Waiting List Maintenance).
 - a. If a client has been scheduled for certification/recertification appointment and then waitlisted, the system will send a notice.

GUIDANCE

1. Provide notice of ineligibility in the client's primary language, if possible. The MI-WIC system currently prints these notices in English only.
2. For clients who will become categorically ineligible (e.g., a child turning 5 years old, a woman who is non-lactating or a woman who discontinues breastfeeding after six months postpartum) a notice of ineligibility may be printed when the client is referred to CSFP or

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other food resources for additional services, in addition to the requirement to provide a copy of the Nutrition Education Plan. Notification of the right to a fair hearing is not required.

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.001
Subject:	Electric Breast Pump Loan	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	7/30/10, 10/30/09; 11/30/01
Prepared On:		Page 1 of 1	

POLICY:

To assure the availability of electric breast pumps and kits to clients in need.

PROCEDURE:

A. Electric Pumps

1. The electric breast pumps currently available can be loaned out to WIC clients.
2. "Priority" for loan is based on need of mother and infant, to include:
 - a. Breastfeeding Coordinator discretion
 - b. Prematurity of infant
 - c. Separation of mother and infant
 - d. Insufficient milk supply
 - e. Infant who will not latch
 - f. Illness of infant or mother
3. Breastfeeding Peers will evaluate on month to month basis the need for loaner pump.
4. When pumps are not needed for "priority" reasons (but are available), they can be loaned out for short term purposes, with the understanding that the pump can be recalled for another client's "priority" need. This might include:
 - a. Acute engorgement
 - b. Return to work: enabling client to use pump until they are eligible for personal electric
 - c. Sore nipple, if client chooses not to nurse for a few days.

B. Manual Pumps

1. Manual breast pumps will be available to provide to breastfeeding WIC participants, based on need, during the postpartum period by appropriately trained staff.

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Category:	WIC Local Policy	Number:	9.008.001
Subject:	Electric Breast Pump Loan	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	7/30/10, 10/30/09; 11/30/01
Prepared On:		Page 2 of 1	

2. Participants will request a pump or kit. Instruction in hand expression, use of breast pump and return demo must be provided before pump is issued.
 3. Use Breast Pump Triage tool to determine how this can be done.
- C. Electric pumps will be tracked and recorded using appropriate forms (see attachment) at issuance and return by staff and signed by client. The form is scanned into the client's MI-WIC record. The Breastfeeding Peer runs monthly reports to monitor the inventory of the pumps. If single use manual pump is issued, must also have appropriate forms completed.
- D. Breast pump kits will be supplied as needed for one-time use.

FORMS:

Loaner Pump Return Receipt
Multi Use Breast Pump loan agreement

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.001.003
Subject:	Bilingual Services	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	10/1/02, 6/25/10
Prepared On:	May	Page 1 of 1	

POLICY:

Each recipient of the Women, Infant & Children Supplemental Food Program will receive a comprehensive assessment to identify needs. (WIC Policy 1.09) Participants that are non-English speaking clients will be given reasonable accommodations to provide service in their appropriate language.

PROCEDURE:

1. Assess the need for a translator or interpreter during enrollment.
2. If the client requires translation assistance, explore their existing support system for a volunteer translator, minor child should be last resort. The agency will provide accommodations and program information and services in appropriate languages to applicants and clients.
3. The translator will assist the WIC staff in communications with the client, as needed.
4. MIWIC has a SAW Karen DVD explaining MIWIC services for participants to view.
5. For the visually or hearing-impaired client, explore what resources they currently have in place. The assessment process helps determine the level of support and additional services needed. The service coordinator will call the Eastern Upper Peninsula Intermediate School District visually impaired or hearing-impaired consultant at 632-3373 for a current list of interpreters, if necessary.

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.015.001
Subject:	Returned/Exchanged Formula	Effective Date:	06/10/14
Applicability:	All Community Health Staff	Supersedes:	6/10/14, 08/24/10; 08/01/06 10/01/03
Prepared On:	Page 1 of 2		

POLICY:

To assist local agencies in managing and discarding unused/returned formula, and appropriate re-issuance of benefits.

PROCEDURE:

1. Agencies shall provide replacement formula benefits when a change in a formula-containing food package is indicated and there are remaining benefits for the month. (Refer to Policies 7.03 Food Package for Qualifying Conditions and 7.05 Customized Food Package.) If all benefits for the month have been redeemed and the client does not return any unused formula, no formula benefits may be re-issued for that month.
2. Formula benefits shall be re-issued according to the proration amount indicated for the current month's food package. (See MI-WIC Policy 8.02 Benefit Proration.) Staff shall check the EPPIC system to determine amount of formula to be voided, and void accordingly in MI-WIC. No replacement formula may be issued for formula returned after the benefit expiration date.
3. Clients must return redeemed, unused formula to the clinic for validation of non-use, prior to the re-issuance of formula benefits, to minimize client fraud potential.
4. Unused/returned formula must be discarded and cannot be re-issued or donated, including donation to an animal shelter or farm.
5. The acceptance and destruction of unused/returned formula must be documented on the WIC Formula Acceptance and Destruction Log (see MI-WIC Policy 8.05A WIC Formula Acceptance and Destruction Log), including:
 - a. Date received
 - b. Client name or ID
 - c. Formula name
 - d. Formula type and amount
 - e. Staff Initials (receipt)
 - f. Discard Date

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.015.001
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- g. Staff Initials (discard)
6. WIC agencies shall store returned formula in a locked area with limited WIC staff access, and out of view of WIC clients.
 7. All unused/returned formula must be discarded on the day of receipt, as follows. This process must include 2 WIC staff members to maximize integrity.
 - a. Pour liquid formula down the drain
 - b. Empty and pour powder formula into the trash (See Policy 8.05A WIC Formula Acceptance and Destruction Log)
 - c. Report to be sent to State WIC Office by the 6th of each month.
 8. Local agency staff must educate clients on how to redeem and use WIC formula benefits to minimize amount of unused formula, and how to handle unused formula (i.e., proper disposal), and that attempting to sell, trade or gifting WIC food benefits qualifies as a client violation (see MI-WIC Policy 9.01 Client Compliance).
 9. Any client reports of suspected formula tampering received by the local agency shall be reported to the State agency and respective vendor immediately.

GUIDANCE:

1. Clients with formula product concerns, as purchased (i.e., dented can, post expiration date, etc.), should exchange or return the product to the vendor, as opposed to the local agency.

Reference:

WIC Formula Acceptance and Destruction Log

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.012
Subject:	Fair Hearing Procedure	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	5/20/14, 8/8/06, 7/25/08
Prepared On:		Page 1 of 6	

PURPOSE

This policy establishes the procedures under which an individual, parent, guardian and/or other representative may appeal an adverse action made by the State or a local WIC agency. State and local agencies shall process each request for a hearing under uniform rules of procedure and shall make these rules of procedure available for public inspection and copying.

POLICY:

1. Availability of Hearings

- a. The local agency shall provide a fair hearing for an adverse action made by the agency. Adverse actions include one or more of the following:
 - i. a claim against the individual for re-payment of the cash value of improperly issued benefits;
 - ii. results in the individual's denial of participation;
 - iii. disqualification from the WIC program.

1. Notification to Clients and Applicants

- a. At the time an adverse action is imposed, the local agency shall inform each individual in writing of the right to a fair hearing, of the method by which a hearing may be requested, and that any positions or arguments on behalf of the individual may be presented personally or by a representative such as a relative, friend, legal counsel or other spokesperson. Notification of the right to a fair hearing is not required at the expiration of a certification period.
- b. The local WIC agency shall provide the client with an opportunity for an informal meeting at the offices of the local WIC agency Coordinator or their delegate or at a mutually agreeable place or by phone. If the client is interested, the informal meeting must be held within seven (7) calendar days following the receipt of the request for a fair hearing.
- c. The issue shall be resolved at the informal meeting, if one of the following applies:
 - i. Client and local agency agree the sanction is appropriate. The applicant/client shall sign the Settlement Agreement Form, and the sanction becomes final. Refer to

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MIWIC Policy 9.01 - Client Restitution Settlement Agreement Form.

- ii. The client and local agency both agree sanction is inappropriate, the sanction is removed and benefits begin immediately if applicable.

NOTE: In either case it is not necessary to provide a fair hearing.

- d. If a client disagrees with the informal meeting decision or does not attend the informal meeting a fair hearing shall be scheduled within twenty-one (21) calendar days from the date of the original request for a fair hearing. The local agency shall ensure the hearing is accessible to the client. The local agency shall provide the client with a minimum of ten (10) calendar days advance written notice of the time and place of the hearing and shall enclose an explanation of the Fair Hearing Procedure for WIC Clients. Refer to MI-WIC Policy Exhibit 1.04A.

3. Request for a Fair Hearing

- a. A request for a hearing is defined as any clear expression by the individual, the individual's parent, caretaker, or other representative, that he or she desires an opportunity to present his or her case to a higher authority, when an adverse action is determined.
- b. Local agency staff shall provide a copy of the Fair Hearing Procedure for WIC Clients who request a fair hearing or more information about fair hearings.
- c. The local agency shall not limit or interfere with the individual's freedom to request a fair hearing.
- d. The client and/or representative shall be provided an opportunity to:
 - i. Examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - ii. Be assisted or represented by an attorney or other persons (at the client's expense).
 - iii. Bring witnesses.
 - iv. Advance arguments without undue interference.
 - v. Question or refute any testimony or evidence, including an opportunity to confront

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COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.012
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and cross-examine adverse witnesses and circumstances in the case.

- vi. Submit evidence to establish all pertinent facts and circumstances in the case.
 - e. The Local agency shall appoint an impartial hearing official to conduct the hearing. This person should not have any personal stake or involvement in the decision and who was not directly involved in the initial determination of the action being contested. In cases where the appointed hearing official is not available, a backup official must be appointed.
 - f. The hearing official shall:
 - i. Ensure that all relevant issues are considered.
 - ii. Request, receive and make part of the hearing record all evidence determined necessary to decide the issues being raised.
 - iii. Regulate the conduct and course of the hearing consistent with due process to ensure an orderly hearing.
 - iv. Order, where relevant and necessary, an independent medical assessment or professional evaluation from a source mutually satisfactory to the client and/or representative and the local agency.
 - v. Render a hearing decision which will resolve the dispute.
4. Time Limit for Request
- a. A request for a fair hearing must be made within 60 calendar days from the date of the notice of adverse action.
 - b. If the request is made within 15 calendar days from the date of the notice of adverse action, refer to #6 for continuation of benefits.
5. Denial or Dismissal of Request. A fair hearing request may be denied or dismissed for the following reasons:
- a. The request does not meet the criteria for a fair hearing. See #1.
 - b. The request is received more than 60 calendar days after the notification of the adverse action.

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- c. The individual withdraws the request in writing.
- d. The individual does not appear at the scheduled hearing (without good cause).
- e. The individual was denied participation by a previous hearing and cannot provide evidence that circumstances have changed enough to justify a hearing.

6. Continuation of Benefits

- a. Clients who appeal the termination of benefits within 15 calendar days of the date of the adverse notice must continue to receive Program benefits until the hearing official reaches a decision or the certification period expires, whichever occurs first. This does not apply to applicants denied benefits at initial certification, clients whose certification period has expired or clients who become categorically ineligible for benefits.
- b. Applicants who are denied benefits at initial certification, or clients who become categorically ineligible during a certification period (or whose certification period expires), may appeal the denial or termination, but must not receive benefits while awaiting the hearing or its results.
- c. There will be no retroactive benefits. If a hearing decision is rendered which supports the client, then he/she will be provided benefits prospectively.

7. Decision of Fair Hearing

- a. Decisions of the hearing official shall be based upon the application of appropriate Federal and State law, regulations, and policy as related to the facts of the case as established in the hearing record. The verbatim transcript or recording of testimony and exhibits, or an official report containing the substance of what transpired at the hearing, together with all papers and requests filed in the proceeding, constitute the exclusive record for a final decision by the hearing official. The decision by the hearing official shall summarize the facts of the case, specify the reason for the decision, and identify the supporting evidence and the pertinent regulations or policy. The decision shall become a part of the record.
- b. Within 45 calendar days of the receipt of the request for the hearing, the local agency shall notify the client or representative in writing of the decision and the reasons for the decision in accordance with this document. If the decision is in favor of the client and benefits were denied or discontinued, benefits shall begin immediately. If the decision

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confirms disqualification and is in favor of the agency, as soon as administratively feasible, the local agency shall terminate any continued benefits as decided by the hearing official. If the decision regarding repayment of benefits by the client is in favor of the agency, the State or local agency shall resume its efforts to collect the claim, even during pendency of an appeal of a local-level fair hearing decision to the State agency.

- c. The client may appeal a local hearing decision to the State agency, provided that the request for appeal is made within 15 calendar days of the mailing date of the hearing decision notice. If the decision being appealed concerns disqualification from the program, the client shall not continue to receive benefits while an appeal to the state agency is pending. The decision of a hearing official at the local level is binding on the local agency and the State agency unless it is appealed to the State level and overturned by the State hearing official. The appeal to the state WIC Program shall be addressed to:

Michigan Department of Health and Human Services
Director, WIC Program
Lewis Cass Building
320 S. Walnut
Lansing, MI 48913

- d. The State and local agency shall make all hearing records and decisions available for public inspection and copying; however, the names and addresses of participants and other members of the public shall be kept confidential.
 - e. If the state level upholds the agency action and the client expresses an interest in pursuing a higher review of the decision, the State agency shall explain the right to pursue judicial review of the decision.
8. Retention of Fair Hearing Records
- a. The local agency is responsible for retention of all documents related to the fair hearing for a period of three years plus 150 days following the close of the fiscal year in which the hearing was concluded. The State or local agency shall retain the hearing records and make these records available, for copying and inspection, to the client and or representative at any reasonable time. (See MI-WIC Policy 1.06, Records Retention and Destruction).

9. Fair Hearing Procedure

- a. The local agency shall conduct the hearing in accordance with the requirements in

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COMMUNITY HEALTH SERVICES POLICY

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Exhibit 1.04A, Fair Hearing Procedure for WIC Clients.

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.001.002
Subject:	BF Peer After Hours Availability	Effective Date:	10/1/19
Applicability:	All Community Health Staff	Supersedes:	
Prepared On:	10/4/19	Page 1 of 2	

POLICY

Breastfeeding Peer Counselors (BFPC) shall be allowed to work flexible hours, including from home during non-clinic hours. BFPC must be compensated for actual time spent providing after-hours services to clients. Hours may be flexed during the work week to accommodate time spent on after hours calls.

PROCEDURE

1. Peer counselors are issued a cell phone for all peer counseling related business when not in the WIC clinic.
2. Cell phone plan includes:
 - a. Incoming calls
 - b. Outgoing calls after 7pm until 6am
 - c. Outgoing calls on weekends
 - d. Incoming/outgoing text messages
 - e. Mobile to Mobile
3. Phone calls made or taken are to be documented in the client log and weekly activity report and time sheets. Text messages should also be documented.
4. Text messages that are more involved than simple checks require telephone follow-up.
5. The cell phone may be turned off when the peer counselor is not available to take calls due to personal obligations and family time. Voicemail messages and missed calls should be returned the same day, if possible, or within 24 hours.
6. When the peer is unavailable for an extended time, calls should be forwarded to another peer, this should be arranged through the supervisor or peer counselor coordinator.
7. Report loss or damage to the supervisor or peer counselor coordinator immediately so that a replacement mobile phone can be issued.
8. If the peer counselor discontinues providing services for the WIC program, the cell phone

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COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.001.002
Subject:	BF Peer After Hours Availability	Effective Date:	10/1/19
Applicability:	All Community Health Staff	Supersedes:	
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shall be promptly returned to the supervisor or peer counselor coordinator.

9. Use of the cell phone for personal business may be grounds for dismissal. If it must be used for an emergency, notify the supervisor or peer counselor coordinator immediately.

CHIPPEWA COUNTY HEALTH DEPARTMENT

COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.020
Subject:	Telehealth Services	Effective Date:	
Applicability:	All Community Health Staff	Supersedes:	
Prepared On:	10/4/19	Page 1 of 2	

POLICY

To expand WIC client access to Registered Dietitian services

Chippewa County Health Department will offer HIPPA compliant telehealth (videoconferencing) to assist with the delivery of Registered Dietician counseling services for our WIC population

PROCEDURE:

1. CCHD will ensure equipment used for two-way video conferencing is secure and complies with HIPPA regulations.
2. Communications between the client and Registered Dietician (RD) will occur over secure and interactive audio-video equipment. Clients will be able to speak in real-time with the RD. Telehealth does not include email, telephone or texting.
3. The client and RD will both be placed in a confidential setting throughout the telehealth visit.
4. Clients will be required to sign a telehealth consent form prior to delivery of service. The consent forms will be scanned into the MIWIC system.
5. The client has the right to discontinue the telehealth process at any time.

Client Check In

WIC Clerical staff will check in the WIC client as they would a traditional WIC appointment.

WIC Clerical staff will ensure a telehealth consent form is signed and scanned into the MIWIC system prior to the telehealth visit taking place.

WIC Clerical staff will escort the client into the designated telehealth room. Staff will explain to the client how the system works, assist them with signing in and introduce them to the RD at the distant remote site.

Client Check Out

The RD will inform the client that the telehealth visit has concluded. The client will be asked to check out with the WIC clerk at the front desk. The RD will contact the WIC Clerk via phone if there are any special instructions that need provided.

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COMMUNITY HEALTH SERVICES POLICY

Category:	WIC Local Policy	Number:	9.008.020
Subject:	Telehealth Services	Effective Date:	
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The RD will complete the referral and nutrition education screens which will indicate what resources the participant needs. The clerk will print the referral and Nutrition Education plan, issue benefits and schedule the next visit.

FORM
Telehealth Consent

CHIPPEWA COUNTY HEALTH DEPARTMENT

County Board Approval: November 9, 2009
Amended: January 2, 2020

ARTICLE I: MEETINGS

1.1 Regular Schedule. Regular meetings of the Chippewa County Board of Commissioners are held on the second Thursday of each month, unless otherwise noted and approved during the Organizational meeting. The annual meeting (October meeting), a statutory meeting (Rule 1.2) shall take place of a regular Board meeting unless otherwise determined by the Board.

Any regular or adjourned meeting of the Board which falls upon a legal holiday, or a day in which the Courthouse is closed, shall automatically be set over to the next secular place indicated for the regularly scheduled meeting, unless the Board, in session, determines otherwise.

Any regular meeting that needs to be rescheduled will be posted on the County's website, as soon as, cancellation is deemed necessary and all posting requirements will be met including reposting the date, time, place of meeting and the required 18 hours. Special meetings and Emergency meetings shall also follow the Open Meetings Act requirements.

1.2 Annual Meeting. The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16. When the term, October session, or other term used to designate the annual meeting, is used, it shall be construed to mean the annual meeting as required.

1.3 Special Meetings. A special meeting of the Board of Commissioners shall be held when called by the chair or requested by the majority of the Commissioners. Such request shall be in writing, addressed to the clerk, specifying the time, place of such meeting, and signed by all Commissioners requesting such meeting. Upon receipt of such request the Clerk shall immediately give notice in writing to each of the Commissioners by causing such notice to be delivered to each Commissioner, or by leaving such notice to the place of residence of such Commissioner, or by mailing a copy of such notice to his/her post office address by certified mail, return receipt requested. Notice must be given at least ten (10) days before the time of such special meeting.

Formal action may be taken at a special meeting held within ten (10) days of a request, pursuant to an opinion of the Attorney General, No. 5898, May 12, 1981, provided all Commissioners sign a waiver of the ten (10) day notice, all Commissioners attend the special meeting, and the notice requirements provided in section 1.72 are complied with. Failure to meet these requirements will void any formal action taken by the Board at such a meeting. Should the holding of a special meeting be requested within ten (10) days of such request the, Commissioner(s) making such a request should contact the Prosecuting Attorney to ensure that no additional legal requirements other than those stated herein have accrued subsequent to the approval of this Section 1.3.

1.4 Work Session. Work Sessions of the Board of Commissioners may be held at a date, time, and place established by the Board. Formal action may not be taken at a work session.

1.5 Time. The regular Monday meetings of the Board of Commissioners will begin at TBD.

1.5.1 Permanent Order of Report for Regular Meetings

- A. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
- B. Building, Grounds and Jail/ Legislative and Natural Resources/Information Technology
- C. Finance, Claims and Accounts

1.6 Place. The Board will meet in the circuit courtroom of the Chippewa County Courthouse or at such place designated in the Public Notice.

1.7 Public Notice of Meetings. The Clerk of the Board of Commissioner each year shall, within ten (10) days after the first meeting of the Board of Commissioners each calendar year, give public notice of the schedule of time and place of scheduled Board meetings by posting the schedule in the County Clerk's Office in the Courthouse and in any other conspicuous place in the Courthouse that the County Clerk shall designate as appropriate.

1.8 Change in Schedule. If there is a change in the schedule of regular meetings or work sessions of the Board of Commissioners, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of Board meetings.

1.8.1 Rescheduled Regular, Work Session or Special Meeting. For rescheduled regular, work session, or special meetings of the Board of Commissioners, public notice designating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of eighteen (18) hours' notice does not apply to special meetings of subcommittees.

1.8.2 Reconvening of Recessed Meeting. A meeting of the Board of Commissioners, which has recessed for more than thirty-six (36) hours, shall be reconvened only after public notice, which is equivalent to that required for rescheduled or special meetings as set forth above.

1.8.3 Mailing of Notices, Procedures Payment of Fee. Upon written request of an individual, organization, firm, or corporation, and upon the requesting parties' payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such Notices (such fee to be determined by the Clerk for the County of Chippewa) the Board of Commissioners shall send to the requesting party by first-class mail a copy of any Notice required to be posted pursuant to these Bylaws.

1.8.4 News Media Provision of Copy of Notice without Charge. Upon written request, at the same time a public notice of a meeting is posted, pursuant to these Bylaws, the County Clerk shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge, when so requested by any newspaper, radio station, or television station.

1.8.5 Public Meeting. The Board of County Commissioners shall sit with open doors, and any person may attend its meeting.

ARTICLE 2: QUORUM

2.1.1 Quorum. A majority of Commissioners of Chippewa County shall constitute a quorum for the transaction of ordinary business of the County.

- 2.1.2 Absence of Quorum. Upon the absence of a quorum, the members present may adjourn from time to time or to a time certain. Pubic Notice is not required if the time set for reconvening is less than thirty-six (36) hours.

ARTICLE 3: VOTING

- 3.1 Majority Vote. Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

- 3.1.1 A two-thirds vote shall be required on the following procedural motions:

- A. To suspend the rules of order of business
- B. To limit or extend debate
- C. To object to consideration
- D. To move previous question
- E. To hold a closed session pursuant to Open Meetings Act

- 3.2 Roll Call Vote. The names and votes of members shall be recorded on an action which is taken by the Board of County Commissioners if the action is on an ordinance, resolution, or apportionment or election of any officer, except that for the election of a Board Chairman the vote may be by secret ballot. Upon the demand of any member present, a roll call vote shall be ordered and recorded by the Board Clerk.

- 3.3 Secret Ballot Voting. No vote may be taken by secret ballot on any matter except on the question of electing the Chairman of the Board.

- 3.4 Mandatory Voting. Each member present shall be required to vote on every question unless they deem themselves to be in conflict of interest, in which case the member may abstain.

- 3.5 Reconsideration of Vote. When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for a reconsideration thereof, on all voice votes, any member may move for a reconsideration. No matter may be reconsidered more than once.

- 3.6 Conflicts of Interest. A commissioner shall not be interested directly or indirectly in any contract or other business transaction with the County, or a board, office, or commission thereof, during the time for which he is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by $\frac{3}{4}$ of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest. This prohibition does not apply to county appointments or employment.

ARTICLE 4: ORGANIZATION

- 4.1 Chairperson.

- 4.1.1 Election. During the first meeting of the year following a county commission election, the chairperson shall be elected for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term. The Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Chairperson of the Board. Said Chairperson shall take office and assume the duties immediately

upon election. If a vacancy occurs in the office of Chairperson, then the Vice-Chairperson shall assume the office of Chairperson.

4.1.2 Duties.

- 4.1.2.1 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions of order subject to appeal to the Board.
- 4.1.2.2 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board in the certification of the tax roll.
- 4.1.2.3 The Chairperson shall serve in such capacities and make appointments as the law shall require.
- 4.1.2.4 The Chairperson shall serve as an ex-officio member on all Board Committees. The Chairperson shall not vote on committee matters except as serving as a regular member of a committee.
- 4.1.2.5 The Chairperson shall preside at all meetings of the committee work sessions.
- 4.1.2.6 The Chairperson, for purpose of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County Board of Commissioners.
- 4.1.2.7 Upon election, subject to the disapproval of a two-thirds (2/3) majority of all members of the Board the Chairperson shall proceed to appoint all standing and special committees, and shall designate the Chairperson of each standing committee, and shall also designate a Vice-Chairperson to the Finance Committee. Unless a Board member voices an objection to the Chairperson's appointments, approval will be presumed. The Chairperson may change membership and chairmanship of committees at any time subject to the same conditions of the initial appointments. The Chairperson may designate the Chairperson of special committees or leave that determination to the individually appointed special committees.
- 4.1.2.8 The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance as permitted by law and in the same manner as courts of law.
- 4.1.2.9 The Chairperson of the Board, when appropriate, shall refer matters coming before the Board to one of the standing or special committees of the Board and the Chairperson shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the Board.
- 4.1.3 Vice-Chairperson.
 - 4.1.3.1.1 Election. During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. Upon being elected, said Vice-Chairperson shall immediately take office and assume all duties of the office. If a vacancy occurs in the office of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members, one of its members

to serve as Vice-Chairperson of the Board. In the absence of an election, it is assumed that the current Vice-Chairperson shall continue to fill the office. If a vacancy occurs with the position of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members to fill the vacancy of Vice-Chairperson for the balance of the current term of office.

4.1.4 Duties.

4.1.4.1 The Vice-Chairperson shall preside over meetings of the Board if the Chairperson is absent.

4.1.4.2 The Vice-Chairperson shall preside at all meetings of the Committee work sessions if the Chairperson is absent.

4.1.4.3 In the absence of the Chairperson and the Vice-Chairperson, the most senior member of the Commission shall preside over meetings of the Board.

4.2 County Clerk Duties

4.2.1 To preside, until a Chairperson or temporary Chairperson is elected, during the first meeting of the Board of Commissioners in each calendar year.

4.2.2 To record all the proceedings of the Board in a book provided for that purpose.

4.2.3 To make regular entries of all the Board's resolutions and decisions upon all questions.

4.2.4 To record the vote of each commissioner on any question submitted to the Board, if required in accordance with Rule 3.2.

4.2.5 To certify, under Seal of the circuit Court or the official seal of the County, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board of Commissioners, when required by any other person upon payment of reproduction costs.

4.2.6 To perform such other and further duties as the Board, by resolution may require.

4.2.7 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Clerk shall appoint another person to act as temporary Clerk until the Clerk or duly appointed deputy arrives.

4.3 Parliamentarian. The Prosecuting Attorney of the County or his designated Assistant shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

4.4 Standing Committees. The Board of commissioners shall have the following standing committees with the following number of members:

Finance, Claims and Accounts Five Members

Building, Grounds and Jail/ Legislative & Natural Resources/Information
Technology..... Three Members

Personnel/Equalization and Apportionment/ Transportation/Health and Social Services.....
..... Three Members

4.4.1 Duties.

4.4.1.1 Each standing committee shall report to the Board on all matters referred to the committee by the Chairman of the Board or by Board action.

4.4.1.2 Each standing committee is responsible for reviewing and recommending to the Board matters as outlined in Board policies.

4.4.1.3 All matters to be presented to a standing committee of the Board shall be presented first to the Administrator, who shall then present the same to the appropriate standing committee.

4.4.1.4 Each standing committee shall have and perform such duties as the Board may direct.

4.4.2 Meetings Standing Committees: Meetings of standing Committees may be convened by its Chairperson at any time upon reasonable written or telephonic notice to its members and to the Chairperson of the Board of commissioners. In the absence of the Chairperson, the Vice-Chairperson (if appointed) will conduct the meeting; in the absence of an appointed Vice-Chairperson, the most senior member of the Commission will conduct the meeting.

4.4.2.1 The time, date and place of all committee meetings shall be announced at the regular board meeting immediately preceding the committee's meeting if known.

4.4.2.2 The County Administrator, in conjunction with the committee chairperson, shall prepare an agenda for committee meetings, and the administrator or County Clerk shall be designated as recorder for the purpose of preparing official minutes of the meeting to be signed by the chairperson and recorder.

4.4.3 Special Committees. Subject to the disapproval of a two-thirds (2/3) majority of the Board of Commissioners, the Chairperson of the Board may establish special committees and designate commissioners to serve thereon. Unless a Board member objects to the Chairperson's designation, approval will be presumed. The membership of special committees shall automatically terminate upon the succession to office of a new Chairperson of the Board, unless reappointed by the new Chairperson of the Board.

4.4.4 Discharge of Committee. The Board by a majority of all its members, may discharge any standing or special committee from further consideration of any matter referred to the committee if the motion to discharge was properly placed upon the agenda of the meeting. At which action is desired, shall require a two-thirds (2/3) vote of all members of the Board in order to secure passage.

4.5 County Administrator.

4.5.1 A County Administrator will be hired by the Board of Commissioners to perform duties assigned to that individual by the Board, and in accordance with state statute.

4.5.2 A job description for the County Administrator will be developed by the Personnel Committee and will be reviewed periodically by the committee for recommendation to the Board if deemed appropriate.

4.5.3 The Personnel Committee may conduct a formal evaluation of the Administrator periodically but not less than once a year.

ARTICLE 5: CONDUCTING OF MEETINGS

5.1 Order of Business for Regular Meetings.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Additions/Deletions and Acceptance of Agenda
- V. Approval of County Commission Minutes
- VI. Correspondence received in the County Clerk's office
- VII. Public Comments
- VIII. County Administrator's Report
- IX. Old Business
- X. New Business
- XI. Standing Committee Reports:
 - a. Building, Grounds and Jail /Legislative and Natural Resources/Information Technology
 - b. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
 - c. Finance, Claims and Accounts
- XII. Commissioners report on meetings as Board representative and General Comments.
- XIII. Adjournment and/or recess to a date and time certain or at the call of the chairperson.

5.1.1 If no action items are applicable to the agenda, for items VIII (8) through XI (11); they will not be listed on the agenda. The Board of Commissioners can add them to the agenda, under item IV if needed.

5.2 Agenda. All information to be placed on the agenda must be received by the County Administrator no later than 4:00 p.m. on the sixth day immediately preceding said regular or adjourned regular meeting, or less, if approved by the Administrator. The County Administrator, with the approval of the Chairperson, shall provide the County Clerk with necessary information for the preparation of an agenda. On or before the fourth day before each regular meeting, the Administrator shall deliver to each member the agenda for the meeting. Contained therewith shall be a brief description of all matters to be considered; a copy of committee reports and recommendations of the Administrator to be acted upon at said meeting shall be attached thereto. At the discretion of the Board, the County Administrator may assist in the preparation of the agenda subject to the approval of the Chairperson of the Board.

5.3 Adjournment. A motion to adjourn will mean adjournment to the next regular meeting or the call of the chair.

ARTICLE 6: RIGHTS AND DUTIES OF COMMISSION MEMBERS

6.1 Speaking Priorities and Limits.

6.1.1 Every member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and

indecorous language. Members shall conduct themselves professionally at all times during meetings and shall not engage in inflammatory criticisms of county employees or other commissioners.

- 6.1.2 A member, once recognized, shall not be interrupted when speaking unless for purposes of calling the member to order, or as herein otherwise provided. If a member while speaking is called to order, he shall cease speaking until the question of order be determined and, if in order, he shall be permitted to proceed.
- 6.1.3 A Commissioner may request, through the Chairperson, the privilege of having an abstract of his statement on any subject under consideration by the commission entered in the minutes. Such statement shall be entered in the minutes.
- 6.1.4 The sponsor of any properly moved and seconded motion, resolution, ordinance or report, not appearing on the agenda for the meeting shall have the right to speak for a time not longer than three (3) minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.
- 6.1.5 No member shall speak more than once on any subject being debated until every member who chooses to speak shall have spoken unless permission is given by the Board. Permission shall be assumed given unless a Board member raises an objection.

ARTICLE 7: NON-MEMBER ADDRESSES TO COMMISSION

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting EXCEPT:

- 7.1 Any County official, who wishes to address the Board during the discussion on an item affecting his/her department may do so, providing that the County Chair deems it appropriate.
- 7.2 The parliamentarian when called upon to advise on procedure or when recognized by the Chair.
- 7.3 Any person who has been requested by the chair to be on the agenda to comment on a matter before the Board
- 7.4 Any member of the public speaking under the privilege of "Limited Public Comment", or "General Public Comment."
- 7.5 Limited Time.
 - 7.5.1 The maximum time for public discussion by way of addressing the Board on only one (1) topic shall be three (3) minutes per speaker, with a fifteen (15) minute maximum on any one topic. If there are more than five (5) persons who wish to individually speak on one (1) topic, then the fifteen (15) minutes time limit shall be equally divided among the total number of persons who wish to address the Board.
 - 7.5.2 This limitation of time on addressing the Board may be extended by a majority vote of the Commissioners present at the Board meeting. MCL 15.263(5).
- 7.6 When deemed necessary, at the discretion of the Chairperson, the following procedure may be used to conduct any Public Hearing.

The Clerk of the Board, or designee, shall make cards available at the room where the Commissioners' Meeting is to be held before commencement of each meeting. Each person desiring to address the Commissioners shall fill out such a card providing the following:

- A. Name
- B. Business
- C. Topic upon which the person wishes to address the Board including indication as to whether the matter is related to an item on the Board's agenda. A brief statement of position (pro or con) should be included to aid the Chair in recognizing a variety of points of view.

To be recognized, one must return the cards referred to above to the Clerk of the Board, or designee, prior to Board discussion on the agenda item one wishes to address.

ARTICLE 8: PARLIAMENTARY AUTHORITY AND PROCEDURE

8.1 Authority. "Robert's Rules of Order" (Newly Revised) shall govern all questions of procedures which are to not otherwise provided by these rules or state law.

8.2 Procedure.

8.2.1 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. At the request of any member of the Board, a motion shall be presented in writing.

8.2.2 Motion to Clear the Floor. If in the judgment of the Chairperson, procedural matters have been confused the Chairperson may request a "motion to clear the floor." Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

8.2.3 Order of Precedence of Motions. When a motion is seconded and is before the Board, no other motion shall be received except the following:

- To fix the time to which to adjourn
- To adjourn
- To move the previous question
- To lay on the table
- To postpone indefinitely
- To postpone to a time certain
- To refer
- To amend

These motions shall have precedence in the order as named above.

ARTICLE 9: PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS

9.1 The County Administrator shall be responsible for notifying the Board of Commissioners at least forty-five (45) days prior to the expiration of any term of office on any Board or Commission which

members are appointed by the Board of Commissioners.

- 9.2 It shall be the responsibility of the Administrator to prepare public notices of vacancies. Such action shall not require board approval.
- 9.3 Public notices must be given whenever a vacancy occurs on one the Boards or Commissions which the Board of Commissioners is responsible for filling, provided that such vacancy is one which must be filled by a member of the general public; such public notice shall describe the nature of the Board or commission, the duties of the members and the terms of office. The public notice should also indicate where applications are available. Any sitting appointee wishing to be considered for reappointment to a Board or Commission must notify the County Administrator in writing if he/she wishes to be considered for reappointment.
- 9.4 Public notice of vacancies on Boards or Commissions shall take the form of a press release prepared by the County Administrator and made available to radio stations and newspapers.
- 9.5 When nominations are closed by an approved motion, appointments will be made by a majority vote of the Board members.
- 9.6 An individual who submits to the County Administrator, by the stated date and hour, an "Application of Interest," or in any other manner or form publicly announced, and meets the criteria established by the Board, will be considered a nominee for the particular position applied. Any person who has been found guilty of theft from Chippewa County or any related boards, agencies, or entity that the County is associated with shall not be eligible for appointment to any Board or Commission and any application submitted by such individual shall be deemed invalid.

At any session of the Chippewa County Commission where a name, or names, are offered as nominees for appointment to a county Board or Commission, that name, or names, shall after nominations are announced, remain before the Commission until the next regular session of the Commission when the vote on said nominee or nominees shall take place. The Board of Commissioners may suspend this section by a two-thirds (2/3) vote of the members present, however, a majority of the members elected and serving shall be required for final appointment to a County Board or Commission.

For vacancies that expire on 12/31 the Board of Commissioners will nominate and vote to fill the previously approved nominees at the Board of Commissioners, January Organizational meeting.

- 9.7 When nominating and voting to fill more than one vacancy on a board or commission shall be as follows:
 - 9.7.1 The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.
 - 9.7.2 Commissioners will then vote to fill the vacancy of the second available position. The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.
 - 9.7.3 The same procedure as cited in 9.7.2 above will be followed for each ensuing vacancy to be filled on the board or commission under consideration.
 - 9.7.4 Should, after advertising of a vacancy on a Board or Commission, a nominee who has submitted an Application of Interest does not receive the required three (3) votes, or no applications are received in a timely manner, the chair will open nominations from the floor and an individual

may be elected to the board or commission or, the Board may vote to re-advertise the position.

ARTICLE 10: ADOPTION AND AMENDMENT OF RULES

10.1 These rules having been adopted by not less than a two-thirds (2/3) vote of all the members of the Board, may be amended or rescinded by a two-thirds (2/3) vote of all the members of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment of these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption stipulates otherwise.

ARTICLE 11: PUBLICATION OF PROCEEDINGS

11.1 The Clerk of the Board shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The Administrator is authorized to be the Recorder at all committee meeting and will keep minutes in the same manner as stated above for signature by the committee chairperson.

11.2 The minutes taken at a Board meeting shall be public records open to public inspection and copies of the same shall be available to the public at the County Clerk's Office for the reasonable estimated cost for printing and copying.

11.3 Proposed minutes of the Board meeting to which they refer shall be available to the public for inspection not more than eight (8) business days after the Board meeting. Approved minutes shall be available for public inspection at the County Clerk's Office not later than five (5) business days after the meeting at which the minutes are approved by the Board of Commissioners. MCL 15.269.

ARTICLE 12: BOARD VACANCIES

12.1 When a vacancy occurs in the office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. The person appointed to fill a vacancy which occurred in an odd numbered year shall serve until the vacancy is filled with a special election. That special election shall be called by the Board of Commissioners. The person appointed to fill a vacancy which occurs in a year which is an election year for the office of County Commission shall serve the remainder of the unexpired term. If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, the vacancy shall be filled by a special election regardless of whether the year is an election year or an odd year.

ARTICLE 13: SENDER

13.1 The masculine pronoun wherever used in the Bylaws shall include the feminine pronoun and the singular pronoun, the plural, unless the context clearly requires otherwise.

ARTICLE 14: PREVIOUS BYLAWS AND RULES

14.1 These Chippewa County Bylaws and Rules of Procedure supersede any and all Bylaws and Rules

of Procedures, and amendments, adopted prior to this date.

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REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIM AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

Dated: 12/30/2019

To the Honorable, the Said Board of Commissioners

Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H	1	85342 VERIZON WIRELESS	147	\$123.80	ACCT 383127716-00001
H	2	85343 ALBERT HEATING & COOLING, INC.	282	\$1,262.00	FURNISH/INSTALL ELEC
H	3	85345 AT&T MOBILITY	101	\$229.63	ACCT 906 253-9295 87
H	4	85345 AT&T MOBILITY	145	\$12.27	ACCT 906 253-9295 87
H	5	85345 AT&T MOBILITY	147	\$1.75	ACCT 906 253-9295 87
H	6	85345 AT&T MOBILITY	232	\$7.01	ACCT 906 253-9295 87
H	7	85346 THOMSON REUTERS - WEST	101	\$159.00	841313867 LIBRARY PL
H	8	85348 PITNEY BOWES	101	\$1,444.86	DEC 2019 RESERVE ACC
H	9	85348 PITNEY BOWES	147	\$31.00	DEC 2019 RESERVE ACC
H	10	85348 PITNEY BOWES	211	\$2.50	DEC 2019 RESERVE ACC
H	11	85349 US POSTMASTER	101	\$2,977.00	ENVELOPES
H	12	85350 WARD TIM	282	\$1,600.00	RESEALING SHELTER CO
H	13	85351 HOVIE DAVID S	101	\$1,525.00	REISSUE CK 85133 DIR
H	14	85354 AT&T MOBILITY	101	\$1,093.47	ACCT 906 253-0454 30
H	15	85355 STATE OF MICHIGAN	147	\$100.00	INSPECTOR/PLAN REVIE
H	16	85356 WARD TIM	282	\$800.00	SHELTER PAINTING JOB
H	17	85357 KAMPERS WOODFIRE CO. INC.	211	\$1,000.00	REPLACE ROOF ON COMM
H	18	85358 MARK'S TIRE, INC.	101	\$502.00	MASTERCRAFT TIRES FO
H	19	85359 WAL-MART	287	\$900.00	GIFT CARDS
H	20	85360 WAL-MART	287	\$750.00	GIFT CARDS
H	21	85361 MARQUETTE PEDIATRIC DENTISTRY	287	\$4,149.00	DENTAL WORK RONALD W
H	22	85362 ALLSTAR GRAPHICS	232	\$85.00	29560 JACKET
H	23	85363 BURTON EXCAVATING, INC.	101	\$810.00	62408 NOV SNOWPLOWIN
H	24	85364 CHARTER COMMUNICATIONS	211	\$228.42	ACCT 8245 12 101 003
H	25	85365 BARISH BROS.	101	\$134.40	1085 BOOTS PER CONTR
H	26	85367 CITY OF SAULT STE. MARIE	516	\$13.13	2019 WINTER TAX BILL
H	27	85369 CLOVERLAND ELECTRIC COOP	101	\$5,622.18	ACCT 7000877001 NOV
H	28	85369 CLOVERLAND ELECTRIC COOP	211	\$428.82	ACCT 3200558900 NOV
H	29	85369 CLOVERLAND ELECTRIC COOP	212	\$892.03	ACCT 7001344501 NOV
H	30	85371 CENTURYLINK	211	\$1.38	ACCT 57666178 NOV 20

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

Dated: 12/30/2019

To the Honorable, the Said Board of Commissioners

Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 31	85372	AT&T MOBILITY	211	\$84.43	ACCT 906 R15-2020 12
H 32	85373	CENTURYLINK	211	\$235.60	ACCT 300890616 NOV 2
H 33	85373	CENTURYLINK	212	\$879.10	ACCT 300891412 NOV 2
H 34	85374	CHIPPEWA ANIMAL CLINIC	282	\$358.50	137064 VET SERVICES
H 35	85375	DETOUR AREA SCHOOLS	255	\$4,030.33	SCHOOOL OPER DENIED
H 36	85376	DRUMMOND ISLAND TOWNSHIP TREAS	255	\$89.22	SCHOOL OPER DENIED P
H 37	85377	DSTECH INC.	101	\$5,938.34	MSP ADVANCED SECURIT
H 38	85378	DELL MARKETING L.P.	101	\$4,131.20	10356003151 5 PC OPT
H 39	85379	DIANE PEPPLER RESOURCE CENTER	166	\$2,535.00	MARRIAGE LICENSE FEE
H 40	85380	DAVIS & STANTON	101	\$277.00	137543 UNIFORM BARS
H 41	85381	DEKETO, LLC	256	\$978.00	NOV 2019 LICENSE ENH
H 42	85382	SAULT NEWS THE	101	\$76.75	AD 00113873 NOTICE O
H 43	85383	SAULT NEWS THE	101	\$134.10	INV 300232948 BUDGET
H 44	85384	WEX BANK	101	\$118.51	ACCT 0423-00-524083-
H 45	85384	WEX BANK	212	\$156.11	ACCT 0423-00-524083-
H 46	85385	GOVERNMENTAL PRODUCTS LLC	101	\$403.59	4386 2020 DOG TAGS
H 47	85386	GBS INC.	101	\$2,634.15	19-37110 NOV 5 2019
H 48	85387	IAAO	101	\$200.00	2020 MEMBERSHIP DUES
H 49	85389	LANGUAGE LINE SERVICES, INC.	101	\$91.67	4707938 NOV 2019 INT
H 50	85390	M & C WATER SYSTEMS, INC.	101	\$68.78	103820 SALT
H 51	85391	MARK'S TIRE, INC.	101	\$630.00	357278 NEW TIRE INST
H 52	85392	DTE ENERGY	212	\$446.18	NOV 2019 ACCT 9100 2
H 53	85393	PARKERS ACE HARDWARE	101	\$1,791.77	542130 SUPPLIES HARD
H 54	85394	PINGATORE CLEANERS INC.	101	\$38.00	NOV 2019 DRY CLEANIN
H 55	85395	PETE'S APPLIANCE	285	\$339.99	DEC 3 2019 DISHWASHE
H 56	85396	PAK N SHIP XPRESS	101	\$27.84	303193 SHIPPING
H 57	85397	PENINSULA FIBER NETWORK LLC	211	\$469.00	50011136 POWERLINK E
H 58	85397	PENINSULA FIBER NETWORK LLC	212	\$493.00	50011136 HYPERNET TR
H 59	85398	RUDYARD COOPERATIVE CO.	212	\$61.97	HUMIDIFIER FILETERS
H 60	85399	RUDYARD AREA SCHOOLS	255	\$322.60	SCHOOL OPER DENIED P

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

Dated: 12/30/2019

To the Honorable, the Said Board of Commissioners

Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 61	85401	REDWOOD TOXICOLOGY LABRATORY, I	146	\$17.00	13039701910 RESTRICT
H 62	85402	SAULT PRINTING COMPANY	101	\$2,884.93	FIRE KING FIING CABI
H 63	85404	SUGAR ISLAND TOWNSHIP TREASURE	537	\$6.74	2017 TAXES
H 64	85405	SAFELITE FULFILLMENT, INC.	101	\$354.18	05142-124726 REPLACE
H 65	85409	SAULT ANIMAL HOSPITAL	282	\$2,634.67	119496
H 66	85410	TITLE CHECK, LLC	537	\$3,738.00	PROPERTY INSPECTION
H 67	85411	TRACTOR SUPPLY CREDIT PLAN	282	\$1,019.33	ACCT 6035 3012 0285
H 68	85412	WEBER & DEVERS PSYCHOLOGICAL S	101	\$616.00	NOV 2019 EAP SERVICE
H 69	85413	XEROX CORPORATION	260	\$20.59	098794942 METER USAG
H 70	85414	YEO & YEO COMPUTER CONSULTING,	260	\$285.00	245927 ANNUAL PALM 1
H 71	85415	LEXIS NEXIS	101	\$379.00	3092330916 NOV 2019
H 72	85416	GOVCONNECTION, INC.	147	\$1,411.11	57314567 SURFACE PRO
H 73	85417	J RANCK ELECTRIC, INC	101	\$260.00	113804 REMOVE AND RE
H 74	85420	STATE OF MICHIGAN	212	\$1,325.00	551-552745 4 WAY LIN
H 75	85421	STATE OF MICHIGAN	211	\$2,750.00	20-000394 RADIO ACTI
H 76	85422	JODY MAYER PLUMBING AND HEATIN	212	\$80.00	10812 INSTALLED FAUC
H 77	85425	JARVIE, GRAHAM	101	\$680.00	SNOWFLOWING BLDG 429
H 78	85425	JARVIE, GRAHAM	212	\$760.00	SNOWFLOWING CENTRAL
H 79	85427	SAULT STE MARIE AREA SCHOOLS	537	\$674.69	2017 TAXES
H 80	85428	ADVANCE AUTO PARTS	101	\$165.97	6285933637404 BATTER
H 81	85431	SMARTOX	232	\$3,780.00	15404 1200 13 PANEL
H 82	85432	HARMONY MOBILE VET CLINIC, PLL	282	\$41.13	12472 VET SERVICES
H 83	85433	PALMER, GAYLA J.	101	\$570.00	LEGAL FEES STEPHENS/
H 84	85434	EWING STEVEN	101	\$58.58	TRAVEL NOV 2019
H 85	85436	BEST MAINTENANCE & LAWN CARE	101	\$750.00	10166 SEASONAL SNOW
H 86	85437	UBER-GORNICK, INC.	282	\$384.00	INV 1653 25 BAGS ENV
H 87	85438	GFL ENVIRONMENTAL USA INC	101	\$511.56	0042037575 DEC 2019
H 88	85438	GFL ENVIRONMENTAL USA INC	212	\$78.88	0042036959 DEC 2019
H 89	85439	JOHNSON CONTROLS FIRE PROTECTI	225	\$42.08	86369656 BATTERY REP
H 90	85440	REGIONAL MENTAL HEALTH COURT	218	\$150.00	MENTAL HEALTH COURT

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

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Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 91	85441	EUP REGIONAL MENTAL HEALTH COU	218	\$440.00	MENTAL HEALTH COURT
H 92	85442	WEINREIS PATRICIA	101	\$1,897.50	NOV 2019 WORKING HOU
H 93	85443	HILL SHANE	260	\$1,762.50	CONFLICT MATTERS
H 94	85444	HANK CHRISTOPHER	101	\$462.39	INSTALLED HITCH
H 95	85445	MAINPRIZE-HAJEK LAW	101	\$15.00	LEGAL FEES
H 96	85446	WARD TIM	282	\$1,600.00	RESEALING SHELTER CO
H 97	85447	WARD TIM	282	\$1,150.00	RE-DO CONCRETE PAINT
H 98	85448	ALERT ELECTRONICS, INC.	101	\$475.00	19-12693 REPLACE CCT
H 99	85449	VERIZON WIRELESS	101	\$360.28	ACCT 342172423-00001
H 100	85450	VERIZON WIRELESS	101	\$35.56	ACCT 483046855-00001
H 101	85451	ALBERT HEATING & COOLING, INC.	282	\$417.00	24710 DUCTWORK/VENTI
H 102	85452	BLUBAUGH ERIC	101	\$315.00	REIMB FOR STATE BAR
H 103	85453	BS&A SOFTWARE	101	\$55,600.00	126965 REGULAR BILLI
H 104	85454	CHIPPEWA CO HEALTH DEPT.	221	\$200,000.00	REQUEST FOR 12/16/19
H 105	85455	CENTRAL SAVINGS BANK	101	\$31.40	NOV 2019 BILLING
H 106	85456	CMP DISTRIBUTORS, INC.	268	\$1,291.00	61466 2 VESTS
H 107	85457	DISTRICT COURT	101	\$85.53	REIMB PETTY CASH JUR
H 108	85458	MARK'S TIRE, INC.	101	\$139.56	357386 TIRES/BALANCE
H 109	85459	DTE ENERGY	101	\$4,576.36	NOV 9100 316 0213 9
H 110	85460	MALEPORT CATHERINE	101	\$340.00	REIMB FOR TRAVEL TO
H 111	85461	MSU EXTENSION	101	\$35.81	REIMB PETTY CASH FOR
H 112	85462	MARQUETTE GENERAL HOSPITAL LLC	101	\$750.00	55553964-0065 RAPIE
H 113	85463	MGT OF AMERICA, INC.	101	\$987.60	36847 DHS 3RD QRT BI
H 114	85464	NORRIS CONTRACTING, INC.	282	\$690.00	11497 SNOWPLOWING FI
H 115	85465	OJALA TINA-JAMES	101	\$225.51	ADOPTION MONTH REIMB
H 116	85466	RUDYARD TOWNSHIP TREASURER	255	\$15.30	SCHOOL OPER INTEREST
H 117	85467	ROGERS LAND SURVEYING P.C.	101	\$12,800.00	2019 REMONUMNETATION
H 118	85468	REDWOOD TOXICOLOGY LABRATORY,I	146	\$1,090.00	130397201911 TESTING
H 119	85469	SAULT STE. MARIE TRIBE/SAULT T	292	\$4,440.00	SECURE DETENTION
H 120	85470	THOMSON REUTERS - WEST	101	\$706.22	841391793 NOV 2019 W

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

Dated: 12/30/2019

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Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 121	85470	THOMSON REUTERS - WEST	269	\$378.18	841406835 NOV 2019 W
H 122	85471	WEBER & DEVERS PSYCHOLOGICAL S	101	\$3,049.50	NOV 2019 THERAPY
H 123	85472	GOVCONNECTION, INC.	147	\$52.02	57318495 CASE TABLEY
H 124	85474	MEILSTRUP CHRISTY	101	\$179.54	REIMB FOR TV STAND
H 125	85476	GALLS, LLC	101	\$18.24	014308944 AKER KEY H
H 126	85477	STATE INDUSTRIAL PRODUCTS	101	\$295.00	901290318 CLEAR OUT
H 127	85478	JESIONOWSKI JOEPSH	101	\$4,965.86	27881 INSTALL NEW FI
H 128	85479	MSI	101	\$364.50	000742 DISINFECTANT
H 129	85480	SHI INTERNATIONAL CORP	101	\$33.00	B11011700 HDMI CONVE
H 130	85481	ABRAMSON BRIANNE	101	\$34.80	TRAVEL DEC 2019
H 131	85482	FRASER, MICHAEL	101	\$2,000.00	SUPPORT SERVICES 201
H 132	85483	LEPPIEN MICKI J	146	\$1,680.00	NOV/DEC WORKING HOUR
H 133	85485	YATES ERIN	148	\$1,020.00	NOV/DEC WORKING HOUR
H 134	85486	KUHN ROGERS PLC	101	\$62.50	LEGAL FEES
H 135	85487	ORDIWAY PATRICIA	146	\$70.00	PHONE STIPEN OCT NOV
H 136	85490	RINGSMUTH WUORI	101	\$16.00	CIVIL PROCESS REFUND
H 137	85491	H.A.T. INC	101	\$1,110.00	LEGAL FEES
H 138	85492	FOSTERS ACE HARDWARE	287	\$17.76	SAFETY ITEMS FOSTER
H 139	85493	CITY OF SAULT STE. MARIE	101	\$5,856.09	ACCT 1-003840-00 NOV
H 140	85494	DAVIS, JEFFREY M.	101	\$880.00	PROFESSIONAL SURVEYO
H 141	85495	HILL NEIL E	101	\$880.00	PROFESSIONAL SURVEYO
H 142	85496	LEWICKI ERIK	101	\$400.00	PROFESSIONAL SURVEYO
H 143	85497	PELTIER CHAD W.	260	\$1,839.10	CONFLICT MATTERS
H 144	85498	REGISTER OF DEEDS	101	\$540.00	RECORDATION FEES LAN
H 145	85499	WEINREIS LAWRENCE E.	101	\$880.00	PROFESSIONAL SURVERY
H 146	85500	ROGERS, LARRY	101	\$880.00	PROFESSIONAL SURVEYO
H 147	85502	ALPINE ENGINEERING, INC.	101	\$880.00	PROFESSIONAL SURVEYO
H 148	85505	CHARTER COMMUNICATIONS	101	\$194.95	ACCT 8245 12 094 003
H 149	85506	COMMUNITY ACTION AGENCY	235	\$75,000.00	SENIOR SERVICES DEC
H 150	85509	CHIPPEWA COUNTY CREDIT UNION	101	\$1,898.98	NOV 2019 ACCT END 46

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

Dated: 12/30/2019

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Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 151	85509	CHIPPEWA COUNTY CREDIT UNION	268	\$560.00	NOV 2019 ACCT EMD 46
H 152	85511	GORDON FOOD SERVICE INC	101	\$9,449.30	843206413 GROCERY
H 153	85512	INK & TONER ALTERNATIVE	101	\$695.29	18-9322 TONER
H 154	85513	JILBERT DAIRY	101	\$1,274.10	77333884 GROCERY
H 155	85515	NATIONAL OFFICE PRODUCTS	101	\$1,660.04	INV3372 FILE CABINET
H 156	85515	NATIONAL OFFICE PRODUCTS	145	\$106.20	INV3563 OFFICE SUPPL
H 157	85515	NATIONAL OFFICE PRODUCTS	147	\$50.30	INV3396 SUPPLIES
H 158	85516	PINGATORE CLEANERS INC.	101	\$170.00	240249 RUGS
H 159	85517	PENNZOIL 10 MIN. CHNG CTR	101	\$96.77	334353 OIL AND FILTE
H 160	85518	SAULT PRINTING COMPANY	101	\$783.15	11732 DRY ERASE MARK
H 161	85518	SAULT PRINTING COMPANY	145	\$75.00	11610 MAINT CONTRACT
H 162	85519	SAVE A LOT	101	\$509.40	NOV 7 2019 GROCERY
H 163	85525	ADVANCE AUTO PARTS	101	\$39.98	6285934637781 WIPERS
H 164	85530	WILLIAMS KIM	101	\$87.18	LEGAL FEES
H 165	85537	ANIMAL KINGDOM VETERINARY CLIN	282	\$44.59	0284575 VETSERVICES
H 166	85538	ALBERT HEATING & COOLING, INC.	101	\$101.00	12625 SERVICE 12/2/1
H 167	85538	ALBERT HEATING & COOLING, INC.	225	\$646.00	12794 SERVICE 12/16
H 168	85539	WAR MEMORIAL HOSPITAL	101	\$75.00	NOV 2019 LEGAL BLOOD
H 169	85540	DELL MARKETING L.P.	101	\$3,620.00	10361527992 OPTIPLEX
H 170	85540	DELL MARKETING L.P.	256	\$569.00	10361527992 OPTIPLEX
H 171	85541	DEPT OF CORRECTIONS	232	\$4,402.50	NOV 2019 MONITORING
H 172	85542	FRIEND OF THE COURT	101	\$17.15	REIMB PETTY \$ FOR PO
H 173	85543	WEX BANK	101	\$3,312.24	NOV 2019 ACCT 0462-0
H 174	85544	MERLE'S GARAGE AND TOWING INC.	101	\$50.00	48619 HOUGH FLAT TIR
H 175	85545	PAT'S LOCK & KEY, INC.	101	\$30.00	SERVICE ON FILE CABI
H 176	85546	ROGERS LAND SURVEYING P.C.	101	\$28,800.00	ADDITIONAL AMOUNT FO
H 177	85548	TITLE CHECK, LLC	537	\$2,305.60	PROPERTY INPSECTION
H 178	85549	VOGLER MICHAEL D.	101	\$704.44	LEGAL FEES
H 179	85551	ADVANCE AUTO PARTS	101	\$57.97	6285935029003 WIPERS
H 180	85552	ANYTIME TOWING	101	\$90.00	2540 FLAT BED RAMP S

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

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Your Committee on Finance, Claims and Accounts would respectfully submit the following as their report, and do hereby recommend that several amounts scheduled herein be allowed, also that the Clerk of the Board be authorized to draw Orders on the County Treasurer for the same.

CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 181	85553	HOLIDAY STATIONSTORES	216	\$63.55	ACCT 1400-004-355-07
H 182	85553	HOLIDAY STATIONSTORES	232	\$195.52	ACCT 1400-004-355-07
H 183	85554	SHI INTERNATIONAL CORP	101	\$83.00	B10993671 LED MONITO
H 184	85555	KINROSS VETERINARY CENTER	282	\$742.77	413117 DUCHESS
H 185	85556	ORDIWAY PATRICIA	146	\$364.82	NOV TRAVEL FOR HOME
H 186	85557	WARD TIM	282	\$4,100.00	DOOR REPLACEMENTS/SH
H 187	85558	GATOR KENNELS, LLC	285	\$12,617.00	22 KENNEL DOORS
H 188	85560	MCLAY ALAN	101	\$40.00	CIVIL PROCESS REFUND
H 189	85562	AYRES ASSOCIATES INC	101	\$1,900.00	INV 184057 2019 INSP
H 190	85565	BOSBOUS JOHN A	101	\$1,627.96	DEC 2019 PAPERS SERV
H 191	85567	DAVIS, JEFFREY M.	101	\$800.00	19099B CREATE CORNER
H 192	85568	EUP TRANSPORTATION AUTHORITY	101	\$52.60	SUGAR ISLAND FERRY C
H 193	85568	EUP TRANSPORTATION AUTHORITY	147	\$10.60	SUGAR ISLAND FERRY C
H 194	85571	PARKERS ACE HARDWARE	101	\$35.97	544927 CONCRETE CRAC
H 195	85572	PETE'S APPLIANCE	285	\$482.99	DISHWASHER
H 196	85574	SOO SUPERVALUE	101	\$55.00	FOOD ORDER
H 197	85576	STANDARD ELECTRIC COMPANY	225	\$418.29	18011360-00 VALVE AS
H 198	85577	TEACHING FAMILY HOMES OF UPPER	292	\$9,829.19	JJDRA
H 199	85580	FRANCE JENNIFER J	260	\$10.54	OFFICE SUPPLIES
H 200	85581	GALLS, LLC	232	\$329.81	014420830 FLASHLIGHT
H 201	85582	PREMIER BIOTECH	101	\$135.00	L3319633 URINE CONF
H 202	85587	BUSH TERRI	287	\$334.52	REIMB MENTAL HEALTH
H 203	85589	WEINREIS PATRICIA	101	\$2,377.50	DEC 2019
H 204	85592	SPEAKER LAW FIRM PLLC	101	\$459.00	LEGAL FEES
H 205	85595	ALPINE ENGINEERING, INC.	101	\$17,600.00	INV 18100 CORNERS
H 206	85596	WATTS DONOVAN TILLY	101	\$16.00	CIVIL PROCESS REFUND
H 207	85602	SAULT PRINTING COMPANY	101	\$159.50	TO REIMB FOR POSTAGE
H 208	85604	STEWART WILLIAM E & ELIZABETH	101	\$843.81	REISSUE CK 80152
H 209	85604	STEWART WILLIAM E & ELIZABETH	537	\$50.78	REISSUE CK 80152
H 210	85605	VERIZON WIRELESS	147	\$84.40	ACCT 383127716-00001

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

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CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 211	85606	CHARTER COMMUNICATIONS	101	\$183.35	ACCT 8245 12 093 018
H 212	85607	BIAS JAMES A.	260	\$315.00	CONFLICT MATTERS ADK
H 213	85608	CHIPPEWA CO HEALTH DEPT.	101	\$2,823.29	OCT 2019 MEDICAL EXA
H 214	85609	CMP DISTRIBUTORS, INC.	101	\$2,035.00	61805 2 BALLISTIC CO
H 215	85610	CLOVERLAND ELECTRIC COOP	101	\$744.42	ACCT 7000374001 DEC
H 216	85610	CLOVERLAND ELECTRIC COOP	211	\$241.11	ACCT 7000634601 DEC
H 217	85611	CHIPPEWA ANIMAL CLINIC	282	\$405.16	137671 VET SERVICES
H 218	85612	DIGITAL*ALLY	101	\$245.00	1110664 BATTERY COVE
H 219	85613	DALCO	212	\$125.71	3540154 SUPPLIES
H 220	85614	EBCO COMPANY, THE	101	\$1,260.00	019281 GREY FOLDERS
H 221	85615	GILLETT HALVORSEN & LEONHARDT,	101	\$62,400.00	NOV 2019 COUNTY/HEAL
H 222	85616	GREAT LAKES SERVICES, INC.	212	\$136.60	42385 SERVICE CHECK/
H 223	85617	MAXIMUS, INC.	101	\$5,000.00	COST ALLOCATION PLAN
H 224	85618	MARK'S TIRE, INC.	101	\$20.00	357418 ROTATION
H 225	85619	MEDICAL LABS OF MARQUETTE, P.C	101	\$213.00	4875L TOXICOLOGY TES
H 226	85620	MGT OF AMERICA, INC.	101	\$1,192.40	36848 PREP 3RD QRT D
H 227	85621	NYE UNIFORM COMPANY	101	\$150.00	723680 SHIRT/NAME TA
H 228	85622	PARKERS ACE HARDWARE	101	\$39.98	545247 DRANO
H 229	85623	REDWOOD TOXICOLOGY LABRATORY,I	148	\$375.00	706512 TCUPS
H 230	85624	SAFELITE FULFILLMENT, INC.	101	\$90.28	05142-124810 WINDSHI
H 231	85625	SAVE A LOT	287	\$450.00	18 FOOD CERTIFICATES
H 232	85626	SAULT ANIMAL HOSPITAL	282	\$1,259.30	119885 VET SERVICES
H 233	85627	THOMSON REUTERS - WEST	101	\$653.00	841491597 LIBRARY PL
H 234	85628	JODY MAYER PLUMBING AND HEATIN	212	\$246.15	10829 INSTALLED MOP
H 235	85629	RAHILLY BRIAN D.	260	\$596.20	CONFLICT MATTER COLE
H 236	85630	ADVANCE AUTO PARTS	101	\$92.96	DIGITAL MULTITESTER
H 237	85631	US POSTMASTER	101	\$153.00	POSTAGE STAMPS
H 238	85632	KELLY TOM	287	\$45.00	PER DIEM BOARD MEETI
H 239	85633	KIBBLE JACK	287	\$52.56	PER DIEM BOARD MEETI
H 240	85634	SIMS FRANK	147	\$743.07	DEC 2019 TRAVEL

REPORT OF COMMITTEE OF COMMISSIONERS ON CLAIMS AND ACCOUNTS

STATE OF MICHIGAN
COUNTY OF CHIPPEWA

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CLAIM #	CHECK #	CLAIMANT	FUND	AMOUNT	DESCRIPTION
H 241	85635	CYMBALIST VIRGINIA	101	\$1,327.46	LEGAL SERVICES
H 242	85636	SADLER JILLIAN	101	\$269.96	REIMB FOR ADJUSTABLE
H 243	85637	GUIDO'S PIZZA	287	\$150.00	SCAN MEETING LUNCHEO
H 244	85638	LEPPIEN MICKI J	146	\$1,470.00	DEC 2019 WORKING HOU
H 245	85639	WILSON MONICA	101	\$834.81	ASSIGNED COUNSEL
H 246	85640	YATES ERIN	148	\$910.00	DEC 2019 WORKING HOU
H 247	85641	PATS FOODS	287	\$425.00	17 FOOD CERTIFICATES
H 248	85642	RYCKEGHEM MICHAEL	147	\$162.98	DEC 2019 TRAVEL
H 249	85643	ANIMAL KINGDOM VETERINARY CLIN	282	\$33.69	0284689 CAT SPAY
H 250	85644	CHARTER COMMUNICATIONS	211	\$228.42	ACCT 8245 12 101 003
H 251	85645	CLOVERLAND ELECTRIC COOP	211	\$186.25	ACCT 3200062700 DEC
H 252	85646	EVERYTHING ELECTRIC SALES	101	\$202.27	322442 LIGHT
H 253	85647	GORDON FOOD SERVICE INC	101	\$6,847.32	843206985 GROCERY
H 254	85648	INK & TONER ALTERNATIVE	101	\$99.99	18-9361 TONER
H 255	85649	JILBERT DAIRY	101	\$1,448.95	77369394 GROCERY
H 256	85650	NATIONAL OFFICE PRODUCTS	101	\$128.17	INV4022 WEEKLY BOOK
H 257	85650	NATIONAL OFFICE PRODUCTS	148	\$290.00	INV3850 SOBRIETY COU
H 258	85651	PENNZOIL 10 MIN. CHNG CTR	101	\$117.58	334510 HEADLIGHT SER
H 259	85652	SAULT PRINTING COMPANY	101	\$332.74	11785 WALL FILE
H 260	85653	WOLLAN, ORVAL	101	\$15.00	REIMB FOR GAS POWER
H 261	85654	FRANCE JENNIFER J	260	\$58.00	TRAVEL TO ST IGNACE
H 262	85655	BANKCARD SERVICES	101	\$449.55	ACCT END 5227 VA SUP
H 263	85655	BANKCARD SERVICES	282	\$47.97	ACCT END 5227 SHETLE
H 264	85655	BANKCARD SERVICES	285	\$874.70	ACCT END 5227 SHELTE
H 265	85656	OBREITER JENNIFER	101	\$212.68	TRAVEL TO MACK ISLAN
H 266	85657	HEALTHSOURCE SAGINAW	101	\$61.40	COPY OF RECORDS

*** GRAND TOTAL ***

\$695,239.11

FUND	AMOUNT
101	310,999.
145	193.47
146	4,691.82
147	2,771.03
148	2,595.00
166	2,535.00
211	5,855.93
212	5,680.73
216	63.55
218	590.00
221	200,000.00
225	1,106.37
232	8,799.84
235	75,000.00
255	4,457.45
256	1,547.00
260	4,886.93
268	1,851.00
269	378.18
282	18,590.11
285	14,314.68
287	7,273.84
292	14,269.19
516	13.13
537	6,775.81
TOTAL	695,239.11

Dated: _____ COMMISSIONER: _____

Dated: _____ COMMISSIONER: _____

Dated: _____ COMMISSIONER: _____