



AGENDA

St. Clair County Board of Commissioners Human Services Committee

**Board of Commissioners' Room
County Administrative Office Building, 2nd Floor
200 Grand River Avenue
Port Huron, MI 48060**

September 2, 2021 at 6:00 PM

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- 1. Roll Call/Opening/Pledge of Allegiance**
 - 2. Additions/Deletions/Changes to the Agenda**
 - A. Health Department Update
 - 3. Citizens to be Heard**
 - 4. Updates**
 - 5. Conceptual Initiatives**
 - 6. Old Business**
 - 7. New Business**
 - A. Community Health Improvement Plan (CHIP) Contract Approval
 - 8. Other Human Services Matters**
 - 9. Information Only**
 - A. Health Department August Points of Interest
 - 10. Receive and File Packets**
 - 11. Adjournment**

Committee Chair: Lisa Beedon

Note: The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite

203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

Health Department Update

Summary:

Community Health Improvement Plan (CHIP) Contract Approval

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	Memo	8/16/2021	Cover Memo
📎	contract	8/16/2021	Backup Material



ST. CLAIR COUNTY HEALTH DEPARTMENT

Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

MEMORANDUM

ANNETTE MERCATANTE MD MPH
MEDICAL HEALTH OFFICER

GREG BROWN
ADMINISTRATOR

ADVISORY BOARD OF HEALTH

MARIE J. MULLER
CHAIRPERSON

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Divisions

ADMINISTRATION
P 810.987.5300
F 810.985.2150

DENTAL CLINIC
P 810.984.5197
F 810.984.0747

EMERGENCY PREPAREDNESS
P 810.987.5300
F 810.987.0630

ENVIRONMENTAL HEALTH
P 810.987.5306
F 910.985.5533

HEALTH EDUCATION
P 810.987.5300
F 810.986.2150

NURSING DIVISION
P 810.987.5300
F 810.985.4487

TEEN HEALTH
P 810.987.1311
F 810.966.2898

WIC PROGRAM
P 810.987.8222
F 810.966.2898

DATE: August 12, 2021

TO: St. Clair County Board of Commissioners

FROM: Greg Brown, Administrator

RE: Community Health Improvement Plan Contract Approval

The Health Department completed a Community Health Needs Assessment (CHNA) in 2017, and Community Health Improvement Plan (CHIP) in 2019, and a new CHNA is currently underway. The Health Department is seeking a consultant to collect and analyze data, documentation, and related materials from the 2019-2023 CHIP, and provide a written evaluation. Also, complete the development of a written CHIP for 2023-2027 from the completed 2021 CHNA.

There is Health Department funding available for this project. The Health Department is respectfully requesting approval of a Professional Service Contract with Mary Kushion Consulting, LLC, not to exceed \$11,110.



www.scchealth.co

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**Letter of Engagement
Between
St. Clair County Health Department
and
Mary Kushion Consulting, LLC**

St. Clair County Health Department (SCCHD) intends to complete an evaluative summary of its 2019-2023 Community Health Improvement Plan and develop its next Community Health Improvement Plan (CHIP) to begin in 2023. SCCHD is engaging the services of Mary Kushion Consulting, LLC (CONSULTANT) for consultative and facilitation services to develop the evaluation and updated CHIP.

The agreed upon fee is not to exceed \$11,100.00 plus travel expenses if incurred although it is anticipated most, but not all will be in a virtual format. (Contingent upon Covid restrictions as applicable).

The cost for the services are as follows and details are provided on Page 2:

- \$130.00/hour for work performed during the assessment process and development of reports.
- \$1,000.00/day plus travel expenses (mileage at current IRS rate) for on-site meetings as needed.
- In the event of in-person meetings, CONSULTANT will provide any hand-outs in needed at least 24 hours in advance of each session. If the department elects to have CONSULTANT provide the hand-outs, the department will be billed for the actual costs to produce them commercially. Meeting materials such as projector, flip charts, tripods, and other supplies will be the responsibility of the SCCHD. A list of necessary supplies will be provided to the department at least one week in advance of each focus group and strategic planning session as appropriate.
- CONSULTANT will provide an invoice for services rendered upon completion of project deliverables. It is expected that SCCHD will provide reimbursement within 30 days of submission of the invoice.

This letter of engagement commences once both parties have reviewed and signed the agreement. It is proposed the work shall commence in October 2021 and be concluded on, or before June 30, 2022. This agreement can be terminated by either party with 30 days written notice. The agreement is subject to renewal and revision upon agreement with both parties. It is understood that CONSULTANT serves as an independent contractor.

On behalf of the St. Clair County Health Department

Annette Mercatante, MD, MPH Medical Health Officer

Date

On behalf of Mary Kushion Consulting, LLC

Mary L. Kushion, MSA, President

Date

St. Clair County Health Department CHIP Evaluation and Plan Development

<i>Deliverable</i>	<i>Description of Effort</i>	<i>Level of Effort</i>	<i>Cost per Deliverable</i>
BOTH PROJECTS: Work Plan development of evaluation and CHIP development with SCCHD Project Lead	Discussions with project staff to develop work plans that includes, tasks for the team, milestones/timeframes for completion, and identification of documentation needed to begin process.	1 hour	\$130.00
CHIP EVALUATION: Collection and analysis of data, documentation, and related materials associated with 2019-2023 CHIP	Review data, reports, summaries, achievements and barriers, surveys, health, and socioeconomic data produced as an element of the CHNA process to assess progress achieved during current CHIP cycle. Discuss questions, concerns and impressions with project staff and stakeholders to address and confirm.	16 hours	\$2,080.00
CHIP EVALUATION: Draft summary evaluation of CHIP	Summary evaluation will include details related to what was/was not accomplished during the CHIP timeframe. Evaluation will include barriers to achievement, current data to measure progress made and identified health issues that may be carried forwarded into the next CHIP cycle.	8 hours	\$1,040.00
DEVELOPMENT OF 2023-2027 CHIP: Stakeholder and Community Input	Facilitate virtual and in-person sessions of community groups determined by SCCHD to identify current health issues based on data, disparities, priorities, and resources; consolidate feedback to include in the CHIP	<p>Pending COVID Restrictions:</p> <p>Maximum of five in-person sessions at \$1,000.00/day.</p> <p>If virtual sessions are the only option: 15 hours (five sessions)</p> <p>Both options include prep time and could be a blend of both in-person and virtual.</p>	\$1,950.00-5,000.00

DEVELOPMENT OF 2023-2027 CHIP: Written plan development	Working with SCCHD staff, write the CHIP written plan that includes the elements required by PHAB; includes multiple drafts and revisions to produce a final report.	16 hours	\$2,080.00
BOTH PROJECTS: Communications with Staff	Conference calls and email exchanges with SCCHD project staff to update on status, review the draft document, address any gaps, and needed information	1 hour/month/six months	\$780.00
Total Cost:		\$8,060.00-\$11,110.00	

Health Department August Points of Interest

Summary:

ATTACHMENTS:

Description	Upload Date	Type
☐ SCCHD August Points of Interest	8/25/2021	Cover Memo

AUGUST 2021

Points of Interest...

- The St. Clair County Health Department (SCCHD) is one of many providers in the area providing a third dose of the mRNA COVID-19 vaccine(s) to individuals who are moderately to severely immunocompromised. Appointments can be scheduled online at www.scchealth.co or call (810) 987-5300. Those who qualify should speak with their doctor or pharmacist before receiving the additional vaccination.
- SCCHD Nursing staff in collaboration with area physicians provided no-charge sports physicals at three (3) area schools that included St. Clair High School, Capac Jr/Sr High School, and Algonac Jr/Sr High School. Approximately 150 physicals were completed for student athletes to participate in athletic programs this school year. Back to school routine vaccines and COVID-19 vaccines were also provided.
- The Environmental Health division is participating in a Michigan vector-borne disease surveillance and prevention program. Funding is provided by MDHHS to support a monitoring system geared towards identifying populations of potentially invasive mosquitoes capable of transmitting emerging arboviruses. In addition, staff is conducting surveillance for the blacklegged tick (*Ixodes scapularis*) capable of transmitting Lyme disease and other pathogens. This year, for the first time, that tick has been verified at multiple locations in the County. St. Clair County is unique in that it is on the threshold of potential emerging vector-borne diseases with the recently confirmed local presence of the blacklegged tick and the Asian tiger mosquito in neighboring counties.
- The SPEAK Coalition (Substance Prevention through Early Action and Knowledge) hosted an online *Virtual Youth Scavenger Hunt* this summer. Over 50 youth participated and submitted 562 completed missions. Mission examples included working in a community garden, biking the Bridge to Bay Trail, or flying a Radio Controlled Plane at Propbusters Airfield at Goodells County Park. Additional SPEAK events included hosting a *Youth Trivia Night* at the YMCA and information sharing at the Blue Water Recovery Outreach (BWROC) Recovery vs. Police softball game at Pine Grove Park.
- The Women, Infants and Children program (WIC) is re-opening September 8th. In-person as well as tele-visits will be available. Staff is looking forward to being able to re-connect with families. Plans are in place to make improvements to the office to ensure the health and safety of our families.