



Ottawa County
Board of Commissioners

Joe Moss
Chairperson

Sylvia Rhodea
Vice-Chairperson

To All Ottawa County Commissioners:

*The Ottawa County Board of Commissioners will meet on **Tuesday, July 11, 2023 at 9:00 AM** for the regular July meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.*

The Agenda is as follows:

1. *Call to Order by the Chairperson*
2. *Prayer and Pledge of Allegiance*
3. *Roll Call*
4. *Correspondence*
5. *Public Comment*
6. *Approval of Agenda*
7. *Consent Resolutions:*

From the County Clerk/Register

A. *Board of Commissioners Meeting Minutes*

Suggested Motion:

To approve the minutes of the [June 27, 2023](#) Board of Commissioners meeting

8. *Public Hearings: None*
9. *Agenda and Action Requests*

From Administration

A. Ottawa County Department of Public Health Plan of Organization

Suggested Motion:

To approve and authorize the Board Chairperson to sign the 2023 Ottawa County Department of Public Health Plan of Organization.

10. *Committee Reports*

11. *Public Comment*

12. *Additional Business*

A. *Report from County Administrator*

13. *Adjournment at Call of the Chairperson*

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
JUNE SESSION – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, June 27, 2023, at 6:31 p.m. and was called to order by the Chairperson.

The prayer was pronounced by Pastor Mark Neymeiyer.

Chairperson Moss led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Jacob Bonnema, Joe Moss, Kyle Terpstra, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema. (11)

Correspondence

None

Public Comments

Public comments were made by the following:

1. Kate Leighton-Colburn-Holland
2. Sheila Detloff-Holland
3. Cindy Spielmaker-Grand Haven
4. Christina Strait-Grand Haven
5. Karen Obits-Spring Lake Village
6. Kelly Vruggink-Zeeland
7. Joe Spaulding-Holland Township
8. Jackie Laughlin-Grand Haven Township
9. Adrea Hill-Holland Township
10. Thom Parker-City of Zeeland
11. Dan Zimmer-Port Sheldon Township
12. Elizabeth Brubaker-Holland Township
13. Kristen Meghan Kelly-Hudsonville City
14. Dave Dunayczan-Robinson Township
15. Donna Mooney-Georgetown Township
16. Darlene Dykstra-Georgetown Township
17. Chet Seay-Zeeland
18. Harvey Nikkel-Georgetown Township
19. Ellis Kelly-Hudsonville
20. Michael Kuras-Spring Lake Township
21. Rebecca Patrick-Allendale Township
22. Lori Grasman-Robinson Township

23. Stephen Rockman-Grand Haven Township
24. Derrick Muilenburg-Holland Township
25. Christi Meppelink-Zeeland Township
26. J. Parnell McCarter-Georgetown Township
27. Catherine Ristola Bass-Holland City
28. Deb Cizek-Port Sheldon Township
29. Chuck Cizek-Port Sheldon Township
30. Donovan Monte Gomez-Park Township
31. Nick DeHaan-Georgetown Township
32. Joel Studebaker-Jamestown Township
33. M. Bilsky-Park Township
34. Brian Stork-Spring Lake Township
35. Sandra Hansen-Holland
36. Charity McMaster-Spring Lake Township
37. Melanie Scholten-Park Township
38. Walter Davis-Grand Haven Township
39. Cindy Lohrke-Grand Haven Township
40. Roberta Nauta-Grand Haven Township
41. Alpha Mansaray-Holland Township
42. Barbara Lee VanHorsen-Grand Haven City
43. David Barnosky-Port Sheldon Township
44. Vince Bush-Holland Township
45. Amber Ciesielski-Allendale Township
46. Diane Veldheer-No jurisdiction given
47. George Maierhauser-Spring Lake Township
48. David Morren-Allendale Township
49. John Steinbock-Spring Lake Township
50. Eric-Ottawa County
51. Aaron Compagner-District 4
52. Don Dykstra-Georgetown Township
53. Kendra Wenzel-Hudsonville

Chairperson Moss called a recess at 9:02 p.m.

Chairperson Moss called the meeting back to order at 9:21 p.m.

Approval of Agenda

B/C 23-118 Gretchen Cosby moved to approve the agenda of today.

The motion passed.

Consent Resolutions

B/C 23-119 Roger Bergman moved to approve the following Consent Resolutions.

- A. To approve the minutes of the June 13, 2023, Board of Commissioners meeting
- B. To ratify all contracts for the period of May 1, 2023 to May 31, 2023 currently pending on the post-execution ratification list as authorized under Section IV (D)(2) of the Ottawa County Contracting Authorization and Form Policy.

The motion passed by the following votes: Yeas: Kyle Terpstra, Rebekah Curran, Douglas Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Roger Bergman, Jacob Bonnema, Gretchen Cosby, Joe Moss. (11)

Public Hearings

None.

Agenda and Action Requests

B/C 23-120 Sylvia Rhodea moved to approve a resolution expressing support for protecting childhood innocence.

B/C 23-121 Douglas Zylstra moved to table the resolution in motion B/C 23-120 for 3 months.

The motion failed for lack of a second.

Motion B/C 23-120 passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Jacob Bonnema, Sylvia Rhodea, Kyle Terpstra, Allison Miedema, Lucy Ebel, Joe Moss. (9)

Nays: Douglas Zylstra and Roger Bergman. (2)

B/C 23-122 Rebekah Curran moved to approve a resolution to withdraw the City of Hastings from the Grand Valley Metro Council, at the request of the City of Hastings.

The motion passed by the following votes: Yeas: Gretchen Cosby, Roger Bergman, Douglas Zylstra, Jacob Bonnema, Kyle Terpstra, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (11)

B/C 23-123 Gretchen Cosby moved to approve a resolution to censure Commissioner Jacob Bonnema.

B/C 23-124 Douglas Zylstra moved to strike the last paragraph of the resolution to censure Commissioners Jacob Bonnema, which reads, "Be it further resolved, the Board requests Commissioner Bonnema be removed from Ottawa County Board of Commissioner Standing Committees for the remainder of 2023."

The motion failed by the following votes: Nays: Roger Belknap, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Lucy Ebel, Joe Moss. (6)

Yeas: Rebekah Curran, Kyle Terpstra, Douglas Zylstra, Roger Bergman, Jacob Bonnema. (5)

B/C 23-125 Douglas Zylstra moved to update the last paragraph of the resolution to censure Commissioners Jacob Bonnema, to read, "Be it further resolved, the Board requests that Commissioner Bonnema be potentially removed as the Vice-Chairperson of the Finance and Administration Committee depending on the disposition of the Finance and Administration Committee."

The motion passed by the following votes: Yeas: Lucy Ebel, Gretchen Cosby, Rebekah Curran, Douglas Zylstra, Kyle Terpstra, Roger Belknap, Roger Bergman. (7)

Nays: Allison Miedema, Sylvia Rhodea, Joe Moss. (3)

Abstain: Jacob Bonnema. (1)

B/C 23-126 Allison Miedema moved to amend motion B/C 23-125 to request the Board remove Commissioner Jacob Bonnema from the Finance and Administration Committee.

The motion failed by the following votes: Nays: Roger Belknap, Rebekah Curran, Gretchen Cosby, Jacob Bonnema, Douglas Zylstra, Kyle Terpstra, Lucy Ebel, Roger Bergman. (8)

Yeas: Sylvia Rhodea, Allison Miedema, Joe Moss. (3)

B/C 23-127 Joe Moss moved to update the last paragraph of the resolution to censure Commissioners Jacob Bonnema, to read, "Be it further resolved, the Board requests that Commissioner Bonnema be removed from one Standing Committee for the remainder of 2023."

The motion passed by the following votes: Yeas: Gretchen Cosby, Roger Bergman, Allison Miedema, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (7)

Nays: Douglas Zylstra, Jacob Bonnema, Kyle Terpstra, Rebekah Curran. (4)

Motion B/C 23-123 passed with the approved amendment from Motion B/C 23-127 by the following votes: Yeas: Roger Belknap, Gretchen Cosby, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss. (6)

Nays: Roger Bergman, Douglas Zylstra, Rebekah Curran, Jacob Bonnema, Kyle Terpstra. (5)

Chairperson Moss called for a recess at 11:20 p.m.

Commissioner Bergman left the meeting at 11:20 p.m.

Chairperson Moss called the meeting back to order at 11:49 p.m.

B/C 23-128 Allison Miedema moved to approve the nomination of (*indicates recommendation from the Interview Subcommittee):

*Eric Johnson

David Chesney
Charles Murray
Nicholas Matiash
James Chiodo
Joshua Miller
William Haynes

and to select one (1) to fill one (1) War Veteran vacancy on the Veteran's Affairs Committee beginning January 27, 2023 and ending December 31, 2025.

Roll Call Votes:

Bonnema-Johnson	Ebel-Johnson
Miedema-Johnson	Terpstra-Johnson
Cosby-Johnson	Rhodea-Johnson
Curran-Johnson	Zylstra-Johnson
Belknap-Johnson	Moss-Johnson

Total votes received-Johnson-10 votes

Public Comment

1. David Morren-Allendale Township
2. Catherine Ristola Bass-Holland City
3. Karen Obits-Spring Lake Village
4. Donna Mooney-Georgetown Township
5. David Barnosky-Port Sheldon Township
6. Christi Meppelink-Zeeland Township
7. Dan Zimmer-Port Sheldon Township
8. Kendra Wenzel-Georgetown Township
9. Aaron Compagner-District 4
10. Sandra Hansen-Holland
11. Sara Westhuis-Georgetown Township

Online Public Comments

1. Joe Spaulding-Holland Township

Additional Business

- A. Report from County Commissioners who attended the Ottawa County Conservation District Annual Meeting-Several Commissioners were able to attend and commented on the meeting.
- B. Report from the Lunch at the Park event hosted by the Parks Foundation of Ottawa-Commissioner Miedema was able to host a table at the luncheon and enjoyed the event very much. Commissioner Terpstra was able to run the 5K Trail Run on Saturday.

- C. Update for Commissioners on an upcoming tour of the Ottawa Area Intermediate School District-Commissioner Terpstra updated that he reached out to the OAISD and they are willing to do a tour for the Commissioners. Anyone that is interested, let him know and they can coordinate a date for this tour.

- D. Report from County Administrator-The County Administrator's report was presented.
 - 1. Strategic Plan Update-Administrator Gibbs gave an update on the new direction for the strategic plan process. This will be kicking off soon.

Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting on June 28, 2023 at 12:28 a.m.

JUSTIN F. ROEBUCK, Clerk/Register
Of the Board of Commissioners

JOE MOSS, Chairperson
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 07/11/2023

Requesting Department: Office of Administration

Submitted By: John Gibbs

Agenda Item: Ottawa County Department of Public Health Plan of Organization

Suggested Motion:

To approve and authorize the Board Chairperson to sign the 2023 Ottawa County Department of Public Health Plan of Organization.

Summary of Request:

The Michigan Public Health Accreditation Program Audit requires the Ottawa County Department of Public Health to complete the Plan of Organization as part of the Michigan Public Health Accreditation Program Audit every three years. The purpose of the Plan of Organization is to demonstrate our department's capability to carry out the local public health requirements outlined in Public Act 368 of 1978 Michigan Public Health Code. Michigan Public Health Accreditation requires that the Plan of Organization is reviewed and approved by the local governing entity and submitted to the State.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

N/A

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Goal 4: To Continually Improve the County's Organization and Services.


Objective: Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Goal 3, Objective 2: Maximize communication with citizens.

Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:

**Ottawa County Department of Public Health
Accreditation 2023
Local Plan of Organization**

1. Legal Responsibilities & Authority

A. State & Local Statutory Authority for Ottawa County Dept. of Public Health

Statutory Authority

Pursuant to the Public Health Code (“PHC”), specifically PA 368 of 1978, MCL 333.1101 et. seq. as amended, the Michigan Department of Health and Human Services (“MDHHS”) is authorized to require a Plan of Organization from a local health department, which is approved by the State Department of Public Health.

MCL 333.2235 of the PHC allows MDHHS to authorize a local health department to exercise powers and functions of the MDHHS and to deliver services and programs.

Part 24 of the PHC, specifically MCL 333.2431, requires a local health department to have a plan of organization approved by the MDHHS.

Powers and Duties

The PHC, specifically MCL 333.2401 et. seq., sets forth the specific authority given to the local health department and local health officer and describes the specific powers and duties to protect public health as it relates to the above general provisions.

The Ottawa County Department of Public Health (OCDPH) has access to legal corporate counsel, the Ottawa County Prosecutors Office, the 22nd Circuit Court, and the 58th District Court for the issuance of warrants, etc., and the support of state and local law enforcement to assist as needed in carrying out the powers and duties necessary to protect public health and safety. OCDPH also has partnerships with the Ottawa County Sheriff’s Office, the Ottawa County Courts, and the Ottawa County Office of Emergency Management which are all under the general jurisdiction of the Ottawa County Board of Commissioners.

The following is a summary of laws applicable to Local Public Health (this is not an exhaustive list):

Public Health Code (PA 368 of 1978), MCL 333.1101, et. seq., as amended

MCL § 333.1105 (2) – Definition of “Local public health department”

MCL § 333.1105 (3) – Definition of “Local health officer”

MCL § 333.1111 (2) – Protection of health, safety and welfare

Part 22 (MCL §§ 333.2201 *et seq.*) – State Departments

Part 23 (MCL §§ 333.2301 *et seq.*) – Basic Health Services

Part 24 (MCL §§ 333.2401 *et seq.*) – Local Health Departments
Part 51 (MCL §§ 333.5101 *et seq.*) – Prevention and Control of Diseases and Disabilities (General Provisions)
Part 52 (MCL §§ 333.5201 *et seq.*) – Hazardous Communicable Diseases
Part 53 (MCL §§ 333.5301 *et seq.*) – Expense of Care
MCL § 333.5923 – HIV Testing and Counseling Costs
MCL § 333.9131 – Family Planning Services
Part 92 (MCL §§ 333.9201 *et seq.*) – Immunization
Part 93 (MCL §§ 333.9301 *et seq.*) – Hearing and Vision Testing and Screening; Oral Health Screening
MCL § 333.11101 – Prohibited Donation or Sale of Blood Products
MCL § 333.12425 – Agricultural Labor Camps
Part 125 (MCL §§ 333.12501 *et seq.*) – Campgrounds, etc.
Part 127 (MCL §§ 333.12701 *et seq.*) – Water Supply and Sewer Systems
Part 138 (MCL §§ 333.13801 *et seq.*) – Medical Waste
(Required to investigate if complaint made and transmit report to MDHHS – 13823 and 13825)
MCL § 333.17015 – Informed Consent

Appropriations (Current as of December 2022: Public Act 166 of 2022-23)

Sec. 218 – Basic Services

Sec. 1222 – Essential Local Public Health Services (ELPHS)

Michigan Office of Attorney General (OAG) Opinions

OAG, 1987-1988, No 6415 – Legislative authority to determine appropriations for local health services

OAG, 1987-1988, No 6501 – Reimbursement of local department for required and allowable services

OAG, 1989-1990, No. 6650 – LHD procedures for establishing sanitation fees for food service establishments

OAG, 1995-1995, No. 6891 – Application of Administrative Procedures Act of 1969 (APA) to LHD

OAG, 2007, No. 7205 – LHD's authority concerning immunization requirements

Food Law (Public Act 92 of 2000, as amended)

MCL § 289.1109 – Definition of "Local Health Department"

MCL § 289.3105, *et seq.* – Enforcement, Delegation to Local Health Department

Natural Resources and Environmental Protection Act (Public Act 451 of 1994, as amended)

Part 31 (MCL §§ 324.3101, *et seq.*) – Water Resources Protection

Water Resources Protection, Part 22 (R 323.2201, *et seq.*) – Groundwater Quality Rules (on-site wastewater treatment)

Part 115 (MCL §§ 324.11501, *et seq.*) – Solid Waste Management

Part 117 (MCL §§ 324.11701, *et seq.*) – Septage Waste Services

Land Division Act (Public Act 288 of 1967, as amended)

MCL § 560.105(g) – Preliminary Plat Approvals

MCL § 560.109a – Parcels Less Than One Acre

MCL § 560.118 – Health Department Approval

Condominium Act (Public Act 59 of 1978, as amended)

MCL § 559.171a – Approval of Condominium Project Not Served by Public Sewer and Water

Safe Drinking Water Act (Public Act 399 of 1976, as amended)

MCL § 325.1016 – Agreements to Administer Act; Public Water Supplies

Housing Law of Michigan (Public Act 167 of 1917, as amended) Section 85

MCL § 125.485 – Health order; infected and uninhabitable dwellings to be vacated

Ottawa County Codes and Regulations

Ottawa County Solid Waste Management Plan

Ottawa County Code Book Article 2 – Environmental Ordinances

200.1 Landfill Operational Standards

200.3 Phosphorous Use Regulation

200.4 Pollution Control

200.4.1 Groundwater Use Ordinance (SW Landfill Vicinity)

200.4.2 Ground Use Ordinance (SW Landfill)

Ottawa County Environmental Health Regulations, as amended July 26, 2016

Regulation Eliminating Smoking in Public and Private Worksites and Public Places, as amended

This document may serve as a survey of appropriate laws but shall not be considered exhaustive or as a limit to responsibilities required by law.

Required Programs and Services

MCL 333.2235 gives authority to MDHHS to assign primary responsibility for the delivery of services to local health departments (LHDs) that meet the requirements set forth in Part 24 of the Public Health Code (see MCL 333.2235 et. seq.).

MCL 333.2235 (2) provides, in part, that “...a local health department that meets the requirements of Part 24 to be the primary organization responsible for the organization, coordination, and delivery of those services and programs in the area served by the local health department.”

The OCDPH provides programs and services under the CPBC (which includes contractual terms on behalf of MDHHS, MDEQ and MDARD) and ODWMA contracts with the state and complies with all program requirements provided in state and federal mandates.

MATRIX OF SERVICES OF LOCAL PUBLIC HEALTH

Services	Rule or Statutory Citation	Required =	Basic	+ Mandated	+ ELPHS
		1	1A.	1B.	1C.
Immunizations	MCL 333.9203 R325.176 Annual appropriations act for MDHHS (example: P.A. 166 of 2022-23 Sec. 218 and 1222)	X	X	X	X
Infectious/ Communicable Disease Control; Reporting (General)	MCL 333.2433; Part 51, MCL 333.5101 et seq.; Part 52, MCL 333.5201 et seq.; R 325.171 et seq.; Annual appropriations act for MDHHS (example: P.A. 166 of 2022 Sec. 218 and 1222)	X	X	X	X
STD Control	MCL 333.5117; R 325.174; R 325.175; R 325.177; Annual appropriations act for MDHHS (example: P.A. 166 of 2022 Sec. 218 and 1222)	X	X	X	X
TB Control	R 325.174; R 325.175; Annual appropriations act for MDHHS (example: P.A. 166 of 2022 Sec. 218)	X	X	X	
Emergency Management – Community Health Annex	MCL 30.410; Annual appropriations act for MDHHS (example: P.A. 166 of 2022 Sec. 218)	X	X	X	
Prenatal Care	Annual appropriations act for MDHHS (example: P.A. 166 of 2022)	X	X		
Family Planning Services for Indigent Women	MCL 333.9131; R325.151 et seq.	X		X	
Health Education	MCL 333.2433 (2) (d)	X		X	
Nutrition Services	MCL 333.2433 (2) (g)	X		X	
Oral Health Screening	MCL 333.9312; MCL 333.9316; MCL 333.16625 (2)	X		X	

	Annual appropriations act (example: P.A. 166 of 2022)				
HIV/AIDS Services; Reporting, Counseling, and Partner notification	MCL 333.5114; MCL 333.5114a; MCL 333.5131 MCL 333.5923; R 325.174	X		X	
Care of Individuals with Serious Communicable Disease or infection	MCL 333.5117; Part 53, MCL 333.5301 et seq.; R 325.177	X		X	
Hearing and Vision Screening	MCL 333.9301; R 325.3271 et seq.; R 325.13091 et seq.; Annual appropriations act	X		X	X
Public Swimming Pool Inspections	MCL 333.12524; R325.2111 et seq.	X		X	
Campground Inspection	MCL 333.12510; R325.1551 et seq.	X		X	
Uninhabitable Housing	Housing Law of Michigan, P.A. 167 of 1917 Section 85	X		X	
Public/Private Sewer	MCL 333.12751; MCL 333.12757; R 323.2210; R 323.2211	X		X	X
Food Protection	P.A. 92 of 2000 (MCL 289.3105); Annual appropriations act	X		X	X
Pregnancy Tests; Certification Forms	MCL 333.17015(18)	X		X	
Public/Private Water Supply	MCL 333.12701 et seq.; MCL 325.1001 et seq.; R 325.1601 et seq.; R 325.10101 et seq.	X		X	X
Sanitation & Environmental Protection	Natural Resources and Environmental Protection Act, Public Act 451 of 1994 – Part 115 Ottawa County Solid Waste Management Plan	X		X	

*All Rules and Statutory citations are “as amended.”

B. Governing Entity’s Relationship with the Local Health Department

The Ottawa County Department of Public Health is a department of Ottawa County government, and the Ottawa County Board of Commissioners (“BOC”) is the local governing entity of the Department of Public Health pursuant to MCL 333.2406(a). The OCDPH reports to the BOC through the County Administrator and the Health & Human Services Committee, which is comprised of Ottawa County Commissioners appointed by the BOC chairperson, pursuant to Article V, Rule 5.1 of the BOC. The OCDPH Health Officer, Medical Director, and various public health staff meet with the Health & Human Services Committee monthly to

inform and to receive feedback. The Health & Human Services Committee serves in an advisory role over public health matters and makes recommendations to the BOC for oversight to ensure appropriate administration, governance, and funding in response to state and local laws, rules, regulations, and services as they apply to the OCDPH. The OCDPH budgeting, contracting, substantive organizational needs/changes, community health needs and other similar matters generally go to the BOC through the Health & Human Services Committee but may also go through the Planning & Policy Committee or the Finance & Administration Committee. The BOC's authority to establish such procedures is as set forth in Act 156 of 1851, MCL 46.11 et seq. Powers of the County Board of Commissioners.

C. Defense and Indemnification of Employees for Civil Liability

Defense and indemnity coverage for civil liability of the employees of the OCDPH while working within the scope of their county duties is provided by the Ottawa County, Michigan, Insurance Authority ("OCIA"), a public entity risk-sharing pool created in 1992 and authorized pursuant to Michigan Compiled Laws 124.1 et. seq.

If the MDHHS Auditors have specific questions, they can contact the Ottawa County, Michigan, Insurance Authority at (616) 738-4841 or contact the State of Michigan OFIS directly at (877) 999-6442. A certificate of coverage is also available for review at our offices.

Kallman Legal Group, PLLC acts as the legal representative and corporate counsel to advise and defend public health officials in exercising legal authority in response to health threats and other public health legal matters.

D. Delegation of Food Service Sanitation

The OCDPH provides Food Service Sanitation services within the jurisdiction.

E. Blood Borne Exposure Control Plan / Chemical Hygiene Plan

Employees are required to complete an online blood borne pathogen control training every year. The [Blood Borne Pathogen Control Plan](#) includes hazard communication.

The Responder Health and Safety Plan and the Respiratory Protection Plan together serve as our Chemical Hygiene Plan and includes instructions for hazard communication. These are contained in the OCDPH Emergency Operations Plan and can be viewed onsite.

2. Plan of Organization LHD Organization

A. Official Organizational Chart

The [OCDPH Organizational Chart](#) includes all official positions within the health department and the current lines of authority. The Chart also indicates the name of the staff person currently occupying each position.

B. Approval of OCDPH Plan of Organization

This Plan of Organization will be presented for approval by the BOC at its meeting on July 11, 2023.

C. 2023 Annual Operating Budget and Total Full-Time Equivalents (FTEs)

The Fiscal Year 2023 General Appropriations Act (budget) for county operations was approved by the BOC on September 30, 2022, and it was presented in conformance with Public Act 2 of 1968, known as the “Uniform Budget and Accounting Act”, and its various amendments.

Section 16 of Public Act 2 of 1968 declares that each local unit adopts a budget by passing a General Appropriations Act.

- The legislative body of each local unit must pass a general appropriations act (budget) for the general fund and each special revenue fund. Ottawa County also includes capital improvement projects, debt service, and permanent funds in the general appropriations act.
- The general appropriation act must:
 - State the total mills to be levied (referred to as the Truth in Budgeting Act)
 - Include the amount appropriated for expenditures and to meet liabilities in each fund for the ensuing fiscal year
 - Include estimated revenues by source in each fund for the ensuing fiscal year
 - Result in a balance budget that does not have an overall deficit
 - Be consistent with the Uniform Chart of Accounts issued by the State Treasurer
 - Fund those activities of a county mandated by law at a serviceable level

The budget is organized by fund type and contains a summary of revenues and expenditures by type (e.g., taxes, intergovernmental, personnel services, supplies, etc.). The General Fund and certain large special revenue funds (e.g., Health, Mental Health, Landfill Tipping Fees) also include departmental summaries by revenue and expenditure type.

Pages 67-75 and 77-78 of the adopted [2023 Ottawa County Budget](#) include a summary of the operating budgets, performance management indicators, and number of FTEs for the Public Health and Landfill Tipping Fees programs. These two budgets combined comprise the total public health budget. The 122.76 FTEs indicated for public health include 19 FTEs dedicated for COVID-19 response, most of which are now vacant; there are 4.35 FTEs for the Landfill Tipping Fee Program, recently rebranded as the Environmental Sustainability

Program. High-level overviews of the public health and sustainability budgets, comparing the current fiscal year to prior years, are available in the figures below and on pages 67 and 77 of the [2023 Ottawa County Budget](#) at the link above.

Health (2210)
Budget Year Ending September 30, 2023

Financial Summary

This fund is used to account for monies received from Federal, State, and local grants and County appropriations. These monies are utilized in providing a variety of health-related services to County residents.

	2021 Actuals	2022 Adopted Budget	2022 Amended Budget	2023 Recommended Budget	Adopted Increase/ (Decrease)
Revenues					
Taxes	-	-	-	-	-
Intergovernmental Revenue	7,127,943	5,102,300	9,512,731	4,125,562	(976,738)
Charges for Services	568,760	749,195	749,195	736,890	(12,305)
Fines & Forfeits	8,615	18,075	18,075	14,600	(3,475)
Interest on Investments	-	-	-	-	-
Rent	-	-	-	-	-
Licenses & Permits	977,520	958,385	958,385	1,044,870	86,485
Other Revenue	223,183	305,848	361,919	364,776	58,928
Operating Transfers In	5,201,159	6,156,663	6,156,663	6,678,063	521,400
Total Revenues	14,107,180	13,290,466	17,756,968	12,964,761	(325,705)
Expenditures					
Salaries & Wages	6,419,984	6,429,015	7,727,139	6,690,182	261,167
Benefits	3,386,138	3,985,616	5,172,328	4,007,144	21,528
Supplies	1,023,904	975,803	1,293,958	975,401	(402)
Contracted Services	534,571	430,070	1,863,314	524,242	94,172
Operating Expenses	623,070	645,625	897,579	663,284	17,659
Maintenance & Repair	7,571	14,300	18,900	21,465	7,165
Utilities	122,047	165,121	164,119	156,360	(8,761)
Insurance	224,761	251,520	251,520	343,730	92,210
Indirect Expense	1,045,293	1,299,064	1,303,385	1,868,019	568,955
Contribution to Component Units	-	-	-	-	-
Capital Outlay	6,566	-	21,000	9,000	9,000
Debt Service	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Expenditures	13,393,905	14,196,134	18,713,243	15,258,827	1,062,693
Revenues Over (Under) Expenditures	713,275	(905,668)	(956,275)	(2,294,066)	1,388,398
Fund Balance, Beginning of Year		3,721,019	3,721,019	2,764,744	
Projected Fund Balance, End of Year		2,815,351	2,764,744	470,679	

Landfill Tipping Fees (2272)
Budget Year Ending September 30, 2023

Mission Statement

Administer the Ottawa County Solid Waste Management Plan to ensure adequate and safe waste disposal options are available to County residents and businesses.

Division Description

Environmental Health Services protects public health by ensuring risks from exposure to environmental hazards are minimized through prevention, identification, and response. Hazards such as contaminated groundwater, hazardous materials, and polluted surface water seriously threaten the health of Ottawa County residents and visitors. The Environmental Health Sustainability Program addresses those threats by providing household hazardous waste and pesticide disposal, mercury recovery, and recycling programs.

Financial Summary

This fund was established to account for the County's share of the tipping fee surcharge of the Ottawa County Farms landfill starting in 1991 in accordance with an agreement between Ottawa County, Sunset Waste Systems, Inc. and Polkton Township. The monies are to be used for implementation of the Solid Waste Management Plan.

	2021 Actuals	2022 Adopted Budget	2022 Amended Budget	2023 Recommended Budget	Adopted Increase/ (Decrease)
Revenues					
Taxes	-	-	-	-	-
Intergovernmental Revenue	36,049	36,000	54,000	36,000	-
Charges for Services	539,673	535,100	535,100	540,100	5,000
Interest on Investments	-	-	-	-	-
Operating Transfers In	119	1,902	1,902	1,600,000	1,598,098
Total Revenues	575,841	573,002	591,002	2,176,100	5,000
Expenditures					
Salaries & Wages	216,941	233,118	233,118	240,178	7,060
Benefits	117,585	134,875	134,875	147,750	12,875
Supplies	19,696	22,826	22,826	20,145	(2,681)
Contracted Services	409,063	542,983	534,983	568,071	25,088
Operating Expenses	82,750	25,629	35,629	24,831	(798)
Maintenance & Repair	3,039	20,250	36,250	17,250	(3,000)
Utilities	8,594	11,230	11,230	9,798	(1,432)
Insurance	423	468	468	463	(5)
Indirect Expense	44,597	58,086	58,086	63,744	5,658
Capital Outlay	-	-	-	1,365,000	1,365,000
Total Expenditures	902,689	1,049,465	1,067,465	2,457,230	1,407,766
Revenues Over (Under) Expenditures	(326,848)	(476,463)	(476,463)	(281,130)	
Fund Balance, Beginning of Year		964,834	964,834	488,372	
Projected Fund Balance, End of Year		488,372	488,372	207,242	

Figure 1. 2023 Public Health Budget Overview

D. Responses to Audit Findings, Subrecipient Monitoring Issues, and Corrective Action

All financial audits are posted on the Ottawa County website under [Fiscal Services](#) and the most recent audit findings for 2022 are directly linked [here](#).

E. Information Technology Capacity to Access and Distribute Current Health Information

Public health information distribution is designed to communicate important information internally and externally to protect and preserve the health of communities. The OCDPH distributes public health information via a multitude of print and electronic methods. OCDPH provides critical health alert information to local healthcare providers via an e-mail distribution protocol and to other public health entities electronically via the State of Michigan’s Health Alert Network. In addition, Ottawa County provides any community member with the option to sign up for instant text messaging and newsletter subscriptions via GovDelivery Community Alerts for real-time public health alerts (outbreaks, flood safety, boil water, swimming advisories, etc.) at www.miOttawa.org/Connect. Public health information is also distributed by GovDelivery bulletins, website postings at miOttawa.org/miHealth, [social media](#) (Facebook, Twitter, Instagram, LinkedIn and YouTube), fax, phone, postal mail, media releases and the 2-1-1 Call Center. This multimodal approach enables OCDPH to distribute critical and non-critical public health information.

The department also has a fully equipped Public Health Emergency Operations Center (PHEOC) with communication capacity including teleconferencing, webcasting, livestreaming, Owl 360-degree webcam capacity, wired and cloud-based internet connections with secure VPN when offsite, and media center. A list of tools and applications by which we access and distribute health information is below in alphabetical order.

Access Applications	
Application Used	System
800 MHz Radios	Secure Communication
CCS	CareConnect System – Pathways to Better Health software
CDC-TRAIN	Internet
Cellular Phones: Communication	Phone Calls
	SMS/Text Messaging
	Internet Capabilities
	Secure Email Capabilities
	Android and iPhone SOPHOS Workspace
	FirstNet
Cisco Jabber SoftPhone	Softphone is used to send/receive phone calls on your computer
Cisco Webex	Conference call for up to 25 people
Denticon/Dentrix	Dental Data & Information Management
DUO	Dual authentication software utilized with VPN access
EM Resources	Hospital Emergency Tracking and bed reporting system
eMocha	VDOT for TB

Envision Connect/Accela	Environmental Health Software Program: Food Safety Inspection Program, Pool Inspections, Complaints
EPI X	Secured Internet Access
Equipment accessibility: laptops & portable projectors	Internet Resources
External Portal	24/7 email access to county email via a secured employee portal
Facebook, Twitter, Instagram, and YouTube	Internet social networking sites
Fax Machines (5 Machines)	ISDN Lines
GIS	Environmental Health Mapping
IMATS	Secured Internet Access
Insight (Data & Information Management)	Computer Software
MCIR (Child & Adult)	Internet
MI HAN (Health Alert Network)	Secured Internet Access
Microsoft Teams/SharePoint	Online collaboration software
MI-TRAIN	Emergency and Routine Communication Software
MSSS	Michigan Syndromic Surveillance System
OnBase	Children's Special & Environmental Document Management
	Environmental Health Drinking Water & Wastewater Workflow & Document Management
Online Scheduling (SmartTracker)	Software for scheduling appointments
Ottawa County Employee Portal	Internet
Outlook/Teams	Internet/Intranet
Patagonia	Electronic Health Record
Portable Presentation Carts	Television, Projection and Expanded presentation Materials
Qualtrics/Secure Survey Software	Data Collection & Information Management
SAS	Statistical Analysis Program
Teletask	
Topyx	Learning Management System
TV/Cable access in conference room	Charter Communications
UC View	Interactive Video Display TV/Board in the Lobby
Updox	E-Faxing and electronic forms
VPN Access/VMWare	Internet
Web Based Services	Internet
WebEOC (MICIMS)	Emergency Management System (Secured Internet Access)

3. Mission, Vision, & Values

The ODCPH's [mission, vision and values](#) are documented on the home page of the ODCPH portion of Ottawa County's website, in the ODCPH 2020-2023 [Strategic Plan Summary](#) and in every Annual Report, including the most recent for [Fiscal Year 2022](#).

4. Local Planning & Collaboration Initiatives

A. Specific Priorities

In 2020, the most recent strategic plan was completed. The strategic plan describes the organization's priorities and actions adopted by the OCDPH to meet the public health needs of our community. The department's strategic planning process is conducted on a 3-year cycle with annual updates of objectives. Every three years, the OCDPH confirms or revises the vision, mission, and values as well as its long-term priorities. Annually, the department sets or confirms short-term goals and program specific objectives, linking objectives to individual performance metrics. As part of the strategic planning process, the department uses data and information from a variety of sources including the Community Health Needs Assessment, Youth Assessment Survey, local governing entity feedback, employee feedback, after action reports, and a SWOT analysis to provide additional background and direction to the planning process.

The overall process creates a framework from which the department continues to build public health partnerships with a wide range of individuals and organizations such as health care providers, hospitals, community and faith-based organizations, businesses, schools, local governments, residents, and seasonal farmworkers that contribute to the overall health and well-being of the community.

A one-page strategic plan summary can be viewed at: [2020-2023 Strategic Plan Summary](#). OCDPH is in the planning phase for the creation of the 2024-2027 Strategic Plan.

B. Activities to Plan or Pursue Specific Priorities

The department is mid-implementation of the Turning Point Performance Management System. These performance management practices can be used to prioritize and allocate resources; to inform managers about necessary adjustments or changes in policies or programs; to frame reports on success in meeting performance goals; and to improve the quality of public health practice. The Turning Point National Excellence Collaborative on Performance Management is the continuous use of performance standards, performance measurement, progress reporting and quality improvement so that they are integrated into the department's operations and programs.

The OCDPH has a rich history of working collaboratively to assess the health needs of Ottawa County going back in recent memory to at least 1994. Healthy Ottawa is a group of hospitals and non-profits working together to improve the health of Ottawa through health assessments and community health improvement planning. Members include Ottawa Community Mental Health, Holland Hospital, Corewell Health Zeeland Community Hospital, Trinity Health Grand Haven, the United Way of Allegan and Ottawa Counties and OCDPH, whose aim is to obtain information and feedback about health needs and strengths from Ottawa County residents, healthcare professionals and key community leaders in various industries and capacities, about a wide range of health and healthcare topics to gauge the

overall health climate and address identified needs. The last Community Health Needs Assessment (“CHNA”) and Community Health Improvement Plan (“CHIP”) were completed in 2020/2021 respectively and can be found on the [Healthy Ottawa](#) website. Data gathering for the 2023 CHNA began in December 2022 with a projected completion in late 2023. The assessment includes data collected from variety of state and local data sources. Examples include Ottawa County Behavioral Risk Factor Surveillance (which includes adverse childhood experiences data), Ottawa County Youth Assessment Survey, Morbidity and Mortality Data, Maternal/Child Data, Vital Statistics, MDSS data, key informant and key stakeholder data, and resident survey data. The Ottawa County Youth Assessment Survey (“YAS”) is a biennial survey that assesses the strengths and health needs of teens in Ottawa County. Reports and additional data products can be found at the YAS website at [OttawaCountyYouth.org](#).

The Ottawa County Migrant Farm Worker Survey was completed in 2021. The OCDPH applied for, and received, a 3-year grant from the Office of Minority Health to survey the migrant farmworker community in Ottawa County to get a better understanding of health inequalities and disparities. After receiving this funding, the OCDPH worked with agencies and organizations in the county to form a Migrant Health Taskforce to help guide the process. During the first year of the grant, the taskforce reviewed existing data about the migrant farmworker population and later conducted a comprehensive needs assessment. Needs assessment data was collected from 319 migrant farmworkers in 18 different health-related areas. Based on the assessment findings, the Ottawa County Migrant Health Taskforce developed a strategic plan which aims to improve the health of Ottawa County’s migrant farmworkers by bridging health gaps, improving social determinants of health, and addressing health disparities. The task force has implemented the initiatives based on needs identified in the assessment including addressing transportation, fruit and vegetable access, improving trust, improving county wide coordination among agencies, and engaging and connecting with migrant farmworkers. The assessment and strategic plan can be found at [Migrant Health in Ottawa County](#).

The 2020 CHNA health data was also incorporated in a larger community needs assessment process facilitated through the United Way of Allegan and Ottawa Counties which is conducted to identify needs in the areas of health, basic needs, financial security, and education. This process begins at the completion of the CHNA process and further contributes to the identification of other economic and social factors that impact health. It also helps guide collaboration and resource allocation for non-traditional partners. The OCDPH and Community Mental Health Department have provided leadership on the United Way Community Assessment Steering Committee. The 2021 United Way Community Assessment report is available on the local United Way website and is also linked to the Healthy Ottawa website at the bottom of the Reports page under [Partner Reports](#).

C. Community Partnerships & Collaboration

Community partnerships are critically important in achieving positive health outcomes, emergency preparedness, and to maintaining a quality public health system. The Michigan Department of Health and Human Services places a strong emphasis on facilitating and strengthening partnerships that work together to identify and solve community health problems. As a result, the OCDPH has developed a matrix of collaborative efforts which provides the following: the purpose of each collaboration, the staff person assigned, and the public health priority addressed. This matrix will be available for your review at the site visit. Some examples of community based, collective impact partner initiatives in which OCDPH participates include [Healthy Ottawa Advisory Council](#), [Ottawa Food](#), [Community SPOKE](#) (Executive Board member), [Great Start Collaborative of Ottawa County](#) (Executive Steering Committee Member), [Ottawa County Water Quality Forum](#) (Planning Committee), [Ottawa County Groundwater Task Force](#) (advisory member), [Region 6 Healthcare Coalition](#), and the [Pathways to Better Health](#) Advisory Committee (lead agency).

Since the 2018 Accreditation review, the OCDPH has been instrumental in providing leadership and support for Community SPOKE, a nonprofit organization designed to enhance coordination and collaboration of human services in Ottawa County. SPOKE is comprised of a merger of leadership from the Lakeshore Non-profit Alliance and the OC Human Services Coordinating Council which includes all sectors of countywide governmental human service agencies and over 100 nonprofit organizations. OCDPH provides partial financial resources for an executive director position and additional financial resources for activities such as strategic planning around issues identified through the community needs assessment. Additional funding comes from the local foundations, the United Way, and dues paid by local nonprofits. SPOKE has been successful in providing a neutral space for the engagement of nontraditional partners; planning around difficult issues such as housing, food access, health, aging, transportation, COVID basic needs; the avoidance of duplication; and working toward an ecosystem where true collaborative work can happen. The former OCDPH Health Officer was a member of the Board of Directors until April of 2023 and was one of the founding members who shared a vision for a more effective and shared system for health and human services.

Several other collaborative and planning initiatives have been developed since the 2018 Accreditation review. Among them is the Blue Envelope team response, which is coordinated by Corewell Health and is an initiative of the OC Suicide Prevention Coalition. This training and protocol equip staff at all levels to be able to respond to a student that is at risk for suicide or is actively suicidal. In 2022, the Blue Envelope was in 54 Ottawa County Schools and trained over 1,939 staff (which impacts 31,000 students).

The OCPDH received a grant from the State to address Social Determinants of Health within Ottawa County. This coalition, made up of key stakeholders from a wide variety of community groups, helped to identify health needs and address them through a mini-grant process.

Further, OCDPH, along with the Holland Fire Department, the City of Holland, American Medical Response, and others, is involved with the HeartSafe community initiative that is striving to have 15% of the population in the City of Holland trained in CPR. This initiative will provide lifesaving support for the community.

OCDPH continues to support the work of Ottawa Food. Recently, through an ARPA fund grant, Ottawa Food was able to further food rescue efforts in partnership with Community Action House and Ottawa Food partners across the county.

The Ottawa County Suicide Prevention Coalition, along with substance abuse prevention partners, is launching a Lock It Up campaign. This campaign provides lock bags to families in the community to help them properly store and secure medication.

Finally, Cannabis Reduction And preVention Education (“CRAVE”) is a community collaboration that partners with local stakeholders to address issues related to marijuana misuse among youth, young adults, and other vulnerable populations. This group has focused on the distribution of lock bags and educational materials, as well as continued education opportunities for health care providers, parents, and the community in general.

5. Service Delivery

A. LHD Locations, Services & Hours

The OCDPH has three Health Department locations for general Public Health services and four Sustainability Centers for household recycling and hazardous waste strategically located throughout Ottawa County.

The addresses, office hours and services provided for each Health Department location are posted on the website home page and on all program web pages. They are also published in the general directory of services brochure, service-specific brochures, and each annual report.

Holland

12251 James Street

Holland, MI 49424

Monday - Friday:

8:00am - 5:00pm

Grand Haven

1207 South Beechtree Street, Suite B

Grand Haven, MI 49417

By Appointment Only

Hudsonville

3100 Port Sheldon Avenue

Hudsonville, MI 49426

By Appointment Only

Phone: (616) 396-5266

Español: (616) 393-5780

Since the last accreditation in 2018, the OCDPH embarked on a project to rebrand the Solid Waste program, part of the Environmental Health division. The program's new name is Environmental Sustainability, the household hazardous waste/recycling centers are now Sustainability Centers, the program has a unique brand and logo and is the first to adopt a [new look for the website](#) that is more mobile phone and consumer friendly. The addresses, hours and services provided for each of the Environmental Sustainability Center locations are posted on the Recycling web page of the OCDPH website and available in program brochures. A fifth location is being explored for the center of the county in Allendale Township, with \$1 million available through a grant from EGLE and additional contributions from area organizations and businesses.

Holland

14053 Quincy

Holland, MI 49424

Tues & Thurs: 8am-1pm, 2pm-4pm

2nd Sat: 8am-11am

Grand Haven

16850 Comstock Avenue

Grand Haven, MI 49417

Mon & Wed: 8am-1pm, 2pm-4pm

4th Sat: 8am-11am

Coopersville

15600 68th Avenue

Coopersville, MI 49404

Mon: 12pm-4pm

Wed: 8am-12pm

3rd Sat: 8am-11am

Georgetown

6693 Roger Drive

Jenison, MI 49428

Tues & Thurs: 8am-4pm

1st Sat: 8am-11am

6. Reporting & Evaluation

A. Program Evaluation

The OCDPH utilizes a variety of methods to evaluate public health activities. The department has conducted, or partnered to conduct, many county-wide surveys going back as early as 1994, which include the Community Health Needs Assessment, a Behavioral Risk Factor Survey, a Youth Assessment Survey, and the Greater Ottawa United Way Community Assessment. New and existing projects/programs are scientifically evaluated/evidence-based practices. OCDPH administration and other leadership staff are continuously analyzing program data, chronic disease trends, Michigan Disease Surveillance System weekly and monthly reports, morbidity and mortality data, vital records, demographic trends, customer experience surveys, employee experience surveys and other relevant public health data. These data sources are used directly or indirectly to measure the health of residents and the health of the organization to establish baselines and detect trends. The information provided through these assessment tools enables the department to prioritize and plan quality programs according to the needs of the community. The information also provides baseline data for programs to monitor improvement toward health indicators, departmental efficiencies, and quality improvement activities. The OCDPH has a relationship with the Ottawa County Department of Strategic Impact (formerly Planning and Performance Improvement) and can utilize their expertise to consult on developing program evaluation metrics and reports.

In early 2023, the OCDPH was recognized as meeting the Project Public Health Ready (“PPHR”) requirements. PPHR is a criteria-based training and recognition program that assesses local health department capacity and capability to plan for, respond to, and recover from public health emergencies. PPHR aims to protect the public's health and strengthen the public health infrastructure by equipping local health departments with sustainable tools to plan, train, and exercise using a continuous quality improvement model. To meet the PPHR criteria, participants must create and implement an all-hazards preparedness plan, complete and maintain a training needs assessment and workforce development plan, and demonstrate readiness through an exercise or a real event.

Other examples of tools used to evaluate programs and services include:

- Family Planning Chart Audits conducted by our Medical Director
- Family Planning Annual Report
- Monthly Ottawa County Communicable Disease reports
- Michigan Disease Surveillance Systems (“MDSS”)
- Immunization Action Plan, Michigan Childhood Immunization Registry, Vaccines for Children
- Quarterly reports are conducted and submitted to the state in hearing, vision, and environmental health (MDHHS & Environment, Great Lakes and Energy, “EGLE”)
- Emergency Preparedness progress reports generated to identify completion of identified program objectives

- Customer satisfaction surveys are conducted and analyzed
- Risk assessments (Family Planning & Sexually Transmitted Infections) analyzed by the Epidemiologist, Medical Director, and Program Manager
- Data is gathered and analyzed from computerized employee time and activity reports
- Maternal Infant Health Program reports provided to MDHHS
- Annual planning and evaluation of achievement of identified objectives
- Michigan Accreditation Program completed to assure quality standards (usually three years cycle)
- Immunization Inventory Report provided to the MDHHS
- Ottawa County annually conducts Financial and Single Audits
- Monthly analysis and evaluation of budget expenditures and revenues are conducted by program managers, finance staff, and Health Officer
- Program statistics regarding number of customers served, times and locations of services, staff performance, types of services within each program, etc. are analyzed by program managers and supervisors to assure standard quality, effective, and efficient service delivery
- Survey data, pre/ post test data, health screening data, demographic data, production report data, etc. are all used to evaluate program effectiveness.
- Staff performance evaluations are conducted, and staff development is provided to assure a competent workforce
- Minimum Program Requirements in all program areas that apply are a standard by which program effectiveness is evaluated
- Debriefing and after-action reports are conducted upon completion of an emergency response
- Ottawa County Administration conducts citizen and employee survey on alternating years.
- Turning Point Performance Management tools are used to develop and analyze programmatic quality improvements
- Emergency preparedness exercises are conducted locally and regionally to test response capacity
- Quality improvement tools are used (e.g., previously Malcolm Baldrige framework, The Turning Point Public Health framework taught and supported by the Michigan Public Health Institute is currently under development)
- Care Coordination Systems and pre/post participant surveys are used to evaluate Pathways to Better Health program outcomes (e.g., number and types of pathways completed, change in perception of overall health, and number of days when mental health was not good are several examples)
- Web page “button” for consumers to submit questions, concerns, and foodborne illness complaints electronically, triggering an evaluation/investigation of the complaint by the appropriate staff

The OCDPH utilizes a system of performance management and has been engaged in a formal quality improvement process since 2007. Quality improvement has become a part of the culture of the Ottawa County Department of Public Health and several examples will be highlighted as a part of the QI supplement. The Performance Management system and Quality Improvement Plan used up until 2020 is available [here](#). Due to the intense demand of the pandemic emergency response, since 2020 the department has utilized portions of this system while transitioning to the Turning Point Performance Management System.

B. Reporting Activities to the Community & the County Board of Commissioners

Ottawa County Board of Commissioners Health & Human Services Committee

The committee consists of Ottawa County commissioners appointed by the BOC chairperson. OCDPH staff members present information about programs, current policy issues, data collection and/or emerging health issues at each monthly meeting. Health and Human Services Committee agendas and meeting minutes are available on the [county's website](#).

Website



OCDPH's website is located at www.miOttawa.org/miHealth, which is contained within the countywide website at www.miOttawa.org. Online services are intended to improve customer service and increase health department efficiency. The website has been improved and in continuous improvement to effectively formatted to accommodate smartphone, tablet, and laptop/desktop users. It is a valuable resource and is continually updated with revised information about health department programs and health data. Revisions are completed within 24 hours, or sooner in the event of an urgent matter. The website includes online services and applications for restaurant inspection reports, environmental health septic and well permits, real estate evaluations, recycling memberships, birth control re-order forms, immunization records request forms, school weekly disease reporting and several other community health service forms. In addition, OCDPH has more than forty shortened URLs that go directly to programs, services and reports on the website (e.g., www.miOttawa.org/eco and www.miOttawa.org/healthdata). The shortened URL addresses are included in news releases and other communication methods so people seeking more information can go directly to the source without having to navigate through the website menus or type a long and cumbersome URL.

Additionally, an 'In the News' link is provided on the Department of Public Health's page to direct visitors to the website to the [Media Room](#) where all media releases by Ottawa County and the OCDPH is available to review. These releases provide information, education, and awareness on OCDPH programs or emerging public health issues/threats.

GovDelivery Digital Communications

In a world where 24-hour news stations and the internet provide as-it-happens news, Ottawa County is doing its part to help residents receive information about their local government. People can visit www.miOttawa.org/Connect and subscribe to news and updates from Ottawa County through an innovative email and text messaging communication system powered by GovDelivery. With more than 100 Ottawa County government topics to choose from (30 are public health), subscribers can select as many topics that interest them. Additionally, subscribers can choose when they wish to have messages delivered: real-time, once-a-day or once-a-week. This efficient and cost-effective tool improves service to the community, provides information about public health activities, educates, and creates awareness about health matters and disease prevention, and reaches people in emergency situations. Community members can [register for updates](#) by selecting their preferences. The OCDPH subscription options include:

Public Health

- Public Health Press Releases
- Public Health Community Alerts  
- Water Health & Safety
- Health Resources
- Sexual Health Services (STD Testing/Birth Control)
- Diseases & Outbreaks
- Dental Health Services
- Food Resources & Farmers Markets (Ottawa Food)
- Immunizations & Travel Clinic
- Children's Special Health Care Services
- Hearing & Vision Testing
- Maternal & Infant Health Program
- Substance Abuse Prevention & Training
- Recycling, Household Hazardous Waste & Medication Disposal
- Emergency Preparedness
- Nutrition & Wellness
- Physical Activity
- Food Safety Reports & Education
- Suicide Prevention Resources
- COVID-19 Response Updates
- Public Health - Restaurants
- Public Health Newsletter

Social Media

Since the last accreditation the OCDPH has continued to utilize social media (Facebook, Twitter, and YouTube) to reach targeted populations. The department manages Facebook and Twitter accounts, and the YouTube channel is facilitated by county administration, which allows video posts from countywide departments.

- [OCDPH Facebook page](#)
- [OCDPH Twitter account](#)
- [Ottawa Food Facebook page](#)
- [OCDPH ecoOttawa Facebook page](#)
- [Ottawa County YouTube channel](#)

Education and Outreach

Public Health staff at all levels provide targeted prevention education and community outreach on several public health topics and programs including, maternal and child health, food safety, general health and wellness, communicable disease, family planning and STI prevention, water quality, environmental sustainability, mental health, immunizations, healthcare access, human services resources, Medicaid outreach, community health needs, substance

use disorder prevention, suicide prevention, children's special healthcare services, oral health, healthy food access, school based hearing, vision and oral health screening and access to community resources for vulnerable populations.

Students from Hope College, Grand Valley State University, and several other colleges and universities have opportunities for internships, job shadowing and visits to the OCDPH for learning and professional development. The department's expert staff regularly provide experiential learning and development opportunities for students in the areas of health planning and promotion, epidemiology, nursing, and environmental health. These experiences help to develop the next generation of public health professionals.

Administrator's Digest

Department updates and activities are published in the Ottawa County Administrator's Digest. The digest is emailed to all county staff, Board of Commissioners, legislators of Ottawa County, local units of government officials, anyone appointed to an Ottawa County board or commission, posted on the website at www.miOttawa.org and the county's Facebook page at www.facebook.com/OttawaCounty.

Communicable Disease Reports and Health Alerts

In the event of a communicable disease outbreak, environmental health event or another emergency, OCDPH sends emailed health alerts and/or MI Health Alert Network ("MI HAN") notices to the appropriate healthcare providers, schools, emergency personnel, and other community partners in Ottawa County and surrounding regions. These partners are a primary source for delivering critical and timely information to community members who may be affected. The health alerts may contain information about an identified or suspected disease. For example, OCDPH may send a health alert from the Medical Director if an outbreak is detected or to inform healthcare providers of updated recommendations regarding travelers in countries with Ebola. OCDPH also utilizes the MI HAN system to distribute information via email, text, and phone (cellular, office, and home) to staff and community partners. The alert system tracks whether recipients receive messages and may also request that recipients indicate availability or how soon they can report to a designated location.

The OCDPH also uses the GovDelivery digital communications system to disseminate communicable disease information. Subscribers of Disease & Health Reports and Diseases & Outbreaks receive email bulletins when [updated communicable disease reports](#) (including the vaccine-preventable disease, sexually transmitted disease, and seasonal influenza supplementary reports) are available. In addition, OCDPH uses these bulletins as an opportunity to include educational messaging, such as highlighting a specific disease of concern and disease prevention.

Annual Reports

Developing annual reports is an important part of highlighting the impact of local public health

practice. The OCDPH has created annual reports to highlight the department's work in a way that's both informative and appealing. The reports are intended to give an account of the OCDPH's activities to the Ottawa County Board of Commissioners and the community by sharing program information, as well as stories from staff members, customers, and community partners. The OCDPH annual reports can be found at www.miOttawa.org/AnnualHealthReports.

7. Health Officer & Medical Director Approvals

A. Procedure for Appointment and Approval of Health Officer & Medical Director

During this accreditation cycle, both the Medical Director and Administrative Health Officer positions have changed hands. Lisa Stefanovsky, the longtime health officer, submitted her resignation. Adeline Hambley is currently serving as the Administrative Health Officer, but it is currently in dispute whether Ms. Hambley is the permanent or interim Administrative Health Officer. This issue is currently being decided through ongoing litigation and will be ruled upon soon by the Michigan Court of Appeals. MDHHS had reviewed and approved Ms. Hambley's credentials. MDHHS approval of the Medical Director followed the Medical Director requirements and review procedure. Approval letters for both the Medical Director and Ms. Hambley are on file and demonstrate the continuity of required administrative and medical oversight.

B. Health Officer - MDHHS Approval

A copy of the MDHHS approval letter of Ms. Hambley's credentials, dated December 21, 2022, is kept in the official employee file held in the Ottawa County Human Resources Department. This letter states that Adeline Hambley has the required credentials to serve as an Administrative Health Officer in accordance with the Michigan Public Health Code Act 368 of 1978, as amended in MCL 333.2428 (1) and (2) and in Administrative Rules 325.13002, 325.13003 and 325.13004. A copy is also housed at the health department for review.

C. Medical Director - MDHHS Approval

A copy of the MDHHS approval letter dated September 21, 2021, for the Medical Director is kept in the official employee file held in the Ottawa County Human Resources Department. This letter states that Dr. Gwen Unzicker, M.D. meets all the requirements for a provisional appointment as Medical Director in accordance with the Michigan Public Health Code Act 368 of 1978 as amended, Administrative Rules 325.13002, 325.13003 and 325.13004.

A copy is also housed at the health department for review.

8. LHD Plan of Organization Approval Form

Attachment A: Plan of Organization Approval Form Attachment B: Plan of Organization Checklist

ATTACHMENT A

Ottawa County Department of Public Health Accreditation 2023 Local Plan of Organization

APPROVAL FORM

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

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

Health Officer Name: Adeline Hambley, MBA, REHS

Health Officer Signature: _____

Date: 7/___/2023

Local Governing Entity Chairperson Name: Joe Moss

Local Governing Entity Name: County of Ottawa

Mailing Address: 12220 Fillmore Street, West Olive, MI 49460

Chairperson Signature: _____

Date: 7/___/2023

Attachment B

Local Health Department
Plan of Organization Checklist

Submitted	Description
	PLAN OF ORGANIZATION
	1. LEGAL RESPONSIBILITIES
	A. Outline ^o list State and Local Statutory Authority for your LHD.
	B. Brief description of the Governing Entity Relationship with the Local Health Department (LHD).
	C. Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
	D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity ^o entities.
	E. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).
	2. LHD ORGANIZATION
	A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
	B. Documentation of board approval of Local Health, Department Plan of Organization.
	C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local Objectives, entity approval of budget and copy of most recent budget.
	D. 1. Responses to audit findings. 2. Sub-recipient monitoring issues and responses. 3. Corrective action regarding (1) and (2) above.
	E. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
	3. MISSIONS, VISION AND VALUES
	A. Contains a clear, formally written, publicized statement OF the local health department's mission (may include the LHD's Vision, Values, Goals, & Objectives)
	LOCAL PLANNING AND COLLABORATION INITIATIVES
	A. Outline ^o list LHD-specific priorities.
	B. Outline list the LHD activities to plan or pursue priority projects with available resources.
	C. Outline ^o list community partnerships and collaborative efforts.
	5. SERVICE DELIVERY
	A. Outline ^o list the LHD's locations (including addresses) services, and hours of operation.
	6. REPORTING AND EVALUATION
	A. Briefly describe the LHD's efforts to evaluate its activities.
	B. Outline ^o list the LHD's mechanism to report on its activities to the community and its governing entity. Provide copies of all annual reports that were disseminated publicly during the current MLPHAP accreditation cycle.
	7. HEALTH OFFICER AND MEDICAL DIRECTOR
	A. Procedure for appointment Of a Health Officer and Medical Director
	B. HEALTH OFFICER:
	1. MDHHS Approval- Letter, memo, other.
	C. MEDICAL DIRECTOR:
	1. MDHHS Approval - Letter, memo, other.
	8. LHD Plan Of Organization Approval Form