

# MACOMB COUNTY HEALTH DEPARTMENT

## Plan of Organization

January 2020



Health  
Department

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## PLAN OF ORGANIZATION

According to the Public Health Code (PHC) (PA 378 of 1978), The Michigan Department of Health and Human Services (formerly known as Michigan Department of Community Health) has legal basis to require a Plan of Organization of the local health department that is approved by Michigan Department of Health and Human Services (MDHHS). The Plan of Organization determines the organization, coordination, and delivery of services and programs in the area served by the local health department.

Part 2235 of the PHC gives broad delegatory power to MDHHS to assign primary responsibility for the delivery of services to Local Health Departments (LHDs) who met the requirements set forth in Part 24 of the PHC.

Part 24 of the PHC spells those requirements out; most notably a local health department shall have a plan of organization approved by the department and demonstrate ability to provide required services.

To meet these obligations, the State Health Department requires a local health department to submit its plan of organization once every three years, two months before the scheduled LHD Accreditation On-site Evaluation, using the requirements as outlined in the table of contents. The LHD Plan of Organization requires health officer and board chairperson/county executive approval (signed Approval Form enclosed) prior to submission. The Plan of Organization and supporting documentation will be reviewed by MDHHS Local Health Services, forwarded with recommendations to the Deputy Director for Public Health Administration, and then sent to MDHHS Director for approval. Therefore, this document represents the current Macomb County Health Department Plan of Organization that has been reviewed by the Office of the Macomb County Executive.

## **1. LEGAL RESPONSIBILITIES AND AUTHORITY**

### **1a. State and Local Statutory Authority**

The Public Health Code (PHC) (PA 378 of 1978) establishes a State/Local system to carry out the responsibility to protect and promote public health. Pursuant to section 2224 of this code, the Michigan Department of Health and Human Services (MDHHS) is required to promote an adequate and appropriate system of local health services throughout the state; and to develop and establish arrangements and procedures for the effective coordination and integration of all public health services including effective cooperation between public and nonpublic entities to provide a unified system of statewide health care.

The following is a list of state and local statutory authority applicable to the Macomb County Health Department:

#### **State Laws**

MCL 333.1105 – Definition of Local Public Health Department  
MCL 333.111 – Protection of the health, safety, and welfare  
Part 22 (MCL 333.2201 et seq.) – State Department  
Part 23 (MCL 333.2201 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  
Part 52 (MCL 333.5201 et seq.) – Hazardous Communicable Disease  
Part 53 (MCL 333.5301 et seq.) – Expense of Care  
MCL 333.5923 – HIV Testing and Counseling Costs  
MCL 333.9131 – Family Planning  
Part 92 (MCL 333.9201 et seq.) – Immunization  
Part 93 (MCL 333.9301 et seq.) – Hearing and Vision  
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 MDHHS – 13823 and 13825)*  
MCL 333.17015 – Informed Consent

#### **Appropriations (Current: PA 63 of 2011)**

Sec. 218 – Basic Services  
Sec. 904 – ELPHS

#### **Michigan Attorney General Opinions**

OAG, 1987-1988, NO 6415 – Legislative authority to determine appropriates for local health services  
OAG, 1987-1988, No 6051 – Reimbursement of local department for required and allowable services

#### **Food Law of 2000 (PA 92 of 2000)**

MCL 289.1101 et seq., specifically:  
MCL 289.1109 – Definition of local health department  
MCL 289.3105 – Enforcement, Delegation to local health department

#### **Natural Resources and Environmental Protection Act (PA 451 of 1994)**

Part 31 – Water Resource protection, specifically:  
MCL 324.3103 – powers and duties  
MCL 324.3106 – establishment of pollution standards  
Part 22 – Groundwater Quality rules (on-site wastewater treatment)  
Part 117 – Septage Waste Services, specifically:  
MCL 324.11701 – 324.11720

**Land Division Act (PA 288 of 1967)**

MCL 560.105(g) – Preliminary Plat Approvals  
MCL 560.109(a) – Parcels less than 1 acre  
MCL 560.118 – Health Department Approval

**Condominium Act (PA 59 of 1978 as amended)**

MCL 559.171a – Approval of Condominiums not served by public sewer and water

**Safe Drinking Water Act (PA 399 of 1976 as amended)**

MCL 325.1016 – Public Water Supplies  
Agreements with Local Health Departments to administer

**County Medical Examiners Act 181 of 1953 (52.201 - 52.216)**

**Macomb County Local Laws:**

*Macomb County Rules and Regulations for Racing and Carrier Pigeon Control*  
Reviewed and approved by Macomb County Board of Commissioners 2/27/1976

*Macomb County Immunization Regulation*  
Enacted by the Board of Commissioners 9/27/1979

*Community Right-to-Know Regulations*  
Approved by the Board of Commissioners 9/26/1985  
Effective on and after 9/26/1985

*Regulations Governing Onsite Disposal of Sanitary Sewage and Human Excreta in Macomb County*  
Approved by Macomb County Board of Commissioners 12/21/1989  
Effective on and after 2/4/1990

*Regulations Governing Water Supplies in Macomb County*  
Effective on and after 2/5/1996

*Regulations Governing On-Site Sewage Disposal and On-Site Water Supply System Evaluation and Maintenance in Macomb County*  
Effective 8/1/2002

*Macomb County Animal Control Regulation*  
Approved by Macomb County Board of Commissioners 7/17/2003  
Effective on and after 9/1/2003

*Regulations Governing Food Safety Training for Food Service Establishments in Macomb County*

Approved by Macomb County Board of Commissioners 11/13/2003  
Effective on and after 1/1/2004

*Regulations for Monetary Civil Penalties/Citations Relating to Environmental Health Regulations for the Protection of Food, Water, Land and Air*  
Effective on and after 9/1/2004

*Regulations Governing Body Art Establishments in Macomb County, Michigan*  
Approved by the Board of Commissioners 12/11/2008  
Effective on and after 2/2/2009

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

### 1b. Governing Entity Relationship

The Macomb County Charter Commission and Michigan Governor approved the Home Rule Charter of Macomb County, Michigan in 2009, and the charter became effective on January 1, 2011. The purpose of this Charter is to convert the County of Macomb from a general law county to a home rule county under a locally adopted charter led by home rule county officers.

The County Executive, Mark A. Hackel, serves as head of the executive branch of government. He supervises, coordinates, directs, and controls all County departments (including the Health Department), except for departments headed by Countywide Elected Officials. The mission of the County Executive's Office is to ensure that all county activities are geared toward efficiency, economy, and maximum service effectiveness for the citizens of Macomb County. The Office provides internal direction and support to the County's departments and organizations, and external support to the residents, communities and businesses of Macomb County. As such, it ensures the implementation of legislative mandates and policies and provides analytical support, strategic planning, policy analysis, and budgetary oversight for the County organization.

The Home Rule Charter of Macomb County can be accessed at the following website:  
<https://clerk.macombgov.org/sites/default/files/content/government/clerk/pdfs/charter-final.pdf>

The 13-member Macomb County Board of Commissioners serves as the legislative and policy-making body of Macomb County government. Elected Commissioners serve a two-year term; each commissioner represents a specific district – a geographical area of nearly equal population. Officers are elected from within.

The Macomb County Board of Commissioners functions on a committee basis. An indication of the scope and subject matter dealt with by the Board is revealed in the titles of the various committees. Ad Hoc committees are appointed as needed for specific purposes.

The committees bring recommendations before the Full Board each month for formal action. Committees include: Audit, Finance, Government Operations, Economic Development, Health and Human Services, Infrastructure, and Justice and Public Safety. Committees meet monthly or at the call of the Chair of each committee.

Full Board Meeting Minutes and Agendas are recorded and maintained by the Macomb County Clerk's Office and may be viewed at the following web link:

<http://clerk.macombgov.org/Clerk-Commissions-BoardOfCommissioners>

The agenda and minutes of the Board of Commissioners sub-committees may be viewed at the following web link:

<http://boc.macombgov.org/BOC-Home>

Article VII of the Home Rule Charter describes additional departments and offices. The Department of Health and Community Services was created. The Department Director is appointed by the Executive with required approval by the Commission. The department is mandated to:

- Supervise and carry out the performance of County public health and community service programs; and
- Supervise and carry out environmental protection programs.

Three agencies fall under the Health and Community Services umbrella:

- Macomb County Health Department;
- Macomb Community Action;
- Michigan State University Extension Service

The Department of Health and Community Services carries out its mandate through the services, programs, and activities of the constituent agencies. The Department increases the effectiveness and efficiency of those agencies by lowering barriers between them, and actively seeks ways to maintain and improve the health and well-being of all Macomb County citizens.

#### 1c. Defend and Indemnify Employees for Civil Liability

The Macomb County Health Department indemnifies, defends and holds its employees harmless from any civil liability or loss sustained in the performance of official duties, except for gross misconduct. The Health Department protects its employees from litigation while performing their duties through a County insurance policy with the following insurer:

**Insured By:**

Nickel & Saph, Inc.  
PO Box 46907  
Mt Clemens, MI 48046

**Name Insured:**

Macomb County, Michigan  
Effective Date: July 1, 2019

A current copy of the certificate of liability insurance is included:

**Attachment A** – Public Officials & Employment Practices Liability Coverage

#### 1d. Assistance with Food Service Sanitation Program

The Michigan Department of Agriculture & Rural Development empowers and supports the Macomb County Health Department in administering the Food Service Sanitation Program for inspecting and licensing public food preparation locations such as restaurants and temporary food service locations, as well as investigations of complaints and suspected foodborne

illnesses. The Health Department does not delegate Food Service Sanitation program activities to outside contract entities. All program responsibilities are conducted by qualified Macomb County employees.

#### 1e. Exposure Plan for Blood Borne Pathogens and the Chemical Hygiene Plan

The Blood Borne Pathogens Exposure Control Plan is provided to eliminate or minimize occupational exposure to blood borne pathogens. Employees covered by the plan receive an explanation of this plan during their initial training session. The plan is also reviewed during annual training. The Macomb County Health Department Medical Director reviews, updates and signs the plan annually or more frequently if necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The Chemical Hygiene Plan is provided to eliminate or minimize exposure to chemicals in the laboratory. All laboratory personnel receive initial training on potential chemical exposures and general precautions for handling of laboratory chemicals. The Macomb County Health Department Medical Director reviews, update, and signs the plan annually or more frequently if necessary.

Copies of the plans are included in attachments.

**Attachment B** – Blood Borne Pathogen Exposure Control Plan

**Attachment C** – Chemical Hygiene Plan



## 2. LOCAL HEALTH DEPARTMENT (LHD) ORGANIZATION

### 2a. Organizational Chart

The Macomb County Executive appoints the Director of the Department of Health and Community Services, who manages three agencies:

- Macomb County Health Department;
- Macomb Community Action;
- Michigan State University Extension Service.

The Macomb County Health Department delivers programs and services through four divisions: Disease Control, Community Health Planning and Promotion, Environmental Health, and Family Health Services; and through the Office of the Medical Examiner. The Department is administered by a Director/Health Officer, Deputy Health Officer, Medical Director, and three Division Directors in Community Health Planning and Promotion Director, Environmental Health, and Family Health Services.

The official positions/titles, lines of authority and names of directors and higher level managers are indicated in the following organizational chart.



**OFFICE OF THE COUNTY EXECUTIVE**  
**MACOMB COUNTY EXECUTIVE**  
**MARK A. HACKEL**

**DEPARTMENT OF HEALTH AND COMMUNITY SERVICES**  
**DIRECTOR**

**MACOMB COUNTY HEALTH DEPARTMENT**  
**DIRECTOR/HEALTH OFFICER**  
**WILLIAM J. RIDELLA, MPH, MBA**

**MEDICAL DIRECTOR**  
**KEVIN P. LOKAR, MD, MPH**

**DEPUTY HEALTH OFFICER**  
**KRISTA WILLETTE, RN, MSA**

**OFFICE OF MEDICAL EXAMINER CHIEF**  
**MEDICAL EXAMINER**  
**DANIEL SPITZ, MD**

**MANAGER OF OPERATIONS**  
**PATRICIA ROLAND, RN, BSN, F-ABMDI**

**DISEASE CONTROL**  
**PUBLIC HEALTH SERVICES**  
**COORDINATOR**  
**NIKI MACH, MPH**

- Communicable Disease
  - Surveillance and Investigation
  - Tuberculosis Control
  - School Immunization
- HIV Counseling and Testing
- STD Clinic

**ENVIRONMENTAL HEALTH**  
**DIVISION DIRECTOR**  
**ANDREW COX, MPH, REHS**

- Food Protection
- Shelter Management (Group Care Facilities and Day Care Centers)
- Onsite Waste Water Disposal and Drinking Water Supply Management
- Surface and Recreational Water Quality Management
- Household Hazardous Waste Collection and Disposal
- Environment

**FAMILY HEALTH SERVICES**  
**DIVISION DIRECTOR**  
**CHERYL WOODS, RN, BSN**

- Family Planning
- Immunizations
- Maternal Child Health Outreach
- Public Health Nursing
- Nurse Family Partnership

**EMERGENCY PREPAREDNESS PROGRAM**  
**COORDINATOR**  
**APRIL DEWEESE, MA, PEM**

**OFFICE OF FINANCIAL SERVICES**  
**MANAGER**  
**PATRICK DETINE**

- Payroll
- Accounts Receivable
- Accounts Payable
- Insurance Billing
- State Financial Reporting
- Budget Management

**COMMUNITY HEALTH PLANNING & PROMOTION**  
**DIVISION DIRECTOR**  
**NATALIE DEAN-WOOD, FACHE**

- Healthy Communities
- Hearing and Vision Screening
- Children's Special Health Care Services
- Women, Infants & Children Supplemental Nutrition Program (WIC Program)
- Accreditation
- Continuous Quality Improvement
- Health Data and Statistics

## 2b. Local Approval of Health Department Plan of Organization

**Attachment D** provides documentation of County Executive approval of the Macomb County Health Department Plan of Organization.

## 2c. Annual Operating Budget and Number of FTEs

The Macomb County Health Department annual budget – 2020:

Total Operating Budget: \$31,204,474

Total Number of FTEs: 225

Documentation indicating Macomb County Board of Commissioners' approval of the operating budget is included as **Attachment E**.

**Attachment E** is an excerpt from the  
OFFICIAL MINUTES OF THE MACOMB COUNTY COMMISSION  
FULL BOARD MEETING

Meeting date of December 4, 2019

Ordinance 2019-03: FY 2020 Comprehensive General Appropriations Ordinance to include Amendment #2, as provided by Commissioner Drolet with input from various other members of the Board. The full document can be viewed here:

<https://macombcomi.civicclerk.com/Web/UserControls/DocPreview.aspx?m=1&aoid=819>

## 2d. Audit findings, Responses and Corrective Actions

The financial statements of Macomb County were last audited as of and for the year ended December 31, 2018. The independent auditor's report concluded that there were no significant findings related to the Health Department. Therefore, no corrective action was submitted.

The complete audit report may be viewed on the following web link:

<http://finance.macombgov.org/finance-SingleAudit>

## 2e. Information Technology Capacity

The Macomb County Information Technology Department is dedicated to improving the daily business processes of the County and its departments through the innovative use of leading and proven technologies to align Macomb County to deliver world class services to its residents. Health Department division directors are on the IT Committee, which meets monthly with IT staff to review progress and updates on IT projects.

The IT Department:

- Provides service to county departments so that they may deliver better services to people
- Researches, sets, and supports technology standards for the County that are meant to enable the department to provide the most efficient, secure and effective service to the citizens of the County
- Engages in due diligence to ensure the confidentiality, integrity, and availability of county data.
- Actively seeks collaborative opportunities with other entities to promote and provide optimal service.
- Analyzes and implements improvements in processes using the most cost-effective and strategic information technology.
- Balances organizational and technological resources in order to promote efficient systems performance.

The Macomb County Information Technology (IT) department supports over 24 distinct, county departmental web sites. The three primary web sites responsible for access and distribution of current public health information are the Macomb County, Macomb County Health Department, and Macomb County Clerk's Office web sites.

**Macomb County web site:** <http://macombgov.org> This website is the home page for all Macomb County government web pages and offers a listing of various programs and services available with in Macomb County.

**Macomb County Health Department:** [health.macombgov.org](http://health.macombgov.org). Website content is monitored by each program and requested updates are completed by MCHD and IT staff as needed.

**Macomb County Clerk/Register of Deeds:** <http://clerk.macombgov.org/Clerk-Home>. The Register of Deeds provides the Health Department with free access to its database, enabling the acquisition of timely data regarding property transactions to ensure that all properties with a septic system or water well are evaluated. Problems found during evaluations are corrected or provisions made for correction at the time of the transaction. These evaluations are required by County law, for which the Health Department has been delegated enforcement authority.

**Macomb County Health Department "HOTLINE" (586) 466-7923:** The IT Department also maintains the health department's telephone "HOTLINE" service. The recorded messages are updated as necessary by assigned program-specific staff members. This service allows the caller to access recorded information on Communicable Disease, Flu Services, Emergency Alerts, Medication Collections, and Household Hazardous Waste.

### 3. MISSION, VISION AND VALUES

#### 3a. Mission Statement

**MISSION:** In partnership with the communities we serve, our Mission is to protect and promote the health and well-being of all those who live, work and play in Macomb County.

**VISION:** Healthy people in healthy communities.

#### **VALUES:**

- Integrity
- Quality of life
- Dedication
- Prevention
- Quality service for all
- Respect and dignity
- Confidentiality
- Collaboration
- Responsibility
- Innovation and creativity
- Open communication

The Mission and Vision are posted at various locations within the health department and on the health department website:

<http://health.macombgov.org/Health-About>

The Mission, Vision and Values are also publicized in the department annual reports on the following website:

<http://health.macombgov.org/Health-DataStatistics>

## 4. LOCAL PLANNING AND COLLABORATION INITIATIVES

### 4a. LHD-Specific Priorities

#### **MCHD 2018-2023 Strategic Plan**

In 2019 the department completed and published a five-year strategic plan. The priorities determined in this plan include:

**Workforce Development:** Promote a work environment that supports innovation and excellence

- Create and implement a workforce development plan
- Ensure 80% of staff complete 4 developmental trainings annually
- Develop an agency onboarding process
- Complete onboarding with 90% of new staff within 3 months of hire
- Develop and implement a standardized electronic training log

**Technology:** Increase the utilization of and proficiency in technology

- Provide training on worksite relevant technology for 75% of staff
- Increase the number of programs that accept credit card payments
- Conduct an assessment of current technology in use/owned/needed by MCHD

**Agency Prioritization:** Implement a coordinated approach through recognized guidelines and standards to achieve departmental priorities

- Achieve PHAB accreditation
- Achieve accreditation with commendation from the Michigan Local Public Health Accreditation Program
- Focus grant writing activities on proposals that address areas of need indicated in the CHIP
- Conduct a quality improvement process in each Division annually
- Provide strategic plan progress to staff quarterly

**Health Equity:** Build organizational capacity to embrace health equity

- Develop a health equity plan
- Conduct health equity training for all staff
- Conduct a CLAS assessment of MCHD
- Conduct an assessment of language and cultural barriers in Macomb County
- Increase staff knowledge of interpretation and translation services available at MCHD

**Staff Engagement:** Create a culture of recognition through acknowledging, valuing, and engaging employees

- Conduct focus groups to determine what acknowledgement, value, and engagement means to employees
- Develop and implement an internal communication strategy
- Develop an agency succession plan for all positions
- Complete agency self-assessments with staff biennially

#### **MCHD Community Health Assessment and Community Health Improvement Plan**

In 2016, the department published a Community Health Assessment (CHA) after a collaborative process with partners and stakeholders. In 2017 the department published a five-year Macomb County Community Health Improvement Plan (CHIP). The CHIP identified four priority areas (access to services, behavioral health, chronic disease and healthy lifestyle and social

determinants of equity) with community partners. Each priority area is addressed by a collaborative workgroup. In 2020, the department will begin a second CHA with the goal of presenting a new CHIP in 2021.

During the CHA and CHIP process in 2020, the department will:

- Utilize the MAPP framework for CHA and CHIP activities.
- Continue to address the goals and objectives from the 2017 CHIP, and establish new goals and objectives for 2021 based on the results of the 2020 CHA.

Progress on the current and future CHA and CHIP is located here: [Cha.Macombgov.org](http://Cha.Macombgov.org)

### **Additional Public Health Priorities**

- National Public Health Accreditation
  - In 2019 the department submitted documentation to the National Public Health Accreditation Board for review. A site visit is anticipated for 2020.
- Opiate and Substance Use Reduction
  - In 2019, the department received four grants to address opiate and substance use reduction. The department is in the process of developing an Opiate Use Surveillance Dashboard, which will receive data regularly from local hospitals and emergency services. The Health Department is a member of Operation RX – Macomb County’s county-wide collaborative to address the opioid epidemic and substance use. The Operation RX partnership manager is housed in the Health Department Mount Clemens office.
- Maternal and Child Health
  - In 2018 the department completed a local maternal child health assessment focusing on Maternal and Child Health indicators. From this assessment, the Maternal and Child Health (MCH) program established a comprehensive work plan and will be targeting activities to reduce black infant mortality rates.
- Drinking Water Protection
  - The department is actively working with municipal and state partners to protect the drinking water for residents utilizing municipal water or private wells. In 2019 the State of Michigan adopted a series of changes to the Lead and Copper Rule, creating the strictest regulations on drinking water. The department has created an action plan to address Action Level Exceedances with municipal partners.

### **4b. Activities to Plan or Pursue Priority Projects**

Specific activities to plan or pursue priority projects are identified above, within the departments’ priority areas. In addition, the department reviews and monitors trending public health issues at the local, state, and federal level to stay abreast of new or emerging public health issues to address, plan, or pursue priority projects as necessary. The department actively seeks projects that align with mandated services, and Strategic Plan and Community Health Improvement Plan goals and objectives. Divisions and programs set individual goals, objectives and actions yearly to help meet department goals and objectives.

The department tracks and monitors actions and decisions at the State and Federal level. Administration works with divisions and programs to review and modify programs and services to meet the changing needs of residents and communities and to address emerging public health issues and trends.

#### 4c. Community Partnerships and Collaborative Efforts

The Macomb County Health Department values collaborative efforts with a multitude of community organizations and agencies throughout the county as well as state to enhance capacity for greater impact on the health of our communities. The following is a list of community partnerships and collaborative efforts:

<b>Committee/Collaboration</b>	<b>Lead Organization</b>
Access to Services CHIP Work Group	MCHD
Alliance for Immunization in Michigan (AIM)	MDHHS
Baby Resource Network of Macomb	MCHD
Behavioral Health CHIP Work Group	MCHD
Building Community Partners	Judson Center
Cancer Action Council	Karmanos
Center Line Health and Wellness Advisory Board	Center Line School Improvement Team
Chippewa Valley Coalition for Youth and Families	Chippewa Valley Schools
Chronic Disease and Healthy Lifestyle Work Group	MCHD
Clinton Township Community Coalition	Care of SEM
Colorectal Cancer Awareness Network	American Cancer Society
Domestic Violence Consultation and Technical Assistance Team	HSCB & MCDVC
Early Head Start	Head Start
Eastpointe Community Action Coalition	CARE of SEM
Family Planning Advisory Council (FPAC)	MDHHS /Family Planning Program
Family Planning Medical Advisory Sub-Committee	MDHHS /Family Planning Program
Family Planning Reproductive Advisory Committee	MCHD/Family Planning Program
FASD Achieve Task Force	CARE of SEM
Fetal Infant Mortality Review Team	MCHD
Food Service Advisory Committee	MALEHA
Fraser Community Action Team	CARE of SEM
Great Start Collaborative Macomb	MISD
Green Macomb	Macomb County Planning and Economic Development
Head Start Health Services Advisory Committee	MCA
Healthy Baby @ Home Advisory Committee	SEMPQIC
Healthy Kids Healthy Futures Coalition	MCHD
Hispanic Coalition of Macomb	Hispanic Coalition of Macomb
Hispanic Mental Health Alliance	Henry Ford Macomb Hospital
Inter-Agency Council	Independent Group that receives support of MCCMH
Macomb Community Action Advisory Board	MCA



Macomb County Breastfeeding Coalition	MDHHS/WIC Program
Macomb County Domestic Violence Coalition	MCDVC
Macomb County Continuum of Care (CoC)	Macomb Homeless Coalition
Macomb County Human Services Coordinating Body (HSCB)	Human Services Coordinating Body
Macomb County Human Services Coordinating Body (HSCB)	Inter-Agency Communications Work Group
Macomb County Oral Health Coalition	MCHD
Macomb County Tobacco Prevention Coalition	MCHD
Macomb County Water Resources Advisory Council (MCWRAC)	Macomb County
Macomb County Youth Council	Sub-Committee of InterAgency Council
Macomb Health and Fitness Foundation	Macomb Health and Fitness Foundation
Macomb Student Assistance Program	MISD
Michigan Cancer Consortium	MDHHS
Michigan Oncology Quality Consortium	BCBSM
Mother Infant Health and Equity Coalition (MIHEC)	MDHHS
Mount Clemens Coalition	Mount Clemens Community Schools
Region 10 Lead Poisoning Prevention Committee	MDHHS & Wayne County
Northern Macomb Prevention Coalition Meeting	Macomb Family Services
Nurse-Family Partnership Community Advisory Board	MCHD
Operation RX	Macomb County
Roseville Community Coalition	CARE of SEM
Sex Ed Advisory Board Chippewa Valley Schools	Chippewa Valley Schools Administration
Sex Education Advisory Board Lincoln High School	Lincoln High School Administration
Shores Network for Action and Prevention	CARE of SEM
Southeast Michigan HIV/AIDS Council (SEMHAC)	Detroit Health Department
Southeast Michigan Perinatal Quality Improvement Coalition	GDAHC
Southeastern Michigan Epidemiology Committee	Southeast Michigan Local Health Departments
Southeastern Michigan Health Association	Southeast Michigan Local Health Departments
Sterling Heights Drug Free Coalition	CARE of SEM
Warren/Center Line Prevention Coalition	WCPC

## 5. SERVICE DELIVERY

### 5a. Location, Services, and Hours of Operation

Locations are listed below, and the following health department websites provide address, telephone number, map, and services with associated links for each location:

<http://health.macombgov.org/locations>

**The following is the index of required services and their associated health department webpage:**

Campground Inspection: Inspections and licensing of all sites.

<http://health.macombgov.org/Health-Programs-EnvironmentalHealth-ShelterManagement-Campgrounds>

Communicable Disease Control: Monitoring of communicable disease occurrence, reporting and investigation.

<http://health.macombgov.org/Health-Programs-HPDC-CommunicableDiseases>

Emergency Management: Public Health Emergency Preparedness Program.

<http://health.macombgov.org/Health-Programs-EPP>

Family Planning: Provides reproductive health education, counseling and information about contraceptive methods and management, including abstinence.

<http://health.macombgov.org/Health-Programs-FamilyHealthServices-FamilyPlanning>

Food Protection: Promote maximum levels of sanitation at restaurants, temporary and mobile facilities and vending machines; food-borne illness investigation.

<http://health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodInspections>

Hearing & Vision: Hearing and vision screening, referrals and follow-up for pre-school and school-aged children

<http://health.macombgov.org/Health-Programs-HPDC-HearingVision>

Healthy Communities: Health and nutrition presentations to individuals, school, community and professional groups on varied health topics; Community screenings for blood glucose. Car seat safety inspections. Diabetes Prevention Program lifestyle coaches and community classes.

<http://health.macombgov.org/Health-Programs-HPDC-HealthyCommunities>

HIV/AIDS Services: Confidential and anonymous counseling and testing for HIV disease; referrals for HIV treatment and care.

<http://health.macombgov.org/Health-Programs-HPDC-HIVAIDSCounselingTesting>

Immunization: Vaccines for infants, children, teens and adults.

<http://health.macombgov.org/Health-Programs-FamilyHealthServices-ImmunizationClinic>

Pregnancy Testing: Available through Family Planning Program.

<http://health.macombgov.org/Health-Programs-FamilyHealthServices-FamilyPlanning>

Prenatal Care: Assistance with prenatal enrollment for eligible health insurance is provided through our Public Health Nurses and Community Health Outreach Workers.

<http://health.macombgov.org/Health-Programs-FamilyHealthServices-PublicHealthNursing>

Public/Private On-Site Wastewater: Evaluation of proposed building site; conduct inspections of septic systems and soil; investigate complaints of failing systems or improper sewage disposal.

<http://health.macombgov.org/Health-Programs-EnvironmentalHealth-WasteManagement-OnsiteSewagesSystem>

Public/Private Water Supply: Water quality management.

<http://health.macombgov.org/Health-Programs-EnvironmentalHealth-BeachMonitoring-ImproveWaterQuality>

Public Swimming Pool Inspection: All operators of a public pool/spa in Macomb County are required to have the water tested weekly and the results reported to the Health Department. Pools and spas are inspected each year by the local health department.

<http://health.macombgov.org/Health-Programs-EnvironmentalHealth-SwimmingPools-PublicPoolSpa>

Sexually Transmitted Disease Control: Testing, treatment and counseling.

<http://health.macombgov.org/Health-Programs-HPDC-STDProgram>

Tuberculosis Control: Diagnosis and treatment of latent and active TB disease.

<http://health.macombgov.org/Health-Programs-HPDC-TuberculosisProgram>

#### **Locations:**

##### **CENTRAL HEALTH SERVICE CENTER - MOUNT CLEMENS**

43525 Elizabeth Road  
Mount Clemens, Michigan 48043  
(586) 469-5235  
Mon – Fri, 8:30 AM – 5 PM

The Macomb County Health Department delivers programs and services through four divisions: Disease Control, Community Health Planning and Promotion, Environmental Health, and Family Health Services; and through the Office of the Medical Examiner. The Department is administered by a Director/Health Officer, Deputy Health Officer, Medical Director, and three Division Directors in Community Health Planning and Promotion Director, Environmental Health, and Family Health Services. Health Department Administrative Offices are located in Mount Clemens.

#### Services:

[Communicable Disease Investigation](#) (586) 783-8160

[Environmental Health](#) (586) 469-5236

[Family Planning](#) (586) 469-5491

[Health Data / Reports](#) (586) 469-5699

[Immunizations](#) (586) 469-5372

[Public Health Nursing Services](#) (586) 469-5520

[School Immunization Program](#) (586) 466-6840

[Travel Health Information](#) (586) 783-8190

[Tuberculosis Control](#) (586) 469-5421

[Emergency Public Health Preparedness Program](#) (586) 469-2110  
[HIV/AIDS Counseling & Testing](#) (586) 465-8434  
[Sexually Transmitted Diseases](#) (586) 465-9217  
[Health Planning](#) (586) 469-5699

**MAX THOMPSON FAMILY RESOURCE CENTER**

11370 Hupp Avenue  
Warren, Michigan 48089  
Mon – Fri, 8:30 AM – 5 PM

Services:

[Women, Infants & Children \(WIC\)](#) (586) 469-5471  
[Family Planning](#) (586) 469-5491  
[Nurse Family Partnership](#) (586) 466- 6975

**SOUTHEAST HEALTH CENTER - ST. CLAIR SHORES**

25401 Harper Avenue  
St. Clair Shores, Michigan, 48081  
(586) 466-6800  
Mon – Fri, 8:30 AM – 5 PM

Services:

[Healthy Communities Program](#) (586) 412-3399  
[Child Passenger Safety](#) (586) 412-3394  
[Hearing and Vision](#) (586) 412-5945  
[Children's Special Health Care Services](#) (586) 466-6855  
[Family Planning](#) (586) 469-5491  
[Immunizations](#) (586) 466-6800  
[Women, Infants & Children \(WIC\)](#) (586) 469-5471

**SOUTHWEST HEALTH CENTER - WARREN**

27690 Van Dyke  
Warren, MI 48093  
Mon – Fri, 8:30 AM – 5 PM

Services:

[Environmental Health](#) (586) 465-8030  
[HIV/AIDS Counseling & Testing](#) (586) 465-8434  
[Immunizations](#) (586) 465-8537  
[Public Health Nursing Services](#) (586) 465-8090  
[Sexually Transmitted Diseases](#) (586) 465-9217

**VERKUILEN BUILDING**

21885 Dunham Road  
Clinton Township, MI 48036  
(586) 469-5471  
Mon – Fri, 8:30 AM – 5 PM

Services:

[Women, Infants & Children \(WIC\)](#) (586) 469-5471

## **MACOMB COUNTY MEDICAL EXAMINER'S OFFICE**

43585 Elizabeth Rd

Mt. Clemens, MI 48043

(586) 469-5214

Mon – Fri, 8:30 AM – 5PM

<http://health.macombgov.org/Health-Programs-MedicalExaminer>

## **6. REPORTING AND EVALUATION**

### **6a. Efforts to Evaluate Activities**

Macomb County Health Department utilizes the performance management system to monitor and evaluate program performance and quality improvement impact. If the performance management system is not the best option for reporting and evaluation, the programs will review other alternatives. Annually, the PMQI plan will be evaluated by the Health Planning Team (January of each year) to determine if the goals and objectives of the previous year were met, as well as to determine any changes to goals and objectives for the upcoming year. Effectiveness of the PMQI Plan will be measured by monitoring the QI Culture Assessment Score as well as the PM Self-Assessment. Annually, MCHD Administration and Division Directors will review resources needed to sustain performance management and quality improvement activities of the health department.

This information will be reviewed on a regular basis to ensure effectiveness and efficiency of QI projects, goals, and objectives. QI project information will be shared via the following outlets

- PMQI Committee meetings (bi-monthly)
- MCHD Management Meetings (monthly)
- Program team meetings (monthly)

The purpose of the Macomb County Health Department (MCHD) Performance Management and Quality Improvement Plan is to provide context and framework for performance management (PM) and quality improvement (QI) activities at Macomb County Health Department. The plan will be a framework for staff to participate in Performance Management and Quality Improvement (PMQI) efforts.

MCHD strives to imbed a culture of quality within the health department. This is done by working toward achieving four basic principles of quality:

- Developing a strong customer focus
- Continually improving all processes
- Involving employees
- Mobilizing both data and team knowledge to improve decision making

MCHD will achieve these principles through Leadership Support, Performance Management and Accreditation. MCHD will also strive to meet everyday standards that support and sustain a Culture of Quality which include:

- Engaging the governing entity to support policy decisions and leadership practices that emphasize quality
- Valuing the perspective and involvement of staff at all levels
- Using data and QI tools in the daily work

- Maintaining a customer, client and stakeholder focus
- Developing QI plans or policies that are actionable and provide a guide point for QI activities
- Communicating, sharing QI stories, and celebrating success
- Making long term plans to maintain a commitment to quality through changes and transitions
- Using ongoing training and technical assistance to continually build capacity and expertise in QI

All staff share a role in establishing and promoting a culture of quality and performance management through direct participation in QI projects, providing support and feedback for ongoing improvement activities, working toward program and agency goals and objectives and encouraging and celebrating QI and PM success.

The following list includes evaluation and communication tools and methods used in measuring the performance and success of our activities:

- Presentations at management meetings
- Storyboard presentations at staff meetings
- Annual updates on QI activities in the MCHD Annual Report
- QI Project Updates on the intranet
- Regular updates in “The Link” newsletter, email, and intranet on successes, new tools, and trends in PM measures
- Displaying of QI Storyboards throughout the department
- Sharing of successful projects identified on PHQIX among programs

#### 6b. Mechanism to Report Activities to Community and Governing Entity

The Health Department utilizes the following mechanisms to report its activities to the community and its governing entity. This list is a sample of outreach, reporting and communication methods:

Electronic:

- The department utilizes a real-time live tracking system (Clear Impact™) for performance management and tracking population health goals and indicators. In the first quarter of 2017, scorecards were posted on the MCHD web page. Scorecards track population health indicators (i.e. infant mortality) along with program measures (i.e., number of home visits to at-risk moms and babies) to turn the curve on these indicators. The scorecards provide visualization of progress toward targets in indicators or program measures. Downloadable reports are available from the performance management system at any time and can be customized to the division or program needs. Data is analyzed at a minimum on an annual basis to review trends and progress toward goals. Findings and trends are shared with program staff, MCHD Administration, and the Director of Health and Community Services (governing entity). Scorecards are available on the website, to the public. <https://health.macombgov.org/Health-PerformanceManagement>
- Department services and activities are noted on the Macomb County Health Department web site [health.macombgov.org](http://health.macombgov.org). These include departmental services, times and locations, health alerts, health bulletins, publications, surveys, and committee reports and updates.

- Macomb County Government web site [macombgov.org](http://macombgov.org) , which includes additional Health Department and County press releases from the Office of the County Executive and an on-line Directory of Services which includes an index of health services offered by various departments within Macomb County.
- Macomb County Health Department Facebook and Twitter accounts:  
[www.facebook.com/PublicHealthMacomb/](http://www.facebook.com/PublicHealthMacomb/)  
<https://twitter.com/mchdhealth?lang=en>

#### Publications:

- Printed materials, booklets, flyers, and reports that are distributed to the media, local governments, businesses, County and State health agencies, and community leaders.
- Annual Reports: 2019 Annual Report (and archived annual reports)
  - <http://health.macombgov.org/Health-DataStatistics>
- Communicable Disease Summary:
  - <http://health.macombgov.org/Health-Programs-HPDC-CommunicableDiseases>
- Environmental health information is provided for Beach Testing data, <http://health.macombgov.org/Health-Programs-EnvironmentalHealth-WaterQuality-BeachTestData> and the Combined Sewer Overflows data, <http://health.macombgov.org/Health-Programs-EnvironmentalHealth-SewerOverflows>
- “State of the County” yearly event
- Press releases and media advisories are submitted to more than 200 subscribers

#### Public Meetings:

- Board of Commissioners full board and committee meetings
- Community coalition meetings

#### Public Functions:

- Booths at various expos, shows, fairs
- Intermediate and School District meetings, school classroom presentations, lobby displays
- Various public health presentations and seminars
- Public Health Week activities

#### Departmental Meetings:

- Health and Community Services Department monthly meetings to report monthly activities, monitor progress of annual goals, discuss important public health issues, discuss recent actions of the department, and provide assessment and improvement progress to the Office of the County Executive.
- Office of County Executive Department Directors monthly meetings.





## 7. HEALTH OFFICER AND MEDICAL DIRECTOR

### 7a. Procedure for Appointment of Health Officer and Medical Director

The Macomb County Health Department adheres to the Michigan Public Health Code for the requirements and qualifications of a Health Officer and Medical Director. The following is the procedure for appointment of a Health Officer and Medical Director.

#### **MACOMB COUNTY HEALTH DEPARTMENT**

- 1) Termination letter from current Director/Health Officer is sent to the County Executive.
- 2) Termination, Vacancy and Personnel Action Forms are completed and sent to the Human Resources and Labor Relations Department from the Health Department.
- 3) Human Resources and Labor Relations Director and County Executive approve filling the open position and it is posted at each Macomb County Office as well as the Macomb County Human Resources and Labor Relations Department website. The posting is open for two weeks.
- 4) Applications are received by the Human Resources and Labor Relations Department and are screened for proper credentials.
- 5) Applications are sent to the County Executive after the closing date of the posting for review and candidates are scheduled for interviews.
- 6) A Candidate is chosen.
- 7) The County Executive sends a letter to the Michigan Department of Health and Human Services notifying them of the termination of the Director/Health Officer and the appointment of the new Director/Health Officer along with a copy of his/her professional qualifications for review.
- 8) Michigan Department of Health and Human Services returns a letter to the County Executive stating the approval of the appointment and acknowledgment of his/her status.

### 7b. MDHHS Approval of Health Officer

Attached are correspondence documents including the Michigan Department of Community Health approval letter for the Macomb County Health Department Health Officer.

#### **Attachment F: Health Officer/Director**

### 7c. MDHHS Approval of Medical Director

Attached are correspondence documents including the Michigan Department of Community Health approval letter for the Macomb County Health Department Medical Director.

#### **Attachment G: Medical Director**