

**Genesee County Health Department  
Plan of Organization**

**1. LEGAL RESPONSIBILITIES AND AUTHORITY**

**a. Outline or list state and local statutory authority**

**Public Health Code (PA 368 of 1978 as amended)**

MCL § 333.1105 – Definition of Local Public Health Department  
MCL § 333.1111 – Protection of the health, safety, and welfare  
Part 22 (MCL §§ 333.2201 *et seq.*) – State Department  
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  
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  
MCL § 333.9132 – Consent of Minor to the Provision of Health Care  
Part 92 (MCL §§ 333.9201 *et seq.*) – Immunization  
Part 93 (MCL §§ 333.9301 *et seq.*) – Hearing and Vision Testing and Screening  
Part 93 (MCL §§ 333.9316 *et seq.*) – Kindergarten Oral Health Assessment  
MCL § 333.11101 – Reporting of Prohibited Donation or Sale of Blood Products  
MCL § 333.12106 – Delegation of License Inspection Function  
MCL § 333.12425 – Agricultural Labor Camps  
Part 125 (MCL §§ 333.12501 *et seq.*) – Campgrounds, etc.  
MCL §§ 333.12521 *et seq.* – Public Swimming Pools and Public Bathing Beaches  
Part 126 (MCL §§ 333.12601 *et seq.*) – Smoking in Public Places  
Part 127 (MCL §§ 333.12701 *et seq.*) – Water Supply and Sewer Systems  
MCL § 333.12905 – Food Service Regulation: Smoking Prohibited  
MCL § 333.12909 – Food Service Regulation: Frozen Desserts, Food Service Sanitation as Required Service  
MCL § 333.12915 – Food Service Regulation: Local Authority Limited  
MCL § 333.12922 – Food Service Regulation – Violation of Part 129 as Misdemeanor  
MCL 333.13101 – Body Art Regulation (Specifically section 13108 authorizing the local health department to enforce)

MCL § 333.13307 – Dry Cleaning  
Part 138 (MCL §§ 333.13801 *et seq.*) – Medical Waste  
(Required to investigate if complaint made and transmit report to MDCH – 13823 and 13825)  
MCL § 333.17015 – Informed Consent

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

Sec 218 – Basic Services  
Sec. 1222– Essential Local Public Health Services (ELPHS) **Michigan Attorney General 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

## **Genesee County Health Department Plan of Organization**

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 of 2000 (PA 92 of 2000 as amended)**

MCL §§ 289.1101 *et seq.*

Specifically: MCL § 289.1109 – Definition of local health department

MCL § 289.3105 – Enforcement, Delegation to local health department

Dr. Ron Davis Michigan Smoke Free Air Law (P.A. 188 of 2009)

The Family Smoking Prevention and Tobacco Control Act, commonly referred to as the Tobacco Control Act 2009 (FDA)

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

Part 31- Water Resources Protection

Specifically: MCL §§ 324.3103 powers and duties and 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 § 560.109a - 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

### **Local Laws/Ordinances**

Genesee County Environmental Health Regulations – effective January 1, 1990 (Resolution #89-692), and amended in 1998 (Resolution #98-494) and in 1999 (Resolution #99-206), covering the following:

- General Provisions
- Environmental Health Board of Review Regulation
- Food Licensing Board of Review Regulation
- Water Well Construction, Abandonment, and Groundwater Protection Regulation
- Bathing Beach Regulation
- Sewage Disposal Regulation
- Sewage Disposal System Contractors Licensing Regulation
- Environmental Improvement Regulation

Regulation to Require License for Retail Sale of Tobacco and to Prohibit the Sale of Tobacco to Minors – effective February 14, 1994 (Resolution #93-747)

Regulation to Prohibit Smoking in Enclosed Places – effective February 23, 2004 (Resolution #03-497)

**Genesee County Health Department  
Plan of Organization**

**b. Briefly describe the governing entity relationship with the local health department. Include the relationship with both the Board of Health and Board of Commissioners, and others if applicable.**

**Board of Commissioners**

The Genesee County Board of Commissioners (GCBOC) is the governing entity for the Health Department. The Board has nine elected members, each representing a unique geographic district in the County. All Department funds are received and disbursed by the authority of the GCBOC. Requests for action are reviewed in a two-step process. Items are first presented at the Human Services Committee of the Board or the Finance Committee of the Board of Commissioners, both of which are made up of all nine County Commissioners. The content of the request determines which committee receives the request. Approved items are then moved to the next Board of Commissioner's meeting for final disposition.

**c. Briefly describe the manner in which a local health department 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).**

Genesee County has its own in-house Office of Corporation Counsel, which is staffed by the Corporation Counsel and the Deputy Corporation Counsel. These attorneys serve as legal advisors to the County Board of Commissioners and all County Departments. Under the supervision of the Corporation Counsel, outside trial counsel is usually retained to represent county defendants in civil litigation. The county has historically provided defense counsel and indemnification to county employees for actions taken within the scope of their employment, a policy that is encapsulated in various collective bargaining agreements that cover county employees. Corporation Counsel attorneys review all contracts, agreements, and memorandums of understanding and presents information to the Health Department's Management Team regarding potential claims that the County and Health Department employees may be subject to in the performance of their official duties, how best to avoid liability, and procedures for handling claims and/or lawsuits that may arise out of Health Department activities. Contact between Corporation Counsel attorneys and senior staff at the Health Department occurs regularly.

Genesee County established a self-insured trust in 1992. The County currently has a Self-Insured Retention (SIR) of \$350,000 with a \$5,000,000 Liability Limit on the Primary/First Liability (Less Workers' Compensation/Employer's Liability that has a \$500,000 SIR for all Class-Codes, Except Police, Police has a \$750,000 SIR) (Carrier: Safety National Insurance Company).

The County secures a Second Excess Liability (Gemini Insurance Company) with a \$5,000,000 Limit and a Third Excess Liability Policy (Allied World Assurance Company) with a \$10,000,000 Limit for a total of \$20,000,000 in liability limit. All carriers are A or A-rated by A.M. Best Company and licensed to do business in Michigan.

Medical Facility Professional Liability Coverage is secured for the Genesee County Health Department for Health Department Clinic Services, which provides vaccinations for

## **Genesee County Health Department Plan of Organization**

homebound patients. Mid-level RNs, NPs, PAs, and counselors are insured. Medical Directors in an administrative role are insured. This program does not provide coverage for physicians. Medical Malpractice for the Medical Director is secured through The Doctors Company with a \$3,000,000 annual aggregate.

**d. Briefly describe, if applicable, the agreement, contract, or arrangement for others to assist the local health department in carrying out its Food Service Sanitation Program responsibilities.**

*Not Applicable*

**e. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).**

*See included GCHD Bloodborne Exposure Control Plan, Hazard Communication Chemical Hygiene Plan and the GCHD Right to Know Plan.*

## **2. LHD ORGANIZATION**

**a. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher-level managers.**

*See also included Genesee County Health Department management and program organization chart.*

The Administrative Health Officer is appointed by the Genesee County Board of Commissioners. The Deputy Health Officer, Medical Director, and Quality, Licensing and Emergency Response Administrator are appointed by the Administrative Health Officer. The Administrative Health Officer, Deputy Health Officer, and Medical Director assure that the Health Department carries out all the services, functions, and responsibilities required by the Public Health Code, local public health regulations adopted by the Board of Commissioners, and other mandated or legislated activities. The Medical Director consults with Health Department staff and the community on matters related to medical policy and public health medical practice.

The Health Department's Administrative Team is comprised of the Administrative Health Officer, Deputy Health Officer, Medical Director, Quality, Licensing and Emergency Response Administrator, Director of Nursing Services, Director of Environmental Health, and Public Health Division Director for Community Health, Promotion and Education. All members of the Administrative Team report directly to the Administrative Health Officer and/or Medical Director. The Administrative Team is responsible for policy development, management oversight, and planning. It facilitates coordination and communication across Divisions. The Administrative Team meets on a regularly scheduled basis.

## **Genesee County Health Department Plan of Organization**

The Health Department's program supervisors administer the programs within their respective divisions and report to their respective director. Within the programs, coordinators, professional staff, clerical staff, and health technicians report to first-line supervisors.

The Administrative Team and the first-line supervisors comprise the Management Team. The Management Team meets on a regularly scheduled basis. Management Team meetings allow the management staff of the Health Department to discuss pending policy changes. The meetings also allow the management staff to propose revisions to departmental policy and otherwise make suggestions for the Administrative Team to consider. The meetings are used to identify barriers to successful performance and to promote linkages to promote better performance. It is also at the Management Team meetings that presentations by others outside the department are made, including risk management, corporation counsel, human resources, and outside agencies that are part of the local public health system.

Support services, including IT support and accounting support are housed within the Genesee County Administration structure. Accounting support staff perform financial and accounting tasks, develops financial reports for the Department, assists with auditing tasks and provides technical support for Health Department staff who handle supply ordering and the insurance billing functions of the Health Department. The Information Technology Services Department of Genesee County provide the communication and information technology equipment and software needed by Health Department staff for day-to-day operations. They manage the computer networks within the Health Department and assure their integration and smooth operation. They host and maintain the Health Department's website and provide technical support for the Health Department staff.

**b. Documentation of local governing entity approval of Local Health Department (LHD) Plan of Organization.**

*See included Plan of Organization Approval Form.*

**c. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.**

The total number of FTEs for FY 2024 is 137 (as of 10/1/24).

The Genesee County Health Department's operating budget for FY 2024 is \$21,541,021.69 (as of 10/1/2024).

*See included documentation for additional budget information and local governing entity approval.*

## **Genesee County Health Department Plan of Organization**

**d. Briefly describe Information Technology capacity available to access and distribute current public health information.**

All Genesee County Health Department employees have access to computers and the internet. Genesee County Health Department staff are able to collect, submit and disseminate data for both internal use and use by community partners and the general public. Internet connections are used for web browsing, internet email, external web applications, and transport for video and web conferencing communications. This connection to the internet is via broadband data lines. Additionally, many staff have VPN connections to facilitate remote access to the computer network and files. Staff can collect health related data from numerous internal and external databases and imaging systems. This information includes epidemiology data; morbidity and mortality data; environmental health information relating to food inspections, water tests, sanitation services and tobacco and body art licensing; clinical client health information including family planning, hearing and vision, communicable disease, immunizations, and WIC, and the utilization of those services. We use these data to provide better services to our clients, as well as to set the Health Department goals and to fill information and health education requests from our partners and the public. Finally, we protect our data sources using multifactor authentication, updated endpoint detection and response systems, network detection and response systems, firewalls, redundant datacenters and backup solutions. Employees are also required to be aware of and comply with computer and password policies, and disaster recovery and response scenarios. Employees are provided with monthly awareness videos and annual security training.

**e. Address the following items related to audits:**

- (1) Copies of responses to findings from the most recent audit;
- (2) A list of significant issues uncovered as a result of subrecipient monitoring and associated responses; and
- (3) Evidence of corrective action addressing (1) and (2) above.

*See included audit information as well as corrective plans of action.*

### **3. MISSION, 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).**

The Genesee County Health Department's current strategic plan was for the period 2013-2020. Due to the public health emergency response for COVID 19, the Health Department's strategic plan period has been extended through the second quarter of FY 25. The Health Department is currently working on a new strategic plan that is slated to be completed and approved by the Board of Commissioners by the second quarter of FY 2025.

As part of the strategic planning process, the Health Departments Strategic Plan Committee have drafted the following Vision, Mission, and Values, for the Health Department:

# **Genesee County Health Department Plan of Organization**

## ***Mission***

To improve the public health and equity in Genesee County through exceptional services, advocacy, and meaningful collaboration.

## ***Vision***

***Genesee County's trusted public health resource, empowering communities to thrive.***

## ***Values***

**Integrity & Excellence:** We operate with professionalism, accountability, and dedication to the wellbeing of the community, fostering trust and confidence among all.

**Community Driven:** Our community-driven approach focuses on building mutual respect, fostering collaboration and partnerships, promoting inclusivity, and empowering all.

**Growth-oriented:** Commitment to continuous learning and development, through ongoing evaluation and quality improvement.

**Health Equity:** Creating fair and just opportunities for all to attain their highest level of health.

## **4. LOCAL PLANNING AND COLLABORATION INITIATIVES**

### **a. Outline or list LHD-specific priorities.**

*Refer also to included 2013-2020 Strategic Plan for Genesee County Health Department priorities. A new strategic plan is in development.*

“Healthy Genesee County 2020” is the current strategic plan document guiding the work of the Genesee County Health Department.

### **FIVE OVER-ARCHING ACTION PRIORITIES**

**#1**

**Champion healthy public policy by gathering, analyzing and disseminating information on health and the determinants of health**

Assessment and policy development are two of the three key functions of public health. Public health is a science that uses data to provide guidance for planning, delivery and evaluation of public health services.

**#2**

**Create and sustain healthy environments and assure compliance with environmental health regulations under our authority and jurisdiction**

Improving the environments in which people live, work and play improves health outcomes. It also makes healthy choices easier. Assuring safe and healthy water, food, housing and recreational resources are at the core of good public health policy.

## **Genesee County Health Department Plan of Organization**

**#3**

### **Maximize impact on community health by encouraging healthy lifestyles**

Health outcomes can be greatly improved by avoiding exposure to toxins like tobacco smoke, eating right, moving more and maintaining a healthy weight.

**#4**

### **Create health equity and social justice**

There is disparity in the distribution of factors that contribute to health outcomes. Addressing these disparities contributes to creating health equity.

**#5**

### **Be a fully accredited local health department that embraces excellence and promotes communication, collaboration, diversity and mutual respect**

We must recruit, develop and maintain a competent and flexible workforce and meet the accreditation standards for local public health in Michigan.

### **TOP TEN COMMUNITY HEALTH PRIORITY OUTCOMES**

**1. Ensure all Genesee County Residents have a “medical home”** - A “medical home” offers a home base for health care where a primary doctor provides culturally appropriate, consistent care and coordinates with other professionals to meet a family’s health care needs. Having a “medical home” helps ensure individuals and families get appropriate preventive care and addresses health care needs sooner thereby improving health outcomes.

**2. Healthy Kids become Healthy Adults** - By providing Genesee County children a healthy start we can prevent them from developing chronic illness as adults. Healthy lifestyles learned as children promote healthy lifestyles as adults.

**3. Obesity Reduction** – Many Genesee County residents are overweight or obese. Excess weight is a contributing factor to chronic diseases. Maintaining a healthy weight can improve health outcomes.

**4. Improve Healthy Eating** - Eating healthy foods can prevent chronic disease and contributes to a healthy lifestyle.

**5. Improve Active Living** - Being physically active can prevent chronic disease and contributes to a healthy lifestyle.

**6. Create and Support Healthy Environments** - Healthy environment includes our physical environment, our built environment (infrastructure) and our social environment. It includes emergency preparedness, healthy homes, smoke free air, access to healthy foods and violence prevention.

**7. Promote Immunizations Across the Lifespan** - Immunizations are public health’s

## **Genesee County Health Department Plan of Organization**

greatest tool to prevent disease in individuals and communities. By promoting proper immunization across the lifespan we can dramatically improve our community's health.

**8. Promote Healthy Sexuality** – Making wise and informed choices, taking care of your reproductive health and accepting and expressing your sexual identity are all vital to staying sexually healthy throughout your life. Promoting awareness of healthy sexuality means encouraging communication about feelings and values, family planning, condom use, and knowing HIV and STD status through routine testing.

**9. Increase the Use of Preventive Care** - Preventing disease before it occurs is a cornerstone of public health. Preventing disease through early detection, proper reporting, follow-up and treating it early improves individual and community health.

**10. Improve the Social Determinants of Health** - Where we live impacts our health. The social conditions in which we live impact our health. Inequity in these social conditions creates health disparity. By addressing the social conditions that contribute to poor health outcomes in our community we can create health equity.

**b. Outline or list the LHD activities to plan or pursue priority projects with available resources.**

The Genesee County Health Department's current strategic plan was for the period 2013-2020. Due to the public health emergency response for COVID 19, the Health Department's strategic plan period has been extended through the second quarter of FY 25. The Health Department is currently working on a new strategic plan that is slated to be completed and approved by the Board of Commissioners by the second quarter of FY 2025.

Priority organizational activities for the GCHD for the new strategic plan period will likely include many of the following:

- Foster a Learning Organization and Academic Health Department
- Evaluate Programs and Improve Quality Continuously
- Implement Evidence-Based Practices
- Enhance Communication Internally and Externally
- Develop an effective Media and Marketing Strategy
- Partner with Community Residents and Organizations
- Convene Public Health System Agencies
- Coordinate Across Disciplines
- Work for Health Equity
- Encourage Diversity and Assure Cultural Competence
- Encourage Worksite Wellness and Health Promotion
- Secure Adequate Resources

It is significant to note that the GCHD has joined with local hospital partners and the Greater Flint Health Coalition in conducting the most recent triennial Community Health Needs Assessment in 2022. We are again involved in the CHNA slated to be completed in 2025.

## **Genesee County Health Department Plan of Organization**

Data gathered, and community health improvement needs and priorities identified will reorient the work of the GCHD and its collaborative partners as corresponding new action implementation plans are developed.

**c. Outline or list community partnerships and collaborative efforts.**

*See included list of staff participation on community coalitions, committees, and task forces.*

**5. SERVICE DELIVERY**

**Outline or list the LHD's locations (including addresses), services, and hours of operation**

**Floyd J. McCree Courts & Human Services Center**  
630 S. Saginaw Street Ste. 4 (second floor)  
Flint, MI 48502-1540

**Burton Branch**  
G-3373 S. Saginaw Street  
Burton, MI 48529

The Health Department is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Program service hours may vary by service. Expanded clinic hours, by appointment, are currently offered for immunizations and family planning services on Thursday evenings from 5:00-7:00 p.m. at the GCHD Burton location.

*See included Genesee County Health Department brochures.*

**6. REPORTING AND EVALUATION**

**a. Briefly describe the LHD's efforts to evaluate its activities.**

Several systems are in place to monitor and evaluate the Genesee County Health Department's activities as well as our community's health status, and morbidity and mortality outcomes. These systems include participation in the local community health needs assessment as well as other community partnerships, ongoing communicable disease surveillance, and monitoring of vital statistics. Healthy Start, a federally funded project, contracts for external evaluation services.

Program evaluation and monitoring are conducted within each program via a monthly reporting process that compares projected to actual program metrics on a monthly and year-to-date basis. Performance issues are identified, and quality improvement action plans developed as needed.

## **Genesee County Health Department Plan of Organization**

**b. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity.**

Genesee County Health Department issues an Annual Report each year that presents quantitative data about the health status of the community, as well as highlights specific actions and achievements that have been accomplished during this time. In addition, the Director of Administration for the Board of Commissioners receives monthly program reports for each health department program/service. These reports specify the activities completed and services provided. The Health Department's website is an important venue for reporting on its activities to the community and providing up-to-date information to the public. On the website the public can also find complete inspection reports for the county's food service establishments, county specific health statistics, various reports of interest, information on emergency preparedness, and much more. Health Department staff speak with electronic and print media on a regular basis. Additionally, the Department regularly issues press releases, copies of which may be found on our website. The Health Department also maintains a Facebook page to communicate its activities to the community both directly and through community partners.

**c. Copies of every annual report that was disseminated publicly during the current Michigan Local Public Health accreditation cycle.**

*See included annual reports.*

**7. ADMINISTRATIVE HEALTH OFFICER AND MEDICAL DIRECTOR**

**a. Outline the LHD procedure for the appointment of a Administrative Health Officer and Medical Director**

Before the appointment of the Administrative Health Officer or Medical Director, the Genesee County Board of Commissioners' Office and/or the Administrative Health officer submits evidence of qualifications to the Michigan Department of Health and Human Services, including:

- Current Curriculum Vitae
- Copy of Diploma (s) or other proof of degree completion
- Proof of Enrollment into Masters of Public Health program (if applicable)
- Copy of Current Michigan Physician's License (*for Medical Director*)
- Copy of Proposed job description reflecting hours of service to LHD (*for Medical Director*)

Following MDHHS review and approval of the documentation, the Administrative Health Officer is officially appointed by the Genesee County Board of Commissioners which acts on the appointment via resolution. The Medical Director is appointed by the Administrative Health Officer.

## **Genesee County Health Department Plan of Organization**

**b. Submit copies of correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Health and Human Services (MDHHS) approving the qualifications of the Administrative Health Officer and/or Medical Director**

*See included letters of approval.*

**c. Orders of Succession/Delegations of Authority during an emergency**

In any public health emergency or disaster, the Administrative Health Officer of the Genesee County Health Department has primary authority and responsibility for the agency's response to the incident or event including activation of the Continuity of Operations Plan. If the Administrative Health Officer is unavailable or unreachable for an extended period of time, responsibility shall pass to the next position in the line of succession. The designated individual retains all assigned obligations, duties, and responsibilities of the Administrative Health Officer until officially relieved by an individual higher on the list of succession or until the Administrative Health Officer reassigns administrative responsibility.

*Unavailable is defined as: The designated person is incapable of carrying out the assigned duties by reason of death, disability, or distance from or response time to the incident.*

Authorized Genesee County Health Department successors to the Administrative Health Officer are as follows:

1. Deputy Health Officer
2. Medical Director
3. Quality, Licensing, and Emergency Response Administrator
4. Director of Nursing Services
5. Environmental Health Director
6. Public Health Division Director - Community Health, Promotion and Education

Delegation shall be determined/approved by the Administrative Health Officer and will be effective immediately upon designation and will last for an indefinite period of time. The Health Officer will determine when delegations are no longer required.

**Genesee County Health Department  
Plan of Organization**

**LOCAL HEALTH DEPARTMENT  
PLAN OF ORGANIZATION**

**CHECKLIST**

<b>Submitted</b>	<b>Description</b>
	<b>PLAN OF ORGANIZATION</b> <b>1. LEGAL RESPONSIBILITIES</b>
✓	A. Outline or 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).
N/A	D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity(ies).
✓	E. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).
	<b>2. LHD ORGANIZATION</b>
✓	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 governing entity approval of budget.
✓	D. 1. Response to audit findings. 2. Subrecipient 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.
	<b>3. MISSIONS, VISION AND VALUES</b>
✓	A. Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, Objectives).
	<b>4. LOCAL PLANNING AND COLLABORATION INITIATIVES</b>

**Genesee County Health Department  
Plan of Organization**

✓	A. Outline or list LHD-specific priorities.
✓	B. Outline or list the LHD activities to plan or pursue priority projects with available resources.
✓	C. Outline or list community partnerships and collaborative efforts.
<b>5. SERVICE DELIVERY</b>	
✓	A. Outline or list the LHD's locations (including addresses), services, and hours of operation.
<b>6. REPORTING AND EVALUATION</b>	
✓	A. Briefly describe the LHD's efforts to evaluate its activities.
✓	B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity.
<b>7. ADMINISTRATIVE HEALTH OFFICER AND MEDICAL DIRECTOR</b>	
✓	A. Procedure for appointment of a Health Officer and Medical Director
<b>B. ADMINISTRATIVE HEALTH OFFICER:</b>	
✓	1. MDCH Approval – Letter, memo, other.
<b>C. MEDICAL DIRECTOR:</b>	
✓	1. MDCH Approval – Letter, memo, other.
<b>8. LHD Plan Of Organization Approval Form</b>	