2024

michigan premier public health conference



DATE

October 15–16 2024



VENUE

Delta Hotels by Marriott Muskegon Convention Center



INNOVATIONS IN PUBLIC HEALTH

Breaking Barriers and Building Bridges Across Communities

Partners in Planning



EGLE

Michigan Department of Environment, Great Lakes, and Energy



SOPHE

Great Lakes Chapter Society for Public Health Education



MDARD

Michigan Department of Agriculture and Rural Development



MDHHS

Michigan Department of Health and Human Services



MALPH

Michigan Association for Local Public Health



GVSU

Grand Valley State University



CMU

Central Michigan University



MPHA

Michigan Public Health Association



MPHI

Michigan Public Health Institute



MSU

Michigan State University



NHBP

Nottawaseppi Huron Band of the Potawatomi



RVPHTC

Region V Public Health Training Center



UM SPH

University of Michigan School of Public Health

Pre-Conference Sessions

MONDAY

1:00-4:00pm

October 14, 2024

P-101 Building Partnerships, Improving Equity, and Innovating for Change through Community Health Assessment

Public health departments, hospitals, health systems, and other partners are regularly engaging in community health improvement processes to determine pressing health needs in their communities and collaborating across sectors to address identified gaps. The Mobilizing for Action through Planning and Partnership (MAPP) model for community health improvement was recently updated to incorporate the latest public health innovations and findings from years of implementation, as well as to include a more explicit focus on health equity and exploration of power dynamics. This pre-conference workshop will provide an overview of the MAPP 2.0 framework, hands-on practice with MAPP 2.0 tools, experiences from the field on how to tailor the MAPP 2.0 framework to your community, and discussion and sharing with other session participants.

Jessie Jones, Michigan Public Health Institute

P-102 Public Health Law 101

This workshop will review the powers and responsibilities (authority) of Michigan's Local Health Departments to protect and improve the public's health. The training will provide attendees with an overview of Michigan's Public Health Code (Public Act 368 of 1978, as amended) and the legal context in which it operates. Presenters will also provide a framework for incorporating legal and ethical considerations into public health decision-making.

Pre-Conference Sessions

MONDAY

1:30-4:00pm

October 14, 2024

P-103 Bridges of HOPE: Building Healthy Outcomes from Positive Experiences

Bridges of HOPE: Building Healthy Outcomes from Positive Experiences will discuss positive childhood experiences (PCEs) and the Healthy Outcomes from Positive Experiences (HOPE) Framework. It will provide a tangible focus for attendees to build bridges across sectors and the communities of Michigan. Promoting access to PCEs and integrating HOPE are upstream efforts to prevent or mitigate the impacts of ACEs and improve the overall health and well-being of Michigan's children, families, communities, and future generations.

Hilary Marine, Pathwaves Partnership

2:00-4:00pm

P-104 Local Health Department Collaboration and Exploration of Shared Approach to Delivery of Services

The Michigan Department of Health and Human Services (MDHHS) has provided funds to continue the exploration of service sharing agreements and/or collaboration in the operations (role and function) of Michigan's local health departments. Collaboration and/or a shared approach to delivery of services, also known as Cross Jurisdictional Sharing (CJS), are significant concepts in public health service delivery in America. CJS is recognized by NACCHO and supported by the Center for Sharing Public Health Services. The Center serves as a national resource on CJS, building the evidence, and disseminating tools, methods and models to assist local health departments and policy makers as they consider and adopt CJS approaches. Thirteen local health departments have received dollars to implement CJS projects. A panel of those health departments and MDHHS local health services staff will discuss their road map to include exploration, preparedness and planning, and finally implementation and improvement.

Schedule at a Glance

TUESDAY

October 15, 2024

7:30-8:15am

Breakfast, Registration, Posters/Exhibitors, and Networking

8:30-9:00am

Welcome

9:00-10:00am

Keynote Address

10:15-11:15am

Breakout Sessions

11:20-12:20pm

Lightning Presentations, Exhibitors, Posters

12:20-1:20pm

Lunch/Awards

1:30-2:30pm

Breakout Sessions

2:45-3:45pm

Breakout Sessions

3:45-4:00pm

Networking Break and Poster Presentations/Exhibitors

4:00-5:30pm

Keynote Address

5:30pm

Wrap Up and Adjourn

Session Details

9:00-10:00am

KEYNOTE ADDRESS

Climate Change: It is Real, and It is More Than Just Temperature

Climate change has far-reaching implications for this planet. In addition to the environmental impacts associated with increasing temperature, there are, social, economic, and political impacts, as well as other environmental issues undergoing change. This talk will consist of the following elements: 1) background information on climate change, including some of the most pressing uncertainties; 2) how climate change is affecting the following resources: air, with a focus on wildfires; 3) water resources, with a focus on more extreme precipitation events and the implications of increasing harmful algal blooms; 4) mental health; and 5) possible solutions to this problem.

On a planetary basis, climate change does not behave uniformly; there will be "winners" and "losers". This applies to not only natural resources, but also to communities. Wherever possible, I will focus on the environmental, social, and economic disparities that are exacerbated by climate change.

Dr. Alan D. Steinman, Grand Valley State University

10:15-11:15am

SESSION 101

Creating Impact, Surviving Sustainability: Working with Community Health Workers in Public Health

This session provides experiences of implementing Public Health 3.0 thru the use of Community Health Workers from the experiences of two different Health Departments, District Health Department # 10 and Washtenaw County Health Department. Both Health

Departments will share successes and challenges in the road to implementing Community Health Worker programming sustainability.

Ruth Kraut, MPH, MPA, Washtenaw County Health Department

Sally Mellema, MPH, District Health Department #10

Charlyn VanDeventer, MPH, CHES, Washtenaw County Health Department

Robyn Bishop, MBA, Washtenaw County Health Department

SESSION 102

What is Hepatitis C Elimination?

Efforts are underway in Michigan to eliminate hepatitis C by leveraging partnerships between the Michigan Department of Health and Human Services, local health departments, health care providers, syringe service programs and other community-based organizations. These collaborations aimed at testing those most at risk for hepatitis C infection and treating them are essential for making progress on hepatitis C elimination in Michigan. This presentation will focus on the partnerships currently in place driving hepatitis C elimination efforts in Michigan, the processes involved at the local health department level to treat for hepatitis C using a systemic approach and how interested local health departments and communitybased organizations can assist with hepatitis C elimination efforts in their own jurisdictions.

Geoff Brousseau, Michigan Department of Health and Human Services

Michelle Thorne, Calhoun County Public Health Department

Equity in Every Shot: Unveiling the NNICE Vaccine Equity Toolkit

In our session, we delve into the co-developed NNICE toolkit, a collaborative effort across Michigan, North Carolina, and Maryland, focusing on vaccine equity in vulnerable communities. Emphasizing community engagement and partnership, we highlight innovative strategies for culturally responsive, community-centered vaccine uptake initiatives. Attendees will gain insights into key components such as community engagement, education, and communication strategies, showcasing the transformative magic of collaboration in advancing health equity, especially in vulnerable populations.

Tyler Logan, MA, Michigan Public Health Institute

Ebony Reddock, PhD, Michigan Public Health Institute

Monique Williamson, MS, Michigan Public Health Institute

SESSION 104

Evidence-Based Methods to Improve Public Health Employee Retention

As the COVID-19 pandemic starts to fade in the rearview mirror, local public health departments are continuously experiencing high workforce turnover rates. This presentation will uncover some of the truths and myths behind public health workforce turnover and discuss general evidence-based best practice to improve public health workforce retention rates. Additionally, the presentation will discuss internal research methods to guide local health departments in developing specific evidence-based initiatives to improve their organization's workforce retention rates.

Dr. Aaron Watts, DBA, Ingham County Health Department

SESSION 105

From Turds to Data: Developing a Front Facing Wastewater-Based Epidemiology (WBE) Program

As wastewater monitoring is developing throughout the world, Public Health Muskegon County, Grand Valley State University and the Muskegon County Resource Recovery Center have joined together to create a forum with specific goals in mind. A few of our goals are zeroing in on how wastewater data can be best utilized to serve our public concerning epidemiological information, aligning our program to include the 10 Essential Public Health Services, building a prototype public dashboard and establishing a local wastewater-based epidemiology (WBE) program. Our presentation will inform others on how our quest is moving along and what we have learned.

Mike Eslick, Public Health, Muskegon County

Alexis Porter, Grand Valley State University

Angeline Latsch, MS, Muskegon County Resource Recovery Center

1:30-2:30pm

SESSION 201

Immigrant Health: Understanding Needs, Intervening for Support

Immigrants to the US come with unique challenges and needs. They also enrich our communities immensely. This session will discuss Washtenaw County's immigrant health needs assessment, as well as a unique, culturally competent pilot intervention Bethany Christian Services took with refugees. Come talk about immigrants!

Betsy Purakal, MPH, Washtenaw County Health Department

Dili Gautam, MPH, Michigan Department of Labor and Economic Opportunity

Jean de Dieu Ndaruhuye, BA, Bethany Christian Services

Ruth Kraut, MPH, Washtenaw County Health Department

Michigan Chemical Exposure Monitoring (MiCHEM): Developing and Implementing of a Statewide Biomonitoring Project

This presentation will describe the features of project development and complex logistics involved in implementing the Michigan Chemical Exposure Monitoring (MiChEM) project, a statewide biomonitoring effort. Specific topics covered include the development of a community outreach plan and materials to support recruitment, enrollment, and scheduling of participants for biospecimen collection. Also discussed will be novel approaches to providing accommodation and focus on ease of participation.

Esther Beauchemin, MPH, Michigan Department of Health and Human Services

Yesenia Grijalva, MPH, CHES, Michigan Department of Health and Human Services

Aimee Algrin, Michigan Department of Health and Human Services

SESSION 203

Preventing Overdoses in Barry-Eaton Counties: A Collaborative, Data-Driven Approach

Barry-Eaton District Health Department was awarded a five-year grant from CDC to prevent and respond to overdose events using data-driven strategies. This presentation explores their multi-sector approach to addressing overdose events in the jurisdiction. The substance use needs assessment, conducted collaboratively with state and local agencies, will be reviewed. Key findings and methodologies will be discussed, along with how they inform interventions to address critical areas like linkage-to-care and harm reduction access.

Aurelia Hocquard, MPH, Barry-Eaton District Health Department

Kaylynne Miesen, MPH, Barry- Eaton District Health Department

Milea Burgstahler, MPH, Barry-Eaton District Health Department

SESSION 204

Empowering the Leader Within: Strengthening Individual Leadership Skills to Strengthen the Public Health Workforce

This presentation will share training needs assessment findings indicating priority skill gaps that drive the Region V Public Health Training Center's leadership training offerings and reflect on various program evaluation findings and continuous quality improvements. By using findings from past leadership offerings, those supporting workforce development can better advance a capable and effective workforce in Michigan and Region V. Participants will engage with presenters on ideas around leadership development with interactive polls and group discussion.

Dany Zemmel, MPH, Region V Public Health Training Center

Phoebe Kulik, MPH, CHES, Region V Public Health Training Center

SESSION 205

COVID Observations

The COVID pandemic challenged the ability of public health officials to serve their communities. This was especially problematic when social and political energies complicated the posture and image of public health. This presentation explores many dynamics of the COVID pandemic in Kent County with focus on rural, suburban, and urban differences.

Adam London, PhD, Kent County Health Department

Emmanual Jadhav, DrPH, Ferris State University

2:45pm-3:45pm

SESSION 301

From Transactional to Transformational: A Relationship Approach to Building Partnership in Service of Community-Driven Health Solutions

This presentation will describe the development of a toolkit to address youth risk behaviors through a community-driven and participatory process. This project has fostered a community-led approach and is bridging the divide between academia, community organizations, and service providers by deferring power to the community and shifting transactional relationships to authentic and transformative relationships to improve community health.

Jessica Yost, BA, University of Michigan

Dana Thomas, MPH, University of Michigan Health- Community Health Services

Lauren Czarnowczan, CHES, MPHc, University of Michigan School of Public Health

SESSION 302

Partnering with Trusted CBOs to Build a Community Health Navigator Network

Explore the strategies, successes, and challenges of implementing a Community Health Navigator Network in Kent County, aligning grassroots community-based organizations, a bridge organization, and the local health department toward shared funding streams, common training standards, and use of best practices for empowerment-based navigation promoting health equity. Presenters will share the model for co-creation and capacity-building of the network, with an overview of impact at the individual, organizational, and systemic levels.

Amina Mukhtar, Treetops Collective

Christina Pavlak, LMSW, Health Net of West Michigan

SESSION 303

Michigan's "Newest" Public Health Threat: A Look at Michigan Traffic Crash Data that Every Health Department Should Know About

This presentation will provide attendees with 1) an overview of key 2022 traffic crash facts focusing on Michigan teens and young adults; 2) the tools to access Michigan traffic crash data from the University of Michigan Transportation Research Institute (UMTRI); 3) an understanding of how important it is to include traffic safety education in their outreach programming in a partnership with the Michigan Office of Highway Safety Planning.

Sandra Enness, MPH, MA, Michigan Office of Highway Safety Planning

SESSION 304

Protecting Mental Health During Extreme Weather and Climate Change

Both acute extreme weather events and the slower onset of climate change can negatively impact mental health. Learn how these events can impact mental health in your community and ways municipalities in Michigan and other states are addressing the issue. Attendees will have the opportunity to inform statelevel planning for the Michigan Climate and Health Adaptation Program by sharing their community's priorities for address the impact of extreme weather and climate change on mental health.

Caroline Helsen, MPH, Michigan Department of Health and Human Services

Stephanie White, PhD, Michigan Department of Health and Human Services



Creating Public Health Partnerships with CHWs to Improve Maternal Infant Health in Marginalized Populations

Health care services are not accessed evenly by all populations due to many factors including social determinants of health, stigma, historical marginalization, structural racism and cross-cultural barriers. Community Health Workers are members of the community they serve and can bridge such gaps. This presentation will showcase how Community Health Workers provide financial and health dividends to systems, clients, and community members, in this case, improved maternal health and infant birth outcomes for Black birthing persons.

Molly Perez, LMSW, Kent County Health Department
Hannah Bolder, PhD, Michigan State University
Kurtrice Mansaray, BA, CHW, Kent County
Health Department

4:00pm-5:30pm

KEYNOTE ADDRESS

Understanding and Responding to the Social Determinants of Health

In her presentation Dr. Wilson challenges common poverty myths with the science and data that defines poverty as an environmentally based condition, not a character flaw. Today, the Transition To Success standard of care is effectively implemented in pilots across health, human services, education, government, education and faith-based organizations, bringing consistency in practice, analytics and a shared language. This inspiring presentation invites and empowers attendees to join an important social transformation movement that is changing the way our nation understands and responds to the condition of poverty.

Marcella Wilson, PhD

Schedule at a Glance

WEDNESDAY

October 16, 2024

7:00-7:45am

Exercise Activity

7:45-8:45am

Breakfast, Registration and Networking

8:45-9:45am

Keynote Address

10:00-11:00am

Breakout Sessions

11:00-11:30am

Networking Break and Poster Presentations/Exhibitors

11:30-12:30pm

Lunch

12:45-1:45pm

Breakout Sessions

1:45-2:00pm

Networking Break

2:00-3:00pm

Keynote Address

3:00-3:15pm

Raffle (Must Be Present to Win)

Session Details

7:00-7:45am

EXERCISE ACTIVITY

Back by popular demand! Cari Draft is one of the lakeshore's most active and community-involved personal fitness trainers. While she is founder and owner of EcoTrek Fitness (unique outdoor group workouts with several series all over Michigan) she also trains numerous fitness clients, ranging from marathon runners to men and women of all ages interested in losing weight or just feeling more fit.

Cari Draft

8:45-9:45am

KEYNOTE ADDRESS

Room at the Table: The Mandate for Equity Leadership in Public Health

Highlighting key concepts from the book "Room At the Table: A Leaders Guide for Advancing Equity and Justice", this interactive keynote will present a reflective journey of equity leadership that is relevant to all public health professionals, regardless of their specific job or role. Strategies for identifying and overcoming barriers to equity leadership especially as situated in today's changing public health landscapes. Historical and contemporary examples of successful equity leaders who changed the conditions around them will be presented as a model of action and motivation for those serving in these unique times.

Renée Branch Canady, PhD, MPA, Michigan Public Health Institute

10:00-11:00am

SESSION 401

Coliform and Caffeine: A Persistent Bacteria Problem in Drinking Water

A persistent bacteriological problem in the drinking water at a retail food establishment spawned a collaborative investigation of the source. Local and state regulators worked with a plumbing fixture manufacturer to track down the unlikely home of the contamination and eliminate its spread to other facilities.

Rusty Flewelling III, REHS, Kent County Health Department

SESSION 402

Assessing External Perceptions to Build Internal Capacity

In April 2022, the Health Department of Northwest Michigan (HDNW) was awarded a two-year grant from the Michigan Health Endowment Fund. The project title, "Assessing External Perceptions to Build Internal Capacity," was focused on post-pandemic community engagement. This project was during a time of fear and anger that created a volatile work/ life environment for staff and local residents. The purpose was to assess public perceptions, rebuild trust, and re-educate on the importance and impact of public health.

Janenne Irene Pung, Health Department of Northwest Michigan

Holly Campbell, MPH, RN, Health Department of Northwest Michigan

Daniel R. Thorell, MS, RS, Health Department of Northwest Michigan



Late Breaking Session: HPAI Response

Details to come in onsite brochure.

SESSION 404

Migrant Farmworkers: Salud Y Communidad

With more than 13,000 migrant farmworkers calling Ottawa County home it is important to ensure they feel safe, included, and have access to care. This presentation will highlight the migrant health data collected in 2021. The data in turn drove a strategic plan including input from more than 20 agencies, growers and farmworkers to develop and pilot programs/initiatives to decrease barriers and increase inclusivity.

Heather Alberda, BA, CSE, CSES, Ottawa County Department of Public Health

SESSION 405

Driving SDOH Strategies by Amplifying Community Voice: A Rural Health Roadmap to Collaborative Planning

Explore the North Central Community Health Innovation Region's Social Determinants of Health Plan - an implementation ready plan to improve chronic disease outcomes in rural Northern Michigan. Discover how this project centered shared learning, community voice, and collaborative planning. Learn practical insights for road mapping your future strategy development.

Erin Barrett, MPH, MCHES, District Health Department #10

Emily Pokorski, MPH, District Health Department #10

Chandra Gunjak, PhD, District Health Department #10

12:45-1:45pm

SESSION 501

Utilizing Multisector Quality Improvement to Address Lead Poisoning

MDHHS, CLPPP, the Detroit Health Department (DHD), and Molina Health Plan will discuss their quality improvement project aimed to increase venous blood lead testing rates of children in the City of Detroit. The presentation will include an overview of the PDSA cycle, and the strategies tested over the course of the project. DHD and Molina will also describe their collaborative efforts to engage and support children enrolled in case management services.

Aimee Surma, MS, RN, Michigan Department of Health and Human Services

Renata Polk, BA, BSN, RN, Detroit Health Department

Karen Unholz, MHL, BSN, RN, CPHQ, Molina Healthcare of Michigan

SESSION 502

Integrating Community Engagement and Partnerships to Address Racial Equity: Lessons Learned from Two Health Equity Councils

Oakland and Kent Counties will present overviews of their regional health equity councils, how they collaborated with partners and community members to advance racial health equity, and the activities and outcomes from their councils.

Carrie Hribar, MA, Oakland County Health and Human Services

Brian Hartl, MPH, Kent County Health Department

SESSION 503

Student Internships: Exploring Current Activities and Using Data to Strengthen the Future Workforce

This presentation will discuss the public health student-to-workforce pathway trends and findings of the Region V Public Health Training Center (RVPHTC)'s 2023 Training Needs Assessment related to student internship opportunities at local health departments. It will highlight two different approaches to student placements led by the University of Michigan School of Public Health: the Future Public Health Leaders Program (FPHLP) and the RVPHTC student stipends and community of practice.

Rhiannon Bednar, MPH, University of Michigan School of Public Health

Sade Richardson, DSW, MPH, LMSW-Macro, University of Michigan School of Public Health

Mariana Quinn, MPH, University of Michigan School of Public Health

SESSION 504

Coordinating Living: Cross-Sector Collaborative Solutions for Health and Housing for a Brighter Tomorrow

This presentation will share the results of a 3-year project that focused on improving the health outcomes and quality of life for people facing housing instability. This was done by supporting access to permanent housing, removing barriers, access to virtual health care, and education to manage chronic disease. In addition, this presentation will share how a cross-sector collaboration was an effective approach to address the negative impact of systemic issues on people's health.

Shana Kelly, MS, Corewell Health

Leyla Flores Morales, MA, LMSW, Corewell Health

Angela Gillisse, Community Rebuilders



Reimagining Public Health: Dearborn's Innovative Dual Approach to Community Health Needs Assessments

This presentation unveils Dearborn, Michigan's groundbreaking approach to public health through the integration of advanced informatics, spotlighting the collaborative effort with Google Cloud and Wayne State University's PHOENIX project. It explores the transformative potential of conducting dual-path community health needs assessments (CHNAs) to enhance data-driven strategies, address health disparities, and foster community trust. Discover how Dearborn's initiative paves the way for a new era of accessible, equitable public health practices.

Ali Abazeed, MPH, MPP, City of Dearborn Department of Public Health

Phillip Levy, MD, MPH, Wayne State University

Mark Epolito, Google

Renée Branch Canady, PhD, MPA, Michigan Public Health Institute

2:00pm-3:00pm

KEYNOTE ADDRESS

A New Vision for Public Health in Michigan

The Michigan Association for Local Public Health (MALPH), along with key state agency partners, is engaged in a process for developing a new vision for public health that will strengthen the state/local infrastructure, improve public trust, and enhance health outcomes. Dr. Pennie Foster-Fishman, a nationally recognized expert in interorganizational collaboration and community systems change, will offer an update on this process and will discuss the importance of engaging stakeholders with multiple perspectives in vision development.

Pennie Foster-Fishman, Transform Change, LLC

Conference Objectives

Conference Takeaways

- Learners will be able to define the conditions necessary for a well-functioning, interdisciplinary public health system to impact health outcomes.
- Learners will be able to describe how the interaction of individual lifestyle factors, community networks, and general socioeconomic, cultural, and environmental conditions impact public health in Michigan communities.
- Learners will be able to understand how to create effective, culturally sensitive communication strategies to enhance public trust and support of public health programs and efforts.
- Learners will be able to identify the challenges and opportunities related to forming vibrant cross-sector partnerships to develop and guide genuine community-based public health approaches.
- Learners will be able to explore models for broad community engagement to strengthen public health interventions and improve health outcomes.

Overarching Conference Outcome

Every learner will identify skills and knowledge that will enable them to create strategies, connect with partners, and build key relationships to break barriers and build bridges across communities in Michigan.

CHES/MCHES [Continuing Education]

SOPHE, including its chapters, is a designated provider of continuing education contact hours (CECH) in health education by the National Commission for Health Education Credentialing, Inc. Application for CHES® (entry-level) / MCHES® (advanced level) Category I continuing education contact hours (CECH) has been made to Great Lakes Chapter SOPHE and is pending approval.

OCME, Social Work, and Nursing Credits [Continuing Education]

The MSU CHM Office of Continuing Medical Education (OCME) approval for this activity is pending.

Registration Information

Conference Registration

Please <u>register online</u> (URL: <u>https://bit.ly/3xxR3If</u>). Please note that registration includes group breakfasts and luncheons.

Once all the registrations have been processed, a confirmation will be emailed to all registrants.

- One Day Registration | \$99
- Full Conference Registration | \$169
- Late Fee (After 9/12/24) | **\$50** (Add-On)
- Registration Will Close October 1, 2024

Location

Delta Hotels by Marriott Muskegon Convention Center 939 3rd Street Muskegon, Michigan 49440

Early Registration

The deadline to register without incurring additional fees is September 12, 2024. Registrations occurring after this date will be assessed an additional \$50 fee.

IMPORTANT:

There will be no fillable registration form this year. All registrations will be done online.

Hotel Accommodations

GROUP NAME

MALPH Annual Conference | Code: **LPH** (Reservation must be made by September 14, 2024)

HOTEL RESERVATIONS

You can access our group's <u>dedicated page on</u> the Delta Hotels by Marriott website (URL: https://bit.ly/3RtUJI2) or you can call the resort directly at 1-833-999-0181.

Conference attendees will receive a discounted rate starting at \$85 per night.

IMPORTANT:

Delta Hotels by Marriott Muskegon Convention
Center is the only hotel associated with our
conference. While other hotel resellers may offer
rooms for your trip, they are not affiliated with MALPH
or the Michigan Premier Public Health Conference.
Please be aware Delta Hotels by Marriott Muskegon
will NOT solicit you to make a reservation.

Conference Cancellations

Cancellations must be received in writing to <u>jshaver@malph.org</u> 48 hours prior to arrival, and are subject to a \$25 administrative fee.