

October 27, 2022 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Tom Matthew at 9:00 AM with the Pledge of Allegiance to the Flag of the United States led by Laura Sutter. Roll call was completed as follows: Tom Matthew, Kathy Pangle, Jared Hoffmaster, Brent Leininger, and Jon Houtz. Mark Wiley joined the meeting at 9:01 AM.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Theresa Fisher, Kali Nichols, Laura Sutter, and Paul Andriacchi.

Ms. Pangle moved to approve the agenda with support from Mr. Hoffmaster. The motion passed unopposed.

Mr. Hoffmaster moved to approve the minutes from the September 22, 2022, meeting with support from Mr. Leininger. The motion passed unopposed.

Public Comment: Public comment was given by three people.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Board of Health Member Retirements, Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP), Hillsdale MCDC Dental Center, November 11th Agency All Staff Meeting, Monkeypox, HPAI, & Ebola, Flu Vaccine, Accreditation, Coldwater Office, Hillsdale Office, Three Rivers Office, Sturgis Office, and Health Promotion and Education.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Flesh Eating Bacteria".

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the October 17, 2022 meeting with support from Ms. Pangle. The motion passed unopposed.
- Program, Policy, and Appeals Committee – Mr. Wiley moved to approve the minutes from the October 17, 2022 meeting with support from Mr. Leininger. The motion passed unopposed.

Financial Reports/Expenditures

- Mr. Hoffmaster moved to approve the expenditures as reported with support from Mr. Leininger. The motion passed unopposed.
- Mr. Leininger moved to place the financials on file with support from Mr. Wiley. The motion passed unopposed.

Unfinished Business

- None

New Business:

- Mr. Hoffmaster moved to reject the offer from Branch County for the building lease and to propose a counter offer which extends the current lease until the principle is paid off, at which time the lease will revert to \$1 per year, similar to the agreements with St. Joseph and Hillsdale counties. The motion received support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0 (Mr. Wiley, Yes; Ms. Pangle, Yes; Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes).
- Changes to the language in the By-Laws were discussed, but no action was taken. Language will be updated and will be brought back to the next meeting for approval.

The Board took a 5-minute recess break at 10:11 AM.

- Mr. Hoffmaster moved to accept the proposal from Marcus Cheatam of Social Data LLC to complete a Community Health Needs Assessment and a Community Health Improvement Plan for a total cost of \$27,000, with support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0 (Mr. Wiley, Yes; Ms. Pangle, Yes; Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes).
- Mr. Leininger moved to approve the salary schedule as presented, which increases regular employee compensation by 5%, retroactive to October 1, 2022 if legal counsel approves, otherwise effective immediately. The motion received support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 6-0 (Mr. Wiley, Yes; Ms. Pangle, Yes; Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes).
- Mr. Leininger moved to adopt the hard cap methodology for compliance with PA 152, Public Employer Contributions to Medical Benefit Plans, with the cap set at \$6,163.78 for a single person, \$14,792.16 for two persons, and \$18,492.86 for a family beginning January 1, 2023. The motion received support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0 (Mr. Wiley, Yes; Ms. Pangle, Yes; Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes).
- Mr. Leininger moved to offer the employees the option between Simply Blue PPO \$1,500, Simply Blue PPO \$1,000, Simply Blue HSA \$1,500 20%, and Simply Blue HAS \$3,000 20% health plans for 2023, including the vision and dental plans as presented. The motion received support from Ms. Pangle. A roll call vote was taken and the motion passed 6-0 (Mr. Wiley, Yes; Ms. Pangle, Yes; Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes).
- Mr. Hoffmaster moved to accept the Health Officer's contract as presented with a term of three years and a base salary of \$100,000 per year. The motion received support from Mr. Wiley. A roll call vote was taken and the motion passed 6-0 (Mr. Wiley, Yes; Ms. Pangle, Yes; Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes).

Departmental Reports:

- Personal Health & Disease Prevention
- Environmental Health
- Area Agency on Aging

Public Comment: Public comment was given by two people.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Ms. Pangle. The motion passed unopposed and the meeting was adjourned at 11:20 AM.

Respectfully Submitted by:



Theresa Fisher,
Administrative Services Director
Secretary to the Board of Health