

March 23, 2023 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Brent Leininger at 9:07 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Tom Matthew, Jared Hoffmaster, Brent Leininger, Rusty Baker, and Steve Lanius. The following members were absent: Jon Houtz.

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

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

Mr. Hoffmaster moved to approve the minutes from the February 23, 2023 meeting with support from Mr. Baker. The motion passed unopposed.

Public Comment: No public comments were given.

Dane Porter, CPA, Senior Manager at Maner Costerisan provided a presentation on the Audit for the year completed on September 30, 2022. The audit resulted in an unmodified opinion with no findings.

Mr. Hoffmaster moved to accept the audit and place it on file with support from Mr. Lanius. The motion passed unopposed.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Agency Meetings and Trainings, MALPH's Day at the Capital, Michigan's Public Health Week/Hometown Health Hero Award Winners, Community Health Needs Assessment (CHNA)/Community Health Improvement Plan (CHIP), MCDC Dental Centers, COVID, Highly Pathogenic Avian Influenza, Accreditation, Personnel Policy Committee, Opioid Settlement Funds, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Listeria Infection".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Baker moved to approve the expenditures for February as reported with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to place the financials from February on file with support from Mr. Matthew. The motion passed unopposed

Committee Reports:

- Finance Committee – The Committee met on March 23, 2023 prior to the full Board meeting. The minutes for this meeting had not been completed and will not be available for approval until the next meeting.
- Program, Policy, & Appeals Committee – Mr. Hoffmaster moved to approve the minutes for the March 15, 2023 Program, Policy, & Appeals Committee meeting with support from Mr. Lanius. The motion passed unopposed.

New Business:

- Mr. Hoffmaster moved to approve the appointments of Pam Riley, Michelle Lock, Trish Wood, Kelly Jonker, Amy Duff, Madelene Wirgau, and Denny Brieske to the Area Agency on Aging Advisory Committee with support from Mr. Matthew. The motion passed unopposed.
- Mr. Baker moved to approve the Personnel Policy Manual, as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the Plan of Organization, as presented, with support from Mr. Matthew. A roll call vote was taken and the motion passed 5-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Lanius moved to approve the immunization fee schedule, as presented, effective April 1, 2023 with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 5-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).

Mr. Hoffmaster left the meeting at 10:41 AM.


- Mr. Lanius moved to approve the Environmental Health fee schedule, as presented, effective April 1, 2023 with support from Mr. Baker. The motion passed unopposed.
- Mr. Baker moved to accept the proposal to acquire Hedgerow software for Environmental Health Services, with support from Mr. Lanius. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Matthew moved to accept the bid from R. Johnson Builders Inc. in the amount of \$58,630 to complete the work, as specified in the invitation to bid building exterior renovation project, on the Three Rivers facility. The motion received support from Mr. Baker. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Lanius moved to accept the bid from RDK's LLC Asphalt & Sealcoating in the amount of \$95,100 to mill and replace three parking lots at the Hillsdale location. The motion received support from Mr. Baker. A roll call vote was taken and the motion passed 4-0 (Mr. Matthew, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Matthew moved to approve contributing up to \$10,000 toward the build out cost for the renovated space in the Sturgis office, providing we have receipts and an itemized list for expenses. The motion received support from Mr. Lanius. The motion passed unopposed.

- Mr. Baker moved to approve the Agency to send out requests to each of the three counties for opioid funding. The motion received support from Mr. Matthew. The motion passed unopposed.

Public Comment: Public comments were provided by one individual.

With no further business, Mr. Baker moved to adjourn the meeting with support from Mr. Lanius. The motion passed unopposed and the meeting was adjourned at 11:23 AM.

Respectfully Submitted by:


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