

December 14, 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 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, Brent Leininger, Rusty Baker, and Steve Lanius. Tom Matthew was absent.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Theresa Fisher, Laura Sutter, Paul Andriacchi, Kali Nichols, and Alex Bergmooser. Brenae Gruner joined the meeting late.

Mr. Houtz moved to approve the agenda as amended {reorder new business items as follows: c) wage increase, d) new positions, e) EH Supervisor wage, f) fy24 budget amendment, g) BOH By-laws, h) intergovernmental agreement, i) AAA Advisory by-laws} with support from Mr. Lanius. The motion passed unopposed.

Mr. Houtz moved to approve the minutes from the November 9, 2023 meeting with support from Mr. Hoffmaster. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: CDC Infrastructure Grant, BHSJCHA Funding, Staffing and Wage Plan, Health Education and Promotion Supervisor and Opioid Funding Request, Kindergarten Oral Health Assessments, Agreement with Hillsdale Hospital on use of Mobile Van, Public Health Concerns, Environmental Health Supervisor, 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, "Twas the Night Before Christmas for the Branch-Hillsdale-St. Joseph Community Health Agency".

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the December 4, 2023 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Baker moved to approve the minutes from the December 6, 2023 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Houtz. The motion passed unopposed.

New Business:

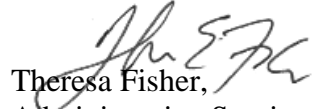
- Mr. Houtz moved to approve the EH Fee Schedule as presented, with support from Mr. Hoffmaster and the motion passed unopposed.
- Mr. Hoffmaster moved to approve the 2024 Board of Health Meeting Schedule as presented, with support from Mr. Baker. The motion passed unopposed.
- Mr. Hoffmaster moved to approve a 10% wage increase, effective January 1, 2024 for BHSJ staff, with support from Mr. Houtz. A roll call vote was taken and the motion failed 2-3 (Mr. Matthew, absent; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, No; Mr. Baker, No; Mr. Lanius, No)
- Mr. Hoffmaster moved to approve a 7% wage increase effective January 1, 2024, with adjustments to the wage scale to standardize it to 13% between levels 1-8, 16% between level 8-9, and 3.09% between each step on the scale. The motion received support from Mr. Houtz. A roll call vote was taken and the motion passed 5-0 (Mr. Matthew, absent; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- Mr. Hoffmaster moved to authorize the Health Officer to post and hire the new staff positions as presented, with support from Mr. Houtz. A roll call vote was taken and the motion passed 3-2 (Mr. Matthew, absent; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, No; Mr. Baker, Yes; Mr. Lanius, No).
- The wage for the new EH Supervisor position was discussed, but no action was taken.
- Mr. Houtz moved to approve the FY24 Budget Amendment #1 as presented, with support from Mr. Baker. A roll call vote was taken and the motion passed 5-0 (Mr. Matthew, absent; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Yes; Mr. Baker, Yes; Mr. Lanius, Yes).
- The proposed changes to the Board of Health By-Laws were discussed. In accordance with the rules for amending the By-Laws, no action was taken, but this item will be placed on the agenda for a vote in January.
- The intergovernmental agreement was discussed. No action was taken. The Program, Policy, and Appeals Committee will review and determine if changes are necessary.
- Mr. Baker moved to approve the AAA Advisory Committee By-Laws, as amended to remove the following three sentences which appears on page 3 of 6: “Further, some members of the Advisory Council/Committee will be persons in great social and economic need. The membership of the Advisory Council/Committee must make efforts to include family caregivers, and when available, representatives of tribes, pueblos, and tribal aging programs. Councils shall also include Black, people of color, and LGBTQ+ persons and representation from the various counties or units of local government generally reflect the

distribution of older persons within the planning and service are.” The motion received support from Mr. Hoffmaster and passed unopposed.

Public Comment: Public comments were provided by 2 people.

With no further business, Mr. Lanius moved to adjourn the meeting with support from Mr. Baker. The motion passed unopposed and the meeting was adjourned at 11:13 AM.

Respectfully Submitted by:



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