

April 25, 2024 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Jared Hoffmaster at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Tom Matthew, Jared Hoffmaster, Jon Houtz, Brent Leininger, Rusty Baker, and Steve Lanius. No members were absent.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Theresa Fisher, Laura Sutter, Paul Andriacchi, Heidi Hazel, and Kris Dewey.

Mr. Leininger moved to approve the agenda as amended, removing item 9a. The motion received support from Mr. Lanius. The motion passed unopposed.

Mr. Leininger moved to approve the minutes from the March 21, 2024 meeting with support from Mr. Lanius. The motion passed unopposed.

Public Comment: No public comments were given.

Dane Porter, CPA, Senior Manager at Manor Costerisan provided a presentation on the FY23 Financial Audit.

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

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: CDC Infrastructure Grant, Staffing Update, Audit, Intergovernmental Agreement, Kindergarten Oral Health Assessment, Community Health Needs Assessment by Beacon Health System, Staff Education/Training, Public Health Concerns, MALPH Day at the Capitol, Annual Report, Coldwater Office, Hillsdale Office, Three Rivers Office, Sturgis Office, and Agreement with Hillsdale Hospital for use of the Mobile Unit.

Mr. Houtz moved to accept the Annual Report and place it on file with support from Mr. Baker. The motion passed unopposed.

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

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Houtz moved to approve the minutes from the April 15, 2024 Finance Committee meeting with support from Mr. Lanius. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the April 17, 2024 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Baker. The motion passed unopposed.

Unfinished Business:

There was no unfinished business to discuss.

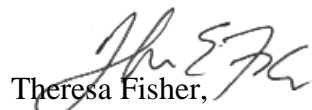
New Business:

- Mr. Leininger moved to approve the updated Personnel Policy Manual as presented with support from Mr. Baker. The motion passed unopposed.
- Mr. Houtz moved to approve and place on file form 5572 with support from Mr. Leininger. The motion passed unopposed.
- Mr. Houtz moved to approve the payment of \$302,495 to the MERS Surplus Division to support the underfunded MERS DB Pension plan, with support from Mr. Lanius. The motion passed unopposed.
- Theresa Fisher provided an update on the agency's progress on the strategic plan. No action was taken.

Public Comment: Public comment was given by one individual.

With no further business, Mr. Baker moved to adjourn the meeting with support from Mr. Leininger. The motion passed unopposed and the meeting was adjourned at 10:56 AM.

Respectfully Submitted by:



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