

December 13, 2021 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Kathy Pangle at 8:02 a.m. with the Pledge of Allegiance to the Flag of the United States and roll call as follows: Kathy Pangle (remotely from Mendon, MI, St. Joseph County), Tom Matthew (remotely from Branch County, MI), Jon Houtz (remotely from Coldwater, Branch County, MI), Brent Leininger (remotely from Hillsdale, Hillsdale County, MI), Mark Wiley (remotely from Allen Township, Hillsdale County, MI), and Jared Hoffmaster (remotely from Three Rivers, St. Joseph County, MI).

Also present from BHSJ: Rebecca Burns (remotely from Coldwater, Branch County, MI), Karen Luparello (remotely from New Jersey), Theresa Fisher (remotely from Coldwater, Branch County, MI), Laura Sutter (remotely from Coldwater, Branch County, MI), and Paul Andriacchi (remotely from Three Rivers, St. Joseph County, MI).

Mr. Hoffmaster moved to approve the agenda with support from Mr. Wiley. A roll call vote was taken and the motion passed 5-1. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, no).

Mr. Houtz moved to approve the minutes from the November 5, 2021 meeting with support from Mr. Matthew. 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; and Mr. Leininger, yes).

Public Comment: Public comment was given by Resident Swan, Resident Mapes, Resident Nye, Resident Eversole, Resident Esterline, Resident Vear, Resident Hoop, Resident Lindsey, Resident Hutchinson, Resident Wortz, Resident Loudenslager, Resident Allen, and Resident Adams.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: MI Backpack Pilot COVID Testing Program, Omicron Variant, COVID Vaccinations, COVID-19 Testing, COVID-19 Data Round-Up, COVID Quarantine Order Lawsuit, School Communication, Agency Screeners & COVID Workplan for Healthcare, Finance Committee Meeting Request for January, Sturgis Office, and MCDC Hillsdale Location.

Karen Luparello, reviewed the Medical Director's monthly report. This month's educational report was titled National Influenza Vaccination Week.

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the December 6, 2021 Finance Committee Meeting with support from Mr. 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; and Mr. Leininger, yes).

- Program, Policy, and Appeals Committee – Mr. Matthew moved to approve the minutes from the December 6, 2021 Program, Policy, & Appeals Committee meeting 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; and Mr. Leininger, yes).

Financial Reports/Expenditures

- Mr. Houtz moved to approve the expenditures as reported with support from Mr. Matthew. 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; and Mr. Leininger, yes).

Unfinished Business

- None

New Business:

- Ms. Pangle moved to deny the FOIA appeal request by Ms. Adams as no records were found or withheld, with 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; and Mr. Leininger, yes).
- Ms. Pangle moved to deny the FOIA appeal request by Ms. Mapes as no records were found or withheld, with support from Mr. Houtz. 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; and Mr. Leininger, yes).
- Mr. Houtz moved to approve the updated driving policy as presented 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; and Mr. Leininger, yes).
- Mr. Houtz moved to recommend that the full Board approve the proposed 2% cost of living increase for the staff of BHSJ, effective January 1, 2022, with 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; and Mr. Leininger, yes).
- Mr. Leininger moved to enter closed session to discuss the Health Officer's annual evaluation, with 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; and Mr. Leininger, yes).

Board entered Closed Session

Board returned from Closed Session

- Mr. Matthew moved to approve the payment of Merit Pay to Health Officer Burns for the year 2021 in the amount of \$3500, with 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; and Mr. Leininger, yes).
- Mr. Matthew moved to enter into a one-year contract for the period of January 1, 2022 through December 31, 2022, with a 10% increase in salary to the rate of \$89,774 per year with the changes to the agreement as discussed in the negotiation process. The motion received support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 5-1. (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; and Mr. Leininger, no).

Departmental Reports:

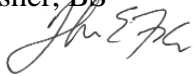
- Environmental Health
- Area Agency on Aging
- Personal Health & Disease Prevention

Public comment: Public comment was given by Resident Adams, Resident Hoop, Resident Lindsey, Resident Mapes, Resident Wortz, and Resident Dustin.

With no further business, Mr. Wiley moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed and the meeting was adjourned.

Respectfully Submitted by:

Theresa Fisher, BS

A handwritten signature in cursive script, appearing to read 'Theresa Fisher', is written over the typed name.