

September 22, 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 Paul Andriacchi. Roll call was completed as follows: Tom Matthew, Mark Wiley, Kathy Pangle, Jared Hoffmaster, and Jon Houtz. Mr. Leininger joined the meeting at 9:03 AM.

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 Ms. Pangle. The motion passed unopposed.

Ms. Pangle moved to approve the minutes from the August 25, 2022, meeting with support from Mr. Hoffmaster. The motion passed unopposed.

Public Comment: No public comment was given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Strategic Planning, Hillsdale MCDC Dental Center, Monkeypox, Flu Vaccine, COVID, Agency Staff Meetings, Coldwater Office, Hillsdale Office, Three Rivers Office, and Health Promotion and Education.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Suicide, A Serious Public Health Problem".

Committee Reports:

- Finance Committee – Mr. Leininger moved to approve the minutes from the September 19, 2022 meeting with support from Mr. Wiley. The motion passed unopposed.
- Program, Policy, and Appeals Committee – Mr. Wiley moved to approve the minutes from the September 19, 2022 meeting with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Wiley moved to bring the proposed change to the By-Laws discussed at the September 19, 2022 Program, Policy, and Appeals meeting to the full Board for further discussion in October, with support from Ms. Pangle. A roll call vote was taken and passed 4-2 (Mr. Wiley, yes; Ms. Pangle, yes; Mr. Matthew, no; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, no)

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures as reported with support from Mr. Hoffmaster. The motion passed unopposed.

- Mr. Leininger moved to place the financials on file with support from Ms. Pangle. The motion passed unopposed.

Unfinished Business

- None

New Business:

- Mr. Hoffmaster moved to approve a \$0.15 per capita increase to local appropriations for the 2023 calendar year with support from Ms. Pangle. 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; Mr. Leininger, No).
- Mr. Leininger moved to approve putting an additional \$26,000 into the capital improvement funds for both Hillsdale and St. Joseph Counties, and sending up to an additional \$250,000 to MERS toward the underfunded pension liability, with 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 2022-2026 Strategic Plan as presented with support Mr. Wiley. The motion passed unopposed.
- Mr. Wiley moved to update the Agency observed holidays to include Veteran's Day beginning in 2023 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; Mr. Leininger, Yes).
- The Coldwater building lease was discussed but no action was taken.
- Mr. Leininger moved to approve the updated Board of Health Meeting Schedule with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to enter closed session at 11:10 AM to do the Health Officer's annual evaluation with support from Mr. Wiley. The motion passed unopposed.
- Mr. Houtz moved to leave closed session with support from Mr. Leininger. The motion passed unopposed.
- Mr. Leininger moved to accept the Health Officer's evaluation as good to excellent with 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. Leininger moved to approve the Health Officer's merit pay in the amount of \$5,000 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 refer contract negotiation and language to the Program, Policy, and Appeals Committee meeting for further discussion with support from Mr. Hoffmaster. The motion passed unopposed.

Departmental Reports:

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

Public Comment: No public comment was given.

With no further business, Ms. Pangle moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 11:40 AM.

Respectfully Submitted by:



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