

## September 28, 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: Tom Matthew, Jon Houtz, Brent Leininger, Jared Hoffmaster, Rusty Baker, and Steve Lanius. No members were absent.

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

Mr. Houtz moved to approve the agenda with support from Mr. Lanius. Mr. Baker moved to amend the agenda to move item #4 to the #3 slot, with support from Mr. Houtz. The motion passed unopposed. The motion to approve the agenda as amended then passed unopposed.

Mr. Hoffmaster moved to approve the minutes from the August 24, 2023 meeting with support from Mr. Houtz. 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, Agreement with Hillsdale Hospital on use of Mobile Van, Public Health Concerns, Indispensable Supervisor Training, Vaccine Pricing Policy, 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, "Lead".

### Departmental Reports:

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

### Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the September 18, 2023 Board of Health Finance Committee meeting with support from Mr. Lanius. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Did not meet.

New Business:

- Mr. Lanius moved to approve the Indispensable Supervisor Training as presented, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Houtz moved to approve the Vaccine Pricing Method Policy as presented, with support from Mr. Lanius. The motion passed unopposed.
- Mr. Houtz moved to approve the request to increase local appropriations by \$0.15 per capita as presented, with support from Mr. Hoffmaster. A roll call vote was taken and the motion passed 4-2 (Mr. Matthew, no; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Baker, yes; Mr. Lanius, no).
- Mr. Baker moved to enter closed session to complete the yearly performance evaluation of the Health Officer, Rebecca Burns, with support from Mr. Matthew. A roll call vote was taken and the motion passed 6-0 (Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Baker, yes; Mr. Lanius, yes).

Mr. Hoffmaster left the meeting at 11:01 AM.


Entered closed session

- Mr. Baker moved to return to open session, with support from Mr. Matthew. The motion passed unopposed.
- Mr. Houtz moved to accept the Health Officer's evaluation as good to excellent with support from Mr. Baker. The motion passed unopposed.
- Mr. Houtz moved to award \$5,000 in merit pay to Health Officer, Rebecca Burns, per her contract, as she has received a better than satisfactory evaluation. The motion received support from Mr. Baker. A roll call vote was taken and the motion passed 5-0 with 1 absent (Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, absent; Mr. Leininger, yes; Mr. Baker, yes; Mr. Lanius, yes).
- Mr. Houtz moved to send up to \$75,000 of unspent local appropriations to the MERS underfunded pension plan with support to Mr. Lanius. A roll call vote was taken and the motion passed 3-2, with 1 absent (Mr. Matthew, no; Mr. Houtz, yes; Mr. Hoffmaster, absent; Mr. Leininger, yes; Mr. Baker, no; Mr. Lanius, yes).

Public Comment: No public comments were given.

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 11:44 AM.

Respectfully Submitted by:

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