

October 3, 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, and Rusty Baker. Steve Lanius and Brent Leininger were absent.

Also present from BHSJ: Rebecca Burns, Dr. Karen Luparello, Theresa Fisher, Laura Sutter, Joe Frazier, and Kris Dewey.

Mr. Houtz moved to approve the agenda, with support from Mr. Baker. The motion passed unopposed.

Mr. Houtz moved to approve the minutes from the August 22, 2024 meeting with support from Mr. Baker. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, provided an updated report information. The updated information included the following items: Coldwater Building Estimates for Restrooms and Clinic Intake Counter, Legislation of Interest to Public Health, and Eastern Equine Encephalitis. She then went on to review her Health Officer's update with the following items include: Environmental Health Director, Respiratory Virus Season, National Labor Relations Board, Quality Improvement, Environmental health Electronic Application Portal, Employee Assistance Program, Staffing Update, Kindergarten Oral Health Assessment, Medical Director Contract, Michigan's Premier Public Health Conference, Community Needs Assessment by Beacon Health System, Public Health Concerns, Coldwater Office, Hillsdale Office, Three Rivers Office, Sturgis Office, and Board Education.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Candida Auris (C. Auris)".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Houtz moved to approve the expenditures for August with support from Mr. Baker. The motion passed unopposed.

- Mr. Baker moved to place the financials for August on file with support from Mr. Houtz. The motion passed unopposed.

Committee Reports:

- Finance Committee – Mr. Houtz moved to approve the minutes from the September 16, 2024 Board of Health Finance Committee meeting with support from Mr. Baker. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Did not meet.

Unfinished Business:

- None

New Business:

- Mr. Houtz moved to approve the proposal to send additional dollars to MERS underfunded pension pay and pay a 3% retention bonus to staff, as outlined in the proposal. The motion received support from Mr. Matthews. A roll call vote was taken and the motion passed 4-0 with 2 members absent. (Mr. Matthew, Yes; Mr. Houtz, Yes; Mr. Hoffmaster, Yes; Mr. Leininger, Absent; Mr. Baker, Yes; Mr. Lanius, Absent).
- Mr. Baker moved to approve the 1-year contract with Dr. Karen Luparello with support from Mr. Houtz. The motion passed unopposed.
- Mr. Baker moved to enter closed session to consider a periodic personnel evaluation of the Health Officer, per section 8(a) of the OMA, with support from Mr. Houtz. A roll call vote was taken and passed 4-0 (Mr. Matthew, Yes; Mr. Hoffmaster, Yes; Mr. Houtz, Yes; Mr. Leininger, Absent; Mr. Baker, Yes; Mr. Lanius, Absent).

The Board entered closed session at 10:20 AM.

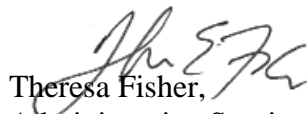
The Board returned to open session at 10:42 AM.

- Mr. Baker moved that the meeting return to open session with support from Mr. Houtz. The motion passed unopposed.
- Mr. Houtz moved to approve the minutes from the October 3, 2024 Closed Session 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. Matthew. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Matthews moved to adjourn the meeting with support from Mr. Houtz. The motion passed unopposed and the meeting was adjourned at 10:47 AM.

Respectfully Submitted by:


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