

December 12, 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 9:01 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, Brent Leininger, Rusty Baker, and Steve Lanius. Tom Matthew was absent.

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

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

Mr. Houtz moved to approve the minutes from the November 14, 2024 meeting with support from Mr. Baker. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: Thanking our Board of Health, Budget Amendment #1 & Salary Adjustment Proposal, Board of Health Meeting Schedule for 2025, Open Enrollment, Respiratory Virus Season, Environmental Health Electronic Application Portal, Staffing Update, Community Health Needs Assessment by Beacon Health System, Michigan Legislation, Billing for Community Health Worker Services, 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, "Differences Between Latent TB Infection and TB Disease".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures for November with support from Mr. Lanius. The motion passed unopposed.
- Mr. Baker moved to place the financials for October on file with support from Mr. Houtz. The motion passed unopposed.

Committee Reports:

- Finance Committee – Mr. Lanius moved to approve the minutes from the December 2, 2024 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the December 4, 2024 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Houtz. The motion passed unopposed.

Unfinished Business:

- There was no unfinished business.

New Business:

- Mr. Leininger moved to approve the FY24-25 Budget Amendment #1, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Houtz moved to approve the updated salary scale, which includes a 5% increase, effective January 2, 2025, with support from Mr. Lanius. The motion passed.
- Mr. Leininger moved to approve the 2025 BOH Meeting Schedule, with support from Mr. Lanius. The motion passed unopposed.
- Mr. Leininger moved to grant the Board Chair the authority to appoint new BOH members to committees for the January 2025 committee meetings, with support from Mr. Lanius. The motion passed unopposed.
- Mr. Leininger moved to approve the Personnel Policy Manual as presented, with support from Mr. Houtz. The motion passed unopposed.


Tabled Items:

- No action was taken

Public Comment: No public comments were given.

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 10:22 AM.

Respectfully Submitted by:


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