

January 23, 2025 – 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: Jared Hoffmaster, Brent Leininger, Rick Shaffer, Kevin Collins, and Tim Stoll. Jon Houtz was absent.

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

Mr. Leininger moved to approve the agenda with support from Mr. Stoll. The motion passed unopposed.

Mr. Stoll was nominated for the position of Chair. Mr. Leininger moved to close nominations and approve Mr. Stoll as the Chair, with support from Mr. Shaffer. The motion passed unopposed.

Mr. Leininger was nominated for the position of Vice-Chair. Mr. Collins moved to close nominations and approve Mr. Leininger as the Vice-Chair, with support from Mr. Hoffmaster. The motion passed unopposed.

Mr. Leininger moved to support Chairman Stoll's appointments to Board of Health committees as follows: Finance Committee – Mr. Hoffmaster (chair), Mr. Houtz, and Mr. Collins; Program, Policy, and Appeals Committee – Mr. Leininger (chair), Mr. Shaffer, and Mr. Stoll. The motion received support from Mr. Hoffmaster and passed unopposed.

Mr. Leininger moved to approve the minutes from the December 12, 2024 meeting with support from Mr. Hoffmaster. 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: Welcoming Board of Health Members, Board of Health Meeting Schedule for 2025, Board of Health By-laws, Personnel Policy Updates, Employee Recognitions, Environmental Health Electronic Applications Portal, Staffing Update, Respiratory Virus Season, Public Health Concerns, 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, "Respiratory Syncytial Virus".

Departmental Reports:

- Health Education & Promotion

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

Financial Reports/Expenditures

- Mr. Hoffmaster moved to approve the expenditures for December with support from Mr. Collins. The motion passed unopposed.
- Mr. Leininger moved to place the financials for December on file with support from Mr. Collins. The motion passed unopposed.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the January 15, 2025 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.

Unfinished Business:

- There was no unfinished business.

New Business:

- Mr. Leininger moved to approve the updated Health Officer Evaluation Policy, with support from Mr. Shaffer. The motion passed unopposed.
- The Board of Health meeting schedule was discussed, but no action was taken.
- Mr. Leininger moved to approve the proposed changes to the Personnel Policy Manual, effective February 21, 2025 if no other legislation supersedes the current law, which is effective February 21, 2025 (MCL – Act 338 of 2018). The motion received support from Mr. Collins and passed unopposed.
- The Board of Health By-laws were discussed and will be moved forward to the next meeting for approval.
- The Board reviewed the Employee Recognitions and thanked those staff members for their service to the agency.
- The single audit was discussed and the governance letter was shared with the Board.

Public Comment: No public comments were given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Shaffer. The motion passed unopposed and the meeting was adjourned at 10:33 AM.

Respectfully Submitted by:



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