

## February 27, 2025 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Vice-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: Jared Hoffmaster, Jon Houtz, Brent Leininger, Rick Shaffer, and Kevin Collins. Tim Stoll was absent.

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

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

Mr. Shaffer moved to approve the minutes from the January 23, 2025 meeting with support from Mr. Collins. 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: Board of Health Bylaws, Personnel Policy Updates, Environmental Health Electronic Applications Portal, Staffing Update, AAA IIIc No Wrong Door Grant Staffing, 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, "Influenza".

### Departmental Reports:

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

### Financial Reports/Expenditures

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

### Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the February 14, 2025 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Did not meet.

Unfinished Business:

- Mr. Hoffmaster moved to approve the Board of Health Bylaws with support from Mr. Houtz. The motion passed unopposed.

New Business:


- Mr. Houtz moved to accept the quote for the purchase of new phones from Telnet for a total cost of \$18,622.50. The motion received support from Mr. Hoffmaster and passed unopposed.
- Mr. Hoffmaster moved to accept the quote from Michigan Security and Lock for the additional electronic door locks in Hillsdale for a total cost of \$6,549 with support from Mr. Houtz. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the agency to hire an additional full-time employee for the No Wrong Door grant, with support from Mr. Shaffer. The motion passed unopposed.
- The AAA IIIc annual conflict of interest statement was provided to all board members was discussed and provided to board members for signature.
- Mr. Shaffer moved to approve the updated Personnel Policy Manual as presented, with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Hoffmaster moved to adjourn the meeting with support from Mr. Shaffer. The motion passed unopposed and the meeting was adjourned at 10:08 AM.

Board of Health education took place after the meeting. The board heard a presentation about the services provided by the agency.

Respectfully Submitted by:

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