

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

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chairman, Tim Stoll at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Tim Shaffer, Brent Leininger, Rick Shaffer, and Kevin Collins. Jon Houtz was absent.

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

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

Mr. Leininger moved to approve the minutes from the February 27, 2025 meeting with support from Mr. Shaffer. The motion passed unopposed.

The agency's attorney, Andrew Brege, provided a presentation on the Open Meetings Act and Conflict of Interest. The presentation covered key aspects of compliance and legal considerations related to both topics. No specific issues or challenges were discussed.

Public Comment: Public comments were provided by 1 individual.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: County Health Rankings, Emergency Preparedness, Staffing Update, Respiratory Virus Season, Public Health Concerns, and Office Updates.

Dr. Luparello's report was provided via a prerecorded video. This month's educational report was titled, "Measles (Rubeola)".

Mr. Shaffer left the meeting.

### Departmental Reports:

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

### Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the March 17, 2025 Board of Health Finance Committee meeting with support from Mr. Leininger. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Did not meet.

Unfinished Business:

- Wallet cards containing contact information were distributed.

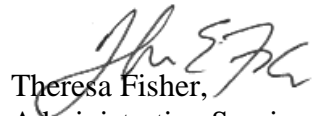
New Business:

- Mr. Hoffmaster moved to accept the quote from STP Painting for the Three Rivers interior paint project in the amount of \$34,900. The motion was supported by Mr. Collins and passed unopposed.
- A report detailing the progress on the Strategic Plan was presented. No action was taken.

Public Comment: No public comments were given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 11:16 AM.

Respectfully Submitted by:



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