

April 24, 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 9:01 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 during roll call but entered the meeting at 9:05 AM.

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

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

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

Laura de la Rambelje, Director of Local Health Services presented the Agency with an award for successful completion of Public Health Accreditation, Cycle 8.

Jon Houtz joined the meeting at 9:05 AM, during the accreditation presentation.

Dane Porter, CPA, CGFM, Senior Manager from Maner Costerisan presented the FY23-24 Audit Report.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: Day at the Capital & Public Health Week in Michigan, Federal Grant Pull Back, Staffing Update, Measles Outbreak in Michigan, Respiratory Virus Season, Accreditation, Public Health Concerns, and Office Updates.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Mosquito-Borne Illnesses".

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Houtz moved to approve the minutes from the April 21, 2025 Board of Health Finance Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the April 16, 2025 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Shaffer. The motion passed unopposed.

Unfinished Business:

- There was no unfinished business to discuss.

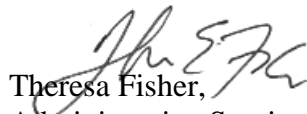
New Business:

- Mr. Shaffer moved to approve the annual report as presented with support by Mr. Leininger. The motion passed unopposed.
- Mr. Leininger moved to approve the updated Social Media policy, as presented, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Leininger moved to approve the updated Procurement and Purchasing policies, as presented, with support from Mr. Houtz. The motion passed unopposed.
- Mr. Leininger moved to postpone acting on the FY34-34 audit report until the May Board of Health meeting. The motion received support from Mr. Hoffmaster and passed unopposed.
- Mr. Hoffmaster moved to accept and approve form 5572, with support from Mr. Leininger. The motion passed unopposed.
- Mr. Houtz moved to accept Bid #5553 from Constantine Flooring in the amount of \$33,763.59 for carpet replacement in the Three Rivers building. The motion was supported by Mr. Collins and passed unopposed.
- Board of Health meeting materials and format were discussed, but 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 10:50 AM.

Respectfully Submitted by:


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