

July 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 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Brent Leininger, Jon Houtz, Tim Stoll, Rick Shaffer, and Kevin Collins. Jared Hoffmaster was absent.

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

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

Mr. Houtz moved to approve the minutes from the June 26, 2025 meeting with support from Mr. Leininger. The motion passed unopposed.

Public Comment: Public comments were provided by four (4) citizens.

Marne Daggett, MERS Regional Manager, provided a presentation on the MERS Defined Benefit Actuarial Report and briefly discussed the supplemental Projections of Funded Ratios and Employer Contributions report.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: Agency Workforce Development Plan, FY2026 Budget Updates, Annual Employee Satisfaction Survey, Hillsdale Building Exterior Building Renovation Bids, Legislative Action Alert Regarding MI House Budget, Proposed 2026 Federal Budget, Staffing Update, Public Health Concerns, Beacon Health System 2024 Community Benefit Report, Office Updates, and Health Officer Evaluation.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Nicotine Poisoning in Babies and Toddlers".

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 June with support from Mr. Collins. The motion passed unopposed.

- Mr. Leininger moved to place the financials for June on file with support from Mr. Houtz. The motion passed unopposed.

Committee Reports:

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

Unfinished Business:

- The MERS Surplus draw down was discussed but no action was taken. Agency staff are still working with MERS to provide additional information.

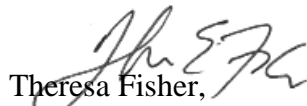
New Business:

- Mr. Houtz moved to accept the bid from R. Johnson Builders Inc., in the amount of \$69,000 for the Hillsdale Building Exterior Renovation project. The motion received support from Mr. Collins and the motion passed.
- Mr. Shaffer moved to approve the FY25-26 Workforce Development Plan, as presented, with support from Mr. Leininger. The motion passed unopposed.
- The Employee Satisfaction Survey Results were discussed, but no action was taken.

Public Comment: Public comments were provided by two (2) citizens.

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 10:56 AM.

Respectfully Submitted by:


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