

September 25, 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, Brent Leininger, Jon Houtz, Tim Stoll, Rick Shaffer, and Kevin Collins. No members were absent.

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

Mr. Houtz moved to approve the agenda, as amended, to move Board of Health Education directly after the first public comment period. The motion received support from Mr. Hoffmaster and passed unopposed.

Mr. Shaffer moved to approve the minutes from the August 28, 2025 meeting with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

Angela Shedd, RDH provided education on the Kindergarten Oral Health Assessment (KOHA) program.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: 2025 Michigan Department of Health & Human Services (MDHHS) Director's Award to Local Public Health, MCDC (My Community Dental Centers), Action Requested – Preparing for Budget Shutdown, Medical Director's Contract, Local Appropriations, Public Employer Contributions to Medical Plan Benefits (PA 152), Employer Sponsored Health Insurance, BHSJCHA Plan of Organization, Legislative Action Alert regarding MI House Budget, Staffing Update, Public Health Concerns, BHSJCHA Mobile Unit On the Road, Office Updates, and Health Officer Evaluation.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Human Immunodeficiency Virus (HIV)".

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 August with support from Mr. Hoffmaster. The motion passed unopposed.

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the September 15, 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 September 17, 2025 Board of Health Program, Policy, and Appeals Committee meeting with support from Mr. Shaffer. The motion passed unopposed.

Unfinished Business:

- There were no unfinished business items.

New Business:

- Mr. Leininger moved to adopt the hard cap amounts published by the Michigan Department of Treasury for health plans beginning January 1, 2026, and to continue paying 80% of the costs for both dental and vision coverage, with support from Mr. Houtz. The motion passed unopposed
- Mr. Shaffer moved to switch to the Pool for health care coverage; to eliminate Medical Plan Option 1; to adopt Medical Plan Options 2, 3, and 4; to continue with the current ancillary plans without change; and to make a one-time contribution to employee HSA accounts on January 2, 2026, in the amount of \$2,000 for single coverage, \$3,400 for two-person coverage, and \$4,000 for family coverage. The motion received support from Mr. Houtz. Mr. Shaffer moved to amend the motion to include that the agency will pay 80% of the premium cost of Medical Plan Option 2 (HSA \$2000/4000), no matter which plan the employee chooses. The motion received support from Mr. Houtz. The amended motion passed.
- Mr. Houtz moved to approve the Medical Director's contract, as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to approve the Branch-Hillsdale-St. Joseph Community Health Agency Plan of Organization as presented, with support from Mr. Collins. The motion passed unopposed.
- Mr. Leininger moved to set local appropriations at \$5.30 per capita, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the proposed plan to continue business as usual for two weeks in the event of a government shutdown, utilizing fund balance to cover costs if contracts are not dated October 1. The motion received support from Mr. Collins and passed unopposed.
- Mr. Leininger moved to enter closed session to consider a periodic personnel evaluation of the Health Officer, per section 8(a) of the OMA, with support from Mr. Shaffer. A roll call vote was taken and passed 6-0 (Mr. Hoffmaster, Yes; Mr. Houtz, Yes; Mr. Leininger, Yes; Mr. Collins, Yes; Mr. Shaffer, Yes; Mr. Stoll, Yes).

The Board entered closed session at 10:26 AM.

The Board returned to open session at 11:15 AM with roll call as follows: Jared Hoffmaster, Brent Leininger, Jon Houtz, Tim Stoll, Rick Shaffer, and Kevin Collins.

- Mr. Leininger moved to approve the minutes from the September 25, 2025 Closed Session as read by the secretary prior to returning to open session, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to approve the Health Officers evaluation as satisfactory and award the full \$5,000 in merit pay to Health Officer, Rebecca Burns, per her contract. The motion received support from Mr. Shaffer. The motion passed unopposed.

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 11:19 AM.

Respectfully Submitted by:



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