

November 13, 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. Collins. The motion passed unopposed.

Mr. Collins moved to approve the minutes from the September 25, 2025 meeting with support from Mr. Shaffer. 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: 2025 Michigan Department of Health & Human Services (MDHHS) Director's Award to Local Public Health, Federal Budget Shutdown, Employer Sponsored Health Insurance Resolution, Branch-Hillsdale-St. Joseph Health Agency Fiscal Controls Policy, Pass Through Fee Schedule, EH Portal Convenience Fee Policy, Personnel Policy Manual, Staffing Update, Public Health Concerns, BHSJCHA Mobile Unit On The Road, Office Updates, and Health Officer Contract.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Hepatitis C".

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

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the November 13, 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.

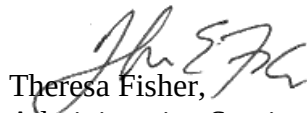
New Business:

- Mr. Leininger moved to approve the Personnel Policy manual, as amended by the Program, Policy, and Appeals Committee, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Leininger moved to approve the Fiscal Controls Policy as presented, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Leininger moved to approve the EH Pass-Through Fee Policy with support from Mr. Collins. The motion passed unopposed.
- Mr. Leininger moved to approved the EH Portal Convenience Fee Policy with support from Mr. Collins. The motion passed unopposed.
- Mr. Leininger moved to approve the WMHIP Resolution with support from Mr. Shaffer. A roll call vote was taken and the motion passed 4-1 (Mr. Hoffmaster, absent; Mr. Houtz, yes; Mr. Leininger, no; Mr. Collins, yes; Mr. Shaffer, yes; Mr. Stoll, yes).

Public Comment: No public comments were given.

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 10:00 AM.

Respectfully Submitted by:


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