



## January 22, 2026 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, 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, Rick Shaffer, Kevin Collins, and Tim Stoll. Jared Hoffmaster and Jon Houtz were absent.

Also present from BHSJ: Rebecca Burns, 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. Leininger was nominated for the position of Chair and there were no other nominations. Nominations were closed and the new Chair Brent Leininger, was approved unopposed.

Mr. Stoll transferred leadership of the meeting to Mr. Leininger to continue the meeting.

Mr. Shaffer was nominated for the position of Vice-Chair and there were no other nominations. Nominations were closed and the new Vice-Chair, Mr. Shaffer, was approved unopposed.

Mr. Shaffer moved to approve the committee appointments made by Chairman Leininger, with support from Mr. Stoll. The motion passed unopposed and the committee appointments are as follows:

- The Finance Committee – Mr. Hoffmaster (Chair), Mr. Houtz, and Mr. Collins
- Program, Policy, and Appeals Committee – Mr. Stoll (Chair), Mr. Shaffer, and Mr. Leininger.

Mr. Stoll moved to approve the minutes from the December 11, 2025 meeting with support from Mr. Collins. 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: New Year/New Appointments, FY25 Audit, Accreditation, Community Health Improvement/Strategic Plan Proposal, Rx Kids in Michigan, Board of Health Education Today, Employee Recognition, Staffing Update, BHSJCHA Mobile Unit on the Road, Public Health Concerns, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office.

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

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Stoll moved to approve the expenditures for December with support from Mr. Collins. The motion passed unopposed.
- Mr. Stoll moved to place the financials for November and December on file with support from Mr. Shaffer. The motion passed unopposed.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, & Appeals Committee – Did not meet.

Unfinished Business:

- There was no unfinished business.

New Business:

- The Board of Health By-laws were reviewed by the group but no action was taken.
- The single audit governance letter was shared with the Board but no action was taken.

Public Comment: No public comments were given.

With no further business, Mr. Shaffer moved to adjourn the meeting with support from Mr. Stoll. The motion passed unopposed and the meeting was adjourned at 9:59 AM.

Respectfully Submitted by:

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