



July 20, 2026 – Board of Health Finance Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Finance Committee meeting was called to order by Jared Hoffmaster at 9:00 AM. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, and Kevin Collins. No members were absent.

Also present from BHSJ: Rebecca Burns, Theresa Fisher, and Laura Sutter.

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

Public Comment: No public comments were given.

New Business:

- Mr. Houtz moved to recommend that the full Board approve the Medical Director Contract, as presented, with support from Mr. Collins. The motion passed.
- Mr. Collins moved to recommend that the full Board approve the recommendation to sell the mobile unit, with support from Mr. Houtz. The motion passed.
- Mr. Collins moved to recommend that the full Board approve the billing rate for kindergarten oral health screening, with support from Mr. Houtz. The motion passed.
- Rebecca Burns presented on the updated Immunization fee schedule. No action was taken.
- Mr. Collins moved to recommend that the full Board approve the purchase of the Compass Data System add-on for Information & Assistance and Options Counseling, with support from Mr. Houtz. The motion passed.
- Theresa Fisher presented an overview of the current fund balance but no action was taken.

Public Comment: No public comments were given.

Mr. Collins moved to adjourn the meeting with support from Mr. Houtz. The motion passed and the meeting was adjourned at 9:34 AM.

Respectfully Submitted by:

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