BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY | YOUR LOCAL HEALTH DEPARTMENT

July 23, 2026 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Brent Leininger at 9:01 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jon Houtz, Brent Leininger, Rick Shaffer, and Kevin Collins. Jared Hoffmaster and Tim Stoll were absent.

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

Mr. Houtz moved to approve the agenda, as amended, to include item "j) P-card limit," under new business. The motion received support from Mr. Collins. The motion passed.

Mr. Houtz moved to approve the minutes from the June 25, 2026 meeting with support from Mr. Shaffer. The motion passed.

Public Comment: No public comment was given.

Marne Daggett, MERS Regional Manager, provided a presentation on the 2026 MERS Annual Actuarial Valuation Report.

Rebecca Burns reviewed the monthly Health Officer's Report with the following items included: Website Redesign, Community Health Improvement/Strategic Plan, MERS Annual Actuarial Valuation Report, Fund Balance, Mobile Unit, Kindergarten Oral Health, Vaccine Pricing, Compass Add-on, Wildfire Smoke & Unhealthy Air, MMRMA Request, Medical Director Agreement, Employee Satisfaction Survey Results, Staffing Update, Coldwater Office, Hillsdale Office, Sturgis Office, and Three Rivers Office.

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

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Shaffer moved to approve the expenditures for June with support from Mr. Collins. The motion passed.

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

Committee Reports:

- Finance Committee – Mr. Collins moved to approve the minutes from the July 20, 2026 Finance Committee meeting, with support from Mr. Houtz. The motion passed.
- Program, Policy, & Appeals Committee – Mr. Leininger moved to approve the minutes from the July 15, 2026 Program, Policy, and Appeals Committee meeting, with support from Mr. Shaffer. The motion passed

Unfinished Business:

- Mr. Leininger moved to approve the Procurement Policy, as presented, with support from Mr. Houtz. The motion passed.

New Business:

- Heidi Hazel presented the updated Vaccine Fee Schedule but no action was taken.
- Mr. Houtz moved approve the billing rate for kindergarten oral health screening, with support from Mr. Collins. The motion passed.
- Mr. Houtz moved to sell, or liquidate, the mobile unit under a policy that will be developed by the Program, Policy, and Appeals Committee. The motion received support from Mr. Collins. The motion passed.
- Mr. Collins moved to approve the purchase of the Compass Data System add-on for Information & Assistance and Options Counseling, with support from Mr. Shaffer. The motion passed.
- Mr. Collins moved to approve the Medical Director contract with support from Mr. Houtz. The motion passed.
- Mr. Leininger moved to approve and place on file the Community Health Needs Assessment, with support from Mr. Shaffer. The motion passed.
- Mr. Leininger moved to approve the Health Officer Evaluation Policy with support from Mr. Collins. The motion passed.
- The Employee Satisfaction Survey Results were discussed but no action was taken.
- Theresa Fisher presented an overview of the current fund balance but no action was taken.
- Mr. Collins moved to increase the credit limit on the agency P-Cards from $5,000 to $10,000, with support from Mr. Houtz. The motion passed.

Public Comment: None

With no further business, the chair adjourned the meeting at 10:47 AM.

Respectfully Submitted by:
Theresa Fisher,
Administrative Services Director
Secretary to the Board of Health