November 12, 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 9:00 AM. Due to the absence of a quorum, the meeting was immediately recessed.

At 9:37 AM, a quorum was established and the meeting was reconvened. The meeting opened with the Pledge of Allegiance to the Flag of the United States.

Roll call was completed as follows: Jared Hoffmaster, Brent Leininger, Tim Stoll, and Kevin Collins. Jon Houtz and Rick Shaffer were absent.

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

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

Mr. Hoffmaster moved to approve the minutes from the September 24, 2026 meeting with support from Mr. Stoll. The motion passed.

Public Comment: No public comment was given.

Rebecca Burns reviewed the monthly Health Officer's Report with the following items included: Agency Employee Health Insurance, Essential Local Public Health Services (ELPHS) Funding Cuts, Rural Health Transformation Program (RHTP) Grants, Program Audits (WIC, Immunizations, & KOHA), Environmental Health Program Fee Schedule, Mobile Unit, Emergency Response, Seasonal Vaccines, 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, "Staying Healthy Over the Holidays".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Hoffmaster moved to approve the expenditures for September with support from Mr. Stoll. The motion passed.

- Mr. Hoffmaster moved to place the preliminary financials for September on file with support from Mr. Stoll. The motion passed.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, & Appeals Committee – Mr. Stoll moved to approve the minutes from the November 4, 2026 Program, Policy, and Appeals Committee meeting, with support from Mr. Hoffmaster. The motion passed

Unfinished Business:

- There was no unfinished business.

New Business:

- Mr. Stoll moved to approve HSA Employer Contribution Policy with support from Mr. Collins. The motion passed.
- Mr. Stoll moved to approve the Financial Controls Policy with support from Mr. Hoffmaster. The motion passed.
- Mr. Hoffmaster moved to approve the Administrative Services Director training plan with support from Mr. Stoll. The motion passed.

Public Comment: No public comment was given.

With no further business, Mr. Hoffmaster moved to adjourned the meeting with support from Mr. Stoll. The motion passed and the meeting was adjourned at 10:30 AM.

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