



September 24, 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 with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, Brent Leininger, Rick Shaffer, Tim Stoll, and Kevin Collins. No members were absent.

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

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

Mr. Houtz moved to approve the minutes from the August 27, 2026 meeting with support from Mr. Shaffer. The motion passed.

Public Comment: No public comment was given.

Rebecca Burns reviewed the monthly Health Officer's Report with the following items included: Health Officer Evaluation, PA 152 & Agency Employee Health Insurance for 2027, Essential Local Public Health Services (ELPHS) Funding Cuts, AAA Multi-Year Plan RFP, Mobile Unit, Website Redesign, Community Health Improvement Plan, 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, "Rabies".

Departmental Reports:

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

Financial Reports/Expenditures

- Mr. Hoffmaster moved to approve the expenditures for August with support from Mr. Stoll. The motion passed.
- Mr. Shaffer moved to place the financials for August on file with support from Mr. Stoll. The motion passed.

Committee Reports:

- Finance Committee – Did not meet.
- Program, Policy, & Appeals Committee – Mr. Shaffer moved to approve the minutes from the September 16, 2026 Program, Policy, and Appeals Committee meeting, with support from Mr. Stoll. The motion passed

Unfinished Business:

- There was no unfinished business.

New Business:

- Mr. Stoll moved to approve the 2026-2031 Community Health Improvement Plan, as presented, with support from Mr. Collins. The motion passed.
- Mr. Hoffmaster moved to proceed with Scenario 2 for the agency's 2027 employee health insurance program, and authorize the agency to:
 1. Continue offering the three existing health insurance plan options for employees for the 2027 plan year;
 2. Continue the agency's contribution toward employee health insurance premiums, whereby the agency will pay 80% of the premium cost of Plan Option 1, regardless of which of the three health insurance plan options an employee selects. The employee will be responsible for any remaining premium cost associated with the plan selected;
 3. Provide an employer contribution to employee Health Savings Accounts (HSAs) for employees enrolled in the HAS-qualified health plan, in the following annual amounts:
 - i. \$1,000 for employee-only coverage;
 - ii. \$1,700 for two-person coverage; and
 - iii. \$2,000 for family coverage;
 4. Authorize the HSA contributions to be administered in accordance with an HSA Contribution Policy to be drafted by the Program, Policy, and Appeals Committee;
 5. Continue dental and vision coverage, with the agency paying 80% of the cost of dental and vision coverage and employees responsible for the remaining 20%; and
 6. Continue all other ancillary employee benefit coverages, with the agency paying 100% of the cost of those coverages.

The motion received support from Mr. Stoll and the motion passed.

- Mr. Stoll moved to adopt PA 152 for Public Employer Contributions to Health Care, with support from Mr. Collins. The motion passed.
- Mr. Shaffer moved that the Board of Health enter closed session pursuant to Section 8(1)(a) of the Michigan Open Meetings Act, MCL 15.268(1)(a) to consider the periodic personnel evaluation of the Health Officer, at the Health Officer's request for a closed hearing. The motion received support Mr. Stoll. A roll call vote was taken and the motion passed 6-0 (Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Houtz, yes; Mr. Shaffer, yes; Mr. Collins, yes; Mr. Stoll, yes).
- The Board took a short recess and entered closed session at 10:24 AM.
- The Board returned to open session at 10:42 AM

- Mr. Stoll moved to approve the minutes of the September 24, 2026 closed session, as read to the members prior to leaving closed session. The motion received support from Mr. Shaffer and passed.
- Mr. Stoll moved to accept the Health Officer's annual personnel evaluation as excellent with support from Mr. Hoffmaster. The motion passed.

Public Comment: No public comment was given.

With no further business, Mr. Shaffer moved to adjourned the meeting with support from Mr. Hoffmaster. The motion passed and the meeting was adjourned at 10:46 AM.

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