

August 25, 2022 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Tom Matthew at 9:00 AM with the Pledge of Allegiance to the Flag of the United States led by Bud Norman. Roll call was completed as follows: Tom Matthew, Mark Wiley, Kathy Pangle, Jared Hoffmaster, Brent Leininger, and Jon Houtz.

Also present from BHSJ: Rebecca Burns (remotely via zoom from Plainwell, MI), Karen Luparello, Theresa Fisher, and Laura Sutter.

Mr. Hoffmaster moved to approve the agenda, with support from Ms. Pangle. The motion passed unopposed.

Mr. Wiley moved to approve the minutes from the July 28, 2022, meeting with support from Mr. Leininger. The motion passed unopposed.

Public Comment: No public comment was given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Strategic Planning, Hillsdale MCDC Dental Center, Agency Health Insurance Agent, Monkeypox, COVID, STEC, Agency Staff Meetings, Coldwater Office, Hillsdale Office, Three Rivers Office, Updated Signs, and the Health Promotion & Education activities.

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

Committee Reports:

- Finance Committee – Mr. Leininger moved to approve the minutes from the August 15, 2022 Finance Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.
- Program, Policy, and Appeals Committee – Mr. Wiley moved to approve the minutes from the August 15, 2022 Program, Policy, and Appeals Committee meeting as amended to replace Mr. Houtz as attending with Ms. Pangles, as she was the one who attended. The motion received support from Ms. Pangle and carried unopposed.

Financial Reports/Expenditures

- Mr. Leininger moved to approve the expenditures as reported with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Leininger moved to place the financials on file with support from Mr. Hoffmaster. The motion passed unopposed.

Unfinished Business

- None

New Business:

- Mr. Leininger moved to approve all Branch County Commission on Aging non-competitive grant proposals in response to the AAA IIC FY22 Request for Proposal as presented, with support from Ms. Pangle. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve the Legal Services of South-Central Michigan non-competitive grant proposal in response to the AAA IIC FY22 Request for Proposal as presented, with support from Mr. Wiley. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve the Thurson Cares non-competitive grant proposal in the amount of \$42,700 (amount of available funding) in response to the AAA IIC FY22 Request for Proposal as presented, with support from Ms. Pangle. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve all St. Joseph County Commission on Aging non-competitive grant proposals in response to the AAA IIC FY22 Request for Proposal as presented, with support from Mr. Hoffmaster. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve Kalamazoo County Government/AAA Region 3A's request to continue the collaborative agreement to support the Long-Term Care Ombudsman Program (ACLS Bureau maintenance of effort) for Branch & St. Joseph Counties as presented, with support from Mr. Wiley. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve the St. Joseph County Transportation Authority non-competitive grant proposal in response to the AAA IIC FY22 Request for Proposal as presented, with support from Ms. Pangle. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Houtz moved to approve the competitive grant proposal for Home Delivered Meals/Congregate Meals submitted by "Bidder #2" in response to the AAA IIC FY22 Request for Proposal as presented, with support from Mr. Hoffmaster. A roll call vote was taken and passed 4-2 (Ms. Pangle, no; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, no).
- Mr. Houtz moved to approve both competitive grant proposals for Branch County transportation by "Bidder 1" and "Bidder 2" in response to the AAA IIC FY22 Request for Proposal as presented, by redirecting the funds not bid on for Branch County Home Repair and supplementing an additional \$140 from another budget area. The motion received support from Mr. Hoffmaster. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).
- Mr. Leininger moved to approve Schindler elevator to maintain the elevator in the Hillsdale Building, by doing a full oil change, including pumping out existing oil, cleaning debris from the tank, furnishing new oil, and removing the used oil from the premises, for a total cost of \$7,994, with support from Mr. Hoffmaster. A roll call vote was taken and passed 6-0 (Ms. Pangle, Yes; Mr. Matthew, yes; Mr. Houtz, yes; Mr. Hoffmaster, yes; Mr. Leininger, yes; Mr. Wiley, yes).

Departmental Reports:

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

Public Comment: No public comment was given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed and the meeting was adjourned at 10:32AM.

Respectfully Submitted by:



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