July 27, 2023 – 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: Tom Matthew, Jon Houtz, Brent Leininger, Jared Hoffmaster, and Steve Lanius. The following members were absent: Rusty Baker.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Kali Nichols, Laura Sutter, Paul Andriacchi, Alex Bergmooser, and Theresa Fisher.

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

Mr. Houtz moved to approve the minutes from the June 22, 2023 meeting with support from Mr. Matthew. The motion passed unopposed.

Presentation on the 2022 Actuarial Valuation Report by Ms. Marne Daggett, MERS Lead Regional Manager

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed her monthly report. Items included: Email Service Upgrade, Vacation, Essential Local Public Health Services, Strategic Plan Activities, Personnel Policy Committee, Board of Health Education, EH Software Implementation, Hillsdale Hospital Proposal, Public Health Concerns, Opioid Settlement Funds, Medicaid Redeterminations, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Hepatitis C – Information for the CDC Website".

Departmental Reports:
- o Environmental Health
- o Area Agency on Aging
- o Health Education & Promotion
- o Personal Health & Disease Prevention

The meeting was temporary recessed from 11:06 AM to 11:10 AM.

Financial Reports/Expenditures
- o Mr. Houtz moved to approve the expenditures for June as reported with support from Mr. Hoffmaster. The motion passed unopposed.

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

Committee Reports:
- o Finance Committee – Mr. Hoffmaster moved to approve the minutes as amended from the July 17, 2023 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.
- o Program, Policy, & Appeals Committee – Mr. Matthew moved to approve the minutes for the July 19, 2023 Program, Policy, & Appeals Committee meeting with support from Mr. Hoffmaster. The motion passed unopposed.

New Business:
- o Mr. Matthew moved to accept the Program, Policy, and Appeals Committee's recommendation to deny the EH Appeal from Mr. and Mrs. Ross for the property located at 837 Dragon Shores Dr., Coldwater with support from Mr. Houtz. The motion passed unopposed.
- o Mr. Houtz moved to approve the purchase of a new vaccine storage unit PHCBI for a total of $7,798, with support from Mr. Hoffmaster. The motion passed unopposed.
- o Mr. Hoffmaster moved to approve the bid to upgrade the Hillsdale building elevator from Schindler Elevator Corporation for a total of $26,734, with support from Mr. Houtz. The motion passed unopposed.
- o Mr. Matthew moved to postpone the agenda item related to the request for an increase of $0.15 per capita for calendar year 2024, for a total of $5.45 per capita until the September meeting agenda. The motion received support from Mr. Lanius. A roll call vote was taken and the motion passed 3-2 (Matthew, Yes; Houtz, No; Hoffmaster, No, Leininger, Yes; Lanius, yes).
- o Mr. Hoffmaster moved to approve the request for an increase from St. Joseph County for AAA appropriations from $16,989 to $20,387 (20%) to correct the funding imbalance and restore the 58/42 split that is based on population. The motion received support from Mr. Matthew. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Lanius moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 11:47 AM.

Respectfully Submitted by:

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