

## December 4, 2023 – Board of Health Finance Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Finance Committee meeting was called to order by Jared Hoffmaster at 9:00 AM. Roll call was completed as follows: Jared Hoffmaster, and Jon Houtz. Steve Lanius was absent.

Also present from BHSJ: Rebecca Burns, Theresa Fisher, and Brenae Gruner.

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

Public Comment: No public comments were given.

The Health Office provided an update to the Committee.

### New Business:

- Mr. Houtz moved to recommend that the full Board approve the Environmental Health fee schedules as proposed with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve the FY24 Budget Amendment #1 as proposed with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve the wage increase as proposed with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to recommend that the full Board approve the Health Officer the latitude to approve hiring the Environmental Health Supervisor position at the 2 year wage on the pay scale under her discretion, with support from Mr. Hoffmaster. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business the meeting was adjourned at 9:51 AM.

Respectfully Submitted by:



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