

## May 22, 2025 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chairman, Tim Stoll at 8:59 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Tim Shaffer, Jon Houtz, Brent Leininger, Rick Shaffer, and Kevin Collins. No members were absent.

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

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 April 24, 2025 meeting with support from Mr. Leininger. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: Older Michiganiaan's Day, Agency's All-Staff Meeting April 25<sup>th</sup>, FY 2025 Budget Amendment, Proposed 2026 Federal Budget, Staffing Update, Upgraded Phone System, Audit, Public Health Concerns, and Office Updates.

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

### Departmental Reports:

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

### Financial Reports/Expenditures

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

### Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the May 19, 2025 Board of Health Finance Committee meeting with support from Mr. Collins. The motion passed unopposed.

- Program, Policy, & Appeals Committee – Did not meet.

Unfinished Business:

- Mr. Hoffmaster moved to accept and place on file the FY23-24 Audit as presented with support by Mr. Shaffer. The motion passed unopposed.

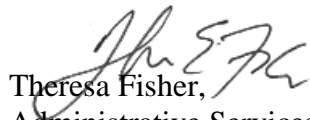
New Business:

- Mr. Shaffer moved to adopt the AAA FY 2026 Annual Implementation Plan as presented with support by Mr. Leininger. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the Noncommunity Water Supply Temporary Staffing plan, as presented, with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Shaffer moved to adjourn the meeting with support from Mr. Leininger. The motion passed unopposed and the meeting was adjourned at 9:52 AM.

Respectfully Submitted by:



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