

August 28, 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 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Brent Leininger, Jon Houtz, Tim Stoll, Rick Shaffer, and Kevin Collins. No members were absent.

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

Mr. Shaffer moved to approve the agenda with support from Mr. Leininger. The motion passed unopposed.

Mr. Leininger moved to approve the minutes from the July 24, 2025 meeting with support from Mr. Hoffmaster. 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: Legislative Action Alert regarding MI House Budget, AAA IIIC, MERS Surplus Fund Updated Information, Staffing Update, Public Health Concerns, BHSJCHA Mobile Unit On the Road, Office Updates, and Health Officer Evaluation.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Hand, Foot, and Mouth Disease".

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the August 18, 2025 Board of Health Finance Committee meeting with support from Mr. Houtz. The motion passed unopposed.

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

Unfinished Business:

- Mr. Hoffmaster moved to adopt the Defined Benefit Plan Funding Strategy, option 2, where the agency will make an annual contribution of \$580,000 from its yearly budget and the difference between the required contribution and the \$580,000 will be applied from the MERS Surplus Division. The motion received support from Mr. Houtz. A roll call vote was taken and the motion passed 5-1 (Mr. Hoffmaster, yes; Mr. Houtz, yes; Mr. Leininger, no; Mr. Collins, yes; Mr. Shaffer, yes; Mr. Stoll, yes).

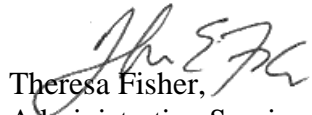
New Business:

- Mr. Shaffer moved to approve the FY25-26 AAA Provider allocations as presented, with support from Mr. Collins. The motion passed unopposed
- Mr. Houtz moved to accept the RFP response from Maner Costerisan for audit services, with support from Mr. Hoffmaster. The motion passed.
- The upcoming renewal of the employer sponsored health care was discussed, but no action was taken.
- The Health Officer evaluation process was discussed. No action was taken. The evaluation will take place at the September meeting.

Public Comment: No public comments were given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Hoffmaster. The motion passed unopposed and the meeting was adjourned at 10:41 AM.

Respectfully Submitted by:



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