

December 1, 2025 – 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 Jon Houtz at 9:00 AM. Roll call was completed as follows: Jon Houtz, and Kevin Collins. Jared Hoffmaster was absent.

Also present from BHSJ: Rebecca Burns, Theresa Fisher, and Laura Sutter

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

Public Comment: No public comments were given.

New Business:

- Mr. Houtz moved to recommend that the full Board approve the AAA DCW Help Project, as presented, with support from Mr. Collins. The motion passed.
- Mr. Collins moved to recommend that the full Board approve FY25-26 Budget Amendment #1, with support from Mr. Houtz. The motion passed.
- Mr. Collins moved to recommend that the full Board approve a 4% increase to the current wage scale, as presented, with support from Mr. Houtz. The motion passed.
- Mr. Collins moved to recommend that the full Board approve the Health Officer's contract, as presented, with support from Mr. Houtz. The motion passed.
- Mr. Houtz moved to recommend that the full Board approve the proposal from Mary Kushion Consulting, LLC, for facilitation and creation of a CHNA, CHIP, and Strategic Plan. The motion received support from Mr. Collins and passed.
- Mr. Houtz moved to change the date for the January Finance Committee meeting to January 5, 2026 at 9:00 AM, with support from Mr. Collins. The motion passed.

Mr. Houtz moved to adjourn the meeting with Support from Mr. Colilns. With no further business, the meeting was adjourned at 9:25 AM.

Respectfully Submitted by:



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