

December 11, 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, Jon Houtz, Brent Leininger, Kevin Collins, Rick Shaffer, and Tim Stoll.

Also present from BHSJ: Rebecca Burns, Karen Luparello, 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 November 13, 2025 meeting with support from Mr. Shaffer. 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: Budget Amendment, AAA Direct Care Worker Help Program, Employee Compensation, Health Officer Contract, Staffing Update, Community Health Improvement/Strategic Plan, Public Health Concerns, BHSJCHA Mobile Unit On The Road, and Office Updates.

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

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the December 1, 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:

- There were no unfinished business items.


New Business:

- Mr. Shaffer moved to approve the AAA DCW Help Project, as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to approve FY25-26 Budget Amendment #1 as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to approve a 4% increase to the current wage scale, effective 1/2/2026, with support from Mr. Shaffer. A roll call vote was taken and the motion passed 4-2 (Mr. Hoffmaster, Yes; Mr. Houtz, Yes; Mr. Leininger, No; Mr. Collins, No; Mr. Shaffer, Yes; Mr. Stoll, Yes).
- Mr. Houtz moved to approve the Health Officer's contract, as presented, with support from Mr. Collins. 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).
- Mr. Houtz moved to 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. Hoffmaster and passed unopposed.
- Mr. Leininger moved to approve the 2026 Board of Health Meeting Schedule, as presented, with support from Mr. Shaffer. The motion passed unopposed.

Public Comment: No public comments were given.

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

Respectfully Submitted by:


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