

February 26, 2026 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Brent Leininger 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, Rick Shaffer, Kevin Collins, and Tim Stoll. No members were absent.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Laura Sutter, Joe Frazier, Kris Dewey, and Jennifer Hull.

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

Mr. Stoll moved to approve the minutes from the January 22, 2026 meeting with support from Mr. Shaffer. The motion passed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: FY25 Audit, Michigan Local Public Health Accreditation, Request to Change Banking Affiliation for St. Joseph County, Updated Cost Allocation Plan, Quality Improvement Plan (2026-2029), Senior Medicare Patrol, Website Redesign Request for Bids, Community Health Improvement/Strategic Plan Proposal, Rx Kids in Michigan, Board of Health Education Today, Staffing Update, BHSJCHA Mobile Unit on the Road, Public Health Concerns, Coldwater Office, Hillsdale Office, Three Rivers Office, and Sturgis Office.

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

Departmental Reports:

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

Financial Reports/Expenditures

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

Committee Reports:

- Finance Committee – Mr. Houtz moved to approve the minutes from the February 13, 2026 Finance Committee meeting, with support from Mr. Stoll. The motion passed.
- Program, Policy, & Appeals Committee – Mr. Shaffer moved to approve the minutes from the February 18, 2026 Program, Policy, and Appeals Committee meeting with support from Mr. Hoffmaster. The motion passed.

Unfinished Business:

- There was no unfinished business.

New Business:

- Board Members were provided the annual AAA Conflict of Interest Statements for signature.
- Mr. Houtz moved to accept the bid from R Johnson Builders to replace the HVAC equipment in the Hillsdale facility, in the amount of \$77,000. The motion received support from Mr. Stoll and passed.
- Mr. Houtz moved to approve opening a new depository account at Century Bank and Trust and closing the depository account at Sturgis Bank and Trust, with support from Mr. Shaffer. Mr. Hoffmaster disclosed a conflict of interest and did not vote. The motion passed.
- Mr. Hoffmaster moved to approve participation in the Senior Medicare Patrol Project as outlined in the Finance Committee, with support from Mr. Collins. The motion passed.
- Mr. Stoll moved to approve the Quality Improvement Plan as presented, with support from Mr. Shaffer. The motion passed.
- Mr. Stoll moved to approve the Cost Allocation Plan as presented, with support from Mr. Hoffmaster. The motion passed.

Public Comment: No public comments were given.

With no further business, Mr. Stoll moved to adjourn the meeting with support from Mr. Collins. The motion passed and the meeting was adjourned at 10:07 AM.

Respectfully Submitted by:


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