

## March 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, Brent Leininger, Rick Shaffer, and Kevin Collins. Jon Houtz and Tim Stoll were absent.

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

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

Mr. Hoffmaster moved to approve the minutes from the February 26, 2026 meeting with support from Mr. Collins. The motion passed.

Public Comment: No public comments were given.

Dane Porter, CPA, CGFM, Senior Manager with Maner Costerisan presented the FY2025 audit to the Board of Health. Mr. Hoffmaster moved to accept the audit and place it on file with support from Mr. Collins. The motion passed unopposed.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: FY25 Audit, Michigan Local Public Health Accreditation, Website Redesign Request for Bids, Employee Recognition, FY2025 Annual Report, Community Health Improvement/Strategic Plan, Staffing Update, BHSJCHA Mobile Unit on the Road, Agency Response to Tornados, Coldwater Office, Hillsdale Office, Sturgis Office, and Three Rivers Office.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Recap of Day at the Capital".

### Departmental Reports:

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

### Financial Reports/Expenditures

- Mr. Hoffmaster moved to approve the expenditures for February with support from Mr. Shaffer. The motion passed.

- Mr. Shaffer moved to place the financials for February on file with support from Mr. Collins. The motion passed.

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the March 16, 2026 Finance Committee meeting, with support from Mr. Collins. The motion passed.
- Program, Policy, & Appeals Committee – Mr. Collins moved to approve the minutes from the March 18, 2026 Program, Policy, and Appeals Committee meeting with support from Mr. Hoffmaster. The motion passed.

Unfinished Business:

- There was no unfinished business.

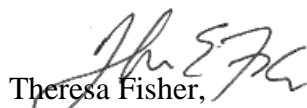
New Business:

- Rebecca Burns provided an update on the post tornado damage to the Three Rivers facility. No action was taken.
- Mr. Hoffmaster moved to approve the bid from Inspiration Studio Designs in the amount of \$13,500 for website redesign. The motion received support from Mr. Collins. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the FY2025 Annual Report as presented, with support from Mr. Collins. The motion passed unopposed.
- The board discussed recognizing employees for their quinquennial milestone years of service. The following employees will be formally recognized at the agency's all staff meeting in April: Lisa Redmond, 5 years; Chris Ash, 5 years; Cody Johnson, 10 years; Jolene Sheffer, 15 years; and Melissa Gilbert, 20 years. The board also congratulated Lee Zimmerman on his pending retirement. No action was taken.

Public Comment: No public comments were given.

With no further business, Mr. Hoffmaster moved to adjourn the meeting with support from Mr. Collins. The motion passed and the meeting was adjourned at 10:53 AM.

Respectfully Submitted by:

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