

April 23, 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, Tim Stoll, and Kevin Collins. No members were absent.

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

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

Mr. Shaffer moved to approve the minutes from the March 26, 2026 meeting with support from Mr. Houtz. The motion passed.

Public Comment: Public Comments were provided by 1 local resident.

Mr. Stoll moved to allow the local resident to have an additional 2 minutes for their public comments. The motion was supported by Mr. Shaffer and passed.

Phil Kamm, Senior Risk Control Consultant with MMRMA provided a presentation regarding Risk Management.

Theresa Fisher reviewed the monthly Health Officer's Report with the following items included: Michigan Local Public Health Accreditation, Website Redesign, All Agency Staff Meeting, Community Health Improvement/Strategic Plan, Staffing Update, BHSJCHA Mobile Unit on the Road, Annual Report Distribution, 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, "Carbon Monoxide Poisoning".

Departmental Reports:

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

Financial Reports/Expenditures

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

- Mr. Hoffmaster moved to place the financials for March on file with support from Mr. Stoll. The motion passed.

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the April 20, 2026 Finance Committee meeting, with support from Mr. Houtz. The motion passed.
- Program, Policy, & Appeals Committee – The committee did not meet.

Unfinished Business:

- There was no unfinished business.

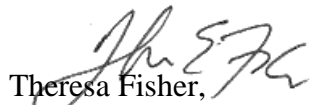
New Business:

- The board discussed the Three Rivers building post tornado update. No action was taken.
- Mr. Hoffmaster moved to approve form 5572 as presented, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Hoffmaster moved to approve the bid from VanDam & Krusinga to change the roofing material for the Three Rivers roof to a metal standing seam roof, with support from Mr. Collins. A roll call vote was taken and the motion passed 6-0 (Mr. Hoffmaster, yes; Mr. Houtz, yes; Mr. Leininger, yes; Mr. Collins, yes; Mr. Shaffer, yes; Mr. Stoll, yes).

Public Comment: Public comment was given by one resident.

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

Respectfully Submitted by:



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