

## December 4, 2024 – Board of Health Program, Policy, & Appeals Committee Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health, Program, Policy, & Appeals Committee meeting was called to order by Committee-Chair, Brent Leininger, at 8:32 AM. Roll call was completed as follows: Brent Leininger, Rusty Baker, and Jon Houtz. Tom Matthew was absent and Jon Houtz attended representing Branch County.

Also present from BHSJ: Rebecca Burns, and Theresa Fisher

Mr. Baker moved to approve the agenda as presented, with support from Mr. Houtz. The motion passed unopposed.

Public Comment: No public comments were given.


### New Business:

- The Health Officer Evaluation Policy and tool was reviewed by the group, but no action was taken.
- Mr. Houtz move to recommend the full Board approve all the he updates to the Personnel Policy Manual except those dealing with sick leave, with support from Mr. Baker. The motion passed unopposed.
- The Board of Health meeting schedule for 2025 was discussed, but no action was taken.
- The Board received an update regarding an EH appeal for a property located on Mudd lake.

Public Comment: No public comments were given.

With no further business, Mr. Baker moved to adjourn the meeting with support from Mr. Leininger. The motion passed unopposed and the meeting was adjourned at 9:21 AM.

Respectfully Submitted by:

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