

November 13, 2025 – 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 Tim Stoll, at 8:01 AM. Roll call was completed as follows: Tim Stoll, and Rick Shaffer. Brent Leininger joined the meeting at 8:07 AM, during discussion about the Personnel Policy manual.

Also present from BHSJ: Rebecca Burns, Theresa Fisher, and Joe Frazier.

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

Public Comment: No public comments were given.

Unfinished Business:

- None

New Business:

- Mr. Shaffer moved to recommend that the full Board approve the Personnel Policy Manual as amended to include the following statement under both the Flex Spending section and the HSA section: Employees should seek their own professional advice regarding contributions and expenditures for HSA and flex spending accounts. The motion received support from Mr. Stoll. The motion passed unopposed.
- Mr. Stoll moved to recommend that the full Board approve the Fiscal Controls Policy as presented, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Stoll moved to recommend that the full Board approve the EH Pass-Through Fee Schedule Policy as presented, with support from Mr. Shaffer. The motion passed unopposed.
- Mr. Shaffer moved to recommend that the full Board approve the EH Portal Convenience Fee Policy as presented, with support from Mr. Stoll. The motion passed unopposed.
- Mr. Stoll moved to recommend that the full Board approve the WMHIP Resolution as presented, with support from Mr. Shaffer. The motion passed.

Public Comment: No public comments were given.

Mr. Shaffer moved to adjourn the meeting with support from Mr. Stoll. The motion passed unopposed and the meeting adjourned at 8:36 AM.

Respectfully Submitted by:



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