



May 20, 2026 – 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 8:31 AM. Roll call was completed as follows: Tim Stoll, Rick Shaffer, and Brent Leininger. No members were absent.

Also present from BHSJ were Rebecca Burns, Theresa Fisher, Joe Frazier, and Kyle Moore.

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

Public Comment

Public comment was provided by one individual.

New Business

- Mr. Leininger moved to enter closed session pursuant to Section 8(h) of the Michigan Open Meetings Act, MCL 15.268(h), for the purpose of considering written legal advice and attorney-client privileged communications from legal counsel. The Health Officer, Environmental Health Director, and Environmental Health Supervisor were permitted to attend the closed session. A roll call vote was taken and passed 3-0 (Mr. Leininger, yes; Mr. Shaffer, yes; Mr. Stoll, yes).

The closed session began at 8:34 AM.

The meeting returned to open session at 8:52 AM.

- Mr. Leininger moved to approve the minutes from the closed session, as read prior to leaving the closed session, with support from Mr. Shaffer. The motion passed.

BHSJ staff members Laura Sutter and Kris Dewey joined the meeting.

- Ms. Gretta Schermerhorn provided information to the committee regarding the septic system located at 54108 Delong Rd.

The meeting paused for a short break at 9:48 AM.

The meeting resumed at 9:56 AM.

- Ms. Gretta Schermerhorn continued to provide information to the committee. Ms. Schermerhorn requested compensation in the amount of \$27,267.49 for expenses related to the failed septic system.

- Mr. Leininger moved to recommend that Ms. Schermerhorn's request be added to the full Board agenda under old business for discussion and review. The committee did not make a recommendation to the full Board, as members wanted additional time to review the information provided by Ms. Schermerhorn during the meeting. The motion was supported by Mr. Shaffer. The motion passed.
- Mr. Shaffer moved to recommend that the full Board approve the AAA 2027-2029 Multi-Year Plan Annual Report, with support from Mr. Leininger. The motion passed.
- Mr. Leininger moved to recommend that the full Board approve the proposal to limit the amount of old Board of Health materials available to the public on the new website to one year, to assist with compliance with ADA accessibility guidelines. All other documents will be archived and made available upon request. The motion received support from Mr. Shaffer. The motion passed.

Unfinished Business

- The Procurement Policy was discussed, but no action was taken. The item will remain under old business on the next agenda.

Public Comment

No public comments were given.

Mr. Leininger moved to adjourn the meeting, with support from Mr. Shaffer. The motion passed, and the meeting adjourned at 10:49 AM.

Respectfully Submitted by:

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