



SHIAWASSEE COUNTY COMMUNITY  
**Mental Health Authority**

**Minutes**  
**July 27, 2015**

A meeting of the Board of Directors of the Shiawassee County Community Mental Health Authority was held at 1555 Industrial Drive, Owosso, Michigan.

- CALL TO ORDER:** The meeting was called to order at 5:32 p.m. on Monday, July 27, 2015, by Chairperson, Jerry Walden.
- MISSION STATEMENT:** Members reviewed the Mission Statement of the Shiawassee County Community Mental Health Authority.
- ROLL CALL:** Robyn Spencer
- MEMBERS PRESENT:** Vicki Bocek, Bruce Cadwallender, Joan Durling, John Horvath, Janelle Hughes, Jeanne Ladd, Mark Miller (on phone), Robyn Spencer, Paul Wiese, and Jerry Walden
- MOTIN BY HORVATH, SUPPORTED BY LADD** to excuse Gary Holzhausen from this evening's meeting. All ayes, motion carried.
- ALSO PRESENT:** Amy Keinath, Lindsey Hull, Penny Corbin, Jamie Burke (Minutes)
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.
- MOMENT OF SILENCE FOR REFLECTION** A moment of silence was observed.
- APPROVAL OF AGENDA:** A. Keinath requested an additional contract request be added to Agenda Item #11c.
- MOTION BY HORVATH, SUPPORTED BY HUGHES** to approve the agenda as amended. All ayes, motion carried.
- PUBLIC COMMENT:** No public comment.
- CONSENT AGENDA:** **MOTION BY BOCEK, SUPPORTED BY LADD** to approve the Consent Agenda as amended. All ayes, motion carried.
- a. Minutes from the June 22, 2015, Board Meeting
  - b. Minutes from the June 22, 2015, Governance Meeting
  - c. Minutes from the July 9, 2015, Human Resources Meeting
  - d. Minutes from the July 13, 2015, Nominations Meeting
  - e. Minutes from the July 14, 2015, Human Resources Meeting
  - f. Minutes from the July 20, 2015, Finance Meeting

**GOVERNANCE  
COMMITTEE:**

**MOTION BY BOCEK, SUPPORTED BY HORVATH** to accept the Board By-laws proposed revisions encompassing the combination of the Finance and Facilities Committee meetings.

Roll Call Vote: Bocek aye, Cadwallender aye, Durling aye, Horvath aye, Hughes aye, Ladd aye, Miller aye, Spencer aye, Wiese aye, Walden aye. All ayes, motion carried.

**MOTION BY BOCEK, SUPPORTED BY LADD** to approve the Corporate Compliance Policy #14 Explanation of Benefits Reporting.

Roll Call Vote: Cadwallender aye, Durling aye, Horvath aye, Hughes aye, Ladd aye, Miller aye, Spencer aye, Wiese aye, Bocek aye, Walden aye. All ayes, motion carried.

**HUMAN RESOURCES  
COMMITTEE:**

**MOTION BY DURLING, SUPPORTED BY SPENCER** to accept and place on file the Employee Engagement Draft Plan that was completed by staff. All ayes, motion carried.

**MOTION BY DURLING, SUPPORTED BY HUGHES** to approve the Human Resources Policy #11: Travel.

Roll Call Vote: Durling aye, Horvath aye, Hughes aye, Ladd aye, Miller aye, Spencer aye, Wiese aye, Bocek aye, Cadwallender aye, Walden aye. All ayes, motion carried.

**FINANCE COMMITTEE:**

**MOTION BY HORVATH, SUPPORTED BY DURLING** to accept the following vouchers as presented, for a total of \$1,195,156.56:

- Voucher #AP-2497 in the amount of \$290,479.54
- Voucher #AP-2498 in the amount of \$166,109.62
- Voucher #AP-2499 in the amount of \$271,450.01
- Voucher #AP-2500 in the amount of \$126,713.63
- Voucher #AP-2501 in the amount of \$340,403.76

Roll Call Vote: Horvath aye, Hughes aye, Ladd aye, Miller aye, Spencer aye, Wiese aye, Bocek aye, Cadwallender aye, Durling aye, Walden aye. All ayes, motion carried.

**SUMMARY OF FINANCIAL RESULTS** for period ending June 30, 2015, was reviewed by CFO, A. Keinath.

**MOTION BY HORVATH, SUPPORTED BY DURLING** to approve the contract requests for Outpatient Services from Taylor Life Center at a negotiated rate based on agreed upon rates, Community Living Supports for Watson Health Care at a negotiated rate based on agreed upon rates, and two rental agreements for a Shelter Plus Care apartments at annual amount of \$5,700.00 and \$5,400.00.

Roll Call Vote: Horvath aye, Hughes aye, Ladd aye, Miller aye, Spencer aye, Wiese aye, Bocek aye, Cadwallender aye, Durling aye, Walden aye. All ayes, motion carried.

**MOTION BY MILLER, SUPPORTED BY HORVATH** to authorize the CEO to purchase one Yard Kind Mobile Steel Ramp from Cadillac Fabrication/Yard King at a cost of \$12,229.00.

Roll Call Vote: Hughes aye, Ladd aye, Miller aye, Spencer aye, Wiese aye, Bocek aye, Cadwallender aye, Durling aye, Horvath aye, Walden aye. All ayes, motion carried.

**MID-STATE HEALTH NETWORK:**

J. Durling reported that the CEO of Mid-State Health Network has submitted her resignation, and her last day is December 31, 2015. The search committee will consist of the executive committee and TBT Solutions. J. Durling stated in the Governor's report presented at the meeting, there were 400 denials for inpatient stays. J. Durling reported that due to the increase in staffing at MSHN, they have leased additional space to accommodate. R. Spencer reported that she will provide a list of all the MSHN staff once it is provided. R. Spencer reported CMHs in our region are meeting expected Performance Indicators at least 90% of the time. R. Spencer reported that MSHN presented their Strategic Plan for 2016.

**CEO REPORT:**

L. Hull presented the Board with her CEO Report highlighting the change in director roles, Penny Corbin becoming a certified Mental Health First Aid Instructor for youth, and the collaboration with Powerhouse Gym.

**CHAIRPERSON'S REPORT:**

a.) MACMHB Letter

J. Walden presented the Board with the letter of thanks from MACMHB regarding participation in the white papers project, Walk A Mile, and Certified Community Behavioral Health Clinics Planning.

b.) J. Walden congratulated L. Hull and C. Hause on their new director roles and explained that this has been an ongoing process that will lead to better quality control, and stated that C. Hause wrote the Utilization Plan that outlines this role.

c.) CEO Recruitment Process

J. Walden stated that the applicant pool for the CEO position has been reviewed by M. Miller, who is the chair of the Selection Committee. J. Walden stated that the Selection Committee consists of himself, M. Miller, R. Spencer, V. Bocek, Penny Corbin from the Non-Supervisory Unit and one member from the Supervisory Unit whom he has not spoken with yet. J. Walden explained that the Selection Committee will present the Board with qualified applicants, and the Board will have the final decision.

d.) Selection Criteria

The Board reviewed the Selection Criteria from previous recruitment and discussed certain criteria they are interested in finding in a CEO.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** No public comment.

**BOARD MEMBER:  
COMMENT:** M. Miller has called a Selection Committee meeting for Tuesday, August 11, 2015 at 5:30 P.M.

J. Ladd asked if there was any follow up on the Grievance filed to the Human Resources Committee. L. Hull requested that the union submit a written proposal for requested changes to the attendance, punctuality, and dependability policy/procedure. L. Hull shared with the union policies and procedures from national levels.

**NEXT MEETING:** The next regular Board Meeting will be August 24, 2015

**ADJOURNED:** The meeting was adjourned at 6:47 p.m.

  
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SCCMHA Board Secretary

  
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Date Approved