

**Shiawassee County Community Mental Health Authority  
Finance and Facilities Committee – Minutes  
August 17, 2015**

**Members Present:** Mark Miller (Chair), Vicki Bocek, Bruce Cadwallender (phone), John Horvath

**Members Absent:** Gary Holzhausen

**Others Present:** Lindsey Hull, Interim Chief Executive Officer; Amy Keinath, Chief Financial Officer; Jamie Burke, Executive Assistant  
(Minutes)

Topic	Key Discussion	Actions
1. Call to Order		The meeting was called to order by Chairperson Miller at 5:30 p.m.
2. Approval of the Agenda	J. Burke informed the committee that two additional contract requests will be presented under Agenda Item 6.	<b>MOTION BY HORVATH, SUPPORTED BY BOCEK</b> to approve the agenda as amended. All ayes, motion carried.
3. Public Comment	No public is present.	
<b>Unfinished Business</b>	None	
<b>New Business</b>		
4. Review of Vouchers	CFO, A. Keinath, reviewed the following Vouchers, and answered any questions: a) AP-2502 in the amount of \$168,834.60 b) AP-2503 in the amount of \$170,330.77 c) AP-2504 in the amount of \$265,611.63 d) AP-2505 in the amount of \$229,591.94	<b>MOTION BY BOCEK, SUPPORTED BY HORVATH,</b> to recommend to the Board the approval of Vouchers AP-2502, AP-2503, AP-2504, and AP-2505, totaling \$834,368.94 as presented. All ayes, motion carried.
5. Financial Report	A. Keinath reviewed the Financial Report ending 07-31-2015.	Informational only; No action needed.

Topic	Key Discussion	Actions
6. Contract Report	A. Keinath reviewed the contract requests for the month of August, 2015.	<b>MOTION BY HORVATH, SUPPORTED BY BOCEK</b> to recommend to the full board approval of the seven contracts as presented. All ayes, motion carried.
7. Annual Policy Review	A. Keinath presented to the committee the Annual Policy Review, with several changes that were made according to current practice.	J. Horvath requested to table the Annual Policy Review, and requested the changed policy statements to be presented in the review form and also what the finished policy will be for clarification. The Annual Policy Review will be modified and brought to the next meeting.
8. New Policy Review	A. Keinath presented to the committee new policies that were developed to follow the agencies current practices.	<b>MOTION BY BOCEK, SUPPORTED BY HORVATH</b> to recommend to the full Board approval of the new Finance policies. All ayes, motion carried.
9. FY15 Budget Amendment	A. Keinath presented to the committee the FY Budget Amendment, with a Summary and notes explaining the amendment.	<b>MOTION BY HORVATH, SUPPORTED BY BOCEK</b> to recommend to the full Board approval of the FY 2015 Budget Amendment as presented. All ayes, motion carried.
10. HVAC Study	A. Keinath presented to the committee the HVAC study that was completed to review the current systems and recommend any future replacements. The Committee reviewed the HVAC Replacement Plan.	Informational only, no action required.
7. Next Meeting		The next meeting will be September 21, 2015.
8. Adjourn		The meeting was adjourned at 6:25 p.m.

These minutes were approved by the SCCMHA Board of Directors on August 24, 2015.