

**Shiawassee County Community Mental Health Authority  
Finance and Facilities Committee – Minutes  
September 21, 2015**

**Members Present:** Mark Miller (Chair), Bruce Cadwallender, Gary Holzhausen, John Horvath, Jerry Walden

**Members Excused:** Vicki Bocek

**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 5:31 p.m.
2. Approval of the Agenda	M. Miller asked to excuse V. Bocek from this evening's meeting. L. Hull added item 9b. Front Desk Remodel and item 11. Board Member Expenses.	<b>MOTION BY HORVATH, SUPPORTED BY CADWALLENDER</b> to approve the agenda as amended. All ayes, motion carried.
3. Public Comment	No public is present.	
<b>Unfinished Business</b>		
4. Annual Finance Policy Review	The committee reviewed the finance policies for their annual review.	<b>MOTION BY HORVATH, SUPPORTED BY CADWALLENDER</b> to move forward all policies that have reflected a change to the full Board of Directors for approval. All ayes, motion carried.  <b>MOTION BY HORVATH, SUPPORTED BY CADWALLENDER</b> to approve the policies with no changes as presented for annual review. All ayes, motion carried.
<b>New Business</b>		
5. Review of Vouchers	CFO, A. Keinath, reviewed the following Vouchers, and answered any questions: a) AP-2506 in the amount of \$260,319.02 b) AP-2507 in the amount of \$254,376.35	<b>MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN</b> , to recommend to the Board the approval of Vouchers AP-2506, AP-2507, AP-2508, AP-2509 and AP-2510, totaling \$1,368,646.20 as presented. All ayes, motion carried.

Topic	Key Discussion	Actions
	c) AP-2508 in the amount of \$110,857.45 d) AP-2509 in the amount of \$643,565.05 e) AP-2510 in the amount of \$99,528.33	
6. Financial Report	A. Keinath reviewed the Financial Report ending 08-31-2015.	Informational only; No action needed.
7. Contract Report	A. Keinath reviewed the contract requests for the month of September, 2015, noting that there are several renewals this month due to the new fiscal year.	<b>MOTION BY HORVATH, SUPPORTED BY CADWALLENDER</b> to recommend to the full board approval of the contracts as presented. All ayes, motion carried.
8. FY16 Budget	A. Keinath presented the committee with the budget for FY16. Ms. Keinath reported that September's Board meeting will hold a public hearing when presenting the annual plan and budget.	Information only; No action needed.
9. HSW Environmental	L. Hull presented the committee with information regarding the home modifications for two consumers enrolled in the Habilitation Supports Waiver program.	<b>MOTION BY HORVATH, SUPPORTED BY CADWALLENDER</b> to recommend to the full board approval of the two purchases, one for \$57,139 and one for \$6,880 for home modifications. All ayes, motion carried.
9b. Front Desk Remodel	L. Hull reported to the committee the grant available through MSHN for Trauma-Informed practices that Craig Hause put a plan together for. With this grant, the money allocated to us was able to purchase a remodel to the front reception area.	Information only; No action needed.
10. Annual Safety and Facilities Policy Review	The committee reviewed the two policies for their annual review.	<b>MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN</b> to approve the policies as presented for the annual review. All ayes, motion carried.

Topic	Key Discussion	Actions
11. Board Expense Process	L. Hull discussed developing a process for when board members make purchases.	L. Hull and J. Walden will discuss revisions to the Board By-Laws to develop a process.
12.Next Meeting		The next meeting will be October 19, 2015.
13.Adjourn		The meeting was adjourned at 7:08 p.m.

These minutes were approved by the SCCMHA Board of Directors on September 28, 2015.