



SHIAWASSEE COUNTY COMMUNITY
Mental Health Authority

Minutes
September 28, 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 5:43 p.m. on Monday, September 28, 2015, by Chair, 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, Janelle Hughes, Jeanne Ladd, Robyn Spencer, Paul Wiese, Jerry Walden
- MEMBERS ABSENT:** Mark Miller, Gary Holzhausen
- MEMBERS EXCUSED:** John Horvath
- ALSO PRESENT:** Amy Keinath, Lindsey Hull, Craig Hause, Dee Buchholz, 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:** V. Bocek requested to add to the agenda an update from the Governance Committee. J. Walden added this as agenda item 10a.
- MOTION BY DURLING, SUPPORTED BY SPENCER** to approve the agenda as amended. All ayes, motion carried.
- PUBLIC COMMENT:** No public comment.
- CONSENT AGENDA:** **MOTION BY SPENCER, SUPPORTED BY LADD** to approve the Consent Agenda as presented. All ayes, motion carried.
- a.) Minutes from the August 24, 2015 Board Meeting
 - b.) Minutes from the August 20, 2015 Nominations Committee
 - c.) Minutes from the August 25, 2015 Ambassador's Committee Meeting
 - d.) Minutes from the August 26, 2015 Selection Committee Meeting
 - e.) Minutes from the September 21, 2015 Finance and Facilities Meeting

PUBLIC HEARING: **MOTION BY WIESE, SUPPORTED BY HUGHES** to adjourn this meeting in order to receive comments from the public regarding the Annual Plan and Budget for FY2016.

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

MOTION BY HUGHES, SUPPORTED BY LADD to reconvene the regular Board Meeting.

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

POLICY FOR ADOPTION: **MOTION BY HUGHES, SUPPORTED BY LADD** to accept the Information Management Policy #4: Communication by Text Messaging and Unencrypted Email as presented. J. Walden noted that the Board is voting on the policy statement only.

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

FINANCE AND FACILITIES COMMITTEE: **MOTION BY CADWALLENDER, SUPPORTED BY WIESE** to accept the following vouchers as presented, for a total of \$1,368,646.20:

- Voucher #AP-2506 in the amount of \$260,319.02
- Voucher #AP-2507 in the amount of \$254,376.35
- Voucher #AP-2508 in the amount of \$110,857.45
- Voucher #AP-2509 in the amount of \$643,565.05
- Voucher #AP-2510 in the amount of \$99,528.33

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

SUMMARY OF FINANCIAL RESULTS for period ending August 31, 2015, was reviewed by CFO, A. Keinath.

MOTION BY CADWALLENDER, SUPPORTED BY BOCEK to approve the contract requests for September 2015 as presented.

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

MOTION BY SPENCER, SUPPORTED BY CADWALLENDER to authorize Medicaid expenditures for the bathroom and bedroom addition and handicap ramp at a cost of \$57,139 and the handicap ramp at a cost of \$6,880.

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

MOTION BY WIESE, SUPPORTED BY LADD to approve the new Finance Policies 2, 3, 6, 17, and 21 as presented.

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

MOTION BY LADD, SUPPORTED BY WIESE to accept and approve the Finance annual policy review with the changes as presented.

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

**GOVERNANCE
COMMITTEE:**

V. Bocek explained to the committee that a survey regarding the use of Dropbox to receive board information would be emailed to the Board. Ms. Bocek asked the board members to have this survey completed by October 12, 2015, in order for the results to be presented at the next board meeting.

MOTION BY CADWALLENDER, SUPPORTED BY WIESE to accept the revisions to the By-Laws as presented.

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

FY2016 BUDGET:

MOTION BY SPENCER, SUPPORTED BY LADD to approve the FY 2016 Budget as presented.

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

SELECTION COMMITTEE:

R. Spencer reported that the committee sent letters to the candidates that would not be considered. R. Spencer reported that the committee opened the posting again, which closes on October 2, 2015. R. Spencer stated that the next committee meeting is October 7, 2015.

**MID-STATE HEALTH
NETWORK:**

R. Spencer reported that a special meeting was held in order to make a selection for the MSHN CEO position. J. Durling stated that the board could not come to an agreement, and that the results were a tie. The MSHN board will meet again on October 6, 2015.

CEO REPORT:

L. Hull reported there was a MSHN grant available for Trauma-Informed practices. C. Hause put together a plan for the money that was allocated to us. With this grant money, we were able to purchase items for children and to remodel the front desk to create a more welcoming entry way.

**CHAIRPERSON'S
REPORT:**

MOTION BY SPENCER, SUPPORTED BY LADD to approve the request for FY16 MACMHB Membership Dues in the amount of \$9,401.00.

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

J. Walden stated that the October Board meeting was the same day as MACMHB conference. Mr. Walden moved the meeting to October 19, 2015 at 5:30 p.m. and the Finance and Facilities meeting to October 19, 2015 at 4:30 p.m.

MOTION BY LADD, SUPPORTED BY SPENCER to abide by the Code of Conduct for Board Members policy regarding the Leave of Absence request made by J. Walden.

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

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: No public comment.

**BOARD MEMBER:
COMMENT:** None

NEXT MEETING: The next regular Board Meeting will be October 19, 2015.

ADJOURNED: The meeting was adjourned at 7:15 p.m.



SCCMHA Board Secretary



Date Approved

These minutes were approved by the SCCMHA Board of Directors on October 19, 2015.