

**Shiawassee County Community Mental Health Authority
Governance Committee – Minutes
September 28, 2015**

Members Present: Vicki Bocek (Chairperson), Joan Durling, Robyn Spencer, Jerry Walden

Members Excused: John Horvath

Members Absent: Mark Miller

Others Present: Lindsey Hull; Director of DD Services, Craig Hause; Director of Utilization and Clinical Quality Management, Jamie Burke; Executive Assistant (Minutes)

Topic	Key Discussion	Motion/Action
1. Called to Order		The meeting was called to order at 4:32 p.m. by Vicki Bocek, Chairperson.
2. Approval of the Agenda		Motion by Spencer, supported by Durling to approve the agenda as presented. All ayes, motion carried.
3. Public Comment	No public present.	
Unfinished Business	None	
New Business		
4. Annual Fraud and Abuse Complaint Report	L. Hull explained that this document has no information on it, because there was not any events of fraud or abuse, either completed or in process, in the period covered.	Motion by Walden, supported by Durling to accept and place on file the Annual Fraud and Abuse complaint report.
5. Annual Board Governance Policy Review	The committee reviewed the governance polices for the annual review process, noting that there was no changes to the statements.	Motion by Spencer, supported by Durling to accept the policy statements as presented for the annual review process. All ayes, motion carried.
6. Board By-Laws Revisions	L. Hull informed the committee that the changes made to the By-laws include title changes and changes to remove language regarding board members receiving packets by ordinary mail. L. Hull explained that language regarding the board members receiving information via Dropbox was included.	Motion by Durling, supported by Spencer to send the Board By-laws Proposed Revision to the September Board meeting All ayes, motion carried.

7. Board Portal Survey Review	L. Hull informed the committee that it was determined in prior committee meetings to take a survey 6 months after the board has used the board portal to receive the board information. The committee discussed some changes to the questions before sending to all board members.	J. Burke will email the board with a link to the survey that will be due on October 12, 2015.
8. Board Vacancy	L. Hull informed the committee that there is still a vacant position on our Board. This position was posted publicly in the local newspaper for two weeks. The end date on the posting is October 2, 2015.	Informational only, no action required.
9. Annual and New Policy Review Process a. Annual Policy Review Policy b. Policy and Procedure Flowchart	L. Hull explained that the process for the board reviewing policies annually and new policies hasn't been handled uniformly. L. Hull would like to develop language for the policies and by-laws that will give clear direction on the path of policies and create consistency. J. Walden included it would be helpful to include language to give the Board Chair authority to sign off on procedural changes without Board Approval and if there are only title changes, then the committee can approve the change without having to go onto the full Board.	L. Hull will bring to the full Board in October the proposed changes to the Annual Review Policy and the By-Laws.
10. Next Meeting		The next meeting is scheduled for December 28, 2015
11. Adjourn		The meeting was adjourned at 5:31 p.m.

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