



SHIAWASSEE COUNTY COMMUNITY
Mental Health Authority

Minutes
October 19, 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 5:38 p.m. on Monday, October 19, 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, John Horvath, Janelle Hughes, Jeanne Ladd, Mark Miller, Robyn Spencer, Paul Wiese, Jerry Walden
- MEMBERS ABSENT:** Gary Holzhausen
- ALSO PRESENT:** Amy Keinath, Lindsey Hull, Phil Heavilin, Howard Spencer, 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:** J. Horvath added Nominations Committee Recommendation as item #11b. M. Miller added Snow Removal Bids as item #8e.
- MOTION BY BOCEK, SUPPORTED BY LADD** to approve the agenda as amended. All ayes, motion carried.
- INTRODUCTION:** J. Walden welcomed and introduced Phil Heavilin, SCCMHA's new Facilities Manager. The Board Members all introduced themselves to Phil.
- PUBLIC COMMENT:** No public comment.
- CONSENT AGENDA:** **MOTION BY HUGHES, SUPPORTED BY SPENCER** to approve the Consent Agenda as presented. All ayes, motion carried.
- a.) Minutes from the September 28, 2015 Governance Meeting
 - b.) Minutes from the September 28, 2015 Board Meeting
 - c.) Minutes from the September 28, 2015 Public Hearing
 - d.) Minutes from the October 7, 2015 Selection Committee
 - e.) Minutes from the October 8, 2015 Human Resources Committee Meeting
 - f.) Minutes from the October 12, 2015 Program Committee

FINANCE AND

FACILITIES COMMITTEE: MOTION BY MILLER, SUPPORTED BY BOCEK to accept the following vouchers as presented, for a total of \$1,049,228.42:

- Voucher #AP-2511 in the amount of \$233,216.91
- Voucher #AP-2512 in the amount of \$231,090.62
- Voucher #AP-2513 in the amount of \$283,009.42
- Voucher #AP-2514 in the amount of \$301,911.47

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.

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

MOTION BY MILLER, SUPPORTED BY LADD to approve the contract requests for October 2015 as presented.

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.

J. Durling excused herself due to Conflict of Interest.

MOTION BY LADD, SUPPORTED BY HUGHES to not provide a Cost of Living Adjustment to Retirees and to continue to fund the net pension liability as approved at the May 2015 Board meeting. Retiree COLA will be reviewed annually.

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

J. Durling returned to the Board Meeting.

MOTION BY HORVATH, SUPPORTED BY CADWALLENDER to authorize Administration to award the contract for snow removal and salting services at SCCMHA owned properties for the 2015-2016 Winter season to Sunburst Gardens according to the quoted fee schedule.

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.

**GOVERNANCE
COMMITTEE:**

MOTION BY BOCEK, SUPPORTED BY SPENCER to update the Board Governance Policy #6 Annual Policy Review and Board By-Laws to clarify policy review process and new policy process to promote a common understanding of committee and board responsibilities/duties. All ayes, motion carried.

**HUMAN RESOURCES
COMMITTEE:**

MOTION BY DURLING, SUPPORTED BY WIESE to add a standing agenda item to review a section of the By-Laws or a board policy during each board meeting. All ayes, motion carried.

MOTION BY LADD, SUPPORTED BY SPENCER to ask John Hancock and Morgan Stanley for a 15 minute presentation on employee retirement plans at the November 2015 meeting. All ayes, motion carried.

MOTION BY HORVATH, SUPPORTED BY LADD to accept the Human Resources Policy #21 Executive Authority in the Absence of the CEO as presented.

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.

PROGRAM COMMITTEE: **MOTION BY BOCEK, SUPPORTED BY HUGHES** to accept the Clinical Policy #1 Enrollment, Screening, and Referral Policy as presented.

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

SELECTION COMMITTEE: M. Miller updated the board on the CEO selection process. M. Miller informed the board that the committee has selected 6 candidates to interview. The references of the candidates are being called. J. Warden informed the board that a special board meeting has been set for November 9, 2015 to interview the final three candidates.

**NOMINATIONS
COMMITTEE:**

MOTION BY HORVATH, SUPPORTED BY SPENCER to approve the recommendation of Kathleen Olund to the Shiawassee County Board of Commissioners for consideration of appointment to the SCCMHA Board of Directors. All ayes, motion carried.

**MID-STATE HEALTH
NETWORK:**

R. Spencer informed the board that J. Sedlock was selected as the CEO of MSHN.

CEO REPORT:

L. Hull reviewed with the board her CEO report highlighting action that has been completed as a result of the employee engagement plan and SCCMHA employees' involvement in Oktoberfest.

**CHAIRPERSON'S
REPORT:**

Robyn Spencer and Joan Durling were selected as the voting delegates at the MACMHB fall conference.

J. Walden reminded the board to complete the Boardworks curriculum through MACMHB.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: No public comment.

BOARD MEMBER:

COMMENT: J. Durling informed the board that she has a conflict of interest due to her son being employed by SCCMHA.

NEXT MEETING: The next regular Board Meeting will be November 23, 2015. A Special Board meeting has been called by Chairperson J. Walden on November 9, 2015 at 4:00 p.m.

ADJOURNED: The meeting was adjourned at 7:22 p.m.



SCCMHA Board Secretary



Date Approved

These minutes were approved by the SCCMHA Board of Directors on November 23, 2015.