

**Shiawassee County Community Mental Health Authority  
Human Resources Committee – Minutes  
January 14, 2016**

**Members Present:** Joan Durling (Chairperson), Janelle Hughes (Vice-Chairperson), Paul Wiese, Vicki Bocek, Jeanne Ladd

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

Topic	Key Discussion	Motion/Action
1. Called to Order		The meeting was called to order by Joan Durling, chair, at 5:33 p.m.
2. Approval of the Agenda		<b>MOTION BY WIESE, SUPPORTED BY HUGHES</b> to approve the agenda as presented. All ayes, motion carried.
3. Public Comment	There was no public present.	
<b>UNFINISHED BUSINESS- None</b>		
<b>NEW BUSINESS</b>		
4. Board Education	The committee discussed the board education piece regarding board by-laws and board policies that was assigned to the Human Resources Committee in the October 19, 2015 Board Meeting. The committee discussed that in the by-laws, it states that the Ambassador’s Council has the duty to identify board education for the full Board. This council developed the “Ten Minute Training”.	Recommend to the Ambassador’s Council to take the duty of board education on board by-laws and board policies.
5. Employee Letters of Agreement	L. Hull explained that the agency occasionally needs change, and this may impact the work needed from the workforce. This work is not defined in the union contract, and results in a letter of agreement. L. Hull would like to determine a process for	<b>MOTION BY DURLING, SUPPORTED BY LADD</b> to follow past practice and work these agreements out between the CEO and the union, unless the letter of agreement is for a non-represented staff member, in which case the agreement would be presented to the Board. All ayes, motion carried.

	how the Board of Director's would like to handle these agreements.	
6. Interim CEO Evaluation	The committee reviewed the results from the interim CEO evaluation.	<b>MOTION BY HUGHES, SUPPORTED BY BOCEK</b> to present the results of the 2015 Interim CEO Evaluation to the full board on January 25, 2016. All ayes, motion carried.  The committee would like to keep the evaluations anonymous at this time, and review the evaluation process in October 2016.
7. Next Meeting		The next meeting will be April 14, 2016 at 5:30 p.m.
8. Adjourn		The meeting was adjourned at 6:10 p.m.

These minutes were approved by the SCCMHA Board of Directors on January 25, 2016.