

**Shiawassee County Community Mental Health Authority
Finance and Facilities Committee – Minutes
March 21, 2016**

Members Present: Bruce Cadwallender (Chair), Vicki Bocek, Gary Holzhausen, John Horvath, Jerry Walden

Others Present: Amy Keinath; Chief Financial Officer; Lindsey Hull; Chief Executive Officer, Phil Heavilin; Facilities Manager, Jamie Burke; Executive Assistant (Minutes)

| Topic | Key Discussion | Actions |
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| 1. Call to Order | | The meeting was called to order by Chair Bruce Cadwallender at 5:30 p.m. |
| 2. Approval of the Agenda | | MOTION BY HORVATH, SUPPORTED BY BOCEK to approve the agenda as presented. All ayes, motion carried. |
| 3. Public Comment | No public is present. | |
| Unfinished Business- None | | |
| New Business | | |
| 4. Review of Vouchers | CFO, A. Keinath, reviewed the following Vouchers, and answered any questions: a) AP-2532 in the amount of \$251,587.42 b) AP-2533 in the amount of \$140,739.88 c) AP-2534 in the amount of \$281,456.01 d) AP-2535 in the amount of \$128,824.11 e) AP-2536 in the amount of \$282,071.63 | MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN to recommend to the Board the approval of Vouchers AP-2532, AP-2533, AP-2534, AP-2535, and AP-2536 totaling \$1,084,679.05 as presented. All ayes, motion carried. |
| 5. Financial Report | A.Keinath reviewed the financials with the committee. A. Keinath explained the delay in payment regarding Autism funding payments. There was a | Informational only; No action needed. |

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| | change in the codes that do not line up cleanly. | |
| 6. Contract Report | A. Keinath reviewed the contract requests for the month of March 2016. | MOTION BY HORVATH, SUPPORTED BY BOCEK to recommend to the full board approval of the contract presented. All ayes, motion carried. |
| 7. MERS Update | A. Keinath explained in May 2015, the board approved increasing monthly contributions to the MERS defined benefit plan to accelerate to a 100% funding ratio. This amount must be claimed as an expense. Due to the annual required contribution (ARC), the amount that may be claimed as an expense is limited. Any contributions above the ARC are not reimbursed in the year of the contribution which results in a cash flow issue. | MOTION BY HOLZHAUSEN, SUPPORTED BY CADWALLENDER to recommend to the full Board of Directors to cease the additional monthly contributions to the MERS defined benefit plan but to continue funding at the actuarially determined annual required contribution. All ayes, motion carried. |
| 8. Capital Budget Update | P. Heavilin provided an update on the budgeted capital projects. Phil provided a summary of several facilities issues including the west drainage system, HVAC Replacement, New Directions Roof, New Directions insulation corrective project, agency foundation sealing, and front block water sealing. | Informational only; No action needed. P. Heavilin will continue to update the committee on the facility issues. |
| 9. CFO Position | Amy Keinath stated that she will be resigning from her position here at SCCMHA for a position at Mid-State Health Network. | L. Hull stated the position has been posted and Amy will be transitioning between SCCMHA and MSHN. |
| 8.Next Meeting | | The next meeting will be April 18, 2016. |
| 9.Adjourn | | The meeting was adjourned at 6:44 p.m. |

These minutes were approved by the SCCMHA Board of Directors on March 28, 2016.