



SHIAWASSEE COUNTY COMMUNITY  
**Mental Health Authority**

**Minutes**  
**March 28, 2016**

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 5:30 p.m. on Monday, March 28, 2016, 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, Fred Finnen, Gary Holzhausen, John Horvath, Janelle Hughes, Jeanne Ladd, Kathleen Olund, Robyn Spencer, Paul Wiese, Jerry Walden
- ALSO PRESENT:** Amy Keinath, Lindsey Hull, 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:** L. Hull added Ambassador's Council as agenda item 10a. J. Walden added Governance Committee as agenda item 10b.
- MOTION BY HUGHES, SUPPORTED BY BOCEK** to approve the agenda as amended. All ayes, motion carried.
- PUBLIC COMMENT:** There was no public comment.
- OATH OF OFFICE:** Rebecca Browne completed the oath of office for reappointment of Vicki Bocek, Bruce Cadwallender, Joan Durling, and Robyn Spencer. New Board Member Fred Finnen was sworn in by Rebecca Browne.
- RESIGNATION OF CFO:** Amy Keinath has submitted her resignation from SCCMHA. Her last day will be April 9, 2016. Amy will be continuing her career at Mid-State Health Network. Jerry Walden and Lindsey Hull presented Amy with a Certificate of Excellence and the Board enjoyed cake with Amy.
- CONSENT AGENDA:** **MOTION BY BOCEK, SUPPORTED BY WIESE** to approve the Consent Agenda items as presented. All ayes, motion carried.
- a.) Minutes from the February 22, 2016 Board Meeting
  - b.) Minutes from the February 23, 2016 Ambassador's Council
  - c.) Minutes from the March 21, 2016 Finance and Facilities Committee

**CORPORATE  
COMPLIANCE  
PLAN:**

**MOTION BY WIESE, SUPPORTED BY LADD** to accept and place on file the FY2016 Corporate Compliance Annual Plan. All ayes, motion carried.

**AMBASSADOR'S  
COUNCIL:**

L. Hull explained that the Ambassador's Council reviewed the new website that has each Board Member's pictures. L. Hull stated the Ambassador's Council would like to get each member's photo taken with a similar background and an updated group photo. L. Hull stated one of SCCMHA's employees will take the individual photos and a group photo for \$100. J. Walden stated for the Board Members to be prepared at the April Board Meeting for these photos.

R. Spencer stated that the Ambassador's Council is also asking each Board Member to complete a brief biography to have placed under their picture on the website. This should be completed by the April 25, 2016 meeting.

**GOVERNANCE  
COMMITTEE:**

V. Bocek stated the committee reviewed and made changes to the Board Self-Evaluation to help clarify some of the statements that had a variance in replies. The board will complete the self-evaluation by the end of May, and will review the results at the June Board Meeting.

V. Bocek informed the Board that J. Burke completed a "Board Member Profile" to define our Board composition. J. Burke will send a blank copy to the full Board for each member to complete with accurate and up-to-date information.

V. Bocek stated the FOIA policy and procedure has been updated, and was approved by the Governance Committee. This policy and procedure will be in the April Board Packet for approval.

**FINANCE AND  
FACILITIES COMMITTEE:**

**MOTION BY HORVATH, SUPPORTED BY LADD** to accept the following vouchers as presented, for a total of \$1,084,679.05:

- Voucher #AP-2532 in the amount of \$251,587.42
- Voucher #AP-2533 in the amount of \$140,739.88
- Voucher #AP-2534 in the amount of \$281,456.01
- Voucher #AP-2535 in the amount of \$128,824.11
- Voucher #AP-2536 in the amount of \$282,071.63

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

**SUMMARY OF FINANCIAL RESULTS** for period ending February 29, 2016, was reviewed by CFO, A. Keinath. J. Walden commended the staff on their work on the budget.

**MOTION BY CADWALLENDER, SUPPORTED BY BOCEK** to approve the contract request for March 2016.

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

MERS contribution was discussed by full Board. It was determined that a motion was not required to change the contribution given the action taken at the Board meeting in May 2015. The additional \$10,000 payment will be discontinued at this time and will be reevaluated.

**NOMINATIONS  
COMMITTEE:**

J. Horvath presented the officers sheet to the board to be completed by board members to show any interest in holding a leadership position on the board. Nomination of officers will be completed at the April 2016 meeting.

**MID-STATE HEALTH  
NETWORK:**

J. Durling reported the March MSHN meeting was canceled due to weather. MSHN will meet again May 3, 2016. This meeting will be the strategic planning meeting.

**CHIEF EXECUTIVE  
OFFICER'S REPORT:**

L. Hull presented her CEO Report. L. Hull provided an update on the water testing that was completed at SCCMHA's providers residential sites.

**CHAIRPERSON'S  
REPORT:**

J. Walden stated the Spring Conference is occurring in the first couple week of May. In the next meeting, we will need to elect voting delegates. J. Burke asked Board Members to inform her by the end of the week if they are interested in attending due to the need to reserve rooms.

J. Walden stated the resolution presented to the Commission did not pass. J. Walden thanked both of the commissioners on our board for voting in favor of the passing the resolution.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** No public comment.

**BOARD MEMBER:  
COMMENT:** None.

**NEXT MEETING:** The next board meeting will be April 25, 2016 at 5:30 p.m.

**ADJOURNED:** **MOTION BY HUGHES, SUPPORTED BY SPENCER** to adjourn the meeting at 6:50 p.m. All ayes, motion carried.

  
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SCCMHA Board Secretary

  
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Date Approved

Meeting minutes submitted respectfully by:  
Jamie Burke  
Executive Assistant, SCCMHA

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