

**Shiawassee County Community Mental Health Authority
Finance and Facilities Committee – Minutes
April 18, 2016**

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

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

Topic	Key Discussion	Actions
1. Call to Order		The meeting was called to order by Chair Bruce Cadwallender at 5:30 p.m.
2. Approval of the Agenda	L. Hull made the announcement of hiring a new Chief Financial Officer. Kevin Hartley will begin on May 9, 2016. Kevin has been the CFO at the PIHP in Northern Michigan.	MOTION BY BOCEK, SUPPORTED BY HOLZHAUSEN 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	<p>CFO, A. Keinath, reviewed the following Vouchers, and answered any questions:</p> <ul style="list-style-type: none"> a) AP-2537 in the amount of \$311,604.19 b) AP-2538 in the amount of \$209,153.55 c) AP-2539 in the amount of \$162,138.32 d) AP-2540 in the amount of \$231,348.75 <p>There was a question related to the Worker's Compensation audit: #40055. L. Hull stated this is the amount owed after the audit was completed. There has been an increase in the number of Worker's Compensation claims. A Safety Committee is being developed to analyze all of the claims made, and any procedural changes that may need to occur.</p>	MOTION BY BOCEK, SUPPORTED BY HOLZHAUSEN to recommend to the Board the approval of Vouchers AP-2537, AP-2538, AP-2539, and AP-2540, totaling \$914,244.81 as presented. All ayes, motion carried.

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5. Financial Report	A.Keinath reviewed the financials with the committee. There is continued concern regarding the late Autism payment and rate change. Other CMHs are having these issues as well.	Informational only; No action needed.
6. Contract Report	A. Keinath reviewed the contract request that is amendments to the MDHHS general fund for the month of April 2016.	MOTION BY BOCEK, SUPPORTED BY WALDEN to recommend to the full board approval of the contract presented. All ayes, motion carried.
7. Summer Lawn Care/Landscape Management Contract	P. Heavilin presented the lawn care/maintenance contract.	MOTION BY HORVATH, SUPPORTED BY BOCEK to accept and recommend to the full Board for approval for the bid from Crooked Tree Nursery for a bid of \$3,885.00 for lawn care/maintenance of SCCMHA property. All ayes, motion carried.
8. Fleet Plan	P. Heavilin informed the committee that the DJ Root Recycling Program has been experiencing an increase in business, and would benefit from an additional vehicle to their fleet. P. Heavilin is proposing keeping one of the vans from the SCCMHA fleet for the recycling center's use, rather than selling the vehicle.	Informational only; No action needed. P. Heavilin will continue to keep the committee up to date on the vehicle fleet.
8.Next Meeting		The next meeting will be April 18, 2016.
9.Adjourn		MOTION BY HORVATH, SUPPORTED BY BOCEK to adjourn the meeting at 6:11 p.m.

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