



SHIAWASSEE COUNTY COMMUNITY  
**Mental Health Authority**

**Minutes**  
**December 19, 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 5:32 p.m. on Monday, December 19, 2016, by Vice-Chairperson Vicki Bocek.
- 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, Gary Holzhausen, John Horvath, Janelle Hughes, Jeanne Ladd, Kathleen Olund, Robyn Spencer, Paul Wiese, Jerry Walden
- ALSO PRESENT:** Rebecca Browne; Recipient Rights Director, Deb Hoenshell; Human Resources Coordinator, Kevin Hartley; Chief Financial Officer, Jamie Burke (Minutes), Howard Spencer, Lindsey Hull; Chief Executive Officer
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.  
J. Walden resumed the chair position.
- MOMENT OF SILENCE FOR REFLECTION:** A moment of silence was observed.
- APPROVAL OF AGENDA:** B. Cadwallender added HSW Environmental Modifications  
**MOTION BY OLUND, SUPPORTED BY WIESE** to approve the agenda as amended. All ayes, motion carried.
- PUBLIC COMMENT:** There was no public comment.
- TEN-MINUTE TRAINING:** D. Hoenshell provided an update on the employee engagement plan. D. Hoenshell reported that staff identified in the staff survey the use of a performance evaluation that was not quantitative. This performance evaluation was developed, and began use December 2016. The staff also identified the need for improved communication throughout the agency, this occurred through CEO Highlights. We addressed wellness through healthier choices in the café, weight loss challenge, and discounted gym memberships. The need for leadership training was also identified. We have had management training on the topics of communication, community, and leadership. L. Hull reported that Blue Cross will be coming back after the first of the year to provide more wellness focused programs. L. Hull stated we will be completing a wellness assessment.

**CONSENT AGENDA:** **MOTION BY HORVATH, SUPPORTED BY SPENCER** to approve the consent agenda as presented. All ayes, motion carried.  
a.) Minutes from the November 22, 2016 Human Resources Committee  
b.) Minutes from the November 28, 2016 Board Meeting

**FINANCE AND FACILITIES COMMITTEE:** **MOTION BY CADWALLENDER, SUPPORTED BY HORVATH** to accept the following vouchers as presented, for a total of \$1,083,208.01:

- Voucher #AP-2572 in the amount of \$283,259.42
- Voucher #AP-2573 in the amount of \$209,539.40
- Voucher #AP-2574 in the amount of \$216,752.30
- Voucher #AP-2575 in the amount of \$117,786.30
- Voucher #AP-2576 in the amount of \$255,870.59

Roll Call Vote: Bocek aye, Cadwallender 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 November 30, 2016, was reviewed by CFO Kevin Hartley.

J. Walden thanked K. Hartley for his work on the financial audit. K. Hartley stated that this was a team effort, with great support from his financial team.

**MOTION BY CADWALLENDER, SUPPORTED BY LADD** to approve the contract request for November 2016 as presented.

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

**MOTION BY CADWALLENDER, SUPPORTED BY BOCEK** to accept the Preventative Maintenance proposal from Pleune Service Company and authorize the CEO to sign the same for a cost of \$8,950.00.

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

**MOTION BY CADWALLENDER, SUPPORTED BY OLUND** to authorize the CEO to purchase 50 new iPad Airs 2 32 GB with WIFI from Apple for a total cost of \$18,950.00.

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

**MOTION BY CADWALLENDER, SUPPORTED BY BOCEK** to authorize Medicaid expenditures for the wheelchair ramp replacement at a cost of \$5,500.00.

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

**RECIPIENT RIGHTS**

**ADVISORY COMMITTEE:** R. Browne reviewed with the board the FY2016 Recipient Rights Annual Data Report.

**MOTION BY SPENCER, SUPPORTED BY LADD** to accept the FY2016 Recipient Rights Annual Data Report, and to authorize the Chief Executive Officer to submit the report to the Michigan Department of Health and Human Services, Office of Recipient Rights. All ayes, motion carried.

**MID-STATE HEALTH NETWORK:**

R. Spencer reported the next meeting is January 10, 2017. B. Cadwallender reported that they were sent a policy packet to review.

J. Ladd stated that she attended the Regional Consumer Advisory Committee. They have been receiving training throughout the year to develop a training for consumers.

**PROGRAM COMMITTEE:** V. Bocek provided an update to the board on the Program Committee meeting.

**CHIEF EXECUTIVE OFFICER'S REPORT:**

L. Hull reviewed her CEO Report. L. Hull stated the change in Kevin's Law allows someone to be petitioned to receive outpatient. This allows someone to receive treatment before they are in a crisis.

**CHAIRPERSON'S REPORT:**

J. Walden reminded the board about the survey monkey for L. Hull's CEO Evaluation. J. Walden stated that tonight is J. Horvath and G. Holzhausen's last meeting as commissioners. J. Walden thanked the commissioners for their work in supporting our agency and community.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

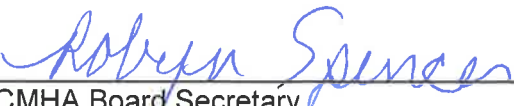
**PUBLIC COMMENT:** No public comment.

**BOARD MEMBER COMMENT:**

R. Spencer thanked the board for their support during her 9-month period of medical issues.

**NEXT MEETING:** The next board meeting will be January 23, 2017 at 5:30 p.m.

**ADJOURNED:** **MOTION BY HORVATH, SUPPORTED BY LADD** to adjourn the meeting at 6:43 p.m. All ayes, motion carried.

  
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SCCMHA Board Secretary

  
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Date Approved

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Meeting minutes submitted respectfully by:

Jamie Burke  
Executive Assistant, SCCMHA

These minutes were approved by the SCCMHA Board of Directors on January 23, 2017.