

**Shiawassee County Community Mental Health Authority
Finance and Facilities Committee – Minutes
December 19, 2016**

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

Others Present: Lindsey Hull,; Chief Executive Officer, Kevin Hartley; Chief Financial Officer, Jamie Burke; Executive Assistant (Minutes)

Topic	Key Discussion	Actions
1. Call to Order		The meeting was called to order by Chair, Bruce Cadwallender at 4:32 p.m.
2. Approval of the Agenda	K. Hartley added to the agenda an HSW Environmental Modifications request.	MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN to approve the agenda as modified. All ayes, motion carried.
3. Public Comment	There was no public comment.	
Unfinished Business- None		
New Business		
4. Review of Vouchers	The committee reviewed the following Vouchers, and answered any questions: a) AP-2572 in the amount of \$283,259.42 b) AP-2573 in the amount of \$209,539.40 c) AP-2574 in the amount of \$216,752.30 d) AP-2575 in the amount of \$117,786.30 e) AP-2576 in the amount of \$255,870.59	MOTION BY HORVATH, SUPPORTED BY BOCEK to recommend to the Board the approval of Vouchers AP-2572, AP-2573, AP-2574, AP-2575 and AP-2576 totaling \$1,083,208.01 as presented. All ayes, motion carried.
5. Financial Report	K. Hartley reviewed the Financial Report with the committee.	Informational only; No action needed.
6. Contract Request	L. Hull presented the contract requests for December 2016. L. Hull stated Independent Facilitation is a service we are mandated to provide, we offer an Independent Facilitator to facilitate individual's person-centered planning meeting.	MOTION BY HORVATH, SUPPORTED BY BOCEK to accept the contract requests for December 2016 and forward to the full board for approval. All ayes, motion carried.

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7. IT Plan/Equipment Renewal	L. Hull presented the need for updated iPads for the clinicians use. The iPad software received a software upgrade that no longer supports our security measures.	MOTION BY HORVATH, SUPPORTED BY HOLZHUASEN to recommend to the full board approval of the purchase of 50 new iPad Airs 2 32 GB with WIFI from Apple for a total cost of \$18,950.00. All ayes, motion carried.
8. HVAC Preventative Maintenance Contract	L. Hull stated the need for a maintenance contract was brought up in past Finance and Facilities meeting.	MOTION BY BOCEK, SUPPORTED BY HOLZHAUSEN to recommend to the full board approval of the preventative maintenance proposal from Pleune Service Company for a cost of \$8,950.00. All ayes, motion carried.
9. HSW Environmental Modifications	K. Hartley presented the need for environmental modifications for a Habilitation Supports Waiver participant.	MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN to recommend to the full board the approval to authorize Medicaid expenditures for the wheelchair ramp replacement at a cost of \$5,500.00. All ayes, motion carried.
8. Next Meeting		The next meeting will be January 16, 2017 at 5:30 p.m.
9. Adjourn		MOTION BY HORVATH, SUPPORTED BY BOCEK to adjourn the meeting at 5:03 p.m. All ayes, motion carried.

These minutes were approved by the SCCMHA Board of Directors on January 23, 2016.