

Shiawassee County Community Mental Health Authority

Human Resources Committee

January 9, 2017

Members Present: Vicki Bocek, Jerry Walden, Paul Wiese, Bruce Cadwallender

Members Excused: Janelle Hughes

Members Absent: Jeanne Ladd, Joan Durling

Others Present: Lindsey Hull; Chief Executive Officer, Deb Hoenshell; Human Resources Coordinator, Jamie Burke (Executive Assistant)(Minutes)

Topic	KEY DISCUSSION	MOTION/ACTION
1. Called to Order	Board Chairperson Jerry Walden choose Paul Wiese to chair in the absence of the chair and vice-chair.	The meeting was called to order at 5:33 p.m. by Paul Wiese.
2. Approval of the Agenda		P. Wiese asked for a voice vote to approve the agenda. All ayes. MOTION BY BOCEK, SUPPORTED BY WALDEN to excuse Janelle Hughes from this meeting. All ayes, motion carried.
3. Public Comment	There was no public present.	
NEW BUSINESS		
4. Developing an Ethics Committee	L. Hull informed the committee that an Ethics Committee has re-formed at our agency. This committee will also have an Ethics consultant from Western Michigan. The first order of business is to develop a guardianship policy for our agency. The second order of business will be in regards to boundary issues in our agency business.	Information only; no action required.
5. Training Efforts	L. Hull presented to the committee a summary of training efforts made throughout our agency. The efforts were targeting completing trainings in a timely manner.	Informational only; no action required.

	<p>L. Hull reports the Executive Team has been developing a training plan. As part of this plan, the Executive Team has chosen to not attend the National Conference this year to attempt to get more training locally. L. Hull reports looking into offering training on-site with the ability to gain CEUs (Social Work, Substance use, Nursing). L. Hull reports the focus will be on offering training here in our agency to help with the expense of lodging and travel, and may also be a potential revenue. L. Hull reports having difficulty finding space to hold these meetings, as we can no longer use Baker College's facilities in April. L. Hull expressed gratitude to Baker College for allowing our agency the use of their facilities at no cost for such a long period. J. Walden suggested looking into using township halls.</p>	
<p>6. Wellness Assessment</p>	<p>L. Hull reported that she and Penny Corbin have been working on getting our agency ready to complete a wellness assessment through SAMHSA, this is at no cost. Penny has reorganized her efforts to focus on wellness, and the agency will eventually form a Wellness Committee.</p>	<p>Informational only; no action required.</p>
<p>7. iPads</p>	<p>L. Hull informed the committee in the last board meeting, there was a question about what would be done with the iPads that no longer support our security measures. L. Hull informed the committee that the iPad, case and keyboard will be offered to</p>	<p>Informational only; no action required.</p>

	our employees at a cost of \$55 (this is the cost that Apple would give for a buyback). All iPads will be wiped clean, then offered to employees.	
8. Dictation/Transcription	L. Hull provided an update on eliminating transcription and dictation by staff members. Providers will use Dragon to dictate and transcribe.	Informational only; no action required.
9. CEO Evaluation Results	The committee reviewed the CEO evaluation. Discussed how to use this as an effective tool.	The committee voted to release the CEO Evaluation to L. Hull and the board by placing evaluation on Dropbox, following releasing the evaluation and the January Board meeting the Board Chair, Vice-Chair, and HR Chair will meet with L. Hull to address any questions and develop an Action Plan to be presented to the full board in February. All ayes, action carried.
10. Next meeting		The next meeting will be April 3, 2017 at 5:30 p.m.
11. Adjourn		MOTION BY BOCEK, SUPPORTED BY CADWALLENDER to adjourn the meeting at 6:13p.m. All ayes, motion carried.

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