

**Shiawassee County Community Mental Health Authority  
Finance and Facilities Committee – Minutes  
March 20, 2017**

**Members Present:** Bruce Cadwallender, Vicki Bocek, Gary Holzhausen, Mike Bruff

**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 5:38 p.m.
2. Approval of the Agenda		<b>MOTION BY HOLZHAUSEN, SUPPORTED BY BOCEK</b> to approve the agenda as amended. All ayes, motion carried.
3. Public Comment	There was no public comment.	
<b>Unfinished Business- None</b>		
<b>New Business</b>		
4. Review of Vouchers	<p>The committee reviewed the following Vouchers, and answered any questions:</p> <ul style="list-style-type: none"> <li>a) AP-2586 in the amount of \$104,940.20</li> <li>b) AP-2587 in the amount of \$317,861.90</li> <li>c) AP-2588 in the amount of \$107,682.63</li> <li>d) AP-2589 in the amount of \$282,191.58</li> </ul> <p>Discussion regarding Maxim temporary staffing cost.</p> <p>Request was made when a line item from a CMH is a COFR, to add this in description.</p>	<b>MOTION BY BOCEK, SUPPORTED BY HOLZHAUSEN</b> to recommend to the Board the approval of Vouchers AP-2586, AP-2587, AP-2588, and AP-2589 totaling \$812,676.31 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 Requests	L. Hull reviewed the grant from Shiawassee United Way with the committee.	<b>MOTION BY BRUFF, SUPPORTED BY HOLZHAUSEN</b> to accept the grant from the Shiawassee United Way of \$4,000 for the Lawn, Snow, and Recycling Programs and

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		forward to the full board for approval. All ayes, motion carried.
7. Impact of 2014 & 2015 General Fund cuts	L. Hull provided this report from the board association on the effects of the general fund cut in 2014. General Fund allocation may be changing, this will be brought back to the committee.	Informational only; No action needed.
8. Annual Review of Safety and Facility Policy Statements	The committee reviewed the policy statements.	<b>MOTION BY BOCEK, SUPPORTED BY BRUFF</b> to accept the annual review and revised policy statement and recommend approval to the full board. All ayes, motion carried.
9. Lawn and Landscaping bids	The committee reviewed the bids submitted for lawn and landscaping of SCCMHA.	<b>MOTION BY BOCEK, SUPPORTED BY HOLZHAUSEN</b> to recommend to the full board approval of entering into a contract with Elite Lawn Landscape Management for the 2017 Lawn and Landscape Management for \$500.00 per month, totaling \$3,500.00. All ayes, motion carried.
10. Next Meeting		The next meeting will be April 17, 2017 at 5:30 p.m.
11. Adjourn		<b>MOTION BY BOCEK, SUPPORTED BY BRUFF</b> to adjourn the meeting at 6:05 p.m. All ayes, motion carried.

These minutes were approved by the SCCMHA Board of Directors on March 27, 2017.