

**Shiawassee County Community Mental Health Authority
Finance and Facilities Committee – Minutes
August 15, 2016**

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

Others Present: Lindsey Hull; Chief Executive Officer, Kevin Hartley; Chief Financial 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		MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN to approve the agenda as presented. 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-2554 in the amount of \$246,247.38 b) AP-2555 in the amount of \$219,881.34 c) AP-2556 in the amount of \$206,245.58 d) AP-2557 in the amount of \$259,125.14	MOTION BY HORVATH, SUPPORTED BY BOCEK to recommend to the Board the approval of Vouchers AP-2554, AP-2555, AP-2556, and AP-2557 totaling \$931,499.44 as presented. All ayes, motion carried.
5. Financial Report	K. Hartley reviewed the Financial Report with the committee. Kevin reported that the cash and cash equivalent is lower than normal due to receiving a payment from MSHN later than normal. Kevin will be attending an in person meeting with the other CMH CFOs, Autism Medicaid is on the agenda. L. Hull reported that at the Operations Council meeting today, the CEOs of our region met and discussed	Informational only; No action needed.

Topic	Key Discussion	Actions
	<p>the cash flow issue in regards to Autism Medicaid. There will be an additional meeting to discuss the cash flow issues that are occurring. L. Hull reports this is not a budget issue, but a cash flow issue.</p>	
6. Contract Request	L. Hull presented the contract requests for August.	<p>MOTION BY BOCEK, SUPPORTED BY HOLZHAUSEN to accept the contract requests for August and forward to the full board for approval. All ayes, motion carried.</p>
7. HVAC Replacement	<p>P. Heavilin presented to the committee the issues with two of the HVAC units. One of the units is in the lobby, waiting room, and hallway. The other unit is for the lower level ESB program.</p> <p>J. Walden questioned on whether or not we need to complete an RFP for the purchase of the two HVAC units and the legality of completing an RFP.</p> <p>The committee asked for information on the units being replaced and the HVAC service agreement.</p> <p>P. Heavilin informed the committee that two request for bids have been posted for asphalt work on the parking lot and bids for overstock vehicles.</p> <p>P. Heavilin updated the committee on the work completed on New Directions due to the damage caused by the fallen tree.</p> <p>P. Heavilin reported a truck driver had backed into the Davis Warehouse. This was an insurance claim for less than \$5,000.</p>	<p>ACTION: L. Hull and K. Hartley will research the request for bids process and the HVAC service agreement and present to the full board. Phil Heavilin will bring to the September meeting the bids for replacement units.</p>

Topic	Key Discussion	Actions
	<p>P. Heavilin continues to work with a contractor regarding the lower level flooding issues.</p> <p>P. Heavilin stated our building suffered another power outage. P. Heavilin has been working with Consumers Energy who determined that there was a short in the line.</p>	
9. Next Meeting		The next meeting will be September 19, 2016.
10. Adjourn		The meeting was adjourned at 6:36 p.m.

These minutes were approved by the SCCMHA Board of Directors on August 22, 2016.