

**Shiawassee County Community Mental Health Authority
Finance and Facilities Committee – Minutes
November 21, 2016**

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

Others Present: 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 5:31 p.m.
2. Approval of the Agenda	J. Burke asked to remove MSHN Settlement from the agenda. L. Hull will provide an update in her November CEO report.	MOTION BY BOCEK, 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-2567 in the amount of \$145,833.95 b) AP-2568 in the amount of \$322,989.56 c) AP-2569 in the amount of \$321,226.14 d) AP-2570 in the amount of \$111,079.92 e) AP-2571 in the amount of \$21,332.68	MOTION BY HORVATH, SUPPORTED BY BOCEK to recommend to the Board the approval of Vouchers AP-2567, AP-2568, AP-2569, AP-2570 and AP-2571 totaling \$922,462.25 as presented. All ayes, motion carried.
5. Financial Report	K. Hartley reviewed the Financial Report with the committee. K. Hartley reported that MSHN will be using funds from their ISF funds to help pay the Autism Medicaid fund. K. Hartley reported the deficit in Healthy Michigan is due to an error at the state in which we were paid at the FY16 rate rather than the FY17	Informational only; No action needed.

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	rate. This is being corrected and we will be reimbursed.	
6. Contract Requests	L. Hull presented the contract requests for November 2016.	MOTION BY HORVATH, SUPPORTED BY BOCEK to accept the contract requests for November 2016 and forward to the full board for approval. All ayes, motion carried.
7. Housekeeping Service Contract	J. Burke presented to the committee the proposal for cleaning of the upper level.	MOTION BY HORVATH, SUPPORTED BY HOLZHAUSEN to recommend to the full board approval of the six month probationary contract with Bull Janitorial of Lansing for a total of \$21,000.
8. Next Meeting		The next meeting will be December 16, 2016 at 4:30 p.m.
9. Adjourn		MOTION BY BOCEK, SUPPORTED BY HORVATH to adjourn the meeting at 5:56 p.m. All ayes, motion carried.

These minutes were approved by the SCCMHA Board of Directors on November 28, 2016.