**Newaygo County Mental Health**

**Minutes of the Regular Meeting**

January 9, 2018

10:00 a.m.

**Call to Order/Welcome/Prayer**

The regular monthly meeting of the Board of Directors of Newaygo County Mental Health was called to order by Vice-chair Kellerman at 10:01 a.m. on Tuesday, January 9, 2018 in the Board Conference Room.

Member Kellerman opened the meeting with prayer.

**Roll Call**

Members Present: Ralph Bell, Sarah Boluyt, Kathy Broome (arrived 10:03 a.m.),

Adele Hansen, Steve Johnson, Catherine Kellerman,

Bryan Kolk, Todd Koopmans, Helen Taube and Susan Twing

Members absent: Michael Hamm (unexcused) and Albert Steil (excused)

Others Present: Carol Mills, Chief Operating Officer, Shannon Woodside, recording secretary and (1) member of the public.

**Communications from the Public**

No communication from the public.

**Approval of Agenda**

**Motion** by Member Kolk, supported by Member Boluyt, to amend the agenda to add 9.2.5

Resolution for Morgan Street home and 9.2.6. Resolution for North Street home. Motion carried

unanimously.

**Approval of Minutes**

**Motion** by Member Koopmans, supported by Member Kolk, to approve the minutes of Regular Board meeting of December 12, 2017, as presented in 6.0. Motion carried unanimously.

**Director’s Update**

Ms. Mills, Chief Operating Officer gave an update on the septic issues at the Fremont building. The pipes are endanger of collapsing within the next six to eight months and we are in the process of getting bids to repair. There are two options for repairing: 1. Repair pipes from road to building or 2. Enter building go through the hallway to reline pipes.

2018 Winter Conference is February 6 & 7. Brian Russ, Community Support Services Director and Dr. Baker will be presenting on Medication Assisted Treatment and highlight substance abuse in Newaygo County. They also will be traveling to Atlanta in April to present at ACA 2018 National Conference and will be broadcast on Tele-med.

**Executive Committee**

The January 5, 2018 Executive Committee meeting was cancelled.

**Finance**

Finance minutes were reviewed.

Check Register and Cash Statement were reviewed with the following inquiries addressed by Carol Mills, Chief Operating Officer.

*Check Register*

91453 Flex Administrators $311.85; This is for staff’s flexible spending

account.

91489 In Depth Construction/Excavation $9,616.00; This is for remodeling of the

upstairs bathroom at the NCMH.

91477 In Depth Contruction/Excavation $19,623.00; This is for clearing and repair of

sewer at Dallas.

91525 Spectrum Health Big Rapids Hospital $160.00; This is for consumer transportation

to Grand Rapids.

91600 Bureau of Motor Vehicles $4.00; This is for Drivers License history for

new staff that lived in another state.

91668 United Way of the Lakeshore $15.00; This is for employee payroll

deduction.

*Cash Statement*

No questions.

*Approval of Policies & Procedures*

**Motion** to approve revised policies 4.FIN.107 Audit Requirements and 4.FIN.116A Purchasing: Standards, Conflict of Interest, and Procedures for Procurement of Supplies & Equipment as presented. Discussion took place. Motion carried unanimously.

*Resolution for Morgan Street Home*

**Motion** to authorize the Executive Director to enter into negotiations for the purchase of real property at 106 S. Morgan, White Cloud, Michigan. Discussion took place. Motion carried unanimously.

*Resolution for North Street Home*

**Motion** to authorize the Executive Director or his Designee to enter into contractual agreements for the construction of the new Adult Foster Care home on North Street in accordance with Federal and State Procurement laws.

**Policy Committee**

No meeting.

**Recipient Rights Committee**

Next meeting is February 12, 2018 at 10:00 a.m.

**Promotion & Education Committee**

No meeting.

**Consumer Advisory Committee**

Next meeting is January 25, 2018 at 10:00 a.m.

**Mid-State Health Network**

Discussed upcoming Board of Director’s meeting on January 9th.

**MACMHB**

The next Members Services meeting is January 18th and will be deciding on whether to use conference center in Novi as a possible venue. This location has no close hotels and that could be an issue with someone that has medical issues. The board asked Cathy to suggest going to Traverse City twice a year instead of once a year.

**Communications from the Public**

None.

**Adjournment**

Vice-chair Kellerman adjourned the meeting at 11:27 a.m.

Catherine Kellerman, Vice-Chairperson Sarah Boluyt, Secretary