

Members Present	Jon Villasurda, Margaret Brown, Tom Curtis, and James Bell III	
Members Absent		
Staff Present	Barb Mastin	
Minutes By	Samantha Pung	
Guest(s)		
AGENDA ITEM	DISCUSSION	ACTION
I. CALL TO ORDER/ROLL CALL	Jon Villasurda called the meeting to order at 7:05 a.m.	
II. APPROVAL OF AGENDA	Jon Villasurda requested that committee members review the agenda for any changes or additions.	James Bell moved to approve the agenda as written. Tom Curtis seconded. Motion carried.
III. REVIEW OF MINUTES	The December minutes were reviewed.	
IV. DISCUSSION ITEMS a. Executive Director Search b. Board Incorporation 501(c)3 c. Resolution for Shredding at Forest d. Resolution for Bylaws e. Resolution to enter an agreement with OSIS f. Committee updates	a. Jon Villasurda created a google drive regarding the process of choosing a new Executive Director. The group reviewed and discussion followed. Five to ten questions will be drafted to present to the full board at the next meeting. b. Barb Mastin researched resources regarding the Board Incorporation 501(c)3. She sent the materials out to the committee. More discussion to follow at the next executive meeting. c. The resolution to amend service agreement for Shred-It for shredding services was reviewed. The amendment is to include an additional three shredding receptacles at Forest. d. Resolution to amend resolution #15-430 to amend the Ingham Community Health Center Board Bylaws was discussed. This resolution deals with change two regarding board size and change three concerning committee restructuring. e. The Resolution to enter into an agreement with OSIS was discussed. OSIS works with MPCA and would assist with PCMH. f. Committee Updates: James informed the committee he has two board applications that will be discussed at membership and the applicants will be at the Saturday board meeting. Tom will call the rest of the board as a reminder to come to the Saturday training.	a. n/a b. n/a c. Tom Curtis recommended the Resolution for Shredding at Forest be referred to the full board. James Bell seconded. Motion carried. d. Tom Curtis recommended the Resolution #15-430 to amend ICHC board bylaws be referred to the full board. Margaret Brown seconded. Motion carried. e. Tom Curtis recommended the Resolution to Enter an Agreement with OSIS be referred to the full board. James Bell seconded. Motion carried.
V. ADJOURNMENT	Meeting Adjourned at 7:47 am.	James Bell moved to adjourn the meeting. Margaret Brown seconded. Motion carried.

Next Meeting Date: February 2, 2016 • 7:00 am
Location of Meeting: Teleconference/2316 S. Cedar Street, Lansing MI 48911



Ingham Community Health Centers
Executive Committee
Tuesday, January 5, 2016 • 7:00 am

The Community Health Center Board of Directors approved the January 5, 2016 Minutes on _____.

Jon Villasurda, Chairperson

Date

Barb Mastin, Executive Director

Date

Amber Desgranges, Executive Assistant

Date

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