

<b>Members Present</b>	Jon Villasurda, James Bell, Margaret Brown, Tom Curtis	
<b>Members Absent</b>		
<b>Staff Present</b>	Barb Mastin	
<b>Minutes By</b>	Amber Desgranges	
<b>Guest(s)</b>		
<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>I. CALL TO ORDER/ROLL CALL</b>	Committee chair Jon Villasurda called the meeting together at 7:05 am	
<b>II. APPROVAL OF AGENDA</b>	Jon Villasurda requested that board members review the agenda. Jon Villasurda noted that he would like to add board member communication as item “F” under discussion items.	Jon Villasurda moved to amend the agenda to add Board Member Communication as item “F” under discussion items. Margaret Brown seconded. Motion carried.  Jon Villasurda moved to approve the agenda as amended. Tom Curtis seconded. Motion carried.
<b>III. REVIEW OF MINUTES</b>	Jon Villasurda requested that board members review the January 2016 minutes.	
<b>IV. DISCUSSION ITEMS</b> a. Executive Director Search b. 501(c)3 Incorporation c. Board Member Sanction Check d. Committee Updates e. Annual Review of Governance	a. Jon Villasurda updated the committee on the search for a new Executive Director. The final two candidates will be presented to the board on February 4, 2016 during a special session of the Board of Directors. Barb Mastin inquired on whether “Public Comment” on the agenda for the special session should be moved up to before “Board Deliberation”. Committee members agreed that it should. b. Jon Villasurda requested that 501(c)3 incorporation discussion be tabled until next month due to time constraints.	b. Jon Villasurda moved to table the discussion on 501(c)3 incorporation until March. James Bell seconded. Motion carried. e. James moved to approve all the governance policies under the terms that the procedural sections of the Board Member Recruitment

**Next Meeting Date: March 1, 2016 • 7:00 am**  
**Location of Meeting: 2316 S. Cedar Street • Lansing, MI • Conference Room**  
**Call-In Number: 949.229.4400 • Audio Pin: 5928149#**

<p>f. Policies</p>	<p>c. Barb Mastin spoke about Board Members being screened on the Exclusion list, since all County employees are screened on a monthly basis. Board Members decided that the Membership committee should look at adding this into the Recruitment and Retention policy.</p> <p>d. Jon Villasurda asked committee chairs for any updates. Tom Curtis discussed that the Finance committee would be looking at making potential budget amendments, reviewing the budget development calendar and working to ensure that the board has input in deciding the budget. James Bell discussed that the board composition assessment would be discussed at the Membership meeting on 02.02.2016. Margaret Brown discussed that the Quality committee recently reviewed the updated Patient Rights and Responsibilities. She also discussed that Bryanna Brown may be leaving the committee/board due to personal commitments.</p> <p>e. The Governance policies were reviewed by committee members. Jon and James would like to have the Transportation policy moved to the full board for further discussion. Possible procedural changes were discussed regarding the Board Member Recruitment and Retention policy and the CHCB Committee Assignment and Attendance policy. It was also discussed that the full board would have the opportunity to review all policies at the full board meeting on 2.18.2016. All policies being reviewed will be distributed to board members electronically and paper copies will be available upon request.</p> <p>f. Committee members discussed communication flow amongst board members, committee chairs and the board chair.</p>	<p>and Retention policy and CHCB Committee Assignment and Attendance policy would be reviewed by the Membership committee. Tom Curtis seconded. Motion carried.</p>
<p><b>V. ADJOURNMENT</b></p>	<p>Meeting Adjourned at 8:10 am.</p>	<p>Tom Curtis moved to adjourn the meeting. James Bell seconded. Motion carried.</p>

The Community Health Center Board of Directors approved the February 2, 2016, Minutes on \_\_\_\_\_.

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Ingham Community Health Centers  
Executive Committee  
Tuesday, February 2, 2016 • 7:00 am

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\_\_\_\_\_  
Jon Villasurda, Chairperson

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Date

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Barb Mastin, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amber Desgranges, Executive Assistant

\_\_\_\_\_  
Date

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