

Members Present	Tom Curtis, Philip Bergquist, Mary Molloy (by phone)	
Members Absent	Jon Villasurda	
Staff Present	Elizabeth H. McGee	
Minutes By	Elizabeth H. McGee	
Guest(s)		
AGENDA ITEM	DISCUSSION	ACTION
I. CALL TO ORDER/ROLL CALL	The meeting was called to order at 6:02pm.	
II. APPROVAL OF AGENDA	Tom Curtis requested that committee members review the agenda for any changes.	Tom Curtis moved to approve the agenda. Phillip Bergquist seconded. Motion carried.
III. REVIEW OF MINUTES	The January Finance minutes were reviewed by committee members.	
III. DISCUSSION ITEMS a. Spending Balance Report – Quarter 1 b. Service Encounter Report- Quarter 1 c. Budget Development Process d. Discount Schedule e. Schedule of Fees/ Charges f. Federal Poverty Guidelines g. Finance Policies	a. The spending Balance Report for Quarter 1 was presented. Tom Curtis requested that Eric Thelen come to a future meeting to discuss options for a projected deficit. b. The Service Encounter Report for Quarter 1 was presented. Phillip Bergquist requested that FTEs be added to the Service Encounter Report in order to compare the budgeted encounters at the March meeting. c. Beth H. McGee discussed that the County Budget Calendar has not been released yet and will be discussed at a future meeting. d. The Discount Schedule was presented and committee members discussed whether or not the public has been addressed through the Patient Satisfaction Surveys in order to determine if the nominal fees are appropriate. e. The Schedule of Fees/ Charges was presented. f. The Federal Poverty Guidelines for 2016 were presented. g. The Finance policies were reviewed. Committee members would like to see the Sliding Fee Discount policy again in order to review it in more depth.	d. Mary Molloy moved to approve the Discount Schedule. Phillip Bergquist seconded. Motion carried. e. Mary Molloy moved to approve the Schedule of Fees/Charges. Phillip Bergquist seconded. Motion carried. f. Mary Molloy moved to approve the Federal Poverty Guidelines for 2016. Phillip Bergquist seconded. Motion carried. g. Mary Molloy moved to approve the Finance policies. Phillip Bergquist seconded. Motion carried.
IV. ADJOURNMENT	Meeting Adjourned at 6:45	Tom Curtis moved to adjourn the meeting. Mary Molloy seconded. Motion carried.

Next Meeting Date: TBD

Location of Meeting: 2316 S. Cedar Street • Lansing, MI • Conference Room

The Community Health Center Board of Directors approved the February 11, 2016, Minutes on _____.

Jon Villasurda, Chairperson

Date

Barb Mastin, Executive Director

Date

Amber Desgranges, Executive Assistant

Date

Next Meeting Date: TBD

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