

Allegan County Community Mental Health Services  
County Services Building (CSB) ~ 3283 122<sup>nd</sup> Avenue, Allegan, MI 269-673-3384

**Finance Committee**  
**November 16, 2021**  
**4:15 pm – 5:15 pm in-person**

**NOTE: At this time, in-person attendance capacity is limited. Social distancing and masks are required.**

1. Call to Order ~ Beth Johnston, Vice Chairperson
2. Public Comment ~ Agenda Items Only, Subject to 5-Minute Limit Per Person
3. Additions to/Adopt Agenda
4. Review of Finance Committee Meeting Minutes
5. Review of Written Reports
  - a. Facilities & Human Resources ~ Nan Lawrence, Director of Human Resources
  - b. Administrative Services Report ~ Erinn Trask, Chief Financial Officer
6. Chairperson's Report ~ Beth Johnston Vice Chair (emailed to board & posted on web site)
  - a. Action request: Voucher Disbursements
  - b. Review Financials: Revenue/Expenses & Balance Sheet & SUD Services
  - c. Review Key Indicator Analysis, Report, & Graphs
7. Other Agenda Items
8. Finance Committee Member Comments
9. Public Comment ~ Any Topic, Subject to 5-Minute Limit Per Person
10. Adjournment until next meeting: December 21, 2021 at 4:15 pm.

Finance Committee: Chairperson: Beth Johnston; Vice Chairperson: Glen Brookhouse;  
Bill Buell, Mark DeYoung, and **one vacancy**.

**2021 Finance Committee meeting dates:**

January 19 (Zoom)	April 20 (Zoom)	July 20 (in-person/Zoom)	October 19 (in-person)
February 16 (Zoom)	May 18 (Zoom)	August 17 (in-person)	November 16 (in-person)
March 16 (Zoom)	June 15 (Zoom)	Sept 21 (in-person)	December 21 (in-person)

Finance Committee. (Excerpt from Board Bylaws, Art. VII, Section 1b (page 5) approved by ACCMHS Board May 2021.) *The Finance Committee shall consist of not less than 4 and not more than 6 Board members, and shall include the Authority's chief financial officer as an advisor. The Committee shall review the financial position of the Authority in relation to state, county, federal and other funding sources; the budget and allocations and third party payments; address audit issues when appropriate; analyze financial reporting requests/ requirements and Authority expenditures; and consider such other financial matters as the Board or the Chairperson of the Board may refer to the Committee. The Chairperson of the Finance Committee shall be the Board Treasurer. The Finance Committee shall meet monthly, on a regular basis, at a date and time determined by the Chairperson. A finance committee will typically be responsible for monitoring and communicating to the board about the organization's overall financial health. Its core duties are likely to include participating in and overseeing: the development of the organization's budgeting and financial planning, the creation of the organization's internal controls, the preparation and distribution to the board of timely, accurate, user-friendly financial reports, and the implementation of safeguards to protect the organization's assets.*