AGENDA ITEM I - Adoption of Agenda
(Resolution #001-04)
Keller moved, Taylor supported approval of the agenda.
MOTION CARRIED

AGENDA ITEM II - Approval of Minutes
(Resolution #002-04)
Bailey moved, Hennessy supported approval of the December 18, 2003 minutes.
MOTION CARRIED

AGENDA ITEM III – Public Participation

A mother of a child who will begin receiving services from the Agency introduced herself and stated she is attending to better understand how the Agency operates.

AGENDA ITEM IV - Committee Reports

FINANCE COMMITTEE – T. Hammon, Chair
Meeting of January 21, 2004

#1- Voucher #1178 and SF/SC #1178 were reviewed by the Committee.
(Resolution #003-04)
Hammon moved, Keller supported approval of the payments for voucher
#1178 for $5,169,285.12, and SF/SC #1178 for $15,066.53 for the period ending December 23, 2003
MOTION CARRIED

#2- **Contracts** - Executive Summary of contracts on file with official minutes
   *(Resolution #004-04)*
   Hammon moved, Hennessy supported approval of renewal of existing contract, new contracts and contract amendment.
   MOTION CARRIED

#3- **Emergency Shelter Grant**
   *(Resolution #005-04)*
   Hammon moved, Lee supported approval of the renewal application in the amount of $6,938.00 for the emergency shelter grant.
   MOTION CARRIED

#4- **Voucher #1179 and SF/SC #1179** were reviewed by the Committee.
   *(Resolution #006-04)*
   Hammon moved, Taylor supported approval of the payments for voucher #1179 for $2,106,570.06 and SF/SC #1179 for $28,353.24 for the period ending January 16, 2004.
   MOTION CARRIED

#2- **Contracts** – Executive Summary of contracts on file with official minutes
   *(Resolution #007-04)*
   Hammon moved, Lee supported approval of renewal of existing contracts and new contracts.
   MOTION CARRIED

**HUMAN RESOURCE – G. Scruggs, Chair**

#1- **Monthly Personnel Summary**

#2- **Quarterly Hiring Summary**
   *(Resolution #008-04)*
   Scruggs moved, Taylor supported acceptance of the FY/04 1st quarter hiring summary report.
   MOTION CARRIED

**RECIPIENT RIGHTS/COMMUNITY RELATIONS – V. Giacalone, Chair**

#1- **Monthly Complaint Log**
   *(Resolution #009-04)*
   Giacalone moved, Scruggs supported acceptance of the complaint log for the period 12-01-03 through 12-31-03.
   MOTION CARRIED

#2- **Policy Revisions**
Giacalone moved, Taylor supported approval of revisions to policies #08-007-95, Rights Complaint Resolution Process, and #08-005-95, Identifying and Reporting Recipient Abuse and Neglect.
MOTION CARRIED

PROGRAM & EVALUATION COMMITTEE – L. Keller, Chair

#1- Access Report
   (Resolution #011-04)
   Keller moved, Giacalone supported acceptance of the access report.
   MOTION CARRIED

#2 - Crisis Services Update – informational only. Mr. Bailey asked that his statement related to considering changing the name of the agency be expanded to intent of the suggestion. Minutes will be corrected.

AGENDA ITEM V – Chair Report
The Chair scheduled an Executive Committee meeting on February 12, 2004 at 3:00 p.m. to review the annual Board Evaluation for 2003. Members suggested that the Committee consider changing the key to agree/disagree scoring and consider convening a Board Development Committee to address the comments.

AGENDA ITEM VI – Director’s Report

A resource package related to Corporate Responsibility and Corporate Compliance was mailed. The attorney has recommended that the policies be revised. The attorney will attend a meeting in February to provide additional updates.

Management continues to wait on a determination from the State and Washington on clarification on the budget.

Proposed dates for the legislative breakfast were announced. Mr. Russell will look at March dates. It was recommended that Mr. Russell check the County Board of Commissioners schedule to make sure the CMH Legislative Breakfast date doesn’t conflict with the Commissioner’s schedule.

Mrs. Lee asked that CMH Procurement Policy/bidding practices be put on a future P&E agenda.

Adjournment 4:20 p.m.