

MINUTES

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS AUDIT COMMITTEE MEETING

Tuesday, December 19, 2023 at 5:00 pm

William B. Cammin Clinic, Bay Room, 1010 N. Madison Avenue, Bay City, MI 48708

Committee Members:	Present	Excused	Absent	Committee Members:	Present	Excused	Absent	Others Present:
Pat McFarland, Ch	X	_____	_____	Sally Mrozinski	X	_____	_____	BABH: Marci Rozek, Ellen Lesniak, and Sara McRae
Robert Pawlak, Ex Off, V Ch	X	_____	_____	Colleen Maillette, Ex Off	X	_____	_____	
Ernie Krygier	X	_____	_____	Richard Byrne, Ex Off	X	_____	_____	
Robert Luce	_____	X	_____					
								Legend: M-Motion; S-Support; MA-Motion Adopted; AB-Abstained

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call	Committee Chair, P. McFarland, called the meeting to order at 5:00 pm.	On motion of E. Krygier and support of R. Byrne, R. Luce was excused. The motion passed unanimously.
2.	Public Input (Maximum of 3 Minutes)	There were not any members of the public present.	
3.	Unfinished Business	There was not any unfinished business presented to the Committee.	
4.	New Business 4.1) Selection of Disbursements & Health Care Claims from Summary Report 4.2) Financial Statements for Period Ending November 30, 2023	4.1) Administration found the source information for the claims selected for review. 4.2) M. Rozek reviewed the financial statements noting current assets due from other governmental units, unrestricted fund balance, the use of general fund (GF) dollars on spend-downs, the impacts of COVID on the Medicaid eligibility criteria process, the overall budget trends, and the GF deficit to date. There were general discussions regarding the history of the fund balance for capital purposes and options for investing these funds.	4.1) No action was necessary 4.2) On motion of E. Krygier and support of R. Pawlak, the Financial Statements for period ending November 30, 2023 were referred to the full Board for approval. The motion was adopted unanimously.

<p>4.3) Electronic Fund Transfers (EFTs) for Period Ending November 30, 2023</p> <p>4.4) Review of Selected Disbursements & Health Care Claims Chosen from Summary Report by CFO</p>	<p>4.3) M. Rozek reviewed the EFTs.</p> <p>4.4) Administration reviewed the disbursements and health care claim invoices selected for further review. These included E04870 for employee travel reimbursement; E04880 for employee travel reimbursement; E04872 Staples for office and household supplies at various BABH locations; E04826 Michigan Community Services, Inc. for a dryer at a residential group home; 98970 Greater Bay Transport Company for various consumers transportation; E04850 JE Johnson for annual HVAC inspection and repair work at North Bay; 98989 McBride Heating & Cooling for furnace maintenance at Arenac Center; 98995 Northern Michigan Opioid Response Consortium for Arenac County annual dues; E04863 Pro-Scape Landscaping for lawncare and snow/ice removal at Arenac Center; 99009 Protec Auto Repair for vehicle maintenance and repairs; 99016 State of Michigan for interagency cash agreement with vocational providers; E04828 A2Z Cleaning & Restoration for janitorial services at various BABH locations; 98952 Brown & Brown of Central Michigan for brokerage service quarterly fee; 98969 GoTo Technologies USA for teleconferencing services and support for remote workers; 98990 Michigan Department of Health & Human Services for Eligibility Specialist contract worker quarterly payment; E04877 United Way of Bay County for Wirt Building rent; 98903 Charter for Wirt Building services; and 5615 Saginaw Psychological Services for psychological and case management services. There were general discussions regarding employee travel averages and the utilization of agency vehicles, offices supplies, furnace inspections and labor hours charged, specifics of the State of Michigan interagency agreement being a partnership with Michigan Rehabilitative Services (MRS) and the billing/reimbursement process, and the level of janitorial</p>	<p>4.3) On motion of C. Maillette and support of R. Byrne, the EFTs for period ending November 30, 2023 were referred to the full Board for approval. The motion was adopted unanimously.</p> <p>4.4) No action necessary</p>
--	--	---

	<p>4.5) Consideration of Approval of Disbursements & Health Care Claims Totals</p>	<p>services necessary for the Mulholland Building with hybrid work schedules in office and remotely. Administration will follow up with staff averages for travel reimbursement for the staff discussed and labor hours billed for furnace inspections at the Arenac Center.</p> <p>4.5) The Committee reviewed the disbursement and health care claims totals.</p>	<p>4.5) On motion of E. Krygier and support of S. Mrozinski, the disbursements and health care payments from November 20, 2023 through December 22, 2023 were referred to the full Board for approval. The motion was adopted unanimously.</p>
<p>5.</p>	<p>Adjournment</p>	<p>On motion of E. Krygier and support of R. Pawlak, the meeting adjourned at 5:44 pm. The motion passed unanimously.</p>	



 Pat McFarland, Committee Chair