

# MINUTES

## BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS AUDIT COMMITTEE MEETING

Tuesday, January 16, 2024 at 5:00 pm

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

<b>Committee Members:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>	<b>Committee Members:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>	<b>Others Present:</b>
Pat McFarland, Ch	X			Sally Mrozinski		X		BABH: Marci Rozek, Ellen Lesniak, Eric Strode, and Sara McRae
Robert Pawlak, Ex Off, V Ch		5:01 pm		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.	<p>On motion of C. Maillette and support of E. Krygier, R. Luce was excused. The motion passed unanimously.</p> <p>On motion of R. Byrne and support of E. Krygier, S. Mrozinski was excused. The motion passed unanimously.</p> <p>On motion of E. Krygier and support of R. Byrne, R. Pawlak was excused. The motion passed unanimously.</p>
2.	Public Input (Maximum of 3 Minutes)	There were not any members of the public present.	
3.	<p>Unfinished Business</p> <p>3.1) Employee Mileage Reimbursement</p> <p>3.2) McBride Invoice 15433</p>	<p>3.1) M. Rozek provided additional information on invoices selected by the Committee last month noting the average miles traveled for clinical employee travel vouchers was 470 and 550 miles.</p> <p>3.2) M. Rozek provided additional information on the McBride invoice selected last month noting the service was for three furnace cleanings and a mini-split. The labor is consistent with the hourly rate typically charged at \$125/hour.</p>	<p>3.1) No action was necessary</p> <p>3.2) No action was necessary</p>

4.	<p><b>New Business</b></p> <p>4.1) Selection of Disbursements &amp; Health Care Claims from Summary Report</p> <p>4.2) Financial Statements for Period Ending December 31, 2023</p> <p>4.3) Electronic Fund Transfers (EFTs) for Period Ending December 31, 2023</p> <p>4.4) Review of Selected Disbursements &amp; Health Care Claims Chosen from Summary Report by CFO</p>	<p>4.1) Administration found the source information for the claims selected for review.</p> <p>4.2) M. Rozek reviewed the financial statements noting accrued wages and payroll related liabilities, unrestricted fund balance, and the net deficit for fiscal year (FY) 2024. There were general discussions regarding accounts payable and accrued liabilities.</p> <p>4.3) M. Rozek reviewed the EFTs noting the money market account utilization for higher interest rates. There were discussions relative to the only automatic EFT payment each month is for agency credit cards.</p> <p>4.4) Administration reviewed the disbursements and health care claim invoices selected for further review. These included E04995 for employee travel reimbursement; E05004 for employee travel reimbursement; E05008 for employee travel reimbursement; 99081 Bay Metropolitan Transportation Authority for consumer transportation; 99095 Covenant Medical Center for employee physicals; 99097 Discount Septic Service for pumping the lift station; 99100 Essexville Automotive Repair for vehicle maintenance and repairs; 99102 Greater Bay Transport Company for consumer transportation; 99124 Rural Wisconsin Health Cooperative for credentialing; 99131 US Postal Service for business reply mail deposit; 99132 Arenac Center petty cash; 99074 Applied Innovation multi-site copier maintenance; E04979 Flex Administrators participant fees; E04993 NetSource One Information Technology (IT) and phone services and supports; E04996 Peter Chang Enterprises, Inc. (PCE) for Electronic Health Record services and supports; 99043 TelNet Worldwide for phone services; 99070 Menards for a hand truck and various maintenance parts; 5472 Closer</p>	<p>4.1) No action was necessary</p> <p>4.2) On motion of E. Krygier and support of C. Maillette, the Financial Statements for period ending December 31, 2023 were referred to the full Board for approval. The motion was adopted unanimously.</p> <p>4.3) On motion of E. Krygier and support of R. Byrne, the EFTs for period ending December 31, 2023 were referred to the full Board for approval. The motion was adopted unanimously.</p> <p>4.4) No action was necessary</p>
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	<p>4.5) Consideration of Approval of Disbursements &amp; Health Care Claims Totals</p>	<p>to Home, LLC for residential services; and 5703 Do-All, Inc. for vocational and community living supports services. There were general discussions regarding the distribution of bus passes, the fees for flex administrators, the definition of custodian for petty cash, and the total cost for monthly phone services, the physical location of PCE, and the procedure for vehicle maintenance and repairs. Administration will provide more detailed information relative to the total monthly charges for agency phone services including Verizon charges.</p> <p>4.5) The Committee reviewed the disbursement and health care claims totals.</p>	<p>4.5) On motion of R. Pawlak and support of C. Maillette, the disbursements and health care payments from December 25, 2023 through January 19, 2024 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. Byrne, the meeting adjourned at 5:35 pm. The motion passed unanimously.</p>	

  
 Pat McFarland, Committee Chair