

# MINUTES

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

Tuesday, February 13, 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, Karl White, Eric Strode, Jesse Bellinger, and Sara McRae  Legend: M-Motion; S-Support; MA-Motion Adopted; AB-Abstained
Robert Pawlak, Ex Off, V Ch	X	_____	_____	Colleen Maillette, Ex Off	X	_____	_____	
Ernie Krygier	X	_____	_____	Richard Byrne, Ex Off	X	_____	_____	
Robert Luce	_____	X	_____					

	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 C. Maillette and support of E. Krygier, 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 3.1) Agency Phone Costs	3.1) J. Bellinger reviewed the agency phone costs with the Committee noting the vendors and what all services and costs are for. There were discussions regarding the current proposal for WIFI access points to be replaced, the wireless and ASE circuits account for over half the total monthly cost, administration is currently evaluating other options for cell phone services for potential cost savings, customer service is important, and how BABH compares to other agencies of comparable size. Administration will follow up with options for wireless phone services and research phone costs with agencies of comparable size.	3.1) No action was necessary
4.	New Business 4.1) Selection of Disbursements & Health Care Claims from Summary Report	4.1) Administration found the source information for the claims selected for review.	4.1) No action was necessary

<p>4.2) Financial Statements for Period Ending January 31, 2024</p>	<p>4.2) M. Rozek reviewed the financial statements noting the unrestricted fund balance, the trend of general fund (GF) expenses, and the overall net deficit for Medicaid, Healthy Michigan, and Autism funds.</p>	<p>4.2) On motion of E. Krygier and support of C. Maillette, the Financial Statements for period ending January 31, 2023 were referred to the full Board for approval. The motion was adopted unanimously.</p>
<p>4.3) Electronic Fund Transfers (EFTs) for Period Ending January 31, 2023</p>	<p>4.3) M. Rozek reviewed the EFTs. There were discussions relative to the increasing amount of vendors EFT utilization.</p>	<p>4.3) On motion of E. Krygier and support of R. Pawlak, the EFTs for period ending January 31, 2023 were referred to the full Board for approval. The motion was adopted unanimously.</p>
<p>4.4) Review of Selected Disbursements &amp; Health Care Claims Chosen from Summary Report by CFO</p>	<p>4.4) Administration reviewed the disbursements and health care claim invoices selected for further review. These included E05158 for employee travel reimbursement; 99234 for employee travel reimbursement; E05194 for employee travel reimbursement; 99248 for employee travel reimbursement; 99193 Ace American Alarm for service on the carbon monoxide detector at the Arenac Center; 99202 B &amp; B Well Drilling for repairs on the lift pump station at North Bay; 99212 Cohl, Stoker &amp; Toskey for legal services; 99217 for Dow Bay Area Family YMCA for consumer memberships; E05180 Pro-Scape Landscaping &amp; Maintenance for snow and ice removal at the Arenac Center; E05195 VOICE, inc. for interpretive services; 99210 City of Bay City for utilities at the Madison Building; E05169 King Communications for answering services; 99247 Waystar/Zirmed for claims management fees; 99161 Zoom Video Communications for teleconferencing services; 99189 Clean Team for janitorial services at North Bay; 99191 Travelers/Lighthouse Insurance for employee dishonesty insurance; credit card charge at Krzysiak house for a consumer luncheon; and claims payment 5261 Beacon Specialized Living for residential services. There were general discussion regarding privacy with having psychologists meet with consumers at the residential group homes, the amount of snow plowing and salting; traveling specifics for interpretive services; the coverage for employee dishonesty insurance; the specifics for the carbon monoxide alarm; vehicle maintenance and repair</p>	<p>4.4) No action was necessary</p>

	<p>4.5) Consideration of Approval of Disbursements &amp; Health Care Claims Totals</p>	<p>for the 2009 Impala; the procedure for repairs on older vehicles with lower miles; the repairs at horizon Home involving drywall damage and a new mirror; the tip amount for the consumer luncheon at Krzysiak House; and a board member travel reimbursement for the Fall Conference. Administration will follow up on where psychologists meet with consumers at the residential group homes and the tip amount at Krzysiak House.</p> <p>4.5) The Committee reviewed the disbursement and health care claims totals.</p>	<p>4.5) On motion of R. Byrne and support of E. Krygier, the disbursements and health care payments from January 22, 2024 through February 16, 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 C. Maillette, the meeting adjourned at 5:45 pm. The motion passed unanimously.</p>	

  
 Patrick McFarland, Committee Chair