

AGENDA

BAY ARENAC BEHAVIORAL HEALTH
BOARD OF DIRECTORS
FACILITIES & SAFETY COMMITTEE MEETING

Monday, May 13, 2024 at 5:00 pm

Room 225, Behavioral Health Center, 201 Mulholland Street, Bay City, MI 48708

Committee Members: Jerome Crete Patrick Conley Chris Girard Sally Mrozinski	Present _____ _____	Excused _____ _____	Absent _____ _____	Committee Members: Carole O'Brien Robert Pawlak, Ex Off Richard Byrne, Ex Off	Present _____ _____ _____	Excused _____ _____ _____	Absent _____ _____ _____	Others Present: BABH: Marci Rozek, Chris Pinter, and Eric Strode Legend: M-Motion; S-Support; MA-Motion Adopted; AB- Abstained
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	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Nomination & Elections 3.1) Committee Chair 3.2) Committee Vice Chair		3.1) Consideration of nomination to elect _____ as Committee Chair 3.2) Consideration of nomination to elect _____ as Committee Vice Chair
4.	Unfinished Business 4.1) None		
5.	New Business 5.1) Facilities Update 5.2) Bid Report for Roof Top Unit Repairs at the Madison Building		5.1) No action necessary 5.2) Consideration of a motion to refer the Madison roof top unit repairs to Vendor Custom Engineering Heating & Cooling for a cost of \$6,000.73 to the full Board for approval.

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	5.3) Bid Report for Preventative Maintenance Agreement for Heating, Ventilation & Air Conditioning Systems at Four Location 5.4) Facilities May 2024 Contract List 5.5) Safety Meeting Minutes from May 1, 2024		5.3) No action necessary 5.4) Consideration of a motion to refer the Facilities May 2024 Contract List to the full Board for approval. 5.5) No action necessary		
6.	Adjournment	M -	S -	pm	MA

**Bay-Arenac Behavioral Health
Report of Bids for Roof Top Unit Repairs
May 13, 2024**

I. Description of Goods/Services Subject to Bid Request:

Roof Top Unit repairs at Madison. This is for three heat exchangers, parts and labor.

II. Vendor	Total Bid
Custom Engineering Heating & Cooling	6,000.73 *
McCoy Heating & Cooling	8,485.00
J.E. Johnson Inc.	6,579.00

III. Recommendation:

* The recommended vendor is Custom Engineering Heating & Cooling.

**Bay Arenac Behavioral Health
Report of Bids Received
May 13, 2024**

I Description of Goods or Services Subject to the Request for Bids: Preventative Maintenance Agreement for HVAC Systems at all Bay-Arenac Behavioral Health Properties (1000 West Cedar, Standish; 1961 Parish Road, Kawkawlin; 1010 North Madison Avenue, Bay City; and 1717 Horizon, Essexville).

II Itemization of Bids Received:

Bidder Name	Year One	Year Two	Year Three
Custom Engineering	\$9,071.67	\$9,071.67	\$9,071.67
J.E. Johnson, Inc.	7,950.00	8,190.00	8,435.00
McCoy Heating and Cooling	5,060.00	5,110.60	5,161.71 *

III Recommendation:

* The recommended vendor is McCoy Heating and Cooling.

**Bay-Arenac Behavioral Health
Facilities Committee
Summary of Proposed Contracts
May 2024**

			Old Rate	New Rate	Term
1	M	United Way of Bay County			
		Amendment to the lease agreement to remove the 383 sq. feet of space in the NW corner of the first floor	\$2,125/month	Same	6/1/24 – 6/30/25
2	N	McCoy Heating and Cooling			
		Preventative Maintenance Agreement for HVAC Systems at all BABH properties	\$0	3-year total - \$15,332.31	6/1/24 – 5/31/27

R = Renewal with rate increase since previous contract
D = Renewal with rate decrease since previous contract
S = Renewal with same rate as previous contract
ES = Extension

M = Modification
N = New Contract/Lease
NC = New Consumer
T = Terminate

BAY-ARENAC BEHAVIORAL HEALTH
SAFETY MEETING MINUTES
Wednesday, May 1, 2024 - 9:00 am
Via Microsoft Teams

Attendees: Eric Strode (Chair), Vicki Atkinson (Recorder), Justeen Blair, Heather Friebe, Misty Giesken, Joellen Hahn, Tammy Matuszewski, Donna Roznowski, James Spegel, Joelle Sporman, Kristin Vanness, Sarah Van Paris, Karl White

Excused: Lynn Blohm, Susan Curtis, Amy Folsom, Maria Hewtty, Cheryl Kusmierz, Jennifer Lasceski, Bianca Parks, Marci Rozek (opt), Nicole Sweet (ad hoc), Tonia Wilczynski

Topic	Key Discussion Points	Next Steps
1. Call to Order Review Agenda Review of Meeting Minutes	The meeting was called to order at 9:00 am. Agenda was reviewed, Joelin Hahn added Panic Button training Meeting minutes from February 7, 2024 were approved as written.	
2. Environmental Concerns	Environmental Concerns: - None at this time	
3. Environmental Concerns related to Consumer incident reports	Environmental Concerns related to Consumer incident reports: - Eric reported Liberty Living had another exposure to bed bugs. Multiple reinfestations are occurring even with heat treatments being done.	
4. Safety Program Performance Measures	<p>New Employee Training:</p> <ul style="list-style-type: none"> - Eric reported these are up to date and saved to the appropriate folders. Eric is going to update the folder for Safety training and update the policies in the folder. <p>New Employee Checklist:</p> <ul style="list-style-type: none"> - Eric reported these are up to date and saved to the appropriate folders. <p>Accidents, Incidents and Illnesses Reports:</p> <ul style="list-style-type: none"> - Eric reported there was a consumer that physical ran into a vehicle damaging the taillight. <p>Vehicle Accident/Reporting Protocol/Cell phone use:</p> <ul style="list-style-type: none"> - Eric reported that there have been 3 Recordables this year so far. <p>Emergency Drills/Real Events/Fire Drill/Tornados:</p> <ul style="list-style-type: none"> - Everyone is up to date on their logs except for Mulholland, Eric will assist the 3rd floor Safety Rep with completing them. If you have 	

	<p>completed your drills but have not recorded them, let Eric know. Eric has to complete a report at the end of the year for inspection.</p> <ul style="list-style-type: none"> - Sarah Van Paris suggested that the new staff moving over from Wirt being retrained on the Mulholland site safety. - Eric reported on the gas leak that was at the Madison building. Staff smelled the foul odor, called Eric, Fire Dept. notified, arrived and building was evacuated. Roof top units for heat/air had covers removed. McCoy Heating/Cooling inspected all units, heat exchangers were leaking, units and gas were shut down. Building stayed evacuated until the next day after getting the all clear from the Fire dept and McCoy Heating/Cooling - Eric would like to install carbon monoxide detectors in the building, because it's an old building they were not required. - Audio Central will provide a quote to switch over fire detector to dual fire detector/carbon monoxide detector. OSHA mandates which detectors can be installed. - Madison building staff did an excellent job on the evacuation. - Fire drills/Tornados – All are being completed except for Mulholland who follows the McLaren schedule. <p>Update Occupancy Forms: Eric reminded everyone that these need to be updated so you know who is in your building.</p> <p>Active Shooter Training: Eric is working with Katie at SDC, the training will start in September. Classes will be held multiple days at Madison, Arenac Center and North Bay.</p>	<p>Eric will follow-up on the training with the ACT staff moving over from Wirt.</p>
<p>5. Monthly Safety Inspections</p>	<p>Site Safety Rep Logs: See Item #4. Eric will work with 3rd floor staff at Mulholland when ACT moves back over. If you need help completing your log, please contact Eric.</p> <p>911 Check Problems/Time: Eric noted that a staff had called 911 and</p>	

	<p>couldn't get through. Eric will follow-up on that.</p> <p>Vehicle Inspections/Maintenance Protocol/Insurance:</p> <ul style="list-style-type: none"> - Reminder to all that mileages are being entered in the correct folder. 	
<p>6. Other</p>	<p>Elevator Discussion:</p> <ul style="list-style-type: none"> - One of the two elevators is up and running. The next step is completing the interiors, that was to be completed at the end of April, has not been completed yet. There will always be one elevator running though. It was asked if the doors could open/close faster, Eric will contact Vince at McLaren. <p>Hazard Vulnerability Assessments Due (HVA's):</p> <ul style="list-style-type: none"> - This is due this year, Eric will be contacting all Safety Reps to complete these. Managers can attend as well. <p>Panic Buttons</p> <ul style="list-style-type: none"> - Incident happened on the 3rd floor, staff member was not aware we had panic buttons. Procedures have been updated, drills will be completed on the 2nd and 3rd floor in the near future. 	<p>Eric to contact Vince at McLaren regarding opening/closing of elevator doors.</p> <p>Eric will contact all Safety Reps to complete the HVA.</p>
<p>7. Adjourn</p>	<p>Meeting adjourned at 9:25 am.</p> <p>Next Quarterly Meeting: August 2024 via Teams. Date/location to be determined.</p>	