MINUTES

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS

AUDIT COMMITTEE MEETING

Tuesday, May 14, 2024 at 5:00 pm

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

Committee Members:	Present	Excused	Absent	Committee Members:	Present	Excused	Absent	Others Present:
Pat McFarland, Ex Off, Ch	X			Jerome Crete	X			BABH: Carole O' Brien, Marci Rozek,
Robert Pawlak, Ex Off, V Ch	X			Sally Mrozinski	<u> </u>			Ellen Lesniak, Michele Perry, Eric
Tim Banaszak		X		Richard Byrne, Ex Off	<u> </u>			Strode, and Sara McRae
							<u></u>	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 R. Byrne and support of R. Pawlak, T. Banaszak was excused. The motion passed unanimously.
2.	Public Input (Maximum of 3 Minutes)	There were not nay members of the public present.	
3.	Nomination & Elections 3.1) Committee Chair	3.1) Committee Chair, P. McFarland, asked for nominations for Committee Chair. R. Byrne nominated P. McFarland for Committee Chair. S. Mrozinski supported the nomination. Hearing no other nominations, Committee Chair, P. McFarland, closed nominations. The Committee elected P. McFarland as Chair for a term of one year.	
	3.2) Committee Vice Chair	3.2) Committee Chair, P. McFarland, asked for nominations for Committee Vice Chair. R. Byrne nominated S. Mrozinski for Committee Vice Chair. Hearing no other nominations, Committee Chair, P. McFarland, closed nominations. The Committee elected S. Mrozinski as Vice Chair for a term of one year.	

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4.	Unfinished Business 4.1) Bay City Bridge Partners Cost & Utilization	4.1) M. Rozek reported in June of 2023 Liberty Bridge became toll bridge and reviewed the crossing by BABH agency vehicles and costs associated. Administration anticipates the utilization could significantly increase when the Independence Bridge is closed. BABH staff have been directed to take a non-toll bridge when possible. There were discussions regarding government entities and businesses not being eligible for the flat monthly rate, BABH did not have any billing errors, and the potential impacts of the upcoming Salzburg Bridge construction.	4.1) No action was necessary
	New Business 5.1) Selection of Disbursements & Health Care Claims from Summary Report	5.1) Administration found the source information for the claims selected for review.	5.1) No action was necessary
5.	5.2) Financial Statements for Period Ending April 30, 2024	5.2) M. Rozek reviewed the financial statements noting current assets due from other governmental units, cash flow, the settlement process with Midstate Health Network (MSHN), other accrued liabilities, unrestricted fund balance, and the deficit in general fund dollars which will be covered by local funds. M. Rozek also reviewed the overall revenue trends that BABH is running a deficit in Medicaid, Health Michigan, and Autism funds. The community inpatient hospitalizations and community living supports services are the main expenses contributing to the overspending. There were discussions regarding the third-party insurance revenue, MSHN's obligation to cover BABH's deficit at the end of the year, and the funding regulations for MSHN's internal service fund (ISF).	5.2) On motion of R. Pawlak and support of S. Mrozinski, the Financial Statements for period ending April 30, 2024 to the full Board for approval. The motion was adopted unanimously.
	5.3) Electronic Fund Transfers (EFTs) for Period Ending April 30, 2024	5.3) M. Rozek reviewed the EFTs with the Committee.	5.3) On motion of J. Crete and support of S. Mrozinski, the EFTs for period ending April 30, 2024 were referred to the full Board for approval. The motion was adopted unanimously.

	5.4) Review of Selected Disbursements &	5.4) Administration reviewed the disbursements and	5.4) No action was necessary
ľ	Health Care Claims Chosen from Summary	health care claim invoices selected for further review.	
ľ	Report by CFO	These included 99630 for employee travel reimbursement;	
)		99652 Safelite Fulfillment, Inc. for vehicle repairs; 99659	
I		Two Men and a Truck for department moves; E05733 JE	
l		Johnson for roof top units repairs at North Bay; E05723	
ļ		DocuSign for Esignature services; 99623 Dow Bay Area	
ļ		YMCA for Consumer membership; E05732 Iris Telehealth	
		for professional medical services; 99655 Satkowiak Snow	
		Plowing and Lawn Care for snow plowing at North Bay;	
		E05739liberty Living for bed bug treatments and consumer	
		rent; 99619 Cohl, Stoker & Toskey, PC for legal services;	
		99596 Indian Trails Camp for camp payment; 99597	
		Verizon for agency cell phones; credit card payment at	
		Meijer for Horizon Home furnace filters and supplies; and	
		health care payments 5615 Saginaw Psychological Services	
		for outpatient, case manager, and autism services and	
		5703 Do-All, Inc. for individual placement and supports	
		(IPS), supported employment, community living supports	
		(CLS), and skill building services as well as a credit	
		adjustment and fiscal year 2024 quarter one settlement.	
		There were general discussions regarding roof top units;	
		DocuSign annual contract, Dow membership, monthly	
		charges for agency cell phones, beg bug treatments, and	
		BABH's responsibility of covering costs in residential group	
		homes. The Committee requested to review the schedule	
		of group home responsibilities at the next meeting.	
		5.5) M. Rozek reported the checks were dated May 10,	5.5) On motion of R. Byrne and support of S. Mrozinski, the
	5.5) Consideration of Approval of	2024 by error. Checks are typically not distributed until	Committee authorized administration to proceed with
	Disbursements & Health Care Claims Totals	approved by the Board and should have been dated May	the monthly checks dated May 10, 2024. The motion
		17, 2024. Administration asked for approval to proceed	was adopted unanimously.
		with the checks as written.	
			On motion of R. Pawlak and support of S. Mrozinski, the
			disbursements and health care payments from April 22,
			2024 through May 17, 2024 were referred to the full
			Board for approval. The motion was adopted
			unanimously.

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6.	Adjournment	On motion of S. Mrozinski and support of R. Pawlak, the meeting adjourned at 5:44 pm. The motion passed unanimously.
Pat	Hill McFarland, Committee Chair	