

# AGENDA

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

Monday, July 8, 2024 at 5:00 pm

Room 225, Behavioral Health Center, 201 Mulholland Street, 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>
Jerome Crete, Ch	_____	_____	_____	Carole O'Brien	_____	_____	_____	BABH: Marci Rozek, Chris Pinter,
Christopher Girard, V Ch	_____	_____	_____	Robert Pawlak, Ex Off	_____	_____	_____	Eric Strode, and Sara McRae
Patrick Conley	_____	_____	_____	Richard Byrne, Ex Off	_____	_____	_____	
Sally Mrozinski	_____	_____	_____					Legend: M-Motion; S-Support;
								MA-Motion Adopted; AB-
								Abstained

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Unfinished Business 3.1) None		
4.	New Business 4.1) Facilities Update, E. Strode  4.2) Michigan Municipal Risk Management Authority (MMRMA) Facility Site Review & Corrective Action Plan, E. Strode  4.3 Strategic Plan revisions for Physical Plant Evaluation, M. Rozek		4.1) No action necessary  4.2) No action necessary  4.3) No action necessary
5.	Adjournment	M -	S - pm MA



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June 28, 2024

Eric Strode, Facility Manager  
Bay-Arenac Behavioral Health  
201 Mulholland Drive  
Bay City, MI 48708  
[estrode@babha.org](mailto:estrode@babha.org)

Mr. Strode,

Thank you for your dedicated membership with MMRMA. It was a pleasure touring the Bay-Arenac Behavioral Health facilities with you on June 20<sup>th</sup>, 2024. The following are my observations:

**General Comments:**

- Each site maintains a site safety representative (Eric Strode)
- Each site appears ADA compliant and Tobacco Free
- Each site has emergency procedures posted and in place
- Each site includes emergency egress posters throughout the buildings
- Each site has Material Safety Data Sheets (MSDS) available
- Each site provides training for its employees
- Emergency generators are available except for the training center (1010 Madison Road)
- Each site has emergency lighting in egress paths
- Each site is equipped with fire extinguishers
- Extinguishers are serviced by third party, tagged, and dated
- Each site has satisfactory parking and building access
- Each site has satisfactory building and grounds maintenance
- Each site has dedicated and identifiable entrances
- Each site requires key combinations/electric entry for employees
- Each site requires check-in and escorts for entry
- Each site utilizes a camera security system with 30-day retention
- Emergency alert procedures are available to staff, including 'Panic' buttons
- Facilities are clutter free and well maintained



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**Facility Specific:**

**1000 West Cedar Road (Arenac Center)**



The Arenac Center is a single-story building in Standish that consists of multiple offices. The facility is protected by the Standish Area Fire Authority and the Arenac County Sheriff. The Standish Police Department was disbanded in 2017.

**1961 Parrish Road**

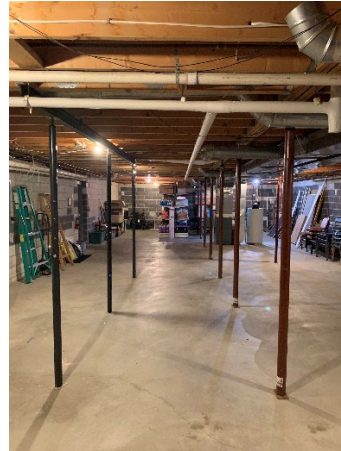


1961 Parrish is a single-story rededicated schoolhouse in Kawkawlin that consists of multiple rooms and offices. Training classes with ARJO power lifts and consumer care are conducted on site. The facility is protected by the Kawkawlin Township Fire Department and Bay County Sheriff. There is a four-vehicle garage on site for vehicles and additional storage. This campus requires additional resources for maintenance due in part to its size and age.



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**1717 Horizon**



The Horizon Home is a single-story residential building in Essexville. The facility is home to six consumers that require 24-hour care. Residents have their own bedrooms and share common areas. The basement is secured with only employees having access. The basement stores supplies for the home and is organized and clutter free.

**201 Mulholland Drive**



201 Mulholland Drive is a three-story office complex within the McLaren Hospital. The facility houses the Bay-Arenac Behavioral Health administration staff on the second floor. The third floor is for consumers and physicians. The facility is protected by the Bay City Police and Fire Departments.



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**909 Washington**



909 Washington is a two-story building within a commercially connected structure. The main tenant is the United Way with Bay-Arenac offices located in the basement of the building. The facility is protected by the Bay City Police and Fire Departments.

**1010 Madison**



1010 Madison, the Madison Clinic is a single-story commercial building that includes offices, treatment areas, and waiting rooms. Consumers receive treatment, medication, and telemedicine. There is no generator on site. Existing policy mandates that during power outages, temperature sensitive medications are transferred to the Bay County Health Department, 1200 Washington Ave (0.4 miles away) within thirty minutes.



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**Observations:**

**Address Identification**

Consider letters and numbers that are at least four inches in height, contrast with their background, and are lighted and/or reflective at night.

**Background Checks**

Vetting of personnel should be conducted, at minimum, for those individuals who will be interacting with vulnerable populations such as children, disabled persons, and the elderly. The inquiries should be national and should cover employees, third-party sublessors, as well as volunteers. Bay-Arenac Behavioral Health should have access to all background checks, even those of employees from third-party sublessors that share responsibilities for consumers and staff.

**Ceiling Tiles**

Missing ceiling tiles enable hot gases and smoke from a fire to rise and accumulate above detectors and sprinklers. This may delay warning activation allowing fires to grow larger and smoke to spread before an alarm and response occurs. Continue with repair and/or replacement of damaged or missing ceiling tiles.



**Doors & Panels**

Ensure doors that are labeled and considered exits require minimal effort to open fully. Any doors that 'stick' or 'hangup' must be adjusted to operate smoothly. Continue the practice of securing the contents of janitorial closets and storage rooms. Consider key locks for vulnerable electrical panels to restrict access of circuit breakers by unauthorized persons.

**Driver License Audits**

Risk management begins with a thorough background check. Self-reporting requirements of traffic events may not disclose incidents properly or in a timely manner. Continue with the State notifications and your yearly self-audits of employee driving privileges. Ensure staff review and comprehend any driving policies. Provide additional training when trends such as backing incidents occur.



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**Extension Cords & Power Strips**

Ensure employees refrain from ‘piggybacking’ or ‘daisy chaining’ extension cords and power strips. These terms refer to power strips and/or extension cords being plugged into other power strips and/or extension cords, which should be avoided. Extension cords should be for temporary use only.



**Fire Extinguishers**

Ensure that all fire extinguishers are properly serviced, tagged, and comply with local ordinances.

**Furnace Rooms**

Continue to maintain proper clearance around furnaces, hot water tanks, boilers, and other HVAC systems. Consider utilizing yellow/black marking tape around furnaces as a visual reminder to maintain clearance. Label outside door as, ‘Furnace Room’.

**Generators**

Facilities with generators receive service from a third-party contractor on a regular basis.



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**Keys**

On day of visit, the medication room in 1010 Madison was unsecured, the door was propped open, and the keys to the cabinet that contained the keys to the controlled medications were found on the counter. Consider the proper safeguarding of this room to include adequate security measures for entry/access and if the lack of a door prop will alleviate the issue of door security.



**Locks**

Various locks are utilized in Bay-Arenac Behavioral Health facilities to secure medications, outbuildings, and storage areas. Duplicate keys should be discouraged, and it may be beneficial to rotate combination locks following staff separations.

**Medication Room & Refrigerators**

Continue the use of refrigerator thermometers. Monitoring refrigerator temperatures helps to limit spoilage of stored medication during a refrigerator malfunction and power failures. Documentation of refrigerator temperatures should be logged daily and available for comparison.

**Outlets**

Outlets in waiting areas, especially where children may congregate, should have plugs inserted to lessen the chance of shock hazards.

**Parking Lots**

Parking lots are well maintained and there is ample parking at all facilities.

**Space Heaters & Appliances**

Continue the practice of unplugging electrical appliances when not in use to reduce hazardous conditions.

**Storage**

Consider securing storage shelves to walls and continue placing heavier objects lower on shelves to increase stability of units. Consider mounting 'white noise' machines to the wall and off the floor.





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**Training**

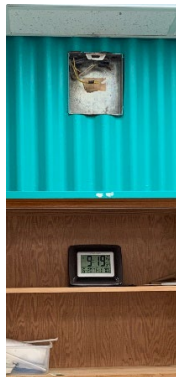
Mr. Strode is A.L.I.C.E. certified and is involved with the staff curriculum. Continue training and include active assailant and fire safety. Ensure staff are aware of their limitations during emergencies and where first aid supplies are located to safely navigate smaller incidents.

**Vehicles**

The use of step-by-step instructions for reporting vehicle damage and/or crashes should be available and reviewed by staff at least annually. We discussed the importance of vehicle inspections before and after use.

**Wiring & Holiday Lights**

Ensure all electrical wiring is protected and covers are installed where noted during our walkthroughs. If holiday lights are permitted, they should be inspected and installed by qualified personnel.



**MMRMA Risk Control and resources available to you**

We noted that on-site assessments assist your operations with identifying many potential exposures. This review will assist your organization's risk management program; however, it may not review or address all your organization's needs. Continued vigilance by your team is essential to provide the optimal services to your consumers.

All campuses of Bay-Arenac Behavioral Health are well maintained, buildings are inspected for fire safety by third parties, and there is ample parking available. We found no surprises at the many properties we toured. Your knowledge of each building's history is impressive, and you were great to work with. Staff were also pleasant and helpful when approached for input.



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In addition to risk control assistance, MMRMA supports its members in mitigating loss exposures through Risk Avoidance Program (RAP) and Certification and Accreditation (CAP) grants. Reimbursement is available for specialized equipment, risk reduction initiatives, training, and accreditation programs through an application process.

We discussed the many grant opportunities available to Bay-Arenac Behavioral Health including the global goal of communicating innovative solutions with our Members. I am available for input should you have questions pursuant to your grant submissions.

Please call with any concerns or questions regarding my visit or for further information on the services provided to MMRMA Members.

Sincerely,

*Phil Kamm*

Phil Kamm, ARM  
Risk Control Consultant  
313-402-5810  
[pkamm@mmrma.org](mailto:pkamm@mmrma.org)

cc: Christopher Pinter  
Lighthouse

Annual Property and Liability Survey - June 24, 2024  
Corrective Action Report

<b>Finding</b>	<b>Corrective Action</b>	<b>Complete</b>
<b>All Locations: 1)</b> Maintain proper clearance around furnaces, hot water tanks, boilers, and other HVAC systems.	Inspect all locations.	Date:
<b>Horizon Home: 1)</b> Emergency lights in hallway not operating.	Emergency lights to be repaired.	Date:
<b>Madison: 1)</b> The medication room was unsecure, the door was propped open, and the keys to the cabinet that contained the keys to the controlled medications were found on the counter. Consider the proper safeguarding of this room to include adequate security measures for entry/access and if the lack of a door prop will alleviate the issue of door security.	Remove door prop.  Repair lock on cabinet.	Date: 6/28/24 Removed door prop.  Date: 6/28/24 Repaired lock with new keys on cabinet.
<b>Madison: 2)</b> Outlet in Childers lobby missing plug inserts. Outlets in waiting areas, especially where children may congregate, should have plugs inserted to lessen the chance of shock hazards.	Install missing plug inserts	Date:
<b>North Bay Center: 1)</b> Observed a power strip “piggybacked” to another power strip. Ensure employees refrain from ‘piggybacking’ or ‘daisy chaining’ extension cords and power strips. These terms refer to power strips and/or extension cords being plugged into other power strips and/or extension cords, which should be avoided. Extension cords should be for temporary use only.	Remove daisy chained power strip.	Date:

<p><b>North Bay Center:</b> 2) Missing ceiling tile in the back hallway could enable hot gases and smoke from a fire to rise and accumulate above detectors and sprinklers. This may delay warning activation allowing fires to grow larger and smoke to spread before an alarm and response occurs.</p>	<p>Replace missing ceiling tiles</p>	<p>Date:</p>
<p><b>North Bay Center:</b> 3) Open box in classroom with exposed taped wires. Ensure all electrical wiring is protected and covers are installed where noted.</p>	<p>Install missing cover.</p>	<p>Date:</p>
<p><b>North Bay Center:</b> 4) Christmas lights noted hanging above cubicle. If holiday lights are permitted, they should be inspected and installed by qualified personnel.</p>	<p>Remove Christmas lights.</p>	<p>Date:</p>
<p><b>Arenac Center:</b> 1) Outlet cover missing in front meeting room. Ensure all electrical wiring is protected and covers are installed where noted during our walkthroughs.</p>	<p>Install missing electrical cover.</p>	<p>Date:</p>

## Facilities

### Environmental Scan:                      **Review of Remote Work and Physical Plant needs**

**Lead Team Members:**  
Karen, Marci and Jennifer

**Status:**      New 3/28/24

#### **Impact on Ability to Accomplish Mission:**

The remote work environment has a direct affect on the need for office space, equipment needs and accommodation at work sites for those staff working remotely when they need work space in office.

#### **Opportunities/Threats:**

##### Opportunities:

- Flexibility in staffing schedules to recruit more employees.
- Reduce costs for buildings and work spaces.
- Advance the use of technology to be more efficient.
- Leases for the Wirt Building and the Mulholland office space are soon going to be expired.

##### Threats:

- Perceived lack of supervision for remote staff.
- Potential distancing and lack of cohesiveness among teams and within the Organization
- Potential reduction in effective communication between staff and within departments.

#### **Strengths/Weaknesses:**

##### Strengths:

- Have had three years during the Pandemic to work through remote work issues.
- Prior to the Pandemic, had a successful virtual office arrangement in place for several years.
- IS staff are very familiar with technology that is needed for more remote work.
- BABHA owns North bay and the Madison Clinic.
- BABHA has been able to adapt well during the Pandemic.
- There are many reports that have been developed to be able to monitor quality, effectiveness and efficiency of staff and services.

##### Weaknesses:

- Past satisfaction surveys have identified a lack of communication from BABHA, which could worsen if remote work lessens responsiveness.
- Costs for equipment may increase if there are additional needs to accommodate remote work.

#### **Breakthrough Initiatives:**

#### **Resources:**

- |   |   |
|---|---|
| 1. Implement Leadership Dashboard and other reports to allow Supervisors and Managers for real time monitoring and evaluate staff's activity. | BI Department, Leadership                       |
| 2. Evaluate long term staff equipment and space needs post remote work implementation.  | IS Department, Facility Manager, Leadership     |
| 3. Prepare/Revise 2024 Replacement schedule for Board consideration.  | IS Manager, Finance Manager                     |
| 4. Prepare long term physical plant recommendations for Board consideration.  | Leadership, Finance Manager, Facilities Manager |