

AGENDA

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

Wednesday, July 10, 2024 at 5:00 pm

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

Committee Members:	Present	Excused	Absent	Committee Member	Present	Excused	Absent	Others Present:
Tim Banaszak, Ch	_____	_____	_____	Pam Schumacher	_____	_____	_____	BABH: Marci Rozek, Chris Pinter, and Sara McRae
Sally Mrozinski, V Ch	_____	_____	_____	Pat McFarland, Ex Off	_____	_____	_____	
Jerome Crete	_____	_____	_____	Robert Pawlak, Ex Off	_____	_____	_____	Legend: M-Motion; S-Support; MA-Motion Adopted; AB-Abstained
Christopher Girard	_____	_____	_____	Richard Byrne, Ex Off	_____	_____	_____	
Kathy Niemiec	_____	_____	_____					

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Investment Earning Reports for Period Ending June 30, 2024		3) Consideration of motion to refer the investment earnings reports for period ending June 30, 2024 to the full Board for information
4.	Contracts 4.1) Financial Statement Audit Bid Report 4.2) Copy Machine Bid Report 4.3) Finance July 2024 Contract List		4.1) No action necessary 4.2) Consideration of motion to refer the purchase of two copy machines from Xerox for an amount of \$9,864 to the full Board for approval 4.3) Consideration of motion to refer the Finance July 2024 contract list to the full Board for approval
5.	Unfinished Business 5.1) None		

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6.	New Business 6.1) New Dimensions Contract		6.1) No action necessary
7.	Adjournment	M -	S - pm MA

Bay-Arenac Behavioral Health Authority
Estimated Cash and Investment Balances June 30, 2024

Balance June 1, 2024	5,942,137.59
Balance June 30, 2024	1,506,641.60
Average Daily Balance	3,824,199.38
Estimated Actual/Accrued Interest June 2024	13,129.27
Effective Rate of Interest Earning June 2024	4.12%
Estimated Actual/Accrued Interest Fiscal Year to Date	179,006.61
Effective Rate of Interest Earning Fiscal Year to Date	4.18%

Note: The Cash and Investment Balances exclude Payroll and AP related Cash Accounts.

Cash Available - Operating Fund

	Rate	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Beg. Balance Operating Funds - Cash, Cash equivalents, Investments		2,822,426	3,940,689	3,431,903	4,022,437	3,285,926	8,549,839	7,456,274	7,733,635	3,167,316	6,109,840	6,146,590	5,488,296
Cash in		9,939,499	6,328,711	12,694,585	11,257,050	21,945,755	11,552,037	11,480,507	4,835,627	19,658,739	13,131,069	13,733,115	3,521,802
Cash out		(8,821,236)	(6,837,497)	(12,104,052)	(11,993,562)	(16,681,841)	(12,645,602)	(11,203,146)	(9,401,946)	(16,716,214)	(13,094,320)	(14,391,408)	(7,959,163)
Ending Balance Operating Fund		3,940,689	3,431,903	4,022,437	3,285,926	8,549,839	7,456,274	7,733,635	3,167,316	6,109,840	6,146,590	5,488,296	1,050,935
Investments													
Money Markets		3,940,689	3,431,903	4,022,437	3,285,926	8,549,839	7,456,274	7,733,635	3,167,316	6,109,840	6,146,590	5,488,296	1,050,935
	90.00												
	180.00												
	180.00												
	270.00												
	270.00												
Total Operating Cash, Cash equivalents, Invested		3,940,689	3,431,903	4,022,437	3,285,926	8,549,839	7,456,274	7,733,635	3,167,316	6,109,840	6,146,590	5,488,296	1,050,935
Average Rate of Return General Funds		2.51%	2.60%	2.69%	3.82%	3.96%	4.01%	4.04%	4.05%	4.08%	4.08%	4.08%	4.08%
		3.46%	3.51%	3.71%	3.82%	4.09%	4.13%	4.11%	4.10%	4.24%	4.08%	4.05%	4.08%
		5,024,820	4,880,009	4,808,545	3,285,926	5,917,883	6,430,680	6,756,419	6,038,598	6,050,472	6,064,203	5,992,215	5,443,183

Cash Available - Other Restricted Funds

	Rate	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Beg. Balance-Other Restricted Funds - Cash, Cash equivalents, Investments		433,645	435,308	437,156	438,953	440,817	442,629	444,508	446,396	448,169	450,072	451,922	453,841
Cash in		1,663	1,849	1,797	1,864	1,812	1,880	1,888	1,773	1,903	1,850	1,919	1,865
Cash out													
Ending Balance Other Restricted Funds		435,308	437,156	438,953	440,817	442,629	444,508	446,396	448,169	450,072	451,922	453,841	455,706
Investments													
Money Market		435,308	437,156	438,953	440,817	442,629	444,508	446,396	448,169	450,072	451,922	453,841	455,706
	91.00	0.70%											
	91.00	1.10%											
	91.00	1.15%											
	91.00	1.35%											
	90.00	1.70%											
	91.00	2.05%											
	90.00	2.15%	-	-	-	-	-	-	-	-	-	-	-
	365.00	80.00%											
Total Other Restricted Funds		435,308	437,156	438,953	440,817	442,629	444,508	446,396	448,169	450,072	451,922	453,841	455,706
Average Rate of Return Other Restricted Funds		3.76%	3.88%	3.97%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
		4.50%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
		428,476	429,265	430,073	440,817	441,723	442,651	443,587	444,504	445,432	446,359	447,294	448,229
Total - Bal excludes payroll related cash accounts		4,375,997	3,869,059	4,461,390	3,726,743	8,992,468	7,900,782	8,180,031	3,615,485	6,559,912	6,598,512	5,942,137	1,506,642
Total Average Rate of Return		2.41%	2.51%	2.58%	4.04%	4.08%	4.20%	4.21%	4.17%	4.20%	4.19%	4.19%	4.18%

**Bay Arenac Behavioral Health
Report of Bid Opening
July 10, 2024**

I Description of Goods or Services Subject to the Request for Proposal: Annual Financial and Compliance Audits

II Date of Bid Opening: July 9, 2024

III Itemization of Proposals Received:

Bidder Name	Financial Audit	Compliance Audit	Total	3 Year Total
*Roslund, Prestage & Company, PC				
Year 1	\$ 21,500	\$ 10,750	\$ 32,250	
Year 2	\$ 22,000	\$ 11,000	\$ 33,000	
Year 3	\$ 22,500	\$ 11,250	\$ 33,750	
				\$ 99,000
Yeo & Yeo CPAs and Business Consultants				
Year 1	\$ 22,000	\$ 8,000	\$ 30,000	
Year 2	\$ 23,000	\$ 8,300	\$ 31,300	
Year 3	\$ 24,000	\$ 8,600	\$ 32,600	
				\$ 93,900

IV Recommendation: Yeo & Yeo CPAs & Business Consultants

* Roslund, Prestage & Company, PC provided optional additional 1-year extensions with rates as follows:
 2027 - Financial Audit - \$23,000, Compliance Audit - \$11,500 and Total for 2027 - \$34,500
 2028 - Financial Audit - \$23,500, Compliance Audit - \$11,750 and Total for 2028 - \$35,250
 2029 - Financial Audit - \$24,000, Compliance Audit - \$12,000 and Total for 2029 - \$36,000

**Bay Arenac Behavioral Health
Report of Quotes
July 10, 2024**

Quotes obtained to purchase/ lease 2 copy machines. Location: 2nd Floor Mulholland and Arenac Center

Vendor	Model	Pages Per mln	Lease \$	Mos	Total Lease Pmts	Buy Price	Service Contract					Total Annual Svc	5 Yr Cost Lease + Svc	5 Yr Cost Buy + Svc
							Fee per Copy		Svc Mos	Black	Color			
							Black	Color						
Konica	C360i	36 ppm	116.60	60	6,996.00	5,276.19	0.0045	0.045	60	135.94	812.66	\$ 948.60	11,738.98	\$ 10,019.17
Konica	C450i	45 ppm	143.27	60	8,596.20	6,482.63	0.0045	0.045	60	135.94	812.66	\$ 948.60	13,339.18	\$ 11,225.61
Xerox	C8135H	35 ppm	109.87	60	6,592.20	4,932.00	0.0069	0.0483	60	208.44	872.25	1,080.69	11,995.66	\$ 10,335.46
Xerox	C8145H	45 ppm	113.22	60	6,793.20	5,260.00	0.0069	0.0483	60	208.44	872.25	1,080.69	12,196.66	\$ 10,663.46
Ricoh	IM C4510	45 ppm	173.90	63	10,955.70	7,763.46	0.0070	0.0490	63	186.96	859.17	1,648.89	19,200.15	\$ 16,007.91

Notes:

Projected Costs Based on 2023 Usage: (Black copies = 30,209 Color copies = 18,059)

Xerox - \$10 monthly minimum svc contract on 8135H, \$7 on 8145H

Ricoh - Svc Plan Fee = \$50.23/mo, includes 1st 3,500 B&W & 525 Color

Recommendation:

Purchase 2 Xerox C8135H copy machines.

Current machines print 45 and 55 pages per minute, recommendation is for machines printing 35 pages per minute.

Lease vs purchase costs for the first 5 years are comparable, however, after 5 years the lease payment will continue.

BABH copy machines are averaging to last 10 years.

**Bay-Arenac Behavioral Health
Finance Council Board Meeting
Summary of Proposed Contracts
July 10, 2024**

		Old Rate	New Rate	Term	Out Clause?	Performance Issues? (Y/N) Risk Assessment Rating (Poor/Fair/Good/Excellent)
SECTION I. SERVICES PROVIDED BY OUTSIDE AGENCIES						
Clinical Services						
*1	N	Rose Hill Psychiatric services for 1 BABHA individual <i>Medication Reviews</i> <i>Initial Psychiatric Evaluation</i>	\$0	\$98/encounter \$186/encounter	TBD - 9/30/24	Y N
2	N	Healthy Transitions, LLC (fka Family Health Psychiatric & Counseling Center) Crisis Residential Services for Adults <i>Crisis Residential Services</i> <i>Room & Board (GF Cost)</i>	\$0	\$724/day \$26/day	10/1/23 - 9/30/24	Y New Provider
3	N	Integrated Services of Kalamazoo Single Case Agreement for Behavior Treatment Services for 1 BABHA Individual	\$0	\$154.46/unit	7/1/24 - 9/30/25	Y N
*4	M	Hope Network Behavioral Health Services Add Habor Point Intensive West location and rate to the contract	\$0	\$482.30/day	TBD - 9/30/24	Y N
Admin/Other Services						
5	N	Yeo & Yeo CPAs & Business Consultants Annual financial & compliance audits - Year 1 - Year 2 - Year 3	\$23,900 \$25,000 \$26,150	\$30,000 \$31,300 \$32,600	10/1/24-9/30/27	Y N
6	R	Opportunity Center T-shirts for Walk a Mile Rally Rental of bus for Walk a Mile Rally	\$1,700 max \$1,050	\$1,890 max \$1,110	9/12/2024	N/A N/A
7	N	Articulate 360 Annual License for 1 Seat	\$0	\$1,399	8/1/24 - 7/31/25	Y N
8	R	Sage Software Sage 100cloud financial software	\$712/month	\$768/month	7/19/24-7/18/25	Y N
9	N	Xerox Copy machine service agreement (x2) Locations: 2nd Floor Mulholland & Arenac Center	\$0	\$0.0069 black copies \$0.0483 color copies	8/1/24 - 7/31/2029	Y N/A
10	N	CWC Leadership Development Leadership and Management Skills Development	\$0	\$7,700	8/1/24 - 1/31/25	N N/A
SECTION II. SERVICES PROVIDED BY THE BOARD (REVENUE CONTRACTS)						
SECTION III. STATE OF MICHIGAN GRANT CONTRACTS						
SECTION IV. MISC PURCHASES REQUIRING BOARD APPROVAL						

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/Provider
NC = New Consumer
T = Termination

Footnotes:

- *1 This setting has not yet received HCBS provisional approval.
- *4 This setting has not yet received HCBS provisional approval.