

MINUTES

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS BYLAWS & POLICIES COMMITTEE MEETING

Wednesday, August 7, 2024 at 5:30 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	X	_____	_____	Kathy Niemiec	X	_____	_____	BABH: Chris Pinter, Marci Rozek, and Sara McRae Legend: M-Motion; S-Support; MA-Motion Adopted; AB-Abstained
Sally Mrozinski, V Ch	X	_____	_____	Pam Schumacher	X	_____	_____	
Jerome Crete	X	_____	_____	Robert Pawlak, Ex Off	X	_____	_____	
Christopher Girard	X	_____	_____	Richard Byrne, Ex Off	X	_____	_____	
Pat McFarland	X	_____	_____					

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call	Committee Chair, T. Banaszak, called the meeting to order at 5:00 pm. All the members were present.	
2.	Public Input (Maximum of 3 Minutes)	There were not any members of the public present.	
3.	Policies Ending 30 Day Review	There were not any policies presented to the Committee.	
4.	Policies Beginning 30 Day Review 4.1) Uses and Disclosures of Protected Health Information under HIPPA, the Michigan Health Codes, and the Code of Federal Regulations, 13-1-14 (deletion) 4.2) Uses and Disclosures of Protected Health Information under HIPPA, the Michigan Health Codes, and the Code of Federal Regulations – Additional Guidelines for Supervisors/Managers, 13-1-17 (deletion)	4.1-4.3) C. Pinter reviewed the deletions and proposed new policy noting the reasons for the consolidation of the policies.	4.1-4.3) On motion of J. Crete and support of C. Girard, the policies beginning 30-day review were referred to the full Board for approval. The motion passed unanimously.

	<p>4.3) Uses and Disclosures of Protected Health Information under HIPPA, the Michigan Health Codes, and the Code of Federal Regulations, 13-1-21 (new)</p> <p>4.4) Accepting and Handling Credit and Debit Card Payments, 8-3-15 (new)</p> <p>4.5) Encounter Quality Initiative (EQI) Reports, 2-1-7 (revision)</p>	<p>4.4-4.5) M. Rozek and C. Pinter reviewed the proposed new policy for credit and debit card payments and revisions for the EQI report policy to match the contract. There were general discussions related to what credit cards are accepted by BABH, that BABH is absorbing the credit card transaction fees, credit card payments are only accepted over the phone for security reasons, compliance with HIPPA, and that administration will report more information on credit card utilization and fees at a future committee meeting.</p>	<p>4.4-4.5) On motion of C. Girard and support of J. Crete, the policies beginning 30-day review were referred to the full Board for approval. The motion passed unanimously.</p>
5.	<p>Unfinished Business</p>	<p>There was not any unfinished business presented.</p>	
6.	<p>New Business</p> <p>6.1) BABH Bylaws Review Process Update</p>	<p>6.1) C. Pinter reported the at the last meeting the Committee concurred on a new organizational structure and charged administration with developing a new schedule based on parameters provided. C. Pinter reviewed a proposed schedule within these parameters and noted that administration is confident agenda packets can be distributed 24 hours prior to the full Board meeting, where all formal action is taken. M. Rozek reported nearly all payments approved by the Audit Committee would be retroactive under this proposal. There were general discussions regarding the proposed schedule change, timeline for making the organizational structure and calendar changes effective in 2025, committee functions in the Bylaws need revisions to reflect changes, additional requirements for Personnel and Compensation Committee members to consult the full Board on the CEO evaluation review process, revising the Bylaws to include parliamentary training for committee chairs and vice chairs, adding a section to include the non-Board member appointments to the Recipient Rights Committee under Board Chair appointments, and whether the committee membership selection process</p>	<p>6.1) No action was necessary</p>

		should include all board members to sit on each committee. The Committee concurred with all changes discussed except for the committee membership selection process. The administration will prepare a track change version of the Bylaws for review at the next meeting.	
7.	Adjournment	On motion of R. Byrne and support of J. Crete, the meeting adjourned at 5:57 pm. The motion passed unanimously.	



Tim Banaszak, Committee Chair