

AGENDA

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

Monday, August 12, 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:
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) Agency Fleet of Vehicles 4.3) Safety Committee Meeting Notes from August 7, 2024		4.1) No action necessary 4.2) No action necessary 4.3) No action necessary
5.	Adjournment	M -	S - pm MA

BABH FLEET OF VEHICLES

Program	Vehicle		Color	Mileage	Mileage	Annual	23-24 Monthly	Daily Average	NOTES
	Year	Vehicle		Jul-23	Jul-24		(adjusted)	20 days	
							Average		
ES	2011	Jeep Patriot		76,202	78,395	2,193	183	9	
ACT	2008	Uplander		105,366	107,457	2,091	174	9	
ACT	2013	caravan		103,758	108,661	4,903	409	20	
ACT	2016	Fusion	silver	58,447	66,494	8,047	671	34	
ACT	2019	Impala	blue	29,892	40,866	10,974	915	46	
ACT	2019	Mailibu	black	18,785	24,786	6,001	500	25	
ACT	2019	Impala	silver	21,251	24,786	3,535	295	15	
ACT	2022	Edge	Black	6,031	10,618	4,587	382	19	
Arenac	2010	Fusion	Cream	100,034	108,696	8,662	722	36	
Arenac	2012	Fusion	Charcoal	112,715	124,332	11,617	968	48	
Arenac	2016	Fusion	Silver	80,174	89,439	9,265	772	39	
Arenac	2019	dodge van	Black	31,010	41,948	10,938	912	46	
Child/Fam	2007	Cobalt	silver	79,780	85,772	5,992	499	25	
Child/Fam	2007	Uplander	blue	75,997	77,604	1,607	134	7	
MI Adult	2010	Fusion	silver	136,590	139,376	2,786	232	12	High Mileage
MI Adult	2012	Impala	Silver	154,129	157,126	2,997	250	12	High Mileage
NB DD	2007	Colbalt	Sandstone	92,420	99,450	7,030	586	29	
NB DD	2011	E350 Wagon	Silver	49,303	58,740	9,437	786	39	
NB (ACT)	2005	Focus	Blue	90,510	99,604	9,094	758	38	
NB (ACT)	2009	Cobalt	Red	81,122	85,808	4,686	391	20	
NB	2012	E350 Wagon	White	61,254	68,562	7,308	609	30	
NB	2013	Caravan	Gold	151,513	159,870	8,357	696	35	High Mileage, Transmission
NB	2017	Transit Wagon	White	76,529	88,384	11,855	988	49	
NB	2018	Impala	White	76,682	97,748	21,066	1,756	88	
NB	2018	Malibu	White	77,927	94,432	16,505	1,375	69	
NB	2019	Transit Wagon (84)	Silver	67,117	80,337	13,220	1,102	55	
NB	2019	Transit Wagon (85)	Silver	55,804	68,141	12,337	1,028	51	
NB	2019	Caravan	Gray	63,654	80,449	16,795	1,400	70	
NB	2020	Malibu	Silver	62,607	78,398	15,791	1,316	66	
NB	2022	Edge	Gray	20,266	37,748	17,482	1,457	73	
NB	2024	Trailblazer	White	-	8,737	8,737	1,747	87	
Huron St	2009	Impala	Silver	131,465	143,407	11,942	995	50	High Mileage
14th Street	2010	Caravan	Blue	183,315	192,711	9,396	783	39	High Mileage
Horizon	2011	Express Van	Silver	135,185	153,366	18,181	1,515	76	High Mileage
Horizon	2011	Fusion	Gray	157,942	176,591	18,649	1,554	78	High Mileage
Harold	2016	Fusion	Silver	54,936	63,794	8,858	738	37	

COUNT = 36 vehicles

BAY-ARENAC BEHAVIORAL HEALTH
SAFETY MEETING MINUTES
Wednesday, August 7, 2024 - 9:00 am
Via Microsoft Teams

Attendees: Eric Strode (Chair), Vicki Atkinson (Recorder), Justeen Blair, Susan Curtis, Misty Giesken, Cheryl Kusmierz, Jennifer Lasceski, Tammy Matuszewski, Nicole Popenhagen, Donna Roznowski, Kristin Vanness, Sarah Van Paris, Karl White

Excused: Lynn Blohm, Amy Folsom, Heather Friebe, Joelin Hahn, Maria Hewtty, Marci Rozek (opt), James Spegel, Joelle Sporman, Nicole Sweet (ad hoc), Tonia Wilczynski, Kaci Wright-Ehrens

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 Meeting minutes from May 1, 2024 were approved as written.	
2. Environmental Concerns	Environmental Concerns: - Ceiling tiles at the Madison building were replaced due to a roof leak.	
3. Environmental Concerns related to Consumer incident reports	Environmental Concerns related to Consumer incident reports: - Eric reported another exposure to bed bugs at a Provider home.	
4. Safety Program Performance Measures	<p>New Employee Training: - Eric reported these are up to date and saved to the appropriate folders.</p> <p>New Employee Checklist: - Eric reported these are up to date and saved to the appropriate folders.</p> <p>Accidents, Incidents and Illnesses Reports: - Minor bumps and bruises of staff, one employee needed stitches, which this is a recordable incident. - One employee is on restrictive duty due to an incident.</p> <p>Vehicle Accident/Reporting Protocol/Cell phone use: - Eric reported there was damage (a scrape) to an agency vehicle at Horizon Home.</p> <p>Emergency Drills/Real Events/Fire Drill/Tornados: See Item #6</p> <p>Update Occupancy Forms: See Item #6</p> <p>Active Shooter Training: - Active Shooter Training is now in Relias to begin in September. You</p>	

	<p>can sign up through Relias to attend in-person training at Madison, Standish or North Bay.</p> <ul style="list-style-type: none"> - This training is not mandatory - The training is 1 – 1 ½ hours 	
<p>5. Monthly Safety Inspections</p>	<p>Site Safety Rep Logs: See Item #6</p> <p>911 Check Problems/Time:</p> <ul style="list-style-type: none"> - No problems reported. <p>Vehicle Inspections/Maintenance Protocol/Insurance:</p> <ul style="list-style-type: none"> - Everything is up to date. 	
<p>6. Other</p>	<p>“Safety Materials” Folder: Eric reviewed the “Safety Materials” folder on the G: drive and it’s subfolders with the committee. Eric suggested putting a shortcut for this folder on your desktop for easy access. All Site Safety Reps should review and be familiar with these folders. The folders are set up by site so each site has their specific folders for their site.</p> <ul style="list-style-type: none"> - “Documentation” subfolder: <ul style="list-style-type: none"> * Annual Site safety Inspection reports – Eric will complete these in August/September for each site. * Emergency Drill Reports – All drill reports should be completed and saved to this folder. Eric will then review them. * Safety Rep Inspection Log – to be filled out monthly, quarterly or annually, depending on item, by Site Safety Reps. * Site Safety Training – New employee site safety training documentation is completed and saved in this folder - “Emergency Procedures Binders for Safety Reps/Supervisors” subfolder: <ul style="list-style-type: none"> * Eric keeps these updated and reviews every 2 years or as needed. The Emergency Preparedness Plan is in this folder. - “Fleet Management – Vehicle Safety” subfolder: <ul style="list-style-type: none"> * Track mileage for agency vehicles. Eric reviews this every 6 months and enters data into a spreadsheet. - “Hazard Vulnerability Analysis (HVA)” subfolder: <ul style="list-style-type: none"> * Eric recently completed these for all of the sites. - “Inspection Forms, Schedules & Logs” subfolder: <ul style="list-style-type: none"> * Eric is in the process of reorganizing this folder. Any questions, please 	

	<p>see Eric.</p> <ul style="list-style-type: none"> - “Licensing Rules & Technical Asst Manual” subfolder: * This folder includes Licensing rules for AFC’s and small group homes. - “Medical Waste” subfolder: * Pick-up schedules, most sites will keep this information in their own site folder. - “MIOSHA 300 & 300A” subfolder: * Eric completes these forms for MIOSHA, it explains incidents, recordables, injuries, etc. - “MMRMA” subfolder: * Insurance liability company, annual inspections are completed with corrective actions noted if need be. - “Occupancy Lists & Floor Plans” subfolder: * Each Site Safety Rep is responsible to keep their employee list for their site updated, this is to be used for drills and evacuations. Floor plans are also included in this folder. - “Performance Measures” subfolder: * Only Eric has access to the Log Employee 2017-2024 due to confidentiality. * Emergency Drill Performance Analysis Report – required by CARF, completed by Eric. - “Safety Committee Reports” subfolder: * Safety Committee info (meeting notes, agendas, Safety committee rep list) - “Safety Quick Ref Cards” subfolder: * Laminated quick reference cards for all employees. Discussion was made on whether to use these or not, they are not required. - “Training Materials” subfolder: * Site safety training packets are in this folder for Site Safety reps to use for new hire employees. <p>Eric reminded all Site Safety Reps to review these Safety Materials folders and become familiar with them.</p>	
<p>7. Adjourn</p>	<p>Meeting adjourned at 9:25 am. Next Quarterly Meeting: November 2024 via Teams. Date/location to be determined.</p>	