

# AGENDA

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

Monday, December 9, 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: Chris Pinter, Eric Strode,
Christopher Girard, V Ch	_____	_____	_____	Robert Pawlak, Ex Off	_____	_____	_____	Karl White, 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) Facilities December 2024 Contract List, K. White  4.3) North Bay Heat Exchangers, E. Strode  4.4) Bid Report for North Bay Duct Cleaning, E. Strode  4.5) Madison Renovations Update, E. Strode		4.1) No action necessary  4.2) Consideration of a motion to refer the Facilities December 2024 contract list to the full Board for approval  4.3) No action necessary  4.4) Consideration of motion to refer awarding the North Bay duct cleaning to Modernistic for an amount not to exceed \$2,480 to the full Board for approval  4.5) No action necessary

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	4.6) Safety Committee Meeting Notes from November 6, 2024, E. Strobe		4.6) No action necessary
	4.7) Facilities & Safety Committee Changes for 2025, S. McRae		4.7) No action necessary
5.	Adjournment	M -	S - pm MA

**Bay-Arenac Behavioral Health  
Facilities Committee  
Summary of Proposed Contracts  
December 2024**

			<b>Old Rate</b>	<b>New Rate</b>	<b>Term</b>
1	R	<b>Ten16 Recovery Network</b>			
		Rental Agreement for Space at Arenac	\$0	\$100/month	10/1/24 – 9/30/25
2	T	<b>Bay County</b>			
		Month to month lease for Rose Home	\$2,600/month	\$0	12/28/24
3	T	<b>Subleases with those residing at Rose Home</b>			
		Month to month subleases between BABHA and 3 individuals residing at Rose Home	\$800/month	\$0	12/28/24

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/Lease  
NC = New Consumer  
T = Terminate

**Bay Arenac Behavioral Health**  
**Report of Bids Received**  
**December 9, 2024**

I Description of Goods or Services Subject to the Request for Bids: Duct Cleaning at North Bay facility.

II Itemization of Bids Received:

<b>Duct Cleaning at North Bay facility.</b>	
<b>Bidder Name</b>	<b>Amount</b>
Custom Engineering, Inc	3,288.00
Modernistic	2,480.00
ServPro	14,220.00
Cleanfreak Restoration	2,700.00

III Recommendation:  
Modernistic \$2,480

BAY-ARENAC BEHAVIORAL HEALTH  
 SAFETY MEETING MINUTES  
 Wednesday, November 6, 2024 - 9:00 am  
 Via Microsoft Teams

Attendees: Eric Strode (Chair), Susan Curtis, Misty Giesken, Cheryl Kusmierz, Nicole Popenhagen, Donna Roznowski, Kristin Vanness, Sarah Van Paris, Karl White, Lynn Blohm, Heather Friebe, Tonia Wilczynski, Amy Folsom

Excused: Joelin Hahn, Maria Hewtty, Marci Rozek (opt), James Spegel, Joelle Sporman, Nicole Sweet (ad hoc), Justeen Blair, Kaci Wright-Ehrens, Jenn Lasceski, Vicki Atkinson, Tammy Matuszewski, Nicole Sweet

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 August 2024 were approved as written.	
2. Environmental Concerns	<b>Environmental Concerns:</b> - None at this time.	
3. Environmental Concerns related to Consumer incident reports	<b>Environmental Concerns related to Consumer incident reports:</b> - Eric reported an exposure to fleas at a Provider home.	
4. Safety Program Performance Measures	<p><b>New Employee Training:</b> - Eric reported these are up to date and saved to the appropriate folders.</p> <p><b>New Employee Checklist:</b> - Eric reported these are up to date and saved to the appropriate folders.</p> <p><b>Accidents, Incidents and Illnesses Reports:</b> - None to note.</p> <p><b>Vehicle Accident/Reporting Protocol/Cell phone use:</b> - Eric reported that a catalytic converter was cut off off an agency Ford Edge while in the parking lot at Mulholland – an Insurance claim was filed.</p> <p><b>Emergency Drills/Real Events/Fire Drill/Tornados:</b> See Item #5.</p> <p><b>Update Occupancy Forms:</b> Eric advised that the sheets need to be updated regularly to reflect staff changes.</p> <p><b>Active Shooter Training:</b> - In -person Active Shooter Training is now completed. Eric reported a</p>	

	Relias training will be available going forward.	
5. Monthly Safety Inspections	<p><b>Site Safety Rep Logs:</b> Eric Reported that Arenac was not up to date with log checks and drills. All other sites were up to date and doing a good job with logs and drills.</p> <p><b>911 Check Problems/Time:</b></p> <ul style="list-style-type: none"> <li>- Eric reported on the Mulholland issue with security not responding in a timely manner and that going forward it may be the best to just all 911 directly.</li> </ul> <p><b>Vehicle Inspections/Maintenance Protocol/Insurance:</b></p> <ul style="list-style-type: none"> <li>- Everything is up to date.</li> </ul>	
6. Other	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>- Eric reported that 14 new vehicles are being leased from Enterprise and to be delivered in 6-8 weeks. The vehicles will be distributed to different programs, while some existing vehicles will be re-distributed around the agency.</li> </ul>	
7. Adjourn	<p>Meeting adjourned at 9:15 am.</p> <p><b>Next Quarterly Meeting:</b> February 2025 via Teams. Date/location to be determined.</p>	

Facilities & Safety Committee  
 Quarterly Meeting  
 SLT Facilitator: Marci Rozek

	March	June	September	December
Items:				
Facilities Report	x	x	x	x
Vehicle Management				
Building Leases/Property Acquisitions				
Emergency Preparedness Plan		x		
Strategic Initiatives/Dashboard Review	x	x	x	x

Other coordination with Board Office:

# March 2025

# BABH Board of Directors

March 2025							April 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 23	24	25	26	27	28	Mar 1
2	3	4	5	6 5:00pm Facilities & Safety Committee	7	8
9	10 5:00pm Recipient Rights Advisory & Appeals Committee	11	12 5:00pm Finance Committee	13 5:00pm Program Committee	14	15
16	17 Saint Patrick's Day 5:00pm Audit Committee	18	19	20 5:00pm REGULAR BOARD MEETING	21	22
23	24	25	26	27	28	29
30	31	Apr 1	2	3	4	5