

MINUTES

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS AUDIT COMMITTEE MEETING

Tuesday, November 19, 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: |
| Pat McFarland, Ex Off, Ch | X | | | Sally Mrozinski | | X | | BABH: Marci Rozek, Michele Perry, Eric Strode, Chris Pinter, and Sara McRae Legend: M-Motion; S-Support; MA- Motion Adopted; AB-Abstained |
| Robert Pawlak, Ex Off, V Ch | X | | | Marie (Toni) Reese | | X | | |
| Tim Banaszak | X | | | Richard Byrne, Ex Off | X | | | |
| Jerome Crete | X | | | | | | | |

| | Agenda Item | Discussion | Motion/Action |
|----|---|---|---|
| 1. | Call To Order & Roll Call | Committee Chair, called the meeting to order at 5:00 pm. | On motion of R. Byrne and support of J. Crete, S. Mrozinski was excused. The motion passed unanimously. On motion of T. Banaszak and support of J. Crete, T. Reese was excused. Th emotion passed unanimously. |
| 2. | Public Input (Maximum of 3 Minutes) | There were not nay members of the public present. | |
| 3. | Unfinished Business 3.1) Restrictions on Unrestricted Fund Balance | 3.1) M. Rozek reviewed the restricted and unrestricted fund balances. M. Rozek reported the unrestricted fund balance from performance bonus incentive payments (PBIP) must be used on consumer care and the unrestricted funds balance can be used at the agency's discretion. There were general discussions regarding the Prepaid Inpatient Health Plan's responsibility to cover all community mental health service program (CMHSP) Medicaid costs. CMHSPs are not required to use their unrestricted funds if Midstate Health Network (MSHN) has excess Medicaid funds, including an internal service fund balance. | 3.1) No action was necessary |

| | | | |
|----|---|--|---|
| | <p>3.2) Monthly Maintenance Agreements & Maintenance Costs for Copy Machines</p> | <p>3.2) M. Rozek reported the copier maintenance charges were for a disconnect charge. The copy machines were not able to send the page utilization reading to the vendor. The issue has been corrected.</p> | <p>3.2) No action was necessary</p> |
| 4. | <p>New Business</p> <p>4.1) Selection of Disbursements & Health Care Claims from Summary Report</p> <p>4.2) Financial Statements for Period Ending October 31, 2024</p> <p>4.3) Electronic Fund Transfers (EFTs) for Period Ending October 31, 2024</p> <p>4.4) Review of Selected Disbursements & Health Care Claims Chosen from Summary Report by CFO</p> | <p>4.1) Administration found the source information for the claims selected for review.</p> <p>4.2) M. Rozek reviewed the financial statements noting the October figures are estimated because it is the beginning of the fiscal year (FY). M. Rozek reported the Medicaid per eligible per month (PEPM) revenue received from MSHN for October is comparable to the average prior 6 months revenue.</p> <p>4.3) M. Rozek reviewed the EFTs with the Committee.</p> <p>4.4) Administration reviewed the disbursements and health care claim invoices selected for further review. These included 100493 for employee travel reimbursement; E6841 for employee travel reimbursement; 100467 bay County Treasurer for Rose Home rent and death certificates; E6825 Usha Movva for 3rd party psychiatric services; 100487 Thryv for Yellow Page listing; E6828 New dimensions, Inc. for courier services; E6669 Peter Chang Enterprises, Inc. for the electronic health record (EHR); 100395 Camp Fish Tales for a consumer camp payment; 100399 Disability Services Resource Center for a consumer home modification; E6705 VOICE, inc. for interpreter services; 100453 Charter for services at North Bay; credit card payment to Bay City Bridge Partners for Liberty Bridge crossings; and health care payments 5610 to Apex Psychological & Behavioral for third party autism evaluations.</p> | <p>4.1) No action was necessary</p> <p>4.2) On motion of T. Banaszak and support of J. Crete, the Financial Statements for period ending October 31, 2024 were referred to the full Board for approval. The motion was adopted unanimously.</p> <p>4.3) On motion of J. Crete and support of R. Pawlak, the EFTs for period ending October 31, 2024 were referred to the full Board for approval. The motion was adopted unanimously.</p> <p>4.4) No action was necessary</p> |

| | | | |
|----|---|--|---|
| | 4.5) Consideration of Approval of Disbursements & Health Care Claims Totals | 4.5) M. Rozek reviewed the disbursement and health care claims totals. | 4.5) On motion of R. Pawlak and support of R. Byrne, the disbursements and health care payments from October 21, 2024 through November 22, 2024 were referred to the full Board for approval. The motion was adopted unanimously. |
| 5. | Adjournment | On motion of J. Crete and support of R. Pawlak, the meeting adjourned at 5:29 pm. The motion passed unanimously. | |

 11/21/24
Pat McFarland, Committee Chair