

BAY-ARENAC BEHAVIORAL HEALTH
SAFETY MEETING MINUTES
Wednesday, November 5, 2025 – 9:00 am
Via Microsoft Teams

Attendees: Eric Strode (Chair), Amber Royce (Recorder), Misty Giesken, Kristin Vanness, Sarah Van Paris, Tonia Wilczynski, Justeen Blair (Opt.), Amy Folsom (Opt.)

Excused: Michaela Beck, Lynn Blohm, Sarah Curtis, Cheryl Kusmierz, Jennifer Lasceski, Tammy Matuszewski, Nicole Popenhagen, Donna Roznowski, Joelle Sporman, Nicole Sweet, Kaci Wright-Ahrens, Heather Friebe (Opt.), Joelin Hahn (Opt.), Maria Hewtty (Opt.), Marci Rozek (Opt.), Karl White (Opt.)

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 6 were approved as written. - Eric noted that bats have not returned to North Bay.	
2. Environmental Concerns	Environmental Concerns: - Per Sarah Van Paris, no concerns to report.	
3. Environmental Concerns related to Consumer incident reports	Environmental Concerns related to Consumer incident reports: - Mulholland 3 rd Floor had a bed bug sighting. McLaren was called. McLaren’s Environmental team took care of it.	
4. Safety Program Performance Measures	<p>New Employee Training: - Nothing of note.</p> <p>New Employee Checklist: - Nothing of note.</p> <p>Accidents, Incidents and Illnesses Reports: - None to report.</p> <p>Vehicle Accident/Reporting Protocol/Cell phone use: - Eric reported 1 accident: * Minor vehicle collision at Arenac (BABH vehicle and mail delivery vehicle). No major damage to either vehicle.</p> <p>Emergency Drills/Real Events/Fire Drill/Tornados: - No events to report.</p>	

	<p>Update Occupancy Forms: Eric reminded everyone that the Occupancy Forms need to be updated regularly to reflect staff changes.</p>	
5. Monthly Safety Inspections	<p>Site Safety Rep Logs:</p> <ul style="list-style-type: none"> - Eric performed a regular review of the Site Safety Rep Logs and noted a few that need to be updated. - Reminder to all sites to perform their second fire drill of the year before the snow sets in, if they have not done so already. - Amy Folsom requested a Slip and Fall reminder be sent out to staff ahead of winter weather. - As a note: Madison has a new plow company that needs “broken in”. <p>911 Check Problems/Time: Eric noted that 911 safety checks seem to be working smoothly with the new phone system.</p> <p>Vehicle Inspections/Maintenance Protocol/Insurance:</p> <ul style="list-style-type: none"> - Eric said that there is regular difficulty in tracking when oil changes are due on vehicles. Implemented a new method where vehicle coordinators note oil change due dates next to mileage on their monthly sheets for better visibility. Good results so far. 	<p>Safety Reps: Perform second fire drill of year at sites that have not yet done so.</p> <p>Send out Slip and Fall posting to staff.</p>
6. Other	<p>Other:</p> <ul style="list-style-type: none"> - Eric performed a test of the Omni Alert system in October ahead of the winter season. Help Desk reported that the alert went smoothly, with only a few staff not receiving an alert. Note to keep occupancy forms updated so staff do not miss these alerts. - Justeen Blair noted for Eric that the Horizon Home Kardex needs reviewed and updated. 	<p>Reminder to keep occupancy lists updated.</p> <p>Eric will review Kardex with Justeen.</p>
7. Adjourn	<p>Next Quarterly Meeting: February 2026, date and location to be determined.</p> <p>Meeting adjourned at 9:10 am.</p>	

FUTURE FACILITIES EXPANSION PLANNING

A Comparative Analysis for the Facilities
Committee

OBJECTIVE

- ▶ Present options for office spaces and parking solutions for future expansion.
- ▶ Evaluate pros and cons based on space, cost, and accessibility.

CURRENT BUILDING SITUATION

•Mulholland:

- Total Square Footage: 20,149 sqft

- 2nd Floor:

- 6,064 sqft total
- 4,213 sqft BABH occupied
- 1,851 sqft shared with McLaren
- Workspaces: 25 offices and workspaces

- 3rd Floor:

- 14,085 sqft total
- Workspaces: 45 offices and team rooms

•Madison:

- Total Square Footage: 12,144 sqft

- Workspaces: 41 offices, 3 meeting/training rooms

•North Bay:

- Total Square Footage: 17,404 sqft

- Workspaces: 12 Classrooms 3 offices, 29 cubes in 3 separate rooms

STAFFING NUMBERS BY LOCATION

- **Mulholland:**

- Total Staff:

- 2nd Floor:

- 21 Finance and HR staff

- 3rd Floor:

- 68 Client Service Specialists , ES and ACT Staff

- **Madison:**

- Total Staff:

- 47 Clinical Staff

- **North Bay:**

- Total Staff:

- 48 Direct Care, Client Services and IS Staff

SHARED SPACES AND PARKING OPTIONS

•Mulholland:

- Total Shared Hospital Spaces: 100 plus
- Agency Vehicles Assigned: 13 (ACT-ES-MI Adult)

•Madison

- Front Lot for Consumers:
 - Total: 82 spaces, Handicap: 4 spaces
- Staff Parking Rear Lot:
 - Total: 41 spaces, Handicap: 1 space
 - 2 Agency vehicles assigned: Children's

•North Bay:

- Total: 59 spaces, Handicap: 2 spaces
- 16 agency vehicles assigned : Direct Care and DD
- 4 Lift Vans in Heated Garage

STRATEGIC OPTIONS

▶ Negotiate New Terms and Renew Lease of the Mulholland Offices

▶ Pros:

- ▶ **Maintain Current Locations:** Avoids the complexity and disruption of relocating.
- ▶ **Potentially Lower Rental Rates:** Market conditions may favor negotiations for better rates.
- ▶ **Relationship with Landlord:** Established relationships can lead to more favorable terms.
- ▶ **Flexibility in Lease Terms:** Opportunity to negotiate clauses that allow for future growth or downsizing.

▶ Cons:

- ▶ **Limited flexibility and growth potential.**
- ▶ **May not address space inadequacies.**
- ▶ **Potential higher lease rates due to older locked in rates**

STRATEGIC OPTIONS CONT.

▶ New Construction or Add-On to the Madison and/or North Bay

▶ Pros:

- ▶ **Tailored Design:** Create a space that perfectly fits the organization's workflow and culture.
- ▶ **Long-Term Investment:** Ownership can lead to appreciation in property value over time.
- ▶ **Sustainability Opportunities:** Incorporate green building designs and energy-efficient systems.
- ▶ **Attract Talent:** A new, modern facility can enhance the organization's image and attract top talent.

▶ Cons:

- ▶ **High initial costs and extended timelines.**
- ▶ **Potential zoning and construction challenges.**
- ▶ **Relocation Costs**

STRATEGIC OPTIONS CONT.

▶ Purchase Existing Property in the City to Replace Mulholland and/or North Bay

▶ Pros:

- ▶ **Immediate Asset Acquisition:** Buying property adds to the organization's balance sheet.
- ▶ **Potential for Revenue Generation:** Opportunity to lease unused space to other organizations.
- ▶ **Community Integration:** Owning property can enhance the organization's presence and community ties.
- ▶ **Customization Potential:** Ability to renovate and adapt the space to meet future needs.

▶ Cons:

- ▶ **Upfront capital investment and ongoing maintenance costs.**
- ▶ **Potential market risks or property depreciation.**
- ▶ **Relocation Costs**

STRATEGIC OPTIONS CONT.

▶ Lease New Space in Bay City to Replace Mulholland and/or North Bay

▶ Pros:

- ▶ **Flexibility in Location:** Opportunity to position the organization in strategic locations closer to clients or talent.
- ▶ **Lower Maintenance Responsibilities:** Landlords typically handle major repairs and maintenance.
- ▶ **Shorter Commitment:** Easier to relocate or adjust as business needs change.
- ▶ **Potential for Temporary Needs:** Ideal for short-term projects or expansions without long-term obligations.

▶ Cons:

- ▶ **Ongoing rental costs without equity building.**
- ▶ **Availability may be limited based on market conditions.**
- ▶ **Relocation Costs**

STRATEGIC OPTIONS CONT.

▶ Relocate Mulholland Operations to Madison and North Bay

▶ Pros:

- ▶ **Optimize Current Resources:** Efficient use of existing space can reduce costs and improve operational efficiency.
- ▶ **Streamlined Operations:** Consolidation can enhance communication and collaboration among teams.
- ▶ **Cost Savings:** Reduces overhead costs associated with leasing multiple locations.
- ▶ **Faster Adjustment to Changing Needs:** Can quickly adapt space usage based on organizational growth or reduction.

▶ Cons:

- ▶ **Disruption to staff and potential impact on morale.**
- ▶ **Disruption to services provided to consumers.**
- ▶ **May require renovations or adjustments to accommodate staff.**
- ▶ **Relocation Costs**



- Total Square Footage: 12,144 square feet

- Workspaces: 41 offices, 3 meeting/training rooms

- Front Lot for Consumers:

- Total: 82 spaces, Handicap: 4 spaces

- Employee Parking Rear Lot:

- Total: 41 spaces, Handicap: 1 space

- 2 Agency vehicles assigned: Children's

CURRENT MADISON BUILDING & PARKING

POTENTIAL FUTURE MADISON BUILDING & PARKING

SINGLE STORY ADD-ON (IN FRONT)

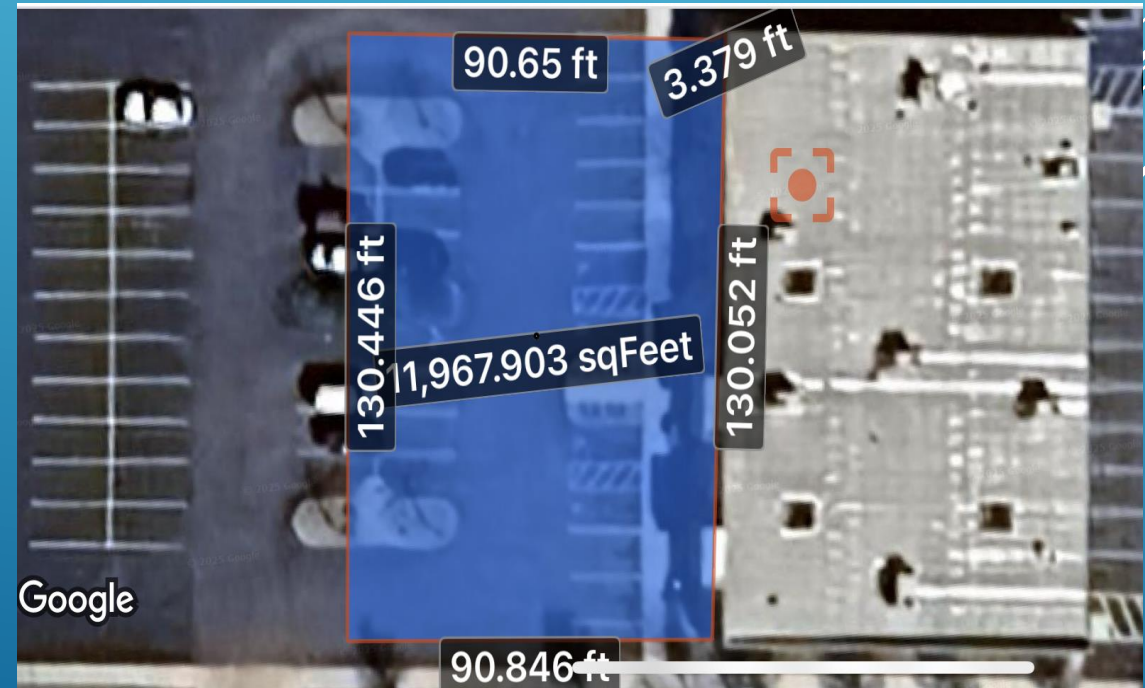


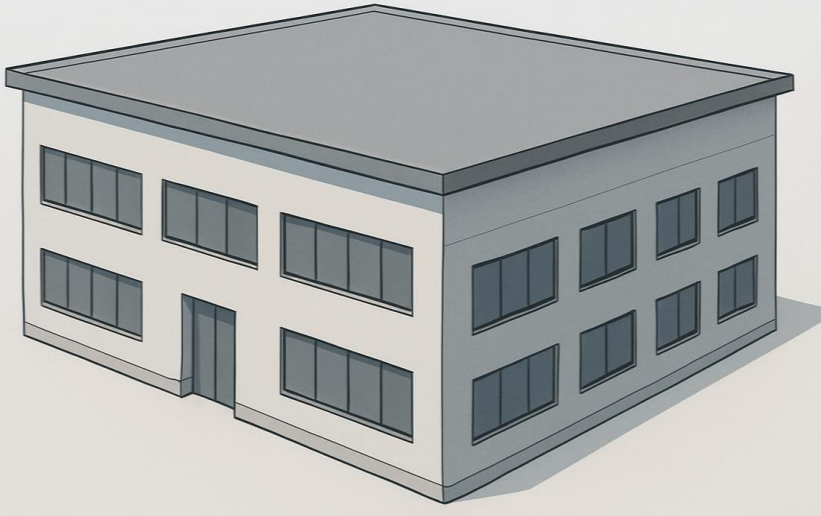
- Total Square Footage: Approximately 24,300 square feet

- Workspaces: 90 offices, 3 meeting/training rooms

- Front Lot for Consumers and Staff:
 - Total: 60 spaces, Handicap: 4 spaces

- Staff Parking Rear Lot:
 - Total: 41 spaces, Handicap: 1 space
 - 2 Agency vehicles assigned: Children's





POTENTIAL FUTURE MADISON BUILDING & PARKING

TWO STORY ADD-ON (IN FRONT)

- Total Square Footage: Approximately 36,500 square feet

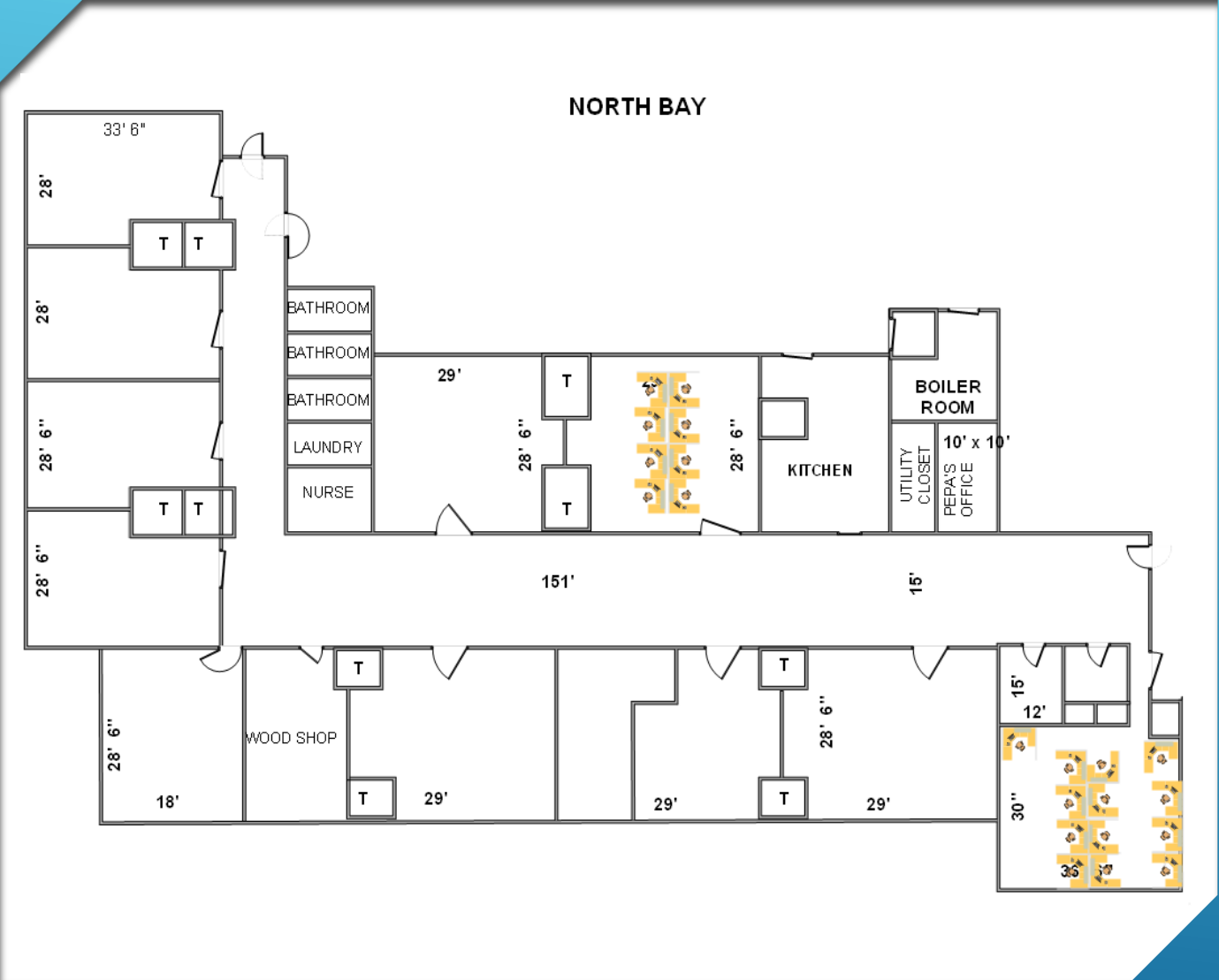
- Workspaces: 120 offices, 6 meeting/training rooms

- Front Lot for Consumers and Staff:
 - Total: 60 spaces, Handicap: 4 spaces

- Staff Parking Rear Lot:
 - Total: 41 spaces, Handicap: 1 space
 - 2 Agency vehicles assigned: Children's



CURRENT NORTH BAY BUILDING & PARKING



- Total Square Footage: 17,404 square feet

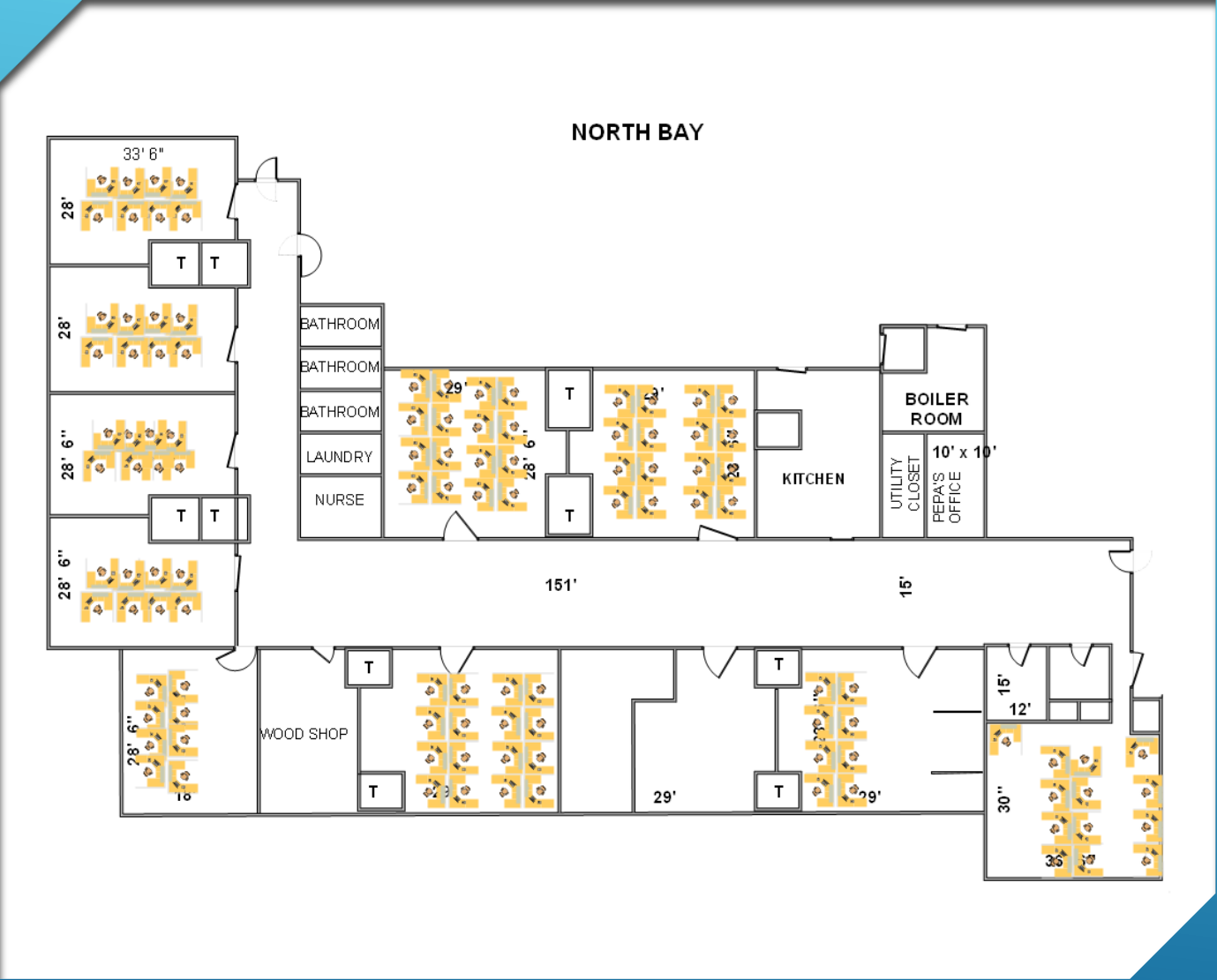
- Workspaces: 12 Classrooms 3 offices, 29 cubes in 3 separate rooms

- Total Parking: 59 spaces, Handicap: 2 spaces

- 16 agency vehicles assigned : Direct Care and DD

- 4 Lift Vans in Heated Garage

POTENTIAL FUTURE NORTH BAY BUILDING & PARKING



- Total Square Footage: 17,404 square feet
 - Workspaces: 120 + 3 offices
 - Total Parking: 59 spaces (will need plan for additional spots), Handicap: 2 spaces
 - 16 agency vehicles assigned : Direct Care and DD
 - 4 Lift Vans in Heated Garage



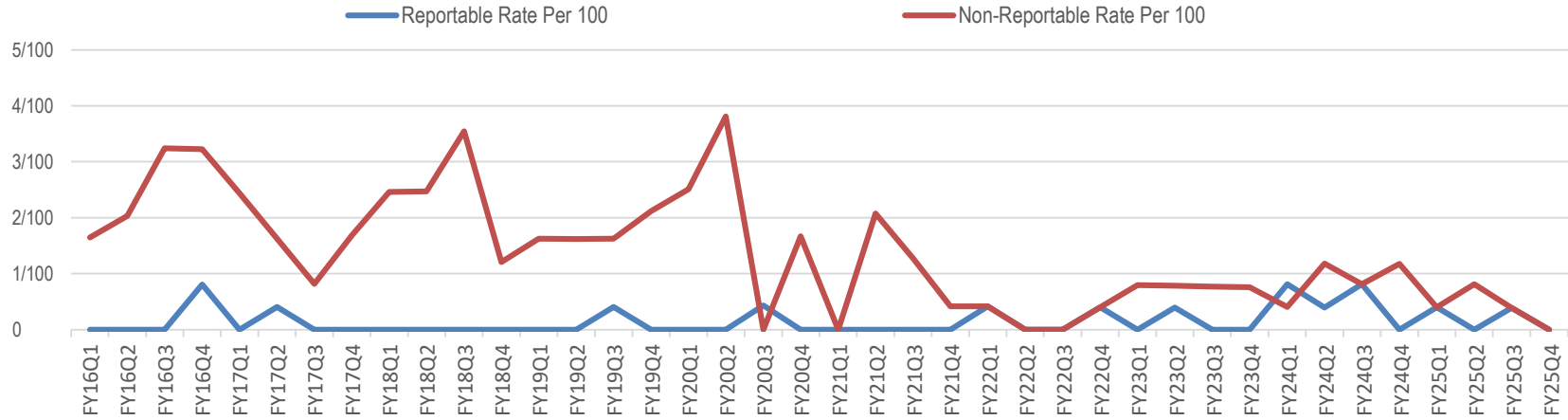
QUESTIONS

Indicators for Facilities and Safety Committee

Employee Accidents/Illnesses/Injuries Per 100 Employees; By Reporting Status; Per Quarter

Updated 11/24/2025

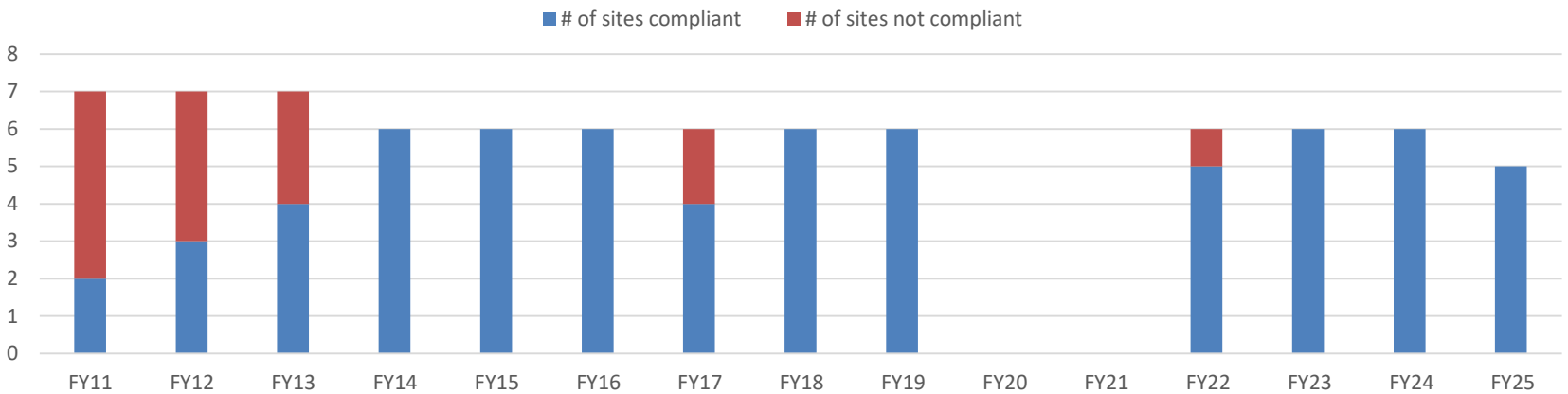
Through FY25Q4



Facility Site Review Compliance

Updated 12/2/2025

Through FY25



Notes:

FY25 - Eliminated one site
 FY21 - MMRMA only conducted an insurance appraisal of BABHA properties
 FY20 - Facility Site Reviews were not completed due to COVID
 FY14 - Eliminated one site