



**Revised Agenda**

**TO: HealthWest Board Members**

**FROM: Janet Thomas, Chair, via Julia Rupp, Executive Director**

**SUBJECT: Full Board Meeting  
March 30, 2018  
8:00 AM – Mental Health Center, Board Room B**

- 1) Call to Order
- 2) Approval of Minutes of February 23, 2018 (Previously Forwarded) Action
- 3) Committee Reports
  - A) Program/Personnel Committee (Attachment #1) Action
  - B) Recipient Rights Advisory Committee (Attachment #2) Action
  - C) Finance Committee (Attachment #3) Action
- 4) Items for Consideration
  - A) Authorization to Appoint Mr. Marvin Engle as a Member of the HealthWest Finance Committee (Attachment #4) Action
  - B) Authorization to Sign a Contract with The John Praed Foundation (Attachment #5) Action
  - C) Authorization to Add the Position of Youth Crisis Stabilization Supervisor (Attachment #6) Action
  - D) Authorization to Reclassify a Wrap-Around Coordinator Position to Wrap-Around Team Lead (Attachment #7) Action
  - E) Authorization to Contract with BCA StoneCrest Center and HealthSource Saginaw, Inc. (To Be Distributed) Action

- 5) Old Business
  - 6) New Business
  - 7) Communication
    - A) Director's Report Information  
(Attachment #8)
  - 8) Audience Participation
  - 9) Adjournment Action
- /ab
- c: County Administration

**HEALTHWEST**  
**FULL BOARD MEETING MINUTES**  
**March 30, 2018**  
**8 a.m.**  
**Mental Health Center**

**CALL TO ORDER**

The regular meeting of the Full Board was called to order by Chair Thomas at 8:01 a.m.

**ROLL CALL**

Members Present: Janet Thomas, Dr. Remington Sprague, John Schrier, Marvin Engle  
Charles Nash, Stephanie Umlor, Jason Coleman

Members Excused: Jeff Fortenbacher, John Snider, II, Audra Mahan

Others Present: Julia Rupp, Brandy Carlson, Margaret Tietze, Amber Berndt, Susan Plotts,  
Matt Plaska, Judy Cohen

Guests: Stacy Coleman

**MINUTES**

It was moved by Commissioner Engle, seconded by Dr. Sprague, to approve the minutes of the February 23, 2018, meeting as written.

**MOTION CARRIED.**

**COMMITTEE REPORTS**

***Program/Personnel Committee via Cheryl Natte***

HWB-058 – It was moved by Mr. Schrier, seconded by Commissioner Engle, to change the Program/Personnel Committee meetings to even numbered months beginning in April 2018.

**MOTION CARRIED.**

***Recipient Rights Advisory Committee via John Schrier***

HWB-068 – It was moved by Mr. Schrier, seconded by Ms. Thomas, to accept the Recipient Rights report for the month of February 2018.

**MOTION CARRIED.**

HWB-059 – It was moved by Mr. Schrier, seconded by Ms. Thomas, to change the Recipient Rights Advisory Committee meetings to even numbered months beginning in April, 2018.

**MOTION CARRIED.**

***Finance Committee via John Snider***

HWB-064 – It was moved by Ms. Thomas, seconded by Dr. Sprague, to approve expenditures for the month ending February 28, 2018, in the total amount of \$5,586,837.71.

**MOTION CARRIED.**

HWB-060 – It was moved by Ms. Thomas, seconded by Dr. Sprague, to authorize to contract with MGH Family Health Center aka Muskegon Family Care, (2201 S. Getty Street, Muskegon Heights, MI 49444), to provide authorized SUD Outpatient Services effective March 23, 2017 through September 30, 2018.

**MOTION CARRIED.**

HWB-061 – It was moved by Ms. Thomas, seconded by Dr. Sprague, to authorize to contract with Safehaus Grand Rapids (1820 Eastern Avenue SE, Grand Rapids, MI 49507) for Child/Adolescent Crisis Residential Services, effective March 1, 2018 through September 30, 2018.

**MOTION CARRIED.**

HWB-062 – It was moved by Ms. Thomas, seconded by Dr. Sprague, to approve the increase in the projected expenditure for Core Solutions, Inc., 620 Freedom Business Center Dr., Suite 115, King of Prussia, PA 19406, for ongoing monthly service fees and implementation site visits from \$147,728.00 to \$237,728.00, through September 30, 2018.

**MOTION CARRIED.**

HWB-063 – It was moved by Ms. Thomas, seconded by Dr. Sprague, to approve signing the Fiscal Year (FY) 2019 contract between HealthWest and the Michigan Department of Health and Human Services (MDHHS) for the General Fund (GF) contract, effective October 1, 2018, through September 30, 2019.

**MOTION CARRIED.**

HWB-065 - It was moved by Ms. Thomas, seconded by Dr. Sprague, to authorize to contract with Servicios De Esperanza, LLC (Angelita Valdez, CEO, LMSW, CAADC) at 1061 S. Getty Street, Muskegon, MI 49442, for Hispanic Behavioral Health Services as well as Consultation Services. This contract will be effective from April 1, 2018 through September 30, 2019.

**MOTION CARRIED.**

HWB-066 – It was moved by Ms. Thomas, seconded by Dr. Sprague, to authorize the reclassification of the vacant Information Systems Technician III FT position, X43903 (Pay Table & Grade: HX 00290), to a Quality Improvement Specialist (Pay Table & Grade: HX 00280) effective April 1, 2018.

**MOTION CARRIED.**

**ITEMS FOR CONSIDERATION**

***Authorization to appoint Mr. Marvin Engle to the HealthWest Finance Committee***

HWB-067 - It was moved by Dr. Sprague, seconded by Mr. Schrier, to request confirmation of the following Committee appointment: Mr. Marvin Engle to be appointed as a member of the HealthWest Finance Committee effective February 01, 2018.

**MOTION CARRIED.**

***Authorization to Sign a Contract with The John Praed Foundation***

HWB-069 - It was moved by Mr. Schrier, seconded by Dr. Sprague, to authorize the HealthWest Executive Director to sign a contract with The John Praed Foundation effective April 1, 2018. to provide in-person technical assistance and consultation for sixteen (16) hours to develop algorithms for the CANS/ANSA, including per diem travel expenses, for a total expenditure of \$6,000.00.

**MOTION CARRIED.**

**Authorization to Add the Position of Youth Crisis Stabilization Supervisor**

HWB-070 - It was moved by Mr. Nash, seconded by Dr. Sprague, to authorize HealthWest to add the position of Youth Crisis Stabilization Supervisor (Wage Grade HX 00280 / \$23.871 – \$30.120).

**MOTION CARRIED.**

**Authorization to Reclassify a Wrap-Around Coordinator Position to Wrap-Around Team Lead**

HWB-071 - It was moved by Dr. Sprague, seconded by Ms. Thomas, to authorize the reclassification of Wrap-Around Coordinator position #X96801 (Wage Grade HX00210 / \$20.79-\$26.169), to Wrap-Around Team Lead (Wage Grade HX00250 / \$22.675-\$28.603) effective April 1, 2018.

**MOTION CARRIED.**

**Authorization to Contract with BCA StoneCrest Center and HealthSource Saginaw, Inc.**

It was moved by Dr. Sprague, seconded by Ms. Thomas, Authorization to Contract with BCA StoneCrest Center and with HealthSource Saginaw, Inc.  
(To Be Distributed)

**MOTION CARRIED.**

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**COMMUNICATION**

**~~Muskegon Medicaid Eligibles~~**

~~Ms. Carlson gave an update on the Muskegon Medicaid Eligibles report.~~

**~~PAC Campaign~~**

~~Information regarding this year's PAC campaign was distributed for board member review.~~

**Director's Report**

**LRE**

Jeff Brown, CEO of the LRE has stepped down and has been replaced by Allen Jansen under a 30 day contract. HealthWest is still standing firm in the fact that neither HealthWest nor Muskegon County should cover the Medicaid risk. Updates will be forwarded as they come in.

The RFP for managing the LRE has gone out. The LRE has received 6 responses from both private and public Managed Care organizations. They intend to put together a team to score the RFP's under the direction of HMA.

**HealthWest Budget**

Based on historic spending, we're projected to have an approximate \$4 million dollar deficit, however, reductions have already begun to take place and we've cut back so the estimated deficit is closer to \$2.5 million dollars.

Despite our current budget, it has been relayed to both staff and persons served that we will continue to provide the same medically necessary services as we've been providing. We will need to be creative in how we support and meet the needs of individuals by connecting them with community resources and providers as the need is identified in the CANS/ANSA assessments.

### 298 Pilot

HealthWest is one of 3 pilot sites awarded the 298 Pilot. Genesee CMH, Saginaw CMH, and West Michigan CMH/HealthWest will partner as a site. HealthWest will hold our own contracts with the health plans independent of West Michigan CMH and our governance and legal status remain the same.

### CARF

CARF will be here April 9<sup>th</sup> – 11<sup>th</sup>. Four surveyors will look at the standards and how we're doing in comparison and provide feedback. They will be interviewing Board members and other stakeholders as part of the survey so Board members are invited and encouraged to attend. They will arrive at 8:30 on Monday and exit at around 2:00p on the Wednesday.

~~We are preparing for the CARF audit in April. One of our goals is to be up to date on all HealthWest performance appraisals in the next month.~~

~~A meeting will be held in the next month or so between Ms. Thomas, Mr. Schrier, and Ms. Plotts to review TBD's wage and salary study process. It is anticipated that there will be some salary adjustments made due to reclassifications in the near future, with the rest of the recommendations phased in over time.~~

~~Ms. Rupp will be meeting with the three new board members for orientation soon. We hope to have them on board by the March meetings.~~

~~Ms. Rupp has drafted a letter to share with all of our providers discussing our UM strategy plan and explaining that we have no intention to cut services. Communication to the individuals receiving services was discussed.~~

~~The RFI for the 298 pilot has been submitted. The current timeline includes an oral presentation on March 1 and 2, followed by the decision on March 06.~~

~~Board members expressed a special thank you to Mr. Best for his years of service in the HealthWest finance arena. This was his final full board meeting prior to his retirement next week.~~

~~Ms. Gonzalez thanked board members for all she has learned by being on the board. She gave a description of her new position as a peer mentor at HealthWest.~~

### AUDIENCE PARTICIPATION

There was no audience participation.

### ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 8:53 ~~8:45~~ a.m.

Respectfully,

March 30, 2018  
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Janet Thomas  
Board Chair

/ab

***PRELIMINARY MINUTES***  
***To be approved at the Full Board Meeting of April 27, 2018***

**HEALTHWEST**

**PROGRAM/PERSONNEL COMMITTEE REPORT TO THE BOARD**

**Via Cheryl Natte, Committee Chair**

1. The Program/Personnel Committee met on Friday, March 9, 2018.
2. Information was received on the MYalliance Report to the Community, their Accomplishments, and the 2018 Calendar of Events.
- \* 3. It was recommended, and I move, to change the Program/Personnel Committee meetings to even numbered months beginning in April.

/ab



**HEALTHWEST**  
**RECIPIENT RIGHTS ADVISORY COMMITTEE**  
**REPORT TO THE BOARD**

**via John Schrier, Committee Chairperson**

1. The Recipient Rights Advisory Committee met on March 9, 2018.
- \* 2. It was recommended, and I move, to accept the Recipient Rights report for the month of February 2018.
- \* 3. It was recommended, and I move, to change the Recipient Rights Advisory Committee meetings to even numbered months beginning in April.

/ab

**HEALTHWEST****FINANCE COMMITTEE REPORT TO THE BOARD****via Janet Thomas, Vice Chairperson**

1. The Finance Committee met on March 23, 2018.
- \* 2. It was recommended, and I move, to approve expenditures for the month ending February 28, 2018, in the total amount of \$5,586,837.71.
- \* 3. It was recommended, and I move, to authorize to contract with MGH Family Health Center aka Muskegon Family Care, (2201 S. Getty Street, Muskegon Heights, MI 49444), to provide authorized SUD Outpatient Services effective March 23, 2018 through September 30, 2018.
- \* 4. It was recommended, and I move, to authorize to contract with Safehaus Grand Rapids (1820 Eastern Avenue SE, Grand Rapids, MI 49507) for Child/Adolescent Crisis Residential Services, effective March 1, 2018 through September 30, 2018.
- \* 5. It was recommended, and I move, to increase the projected expenditure for Core Solutions, Inc., 620 Freedom Business Center Dr., Suite 115, King of Prussia, PA 19406, for ongoing monthly service fees and implementation site visits from \$147,728.00 to \$237,728.00, through September 30, 2018.
- \* 6. It was recommended, and I move, to authorize the signing of the Fiscal Year (FY) 2019 contract between HealthWest and the Michigan Department of Health and Human Services (MDHHS) for the General Fund (GF) contract, effective October 1, 2018, through September 30, 2019.
- \* 7. It was recommended, and I move, to authorize the signing of the contract with Servicios De Esperanza, LLC (Angelita Valdez, CEO, LMSW, CAADC) at 1061 S. Getty Street, Muskegon, MI 49442, for Hispanic Behavioral Health Services as well as Consultation Services. This contract will be effective from April 1, 2018 through September 30, 2019.
- \* 8. It was recommended, and I move, to authorize the reclassification of the vacant Information Systems Technician III FT position, X43903 (Pay Table & Grade: HX 00290), to a Quality Improvement Specialist (Pay Table & Grade: HX 00280) effective April 1, 2018.

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## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Full Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE March 30, 2018	REQUESTOR SIGNATURE Janet Thomas, Board Chair	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>The HealthWest Board Chair, Ms. Janet Thomas, is requesting confirmation of the following Committee appointment:</p> <p>Mr. Marvin Engle to be appointed as a member of the HealthWest Finance Committee effective February 01, 2018.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to confirm the appointment of Mr. Marvin Engle as a member of the HealthWest Finance Committee effective February 01, 2018.</p> <p>.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes    _____ No    _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes    _____ No    _____ Other		

## REQUEST HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Full Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE March 30, 2018	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>Authorization is requested for HealthWest to contract with <b>The John Praed Foundation</b> (550 Kingsbury, Unit 101, Chicago, IL 60654) for sixteen (16) hours of Technical Assistance and Consultation Services with HealthWest staff regarding the development of an algorithm for the CANS and ANSA.</p> <p>Dr. John Lyons, PhD will be reviewing HealthWest program descriptions and assist in the development of an algorithm for utilization management. This will include looking at program descriptions, providing staff with technical assistance, reviewing the data collected when HealthWest pilots an algorithm, etc. He will provide staff this consultation in order to assist in the building of a utilization management strategy utilizing the CANS and ANSA.</p> <p>These trainings are being paid for by grant money from the Systems of Care grant. The cost will be \$375.00 per hour for a total cost of \$6,000.00.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a contract with The John Praed Foundation effective April 1, 2018, to provide in-person technical assistance and consultation for sixteen (16) hours to develop algorithms for the CANS/ANSA, including per diem travel expenses, for a total expenditure of \$6,000.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes    _____ No    _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes    _____ No    _____ Other		

HWB 069B

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Full Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE March 30, 2018	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested for HealthWest to add the position of Youth Crisis Stabilization Supervisor (Wage Grade HX 00280 / \$23.871 – \$30.120), to be funded in org 7036.</p> <p>HealthWest is proposing to hire a Youth Crisis Stabilization Operations Supervisor to focus on developing capacity for a youth crisis residential program in Muskegon County. Objectives of the position incumbent will be to: review Best Practice Models of crisis residential facilities and identify a model to meet needs of Muskegon County, develop a sustainable financing plan for youth crisis residential and oversee the development of and approval of policies, procedures, and MOU's to manage a youth crisis residential program in Muskegon County. This position will be primarily funded by Children's Mental Health Block Grant and will not add cost to the General Fund.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize HealthWest to add the position of Youth Crisis Stabilization Supervisor (Wage Grade HX 00280 / \$23.871 – \$30.120).			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes      _____ No      _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes      _____ No      _____ Other		

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Full Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE March 30, 2018	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested for HealthWest to reclassify the current Wraparound Coordinator position #X96801 (Wage Grade HX00210 / \$20.79-\$26.169), to Wrap-Around Team Lead (Wage Grade HX00250 / \$22.675-\$28.603) effective April 1, 2018. We are requesting a Wrap-Around Team Lead position to assist with training new wrap-around staff hired through the Systems of Care Grant. Wrap-around is a primary component of this grant. The Team Lead would be able to provide field training to the new employees to ensure that they are able to meet fidelity requirements to this evidenced based practice. The Wrap-around Team Lead would also be back-up to ensuring that information is entered in the WSA system in a timely manner in order to be able to add youth to the SED waiver. This will increase federal funding for services received by youth on the SED waiver, while reducing county costs. There would be no change to our overall budget as a result of these changes and the additional costs would be fully funded by the Systems of Care Grant. There also would be no cost increase to the County General Fund as a result of these changes.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the reclassification of Wrap-Around Coordinator position #X96801 (Wage Grade HX00210 / \$20.79-\$26.169), to Wrap-Around Team Lead (Wage Grade HX00250 / \$22.675-\$28.603) effective April 1, 2018.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes    _____ No    _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes    _____ No    _____ Other		

Mission Statement: To be a leader in integrated behavioral health care, inspiring hope and wellness in partnership with individuals, families, and the community.

-Julia Rupp

#### LRE/ Update

As of this week Mr. Jeff Brown has stepped down from the LRE as CEO and the interim CEO is Allen Jansen. Al has been a member of the LRE Board representing Kent County and an employee of Pine Rest. Al has taken temporary leave from his employer, as well as stepped down from the board, to fulfill this role. This is currently a 30 day contract. His primary responsibility will be to respond to the attached letter dated March 22<sup>nd</sup> from DHHS; "30 day written notice of intent to cancel the Lakeshore Regional Entity Contract for Material Default." The content of the letter also states the region only has 14 days to submit an acceptable risk plan. The risk plan originally accepted points to local dollars to manage risk; the LRE did not have authority to include the use of local dollars to cover overages and we made this clear to the LRE leadership. As a result, the LRE Executive committee passed a motion clarifying that it is not the understanding or expectation that local dollars will be used for Medicaid Risk. I have been firm that not only does Muskegon County not have available funds to cover the Medicaid overages but it is not appropriate as Medicaid is an entitlement and should be covered by Medicaid. We stand firm that we were not adequately funded in the first place. I will send updates to this information as I receive them.

The RFP for managing the LRE has gone out. The LRE has received 6 responses, some from the public managed care system and some from private Managed Care organizations. The LRE will put together a team to score the RFP's under the direction of HMA.

#### Budget Update:

Current budget projections show that we should be just shy of a \$4 million deficit this year. This is based on historic spending, Brandy is working on incorporating projections that would include the efforts we have taken in reducing expenses, preliminary analysis estimates closer to a 2.5 million dollar deficit. The areas driving this deficit continue to be residential, in-home support services, and SUD. The major strategies to reduce expenditures are focused on creating more affordable local services for individuals placed out of county and to fully implement the CANS/ANSA; the CANS/ANSA will allow us to better define the benefit, levels of care, and create a fair way to monitor utilization. The other major strategy is to implement changes at the front door and to continue to help individuals apply for DAB Medicaid when appropriate.

We're committed, responsible and required to provide the right medically necessary service. We have communicated to staff and persons served that we are not making budget cuts by cutting services. The CANS/ANSA assessments should defend spending and identify the services individuals are receiving. We also need to be creative on how we support people and meet their needs by connecting them with community resources and providers that can also fill needs. We will continue to work with our regional partners to address revenue issues.

### 298 Pilot:

We were awarded as a pilot site with financial integration with the health plans in partnership with West Michigan CMH. Slated to begin on October 1, 2018, Behavioral Health Medicaid funding will go to the six health plans and we will have contracts directly with the Health Plans. It is yet undetermined how the unenrolled Medicaid population will be handled. We have a summit with the state 298 team and the health plans on April the 6<sup>th</sup>. There are 3 pilot sites: Saginaw CMH, Genesee CMH and HealthWest in partnership with West Michigan CMH. We have been asked by some if this partnership with WCMH changes our relationship in any way with the county. It does not, the legal status and governance of both organizations remains the same and we will also hold our own contract with the Health Plans. We did issue a joint press statement (attached) which is on our website along with both RFI's. Our practice model is the same and is based off of CCBHC (All four CMHs involved in the pilot are CCBHC sites).

### CARF Visit April 9th-11th

Surveyors from CARF will be here April 9, 10, and 11. Four surveyors that work in the field will look at the CARF standards and look at what we're doing here at HealthWest and provide feedback and praise. We're really just inviting them to look at what we do and not changing anything based on their arrival. The Orientation Conference will be scheduled for 8:30 am April 9th and the Exit Conference will be around 2:00 pm on April 11th. They will be interviewing Board members and other stakeholders as part of the survey. Board members are invited and encouraged to attend.