



PROGRAM AND PERSONNEL COMMITTEE

Friday, January 12, 2018
Mental Health Center – Board Room

Program and Personnel Committee Chair: Cheryl Natte
Program and Personnel Committee Vice-Chair: John Schrier

AGENDA

	<u>Disposition</u>
1) Call to Order	Quorum
2) Approval of Minutes of December 8, 2017 (Previously Forwarded)	Action
3) Items for Consideration	
-) Motion to Approve Position Changes (Attachment #1)	Action
4) Old Business	
5) New Business	
6) Communication	
7) Director's Comments	Information
8) Audience Participation	
9) Adjournment	Action

/jv²

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling Administration, Hall of Justice, Fourth Floor, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6505, TDD (231) 722-4103.

Main Office

376 E. Apple Ave | Muskegon, MI 49442 | P (231) 724-1111 | F (231) 724-3659

HealthWest.net

HEALTHWEST
PROGRAM/PERSONNEL MEETING MINUTES
January 12, 2018
8 a.m.
Mental Health Center

CALL TO ORDER

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

ROLL CALL

Members Present: Bonnie Gonzalez, Janet Thomas, John Schrier, Cheryl Natte

Members Excused: None

Others Present: Gina Schaner, Margaret Tietze, Cyndi Blair, Larry Spataro, Matt Plaska, Dave McElfish, Susan Plotts, Joy VanderVen

Guests: Marv Engle

MINUTES

It was moved by Ms. Gonzalez, seconded by Ms. Thomas, to approve the minutes of December 08, 2017, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

Motion to Approve Position Changes

It was moved by Ms. Thomas, seconded by Ms. Gonzalez, to approve the position changes as outlined on the submitted Position Changes for FY2018 County Budget.

MOTION CARRIED.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATION

There were no communication items.

DIRECTOR'S COMMENTS

There were no director's comments.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 8:02 a.m.

Respectfully,

Bonnie Gonzalez
Board Secretary

/jv²

***PRELIMINARY MINUTES
To be approved at the Full Board Meeting of
January 26, 2018***

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE January 12, 2018	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested for HealthWest to make the position changes as listed on the attached "Position Changes for FY 2018 County Budget" which shows the position changes requested. There would be no change to our overall budget as a result of these changes. There also would be no cost increase to the County General Fund as the result of these changes.</p> <p>The reason for these changes are as follows:</p> <ol style="list-style-type: none"> 1) For the three position transfers and the first four changed positions, HealthWest is revamping its front door to clearly define Utilization Management from assessment and stabilization. The "intake department" for HealthWest will be clearly divided into two distinct teams-Youth Mobile Response Stabilization, and Adult Assessment and Stabilization. Utilization Management will function as a conflict free UM department. These position changes will take individuals from our existing staff/vacancies to build these two new teams in addition to the staff currently on these teams. The Youth team will require filling the previously vacant supervisor position. These two new teams will address a brief intervention model in addition to our previously defined programs to enhance our service array; 2) For the last three changed positions, these changes can fulfill the requirements of the medication clinic for a less expensive cost. 			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to approve the position changes as outlined on the attached Position Changes for FY 2018 County Budget.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		



RECIPIENT RIGHTS ADVISORY COMMITTEE

**January 12, 2018 – 8:00 a.m.
Mental Health Center – Board Room**

**Recipient Rights Committee Chair: John Schrier
Recipient Rights Committee Vice-Chair: Bonnie Gonzalez**

AGENDA

- | | | |
|----|--|-------------|
| 1) | Call to Order | Quorum |
| 2) | Approval of Minutes of December 2017
(Previously Forwarded) | Action |
| 3) | Items for Consideration | |
| | -) Motion to Accept Recipient Rights Report for December 2017
(Attachment #1) | Action |
| 4) | Old Business | Information |
| 5) | New Business | Information |
| 6) | Communications | Information |
| 7) | Director's Comments | Information |
| 8) | Audience Participation | Information |
| 9) | Adjournment | |

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HealthWest.net

HEALTHWEST

RECIPIENT RIGHTS ADVISORY COMMITTEE MEETING MINUTES

Friday, January 12, 2018

8 a.m.

Mental Health Center – Board Room B

CALL TO ORDER

The regular meeting of the Recipient Rights Advisory Committee was called to order by John Schrier, Committee Chairperson, at 8:02 a.m.

ROLL CALL

Members Present: Bonnie Gonzalez, Janet Thomas, John Schrier, Cheryl Natte

Members Excused: None

Others Present: Gina Schaner, Margaret Tietze, Cyndi Blair, Larry Spataro, Matt Plaska, Dave McElfish, Susan Plotts, Joy VanderVen

Guests: Marv Engle

Commissioner Engle was introduced and welcomed to the HealthWest Board.

APPROVAL OF MINUTES

It was moved by Ms. Thomas, seconded by Ms. Gonzalez, to approve the minutes of the December 8, 2017, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

Motion to Accept Recipient Rights Report for December 2017

It was moved by Ms. Gonzalez, seconded by Ms. Thomas, to approve the Recipient Rights Report for December 2017.

MOTION CARRIED.

For the month of December 2017 there were 21 HealthWest and 30 provider employees trained:

Rights Updates HealthWest	14
Rights Updates Provider	17
New Employee Training HealthWest/Contracted	7
New Employee Training Provider	9
SUD Recipient Rights Orientation HealthWest	
SUD Recipient Rights Orientation Provider	4
MDHHS Roundtable	

RROAM	
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For the month of December 2017 there were 448 incident reports and 20 rights allegations.

Statistical data showing type and code was provided for review. Discussion was held regarding this month's incident reports.

There was one death reported in December 2017.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

There was no new communications.

DIRECTOR'S COMMENTS

There were no director's comments.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:17 a.m.

Respectfully,

John Schrier
HealthWest Board Committee Chairperson

/jv²

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Recipient Rights Advisory Committee	BUDGETED X	NONBUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE January 12, 2018	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Approval is requested to accept the Recipient Rights Report of December 2017. The report includes:</p> <ul style="list-style-type: none"> • Training sessions conducted by the Rights Office in December 2017. • Site Reviews in December 2017. • Incident Reports and Rights Allegations for December 2017. • Formal Complaints and Interventions for December 2017. • Deaths reported for December 2017. 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to approve the Recipient Rights Report for the month of December 2017.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		