



## PROGRAM AND PERSONNEL COMMITTEE

Friday, February 09, 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 January 12, 2018 (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

/jv<sup>2</sup>

Main Office

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

[HealthWest.net](http://HealthWest.net)

**HEALTHWEST**

**PROGRAM/PERSONNEL MEETING MINUTES**

February 09, 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 8:03 a.m.

**ROLL CALL**

Members Present: Bonnie Gonzalez, Cheryl Natte, Janet Thomas

Members Excused: John Schrier

Others Present: Cyndi Blair, Gina Schaner, Amber Berndt, Margaret Tietze, Joy VanderVen, Larry Spataro, Julia Rupp, Susan Plotts

Guests: None

**MINUTES**

It was moved by Ms. Gonzalez, seconded by Ms. Thomas, to approve the minutes of January 12, 2018, meeting as written.

**MOTION CARRIED.**

**ITEMS FOR CONSIDERATION**

***Motion to Approve Position Changes***

It was moved by Ms. Gonzalez, seconded by Ms. Thomas, 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**

The RFI will be submitted to the health plans for review today and to the state early next week. An announcement will be made on February 28 stating who will receive the RFI.

**AUDIENCE PARTICIPATION**

There was no audience participation.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 8:19 a.m.

Respectfully,

Bonnie Gonzalez  
Board Secretary

/jv<sup>2</sup>

***PRELIMINARY MINUTES  
To be approved at the Full Board Meeting of  
February 23, 2018***

**REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION**  
**REVISED**

<b>COMMITTEE</b> Program Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Administration	<b>REQUEST DATE</b> February 9, 2018	<b>REQUESTOR SIGNATURE</b> Julia Rupp, Executive Director	
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<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> <p>1) For the position transfers, and the changed positions, these were made in order to:</p> <ul style="list-style-type: none"> <li>• Provide Youth Stabilization services by creating three teams to address service requests,</li> <li>• Provide for a separate adult stabilization department to address service requests,</li> <li>• Create a utilization management department which can provide authorizations for ongoing services and review high service utilization cases and manage costs,</li> <li>• Align juvenile mental health court staff with the juvenile treatment team, and</li> <li>• Transfer correctional case manager so that this position is supported by a multidisciplinary team.</li> </ul> <p>2) The new position is to take the place of the contracted housekeeping position for Brinks. The current vendor will no longer be providing services at Brinks due to the closing of Brookhaven starting February 12. The individual currently in this contracted position (Brenda Singleton) is well thought of by Brinks' staff and residents. We therefore wish to also place Ms. Singleton into this position effective February 12, 2018.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
I move to approve the position changes as outlined on the attached Position Changes for FY 2018 County Budget.			
<b>COMMITTEE DATE</b>	<b>COMMITTEE APPROVAL</b> _____ Yes      _____ No      _____ Other		
<b>BOARD DATE</b>	<b>BOARD APPROVAL</b> _____ Yes      _____ No      _____ Other		

POSITION CHANGES FOR FY 2018 COUNTY BUDGET

REVISED

1. TRANSFERS OF POSITIONS FROM ONE ACTIVITY TO ANOTHER

POSITION	POS. NO.	INCUMBENT	TRANSFER FROM	PERCENTAGE	TRANSFER TO	PERCENTAGE	EFFECTIVE DATE
JUVENILE M. H. COURT LIAISON	X47101	KELSEY BENJAMIN	7043	100	7316	100	2/25/2018
SUPPORTS COORDINATOR ASST.	N76703	KATRINA GORDON	7043	100	7334	100	2/25/2018
SUPPORTS COORDINATOR ASST.	N76710	OPEN	7043	100	7147	100	2/25/2018
SUPPORTS COORD./HBS/PART TIME	X86203	HILARY KIELY	7043	100	7334	100	2/25/2018
SUPP. COORD./M-CORRECT. SERV.	X86701	JOSH DEKKER	7043	100	7147	100	2/25/2018
SUPP. COORD./M-CORRECT. SERV.	X85702	LUCAS HAKKEN	7043	100	7316	100	2/25/2018
WRAPAROUND COORDINATOR	X96802	HELEN DOBB	7043	100	7334	100	2/25/2018
YOUTH MOBILE RESP. & STAB. SUPER.	X21101	OPEN	7043	100	7334	100	2/25/2018
ADULT ASSES. & STABILIZATION SUPER.	X00901	HEATHER WIEGAND	7330	70	7043	27	2/25/2018
						73	
BEHAVIORAL HEALTH ASSESSOR	X09701	BRIANNA BAILEY	7334	100	7329	100	2/25/2018
BEHAVIORAL HEALTH ASSESSOR	X09702	ANNE WINDBERG	7334	100	7330	100	2/25/2018
BEHAVIORAL HEALTH ASSESSOR	X09703	OPEN	7334	100	7329	100	2/25/2018
SECRETARY/HEALTHWEST	N71101	JOYCE RHODES	7551	100	7330	50	2/25/2018
						50	
MASTERS LEVEL CLINICIAN/ACCESS	X53704	STEPHANIE MORENO	7701	100	7334	100	2/25/2018
RECOVERY COACH	N61602	MICHELLE BRAUNINGER	7701	100	7329	100	2/25/2018

2. CHANGED POSITIONS

CURRENT POSITION	POS. NO.	INCUMBENT	BUDGETED	PERCENTAGE	NEW POSITION	BUDGETED	PERCENTAGE	PAY RANGE	EFFECTIVE DATE
DIR. OF ACCESS & CORR. SERVICES	X29201	PAM BEANE	7043	17	DIRECTOR OF UM & SUD	7066	34	HX 00410	2/25/2018
			7066	25		7134	33		
			7330	17		7701	33		
			7334	16					
			7701	25					
MAN. OF ADULT COMM. BASED SERV.	X53201	KRIS BURGESS	7137	50	MAN. OF SUPPORTED EMPLOY.	7134	100	HX 00330	2/25/2018
			7317	50					

2. NEW POSITIONS

POSITION	BUDGETED	PERCENTAGE	PAY RANGE	EFFECTIVE DATE	PERSON REQUESTED
CRISIS RES. HOUSE, & DIETARY WORK.	7341	100	HO 00070	2/12/2018	BRENDA SINGLETON

08-Feb-18 TB (Position Changes Requested on County Budgets)



## **RECIPIENT RIGHTS ADVISORY COMMITTEE**

**February 9, 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 January 2018<br>(Previously Forwarded)                   | Action      |
| 3) | Items for Consideration   |             |
|    | -) Motion to Accept Recipient Rights Report for January 2018<br>(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   |             |

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

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**HEALTHWEST**

**RECIPIENT RIGHTS ADVISORY COMMITTEE MEETING MINUTES**

**Friday, February 09, 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 8:20 a.m.

**ROLL CALL**

Members Present: Bonnie Gonzalez, Cheryl Natte, Janet Thomas

Members Excused: John Schrier

Others Present: Cyndi Blair, Gina Schaner, Amber Berndt, Margaret Tietze, Joy VanderVen, Larry Spataro, Julia Rupp, Susan Plotts

Guests: None

**APPROVAL OF MINUTES**

It was moved by Ms. Thomas, seconded by Ms. Natte, to approve the minutes of the January 12, 2018, meeting as written.

**MOTION CARRIED.**

**ITEMS FOR CONSIDERATION**

***Motion to Accept Recipient Rights Report for January 2018***

It was moved by Ms. Thomas, seconded by Ms. Natte, to approve the Recipient Rights Report for January 2018.

**MOTION CARRIED.**

For the month of January 2018 there were 50 HealthWest and 79 provider employees trained:

Rights Updates HealthWest	40
Rights Updates Provider	41
New Employee Training HealthWest/Contracted	6
New Employee Training Provider	27
SUD Recipient Rights Orientation HealthWest	4
SUD Recipient Rights Orientation Provider	11
MDHHS Roundtable	
RROAM	

For the month of January 2018 there were 405 incident reports and 22 rights allegations.

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

There six deaths reported in January 2018.

### **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 8:37 a.m.

Respectfully,

John Schrier  
HealthWest Board Committee Chairperson

/jv<sup>2</sup>



## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Recipient Rights Advisory Committee	BUDGETED X	NONBUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE February 9, 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 January 2018. The report includes:</p> <ul style="list-style-type: none"> <li>• Training sessions conducted by the Rights Office in January 2018.</li> <li>• Site Reviews in January 2018.</li> <li>• Incident Reports and Rights Allegations for January 2018.</li> <li>• Formal Complaints and Interventions for January 2018.</li> <li>• Deaths reported for January 2018.</li> </ul>			
<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 January 2018.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes    _____ No    _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes    _____ No    _____ Other		