



PROGRAM AND PERSONNEL COMMITTEE

**Friday, April 13, 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 March 9, 2018 (Previously Forwarded)	Action
3) Items for Consideration	
A. Approval to Reclassify the Administrative Analyst Position (Attachment #1)	Action
B. Motion to Approve Position Changes (Attachment #2)	Action
4) Old Business	
5) New Business	
6) Communication	Information
7) Director's Comments	Information
8) Audience Participation	
9) Adjournment	Action

/ab

Main Office

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HealthWest.net

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Personnel Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Finance Development	REQUEST DATE April 13, 2018	REQUESTOR SIGNATURE Brandy Carlson, Chief Finance Officer	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Karen Smith has worked for the County as an Administrative Analyst (X04001) at Brookhaven for over 16 years. Although Brookhaven has closed, we feel Karen's accounting skills and expertise with Medicaid/Medicare billing would be a valuable asset to the County going forward. As HealthWest embarks on the 298 pilot, we feel Karen's experience will be beneficial in helping with budgeting, monitoring of costs, and filing reports. In addition, there are still outstanding Brookhaven accounts receivable that need to be collected as well as final cost reports to be filed. This Administrative Analyst position was originally approved to be deleted by the County Board (2017-460) at the time the closure of Brookhaven was approved; however, the date of deletion was yet to be determined.</p> <p>Therefore, HealthWest and the County Finance department request that the Administrative Analyst position X04001, currently filled by Karen Smith, be shared between the two departments with 50% charged to 2220-7706 and 50% charged to 1010-0201 effective April 30th and therefore not be deleted. This change will result in an increase to each department's budget by approximately \$20,000.00 for the remainder of FY2018, which is currently accounted for in the HealthWest budget approved during the month of August 2017.</p> <p>(Beth Dick will be presenting this motion to the County Ways & Means Committee on April 17th.)</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the change in the funding org of the Administrative Analyst position X04001, currently filled by Karen Smith 100% 2900-0050, to 50% 2220-7706 and 50% 1010-0201 effective April 30, 2018.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION	REQUEST DATE April 13, 2018	REQUESTOR SIGNATURE Kelly France	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Reclass two vacant, hourly Youth Mentor positions for the System of Care Team to two part-time (32 hour) Youth Peer Support Specialist positions</p> <p>After a year of System of Care implementation, we have learned that staying within the State of Michigan's designation as a Youth Peer Support Specialist allows for enhanced training, certification and reimbursement for this role. We have also learned to meet the financial and medical needs of the young adults we aim to employ in this position, a 32-hour per week position with benefit options is the best way to ensure adequate staffing. These positions will be shared across SOC schools to allow for flexibility and ensuring schools' needs are met. The pay range would not change for these positions.</p> <p>Reclass two hourly Parent Outreach Specialist positions on the Systems of Care Team to two hourly Parent Support Partners</p> <p>After a year of System of Care implementation, we have learned that staying within the State of Michigan's designation as a Parent Support Partner allows for enhanced training, certification and reimbursement for this role. Both staff in these current positions are eligible for certification and plan to pursue certification this year (one has already started the process). The pay range would not change for these positions.</p> <p>Reclass one vacant hourly Parent Outreach Specialist to one full-time Parent Support Partner</p> <p>In one of our System of Care schools we have learned from our first year of implementation that the largest barrier to accessing mental health services across the district is parent and community engagement. For this reason we want to specifically design this team to offer intensive parent support. Once certified, the candidate in this role will also be able to bill Medicaid for many interventions across the school district, enhancing sustainability of the SOC school based team. The pay range would not change for this position.</p> <p>Replace two Transition Age Team hourly Youth Peer Support Specialist with one full-time Youth Peer Support Specialist</p> <p>The Transition Age Team currently has two hourly Youth Peer Support Specialist positions; one is filled and one is vacant. Because of the training, certification and exceptional performance demonstrated by the current hourly Youth Peer Support Specialist, we would like to combine the two hourly positions into one full-time position. This would result in a reclassification of position N95004 to a full-time Peer Support Specialist and eliminating position N95005. This change will enhance capacity on the team for peer support services and allow us to retain this valuable staff member. In addition, this employee will assist with training the new Youth Peer Support Specialists hired for the System of Care Team.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the position changes as outlined on the attached Position Changes for FY 2018 County Budget.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

Position Changes for FY 2018 County Budget

Changed Positions

Current position	Position #	Incumbent	Budget Org	%	New Position	Budget Org	%	Pay Range
Youth Mentor-Hourly	N94505	Vacant	7068	100	Youth Peer Support Specialist-32 hr	7068	100	NO00160
Youth Mentor-Hourly	N94506	Vacant	7068	100	Youth Peer Support Specialist-32 hr	7068	100	NO00160
Parent Outreach Specialist-hourly	N53301	Chace Willard	7068	100	Parent Support Partner - hourly	7068	100	NO00160
Parent Outreach Specialist-hourly	N53302	Marcia Herring	7068	100	Parent Support Partner - hourly	7068	100	NO00160
Parent Outreach Specialist-hourly	N53303	Vacant	7068	100	Parent Outreach Specialist FT	7068	100	NO00160
Youth Peer Support Specialist-hrly	N95005	Alexis Sharps-Watson	7321	100	Youth Peer Support Specialist (FT)	7321	100	NO00160

HEALTHWEST

PROGRAM/PERSONNEL MEETING MINUTES

**April 13, 2018
8 a.m.
Mental Health Center**

CALL TO ORDER

The regular meeting of the Program/Personnel Committee was called to order by Chair Natte at 8:03 a.m.

ROLL CALL

Members Present: Cheryl Natte, Janet Thomas

Members Excused: John Schrier

Add'l Board Members Present: None

Others Present: Amber Berndt, Margaret Tietze, Larry Spataro, Julia Rupp, Susan Plotts, Gina Schaner, Brandy Carlson, Dave McElfish

Guests: None

MINUTES

It was moved by Ms. Thomas, seconded by Ms. Natte, to approve the minutes of the March 9, 2018, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

Authorization to Approve to Reclassify the Administrative Analyst Position

It was moved by Ms. Thomas, seconded by Ms. Natte, to authorize the change in the funding org of the Administrative Analyst position X04001, currently filled by Karen Smith 100% 2900-0050, to 50% 2220-7706 and 50% 1010-0201 effective April 30, 2018.

MOTION CARRIED.

Authorization to Approve the Position Changes for FY 2018 County Budget

It was moved by Ms. Thomas, seconded by Ms. Natte, 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 was no communication.

DIRECTOR'S COMMENTS

CARF took place this week and Dr. Sprague was gracious enough to attend the exit conference. I will have him address Full Board in a few weeks with his thoughts on how it went.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 8:09 a.m.

/ab

***PRELIMINARY MINUTES
To be approved at the Program Meeting of
June 15, 2018***

RECIPIENT RIGHTS ADVISORY COMMITTEE

**April 13, 2018 – 8:00 a.m.
Mental Health Center – Board Room**

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

AGENDA

- | | | |
|----|---|-------------|
| 1) | Call to Order | Quorum |
| 2) | Approval of Minutes of March 2018
(Previously Forwarded) | Action |
| 3) | Items for Consideration | |
| | -) Motion to Accept Recipient Rights Report for March 2018
(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.

HEALTHWEST

RECIPIENT RIGHTS ADVISORY COMMITTEE MEETING MINUTES

Friday, April 13, 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 Janet Thomas, Committee Member, at 8:09 a.m.

ROLL CALL

Members Present: Cheryl Natte, Janet Thomas

Members Excused: John Schrier

Others Present: Amber Berndt, Margaret Tietze, Larry Spataro, Julia Rupp, Susan Plotts, Gina Schaner, Dave McElfish, Brandy Carlson

Guests: None

APPROVAL OF MINUTES

It was moved by Ms. Natte, seconded by Ms. Thomas, to approve the minutes of the March 9, 2018 meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

Motion to Accept Recipient Rights Report for March 2018

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

MOTION CARRIED.

For the month of March 2018 there were 7 HealthWest and 81 provider employees trained:

Rights Updates HealthWest	
Rights Updates Provider	56
New Employee Training HealthWest/Contracted	6
New Employee Training Provider	20
SUD Recipient Rights Orientation HealthWest	1
SUD Recipient Rights Orientation Provider	5
MDHHS Roundtable	
RROAM	

For the month of March 2018 there were 607 incident reports and 25 rights allegations.

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

There were five deaths reported in March 2018.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

There was no new communications.

DIRECTOR'S COMMENTS

We had a staff member pass in a car accident on April 2nd. We also found out about a former long-term employee who is currently hospitalized with brain cancer. It has been a very difficult month for staff.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:33 a.m.

Respectfully,

Janet Thomas
HealthWest Board Committee Chairperson

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