



PROGRAM AND PERSONNEL COMMITTEE

**Friday, June 15, 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 April 13, 2018 (Previously Forwarded)	Action
3) Items for Consideration	
A. Motion to contract with TBD Solutions to assist with the SAMHSA/CCBHC Grant application process (Attachment #1)	Action
B. Motion to implement the 2018 HealthWest Pay Grades as determined by the TBD Solutions compensation study (Attachment #2)	Action
C. Motion to reclass the Mental Health Comptroller (X54401, Pay Grade HX-00390) to Mental Health Billing Manager (Pay Grade HX-00390) and the Clerk II (N18003, Pay Grade HO-00060) to Grants Manager (HX-00390) (Attachment #3)	Action
D. Motion to implement the Mobile Crisis On-Call model for all programs. (Attachment #4)	Action
E. Motion to implement the Resignation or Retirement of Direct Care Staff policy (Attachment #5)	Action
F. Motion to sign a first amendment to the contract with TBD Solutions LLC (Attachment #6)	Action

Main Office

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| | H. Motion to reclass a full-time Mental Health Worker position to a full-time LPN/Resident Care Supervisor (Attachment #7) | Action |
| 4) | Old Business | |
| 5) | New Business | |
| 6) | Communication | Information |
| 7) | Director's Comments | Information |
| 8) | Audience Participation | |
| 9) | Adjournment | Action |

REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE June 15, 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 to contract with TBD Solutions LLC (TBDS) (4633 Patterson Avenue SE, Suite D, Kentwood, MI 49512) to provide activities to support a timely, high-quality application for the FY 2018 SAMHSA Certified Community Behavioral Health Clinic (CCBHC) Expansion Grant opportunity, effective June 1, 2018 through July 9, 2018, or upon project completion (whichever comes first). TBD Solutions will provide the following services:</p> <ol style="list-style-type: none"> 1. Writing Assistance and Editorial Review <ol style="list-style-type: none"> a. TBDS will ensure overall document readability, consistence, and conciseness. b. Editorial review will include narrative content review and feedback on conformance with published CCBHC and SAMHSA application requirements. 2. Project and Budget Review TBDS will provide assistance and feedback to ensure a realistic project plan, budget, and budget narrative consistent with SAMHSA application requirements. 3. Project Management Support TBDS will engage project management approaches with HealthWest staff to support task assignment and completion of the application in a timely manner. 4. Professional Consultation Upon request by HealthWest, TBDS will provide consultation related to item intent, response criteria, and best approach for application response. 5. Engagement of other activities as required and directed by HealthWest. <p>Consultant hours for this project are capped at seventy-five (75) hours at the rate of \$150.00 per hour (\$11,250.00), plus all applicable expenses. (Usual and customary expenses include consumable supplies, mileage at the Federal rate, and direct lodging/meal charges.) Receipts will be provided with the invoice. Charges for consultant time in travel are calculated based on one leg of travel either to or from the designated meeting locations, effectively charging only 50% of the total consultant time in transportation to and from HealthWest meetings and/or work locations. Other expenses will require approval of the HealthWest project sponsor or project manager.</p> <p>Project Status Reports will be provided upon request.</p> <p>I move to authorize the HealthWest Executive Director to sign a contract with TBD Solutions LLC for professional services to provide activities to support a timely, high-quality application for the FY 2018 SAMHSA Certified Community Behavioral Health Clinic (CCBHC) Expansion Grant opportunity, effective June 1, 2018 through July 9, 2018, or upon project completion (whichever comes first), at the rate of \$150.00 per hour for seventy-five hours plus expenses, for a cost not to exceed \$15,000.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED												
REQUESTING DIVISION HealthWest	REQUEST DATE 6/15/18	REQUESTOR SIGNATURE Julia Rupp													
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>															
Request to approve and implement TBD's Compensation & Job Class Recommendations															
<p>HealthWest contracted with TBD Solutions to conduct a compensation study to evaluate the market competitiveness of HealthWest's pay grades and the accuracy of position placement within those pay grades. Goals of this project include:</p> <ol style="list-style-type: none"> 1. Market competitive pay grades 2. Ensure Job classifications are placed in the correct pay grade 3. Reduce the number of job classifications (150 job classes, reduced to 45) 4. Standardize Exempt/Non-exempt status for similar positions <p>TBD conducted a compensation analysis using the Michigan Association of Community Mental Health Boards 2017 salary survey. In addition, TBD conducted face-to-face interviews with staff to ensure they fully understood the scope of the jobs being analyzed. Recommended pay grades for HealthWest are included in <u>Attachment 2a</u> and specific position changes are included in <u>Attachment 2b</u>.</p> <p>Implementing the new pay grades will include positions being reclassified, or moved from one pay grade to another, as well as adjustments to pay grades, impacting all staff in those pay grades. Reclassed positions could move to higher or lower pay grades. Employees in positions being moved to lower pay grades will have their salary frozen until their new pay grade catches up to their pay rate. Employees being reclassified to a higher pay grade or having their pay grade adjusted will be placed on the pay grade per County Personnel Rules. Finally, some positions will move from non-exempt to exempt status with this change.</p> <p>The cost for implementing the new pay grades is as follows:</p> <table> <tr> <td>Annual cost of position reclasses:</td> <td>\$142,149</td> </tr> <tr> <td>Annual cost of pay grade adjustments:</td> <td><u>\$ 78,270</u></td> </tr> <tr> <td>Total Annual Cost</td> <td>\$220,420</td> </tr> </table> <p>This cost is offset by the following:</p> <table> <tr> <td>Position Eliminations (7 positions):</td> <td>\$364,185</td> </tr> <tr> <td>\$250 lump sum instead of 1% increase in Dec 2017</td> <td><u>\$ 85,600</u></td> </tr> <tr> <td>Total Savings</td> <td>\$449,785</td> </tr> </table> <p>There is no additional cost to the HealthWest budget or the County General fund as a result of these changes.</p>				Annual cost of position reclasses:	\$142,149	Annual cost of pay grade adjustments:	<u>\$ 78,270</u>	Total Annual Cost	\$220,420	Position Eliminations (7 positions):	\$364,185	\$250 lump sum instead of 1% increase in Dec 2017	<u>\$ 85,600</u>	Total Savings	\$449,785
Annual cost of position reclasses:	\$142,149														
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\$250 lump sum instead of 1% increase in Dec 2017	<u>\$ 85,600</u>														
Total Savings	\$449,785														
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>															
<p>I move to authorize the implementation of the 2018 HealthWest Pay Grades in Attachment 2a and the position changes as outlined on Attachment 2b. Effective July 8, 2018.</p> <p>Amended by Committee Chair Schrier to read: I move to authorize the implementation of the 2018 HealthWest Pay Grades in Attachment 2a and the position changes as outlined on Attachment 2b. Effective July 8, 2018 or as soon as the County can make the changes.</p>															
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other														
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other														

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Specialist I - HO-00070		12.580	13.094	13.644	14.183	14.768	15.391			
		\$26,166	\$27,236	\$28,380	\$29,501	\$30,717	\$32,013			
	Autism Program Office Assistant									
	MH Medical Records Specialist									
	Crises Residential Housekeeping & Dietary Worker									
Maintenance Worker I (U) - GU-00150		12.440	12.990	13.620	14.240	14.820	15.440	16.110	16.810	17.520
		\$25,875	\$27,019	\$28,330	\$29,619	\$30,826	\$32,115	\$33,509	\$34,965	\$36,442
	Building Maintenance Mechanic I									
Administrative Specialist II - HO-00135		14.892	15.506	16.161	16.846	17.581	18.344			
		\$30,976	\$32,253	\$33,614	\$35,040	\$36,569	\$38,154			
	Accounting Technician/HealthWest									
	Consumer Information Specialist/ Relationships Coordinator									
	Secretary/HealthWest									
Clinical Specialist I - HO-00160		14.431	15.103	15.815	16.560	17.343	18.167			
		\$30,016	\$31,414	\$32,895	\$34,445	\$36,073	\$37,787			
	Behavior Analysis Technician									
	Consumer Affairs Specialist									
	Juvenile Justice Mentor									
	Medical Assistant									
	Mental Health Coordinator									
	Parent Outreach Specialist									
	Parent Support Partner									
	Peer Mentor									
	Peer Support Specialist									
	Recovery Coach									
	Speech & Language Services Coordinator									
	Youth Mentor									
	Youth Peer Support Specialist									
Mental Health Worker - Hourly - HM-00030		14.980	15.680	16.420	17.190	18.030	18.860			
		\$31,158	\$32,614	\$34,154	\$35,755	\$37,502	\$39,229			
	Mental Health Worker - Hourly									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Mental Health Worker FT (U) - MN-00030		15.200	15.920	16.670	17.450	18.300	19.140			
		\$31,616	\$33,114	\$34,674	\$36,296	\$38,064	\$39,811			
	Mental Health Worker FT (U)									
Clinical Specialist II - HO-00170		15.982	16.674	17.401	18.160	18.960	19.788			
		\$33,243	\$34,682	\$36,194	\$37,773	\$39,437	\$41,159			
	Behavior Technician Mentor									
	CMH Clubhouse Rehab Specialist									
	Mental Health Coordinator (CADC)									
	Supports Coordinator Assistant									
	Supports Coordinator Asst-Youth									
Administrative Supervisor I - HO-00180		15.751	16.501	17.280	18.095	18.960	19.845			
		\$32,762	\$34,322	\$35,942	\$37,638	\$39,437	\$41,278			
	Client Information Supervisor									
Individual Placement & Support Workers FT - HO-00280		17.231	18.046	18.934	19.811	20.751	21.734			
		\$35,840	\$37,536	\$39,383	\$41,207	\$43,162	\$45,207			
Administrative Specialist III - HO-00210		17.280	18.095	18.960	19.845	20.790	21.763			
		\$35,942	\$37,638	\$39,437	\$41,278	\$43,243	\$45,267			
	Crisis Stabilization Program Assistant									
	Property Specialist Assistant									
	Recipient Rights and Training Coordinator									
Administrative Supervisor II - HO-00210		17.280	18.095	18.960	19.845	20.790	21.763			
		\$35,942	\$37,638	\$39,437	\$41,278	\$43,243	\$45,267			
	Health Information Supervisor									
LPN/Resident Care Supervisor - HO-00210		17.280	18.095	18.960	19.845	20.790	21.763			
		\$35,942	\$37,638	\$39,437	\$41,278	\$43,243	\$45,267			
	LPN/Resident Care Supervisor									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Clinical Specialist III - HO-00218		18.095	18.960	19.845	20.790	21.763	22.778			
		\$37,638	\$39,437	\$41,278	\$43,243	\$45,267	\$47,378			
	Occupational Therapy Assistant									
	Physical Therapy Assistant									
Clinical Specialist IV - HX-00150		18.869	19.760	20.695	21.667	22.675	23.767			
		\$39,248	\$41,101	\$43,046	\$45,067	\$47,164	\$49,435			
	Case Manager/JJ									
	Case Manager/MI									
	Crisis Residential Activity Specialist									
	Employment Coordinator									
	Housing Specialist									
	Integrated Health Care Coordinator									
	Lead Family Contact									
	Medical Technician									
	Supports Coordinator/ACT									
	Supports Coordinator/BH									
	Supports Coordinator/CBS									
	Supports Coordinator/DD									
	Supports Coordinator/DD-Youth									
	Supports Coordinator/HBS									
	Supports Coordinator/MI-Correctional									
	Supports Coordinator/TAT									
	Veterans System Navigator									
	Youth Engagement Specialist									
Administrative Specialist IV - HX-00130		19.000	19.908	20.837	21.830	22.851	23.917			
		\$39,520	\$41,409	\$43,341	\$45,406	\$47,530	\$49,747			
	Accountant I/HealthWest									
	Human Resources Administrative Specialist									
	Executive Assistant									
	Mental Health Certified Biller/Coder									
	Recipient Rights Advisor Assistant									
	Quality Improvement Project Coordinator									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Clinical Specialist V - HX-00210		20.790	21.763	22.778	23.871	25.005	26.169			
		\$43,243	\$45,267	\$47,378	\$49,652	\$52,010	\$54,432			
	Case Manager/MI-FPE Level III									
	SIS Assessor I									
	Wraparound Coordinator									
	Community Health Worker									
Administrative Specialist V - HX-00250		22.675	23.767	24.887	26.045	27.326	28.603			
		\$47,164	\$49,435	\$51,765	\$54,174	\$56,838	\$59,494			
	Property Specialist									
	Recipient Rights Advisor									
	Staff Ombudsman									
Training & Community Resource Specialist										
Master's Level Clinician I - HX-00250		22.675	23.767	24.887	26.045	27.326	28.603			
		\$47,164	\$49,435	\$51,765	\$54,174	\$56,838	\$59,494			
	Behavioral Health Assessor									
	Correctional Services Liaison									
	Crisis Residential Therapist									
	Juvenile M.H. Court Liaison FT									
	Masters Level Clinician									
	Masters Level Clinician/Adult Stabilization									
	Masters Level Clinician/UM									
	Masters Level Clinician/CBS									
	Masters Level Clinician/DD-Youth									
	Masters Level Clinician/HBS									
	Masters Level Clinician/I-DD									
	Masters Level Clinician/JJ									
	Masters Level Clinician/TAT									
	Masters Level Clinician/Home Based Services									
	Masters Level Clinician/IMH									
	Masters Level Clinician/Youth Stabilization									
	SIS Assessor II									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Clinical Specialist VI - HX-00275		23.633	24.887	26.045	27.326	28.603	30.071			
		\$49,157	\$51,765	\$54,174	\$56,838	\$59,494	\$62,548			
	Occupational Therapist									
	Wraparound Team Lead									
Administrative Manager I - HX-00280		23.871	25.005	26.169	27.425	28.751	30.120			
		\$49,652	\$52,010	\$54,432	\$57,044	\$59,802	\$62,650			
	Client Information Manager									
Administrative Supervisor III - HX-00280		23.871	25.005	26.169	27.425	28.751	30.120			
		\$49,652	\$52,010	\$54,432	\$57,044	\$59,802	\$62,650			
	Mental Health/SUD Claims Supervisor									
	Mental Health Claims Supervisor									
Clinical Supervisor I - HX-00280		23.871	25.005	26.169	27.425	28.751	30.120			
		\$49,652	\$52,010	\$54,432	\$57,044	\$59,802	\$62,650			
	Clinical Services Supervisor/Adult Assessment & Stabilization									
	Clinical Services Supervisor/Youth CBS									
	Clinical Services Supervisor/Youth HBS									
	Clinical Services Supervisor/Youth TAT									
	Clinical Services Supervisor/Adult CBS MI									
	Clinical Services Supervisor/SUD									
	Clinical Services Supervisor/Youth IDD									
	Clinical Services Supervisor/SOC									
	Clinical Services Supervisor/Youth JJ									
	Clinical Services Supervisor/Adult IDD									
	Clinical Services Supervisor/UM									
	Clinical Services Supervisor/Youth Crisis Stabilization Residential Operations									
	Clinical Services Supervisor/Youth Mobile Response & Stabilization									
	Clinical Services Supervisor/ACT									
	Clinical Services Supervisor/Club Interactions									
	Clinical Services Supervisor/Peer Support									
Registered Nurse - HO-00315		23.871	25.005	26.169	27.426	28.751	30.120			
		\$49,652	\$52,010	\$54,432	\$57,046	\$59,802	\$62,650			
	Crisis Residential Nurse									
	Registered Nurse/CMH									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Administrative Specialist VI - HX-00290		25.005	26.169	27.425	28.751	30.120	31.557			
		\$52,010	\$54,432	\$57,044	\$59,802	\$62,650	\$65,639			
	Quality Improvement Specialist									
	Customer Services Specialist									
	Communications & Social Marketing Coordinator									
Clinical Specialist VII - HX-00290		25.005	26.169	27.425	28.751	30.120	31.557			
		\$52,010	\$54,432	\$57,044	\$59,802	\$62,650	\$65,639			
	Certified Infant Mental Health Specialist									
	Community Care Coordinator									
Clinical Supervisor II - HX-00300		26.169	27.425	28.751	30.120	31.557	33.083			
		\$54,432	\$57,044	\$59,802	\$62,650	\$65,639	\$68,813			
	Psychologist/Supervisor									
Masters Level Clinician II - HX00300		26.169	27.425	28.751	30.120	31.557	33.083			
		\$54,432	\$57,044	\$59,802	\$62,650	\$65,639	\$68,813			
	Masters Level Behavior Specialist									
	Psychological First Aid Specialist									
Technician I - HX-00300		26.169	27.425	28.751	30.120	31.557	33.083			
		\$54,432	\$57,044	\$59,802	\$62,650	\$65,639	\$68,813			
	Technology Analyst									
Administrative Manager II - HX-00330		29.177	30.502	31.913	33.392	35.031	36.764			
		\$60,688	\$63,444	\$66,379	\$69,455	\$72,864	\$76,469			
	Network Technology Infrastructure Systems Manager									
	Software Technology Systems Manager									
	Recipient Rights Officer									
	Data Architect and Analytics Manager									
	Provider Network Manager									
Clinical Manager I - HX-00330		29.177	30.502	31.913	33.392	35.031	36.764			
		\$60,688	\$63,444	\$66,379	\$69,455	\$72,864	\$76,469			
	Clinical Services Manager/IMH/ECMH FT									
	Clinical Services Manager/Crisis Residential Operations									
	Clinical Services Manager/Crisis Residential Clinical Services									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	Clinical Services Manager/Integrated Health									
	Clinical Services Manager/Supported Employment									
	Board Certified Behavior Analyst/BCBA - HX-00360	30.120	31.557	33.083	34.678	36.362	38.114			
		\$62,650	\$65,639	\$68,813	\$72,130	\$75,633	\$79,277			
	Administrative Manager III - HX-00390	33.169	34.798	36.581	38.308	40.190	42.175			
		\$68,992	\$72,380	\$76,088	\$79,681	\$83,595	\$87,724			
	Project Director/Community Relations Manager									
	Human Resources Manager									
	Mental Health Billing Manager									
	Grants Manager									
	Clinical Manager II -HX-00390	33.169	34.798	36.581	38.308	40.190	42.175			
		\$68,992	\$72,380	\$76,088	\$79,681	\$83,595	\$87,724			
	Clinical Services Manager/ABA-Autism Services									
	Clinical Services Manager/I-DD									
	Clinical Services Manager/MI									
	Senior Psychologist									
	Clinical Services Manager/Transition-Age Youth									
	Clinical Services Manager/Youth Services									

Classification & Pay Grade Recommendations for HealthWest

Class Spec Name	Working Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Director - HX-00410		34.798	36.581	38.308	40.190	42.175	44.257			
		\$72,380	\$76,088	\$79,681	\$83,595	\$87,724	\$92,055			
	Director of ABA/Autism Services									
	Director of Director of UM & SUD									
	Director of Medical Services									
	Director of Quality Improvement									
Chief Financial Officer-HealthWest - HX-00436		41.779	43.868	46.061	48.364	50.782	53.077			
		\$86,900	\$91,245	\$95,807	\$100,597	\$105,627	\$110,400			
Chief Administrative Officer-HealthWest - HX-00443		43.510	45.686	47.970	50.369	52.887	55.288			
		\$90,501	\$95,027	\$99,778	\$104,768	\$110,005	\$114,999			
Mid-Level Medical Practitioner - HX-00445		44.907	46.681	48.526	50.972	53.449	55.971			
		\$93,407	\$97,096	\$100,934	\$106,022	\$111,174	\$116,420			
Chief Clinical Officer-HealthWest - HX-00447		46.731	49.068	51.521	54.097	56.802	59.615			
		\$97,200	\$102,061	\$107,164	\$112,522	\$118,148	\$123,999			
Mental Health Executive Director - MD-00010		59.615	62.596	65.577	68.558	71.539	74.519			
		\$123,999	\$130,200	\$136,400	\$142,601	\$148,801	\$155,000			
General Psychiatrist - HX-00650		90.341	94.844	99.566	104.497	109.697	115.156			
		\$187,909	\$197,276	\$207,097	\$217,354	\$228,170	\$239,524			
Child Psychiatrist - HX-00701		94.844	99.566	104.497	109.697	115.156	120.889			
		\$197,276	\$207,097	\$217,354	\$228,170	\$239,524	\$251,449			
Adult/Child/Addictions Psychiatrist - HX-00800		105.766	111.028	116.555	122.358	128.450	134.848			
		\$219,993	\$230,938	\$242,434	\$254,505	\$267,176	\$280,484			
Medical Director - HX-00810		114.590	120.295	126.284	132.574	139.176	146.064			
		\$238,347	\$250,214	\$262,671	\$275,754	\$289,486	\$303,813			

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION HealthWest/Finance	REQUEST DATE 6/15/18	REQUESTOR SIGNATURE Brandy Carlson	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Request to Reclass the Mental Health Comptroller (X54401/7706) and Clerk II (N18003/7706) positions to a Mental Health Billing Manager and a Grants Manager.</p> <p>HealthWest would like to restructure the Finance Department in order to meet current needs. We are asking that the Mental Health Comptroller position be reclassified to a Billing Manager. This position would provide supervision to the Billing department which consists of five staff (two Certified Billers and three Account Technicians). The Billing Manger would oversee all third party billing, ability to pay, private pay, credentialing and paneling.</p> <p>We are also asking that the Clerk II position be reclassified to a Grants Manager. This position would provide financial oversight, planning, budgeting and reporting for all Grants managed by HealthWest. In the past five years, HealthWest's grant revenue has increased from \$396,236 in FY13 to an estimate of over \$2,350,000 for FY18. There are many reporting requirements to meet the grant needs and this is currently parsed out to multiple staff and needs better control and oversight.</p> <p>The cost of this change is \$41,762 annually, but will not exceed HealthWest's salary budget and will not increase the cost to the General Fund.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the reclassification of the Mental Health Comptroller (X54401, Pay Grade HX-00390) to Mental Health Billing Manager (Pay Grade HX-00390) and the Clerk II (N18003, Pay Grade HO-00060) to Grants Manager (HX-00390), effective 6/29/18.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION HealthWest	REQUEST DATE 6/15/18	REQUESTOR SIGNATURE Cynthia Blair	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization to implement a consistent on-call pay structure for all programs.</p> <p>HealthWest is requesting approval to move to a consistent methodology for reimbursing for on-call services provided by HealthWest staff across all programs. Mobile Crisis On-Call was approved by the HealthWest Board November 2016. The Mobile Crisis On-Call model is the model we are proposing to be utilized across all programs.</p> <p>The model would pay a flat per diem rate to be on-call; \$40 per weekday shift and \$80 per weekend shift for both exempt (not eligible for over time) and non-exempt staff (eligible for overtime).</p> <p>Exempt staff members who provide a service (indirect or direct) to an individual who received a face-to-face contact will be paid \$50 per hour for the work related to that face-to face contact.</p> <p>Non-exempt staff will receive their hourly pay rate or overtime pay rate (if over 40 hours for the week) for time worked during their on-call shift.</p> <p>The additional annual cost is approximately \$82,500 and will not require a change to the overall personnel budget or increase the cost to the county general fund.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize HealthWest to implement the Mobile Crisis On-Call model for all programs effective July 8, 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	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION HealthWest	REQUEST DATE 6/15/18	REQUESTOR SIGNATURE Julia Rupp	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Approval of Policy “Resignation or Retirement of Direct Care Staff”</p> <p>HealthWest is requesting approval for a new policy requiring direct-care staff to give four (4) weeks of notice when resigning or retiring from HealthWest. The purpose of this policy is to ensure successful service provider transition for individuals receiving services when employees resign or retire from HealthWest. Please see the policy attached.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the implementation of the “Resignation or Retirement of Direct Care Staff” policy attached, effective July 1, 2018.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

HEALTHWEST

Policy and Procedure

No. (Insert number)

Prepared by: Effective: (Insert Date)
Reviewed/Revised: (Insert Date)

Susan Plotts, Human Resources Manager

Subject: Resignation or Retirement of
Direct Care Staff

Approved by:

Julia Rupp, Executive Director

I. POLICY (As applicable)

HealthWest requires direct care staff to give four (4) weeks notice of resignation or retirement.

II. PURPOSE

To ensure successful service provider transition for individuals receiving services when employees resign or retire from HealthWest.

III. APPLICATION

All HealthWest direct care staff members.

IV. DEFINITIONS

A. Direct Care Staff: Employees providing direct care to individuals receiving services (including but not limited to: Clinicians, Nurses, Supports Coordinators and Assistants, Case Managers, Wraparound Coordinators, Mentors, Peer Support, Physicians, Physician Assistants, etc.).

V. PROCEDURE

- A. Employee will provide written notice of resignation or retirement to their direct supervisor, giving at least four (4) weeks of notice.
- B. Supervisor will send the written notice to HealthWest Human Resources for processing.
- C. The resigning/retiring employee will work collaboratively with the supervisor to appropriately transition cases to other team members, finalize documentation, and notify individuals in service of the transition and assist them through it.

(SMP/ab)

REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE June 15, 2018	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to amend the contract with TBD Solutions LLC (4633 Patterson Avenue SE, Kentwood, MI 49512) to provide professional consultative services regarding the Health Integration Dialogs and Pilots (298), effective September 1, 2017 through September 30, 2018, or upon project completion (whichever comes first). The following content will be modified via this amendment.</p> <ol style="list-style-type: none"> <u>Title of Efforts:</u> The title "Healthcare Integration Dialogs and Pilots (298)" will instead read "298 Pilot/Healthcare Integration Project Support" to align with the new agreement initiated with Genesee Health System as an added partner for this effort. <u>Description of Services:</u> Commencing September 1, 2017 and continuing until September 30, 2018 or upon project completion (whichever comes first), TBDS will provide the following (collectively, the "Services"). The second sentence is changed from "These services are engaged in partnership with West Michigan Community Mental Health Services and will be tracked as a single effort, with labor and expenses evenly split between each partnership," to read, "These services are engaged in partnership with HealthWest and will be tracked as a single effort, with labor and expenses evenly split between each participant." <p>Also, to modify Item 3 in the original agreement of this section that currently reads: 3. "Provide project management, documentation or others activities as requested;" to include the addition of "(a) Provide meeting preparation and facilitation for meetings and CMHSP partners to ensure consensus and completion of all deliverables. (b) Provide professionally written documents to support 298 planning efforts. (c) Participate in MDHHS 298 Pilot subcommittee meetings upon request."</p> <ol style="list-style-type: none"> <u>Price and Payment Terms:</u> HealthWest will pay a fee to TBDS for the Services in the amount of \$150.00 per consultant hour, plus all applicable expenses. The project is capped at \$24,000.00 instead of the \$14,000.00 amount in the original agreement. 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to sign a First Amendment to the contract with TBD Solutions LLC, effective September 1, 2017 through September 30, 2018, or upon project completion (whichever comes first), with the language changes noted above, for a cost not to exceed \$24,000.00 plus expenses.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Program/Personnel	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION HealthWest	REQUEST DATE 6/15/18	REQUESTOR SIGNATURE Cyndi Blair	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization to reclass a full-time Mental Health Worker (MO7503) position to a full-time LPN/Resident Care Supervisor position.</p> <p>HealthWest is requesting approval to reclass a full-time Mental Health Worker to a full-time LPN/Resident Care Supervisor. The reason for this change is to provide adequate staffing to serve the intensity of the individual served in the Crisis Residential Unit using the medical model, which requires medically trained staff to cover the Unit 24/7. This change will increase salaries by \$4,784, which is within HealthWest's salary budget and will not increase costs to the general fund.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the reclassification of a full-time Mental Health Worker (XMO7503/Pay Grade MN-00030) to a full-time LPN/Resident Care Supervisor (pay grade NO-00210), effective 6/29/18.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		