



## PROGRAM AND PERSONNEL COMMITTEE

Friday, January 8, 2021  
8:00 a.m.

Zoom: <https://healthwest.zoom.us/j/92718779426>  
Join by Phone: (312) 626-6799, 92718779426#

**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 4, 2020 meeting as written.<br>(Previously Forwarded)  | Action             |
| 3) Items for Consideration  |                    |
| A. Authorization to Contract with Andre Williams to Serve as Interim Boom Youth Advisor and to Provide Training to Faith-Based Audiences<br>(Attachment #1) | Action             |
| B. Authorization to Approve the Position Changes Listed on the Enclosed Position Changes for FY 2021 County Budget Spreadsheet<br>(Attachment #2)           | Action             |
| 4) Old Business   |                    |
| 5) New Business   |                    |
| 6) Communication  | Information        |
| 7) Director's Comments  | Information        |
| 8) Audience Participation   |                    |
| 9) Adjournment  | Action             |

Main Office

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

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Personnel	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Community Relations	REQUEST DATE January 8, 2021	REQUESTOR SIGNATURE Lauren Meldrum, Project Director/Community Relations Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to contract with <b>Andre Williams</b>, effective January 4, 2021 through September 30, 2021, to serve as the interim BOOM Youth Advisor and provide training to faith-based audiences. The contractor will provide up to five (5) hours per week for forty (40) weeks, at a rate of \$50.00 per hour. The total amount of the contract shall not exceed \$10,000.</p>			
<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 contract with Andre Williams for the period of January 4, 2021 through September 30, 2021, to serve as the interim BOOM youth advisor and provide training to faith-based audiences, not to exceed \$10,000.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes      _____ No      _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes      _____ No      _____ Other		

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Personnel Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Clinical Services	REQUEST DATE January 8, 2021	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 for the following:</p> <ol style="list-style-type: none"> <li>1. Two (2) Case Manager positions (Wage Grade, HX-00160, Funding Org 7043) and one Recovery Coach position (Wage Grade HO-00160, Funding Org 7043) to support the Muskegon County LEAD (Law Enforcement Assisted Diversion) Program. The Muskegon County Lead Program led by HealthWest and supported by the membership of the Muskegon County Diversion Council and partner social service agencies will develop and deliver pre-arrest/pre-booking diversion with a focus on the opioid and methamphetamine epidemic that continues in Muskegon County. This program will be fund by a grant from MDHHS, if approved. These positions will not be filled if HealthWest does not receive the grant funding. MDHHS has given us many indicators that HealthWest will be approved and we want to be ready if/when the award letter comes.</li> <li>2. HealthWest is taking the responsibility of providing Muskegon County Jail and JTC Medical services which includes coordinating integrated care for Jail and JTC clients and will be inclusive of our community partners. This program will require the following positions: <ul style="list-style-type: none"> <li>• Three (3) Paramedics, two (2) full-time and one (1) hourly (Wage grade HO-00210, Funding Org 7338)</li> <li>• Three (3) Registered Nurses, full-time (Wage Grade HO-00315, Funding Org 7338)</li> <li>• Three (3) Licensed Practical Nurses, full-time (Wage Grade HO-00210, Funding Org 7338)</li> <li>• Four (4) Medical Assistants, full-time (Wage Grade HO-00160, Funding Org 7338)</li> <li>• One (1) Primary Care Physician, hourly (Wage Grade HX-00650, Funding Org 7338)</li> <li>• One (1) Mid-Level Practitioner, hourly (Wage Grade HX-00445, Funding Org 7338)</li> <li>• One (1) Clinical Coordinator, full-time (Wage Grade HX 00210, Funding Org 7338)</li> </ul> </li> <li>3. Full-Time Client Support Specialist (Wage Grade HO 00160, Funding Org 7350), to support our IHC Medication Assisted Treatment (MAT) program. This position will support clients coming out of the Jail who need MAT services through our Integrated Health Clinic. This position is fully funded by the BLOCK grant.</li> <li>4. HealthWest received a new grant to fund The Post-Overdose Rapid Response Teams Project, a partnership led by HealthWest, along with support and coordination of the Muskegon County Medical Authority, Fresh Coast Alliance and other community partners and will deliver outreach services to persons identified as surviving a non-fatal overdose and reside in Muskegon County. This is a multidisciplinary post-overdose response team that will meet the complex behavioral health and social needs of overdose survivors. New positions needed: <ul style="list-style-type: none"> <li>• One (1) full-time case manager (Wage Grade HX 00160, Funding Org 7351)</li> <li>• One (1) full-time Client Support Specialist/Recover Coach (Wage Grade HO 00160, Funding Org 7351)</li> <li>• One (1) full-time Registered Nurse (Wage Grade HO-00315, Funding Org 7351)</li> </ul> </li> <li>5. One full-time SUD Assessor (Wage Grade HX 00210, Funding Org 7330) to provide SUD assessment services at Intake and Assessment.</li> </ol>			

6. Reclass an hourly Medical Assistant (position N51517, Wage Grade HO-00160) to full-time. This position is for our Crisis Residential Program and will allow us the flexibility to have a vacant full-time position that we can use as a transition position when we have a resignation. This will allow us to start the recruitment process prior to a position becoming vacant, but after a notice is given.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

I move to authorize the position changes as outlined on the attached Position Changes for FY 2021 County Budget effective February 1, 2021.

COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes    _____ No    _____ Other
BOARD DATE	BOARD APPROVAL _____ Yes    _____ No    _____ Other

New Positions

Motion Item #	New Position Title	Budget Org	%	Wage Grade
1	Case Manager	7043	100	HX-00160
1	Case Manager	7043	100	HX-00160
1	Client Support Specialist (Recovery Coach)	7043	100	HO-00160
2	Paramedic	7338	100	HO-00210
2	Paramedic	7338	100	HO-00210
2	Paramedic - Hourly	7338	100	HO-00210
2	Registered Nurse	7338	100	HO-00315
2	Registered Nurse	7338	100	HO-00315
2	Registered Nurse	7338	100	HO-00315
2	Licensed Pracical Nurse	7338	100	HO-00210
2	Licensed Pracical Nurse	7338	100	HO-00210
2	Licensed Pracical Nurse	7338	100	HO-00210
2	Medical Assistant	7338	100	HO-00160
2	Medical Assistant	7338	100	HO-00160
2	Medical Assistant	7338	100	HO-00160
2	Medical Assistant	7338	100	HO-00160
2	Primary Care Physician - hourly	7338	100	HX-00650
2	Mid-Level Practitioner - hourly	7338	100	HX-00445
2	Clinical Coordinator	7338	100	HX-00210
3	Client Support Specialist (Recovery Coach)	7350	100	HO-00160
4	Case Manager	7351	100	HX-00160
4	Client Support Specialist (Recovery Coach)	7351	100	HO-00160
4	Registered Nurse	7351	100	HO-00315
5	SUD Assessor	7330	100	HX-00210

Status Changes

Motion Item #	Current position Title	Current Position #	Current Wage Grade	Incumbent Employee	Current Budget Org	%	New Position Title	New Budget Org	%	New Wage Grade
6	Medical Assistant - Hourly	N51517	HO-00160	Vacant	7341	100	Medical Assistant-FT	No change	100	No change