



FINANCE COMMITTEE

March 19, 2021 – 8 a.m.

Zoom Virtual Meeting

<https://healthwest.zoom.us/j/98701703819>

Or by phone: (312) 626-6799, 98701703819#

Committee Chair: John Snider

Committee Vice-Chair: Janet Thomas

AGENDA

- | | | |
|----|---|-------------|
| 1. | Call to Order | Quorum |
| 2. | Approval of Minutes | |
| | Approval of the Minutes of February 19, 2021
(Attachment #1) | Action |
| 3. | Items for Consideration | |
| A. | Approval of Expenditures for February 2021
(Attachment #2) | Action |
| B. | Interim Balance Sheets of February 2021
(Attachment #3) | Information |
| C. | HealthWest Expenditures Financial Statement
(Attachment #4) | Information |
| D. | HealthWest Finance Update – Fees and Inpatient Summary
(Attachment #5) | Information |
| E. | HealthWest Budget Variance Analysis Report
(Attachment #6) | Information |
| F. | Month End Projection Trends
(Attachment #7) | Information |
| G. | Medicaid Eligibles Report
(Attachment #8) | Information |
| H. | Final FY 2020 Interim Balance Sheets
(Attachment #9) | Information |
| I. | Final FY 2020 Expenditures Financial Statement
(Attachment #10) | Information |

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J. Final FY 2020 Finance Update (Attachment #11)	Information
K. Final FY 2020 Budget Variance Analysis Report (Attachment #12)	Information
L. Final FY 2020 Month End Projection Trends (Attachment #13)	Information
M. Authorization to Sign a Single Case Agreement with Rivercrest Specialty Hospital (Attachment 14)	Action
N. Authorization to Sign a Contract with Positive Behavior Supports Corporation for ABA Services for HealthWest Consumers (Attachment #15)	Action
O. Authorization to Sign a Contract with Amani, LLC for Specialized Residential and CLS Services (Attachment #16)	Action
P. Authorization to Sign a Contract with Alyssa Podskalan for Therapeutic Recreation Services (Attachment #17)	Action
Q. Authorization to Sign a Contract Extension with Robin Hollebeek Physical Therapy for Physical Therapy Services (Attachment #18)	Action
R. Authorization to Accept Inpatient Rates Negotiated by the LRE/Beacon Health Options with Pine Rest Hospital (Attachment #19)	Action
S. Authorization to Sign FY 2021 Contract with the Lakeshore Regional Entity (Attachment #20)	Action
T. Authorization to Purchase Additional Training Slots from Relias Learning (Attachment #21)	Action
U. Authorization to Contract with 20 Parent, Youth, and Family Representatives for Systems of Care Facilitation, Participation, Consultation, and Leadership Assistance (Attachment #22)	Action
V. Authorization to Contract with Trinity Health – Mercy Health Muskegon for Pharmacy Services (Attachment #23)	Action

- W. Authorization to Expand the CDW Services Contract for Microsoft 365 Implementation and Support (Attachment #24) Action
 - X. Authorization to Purchase 75 Power BI Licenses for Data Reporting from CDW-G (Attachment #25) Action
 - Y. Authorization to Contract with Trident Care for Imaging Services at the Muskegon County Jail and Juvenile Transition Center (Attachment #26) Action
 - Z. Authorization to Make Position Changes as Outlined in the Position Changes for FY 2021 County Budget Spreadsheet (Attachment #27) Action
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- 4. Old Business
 - 5. New Business
 - 6. Communications
 - 7. Director's Comments
 - 8. Audience Participation
 - 9. Adjournment

HEALTHWEST

FINANCE COMMITTEE MEETING MINUTES

Friday, February 19, 2021

8:00 a.m.

Zoom Virtual Meeting

CALL TO ORDER

The regular meeting of the Finance Committee was called to order by Vice-Chair Thomas at 8:01 a.m.

ROLL CALL

Committee Members Present: John Snider (North Muskegon, MI), Janet Thomas (Muskegon, MI), Dr. Remington Sprague (Washington, DC), Commissioner Marcia Hovey-Wright (Muskegon, MI), Commissioner Charles Nash (Muskegon, MI), Stephanie Umlor (Muskegon, MI), Jeff Fortenbacher (Muskegon, MI), Jason Coleman, (North Muskegon, MI)

Also Present: Brandy Carlson, Amber Berndt, Tami Strodbeck, Julia Rupp, Kelly France, Susan Conrad, Wesley Woods, Cece Riley, Matt Plaska, Cyndi Blair, Catherine Kloska, Commissioner Kim Cyr

MINUTES

It was moved by Dr. Sprague, seconded by Ms. Umlor, to approve the minutes of the January 15, 2021, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

A. Approval of Expenditures for January 2021

It was moved by Commissioner Hovey-Wright, seconded by Dr. Sprague, to approve the expenditures for the month ending January 31, 2021 in the total amount of \$4,103,449.05.

MOTION CARRIED.

B. Interim Balance Sheets of January 2021

Ms. Carlson presented the Interim Balance Sheets of January 2021, noting that there was a negative cash balance of (2,387,435.85) for Fund 2220. Fund 7930 has a positive cash balance of \$736,570.43.

C. HealthWest Expenditures Financial Statement

Ms. Carlson presented the HealthWest Expenditure report for January 2021 which shows the estimated true variance to date of \$6,305,466. Expenditures are under budget to date.

D. Finance Update – Fees and Inpatient Summary

The Substance Abuse Fee Report has positive variance of \$248,284 through the month of January 2021. It should be noted that this variance report is based on the budget approved by the HealthWest Board during the month of August 2020.

The Other Fees Report has a positive total variance of \$2,522,378 through the month of January 2021. The variance report is based on the budget approved by the HealthWest Board during the month of August 2020.

E. Budget Variance Analysis Report

Our expenditure budget variance based on the budget approved by the HealthWest Board during the month of January 2021 is \$6,305,466. With contingencies for contractual services and COVID premium pay in the amount of \$4,705,369 has been recognized, this would leave HealthWest with a net variance of approximately 3,232,132 after the fourth month of the fiscal year. Due to the different periods of the budget year that these variances are calculated, this would prorate out to a variance of approximately \$8,565,031.

However, this figure does not really give us a true picture of where we stand as we are not able to use the different funding sources (i.e., State GF and Medicaid, etc.) to offset each other's shortfalls. Therefore, a truer picture would be as follows:

Behavioral Health Traditional Medicaid	\$7,215,570
Behavioral Health Healthy Michigan	\$350,580
Autism	\$191,042
State General Fund	\$195,229
Substance Use Funds	\$612,609
TOTAL	\$8,565,030

F. Month End Projection Trends

Ms. Carlson presented the month-end projection trends for board member review.

G. Medicaid Eligibles by Program

The Medicaid Eligibles graphs were provided for review.

H. Authorization to Process Payment for both Laserfiche and Bolt Limited, Inc. for the Product, Service, and Support

It was moved by Dr. Sprague, seconded by Ms. Umlor, to authorize HealthWest to process payment for the annual fees of both the Laserfiche Avante product, as well as the service and support agreement with Bolt Limited, Inc. pertaining to it, at a total cost of \$20,377.00.

MOTION CARRIED.

I. Authorization to Sign Amended Agreement with Mary Dumas for Continued Consultation and Support

It was moved by Commissioner Hovey-Wright, seconded by Mr. Coleman, to authorize the HealthWest Executive Director to sign an amended agreement with Mary Dumas for contracted services at a rate of \$100.00 per hour, effective October 26, 2020 through September 30, 2021, for a maximum projected expenditure of \$40,000.00.

MOTION CARRIED.

J. Authorization to Approve Trinity Investment Group, LLC and Blake Price to the list of Approved HUD Landlords

It was moved by Dr. Sprague, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Executive Director to approve the above landlord for the HUD grant funding for Fiscal Year 2021 in order to assure payment in a timely manner and avoid any potential delays causing consumers to miss out on available housing opportunities.

MOTION CARRIED.

K. Authorization to Sign a Lease Agreement with Red Snoot, LLC

It was moved by Mr. Coleman, seconded by Mr. Fortenbacher, to authorize the HealthWest Executive Director to enter into an agreement with Red Snoot, LLC to lease the Wolf Lake Home at 1585 S. Wolf Lake Rd., Muskegon, MI 49442, effective March 1st, 2021 through September 30th, 2025 at a monthly rent of \$2,043.00.

MOTION CARRIED.

L. Authorization to Sign a Contract with Pathfinders for Trauma-Informed Education and Programming

It was moved by Commissioner Hovey-Wright, seconded by Mr. Coleman, to authorize the HealthWest Executive Director to sign a contract with Pathfinders for Trauma-informed education and programming through the System of Care grant at a maximum cost of \$15,000.00, effective November 1, 2020 through September 30, 2021.

MOTION CARRIED.

M. Authorization to Contract with Sevocity via Hackley Community Care for an EMR within the Muskegon County Jail

It was moved by Dr. Sprague, seconded by Ms. Umlor, to authorize the HealthWest Director to sign a contract with Sevocity via Hackley Community Care, funded by the Muskegon County Jail via the Jail Medical Contract, for up to \$9,500.00 and effective March 1, 2021 through February 28, 2022.

MOTION CARRIED.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Catherine Kloska was introduced to the Committee as HealthWest's new Director of Finance.

COMMUNICATIONS

There were no communications.

DIRECTOR'S COMMENTS

Ms. Rupp gave a brief update on HealthWest's Authority status and the work HealthWest is doing to prepare for the transition should the County Board of Commissioners decide to move that way. Once the timeline is established Ms. Rupp will prepare a memorandum for the Chair's review.

Ms. Rupp touched upon the 140 vacant positions open at HealthWest. This is a statewide issue. It was determined yesterday by the state that if an individual requests face to face services we must provide it. We're currently working on a wage and salary study and hope to bring to the board for review in March to assist in filling those open positions.

The new MDHHS Director Elizabeth Hertel, brings a lot of hope to resolve the past liability issue. The state is meeting today to discuss. Director Hertel has laid out a number of goals, her number one being the implementation of CCBHC. While this will bring additional funding, the start date has been moved from October 1 to July 1. This will be a lofty task considering our difficulties in filling open positions. Her number two goal is the expansion of youth services. Again, we aren't able to fill current positions so this will be a difficult undertaking.

Ms. Rupp pointed out that one of the reasons our personnel budget is down is not just because of our staff vacancies, but also a lot of our staff's time is going to the vaccination clinic and covid testing which is being billed to Public Health. While this is saving us some money in our budget it is temporary and we are working on pulling out some of our staff from the clinic to reduce some of their strain. Julia reminded the Committee that our ability to assist Public Health is only because we are a county department and had we not been, those funds wouldn't have been able to pass through to us as a contractor. Dr. Sprague praised our county in comparison to others in the State and noted that we are strides ahead of others in terms of the pandemic and our ability to handle it.

Ms. Rupp provided the Committee with a vaccine clinic update. Roughly 13% of our population has received the vaccine which is far more than the doses we've been allocated. That means people are going to other counties to be vaccinated. As the State adds additional populations, we aren't getting enough supply to handle these groups that have been identified as a priority group. This mixed messaging is making the general population frustrated. Our hope is to open a call center to assist these individuals with questions and helping them to better understand the process. Targeted outreach continues to reach those populations who do not have access to the internet.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 9:00 a.m.

Respectfully,

Janet Thomas
Committee Vice-Chair

JT/ab

PRELIMINARY MINUTES
To be approved at the Finance Meeting on
March 19, 2021

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Brandy Carlson, CFO	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Expenditures for the month of February totaled \$6,663,906.07. Some unusual expenditures for the month include amounts of \$456,888.26 to Beacon Services for 3 months of specialized residential services, \$278,270.40 to Flatrock Manor for 3 months of specialized residential services, \$1,342,719.37 to MOKA for 3 months of specialized residential services, \$246,791.89 to Samaritas for 2 months of specialized residential services, \$263,269.52 to Turning Leaf for 2 months of specialized residential services, and \$36,505.24 to Verizon Wireless for 2 months of agency-wide cellular service.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to approve expenditures for the month ending February, in the total amount of \$6,663,906.07.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

CASH BALANCES IN THE TWO FUNDS FOR FY 2021

	MENTAL HEALTH	CMH CLIENT	TOTAL ALL
FEBRUARY, 2020	(\$12,811,445)	\$468,003	(\$12,343,442)
MARCH, 2020	(\$10,807,127)	\$425,723	(\$10,381,405)
APRIL, 2020	(\$11,524,479)	\$445,212	(\$11,079,267)
MAY, 2020	(\$10,735,704)	\$588,789	(\$10,146,915)
JUNE, 2020	(\$12,132,388)	\$578,252	(\$11,554,136)
JULY, 2020	(\$7,815,406)	\$624,215	(\$7,191,191)
AUGUST, 2020	(\$9,141,816)	\$371,975	(\$8,769,841)
SEPT. PRELIM., 2020	(\$9,695,962)	\$770,286	(\$8,925,675)
OCTOBER, 2020	(\$6,362,883)	\$500,392	(\$5,862,491)
NOVEMBER, 2020	(\$7,069,161)	\$684,808	(\$6,384,354)
DECEMBER, 2020	(\$2,663,820)	\$483,636	(\$2,180,184)
JANUARY, 2021	(\$2,387,436)	\$736,570	(\$1,650,865)
FEBRUARY, 2021	(\$6,148,027)	\$517,546	(\$5,630,481)

14-Mar-21 BC (Cash Balances in the Different Funds)

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 2220
MENTAL HEALTH
February 28, 2021**

ASSETS	THIS YEAR	LAST YEAR
Cash in Bank	(6,148,027.36)	(12,798,556.83)
Cash in Transit	-	-
Imprest (Petty) Cash	2,700.00	2,700.00
Due from Credit Cards	(23.17)	-
Accounts Receivable	406,939.00	33,378.12
Due From Other Funds	31,989.51	103.39
Prepaid Items	28,222.57	(6,735.89)
Due from other governments	8,959,882.20	11,024,795.51
Total Assets	<u>\$ 3,281,682.75</u>	<u>\$ (1,744,315.70)</u>
LIABILITIES AND EQUITY		
Accounts Payable	\$ 393,921.98	\$ 408,873.62
Undistributed Receipts	(54,646.86)	8,618.58
HAB Supports Waiver	2,548,576.42	-
Medicaid Children's Waiver	128,365.75	(94,852.25)
Medicaid SED Waiver	81,837.78	(25,671.73)
State Advance	464,423.05	-
Capitation Medicaid	6,604,550.62	-
Medicaid - B3 Services	5,486,884.60	-
Accrued Wages and Fringes	143,491.00	155,998.00
Medicaid - Healthy Michigan	1,582,306.21	-
Medicaid - Autism	643,587.94	-
SA Federal Pass Thru	(135,585.19)	(10,228.00)
SA State Plan Medicaid	351,148.87	-
SA B3 Services	(113.44)	-
SA Healthy Michigan	853,039.57	-
SA State Disability Assistance	-	-
SA PA2 Dollars	-	-
Due to Federal	148,997.90	3,993.00
Unearned Revenue - Lilac St Donation	50,100.00	50,000.00
Total Liabilities and Equity	<u>\$ 19,290,886.20</u>	<u>\$ 496,731.22</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred Medicaid fee for services and capitation	<u>\$ 13,146,569.55</u>	<u>\$ 12,213,673.94</u>
Fund Balance at beginning of year	(11,994,737.18)	(11,994,737.18)
Nonspendable FB-Prepays	26,495.04	-
General Fund Reserve	-	-
SOC Reserve	-	-
**Total Fund Balance	<u>\$ (11,968,242.14)</u>	<u>\$ (11,994,737.18)</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	\$ 20,469,213.61	\$ 715,667.98
NET OF REVENUES VS EXPENDITURES	<u>\$ (17,187,530.86)</u>	<u>\$ (2,459,983.68)</u>
Transferred to County Equipment Revolving Account for:		
Mental Health Center Building (6660-0000-349220)	\$2,720,753.04	\$2,754,436.12
Future Equipment Purchases (6660-0000-349222)	\$20,444.18	\$20,444.18

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 7930
CMH CLIENT FUNDS
February 28, 2021**

ASSETS	THIS YEAR	LAST YEAR
Cash	\$ 517,546.24	\$ 468,002.73
Imprest Cash	\$ 10,151.36	\$ 18,303.89
Accounts Receivable	\$ 177.00	\$ 177.00
Due From Other Funds	\$ -	\$ -
Total Assets	<u>\$ 527,874.60</u>	<u>\$ 486,483.62</u>
 LIABILITIES AND EQUITY		
Accounts Payable	\$ 52,861.16	\$ -
Due to Other Funds	\$ 1,535.56	\$ -
Interest Payable	\$ 2,125.20	\$ 1,664.76
Undistributed Receipts	\$ 471,352.68	\$ 484,818.86
	<u>\$ 527,874.60</u>	<u>\$ 486,483.62</u>

HEALTHWEST
MEMORANDUM

DATE: March 19, 2021
TO: HealthWest Board Members
FROM: Brandy Carlson – Chief Financial Officer
SUBJECT: HealthWest Expenditure Report

Attached is the expenditure report compared to the Budget for FY2021. This is based on the budget approved by the HealthWest Board during the month of August 2020. As you can see, expenditures are under the budget to date. The following is a brief explanation of the main variances.

- M. SUD CONTRACTUAL SERVICES - Contractual SUD Services are less than anticipated based on the budget amendment.
- Q. MI ADULT INPATIENT – Inpatient services for MI Adult are less than anticipated.
- R. MI CHILD INPATIENT – Inpatient services for MI Child are less than anticipated.
- V. DD SUPPORTS COORDINATION - Salary and fringe costs, building repairs and maintenance, less than anticipated.
- X. MI ADULT SUPPORTS COORDINATION – Salary and fringe costs, equipment Repair and Maintenance and Equipment Lease costs less than anticipated.
- Z. DD VOCATIONAL SERVICES – DD Skill Building services less than anticipated.
- AA. IN HOME SUPPORT SERVICES – DD Skill Building services are less than anticipated due to the pandemic.
- JJ. AUTISM SERVICES – Salary and fringes and Contractual service costs are less than anticipated due to the pandemic.
- TT. INTAKE/CRISES INTERVENTION – Salary and fringe costs higher than anticipated.
- DDD.DD RESIDENTIAL – Specialized residential service costs are less than anticipated.
- EEE. MI ADULT RESIDENTIAL – Specialized residential service costs are less than anticipated.
- JJJ. IS MANAGEMENT – Supply costs are higher than anticipated.
- LLL. MANAGED CARE ADMINISTRATION – Contractual service costs higher than anticipated.

BC/ab

BUDGET COMPARISON SUMMARY REPORT FOR PERIOD ENDING 2/28/21

	DEPARTMENT NAME	ANNUAL BUDGET	AVERAGE MONTHLY BUDGET	CURRENT MONTH EXPENDITURES	CURRENT YEAR-TO-DATE BUDGET	EXPENDITURES TO DATE	YEAR-TO-DATE VARIANCES
A.	JUSTICE AND MH COLLABORATION	\$406,827	\$33,902	\$32,074	\$169,510	\$154,864	\$14,646
B.	CCBHC GRANT	\$1,493,469	\$124,456	\$62,884	\$622,280	\$366,862	\$255,418
C.	COMMUNITY HEALTH INNOVATION	\$270,636	\$22,553	\$938	\$112,765	\$62,202	\$50,563
D.	YOUTH CRISIS RESIDENTIAL	\$0	\$0	\$0	\$0	\$269	(\$269)
E.	CONNECTING VETERANS-MUSKEGON CO. PROJECT	\$150,000	\$12,500	\$5,779	\$62,500	\$36,560	\$25,940
F.	WRAPAROUND SERVICES	\$874,917	\$72,910	\$75,639	\$364,550	\$372,302	(\$7,752)
G.	COURT COLLABORATION	\$529,492	\$44,124	\$32,401	\$220,620	\$228,473	(\$7,853)
H.	HUD SUPPORTED HOUSING GRANT	\$125,023	\$10,419	\$10,319	\$52,095	\$52,153	(\$58)
I.	HUD SUPPORTED HOUSING GRANT #2	\$20,123	\$1,677	\$0	\$8,385	\$792	\$7,593
J.	HUD SUPPORTED HOUSING GRANT #4	\$25,686	\$2,141	\$1,557	\$10,705	\$6,769	\$3,936
K.	HUD SUPPORTED HOUSING GRANT #3	\$25,707	\$2,142	\$0	\$10,710	\$0	\$10,710
L.	COMMUNITY BENEFIT/PREVENTION	\$329,711	\$27,476	\$10,984	\$137,380	\$84,865	\$52,515
M.	SUD CONTRACTUAL SERVICES	\$3,840,421	\$320,035	\$109,642	\$1,600,175	\$610,224	\$989,951
N.	SAMHSA INTEGRATED HEALTH CARE	\$114,145	\$9,512	\$9,030	\$47,560	\$46,003	\$1,557
O.	SUD INTERNAL SERVICES	\$755,607	\$62,967	\$45,170	\$314,835	\$215,440	\$99,395
P.	SYSTEM OF CARE GRANT	\$2,000,000	\$166,667	\$102,607	\$833,335	\$597,474	\$235,861
Q.	MI ADULT INPATIENT	\$1,837,765	\$153,147	\$276,388	\$765,735	\$316,067	\$449,668
R.	MI CHILD INPATIENT	\$661,000	\$55,083	\$34,452	\$275,415	\$34,452	\$240,964
S.	DD CLINIC	\$0	\$0	\$41,695	\$0	\$88,964	(\$88,964)
T.	VOCATIONAL SERVICES	\$468,299	\$39,025	\$31,952	\$195,125	\$152,110	\$43,015
U.	CLUB INTERACTIONS	\$671,869	\$55,989	\$39,916	\$279,945	\$217,013	\$62,932
V.	DD SUPPORTS COORDINATION	\$5,625,232	\$468,769	\$257,914	\$2,343,845	\$1,556,517	\$787,328
W.	HIGH INTENSITY SUPPORTS COORDINATION	\$987,777	\$82,315	\$40,816	\$411,575	\$249,487	\$162,088
X.	MI ADULT SUPPORTS COORDINATION	\$3,993,950	\$332,829	\$180,742	\$1,664,145	\$939,576	\$724,569
Y.	MI ADULT VOCATIONAL SERVICES	\$19,750	\$1,646	\$0	\$8,230	\$0	\$8,230
Z.	DD VOCATIONAL SERVICES	\$1,124,044	\$93,670	\$93,597	\$468,350	\$163,122	\$305,228
AA.	IN HOME SUPPORT SERVICES	\$2,529,178	\$210,765	\$332,273	\$1,053,825	\$379,937	\$673,888
BB.	CONSUMER RUN PROGRAM	\$114,315	\$9,526	\$10,114	\$47,630	\$58,714	(\$11,084)
CC.	DD RESPITE	\$296,250	\$24,688	\$7,302	\$123,440	\$44,258	\$79,182
DD.	HEALTH SERVICES	\$186,563	\$15,547	\$12,044	\$77,735	\$15,251	\$62,484
EE.	MI CHILD RESPITE	\$3,300	\$275	\$0	\$1,375	\$0	\$1,375
FF.	YOUTH BEHAVIORAL SUPPORT TEAM	\$238,424	\$19,869	\$23,400	\$99,345	\$90,680	\$8,665
GG.	JUVENILE JUSTICE TEAM	\$661,179	\$55,098	\$44,383	\$275,490	\$229,849	\$45,642
HH.	PEER SUPPORT SERVICES	\$236,457	\$19,705	\$14,726	\$98,525	\$65,524	\$33,001
II.	YOUTH COMMUNITY BASED SERVICES	\$2,147,291	\$178,941	\$134,000	\$894,705	\$776,942	\$117,763
JJ.	AUTISM PROGRAM	\$3,187,290	\$265,608	\$222,321	\$1,328,040	\$1,014,792	\$313,248
KK.	MI OUTPATIENT	\$583,199	\$48,600	\$32,582	\$243,000	\$112,985	\$130,015
LL.	TRANSITION AGE TEAM	\$1,337,132	\$111,428	\$58,985	\$557,140	\$338,787	\$218,353

MM.	NURSING	\$0	\$0	\$44,703	\$0	\$190,343	(\$190,343)
NN.	PSYCHIATRY	\$0	\$0	\$158,472	\$0	\$347,496	(\$347,496)
OO.	ACT	\$733,690	\$61,141	\$31,507	\$305,705	\$177,450	\$128,255
PP.	HOME BASED	\$1,349,800	\$112,483	\$59,683	\$562,415	\$363,546	\$198,869
QQ.	HOMELESS PROJECT	\$0	\$0	\$202	\$0	\$9,015	(\$9,015)
RR.	INFANT M.H. HOME BASED TEAM	\$740,862	\$61,739	\$37,503	\$308,695	\$190,283	\$118,412
SS.	DD OUTPATIENT	\$1,183,774	\$98,648	\$55,017	\$493,240	\$313,683	\$179,557
TT.	INTAKE/CRISES INTERVENTION	\$1,571,891	\$130,991	\$105,954	\$654,955	\$1,084,386	(\$429,431)
UU.	INTEGRATED HEALTH CLINIC	\$387,696	\$32,308	\$28,474	\$161,540	\$239,689	(\$78,149)
VV.	MI ADULT PARTIAL HOSPITALIZATION	\$43,612	\$3,634	\$0	\$18,170	\$0	\$18,170
WW.	ASSESSMENT INTAKE	\$1,496,208	\$124,684	\$111,069	\$623,420	\$510,772	\$112,648
XX.	YOUTH OUTPATIENT	\$108,792	\$9,066	\$17,844	\$45,330	\$84,759	(\$39,429)
YY.	INJECTION CLINIC	\$74,144	\$6,179	\$13,189	\$30,895	\$37,710	(\$6,815)
ZZ.	GROUP SERVICES	\$0	\$0	\$17,773	\$0	\$26,261	(\$26,261)
AAA.	HEALTHWEST CRISIS RESIDENTIAL	\$1,315,130	\$109,594	\$72,318	\$547,970	\$437,390	\$110,580
BBB.	CHILDREN'S WAIVER SERVICES	\$210,000	\$17,500	\$1,249	\$87,500	\$2,251	\$85,249
CCC.	MI CHILD RESIDENTIAL	\$46,133	\$3,844	\$0	\$19,220	\$0	\$19,220
DDD.	DD RESIDENTIAL	\$12,509,750	\$1,042,479	\$2,647,487	\$5,212,395	\$3,190,248	\$2,022,147
EEE.	MI ADULT RESIDENTIAL	\$3,009,235	\$250,770	\$277,128	\$1,253,850	\$636,195	\$617,655
FFF.	CLERICAL SERVICES	\$0	\$0	\$64,200	\$0	\$134,062	(\$134,062)
GGG.	LOBBY SERVICES	\$0	\$0	\$7,238	\$0	\$21,917	(\$21,917)
HHH.	UTILIZATION MANAGEMENT	\$438,175	\$36,515	\$43,799	\$182,575	\$187,768	(\$5,193)
III.	NETWORK DEVELOPMENT	\$184,700	\$15,392	\$16,468	\$76,960	\$48,812	\$28,148
JJJ.	IS MANAGEMENT	\$363,474	\$30,290	\$75,334	\$151,450	\$292,512	(\$141,062)
KKK.	QI AND TRAINING	\$657,182	\$54,765	\$47,241	\$273,825	\$163,515	\$110,310
LLL.	MANAGED CARE ADMINISTRATION	\$2,206,401	\$183,867	\$226,730	\$919,335	\$1,067,312	(\$147,977)
MMM.	MANAGED CARE FINANCE	\$933,304	\$77,775	\$91,989	\$388,875	\$357,645	\$31,230
NNN.	CUSTOMER SERVICES	\$293,832	\$24,486	\$22,713	\$122,430	\$94,787	\$27,643
GRAND TOTAL		\$67,729,813	\$5,644,154	\$6,663,906	\$28,220,770	\$19,890,088	\$8,330,682

	DEPARTMENT NAME	CURRENT YEAR-TO-DATE BUDGET	EXPENDITURES TO DATE	YEAR-TO-DATE VARIANCES	PAYROLL LAG	CONTRACTURAL/ BILLING LAG	OTHER	ESTIMATED TRUE VARIANCE
A.	JUSTICE AND MH COLLABORATION	\$169,510	\$154,864	\$14,646	\$1,581	(\$16,228)		(\$0)
B.	CCBHC GRANT	\$622,280	\$366,862	\$255,418	\$3,833	(\$259,251)		\$0
C.	COMMUNITY HEALTH INNOVATION	\$112,765	\$62,202	\$50,563	\$1,735	(\$52,298)		(\$0)
D.	YOUTH CRISIS RESIDENTIAL	\$0	\$269	(\$269)			\$269	(\$0)
E.	CONNECTING VETERANS-MUSKEGON CO. PROJECT	\$62,500	\$36,560	\$25,940	\$393	(\$26,332)		\$0
F.	WRAPAROUND SERVICES	\$364,550	\$372,302	(\$7,752)	\$4,911		\$2,841	(\$0)
G.	COURT COLLABORATION	\$220,620	\$228,473	(\$7,853)	\$2,227		\$5,626	(\$0)
H.	HUD SUPPORTED HOUSING GRANT	\$52,095	\$52,153	(\$58)			\$58	(\$0)
I.	HUD SUPPORTED HOUSING GRANT #2	\$8,385	\$792	\$7,593		(\$7,593)		\$0
J.	HUD SUPPORTED HOUSING GRANT #4	\$10,705	\$6,769	\$3,936		(\$3,936)		\$0
K.	HUD SUPPORTED HOUSING GRANT #3	\$10,710	\$0	\$10,710		(\$10,710)		\$0
L.	COMMUNITY BENEFIT/PREVENTION	\$137,380	\$84,865	\$52,515	\$1,621	(\$54,135)		\$0
M.	SUD CONTRACTUAL SERVICES	\$1,600,175	\$610,224	\$989,951		(\$152,555)		\$837,396
N.	SAMHSA INTEGRATED HEALTH CARE	\$47,560	\$46,003	\$1,557	\$2,716	(\$4,273)		(\$0)
O.	SUD INTERNAL SERVICES	\$314,835	\$215,440	\$99,395	\$3,693	(\$103,088)		\$0
P.	SYSTEM OF CARE GRANT	\$833,335	\$597,474	\$235,861	\$9,127	(\$244,988)		(\$0)
Q.	MI ADULT INPATIENT	\$765,735	\$316,067	\$449,668		(\$79,017)		\$370,651
R.	MI CHILD INPATIENT	\$275,415	\$34,452	\$240,964		(\$9,573)		\$231,391
S.	DD CLINIC	\$0	\$88,964	(\$88,964)	\$2,650		\$86,314	(\$0)
T.	VOCATIONAL SERVICES	\$195,125	\$152,110	\$43,015	\$2,610	(\$45,624)		\$0
U.	CLUB INTERACTIONS	\$279,945	\$217,013	\$62,932	\$3,529	(\$66,461)		\$0
V.	DD SUPPORTS COORDINATION	\$2,343,845	\$1,556,517	\$787,328	\$21,205	(\$20,571)		\$787,962
W.	HIGH INTENSITY SUPPORTS COORDINATION	\$411,575	\$249,487	\$162,088	\$4,328	(\$166,416)		\$0
X.	MI ADULT SUPPORTS COORDINATION	\$1,664,145	\$939,576	\$724,569	\$15,044	(\$19,678)		\$719,934
Y.	MI ADULT VOCATIONAL SERVICES	\$8,230	\$0	\$8,230		(\$8,230)		\$0
Z.	DD VOCATIONAL SERVICES	\$468,350	\$163,122	\$305,228		(\$40,779)		\$264,449
AA.	IN HOME SUPPORT SERVICES	\$1,053,825	\$379,937	\$673,888		(\$94,986)		\$578,902
BB.	CONSUMER RUN PROGRAM	\$47,630	\$58,714	(\$11,084)			\$11,084	\$0
CC.	DD RESPITE	\$123,440	\$44,258	\$79,182		(\$79,182)		(\$0)
DD.	HEALTH SERVICES	\$77,735	\$15,251	\$62,484		(\$62,484)		(\$0)
EE.	MI CHILD RESPITE	\$1,375	\$0	\$1,375		(\$1,375)		\$0
FF.	YOUTH BEHAVIORAL SUPPORT TEAM	\$99,345	\$90,680	\$8,665	\$1,389	(\$10,054)		\$0
GG.	JUVENILE JUSTICE TEAM	\$275,490	\$229,849	\$45,642	\$3,648	(\$49,290)		(\$0)
HH.	PEER SUPPORT SERVICES	\$98,525	\$65,524	\$33,001	\$1,276	(\$34,277)		\$0
II.	YOUTH COMMUNITY BASED SERVICES	\$894,705	\$776,942	\$117,763	\$11,457	(\$129,220)		(\$0)
JJ.	AUTISM PROGRAM	\$1,328,040	\$1,014,792	\$313,248	\$11,740	(\$57,528)		\$267,459
KK.	MI OUTPATIENT	\$243,000	\$112,985	\$130,015	\$2,145	(\$132,160)		(\$0)
LL.	TRANSITION AGE TEAM	\$557,140	\$338,787	\$218,353	\$5,113	(\$223,467)		(\$0)
MM.	NURSING	\$0	\$190,343	(\$190,343)	\$17,976		\$172,367	\$0
NN.	PSYCHIATRY	\$0	\$347,496	(\$347,496)	\$16,279		\$331,217	(\$0)
OO.	ACT	\$305,705	\$177,450	\$128,255	\$3,615	(\$131,870)		(\$0)
PP.	HOME BASED	\$562,415	\$363,546	\$198,869	\$6,965	(\$205,833)		\$0
QQ.	HOMELESS PROJECT	\$0	\$9,015	(\$9,015)	\$0		\$9,015	\$0
RR.	INFANT M.H. HOME BASED TEAM	\$308,695	\$190,283	\$118,412	\$4,132	(\$122,544)		\$0
SS.	DD OUTPATIENT	\$493,240	\$313,683	\$179,557	\$6,393	(\$185,951)		(\$0)
TT.	INTAKE/CRISES INTERVENTION	\$654,955	\$1,084,386	(\$429,431)	\$8,750	(\$9,470)		(\$430,151)
UU.	INTEGRATED HEALTH CLINIC	\$161,540	\$239,689	(\$78,149)	\$1,038		\$77,111	(\$0)
VV.	MI ADULT PARTIAL HOSPITALIZATION	\$18,170	\$0	\$18,170		(\$18,170)		\$0
WW.	ASSESSMENT INTAKE	\$623,420	\$510,772	\$112,648	\$8,576	(\$121,224)		\$0
XX.	YOUTH OUTPATIENT	\$45,330	\$84,759	(\$39,429)	\$663		\$38,765	(\$0)
YY.	INJECTION CLINIC	\$30,895	\$37,710	(\$6,815)	\$372		\$6,443	\$0

ZZ.	GROUP SERVICES	\$0	\$26,261	(\$26,261)	\$0		\$26,261	\$0
AAA.	HEALTHWEST CRISIS RESIDENTIAL	\$547,970	\$437,390	\$110,580	\$6,129	(\$116,709)		(\$0)
BBB.	CHILDREN'S WAIVER SERVICES	\$87,500	\$2,251	\$85,249		(\$85,249)		(\$0)
CCC.	MI CHILD RESIDENTIAL	\$19,220	\$0	\$19,220		(\$19,220)		\$0
DDD.	DD RESIDENTIAL	\$5,212,395	\$3,190,248	\$2,022,147		(\$797,562)		\$1,224,585
EEE.	MI ADULT RESIDENTIAL	\$1,253,850	\$636,195	\$617,655		(\$159,052)		\$458,603
FFF.	CLERICAL SERVICES	\$0	\$134,062	(\$134,062)	\$5,618		\$128,444	\$0
GGG.	LOBBY SERVICES	\$0	\$21,917	(\$21,917)			\$21,917	(\$0)
HHH.	UTILIZATION MANAGEMENT	\$182,575	\$187,768	(\$5,193)	\$2,775		\$2,417	(\$0)
III.	NETWORK DEVELOPMENT	\$76,960	\$48,812	\$28,148	\$1,780	(\$29,927)		\$0
JJJ.	IS MANAGEMENT	\$151,450	\$292,512	(\$141,062)	\$4,911	(\$8,150)		(\$144,301)
KKK.	QI AND TRAINING	\$273,825	\$163,515	\$110,310	\$4,956	(\$115,266)		\$0
LLL.	MANAGED CARE ADMINISTRATION	\$919,335	\$1,067,312	(\$147,977)	\$8,361	(\$133,183)		(\$272,799)
MMM.	MANAGED CARE FINANCE	\$388,875	\$357,645	\$31,230	\$8,840	(\$40,070)		(\$0)
NNN.	CUSTOMER SERVICES	\$122,430	\$94,787	\$27,643	\$1,794	(\$29,438)		(\$0)
GRAND TOTAL		\$28,220,770	\$19,890,088	\$8,330,682	\$237,894	(\$4,594,647)	\$920,149	\$4,894,078

HEALTHWEST
MEMORANDUM

DATE: March 19, 2020
TO: HealthWest Board Members
FROM: Brandy Carlson, Chief Financial Officer
SUBJECT: Finance Update – Fees

1. Substance Abuse Fees Report

Below is a summary of the Substance Abuse Fee Report for revenues for Fiscal Year 2021. It should be noted that this variance report is based on the budget approved by the HealthWest Board during the month of August 2020.

Item	Budget	Actual	Variance
Federal Pass Through	399,071	-0-	(399,071)
State Plan Medicaid	573,322	704,445	131,123
B3 Services	-0-	(38)	(38)
Healthy Michigan	765,537	1,603,383	837,846
State Disability Assistance	11,469	-0-	(11,469)
PA 2	115,468	-0-	(115,468)
State Opioid Response Grant	85,796	48,987	(36,809)
Third Party Fees	5,812	1,348	(4,464)
Total	1,956,475	2,358,125	401,650

2. All Other Fees Report

Below is a summary of the Fee Report for revenues received for Fiscal Year 2021. It should be noted that this variance report is based on the budget approved by the HealthWest Board during the month of August 2020.

Item	Budget	Actual	Variance
Medicaid-State Plan	10,043,388	9,813,617	(229,771)
HAB Supports Waiver	3,000,153	3,727,403	727,250
Medicaid – b3 Services	6,303,387	7,903,824	1,600,437
Medicaid Healthy Michigan	1,711,367	2,566,478	855,111
Autism	1,059,075	1,348,278	289,203
Children's Waiver	195,683	173,336	(22,347)
SED Waiver	105,727	128,120	22,393
Third Party Fees	324,439	82,873	(241,566)
Total	22,743,219	25,743,929	3,000,710

BC/ab

HEALTHWEST
MEMORANDUM

DATE: March 19, 2021
TO: HealthWest Board Members
FROM: Brandy Carlson – Chief Financial Officer
SUBJECT: Budget Variance Analysis Report

Attached is the Budget Variance Analysis Report for local programs for FY2021. Please be aware that this is based on the budget approved by the HealthWest Board during the month of August 2020.

Following is a discussion of some of these variances:

- MH Fee Collections – During the month of February, Mental Health Capitated payments continue to come in higher than anticipated due to a rate increase from MDHHS and increased Medicaid eligible individuals.
- Other Revenues Differential – During the month of February, payments continue to come in slower than anticipated, however, we were able to recognize a positive variance this month. I anticipate the variance to continue to improve throughout the year.
- Salary & Fringes – During the month of February, HealthWest continued to see another month of positive variance.
- Contractual Services – Contractual services continues to show a positive variance as a whole. However, claims payment timeliness is improving as can be seen by the negative variance recognized for the month of February. It should be noted that the LRE and MDHHS as extended the direct pay increase due to the Covid-19 pandemic.

Our expenditure budget variance based on the budget approved by the HealthWest Board during the month of February 2021 is \$4,971,439. With contingencies for contractual services and COVID premium pay in the amount of \$5,363,064 has been recognized. I have also recognized a decrease in revenue should the pandemic situation start to improve and MDHHS reopens Medicaid and Healthy MI reporting requirements from their population. I utilized a 15.5% decrease in the population as a whole past on historical data, for a total amount of \$4,335,171, this would leave HealthWest with a net variance of approximately 2,175,763 after the five months of the fiscal year. Due to the different periods of the budget year that these variances are calculated, this would prorate out to a variance of approximately \$4,894,078.

However, this figure does not really give us a true picture of where we stand as we are not able to use the different funding sources (i.e., State GF and Medicaid, etc.) to offset each other's shortfalls. Therefore, a truer picture would be as follows:

Behavioral Health Traditional Medicaid	\$3,841,838
Behavioral Health Healthy Michigan	\$ 185,409
Autism	\$ 146,856
State General Fund	\$ 85,484
Substance Use Funds	\$ 634,491
TOTAL	\$4,894,078

BC/ab

BUDGETED VARIANCE ANALYSIS REPORT
FOR THE MONTH ENDING FEBRUARY 2021

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	TOTALS
REVENUES													
MH FEE COLLECTIONS *	(\$1,284,705)	\$2,629,507	\$344,654.25	\$1,066,049	\$486,772								\$3,242,277
SUD FEE COLLECTIONS*	(\$390,896)	\$509,638	\$63,268.00	\$70,525	\$153,577								\$406,111
COMMERCIAL INSURANCE	(\$38,657)	(\$66,814)	(\$66,050.81)	(\$65,858)	(\$8,652)								(\$246,031)
OTHER REVENUES DIFFERENTIAL	(\$46,697)	(\$354,769)	(\$208,899)	(\$457,268)	\$306,265								(\$761,368)
OTHER CMH BOARDS DIFFERENTIAL **	\$0	\$0	(\$25,496)	(\$25,496)	(\$22,609)								(\$73,601)
OTHER ALLOCATION ADJUSTMENTS-STATE GRANT *	\$0	\$0	\$0	\$0	\$0								\$0
TOTAL REVENUES VARIANCE	(\$1,760,955)	\$2,717,562	\$107,476	\$587,952	\$915,353	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,567,388
EXPENDITURES													
SALARY AND FRINGES	\$714,348	\$620,284	(\$55,073)	\$380,630	\$408,000								\$2,068,189
RENT AND O & M ADJUSTMENTS:													
OTHER	\$34,079	\$58,467	\$832	(\$73,344)	\$1,615								\$21,649
OVERHEAD	\$26,133	\$103,556	(\$98,784)	(\$1,680)	\$108								\$29,333
UTILITIES	\$1,328	\$14,992	\$6,334	(\$28,653)	(\$8,652)								(\$14,652)
NET BUILDING ADJUSTMENTS	\$61,539	\$177,015	(\$91,618)	(\$103,676)	(\$6,929)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,982
OTHER													
CONTRACTUAL SERVICES	\$475,881	\$2,006,373	\$1,823,523	\$1,089,182	(\$1,601,421)								\$3,793,537
SUPPLIES	(\$2,509)	\$14,422	(\$9,899)	(\$71,438)	\$1,554								(\$67,869)
GENERAL LIABILITY/INSURANCE COSTS ***	\$0	\$0	\$0	\$0	\$0								\$0
PLANNING ADJUSTMENTS	(\$185,354)	(\$185,354)	(\$185,354)	(\$185,354)	(\$185,354)								(\$926,770)
STAFF DEVELOPMENT AND TRAINING	\$7,808	(\$7,997)	\$1,561	\$10,526	\$11,632								\$23,530
TRANSFERS	\$0	\$0	\$0	\$0	\$29,839								\$29,839
TOTAL OTHER	\$295,826	\$1,827,443	\$1,629,832	\$842,916	(\$1,743,760)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,852,267
TOTAL EXPENDITURES VARIANCE	\$1,071,713	\$2,624,742	\$1,483,141	\$1,119,870	(\$1,342,679)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,971,439
NET BUDGET VARIANCE	(\$689,242)	\$5,342,305	\$1,590,617	\$1,707,822	(\$427,326)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,538,827

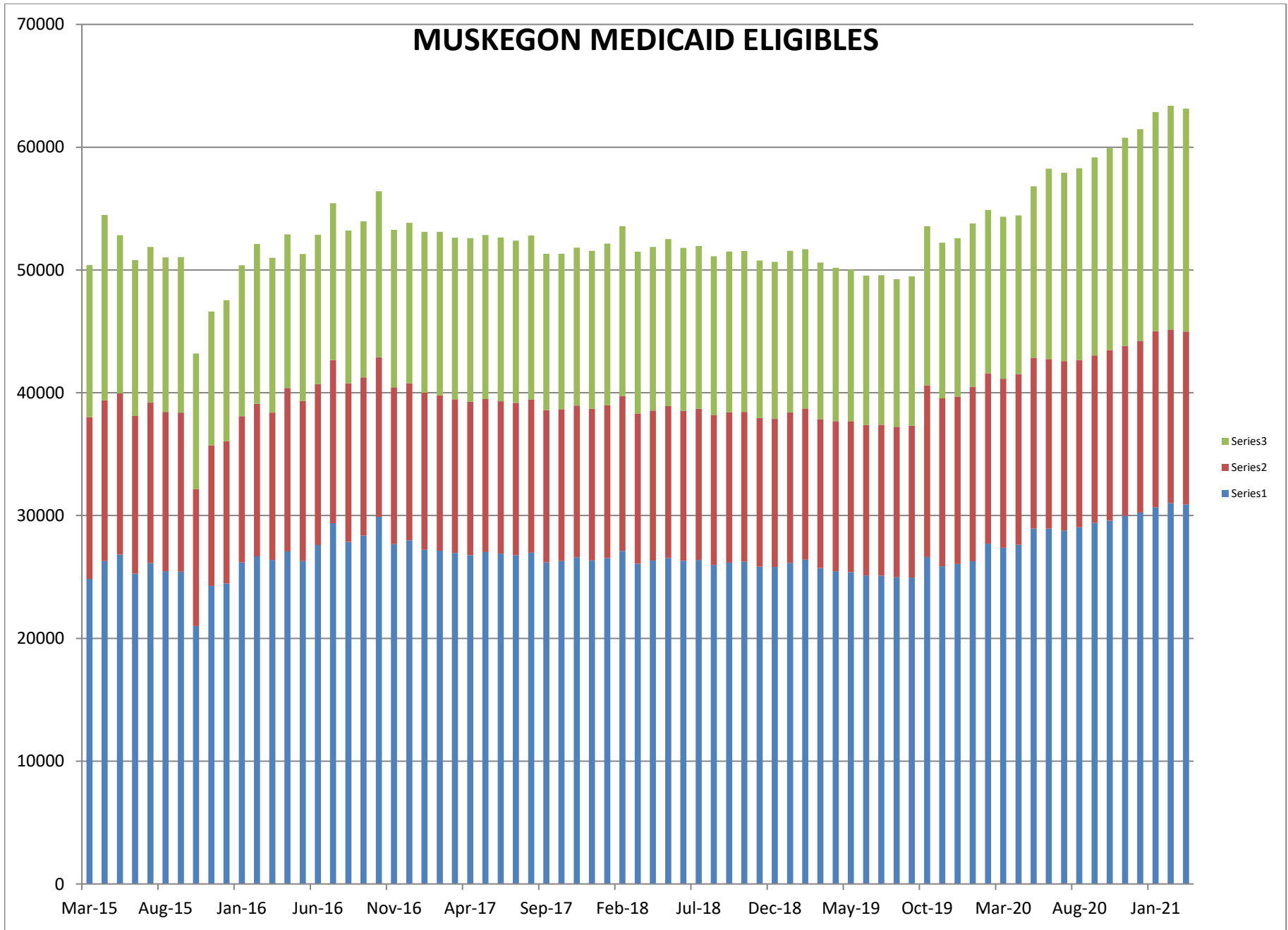
OTHER ANTICIPATED CONTINGENCIES	EST. COST
Contractual Services	(\$5,132,098)
Covid Premium Pay	(\$230,966)
Covid Revenue Discount	(\$4,335,171)
TOTAL CONTINGENCIES *	(\$9,698,235)

*THESE SIX VARIANCES SHOULD BE BASED ON 1ST 12 MONTHS ONLY. \$1,381,406 \$3,315,374
**THESE SIX VARIANCES SHOULD BE BASED ON LAST 12 MONTHS ONLY. (\$1,216,563) (\$3,649,688)
***THIS IS AN ANNUAL ADJUSTMENT \$0 \$0
ALL OTHERS SHOULD BE BASED ON 13 MONTHS. \$2,010,920 \$5,228,393
\$2,175,763 \$4,894,078

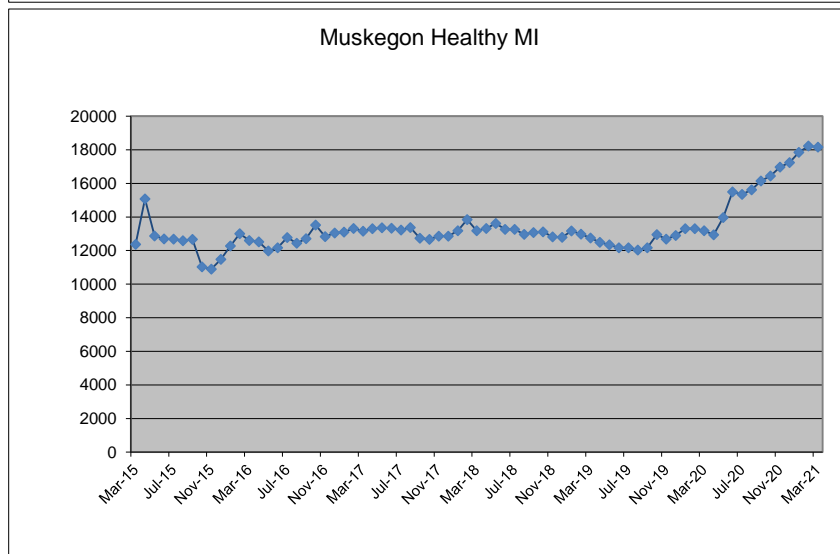
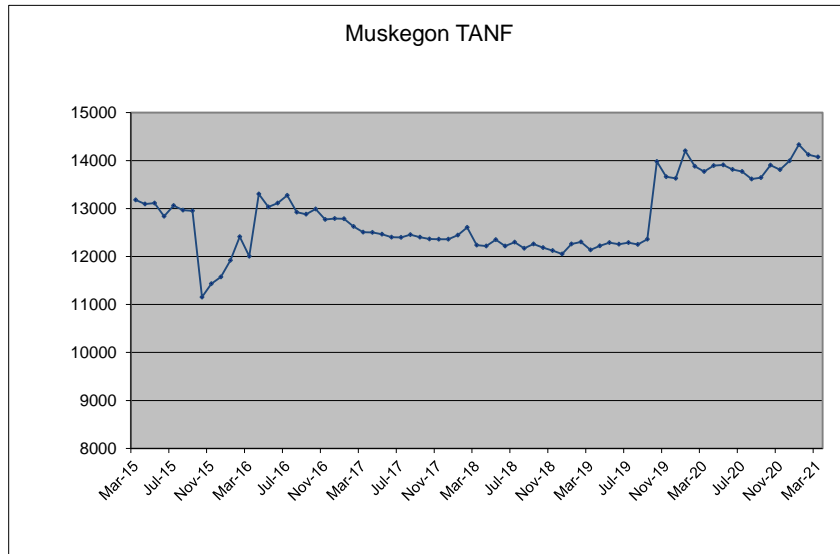
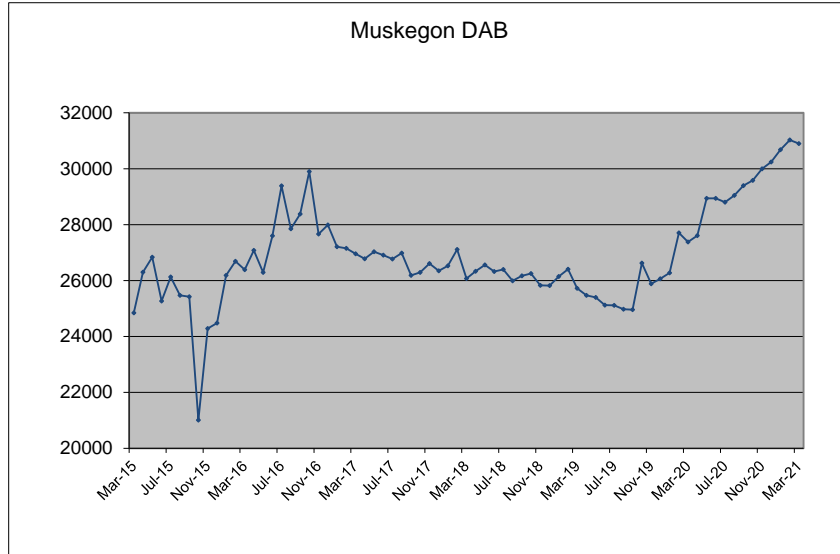
MONTH END PROJECTIONS OF DEFICITS/SURPLUSES BY FUND SOURCE FOR FY 2021

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER PRELIMINARY
STATE PLAN MA	N/A	\$4,441,561	\$2,810,494	\$2,845,095	\$1,192,007							
CHILDREN'S WAIVER	N/A	(\$202,057)	\$97,142	\$102,629	\$100,708							
SED WAIVER	N/A	(\$155,828)	\$6,556	\$6,329	(\$4,133)							
HAB SUPPORTS WAIVER	N/A	\$1,784,992	\$1,551,293	\$1,610,079	\$786,955							
B3 SERVICES	N/A	\$5,597,722	\$2,516,800	\$2,651,438	\$1,766,302							
SUBTOTAL TRADITIONAL MEDICAID	\$0	\$11,466,390	\$6,982,286	\$7,215,570	\$3,841,838	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HEALTHY MICHIGAN	N/A	\$1,002,574	\$331,919	\$350,580	\$185,409							
AUTISM	N/A	(\$1,015,882)	\$253,874	\$191,042	\$146,856							
STATE GENERAL FUND	N/A	\$81,586	\$195,431	\$195,229	\$85,484							
NET SURPLUS/(DEFICIT)	\$0	\$11,534,667	\$7,763,509	\$7,952,422	\$4,259,587	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER FUNDING SOURCES *												
SUD REVENUES:												
-BLOCK GRANT	N/A	\$59,089	\$214,262	\$143,452	\$150,454							
-SUD MEDICAID	N/A	\$103,403	\$367,537	\$255,747	\$258,215							
-HEALTHY MICHIGAN	N/A	\$840,912	\$283,244	\$189,133	\$198,886							
-DISABILITY ASSISTANCE	N/A	\$27,526	\$0	\$0	\$0							
-PA 2	N/A	\$139,424	\$38,387	\$24,278	\$26,936							
SUBTOTAL SUD REVENUES	\$0	\$1,170,355	\$903,430	\$612,609	\$634,491	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL SURPLUS/(DEFICIT)	\$0	\$12,705,022	\$8,666,939	\$8,565,031	\$4,894,078	\$0	\$0	\$0	\$0	\$0	\$0	\$0

14-Mar-21 BC (Month End Projections by Fund Source)



Medicaid Eligibles by County and Program



CASH BALANCES IN THE TWO FUNDS FOR FY 2020

	MENTAL HEALTH	CMH CLIENT	TOTAL ALL
OCTOBER, 2019	(\$10,100,144)	\$410,419	(\$9,689,725)
NOVEMBER, 2019	(\$9,097,500)	\$556,679	(\$8,540,822)
DECEMBER, 2019	(\$11,444,678)	\$529,768	(\$10,914,910)
JANUARY, 2020	(\$13,281,169)	\$527,590	(\$12,753,579)
FEBRUARY, 2020	(\$12,811,445)	\$468,003	(\$12,343,442)
MARCH, 2020	(\$10,807,127)	\$425,723	(\$10,381,405)
APRIL, 2020	(\$11,524,479)	\$445,212	(\$11,079,267)
MAY, 2020	(\$10,735,704)	\$588,789	(\$10,146,915)
JUNE, 2020	(\$12,132,388)	\$578,252	(\$11,554,136)
JULY, 2020	(\$7,815,406)	\$624,215	(\$7,191,191)
AUGUST, 2020	(\$9,141,816)	\$371,975	(\$8,769,841)
SEPT. PRELIM., 2020	(\$9,695,962)	\$770,286	(\$8,925,675)
SEPT. FINAL, 2020	(\$9,539,177)	\$710,486	(\$8,828,692)

15-Mar-21 BC (Cash Balances in the Different Funds)

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 2220
MENTAL HEALTH
FINAL September 30, 2020**

ASSETS	THIS YEAR	LAST YEAR
Cash in Bank	(9,519,002.56)	(10,212,466.67)
Imprest (Petty) Cash	2,700.00	2,700.00
Accounts Receivable	530,365.84	222,944.07
Due From Other Funds	1,497.96	-
Prepaid Items	6,659.34	26,495.04
Due from other governments	19,885,543.04	16,811,204.88
Total Assets	<u>\$ 10,907,763.62</u>	<u>\$ 6,850,877.32</u>
 LIABILITIES AND EQUITY		
Accounts Payable	\$ 8,708,632.67	\$ 5,388,262.76
Undistributed Receipts	(21,432.92)	27,528.48
State Advance	(2,771.97)	-
Accrued Wages and Fringes	1,221,296.51	1,055,845.83
Due to Federal	148,997.69	16,928.00
Unearned Revenue - Lilac St Donation	50,050.00	50,000.00
Total Liabilities and Equity	<u>\$ 10,104,771.98</u>	<u>\$ 6,538,565.07</u>
 DEFERRED INFLOWS OF RESOURCES		
Deferred Medicaid fee for services and capitation	<u>\$ 13,146,569.55</u>	<u>\$12,280,554.39</u>
Fund Balance at beginning of year	(11,994,737.18)	(3,610,600.22)
Nonspendable FB-Prepays	26,495.04	
**Total Fund Balance	<u>\$ (11,968,242.14)</u>	<u>\$ (3,610,600.22)</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE		
	\$ 11,283,099.39	\$15,208,519.24
 NET OF REVENUES VS EXPENDITURES		
	<u>\$ (375,335.77)</u>	<u>\$ (8,357,641.92)</u>
 Transferred to County Equipment Revolving Account for:		
Mental Health Center Building (6660-0000-349220)	\$2,738,433.49	\$2,765,866.57
Future Equipment Purchases (6660-0000-349222)	\$20,444.18	\$17,339.16

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 7930
CMH CLIENT FUNDS
FINAL September 30, 2020**

ASSETS	THIS YEAR	LAST YEAR
Cash	\$ 710,485.68	\$ 323,761.47
Imprest Cash	\$ 6,775.03	\$ 7,185.58
Accounts Receivable	\$ 177.00	\$ 177.00
Due From Other Funds	\$ -	\$ -
Total Assets	<u>\$ 717,437.71</u>	<u>\$ 331,124.05</u>
 LIABILITIES AND EQUITY		
Accounts Payable	\$ 116,051.65	\$ -
Due to Other Funds	\$ 1,479.56	\$ -
Interest Payable	\$ 2,103.03	\$ -
Undistributed Receipts	\$ 597,803.47	\$ 331,124.05
	<u>\$ 717,437.71</u>	<u>\$ 331,124.05</u>

HEALTHWEST
MEMORANDUM

DATE: March 19, 2021
TO: HealthWest Board Members
FROM: Brandy Carlson – Chief Financial Officer
SUBJECT: HealthWest FY20 Final Expenditure Report

Attached is the expenditure report compared to the Budget for FY2020. This is based on the budget approved by the HealthWest Board during the month of August 2020. As you can see, expenditures are under the budget to date. The following is a brief explanation of the main variances.

- A. JUSTICE AND MH COLLABORATION – Contractual service costs less than anticipated, largely due to start-up of this program.
- B. CCBHC GRANT – Salary and fringe and contractual services costs less than anticipated. The grant funds were also recognized over multiple programs to meet the demands of the grant requirements and services needs of the CCBHC population.
- C. COMMUNITY HEALTH INNOVATION – Administration overhead was higher than anticipated.
- D. CONNECTING VETERANS – Salary and fringe and contractual service costs less than anticipated.
- E. WRAPAROUND SERVICES – Salary and fringe costs higher than anticipated.
- F. COURT COLLABORATION – Salary and fringe costs less than anticipated.
- G. HUD SUPPORTED HOUSING GRANT – Contractual services higher than anticipated.
- H. HUD SUPPORTED HOUSING GRANT #2 – Contractual services less than anticipated.
- I. HUD SUPPORTED HOUSING GRANT #4 – Contractual services less than anticipated.
- J. HUD SUPPORTED HOUSING GRANT #3 – Contractual services less than anticipated.
- K. COMMUNITY BENEFIT/PREVENTION – Salary and fringe costs less than anticipated.
- L. SUD CONTRACTUAL SERVICES – Contractual services higher than anticipated.
- M. SAMHSA INTEGRATED HEALTH CARE – Salary and fringe, contractual services, building maintenance and building rental costs all less than anticipated.
- N. SUD INTERNAL SERVICES – Costs attributable to Psychiatry higher than anticipated.
- O. SYSTEM OF CARE GRANT – Salary and fringe and contractual services costs less than anticipated.
- P. MI ADULT INPATIENT – Community inpatient costs for adults higher than anticipated.
- Q. MI CHILD INPATIENT – Community inpatient costs for youth less than anticipated.

- R. VOCATIONAL SERVICES – Salary and fringe costs less than anticipated.
- S. CLUB INTERACTIONS – Club Interactions staff assisting in other departments was less than anticipated.
- T. DD SUPPORTS COORDINATION – Salary and fringe, costs attributable to Nursing and Psychiatry was less than anticipated.
- U. HIGH INTENSITY SUPPORTS COORDINATION – Salary and fringe and costs attributable to Nursing less than anticipated.
- V. MI ADULT SUPPORTS COORDINATION – Salary and fringe, costs attributable to Nursing and Psychiatry was less than anticipated.
- W. MI ADULT VOCATIONAL SERVICES – MI Adult skill building contractual service costs less than anticipated.
- X. DD VOCATIONAL SERVICES – DD skill building contractual service costs less than anticipated.
- Y. IN HOME SUPPORT SERVICES – DD community living support contractual service costs less than anticipated.
- Z. CONSUMER RUN PROGRAM – Recovery Cooperative costs were less than anticipated.
- AA. DD RESPITE – Respite sitter services and medical respite service costs were higher than anticipated.
- BB. HEALTH SERVICES – Client specific medical equipment costs and private duty nursing costs were higher than anticipated.
- CC. MI CHILD RESPITE – MI child respite contractual service costs were less than anticipated.
- DD. YOUTH BEHAVIORAL SUPPORT TEAM – Salary and fringe costs were less than anticipated.
- EE. JUVENILE JUSTICE TEAM – Salary and fringe, administrative overhead and costs attributable to Psychiatry were less than anticipated.
- FF. PEER SUPPORT SERVICES – Salary and fringe costs were less than anticipated.
- GG. YOUTH COMMUNITY BASED SERVICES – Salary and fringe costs and costs attributable to Nursing were less than anticipated.
- HH. AUTISM PROGRAM – Salary and fringe costs and contractual service costs were less than anticipated.
- II. MI OUTPATIENT – Salary and fringe costs and contractual services costs were less than anticipated.
- JJ. TRANSITION AGE TEAM – Costs attributable to Nursing and Psychiatry were less than anticipated.
- KK. ACT – Salary and fringe and costs attributable to Nursing were less than anticipated.
- LL. HOME BASED – Salary and fringe costs were less than anticipated.
- MM. HOMELESS PROJECT – Salary and fringe costs were less than anticipated.

- NN. INFANT MENTAL HEALTH HOME BASED TEAM – Salary and fringe costs and administrative overhead was less than anticipated.
- OO. DD OUTPATIENT- Salary and fringe costs were less than anticipated.
- PP. INTAKE/CRISIS INTERVENTION – Administrative overhead, costs attributable to Nursing, costs attributable to Psychiatry and staff assisting this program from other programs was higher than anticipated.
- QQ. INTEGRATED HEALTH #3 – Salary and fringe costs higher than anticipated.
- RR. MI ADULT PARTIAL HOSPITALIZATION – Inpatient copays were less than anticipated.
- SS. ASSESSMENT INTAKE – Salary and fringe costs less than anticipated.
- TT. YOUTH OUTPATIENT – Salary and fringe costs higher than anticipated.
- UU. INJECTION CLINIC – Salary and fringe costs and administrative overhead was less than anticipated.
- VV. HEALTHWEST CRISIS RESIDENTIAL – Salary and fringe costs less than anticipated.
- WW. CHILDREN'S WAIVER SERVICES – Children's waiver contractual services were less than anticipated.
- XX. MI CHILD RESIDENTIAL – Contractual services costs was higher than anticipated.
- YY. DD RESIDENTIAL – Specialized residential costs for DD individuals were higher than anticipated.
- ZZ. MI ADULT RESIDENTAL – Specialized residential costs for MI individuals were higher than anticipated.
- AAA. UTILIZATION MANAGEMENT – Salary and fringe costs higher than anticipated.
- BBB. NETWORK DEVELOPMENT – Salary and fringe and contractual service costs less than anticipated.
- CCC. IS MANAGEMENT – Office equipment and contractual service costs were less than anticipated.
- DDD. QI AND TRAINING – Salary and fringe costs, consumer training, education and involvement and software costs were less than anticipated.
- EEE. MANAGED CARE ADMINISTRATION – Salary and fringe costs and the State Medicaid transfer out were less than anticipated.
- FFF. MANAGED CARE FINANCE – Salary and fringe costs and costs for contractual services were less than anticipated.
- GGG. CUSTOMER SERVICES – Administrative overhead for Customer Services was transferred out to all HealthWest programs, which was not originally budgeted.

BC/ab

BUDGET COMPARISON SUMMARY REPORT FOR PERIOD ENDING 9/30/20 - FINAL

	DEPARTMENT NAME	ANNUAL BUDGET	AVERAGE MONTHLY BUDGET	CURRENT MONTH EXPENDITURES	CURRENT YEAR-TO-DATE BUDGET	EXPENDITURES TO DATE	YEAR-TO-DATE VARIANCES
A.	JUSTICE AND MH COLLABORATION	\$476,992	\$39,749	\$85,943	\$476,992	\$298,310	\$178,682
B.	CCBHC GRANT	\$2,848,049	\$237,337	\$290,170	\$2,848,049	\$915,238	\$1,932,811
C.	COMMUNITY HEALTH INNOVATION	\$277,237	\$23,103	\$49,252	\$277,237	\$297,589	(\$20,352)
D.	CONNECTING VETERANS-MUSKEGON CO. PROJECT	\$150,000	\$12,500	\$35,864	\$150,000	\$112,932	\$37,068
E.	WRAPAROUND SERVICES	\$806,117	\$67,176	\$140,035	\$806,117	\$866,759	(\$60,642)
F.	COURT COLLABORATION	\$447,528	\$37,294	\$66,369	\$447,528	\$402,469	\$45,059
G.	HUD SUPPORTED HOUSING GRANT	\$125,023	\$10,419	\$13,002	\$125,023	\$145,405	(\$20,382)
H.	HUD SUPPORTED HOUSING GRANT #2	\$20,123	\$1,677	\$253	\$20,123	\$5,624	\$14,499
I.	HUD SUPPORTED HOUSING GRANT #4	\$25,686	\$2,141	\$296	\$25,686	\$20,945	\$4,741
J.	HUD SUPPORTED HOUSING GRANT #3	\$25,707	\$2,142	\$0	\$25,707	\$50	\$25,657
K.	COMMUNITY BENEFIT/PREVENTION	\$333,716	\$27,810	\$37,077	\$333,716	\$266,881	\$66,835
L.	SUD CONTRACTUAL SERVICES	\$4,874,976	\$406,248	\$1,780,546	\$4,874,976	\$5,312,690	(\$437,714)
M.	SAMHSA INTEGRATED HEALTH CARE	\$346,376	\$28,865	\$30,618	\$346,376	\$287,981	\$58,395
N.	PRE-LAPSE STUDY	\$0	\$0	\$0	\$0	\$0	\$0
O.	SUD INTERNAL SERVICES	\$653,348	\$54,446	\$77,922	\$653,348	\$759,177	(\$105,829)
P.	SYSTEM OF CARE GRANT	\$1,992,000	\$166,000	\$299,194	\$1,992,000	\$1,443,135	\$548,865
Q.	MI ADULT INPATIENT	\$3,161,573	\$263,464	\$1,449,683	\$3,161,573	\$3,799,268	(\$637,695)
R.	MI CHILD INPATIENT	\$661,289	\$55,107	\$78,857	\$661,289	\$499,181	\$162,108
S.	DD CLINIC	\$0	\$0	(\$33,962)	\$0	\$0	\$0
T.	VOCATIONAL SERVICES	\$465,051	\$38,754	\$60,404	\$465,051	\$450,403	\$14,648
U.	CLUB INTERACTIONS	\$651,723	\$54,310	\$91,125	\$651,723	\$676,249	(\$24,526)
V.	DD SUPPORTS COORDINATION	\$5,616,390	\$468,033	\$589,192	\$5,616,390	\$4,556,595	\$1,059,795
W.	HIGH INTENSITY SUPPORTS COORDINATION	\$945,164	\$78,764	\$112,968	\$945,164	\$796,064	\$149,100
X.	MI ADULT SUPPORTS COORDINATION	\$4,038,744	\$336,562	\$383,341	\$4,038,744	\$2,961,223	\$1,077,521
Y.	MI ADULT VOCATIONAL SERVICES	\$16,585	\$1,382	\$0	\$16,585	\$321	\$16,264
Z.	DD VOCATIONAL SERVICES	\$1,417,050	\$118,088	\$194,431	\$1,417,050	\$825,129	\$591,921
AA.	IN HOME SUPPORT SERVICES	\$2,901,050	\$241,754	\$708,338	\$2,901,050	\$2,354,384	\$546,666
BB.	CONSUMER RUN PROGRAM	\$131,250	\$10,938	\$12,176	\$131,250	\$125,231	\$6,019
CC.	DD RESPITE	\$432,960	\$36,080	\$138,174	\$432,960	\$486,338	(\$53,378)
DD.	HEALTH SERVICES	\$259,208	\$21,601	\$99,855	\$259,208	\$279,686	(\$20,478)
EE.	MI CHILD RESPITE	\$1,600	\$133	\$100	\$1,600	\$1,475	\$125
FF.	YOUTH BEHAVIORAL SUPPORT TEAM	\$246,197	\$20,516	\$27,852	\$246,197	\$116,821	\$129,376
GG.	JUVENILE JUSTICE TEAM	\$770,797	\$64,233	\$46,995	\$770,797	\$593,199	\$177,598
HH.	PEER SUPPORT SERVICES	\$244,640	\$20,387	\$26,396	\$244,640	\$115,661	\$128,979
II.	YOUTH COMMUNITY BASED SERVICES	\$2,284,907	\$190,409	\$265,596	\$2,284,907	\$1,861,760	\$423,147
JJ.	AUTISM PROGRAM	\$3,661,783	\$305,149	\$491,726	\$3,661,783	\$3,065,744	\$596,039
KK.	MI OUTPATIENT	\$525,593	\$43,799	\$29,222	\$525,593	\$216,406	\$309,187
LL.	TRANSITION AGE TEAM	\$1,337,577	\$111,465	\$131,775	\$1,337,577	\$1,026,644	\$310,933

MM.	NURSING	\$0	\$0	(\$138,443)	\$0	\$0	\$0
NN.	PSYCHIATRY	\$0	\$0	(\$182,244)	\$0	\$0	\$0
OO.	ACT	\$951,615	\$79,301	\$85,032	\$951,615	\$726,211	\$225,404
PP.	HOME BASED	\$1,309,690	\$109,141	\$148,971	\$1,309,690	\$1,176,078	\$133,612
QQ.	HOMELESS PROJECT	\$60,410	\$5,034	\$7,092	\$60,410	\$42,085	\$18,325
RR.	INFANT M.H. HOME BASED TEAM	\$741,204	\$61,767	\$30,074	\$741,204	\$576,441	\$164,763
SS.	DD OUTPATIENT	\$1,121,693	\$93,474	\$140,356	\$1,121,693	\$1,003,340	\$118,353
TT.	INTAKE/CRISES INTERVENTION	\$2,605,361	\$217,113	\$900,149	\$2,605,361	\$4,052,830	(\$1,447,469)
UU.	INTEGRATED HEALTH #3	\$441,482	\$36,790	\$123,770	\$441,482	\$574,161	(\$132,679)
VV.	MI ADULT PARTIAL HOSPITALIZATION	\$55,800	\$4,650	\$4,870	\$55,800	\$55,723	\$77
WW.	ASSESSMENT INTAKE	\$1,483,198	\$123,600	\$199,155	\$1,483,198	\$1,319,755	\$163,443
XX.	YOUTH OUTPATIENT	\$114,090	\$9,508	\$29,387	\$114,090	\$138,195	(\$24,105)
YY.	INJECTION CLINIC	\$104,071	\$8,673	(\$1,125)	\$104,071	\$42,685	\$61,386
ZZ.	BRINKS CRISES RESIDENTIAL	\$2,062,063	\$171,839	\$160,471	\$2,062,063	\$1,657,588	\$404,475
AAA.	CHILDREN'S WAIVER SERVICES	\$309,575	\$25,798	\$11,826	\$309,575	\$144,003	\$165,572
BBB.	MI CHILD RESIDENTIAL	\$58,150	\$4,846	\$39,842	\$58,150	\$68,167	(\$10,017)
CCC.	DD RESIDENTIAL	\$13,849,893	\$1,154,158	\$3,373,676	\$13,849,893	\$14,338,272	(\$488,379)
DDD.	MI ADULT RESIDENTIAL	\$3,023,325	\$251,944	\$841,591	\$3,023,325	\$3,073,516	(\$50,191)
EEE.	CLERICAL SERVICES	\$0	\$0	(\$204,532)	\$0	\$0	\$0
FFF.	UTILIZATION MANAGEMENT	\$331,050	\$27,588	\$56,100	\$331,050	\$468,050	(\$137,000)
GGG.	NETWORK DEVELOPMENT	\$303,657	\$25,305	(\$14,520)	\$303,657	\$132,216	\$171,441
HHH.	IS MANAGEMENT	\$375,750	\$31,313	(\$105,833)	\$375,750	\$307,867	\$67,883
III.	QI AND TRAINING	\$701,211	\$58,434	(\$5,059)	\$701,211	\$377,407	\$323,804
JJJ.	MANAGED CARE ADMINISTRATION	\$2,135,079	\$177,923	\$61,872	\$2,135,079	\$1,963,070	\$172,009
KKK.	MANAGED CARE FINANCE	\$1,019,916	\$84,993	(\$14,355)	\$1,019,916	\$838,695	\$181,221
LLL.	CUSTOMER SERVICES	\$311,330	\$25,944	(\$57,388)	\$311,330	\$206,215	\$105,115
GRAND TOTAL		\$76,643,622	\$6,386,971	\$13,301,516	\$76,643,622	\$69,225,536	\$7,418,086

	DEPARTMENT NAME	CURRENT YEAR-TO-DATE BUDGET	EXPENDITURES TO DATE	YEAR-TO-DATE VARIANCES	PAYROLL LAG	CONTRACTURAL/ BILLING LAG	OTHER	ESTIMATED TRUE VARIANCE
A.	JUSTICE AND MH COLLABORATION	\$476,992	\$298,310	\$178,682				\$178,682
B.	CCBHC GRANT	\$2,848,049	\$915,238	\$1,932,811				\$1,932,811
C.	COMMUNITY HEALTH INNOVATION	\$277,237	\$297,589	(\$20,352)				(\$20,352)
D.	CONNECTING VETERANS-MUSKEGON CO. PROJECT	\$150,000	\$112,932	\$37,068				\$37,068
E.	WRAPAROUND SERVICES	\$806,117	\$866,759	(\$60,642)				(\$60,642)
F.	COURT COLLABORATION	\$447,528	\$402,469	\$45,059				\$45,059
G.	HUD SUPPORTED HOUSING GRANT	\$125,023	\$145,405	(\$20,382)				(\$20,382)
H.	HUD SUPPORTED HOUSING GRANT #2	\$20,123	\$5,624	\$14,499				\$14,499
I.	HUD SUPPORTED HOUSING GRANT #4	\$25,686	\$20,945	\$4,741				\$4,741
J.	HUD SUPPORTED HOUSING GRANT #3	\$25,707	\$50	\$25,657				\$25,657
K.	COMMUNITY BENEFIT/PREVENTION	\$333,716	\$266,881	\$66,835				\$66,835
L.	SUD CONTRACTUAL SERVICES	\$4,874,976	\$5,312,690	(\$437,714)				(\$437,714)
M.	SAMHSA INTEGRATED HEALTH CARE	\$346,376	\$287,981	\$58,395				\$58,395
N.	PRE-LAPSE STUDY	\$0	\$0	\$0				\$0
O.	SUD INTERNAL SERVICES	\$653,348	\$759,177	(\$105,829)				(\$105,829)
P.	SYSTEM OF CARE GRANT	\$1,992,000	\$1,443,135	\$548,865				\$548,865
Q.	MI ADULT INPATIENT	\$3,161,573	\$3,799,268	(\$637,695)				(\$637,695)
R.	MI CHILD INPATIENT	\$661,289	\$499,181	\$162,108				\$162,108
S.	DD CLINIC	\$0	\$0	\$0				\$0
T.	VOCATIONAL SERVICES	\$465,051	\$450,403	\$14,648				\$14,648
U.	CLUB INTERACTIONS	\$651,723	\$676,249	(\$24,526)				(\$24,526)
V.	DD SUPPORTS COORDINATION	\$5,616,390	\$4,556,595	\$1,059,795				\$1,059,795
W.	HIGH INTENSITY SUPPORTS COORDINATION	\$945,164	\$796,064	\$149,100				\$149,100
X.	MI ADULT SUPPORTS COORDINATION	\$4,038,744	\$2,961,223	\$1,077,521				\$1,077,521
Y.	MI ADULT VOCATIONAL SERVICES	\$16,585	\$321	\$16,264				\$16,264
Z.	DD VOCATIONAL SERVICES	\$1,417,050	\$825,129	\$591,921				\$591,921
AA.	IN HOME SUPPORT SERVICES	\$2,901,050	\$2,354,384	\$546,666				\$546,666
BB.	CONSUMER RUN PROGRAM	\$131,250	\$125,231	\$6,019				\$6,019
CC.	DD RESPITE	\$432,960	\$486,338	(\$53,378)				(\$53,378)
DD.	HEALTH SERVICES	\$259,208	\$279,686	(\$20,478)				(\$20,478)
EE.	MI CHILD RESPITE	\$1,600	\$1,475	\$125				\$125
FF.	YOUTH BEHAVIORAL SUPPORT TEAM	\$246,197	\$116,821	\$129,376				\$129,376
GG.	JUVENILE JUSTICE TEAM	\$770,797	\$593,199	\$177,598				\$177,598
HH.	PEER SUPPORT SERVICES	\$244,640	\$115,661	\$128,979				\$128,979
II.	YOUTH COMMUNITY BASED SERVICES	\$2,284,907	\$1,861,760	\$423,147				\$423,147
JJ.	AUTISM PROGRAM	\$3,661,783	\$3,065,744	\$596,039				\$596,039
KK.	MI OUTPATIENT	\$525,593	\$216,406	\$309,187				\$309,187
LL.	TRANSITION AGE TEAM	\$1,337,577	\$1,026,644	\$310,933				\$310,933
MM.	NURSING	\$0	\$0	\$0				\$0
NN.	PSYCHIATRY	\$0	\$0	\$0				\$0
OO.	ACT	\$951,615	\$726,211	\$225,404				\$225,404
PP.	HOME BASED	\$1,309,690	\$1,176,078	\$133,612				\$133,612
QQ.	HOMELESS PROJECT	\$60,410	\$42,085	\$18,325				\$18,325
RR.	INFANT M.H. HOME BASED TEAM	\$741,204	\$576,441	\$164,763				\$164,763
SS.	DD OUTPATIENT	\$1,121,693	\$1,003,340	\$118,353				\$118,353
TT.	INTAKE/CRISES INTERVENTION	\$2,605,361	\$4,052,830	(\$1,447,469)				(\$1,447,469)
UU.	INTEGRATED HEALTH #3	\$441,482	\$574,161	(\$132,679)				(\$132,679)
VV.	MI ADULT PARTIAL HOSPITALIZATION	\$55,800	\$55,723	\$77				\$77
WW.	ASSESSMENT INTAKE	\$1,483,198	\$1,319,755	\$163,443				\$163,443
XX.	YOUTH OUTPATIENT	\$114,090	\$138,195	(\$24,105)				(\$24,105)
YY.	INJECTION CLINIC	\$104,071	\$42,685	\$61,386				\$61,386

ZZ.	BRINKS CRISES RESIDENTIAL	\$2,062,063	\$1,657,588	\$404,475			\$404,475
AAA.	CHILDREN'S WAIVER SERVICES	\$309,575	\$144,003	\$165,572			\$165,572
BBB.	MI CHILD RESIDENTIAL	\$58,150	\$68,167	(\$10,017)			(\$10,017)
CCC.	DD RESIDENTIAL	\$13,849,893	\$14,338,272	(\$488,379)			(\$488,379)
DDD.	MI ADULT RESIDENTIAL	\$3,023,325	\$3,073,516	(\$50,191)			(\$50,191)
EEE.	CLERICAL SERVICES	\$0	\$0	\$0			\$0
FFF.	UTILIZATION MANAGEMENT	\$331,050	\$468,050	(\$137,000)			(\$137,000)
GGG.	NETWORK DEVELOPMENT	\$303,657	\$132,216	\$171,441			\$171,441
HHH.	IS MANAGEMENT	\$375,750	\$307,867	\$67,883			\$67,883
III.	QI AND TRAINING	\$701,211	\$377,407	\$323,804			\$323,804
JJJ.	MANAGED CARE ADMINISTRATION	\$2,135,079	\$1,963,070	\$172,009			\$172,009
KKK.	MANAGED CARE FINANCE	\$1,019,916	\$838,695	\$181,221			\$181,221
LLL.	CUSTOMER SERVICES	\$311,330	\$206,215	\$105,115			\$105,115
GRAND TOTAL		\$76,643,622	\$69,225,536	\$7,418,086	\$0	\$0	\$0

HEALTHWEST
MEMORANDUM

DATE: March 19, 2020
TO: HealthWest Board Members
FROM: Brandy Carlson, Chief Financial Officer
SUBJECT: Finance Update – Final FY20 Fees

1. Substance Abuse Fees Report

Below is a summary of the Substance Abuse Fee Report for revenues for Fiscal Year 2020. It should be noted that this variance report is based on the budget approved by the HealthWest Board during the month of August 2020.

Item	Budget	Actual	Variance
Federal Pass Through	1,257,124	1,132,387	(124,737)
State Plan Medicaid	1,469,112	1,773,132	304,020
B3 Services	-0-	(20)	(20)
Healthy Michigan	2,403,607	3,044,256	640,649
State Disability Assistance	-0-	-0-	-0-
PA 2	129,943	31,289	(98,654)
State Targeted Response Grant	84,000	39,630	(44,370)
State Opioid Response Grant	178,000	273,190	95,190
Third Party Fees	6,230	13,113	6,883
Total	5,528,016	6,306,997	778,981

2. All Other Fees Report

Below is a summary of the Fee Report for revenues received for Fiscal Year 2020. It should be noted that this variance report is based on the budget approved by the HealthWest Board during the month of August 2020.

Item	Budget	Actual	Variance
Medicaid-State Plan	28,617,592	21,878,247	(6,739,345)
HAB Supports Waiver	5,846,323	8,100,134	2,253,811
Medicaid – b3 Services	14,258,548	16,868,853	2,610,305
Medicaid Healthy Michigan	6,969,269	4,446,969	(2,522,300)
Autism	2,947,908	2,654,854	(293,054)
Children's Waiver	469,640	473,885	4,245
SED Waiver	195,715	236,114	40,399
Third Party Fees	866,331	600,930	(265,401)
Total	60,171,326	55,259,986	(4,911,340)

BC/ab

HEALTHWEST
MEMORANDUM

DATE: March 19, 2021
TO: HealthWest Board Members
FROM: Brandy Carlson – Chief Financial Officer
SUBJECT: Budget Variance Analysis Report

Attached is the Budget Variance Analysis Report for local programs for FY2021. Please be aware that this is based on the budget approved by the HealthWest Board during the month of August 2020.

Following is a discussion of some of these variances:

- MH Fee Collections – FY2020 ended with a large MH Fees deficit comparing the budget versus actual. Due to the expenditure decrease this was not largely an issue. As can be seen in the Month End Projection Report.
- Other Revenues Differential – FY2020 ended with a large other revenue's differential. These revenues include miscellaneous reimbursement, grants and COFRs. As these are billed fee for service, the result is a net effect.
- Salary & Fringes – FY2020 ended with a very large positive variance in Salary and Fringes. This is largely due to HealthWest holding open positions during the beginning of the fiscal year and then the COVID-19 pandemic.
- Contractual Services – FY2020 ended with a large positive variance for professional and contractual services, largely due to the COVID-19 pandemic and the inability to provide face-to-face services.

Our expenditure budget variance based on the budget approved by the HealthWest Board for fiscal year end 2020 is \$7,941,235. With the offset of the revenue deficit, this puts HealthWest at a positive net budget variance of \$976,346 for fiscal year end 2020.

However, this figure does not really give us a true picture of where we stand as we are not able to use the different funding sources (i.e., State GF and Medicaid, etc.) to offset each other's shortfalls. Therefore, a truer picture would be as follows:

Behavioral Health Traditional Medicaid	\$3,841,838
Behavioral Health Healthy Michigan	\$ 185,409
Autism	\$ 146,856
State General Fund	\$ 85,484
Substance Use Funds	\$ 634,491
TOTAL	\$4,894,078

BC/ab

BUDGETED VARIANCE ANALYSIS REPORT
FOR THE MONTH ENDING SEPTEMBER 30, 2020

ITEM	FINAL											OCTOBER FOR		TOTALS
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	SEPTEMBER	
REVENUES														
MH FEE COLLECTIONS *	\$12,141	(\$856,199)	(\$170,482)	(\$91,827)	\$35,335	(\$67,214)	\$283,282	\$300,089	\$997,910	\$38,299	(\$3,973,413)	\$462,196	(\$1,991,367)	(\$5,021,247)
SUD FEE COLLECTIONS*	\$44,805	(\$143,949)	(\$4,227)	\$166,806	(\$39,041)	\$30,060	\$249,248	\$199,471	\$41,434	\$176,957	(\$622,321)	\$8,803	\$508,256	\$616,302
COMMERCIAL INSURANCE	(\$71,837)	(\$71,837)	(\$71,947)	\$51,068	(\$71,836)	\$13,591	(\$71,837)	(\$43,311)	(\$70,699)	(\$16,029)	\$37,499	(\$40,920)	\$169,576	(\$258,518)
OTHER REVENUES DIFFERENTIAL	(\$108,141)	(\$373,638)	(\$434,744)	(\$166,285)	(\$383,525)	(\$270,842)	\$105,237	(\$424,561)	(\$918,835)	(\$246,254)	(\$1,624,053)	\$709,932	\$1,278,972	(\$2,856,737)
OTHER CMH BOARDS DIFFERENTIAL **	\$17,375	\$25,942	(\$20,501)	\$4,243	\$17,337	(\$20,817)	(\$20,187)	(\$20,817)	\$5,385	(\$20,817)	(\$186,118)	(\$32,509)	\$25,710	(\$225,774)
OTHER ALLOCATION ADJUSTMENTS-STATE GRANT *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	\$1	\$1	(\$3)	\$250,000	\$250,000
TOTAL REVENUES VARIANCE	(\$105,667)	(\$1,419,680)	(\$701,900)	(\$35,995)	(\$441,730)	(\$315,222)	\$545,744	\$10,871	\$55,196	(\$67,843)	(\$6,368,405)	\$1,107,800	\$241,148	(\$7,495,973)
EXPENDITURES														
TOTAL SALARY & FRINGE VARIANCE *	(\$68,583)	\$414,230	(\$237,883)	(\$328,748)	\$428,419	(\$12,958)	(\$16,557)	\$390,326	\$269,997	\$112,053	\$4,429,695	\$956,992	\$71,418	\$6,408,401
RENT AND O & M ADJUSTMENTS:														
O & M ADJUSTMENTS	\$34,824	\$30,755	\$52,131	(\$5,892)	\$21,142	\$25,054	\$34,016	\$32,911	\$34,098	\$22,085	(\$211,319)	\$24,227	(\$18,562)	\$75,471
RENTAL ADJUSTMENTS	\$36,793	(\$9,507)	\$41,484	(\$34,434)	(\$35,662)	\$3,536	(\$39,023)	(\$39,263)	\$1,215	\$13,660	\$103,706	\$7,148	(\$7,228)	\$42,426
NET BUILDING ADJUSTMENTS	\$71,618	\$21,248	\$93,616	(\$40,326)	(\$14,520)	\$28,590	(\$5,007)	(\$6,351)	\$35,313	\$35,745	(\$107,613)	\$31,375	(\$25,789)	\$117,897
OTHER														
PROFESSIONAL AND CONTRACTUAL SERVICES	\$33,560	\$58,393	(\$2,509)	(\$47,868)	(\$262,951)	(\$51,983)	\$120,908	\$95,928	\$181,252	\$180,642	\$1,545,925	\$236,341	(\$978,930)	\$1,108,707
COMMUNITY INPATIENT AND PARTIAL STAY HOSPITALIZATION	(\$129,483)	(\$142,697)	\$24,348	(\$27,526)	(\$286,500)	\$321,620	\$37,945	\$23,712	(\$67,564)	(\$221,354)	\$920,100	\$249,036	(\$1,177,147)	(\$475,510)
MI ADULT RESIDENTIAL **	\$0	\$16,915	\$105,118	(\$11,725)	(\$80,480)	\$38,722	\$198,014	\$24,642	\$133,422	\$124,823	(\$210,185)	\$73,197	(\$462,652)	(\$50,190)
SUPPLIES, EQUIP. UNDER \$5000. & SOFTWARE	\$19,281	(\$25,261)	(\$29,948)	(\$58,174)	(\$57,433)	(\$31,966)	(\$19,163)	(\$32,167)	(\$142,104)	(\$53,599)	\$605,188	(\$141,858)	\$47,987	\$80,783
TELEPHONE	\$617	\$10,518	\$12,962	(\$13,292)	(\$36,332)	(\$4,513)	\$12,022	(\$12,382)	(\$23,783)	(\$5,031)	\$82,660	\$1,292	(\$10,748)	\$13,992
ADVERTISING	\$0	(\$101)	\$241	\$525	\$859	\$356	\$0	(\$4,535)	\$353	\$5,215	\$2,533	(\$15,152)	\$145	\$5,000
GENERAL LIABILITY/INSURANCE COSTS ***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$47,155)	(\$36,177)	(\$62,930)	\$67,637	\$31	(\$78,594)
GRANT EXPENSES	\$0	\$0	\$0	\$0	\$72,102	\$163,309	\$23,473	\$85,679	\$41,232	\$8,044	(\$87,630)	\$80,164	\$38,215	\$424,587
AUDITING & LEGAL COUNSEL **	\$0	\$2,282	(\$4,947)	(\$9,109)	\$3,494	(\$4,481)	\$2,532	(\$6,215)	\$4,598	(\$2,968)	\$4,460	\$2,634	\$4,598	(\$3,153)
DD RESIDENTIAL **	\$0	\$209,803	\$274,745	(\$45,696)	\$3,494	(\$291,289)	\$461,010	\$270,105	\$400,501	\$893,227	(\$1,605,237)	\$743,940	(\$1,802,982)	(\$488,381)
CONTRACTUAL SERVICES/DD CONTRACTS **	\$0	\$76,852	(\$149,040)	(\$2,329)	(\$408,424)	\$484,339	\$15,093	\$66,805	\$51,635	\$71,582	\$320,605	\$106,870	(\$135,630)	\$598,359
SUD COSTS	(\$25,849)	\$141,655	(\$3,148)	(\$59,436)	\$56,332	(\$553,618)	\$75,469	\$8,073	\$157,188	(\$153,155)	\$853,386	\$144,815	(\$1,166,626)	(\$524,915)
TRANSPORTATION **	\$0	\$8,089	\$7,626	(\$9,303)	(\$556,882)	\$554,943	\$9,914	(\$4,008)	\$8,417	\$7,020	\$11,233	\$6,929	(\$49,277)	(\$5,299)
ADMINISTRATION EXPENSE *	\$638	\$8,532	\$59,745	(\$50,579)	(\$1,895)	\$11,061	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$0	\$55,000
ALL OTHER EXPENSES	\$42,386	(\$29,028)	\$29,298	(\$21,319)	\$4,583	\$1,229	(\$108,834)	\$11,274	(\$1,462)	\$94,127	\$112,216	(\$66,802)	\$177,950	\$245,618
TOTAL OTHER	(\$68,860)	\$335,922	\$324,490	(\$355,830)	(\$1,550,033)	\$637,727	\$833,309	\$531,493	\$701,114	\$916,980	\$2,496,906	\$1,493,626	(\$5,415,067)	\$891,788
TOTAL EXPENDITURES VARIANCE	(\$45,815)	\$771,400	\$180,222	(\$724,904)	(\$1,136,134)	\$653,359	\$811,745	\$915,468	\$996,424	\$1,064,778	\$6,818,988	\$2,481,993	(\$5,369,438)	\$7,418,086
NET BUDGET VARIANCE	(\$151,472)	(\$648,281)	(\$521,678)	(\$760,899)	(\$1,577,864)	\$338,137	\$1,357,489	\$926,339	\$1,061,621	\$996,934	\$450,583	\$3,589,493	(\$5,128,290)	(\$77,888)

OTHER ANTICIPATED CONTINGENCIES	EST. COST	
Premium Pay	\$0	\$0
Unprocessed Claim Payments	\$0	\$0
TOTAL CONTINGENCIES *	\$0	\$0

*THESE SIX VARIANCES SHOULD BE BASED ON 1ST 12 MONTHS ONLY. \$3,059,551 \$3,059,551
 **THESE SIX VARIANCES SHOULD BE BASED ON LAST 12 MONTHS ONLY. (\$3,800,615) (\$3,800,615)
 ***THIS IS AN ANNUAL ADJUSTMENT (\$78,594) (\$78,594)
 ALL OTHERS SHOULD BE BASED ON 13 MONTHS. \$741,770 \$741,770
 (\$77,888) (\$77,888)

MONTH END PROJECTIONS OF DEFICITS/SURPLUSES BY FUND SOURCE FOR FY 2020

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER PRELIMINARY	SEPTEMBER FINAL
STATE PLAN MA	(\$3,798,026)	(\$772,854)	(\$1,049,866)	\$2,106,066	\$344,158	(\$890,549)	(\$208,063)	(\$73,199)	(\$358,872)	(\$418,271)	(\$903,879)	(\$1,281,083)	(\$7,098,665)
CHILDREN'S WAIVER			(\$28,204)	(\$118,486)	(\$41,292)	(\$27,443)	(\$81,459)	(\$28,658)	\$107,583	\$125,390	(\$2,603)	(\$6,570)	(\$144,459)
SED WAIVER			(\$10,695)	(\$190,589)	(\$188,916)	(\$41,633)	(\$235,116)	(\$82,717)	(\$47,567)	(\$55,440)	\$26,977	\$38,821	(\$131,635)
HAB SUPPORTS WAIVER	\$1,419,031	(\$14,693)	(\$19,960)	\$343,306	\$359,138	\$447,377	\$832,498	\$292,882	\$874,335	\$907,673	\$541,582	\$366,768	(\$991,123)
B3 SERVICES	\$1,205,212	(\$83,356)	(\$376,262)	(\$3,018,984)	(\$1,491,518)	(\$1,057,503)	(\$720,394)	(\$253,443)	\$1,164,025	\$1,356,688	\$1,168,947	\$3,266,966	\$10,204,454
SUBTOTAL TRADITIONAL MEDICAID	(\$1,173,784)	(\$870,903)	(\$1,484,987)	(\$878,688)	(\$1,018,430)	(\$1,569,751)	(\$412,534)	(\$145,134)	\$1,739,504	\$1,916,040	\$831,023	\$2,384,902	\$1,838,572
HEALTHY MICHIGAN	(\$2,481,194)	(\$256,046)	(\$819,591)	(\$2,978,423)	(\$3,274,901)	(\$2,755,517)	(\$2,844,077)	(\$1,000,579)	(\$2,627,696)	(\$3,062,618)	(\$1,941,737)	(\$2,376,621)	(\$2,966,672)
AUTISM	\$1,426,686	(\$72,581)	\$670,075	\$324	\$191,593	\$240,901	\$425,700	\$149,766	\$239,214	\$278,807	\$218,207	\$550,680	\$359,513
STATE GENERAL FUND	(\$269,610)	(\$97,552)	(\$137,260)	(\$286,823)	(\$87,644)	(\$77,749)	(\$65,332)	(\$22,985)	(\$591,971)	(\$578,574)	(\$265,339)	(\$126,892)	\$453,518
NET SURPLUS/(DEFICIT)	(\$2,497,901)	(\$1,297,082)	(\$1,771,763)	(\$4,143,609)	(\$4,189,382)	(\$4,162,116)	(\$2,896,243)	(\$1,018,932)	(\$1,240,949)	(\$1,446,344)	(\$1,157,845)	\$432,068	(\$315,069)
OTHER FUNDING SOURCES *													
SUD REVENUES:													
-BLOCK GRANT, STR and SOR	\$734,180	(\$325,052)	(\$788,309)	(\$326,717)	(\$326,717)	(\$788,309)	(\$572,913)	(\$275,010)	(\$224,234)	(\$224,711)	(\$146,782)	(\$102,312)	\$333,324
-SUD MEDICAID	(\$518,725)	(\$726,185)	(\$617,836)	(\$2,309,380)	\$1,580,502	(\$617,836)	\$74,074	(\$93,139)	(\$33,894)	(\$33,966)	\$156,442	\$179,890	(\$219,265)
-HEALTHY MICHIGAN	\$402,613	(\$613,305)	(\$468,872)	\$1,245,853	(\$2,288,341)	(\$468,872)	(\$489,515)	(\$566,317)	(\$206,084)	(\$206,523)	\$150,379	\$211,269	\$113,572
-DISABILITY ASSISTANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
-PA 2	\$121,493	\$0	\$121,493	\$135,491	\$135,491	\$121,493	\$110,434	\$110,434	\$108,479	\$105,710	(\$15,062)	\$0	\$9,550
SUBTOTAL SUD REVENUES	\$739,560	(\$1,664,542)	(\$1,753,524)	(\$1,254,754)	(\$899,065)	(\$1,753,524)	(\$877,920)	(\$824,032)	(\$355,733)	(\$359,490)	\$144,977	\$288,847	\$237,181
TOTAL SURPLUS/(DEFICIT)	(\$1,758,341)	(\$2,961,624)	(\$3,525,288)	(\$5,398,363)	(\$5,088,447)	(\$5,915,640)	(\$3,774,163)	(\$1,842,964)	(\$1,596,682)	(\$1,805,834)	(\$1,012,868)	\$720,915	(\$77,888)

16-Mar-21 BC (Month End Projections by Fund Source)

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Brian Speer, Contract Specialist	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to enter into a Single Case Agreement with Rivercrest Specialty Hospital located at 1625 East Jefferson Boulevard, Mishawaka, IN 46545, for the provision of Inpatient Psychiatric Services for one HealthWest consumer.</p> <p>As Rivercrest Specialty Hospital is an out-of-network provider of Inpatient Psychiatric Services, a Single Case Agreement is required in order to reimburse the claim for the consumer's inpatient dates of service, January 30, 2021 to February 5, 2021 (6 Days). The per diem rate is \$1200.00 for this six (6) day inpatient stay, and an additional \$105.00 per Psychiatrist encounter (one event per diem), for a total amount of <u>\$7,935.00</u>.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a Single Case Agreement with Rivercrest Specialty Hospital in the amount of \$7,935.00 for one HealthWest consumer psychiatric inpatient stay from January 30, 2021 to February 5, 2021 (6 days).</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Susan Conrad, Provider Network Manager	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to contract with Positive Behavior Supports Corp., effective March 8, 2021 through September 30, 2021, to provide Applied Behavior Analysis (ABA) services for eligible HealthWest consumers. The reason for this expansion of the provider network is to increase ABA capacity, timely service access, and consumer and family choice. The reason for the urgent nature of this request is a consumer and family who would like to begin services as soon as possible. The contractor will provide services in accordance with individualized plans of service and bill for services according to established statewide rates, not to exceed a total of \$147,500.00 for the contract period.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a contract with Positive Behavior Supports Corp., for the period March 8, 2021 through September 30, 2021, to provide ABA services to eligible HealthWest consumers, not to exceed \$147,500.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Susan Conrad, Provider Network Manager	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to contract with Amani, LLC., effective March 5, 2021 through September 30, 2021, to provide Specialized Residential and CLS services for eligible HealthWest consumers. The reason for this emergency request is to secure placement for a consumer in emergent need. The contractor will provide services in accordance with individualized plans of service and bill for services according to established rates, not to exceed a total of \$99,300.00 for the contract period.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a contract with Amani, LLC, for the period March 5, 2021 through September 30, 2021, to provide specialized residential and CLS services to eligible HealthWest consumers, not to exceed \$99,300.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Susan Conrad, Provider Network Manager	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to contract with Alyssa Podskalan (5970 Avalon Dr. #226, Muskegon, MI 49444), effective April 1, 2021 through September 30, 2021, to provide Therapeutic Recreation services to eligible SEDW and CWP consumers as part of an individual plan of service focused on increasing independence and overall functioning. The contractor shall provide no more than five sessions per week, at a rate of \$85.00 per session, for the duration of the contract. The total amount of the contract shall not exceed \$11,900.00.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a contract with Alyssa Podskalan for the period April 1, 2021 through September 30, 2021, to provide Therapeutic Recreation services, not to exceed \$11,900.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Board	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Brian Speer, Contract Specialist	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to sign a contract extension with Robin Hollebook Physical Therapy, effective October 1, 2020 through September 30, 2021, to provide physical therapy services at HealthWest. The contractor will provide up to eight (8) sessions per week for FY2021, at a rate of \$80.00 per session. The total amount of the contract extension shall not exceed \$33,280.</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 extension with Robin Hollebeek Physical Therapy for the period of October 1, 2020 through September 30, 2021, to provide physical therapy services at HealthWest, not to exceed \$33,280.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Development	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Brian Speer, Contract Specialist	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested for HealthWest to accept the inpatient, partial hospitalization, and ECT rates for Pine Rest Hospital effective October 1, 2020 through September 30, 2021.</p> <p>Lakeshore Regional Entity/Beacon Health Options negotiated these rates through FY 2021 contract with Pine Rest Hospital.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize HealthWest to accept the inpatient, partial hospitalization, and ECT rates negotiated by Lakeshore Regional Entity/Beacon Health Options with Pine Rest Hospital, effective October 1, 2020 through September 30, 2021.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administrative/Executive	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested to approve signing the FY 2021 contract between HealthWest and the Lakeshore Regional Entity for the following services, effective October 1, 2020 through September 30, 2021.</p> <p>Medicaid Managed Specialty Supports and Services Concurrent 1915 (b)(c) Waiver Program(s) Flint 1115 Demonstration Waiver Substance Use Disorder Community Grant Programs</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 the FY 2021 contract between HealthWest and the Lakeshore Regional Entity effective October 1, 2020 through September 30, 2021, to provide the following services: Medicaid Managed Specialty Supports and Services, Concurrent 1915 (b)(c) Waiver Program(s), Flint 1115 Demonstration Waiver, and Substance Use Disorder Community Grant Programs.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administrative/Executive	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Susan Conrad, Provider Network Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested to add additional slots to HealthWest's contract with Relias Learning to accommodate additional staff capacity for the remainder of FY21. Slots will be added five at a time as needed, up to a total of 50 additional slots. The cost of each slot is \$110.00, for a total maximum additional expenditure of \$5,500.00.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest to purchase up to 50 additional slots from Relias Learning, at a cost of \$110.00 per slot, and a maximum total additional expenditure of \$5,500.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Full Board	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Finance Development	REQUEST DATE March 15, 2021	REQUESTOR SIGNATURE Brandy Carlson, Chief Finance Officer	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to contract with up to 20 parent, youth and family representatives, effective February 1, 2021 through September 29, 2021, to be funded through the System of Care Grant, in the amount of up to \$25,000 total.</p> <p>Family and youth consultants will deliver training facilitation, committee participation, committee leadership, document review, service design consultation, social media assistance, and other functions to advance system changes and youth and family voice within the system of care.</p> <p>Consultants will be paid \$15-20 per hour, depending on their function(s).</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to contract with up to 20 parent, youth and family representatives for training facilitation, committee participation, committee leadership, document review, service design consultation, and social media assistance, effective February 1, 2021 through September 29, 2021, and to be funded through the System of Care Grant, in the amount not to exceed \$25,000.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Susan Conrad, Provider Network Manager	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to contract with Trinity Health – Mercy Health Muskegon, effective March 1, 2021 through March 1, 2024, to provide Pharmacy Services for HealthWest. This is an updated contract to include the Jail Medical Services project, with an annual projected expenditure of no more than \$65,000.00.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a contract with Trinity Health – Mercy Health Muskegon, for the period March 1, 2021 through March 1, 2024, to provide pharmacy services for HealthWest, not to exceed \$65,000.00 annually.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR COMMUNITY MENTAL HEALTH BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Community Relations/IT	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Cece Riley, Communications and Training Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to expand our contract with CDW Services to add capacity and support for implementation, roll out and governance of our newly acquired Microsoft 365 suite. CDW Services will help modernize our file storage system, develop a more user-friendly intranet, assist with Microsoft Teams and SharePoint adoption, implementation and training, as well as provide technical support to the IT and Community Relations Department, who are currently working together on structure and roll out of Microsoft Teams and SharePoint. This project management and consultation is projected to include 112 hours of senior engineering and 16 hours of project management for a total contract addition of \$25,000.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to allow the HealthWest Executive Director to expand the CDW Services contract to add capacity and support for implementation, roll out and governance of our newly acquired Microsoft 365 suite for a cost not to exceed \$25,000.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		



Healthwest Teams Advisory and Adoption Services

Date: March 15, 2021

Prepared by: Brad Killion

Why CDW Services

CDW is one of the Nation's leading Information Technology Companies.

CDW Solves Business Problems through:

- Cloud
- Datacenter
- Security
- Collaboration
- and Mobility Technologies

CDW Services Include:

- Assessments
- Health Checks
- Implementation Services
- Consulting Services
- And Remote Managed Services
- Configuration Services
- Aggregation Services

All CDW Services Include:

- Internal Bid Assurance and Peer Review
- Project Management
- Customer Kickoff Meeting
- Experienced Onsite or Remote Engineers
- Knowledge Transfer
- Post Implementation Support

Service Estimate

With more than 700 experienced Architects, Engineers and Project Managers CDW has the team in place to support your organization. This Services Estimate provides you with a quick description of our solution and the next steps to move your project forward. Please feel free to reach out to your CDW contact for more information.

Description of Your Solution (Executive Summary)

This Services Estimate covers the following scope items:

Office 365 Teams Advisory and Adoption Services

- Envisioning
 - Business and Technical Discussion
 - Team Governance and Best Practices
 - Productivity Roadmap Workshop
- Success Planning
 - Marketing and Communication Plan
 - End-User Enablement Plan
 - IT Sustainment Plan
- Success Orchestration
 - Teams Pilot (Up to 25 users)
 - End User Training
 - IT Enablement Training

Total Services Estimate

Consultant & Project Management	\$25,000
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Estimated Cost(s)

The estimated cost is based on previously completed and similar implementations and is billed on a time and materials basis. Your solution includes:

- 112 hours Senior Engineer
- 16 hours Project Management

Estimated Total \$25,000.00

Next Steps

Step 1	Finalize Solution	- Finalize Microsoft funding, if applicable
		- Services - Refine the solution to your needs
Step 2	Align Agreement	- Finalize SOW into executable document
		- Sign SOW
Step 3	Kickoff Project	- Align Resources and Team
		- Project Kickoff Meeting

Amber.Berndt

From: Cece Riley
Sent: Tuesday, March 16, 2021 12:54 PM
To: Amber.Berndt
Subject: Email from RightPoint

Follow Up Flag: Follow up
Flag Status: Flagged

From: Tom Keuten <TKeuten@rightpoint.com>
Sent: Monday, March 15, 2021 5:44 PM
To: Cece Riley <Cece.Riley@healthwest.net>
Cc: Annie Johnson <ajohnson@rightpoint.com>
Subject: EXTERNAL: RE: EXTERNAL: RE: EXTERNAL: RE: EXTERNAL: RE: EXTERNAL: Thank you, and next steps

CAUTION: This email was received from a sender outside of HealthWest. Please consider the risks before clicking any links or opening attachments.

Hi Cece,

Thanks again for reaching out to via Jonathan at Microsoft. We really enjoyed meeting you and your team and hope we get a chance to help you so your team can better collaborate and be more efficient while you pursue your wonderful mission.

Our team at Rightpoint put our heads together and came up with 3 initial options in ways we can engage:

- 1) Engage your team in a user centered design approach to craft a new intranet leveraging SharePoint and teams. This option includes up front discovery to learn more about your business so we can tailor Microsoft's technologies to you, and then building out the solution and handing it off. Budget: \$100,000
- 2) Deploy Rightpoint's SPARK accelerator to build out a new intranet with features we've already found work well for many of our clients. We would still hold some workshops with you to educate your business and tech teams to understand how to use what we've configured for you, but rather than having something that is for your employees you'd have something that is usable by most companies. Budget: \$50,000
- 3) Expert engagement focused on topics that are important to you scheduled at times that are mutually convenient. We would have a couple of our consultants assigned part-time and help answer questions, provide strategies, and helped configure the solution as you assign priorities. Essentially help you do what you want to do, when you want to do it, without bringing in all of our capabilities right away. Budget: \$25,000

Hopefully these options give you something to consider prior to going to your board tomorrow. If you have any questions or would like to discuss, I could jump on a call at 9am.

Thanks,
Tom

Tom Keuten

o 248.255.4190 m 248.224.2140 w rightpoint.com

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Information Systems	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Randi Bennett, Director of Information Systems	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to purchase 75 Electronically Distributed Licenses at \$218.00 each from CDW-G for Supervisors and Managers for Microsoft Power BI Pro Quote # LZMN328 at a total cost of \$16,350.00.</p> <p>Microsoft Power BI Pro is an individual user license that lets users read and interact with reports and dashboards that others have published to the Power BI service. Users with this license type can share content and collaborate with other Power BI Pro users.</p> <p>This tool will assist in HealthWest's ability to make data-driven decisions and will prompt staff action by providing an easy way to widely distribute data to the workforce in an interactive, easy-to-use, self-service, data visualization format. Power BI will help to provide information and data to staff on a daily basis, through other applications they use in the course of business, such as Microsoft Teams. Being able to quickly, consistently, and easily provide the insights coming out of data also multiplies the impact of any understanding gained through data analysis.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize HealthWest to purchase 75 Electronically Distributed Licenses of Microsoft Power BI Pro to CDW-G at a total cost of \$16,350.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

QUOTE CONFIRMATION



DEAR MIKE KIMBLE,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LZMN328	3/16/2021	MS EA PWR BI PRO	11189427	\$16,350.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
MS EA POWER BI PRO SUBS P/U	75	6299387	\$218.00	\$16,350.00
Mfg. Part#: NK4-00002-36-SLG Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)				

PURCHASER BILLING INFO		SUBTOTAL	\$16,350.00
Billing Address: HEALTHWEST SHIRLEY COLEMAN 376 E APPLE AVE ACCTS PAYABLE MUSKEGON, MI 49442-3466 Phone: (231) 724-1111 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$16,350.00
DELIVER TO Shipping Address: HEALTHWEST SHIRLEY COLEMAN 376 E APPLE AVE ACCTS PAYABLE MUSKEGON, MI 49442-3466 Phone: (231) 724-1111 Shipping Method: ELECTRONIC DISTRIBUTION		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Dave Engmark		800.808.4239		davieng@cdwg.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$16,350.00	\$447.83/Month	\$16,350.00	\$514.70/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE March 19, 2021	REQUESTOR SIGNATURE Susan Conrad, Provider Network Manager	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to contract with Trident Care, effective March 1, 2021 through September 30, 2021 to provide EKG, x-ray and ultrasound services at the Muskegon County Jail and Juvenile Transition Center. Projected total expenditures will not exceed \$12,127.50, based on an average of 2019 and 2020 utilization patterns.</p>			
<p><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></p> <p>I move to authorize the HealthWest Executive Director to sign a contract with Trident Care, for the period March 1, 2021 through September 30, 2021, to provide EKG, x-ray and ultrasound services at the Muskegon County Jail and Juvenile Transition Center, not to exceed \$12,127.50.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED X
REQUESTING DIVISION Administrative Services	REQUEST DATE March 19, 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 position changes:</p> <ol style="list-style-type: none"> 1. Add a Client Support Specialist/Recovery Coach, Wage Grade HO-00160, (\$15.324 - \$19.279/Cost enter 7043). The cost of this position is fully covered by the Justice Involved Health Coach Grant. The Justice Involved Health Coach position will focus on providing supports to clients who are released from Jail and will assist with maintaining interventions started while in jail, such as Medication Assisted Treatment. In addition, the individual selected for this position will focus on connecting clients to health care services as well as other community supports such as clubhouse. 2. Add the following positions to the Jail Medical Program: <ul style="list-style-type: none"> • One full-time Registered Nurse (Wage Grade HO-00315, \$25.332–\$31.963/Cost Center 7338) • Two hourly Registered Nurses (Wage Grade HO-00315, \$25.332-\$31.963/Cost Center 7338) • Two hourly Licensed Practical Nurses (Wage Grade HO-00210, \$18.339-\$23.095/Cost Center 7338) • Two hourly Medical Assistants (Wage Grade HO-00160, \$15.324-\$19.279/Cost Center 7330) <p>The reason for this request is because we originally intended to hire EMT's and Paramedics for Jail Medical and we are struggling to fill those positions, which is causing staffing shortages for the Jail Medical Program. These positions will give us the flexibility we need to keep the Jail Medical Program running effectively. We will stay withing the staffing budget for Jail Medical Services.</p> 3. Add a Chief Information Officer position, Wage Grade HX-00443 (\$46.172 – \$58.672/Cost Center 7703 (50%) and 7704 (50%). The reason for this request is to provide additional leadership for our Information Systems and Quality Improvement Teams and lead our effort to enhance our information system and data collection ability to meet State and Federal requirements, but more importantly, to measure outcomes. The increase in costs for this position of \$140,000 is covered under our current staffing budget through attrition savings and positive variance. 4. Change the status of Registered Nurse, Position N65030, from full-time to part-time-32 hours. The reason for this request is because we have a highly qualified registered nurse who wishes to work in the Jail Medical Program and wishes to work 32 hours a week. This will result in a decrease in cost. 5. Change the status of Client Support Specialist, Position N18829, from full-time to part-time-32 hours. The reason for this request is because we have an employee in this position who is unable to work full-time and we wish to keep the employee in this position. This will result in a decrease in cost. 6. Approve the funding org/cost center changes per the attached position change spreadsheet to ensure the proper funding orgs are charged the salary costs for the positions. 			

7. Move the following positions to new pay grades as follows:
 - a. Clinical Services Supervisor and Client Support Supervisor: Move position classes from Wage Grade HX-00280 (\$25.332 – 31.963) to Wage Grade HX-00320 (\$30.511 - \$38.588). Current Employees will remain on the same step in the new pay grade as they are on in their current pay grade.
 - b. Clinical Services Assistant Manager: Move position class from Wage Grade HX-00320 (\$30.511 – 38.588) to Wage Grade HX-00330 (\$30.963 - \$39.014). Current Employees will remain on the same step in the new pay grade as they are on in their current pay grade.
 - c. Master's Level Clinician, SIS Assessor II, and Behavior Health Assessor: Move position classes from Wage Grade HX 00250 (\$24.046 – \$30.354) to Wage Grade HX 00290 (26.535 - \$33.489). Current employees will remain on the same step in the new pay grade as they are on in their current pay grade.
 - d. Registered Nurse/HW: Increase Wage Grade HO-00315 10% (from \$25.332 - \$31.963 to \$27.865 – \$35.159). Employee E93030256 will receive this increase retroactive to 3/1/2021. Current Employees will remain on the same step in the new pay grade as they are on in their current pay grade.
 - e. Licensed Practical Nurse/HW: Move pay grade from HO-00210 (\$18.339 – 23.095) to HO-00280 (\$22.063 – 27.771). Current Employees will remain on the same step in the new pay grade as they are on in their current pay grade.

The Reason for this recommendation is because we have 7 LPN, 8 RN, 26 Master Level Clinician, and 5 Clinical Services Supervisor positions vacant and we are struggling to attract qualified applicants. The market has drastically changed, especially since the onset of COVID, and healthcare workers are in high demand. We must compete to attract qualified applicants and fill our positions. The cost if this change is approximately \$722,000. We have a \$2 million positive variance for this fiscal year so far, which will cover the expense of this change. In addition, our hope is that we will experience a reduction in turnover because of our wage rates, which will also reduce costs and ensure stable care our clients.

8. Approval of an Employee Referral Bonus to incentivize staff members to refer individuals to HealthWest positions. We have over 100 vacancies and we are not attracting enough qualified applicants to fill them. The Employee Referral Bonus recommended is a total of \$400 per successful referral; \$200 paid upon hire of a referred applicant and \$200 after the new hire completes the probationary period.
9. Approve the payment of \$.20 (twenty cent) per hour shift differential for hourly staff who work in HealthWest 24-hour programs. Currently, full and part-time staff members are paid \$.20 (twenty cents) per hour additional pay when they work a shift in which at least four (4) hours of their shift is after 6 p.m. and prior to 6 a.m. This additional shift differential does not currently apply to hourly staff. Shift differential is a standard practice in the market and HealthWest needs to meet market demands to keep our 24-hour programs fully staffed. The programs which currently have staff who normally work second and third shifts are HW Crisis Residential and Jail Medical Services. Currently, HW has 16 positions this would affect and 12 of them are vacant. This effort would increase our ability to fill those position. The cost of this effort would be less than \$100 a year if all positions were filled.

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 March 29, 2021.

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

HWB 471-F

Board Meeting Date: March 26, 2021

tions

New Position Title	Budget Org	%	Wage Grade
Client Support Specialist/ Recovery Coach	7043	100	HO 00160
Registered Nurse - full-time	7338	100	HO 00315
Registered Nurse - hourly	7338	100	HO 00315
Registered Nurse - hourly	7338	100	HO 00315
Licensed Practical Nurse - hourly	7338	100	HO 00210
Licensed Practical Nurse - hourly	7338	100	HO 00210
Medical Assistant - hourly	7338	100	HO 00160
Medical Assistant - hourly	7338	100	HO 00160
Chief Information Officer	7703/7704	50%/50%	HX-00443

anges

Current position Title	Current Position #	Current Wage Grade	Incumbent Employee	Current Budget Org	%	New Position Title	New Budget Org	%	New Wage Grade
Registered Nurse	N65030	HO 00315	Kristine Capizzi	7338	100	Registered Nurse - 32 hour	no change	No change	No change
Client Support Specialist	N18829	HO 00160	Me'Asia Shinal	7321	100	Client Support Specialist-32 hour	No change	No change	No change

Org changes

Position Title	Position #		Incumbent employee	Budget Org	%		Budget Org	%
Clerical Support Specialist	N17216		Vacant	7322	100		7336	100
Medical Assistant - FT	N51502		Lauren Buris	7336	100		7338	100

Side/Step Changes

Position Title	Position #	Current Wage Grade	Incumbent employee	Current Budget Org	New Wage Grade
Registered Nurse/CMH Full Time	N65009	HO 00315	Dulinski, Nicole R	7331	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65020	HO 00315	Hayford, Kristy M	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65025	HO 00315	Langlois, Amber M	7705	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65024	HO 00315	Woirol, Samantha M	7324	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65017	HO 00315	Langlois, Jack M	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65030	HO 00315	Capizzi, Kristine J	7338	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65005	HO 00315	Casemier, Amy E	7322	Increase Wage Grade 10%

Registered Nurse 25hrs	N65027	HO 00315	McCauley, Alyssa S	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65001	HO 00315	Dykman, Nicholas J	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65012	HO 00315	Hilt, Eric D	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65026	HO 00315	Alderink, Daniel C	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65008	HO 00315	Clifford, Joseph J	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65010	HO 00315	Bronnekant, Krystal R	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65021	HO 00315	Fessenden, Paul D	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65015	HO 00315	Cunningham, Sarah M	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65007	HO 00315	Stein, Valorie R	7324	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65003	HO 00315	Fondren, LaSonja T	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65018	HO 00315	Van Dusen, Shelley A	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65031	HO 00315	Vacant	7338	Increase Wage Grade 10%
Registered Nurse/CMH Hourly	N65019	HO 00315	Vacant	7338	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65028	HO 00315	Vacant	7342	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65002	HO 00315	Vacant	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65029	HO 00315	Vacant	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65034	HO 00315	Vacant	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65035	HO 00315	Vacant	7322	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65032	HO 00315	Vacant	7338	Increase Wage Grade 10%
Registered Nurse/CMH Full Time	N65033	HO 00315	Vacant	7351	Increase Wage Grade 10%
LPN/Healthwest FT	N49202	HO 00210	Langston, Gretchen T	7341	HO 00280
LPN/Healthwest FT	N49203	HO 00210	Ross, Tonya S	7341	HO 00280
LPN/HealthWest - Hourly	N49206	HO 00210	vacant	7341	HO 00280
LPN/HealthWest - Hourly	N49207	HO 00210	vacant	7341	HO 00280
LPN/Healthwest FT	N49204	HO 00210	vacant	7341	HO 00280
LPN/Healthwest FT	N49208	HO 00210	vacant	7338	HO 00280
LPN/Healthwest FT	N49209	HO 00210	vacant	7338	HO 00280
LPN/Healthwest FT	N49210	HO 00210	vacant	7338	HO 00280
LPN/Healthwest FT	N49205	HO 00210	Vacant	7341	HO 00280
Masters Level Clinician	X53366	HX 00250	Smith, Autumn L	7325	HX 00290
Masters Level Clinician	X53378	HX 00250	Johnson, Joy N	7334	HX 00290
Masters Level Clinician	X53369	HX 00250	Poole, Kaeleigh A	7318	HX 00290
Masters Level Clinician	X53304	HX 00250	Davis, David A	7325	HX 00290
Masters Level Clinician	X53346	HX 00250	Penn, Coffey B	7318	HX 00290

Masters Level Clinician	X53387	HX 00250	Jacobs, Brandy R	7318	HX 00290
Masters Level Clinician	X53334	HX 00250	Soyars, Sarah A	7068	HX 00290
Masters Level Clinician	X53350	HX 00250	Smith, Angela J	7325	HX 00290
Masters Level Clinician	X53385	HX 00250	Cieslak, Jessica A	7318	HX 00290
Masters Level Clinician	X53352	HX 00250	VanDam, Emily M	7329	HX 00290
Masters Level Clinician	X53386	HX 00250	Wells, Emma C	7318	HX 00290
Masters Level Clinician	X53393	HX 00250	Sabo, Kayla J	7330	HX 00290
Masters Level Clinician	X53355	HX 00250	Crowder, Stacey J	7329	HX 00290
Masters Level Clinician	X53353	HX 00250	Kosten, Amanda J	7329	HX 00290
Masters Level Clinician	X53351	HX 00250	Lori Preston	7329	HX 00290
Masters Level Clinician	X53321	HX 00250	Sara Hunt	7147	HX 00290
Masters Level Clinician	X53363	HX 00250	Murphy, Abbey M	7325	HX 00290
Masters Level Clinician	X53331	HX 00250	Gray, Zachary W	7034	HX 00290
Masters Level Clinician	X53394	HX 00250	Simkhada, Chelsea A	7315	HX 00290
Masters Level Clinician	X53356	HX 00250	Carrell, Andrew S	7318	HX 00290
Masters Level Clinician	X53375	HX 00250	Dempsey, Lillian R	7330	HX 00290
Masters Level Clinician	X53345	HX 00250	Mathiot, Hannah	7318	HX 00290
Masters Level Clinician	X53381	HX 00250	Meier, Thomas J	7320	HX 00290
Masters Level Clinician	X53391	HX 00250	Sumerix, Elizabeth M	7318	HX 00290
Masters Level Clinician	X53361	HX 00250	Savage, Pacia L	7325	HX 00290
Masters Level Clinician	X53365	HX 00250	Pajonk, Heather G	7325	HX 00290
Masters Level Clinician	X53300	HX 00250	Zaverl, Angel S	7146	HX 00290
Masters Level Clinician	X53348	HX 00250	Anderson, Angelea F	7318	HX 00290
Masters Level Clinician	X53358	HX 00250	Parcheta, Jilaine Y	7321	HX 00290
Masters Level Clinician	X53373	HX 00250	Coyle, Zoe	7701	HX 00290
Masters Level Clinician	X533105	HX 00250	Kortman, Breanne M	7350	HX 00290
Masters Level Clinician	X53380	HX 00250	Costa, Rachel K	7705	HX 00290
Masters Level Clinician	X53370	HX 00250	Roberts, Shaundrica L	7328	HX 00290
Masters Level Clinician	X53384	HX 00250	Turner, Haley M	7321	HX 00290
Masters Level Clinician	X53389	HX 00250	LeTourneau, Debbie A	7318	HX 00290
Behavioral Health Assessor	X09701	HX 00250	Amante, Christine L	7329	HX 00290
Masters Level Clinician	X53383	HX 00250	Gleason, Kelsey L	7320	HX 00290
Masters Level Clinician	X53372	HX 00250	Dekkers, Melanie M	7043	HX 00290
Masters Level Clinician	X53340	HX 00250	Johnson, Michael J	7330	HX 00290
Masters Level Clinician	X53357	HX 00250	Del Valle, Carlos S	7705	HX 00290
Masters Level Clinician	X53397	HX 00250	Frank, Kylene E	7705	HX 00290

Masters Level Clinician	X53335	HX 00250	Hughes, Alecia M	7705	HX 00290
Masters Level Clinician	X53359	HX 00250	Dortch, Aaron J	7321	HX 00290
Masters Level Clinician	X53342	HX 00250	Gansen, Kassandra M	7330	HX 00290
Masters Level Clinician	X533100	HX 00250	Sharlow, Melissa A	7320	HX 00290
Masters Level Clinician	X53390	HX 00250	Moskalewski, Jessica N	7325	HX 00290
Masters Level Clinician	X53368	HX 00250	Bush, Danielle R	7328	HX 00290
Masters Level Clinician	X53349	HX 00250	Haase, Tamara J	7144	HX 00290
Masters Level Clinician	X53396	HX 00250	LaMadline, Jenna P	7705	HX 00290
Masters Level Clinician	X53371	HX 00250	Haan, Lindsey G	7328	HX 00290
Masters Level Clinician	X53339	HX 00250	Carey, Taylor M	7330	HX 00290
Masters Level Clinician	X53354	HX 00250	Plumhoff, Brian D	7329	HX 00290
Masters Level Clinician	X53336	HX 00250	Mausolf, Adam J	7330	HX 00290
Masters Level Clinician	X53328	HX 00250	Churchwell, Louis E	7320	HX 00290
Masters Level Clinician	X53367	HX 00250	Reynolds, Brittney A	7328	HX 00290
Masters Level Clinician	X53388	HX 00250	Bennett, Jessica E	7328	HX 00290
Masters Level Clinician	X53330	HX 00250	Jeltema, Erin R	7324	HX 00290
Masters Level Clinician	X53337	HX 00250	Swanger, Jennifer M	7043	HX 00290
Masters Level Clinician	X53374	HX 00250	Reelman, Amelia M	7701	HX 00290
Masters Level Clinician	X53332	HX 00250	Schelter, Matthew F	7705	HX 00290
Masters Level Clinician	X53360	HX 00250	Berkey, Abigail R	7321	HX 00290
Masters Level Clinician	X53315	HX 00250	Johnston, Mary R	7147	HX 00290
Masters Level Clinician	X53344	HX 00250	Weinert, Steven J	7330	HX 00290
Masters Level Clinician	X53333	HX 00250	Kaufman, Mark C	7318	HX 00290
Masters Level Clinician	X53341	HX 00250	Moss, Anna M	7330	HX 00290
SIS Assessor II	X84202	HX 00250	Anderson, Alicia U	7329	HX 00290
Masters Level Clinician	X53343	HX 00250	Vacant (Hannah Cummings)	7330	HX 00290
Behavioral Health Assessor	X09703	HX 00250	Vacant	7329	HX 00290
Masters Level Clinician	X533104	HX 00250	Vacant	7330	HX 00290
Masters Level Clinician	X533103	HX 00250	Vacant	7330	HX 00290
Masters Level Clinician	X53338	HX 00250	Vacant	7341	HX 00290
Masters Level Clinician	X53309	HX 00250	Vacant	7325	HX 00290
Masters Level Clinician	X533101	HX 00250	Vacant	7320	HX 00290
Masters Level Clinician	X533102	HX 00250	Vacant	7320	HX 00290
Masters Level Clinician	X533106	HX 00250	Vacant	7068	HX 00290
Masters Level Clinician	X533107	HX 00250	Vacant	7068	HX 00290
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Masters Level Clinician	X533109	HX 00250	Vacant	7068	HX 00290
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Masters Level Clinician	X53395	HX 00250	Vacant	7068	HX 00290
Masters Level Clinician	X53376	HX 00250	Vacant	7701	HX 00290
Masters Level Clinician	X53362	HX 00250	Vacant	7325	HX 00290
Masters Level Clinician	X53379	HX 00250	Vacant	7334	HX 00290
Masters Level Clinician	X53377	HX 00250	Vacant	7334	HX 00290
Masters Level Clinician	X53306	HX 00250	Vacant	7318	HX 00290
Masters Level Clinician	X53392	HX 00250	Vacant	7318	HX 00290
Masters Level Clinician	X53399	HX 00250	Vacant	7034	HX 00290
Masters Level Clinician	X53317	HX 00250	Vacant	7341	HX 00290
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Masters Level Clinician	X53385	HX 00250	Vacant	7318	HX 00290
Masters Level Clinician	X53369	HX 00250	Vacant	7318	HX 00290
Masters Level Clinician	X53391	HX 00250	Vacant	7318	HX 00290
Masters Level Clinician	X53394	HX 00250	Vacant	7315	HX 00290
Clinical Services Supervisor	X23121	HX 00280	Quigley, Kelsey A	7324	HX 00320
Clinical Services Supervisor	X23116	HX 00280	Powers, Richard R	7144	HX 00320
Client Support Supervisor	X23201	HX 00280	Krohn, Amy J	7705	HX 00320
Clinical Services Supervisor	X23103	HX 00280	Brown, Sarah J	7318	HX 00320
Clinical Services Supervisor	X23108	HX 00280	Bodine, Lauren C	7146	HX 00320
Clinical Services Supervisor	X23110	HX 00280	Bitler, Felisha A	7144	HX 00320
Clinical Services Supervisor	X23124	HX 00280	Dulin, Meaghan M	7328	HX 00320
Clinical Services Supervisor	X23123	HX 00280	Dobb, Helen K	7040	HX 00320
Clinical Services Supervisor	X23101	HX 00280	Segar, Stephanie R	7330	HX 00320
Clinical Services Supervisor	X23105	HX 00280	Williams, Jasmine D	7325	HX 00320
Clinical Services Supervisor	X23102	HX 00280	Walker, Tammy M	7144	HX 00320
Clinical Services Supervisor	X23125	HX 00280	Gornick-Maycroft, Wendy L	7146	HX 00320
Clinical Services Supervisor	X23111	HX 00280	Trevino, Felipe	7318	HX 00320
Clinical Services Supervisor	X23112	HX 00280	Costner, Brenda J	7144	HX 00320
Clinical Services Supervisor	X23115	HX 00280	Kotecki, Sandra L	7144	HX 00320
Clinical Services Supervisor	X23114	HX 00280	Smith, Amy C	7144	HX 00320
Client Support Supervisor	X23204	HX 00280	Kilgore, Rufus G	7317	HX 00320
Clinical Services Supervisor	X23120	HX 00280	Kluck, Brishia L	7043	HX 00320
Clinical Services Supervisor	X23107	HX 00280	Scanlan, Daniel J	7147	HX 00320

Clinical Services Supervisor	X23106	HX 00280	St Clair, Rebecca R	7321	HX 00320
Clinical Services Supervisor	X23117	HX 00280	Striker, Douglas K	7144	HX 00320
Clinical Services Supervisor	X23113	HX 00280	Ritchie, Laura J	7144	HX 00320
Clinical Services Supervisor	X23122	HX 00280	Hosler, Suzanne	7137	HX 00320
Clinical Services Supervisor (O&I)	X23126	HX 00280	Vacant	7320	HX 00320
Clinical Services Supervisor (SUD)	X23109	HX 00280	Vacant	7066	HX 00320
Clinical Services Supervisor (YCR)	X23119	HX 00280	Vacant	7705	HX 00320
Client Support Supervisor	X23203	HX 00280	Vacant	7317	HX 00320
Clinical Services Supervisor (YHB)	X23104	HX 00280	Vacant	7325	HX 00320
Assistant Manager (Clinical Services)	X08401	HX 00320	Vacant	7144	HX-00330