



FINANCE COMMITTEE

June 18, 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 May 14, 2021
(Attachment #1 – pg. 1) | Action |
| 3. | Items for Consideration | |
| | A. Approval of Expenditures for May 2021
(Attachment #2 – pg. 6) | Action |
| | B. Interim Balance Sheets of May 2021
(Attachment #3 – pg. 7) | Information |
| | C. HealthWest Expenditures Financial Statement
(Attachment #4 – pg. 10) | Information |
| | D. HealthWest Finance Update – Fees and Inpatient Summary
(Attachment #5 – pg. 15) | Information |
| | E. HealthWest Budget Variance Analysis Report
(Attachment #6 – pg. 16) | Information |
| | F. Month End Projection Trends
(Attachment #7 – pg. 19) | Information |
| | G. Medicaid Eligibles Report
(Attachment #8 – pg. 20) | Information |
| | H. Authorization to Contract with Dave McElfish to Assist with IT
Projects and Leadership
(Attachment #9 – pg. 22) | Action |

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|----|---|--------|
| I. | Authorization to Approve HUD Grant Funding for Big Red Development, LLC
(Attachment #10 – pg. 23) | Action |
| J. | Authorization to Contract with Elite Pest Control Management at the HealthWest Crisis Residential Center
(Attachment #11 – pg. 24) | Action |
| K. | Authorization to Contract with Praxair and Henry Schein for Services at the County Jail and JTC
(Attachment #12 – pg. 25) | Action |
| L. | Authorization to Increase the Projected Expenditure for ProtoCall, Everstream/Midwest Fiber, Case Management of Michigan, Cornerstone AFC, Comprehensive Therapy Center, Hope Network Behavioral Health Services, Voices for Health, Harbor Hall, and Our Hope Association for FY 2021
(Attachment #13 – pg. 26) | Action |
| M. | Authorization to Contract with West Michigan Counseling and Psychological Services PLLC for ABA Services
(Attachment #14 – pg. 27) | Action |
| N. | Authorization to Amend the FY 2021 Budget
(Attachment #15 – pg. 28) | Action |
| O. | Authorization to Approve the FY 2022 Budget
(Attachment #16 – pg. 29) | Action |
| P. | Authorization to Update the Signed Agreement with Maner Costerisan to Include Additional Hours Necessary to Synchronize with the County's BS&A System
(Attachment #17 – pg. 32) | 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, May 14, 2021

8:00 a.m.

Zoom Virtual Meeting

CALL TO ORDER

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

ROLL CALL

Committee Members Present: John Snider (Muskegon, MI), Janet Thomas (Muskegon, MI), Dr. Remington Sprague (Norton Shores, MI), Commissioner Marcia Hovey-Wright (Muskegon, MI), Commissioner Charles Nash (Muskegon, MI), Jeff Fortenbacher (Muskegon, MI)

Committee Members Absent: Stephanie Umlor (Muskegon, MI)

Also Present: Brandy Carlson, Amber Berndt, Julia Rupp, Kelly France, Wesley Woods, Cece Riley, Matt Plaska, Catherine Kloska, Jackie Farrar, Gordon Peterman, Mickey Wallace, Cyndi Blair, Tami Strodbeck

Guests: Beth Dick

MINUTES

It was moved by Commissioner Hovey-Wright, seconded by Dr. Sprague, to approve the minutes of the April 23, 2021, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

A. *Approval of Expenditures for April 2021*

It was moved by Commissioner Nash, seconded by Ms. Thomas, to approve the expenditures for the month ending April 30, 2021 in the total amount of \$6,964,179.67.

MOTION CARRIED.

B. *Interim Balance Sheets of April 2021*

Ms. Carlson presented the Interim Balance Sheets of April 2021, noting that there was a negative cash balance of (\$3,708,848) for Fund 2220. Fund 7930 has a positive cash balance of \$1,321,606.46.

C. *HealthWest Expenditures Financial Statement*

Ms. Carlson presented the HealthWest Expenditure report for April 2021 which shows the estimated true variance to date of \$5,107,592. Expenditures are under budget to date.

D. Finance Update – Fees and Inpatient Summary

The Substance Abuse Fee Report has positive variance of \$328,859 through the month of April 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 \$1,996,129 through the month of April 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 April 2021 is \$5,107,592. With contingencies for contractual services and COVID premium pay in the amount of \$2,458,882 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 \$716,559 per month, this would leave HealthWest with a net variance of approximately 3,430,628 after the first seven 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 \$4,686,070.

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	\$3,260,287
Behavioral Health Healthy Michigan	\$502,988
Autism	\$177,802
State General Fund	\$12,906
Substance Use Funds	\$732,087
TOTAL	\$4,686,070

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 Purchase Cisco Phones and Extended Service Agreements from CDW-G

It was moved by Dr. Sprague, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Executive Director to purchase 120 Cisco IP Phone 8811 and 120 Cisco SMARTnet extended service agreements from CDW-G at a total cost of \$26,490.00.

MOTION CARRIED.

I. Authorization to Appoint Julia Rupp as Executive Director of HealthWest

It was moved by Commissioner Hovey-Wright, seconded by Vice-Chair Thomas, to approve the continued appointment of Julia Rupp as the Executive Director of HealthWest effective April 2, 2021 to April 2, 2024, and authorizes the HealthWest Board Chairperson, Janet Thomas to sign the employment agreement.

MOTION CARRIED.

J. Authorization to Contract with Eden Prairie Residential Care Services, LLC for Specialized Residential and CLS Services

It was moved by Commissioner Hovey-Wright, seconded by Dr. Sprague, to authorize the HealthWest Executive Director to sign a contract with Eden Prairie Residential Care Services, LLC, for the period May 1, 2021 through September 30, 2021, to provide specialized residential and CLS services to eligible HealthWest consumers, not to exceed \$60,000.00 for FY2021.

MOTION CARRIED.

K. Authorization to Contract with Mission for Area People

It was moved by Vice-Chair Thomas, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Executive Director to sign a contract with Mission for Area People, for the period April 1, 2021 through September 30, 2021, to provide services as outlined in the MSHDA Covid Emergency Rental Assistance (CERA) grant, not to exceed \$200,000.00 for FY2021.

MOTION CARRIED WITH DR. SPRAGUE ABSTAINING DUE TO CONFLICT OF INTEREST.

L. Authorization to Begin the Request for Proposals Process for Audit Services

It was moved by Commissioner Hovey-Wright, seconded by Commissioner Nash, to authorize HealthWest to implement a Request for Proposals (RFP) process to identify and engage interested and qualified providers for Audit Services.

MOTION CARRIED.

M. Authorization to Contract with Rubix Technology for Consultation Services

It was moved by Dr. Sprague, seconded by Commissioner Nash, to authorize the HealthWest Executive Director to sign a contract with Rubix Technology, for the period April 1, 2021 through September 30, 2021, to provide consultation services for the new HealthWest electronic health record, not to exceed \$34,000.00 for FY2021.

MOTION CARRIED.

N. Authorization to Approve a 2% Rate Increase for the Listed Outpatient SUD Providers

It was moved by Mr. Fortenbacher, seconded by Vice-Chair Thomas, to authorize the approval of a 2% rate increase to the Outpatient Substance Use Disorder Providers, effective July 1, 2021, at the cost not-to-exceed \$17,000.00 for FY21.

MOTION CARRIED.

O. Authorization to Purchase General Ledger Services from Sage Intacct Inc.

It was moved by Commissioner Hovey-Wright, seconded by Dr. Sprague, to purchase general ledger services, licenses and subscriptions from Sage Intacct Inc. and effective June 21, 2021 with an anticipated go live date of October 1, 2021 in the amount of \$31,736.00.

MOTION CARRIED.

P. Authorization to Purchase Services from Maner Costerisan for Implementation Services Pertaining to Sage Intacct's General Ledger Software

It was moved by Vice-Chair Thomas, seconded by Commissioner Hovey-Wright, to purchase implementation services from Maner Costerisan in the amount of \$29,077.80 for their assistance in the implementation of Sage Intacct's general ledger software and effective June 21, 2021.

MOTION CARRIED.

Q. Authorization to Contract with Simplicity, HireReach, and have Staff Attend the Cultural Intelligence Workshop

It was moved by Vice-Chair Thomas, seconded by Commissioner Nash, to authorize the HealthWest Executive Director to approve payment to HireReach in the amount of \$3,600, Progressive Complaint Resolution in the amount of \$16,500 and CQ Workshop in the amount of \$60,850.

MOTION CARRIED.

R. Authorization to Approve the Position Changes Outlined in the FY2021 County Budget Spreadsheet

It was moved by Commissioner Nash, seconded by Dr. Sprague, to authorize the position changes as outlined on the attached Spreadsheet for FY 2021 County Budget, effective May 31, 2021.

MOTION CARRIED.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

There were no communications.

DIRECTOR'S COMMENTS

Ms. Rupp shared Senator Shirkey's threat of privatization to our behavioral health system. She will share the document with his proposed changes to the behavioral health system with the board of

directors. He intends to start with SED youth and will continue on to all other populations if successful. Representative Whiteford is proposing to get rid of the PIHP system all together. It will essentially create one PIHP statewide. Julia is working to educate the Michigan Association of Counties and will continue to gear up for what is next.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:49 a.m.

Respectfully,

John Snider
Committee Chair

JS/ab

PRELIMINARY MINUTES
To be approved at the Finance Meeting on
June 18, 2021

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE June 18, 2021	REQUESTOR SIGNATURE Brandy Carlson, Chief Financial Officer	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Expenditures for the month of May totaled \$6,116,456.73. Some unusual expenditures for the month include amounts of \$82,134.16 to Amanda Family for 2 months of specialized residential services, \$518,586.81 to Cherry Street Services for 3 months of SUD services, \$90,947.44 to FA-HO-LO Family for 2 months of specialized residential services, \$289,529.18 to HGA for 2 months of specialized residential services, \$20,448.75 to Precision Data Products for 15 HP laptops, and \$89,920.99 to Sentinel Technologies for Cisco system licensing.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to approve expenditures for the month ending May 30, 2021, in the total amount of \$6,116,456.73.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

CASH BALANCES IN THE TWO FUNDS FOR FY 2021

	UPDATED		
	MENTAL HEALTH	CMH CLIENT	TOTAL ALL
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)	\$719,746	(\$5,643,137)
NOVEMBER, 2020	(\$7,069,161)	\$619,232	(\$6,449,930)
DECEMBER, 2020	(\$2,663,820)	\$931,381	(\$1,732,439)
JANUARY, 2021	(\$2,387,436)	\$753,276	(\$1,634,160)
FEBRUARY, 2021	(\$6,148,027)	\$824,454	(\$5,323,573)
MARCH, 2021	(\$1,994,706)	\$840,545	(\$1,154,162)
APRIL, 2021	(\$3,708,848)	\$1,321,606	(\$2,387,241)
MAY, 2021	(\$3,924,224)	\$973,783	(\$2,950,440)

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

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 2220
MENTAL HEALTH
May 31, 2021**

ASSETS	THIS YEAR	LAST YEAR
Cash in Bank	(3,924,223.67)	(10,714,808.26)
Cash in Transit	40,349.82	-
Imprest (Petty) Cash	2,700.00	2,700.00
Due from Credit Cards	(23.17)	(6.00)
Accounts Receivable	291,037.12	89,022.92
Due From Other Funds	45,173.95	3,782.02
Prepaid Items	28,222.57	(12,154.37)
Due from other governments	9,390,173.05	61,265.90
Total Assets	<u>\$ 5,873,409.67</u>	<u>\$(10,570,197.79)</u>
 LIABILITIES AND EQUITY		
Accounts Payable	\$ 101,029.18	\$ 445,801.26
Undistributed Receipts	(61,192.17)	(8,167.02)
HAB Supports Waiver	5,390,772.23	-
Medicaid Children's Waiver	246,925.84	(59,242.10)
Medicaid SED Waiver	173,853.74	(14,853.53)
State Advance	1,062,639.77	-
Capitation Medicaid	11,717,224.03	-
Medicaid - B3 Services	10,078,116.91	-
Accrued Wages and Fringes	143,491.00	155,998.00
Medicaid - Healthy Michigan	3,393,809.28	-
Medicaid - Autism	1,625,669.63	-
SA Federal Pass Thru	(464,063.26)	(10,228.00)
SA State Plan Medicaid	581,659.37	-
SA B3 Services	(273.14)	-
SA Healthy Michigan	1,681,083.81	-
SA State Disability Assistance	-	-
SA PA2 Dollars	-	-
Due to Federal	3,993.00	3,993.00
Unearned Revenue - Lilac St Donation	50,100.00	50,000.00
Total Liabilities and Equity	<u>\$ 35,724,839.22</u>	<u>\$ 563,301.61</u>
 DEFERRED INFLOWS OF RESOURCES		
Deferred Medicaid fee for services and capitation	<u>\$ 12,848,986.68</u>	<u>\$ 11,484,134.78</u>
Fund Balance at beginning of year	(12,350,237.25)	(11,994,737.18)
Nonspendable FB-Prepays	6,659.34	-
General Fund Reserve	-	-
SOC Reserve	-	-
**Total Fund Balance	<u>\$(12,343,577.91)</u>	<u>\$(11,994,737.18)</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	 <u>\$ 36,230,247.99</u>	 <u>\$ 52,699.21</u>
 NET OF REVENUES VS EXPENDITURES	 <u>\$(30,356,838.32)</u>	 <u>\$(10,622,897.00)</u>
 Transferred to County Equipment Revolving Account for:		
Mental Health Center Building (6660-0000-349220)	\$2,710,144.77	\$2,747,577.85
Future Equipment Purchases (6660-0000-349222)	\$35,542.14	\$20,444.18

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 7930
CMH CLIENT FUNDS
May 31, 2021**

ASSETS	THIS YEAR	LAST YEAR
Cash	\$ 973,783.31	\$ 545,339.70
Imprest Cash	\$ 6,151.23	\$ 12,817.63
Accounts Receivable	\$ 177.00	\$ 177.00
Due From Other Funds	\$ -	\$ -
Total Assets	<u>\$ 980,111.54</u>	<u>\$ 558,334.33</u>
 LIABILITIES AND EQUITY		
Accounts Payable	\$ 698.00	\$ 162,217.84
Due to Other Funds	\$ 2,879.00	\$ 313.99
Interest Payable	\$ 2,226.64	\$ 1,925.09
Undistributed Receipts	\$ 974,307.90	\$ 393,877.41
	<u>\$ 980,111.54</u>	<u>\$ 558,334.33</u>

HEALTHWEST
MEMORANDUM

DATE: June 18, 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.

- N. SUD CONTRACTUAL SERVICES - Contractual SUD Services are less than anticipated based on the budget amendment.
- S. MI CHILD INPATIENT – Inpatient services for MI Child are less than anticipated.
- W. DD SUPPORTS COORDINATION - Salary and fringe costs, building repairs and maintenance, less than anticipated.
- Y. MI ADULT SUPPORTS COORDINATION – Salary and fringe costs, equipment Repair and Maintenance and Equipment Lease costs less than anticipated.
- AA. DD VOCATIONAL SERVICES – DD Skill Building services less than anticipated.
- BB. IN HOME SUPPORT SERVICES – DD Skill Building services are less than anticipated due to the pandemic.
- MM. TRANSITION AGE TEAM – Salary and fringe costs are less than anticipated.
- QQ. HOME BASED – Salary and fringe costs are less than anticipated.
- UU. INTAKE/CRISIS INTERVENTION – Salary and fringe costs higher than anticipated.
- FFF. DD RESIDENTIAL – Specialized residential service costs are less than anticipated.
- GGG. MI ADULT RESIDENTIAL – Specialized residential service costs are less than anticipated.
- PPP. MANAGED CARE ADMINISTRATION – Contractual service costs higher than anticipated.

BC/ab

BUDGET COMPARISON SUMMARY REPORT FOR PERIOD ENDING 5/31/21

	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	\$17,062	\$271,216	\$251,439	\$19,777
B.	CCBHC GRANT	\$1,493,469	\$124,456	\$58,302	\$995,648	\$602,999	\$392,649
C.	COMMUNITY HEALTH INNOVATION	\$270,636	\$22,553	\$938	\$180,424	\$72,003	\$108,421
D.	YOUTH CRISIS RESIDENTIAL	\$0	\$0	\$0	\$0	\$442	(\$442)
E.	JUVENILE URGENT RESPONSE TEAMS	\$0	\$0	\$0	\$0	\$111	(\$111)
F.	CONNECTING VETERANS-MUSKEGON CO. PROJECT	\$150,000	\$12,500	\$8,110	\$100,000	\$77,697	\$22,303
G.	WRAPAROUND SERVICES	\$874,917	\$72,910	\$61,391	\$583,280	\$606,855	(\$23,575)
H.	COURT COLLABORATION	\$529,492	\$44,124	\$57,823	\$352,992	\$425,276	(\$72,284)
I.	HUD SUPPORTED HOUSING GRANT	\$125,023	\$10,419	\$3,130	\$83,352	\$66,013	\$17,339
J.	HUD SUPPORTED HOUSING GRANT #2	\$20,123	\$1,677	\$2,724	\$13,416	\$7,524	\$5,892
K.	HUD SUPPORTED HOUSING GRANT #4	\$25,686	\$2,141	\$1,650	\$17,128	\$12,015	\$5,113
L.	HUD SUPPORTED HOUSING GRANT #3	\$25,707	\$2,142	\$626	\$17,136	\$4,382	\$12,754
M.	COMMUNITY BENEFIT/PREVENTION	\$329,711	\$27,476	\$11,690	\$219,808	\$131,251	\$88,557
N.	SUD CONTRACTUAL SERVICES	\$3,840,421	\$320,035	\$743,580	\$2,560,280	\$2,090,469	\$469,811
O.	SAMHSA INTEGRATED HEALTH CARE	\$114,145	\$9,512	\$830	\$76,096	\$63,066	\$13,030
P.	SUD INTERNAL SERVICES	\$755,607	\$62,967	\$37,628	\$503,736	\$394,357	\$109,379
Q.	SYSTEM OF CARE GRANT	\$2,000,000	\$166,667	\$74,017	\$1,333,336	\$942,882	\$390,454
R.	MI ADULT INPATIENT	\$1,837,765	\$153,147	\$479,359	\$1,225,176	\$1,319,747	(\$94,571)
S.	MI CHILD INPATIENT	\$661,000	\$55,083	\$45,941	\$440,664	\$128,064	\$312,600
T.	DD CLINIC	\$0	\$0	\$39,319	\$0	\$154,528	(\$154,528)
U.	VOCATIONAL SERVICES	\$468,299	\$39,025	\$28,112	\$312,200	\$267,475	\$44,725
V.	CLUB INTERACTIONS	\$671,869	\$55,989	\$44,002	\$447,912	\$368,442	\$79,470
W.	DD SUPPORTS COORDINATION	\$5,625,232	\$468,769	\$298,447	\$3,750,152	\$2,794,198	\$955,954
X.	HIGH INTENSITY SUPPORTS COORDINATION	\$987,777	\$82,315	\$54,480	\$658,520	\$437,620	\$220,900
Y.	MI ADULT SUPPORTS COORDINATION	\$3,993,950	\$332,829	\$157,623	\$2,662,632	\$1,639,536	\$1,023,096
Z.	MI ADULT VOCATIONAL SERVICES	\$19,750	\$1,646	\$0	\$13,168	\$0	\$13,168
AA.	DD VOCATIONAL SERVICES	\$1,124,044	\$93,670	\$18,403	\$749,360	\$298,835	\$450,525
BB.	IN HOME SUPPORT SERVICES	\$2,529,178	\$210,765	\$189,619	\$1,686,120	\$1,004,044	\$682,076
CC.	CONSUMER RUN PROGRAM	\$114,315	\$9,526	\$10,114	\$76,208	\$89,055	(\$12,847)
DD.	DD RESPITE	\$296,250	\$24,688	\$22,574	\$197,504	\$189,640	\$7,864
EE.	HEALTH SERVICES	\$186,563	\$15,547	\$25,064	\$124,376	\$123,774	\$602
FF.	MI CHILD RESPITE	\$3,300	\$275	\$0	\$2,200	\$0	\$2,200
GG.	YOUTH BEHAVIORAL SUPPORT TEAM	\$238,424	\$19,869	\$22,887	\$158,952	\$177,495	(\$18,543)
HH.	JUVENILE JUSTICE TEAM	\$661,179	\$55,098	\$17,381	\$440,784	\$343,435	\$97,349
II.	PEER SUPPORT SERVICES	\$236,457	\$19,705	\$21,583	\$157,640	\$139,733	\$17,907
JJ.	YOUTH COMMUNITY BASED SERVICES	\$2,147,291	\$178,941	\$134,334	\$1,431,528	\$1,290,643	\$140,885
KK.	AUTISM PROGRAM	\$3,187,290	\$265,608	\$282,098	\$2,124,864	\$1,938,555	\$186,309
LL.	MI OUTPATIENT	\$583,199	\$48,600	\$55,925	\$388,800	\$293,393	\$95,407

MM.	TRANSITION AGE TEAM	\$1,337,132	\$111,428	\$58,251	\$891,424	\$577,989	\$313,435
NN.	NURSING	\$0	\$0	\$120,206	\$0	\$353,146	(\$353,146)
OO.	PSYCHIATRY	\$0	\$0	\$161,084	\$0	\$721,354	(\$721,354)
PP.	ACT	\$733,690	\$61,141	\$55,051	\$489,128	\$387,869	\$101,259
QQ.	HOME BASED	\$1,349,800	\$112,483	\$78,231	\$899,864	\$630,395	\$269,469
RR.	HOMELESS PROJECT	\$0	\$0	\$100	\$0	\$9,646	(\$9,646)
SS.	INFANT M.H. HOME BASED TEAM	\$740,862	\$61,739	\$63,868	\$493,912	\$385,211	\$108,701
TT.	DD OUTPATIENT	\$1,183,774	\$98,648	\$71,638	\$789,184	\$566,100	\$223,084
UU.	INTAKE/CRISES INTERVENTION	\$1,571,891	\$130,991	\$132,650	\$1,047,928	\$1,727,419	(\$679,491)
VV.	INTEGRATED HEALTH CLINIC	\$387,696	\$32,308	\$15,627	\$258,464	\$345,559	(\$87,095)
WW.	MI ADULT PARTIAL HOSPITALIZATION	\$43,612	\$3,634	\$0	\$29,072	\$13,500	\$15,572
XX.	ASSESSMENT INTAKE	\$1,496,208	\$124,684	\$61,798	\$997,472	\$796,496	\$200,976
YY.	YOUTH OUTPATIENT	\$108,792	\$9,066	\$765	\$72,528	\$112,970	(\$40,442)
ZZ.	INJECTION CLINIC	\$74,144	\$6,179	\$4,661	\$49,432	\$70,866	(\$21,434)
AAA.	GROUP SERVICES	\$0	\$0	\$12,494	\$0	\$73,751	(\$73,751)
BBB.	JAIL MEDICAL	\$0	\$0	\$80,007	\$0	\$195,518	(\$195,518)
CCC.	HEALTHWEST CRISIS RESIDENTIAL	\$1,315,130	\$109,594	\$72,172	\$876,752	\$732,556	\$144,196
DDD.	CHILDREN'S WAIVER SERVICES	\$210,000	\$17,500	\$1,007	\$140,000	\$4,840	\$135,160
EEE.	MI CHILD RESIDENTIAL	\$46,133	\$3,844	\$1,033	\$30,752	\$21,202	\$9,550
FFF.	DD RESIDENTIAL	\$12,509,750	\$1,042,479	\$700,645	\$8,339,832	\$6,417,578	\$1,922,254
GGG.	MI ADULT RESIDENTIAL	\$3,009,235	\$250,770	\$258,224	\$2,006,160	\$1,344,677	\$661,483
HHH.	MEDICATED ASSISTED TREATMENT	\$0	\$0	\$8,222	\$0	\$25,390	(\$25,390)
III.	POST OVERDOSE RAPID RESPONSE	\$0	\$0	\$10,317	\$0	\$20,167	(\$20,167)
JJJ.	CLERICAL SERVICES	\$0	\$0	\$69,237	\$0	\$73,590	(\$73,590)
KKK.	LOBBY SERVICES	\$0	\$0	\$7,507	\$0	\$46,332	(\$46,332)
LLL.	UTILIZATION MANAGEMENT	\$438,175	\$36,515	\$49,971	\$292,120	\$356,131	(\$64,011)
MMM.	NETWORK DEVELOPMENT	\$184,700	\$15,392	\$30,266	\$123,136	\$84,518	\$38,618
NNN.	IS MANAGEMENT	\$363,474	\$30,290	\$76,954	\$242,320	\$305,490	(\$63,170)
OOO.	QI AND TRAINING	\$657,182	\$54,765	\$58,870	\$438,120	\$281,003	\$157,117
PPP.	MANAGED CARE ADMINISTRATION	\$2,206,401	\$183,867	\$689,189	\$1,470,936	\$2,052,686	(\$581,750)
QQQ.	MANAGED CARE FINANCE	\$933,304	\$77,775	\$116,107	\$622,200	\$555,905	\$66,295
RRR.	CUSTOMER SERVICES	\$293,832	\$24,486	\$23,541	\$195,888	\$146,515	\$49,373
GRAND TOTAL		\$67,729,813	\$5,644,154	\$6,116,457	\$45,153,232	\$38,183,358	\$6,969,874

	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	\$271,216	\$251,439	\$19,777	\$6,616	(\$26,393)		(\$0)
B.	CCBHC GRANT	\$995,648	\$602,999	\$392,649	\$16,039	(\$408,687)		\$0
C.	COMMUNITY HEALTH INNOVATION	\$180,424	\$72,003	\$108,421	\$7,258	(\$115,679)		\$0
D.	YOUTH CRISIS RESIDENTIAL	\$0	\$442	(\$442)			\$442	\$0
E.	JUVENILE URGENT RESPONSE TEAMS	\$0	\$111	(\$111)			\$111	\$0
F.	CONNECTING VETERANS-MUSKEGON CO. PROJECT	\$100,000	\$77,697	\$22,303	\$1,643	(\$23,946)		(\$0)
G.	WRAPAROUND SERVICES	\$583,280	\$606,855	(\$23,575)	\$20,546		\$3,028	(\$0)
H.	COURT COLLABORATION	\$352,992	\$425,276	(\$72,284)	\$9,317		\$62,967	(\$0)
I.	HUD SUPPORTED HOUSING GRANT	\$83,352	\$66,013	\$17,339		(\$17,339)		(\$0)
J.	HUD SUPPORTED HOUSING GRANT #2	\$13,416	\$7,524	\$5,892		(\$5,892)		(\$0)
K.	HUD SUPPORTED HOUSING GRANT #4	\$17,128	\$12,015	\$5,113		(\$5,113)		\$0
L.	HUD SUPPORTED HOUSING GRANT #3	\$17,136	\$4,382	\$12,754		(\$12,754)		\$0
M.	COMMUNITY BENEFIT/PREVENTION	\$219,808	\$131,251	\$88,557	\$6,781	(\$95,338)		(\$0)
N.	SUD CONTRACTUAL SERVICES	\$2,560,280	\$2,090,469	\$469,811				\$469,811
O.	SAMHSA INTEGRATED HEALTH CARE	\$76,096	\$63,066	\$13,030	\$11,364	(\$24,394)		(\$0)
P.	SUD INTERNAL SERVICES	\$503,736	\$394,357	\$109,379	\$15,451	(\$124,831)		(\$0)
Q.	SYSTEM OF CARE GRANT	\$1,333,336	\$942,882	\$390,454	\$38,187	(\$428,641)		(\$0)
R.	MI ADULT INPATIENT	\$1,225,176	\$1,319,747	(\$94,571)			\$94,571	\$0
S.	MI CHILD INPATIENT	\$440,664	\$128,064	\$312,600				\$312,600
T.	DD CLINIC	\$0	\$154,528	(\$154,528)	\$11,087		\$143,441	\$0
U.	VOCATIONAL SERVICES	\$312,200	\$267,475	\$44,725	\$10,918	(\$55,643)		\$0
V.	CLUB INTERACTIONS	\$447,912	\$368,442	\$79,470	\$14,766	(\$94,236)		\$0
W.	DD SUPPORTS COORDINATION	\$3,750,152	\$2,794,198	\$955,954	\$88,721			\$1,044,675
X.	HIGH INTENSITY SUPPORTS COORDINATION	\$658,520	\$437,620	\$220,900	\$18,110	(\$239,010)		\$0
Y.	MI ADULT SUPPORTS COORDINATION	\$2,662,632	\$1,639,536	\$1,023,096	\$62,941			\$1,086,037
Z.	MI ADULT VOCATIONAL SERVICES	\$13,168	\$0	\$13,168		(\$13,168)		\$0
AA.	DD VOCATIONAL SERVICES	\$749,360	\$298,835	\$450,525				\$450,525
BB.	IN HOME SUPPORT SERVICES	\$1,686,120	\$1,004,044	\$682,076				\$682,076
CC.	CONSUMER RUN PROGRAM	\$76,208	\$89,055	(\$12,847)			\$12,847	(\$0)
DD.	DD RESPITE	\$197,504	\$189,640	\$7,864		(\$7,864)		(\$0)
EE.	HEALTH SERVICES	\$124,376	\$123,774	\$602		(\$602)		\$0
FF.	MI CHILD RESPITE	\$2,200	\$0	\$2,200		(\$2,200)		\$0
GG.	YOUTH BEHAVIORAL SUPPORT TEAM	\$158,952	\$177,495	(\$18,543)	\$5,813		\$12,730	\$0
HH.	JUVENILE JUSTICE TEAM	\$440,784	\$343,435	\$97,349	\$15,264	(\$112,613)		\$0
II.	PEER SUPPORT SERVICES	\$157,640	\$139,733	\$17,907	\$5,337	(\$23,244)		(\$0)
JJ.	YOUTH COMMUNITY BASED SERVICES	\$1,431,528	\$1,290,643	\$140,885	\$47,934	(\$188,819)		\$0
KK.	AUTISM PROGRAM	\$2,124,864	\$1,938,555	\$186,309	\$49,118	(\$235,426)		\$0
LL.	MI OUTPATIENT	\$388,800	\$293,393	\$95,407	\$8,976	(\$104,383)		(\$0)
MM.	TRANSITION AGE TEAM	\$891,424	\$577,989	\$313,435	\$21,393			\$334,828
NN.	NURSING	\$0	\$353,146	(\$353,146)	\$75,211		\$277,935	\$0
OO.	PSYCHIATRY	\$0	\$721,354	(\$721,354)	\$68,109		\$653,245	(\$0)
PP.	ACT	\$489,128	\$387,869	\$101,259	\$15,123	(\$116,382)		(\$0)
QQ.	HOME BASED	\$899,864	\$630,395	\$269,469	\$29,139	(\$114,737)		\$183,871
RR.	HOMELESS PROJECT	\$0	\$9,646	(\$9,646)	\$0		\$9,646	\$0
SS.	INFANT M.H. HOME BASED TEAM	\$493,912	\$385,211	\$108,701	\$17,288	(\$125,989)		\$0
TT.	DD OUTPATIENT	\$789,184	\$566,100	\$223,084	\$26,750	(\$249,833)		\$0
UU.	INTAKE/CRISES INTERVENTION	\$1,047,928	\$1,727,419	(\$679,491)	\$36,610			(\$642,881)
VV.	INTEGRATED HEALTH CLINIC	\$258,464	\$345,559	(\$87,095)	\$4,342		\$82,753	\$0
WW.	MI ADULT PARTIAL HOSPITALIZATION	\$29,072	\$13,500	\$15,572		(\$15,572)		\$0
XX.	ASSESSMENT INTAKE	\$997,472	\$796,496	\$200,976	\$35,879	(\$236,856)		(\$0)
YY.	YOUTH OUTPATIENT	\$72,528	\$112,970	(\$40,442)	\$2,776		\$37,667	\$0

ZZ.	INJECTION CLINIC	\$49,432	\$70,866	(\$21,434)	\$1,558		\$19,876	(\$0)
AAA.	GROUP SERVICES	\$0	\$73,751	(\$73,751)	\$0		\$73,751	\$0
BBB.	JAIL MEDICAL	\$0	\$195,518	(\$195,518)	\$0		\$195,518	\$0
CCC.	HEALTHWEST CRISIS RESIDENTIAL	\$876,752	\$732,556	\$144,196	\$25,642	(\$169,838)		\$0
DDD.	CHILDREN'S WAIVER SERVICES	\$140,000	\$4,840	\$135,160		(\$135,160)		\$0
EEE.	MI CHILD RESIDENTIAL	\$30,752	\$21,202	\$9,550		(\$9,550)		(\$0)
FFF.	DD RESIDENTIAL	\$8,339,832	\$6,417,578	\$1,922,254				\$1,922,254
GGG.	MI ADULT RESIDENTIAL	\$2,006,160	\$1,344,677	\$661,483				\$661,483
HHH.	MEDICATED ASSISTED TREATMENT	\$0	\$25,390	(\$25,390)			\$25,390	\$0
III.	POST OVERDOSE RAPID RESPONSE	\$0	\$20,166	(\$20,166)			\$20,166	(\$0)
JJJ.	CLERICAL SERVICES	\$0	\$73,590	(\$73,590)	\$23,506		\$50,084	\$0
KKK.	LOBBY SERVICES	\$0	\$46,332	(\$46,332)	\$0		\$46,332	\$0
LLL.	UTILIZATION MANAGEMENT	\$292,120	\$356,131	(\$64,011)	\$11,611		\$52,400	\$0
MMM.	NETWORK DEVELOPMENT	\$123,136	\$84,518	\$38,618	\$7,445	(\$46,063)		\$0
NNN.	IS MANAGEMENT	\$242,320	\$305,490	(\$63,170)	\$20,548		\$42,622	\$0
OOO.	QI AND TRAINING	\$438,120	\$281,003	\$157,117	\$20,736	(\$177,853)		(\$0)
PPP.	MANAGED CARE ADMINISTRATION	\$1,470,936	\$2,052,383	(\$581,447)	\$34,982			(\$546,465)
QQQ.	MANAGED CARE FINANCE	\$622,200	\$555,905	\$66,295	\$36,985	(\$103,280)		\$0
RRR.	CUSTOMER SERVICES	\$195,888	\$146,818	\$49,070	\$7,508	(\$56,578)		(\$0)
GRAND TOTAL		\$45,153,232	\$38,183,358	\$6,969,874	\$995,328	(\$3,923,906)	\$1,917,522	\$5,958,817

15-Jun-21 BC (Budget Comparison Summary)

PAGE 2 OF 2

HEALTHWEST
MEMORANDUM

DATE: June 18, 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	638,513	435,258	(203,255)
State Plan Medicaid	917,315	1,144,184	226,869
B3 Services	-0-	(38)	(38)
Healthy Michigan	1,224,860	2,638,859	1,413,999
State Disability Assistance	18,351	3,025	(15,326)
PA 2	184,749	-0-	(184,749)
State Opioid Response Grant	137,274	64,587	(72,687)
Third Party Fees	9,300	1,348	(7,952)
Total	3,130,363	4,287,223	1,156,860

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	16,069,421	14,968,200	(1,101,221)
HAB Supports Waiver	4,800,245	6,027,296	1,227,051
Medicaid – b3 Services	10,085,419	12,741,950	2,656,531
Medicaid Healthy Michigan	2,738,187	4,220,195	1,482,008
Autism	1,694,520	2,100,603	416,083
Children's Waiver	313,093	278,619	(34,475)
SED Waiver	169,163	199,403	30,240
Third Party Fees	519,103	82,873	(436,229)
Total	36,389,151	40,629,140	4,239,989

BC/ab

**HEALTHWEST
MEMORANDUM**

DATE: June 18, 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 – Through month of May, Mental Health Capitated payments continue to come in higher than anticipated due to a rate increase from MDHHS and increased Medicaid eligible individuals.
- SUD Fee Collections – Through the month of May, SUD Capitated and Grant payments are coming in higher than anticipated due to a rate increase from MDHHS.
- Other Revenues Differential – Federal and State Grant payments are coming in slower than anticipated. This is expected to improve as we close out the year.
- Salary & Fringes – Through the month of May, HealthWest continues to save on salary and fringes, creating a large positive variance.
- Contractual Services – Contractual services continues to show a positive variance as a whole. However, claims payment timeliness continues to improve. I would like to remind you that the LRE and MDHHS as extended the direct pay increase due to the Covid-19 pandemic through September 30, 2021.

Our expenditure budget variance based on the budget approved by the HealthWest Board during the month of May 2021 is \$5,958,817. With contingencies for contractual services and COVID premium pay in the amount of \$2,880,076 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 \$626,989 per month, this would leave HealthWest with a net variance of approximately \$3,507,065 after the first eight 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 \$8,830,904.

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	\$6,070,696
Behavioral Health Healthy Michigan	\$1,112,426
Autism	\$ 48,330
State General Fund	\$ 71,870
Substance Use Funds	\$1,527,582
TOTAL	\$8,830,904

BC/ab

BUDGETED VARIANCE ANALYSIS REPORT
FOR THE MONTH ENDING MAY 31, 2021

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTALS
REVENUES									
MH FEE COLLECTIONS *	(\$1,284,705)	\$2,629,507	\$344,654.25	\$1,066,049	\$486,772	(\$567,489)	(\$307,317)	\$2,308,748	\$4,676,218
SUD FEE COLLECTIONS*	(\$390,896)	\$509,638	\$63,268.00	\$70,525	\$153,577	\$85,479	(\$155,942)	\$829,165	\$1,164,812
COMMERCIAL INSURANCE	(\$38,657)	(\$66,814)	(\$66,050.81)	(\$65,858)	(\$8,652)	(\$66,050)	(\$66,050)	(\$66,051)	(\$444,182)
OTHER REVENUES DIFFERENTIAL	(\$46,697)	(\$354,769)	(\$208,899)	(\$457,268)	\$306,265	(\$251,004)	(\$406,104)	(\$383,512)	(\$1,801,988)
OTHER CMH BOARDS DIFFERENTIAL **	\$0	\$0	(\$25,496)	(\$25,496)	(\$22,609)	(\$25,496)	(\$25,496)	(\$25,496)	(\$150,089)
OTHER ALLOCATION ADJUSTMENTS-STATE GRANT *	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES VARIANCE	(\$1,760,955)	\$2,717,562	\$107,476	\$587,952	\$915,353	(\$824,560)	(\$960,910)	\$2,662,853	\$3,444,772
EXPENDITURES									
SALARY AND FRINGES	\$714,348	\$620,284	(\$55,073)	\$380,630	\$408,000	\$381,224	\$721,179	\$138,096	\$3,308,689
RENT AND O & M ADJUSTMENTS:									
OTHER	\$34,079	\$58,467	\$832	(\$73,344)	\$1,615	\$16,094	\$1,204	(\$98,599)	(\$59,651)
OVERHEAD	\$26,133	\$103,556	(\$98,784)	(\$1,680)	\$108	\$10,591	\$32,851	(\$1,165)	\$71,610
UTILITIES	\$1,328	\$14,992	\$6,334	(\$28,653)	(\$8,652)	(\$8,170)	\$10,620	(\$10,169)	(\$22,371)
NET BUILDING ADJUSTMENTS	\$61,539	\$177,015	(\$91,618)	(\$103,676)	(\$6,929)	\$18,516	\$44,674	(\$109,933)	\$11,959
OTHER									
CONTRACTUAL SERVICES	\$475,881	\$2,006,373	\$1,823,523	\$1,089,182	(\$1,601,421)	\$320,269	(\$1,132,540)	(\$392,838)	\$2,588,428
SUPPLIES	(\$2,509)	\$14,422	(\$9,899)	(\$71,438)	\$1,554	(\$8,283)	(\$4,055)	(\$24,310)	(\$104,516)
GENERAL LIABILITY/INSURANCE COSTS ***	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,589	\$47,589
PLANNING ADJUSTMENTS	(\$185,354)	(\$185,354)	(\$185,354)	(\$185,354)	(\$185,354)	(\$185,354)	(\$185,354)	\$1,297,478	\$0
STAFF DEVELOPMENT AND TRAINING	\$7,808	(\$7,997)	\$1,561	\$10,526	\$11,632	\$7,433	\$13,143	\$2,885	\$46,991
TRANSFERS	\$0	\$0	\$0	\$0	\$29,839	\$147,750	\$0	(\$117,911)	\$59,678
TOTAL OTHER	\$295,826	\$1,827,443	\$1,629,832	\$842,916	(\$1,743,750)	\$281,815	(\$1,308,805)	\$812,893	\$2,638,170
TOTAL EXPENDITURES VARIANCE	\$1,071,713	\$2,624,742	\$1,483,141	\$1,119,870	(\$1,342,679)	\$681,555	(\$542,951)	\$841,056	\$5,958,817
NET BUDGET VARIANCE	(\$689,242)	\$5,342,305	\$1,590,617	\$1,707,822	(\$427,326)	(\$143,005)	(\$1,503,861)	\$3,503,909	\$9,403,589

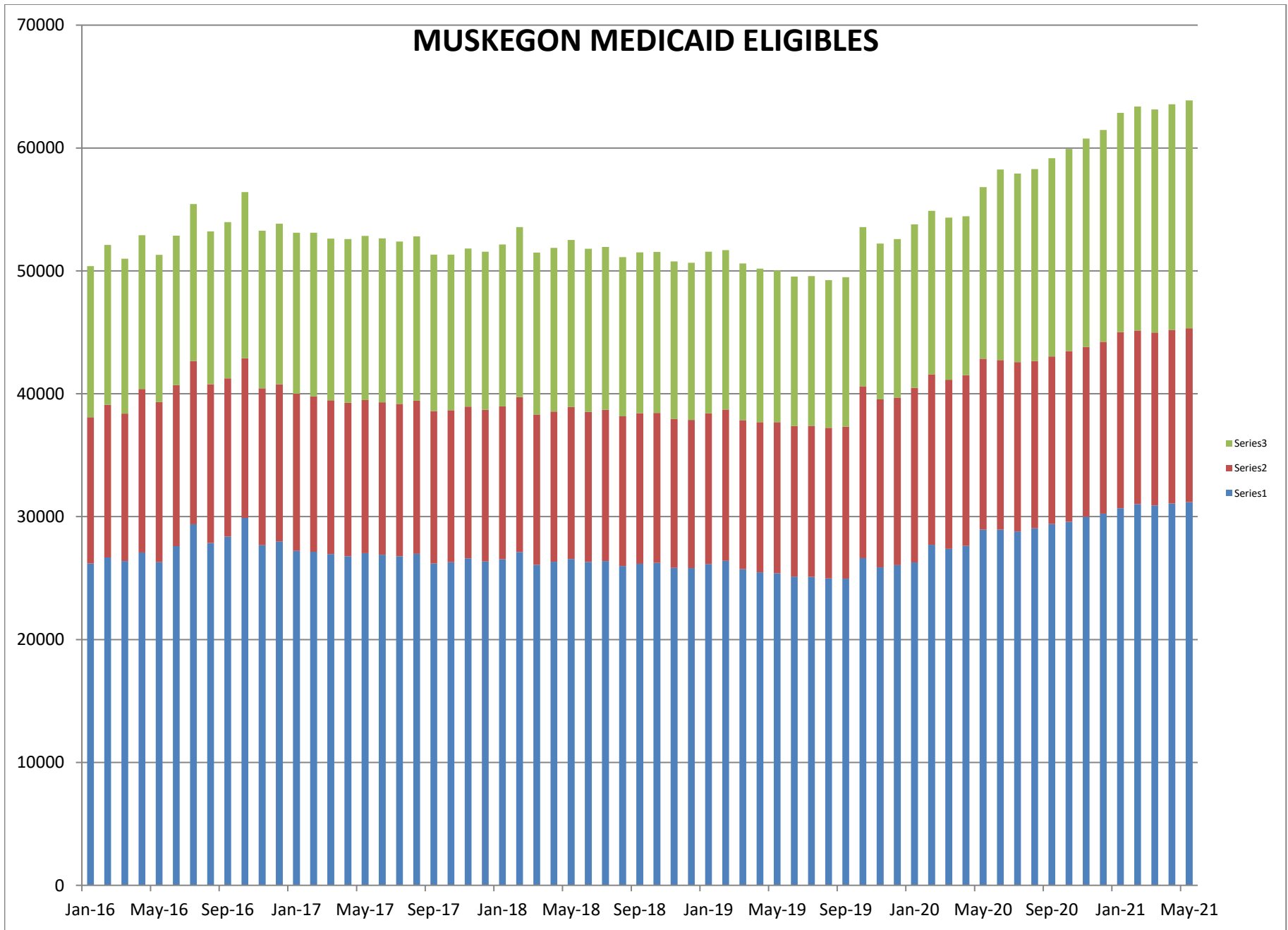
OTHER ANTICIPATED CONTINGENCIES	EST. COST
Contractual Services	(\$2,717,253)
Covid Premium Pay	(\$162,823)
Covid Revenue Discount	(\$626,989)
TOTAL CONTINGENCIES *	(\$3,507,065)

*THESE SIX VARIANCES SHOULD BE BASED ON 1ST 12 MONTHS ONLY. \$8,522,730 \$12,784,095
**THESE SIX VARIANCES SHOULD BE BASED ON LAST 12 MONTHS ONLY. (\$534,593) (\$916,445)
***THIS IS AN ANNUAL ADJUSTMENT \$47,589 \$47,589
ALL OTHERS SHOULD BE BASED ON 13 MONTHS. (\$1,512,213) (\$3,084,335)

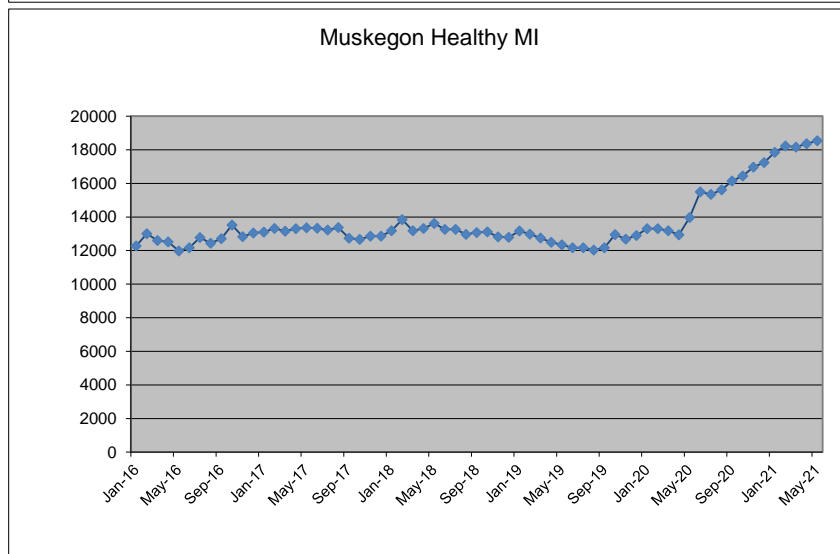
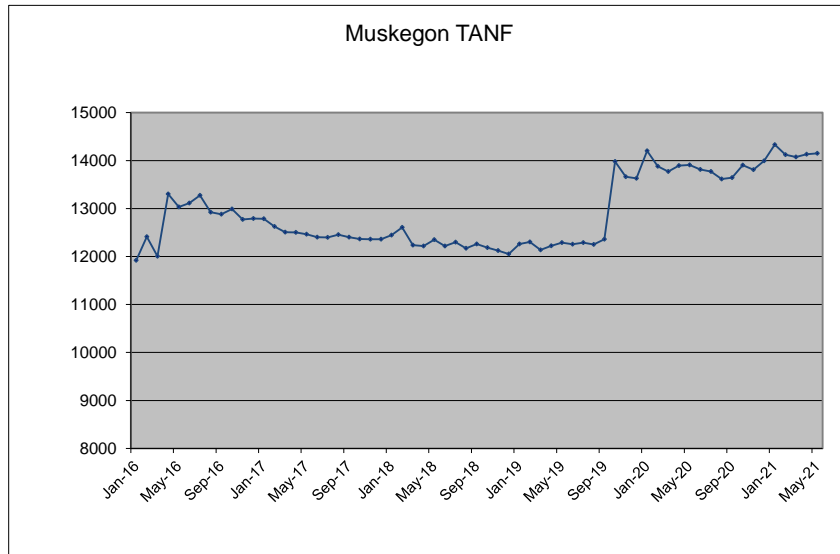
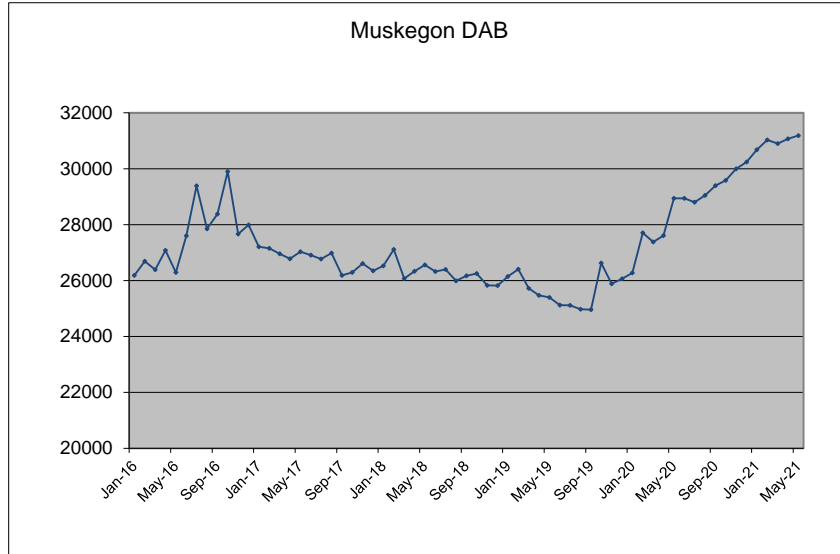
MONTH END PROJECTIONS OF DEFICITS/SURPLUSES BY FUND SOURCE FOR FY 2021

ITEM	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
STATE PLAN MA	N/A	\$4,441,561	\$2,810,494	\$2,845,095	\$1,192,007	\$1,104,560	\$1,020,937	\$1,900,999
CHILDREN'S WAIVER	N/A	(\$202,057)	\$97,142	\$102,629	\$100,708	\$104,993	\$44,882	\$83,570
SED WAIVER	N/A	(\$155,828)	\$6,556	\$6,329	(\$4,133)	(\$2,167)	\$5,010	\$9,329
HAB SUPPORTS WAIVER	N/A	\$1,784,992	\$1,551,293	\$1,610,079	\$786,955	\$790,285	\$588,295	\$1,095,414
B3 SERVICES	N/A	\$5,597,722	\$2,516,800	\$2,651,438	\$1,766,302	\$1,732,009	\$1,601,162	\$2,981,385
SUBTOTAL TRADITIONAL MEDICAID	\$0	\$11,466,390	\$6,982,286	\$7,215,570	\$3,841,838	\$3,729,680	\$3,260,286	\$6,070,696
HEALTHY MICHIGAN	N/A	\$1,002,574	\$331,919	\$350,580	\$185,409	\$178,997	\$502,988	\$1,112,426
AUTISM	N/A	(\$1,015,882)	\$253,874	\$191,042	\$146,856	\$143,572	\$177,802	\$48,330
STATE GENERAL FUND	N/A	\$81,586	\$195,431	\$195,229	\$85,484	\$39,036	\$12,906	\$71,870
NET SURPLUS/(DEFICIT)	\$0	\$11,534,667	\$7,763,509	\$7,952,422	\$4,259,587	\$4,091,285	\$3,953,983	\$7,303,322
OTHER FUNDING SOURCES *								
SUD REVENUES:								
-BLOCK GRANT	N/A	\$59,089	\$214,262	\$143,452	\$150,454	\$144,208	\$53,061	(\$34,871)
-SUD MEDICAID	N/A	\$103,403	\$367,537	\$255,747	\$258,215	\$248,269	\$134,261	\$359,436
-HEALTHY MICHIGAN	N/A	\$840,912	\$283,244	\$189,133	\$198,886	\$190,589	\$513,293	\$1,117,528
-DISABILITY ASSISTANCE	N/A	\$27,526	\$0	\$0	\$0	\$0	\$0	\$0
-PA 2	N/A	\$139,424	\$38,387	\$24,278	\$26,936	\$25,703	\$31,472	\$85,489
SUBTOTAL SUD REVENUES	\$0	\$1,170,355	\$903,430	\$612,609	\$634,491	\$608,770	\$732,087	\$1,527,582
TOTAL SURPLUS/(DEFICIT)	\$0	\$12,705,022	\$8,666,939	\$8,565,031	\$4,894,078	\$4,700,055	\$4,686,070	\$8,830,904

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



Medicaid Eligibles by County and Program



REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE June 18, 2021	REQUESTOR SIGNATURE Brandy Carlson, Chief Financial Officer	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to contract with Dave McElfish, (1118 Anthony Drive, Norton Shores, MI 49441), to provide assistance with IT projects and leadership, effective July 1, 2021 through September 30, 2021. The contract will include the following areas:</p> <ol style="list-style-type: none"> 1. Facilitate and monitor progress and timely completion of IT projects, including software development and implementation of internally developed and packaged applications. Identify opportunities for process and team improvement and help to resolve impediments to progress of projects. 2. Plan and direct development resources with input from the team members, including identifying appropriate means and roles needed to accomplish task(s) and the allocating of personnel, materials, and technology. 3. Assist in designing and executing an effective change management and roll out strategy to targeted users including the development of an end user training strategy for personal. 4. Provide leadership, supervision, and technical assistance to assigned employees working within the Information Systems Unit of HealthWest. 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to sign an agreement with Dave McElfish for contracted services at a rate of \$125.00 per hour, effective July 1, 2021 through September 30, 2021, for a projected expenditure of \$18,750.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

HWB 527-F

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Development	REQUEST DATE June 18, 2021	REQUESTOR SIGNATURE Brian Speer, Contract Specialist	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Per requirements of the County of Muskegon, HealthWest is requesting approval of payment to the following landlord for lease payments in the HUD programs. This will allow HealthWest to release payments as they are processed and not be required to hold them for County Board approval. Furthermore, this will ensure that consumers have housing available when it is needed. The landlord is:</p> <ul style="list-style-type: none"> • Big Red Development, LLC 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move 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.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

HWB 528-F

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE June 18, 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 an agreement with Elite Integrated Pest Management, effective June 2, 2021 through May 31, 2022, to provide pest control services at HealthWest Crisis Residential Center located at 1364 Terrace St, Muskegon, MI 49442. Elite Integrated Pest Management will provide up to monthly pest control services at a rate of \$70.00 per month, along with an initial service fee of \$175.00 and \$420.00 for equipment. The total amount of the agreement shall not exceed \$1,365.00.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to sign a contract with Elite Pest Control Management for the period of June 2, 2021 through May 31, 2022, to provide pest control services at HealthWest crisis residential center, not to exceed \$1,375.00.</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 June 18, 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 contract with the following providers, effective March 1, 2021 through September 30, 2021 to provide medical services at the Muskegon County Jail and Juvenile Transition Center:</p> <ul style="list-style-type: none"> • Praxair- Respiratory supplies. Projected total expenditures will not exceed \$1,500.00 • Henry Schein- Medical supplies. Projected total expenditures will not exceed \$7,500.00 			
<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 agreements with Praxair, and Henry Schein for the period March 1, 2021 through September 30, 2021, to provide services to the Muskegon County Jail and Juvenile Transition Center, not to exceed \$9,000.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED	NON BUDGETED	PARTIALLY BUDGETED X
REQUESTING DIVISION Network Development	REQUEST DATE June 18, 2021		REQUESTOR SIGNATURE Brian Speer, Contract Specialist
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested for HealthWest to increase projected contract expenditures for FY21 (October 1, 2020 - September 30, 2021) for the agencies and amounts identified below:</p> <ol style="list-style-type: none"> 1. ProtoCall- Increase of \$30,000.00 due to additional coverage during COVID pandemic. 2. Everstream/Midwest Fiber- Increase of \$3,000.00 due to additional bandwidth coverage at HealthWest locations. 3. Case Management of Michigan- Increase of \$12,000.00 due to increased clinical service provision. 4. Cornerstone AFC- Increase of \$30,000 due to an additional residential consumer moving in. 5. Comprehensive Therapy Center- Increase of \$25,000 due to increased usage of speech and language pathology services. 6. Hope Network Behavioral Health Services- Increase of \$15,000 due to additional homes added to contract. 7. Voices for Health- Increase of \$10,000 due to additional interpretation services. 8. Harbor Hall- Increase of \$80,000 due to additional use of added contract services. 9. Our Hope Association- Increase of \$90,000 due to increased services from other closed providers during COVID pandemic. 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to approve the increase in projected expenditures as stated above for ProtoCall, Everstream/Midwest Fiber, Case Management of Michigan, Cornerstone AFC, Comprehensive Therapy Center, Hope Network Behavioral Health Services, Voices for Health, Harbor Hall, and Our Hope Association, totaling \$295,000.00, effective October 1, 2020 through September 30, 2021.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

HWB 531-F

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Network Management	REQUEST DATE June 18, 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 contract with West Michigan Counseling and Psychological Services, PLLC., effective June 1, 2021 through September 30, 2021, to provide Applied Behavior Analysis (ABA) services for eligible HealthWest consumers. The contractor will provide services in accordance with individualized plans of service and bill for services according to contracted rates, not to exceed a total of \$150,000.00 for the FY2021.</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 West Michigan Counseling and Psychological Services PLLC, for the period June 1, 2021 through September 30, 2021, to provide ABA services to eligible HealthWest consumers, not to exceed \$150,000.00 for FY2021.</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																
REQUESTING DIVISION Administration	REQUEST DATE June 18, 2021		REQUESTOR SIGNATURE Brandy Carlson, Chief Finance Officer																
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>																			
<p>HealthWest Board approval is requested to amend the Mental Health FY2021 Budget proposed to the County of Muskegon from \$66,372,966.00 to \$76,643,622 for both revenues and expenditures.</p> <p>Information sheets are attached showing where revenue and expenditures have changed from the current approved County budget to the new proposed County budget for FY2021. As you can see, revenues and expenditures equal each other in this budget amendment.</p> <p>A recap of the changes being requested is shown below.</p> <table border="1"> <thead> <tr> <th></th> <th><u>Current Budget</u></th> <th><u>New Proposed Budget</u></th> <th><u>Change</u></th> </tr> </thead> <tbody> <tr> <td>Revenues</td> <td>\$67,729,813</td> <td>\$79,594,349</td> <td>\$11,943,986</td> </tr> <tr> <td>Expenditures</td> <td><u>\$67,729,813</u></td> <td><u>\$79,594,349</u></td> <td><u>\$11,943,986</u></td> </tr> <tr> <td>Difference</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table> <p>The reason for the increase in the budget is due to additional Medicaid Dollars being received from MDHHS and projected by the Lakeshore Regional Entity due to a FY2020 Rate increase, in the amount of an additional \$9,884,373. Additional, due to COVID-19 and CCBHC we have additional grants I am accounting for in the amount of an additional \$2,005,352. This leaves a small decrease in Children's Waiver Adjustment payments and anticipated interest.</p>					<u>Current Budget</u>	<u>New Proposed Budget</u>	<u>Change</u>	Revenues	\$67,729,813	\$79,594,349	\$11,943,986	Expenditures	<u>\$67,729,813</u>	<u>\$79,594,349</u>	<u>\$11,943,986</u>	Difference	\$0	\$0	\$0
	<u>Current Budget</u>	<u>New Proposed Budget</u>	<u>Change</u>																
Revenues	\$67,729,813	\$79,594,349	\$11,943,986																
Expenditures	<u>\$67,729,813</u>	<u>\$79,594,349</u>	<u>\$11,943,986</u>																
Difference	\$0	\$0	\$0																
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>																			
<p>I move to amend the Mental Health FY2021 Budget proposed to the County of Muskegon from \$67,729,813 up to \$79,594,349 for both revenues and expenditures.</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																
REQUESTING DIVISION Administration	REQUEST DATE June 18, 2020		REQUESTOR SIGNATURE Brandy Carlson, Chief Finance Officer																
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>																			
<p>HealthWest Board approval is requested for the HealthWest FY2022 Budget proposed to the County of Muskegon in the amount of \$81,216,361 for both revenues and expenditures.</p> <p>Information sheets are attached showing where revenue and expenditures have changed from the current approved County budget to the new proposed County budget for FY2022.</p> <p>A recap of the changes being requested is shown below.</p> <table border="1"> <thead> <tr> <th></th> <th><u>Proposed FY21 Budget</u></th> <th><u>New Proposed FY22 Budget</u></th> <th><u>Change</u></th> </tr> </thead> <tbody> <tr> <td>Revenues</td> <td>\$79,594,349</td> <td>\$81,216,361</td> <td>\$1,622,012</td> </tr> <tr> <td>Expenditures</td> <td><u>\$79,594,349</u></td> <td><u>\$81,216,361</u></td> <td><u>\$1,622,012</u></td> </tr> <tr> <td>Difference</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table> <p>The reason for the slight increase in the budget is due to additional Medicaid Dollars in the amount of \$368,699. With the largest increase coming from anticipated CCBHC Additional revenue of \$1,253,312.</p>					<u>Proposed FY21 Budget</u>	<u>New Proposed FY22 Budget</u>	<u>Change</u>	Revenues	\$79,594,349	\$81,216,361	\$1,622,012	Expenditures	<u>\$79,594,349</u>	<u>\$81,216,361</u>	<u>\$1,622,012</u>	Difference	\$0	\$0	\$0
	<u>Proposed FY21 Budget</u>	<u>New Proposed FY22 Budget</u>	<u>Change</u>																
Revenues	\$79,594,349	\$81,216,361	\$1,622,012																
Expenditures	<u>\$79,594,349</u>	<u>\$81,216,361</u>	<u>\$1,622,012</u>																
Difference	\$0	\$0	\$0																
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>																			
<p>I move to approve the HealthWest FY2022 Budget proposed to the County of Muskegon in the amount of \$81,216,361 for both revenues and expenditures.</p>																			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other																		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other																		

CHANGE IN REVENUES ON COUNTY OF MUSKEGON BUDGET FROM THE CURRENT APPROVED
BUDGET AMENDMENT FOR FY 2021 AND FY 2022 BUDGET

REVENUE SOURCE	CURRENT APPROVED FY 2021 BUDGET	PROPOSED FY 2021 BUDGET	FY 2021 DIFFERENCE	PROPOSED FY 2022 BUDGET	FY 2022 DIFF BASED ON FY2021 AMD
AUTISM PROGRAM	\$2,541,780	\$2,568,179	\$26,399	\$2,568,179	\$0
CHILDREN'S WAIVER	\$469,640	\$380,910	(\$88,730)	\$380,910	\$0
DHS INCENTIVE PAYMENT	\$138,200	\$133,716	(\$4,484)	\$168,738	\$35,022
MEDICAID: B3 SERVICES	\$15,128,129	\$13,528,968	(\$1,599,161)	\$13,263,586	(\$265,381)
MEDICAID: HAB SUPPORTS WAIVER	\$7,200,367	\$7,627,031	\$426,664	\$8,215,884	\$588,853
MEDICAID: HEALTHY MICHIGAN	\$4,107,280	\$6,128,099	\$2,020,819	\$6,128,099	\$0
MEDICAID: STATE PLAN	\$24,104,132	\$32,805,506	\$8,701,374	\$32,856,869	\$51,362
SUD: HEALTHY MICHIGAN	\$1,294,568	\$1,789,870	\$495,302	\$1,789,870	\$0
SUD: MEDICAID	\$1,752,500	\$1,789,870	\$37,370	\$1,789,870	\$0
SUD: BLOCK GRANT	\$982,114	\$957,164	(\$24,950)	\$957,164	\$0
SUD: PA2	\$165,377	\$165,377	\$0	\$165,377	\$0
SUD: SOR	\$205,911	\$205,911	\$0	\$205,911	\$0
SUD: STR	\$175,000	\$0	(\$175,000)	\$0	\$0
SED WAIVER	\$253,744	\$322,514	\$68,770	\$281,357	(\$41,157)
TOTAL MEDICAID/LRE Managed Dollars	\$58,518,742	\$68,403,115	\$9,884,373	\$68,771,814	\$368,699
INTERCOUNTY REVENUES	\$281,630	\$130,930	(\$150,700)	\$174,485	\$43,555
NON-MDHHS EARNED CONTRACTS	\$1,073,928	\$1,596,450	\$522,522	\$2,650,734	\$1,054,284
MULTICULTURAL FUNDS	\$166,574	\$61,204	(\$105,370)	\$73,503	\$12,299
MDHHS EARNED CONTRACTS	\$4,062,721	\$5,650,187	\$1,587,466	\$5,736,615	\$86,428
SALE OF ASSETS	\$5,000	\$2,500	(\$2,500)	\$2,500	\$0
STATE ALLOCATION	\$2,077,995	\$2,045,810	(\$32,185)	\$2,049,885	\$4,075
THIRD PARTY FEES	\$792,604	\$978,722	\$186,118	\$1,031,394	\$52,672
TOTAL OTHER REVENUE SOURCES	\$8,460,452	\$10,465,804	\$2,005,352	\$11,719,116	\$1,253,312
CHILDREN'S WAIVER ADJUSTER	\$36,000	\$17,112	(\$18,888)	\$17,112	\$0
COUNTY LOCAL MATCH	\$706,819	\$706,819	\$0	\$706,819	\$0
INTEREST EARNED	\$3,700	\$1,500	(\$2,200)	\$1,500	\$0
TOTAL LOCAL MATCH	\$746,519	\$725,431	(\$21,088)	\$725,431	\$0
TOTAL MUSKEGON CO. REVENUE BUDGET	\$67,725,713	\$79,594,349	\$11,868,637	\$81,216,361	\$1,622,012

BC (Revenue & Expenditure Changes on Budgets)

CHANGE IN EXPENDITURES ON COUNTY OF MUSKOGON BUDGET FROM THE CURRENT APPROVED
BUDGET AMENDMENT FOR FY 2021 AND FY 2022 BUDGET

ORG. NUMBER	ORGANIZATION NAME	CURRENT APPROVED FY 2021 BUDGET	PROPOSED FY 2021 BUDGET	FY 2021 DIFFERENCE	PROPOSED FY 2022 BUDGET	FY 2022 DIFF BASED ON FY 2021 AMD
7033	JUSTICE AND MENTAL HEALTH COLLABORATION	\$406,827	\$446,682	\$39,855	\$509,086	\$62,404
7034	CCBHC GRANT	\$1,493,469	\$1,295,206	(\$198,263)	\$1,295,206	(\$0)
7035	COMMUNITY HEALTH INNOVATION	\$270,636	\$137,258	(\$133,378)	\$301,115	\$163,857
7036	YOUTH CRISIS RESIDENTIAL	\$0	\$82,482	\$82,482	\$187,214	\$104,732
7037	JUVENILE URGENT RESPONSE TEAMS	\$0	\$222	\$222	\$0	(\$222)
7039	CONNECTING VETERANS-MUSK. CO. PROJECT	\$150,000	\$147,000	(\$3,000)	\$147,000	\$0
7040	WRAPAROUND SERVICES	\$874,917	\$1,079,673	\$204,756	\$1,115,748	\$36,075
7043	COURT COLLABORATION	\$529,492	\$598,213	\$68,721	\$598,213	\$0
7050	HUD SUPPORTIVE HOUSING GRANT	\$125,023	\$125,023	\$0	\$125,023	\$0
7051	HUD SUPPORTIVE HOUSING GRANT #2	\$20,123	\$20,123	\$0	\$20,123	\$0
7056	HUD SUPPORTIVE HOUSING GRANT #4	\$25,686	\$25,686	\$0	\$25,686	\$0
7058	HUD SUPPORTIVE HOUSING GRANT #3	\$25,707	\$25,707	\$0	\$25,707	\$0
7059	COMMUNITY BENEFIT/PREVENTION	\$329,711	\$367,756	\$38,045	\$380,659	\$12,904
7063	SUD CONTRACTUAL SERVICES	\$3,840,421	\$3,566,569	(\$273,852)	\$3,399,544	(\$167,025)
7064	SAMHSA INTEGRATED HEALTH CARE	\$114,145	\$201,439	\$87,294	\$229,298	\$27,859
7066	SUD INTERNAL SERVICES	\$755,607	\$1,123,218	\$367,611	\$1,297,637	\$174,419
7068	SYSTEM OF CARE GRANT	\$2,000,000	\$2,376,863	\$376,863	\$2,611,494	\$234,631
7073	MI ADULT INPATIENT	\$1,837,765	\$2,144,539	\$306,773	\$1,747,234	(\$397,304)
7074	MI CHILD INPATIENT	\$661,000	\$218,762	(\$442,238)	\$659,596	\$440,834
7134	VOCATIONAL SERVICES	\$468,299	\$468,655	\$356	\$491,363	\$22,708
7137	CLUB INTERACTIONS	\$671,869	\$676,490	\$4,621	\$694,131	\$17,641
7144	DD SUPPORTS COORDINATION	\$5,625,232	\$5,806,762	\$181,530	\$5,852,133	\$45,371
7146	HIGH INTENSITY SUPPORTS COORDINATION	\$987,777	\$831,796	(\$155,981)	\$933,214	\$101,418
7147	MI ADULT SUPPORTS COORDINATION	\$3,993,950	\$3,659,939	(\$334,012)	\$3,975,200	\$315,262
7155	MI ADULT VOCATIONAL SERVICES	\$19,750	\$20,110	\$360	\$20,110	\$0
7156	DD VOCATIONAL SERVICES	\$1,124,044	\$1,039,343	(\$84,701)	\$1,045,343	\$6,000
7157	IN HOME SUPPORT SERVICES	\$2,529,178	\$2,524,803	(\$4,375)	\$2,524,803	\$0
7158	CONSUMER RUN PROGRAM	\$114,315	\$124,000	\$9,685	\$124,000	\$0
7159	DD RESPITE	\$296,250	\$311,635	\$15,385	\$311,635	\$0
7160	HEALTH SERVICES	\$186,563	\$350,611	\$164,048	\$350,611	\$0
7161	MI CHILD RESPITE	\$3,300	\$5,238	\$1,938	\$5,238	(\$0)
7315	YOUTH BEHAVIORAL SUPPORT TEAM	\$238,424	\$328,529	\$90,105	\$356,938	\$28,409
7316	JUVENILE JUSTICE TEAM	\$661,179	\$806,951	\$145,772	\$808,196	\$1,245
7317	PEER SUPPORT SERVICES	\$236,457	\$345,890	\$109,433	\$347,674	\$1,784
7318	YOUTH COMMUNITY BASED SERVICES	\$2,147,291	\$2,076,508	(\$70,783)	\$2,183,290	\$106,782
7319	AUTISM INTERNAL SERVICES	\$3,187,290	\$4,272,206	\$1,084,916	\$4,561,768	\$289,562
7320	MI OUTPATIENT	\$583,199	\$1,335,837	\$752,638	\$1,371,444	\$35,608
7321	TRANSITION AGE TEAM	\$1,337,132	\$1,327,317	(\$9,815)	\$1,149,595	(\$177,722)
7324	ACT	\$733,690	\$828,064	\$94,374	\$958,317	\$130,254
7325	HOME BASED	\$1,349,800	\$1,304,181	(\$45,619)	\$1,363,313	\$59,132
7327	HOMELESS PROJECT	\$0	\$40,994	\$40,994	\$43,604	\$2,610
7328	INFANT MENTAL HEALTH HOME BASED TEAM	\$740,862	\$575,260	(\$165,602)	\$612,557	\$37,297
7329	DD OUTPATIENT	\$1,183,774	\$1,119,356	(\$64,418)	\$1,179,123	\$59,767
7330	INTAKE/CRISES INTERVENTION	\$1,571,891	\$3,419,292	\$1,847,401	\$3,875,451	\$456,159
7331	INTEGRATED HEALTH #3	\$387,696	\$900,460	\$512,764	\$895,820	(\$4,641)
7333	MI ADULT PARTIAL HOSPITALIZATION	\$43,612	\$43,055	(\$557)	\$43,612	\$557
7334	ASSESSMENT INTAKE	\$1,496,208	\$1,767,871	\$271,663	\$1,838,742	\$70,871
7335	YOUTH OUTPATIENT	\$108,792	\$217,043	\$108,251	\$220,746	\$3,703
7336	INJECTION CLINIC	\$74,144	\$327,018	\$252,874	\$359,367	\$32,349
7337	GROUP SERVICES	\$0	\$218,518	\$218,518	\$226,660	\$8,142
7338	JAIL MEDICAL	\$0	\$639,120	\$639,120	\$1,413,384	\$774,264
7341	KENNETH L. BRINKS FACILITY	\$1,315,130	\$1,904,332	\$589,202	\$2,120,319	\$215,987
7344	CHILDREN'S WAIVER	\$210,000	\$145,053	(\$64,947)	\$145,053	\$0
7346	MI CHILD RESIDENTIAL	\$46,133	\$50,452	\$4,319	\$50,452	\$0
7347	DD RESIDENTIAL	\$12,509,750	\$14,592,623	\$2,082,873	\$14,047,996	(\$544,628)
7348	MI ADULT RESIDENTIAL	\$3,009,235	\$4,313,908	\$1,304,673	\$2,665,280	(\$1,648,627)
7350	MEDICATED ASSISTED TREATMENT	\$0	\$88,303	\$88,303	\$172,518	\$84,215
7351	POST OVERDOSE RAPID RESPONSE	\$0	\$49,890	\$49,890	\$99,780	\$49,890
7554	LOBBY SERVICES	\$0	\$227,910	\$227,910	\$455,820	\$227,910
7701	UTILIZATION MANAGEMENT	\$438,175	\$690,264	\$252,089	\$725,015	\$34,751
7702	NETWORK DEVELOPMENT	\$184,700	\$161,657	(\$23,043)	\$192,687	\$31,030
7703	IS MANAGEMENT	\$363,474	\$1,031,921	\$668,447	\$1,263,717	\$231,796
7704	QI & TRAINING	\$657,182	\$733,054	\$67,872	\$790,097	\$57,043
7705	MANAGED CARE ADMINISTRATION	\$2,206,401	\$2,596,199	\$389,798	\$2,241,264	(\$354,935)
7706	MANAGED CARE FINANCE	\$933,304	\$1,087,121	\$153,817	\$1,196,843	\$109,722
7707	CUSTOMER SERVICES	\$293,832	\$226,392	(\$67,440)	\$236,556	\$10,164
	TOTAL CMH EXPENDITURES	\$67,729,813	\$79,594,349	\$11,943,986	\$81,216,361	\$1,622,012

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Finance	REQUEST DATE June 18, 2021	REQUESTOR SIGNATURE Brandy Carlson, Chief Financial Officer	
<p><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></p> <p>HealthWest Board authorization is requested to increase the approved purchase amount for services from Maner Costerisan (previously \$29,077.80), a Certified Public Accounting Firm located at 2425 E. Grand River Ave., Lansing, MI 48912 by the amount of \$9,400.20 due to an additional 40 hours need to work with the County and HealthWest to optimize the synchronization of information between BS&A and Sage Intacct to ensure that the two systems are reporting the same information. This increases the Post-Implementation synchronization with BS&A and the needed Project Management assistance.</p> <p>The updated statement of work can be found in the attached proposal.</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 the updated purchase agreement with Maner Costerisan for a total amount of \$38,478 for their assistance in the implementation of Sage Intacct's general ledger software and effective June 21, 2021.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

HWB 535-F

Sage Intacct Statement of Work (#21-002)

Prepared for



Prepared by:



2425 E. Grand River Avenue
Lansing, Michigan 48912

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May 25, 2021

TABLE OF CONTENTS

Background Information	2
Project Scope	3
Statement of Work	4
Implementation Methodology	8
Estimated Implementation Fees	11
Investment Summary	12
Signature Page	13

Project Background

HealthWest annually serves over 7,000 Muskegon County children and adults with developmental disabilities, mental illness, or substance use concerns. HealthWest is currently operating as part of Muskegon County, but is in the process of becoming an independent Community Mental Health (CMH) authority. As a CMH Authority, HealthWest will be responsible for its own financial operations and, as such, has made the decision to implement Sage Intacct, the leading Cloud (SaaS) based ERP solution for non-profits.

HealthWest has asked Maner Costerisan to assist with the Sage Intacct implementation. This Statement of Work documents the proposed software configuration and the implementation project scope and related costs.

Other background information:

- HealthWest is currently using Cx360 for its EHR software solution, but is interested in moving to PCE in the future. The goal when PCE is implemented is to have it integrated with Sage Intacct. The Cx360 interface, however, will be accomplished through export/imports and manual entries.
- HealthWest financial applications and payroll are currently being run on Muskegon County's BS&A software. HealthWest will be using Sage Intacct for the financial applications, but for the foreseeable future, HealthWest's payroll will continue to be run on BS&A. Payroll journal entries will be exported from BS&A and imported into Sage Intacct via CSV files.

Project Scope

The Sage Intacct modules/features that are initially in scope for this project are as follows:

- General Ledger w/Financial Report Writer
- Accounts Payable
- Accounts Receivable
- Cash Management (Bank Reconciliation)
- Grants Tracking & Billing
- Purchasing
- Dynamic Allocations
- Advanced Audit

In addition, HealthWest will be implementing the following Sage Intacct Marketplace solution as a Phase II:

- AssetEdge - Fixed assets module from Wipfli. AssetEdge was written specifically for non-profit and governmental Intacct users and is seamlessly integrated within Sage Intacct.

Although it is not in scope for this initial project, we recommend that Healthwest implement ManerLink if and when HealthWest migrates to the PCE EHR solution. ManerLink is an integration middleware Marketplace solution from Maner Costerisan. ManerLink allows you to easily read and write data to/from virtually any data source and Sage Intacct. Users can map and transform the data, as needed, to ensure the information is recorded properly. Integration maps can be run on demand or scheduled to run automatically as specified by the user.

Statement of Work

Company and Platform Services Setup & Configuration

Following the initial Project Planning Meeting, we will have Intacct provision a multi-entity, shared environment and we will set up and configure your organization within that environment. Unless agreed upon otherwise, a standard Intacct Non-Profit QuickStart template will be used. The setup and configuration will include the following:

Shared Intacct Environment

Setup and Configuration

- Create one (1) Shared Intacct environment with a single base currency (USD)
- Create one (1) transactional business entity(s)
- Create one (1) sandbox environment for training and testing

Company

Setup and Configuration

- | | |
|---|--|
| • Configure Company general information, security, preference, accounting, and display settings | • Subscribe to purchased applications, including Collaborate |
| • Review user/role creation process and permission options. Create one (1) role or user with permission designations. Client is responsible for creating additional role and user permission designations and assigning permissions to users. | • Enable fiscal year structure |
| • Enable Cash and/or Accrual basis accounting method | • Create document numbering sequences |
| • Configure dimensions | • Configure Dimension Groups, if applicable |

Training

- User Setup & Security

Data Migration

Maner Costerisan will import the following data from Excel import templates that HealthWest will populate:

- Chart of Accounts
- Vendor Master File w/Vendor 1099 & ACH Data, if applicable
- Customer Master File
- Fixed Assets – in Phase II
- General Ledger Open Balances
- The General Ledger summary (net activity) history by account for up to two (2) historical fiscal years plus the current fiscal year-to-date.

It is assumed that, if there is other data that needs to be populated in the new system, it will be imported or manually keyed into the system by HealthWest.

Accounts Payable Setup & Configuration

Intacct gives you the option of using Pre-printed, Intacct-Compatible check stock or using blank MICR check stock (recommended) and MICR toner cartridges. Maner Costerisan will provide a guide to assist with setting up checking accounts for check printing. We will also assist with enabling accounts for check printing and will help you resolve any check printing set-up issues. HealthWest is responsible for final check printing alignment and, if using MICR checks, bank verification that the check print format is acceptable. HealthWest check printing verification must be completed 10 days prior to system go-live date.

Cash Management Setup & Configuration

Maner Costerisan will train HealthWest on how to setup bank accounts and will assist in creating one checking account. It is assumed that HealthWest will set up additional bank accounts, if needed.

We will provide training and guidance on how to reconcile bank accounts. HealthWest is responsible for performing all bank account reconciliations in the Cash Management application and agrees to complete a minimum of one (1) bank account reconciliation within 45 days after system go-live.

Grants Tracking & Billing

Maner Costerisan will help HealthWest configure the Grant Tracking so that HealthWest can generate the reports needed to monitor grant status and request reimbursement. The billing portion of Grants Tracking & Billing, however, will not be utilized.

Dynamic Allocations

Maner Costerisan will train HealthWest on the Dynamic Allocations module and will assist HealthWest in configuring one Dynamic Allocation (e.g. allocate indirect overhead to locations based on FTEs.) It is assumed that HealthWest will be responsible for creating any additional allocation schedules, if needed.

Fixed Assets

The fixed asset module implementation will be coordinated by Maner Costerisan but will be implemented by Wipfli. This module will be implemented as a Phase II after the initial Sage Intacct implementation.

Purchasing Approval Workflow

Maner Costerisan will assist HealthWest in creating a purchasing approval workflow, including up to three purchasing transaction definitions. If additional transaction definitions are required, additional fees may apply.

Dashboard Creation

Maner Costerisan will train HealthWest on how to create Dashboards and will assist in creating one (1) dashboard as an example.

Financial Report Writer Training & Report Development

Sage Intacct comes standard with over twenty (20) financial reports that can potentially be used out-of-the-box. These reports can be modified, if needed, using the Sage Intacct Financial Report Writer. As part of the implementation, we will train you on how to modify the existing reports and create new reports, if needed. During training, we will help you create a basic:

- Statement of Activity / Income Statement
- Statement of Financial Position / Balance Sheet

User Training

Training will be based on a Train the Trainer approach where we will train the key users and they will train others, if needed.

Journal Entry Import Training

In addition to helping HealthWest import the initial master file information and opening balances, we will show HealthWest how to import monthly journal entries (e.g., payroll entries), if available in an acceptable format.

Customizations

No customizations are included in this Statement Work. This Statement of Work assumes that all of HealthWest's needs can be met through the out-of-the-box configuration options.

Integrations

Automated integrations are not in scope for this project.

Custom Report Writing

Custom reports are not in scope for this project. If HealthWest would like Maner Costerisan to write custom reports, we would be happy to do that, but a Change Order will need to be created and approved with the estimated hours.

Go-Live and Post Go-Live Assistance

We will assist, as needed, during the Go-Live stage to ensure a smooth transition and we will provide follow-on assistance for any issue that may come up after Go-Live. We will also provide assistance, as needed, with the first month-end close.

Post-Implementation Synchronization with BS&A

Following the successful implementation of Sage Intacct, we will work with the County and Healthwest to optimize the synchronization of information between BS&A and Sage Intacct to ensure that the two systems are reporting the same information.

Project Management

Communication throughout the project is extremely important. In addition to the day-to-day interactions between the Maner Costerisan project team and your project team, it is the responsibility of the Maner Costerisan Project Manager to ensure that tasks are completed on time and that any outstanding issues are quickly identified and discussed. If the scope of the project changes, a change order will be prepared with an estimate that includes the additional hours that are required and the associated fees. This change order will be presented to you for approval before any services are performed.

Project Timeline

The targeted go-live for this project is October 1, 2021. A mutually agreed upon Project Timeline and Project Taskplan with tasks and responsibilities will be created following the project kick-off meeting.

Out-Of-Scope

Any services not specifically outlined in this Statement of Work will be considered out-of-scope for this project.

Other Assumptions

- Financial reports are produced and available via the General Ledger financial reporting application and limited to the data and formats available via the Financial Report Writer tool.
- Custom reports, if applicable, are produced and available via the Customization Services module and limited to the data and formats available via the Customization Services Custom Report Writer tool.
- System configurations and approval workflows are limited to the configuration and workflow options available within the Sage Intacct product as of the signed Statement of Work date.

HealthWest Responsibilities

The implementation process is a team effort. The following are some of HealthWest's key responsibilities:

- Designate an internal project manager with the authority to ensure that HealthWest' assignments are completed on time
- Assist with data migration, by cleansing data and populating Excel Import Templates
- Verify the integrity of data that is imported into Intacct
- Ensure that we have minimal disruptions during training sessions
- Make timely decisions regarding setup options and workflow processes
- Document internal processes and procedures
- Provide samples of required queries and reports
- **TEST the system thoroughly before Go-Live**

Maner Costerisan Implementation Methodology

Intacct is an extremely flexible and powerful financial accounting software solution with many options and many ways that it can be configured. Because of this, it is critical that we take the time to ensure that it is configured properly so that HealthWest will receive the greatest possible benefit from the system. At the same time, however, we want to streamline the implementation and keep the implementation costs to a minimum.

We have been providing best practices implementation services to growing organizations for over 20 years. The key to our success in deploying accounting and ERP systems has been with following our Rapid Implementation Methodology. This ensures we utilize a consistent approach and a standard set of tools and templates that help ensure our projects are completed efficiently and drive business value right away and therefore reduce your risk.

We follow a multi-step process noted below that is designed to get you live on-time, on-budget and with minimal disruption to your business. Regularly scheduled status meetings will be held throughout the project to make sure deadlines are being met, and to resolve any questions or concerns. After all objectives have been met, the project will be closed, and the client will be transitioned to support.

Project/Quality Management



Phase I - Plan & Analyze

The overall goal of the Plan & Analyze phase is to define the highest-value approach to implementing the Intacct system to meet your needs.

We will begin by scheduling a Kick-Off Meeting. During the Kick-Off meeting we will review the project scope and agree upon the project timeline and project responsibilities. In addition, we will discuss communications and the importance of project management and we will review and finalize a Functional Requirements Document (FRD) that we ask you to fill out in advance. We will mutually build the project schedule, planning out the training days, data migrations, and go-live. Training sessions can be held onsite, remotely, or in Maner Costerisan's Training Center.

During the Plan & Analyze Phase, we will discuss your organizational structure (e.g., entities, user accounts, account numbering, reporting dimensions, etc.) and we will review the key configuration options, integration needs and reporting requirements. Will also do a high-level review of your current systems (both manual and automated) and your business processes. To assist us with this, we will need samples of all of the current documents and spreadsheets that are used and/or referenced.

At the end of Phase I, Maner Costerisan may document a more detailed Statement of Work with revised estimates. We will not proceed to Phase II without your approval of a change order if changes to the original Project scope have been made.

Phase II - Design & Configure

In the Design & Configure phase, we enable your new business capability by configuring the product setup, performing data conversion and report formats per your requirements. We also work jointly with you to perform the initial chart of accounts and vendor data upload into the new Intacct system. Once your initial master file data has been loaded, we will create a Test (Sandbox) environment for training and testing. If needed, we will do a Conference Room Pilot to ensure that the system is configured properly to produce the desired results.

The key deliverable from this phase is a configured Intacct system (both Production & Sandbox) loaded with your master file data and ready for the next phase.

Phase III - Test & Train

In the Test and Train phase, we test your new Intacct system and train your key resources on their new business capabilities. This includes jointly performed high-level product testing of your implementation to ensure it functions as intended. Additionally, this training approach engages your key resources to document their own specific business process methods and procedures for use when the system is deployed and enable them to train additional users (train the trainer). After being trained, your users will also perform their own User Acceptance Test (UAT) to ensure the system is ready for 'go live' in the production environment.

The key deliverables from this phase include a fully configured and user-accepted Intacct system ready for deployment.

Phase IV - Deploy

The Deploy phase includes all planning and production readiness activities leading up to and including the final system 'go live' deployment to the end users and transition of the application management responsibilities to the ongoing support unit (power user). During this phase, we will provide final end-user training, if applicable.

During the go live, we typically are on-site to ensure a successful go live with minimal stress on your organization. The key deliverable from this phase is a successful deployment of your Intacct system in the production environment.

Phase V – Operate & Ongoing Support

Shortly after going live we will transition you to support and schedule an official transition meeting. At the meeting we will introduce you to your Customer Account Manager and explain how to contact the technical support team and obtain assistance.

Maner Costerisan is also available to assist you with other future project-based work such as Intacct module enhancements, additional training, new module implementations, system customization, and system integration and report writing to meet your changing needs.

Lastly, through our Maner Costerisan account management process, we will continue to communicate with you about the new releases of Intacct and the new features that can be utilized by leveraging the most current version of the software. We will also schedule periodic, complimentary meetings to discuss any issues, concerns and/or challenges that we may be able to help you with.

Change Management

Change within an organization is always difficult. For this reason, we encourage our clients to get users involved in the implementation process early and often. Many times, we start by doing a high-level demo to all of the users, if they have not already seen the software, to show them some of the fun and exciting features. It is important that the users have the opportunity to test and work with the software in advance of the go live so the users feel prepared and are less stressed at go live. We always have a consultant on-site during the go live to ensure any possible issue that might arise are quickly resolved to further minimize stress.

Estimated Implementation Fees

Implementation consulting fees will be billed at time and materials at our standard billing rates unless specified otherwise in this Statement of Work. Our current standard billing rate is \$210 per hour. For the purposes of this proposal, we are using a discounted, blended billing rate of \$200 per hour.

We estimate that the Sage Intacct implementation will take 112 hours of consulting time (+/- 15%) to implement. At our discounted billing rate of \$200 per hour, the estimated cost for the Sage Intacct implementation and training will be \$22,400. We estimate 40 hours for the synchronization of BS&A and Sage Intacct post implementation for an estimated cost of \$8,000. The fixed asset module implementation will be a Phase II project, and is fix priced at \$999. Project management is billed at 20% of the consulting services. As such, the total estimated implementation fees for this project are estimated to be \$38,478.00.

Travel time, if applicable, is billed at \$105 per hour and out-of-pocket expenses, including mileage, are billed at cost. Due to the current social distancing requirements, we do not anticipate any billable travel time and travel expenses for this project.

Investment Summary

Investment Summary			
Qty	Recommended Marketplace Software		Annual Subscription
1	Asset Edge Fixed Assets (1-500 assets)		\$ 999.00
Hrs	Estimated Professional Services	Discounted Hourly Rate	Estimated Fees
112	Intacct Configuration, Data Migration Training, Testing, Etc.	\$200	\$ 22,400.00
40	Post-Implementation Synchronization with BS&A	\$200	\$ 8,000.00
	Project Management (20%)		\$ 6,080.00
	AssetEdge Implementation - Fixed Fee		\$ 999.00
	Total Estimated Services		\$ 37,479.00
Total Estimated First Year Investment (not including Sage Intacct Subscription)			\$ 38,478.00

Footnotes:

Professional services for this project, unless specified otherwise, will be billed at time & materials based on actual hours worked. Out-of-Pocket expenses, if applicable, are extra and are billed at cost. Travel time is billed at \$105 per hour.

Signature Page

If this Statement of Work is acceptable, please sign below and return it to Maner Costerisan. We are excited about this project and look forward to helping HealthWest benefit from Sage Intacct, your powerful new financial accounting software solution.

The individual signing below is authorized to accept this project on behalf of HealthWest:

Accepted By: _____
HealthWest, Inc.

Printed Name: _____

Title: _____

Date: _____