



FINANCE COMMITTEE

January 20, 2023 – 8:00 a.m.

376 E. Apple Ave. Muskegon, MI 49442

Committee Chair: Janet Thomas
Committee Vice-Chair: Jeff Fortenbacher

AGENDA

- | | | |
|----|---|-------------|
| 1. | Call to Order | Quorum |
| 2. | Approval of Minutes | |
| | A. Approval of the Minutes of December 9, 2022
(Attachment #1 pg.1-4) | Action |
| 3. | Items for Consideration | |
| | A. Approval of Expenditures for December 2022
(Attachment #2 pg. 5) | Action |
| | B. Monthly Report from the Chief Financial Officer
(Attachment #3 pg.6-8) | Information |
| | C. Program Budget Report
(Attachment #4 pg. 9-12) | Information |
| | D. FY 23 Actual and Projected Expenditures
(Attachment #5 pg. 13) | Information |
| | E. Authorization to approve payment to landlords for lease payments in the HUD programs
(Attachment #6 pg. 14) | Action |
| | F. Authorization to sign the contract with Quinn Consulting Services, LLC
(Attachment #7 pg. 15) | Action |
| | G. Authorization to approve a 3% rate increase to the contract DCO Provider Servicios De Esperanza, LLC (Services of Hope)
(Attachment #8 pg. 16) | Action |

Main Office

376 E. Apple Ave. | Muskegon, MI 49442 | P (231) 724-1111 | F (231) 724-3659
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- H. Authorization to approve signing Reimbursement Agreement for Lakeshore Training System (Attachment #9 pg. 17) Action
- I. Authorization to approve PA2 Grant funding to Substance Use Recovery Housing Provider **Fresh Coast Alliance** (Attachment #10 pg. 18) Action
- J. Authorization to approve contract with Rubix Technology (Attachment #11 pg. 19) Action
- 4. Old Business
- 5. New Business
- 6. Communications
 - A. Roslund, Prestage & Company Letter re: Communication with those Charged with Governance during Planning (Attachment #12 pg. 20-21) Information
- 7. Director's Comments
- 8. Audience Participation
- 9. Adjournment



HEALTHWEST

FINANCE COMMITTEE MEETING MINUTES

**Friday, December 9, 2022
8:00 a.m.**

CALL TO ORDER

The regular meeting of the Finance Committee was called to order by Janet Thomas at 8:02 a.m.

ROLL CALL

Committee Members Present: Janet Thomas, Charles Nash, Steph Umlor, Thomas Hardy, Remington Sprague, M.D., Marcia Hovey-Wright

Committee Members Absent: John Snider, Jeff Fortenbacher

Also Present: Julia Rupp, Brandy Carlson, Amber Berndt, Mickey Wallace, Holly Brink, Shannon Morgan, Tasha Percy, Melina Barrett, Jackie Farrar, Kelly France, Jason Bates, Cece Riley, Gordon Peterman, Gary Ridley

Guests: Angie Gasiewski, Matt Farrar

MINUTES

It was moved by Commissioner Nash, seconded by Mr. Hardy, to approve the minutes of the November 10, 2022, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

A. Monthly Report from the Chief Financial Officer

Ms. Carlson presented the November report for board member review, noting an overall cash balance of (\$9,650,739). Also presented were the month-end projection trends for board member review.

B. Approval of Expenditures for November 2022

It was moved by Mr. Hardy, seconded by Commissioner Nash, to approve expenditures for the month ending November 30, 2022, in the total amount of \$7,033,916.05.

MOTION CARRIED.

C. Program Budget Report

Ms. Carlson presented the HealthWest Expenditures Financial Statement for November 2022 which shows the estimated true variance to date of \$5,791,428.67. Expenditures are under budget to date.

D. Fiscal Year 2023 Actual and Projected Expenditures

The Mental Health Fee Report has a positive variance of \$4,158,628. The Substance Abuse Fee Report has a positive variance of \$ 827,683 through the month of November 2022. It should be noted that this variance report is based on the budget approved by the HealthWest Board during the month of June 2022.

E. Authorization to approve a 3% rate increase for SUD Outpatient Providers.

It was moved by Commissioner Nash, seconded by Dr. Sprague, authorize the approval of a 3% rate increase to SUD Outpatient Providers who provide Substance Use Services, effective January 1, 2023, at the cost not-to-exceed \$125,257.50 for FY23.

MOTION CARRIED.

F. Authorization to sign the Purchase Agreement between the Lakeshore Regional Entity and HealthWest

It was moved by Commissioner Nash, seconded by Dr. Sprague, to authorize the HealthWest Executive Director to sign the Purchase Agreement between the Lakeshore Regional Entity and HealthWest a Certified Community Behavioral Health Clinic (CCBHC), effective October 1, 2021 through September 30, 2022

MOTION CARRIED.

G. Authorization to Approve to sign Amendment #1 of the Smoking Cessation for Peers Grant

It was moved by Commissioner Hovey-Wright, seconded by Mr. Hardy, to approve the HealthWest Executive Director to sign Amendment #1 of the Smoking Cessation for Peers Grant, effective October 1, 2020 through September 30, 2022.

MOTION CARRIED.

H. Authorization to Approve the continuation of the Contract with Peter Chang Enterprises, Inc. (PCE) for FY23

It was moved by Mr. Hardy, seconded by Dr. Sprague, to authorize the HealthWest Board to continue contracting with Peter Chang Enterprises, Inc. (PCE), for FY23 to provide Electronic Health Records (EHR) services to HealthWest, at a cost not to exceed \$360,000.00 for FY2023.

MOTION CARRIED.

I. Authorization to Increase the Projected Expenditure for Recovery Road, LLC

It was moved by Mr. Hardy, seconded by Ms. Umlor, to authorize the HealthWest Board of Directors to approve the increase in projected expenditure as stated above for Recovery Road, LLC totaling \$50,000.00, effective October 1, 2022 through September 30, 2023.

MOTION CARRIED.

J. Authorization to Approve the COVID-19 Block Grant to HealthWest Outpatient Substance Use Providers

It was moved by Mr. Hardy, seconded by Ms. Umlor, to authorize the approval of a COVID-19 Supplemental FY23 Block Grant to the Outpatient Substance Use Disorder Providers, effective October 1, 2022 through September 30, 2023, for a total grant amount of \$243,136.00.

MOTION CARRIED.

K. Authorization to Approve Payment for the Education Development Center

It was moved by Commissioner Nash, seconded by Dr. Sprague, to authorize the HealthWest Board of Directors to authorize payment to the Education Development Center not to exceed \$9,500 to provide required training manuals and certificates for HealthWest staff attending Assessing and Managing Suicide Risk (AMSR).

MOTION CARRIED.

L. Authorization to Approve Contract with Motivity for Electronic Data Collection of Autism Services

It was moved by Commissioner Nash, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Board of Directors to contract with Motivity for Electronic Data Collection of Autism Services at an expense not to exceed \$19,000 through September 30, 2023.

MOTION CARRIED.

M. Authorization to Sign the Lease Agreement with Moka Corporation, Suite 103

It was moved by Commissioner Hovey-Wright, seconded by Commissioner Nash, to authorize the HealthWest Board of Directors to sign the lease agreements with Moka Corporation, 715 Terrace Street, Muskegon, MI. The effective dates of the leases are December 1, 2022, through November 30, 2025, and December 1, 2022 through November 30, 2023 at a total cost not to exceed of \$108,181.29 for the life of both leases.

MOTION CARRIED.

N. Authorization to Approve Increase in Projected Expenditures for Pioneer Resources

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize the increase in projected expenditures for Pioneer Resources with a total not to exceed \$60,492.16, effective October 1, 2021 through September 30, 2022.

MOTION CARRIED.

O. Authorization to Approve Covid Provider Relief Funds for Agency Providers

It was moved by Commissioner Nash, seconded by Mr. Hardy, to authorize Covid Providers Relief Funds an amount not to exceed \$100,785.86 to providers listed on Attachment A, through funding provided by the LRE.

MOTION CARRIED.

P. Authorization to Approve Covid Provider Relief Funds for Agency Providers

It was moved by Commissioner Nash, seconded by Ms. Umlor, to authorize the approval of a 3% rate increase to the Mental health Network Providers, effective January 1, 2023, at a cost not to exceed \$1,243,000.00 for FY23.

MOTION CARRIED.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

There was no communications.

DIRECTOR'S COMMENTS

Ms. Rupp gave an update on the past liabilities (owed from FY 18 and 19) with the LRE. Last Friday. Muskegon county and HealthWest filed a motion to intervene to join LRE DEC action. The judge has set a hearing for 1/23.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:53 a.m.

Respectfully,

Janet Thomas
Board Chair

JT/hb

**PRELIMINARY MINUTES
To be approved at the Finance Meeting on
January 20, 2023**

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE January 20 2022	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 December 2022 totaled \$7,189,072.22. Some unusual expenditures for the month include \$32,635.00 to Anikare for 2 months of specialized residential services, \$58,001.84 to Bertelsmann Learning, LLC for FY23 HealthWest learning system, \$41,287.00 to Bolt LTD for FY23 Laserfiche licenses, \$17,647.65 to CDW government for 15 staff laptops, \$72,150.00 to MDHHS for FY23 eligibility specialist contract, \$14,262.48 to Sehi Computers for 71 monitors, and \$69,200.00 to State of Michigan for FY23 Interagency cash transfer agreement. Also included in the expenses are the 2022 COLA and longevity payments to employees.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to approve expenditures for the month of December 2022, in the total amount of \$7,189,072.22.			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

HealthWest

Financial Officer Report for January 2023

- ❖ **Disbursement Report** – A motion is requested to approve the December 2022 disbursements. A summary of those disbursements is included as an attachment.

- ❖ **Program Budget Report** – The Report for December is included as an attachment. Based on the budget approved in June 2022 the expenditures paid to date continue to average 60% less than budgeted in June. To date all expenses are under budget or over budget by less than \$100,000 apart from MI Adult Residential and Managers.

- ❖ **Financial Status Report** – The new Financial Status Report is attached. As you can see from the current Spending Plan we are projected within \$687,086 of our proposed expense budget. However, the HealthWest Leadership team is working on an updated Spending Plan and we will be bringing that to a future board meeting for review and discussion. I would also like to point out that the revenue is currently \$1.5 million less than projected in our spending plan. We will continue to keep an eye on revenue and adjust our expenses accordingly. Currently our expense budget is \$5.8 million less than our revenue budget for this issue exactly.

- ❖ **FY 2023 Revenue Projections** – Updated revenue and projections by program are below.

	TANF	DAB	HMP	Waiver	Total MM
Total MM	398,906	149,907	243,040	2,131	793,983
PMPM					
	TANF	DAB	HMP	Waiver	Total
Total Revenue PMPM	\$12,896,914.72	\$46,653,066.63	\$12,006,530.74	\$11,670,246.92	\$83,226,759.00
Total LRE Admin	\$(449,590.61)	\$(1,626,317.00)	\$(418,547.87)	\$(406,752.70)	\$(2,907,208.18)
Total ISF	\$-	\$-	\$-	\$-	\$-
Total Timely Reporting	\$-	\$-	\$-	\$-	\$-
Total Performance	\$-	\$-	\$-	\$-	\$-
Total PMPM Dollars Available	<u>\$12,447,324.11</u>	<u>\$45,026,749.63</u>	<u>\$11,587,982.87</u>	<u>\$11,263,494.22</u>	<u>\$80,325,550.83</u>
Avg PMPM - After Deduct	\$31.20	\$300.36	\$47.69	\$5,285.54	\$101.17
Allocation					
Dollars	TANF	DAB	HMP	Waiver	FY2023 Total
State Plan 1115	\$6,847,594.27	\$21,466,186.15	\$7,639,771.51		\$35,953,551.92

State Plan 1915 (i)	\$846,387,.69	\$17,246,787.83	\$-		\$18,093,175.52
Autism	\$3,529,262.31	\$5,397,305.06	\$5,338.02		\$8,931,905.39
SUD	\$1,224,079.85	\$916,470.59	\$3,942,873.34		\$6,083,423.78
HSW				\$10,835,474.39	\$10,835,474.39
CWP				\$232,731.95	\$232,731.95
SED				\$195,287.88	\$195,287.88
Total Dollars Available	\$12,447,324.11	\$45,026,749.63	\$11,587,982.87	\$11,263,494.22	\$80,325,550.83

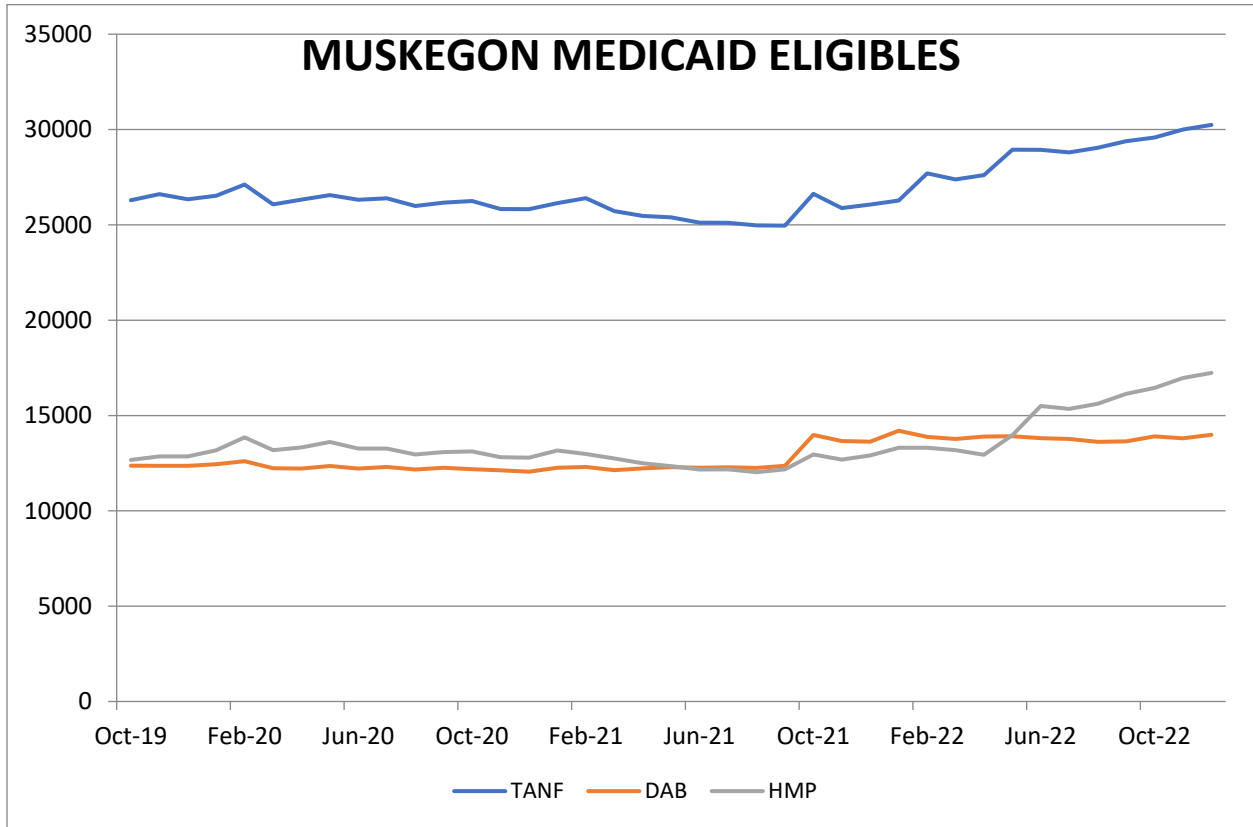
PMPM	TANF	DAB	HMP	Waiver	FY2022
					Total
State Plan 1115	\$17.17	\$143.20	\$31.43		\$45.28
State Plan 1915 (i)	\$2.12	\$115.05	\$-		\$22.79
Autism	\$8.85	\$36.00	\$0.02		\$11.25
SUD	\$3.07	\$6.11	\$16.22		\$7.66
HSW				\$5,637.60	\$13.65
CWP				\$2,706.19	\$0.29
SED				\$1,587.71	\$0.25
Total PMPM	\$31.20	\$300.36	\$47.68	\$5,285.54	\$101.17

❖ **Cash Balances** – The cash balances in our two funds have improved again since October, as can be seen below. I would note that our current deferred revenue is \$11,886,709.74. Taking this into account, should that be paid in full, HealthWest would have a cash balance of a positive \$4,407,141.35 as of December 31, 2022.

	MENTAL HEALTH	CMH CLIENT	TOTAL ALL
JANUARY, 2022	(\$14,434,192)	\$777,091	(\$13,657,101)
FEBRUARY, 2022	(\$13,670,107)	\$851,222	(\$12,818,885)
MARCH, 2022	(\$14,890,102)	\$735,884	(\$14,154,218)
APRIL, 2022	(\$14,848,990)	\$811,688	(\$14,037,302)
MAY, 2022	(\$12,058,521)	\$681,248	(\$11,377,272)
JUNE, 2022	(\$9,838,112)	\$700,401	(\$9,137,711)
JULY, 2022	(\$15,068,459)	\$653,725	(\$14,414,734)
AUGUST, 2022	(\$10,441,091)	\$656,827	(\$9,784,265)
SEPT. PRELIM., 2022	(\$11,767,427)	\$747,055	(\$11,020,372)
OCTOBER, 2022	(\$10,445,279)	\$657,381	(\$9,787,898)
NOVEMBER, 2022	(\$10,324,812)	\$674,073	(\$9,650,739)
DECEMBER, 2022	(\$7,479,568)	\$735,716	(\$6,743,852)

❖ **Financial Data/Charts** – The following chart contains an annual and monthly comparison of the number of individuals in our County who are eligible for each program. The number of eligible individuals in HealthWest determines the amount of revenue that HealthWest receives each month. Data is shown for October 2019 – December 2022. HealthWest also receives payments for other

individuals who are not listed on these charges but are eligible for behavioral health services (i.e., individuals enrolled and eligible for the Habilitation Supports Waiver (HSW) program).



HealthWest

1 - Program Budget Report

Reporting Book:
As of Date:

ACCRUAL
12/31/2022

	Expenses Year Ending 09/30/2023	Average Monthly Budget	Expenses Month Ending 12/31/2022	Current Year-to-Date Budget	Expenses Year Ending 09/30/2023	
	FY23 Budget		Current Month		Actual Expenses	Year-To Date Variances
All Programs						
100-Recipient Rights	227,143.01	18,928.58	199.38	56,785.75	54,769.85	2,015.90
110-Diversity Equity & Inclusion	196,562.18	16,380.18	0.00	49,140.55	17,234.42	31,906.13
120-Information Systems	2,818,727.58	234,893.97	98,186.44	704,681.90	436,741.83	267,940.07
130-Data Analytics	1,171,200.69	97,600.06	67,876.84	292,800.17	223,564.28	69,235.89
140-Community Outreach	482,627.86	40,218.99	14,937.99	120,656.97	102,143.58	18,513.39
150-Community Relations	957,136.29	79,761.36	13,284.90	239,284.07	156,812.82	82,471.25
160-FINANCE	348,797.66	29,066.47	37,113.95	87,199.42	247,588.01	(160,388.60)
161-Do not use- old Billing	675,758.95	56,313.25	0.00	168,939.74	856.00	168,083.74
162-Do not use old GL	494,366.62	41,197.22	0.00	123,591.66	2,029.56	121,562.10
163-Do not use- old Grants	271,401.05	22,616.75	6,192.50	67,850.26	12,533.33	55,316.93
164-Do not use- old FinAdmn Asst	236,655.50	19,721.29	0.00	59,163.88	0.00	59,163.88
165-Facilities	905,917.17	75,493.10	70,828.26	226,479.29	249,551.78	(23,072.49)
170-HR	578,611.51	48,217.63	698.91	144,652.88	96,416.12	48,236.76
180-Contracts/Provider Network	323,811.93	26,984.33	1,044.72	80,952.98	28,709.76	52,243.22
190-Quality Assurance	313,717.11	26,143.09	164.23	78,429.28	95,933.77	(17,504.49)
200-Client Information	1,315,043.04	109,586.92	151,089.97	328,760.76	271,998.35	56,762.41
210-Utilization Management	848,797.82	70,733.15	22,552.80	212,199.46	158,412.45	53,787.00
221-Adult Assessment & Stabilization	1,905,564.31	158,797.03	1,262.44	476,391.08	251,984.42	224,406.66
222-Registration	7,281.68	606.81	0.00	1,820.42	0.00	1,820.42
223-Clinical Services Secretary	1,830.72	152.56	0.00	457.68	0.00	457.68
224-Intensive Crisis Stabilization	865,093.17	72,091.10	4,128.78	216,273.29	181,308.91	34,964.38
225-Veterans Services	144,373.44	12,031.12	0.00	36,093.36	17,609.99	18,483.37
226-Youth Assessment & Stabilization	1,198,778.65	99,898.22	163.75	299,694.66	179,751.60	119,943.06
230-School Based Services	1,264,476.28	105,373.02	52.00	316,119.07	106,292.67	209,826.40
240-Post Overdose Rapid Response	8,134.59	677.88	0.00	2,033.65	0.00	2,033.65
251-Law Enforcement Assisted Diversion	535,231.67	44,602.64	7,348.52	133,807.92	94,399.34	39,408.58
252-Correctional Recovery Coach Services	78,078.42	6,506.54	119.90	19,519.61	22,252.26	(2,732.66)

HealthWest

1 - Program Budget Report

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	FY23 Budget		Current Month		Actual Expenses	Year-To Date Variances
All Programs						
253-Jail Treatment	585,363.76	48,780.31	119.90	146,340.94	67,204.93	79,136.01
260-Jail Medical	872,650.74	72,720.90	1,250.00	218,162.69	1,186.95	216,975.74
270-IDD Supports Coordination	271,274.05	22,606.17	266.88	67,818.51	28,030.64	39,787.87
271-Adult Intensive Case Management I/DD	462,848.36	38,570.70	987.45	115,712.09	1,510.52	114,201.57
272-Adult Community Based DD Team 1	943,255.67	78,604.64	767.38	235,813.92	146,689.75	89,124.17
273-Adult Community Based DD Team 2	1,007,556.70	83,963.06	12.73	251,889.18	167,607.00	84,282.18
274-Transition -Age Team (Adult)	600,720.19	50,060.02	0.00	150,180.05	84,660.09	65,519.96
275-Medically Complex Team	715,532.98	59,627.75	193.88	178,883.25	124,167.52	54,715.73
276-Youth Supports Coordination/IDD	821,772.15	68,481.01	130.75	205,443.04	82,300.40	123,142.64
280-Autism	4,469,699.96	372,475.00	50,438.15	1,117,424.99	631,337.49	486,087.50
281-Youth Behavioral Support	590,029.86	49,169.16	9,079.14	147,507.47	98,534.16	48,973.31
282-DD Assessment	515,192.66	42,932.72	0.00	128,798.17	63,399.07	65,399.10
283-DD Clinic	474,118.44	39,509.87	2,419.87	118,529.61	17,869.51	100,660.10
290-Clinical Services MI Team 1	1,665,502.47	138,791.87	613.90	416,375.62	257,714.21	158,661.41
291-Clinical Services MI Team 2	1,543,998.45	128,666.54	3,806.37	385,999.61	233,878.48	152,121.13
292-Clinical Services MI High Intensity Team	368,710.19	30,725.85	0.00	92,177.55	2.19	92,175.36
293-Clinical Services / ACT	920,006.46	76,667.21	561.90	230,001.62	102,004.10	127,997.52
294-Clinical Service/ SUD	615,257.78	51,271.48	9,620.28	153,814.45	87,031.12	66,783.33
295-MI Adult Support Group Coordination	377,132.89	31,427.74	0.00	94,283.22	44,588.17	49,695.05
296-MI Adult Supports COFR	107,769.62	8,980.80	509.90	26,942.41	15,086.62	11,855.79
300-Vocational Services	516,890.53	43,074.21	535.82	129,222.63	78,362.72	50,859.91
310-Juvenile Justice	610,442.93	50,870.24	374.40	152,610.73	76,459.35	76,151.38
311-Youth Based Services Team 1	728,370.23	60,697.52	9,661.02	182,092.56	117,279.36	64,813.20
312-Youth Based Services Team 2	665,368.12	55,447.34	6,957.73	166,342.03	89,034.46	77,307.57
313-Youth/Infant/Early/Juvenile Clerical	83,185.85	6,932.15	0.00	20,796.46	21,521.31	(724.85)
314-Infant Mental Health/Early Childhood	826,242.07	68,853.51	6,137.52	206,560.52	85,675.50	120,885.02
320-Youth Wraparound	803,246.18	66,937.18	7,657.77	200,811.55	79,903.49	120,908.06

HealthWest

1 - Program Budget Report

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12/31/2022

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	FY23 Budget		Current Month		Actual Expenses	Year-To Date Variances
All Programs						
321-Youth Transition Age Services	909,260.26	75,771.69	312.93	227,315.07	109,004.09	118,310.98
324-Youth Home Based Services	1,118,270.07	93,189.17	11,671.79	279,567.52	136,002.01	143,565.51
330-Health Clinic	941,006.84	78,417.24	980.42	235,251.71	85,453.49	149,798.22
331-Integrated Health Care Clinic	787,296.96	65,608.08	72.40	196,824.24	101,699.96	95,124.28
332-Psychiatrist	2,363,800.65	196,983.39	86,736.55	590,950.16	278,150.75	312,799.41
340-Youth Crisis Residential	0.00	0.00	0.00	0.00	477.54	(477.54)
341-Adult Crisis Residential Team 1	575,782.75	47,981.90	6,950.20	143,945.69	95,421.17	48,524.52
342-Adult Crisis Residential Team 2	732,279.84	61,023.32	5,547.67	183,069.96	99,248.74	83,821.22
350-Medicated Assisted Treatment (MAT)	136,722.44	11,393.54	1,534.61	34,180.61	5,253.09	28,927.52
351-Injection Clinic	156,130.28	13,010.86	254.34	39,032.57	18,063.39	20,969.18
352-Outpatient Counseling	541,309.10	45,109.09	16,166.60	135,327.28	92,305.32	43,021.96
360-Lobby Services	383,160.44	31,930.04	300.00	95,790.11	17,797.83	77,992.28
361-Community Health	107,725.45	8,977.12	0.00	26,931.36	15,527.09	11,404.27
362-Housing Specialist	138,932.51	11,577.71	0.00	34,733.13	23,588.88	11,144.25
700-Executive Management	1,291,750.06	107,645.84	364.51	322,937.52	138,085.66	184,851.86
000 - Unassigned	6,754,783.54	562,898.63	0.00	1,688,695.89	4,239.60	1,684,456.29
820 - Lemonade/Recovery	143,744.83	11,978.74	11,734.89	35,936.21	41,136.32	(5,200.11)
831 - HUD 1	87,607.02	7,300.59	16,684.90	21,901.76	35,327.90	(13,426.15)
832 - HUD 2	16,433.78	1,369.48	3,056.00	4,108.45	6,876.00	(2,767.56)
833 - HUD 3	23,283.46	1,940.29	3,056.00	5,820.87	6,112.00	(291.14)
834 - HUD 4	24,076.44	2,006.37	4,965.00	6,019.11	8,479.00	(2,459.89)
800-SUD Contractual Services	3,936,182.87	328,015.24	593,647.52	984,045.72	863,775.66	120,270.06
801-MI Adult Inpatient	3,839,339.93	319,944.99	617,275.03	959,834.98	1,010,474.23	(50,639.25)
802-MI Child Inpatient	1,398,856.29	116,571.36	180,887.05	349,714.07	213,430.35	136,283.72
804-MI Adult Vocational	145.88	12.16	0.00	36.47	0.00	36.47
805-DD Vocational Services	1,458,140.55	121,511.71	48,248.62	364,535.14	67,017.30	297,517.84
806-In Home Support Services	4,453,898.32	371,158.19	515,938.37	1,113,474.58	779,497.23	333,977.35

HealthWest

1 - Program Budget Report

Reporting Book:
As of Date:

ACCRUAL
12/31/2022

	Expenses Year Ending 09/30/2023	Average Monthly Budget	Expenses Month Ending 12/31/2022	Current Year-to-Date Budget	Expenses Year Ending 09/30/2023	
	FY23 Budget		Current Month		Actual Expenses	Year-To Date Variances
All Programs						
807-DD Respite	346,187.82	28,848.99	34,839.40	86,546.96	56,527.45	30,019.51
808-Health Services	692,682.82	57,723.57	24,865.71	173,170.71	47,971.83	125,198.88
809-MI Respite	347,000.00	28,916.67	35,368.20	86,750.00	35,554.92	51,195.08
810-Autism Program	572,743.89	47,728.66	48,461.01	143,185.97	142,771.44	414.53
811-Homeless Project	1,367.20	113.93	0.00	341.80	0.00	341.80
812-MI Adult Partial Hospitalization	100,000.00	8,333.33	5,216.00	25,000.00	10,682.00	14,318.00
814-MI Child Residential	0.00	0.00	8,354.36	0.00	8,354.36	(8,354.36)
815-DD Residential	14,337,520.21	1,194,793.35	1,135,275.94	3,584,380.05	2,372,798.17	1,211,581.88
816-MI Adult Residential	2,307,097.65	192,258.14	339,619.75	576,774.41	763,767.15	(186,992.74)
365-Living Room	64,027.15	5,335.60	0.00	16,006.79	14,607.30	1,399.49
900-DCO	0.00	0.00	27,518.41	0.00	43,298.46	(43,298.46)
725 Managers	0.00	0.00	67.24	0.00	164,789.12	(164,789.12)
Total All Programs	91,425,805.49	7,618,817.12	4,395,320.44	22,856,451.37	13,725,501.01	9,130,950.36

MDHHS/CMHSP MANAGED MENTAL HEALTH SUPPORTS AND SERVICES CONTRACT (GF)				
FINANCIAL STATUS REPORT - ALL NON MEDICAID				
CMHSP:	HealthWest	FISCAL YEAR:	FY23	FY23
SUBMISSION TYPE:	Monthly	Fiscal Period Ending	NOV	Projection
SUBMISSION DATE:		Column A	YTD	Annualized
H		MDHHS EARNED CONTRACTS		
H	100	REVENUE		
H	101	Comprehensive Services for Behavioral Health	448	48,750
H	102	Housing and Homeless Services	-	-
H	103	Juvenile Justice Programs	-	-
H	104	Suicide Lifeline Programs	-	-
H	105	Projects for Assistance in Transition from Homelessness	-	-
H	106	Regional Perinatal Collaborative	-	-
H	107	Substance Abuse & Mental Health COVID-19 Grant Program	-	-
H	108	Substance Use and Gambling Services	79,140	985,253
H	150	Other MDHHS Earned Contracts (describe):	-	-
H	151	Other MDHHS Earned Contracts (describe):	-	-
H	190	TOTAL REVENUE	79,588	1,034,003
H	200	EXPENDITURE		
H	201	Comprehensive Services for Behavioral Health	499	48,750
H	202	Housing and Homeless Services	-	-
H	203	Juvenile Justice Programs	-	-
H	204	Suicide Lifeline Programs	-	-
H	205	Projects for Assistance in Transition from Homelessness	-	-
H	206	Regional Perinatal Collaborative	-	-
H	207	Substance Abuse & Mental Health COVID-19 Grant Program	-	-
H	208	Substance Use and Gambling Services	172,853	985,253
H	250	Other MDHHS Earned Contracts (describe):	-	-
H	251	Other MDHHS Earned Contracts (describe):	-	-
H	290	TOTAL EXPENDITURE	173,352	1,034,003
H	400	BALANCE MDHHS EARNED CONTRACTS (cannot be < 0)	(93,764)	-

I		PIHP to AFFILIATE MEDICAID SERVICES CONTRACTS - CMHSP USE ONLY		
I	100	REVENUE		
I	101	Revenue - from PIHP Medicaid (incl Direct Care Wage)	12,122,048	56,605,433
I		Revenue - from PIHP Medicaid (incl Direct Care Wage) Autism	2,077,674	8,877,222
I	104	Revenue - from PIHP Healthy Michigan Plan (incl Direct Care Wage)	2,060,551	10,721,765
I	122	1st & 3rd Party Collections - Medicare/Medicaid Consumers - Affiliate	-	-
I	122	1st & 3rd Party Collections - Medicare/Medicaid Consumers - Affiliate Autism	-	-
I	123	1st & 3rd Party Collections - Healthy Michigan Plan Consumers - Affiliate	-	-
I	190	TOTAL REVENUE	16,260,273	76,204,420
I	201	Expenditure - Medicaid (incl Direct Care Wage)	9,106,576	50,247,619
I	201	Expenditure - Medicaid (incl Direct Care Wage) Autism	613,139	4,075,184
I	202	Expenditure - Healthy Michigan Plan (incl Direct Care Wage)	1,282,290	7,885,618
I	203	Expenditure - MI Health Link (Medicaid) Services (incl Direct Care Wage)	-	-
I	290	TOTAL EXPENDITURE	11,002,005	62,208,421
I	295	NET PIHP to AFFILIATE MEDICAID SERVICES CONTRACTS SURPLUS (DEFICIT)	5,258,268	13,995,999
I	300	Redirected Funds (To) From		
I	301	(TO) CMHSP to CMHSP Earned Contracts - J306	-	-
I	302	FROM CMHSP to CMHSP Earned Contracts - J303	-	-
I	303	FROM Non-MDHHS Earned Contracts - K303	-	-
I	304	FROM General Fund - B310	-	-
I	306	FROM Local Funds - M309.1	-	-
I	390	Total Redirected Funds	-	-
I	400	BALANCE PIHP to AFFILIATE MEDICAID SERVICES CONTRACTS (must = 0)	5,258,268	13,995,999

IA		PIHP to Affiliate CCBHC Medicaid Contracts - CMHSP USE ONLY		
IA	100	REVENUE		
IA	101	Revenue - Medicaid Base	2,039,551	4,079,102
IA	102	Revenue - Medicaid Supplemental	297,842	595,684
IA	103	Revenue - MI Health Link CCBHC Consumers	-	-
IA	104	1st & 3rd Party Collections - Medicaid	-	-
IA	121	Revenue - Healthy Michigan Base	595,665	1,191,329
IA	122	Revenue - Healthy Michigan Supplemental	76,663	153,326
IA	124	1st & 3rd Party Collections - Healthy Michigan	-	-
IA	190	TOTAL REVENUE	3,009,721	6,019,442
IA	200	EXPENDITURE		
IA	201	Expenditure - Medicaid (Including MI Health Link)	3,304,331	12,863,844
IA	202	Expenditure - Healthy Michigan	946,447	3,624,362
IA	290	TOTAL EXPENDITURE	4,250,778	16,488,206
IA	295	NET PIHP to AFFILIATE CONTRACTS SURPLUS (DEFICIT)	(1,241,057)	(10,468,764)
IA	300	Redirected Funds (To) From		
IA	301	(TO) CMHSP to CMHSP Earned Contracts - J306.2	-	-
IA	302	FROM CMHSP to CMHSP Earned Contracts - J303.2	-	-
IA	303	FROM Non-MDHHS Earned Contracts - K303.2	-	-
IA	304	FROM General Fund - B310.1	-	-
IA	305	(TO) Local Funds - M316	-	-
IA	306	FROM Local Funds - M309.2	-	-
IA	390	Total Redirected Funds	-	-
IA	400	BALANCE PIHP to AFFILIATE SERVICES CONTRACTS (must = 0)	(1,241,057)	(10,468,764)

P		GRAND TOTALS		
P	190	GRAND TOTAL REVENUE	19,349,582	83,257,865
P	290	GRAND TOTAL EXPENDITURE	15,426,135	79,730,630
P	390	GRAND TOTAL REDIRECTED FUNDS (must = 0)	-	-
P	400	NET INCREASE (DECREASE)	3,923,447	3,527,235

Q		REMARKS		
Q		This section has been provided for the CMHSP to provide narrative descriptions as requested in the FSR instructions or where additional narrative would be meaningful to the CMHSP / MDHHS.		
Q				
Q				
Q				
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Q				

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE January 20, 2023	REQUESTOR SIGNATURE Brandy Carlson, Chief Financial Officer	
<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 landlords 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 landlords are:</p> <ul style="list-style-type: none"> • Knapps Holler, LLC • West Lakeshore , LLC • Each One Reach One • Kraai Property Management • Mackenzie Bonzelaar dba Sugar Maple Management 			
<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 landlords for the HUD grant funding for Fiscal Year 2023, 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 54-F

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network Management	REQUEST DATE January 20, 2023	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to contract with Quinn Consulting Services, LLC, located at: 1657 Coalcar Court SE, Kentwood, MI 49508, effective October 1, 2022 through September 30, 2023, to provide training and support to the development of the Director of Diversity, Equity and Inclusion position at HealthWest. The contractor will provide up to ten (10) hours per month for twelve (12) months, at a rate of \$175.00 per hour. The total amount of the contract shall not exceed \$21,000.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to sign a contract with Quinn Consulting Services, LLC, for the period of October 1, 2022 through September 30, 2023, to provide training and support to the development of the Director of Diversity, Equity, and Inclusion position at HealthWest, not to exceed \$21,000.00.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network Management	REQUEST DATE January 20, 2023	REQUESTOR SIGNATURE Jackie Farrar, Provider Network Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to approve a 3% rate increase (\$1,125.00) to the contract with DCO Provider Servicios De Esperanza, LLC (Services of Hope), PO Box 1588 Muskegon, MI 49443. The rate increase will be effective January 1, 2023. The total cost of the contract shall not exceed \$51,125.00 for FY23.</p> <p>Services Provided:</p> <ol style="list-style-type: none"> 1. Psychiatric Diagnostic Evaluation (no medical services) 2. Individual Therapy for adults and adolescents 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the approval of a 3% rate increase to Servicios De Esperanza, LLC (Services of Hope) effective January 1, 2023, at a cost not-to-exceed \$51,125.00 for FY23.			
COMMITTEE DATE			
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 Provider Network Management	REQUEST DATE January 20, 2023	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to approve the signing of the Reimbursement Agreement for Lakeshore Training System with Kent County Mental Health Authority dba Network180 located at 790 Fuller Ave. NE, Grand Rapids MI, 49503 effective October 1, 2022 through September 30, 2023.</p> <p>Network180 licenses and manages the Lakeshore Training System on behalf of Network180, OnPoint Allegan, HealthWest (Muskegon Community Mental Health), Ottawa County Community Mental Health, and West Michigan Community Mental Health (Lake, Mason & Oceana Counties)</p> <p>HealthWest will reimburse Network180 for the cost of licensing and managing the system, The total cost of the agreement shall not exceed \$38,757.55 for FY23.</p> <p>These training costs will be expensed back to the providers per Standard Cost Allocation.</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 Reimbursement Agreement for Lakeshore Training System, effective October 1, 2022 through September 30, 2023 at a cost not to exceed \$38,757.55.</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 Provider Network	REQUEST DATE January 20, 2023	REQUESTOR SIGNATURE Jennifer Stewart, SUD Quality Assurance Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to approve \$25,500.00 PA2 grant funding to Substance Use Recovery Housing Provider Fresh Coast Alliance, 1128 Roberts Street, Muskegon MI., 49442 effective date January 1, 2023 through September 30, 2023.</p> <p>The PA2 funding would provide Recovery Coach Triage/Front Desk Services:</p> <ol style="list-style-type: none"> 1. Decrease wait times and barriers to obtain recovery housing 2. To refer walk-ins to treatment with ACAC or Provider of client's choice 3. Increase the number of individuals in sober housing and decrease wait times for entry 4. Increase the number of people accessing and utilizing SUD treatment 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the approval of PA2 grant funding to Fresh Coast Alliance effective January 1, 2023 through September 30, 2023, at a total cost not to exceed \$25,500.00			
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 Provider Network Management	REQUEST DATE January 20, 2023	REQUESTOR SIGNATURE Natalie Walther, Director of Data Architecture and Analytics	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to continue to contract with Rubix Technology, located at 7034 Country Springs, Byron Center, MI 49315, effective October 1, 2022 through September 30, 2023, to provide software development and data migration for the new HealthWest electronic health record.</p> <p>The project scope includes:</p> <ol style="list-style-type: none"> 1. Implement updates to Document Management System 2. PDF Conversion/Regeneration from CX360 3. Update migrated documents for requested changes 4. Train HealthWest staff on creation of new documents 5. Train HealthWest staff on management of document queue 6. Meetings and Project Management as necessary <p>The contractor will provide services at a rate of \$95.00 per hour, not to exceed a total of \$19,000.00 for FY2023.</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 Rubix Technology, effective October 1, 2022 through September 30, 2023 to provide software development and data migration services for the new HealthWest electronic health record, not to exceed a total of \$19,000.00 for FY2023.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL _____ Yes _____ No _____ Other		



Communication with Those Charged with Governance during Planning

January 16, 2023

To the Members of the Board
HealthWest
Muskegon, Michigan

We are engaged to audit the financial statements of the major special revenue fund and the aggregate remaining fund information of HealthWest (the CMHSP) for the year ended September 30, 2022. Professional standards require that we provide you with the following information related to our audit.

We would also like to extend the opportunity for you to share with our firm any concerns you may have regarding the CMHSP, whether they be in relation to controls over financial reporting, controls over assets, or issues regarding personnel, as well as an opportunity for you to ask any questions you may have regarding the audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards, and the Uniform Guidance

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the CMHSP's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the CMHSP's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the CMHSP's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the CMHSP's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the CMHSP's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial

reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risks of material misstatement as part of our auditing planning:

- Management override of controls
- Improper revenue recognition due to fraud

To address these risks, we incorporate unpredictability into our audit procedures, emphasize the use of professional skepticism, and assign staff to the engagement with industry expertise.

Derek Miller is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of those charged with governance and management of the CMHSP and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in cursive script that reads "Roslund, Prestage & Company, P.C.".

Roslund, Prestage & Company, P.C.
Certified Public Accountants