

HEALTHWEST
FULL BOARD MINUTES

May 19, 2023

8:00 a.m.

**376 E. Apple Ave.
Muskegon, MI 49442**

CALL TO ORDER

The meeting of the Full Board was called to order by Vice Chair Natte at 8:01 a.m.

ROLL CALL

Members Present: Stephanie Umlor, Jeff Fortenbacher, Tamara Madison, Thomas Hardy, Janice Hilleary, Charles Nash, Kassandra Kitchen, Cheryl Natte, Marcia Hovey-Wright

Members Absent: Janet Thomas, Remington Sprague, MD

Others Present: Holly Brink, Amber Berndt, Tasha Percy, Brandy Carlson, Cyndi Blair, Linda Wagoner, Mike Kimble, Malina Barrett, Gordon Peterman, Matt Plaska, Linda Closz, Brandon Baskin, Christy LaDronka, Michael Pyne, Stephanie Baskin, Kelly Betts, Kara Jaekel, Stephanie Williams, Matt Borushko, Ryan Westerhouse, Dave McElfish, Niki Emelander, Chelsea Kirksey, Kim Huey, Sarah Brown, Michelle Mitchell, Heidi Campbell, Linda Wagoner, Gary Ridley, Danna Beam

Guests Present: Matt Farrar, Matt Kelliher, Kristen Wade, Angie Gasiewski, Commissioner Jessica Cook

MINUTES

HWB 111-B - It was moved by Mr. Fortenbacher, seconded by Mr. Hardy, to approve the minutes of the April 28, 2023 Full Board meeting as written.

MOTION CARRIED.

HWB 113-B - It was moved by Ms. Hilleary, seconded by Commissioner Hovey-Wright, to approve the minutes of the April 28, 2023 Nominating Committee as written.

MOTION CARRIED.

COMMITTEE REPORTS

Program Personnel Committee

HWB 103-P - It was moved by Ms. Umlor, seconded by Ms. Hilleary, to approve the minutes of the April 14, 2023 meeting as written.

MOTION CARRIED.

HWB 104-P - It was moved by Mr. Hardy, seconded by Ms. Umlor, to authorize the position changes as outlined in the motions above and on the attached Position Change Spreadsheet for FY 2023 County Budget, effective May 1, 2023, or as otherwise noted in the written motions.

MOTION CARRIED

Finance Committee

HWB 105-F - It was moved by Mr. Hardy, seconded by Ms. Thomas, to approve the minutes of the April 21, 2023, meeting as written.

MOTION CARRIED.

HWB 106-F - It was moved by Mr. Thomas, seconded by Mr. Hardy, to approve expenditures for the month ending April 30, 2023, in the total amount of \$6,315,847.09.

MOTION CARRIED.

HWB 107-F - It was moved by Mr. Hardy, seconded Ms. Thomas, to authorize HealthWest to contract with Sacred Heart Rehabilitation Center, Inc., for May 1, 2023 through September 30, 2023 to provide SUD services, at a cost not to exceed \$55,000.00 for FY2023.

MOTION CARRIED.

HWB 108-F - It was moved by Mr. Hardy, seconded Ms. Thomas, to authorize HealthWest to increase the projected expenditures for Preferred Lawn Care, St. Mary's Family Pharmacy, and Voices of Health, at a cost not to exceed \$195,418.00, effective October 1, 2022 through September 30, 2023.

MOTION CARRIED.

HWB 109-F - It was moved by Ms. Thomas, seconded Mr. Hardy, to authorize HealthWest to approve changes to the Fee Rates for Services provided by HealthWest, effective June 1, 2023

It was moved by Commissioner Hovey-Wright, seconded Mr. Hardy, to table the motion until June, when we have more information regarding current data.

MOTION TABLED

ITEMS FOR CONSIDERATION

HWB 112-B - It was moved by Mr. Hardy, seconded by Commissioner Nash, to authorize entering a contract with the incumbent Executive Director of HealthWest. Approval is requested for the HealthWest Board Chairperson, Janet Thomas, to sign the contract for Executive Director of HealthWest, effective June 5, 2023 and ending June 5, 2026, subject to the early termination provision of this contract.

MOTION MOVED.

OLD BUSINESS

The discussion of appointing another HealthWest Board Member was brought up. We currently have one vacancy on the LRE Board due to Mr. Snyder resigning. We also currently have one vacancy for the HealthWest Board. Adding and additional County Commissioner was discussed.

NEW BUSINESS

There was no new business.

COMMUNICATION

A presentation for Outreach and Prevention to schools was shared by our PFA Team.

DIRECTOR'S COMMENTS

There was no Director's comment.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 9:29 a.m.

Respectfully,

Cheryl Natte
Board Vice Chair
/hb

PRELIMINARY MINUTES
To be adopted and approved at the Full Board Meeting of June 23, 2023



TO: HealthWest Board Members

FROM: Janet Thomas, Board Chair, via Executive Team

SUBJECT: Full Board Meeting
May19, 2023
376 E. Apple Ave., Muskegon, MI 49442
<https://healthwest.zoom.us/j/92247046543?pwd=ZXY0QnFPVGc5UVZENIRwcExTTmdvdz09>
One tap mobile: (929) 205-6099, 92247046543#

AGENDA

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------|-------------|
| 1) | Call to Order | Action |
| 2) | Approval of Agenda | Action |
| 3) | Approval of Minutes | |
| | A) Approval of the Full Board Minutes of April 28, 2023
(Attachment #1 – pg. 1-3) | Action |
| | B) Approval of the Nominating Committee Minutes of April 28, 2023
(Attachment #2 – pg. 4-5) | Action |
| 4) | Public Comment (on an agenda item) | |
| 5) | Committee Reports | |
| | A) Program Personnel Committee
(Attachment #3 – pg. 6-8) | Action |
| | B) Finance Committee
(Attachment #4 – pg. 9-12) | Action |
| 6) | Items for Consideration | |
| | A) Approval Requested to Make Offer for HealthWest Executive Director
(Attachment #5 – pg. 13) | Action |
| 7) | Old Business | |
| 8) | New Business | |
| 9) | Communication | |
| | A) Outreach and Prevention to Schools
(Attachment # 6 pg. 14-23) | Information |
| | B) Muskegon County Board of Commissioners Resolution
to Adopt HealthWest Rules
(Attachment #7 pg. 24-38) | Information |
| 10) | Public Comment | |
| 11) | Adjournment | Action |
- /hb

Main Office

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HealthWest.net

HEALTHWEST
FULL BOARD MINUTES

April 28, 2023

8:00 a.m.

**376 E. Apple Ave.
Muskegon, MI 49442**

CALL TO ORDER

The meeting of the Full Board was called to order by Chair Thomas at 8:02 a.m.

ROLL CALL

Members Present: Janet Thomas, Stephanie Umlor, Jeff Fortenbacher, Tamara Madison, Thomas Hardy, Janice Hilleary, Charles Nash, Kassandra Kitchen, Cheryl Natte, Remington Sprague, MD

Members Absent: Marcia Hovey-Wright

Others Present: Holly Brink, Amber Berndt, Shannon Morgan, Tasha Percy, Brandy Carlson, Cyndi Blair, Phil McPherson, Linda Wagoner, Mike Kimble, Malina Barrett, Gordon Peterman, Matt Plaska, Linda Closz, Brandon Baskin, Samantha Cummings, Beau VanSolkema, Shawna Curran, Christy LaDronka, Pam Kimble, Justine Tufts, Devan Peterson, Michael Pyne, Staphanie Baskin, Kelly Betts, Amie Bakos, Kara Jaekel, Heather Wiegand, Jennifer Stewart, Ann Judson, Mickey Wallace, DeAngelo Williams, Justine Belvitch, Stephanie Williams, Matt Borushko, Suzanne Beckeman, Ryan Westerhouse

Guests Present: Matt Farrar, Mark Eisenbarth, Kristen Wade

MINUTES

HWB 102-B - It was moved by Commissioner Nash, seconded by Mr. Fortenbacher, to approve the minutes of the March 24, 2023 Full Board meeting as written.

MOTION CARRIED.

COMMITTEE REPORTS

Program Personnel Committee

HWB 90-P - It was moved by Ms. Kitchen, seconded by Ms. Hilleary, to approve the minutes of the March, 2023, meeting as written.

MOTION CARRIED.

HWB 91-P - It was moved by Ms. Umlor, seconded by Mr. Hardy, to authorize the position changes as outlined in the motions above and on the attached Position Change Spreadsheet for FY 2023 County Budget, effective March 27, 2023, or as otherwise noted in the written motions.

It was moved by Mr. Hardy, second by Ms. Umlor, to amend the motion delaying the reclassification to Quality Assurance, Provider Network Management, Individual Placement and Support (IPS), and Care Coordination Team.

MOTION CARRIED

Recipient Rights Committee

HWB 92-R - It was moved by Dr. Sprague, seconded by Mr. Fortenbacher, to approve the minutes of the December 2, 2022, meeting as written.

MOTION CARRIED.

HWB 93-R - It was moved by Dr. Sprague, seconded by Mr. Fortenbacher, to approve the Recipient Rights Reports for the months of December 2022 / January 2023.

MOTION CARRIED.

HWB 94-R - It was moved by Dr. Sprague, seconded by Mr. Fortenbacher, to approve the Recipient Rights Reports for the months of February 2023 / March 2023.

MOTION CARRIED.

Finance Committee

HWB 95-F - It was moved by Commissioner Nash, seconded by Mr. Hardy, to approve the minutes of the March 17, 2023, meeting as written.

MOTION CARRIED.

HWB 96-F - It was moved by Commissioner Nash, seconded by Mr. Hardy, to approve expenditures for the month ending March 31, 2023, in the total amount of \$5,95,578.16.

MOTION CARRIED.

HWB 97-F - It was moved by Commissioner Nash, seconded by Mr. Hardy, to approve the increase in the projected expenditure as stated above for Community Healing Centers with a total not to exceed \$195,000.00 effective January 1, 2023 through September 30, 2023.

MOTION CARRIED.

HWB 98-F - It was moved by Commissioner Nash, seconded by Mr. Hardy, to approve the increase in projected expenditures for West Shore Medical and Core Solutions with a total not to exceed \$287,000.00, effective October 1, 2022 through September 30, 2023.

MOTION CARRIED.

Nominating Committee

HWB 99-N - It was moved by Ms. Natte, seconded Mr. Fortenbacher, to authorize the HealthWest Board Chair to make the officer appointments, effective April 28, 2023.

MOTION CARRIED.

HWB 100-N - It was moved by Ms. Natte, seconded Mr. Fortenbacher, to authorize the HealthWest Board Chair to make the committee appointments, effective April 28, 2023.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

HWB 101-B - It was moved by Mr. Hardy, seconded by Ms. Hilleary, to authorize the position changes as outlined in the motions above and on the attached Position Change Spreadsheet for FY 2023 County Budget, effective May 1, 2023.

MOTION MOVED.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATION

Annual Report was presented for FY22.

DIRECTOR'S COMMENTS

There was no Director's comment.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 9:33 a.m.

Respectfully,

Janet Thomas
Board Chair
/hb

PRELIMINARY MINUTES

To be adopted and approved at the Full Board Meeting of May 19, 2023

HEALTHWEST

NOMINATING COMMITTEE MINUTES

**Friday, April 28, 2023
7:45 a.m.**

**376 E. Apple Ave.
Muskegon, MI 49442**

CALL TO ORDER

A special meeting of the Nominating Committee was called to order by Chair Janet Thomas at 7:43 a.m.

ROLL CALL

Members Present: Janet Thomas, Cheryl Natte, Jeff Fortenbacher, Stephanie Umlor

Also Present: Holly Brink, Tasha Percy

ELECTION OF OFFICERS

Ms. Thomas stated the purpose of this meeting is for the election of HealthWest Board officers for the year 2023/2024. Current officers are: Janet Thomas, Chair; Cheryl Natte, Vice-Chair; Vacant Treasurer, and Jeff Fortenbacher, Secretary.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to re-nominate Janet Thomas as Chairperson of the HealthWest Board. Ms. Thomas accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to re-nominate Cheryl Natte as Vice-Chairman of the HealthWest Board. Ms. Natte accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to nominate Jeff Fortenbacher as Treasurer of the HealthWest Board. Mr. Fortenbacher accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to nominate Stephanie Umlor as Secretary of the HealthWest Board. Ms. Umlor accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to re-appoint Cheryl Natte as Chair of the Program / Personnel Committee. Ms. Natte accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to re-appoint Janice Hilleary as Vice-Chair of the Program / Personnel Committee. Ms. Hilleary accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to re-appoint Staphanie Umlor as Chair of the Recipient Rights Committee. Ms. Umlor accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to re-appoint Thomas Hardy as Vice-Chair of the Recipient Rights Committee. Mr. Hardy accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to appoint Jeff Fortenbacher Chair of the Finance Committee. Mr. Fortenbacher accepted the nomination.

MOTION CARRIED.

It was moved by Mr. Fortenbacher, supported by Ms. Natte, to appoint Janet Thomas as Vice-Chair of the Finance Committee.

MOTION CARRIED.

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 7:45 a.m.

Respectfully,

Janet Thomas, Chairperson
/hb

***Preliminary Minutes
To Be Approved at the Full Board Meeting of May 19, 2023***

HEALTHWEST

PROGRAM AND PERSONNEL COMMITTEE REPORT TO THE BOARD

via Cheryl Natte, Committee Chair

1. The Program Personnel Committee met on May 5, 2023
- * 2. It was recommended, and I move, to approve the minutes of the April 14, 2023, meeting as written.
- * 3. It was recommended, and I move, to approve the position changes as outlined in the motions above and on the attached Position Change Spreadsheet for FY 2023 County Budget, effective May 1, 2023, or as otherwise noted in the written motions.
- *4. It was recommended, and I move, to approve the policy and procedural changes as described above and attached, effective May 19, 2023.

/hb

HEALTHWEST
PROGRAM/PERSONNEL MEETING MINUTES

May 5, 2023
8:00 a.m.

376 E. Apple Ave.
Muskegon, MI 49442

CALL TO ORDER

The regular meeting of the Program/Personnel Committee was called to order by Chair Natte at 8:01a.m.

ROLL CALL

Members Present: Thomas Hardy, Steph Umlor, Cheryl Natte, Janet Thomas, Janice Hilleary, Tamara Madison

Staff Present: Holly Brink, Tasha Percy, Shannon Morgan, Cyndi Blair, Brandy Carlson, Amber Berndt, Matt Plaska, Kelly Betts, Melina Barrett

Guests Present: Kristen Wade

MINUTES

It was moved by Ms. Umlor, seconded by Ms. Hilleary, to approve the minutes of the April 14, 2023 meeting as written.

MOTION CARRIED.

PUBLIC COMMENT (ON AN AGENDA ITEM)

There was no public comment.

ITEMS FOR CONSIDERATION

It was moved by Mr. Hardy, seconded by Ms. Umlor, to authorize the position changes as outlined in the motions above and on the attached Position Change Spreadsheet for FY 2023 County Budget, effective May 1, 2023, or as otherwise noted in the written motions.

MOTION CARRIED.

It was moved by Mr. Hardy, seconded by Ms. Umlor, to authorize the policy and procedural changes as described above and attached, effective May 19, 2023.

MOTION CARRIED.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATION

Mr. Plaska shared the Performance Improvement and KPI Report for May 2023.

DIRECTOR'S COMMENTS

Ms. Blair, Interim Director, updated the board. There were eight HealthWest staff who just returned from the National Conference. Ms. Blair shared that this has confirmed that the healthcare crisis is nationwide, and all states are experiencing staff shortages. It was interesting to see ways that organizations are getting creative and leading back to peer lead services, we all know that the Emergency Departments are full, and we need to ensure that consumers are going to the right places for their services and needs. CSU is considered short term, anywhere from 23 – 72 hours in a locked unit for crisis. We are in the process of adding a detox to our crisis services. It is rewarding to know that most CHMs are moving in the same direction, and at a national level we are in the same place. Ms. Blair also shared that the housing money is coming to Muskegon and is up for an interim grant as to how Muskegon County can do better, and looking to see how HealthWest can collaborate.

AUDIENCE PARTICIPATION

Ms. Wade with County HR wanted to thank the HR team at HealthWest for putting the extra work into motions and getting processes in order.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 8:31 a.m.

Respectfully,

Cheryl Natte
Program/Personnel Committee Chair

CN/hb

***PRELIMINARY MINUTES
To be approved at the Program/Personnel Committee Meeting on
June 9, 2023***

HEALTHWEST

FINANCE COMMITTEE REPORT TO THE BOARD

via Jeff Fortenbacher, Committee Chair

1. The Finance Committee met on May 12, 2023
- * 2. It was recommended, and I move, to approve the minutes of the April 21, 2023, meeting as written.
- * 3. It was recommended, and I move, to approve expenditures for the month ending April 30, 2023, in the total amount of \$6,315,847.09.
- * 4. It was recommended, and I move, to approve the contract with Sacred Heart Rehabilitation Center, Inc., for May 1, 2023 through September 30, 2023 to provide SUD services, at a cost not to exceed \$55,000.00 for FY2023.
- * 5. It was recommended, and I move, to approve to increase the projected expenditures for Preferred Lawn Care, St. Mary's Family Pharmacy, and Voices of Health, at a cost not to exceed \$195,418.00, effective October 1, 2022 through September 30, 2023.

It was moved by Commissioner Hovey-Wright, seconded Mr. Hardy, to table the motion until June, when we have more information regarding current data.

/hb

HEALTHWEST

FINANCE COMMITTEE MEETING MINUTES

Friday, May 12, 2023

8:00 a.m.

CALL TO ORDER

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

ROLL CALL

Committee Members Present: Jeff Fortenbacher, Janet Thomas, Thomas Hardy, Marcia Hovey-Wright, Charles Nash

Committee Members Absent: Stephanie Umlor, Remington Sprague. M.D.

Also Present: Holly Brink, Shannon Morgan, Tasha Percy, Brandy Carlson, Jennifer Stewart, Chelsea Kirksey, Gordon Peterman, Gary Ridley, Kelly Betts, Matt Plaska, Suzanne Beckeman

Guests: Angie Gasiewski

MINUTES

It was moved by Mr. Hardy, seconded by Ms. Thomas, to approve the minutes of the April 21, 2023, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

A. Approval of Expenditures for April 2023

It was moved by Mr. Thomas, seconded by Mr. Hardy, to approve expenditures for the month ending April 30, 2023, in the total amount of \$6,315,847.09.

MOTION CARRIED

B. Monthly Report from the Chief Financial Officer

The April report was distributed for board member review, noting an overall cash balance of (\$4,713,904). Also presented were the month-end projection trends for board member review.

C. Program Budget Report

The HealthWest Expenditures Financial Statement was distributed for April 2023, which shows that expenditures to date are under budget by \$2,335,338.98.

D. FY23 Actual and Projected Expenditures

Ms. Carlson, Chief Financial Officer, presented the FSR.

E. Authorization to Approve Contract with Sacred Heart Rehabilitation Center, Inc.

It was moved by Mr. Hardy, seconded Ms. Thomas, to authorize HealthWest to contract with Sacred Heart Rehabilitation Center, Inc., for May 1, 2023 through September 30, 2023 to provide SUD services, at a cost not to exceed \$55,000.00 for FY2023.

MOTION CARRIED

F. Authorization to Increase Projected Contract Expenditures for FY23

It was moved by Mr. Hardy, seconded Ms. Thomas, to authorize HealthWest to increase the projected expenditures for Preferred Lawn Care, St. Mary's Family Pharmacy, and Voices of Health, at a cost not to exceed \$195,418.00, effective October 1, 2022 through September 30, 2023.

MOTION CARRIED

G. Authorization to Approve the FY2023 Fee Schedule

It was moved by Ms. Thomas, seconded Mr. Hardy, to authorize HealthWest to approve changes to the Fee Rates for Services provided by HealthWest, effective June 1, 2023

It was moved by Commissioner Hovey-Wright, seconded Mr. Hardy, to table the motion until June, when we have more information regarding current data.

MOTION TABLED

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

Gary Ridley shared that the new website is live after months of hard work. Currently working on updating the links on the Compass to direct to the new website.

DIRECTOR'S COMMENTS

There were no Director's comments.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:24 a.m.

Respectfully,

Jeff Fortenbacher
Committee Chair


JF/hb

PRELIMINARY MINUTES
To be approved at the Finance Meeting on
June 16, 2023

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION


COMMITTEE Full Board	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION HealthWest Board	REQUEST DATE May 19, 2023	REQUESTOR SIGNATURE Janet Thomas, Chairperson	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest board authorization is requested to enter a contract with the incumbent Executive Director of HealthWest. Approval is requested for the HealthWest Board Chairperson, Janet Thomas, to sign the contract for Executive Director of HealthWest, effective June 5, 2023, and ending June 5, 2026, subject to the early termination provision of this contract.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>The HealthWest Board moves to approve the appointment of Executive Director of HealthWest effective June 5, 2023 to June 5, 2026, and authorizes the HealthWest Board Chairperson, Janet Thomas to sign the employment agreement.</p>			
COMMITTEE DATE	COMMITTEE APPROVAL		
	_____ Yes _____ No _____ Other		
BOARD DATE	BOARD APPROVAL		
May 19, 2023	_____ Yes _____ No _____ Other		

HWB 112-B





Community Outreach & Prevention to Schools

Psychological First Aid & Educational Outreach



Psychological First Aid (PFA)

What is it & why do we provide it?



Psychological First Aid is a response to those who have been impacted by a traumatic event. Fire, flood, suicide, homicide, etc.

We have about 65 volunteers made up of staff and community members.

Each volunteer has been trained in PFA through the Johns Hopkins' model or the National Children's Traumatic Stress Network's model.

Many of our volunteers were recently trained in Critical Incident Stress Management (CISM) which is another model entirely.

Each monthly team meeting is also a training for all team members.




Why provide Psychological First Aid?

The goal of Psychological First Aid is to create and sustain an environment of:

- 1) Safety
- 2) Calm & Comfort
- 3) Connectedness
- 4) Self-Empowerment, and
- 5) Hope

Psychological First Aid addresses basic needs and reduces psychological distress by providing a caring comforting presence, and education on common stress reactions. It empowers the individual by supporting strengths and encouraging existing coping skills. It also provides connections to natural support networks, and referrals to professional services when needed.





Why provide Psychological First Aid?

Psychological First Aid addresses basic needs and reduces psychological distress by providing a caring comforting presence, and education on common stress reactions. (What might a trauma reaction look like).

It empowers the individual by supporting strengths and encouraging existing coping skills.

It also provides connections to natural support networks, and referrals to professional services when needed.

It can reduce the need for a higher level of care due to the traumatic experience.

It can reduce suicide & other “deaths of despair”.



Important notes:

PFA only goes where we are invited to go. We inform the community about our services, but we do not assist for each traumatic event within the community.

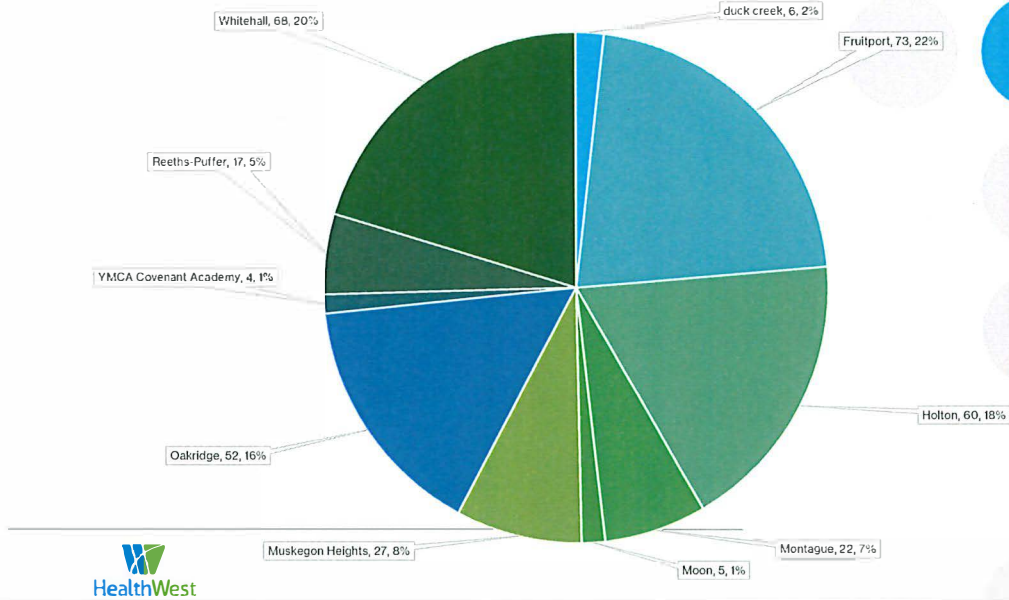
We partner with the Muskegon ISD on school related responses. They have a CISM team, and we have a strong partnership.

The Muskegon ISD takes the lead on all school responses. We provide backup or support.

We have responded to traumatic incidents at schools without the MAISD when they have been on break or unable to get responders.



PFA Responses in Schools
November of 2021-May of 2023



Date of response	Location	Type	Number served
1/8/2021	Preschool YMCA Covenant Academy	Death of a teacher	2
1/9/2021	Preschool YMCA Covenant Academy	Death of a teacher	2
12/21/2021	Oakridge	Violence in school	3
1/30/2022	Whitehall	Death of a student	68
1/31/2022	Montague	Death of a student	10
2/5/2022	Montague	Five year old death	4
2/8/2022	Montague	Five year old death	4
2/8/2022	New Era Christian	Five year old death	4
2/22/2022	Oakridge	Death of a student	20
2/24/2022	Reeths-Puffer	Death of parent/respondent of family	4
3/28/2022	Moon School	Death of a teacher	5
4/10/2022	Maritime Naval Academy	Death of a parent	1
4/18/2022	Oakridge	Death of a former student	22
5/4/2022	Oakridge	Suicide attempt	3
5/8/2022	Fruitport	Death of a care provider/partner	5
6/15/2022	Holton	Death of a youth	60
6/17/2022	Muskegon Heights	death of youth	2
8/10/2022	Duck Creek	Suicide attempt of 2	
9/27/2022	Muskegon Heights	Suicidal youth	1
10/27/2022	Muskegon Heights	Death of an adult	3
11/15/2022	Oakridge	Death of school staff member	4
11/28/2022	Muskegon Heights	Death of student and two adults	15
1/9/2023	(Perrville)	Murder/Suicide of family	60
1/9/2023	Reeths-Puffer	Death of teacher	13
1/9/2023	Fruitport	Death of a student	30
4/11/2023	Fruitport	Student critique	38
5/3/2023	Muskegon Heights	Student witnessed death of friend	6
5/10/2023	Duck Creek	Death of student	4
5/10/2023	Montague	Death of a student	4

220 people served in FY 2022

177 people have already been served in FY 2023



Outreach & Prevention

What is it & why do we provide it?



Outreach and Prevention includes:

Booths at school events.

Trainings including certification trainings such as Question, Persuade, Refer (QPR).

We occasionally partner with Public Health's Community Educators on requests from schools.

Providing presentations to students, families, and staff from schools.



Important notes:

FY 2022:

We went to schools or school programs on 30 different occasions.

We were still having COVID issues, so we were on-again/off-again with schools.

We touched nearly 2,300 people from students, to staff, families, and community members from these events.

Stephanie started in November of 2022.



Our current and deep concern...



Our current and deep concern...

We have lost at least 6 school age young people to suicide over the past 26 months or so.

This number is very high and unprecedented for Muskegon County.

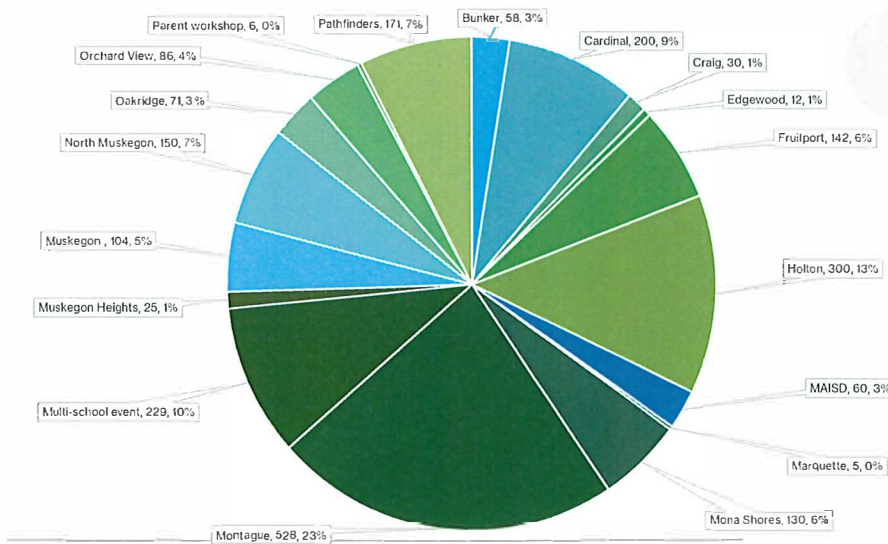
The research shows that after a death by suicide of a school age young person we should avoid rushing into that school to do suicide prevention trainings. The risk is that more suicide deaths and attempts could occur.

Recently we met with over 60 people from various schools, the MAISD, and experts on youth suicide prevention to create a plan for the county.

- We decided that we would treat the entire county as traumatized by this increase in deaths and refrain from in school suicide prevention for young people.



Schools involved in outreach and prevention



Date	Training/Event	Number of attendees	School
2/16/2022	Future Focused Career talk - MAISD	60	MAISD
2/22/2022	Oakridge booth school outreach	40	Oakridge
2/25/2022	Mental Health 101 Orchard view high	21	Orchard view
2/28/2022	Mental Health 101 Orchard view high	45	Orchard view
3/3/2022	Muskegon public schools booth at black history event	80	
3/15/2022	Orchard view parent teacher conference	20	Muskegon public Orchard view
3/16/2022	Youth Mental Health & Self Care Talk - West MI Osteoscholars	40	Various schools represented
3/23/2022	Edgewood Elem Kindergarten Round Up	12	Edgewood Elem
3/23/2022	QPR Montague high staff	30	Montague high
4/10/2022	Mental Health Talk for Marquette Block club	5	Marquette elementary
4/12/2022	SUD prevention talk Fruitport	32	Fruitport high
4/13/2022	Social media and mental health - boom youth	4	Pathfinders
4/29/2022	Unity Day Event at North Muskegon High	150	North Muskegon
5/14/2022	Mona Shores Mental Health & Suicide Awareness Sports Tournament	100	
5/14/2022	Tournament		Mona shores high
5/17/2022	Fruitport High Mental Health 101	55	Fruitport high
5/18/2022	Fruitport High - QPR	55	Fruitport high
5/18/2022	Mona Shores Mental Health 5k	30	Mona shores high
5/26/2022	Bunker Elementary Family Day	58	Bunker elementary
6/21/2022	Pathfinders Summer program Kick off	120	Pathfinders
6/22/2022	Pride month Parent Workshop	6	Parent workshop
7/6/2022	Mental health 101 - pathfinders staff and youth leaders	9	Pathfinders
7/17/2022	QPR-pathfinders staff and youth leaders	7	Pathfinders
8/16/2022	Orchard View Schools Event	80	Cardinal elementary
8/19/2022	Lebanon Lutheran Backpack Giveaway	189	Multi-school event
8/24/2022	Holton Schools Open House	300	Holton public
8/25/2022	Cardinal Elem Back to School Event	120	Cardinal elementary
8/25/2022	Craig schools outreach	30	Craig schools
8/29/2022	Muskegon Heights Back to School event	25	Muskegon heights
9/8/2022	Back to School Outreach Muskegon Schools	24	Muskegon public
9/9/2022	Montague Family Outreach Wildcat Walkabout	498	Montague public
9/12/2022	Oakridge schools open house	31	Oakridge

2276 people served in FY 2022

1503+ people have been served already in FY 2023



Other outreach and prevention

- Hope Squads in our schools:
 - Hope Squads are an evidence based, k-12, suicide prevention approach that is built into the curriculum.
 - Peers elect peers to serve on the Hope Squad
 - 7 years ago, I started advocating for Hope Squads in our schools.
 - The first Hope Squad in Michigan started here at Whitehall last year.
 - Holton, Montague, and Mona Shores now have Hope Squads as well.
 - Ryan and I have presented multiple times to several Hope Squads. We provide guidance and direction when requested as well.



Other outreach and prevention

- Blue Envelope Program in our schools:

- Corewell Health System (Spectrum) began a school-based approach to suicide prevention called "The Blue Envelope".
- Corewell piloted this program in Ottawa County schools, and we watched closely.
- Results were very positive, teachers felt supported, a decrease in suicide deaths was reported.
- Starting in 2021 we advocated for Blue Envelope to come to Muskegon county schools.
- After a slow start Blue Envelope is in 7 schools with at least 3 others waiting to start the program.



Progress over the COVID years

- Pre-COVID I was the only master trainer of QPR in Michigan.
- I trained over 18 MAISD staff to be QPR trainers.
- Hundreds of teachers and other school staff have been trained in QPR.
- I have now trained 12 other people in Michigan to be Master Trainers of QPR including Stephanie.

So even though COVID slowed us down in some ways we excelled in others.



Various Presentations & Trainings:

[Question, Persuade, Refer \(QPR\)](#) - 1 hour suicide prevention

[SafeTALK](#) - 4 hours of suicide prevention

[Mental Health 101](#) - 1 hour

[Social Media & The Brain: Improving our Relationship with Social Media](#) - 1 hour

[Adverse Childhood Experiences 101](#) - 1 hour

[Compassion Fatigue & Burnout](#) - 1 hour

[Creating a Self-Care Plan](#) - 1 hour

[Mindfulness vs. Brainfulness: Does A Moment of Silence Really Do Anything?](#) - 1 hour



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NOW, THEREFORE, the Board of Commissioners resolves as follows:

- 1. That the following procedures and policies (hereinafter “Rules”) shall be established and are applicable to HealthWest, an agency of the County of Muskegon;

HEALTHWEST RULES

RULE 1. AGENCY, AUTHORITY, NAME AND GOVERNING BOARD

Section 1. Agency and Authority

HealthWest is an agency of Muskegon County, established pursuant to MCL 330.1204. As an agency of Muskegon County, HealthWest is subject to all authority usually exercised by a County Board of Commissioners over an agency of a county under the law. Such authority is limited only to the extent powers are specifically enumerated and reserved to the HealthWest Board of Directors under the Mental Health Code, MCL 330.1100 et seq.

Section 2. Name

The name of the Muskegon County Community Mental Health Services Agency is HealthWest.

Section 3. Governing Board

HealthWest shall be governed by a community mental health services program Board of Directors only to the extent specifically enumerated under the Mental Health Code, MCL 330.1100 et seq. Its Board of Directors shall be called “HealthWest Board of Directors” and is hereinafter referred to as the "Board".

RULE 2. PURPOSE AND SERVICES

Section 1. Purpose

The purpose of HealthWest, subject to the provisions of the Mental Health Code and the rules and regulations of the Michigan Department of Health and Human Services (“MDHHS”), shall be to provide a comprehensive array of mental health services appropriate to conditions of individuals who are located within Muskegon County, regardless of an individual's ability to pay.

Section 2. Services

- (a) The array of mental health services shall include, at a minimum, all of the following:

(i) Crisis stabilization and response including a 24-hour, 7-day per week, crisis emergency service that is prepared to respond to persons experiencing acute emotional, behavioral, or social dysfunctions, and the provision of inpatient or other protective environment for treatment.

(ii) Identification, assessment, and diagnosis to determine the specific needs of the recipient and to develop an individual plan of services.

(iii) Planning, linking, coordinating, follow-up, and monitoring to assist the recipient in gaining access to services.

(iv) Specialized mental health recipient training, treatment, and support, including therapeutic clinical interactions, socialization and adaptive skill and coping skill training, health and rehabilitative services, and pre-vocational and vocational services.

(v) Recipient rights services.

(vi) Mental health advocacy.

(vii) Prevention activities that serve to inform and educate with the intent of reducing the risk of severe recipient dysfunction.

(viii) Other services approved by the MDHHS.

(b) Services shall promote the best interests of the individual and shall be designed to increase independence, improve quality of life, and support community integration and inclusion. Services for children and families shall promote the best interests of the individual receiving services and shall be designed to strengthen and preserve the family unit if appropriate. HealthWest shall deliver services in a manner that demonstrates they are based upon recipient choice and involvement and shall include wraparound services when appropriate.

RULE 3. HEALTHWEST BOARD OF DIRECTORS

Section 1. Appointments and Terms of Office

The Muskegon County Board of Commissioners shall appoint the members of the Board for three-year terms, effective from April 1 of the year of appointment. The Board shall consist of twelve members.

Section 2. Vacancies

Vacancies shall be filled for an unexpired term in the same manner as original appointments.

Section 3. Composition of the Board

The composition of the Board shall be representative of providers of mental health services, recipients or primary consumers of mental health services, agencies and occupations having a working involvement with mental health services, and the general public.

At least 1/3 of the membership shall be primary consumers or family members, and of that 1/3 at least 1/2 of those members shall be primary consumers. All board members shall be 18 years of age or older and shall have his or her primary place of residence in Muskegon County.

Not more than **3** members of the Board may be county commissioners.

Not more than 1/2 of the total Board members may be state, county, or local public officials. For purposes of this section, public officials are defined as individuals serving in an elected or appointed public office or employed more than 20 hours per week by an agency of federal, state, city, or local government.

An individual shall not be appointed to and shall not serve on the Board if he or she is 1 or more of the following:

- (a) Employed by the MDHHS or HealthWest.
- (b) A party to a contract with HealthWest or administering or benefiting financially from a contract with HealthWest
- (c) Serving in a policy-making position with an agency under contract with HealthWest, except for an individual serving in a policy-making position with a joint board or commission established under 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, or a regional entity to provide community mental health services.

If a Board member is an employee or independent contractor in other than a policy-making position with an agency with which the Board is considering entering into a contract, the contract shall not be approved unless all of the following requirements are met:

- (a) The Board member shall promptly disclose his or her interest in the contract to the Board;
- (b) The contract shall be approved by a vote of not less than two-thirds [2/3] of the membership of the Board in an open meeting without the vote of the Board member in question; and
- (c) The official minutes of the meeting at which the contract is approved shall contain the details of the contract, including but not limited to the names of all parties and the terms of the contract, and the nature of the Board member's interest in the contract.

On an annual basis, Board members shall review these Rules, the ethics policies of Muskegon County, and the Bylaws of the Board and sign a written declaration attesting to compliance with the applicable ethical requirements and conflict of interest provisions contained therein. In addition, each member shall also sign a Confidentiality/Non-Disclosure Agreement.

This is the wording from the statute.

MCL 330.1224

It does not require a 2/3 vote. →

Section 4. Removal

A Board member may be removed from office by the Board of Commissioners for neglect of official duty or misconduct in office after being given a written statement of reasons and an opportunity to be heard on the removal..

Section 5. Evaluation of the Effectiveness of the Board and of Individual Members

Evaluation of the effectiveness of the Board of Directors (entire Board and individual members) shall be conducted in the manner and frequency determined by the Board on an annual basis. Compliance with the By-laws shall form the basis of the evaluation.

Section 6. Orientation and Education of Members of the Board

Board members shall be oriented to the vision, mission, strategic direction, values, ethics, practice and policies, etc., of HealthWest. Member education and development, through Community Mental Health Association of Michigan (CMHAM) board's sponsored training modules, presentations, speakers, and other methods as applicable, shall be ongoing. External advisors or resources may be consulted, as needed, for program operations.

Section 7. Bylaws

The Board shall establish bylaws, the establishment and amendment of which shall be in accordance with the Mental Health Code and subject to the approval of the Board of Commissioners.

RULE 4. PERSONNEL AND EXECUTIVE DIRECTOR

Section 1. Personnel

All personnel shall be employees of Muskegon County and subject to all personnel policies and rules of Muskegon County. Additionally, each employee assigned duties for HealthWest must be made aware of the conflict of interest provisions of Section 222 of the Mental Health Code, and sign a written declaration attesting to the absence of such conflict of interest. No person shall be employed and assigned duties for HealthWest if such a conflict exists. All employees assigned human resources and/or payroll duties for HealthWest shall be subject to the supervision and direction of the Muskegon County Director of Human Resources.

Section 2. Executive Director

(a) The Executive Director of HealthWest shall be an employee of Muskegon County subject to Rule 4, Section 1, **and supervised by the County Administrator,** except to the extent provided herein or in the Mental Health Code. The Executive Director shall be appointed by formal action of the Board, in accordance with the Mental Health Code and subject to rejection by 2/3 vote of the Board of Commissioners within 15 calendar days of appointment. Any contract pertaining to the appointment of the Executive Director is subject to review and approval by the Board of Commissioners. Action for termination shall be conducted pursuant to the personnel policies of Muskegon County or the terms of the contract between Muskegon County and the Executive Director, as applicable.

(b) The Executive Director, acting within the policy direction of the Board, shall be responsible for the overall operation of HealthWest and the control, utilization and conservation of the program's financial resources. The Executive Director shall make sufficient resources available, within the constraints of funding, to assure that HealthWest is able to provide appropriate and adequate services to Muskegon County Residents.

(c) The Executive Director shall be responsible for establishing administrative rules and procedures for all Board funded services and shall provide the clinical and administrative staffs with the authority and freedom necessary to carry out their responsibilities within the overall framework of the organization, the policy direction of the Board, and compliance with applicable Muskegon County rules and policies.

(d) The Executive Director shall sign contracts **with providers or managers for the provision of services of health care or rehabilitative services** that have been approved by the Board. **All other contracts shall be approved by the Board and the Board of Commissioners prior to execution by the Executive Director.** The minutes of the Board meeting for the date of approval shall reflect exact information including the name of the contractor, the amount of the contract, and other pertinent information as determined by the Board. In addition, the Executive Director shall approve and authorize individual professional service contracts with psychiatrists, psychologists, etc., and which reflect rates approved by the Board and that are within the Board's established budget. No professional services contract shall be authorized that does not expressly state that the professional services provider is an independent contractor and not an employee of Muskegon County.

(e) A formal written evaluation of the performance of the Executive Director by the Board shall be conducted in accordance with Muskegon County personnel policies and rules.

(f) The Executive Director will keep the County Administrator generally apprised of the operations of HealthWest, shall meet with the County Administrator

on a regular basis not less than six times per year, and shall attend monthly Muskegon County Directors Meetings.

RULE 5. BUDGET AND FINANCE

Section 1. Needs Assessment, Annual Plan, Budget and Requests for Funds

The Board shall annually prepare a needs assessment, annual plan and budget, and request for state and county funds, and hold a public hearing regarding such. After public hearing, the Board shall obtain approval of its needs assessment, annual plan and budget, and request for funds from the Board of Commissioners before submission of those items to MDHHS.

Section 2. Supervision by Muskegon County Department of Finance

All monies received and all expenditures made by HealthWest shall flow through the Muskegon County Department of Finance and shall be subject to any applicable rules and policies of Muskegon County to the extent they do not conflict with any applicable rules and regulations of MDHHS pertaining to monies disbursed for community mental health services programs. All such monies received shall be held and accounted for in funds as designated by the Director of Finance, subject to any applicable MDHHS rules and regulations. All employees assigned finance and accounting duties for HealthWest shall be subject to the supervision and direction of the Muskegon County Director of Finance. Monies and assets of HealthWest shall be **fiscally managed** in accordance with Michigan Administrative Code Rule 330.2808.

RULE 6. INFORMATION AND TECHNOLOGY

Information and technology systems utilized by HealthWest shall be consistent with such systems used county wide and shall be subject to all Muskegon County policies and rules related to information and technology systems. To the extent HealthWest requires any data processing, financial reporting, or other program that is necessary for HealthWest's compliance with rules and regulations applicable to community mental health services programs, it shall obtain the approval of the Muskegon County Director of Information Technology prior to purchase, installation, download or use of such program. All employees assigned information technology duties for HealthWest shall be subject to the supervision and direction of the Muskegon County Director of Information Technology.

RULE 7. BUILDINGS AND FACILITIES

All buildings and facilities used by HealthWest shall be subject to all applicable Muskegon County rules and policies pertaining to buildings and facilities management. The Board shall not enter into any purchase or lease agreement for any premises or part thereof without the approval of the Muskegon County Board of Commissioners. All employees assigned duties related to the operation, maintenance and management of buildings and facilities used by HealthWest shall

be subject to the supervision and direction of the Muskegon County **Facilities Manager.**

REMOVED **RULE 8. VETERANS AFFAIRS**
[RULE TO BE ESTABLISHED AND INCLUDED]

2. The Clerk is hereby directed to format the above Rules consistent with the adopted rules and policies of the County and to disseminate such Rules to all affected departments, agencies and staff.
3. This resolution shall remain in effect until repealed by a majority of the Board of Commissioners then elected and serving.
4. All resolutions that are in conflict with this Resolution is hereby repealed, but only to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
 COUNTY OF MUSKEGON)

I, the undersigned, the duly qualified and acting Clerk of Muskegon County, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the County Board of Commissioners of said County at a meeting held on the ___ day of _____, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

 Karen D. Buie, County Clerk
 Muskegon County, Michigan

MUSKEGON COUNTY

RESOLUTION TO ADOPT HEALTHWEST RULES

At a meeting of the Muskegon County Board of Commissioners (“Board of Commissioners”), Muskegon County, Michigan, held on the ___ day of _____, 2023 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, HealthWest is a community mental health services program that is an agency of the County pursuant to section 204 of the Mental Health Code, MCL 330.1204; and

WHEREAS, pursuant to section 212 of the Mental Health Code, MCL 330.1212 HealthWest is governed in part by its own community mental health services board (“Board”); and

WHEREAS, as HealthWest is an agency of the County, the County wishes to reaffirm that activities of HealthWest that are not subject under law to the governance of the Board, remain under the control and supervision of the Board of Commissioners; and

WHEREAS, in furtherance, the County wishes to implement Rules regarding the operations of HealthWest.

NOW, THEREFORE, the Board of Commissioners resolves as follows:

1. That the following procedures and policies (hereinafter “Rules”) shall be established and are applicable to HealthWest, an agency of the County of Muskegon:

HEALTHWEST RULES

RULE 1. AGENCY, AUTHORITY, NAME AND GOVERNING BOARD

Section 1. Agency and Authority

HealthWest is an agency of Muskegon County, established pursuant to MCL 330.1204. As an agency of Muskegon County, HealthWest is subject to all authority usually exercised by a County Board of Commissioners over an agency of a county under the law. Such authority is limited only to the extent powers are specifically enumerated and reserved to the HealthWest Board of Directors under the Mental Health Code, MCL 330.1100 et seq.

Section 2. Name

The name of the Muskegon County Community Mental Health Services Agency is HealthWest.

Section 3. Governing Board

HealthWest shall be governed by a community mental health services program Board of Directors only to the extent specifically enumerated under the Mental Health Code, MCL 330.1100 et seq. Its Board of Directors shall be called “HealthWest Board of Directors” and is hereinafter referred to as the "Board".

RULE 2. PURPOSE AND SERVICES

Section 1. Purpose

The purpose of HealthWest, subject to the provisions of the Mental Health Code and the rules and regulations of the Michigan Department of Health and Human Services (“MDHHS”), shall be to provide a comprehensive array of mental health services appropriate to conditions of individuals who are located within Muskegon County, regardless of an individual's ability to pay.

Section 2. Services

(a) The array of mental health services shall include, at a minimum, all of the following:

(i) Crisis stabilization and response including a 24-hour, 7-day per week, crisis emergency service that is prepared to respond to persons experiencing acute emotional, behavioral, or social dysfunctions, and the provision of inpatient or other protective environment for treatment.

(ii) Identification, assessment, and diagnosis to determine the specific needs of the recipient and to develop an individual plan of services.

(iii) Planning, linking, coordinating, follow-up, and monitoring to assist the recipient in gaining access to services.

(iv) Specialized mental health recipient training, treatment, and support, including therapeutic clinical interactions, socialization and adaptive skill and coping skill training, health and rehabilitative services, and pre-vocational and vocational services.

(v) Recipient rights services.

(vi) Mental health advocacy.

(vii) Prevention activities that serve to inform and educate with the intent of reducing the risk of severe recipient dysfunction.

(viii) Other services approved by the MDHHS.

(b) Services shall promote the best interests of the individual and shall be designed to increase independence, improve quality of life, and support community integration and inclusion. Services for children and families shall promote the best interests of the individual receiving services and shall be designed to strengthen and preserve the family unit if appropriate. HealthWest shall deliver services in a manner that demonstrates they are based upon recipient choice and involvement and shall include wraparound services when appropriate.

RULE 3. HEALTHWEST BOARD OF DIRECTORS

Section 1. Appointments and Terms of Office

The Muskegon County Board of Commissioners shall appoint the members of the Board for three-year terms, effective from April 1 of the year of appointment. The Board shall consist of twelve members.

Section 2. Vacancies

Vacancies shall be filled for an unexpired term in the same manner as original appointments.

Section 3. Composition of the Board

The composition of the Board shall be representative of providers of mental health services, recipients or primary consumers of mental health services, agencies and occupations having a working involvement with mental health services, and the general public.

At least 1/3 of the membership shall be primary consumers or family members, and of that 1/3 at least 1/2 of those members shall be primary consumers. All board members shall be 18 years of age or older and shall have his or her primary place of residence in Muskegon County.

Not more than 3 members of the Board may be county commissioners.

Not more than 1/2 of the total Board members may be state, county, or local public officials. For purposes of this section, public officials are defined as individuals serving in an elected or appointed public office or employed more than 20 hours per week by an agency of federal, state, city, or local government.

An individual shall not be appointed to and shall not serve on the Board if he or she is 1 or more of the following:

- (a) Employed by the MDHHS or HealthWest.
- (b) A party to a contract with HealthWest or administering or benefiting financially from a contract with HealthWest
- (c) Serving in a policy-making position with an agency under contract with HealthWest, except for an individual serving in a policy-making position with a joint board or commission established under 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, or a regional entity to provide community mental health services.

If a Board member is an employee or independent contractor in other than a policy-making position with an agency with which the Board is considering entering into a contract, the contract shall not be approved unless all of the following requirements are met:

- (a) The Board member shall promptly disclose his or her interest in the contract to the Board;
- (b) The contract shall be approved by a vote of not less than two-thirds [2/3] of the membership of the Board in an open meeting without the vote of the Board member in question; and
- (c) The official minutes of the meeting at which the contract is approved shall contain the details of the contract, including but not limited to the names of all parties and the terms of the contract, and the nature of the Board member's interest in the contract.

On an annual basis, Board members shall review these Rules, the ethics policies of Muskegon County, and the Bylaws of the Board and sign a written declaration attesting to compliance with the applicable ethical requirements and conflict of interest provisions contained therein. In addition, each member shall also sign a Confidentiality/Non-Disclosure Agreement.

Section 4. Removal

A Board member may be removed from office by the Board of Commissioners for neglect of official duty or misconduct in office after being given a written statement of reasons and an opportunity to be heard on the removal..

Section 5. Evaluation of the Effectiveness of the Board and of Individual Members

Evaluation of the effectiveness of the Board of Directors (entire Board and individual members) shall be conducted in the manner and frequency determined by the Board on an annual basis. Compliance with the By-laws shall form the basis of the evaluation.

Section 6. Orientation and Education of Members of the Board

Board members shall be oriented to the vision, mission, strategic direction, values, ethics, practice and policies, etc., of HealthWest. Member education and development, through Community Mental Health Association of Michigan (CMHAM) board's sponsored training modules, presentations, speakers, and other methods as applicable, shall be ongoing. External advisors or resources may be consulted, as needed, for program operations.

Section 7. Bylaws

The Board shall establish bylaws, the establishment and amendment of which shall be in accordance with the Mental Health Code and subject to the approval of the Board of Commissioners.

RULE 4. PERSONNEL AND EXECUTIVE DIRECTOR

Section 1. Personnel

All personnel shall be employees of Muskegon County and subject to all personnel policies and rules of Muskegon County. Additionally, each employee assigned duties for HealthWest must be made aware of the conflict of interest provisions of Section 222 of the Mental Health Code, and sign a written declaration attesting to the absence of such conflict of interest. No person shall be employed and assigned duties for HealthWest if such a conflict exists. All employees assigned human resources and/or payroll duties for HealthWest shall be subject to the supervision and direction of the Muskegon County Director of Human Resources.

Section 2. Executive Director

(a) The Executive Director of HealthWest shall be an employee of Muskegon County subject to Rule 4, Section 1, and supervised by the County Administrator, except to the extent provided herein or in the Mental Health Code. The Executive Director shall be appointed by formal action of the Board, in accordance with the Mental Health Code and subject to rejection by 2/3 vote of the Board of Commissioners within 15 calendar days of appointment. Any contract pertaining to the appointment of the Executive Director is subject to review and approval by the Board of Commissioners. Action for termination shall be conducted pursuant to the personnel policies of Muskegon County or the terms of the contract between Muskegon County and the Executive Director, as applicable.

(b) The Executive Director, acting within the policy direction of the Board, shall be responsible for the overall operation of HealthWest and the control, utilization and conservation of the program's financial resources. The Executive Director shall make sufficient resources available, within the constraints of funding, to assure that HealthWest is able to provide appropriate and adequate services to Muskegon County Residents.

(c) The Executive Director shall be responsible for establishing administrative rules and procedures for all Board funded services and shall provide the clinical and administrative staffs with the authority and freedom necessary to carry out their responsibilities within the overall framework of the organization, the policy direction of the Board, and compliance with applicable Muskegon County rules and policies.

(d) The Executive Director shall sign contracts with providers or managers for the provision of services of health care or rehabilitative services that have been approved by the Board. All other contracts shall be approved by the Board and the Board of Commissioners prior to execution by the Executive Director. The minutes of the Board meeting for the date of approval shall reflect exact information including the name of the contractor, the amount of the contract, and other pertinent information as determined by the Board. In addition, the Executive Director shall approve and authorize individual professional service contracts with psychiatrists, psychologists, etc., and which reflect rates approved by the Board and that are within the Board's established budget. No professional services contract shall be authorized that does not expressly state that the professional services provider is an independent contractor and not an employee of Muskegon County.

(e) A formal written evaluation of the performance of the Executive Director by the Board shall be conducted in accordance with Muskegon County personnel policies and rules.

(f) The Executive Director will keep the County Administrator generally apprised of the operations of HealthWest, shall meet with the County Administrator

on a regular basis not less than six times per year, and shall attend monthly Muskegon County Directors Meetings.

RULE 5. BUDGET AND FINANCE

Section 1. Needs Assessment, Annual Plan, Budget and Requests for Funds

The Board shall annually prepare a needs assessment, annual plan and budget, and request for state and county funds, and hold a public hearing regarding such. After public hearing, the Board shall obtain approval of its needs assessment, annual plan and budget, and request for funds from the Board of Commissioners before submission of those items to MDHHS.

Section 2. Supervision by Muskegon County Department of Finance

All monies received and all expenditures made by HealthWest shall flow through the Muskegon County Department of Finance and shall be subject to any applicable rules and policies of Muskegon County to the extent they do not conflict with any applicable rules and regulations of MDHHS pertaining to monies disbursed for community mental health services programs. All such monies received shall be held and accounted for in funds as designated by the Director of Finance, subject to any applicable MDHHS rules and regulations. All employees assigned finance and accounting duties for HealthWest shall be subject to the supervision and direction of the Muskegon County Director of Finance. Monies and assets of HealthWest shall be fiscally managed in accordance with Michigan Administrative Code Rule 330.2808.

RULE 6. INFORMATION AND TECHNOLOGY

Information and technology systems utilized by HealthWest shall be consistent with such systems used county wide and shall be subject to all Muskegon County policies and rules related to information and technology systems. To the extent HealthWest requires any data processing, financial reporting, or other program that is necessary for HealthWest's compliance with rules and regulations applicable to community mental health services programs, it shall obtain the approval of the Muskegon County Director of Information Technology prior to purchase, installation, download or use of such program. All employees assigned information technology duties for HealthWest shall be subject to the supervision and direction of the Muskegon County Director of Information Technology.

RULE 7. BUILDINGS AND FACILITIES

All buildings and facilities used by HealthWest shall be subject to all applicable Muskegon County rules and policies pertaining to buildings and facilities management. The Board shall not enter into any purchase or lease agreement for any premises or part thereof without the approval of the Muskegon County Board of Commissioners. All employees assigned duties related to the operation, maintenance and management of buildings and facilities used by HealthWest shall

be subject to the supervision and direction of the Muskegon County Facilities Manager.

- 2. The Clerk is hereby directed to format the above Rules consistent with the adopted rules and policies of the County and to disseminate such Rules to all affected departments, agencies and staff.
- 3. This resolution shall remain in effect until repealed by a majority of the Board of Commissioners then elected and serving.
- 4. All resolutions that are in conflict with this Resolution is hereby repealed, but only to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
 COUNTY OF MUSKEGON)

I, the undersigned, the duly qualified and acting Clerk of Muskegon County, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the County Board of Commissioners of said County at a meeting held on the ___ day of _____, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

 Karen D. Buie, County Clerk
 Muskegon County, Michigan