

HEALTHWEST

FINANCE COMMITTEE MEETING MINUTES

Friday, September 15, 2023

8:00 a.m.

CALL TO ORDER

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

ROLL CALL

Committee Members Present: Jeff Fortenbacher, Janet Thomas, Thomas Hardy, Remington Sprague, M.D., Commissioner Marcia Hovey-Wright

Committee Members Absent: Stephanie Umlor, Commissioner Charles Nash

Also Present: Rich Francisco, Holly Brink, Shannon Morgan, Gina Post, Brandy Carlson, Brian Speer, Jackie Farrar, Gordon Peterman, Urbain Ndoeye, Gary Ridley, Jason Bates, Melina Barrett, Christy LaDronka, Stephanie Baskin, Amber Berndt, Suzanne Beckeman, Linda Wagner, Jennifer Stewart, Tasha Percy, Cyndi Blair

Guests: Angie Gasiewski

MINUTES

It was moved by Mr. Hardy, seconded by Ms. Thomas, to approve the minutes of the August 18, 2023, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

A. Approval of Expenditures for July 2023

It was moved by Dr. Sprague, seconded by Mr. Hardy, to approve expenditures for the month ending July 31, 2023, in the total amount of \$6,367,315.27.

MOTION CARRIED

B. Monthly Report from the Chief Financial Officer

Ms. Carlson presented the July report, noting an overall cash balance of \$4,636,764.94 as of July 31, 2023.

C. FY23 Actual and Projected Expenditures

Ms. Carlson presented the July report for the Board review.

D. FY23 Actual Budget Amendment

Ms. Carlson presented the FY23 Actual Budget Amendment report for the Board review.

E. FY24 Budget

Ms. Carlson presented the FY24 Budget report for the Board review.

F. Authorization to Approve the Increase Projected Contract for CRC Recovery Inc.

It was moved by Mr. Hardy, seconded Dr. Sprague, to authorize HealthWest to approve the increase in projected expenditure for CRC Recovery Inc dba as Western Michigan Treatment Center at a cost not to exceed \$60,675.00 effective July 1, 2023 through September 30, 2023.

MOTION CARRIED

G. Authorization to Contract with Substance Use Disorder Agencies

It was moved by Mr. Hardy, seconded Dr. Sprague, to authorize the HealthWest Board of Directors o contract with the Substance Use Disorder Services agencies listed on Attachment A with their individual projected expenditures for the time period effective October 1, 2023 through September 30, 2024.

MOTION CARRIED

H. Authorization to Approve Single Case Agreement with Residential Opportunities Inc. (ROI)

It was moved by Dr. Sprague, seconded by Ms. Thomas, to authorize the HealthWest Board of Director to authorize the HealthWest expense for a single case agreement with Residential Opportunities, Inc. in the amount not to exceed \$34,650.00 for specialized autism residential.

MOTION CARRIED

I. Authorization to Approve Increase to Contracts with Amanda Family, Case Management of Michigan, Reliance Community Care Partners, and St. Mary's Family Pharmacy

It was moved by Ms. Thomas, seconded by Mr. Hardy, to authorize HealthWest to approve the projected expenditures for Amanda Family, Case Management of Michigan, Reliance Community Care Partners, and St. Mary's Family Pharmacy as stated above with a total not to exceed \$124,000.00, effective October 1, 2022 through September 30, 2023.

MOTION CARRIED

J. Authorization to Approve Grant Funded Agreements

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize HealthWest authorize acceptance of the attached grants and of the requirements within for a total of \$6,852,083, effective October 1, 2023 through September 30, 2024.

MOTION CARRIED

K. Authorization to Approve Purchase of Savaria Portable Ceiling Track Motor & Cradle from Midwest Patient Lifts

It was moved by Ms. Thomas, seconded by Commissioner Hovey-Wright, to authorize HealthWest to pay for a Savaria Portable Ceiling Track Motor & Cradle up to \$4,072 to replace broken motor & cradle, by September 30, 2023.

MOTION CARRIED

L. Authorization to Enter into Agreement with Hackley Community Care (HCC)

It was moved by Ms. Thomas, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Executive Director to enter into an agreement in support of Hackley Community Care purchasing professional services and entering into a lease arrangement, effective September 25, 2023 through September 30, 2024.

MOTION CARRIED

M. Authorization to Enter into a Purchase of Service Agreement with Brewer & Bristow Training

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Executive Director to sign an agreement in support of Brewer & Bristow Training in the amount not to exceed \$21,200 for fiscal year 2024.

MOTION CARRIED

N. Authorization to Continue Contracting with the FY23 Service Vendors / Providers

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Executive Director to contract with those FY23 service vendors/providers listed in Attachment A with their individual projected expenditures for the time period effective October 1, 2023 through September 30, 2024.

MOTION CARRIED

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Hardy provided an update on the new Veterans Affairs Clinic coming to Muskegon County.

COMMUNICATIONS

Mr. Hardy and Mr. Speer provided an update on the Walk-A-Mile Rally that took place in Lansing on September 13th.

DIRECTOR'S COMMENTS

Rich Francisco, Executive Director, provided his Director's Report:

- Brandy and I attended another ISF follow up meeting with the LRE, and Wakely presented the data again. The same concerns were brought up regarding the unknown factors related to the Milliman rates (still in draft) which is the basis for the analysis. The LRE is contractually required to provide an analysis of the ISF fund and submit it to MDHHS by Fiscal year end. I believe they have the analysis done; however, the question really comes down to what the LRE board members will decide on and which recommendation to go with and how much to fund the ISF and how. One way is to take it off the top as revenues come in, and the other is to wait after year end and whatever is left goes into the ISF. The idea is to have the right amount for regional contingency and at the same time ensure that a good portion of the revenue goes to the CMHSP for service delivery. In addition, the LRE still must settle with the CMHSP for this year and so the exact amount in the ISF is still not final.

- Last week, it was brought to my attention that the revenue projections that the LRE has been using and sharing with the CMH partners had an error that was not accounted for. The calculations for the projected revenue were not considering and removing the taxes of the revenue total which was inflating our revenue projections. This has since been corrected by the LRE and my understanding is that they will go back several months to recalculate a more accurate revenue projection. They may even go back the whole year. I know we are not entirely dependent on the LRE revenue projections because Brandy develops other scenarios, but I wanted to bring it up to the board. It could be a big concern for a CMH if that was used as a source for budgeting this year.
- LRE Site review audit was and is this week. With some minor hiccups at the beginning of the week uploading proofs and documents, I believe everything has now been submitted uploaded and submitted to the LRE and their staff have either reviewed or completed the desk audit reviews.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:42 a.m.

Respectfully,

Jeff Fortenbacher
Committee Chair

JF/hb

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



FINANCE COMMITTEE

September 15, 2023 – 8:00 a.m.

376 E. Apple Ave. Muskegon, MI 49442

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

AGENDA

- | | | |
|----|--|-------------|
| 1. | Call to Order | Quorum |
| 2. | Approval of Minutes | |
| | A. Approval of the Minutes of August 18, 2023
(Attachment #1 pg.1-3) | Action |
| 3. | Items for Consideration | |
| | A. Approval of Expenditures for July 2023
(Attachment #2 pg. 4) | Action |
| | B. Monthly Report from the Chief Financial Officer
(Attachment #3 pg. 5) | Information |
| | C. FY23 Actual and Projected Expenditures
(Attachment #4 pg. 6-7) | Information |
| | D. FY23 Actual Budget Amendment
(Attachment #5 pg. 8-9) | Information |
| | E. FY24 Budget
(Attachment #6 pg. 10-11) | Information |
| | F. Authorization to approve increase to the contract for CRC
Recovery Inc.
(Attachment #7 pg. 12-13) | Action |
| | G. Authorization to Contract with Substance Use Disorder Agencies
(Attachment #8 pg. 14-19) | Action |

Main Office

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|----|--|-------------|
| H. | Authorization to approve Single Case Agreement with Residential opportunities, Inc. (ROI)
(Attachment #9 pg. 20-21) | Action |
| I. | Authorization to approve increase to the contract for Amanda Family, Case Management of Michigan, Reliance Community Care Partners, and St. Mary's Family Pharmacy
(Attachment #10 pg. 22) | Action |
| J. | Authorization to approve Grant Funded Agreements with Michigan Department of Health and Human Services (MDHHS), SAMHSA, Housing and Urban Development (HUD), Bureau of Justice (BJA) and the Lakeshore Regional Entity
(Attachment #11 pg. 23-24) | Action |
| K. | Authorization to approve purchase of Savaria Portable Ceiling Track Motor & Cradle from Midwest Patient Lifts
(Attachment #12 pg. 25) | Action |
| L. | Authorization to enter into agreement with Hackley Community Care (HCC)
(Attachment #13 pg. 26-29) | Action |
| M. | Authorization to enter into a purchase of service agreement with Brewer & Bristow Training
(Attachment #14 pg. 30-39) | Action |
| N. | Authorization to continue contracting with the FY23 service vendors / providers
(Attachment #15 pg. 40-46) | Action |
| 4. | Old Business | |
| 5. | New Business | |
| 6. | Communication | |
| 7. | Director's Comments | Information |
| 8. | Audience Participation | |
| 9. | Adjournment | Action |

/hb

HEALTHWEST

FINANCE COMMITTEE MEETING MINUTES

Friday, August 18, 2023

8:00 a.m.

CALL TO ORDER

The regular meeting of the Finance Committee was called to order by Committee Chair Fortenbacher at 8:00 a.m.

ROLL CALL

Committee Members Present: Jeff Fortenbacher, Janet Thomas, Thomas Hardy, Remington Sprague, M.D., Commissioner Charles Nash

Committee Members Absent: Stephanie Umlor, Commissioner Marcia Hovey-Wright

Also Present: Rich Francisco, Holly Brink, Shannon Morgan, Gina Post, Brandy Carlson, Justine Belvitch, Brian Speer, Jackie Farrar, Gordon Peterman, Kelly Betts, Urbain Ndoye, Gary Ridley, Jason Bates, Melina Barrett, Christy LaDronka, Mickey Wallace

Guests: Angie Gasiewski, John Weerstra

MINUTES

It was moved by Commissioner Nash, seconded by Mr. Hardy, to approve the minutes of the July 21, 2023, meeting as written.

MOTION CARRIED.

ITEMS FOR CONSIDERATION

A. Approval of Expenditures for June 2023

It was moved by Mr. Hardy, seconded by Commissioner Nash, to approve expenditures for the month ending June 30, 2023, in the total amount of \$8,919,187.81.

MOTION CARRIED

B. Monthly Report from the Chief Financial Officer

Ms. Carlson presented the June report, noting an overall cash balance of \$3,134,649.85 as of June 30, 2023.

C. FY23 Actual and Projected Expenditures

Ms. Carlson presented the June report for the Board review.

D. Authorization to Increase Projected Contract Expenditures for Arbor Circle Corporation

It was moved by Mr. Hardy, seconded Dr. Sprague, to authorize HealthWest to approve the increase in projected expenditure as stated above for Arbor Circle Corporation, totaling \$208,487.50 effective January 1, 2023 through September 30, 2023.

E. Authorization to Approve Single Case Agreements

It was moved by Mr. Hardy, seconded Dr. Sprague, to authorize the HealthWest Executive Director to sign single case agreements with various out of network hospitals in the amount of \$48,501.00 for psychiatric inpatient stays for HealthWest consumers.

MOTION CARRIED

F. Authorization to Approve the Increase Projected Contract Expenditures for FY23

It was moved by Mr. Hardy, seconded Dr. Sprague, to authorize HealthWest to approve the projected expenditures for Beacon Services, FA-HO-LO, Hernandez Homes, Kelly's Kare Community Living Supports, MOKA, and Positive Behavior Supports as stated above with a total not to exceed \$556,000.00, effective October 1, 2022 through September 30, 2023.

MOTION CARRIED

G. Authorization to Approve Increase to the Contract for Our Hope Association

It was moved by Mr. Hardy, seconded Dr. Sprague, to authorize the HealthWest Board of Directors to approve the increase in projected expenditure as stated above for Our Hope Association, totaling \$259,837.50 effective January 1, 2022 through September 30, 2023.

MOTION CARRIED

H. Authorization to Approve Increase to the Contract for Servicios De Esperanza, LLC (Services of Hope)

It was moved by Dr. Sprague, seconded by Mr. Hardy, to authorize the *HealthWest Board of Director to approve the increase in projected expenditure as stated above for Servicios De Esperanza, LLC (Services of Hope), totaling \$401,125.00 effective January 1, 2023 through September 30, 2023.*

MOTION CARRIED

I. Authorization to Approve Contract with Falco Corporation

It was moved by Dr. Sprague, seconded by Mr. Hardy, to authorize the HealthWest Executive Director to sign a contract with Falco Corporation to provide specialized residential services to eligible HealthWest consumers, at a cost not to exceed \$30,500.00 for FY2023.

MOTION CARRIED

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

COMMUNICATIONS

Mr. Speer provided an update on the HealthWest Health, Wellness and Recovery Picnic. Communication was also shared regarding additional community events happening.

DIRECTOR'S COMMENTS

Rich Francisco, Executive Director, provided his Director's Report:

- Mr. Francisco thanked the HealthWest staff for their time and preparation of the Health, Wellness and Recovery Picnic. This was a great opportunity to be seen and introduced to partners in the community. It was great to see all of the participants and how successful this event is.
- Mr. Francisco provided an update on the LRE gave an update regarding LRE Motion that was passed in May for the Past liability settlement. As it relates to the amendment to the contract for the remaining 20% for past liabilities. The LRE legal council and our HealthWest corporate counsel are drafting an agreement that is close to being finalized. We want to ensure that the remaining 20% liability is still owed to us and to be paid.
- Mr. Francisco also shared that Network180 is requesting funds for the coming year and also for next year FY24. The CMHs requested additional information for this request.
- Lastly, Mr. Francisco shared that the Wakely presentation study has been shared with him and Ms. Carlson and are anticipating recommendations.

AUDIENCE PARTICIPATION

Mr. John Weerstra from the community was present and shared his knowledge of being a form CMH board member.

ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 8:32 a.m.

Respectfully,

Jeff Fortenbacher
Committee Chair

JF/hb

PRELIMINARY MINUTES
To be approved at the Finance Meeting on
September 15, 2023

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Administration	REQUEST DATE September 15, 2023	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 July 2023 totaled \$6,367,315.27. Some unusual expenditures for the month include \$155,902.00 to Hope Network Behavioral Health Services for 2 months of specialized residential services, and \$522,384.75 to Pioneer Resources for 2 months of specialized residential services.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to approve expenditures for the month of July 2023, in the total amount of \$6,367,315.27.</p>			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

HWB 147-F

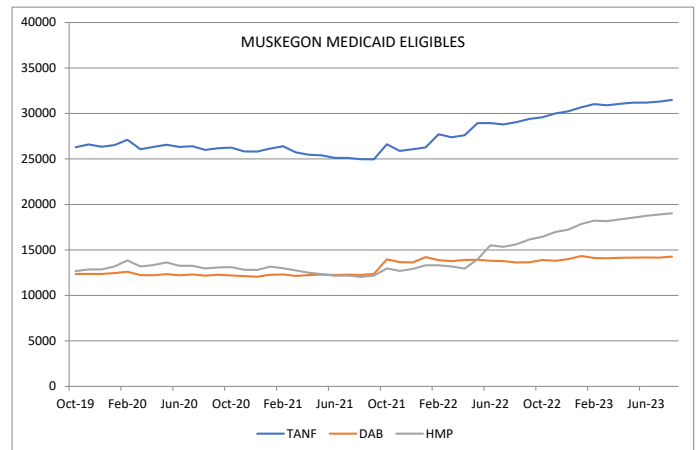
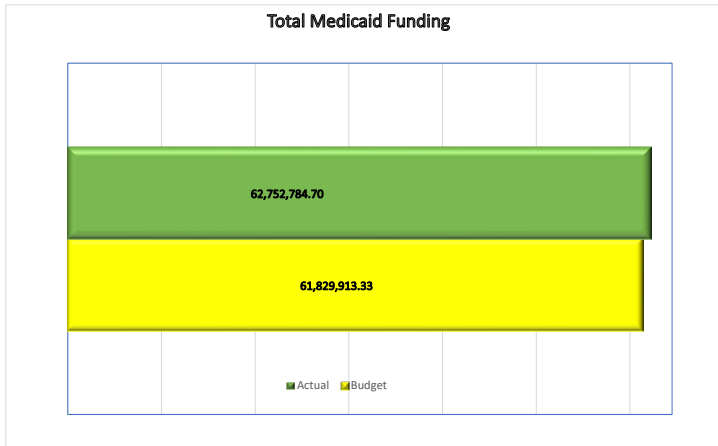
HEALTHWEST Statement of Activities For Period Ending July 31, 2023

10

Target % 83%

Medicaid FY2023				
	Annual Budget	YTD Budget	YTD Actual	Over/ (Under) Budget
Revenues				
Medicaid	\$ 60,869,109	\$ 50,724,258	\$ 52,224,855	\$ 1,500,597
Healthy Michigan	\$ 6,535,735	\$ 5,446,446	\$ 7,916,616	2,470,170
CCBHC	\$ 6,791,052	\$ 5,659,210	\$ 2,611,314	(3,047,896)
Total Revenue	74,195,896	61,829,913	62,752,785	922,871
Expenses				
Capital Outlay	\$ 26,650	\$ 22,208	\$ 2,594	(19,615)
Contractual	\$ 31,522,816	\$ 26,269,014	\$ 29,187,807	2,918,793
Insurance	\$ 360,219	\$ 300,183	\$ 312,572	12,390
Other	\$ (334,020)	\$ (278,350)	\$ 389,901	668,251
Overhead	\$ 1,862,714	\$ 1,552,262	\$ 1,748,664	196,402
Planning Adjustments	\$ 2	\$ 2	\$ -	(2)
Salary & Fringes	\$ 39,292,365	\$ 32,743,637	\$ 31,101,292	(1,642,345)
Staff Development & Training	\$ 108,848	\$ 90,706	\$ 273,776	183,070
Supplies	\$ 567,436	\$ 472,864	\$ 463,836	(9,028)
Transfers	\$ 471,644	\$ 393,037	\$ -	(393,037)
Utilities	\$ 317,222	\$ 264,352	\$ 208,130	(56,222)
Total Expenses	74,195,896	61,829,913	63,688,571	1,858,658
Increase (decrease) in net position	\$ -	\$ -	\$ (935,786)	\$ (935,786)
			Actual %	86%

All Other Funding FY2023				
	Annual Budget	YTD Budget	YTD Actual	Over/ (Under) Budget
Revenues				
Commercial Insurance	\$ 1,031,395	\$ 859,496	\$ 268,506	\$ (590,990)
State General Fund	\$ 2,049,891	\$ 1,708,243	\$ 383,116	(1,325,126)
Grants	\$ 9,476,137	\$ 7,896,781	\$ 5,217,508	(2,679,273)
Local	\$ 525,421	\$ 437,851	\$ 239,223	(198,628)
Total Revenue	13,082,844	10,902,370	6,108,353	(4,794,017)
Expenses				
Capital Outlay	\$ -	\$ -	\$ -	-
Contractual	\$ 2,090,660	\$ 1,742,216	\$ 1,428,207	(314,009)
Insurance	\$ -	\$ -	\$ -	-
Other	\$ 1,679,796	\$ 1,399,830	\$ 243,099	(1,156,731)
Overhead	\$ -	\$ -	\$ -	-
Planning Adjustments	\$ -	\$ -	\$ -	-
Salary & Fringes	\$ 9,296,768	\$ 7,747,307	\$ 3,286,189	(4,461,118)
Staff Development & Training	\$ 156,850	\$ 130,709	\$ 38,769	(91,940)
Supplies	\$ 565,589	\$ 471,324	\$ 338,884	(132,440)
Transfers	\$ -	\$ -	\$ -	-
Utilities	\$ -	\$ -	\$ -	-
Total Expenses	13,789,663	11,491,386	5,335,148	(6,156,238)
Increase (decrease) in net position	\$ (706,819)	\$ (589,016)	\$ 773,205	\$ 1,362,221
			Actual %	39%



Please contact Brandy Carlson, HealthWest Chief Financial Officer with questions regarding this information at 231-724-1174 or brandy.carlson@healthwest.net

Deficit
Caution
Acceptable

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 2220
MENTAL HEALTH
July 31, 2023**

ASSETS	THIS YEAR	LAST YEAR
Cash in Bank	4,636,764.94	(15,063,668.80)
Cash in Transit	-	-
Imprest (Petty) Cash	2,700.00	2,700.00
Due from Credit Cards	-	(2,454.60)
Accounts Receivable	81,077.19	137,588.51
Due From Other Funds	4,414.73	(24,636.60)
Prepaid Items	549,294.15	353,356.85
Due from other governments	6,906,720.35	11,951,003.00
Total Assets	<u>\$ 12,180,971.36</u>	<u>\$ (2,646,111.64)</u>
 LIABILITIES AND EQUITY		
Accounts Payable	\$ 43,352.30	\$ 86,605.93
Undistributed Receipts	1,078.39	1,941.04
HAB Supports Waiver	1,539,049.19	-
Medicaid Children's Waiver	64,235.45	(456,658.79)
Medicaid SED Waiver	42,589.82	188,538.45
State Advance	1,338,789.42	-
Capitation Medicaid	47,213.99	-
Medicaid - B3 Services	3,990,326.14	-
Accrued Wages and Fringes	-	2,544.77
Medicaid - Healthy Michigan	2,935,412.48	-
Medicaid - Autism	5,150,840.57	-
SA Federal Pass Thru	(54,513.89)	-
SA State Plan Medicaid	1,441,874.68	-
SA B3 Services	588,149.02	-
SA Healthy Michigan	3,003,975.31	-
SA PA2 Dollars	45,814.37	-
Due to Federal	-	-
Unearned Revenue - Lilac St Donation	50,100.00	50,100.00
Total Liabilities and Equity	<u>\$ 20,228,287.24</u>	<u>\$ (126,928.60)</u>
 DEFERRED INFLOWS OF RESOURCES		
Deferred Medicaid fee for services and capitation	<u>\$ 10,712,965.50</u>	<u>\$ 11,894,926.90</u>
Fund Balance at beginning of year	(17,073,240.73)	(14,521,177.85)
Nonspendable FB-Prepays	319,982.25	
**Total Fund Balance	<u>\$ (16,753,258.48)</u>	<u>\$ (14,521,177.85)</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE		
	\$ 14,187,994.26	\$ (2,753,179.55)
 NET OF REVENUES VS EXPENDITURES		
	<u>\$ (2,007,022.90)</u>	<u>\$ 107,067.91</u>
 Transferred to County Equipment Revolving Account for:		
Mental Health Center Building (6660-0000-349220)	\$2,591,539.87	\$2,652,306.21
Future Equipment Purchases (6660-0000-349222)	\$89,534.24	\$61,884.44

**COMMUNITY MENTAL HEALTH
INTERIM BALANCE SHEET 7930
CMH CLIENT FUNDS
July 31, 2023**

ASSETS	THIS YEAR	LAST YEAR
Cash	\$ 480,173.80	\$ 653,724.90
Imprest Cash	\$ 41,122.63	\$ 57,737.80
Accounts Receivable	\$ 177.00	\$ 177.00
Due From Other Funds	\$ -	\$ -
Total Assets	\$ 521,473.43	\$ 711,639.70
LIABILITIES AND EQUITY		
Accounts Payable	\$ -	\$ -
Due to Other Funds	\$ 4,404.56	\$ 367.25
Interest Payable	\$ -	\$ -
Undistributed Receipts	\$ 517,068.87	\$ 711,272.45
	\$ 521,473.43	\$ 711,639.70

HEALTHWEST MEMORANDUM

DATE: September 15, 2023
TO: HealthWest Board of Directors
CC: Rich Fransisco, Executive Director
FROM: Brandy Carlson, Chief Financial Officer
SUBJECT: Fiscal Year 2023 Budget Amendment

HealthWest has submitted a balanced budget request to amend the Fiscal Year 2023 budget to the Muskegon County Board of Commissioners (Board), in the amount of \$88,654,286. This budget request will be presented to the Full Board on Tuesday, September 12, 2023. The changes are as follows:

	FY2023 CURRENT BUDGET	FY2023 PROPOSED BUDGET	VARIANCE
REVENUES			
LRE FUNDED MH & SUD FEE COLLECTIONS	67,333,329	76,903,367	9,570,038
LRE FUNDED CCBHC FEE COLLECTIONS	8,153,717	-	(8,153,717)
COMMERCIAL INSURANCE	1,031,395	283,778	(747,617)
EARNED GRANTS AND CONTRACT COLLECTIONS	8,694,012	8,694,005	(7)
MISCELLANEOUS REVENUE	706,819	706,849	30
OTHER ALLOCATION ADJUSTMENTS-STATE GRANT	2,066,287	2,066,287	(-)
TOTAL REVENUES VARIANCE	87,985,559	88,654,286	668,727
EXPENDITURES			
SALARY AND FRINGES	48,590,421	45,786,996	(2,803,425)
RENT AND O & M ADJUSTMENTS:			
OTHER	1,345,776	1,088,023	(257,753)
OVERHEAD	1,862,714	1,830,190	(32,524)
UTILITIES	317,222	258,433	(58,789)
NET BUILDING ADJUSTMENTS	3,525,712	3,176,646	(349,066)
OTHER			
CAPITAL OUTLAY	26,650	5,187	(21,463)
CONTRACTUAL SERVICES	33,613,478	38,118,826	4,505,348
SUPPLIES	1,133,025	955,527	(177,498)
GENERAL LIABILITY/INSURANCE COSTS	360,219	360,219	-
PLANNING ADJUSTMENTS	-	-	-
STAFF DEVELOPMENT AND TRAINING	264,410	250,885	(13,525)
TRANSFERS	471,644	-	(471,644)
TOTAL OTHER	35,869,426	39,690,644	3,821,218
TOTAL EXPENDITURES	87,985,559	88,654,286	668,727
NET BUDGET VARIANCE*	-	-	-

This was largely due to revenue coming in higher than originally anticipated. Through the month of August, the Lakeshore Regional Entity is projected \$79,266,964 in LRE Funded MH and SUD Fee Collections. As you can see, HealthWest did not budget for that large amount as we have concerns of meeting that actual revenue at year end.

HEALTHWEST MEMORANDUM

DATE: September 15, 2023

TO: HealthWest Board of Directors

CC: Rich Fransisco, Executive Director

FROM: Brandy Carlson, Chief Financial Officer

SUBJECT: Fiscal Year 2024 Budget

HealthWest has submitted a balanced budget request for the Fiscal Year 2024 budget to the Muskegon County Board of Commissioners (Board), in the amount of \$84,759,384. This budget request will be presented to the Full Board on Tuesday, September 26, 2023. The changes are as follows:

	FY2023 CURRENT BUDGET	FY2024 PROPOSED BUDGET	VARIANCE
REVENUES			
LRE FUNDED MH & SUD FEE COLLECTIONS	67,333,329	57,992,686	(9,340,643)
LRE FUNDED CCBHC FEE COLLECTIONS	8,153,717	16,857,351	8,703,634
COMMERCIAL INSURANCE	1,031,395	283,778	(747,617)
EARNED GRANTS AND CONTRACT COLLECTIONS	8,694,012	6,852,433	(1,841,579)
MISCELLANEOUS REVENUE	706,819	706,849	30
OTHER ALLOCATION ADJUSTMENTS-STATE GRANT	2,066,287	2,066,287	(-)
TOTAL REVENUES VARIANCE	87,985,559	84,759,384	(3,226,175)
EXPENDITURES			
SALARY AND FRINGES	48,590,421	44,024,909	(4,565,512)
RENT AND O & M ADJUSTMENTS:			
OTHER	1,345,776	1,033,739	(321,037)
OVERHEAD	1,862,714	1,738,680	(124,034)
UTILITIES	317,222	245,511	(71,711)
NET BUILDING ADJUSTMENTS	3,525,712	3,017,930	(516,782)
OTHER			
CAPITAL OUTLAY	26,650	4,928	(21,722)
CONTRACTUAL SERVICES	33,613,478	36,223,233	2,609,755
SUPPLIES	1,133,025	907,811	(225,214)
GENERAL LIABILITY/INSURANCE COSTS	360,219	342,207	(18,012)
PLANNING ADJUSTMENTS	-	-	-
STAFF DEVELOPMENT AND TRAINING	264,410	238,366	(26,044)
TRANSFERS	471,644	-	(471,644)
TOTAL OTHER	35,869,426	37,716,545	1,847,119
TOTAL EXPENDITURES	87,985,559	84,759,384	(3,226,175)
NET BUDGET VARIANCE*	-	-	-

As this Board has been discussing, revenue is expected to decrease due to Medicaid Redeterminations. HealthWest will largely be reviewing all budgeted positions that are not filled to determine what positions can be removed from our budget to absorb as much of the decreased revenue as possible internally.

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network Management	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Jennifer Stewart, Clinical Services Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to approve a \$10,000.00 increase to the contract for CRC Recovery Inc. dba Western Michigan Treatment Center located at 3584 Fairlanes Ave. SW Suite 2, Grandville MI. 49418-1583 effective July 1, 2023 through September 30, 2023.</p> <p>CRC Recovery Inc dba as Western Michigan Treatment Center projected contract amount was \$50,675.00 for FY 2023. The requested amount of \$10,000.00 is to cover the increase in SUD services related to the required increase for H0002 Methadone Administration. The total projected expenditure will not exceed \$60,675.00. CRC Recovery Inc. dba Western Michigan Treatment Services is funded through Medicaid and SUD Block Grant. Their services include:</p> <ul style="list-style-type: none"> • Medication Assisted Treatment/Opioid Treatment Program • SUD Outpatient Services 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Board of Directors to approve the increase in projected expenditure for CRC Recovery Inc dba as Western Michigan Treatment Center at a cost not to exceed \$60,675.00 effective July 1, 2023 through September 30, 2023.</p>			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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Exhibit 4: Sole Source Justification Form

Single/ Sole Source Justification

Please explain why the recommended vendor is the only vendor that can meet the required needs. Are there other vendors who can do this job? What conditions (e.g. technological superiority, or performance risks, etc.) exist so that the recommended vendor has a significant advantage over any other vendor who can do this job?


It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids/quotes. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Vendor Name: CRC Recovery, Inc. dba Western Michigan Treatment Center Requisition #: _____

Complete the Following Checklist	
A specific contractor is the only source of the required item because (check all that apply)	
<input type="checkbox"/>	It is the only source capable of supplying the item/need in the local area where the required need is to be met. Using a provider outside of the local area will substantially increase the cost or not meet the need of the services requested.
<input type="checkbox"/>	It is not possible to obtain competitive bids for consideration. Documentation* is attached to verify market research to preclude other brands or vendors considered and justification of Single Qualified Source.
<input type="checkbox"/>	The required item(s) is proprietary to the Contractor. (Branded, Exclusive, Trademarked, Copyright...)
<input type="checkbox"/>	The required item(s) is under warranty to the Contractor and all service agreements / maintenance agreements are exclusive to the Contractor.
<input type="checkbox"/>	The required item(s) needed to be compatible or interchangeable with existing hardware or system currently in place. Only compatible items can be used for spares, replacements, or modifications to the current system.
<input type="checkbox"/>	There is a substantial technical risk in contracting with any other contractor, (e.g. only one contractor has been successful to date in implementing / completing this process / project). Documentation* is attached to verify market research to preclude other brands or vendors considered and justification of Single Qualified Source.
<input checked="" type="checkbox"/>	The service provider selected is predetermined by an outside source such as a Medical Provider, Courts, or other preapproved source and the services cannot be Bid
<input type="checkbox"/>	A grantor/funding agency or pass-through entity expressly authorizes a noncompetitive proposal in response to a written request. Documentation is attached.

*Documentation- Examples of documentation to attach include: A narrative explaining market research, reference checks on vendors, or a clearly written explanation of why a vendor meets the Sole Source Justification Description and any written information gathered in making this determination.

Comments: CRC Recovery Inc, dba Western Michigan Treatment Center, completed
facility/organization re-credentialing through the Lakeshore Regional Entity (LRE). The vendor
can be selected by the client based on the individual needs of the client.

Signature  Date 9-5-23
 Emergency Purchase:

<input type="checkbox"/>	Emergency: It is the only source capable of supplying the item/need in time to meet the required need due to an unforeseen situation involving the breakdown of machinery and/or a threatened termination of essential services, including maintenance and repair of essential office equipment, or a dangerous condition develops, or when supplies are needed for immediate use which may vitally affect the safety, health, property or welfare of the public.
For Emergency Purchases:	
Administrator Signature _____	Date _____

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Jennifer Stewart, Clinical Services Manager	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested for HealthWest to contract with the agencies listed on Attachment A to provide Substance Use Disorder Services, effective October 1, 2023 through September 30, 2024.</p> <p>The identified agencies have been providing Substance Use Disorder Services to various member CMHSPs of Lakeshore Regional Entity (Region 3) for the past fiscal year. The Provider rates for Outpatient Substance Use Disorder Services are standardized throughout the region. Lakeshore Regional Entity continues its efforts to standardize regional rates for all Substance Use Disorder Services, including residential and Medication Assisted Treatment services, with input from member CMHSPs and SUD Providers. The Providers will be paid through SUD Block Grant SUD Medicaid dollars, and Grants at the agreed upon LRE Regional SUD Rates</p> <p>HealthWest has added one new provider for FY-24.</p> <p style="margin-left: 40px;">1. Life Align: Recovery Community Organization - Adults</p> <p>Attachment A: SUD provider agreements for continuation of FY24 rates are through September 30, 2024.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to contract with the Substance Use Disorder Services agencies listed on Attachment A with their individual projected expenditures for the time period effective October 1, 2023 through September 30, 2024.			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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SUD Providers Agreement for FY 2024 Contracts through September 30, 2024.

Vendor Name/Address	Vendor/Provider Services/Funding Source
ACAC, Inc. 3949 Sparks Dr., SE Suite 103 Grand Rapids, MI 49546	ASAM Level of Care 1.0 Outpatient including Medication Assisted Treatment
<i>Projected Expenditure:</i> \$313,000.00	Funding Source: Medicaid/SUD Block Grant
Addiction Treatment Services, Inc. 116 East Eighth Street Traverse City, MI 49684	ASAM Level of Care 1.0 Outpatient and 2.1 Intensive Outpatient ASAM Level of Care 2.5 Partial/Day Treatment ASAM Level of Care 3.5 Clinically Managed High Intensity ASAM Level of Care 3.7 Medically Monitored High Intensity ASAM Level of Care 3.7 Sub-Acute Withdrawal Management
<i>Projected Expenditure:</i> \$47,000.00	Funding Source: Medicaid/SUD Block Grant
Arbor Circle Corporation 412 Century Lane Holland, MI 49423	ASAM Level of Care 1.0 Outpatient Recovery Management Team Woman's Specialty Services (WSS)
<i>Projected Expenditure:</i> \$240,000.00	Funding Source: Woman's Specialty Services (WSS) \$25,000.00 Funding Source: Medicaid/SUD Block Grant Funding Source: PA-2 \$2,500.00
Building Men for Life, Inc. 370 Country Club Road, Suite A Holland, MI 49423	Recovery Housing
<i>Projected Expenditure:</i> \$9,300.00	Funding Source: SUD Block Grant
Catholic Charities West Michigan 40 Jefferson SE Grand Rapids, MI 49503	ASAM Level of Care 1.0 Outpatient and 2.1 Outpatient
<i>Projected Expenditure:</i> \$175,000.00	Funding Source: Medicaid/SUD Block Grant

Vendor Name/Address	Vendor/Provider Services/Funding Source
Cherry Street Services, Inc. d/b/a Cherry Health 100 Cherry Street, SE Grands Rapids, MI 49503	ASAM Level of Care 1.0 Opioid Treatment Program ASAM Level of Care 1.0 Opioid Treatment Program - Jail Based Services
<i>Projected Expenditure:</i> \$2,700,000.00	Funding Source: Medicaid/SUD Block Grant COVID Block Grant \$3,000.00
Community Healing Centers 2615 Stadium Kalamazoo, MI 49008	ASAM Level of Care 1.0 Outpatient ASAM 3.1 Clinically Managed Low Intensity ASAM 3.3 Clinically Managed Population Specific ASAM 3.5 Clinically Managed High Intensity ASAM 3.7 Medically Monitored High Intensity ASAM 3.7 WD Medically Monitored Inpatient Withdrawal Management Recovery Housing
<i>Projected Expenditure:</i> \$195,000.00	Funding Source: Medicaid/SUD Block Grant
CRC Recovery Inc. d/b/a Western MI Treatment Services 3584 Fairlanes Ave SW, Ste 2 Grandville, MI 49418	ASAM Level of Care 1.0 Opioid Treatment Program
<i>Projected Expenditure:</i> \$60,000.00	Funding: Medicaid/SUD Block Grant
Eastside Outpatient Services 445 East Sherman Blvd. Muskegon, MI 49441	ASAM Level of Care 1.0 Opioid Treatment Program ASAM Level of Care 1.0 Opioid Treatment Program - Jail Based Services
<i>Projected Expenditure:</i> \$1,022,000.00	Funding Source: COVID Block Grant \$3,000.00 Funding Source: Medicaid/SUD Block Grant
Every Woman's Place 1221 W. Laketon Muskegon, MI 49441	Recovery Housing Recovery Coaching
<i>Projected Expenditure:</i> \$100,000.00	Founding Source: Sud Block Grant

Vendor Name/Address	Vendor/Provider Services/Funding Source
Family Outreach Center 1939 S. Division Grand Rapids, MI 49507	ASAM Level of Care 1.0
<i>Projected Expenditure:</i> \$620,000.00	Funding Source: SOR \$170,000.00 Founding Source for Recovery Management Team - PA-2 \$2,500.00 Funding Source: Medicaid/SUD Block Grant
Fresh Coast Alliance (previously 70x7 Life Recovery Muskegon) 1128 Roberts Street Muskegon, MI 49442	Recovery Housing Recovery Coaching
<i>Projected Expenditure:</i> \$61,000.00	Funding Source: Medicaid/SUD Block Grant
Harbor Hall, Inc.	ASAM Level of Care 1.0 Outpatient and 2.1 Intensive Outpatient
704 Emmet Street	ASAM Level of Care 2.5 Partial/Day Treatment
Petoskey, MI 49770	ASAM Level of Care 3.5 Clinically Managed High Intensity
	ASAM Level of Care 3.2 Sub Acute Withdrawal Management
<i>Projected Expenditure:</i>	
\$40,000.00	Funding Source: Medicaid/SUD Block Grant
Life Align 2508 Glade St. Muskegon MI. 49444	Recovery Community Organization - Adults
<i>Projected Expenditure:</i> \$134,031.00	Funding Source: PA-2
Our Hope Association 324 Lyon Street, NE Grand Rapids, MI 49503	ASAM 3.5 Clinically Managed High Intensity Residential Services for Adults
<i>Projected Expenditure:</i> \$260,000.00	Funding Source: Medicaid/SUD Block Grant
Reach for Recovery, INC.	ASAM Level of Care 1.0 Outpatient

Vendor Name/Address	Vendor/Provider Services/Funding Source
483 Century Lane Holland, MI 49423	ASAM 3.1 Clinically Managed Low Intensity
<i>Projected Expenditure:</i> \$115,000.00	Funding Source: Medicaid/SUD Block Grant
Recovery Road, LLC. 1757 Stilesgate Street, SE Grand Rapids, MI 49508	Recovery Housing
<i>Projected Expenditure:</i> \$55,000.00	Funding Source: SUD Block Grant
RLC Property Management, LLC, The Comfort Home 1427 Ball Avenue NE Grand Rapids, MI 49505	Recovery Housing
<i>Projected Expenditure:</i> \$23,000.00	Funding Source: SUD Block Grant
Sacred Heart Rehabilitation Services, Inc. 400 Stoddard Road Richmond, MI 48062	ASAM 3.5 Clinically Managed High Intensity ASAM 3.7 Medically Monitored Inpatient Withdrawal Management ASAM 1.0 Opioid Treatment Program - Methadone dosing for detox or residential clients only ASAM 3.5 Clinically Managed High Intensity ASAM 3.7 Medically Monitored Inpatient Withdrawal Management Residential
<i>Projected Expenditure:</i> \$55,000.00	Funding Source: Medicaid/SUD Block Grant
Salvation Army Turning Point 72 Sheldon Boulevard, SE Grand Rapids, MI 49503	ASAM 3.1 Clinically Managed Low Intensity ASAM 3.5 Clinically Managed High Intensity ASAM Level 3.7-WM – Medically Monitored Inpatient Withdrawal Management (Residential Withdrawal Management) Adult
<i>Projected Expenditure:</i> \$464,000.00	Funding Source: Medicaid/SUD Block Grant
The Grand Rapids Red Project 401 Hall Street SE	Overdose Prevention and Intervention Provision of Naloxone Kits

Vendor Name/Address	Vendor/Provider Services/Funding Source
Grand Rapids, MI 49507	Recovery Coaching
<i>Projected Expenditure:</i> \$170,000.00	Funding Source: SOR and SUD Block Grant
Wedgwood Christian Services 3300 36th St. SE Grand Rapids, MI 49512	ASAM Level of Care 1.0 Outpatient ASAM Level of Care 3.5 Clinically Managed Medium Intensity - Adolescent
<i>Projected Expenditure:</i> \$370,000.00	Funding Source: Woman's Specialty Services (WSS) \$70,000.00 Funding Source: Medicaid/SUD Block Grant

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network Management	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Brian Speer, Provider Network Specialist	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to approve a single case agreement expense with Residential Opportunities, Inc. (ROI) in Kalamazoo, MI. ROI provides a specialized autism residential program for one HealthWest youth consumer. The consumer stay began on August 29, 2023 and will continue through September 30, 2023. The total expense for this thirty-three (33) day stay is not to exceed \$34,650.00.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest expense for a single case agreement with Residential Opportunities, Inc. in the amount not to exceed \$34,650.00 for specialized autism residential.</p>			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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Exhibit 4: Sole Source Justification Form

Single/ Sole Source Justification

Please explain why the recommended vendor is the only vendor that can meet the required needs. Are there other vendors who can do this job? What conditions (e.g. technological superiority, or performance risks, etc.) exist so that the recommended vendor has a significant advantage over any other vendor who can do this job?

It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids/quotes. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Vendor Name: Residential Opportunities, Inc. _____ Requisition #: _____

Complete the Following Checklist

A specific contractor is the only source of the required item because (check all that apply)

<input checked="" type="checkbox"/>	It is the only source capable of supplying the item/need in the local area where the required need is to be met. Using a provider outside of the local area will substantially increase the cost or not meet the need of the services requested.
<input type="checkbox"/>	It is not possible to obtain competitive bids for consideration. Documentation* is attached to verify market research to preclude other brands or vendors considered and justification of Single Qualified Source.
<input type="checkbox"/>	The required item(s) is proprietary to the Contractor. (Branded, Exclusive, Trademarked, Copyright...)
<input type="checkbox"/>	The required item(s) is under warranty to the Contractor and all service agreements / maintenance agreements are exclusive to the Contractor.
<input type="checkbox"/>	The required item(s) needed to be compatible or interchangeable with existing hardware or system currently in place. Only compatible items can be used for spares, replacements, or modifications to the current system.
<input type="checkbox"/>	There is a substantial technical risk in contracting with any other contractor, (e.g. only one contractor has been successful to date in implementing / completing this process / project). Documentation* is attached to verify market research to preclude other brands or vendors considered and justification of Single Qualified Source.
<input checked="" type="checkbox"/>	The service provider selected is predetermined by an outside source such as a Medical Provider, Courts, or other preapproved source and the services cannot be Bid
<input type="checkbox"/>	A grantor/funding agency or pass-through entity expressly authorizes a noncompetitive proposal in response to a written request. Documentation is attached.

*Documentation- Examples of documentation to attach include: A narrative explaining market research, reference checks on vendors, or a clearly written explanation of why a vendor meets the Sole Source Justification Description and any written information gathered in making this determination.

Comments: Vendor is a current provider with Specialized residential consumers living in the home _____

DocuSigned by:
 Signature Justine Belwitch _____ Date _____
569101984F31402...

Emergency Purchase:

<input type="checkbox"/>	Emergency: It is the only source capable of supplying the item/need in time to meet the required need due to an unforeseen situation involving the breakdown of machinery and/or a threatened termination of essential services, including maintenance and repair of essential office equipment, or a dangerous condition develops, or when supplies are needed for immediate use which may vitally affect the safety, health, property or welfare of the public.
For Emergency Purchases:	
Administrator Signature _____ Date _____	

I REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Brian Speer, Provider Network Specialist	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>Authorization is requested for HealthWest to increase projected contract expenditures for FY23 (October 1, 2022 - September 30, 2023) for the agencies and amounts identified below:</p> <ol style="list-style-type: none"> 1. Amanda Family- Increase from \$619,000.00 to a total not to exceed \$625,000.00 to cover recent Covid positive pay. 2. Case Management of Michigan- Increase from \$37,000.00 to a total not to exceed \$50,000.00 to cover increased utilization of case management services. 3. Reliance Community Care Partners - Increase from \$75,000.00 to a total not to exceed \$90,000.00 to cover additional utilization of OBRA screenings. 4. St. Mary's Family Pharmacy- Increase from \$360,000.00 to a total not to exceed \$450,000.00 to cover the Increased Jail Medication Usage. Current usage is approximately \$35,000.00 per month. These expenses are covered under the CMHC Grant. 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize HealthWest to approve the projected expenditures for Amanda Family, Case Management of Michigan, Reliance Community Care Partners, and St. Mary's Family Pharmacy as stated above with a total not to exceed \$124,000.00, effective October 1, 2022 through September 30, 2023.</p>			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Finance Department	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Brandy Carlson, Chief Financial Officer	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>Authorization is requested for HealthWest to enter into grant funded agreements with the Michigan Department of Health and Human Services (MDHHS), SAMHSA, Housing and Urban Development (HUD), Bureau of Justice Administration (BJA) and the Lakeshore Regional Entity as outlined on the attached spreadsheet, for a total of 28 grant awards totaling \$6,852,083, effective October 1, 2023, through September 30, 2024.</p> <p>This is an additional three grants from last year, however \$1,841,922 less funding than last year. Two major contributors to the decrease in revenue is due to the SAMHSA System of Care (SOC) and SAMHSA Community Mental Health Center (CMHC) grants entering final years with larger match dollar requirements.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to authorize acceptance of the attached grants and of the requirements within for a total of \$6,852,083, effective October 1, 2023 through September 30, 2024.</p>			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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Grants list for FY24 Board Motion - documents saved in H:\Grants\FY24 grants board motion list

<u>MDHHS</u>	<u>Budget Doc. In Folder</u>	<u>FY24 Award</u>
Behavioral Health Services for Vietnam Veterans	Vietnam Veterans Behavioral Health Services	\$54,895
Connecting Veterans	Veterans System Navigator	\$221,745
HealthWest Adult SMI COVID Supplemental	Adult SMI COVID Supplemental	\$25,000
Hispanic Behavioral Health Services	Hispanic Behavioral Health Services	\$75,000
Infant & Early Childhood Mental Health Consultant	Infant & Early Childhood MHC	\$90,502
Justice Involved Health Coach	JJHC budget revised 8-2-22	\$67,059
Recovery Co-op Health & Wellness	Drop-In Center revised 3-25-22	\$7,500
SED Covid Supplemental	SED Covid Supplemental Budget	\$25,000
OBRA PASARR Pre-Admission Screening	no budget doc - variable budget	\$107,500
Substance Use Disorder Treatment & Recovery Transportation	SUDTS-2024	\$199,659
Behavioral Health Workforce Stabilization Support	CCBH-2024	\$68,000
MI Kids Now Mobile Response	MKNMR-2024	\$200,000
<u>Federal Grants</u>		
CCBHC-IA (SAMHSA)	CCBHC - SAMHSA - Budget	\$1,000,000
HUD Supportive Housing I	HUD - I - IV - Award Letter	\$151,193
HUD Supportive Housing II	HUD - I - IV - Award Letter	\$24,294
HUD Supportive Housing III	HUD - I - IV - Award Letter	\$30,434
HUD Supportive Housing IV	HUD - I - IV - Award Letter	\$31,027
Justice & Mental Health Collaboration Cat. 3	BJA 3 - Budget (revised 6-9-22)	\$196,938
SOC	BNF Year 3 revised 6-17-22	\$500,000
CMHC	FY23 CMHC grant 1H79SM085479-02 BNF revised 8-25-22.docx	\$822,707
<u>LRE Sub-Awards</u>		
SOR Part 3/LEAD Muskegon County	FY23 LEAD Budget	\$1,120,540
LRE COVID19		\$70,830
LRE ARPA		\$50,000
Smoking Cessation	approximate FY23 budget	\$29,500
SUD Services	FY23 budget	\$717,995
PA2		\$180,511
LRE SDA		\$33,528
<u>Other</u>		
Comprehensive Opioid, Stimulant & Substance Abuse Site-based	COSSAP	\$750,726
TOTAL		\$6,852,083

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Finance	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Brandy Carlson, Chief Financial Officer	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest authorization is requested to purchase a Savaria Portable Ceiling Track Motor & Cradle from Midwest Patient Lifts in the amount of \$4,072. This is approved by the Lakeshore Regional Entity to be funded under the Habilitative Supports Waiver.</p> <p>This purchase will be fully funded with Medicaid Habilitative Waiver dollars and is required in order to assist the caregiver in transferring the patient in and out of bed. The patients' bedroom is equipped with a ceiling track, that is in great condition, however, the motor is broken. Replacement parts are no longer available.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize HealthWest to pay for a Savaria Portable Ceiling Track Motor & Cradle up to \$4,072 to replace broken motor & cradle, by September 30, 2023.			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Clinical Services	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Cyndi Blair, Chief Clinical Officer	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to enter into an agreement with Hackley Community Care (HCC), 2700 Baker Street, Muskegon Heights, MI, regarding one or more professional services agreements and a lease arrangement between the parties.</p> <p>HealthWest has hired a Mid-Level Medical Practitioner from HCC and HCC has agreed to purchase medical services from HealthWest provided by said employee.</p> <p>HCC has an Integrated Care Clinic providing medical and dental services within HealthWest's MHC site, that HCC has agreed to reimburse HealthWest for space and related expenses.</p> <p>The principal objective of this agreement is,</p> <ul style="list-style-type: none"> • To preserve the ability of both HealthWest and HCC to provide their respective core services; • To engage in a collaborative relationship to allow HealthWest and HCC to meet the needs of the parties' patients in the communities they each serve; • To increase availability and access to psychiatric services, family medicine services at HCC through the services of HealthWest-employed advance practice providers, nurses, and one or more medical assistants; • To increase availability and access to dental, laboratory, and pharmacy services at HealthWest through the services of HCC-employed dentists and dental staff; • To increase the availability and access to mental-health providers (non-physician and non-APP) at HealthWest through the services of HCC-employed mental-health providers; • Through the Lease, to provide HCC necessary physical space that HCC can occupy as a tenant for fair-market value based on an arm's-length transaction with a right of first refusal to provide certain services to its patients. 			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to authorize the HealthWest Executive Director to enter into an agreement in support of Hackley Community Care purchasing professional services and entering into a lease arrangement, effective September 25, 2023 through September 30, 2024.</p>			
COMMITTEE DATE 09/15/2023			
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

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HACKLEY COMMUNITY CARE
For Your Whole Life

2700 Baker St. • Muskegon Heights, MI 49444
231.737.1335  HackleyCommunityCare.org 

August 24, 2023

HealthWest of Muskegon
376 E. Apple Avenue
Muskegon, MI 49442
Attn: Rich Francisco

Dear Mr. Francisco:

This Nonbinding Letter of Intent (this “**Letter**”) outlines certain understandings and commitments of Hackley Community Care Center, Inc. (“**HCC**”) and HealthWest of Muskegon (“**HealthWest**”) regarding one or more professional services agreements (each a “**PSA**” and, collectively, the “**PSA’s**”) and a lease arrangement between the parties (the “**Lease**”).

1. Negotiations; Potential Terms. Upon HealthWest’s acceptance of this Letter (the “**Effective Date**”), the parties will promptly commence negotiations toward execution of the Lease and PSA’s (collectively, the “**Definitive Agreements**”) containing the terms and structure of, and pursuant to which the parties would effectuate, the Lease and the PSA’s.
2. Objectives of Definitive Agreements. The intent of entering into the contemplated Definitive Agreements is to improve access to high quality and affordable healthcare for area residents and to improve upon coordinated efforts to further increase the availability, accessibility, quality, comprehensiveness, and coordination of health services. More specifically, the principal objectives of the contemplated PSA’s and the Lease, to be achieved through one or more agreements, are as follows:
 - a. To preserve the ability of both HealthWest and HCC to provide their respective core services;
 - b. To engage in a collaborative relationship to allow HealthWest and HCC to meet the needs of the parties’ respective patients in the communities they each serve;
 - c. To increase availability and access to psychiatric services, family medicine services at HCC through the services of HealthWest-employed advance practice providers, nurses, and one or more medical assistants;
 - d. To increase availability and access to dental, laboratory, and pharmacy services at HealthWest through the services of HCC-employed dentists and dental staff;
 - e. To increase the availability and access to mental-health providers (non-physician and non-APP) at HealthWest through the services of HCC-employed mental-health providers;

- f. Through the Lease, to provide HCC necessary physical space that HCC can occupy as a tenant for fair-market value based on an arms'-length transaction with a right of first refusal to provide certain services to its patients.
3. Additional Discussions. As part of the contemplated negotiations regarding the PSA's, HCC and HealthWest will also consider whether to include the following as part of the contemplated PSA's:
 - a. Administrative support services (including education and clinical support services) as reasonably requested by HCC and HealthWest to the parties' respective employees at their respective service locations;
 - b. Both parties will accept referrals from one another, regardless of a patient's payor status or ability to pay;
 - c. Each party will share orientation and other training with the other party's employees;
 - d. The parties' respective executives and officers will work collaboratively in joint planning to foster improved access to care, continually improve quality of care, enhance provider-staff relationships, and explore opportunities to improve or expand care opportunities for residents in the service area
 - e. Agree upon necessary levels of insurance coverage for each party;
 - f. Recognize that the Definitive Agreements may be subject to prior approval by the federal Health Resources and Services Administration as a condition precedent to being effective.
4. Term and Termination. Unless sooner terminated, the term of this Letter will continue until the parties execute the Definitive Agreements. Either party may terminate this Letter at any time by giving thirty (30) days' advance written notice to the other party.
5. Non-Binding Agreement. This Letter reflects the parties' mutual interest in the possible Definitive Agreements. Each party acknowledges and agrees that this Letter is only an expression of the parties' intent to negotiate the Definitive Agreements, and it is not, and shall not be deemed or construed to constitute, a legally binding obligation or agreement of the parties to enter into, the Definitive Agreements. The Definitive Agreements are each entirely subject to successful negotiation and execution on terms and conditions agreed to by the parties following acceptance of this Letter.
6. Expenses. Each party shall bear its own legal, accounting, and other expenses associated with the negotiation, documentation, and other activities contemplated by this Letter.
7. Miscellaneous. This Letter contains the entire understanding and agreement of the parties regarding the possible Definitive Agreements, and supersedes all prior discussions, understanding, and agreements, whether oral or written, of the parties regarding the same. This Letter may only be amended by a written instrument executed by both parties. This Letter is intended solely for the benefit of the parties and not for the benefit of any other person or entity. Neither party may assign its rights or obligations under this Letter without the prior written consent of the other

party.

- 8. Signatures. This Letter may be signed in any number of counterparts, each of which shall be treated as an original, but all of which, collectively, shall constitute a single instrument. Facsimile or electronic images of signatures shall be effective to the same extent as original signatures.

If you are in agreement with the above-described intentions and commitments of the parties, please sign and return a copy of this Letter to me by the close of business on _____.

Sincerely,



Michael Weessies
 Chief Executive Officer
 Hackley Community Care Center, Inc.

Accepted and Agreed:

HealthWest of Muskegon

DocuSigned by:



By: _____

Name: Rich Francisco

Its: Executive Director

Dated: 8/30/2023

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Board	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Clinical Services	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Jackie Farrar, Manager of Procurement & Provider Network	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested to enter into a purchase of service agreement with Brewer & Bristow Training, P.O. Box 293, Nazareth, MI 49074 for services to provide motivational interviewing training & organizational integration, amount not to exceed \$21,200 for the time period of October 1, 2023 through September 31, 2024, fully funded by the SAMHSA CCBHC Grant.</p> <p>Program Objectives: Trainer/Champion Development Phases: Provide structure and support for development of an internal MI training and implementation program including training of new trainers within the organization including co-facilitation of second year of MI training within the organization and coding training. Needs Assessment Phase: Assist HealthWest EBP/MI Committee with assessing and selecting staff to be trained in Motivational Interviewing, including baseline MI pre-training skills and interest assessment for all key staff. Staff Training Phase: Provide high-quality evidence-based Motivational Interviewing training for selected staff; skills consultation for development of MI fidelity in simulation; individual coding of tapes and skills coaching for MI fidelity in practice.</p> <p>Attachment "A" - Brewster & Bristow proposal including itemized deliverables & costs are broken down in detail.</p> <p>Attachment "B" Two competitors quotes, Build Motivation & Randall Estes</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
I move to authorize the HealthWest Executive Director to sign an agreement in support of Brewer & Bristow Training in the amount not to exceed \$21,200 for fiscal year 2024.			
COMMITTEE DATE 09/15/2023			
BOARD DATE 09/22/23023	BOARD APPROVAL _____ Yes _____ No _____ Other		

HWB 156-F



Motivational Interviewing Training & Organizational Integration Program Proposal

Organization: HealthWest

Date: July 20th, 2023

Program Objectives:

- **Trainer/Champion Development Phases:** Provide structure and support for development of an internal MI training and implementation program including training of new trainers within the organization including co-facilitation of second year of MI training within the organization and coding training
- **Needs Assessment Phase:** Assist HealthWest EBP/MI Committee with assessing and selecting staff to be trained in Motivational Interviewing, including baseline MI pre-training skills and interest assessment for all key staff.
- **Staff Training Phase:** Provide high-quality evidence-based Motivational Interviewing training for selected staff; skills consultation for development of MI fidelity in simulation; individual coding of tapes and skills coaching for MI fidelity in practice.

Itemized Deliverables	Details	Cost
MI Champions Training (Train-the-Trainer)	Staff identified by organizational leadership as interested in becoming MI trainers, who have completed MI training and who have demonstrated fidelity in practice will participate in Brewer & Bristow's MI Champions Training (Train-the-Trainer) interactive online training course of approximately 15 hours emphasizing skills for designing and facilitating MI training as well as	\$2,000 per new trainer

	supporting MI integration and sustainability.	
MI Skills Coding & Coaching	Staff identified by organizational leadership as interested in becoming MI trainers and who having completed MI training but not yet had the opportunity to demonstrate fidelity in practice (Thomas, Maria, & Jennifer) will submit 2 to 6 MI in-practice tapes for MITI 4.2.1 coding followed by 1:1 feedback/ coaching session with Brewer & Bristow. Potential new trainers must reach proficiency standards on at least 1 tape	\$150 per tape and 1:1 coaching session
MI Pre-Training Questionnaires (Needs Assessment Phase)	Administration, scoring, and report for web-based Brewer & Bristow MI Pre-Training MI Questionnaire (assessing learner empathy, MI knowledge, MI skills, confidence and interest, as well as training preferences) followed by collaborative consultation with organization leadership to discuss findings and specific training recommendations	\$1,000 per 50 respondents
MI Co-Training	New trainers will co-develop and co-facilitate MI training with Brewer & Bristow Training (one or both may attend); customized in-person Motivational Interviewing training of 12 hours for up to 25 learners per training cohort. New trainers will facilitate each subsequent MI Consultation Group and facilitate subsequent MI trainings on their own	\$4,000 per cohort *plus travel and accommodations if in-person

MI Consultation Groups	75-minute monthly online consultation groups facilitated by one trainer for 6 months for up to 8 members per cohort	\$1,500 per cohort (if facilitated by Brewer & Bristow)
MITI Coding Training	For long-term MI implementation and sustainability, we recommend that at least two internal trainers become a fidelity coder by participating in a <i>MITI 4.2.1 Coding Training</i> (outside event hosted by B&B, other MINT members, or 1:1 with B&B), including instruction on coding as well as MI-consistent skills coaching and feedback sessions for learners.	Approximately \$500 per trainer
MITI Coding Lab	Each consultation group member may submit 2 to 6 MI in-practice tapes for MITI 4.2.1 coding followed by 1:1 feedback/coaching session with a trainer who has completed MITI coding training. To support sustained fidelity coding skills and interrater reliability (IRR) each coder's first ten tapes and every subsequent 5th tape will also be coded by Brewer & Bristow until the new coder maintains high IRR. Coding lab also includes as needed brief consultation and support for coding and coaching practices.	\$100 per coded IRR tape

Revised Program Timeline:

- **FY 2022-2023**
 - **4th Quarter Trainer/Champion Development Phase I: Aug-Sep 2023**
 - Internal staff who have completed MI training who have not yet demonstrated fidelity in practice (Thomas, Marie, & Jennifer) will submit tapes for individual MI Skills Coding & Coaching with Brewer & Bristow. New trainers must reach MITI 4.2.1 proficiency standards on at least 1 tape.

- Cost: \$150 per tape for 2-6 tapes per learner = \$900-\$2,700
 - **4th Quarter MI Needs Assessment Phase: Aug-Sep 2023**
 - Brewer & Bristow MI Pre-Training Questionnaire to be completed by all staff/associates for whom the organization would like to offer MI training in FY 2023-2024.
 - Brewer & Bristow to score and report findings to organizational leadership (HealthWest EBP/MI Committee) and consult on MI Training cohort assignment plans.
 - Cost: \$1,000 per 50 respondents
- **FY 2023-2024**
 - **1st Quarter Trainer/Champion Development Phase I: Oct-Dec 2023**
 - Internal staff who have completed MI training and demonstrated fidelity in practice (Shane & Sarah) participate in Brewer & Bristow MI Champions Training.
 - Cost: \$2,000 per trainer = \$4,000
 - **2nd Quarter Trainer/Champion Development Phase II (Jan/Feb 2024)**
 - MITI Coding Training for at least two potential new trainers (Shane, Sarah, Thomas, Marie, Jennifer) who have reached proficiency on at least 1 tape
 - Cost: approximately \$500 per trainer = \$1,000
 - **2nd Quarter MI Training (Feb/Mar 2024)**
 - Cohort 1 co-facilitated by Shane & Sarah with Brewer & Bristow
 - Cost: \$4,000 plus travel costs
 - Two Consultation Groups facilitated by Shane & Sarah
 - Individual MI Skills Coding & Coaching (by MITI Coding-trained trainer for 2-6 tapes per consultation group member)
 - MITI Coding Lab for new coders
 - Cost: \$100 per IRR tape = starting at \$1,100
 - **3rd Quarter MI Training (May/June 2024)**
 - Cohort 2 facilitated by Shane & Sarah
 - Two Consultation Groups facilitated by Shane & Sarah
 - Individual MI Skills Coding & Coaching
 - **3rd Quarter Trainer/Champion Development Phase II (April/May 2024)**
 - New trainers who have demonstrated MI fidelity in practice (Thomas/Maria/Jennifer) participate in MI Champions Training with Brewer & Bristow
 - Cost: \$2,000 per trainer = \$6,000

- **4th Quarter MI Training (Aug/Sep 2024)**
 - Cohort 3 co-facilitated by new trainers (Thomas/Maria/Jennifer) with Brewer & Bristow
 - Cost: \$4,000 plus travel costs
 - Two Consultation Groups facilitated by Thomas/Maria/Jennifer
 - Cohort 4 facilitated by Shane & Sarah
 - Two Consultation Groups facilitated by Shane & Sarah
 - Individual MI Skills Coding & Coaching
 - MITI Coding Lab for new coders
 - Cost: \$100 per IRR tape = starting at \$1,100

- **Fiscal Year 2024-2025:**
 - **1st Quarter MI Training (Nov/Dec 2024)**
 - Cohort 5 facilitated by new trainers (Thomas/Maria/Jennifer)
 - Two Consultation Groups facilitated by Thomas/Maria/Jennifer
 - Cohort 6 facilitated by Shane & Sarah
 - Two Consultation Groups facilitated by Shane & Sarah
 - Individual MI Skills Coding & Coaching by MITI Coding-trained trainers

Proposal details, costs, and estimates are amendable based upon further discussion with Organization. This document does not constitute a final binding contract or invoice.

Randall Estes LMSW, CAADC, CCS

Motivational Interviewing Trainer

Member of MINT since 2010

P.O. Box 293

Nazareth, MI 49074

Thomas Meier, LLMSW

Motivational Interviewing Committee Chair

HealthWest

1352 Terrace Street

Muskegon, Michigan 49442

Dear Thomas Meier, LLMSW

This letter is intended as my quote for Motivational Interviewing training services for 2023.

One-day, 6-hour MI training, virtual or in person \$950.00

One-hour coaching sessions, virtual or in person 120.00

Administering and scoring the VASE-R, per hour 50.00

Video Assessment of Simulated Encounters Revised

Milage Federal IRS rate .655 per mile,

2430 Hunters Woods, Kalamazoo, MI 49048 to Training

site in Muskegon, MI approximately 190 miles x .655 = \$124.45

I would be very happy to meet with you on a Zoom meeting to discuss in more detail a MI training program that best meets the needs of your organization. I am available to do full day training as well as two-hour coaching sessions using "Direct Practice in Motivational Interviewing" (2022) Ernst and Manuel. Given the proximity of our locations, I am willing to commute for in person training and coaching. Charge for a full day training with milage would be about \$1,075.00 and a two-hour training session about \$360.00. I bill monthly and expect payment only for services rendered. I am currently doing two-hour coaching sessions with Clinton-Eaton-Ingham CMH Outreach Case Management Services bi-weekly. As reference, please feel free to contact:

Debra Willard, MA, LPC, Supervisor AMHS, CEI CMH, 517-303-6904

Amy Burton, LMSW, Coordinator, Outreach Case Management, CEI CMH, 517-346-8421

Laura Hitzelburger, LMSW, Program Supervisor-Training Macomb County CMH, 586-850-3069

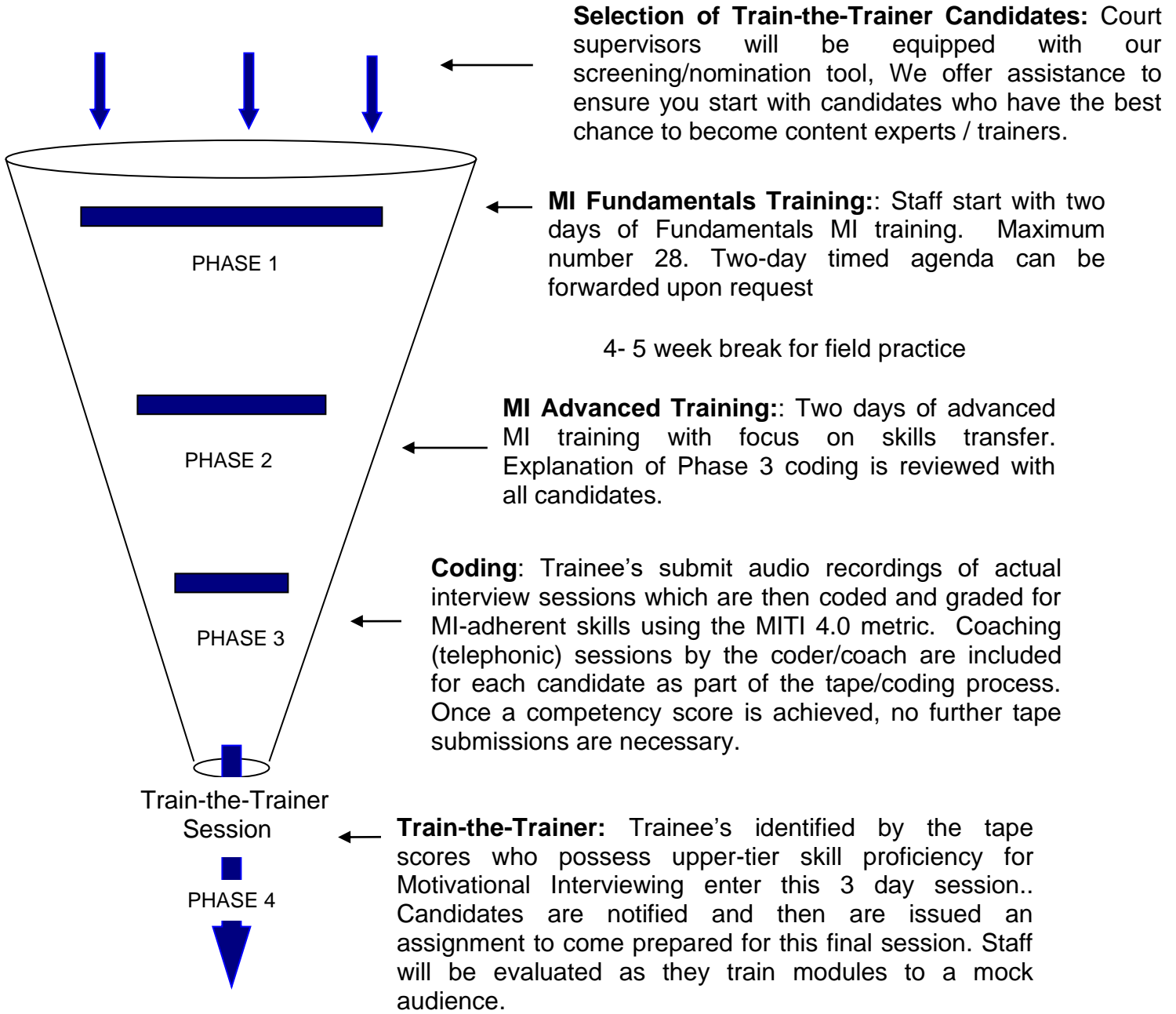
Thank you for your interest in Motivational Interviewing training,

Randall Estes, LMSW, CAADC, CCS

Member of MINT

Randall Powell Estes

This process for this Motivational Interviewing (MI) training-for-trainers initiative is best understood as a funnel



Pricing (updated 2023)

MI Fundamentals Training – \$1,500.00 per day (+ travel – mileage and hotel)

Eight (8) modules will be presented over the two days, utilizing multimedia presentations, interactive lecture and facilitated small and large group exercises. A mixture of small group discussions, videos, case scenarios and full room exercises keep the training pace lively and engaging.

Advanced MI Training – \$1,500.00 per day (+ travel– mileage and hotel)

After several weeks back on the job to practice initial MI skills, candidates return for two days of MI Advanced training. The emphasis for this training through all advanced modules is on skill-building and “theory-to-practice” group work for direct application skills and strategies.

Coding of Tapes - (\$125.00 per coded tape –with coaching. Expected price - \$6,000.00)

\$125.00 per tape. Coding includes a scoring of a 20 minute tape via the Motivational Interviewing Treatment Integrity (MITI 4.2) metric (the “gold standard” competency coding instrument in the MI model). Participants submitting tapes receive back an Excel spreadsheet of scores and a 20-30 minute telephone coaching session with the coder. \$125 per tape x 2-3 tapes on average per participant. 24 candidates X 2 tapes = 48 tapes x \$125 per tape = \$6,000.00

Train-the-Trainer session \$7,500.00 (+ travel – mileage and hotel)

\$7,500.00 for single Train-the-Trainer session. This is a set price, not a per day fee. Maximum of twelve (12) participants can be included within this 3-day session. Total price for this final session is \$7,500.00 + travel. For this work, travel would encompass mileage (at MI state rate) and local hotel.

Trainer Resources (\$9,000.00 total to equip all 12 MI trainers)

Your agency trainers will be equipped with trainer resources that include a standardized curriculum for four days of training (two days of MI-1 Basic and two days of MI-2 Advanced) with presenter-trainer notes, videos, audio recordings participant handouts and over 380 PowerPoint slides. These are the same materials your trainers and coaches were trained with. This standardized curriculum ensures consistency of content across all MI trainers and across all courts. Most trainings use participant reaction forms to evaluate delivered sessions. Having completed over 50 training-for-trainers initiatives, our sessions are followed by a coding metric to ensure participants can deliver MI with competency. We can assure contracting groups this curriculum is “best-in-practice.”¹

“MI-20” Web Courses and 20 Companion booklets for small group skill building (State of Michigan will provide these free)

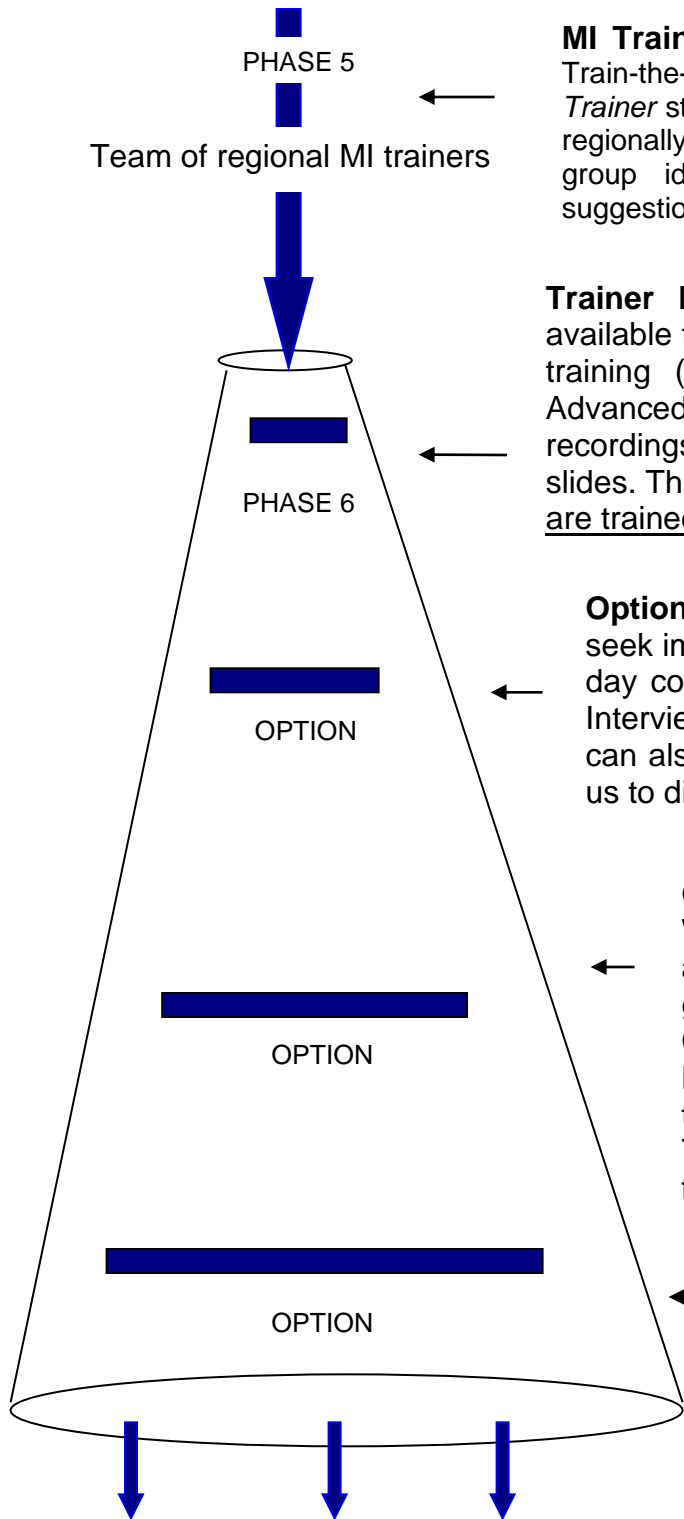
A blended learning option to ensure staff continues to focus on the model and develop skills (sustainability). Your in-house MI trainers can lead small skills groups to improve their stand up training skills and MI knowledge. Small skills group booklets (no charge) synch off the content of each web course and allow skill-building. Blended learning options begin with 20 Web-based MI courses (MI-20). These 20 courses can be used as stand-alone training or in a blended learning format to follow your on-site trainings. Frequency is usually 1 course per month. *2 years of unlimited access.*

Estimated total: \$28,500.00 + travel (mileage and local hotel)

¹ (2020) Clark, Michael D., Roberts, Todd A. & Chandler, T., Motivational Interviewing for Community Corrections: Expanding a relationship-based approach with exemplar implementation. Federal probation Journal, 84 (35), 35-43.

Motivational Interviewing Series / www.buildmotivation.com / mike.clark.mi@gmail.com

Quality Assurance and Implementation Strategies for This Motivational Interviewing Initiative



MI Trainers certified: Those who successfully complete the Train-the-Trainer session are assigned *Motivational Interviewing Trainer* status and are available to train and coach in-house and regionally for development and sustainability. Trainers form a group identity as MI consultants to offer implementation suggestions to management within their courts.

Trainer Resources: Comprehensive trainer resources are available that include a standardized curriculum for four days of training (two days of MI-1 Basic and two days of MI-2 Advanced) with presenter-trainer notes, multiple videos, audio recordings, participant handouts and over 380 PowerPoint slides. These are the same materials your trainers and coaches are trained with to increase trainer familiarity and competency.

Optional: Coding and Coaching training. Agencies that seek implementation and sustainability capacity can import a 3 day coding training to learn the MITI 4.0 metric (Motivational Interviewing Treatment Integrity). In a similar effort, agencies can also import a 2-day MI Coaching session. Please contact us to discuss selection of candidates.

Optional: Blended learning option is available with 20 Web-based MI courses (MI-20) that can be used to augment on-site trainings. These courses allow small group skill-building. We also offer the “Supervisor / Coaching 5” web courses to assist supervisors to coach MI with staff. *Both offer 2 years of unlimited access.* Use these as stand-alone training or to follow onsite training. They’re appropriate for those new to MI and as boosters for those trained.

Optional: Coaching groups. Small skill-building groups are convened from companion booklets that sync with each of the MI Web courses. These skill-building groups run in tandem with the web-courses and continue to keep staff building their Motivational Interviewing. These booklets are also unlimited access for 2 years.

Trainers and coaches are now able to continue to train and develop skills both in-house and regionally for model sustainability.

REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

COMMITTEE Finance Committee	BUDGETED X	NON BUDGETED	PARTIALLY BUDGETED
REQUESTING DIVISION Provider Network	REQUEST DATE September 15, 2023	REQUESTOR SIGNATURE Brian Speer, Provider Network Specialist	
<u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u>			
<p>HealthWest Board authorization is requested for HealthWest to continue contracting with the FY23 service vendors/providers for the time period effective October 1, 2023 through September 30, 2024. Included with each of the listed providers/vendors is their individual projected expenditure for FY24. These vendors are all currently doing services for HealthWest and the expenditures are within the HealthWest budget for services.</p> <p>See ATTACHMENT A: Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024.</p>			
<u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u>			
<p>I move to contract with those FY23 service vendors/providers listed in Attachment A with their individual projected expenditures for the time period effective October 1, 2023 through September 30, 2024.</p>			
COMMITTEE DATE 09/15/2023	COMMITTEE APPROVAL _____ Yes _____ No _____ Other		
BOARD DATE 09/22/2023	BOARD APPROVAL _____ Yes _____ No _____ Other		

Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024

Vendor	Primary Services
ADIA <i>Expenditure not to exceed: \$125,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Alval By The Lake <i>Expenditure not to exceed: \$35,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Amanda Family, Inc. <i>Expenditure not to exceed: \$630,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
AMN Language Services <i>Expenditure not to exceed: \$45,000.00</i>	Translation Services Interpretation Services
Anikare Inc. <i>Expenditure not to exceed: \$196,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Beacon Specialized Living Services <i>Expenditure not to exceed: \$2,650,000.00</i>	Specialized Residential Homes (34) Personal Care & Community Living Supports
Bracey AFC Home <i>Expenditure not to exceed: \$35,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Cameo <i>Expenditure not to exceed: \$95,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Case Management of MI, Inc. <i>Expenditure not to exceed: \$60,000.00</i>	Ancillary Services Case Management
Comprehensive Therapy Center <i>Expenditure not to exceed: \$56,000.00</i>	Speech and Language Pathology Services
Cornerstone AFC, LLC <i>Expenditure not to exceed: \$100,000.00</i>	Specialized Residential Homes (4) Personal Care & Community Living Supports
Cornerstone I, Inc. <i>Expenditure not to exceed: \$86,000.00</i>	Specialized Residential Homes (2) Personal Care & Community Living Supports
Cornerstone II, Inc. <i>Expenditure not to exceed: \$100,000.00</i>	Specialized Residential Homes (3) Personal Care & Community Living Supports
Cornerstone Management Group <i>Expenditure not to exceed: \$38,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports

ATTACHMENT A: Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024

Cornett, Stacey <i>Expenditure not to exceed: \$5,000.00</i>	Reflective Clinical Supervision of HealthWest Infant Mental Health Staff
Covenant Enabling Residences of Michigan <i>Expenditure not to exceed: \$183,000.00</i>	Specialized Residential Homes (2) Personal Care & Community Living Supports
Cretsinger Care Homes, LLC <i>Expenditure not to exceed: \$169,000.00</i>	Specialized Residential Homes (4) Personal Care & Community Living Supports
Daybreak Adult Services, Inc. <i>Expenditure not to exceed: \$525,000.00</i>	Community Living Supports
Deaf and Hard of Hearing <i>Expenditure not to exceed: \$25,000.00</i>	Deaf/Hard of Hearing Interpretation Services
Disability Network West Michigan <i>Expenditure not to exceed: \$45,000.00</i>	My Choice, My Voice, Step In Program Social Security Benefits Planning
Fa-Ho-Lo Family, Inc. <i>Expenditure not to exceed: \$640,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Falco- Allegan enrichment <i>Expenditure not to exceed: \$185,000.00</i>	Specialized Residential Homes (3) Personal Care & Community Living Supports
Flatrock Manor <i>Expenditure not to exceed: \$1,008,000.00</i>	Specialized Residential Homes (6) Personal Care & Community Living Supports
Goodwill Industries of West Michigan <i>Expenditure not to exceed: \$404,000.00</i>	Enclave, Mobile Work Crew, Skill Building Pre-Vocational, Supported Employment
G.T. Independence d/b/a GuardianTrac <i>Expenditure not to exceed: \$700,000.00</i>	Fiscal Intermediary Services
Hamman, Amy <i>Expenditure not to exceed: \$25,000.00</i>	Art Therapist
Heartland Center for Autism <i>Expenditure not to exceed: \$350,000.00</i>	Specialized Residential Homes (3) Personal Care & Community Living Supports
Hernandez Homes, LLC <i>Expenditure not to exceed: \$180,000.00</i>	Specialized Residential Homes (3) Personal Care & Community Living Supports
HGA Support Services	Specialized Residential Homes (5) Personal Care & Community Living Supports

ATTACHMENT A: Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024

Expenditure not to exceed: \$3,325,000.00	Supported Employment CLS Services, SED Services
Hope Network Behavioral Health Expenditure not to exceed: \$1,800,000.00	Specialized Residential Homes (17) Personal Care & Community Living Supports Crisis Residential Homes (4)
Hope Network West Michigan Expenditure not to exceed: \$450,000.00	Specialized Residential Homes (2) Personal Care & Community Living Supports
Huffstutter, M.D., Sue Expenditure not to exceed: \$175,000.00	Psychiatric Services
Ivy Rehab Michigan, LLC Expenditure not to exceed: \$200,000.00	Autism Services
Jawor, Katherine Expenditure not to exceed: \$187,200.00	Psychiatric Services
JBC Home Expenditure not to exceed: \$279,000.00	Specialized Residential Home Personal Care & Community Living Supports
Johnson, Barbara Expenditure not to exceed: \$3,500.00	Deaf/Hard of Hearing Interpretation Services
Keglovitz, Toni Expenditure not to exceed: \$25,000.00	Massage Therapist
Kelly's Kare AFC Expenditure not to exceed: \$300,000.00	Specialized Residential Home Personal Care & Community Living Supports
Kelly's Kare Community Life Skills, LLC Expenditure not to exceed: \$325,000.00	Community Living Supports
Kolean, Joanne, Ph.D. Expenditure not to exceed: \$10,000.00	Supervision of Temporary Limited Licensed Psychologists
Lampman, Janice Expenditure not to exceed: \$10,000.00	Independent Facilitation
Lemonade Stand of Muskegon Expenditure not to exceed: \$14,000.00	Facility Support
Life Therapeutic Solutions	Recreational Therapy

ATTACHMENT A: Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024

Expenditure not to exceed: \$10,000.00	
Lydia's AFC <i>Expenditure not to exceed: \$108,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
Martell & Company <i>Expenditure not to exceed: \$100,000.00</i>	Community Living Supports Respite
MDHHS <i>Expenditure not to exceed: \$74,150.00</i>	Eligibility Specialist Contract
Michigan Department of Labor - MRS <i>Expenditure not to exceed: \$69,200.00</i>	Interagency Cash Transfer Agreement
MOKA Corporation <i>Expenditure not to exceed: \$6,950,000.00</i>	Specialized Residential Homes (11) Personal Care & Community Living Supports Community Living Supports Supported Employment, Skill Building
Network 180 <i>Expenditure not to exceed: \$50,000.00</i>	Specialized Residential Home COFR Agreement
No More Sidelines <i>Expenditure not to exceed: \$50,000.00</i>	Recreation and Skill Building Services
Overcoming Barriers, Inc. <i>Expenditure not to exceed: \$40,000.00</i>	Community Living Supports Skill Building, Supported Independent Living
Pathfinders <i>Expenditure not to exceed: \$150,000.00</i>	After School Respite Programs
Pioneer Resources, Inc. <i>Expenditure not to exceed: \$5,025,000.00</i>	Specialized Residential Homes (5) Personal Care & Community Living Supports Autism Services, SED Services Community Living Supports, Transportation Recreation Club, Mobile Work Crew Skill Building, Supported Employment Supported Independent Living Personal Care & Community Living Supports
Positive Behavior Supports <i>Expenditure not to exceed: \$365,000.00</i>	Autism Services
Preferred Employment and Living Supports	Community Living Supports Supported Employment, Skill Building

ATTACHMENT A: Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024

Expenditure not to exceed: \$495,000.00	Health Services, Respite
ProtoCall Services Expenditure not to exceed: \$95,000.00	Emergency After-Hours and Crisis Intervention
Rebound Rehabilitation Services, Inc. Expenditure not to exceed: \$200,000.00	Autism Services
Recovery Cooperative of Muskegon Expenditure not to exceed: \$115,500.00	Recovery Related Services and Drop-In Center
Reliance Community Care Partners Expenditure not to exceed: \$95,000.00	Provision of OBRA Screenings
Residential Opportunities, Inc. Expenditure not to exceed: \$195,000.00	Specialized Residential Home Personal Care & Community Living Supports
Rocking Horse Ranch AFC Expenditure not to exceed: \$25,000.00	Specialized Residential Home Personal Care & Community Living Supports
Safehaus Expenditure not to exceed: \$60,000.00	Crisis Residential Homes (3)
Samaritas Expenditure not to exceed: \$1,950,000.00	Specialized Residential Homes (6) Personal Care & Community Living Supports
Servicios de Esperanza (Services of Hope) Expenditure not to exceed: \$401,125.00	Hispanic Behavioral Health Services/Outpatient Designated Collaborating Organization (DCO)
Shel-Mar AFC Expenditure not to exceed: \$105,000.00	Specialized Residential Home Personal Care & Community Living Supports
St. Johns Health Care, PC Expenditure not to exceed: \$435,000.00	Medical Respite Care Services Private Duty Nursing
Stoney Lake Stables Expenditure not to exceed: \$10,000.00	Equine Therapy
The Arc of Calhoun County Expenditure not to exceed: \$5,000.00	Skill Building
The Arc Muskegon Expenditure not to exceed: \$36,000.00	Consumer Voice Program Self Determination

ATTACHMENT A: Continuation of FY23 Vendors/Providers with their Projected Expenditures through September 30, 2024

Trinity Health Pharmacy <i>Expenditure not to exceed: \$550,000.00</i>	Pharmacy Services On-Site Pharmacy at HealthWest
Turning Leaf Residential Rehabilitation <i>Expenditure not to exceed: \$1,800,000.00</i>	Specialized Residential Homes (16) Personal Care & Community Living Supports Community Living Supports, Ancillary Services Supported Independent Living
Voices For Health <i>Expenditure not to exceed: \$45,000.00</i>	Interpretation Services face-to-face/telephone Document Translation
Wellness Connections, LLC/Patrick Kiely <i>Expenditure not to exceed: \$6,000.00</i>	Clinical Supervision of HealthWest EMDR Clinicians
West Michigan Counseling & Psychological <i>Expenditure not to exceed: \$270,000.00</i>	Autism Services
West Shore Medical Personnel Services <i>Expenditure not to exceed: \$150,000.00</i>	Community Living Supports, Health Services Private Duty Nursing, Respite
Women Injured in Combat (WINC) <i>Expenditure not to exceed: \$30,000.00</i>	Veteran Support Services for Women and Men Military Sexual Trauma Survivors Community
Wilson, Stuart T. <i>Expenditure not to exceed: \$240,000.00</i>	Fiscal Intermediary Services
Wrezinski AFC <i>Expenditure not to exceed: \$75,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports
You're Always at Home AFC <i>Expenditure not to exceed: \$150,000.00</i>	Specialized Residential Home Personal Care & Community Living Supports