

## HEALTHWEST

### FINANCE COMMITTEE MEETING MINUTES

Thursday, November 9, 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, Commissioner Marcia Hovey-Wright, Commissioner Charles Nash

Committee Members Absent: Remington Sprague, M.D

Also Present: Rich Francisco, Holly Brink, Shannon Morgan, Gina Post, Brandy Carlson, Gary Ridley, Melina Barrett, Tasha Percy, Justine Belvitch, Jennifer Hoeker, Suzanne Beckeman, Stephanie Baskin, Gordon Peterman, Anissa Goodno

Guests: Angie Gasiewski

#### MINUTES

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to approve the minutes of the October 20, 2023, meeting as written.

**MOTION CARRIED.**

#### ITEMS FOR CONSIDERATION

A. Approval of Expenditures for September 2023

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to approve expenditures for the month ending September 30, 2023, in the total amount of \$13,559,535.55.

**MOTION CARRIED**

B. Monthly Report from the Chief Financial Officer

Ms. Carlson presented the September report, noting an overall cash balance of \$5,669.964.11 as of September 30, 2023.

C. FY23 Actual and Projected Expenditures

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

D. Finance Update Memorandum

Ms. Carlson presented the Finance Update Memorandum for the Board review.

E. Authorization HUD Grant Funding Payments

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to approve the above landlords for the HUD grant funding for Fiscal Year 2024, at a cost not to exceed the HUD approved dollars of \$236,948.

**MOTION CARRIED**

**F. Authorization to Contract with Brightside Living, LLC and Stephens Home LLC**

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize HealthWest to approve to sign a contract with Brightside Living LLC and Stephens Home, LLC to provide specialized residential services to eligible HealthWest consumers, at a cost not to exceed \$310,250.00 for FY2024.

**MOTION CARRIED**

**G. Authorization to Approve Projected Expenditures**

It was moved by Ms. Thomas, seconded by Mr. Hardy, to authorize the HealthWest to approve the projected expenditures for Harbor Hall, Ivy Rehab Michigan, LLC, and Pioneer Resources Inc. as stated above with a total not to exceed \$46,954.91, effective October 1, 2022 through September 30, 2023.

**MOTION CARRIED**

**H. Authorization to Approve Provider Relief Funds and Single Case Agreements**

It was moved by Mr. Hardy seconded by Commissioner Hovey-Wright, to approve Provider Relief Funds and a Single Case Agreement in the amount not to exceed \$312,082.34 to providers listed on Attachment A, through funding provided by the LRE.

**MOTION CARRIED**

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**COMMUNICATIONS**

There was no communication.

**DIRECTOR'S COMMENTS**

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

- Update from the CEO ops meeting yesterday: The LRE is working on a Risk Management Strategy, that is due to MDHHS on Dec. 13<sup>th</sup>. This Risk Management Strategy considers the LRE's budget, along with each of the CMHSP spending plan. Now that we have received final revenue from the MDHHS and the LRE, the projected budget has been shared, the CMHSPs updated their spending plans accordingly. Network 180 submitted a deficit budget of 6.9M which put the region at risk. All other CMHs presented a balanced budget with HW projecting a surplus of about 4.6M. N180 cannot submit a spending plan in the red and so is being asked by the LRE to relook at their budget.
- Internally: I have asked Fiscal to begin scheduling process improvement meetings. We will be using the KATA framework to find opportunities for improvement. Brandy and I will be working with the team to begin reviewing the various process related to our finance processes from Claims to provider network monitoring (monitoring report from data team) and

education and training for internal staff on their individual budgets. The fiscal team is on their way towards this and has now provided reports at the program level and team level. The fiscal team has also met and presented this report for team and program input as well.

- I have also invited Alan Bolter, Associate Director from CMHA – who will be attending our next full HW board meeting. He will be presenting on and updating the board on all the Legislative activities that impact CMHS and PIHPs.

### **AUDIENCE PARTICIPATION**

There was no audience participation.

### **ADJOURNMENT**

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

Respectfully,

Jeff Fortenbacher  
Committee Chair

/hb

**PRELIMINARY MINUTES**  
**To be approved at the Finance Meeting on**  
December 8, 2023



## FINANCE COMMITTEE

November 9, 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 October 20, 2023<br>(Attachment #1 pg.1-3)                                        | Action      |
| 3. | Items for Consideration                                                                                         |             |
|    | A. Approval of Expenditures for September 2023<br>(Attachment #2 pg. 4)                                         | Action      |
|    | B. Monthly Report from the Chief Financial Officer<br>(Attachment #3 pg. 5)                                     | Information |
|    | C. FY23 Actual and Projected Expenditures<br>(Attachment #4 pg. 6-7)                                            | Information |
|    | D. Finance Update Memorandum<br>(Attachment #5 pg. 8-9)                                                         | Information |
|    | E. Authorization HUD Grant Funding Payments<br>(Attachment #6 pg. 10)                                           | Action      |
|    | F. Authorization to Contract with Brightside Living, LLC<br>and Stephens Home, LLC<br>(Attachment #7 pg. 11-13) | Action      |
|    | G. Authorization to approve Projected Expenditures<br>(Attachment #8 pg. 14)                                    | Action      |
|    | H. Authorization to approve Provider Relief Funds and<br>Single Case Agreements<br>(Attachment #9 pg. 15-16)    | Action      |

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- 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, October 20, 2023**

**8:00 a.m.**

**CALL TO ORDER**

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

**ROLL CALL**

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

Committee Members Absent: Jeff Fortenbacher, Remington Sprague, M.D

Also Present: Rich Francisco, Holly Brink, Shannon Morgan, Gina Post, Brandy Carlson, Brian Speer, Gary Ridley, Melina Barrett, Christy LaDronka, Amber Berndt, Linda Wagner, Tasha Percy, Cyndi Blair, Mickey Wallace, Kim Huey, Justine Belvitch, Chelsea Kirksey, Nate Kennert, Jennifer Hoeker

Guests: Angie Gasiewski, John Weerstra

**MINUTES**

It was moved by Mr. Hardy, seconded by Commissioner Nash, to approve the minutes of the September 15, 2023, meeting as written.

**MOTION CARRIED.**

**ITEMS FOR CONSIDERATION**

**A. Approval of Expenditures for August 2023**

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to approve expenditures for the month ending August 31, 2023, in the total amount of \$8,124,216.41.

**MOTION CARRIED**

**B. Monthly Report from the Chief Financial Officer**

Ms. Carlson presented the August report, noting an overall cash balance of \$4,076,207.53 as of August 31, 2023.

**C. FY23 Actual and Projected Expenditures**

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

**D. FY23 Retention and Stipend Report**

Ms. Carlson presented the FY23 Retention and Stipend report for the Board review.

**E. Authorization to Approve Butler Inclined Platform Lift**

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to approve pay for a Butler Inclined Platform Lift up to \$29,490.00 to replace the current broken Inclined Platform Lift, by December 31, 2023.

**MOTION CARRIED**

**F. Authorization to Approve Single Case Agreements with Hurley Medical Center and Heartland Center for Autism**

It was moved by Commissioner Hovey-Wright, seconded Mr. Hardy, to authorize HealthWest to approve signing single case agreements with various out of network hospitals in the amount of \$103,306.00 for psychiatric inpatient stays for HealthWest consumers.

**MOTION CARRIED**

**G. Authorization to Approve Inpatient, Partial Hospitalization, and ECT Rates**

It was moved by Mr. Hardy, seconded Commissioner Nash, to authorize the HealthWest Board of Directors to accept the inpatient, partial hospitalization, and ECT rates negotiated by Lakeshore Regional Entity with the hospitals listed on Attachment A, effective October 1, 2023 through September 30, 2024.

**MOTION CARRIED**

**H. Authorization to Approve Continuation of Contracting with FY23 Service Vendors / Providers**

It was moved by Commissioner Nash, seconded by Commissioner Hovey-Wright, to authorize the HealthWest Board of 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**

**I. Authorization to Approve Providing Provider Relief Funds**

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize HealthWest to approve Provider Relief Funds an amount not to exceed \$142,385.31. to providers listed on Attachment A, through funding provided by the LRE.

**MOTION CARRIED**

**J. Authorization to Approve Increased Projected Contract Expenditures**

It was moved by Mr. Hardy, seconded by Commissioner Hovey-Wright, to authorize HealthWest to approve the projected expenditures for the vendor increases stated above with a total not to exceed \$340,000.00, effective October 1, 2022 through September 30, 2023.

**MOTION CARRIED**

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**COMMUNICATIONS**

There was no communication.

**DIRECTOR'S COMMENTS**

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

- I just wanted to commend Brandy and the hard work that the Finance team and provider network team is doing I have been asking for quite a bit as far as data and improvements. Some of the many projects that they have managed to accomplish in a short time that I have been here are numerous:
  - Adjusting board reports, fulfilling data requests
  - Starting the budget meetings with each of the teams and programs. Providing a standard report so that directors are aware of their financial status on a monthly basis.
  - Working on finalizing the SCA and the integration with BSA and the county system.
  - Procuring Attendance on Demand for a new timeout system that aligns more with SCA requirements.
  - Procuring Contract Logix which will streamline the work they are doing for contract management.
  - Taking on the management of CMHSP certification via the BH CRM for MDHHS.
  - IN addition to of all this, they have managed to get contracts renewed, on their way to finalizing closing the books, and at the same time preparing for the next financial audit which is starting soon. They have also sustained continued operation processing claims and ensuring our providers are getting paid and resolving issues with providers via regular meetings.
- LRE update: We are still waiting for the final budget/revenue report from the LRE. They received the final rates from the LRE last September 25<sup>th</sup>. This is important for HealthWest because this allows us to make some decisions important decisions for our budget this year. I did follow up again with an email to the LRE executive director and requested a status of the report. Other regions, we have reached out to have already provided this to their CMHs.
- This coming week is also the CMHA Fall conference. I look forward to seeing some of the board members there. There will be over 675 attendees.

**AUDIENCE PARTICIPATION**

There was no audience participation.

**ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at 8:39 a.m.

Respectfully,

Janet Thomas  
Committee Vice Chair

JT/hb

**PRELIMINARY MINUTES**  
**To be approved at the Finance Meeting on**  
November 9, 2023



## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b>	<b>NON-BUDGETED</b>	<b>PARTIALLY BUDGETED</b> X
<b>REQUESTING DIVISION</b> Administration	<b>REQUEST DATE</b> November 9, 2023		<b>REQUESTOR SIGNATURE</b> Brandy Carlson, Chief Financial Officer
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>Expenditures for the month of September 2023 totaled \$13,559,535.55. Some unusual expenditures for the month include \$101,997.89 to CDW Government for 71 new laptops per the Technology Plan, \$304,002.00 to Mercy Health Partners – Hackley Campus for Inpatient Services, \$247,758.43 to Pine Rest Christian Hospital for Inpatient Services, \$33,170 to Anikare, Inc for two months of Specialized Residential Services, \$92,775.38 to Dr. Huffstutter-Lauver for one full year of Psychiatric Services.</p> <p>Expenses are consistently much higher in the month of September due to the closing of the Fiscal Year. This will create a much smaller expenditure amount for the month of October.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
I move to approve expenditures for the month of September 2023, in the total amount of \$13,559,535.55.			
<b>COMMITTEE DATE</b> 11/09/2023	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b> 11/17/2023	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		

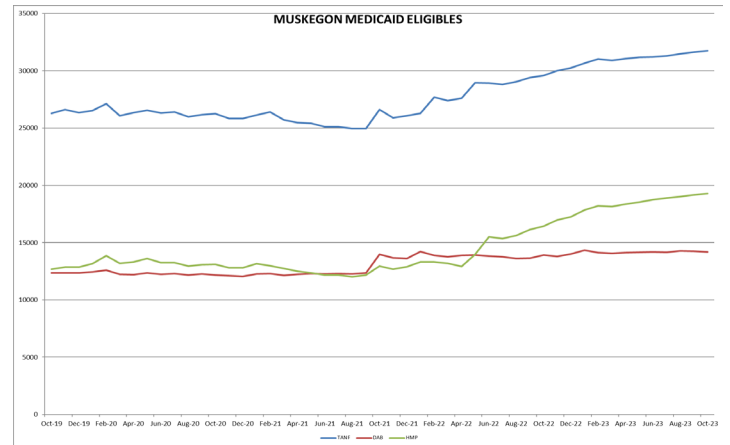
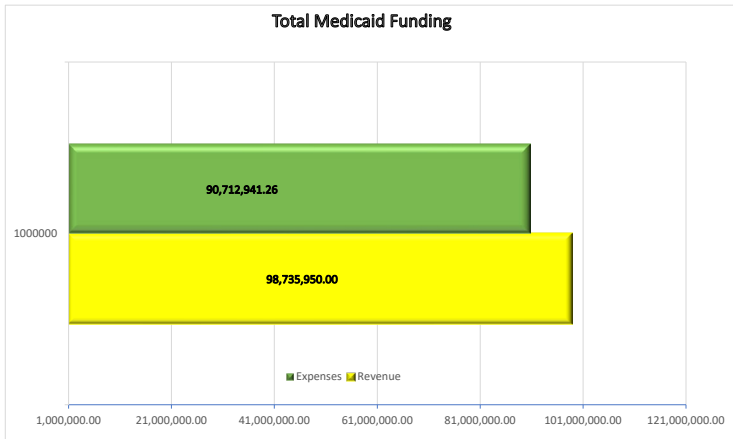
HWB 18-F

## HEALTHWEST Statement of Activities For Period Ending September 30, 2023 - Preliminary Close

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Target % 100%

Medicaid FY2023					All Other Funding FY2023				
	Annual Budget	YTD Budget	YTD Actual	Over/ (Under) Budget		Annual Budget	YTD Budget	YTD Actual	Over/ (Under) Budget
<b>Revenues</b>					<b>Revenues</b>				
Medicaid	\$ 70,459,223	\$ 70,459,223	\$ 64,382,328	\$ (6,076,895) #	Commercial Insurance	\$ 283,778	\$ 283,778	\$ 337,439	\$ 53,661 #
Healthy Michigan	\$ 7,438,839	\$ 7,438,839	\$ 10,037,777	2,598,938 #	General Fund	\$ 706,819	\$ 706,819	\$ 706,819	- #
CCBHC	\$ -	\$ -	\$ 16,251,616	16,251,616 #	Grants	\$ 9,490,780	\$ 9,490,780	\$ 6,604,427	(2,886,353) #
<b>Total Revenue</b>	<b>77,898,062</b>	<b>77,898,062</b>	<b>90,671,721</b>	<b>12,773,659</b>	<b>Total Revenue</b>	<b>10,756,225</b>	<b>10,756,225</b>	<b>8,064,229</b>	<b>(2,691,996)</b>
<b>Expenses</b>					<b>Expenses</b>				
Capital Outlay	\$ 5,187	\$ 5,187	\$ 106,908	101,721 #	Capital Outlay	\$ -	\$ -	\$ -	- #
Contractual	\$ 36,028,172	\$ 36,028,172	\$ 40,745,940	4,717,768 #	Contractual	\$ 2,090,660	\$ 2,090,660	\$ 2,107,500	16,840 #
Insurance	\$ 360,219	\$ 360,219	\$ 368,072	7,853 #	Insurance	\$ -	\$ -	\$ -	- #
Other	\$ (591,773)	\$ (591,773)	\$ (12,771)	579,002 #	Other	\$ 1,679,796	\$ 1,679,796	\$ 825,096	(854,700) #
Overhead	\$ 1,830,190	\$ 1,830,190	\$ 2,092,757	262,567 #	Overhead	\$ -	\$ -	\$ -	- #
Planning Adjustments	\$ -	\$ -	\$ -	- #	Planning Adjustments	\$ -	\$ -	\$ -	- #
Salary & Fringes	\$ 36,488,255	\$ 36,488,255	\$ 38,566,049	2,077,794 #	Salary & Fringes	\$ 9,296,768	\$ 9,296,768	\$ 4,137,807	(5,158,961) #
Staff Development & Training	\$ 96,008	\$ 96,008	\$ 333,442	237,434 #	Staff Development & Training	\$ 156,850	\$ 156,850	\$ 70,617	(86,233) #
Supplies	\$ 389,933	\$ 389,933	\$ 578,775	188,842 #	Supplies	\$ 565,589	\$ 565,589	\$ 487,385	(78,204) #
Transfers	\$ -	\$ -	\$ -	- #	Transfers	\$ -	\$ -	\$ -	- #
Utilities	\$ 258,433	\$ 258,433	\$ 305,365	46,932 #	Utilities	\$ -	\$ -	\$ -	- #
<b>Total Expenses</b>	<b>74,864,624</b>	<b>74,864,624</b>	<b>83,084,536</b>	<b>8,219,912</b>	<b>Total Expenses</b>	<b>13,789,663</b>	<b>13,789,663</b>	<b>7,628,405</b>	<b>(6,161,258)</b>
<b>Increase (decrease) in net position</b>	<b>\$ 3,033,438</b>	<b>\$ 3,033,438</b>	<b>\$ 7,587,184</b>	<b>\$ 4,553,747</b>	<b>Increase (decrease) in net position</b>	<b>\$ (3,033,438)</b>	<b>\$ (3,033,438)</b>	<b>\$ 435,824</b>	<b>\$ 3,469,262</b>
			Actual %	111%				Actual %	55%



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  
PRELIMINARY CLOSE  
September 30, 2023**

<b>ASSETS</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>
Cash in Bank	5,669,964.11	(11,280,719.74)
Imprest (Petty) Cash	2,700.00	2,700.00
Due from Credit Cards	-	7,407.11
Accounts Receivable	100,258.62	181,668.71
Due From Other Funds	44.31	220.76
Prepaid Items	604,447.22	319,982.25
Due from other governments	5,426,817.33	22,417,171.04
<b>Total Assets</b>	<b><u>\$ 11,804,231.59</u></b>	<b><u>\$ 11,648,430.13</u></b>
 <b>LIABILITIES AND EQUITY</b>		
Accounts Payable	\$ 3,892,110.93	\$ 7,119,719.54
Undistributed Receipts	(1,728.72)	1,762.29
HAB Supports Waiver	3,372,390.03	-
Medicaid Children's Waiver	62,014.71	-
Medicaid SED Waiver	71,823.54	-
State Advance	1,426,474.35	-
Capitation Medicaid	(925,842.29)	-
Medicaid - B3 Services	7,421,695.90	-
Accrued Wages and Fringes	843,756.27	775,781.87
Medicaid - Healthy Michigan	3,587,171.37	-
Medicaid - Autism	7,365,582.11	-
SA Federal Pass Thru	(69,891.91)	-
SA State Plan Medicaid	1,603,762.14	-
SA B3 Services	-	-
SA Healthy Michigan	3,679,882.82	-
SA PA2 Dollars	(33,122.84)	-
Unearned Revenue - Lilac St Donation	50,100.00	50,100.00
<b>Total Liabilities and Equity</b>	<b><u>\$ 32,346,178.41</u></b>	<b><u>\$ 7,947,363.70</u></b>
 <b>DEFERRED INFLOWS OF RESOURCES</b>		
Deffered Medicaid fee for services and capitation	<u>\$ 9,359,310.55</u>	<u>\$ 20,119,747.21</u>
Fund Balance at beginning of year	(17,073,240.73)	(14,521,177.85)
Nonspendable FB-Prepays	319,982.25	
<b>**Total Fund Balance</b>	<b><u>\$ (16,753,258.48)</u></b>	<b><u>\$ (14,521,177.85)</u></b>
 <b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>		
	<b>\$ 24,952,230.48</b>	<b>\$ 13,545,933.06</b>
 <b>NET OF REVENUES VS EXPENDITURES</b>		
	<b><u>\$ (13,147,998.89)</u></b>	<b><u>\$ (1,897,502.93)</u></b>
 <b>Transferred to County Equipment Revolving Account for:</b>		
Mental Health Center Building (6660-0000-349220)	\$2,581,134.37	\$2,643,567.37
Future Equipment Purchases (6660-0000-349222)	\$89,534.24	\$61,884.44

**COMMUNITY MENTAL HEALTH  
 INTERIM BALANCE SHEET 7930  
 CMH CLIENT FUNDS  
 PRELIMINARY CLOSE  
 September 30, 2023**

<b>ASSETS</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>
Cash	\$ 552,953.25	\$ 747,054.72
Imprest Cash	\$ 46,486.77	\$ 47,812.47
Accounts Receivable	\$ 177.00	\$ 177.00
<b>Total Assets</b>	<b><u>\$ 599,617.02</u></b>	<b><u>\$ 795,044.19</u></b>
<b>LIABILITIES AND EQUITY</b>		
Due to Other Funds	\$ -	\$ 220.76
Undistributed Receipts	\$ 599,617.02	\$ 794,823.43
	<b><u>\$ 599,617.02</u></b>	<b><u>\$ 795,044.19</u></b>



## MEMORANDUM

Date: November 9, 2023

To: HealthWest Board of Directors  
Rich Francisco, Executive Director

CC: Mark Eisenbarth, Muskegon County Administrator  
Matt Farrar, Muskegon County Deputy Administrator  
Angie Gasiewski, Muskegon County Accounting Manager

From: Brandy Carlson, Chief Financial Officer

Subject: **Finance Update**

During the month of November, HealthWest will be bringing the following motions to the County Commissioners for approval.

- Move to pay up to \$4,200,000 in services provider for HealthWest vendors for Fiscal Year 2023, inclusive of required purchase order increases, above and beyond the approved Fiscal Year 2023 Budget of \$88,654,287.
- Move to amend the Fiscal Year 2024 HealthWest Budget to \$99,403,280 inclusive of all staff stipends and incentives, effective November 12, 2023. The stipends and incentives include,
  - \$1,000 retention stipend paid to all new staff after six successful months of employment.
  - \$2,000 retention stipend paid to all current staff as of November 12, 2023.
  - \$400 referral bonus paid to employees who refer someone to HealthWest, and they are hired. \$200 paid at time of hire and \$200 paid if the new hire successfully completes their probationary period.
  - \$1,000 paid to employees who achieve a new credential they can use in their job at HealthWest. If HealthWest pays for the training to earn the credential, the employee must use that credential one full year before the stipend will be paid out.
  - \$300 quarterly stipend paid to employees who work two on-call shifts during that quarter.
  - \$1,000 stipend, paid after six months of service, for staff who voluntarily chair or co-chair a committee.
  - Up to \$300 per year for staff development resources for employees.
  - Up to \$5,000 per year for education/tuition reimbursement for college level courses.
  - Funding for 20 slots in the Tri-Share Childcare Assistance Program. Employees must meet income level requirements to be eligible to participate in this unique

Main Office

childcare assistance program in which the employee, HealthWest and the Tri-Share grant program each pay 1/3 of the childcare costs.

- Bonus Stipend and On-Call for staff service Crisis Residential Units and signing bonus for staff serving adult emergency services and Crisis Residential units. This is fully grant funded by ARPA.
- Free use for all staff for the CALM app.
- A 2.5% salary and wage increase effective November 12, 2023.

**Main Office**

376 E. Apple Ave | Muskegon, MI 49442 | P (231) 724-1111 | F (231) 724-3659

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Provider Network	<b>REQUEST DATE</b> November 9, 2023	<b>REQUESTOR SIGNATURE</b> Brandon Baskin, Care Coordination Manager	
<b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>			
<p>HealthWest Board authorization is requested to approve payment to the following landlords for lease payments in the HUD programs, at a cost not to exceed the HUD dollars of \$236,948. This is a requirement of the County of Muskegon and will allow HealthWest to release payments as they are processed, versus requiring holding them for County Board approval. This will also ensure that consumers have housing available when it is needed.</p> <p><b>The landlords are:</b></p> <ul style="list-style-type: none"> <li>• Abundant Life Homes, LLC</li> <li>• Big Red Development, LLC</li> <li>• Blake Price</li> <li>• Blue Bay Capital</li> <li>• BVW Property Management LLC</li> <li>• CC Vista, LLC</li> <li>• Each one Reach one</li> <li>• Ed Bodman</li> <li>• Engel Group LLC/Real Property</li> <li>• Fine Apartments</li> <li>• Golden Hills Property Management</li> <li>• HDRES Muskegon Port, LLC</li> <li>• Here 2 Serve Property</li> <li>• Jaymark Properties</li> <li>• Joyce Kitchen</li> <li>• Knapps Holler</li> <li>• Kraai Property Management</li> <li>• Lakeshore Real Property</li> <li>• Leasehold Property Management</li> <li>• Lighthouse Property Management</li> <li>• Lusk Properties</li> <li>• MDC Partnership</li> <li>• Meddie Ventures, LLC</li> <li>• Michael Nethercott</li> <li>• Paul Kurek</li> <li>• Place Management, LLC</li> <li>• RDH Management</li> <li>• Red Snoot</li> <li>• Richard Mellema</li> <li>• RW3 Investments, LLC</li> <li>• Ryan King</li> <li>• Sugar Maple Management, LLC</li> <li>• Trinity Investment Group, LLC</li> <li>• United Properties of West MI</li> <li>• Westshore Property Management</li> </ul>			
<b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>			
I move to authorize the HealthWest Executive Director to approve the above landlords for the HUD grant funding for Fiscal Year 2024, at a cost not to exceed the HUD approved dollars of \$236,948.			
<b>COMMITTEE DATE</b> 11/09/2023	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b> 11/17/2023	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b> X	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Provider Network Management	<b>REQUEST DATE</b> November 9, 2023	<b>REQUESTOR SIGNATURE</b> Shannon Morgan, Contract Specialist	
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>HealthWest Board authorization is requested to contract with the two AFC providers listed below:</p> <ol style="list-style-type: none"> <li>1. Brightside Living LLC, located at 690 Dunegrass Circle Drive, Saugatuck MI 49453 to provide services effective November 1, 2023 through September 30, 2024. Brightside Living LLC completed credentialing and received approval through the Lakeshore Regional Entity. Brightside Living LLC will be paid with funding within the HealthWest budget, at a cost not to exceed \$91,250.00.</li> <li>2. Stephens Home, LLC, located at 146 Fenton Street, Battle Creek, MI 49037 to provide specialized residential services effective November 1, 2023 through September 30, 2024. Stephens Home LLC is in the process of being credentialed through the LRE. Stephens Home, LLC will be paid with funding within the HealthWest budget, at a cost not to exceed \$219,000.00.</li> </ol>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
<p>I move to authorize the HealthWest Executive Director to sign a contract with Brightside Living LLC and Stephens Home, LLC to provide specialized residential services to eligible HealthWest consumers, at a cost not to exceed \$310,250.00 for FY2024.</p>			
<b>COMMITTEE DATE</b> November 9, 2023	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b> November 17, 2023	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		



**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: Brightside Living LLC 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: Brightside Living LLC, is credentialed through the LRE and provides specialized residential services.

Signature Brandy Carlson Digitally signed by Brandy Carlson Date: 2023.11.07 14:33:58 -05'00' Date \_\_\_\_\_

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.
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For Emergency Purchases:  
 Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**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: Stephens Home, LLC Requisition #: \_\_\_\_\_

**Complete the Following Checklist**

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

- 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.
- 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.
- The required item(s) is proprietary to the Contractor.  
(Branded, Exclusive, Trademarked, Copyright...)
- The required item(s) is under warranty to the Contractor and all service agreements / maintenance agreements are exclusive to the Contractor.
- 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.
- 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.
- 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
- 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: Stephens Home LLC, is currently going through credentialing through the LRE and provides specialized residential services.

Signature Brandy Carlson Digitally signed by Brandy Carlson Date: 2023.11.07 14:33:10 -05'00' Date \_\_\_\_\_

Emergency Purchase:

- 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

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b>	<b>NON BUDGETED</b>	<b>PARTIALLY BUDGETED</b> X
<b>REQUESTING DIVISION</b> Provider Network	<b>REQUEST DATE</b> November 9, 2023		<b>REQUESTOR SIGNATURE</b> Shannon Morgan, Contract Specialist
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<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"> <li>1. Harbor Hall - Increase from \$70,552.50 to a total not to exceed \$70,752.88 to cover increased SUD outpatient and residential services.</li> <li>2. Ivy Rehab Michigan, LLC - Increase from \$250,000.00 to a total not to exceed \$294,330.56 to cover increased utilization of autism services.</li> <li>3. Pioneer Resources, Inc. - Increase from \$5,180,000.00 to a total not to exceed \$5,182,423.97 to cover additional utilization of services.</li> </ol>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
<p>I move to authorize HealthWest to approve the projected expenditures for Harbor Hall, Ivy Rehab Michigan, LLC, and Pioneer Resources Inc. as stated above with a total not to exceed \$46,954.91, effective October 1, 2022 through September 30, 2023.</p>			
<b>COMMITTEE DATE</b> November 9, 2023	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b> November 17, 2023	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		

HWB 21-F

## REQUEST FOR HEALTHWEST BOARD CONSIDERATION AND AUTHORIZATION

<b>COMMITTEE</b> Finance Committee	<b>BUDGETED</b>	<b>NON-BUDGETED</b> X	<b>PARTIALLY BUDGETED</b>
<b>REQUESTING DIVISION</b> Administration	<b>REQUEST DATE</b> November 9, 2023		<b>REQUESTOR SIGNATURE</b> Brandy Carlson, Chief Financial Officer
<b><u>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</u></b>			
<p>Authorization is requested for HealthWest to provide final FY23 provider relief funds and approve a single case agreement in the amount not to exceed \$312,082.34. These will all be fully funded by excess Medicaid dollars received from the Lakeshore Regional Entity.</p> <p>Provider relief funds will be provided to JBC Homes, Overcoming Barriers, Pioneer Resources and HGA Support Services.</p> <p>A Single Case Agreement with Samaritan Behavioral Center is for one individual with Medicare primary, approved by the Lakeshore Regional Entity for a five-month psychiatric stay. Since Medicare paid primary for this individual, Medicaid is responsible for the co-pay amount.</p> <p>Attachment A includes the funding breakdown by provider agency.</p>			
<b><u>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</u></b>			
I move to authorize Provider Relief Funds and a Single Case Agreement in the amount not to exceed \$312,082.34 to providers listed on Attachment A, through funding provided by the LRE.			
<b>COMMITTEE DATE</b> November 9, 2023	<b>COMMITTEE APPROVAL</b> _____ Yes    _____ No    _____ Other		
<b>BOARD DATE</b> November 17, 2023	<b>BOARD APPROVAL</b> _____ Yes    _____ No    _____ Other		

REQUEST FOR ENHANCED REVENUE FOR FY23

ORGANIZATION	REQUEST DATE	REQUEST AMOUNT	REQUESTOR NAME	REQUESTOR EMAIL	HW Recommendation	Incurring by not Funded	HW Notes
JBC Homes, LLC		\$103,305.86	Kaja Thornton	<a href="mailto:ovcbinc@gmail.com">ovcbinc@gmail.com</a>	\$44,652.50		
Overcoming Barriers, Inc.		\$55,167.51	Kaja Thornton	<a href="mailto:ovcbinc@gmail.com">ovcbinc@gmail.com</a>	\$30,215.02		
Pioneer Resources	8/3/2023	\$114,193.22	Jill Bonthuis	<a href="mailto:jbonthuis@pioneerresources.org">jbonthuis@pioneerresources.org</a>	\$52,860.82	\$ 65,499.45	Depreciation will not be covered
HGA Support Services, Inc.	10/12/2023	\$39,104.00	Myra Dutton	<a href="mailto:mdutton@hgasupportservices.org">mdutton@hgasupportservices.org</a>	\$39,104.00	\$ -	

**SINGLE CASE AGREEMENT**

Samaritan Behavioral Center	10/5/2023	\$145,250.00			\$145,250.00	\$ -	
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**\$457,020.59**

\$355,424.48

**\$312,082.34**

**\$65,499.45**

\$43,342.15