

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

HUMAN RESOURCES COMMITTEE

Hall of Justice
990 Terrace Street, Muskegon, MI
March 5, 2013

Charles Nash, Chair
Rillastine Wilkins, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of Minutes of February 5, 2013
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - HR13/03 – 14 (Mental Health) Authorize the Creation of a New Supports Coordinator/MI Position
 - HR13/03 – 15 (Mental Health) Authorize CMH Director to Sign a Memorandum of Agreement with Stars Behavioral Health Group, National Network on Youth Transition Academy for Consultation Services, Training and Technical Assistance
 - HR13/03 – 16 (Mental Health) Authorize the Creation of a Supports Coordinator/DD Position and a Supports Coordinator Assistant Position
 - HR13/03 – 17 (Mental Health) Authorize the Addition of Five Mental Health Aide/Skills Building – Hourly Positions
 - HR13/03 – 18 (Mental Health) Authorize CMH to Purchase Five Mini-Vans from Slingerland Chrysler Dodge and Three Mid-Sized Sedans from Great Lakes Ford
 - HR13/03 – 19 (Public Health) Authorize Public Health to Amend its FY13 Budget to Include Grant Funding Changes, Program Line Item Adjustments and Staff/Funding Transfers

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

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6. Old Business
7. New Business
8. Public Comment (on a new topic)
9. Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE
MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS
COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

**Muskegon County
Human Resources Committee Meeting
February 5, 2013
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Nash, Chair

Rillastine Wilkins, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Nash at 3:57 p.m.

ROLL CALL

Present: Benjamin Cross, James Derezinski, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry Sabo, Robert Scolnik, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Scolnik, supported by Cross, to approve the minutes of the January 8, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

Muskegon County Clerk Nancy A. Waters provided comment to the Board on agenda item HR13/02 – 05.

ITEMS FOR CONSIDERATION

HR13/02 – 05 It was moved by Mahoney, supported by Engle, to approve the amendments to the Muskegon County Board of Commissioners' Rules as presented.

It was moved by Hughes, supported by Sabo, to table motion number HR13/02 – 05.

Roll Call:

Aye: Cross, Derezinski, Hughes, Nash, Sabo, Wilkins

Nay: Engle, Mahoney, Scolnik

Motion to table carried.

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- HR13/02 – 06 It was moved by Mahoney, supported by Hughes, to authorize the Community Mental Health Director to take the necessary action to move forward on developing a new Western Regional Entity which will include Ottawa, Allegan, Kent, Lake, Oceana and Mason County CMHs to serve as the "Region Three" Prepaid Inpatient Health Plan (PIHP). This action will include Muskegon County CMH's full participation in responding to the Application for Participation (AFP). Motion carried.
- HR13/02 – 07 It was moved by Cross, supported by Mahoney, to authorize the Community Mental Health Executive Director to sign a contract with Insight Telepsychiatry, LLC, for the provision of Telepsychiatry Services for an average of eight (8) hours per week, effective February 1, 2013, at a cost of \$195.00 per hour for child/adolescent services and \$175.00 per hour for adult services. Motion carried.
- HR13/02 – 08 It was moved by Derezinski, supported by Cross, to authorize the Community Mental Health Services of Muskegon County Director to sign a contract with AH Services, Inc., for a clinically integrated wellness program, effective December 1, 2012 through November 30, 2013, at an amount not to exceed \$45,000.00. Motion carried.
- HR13/02 – 09 It was moved by Hughes, supported by Wilkins, to authorize the creation of a Building Maintenance Mechanic I position with a salary range of \$11.41 to \$16.27 (GU 00150) per hour effective February 1, 2013. Motion carried.
- HR13/02 – 10 It was moved by Derezinski, supported by Hughes, to authorize the creation of a seasonal Sanitarian Intern position and an additional Public Health Technician; deletion of vacant Environmental Quality Sanitarian position G34505; reclassification of vacant Medical Administrative Secretary (N51001) to Fiscal Technician; and title changes of Environmental Health Supervisor to Environmental Projects Supervisor and Nursing Supervisor to Public Health Compliance Supervisor effective March 1, 2013. Motion carried.
- HR13/02 – 11 It was moved by Hughes, supported by Cross, to authorize Public Health – Muskegon County to request bids for water laboratory analysis for the period of March 2013 through September 2013 with a one year renewal option with no change in general fund. Motion carried.
- HR13/02 – 12 It was moved by Cross, supported by Mahoney, to authorize Public Health to enter into an affiliation agreement with Muskegon Community

College for student nurse placement, with no effect on county general fund, further authorize the Board Chair and Public Health Director to sign the agreement. Motion carried.

OLD BUSINESS

HR13/02 – 13 It was moved by Sabo, supported by Cross, to approve the revision of the 2013 Muskegon County Board of Commissioners Meeting Schedule of meeting start times from 3:30 PM to 4:00 PM effective April 1, 2013, through October 31, 2013; and direct staff to report on any financial impact to the County at the November 5, 2013 Human Resources Committee meeting. Motion carried.

NEW BUSINESS

None.

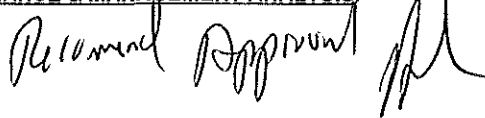
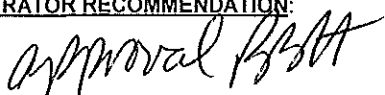
PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:41 p.m.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED X		NON-BUDGETED		PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Mental Health			DATE March 5, 2013		REQUESTOR SIGNATURE Julia Rupp, Executive Director		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)							
<p>Authorization is requested for Community Mental Health (CMH) to make the following position change effective March 1, 2013: Create a new full time Supports Coordinator/MI position 100% in 7320</p> <p>The cost increase for this change would be \$45,343. CMH has the funds to cover these increased expenditures. The cost increase to the County General Fund as a result of these changes would be \$1,284. However, these funds are already budgeted, and no additional funding is being requested from the County General Fund.</p> <p>This change is being requested due to the unique qualifications needed for the supports coordinator in the requested position. New responsibilities will be to provide support to recipients who are not currently receiving entitlements (and therefore charged to State General Fund), as well as run medication management groups for medication-only clients. This position is part of the plan to reduce the use of State General Fund dollars and to better serve our recipients.</p>							
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)							
I move to authorize the creation of a new Supports Coordinator/MI position budgeted 100% in 7320.							
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)							
<u>HUMAN RESOURCES ANALYSIS:</u> Recommend Approval D. Groeneveld				<u>FINANCE & MANAGEMENT ANALYSIS:</u> 			
<u>CORPORATE COUNSEL ANALYSIS:</u>				<u>ADMINISTRATOR RECOMMENDATION:</u> 			
AGENDA DATE: 3/5/13		AGENDA NO.: HR 13/03-14		BOARD DATE: 3/12/13		PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Mental Health		DATE March 5, 2013		REQUESTOR SIGNATURE Julia Rupp, Executive Director
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Authorization is requested for Community Mental Health (CMH) to enter into a Memorandum of Agreement with Stars Behavioral Health Group (SBHG), National Network on Youth Transition (NNYT) Academy (1501 Hughes Way, Suite 150, Long Beach, CA 90810), to provide Transition to Independence Process (TIP) Model training for CMH staff serving transition-age youth and their families.</p> <p>CMH has developed a specialized home-based team that will meet the needs of high-risk older adolescents that will soon be transitioning from their parent or guardian's care. There is a need to utilize a specialized approach proven to be effective with this age and population of focus. The Transition to Independence Process (TIP) Model is an evidence supported practice that has been shown to be effective in meeting the needs of young adults and older adolescents with mental health and complex social needs. In order to provide effective care, training and follow-up consultation is needed. The intent is to train a cadre of staff that will commit to using the practice and following up with consultation. CMH intends to infuse this practice with all transition-aged youth served by CMH.</p> <p>The consultants will provide three (3) on-site three-day TIP trainings and twelve (12) Teleconference Technical Assistance Sessions for a total fixed price amount of \$35,343.00. The cost includes the consultant's training time, preparation, travel time, travel costs, and follow-up activities, and the teleconference technical assistance sessions.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to authorize the Community Mental Health Director to sign a Memorandum of Agreement with Stars Behavioral Health Group (SBHG), National Network on Youth Transition (NNYT) Academy for Consultation Services, Training, and Technical Assistance for implementation and sustainability of the Transition to Independence Process (TIP) Model training for CMH staff serving transition-age youth and their families, at a cost not to exceed \$35,343.00, effective March 1, 2013.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:		
CORPORATE COUNSEL ANALYSIS: Concur D. Hughes		ADMINISTRATOR RECOMMENDATION: <i>approval BBA</i>		
AGENDA DATE: <i>3/5/13</i>	AGENDA NO.: <i>HR 13/03-15</i>	BOARD DATE: <i>3/12/13</i>	PAGE NO.	

**Memorandum of Agreement (MOA) for Consultation Services
Training and Technical Assistance for Implementation and Sustainability of the
Transition to Independence Process (TIP) Model
Between National Network on Youth Transition (NNYT) for Behavioral Health
(TIP Model Purveyor) and TIP Collaborative**

The Fixed Price Agreement is made by and between:

- A. **Stars Behavioral Health Group, SBHG NNYT Academy (hereinafter "SBHG NNYT")**, 1501 Hughes Way, Suite, 150, Long Beach, CA and
- B. **TIP Collaborative**

Recitals

- A. Whereas, SBHG NNYT serves as the "Purveyor" of the Transition to Independence Program (TIP) Model to assist sites in the implementation of the TIP model; and
- B. Whereas, TIP Collaborative has requested TIP trainings and technical assistance for their efforts to implement this model;
 - 1. Site-Based Trainer Program: Through training, modeling, coaching and supervision develop the capacity of approved select TIP Collaborative staff to become NNYT Certified Site-Based TIP Trainers.

NOW THEREFORE, the parties agree as follows:

Period of Performance

The period of performance under this Agreement begins July 1, 2012 and ends June 30, 2013

Transition to Independence Process (TIP) Model

The Transition to Independence Process (TIP) system is an evidence-supported model based on published studies that demonstrate improvement in real-life outcomes for youth and young adults with emotional/behavioral difficulties (EBD). These outcomes have been demonstrated at sites where personnel have undergone competency-based training that is conducted at the community site and through teleconference supports provided by Certified TIP Model Consultants and TIP Model Trainers. The TIP model training materials are designed for personnel serving transition-age youth and young adults (14-29 years old) and their families.

NNYT Leadership

Hewitt B. "Rusty" Clark, Ph.D., BCBA,
Director, NNYT

Peter Zucker, Ph.D.,
President and CEO of Stars Behavioral Health Group

Joseph Solomita, LCSW
Director Stars Training Academy & Co-Director, NNYT

NNYT Consultancy Arrangements

NNYT Leadership will arrange for NNYT Consultants to provide services designed to assist your community site with the implementation of the TIP model. The NNYT Consultants will provide technical assistance and training during on-site visits at your community site and will also conduct teleconference services for site visit planning, technical assistance with the community site, and Case-Based Reviews with site personnel for ongoing competency enhancement.

Ongoing Tailoring of Technical Assistance and Consultation Services

The NNYT Team focuses on tailoring training and technical assistance to the needs of the site organization(s) and community. Through ongoing planning discussions with site leadership as well as other mechanisms for gathering information on the changing needs of the organization over time (e.g., Case-Based Reviews, field-based observation, Quality Improvement Probes, fidelity assessment) the NNYT Team can attempt to best serve the community site.

A community site administrator will be designated as the liaison person for communication and coordination with the NNYT Team. The community site liaison will arrange all logistics regarding the training and technical assistance activities such as: visits to agency sites; space for the Cross-Site TIP Forum training events; duplication of materials for training events; and teleconference arrangements.

MEMORANDUM OF AGREEMENT (MOA)

The Stars Training Academy will assist TIP COLLABORATIVE in Building its Capacity for TIP Model Training & Technical Assistance

Basic Structure of TIP Model Training and Consultation Services for TIP COLLABORATIVE

The Stars Training Academy will structure the primary TIP training and consultation services for TIP Collaborative over FY 2012-2013 in the following manner; NNYT SBHG Consultants will provide

1. Three, 3 Day On-Site TIP Training and Consultation Visits for TIP COLLABORATIVE staff covering the Seven TIP Core Competencies, the TIP Guidelines and TIP Transition Domains, TIP Implementation Strategies, Case-

Based Review Supervision Guidelines, and Organizational Consultation for XX staff plus Site-Based Trainers

2. Site-Based Trainer Development support for up to X Staff from TIP Collaborative's Programs
3. Up to Four TIP Technical Assistance, Consultation and/or Theme Teleconferences
4. Up to four Training Videoconferences
5. Up to Four Sessions of video-tape, audio tape or other form of review to support development of Site Based Trainer Candidates

Proposed Array of Stars Training Academy Services

The following outline provides an array of the types of training, consultation, and technical assistance supports that Training Academy Team will make available to assist TIP Collaborative in advancing TIP model implementation and the provision of services to establish TIP-informed efforts

NOTE: Although all of the following training/implementation services will be available, priority services will be tailored to address TIP Collaborative's needs.

1. Cross-Site TIP Forums- programs and clinicians participating together
 - a) Personnel competency enhancement.
 - i) Training on the TIP model principles and applications.
 - ii) Competency training on TIP core practices.
 - (1) Strength Discovery and Needs Assessment
 - (2) Futures Planning
 - (3) Rationales
 - (4) Social-Problem Solving
 - (5) In vivo Teaching
 - (6) Prevention Planning for High Risk Behaviors
 - (7) Mediation Problem Solving
 - iii) Orientation to strategies for integrating within the TIP system other agency established practices for targeted clinical needs (e.g., SPARCS and TF-CBT, ART, BSFT, WRAP).
 - b) Describe applications of the TIP model in other communities across the nation.
 - c) Creation of a "TIP Community of Practice" among multiple organizations/programs in Arizona.
 - d) Provide guidance to Program Supervisors on their roles in supporting the implementation of effective practices.
 - i) Case-Based Review Process for ongoing personnel competency enhancement.
 - ii) Supervision and coaching of transition program personnel.
 - (1) Office-based supervision and coaching.
 - (2) Field-based coaching.
 - (3) Team-based coaching.
 - iii) Promoting professionalism across all personnel.
 - iv) Use of data sources in setting team goals, quality assurance, supervision and coaching, and evaluating program progress.

2. On-Site and Telephonic Regional agency-based services.
 - a) Special training or technical assistance needs of a TAY program.
 - b) Case-Based Review process.
 - c) Strategic action planning and follow-up.
3. Site-Based Trainer Program
 - a) Through training, modeling, coaching and supervision develop the capacity of approved local County staff to become NNYT Certified Site-Based TIP Trainers.
4. Academy will host special theme presentations and discussions by teleconference on priority topics for the TAY programs across the agencies.
 - a) The presentations may include national, state, or county experts on specific theme topics.
 - b) Some of the topics for the TIP Forums and for Theme Teleconference calls might be: youth and young adult leadership, employment natural supports, funding mechanisms, developing housing options and supports, youth voice and advocacy, family involvement, building social support networks, gang prevention, partnering with relevant agencies, logic model to guide program practice, program manual development, community resource mapping).
5. Academy will provide active follow-up with the TAY Program Supervisors to assist them with the activities and determine their programmatic/agency needs -- and prompt and support them in their TIP implementation efforts.
 - a) Follow up on each Agency's Program Action Plans.
 - b) Encourage continuing personnel competency enhancement.
 - i) Case-Base Reviews being incorporated as an essential part of TAY site program (e.g., 2-3 young people reviewed in-depth every two weeks).
 - ii) TIP model study program. For example: Two staff members present a lesson each month covering the TIP System Development and Operations Manual (see chapter 2 of the Transition Handbook, Clark & Unruh, 2009) ; other chapters from the Transition Handbook; or a chapter from the TAY Resource Manual).
6. Academy will assist the TIP Community of Practice in identifying program, community, policy/funding barriers to serving TAY population.
 - a) Organize information to fully understand priority barriers and examine alternative ways to address or work around such.
 - b) Assist in developing strategies in busting barriers.
7. Access to resource materials related to TAY programs.
 - a) TIP Website: <http://nnyt.tipstars.org>
 - i) TIP System Development and Operations Manual (Chapter 2 of the Transition Handbook, Clark & Unruh, 2009).
 - ii) Personnel Training Modules (e.g., Strength Discovery, Rationales, Social Problem Solving).
 - iii) Research updates: See Theory and Research section).
 - b) TIP Website: <http://nnyt.TIPstars.org>
 - c) SBHG will tailor a substantial section of one of its web sites to provide information and resources specific to this TIP Model Initiative. The specific

features of this will be determined through discussions between NNYT/SBHG leadership and the Initiative leadership.

8. Focus will be on preparing TIP Collaborative agencies to begin to meet the TIP Model Fidelity Assessment standards.
 - a) Probe measures will be made available for periodic use during the 2-year implementation process for continuing system improvement.
 - b) Agency TAY programs will have the option of purchasing the TIP Model Fidelity Assessment after the contract period.
9. Coordinate with TIP Collaborative Leadership to assist them in furthering the development of a transition system in areas throughout the State. Some of the supports might include:
 - a) Conduct State-wide orientation workshops with provider personnel and stakeholders from child and adult mental health agencies.
 - b) Invite other relevant State departments, and community stakeholders into a system improvement process meeting and possible subsequent action planning meeting.
10. Provide an overview of the current research status on the TIP model.
 - a) Evidence supported practice.
 - b) Demonstrated improved progress and outcomes of youth and young adults.
 - i) Four published studies by the NNYT research team.
 - ii) Two published studies by other research teams.
 - iii) Significance and limitations of these research findings.
11. The TIP Cross-Site Forums and other training and technical assistance to agency TAY programs will be tailored, as best as possible, to the individual TAY program and/or to the TIP Community of Practice.
12. NNYT SBHG Team will explore with agency, collaborative, and/or state leadership the possibility of creating an evaluation system to assist with continuing quality improvement for improving the engagement, progress, and outcomes for youth and young adults.
 - a) NNYT has instrumentation for training the progress of young people (e.g., Futures Planning Goal Achiever, TAPIS Progress Tracker).
 - b) NNYT SBHG Consultants will collaborate with agency, collaborative, and state leadership to try to advance this evaluation and quality feedback agenda.
13. Though this TIP Model Project TIP Collaborative and the NNYT SBHG Team will continue to build capacity for the implementation of the TIP model in more agencies and collaboratives across communities and assist with further system change and policy reform to facilitate the transition to adulthood agenda.

Tentative Outline for TIP Collaborative TIP Model Trainings

Table 1: NNYT Proposed Schedule for TIP Training, Consultation and TIP Site-Based Trainer Personnel Training

TIP Training Visit # 1 – 3 Days

	DAY 1	DAY 2	DAY 3
MORNING	Introduction to TIP Overview Training for TIP COLLABORATIVE Designated Personnel and Community Stakeholders	TIP Core Competency Training for TIP COLLABORATIVE Designated Personnel (Part 2)	Meet with TIP Site-Based Trainers: Provide TIP Training Materials, Coaching and Support
			TIP Core Competency Training for TIP COLLABORATIVE Designated Personnel (Part 4)
AFTERNOON	TIP Core Competency Training for TIP COLLABORATIVE Designated Personnel (Part 1)	TIP Core Competency Training for TIP COLLABORATIVE Designated Personnel (Part 3)	Meeting/Consultation With TIP Collaborative Leadership for Planning Next Steps & Wrap Up.

► Following the first 3-Day Training visit up to 12 monthly Teleconference Technical Assistance Sessions will be provided (4 teleconferences in the three months between the first 3-Day TIP Training and the second 2-Day Site Visit and 4 following the second Training visit). The TIP Teleconferences will be designed by the TIP Collaborative

leadership at the transition site in concert with the primary NNYT Consultant for this site – and will include the following topics and approaches;

- Guidance, Coaching and Support of Site-Based Trainers utilizing telephonic and videoconference individual and group consultation, videotape review, TIP Training materials discussion and training feedback.
- Case-Based Review sessions for continuing competency enhancement of site personnel;
General technical assistance and planning around a particular set of issues that the site is interested in or having difficulty with at the practice, program, system, or policy levels; and/or
- Theme Teleconference Sessions on topics such as: youth and young leadership, supported employment, supported education, career development, prevention planning for high risk behaviors and situations, family involvement, community resource mapping, documentation of TIP interventions in mental health notes, preparation for a fidelity assessment, or site-relevant evaluation strategies.

▶ Training Materials will be provided to TIP Collaborative electronically prior to the start of each training. TIP Collaborative is allowed to duplicate these materials for use within the organization as a means to incorporate the TIP model.

▶ Planning for the training will take place prior to the site visit via teleconference.

**Table 2: NNYT Proposed Schedule for TIP Model Orientation,
Technical Assistance and Personnel Training**

TIP Training Visit # 2 – 3 Days

	DAY 1	DAY 2	DAY 3
MORNING	<p>With TIP Site-Based Trainers, Co-Present Basic TIP Competencies as a TIP Refresher for new Employees and other Designated TIP Collaborative Personnel</p>	<p>With TIP Site-Based Trainers, Co-Present TIP Competencies Training (Part 5)</p>	<p>TIP Core Competency Training for TIP COLLABORATIVE Designated Personnel (Part 7)</p>
AFTERNOON	<p>Meet with TIP Site-Based Trainers: Provide Feedback Training and Certification Review</p>	<p>With TIP Site-Based Trainers, Co-Present TIP Competencies Training (Part 6)</p>	<p>Meeting/Consultation With TIP Collaborative Leadership for Planning Next Steps & Wrap Up.</p>

Teleconference Technical Assistance Sessions

- Guidance, Coaching and Support of Site-Based Trainers utilizing telephonic and videoconference individual and group consultation, videotape review, TIP Training materials discussion and training feedback.

Table 3: NNYT Proposed Schedule for TIP Model Orientation, Technical Assistance and Personnel Training

TIP Training Visit # 3 – Days

	DAY 1	DAY 2	DAY 3
MORNING	<p>Meet with TIP Site-Based Trainers: Provide TIP Training Materials, Coaching and Support</p>	<p>With TIP Site-Based Trainers, Co-Present Advanced TIP Competencies (Part 9) to Designated TIP Collaborative Personnel</p>	<p>With TIP Site-Based Trainers, Co-Present Advanced TIP Competencies (Part 10) to Designated TIP Collaborative Personnel</p>
AFTERNOON	<p>With TIP Site-Based Trainers, Co-Present Advanced TIP Competencies (Part 8) to Designated TIP Collaborative Personnel</p>	<p>Meet with TIP Site-Based Trainers: Provide Feedback Training and Certification Review</p>	<p>Meeting/Consultation With Leadership for Planning Next Steps & Wrap Up.</p>

4 Teleconference Technical Assistance Sessions

- Guidance, Coaching and Support of Site-Based Trainers utilizing telephonic and videoconference individual and group consultation, videotape review, TIP Training materials discussion and training feedback

ASSOCIATED FIXED PRICE COSTS FOR SBHG NNYT SERVICES:

Site Visit 1:

Consultant: R Clark	
Training: 3 days x \$1800	=\$5,400
Preparation, travel time, & follow-up activities	=\$2,000
Travel Costs Consultant A	=\$1,500
<u>4 Teleconference Technical Assistance Sessions</u>	= \$1,000
Subtotal of Direct Costs for Site Visit # 1 + 4 Teleconferences	=\$9,900
Indirect Cost rate of 19%	=\$1,881
Total Fixed Price Amount Invoiced for Site Visit # 1	= \$11,781

Site Visit 2:

Consultant: R Clark	
Training: 3 days x \$1800	=\$5,400
Preparation, travel time, & follow-up activities	=\$2,000
Travel Costs Consultant A	=\$1,500
<u>4 Teleconference Technical Assistance Sessions</u>	= \$1,000
Subtotal of Direct Costs for Site Visit # 1 + 4 Teleconferences	= \$9,900
Indirect Cost rate of 19%	=\$1,881
Total Fixed Price Amount Invoiced for Site Visit # 2	= \$11,781

Site Visit 3:

Consultant: R Clark	
Training: 3 days x \$1800	= \$5,400
Preparation, travel time, & follow-up activities	= \$2,000
Travel Costs Consultant A	= \$1,500
<u>4 Teleconference Technical Assistance Sessions</u>	= \$1,000
Subtotal of Direct Costs for Site Visit # 1 + 4 Teleconferences	= \$9,900
Indirect Cost rate of 19%	= \$1,881
Total Fixed Price Amount Invoiced for Site Visit # 3	= \$11,781
Total Fixed Price Amount Invoiced for 3 Site Visits + 12 Teleconferences	= \$35,343

FIXED PRICE MOA: INVOICING & PAYMENT

- TIP Collaborative agrees to compensate SBHG NNYT \$35,343 TIP Collaborative shall issue payment to SBHG NNYT within 30 days from receipt of the invoice.
- Either organization can cancel this MOA with 30 days' notice issued in writing and sent through a signature required mail service.
- If TIP Collaborative cancels this MOA due to unavailability of funds or any other reason, the organization will be responsible for the payment of only the portion of the services that SBHG NNYT has provided to that date.
- For any correspondence related to payments, see contact info for Administrative Contact.

Invoicing and Payments

- TIP Collaborative shall issue payment to SBHG NNYT within 30 days from receipt of the invoice.

- Payments will be made to:
 - Post Office Remittance Address:
 - San Francisco Lockbox
 - NoCal
 - File 31375
 - PO Box 60000
 - San Francisco, CA 94160
 - Overnight Mail:
 - San Francisco Lockbox
 - Bank of America Lockbox Services Unit #5190 NoCal File 31375
 - 1455 Market Street, 21st Floor
 - San Francisco, CA 94103
- For any correspondence related to payments, see contact info for Administrative Contact.

Standard Terms and Conditions

A. Termination

1. Either organization can cancel this MOA, with or without cause, with 30 days' notice issued in writing and sent through a signature required mail service. The organization will be responsible for :
 - a. The payment of only the portion of the services that SBHG NNYT has provided to that date and/or;
 - b. Any travel expenses and/or cancellation charges incurred in preparation for training services.
2. If services are delivered prior to contract execution, the agreement will be retroactive to the start of the service date.
3. If this MOA is terminated while in negotiations, with or without cause, and costs have been incurred, the organization will be responsible for payments described in item 1 of this section.

CONTRACT COORDINATORS & CONTACTS

Project Director Contact

TIP Collaborative Coordinator

Stars Behavioral Health Group- SBHG NNYT

Project Director Contact

Joseph Solomita, LCSW
Director of Clinical Training
Stars Behavioral Health Group
1501 Hughes Way, Ste 150
Long Beach, CA 90810
Office: (310) 221.6336 x 109
Fax: (310) 221-6350
jsolomita@starsinc.com

Consultant A:

Consultant B:

Coral Huntsman, Certified Master TIP Trainer
NNYT TIP Consultant Trainer
Stars Behavioral Health Group
1501 Hughes Way, Ste 150
Long Beach, CA 90810
Office: (310) 221-6336 x173
Fax: (310) 221-6350
E-mail: chuntsman@starsinc.com

Signatures for Memorandum of Agreement (MOA)

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their undersigned duly authorized officials.


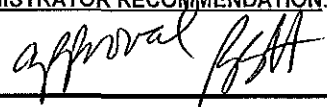
Peter Zucker
President and CEO Stars Behavioral Health Group

Date



Designated Signer
TIP Collaborative

Date

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT Mental Health		DATE March 5, 2013		REQUESTOR SIGNATURE Julia Rupp, Executive Director
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Approval is requested for Community Mental Health Services of Muskegon County (CMH) to add a Supports Coordinator/DD position and a Supports Coordinator Assistant position to the Intensive Case Management Team (Org 7148).</p> <p>The Intensive Case Management Team serves individuals in the highest cost settings, actively seeking to move them to lower cost, less intensive services. The savings from this activity will cover the costs for these positions. (For example, in January 2013, this team increased its involvement with consumers at Kalamazoo Psychiatric Hospital, and within weeks discharged 3 of the 11 people there back to our community.)</p> <p>The salary range for the Supports Coordinator/DD position is \$33,706 to \$46,962 per year, and for the Supports Coordinator Assistant position, \$28,113 to \$35,657 per year. The total cost including salary and fringe benefits on an annual basis is \$45,343 for the Supports Coordinator/DD and \$38,797 for the Supports Coordinator Assistant. CMH has the funds to cover these increased expenditures. The County General Fund portion of that amount for both positions is \$1,986, however, these funds are already budgeted, and no increased funding from the County is being requested to cover these changes.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to authorize the creation of a Supports Coordinator/DD position and a Supports Coordinator Assistant position in the Community Mental Health Intensive Case Management Program (Org 7148).</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u> Recommend Approval D. Groeneveld		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 3/5/13	AGENDA NO.: HR 13/03-16	BOARD DATE: 3/12/13	PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Mental Health	DATE March 5, 2013	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
Approval is requested for Community Mental Health Services of Muskegon County (CMH) to add five Mental Health Aide/Skills Building – Hourly positions to the DD Skill Building Program (Org 7132).			
The DD Skill Building Program continues to increase the type of community integration opportunities provided for individuals participating in those services. A higher staff-to-consumer ratio is necessary for that type of service. Supervisors have had to regularly deny requests for annual and non-emergent sick leave by full-time employees in order to insure that an adequate number of staff are available to provide services each day. Adding these five hourly positions to these programs will ensure that sufficient staff are available to meet consumer needs, and also allow staff to take annual and sick leave as warranted.			
The salary range for a Mental Health Aide/Skill Building position is \$23,130 to \$30,638 per year. However, as these are hourly positions, the total cost including salary and fringe benefits on an annual basis for all five positions is \$30,745. CMH has the funds to cover these increased expenditures. The County General Fund portion of that amount for all five positions is \$1, however, these funds all already budgeted, and no increased funding from the County is being requested to cover these changes.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
I move to authorize the addition of five Mental Health Aide/Skills Building – Hourly positions in the Community Mental Health DD Skills Building Program (Org 7132).			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u> Recommend Approval D. Groeneveld		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 	
AGENDA DATE: 3/5/13	AGENDA NO.: HE13/03-17	BOARD DATE: 3/12/13	PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources	BUDGETED NON-BUDGETED PARTIALLY BUDGETED X
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REQUESTING DEPARTMENT Mental Health	DATE March 5, 2013	REQUESTOR SIGNATURE Julia Rupp, Executive Director
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Community Mental Health (CMH) has recently obtained bids for Mid-sized sedans and Mini-vans. The bids for the 8 vehicles that we have for recommendation reflect a total cost of \$ 158,345.05.

5	Mini-vans from Slingerland Chrysler Dodge of Owosso, MI	106,985.05
3	Mid-sized sedans from Great Lakes Ford of Muskegon, MI	<u>51,360.00</u>
		158,345.05

CMH accepts the low bid from Slingerland Chrysler on the (5) five Chrysler minivans for \$21,397.01 each for a total of \$106,985.05.

For the three mid-sized sedans, CMH is recommending the Ford Fusions from Great Lakes Ford. The per vehicle cost for the Ford Fusions from Great Lakes Ford is \$17,120.00 for a total cost of \$51,360.00 for these three vehicles. This represents an additional cost of \$804.00 per vehicle above the low bid.

The overall ratings for the Dodge Avenger have been very average. There are reported performance issues with the required four cylinder engine and the rated MPG is 13% less than the Fusion. The overall ratings for the Fusion have been above average to excellent. In addition, we have had an excellent maintenance record for the 15 Ford Fusions we already own. After careful review of the relatively new Dodge Avenger, we conclude that the Ford Fusion is a superior vehicle.

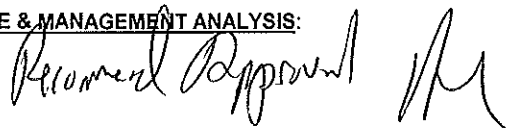
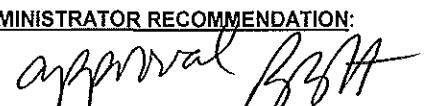
We believe the excellent maintenance record, the low maintenance costs, and the superior fuel economy of the Ford Fusion will result in overall cost savings for the County.

These vehicles are to be purchased from the County's Equipment Revolving account, making use of the dollars the CMH agency has transferred into this account for the purposes of making such purchases.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

I move to authorize Community Mental Health to purchase five mini-vans (\$106,985.05) from Slingerland Chrysler Dodge of Owosso, Michigan and three Mid-sized sedans (\$51,360.00) from Great Lakes Ford of Muskegon, Michigan. Said purchases to be made from the County's Equipment Revolving account utilizing the dollars transferred into that account by the Community Mental Health agency.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS: 	FINANCE & MANAGEMENT ANALYSIS: 
CORPORATE COUNSEL ANALYSIS: 	ADMINISTRATOR RECOMMENDATION: 

AGENDA DATE: 3/5/13	AGENDA NO.: HR 13/03-18	BOARD DATE: 3/12/13	PAGE NO.
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CMH BID RECOMMENDATIONS

CMH accepts the low bid from Slingerland Chrysler on the (5) five Chrysler minivans for \$ 21,397.01 each for a total of \$106,985.05.

For the three mid-sized sedans, CMH is recommending the Ford Fusions from the local bidder, Great Lakes Ford. The total cost for the Ford Fusions from Great Lakes Ford is \$17,120.00 for a total cost of \$51,360.00 for these three vehicles. This represents an additional cost of \$804.00 per vehicle above the low bid

The overall ratings for the Dodge Avenger have been very average. There are reported performance issues with the required 4 cylinder engine and the rated MPG is 13 % less than the Fusion. The overall ratings for the Fusion have been above average to excellent. In addition, we have had an excellent maintenance record for the 15 Ford Fusions we already own. After careful reviews of the relatively new Dodge Avenger, we conclude that the Ford Fusion is a superior vehicle.

We believe the excellent maintenance record, the low maintenance costs and the superior fuel economy of the Ford Fusion will result in overall cost savings for the county.

MUSKEGON COUNTY BID SUMMARY

Commodity Number: 070-06; 070-94

Bid: RFB 13-2048

Department: Community Mental Health

Release Date: 01/09/13

Product / Service: Fleet Vehicles

Opening Date: 01/22/13

MITN Solicitation Statistics
Vendors Received Notice: 90
Vendors Accessed Attachments: 28
Bids Received: 7
No-Bid Form Received: 1

Vendor Name & Address	Mini-Van Year	Mini-Van Make	Mini-Van Model	Mini-Van Cost per Vehicle	Mini-Van Total Cost	Comments
Great Lakes Ford Lincoln 2469 Apple Avenue Muskegon, MI 49442	No Bid					
Don Rypma Chevy Buick GMC 8130 Whitehall Road Whitehall, MI 49461	No Bid					
Jorgensen Ford 8333 Michigan Avenue Detroit, MI 48210	No Bid					
Signature Ford Lincoln 1960 E Main Street Owosso, MI 48867	No Bid					
K & M Northfield Dodge 4100 Plainfield Avenue NE Grand Rapids, MI 49525	2013	Dodge	Grand Caravan	\$22,069.00	\$110,345.00	
Slingerland Chrysler Dodge Jeep Ram 3640 E. M-21 Corunna, MI 48817	2013	Dodge	Grand Caravan SE	\$21,397.01	\$106,985.05	See Exception Sheet
Watson Benzle LLC 1514 Benzle Highway Benzonia, MI 49616	2013	Dodge	Grand Caravan SE	\$21,630.00	\$108,150.00	

Department Recommendation:

Name of Witness: Tina Nash

Slingerland Chrysler Dodge Jeep RAM
For (5) Dodge Grand Caravan SE Mini-Vans

Buyer's Name: Christine R. Johnson

Signature: 

Great Lakes Ford Lincoln:
For (3) Ford Fusion Sedans

Finance & Management Services Director: Heath Kaplan

Signature: 

Vendor Awarded: _____

Board Approval Date: _____

Purchase Order Number: _____

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MUSKEGON COUNTY BID SUMMARY

Commodity Number: 070-06; 070-94

Bid: RFB 13-2048

Department: Community Mental Health

Release Date: 12/21/12

Product / Service: Fleet Vehicles

Opening Date: 01/02/13

****MTN Solicitation Statistics****

Vendors Received Notice: 80

Vendors Accessed Attachments: 28

Bids Received: 7

No-Bid Form Received: 1

Vendor Name & Address	Sedan Year	Sedan Make	Sedan Model	Sedan Cost per Vehicle	Sedan Total Cost	Comments
Great Lakes Ford Lincoln	2013	Ford	Fusion	\$17,120.00	\$51,360.00	
Don Rypma Chevy Buick GMC	2013	Chevrolet	Malibu LS	\$19,400.00	\$58,200.00	
Jorgensen Ford	2013	Ford	Fusion	\$17,549.00	\$52,647.00	
Signature Ford Lincoln	2013	Ford	Fusion	\$18,172.00	\$54,516.00	
K & M Northfield Dodge	2013	Dodge	Avenger	\$16,692.00 \$18,892.00 w/ Alternative Fuel Option	\$50,076.00 \$58,676.00 w/ Alternative Fuel Option	
Silingerland Chrysler Dodge Jeep Ram	2013	Dodge	Avenger SE	\$16,316.00	\$48,948.00	See Exception Sheet
Watson Benzle LLC	2013	Dodge	Avenger	\$16,788.00	\$50,364.00	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Public Health		COMMITTEE DATE 03/05/13	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Public Health Department is requesting authorization to amend its current FY13 budget to reflect changes in the agreement with the Michigan Department of Community Health (MDCH), Lakeshore Coordinating Council, Department of Environmental Quality and other funding and fees. The following programs are projected to have their funding decreased: HIV/AIDS - \$10,005; Lakeshore Coordinating Council - \$78,331; Immunization - \$840. The following programs are projected to have their funding increased: Environmental Quality-Inland Beach Grant - \$6,000; Environmental Quality-Great Lakes Restorative Initiative Grant - \$4,490; Medicaid Outreach - \$15,000; Michigan Colorectal Cancer Screening Program - \$1,450; Children's Special Health Care Services (CSHCS) fee for service - \$2,520; Breast & Cervical Cancer Control Program (BCCP) - \$10,767. The Public Health Department has adjusted other program line items and staff/funding transfers to minimize the impact of these changes.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Authorize the Public Health Department to amend its FY13 budget (revenue and expenditures) from \$6,091,962 to \$6,074,247 to include grant funding changes, program line item adjustments, and staff/funding transfers, with no change in the general fund appropriation.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
		Recommend Approval H. Kaplan		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
		<i>approval</i> <i>BBA</i>		
AGENDA DATE: <i>3/5/13</i>	AGENDA NO.: <i>HR 13/0319</i>	BOARD DATE: <i>3/10/13</i>	PAGE NO.	

Health Department – Fund 2210

Overall Financial Impact	Proposed FY13 Budget	Current FY13 Budget	Proposed Change	Percent Change
Maintenance of Effort Projection	\$1,057,913	\$1,080,656	(\$22,743)	(2.10%)
General Fund Appropriation	\$1,672,732	\$1,672,732	\$0	0%
Substance Abuse Fund Balance	\$20,982	\$0	\$20,982	100.00%
Grants, Fees & Misc. Revenue	\$4,380,533	\$4,419,230	(\$38,697)	(0.90%)
Total Projected Revenue	\$6,074,247	\$6,091,962	(\$17,715)	(0.30%)
Salaries and Fringes	\$4,664,658	\$4,866,204	(\$201,546)	(4.10%)
Other Program Expenditures	\$1,409,589	\$1,225,758	\$183,831	15.00%
Total Projected Expenditures	\$6,074,247	\$6,091,962	(\$17,715)	(0.30%)

Revenue:

The Health Department has decreased grants, fees & misc. revenue \$22,205 or .40%. The following programs will not be continued into the new fiscal year:

The following program is projected to have their funding decreased:

- HIV/AIDS - \$10,005
- Lakeshore Coordinating Council - \$78,331
- Immunization - \$840

The following programs are projected to have their funding increased:

- Environmental Quality – Inland Beach Grant - \$6,000
- Environmental Quality – Great Lakes Restorative Initiative Grant - \$4,490
- Medicaid Outreach - \$15,000
- Michigan Colorectal Cancer Screening Program - \$1,450
- Children’s Special Health Care Services (CSHCS) fee for service - \$2,520
- Breast & Cervical Cancer Control Program (BCCCP) - \$10,767

Expenditures: Salaries and fringes decreased by 201,546 or 4.10% which includes the recent staffing changes per board minutes 2013-65. Also, changes in benefits for staff turnover and/or percentage changes based on information from the Budget Dept. have been incorporated. Other program line item expenditures have been increased by \$183,831 or 15.00% which is due to staffing changes, increase in projected funding and/or service fees and other projected program changes.

General Fund: There is no change in the General Fund Appropriation.

Other: The FY13 budget submittal supporting documentation is compared against the FY13 Original Budget documentation.

Equipment Request: We have asked for no equipment purchases at this time.

Lead Hazard Control – Fund 2212

Overall Financial Impact	Proposed FY13 Budget	Current FY13 Budget	Proposed Change	Percent Change
Federal Revenue	\$448,956	\$448,956	\$0	0%
Fees	\$30,000	\$30,000	\$0	0%
Total Projected Revenues	\$478,956	\$176,268	\$302,688	171.70%
Salaries and Fringes	\$95,005	\$95,005	\$0	0%
Other Program Expenditures	\$383,951	\$383,951	\$0	0%
Total Projected Expenditures	\$478,956	\$176,268	\$302,688	171.70%

Revenue:

The Health Department is requesting no changes at this time for revenue.

Expenditures: Salaries have not changes from the original board motion for FY13.

General Fund: There is no general fund impact.

Other: The FY13 budget submittal supporting documentation is compared against the FY13 original budget documentation.

Equipment Request: We have asked for no equipment purchases at this time.