

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

AGENDA

**HUMAN RESOURCES COMMITTEE**

Hall of Justice  
990 Terrace Street, Muskegon, MI  
April 2, 2013 – 4:00 PM

Charles Nash, Chair  
Rillastine Wilkins, Vice-Chair

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1. Call to Order
  2. Roll Call
  3. Approval of Minutes of March 5, 2013
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - HR13/04 – 21 (Mental Health) Authorize the CMH Executive Director to Sign Amendment #1 to the Contract with the Michigan Department of Community Health for the Michigan Adults Benefit Waiver
    - HR13/04 – 22 (Mental Health) Authorize CMH Executive Director to Sign the Amended Contract with Amanda Family, Inc., for Fa-Ho-Lo Family, Inc., and Wolf Lake Home
    - HR13/04 – 23 (Mental Health) Authorize the CMH Executive Director to Sign the Amended Contract with Insight Telepsychiatry, LLC
    - HR13/04 – 24 (Mental Health) Authorize the Reclassification of Administrative Analyst Position #X04005 to an Account I Position
  6. Old Business
  7. New Business
  8. Public Comment (on a new topic)
  9. Adjournment

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.

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  
March 5, 2013  
3:30 p.m.  
Hall of Justice, 4<sup>th</sup> Floor  
Muskegon, MI**

**Charles Nash, Chair**

**Rillastine Wilkins, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

The meeting was called to order by Commissioner Nash at 5:07 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 Cross, supported by Wilkins, to approve the minutes of the February 5, 2013 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

HR13/03 – 14      It was moved by Cross, supported by Hughes, to authorize the creation of a new Supports Coordinator/MI position budgeted 100% in 7320. Motion carried.

HR13/03 – 15      It was moved by Hughes, supported by Wilkins, to authorize the Community Mental Health Executive 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, contingent upon Period of Performance revision. Motion carried.

- HR13/03 – 16      It was moved Cross, supported by Hughes, 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).      Motion carried.
- HR13/03 – 17      It was moved by Cross, supported by Hughes, to authorize the addition of five Mental Health Aide/Skills Building – Hourly positions in the Community Mental Health DD Skills Building Program (Org 7132).      Motion carried.
- HR13/03 – 18      It was moved by Derezinski, supported by Mahoney, 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.      Motion carried.
- HR13/03 – 19      It was moved by Derezinski, supported by Mahoney, to authorize 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.      Motion carried.

#### **OLD BUSINESS**

Chairman Mahoney reminded those present of the following upcoming events:

- County of Muskegon Budget Kick-Off, Thursday, March 7<sup>th</sup>, 12:00 noon at MAREC
- County Clerk's Full Service Saturday being held on Saturday, March 9<sup>th</sup> from 10 a.m. to 2 p.m. which also includes Passport Day
- Free County Parks Day on Saturday, May 4<sup>th</sup> from 10 a.m. to 4 p.m. at Pioneer Park and Twin Lake Park

#### **NEW BUSINESS**

- HR13/03 – 20      It was moved by Derezinski, supported by Cross, to authorize cancellation of the Ways & Means Committee meeting of Thursday, March 7, 2013.      Motion carried.

Human Resources Committee  
Minutes  
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**PUBLIC COMMENT (On a new topic)**

None.

**ADJOURNMENT**

There being no further business to come before the Human Resources Committee, the meeting adjourned at 5:15 p.m.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<b>COMMITTEE</b> Human Resources	BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X
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<b>REQUESTING DEPARTMENT</b> Mental Health	<b>DATE</b> April 2, 2013	<b>REQUESTOR SIGNATURE</b> Julla Rupp, Executive Director
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**SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)**

Approval is requested for Community Mental Health of Muskegon County to sign Amendment #1 to the contract with the Michigan Department of Community Health (MDCH) for the Michigan ABW NON-Pregnant Childless Adults Waiver (Adult Benefits Waiver) Section 1115 Demonstration program FY13, effective October 1, 2012 through September 30, 2013.


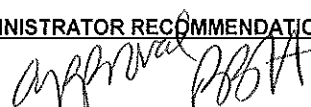
We have received an amendment to the contract with DCH for the Managed Mental Health Supports and Services. The amendment includes the following:

- a. Statement of Work, Section 6.3.3.B.6 which contains mandated language addressing information requirements for PIHP objections to providing, reimbursing, or providing coverage for a counseling or referral service on moral or religious grounds.
- b. Statement of Work, Section 6.8.1 – added sentences mandating compliance with 42 CFR 456.111, 42 CFR 456.211, and 45 CFR Part 164.
- c. Statement of Work, Section 7.7.1 – added section addressing PIHP insolvency.

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

I move to authorize the Community Mental Health Executive Director to sign Amendment #1 to the contract with the Michigan Department of Community Health for the Michigan ABW NON-Pregnant Childless Adults Waiver (Adult Benefits Waiver) Section 1115 Demonstration program FY13, effective October 1, 2012 through September 30, 2013.

**ADMINISTRATIVE ANALYSIS (AS APPLICABLE)**

<b>HUMAN RESOURCES ANALYSIS:</b>  	<b>FINANCE &amp; MANAGEMENT ANALYSIS:</b> 
<b>CORPORATE COUNSEL ANALYSIS:</b>  	<b>ADMINISTRATOR RECOMMENDATION:</b> 

**Motion passed unanimously at CMH Board on March 22, 2013**

<b>AGENDA DATE:</b> 4/2/13	<b>AGENDA NO.:</b> HR 13/04-21	<b>BOARD DATE:</b> 4/9/13	<b>PAGE NO.</b>
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# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Mental Health	DATE April 2, 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 Services of Muskegon County (CMH) to amend the contracts with <b>Amanda Family, Inc.</b> (Amanda AFC) and <b>Fa-Ho-Lo Family, Inc.</b> (Wolf Lake AFC), (6266 Lazy Oak Trail, Muskegon, MI 49442) to increase the per diem paid for each home to cover the purchase of a new 15- passenger lift van for the Wolf Lake home, and the purchase of a mini-van to be shared between the two homes. The corporations are requesting the per diem paid for the Wolf Lake home be increased by \$5.68 to \$176.61 (3.3% increase), and the per diem paid for the Amanda home be increased by \$0.93 to \$209.20 (.4% increase).</p> <p>The Wolf Lake home will return the van they currently lease from CMH, and both the Wolf Lake and Amanda homes will no longer need to borrow vans from CMH to transport residents to activities and appointments. Due to the number of mobility impaired residents in these two homes, Amanda and Wolf Lake have been frequent users of borrowed CMH vehicles to transport their residents. At this point, Amanda Family, Inc. will continue to lease their CMH van, so there will be three vans available for both homes.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to authorize the Community Mental Health Director to sign the amended contract with Amanda Family, Inc. to increase their per diem to \$209.20, and to sign the amended contract with Fa-Ho-Lo Family, Inc. to increase the per diem paid for the Wolf Lake home to \$176.61, effective April 1, 2013 through September 30, 2013, with a \$1,400.00 increase in Amanda's annual cap and a \$6,250.00 increase in Fa-Ho-Lo's annual cap.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:	
		<i>Recommend Approval</i>	
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:	
		<i>approval RBH</i>	
<b>Motion passed unanimously at CMH Board on March 22, 2013</b>			
AGENDA DATE: <i>4/2/13</i>	AGENDA NO.: <i>HR 13/04-22</i>	BOARD DATE: <i>4/9/13</i>	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 April 2, 2013	REQUESTOR SIGNATURE Julia Rupp, Executive Director
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**SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)**

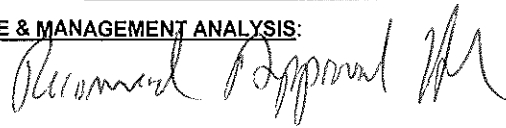

Authorization is requested for Community Mental Health Services of Muskegon County (CMH) to amend the contract with **Insight Telepsychiatry, LLC** (2559 Lawrence Highway, Charlotte, MI 48813) for the provision of Telepsychiatry Services from an average of eight (8) hours per week to forty (40) hours per week per each adult and child psychiatrist, effective March 1, 2013, at a cost of \$195.00 per hour for child/adolescent services and \$175.00 per hour for adult services.

CMH has been utilizing locum tenens psychiatrists since June 2012 through our affiliation agreement with Ottawa CMH, for which we have paid the hourly rate of \$185.00 and daily rate of \$30.00, as well as the doctors' housing and transportation costs. The current locum tenens child psychiatrist will be providing services through telepsychiatry from mid-December 2012 to April, 2013, so CMH will save on the transportation and housing costs. CMH is having continual issues with the high costs of locum tenens physicians and would like to have the option of contracting for telepsychiatry physicians until such time as we are able to secure full time permanent psychiatrists.

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

I move to authorize the Community Mental Health Executive Director to sign the amended contract with Insight Telepsychiatry, LLC for the provision of Telepsychiatry Services from an average of eight (8) hours per week to forty (40) hours per week per each adult and child psychiatrist, effective March 1, 2013, at a cost of \$195.00 per hour for child/adolescent services and \$175.00 per hour for adult services.

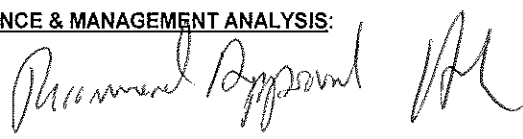

**ADMINISTRATIVE ANALYSIS (AS APPLICABLE)**

<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> 

**Motion passed unanimously at CMH Board on March 22, 2013**

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# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Human Resources		BUDGETED X		NON-BUDGETED		PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Mental Health			DATE April 2, 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 reclassify a current Administrative Analyst position #X04005 (NX 00220), to an Accountant I position (NX 00130), effective April 15, 2015. The total decreased cost for this change would be (\$8,497). The total cost decrease to the County General Fund would be (\$681).</p> <p>We no longer need this supervisory position; however, there is a real need for a higher level non-supervisory position within the Finance Division of CMH. This position will assist the two Mental Health Claims Supervisors, and the Mental Health Chief Financial Officer to perform higher level accounting functions. This need comes about due to a significant increase in the workload of these three staff. Some of these items are as follows: Formation of Regional Entity, Autism Benefit, SED Waiver Program, DHS Incentive Program, general increase in the youth population and outpatient services, new software requirements at the County level, P-card processing, and increased data submitting requirements to the Department of Community Health.</p>							
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)							
<p>I move to authorize the reclassification of Administrative Analyst position #X04005 (NX 00220) to an Accountant I position (NX 00130) effective April 15, 2013.</p>							
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)							
<u>HUMAN RESOURCES ANALYSIS:</u>  Recommend Approval D. Groeneveld				<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>  			
<u>CORPORATE COUNSEL ANALYSIS:</u>				<u>ADMINISTRATOR RECOMMENDATION:</u>  			
<b>Motion passed unanimously at CMH Board on March 22, 2013</b>							
AGENDA DATE: 4/2/13		AGENDA NO.: HR13/04-24		BOARD DATE: 4/9/13		PAGE NO.	