

**Muskegon County
Human Resources Committee Meeting
January 8, 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 3:49 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 Engle, supported by Cross, to approve the minutes of the December 4, 2012 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR13/01 – 01 It was moved by Engle, supported by Cross, to authorize the release of a Request for Proposals (RFP) for an on-site pharmacy at 376 E. Apple Avenue, Muskegon, MI 49442, and all-inclusive pharmaceutical services for Community Mental Health Services of Muskegon County. Motion carried.

HR13/01 – 02 It was moved by Derezinski, supported by Wilkins, to authorize the Community Mental Health Services of Muskegon County Executive Director to sign a contract with the American Association on Intellectual and Developmental Disabilities (AAIDD), effective January 1, 2013 through December 31, 2015, for the purchase of the Supports Intensity Scale Software and support for a cost of up to \$25,000.00 which covers eight (8) users and three hundred (300) SIS Assessments per year. Motion carried.

HR13/01 – 03 It was moved by Derezinski, supported by Cross, to authorize Public Health – Muskegon County to replace the Food Service Sanitation Program Enforcement Guideline and Administrative Hearing Process, dated February 8, 2011, with the Food Service Sanitation Program Enforcement Guideline and Administrative Hearing Process (2013).
Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

HR13/01 – 04 It was moved by Engle, supported by Sabo, to rename the Human Resources Committee of the Muskegon County Board of Commissioners to the Human Services Committee. Motion carried.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:03 p.m.

**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.

Human Resources Committee
Minutes
February 5, 2013
Page 2

- 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.

**Muskegon County
Human Resources Committee Meeting
March 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 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 Derezsinski, 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 Derezsinski, 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 7th, 12:00 noon at MAREC
- County Clerk's Full Service Saturday being held on Saturday, March 9th from 10 a.m. to 2 p.m. which also includes Passport Day
- Free County Parks Day on Saturday, May 4th from 10 a.m. to 4 p.m. at Pioneer Park and Twin Lake Park

NEW BUSINESS

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

Human Resources Committee
Minutes
March 5, 2013
Page 3

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.

**Muskegon County
Human Resources Committee Meeting
April 2, 2013
4:00 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 4:13 p.m.

ROLL CALL

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

Excused: James Derezinski

APPROVAL OF MINUTES

It was moved by Cross, supported by Wilkins, to approve the minutes of the March 5, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR13/04 – 21 It was moved by Cross, supported by Sabo, 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. Motion carried.

HR13/04 – 22 It was moved by Hughes, supported by Cross, to authorize the Community Mental Health Executive 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. Motion carried.

- HR13/04 – 23 It was moved by Cross, supported by Mahoney, 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.
Motion carried.
- HR13/04 – 24 It was moved by Cross, supported by Mahoney, to authorize the reclassification of Administrative Analyst position X04005 (NX 00220) to an Accountant I position (NX 00130) effective April 15, 2013. Motion carried.
- HR13/04 – 25 It was moved by Hughes, supported by Cross, to authorize the resolution to establish Muskegon CMH's participation in the Lakeshore Regional Entity (LRE), also known as Region Three Prepaid Inpatient Health Plan (PIHP) consisting of Ottawa, Allegan, Kent, Lake, Muskegon, Oceana and Mason County CMHs.
Motion carried.

OLD BUSINESS

None.

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 4:31 p.m.

**Muskegon County
Human Resources Committee Meeting
May 7, 2013
4:00 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 4:09 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 Wilkins, supported by Cross, to approve the minutes of the April 2, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR13/05 – 26 It was moved by Mahoney, supported by Cross, to authorize the management of Brookhaven MCF to eliminate vacant budget positions to assist in reshaping Brookhaven into a leaner, more agile, facility that meets financial targets set by the DHS Board, and insures that the residents of Brookhaven receive the quality and quantity of dignified health care they deserve while also complying with mandated federal and state regulations. Motion carried.

HR13/05 – 27 It was moved by Hughes, supported by Mahoney, to authorize Brookhaven MCF to re-establish the Assistant Director of Nursing (ADON) position, which existed prior to the FY2013 budget, in order to complete the necessary work that is required beyond the current needs already completed by the DON and ADON, and reduce the amount of overtime paid (RN Staff Development Coordinator: hourly overtime rate = \$26.912 x 1.5 = \$40.27 x 42.57 OT hours = \$1,718.55, 11/18/12 – 1/31/13). Motion carried.

Human Resources Committee
Minutes
May 7, 2013
Page 2

- HR13/05 – 28 It was moved by Mahoney, supported by Hughes, to authorize the Community Mental Health Director to sign Amendment #1 to the Managed Mental Health Supports and Services contract with the Michigan Department of Community Health, effective October 1, 2012 through September 30, 2013.
Motion carried.
- HR13/05 – 29 It was moved by Derezsinski, supported by Hughes, to authorize the Community Mental Health Director to sign Amendment #1 to the contract with the Michigan Department of Community Health for Medicaid Managed Mental Health Supports and Services, effective October 1, 2012 through September 30, 2013.
Motion carried.
- HR13/05 – 30 It was moved by Derezsinski, supported by Cross, to authorize the Community Mental Health Director to sign a contract with No More Sidelines to lease office space at their Folkert Community Hub (located at 640 W. Seminole Road, Muskegon, MI 49441) for a total monthly rent of \$4,663.71 for the first year with a 2% base rent annual increase, effective December 15, 2012, through December 10, 2017.
Motion carried.
- HR13/05 – 31 It was moved by Derezsinski, supported by Hughes, to authorize the Community Mental Health Director to sign amendments to the contracts with MOKA Corporation, Pioneer Resources, HGA Support Services, Lutheran Social Services of Michigan and The ARC Muskegon to include an enhanced Community Living Supports (CLS) rate of \$35.71 per hour for the Autism Program, effective May 1, 2013 through September 30, 2014.
Motion carried.
- HR13/05 – 32 It was moved by Cross, supported by Wilkins, to approve the proposed fee rates for services provided by Community Mental Health effective May 1, 2013.
Motion carried.
- HR13/05 - 33 It was moved by Derezsinski, supported by Mahoney, to amend the Mental Health FY2013 budget proposed to the County of Muskegon from \$89,458,783 up to \$90,248,040 for revenues and from \$89,453,583 up to \$90,245,240 for expenditures, and to approve Community Mental Health (CMH) personnel position changes listed on the CMH Budget Amendment.
Motion carried.
- HR13/05 – 34 It was moved by Hughes, supported by Derezsinski, to authorize the Community Mental Health Director to sign Amendment #2 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.
Motion carried.

Human Resources Committee
Minutes
May 7, 2013
Page 3

- HR13/05 – 35 It was moved by Wilkins, supported by Hughes, to authorize the Community Mental Health Director to sign a lease for three (3) Ford Fusion vehicles from Great Lakes Ford at a cost of \$1,211.61 per month for forty-eight (48) months plus an underwriting fee of \$425.00. Motion carried.
- HR13/05 – 36 It was moved by Cross, supported by Hughes, to authorize Public Health – Muskegon County to request bids for one new vehicle for its WIC program and two new vehicles for its Environmental Quality program, with no effect on County General Fund. Motion carried.
- HR13/05 – 37 It was moved by Mahoney, supported by Sabo, to accept the grant of \$23,500 from the Community Foundation for Muskegon County and the grant of \$3,000 from the Conservation Fund to educate residents on healthy eating and to offer food demonstrations in the community and to authorize the Public Health Department to add a seasonal part-time Public Health Educator (NO00240) at a pay range of \$17.91 - \$22.67 to accomplish the work of these grants. Motion carried.
- HR13/05 – 38 It was moved by Hughes, supported by Cross, to authorize Public Health – Muskegon County to award the water laboratory analysis contract to Alliance Analytical Laboratories for the period of March 2013 through September 2013, with a one year renewal option, with effect on County General Fund. Motion carried.

OLD BUSINESS

- HR13/05 – 39 It was moved by Hughes, supported by Wilkins, to postpone the approval of the amendments to the Muskegon County Board of Commissioners' Rules as presented and bring back to the Human Resources Committee meeting of June 4, 2013. Motion carried.

Commissioner Derezinski reminded those present that the Public Works Board meeting of Thursday, May 9th, will be held at the Egelston Township Hall, 5428 E. Apple Avenue.

NEW BUSINESS

Commissioner Sabo noted in reviewing other counties' meeting schedules, another county will host their meetings at different locations throughout that county twice a year and also change their meeting times.

Commissioner Mahoney noted the Muskegon County Board is hosted in the Whitehall area annually, typically in the fall.

Human Resources Committee
Minutes
May 7, 2013
Page 4

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:34 p.m.

**Muskegon County
Human Resources Committee Meeting
June 4, 2013
4:00 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 4:20 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 Scolnik, to approve the minutes of the May 7, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR13/06 – 40 It was moved by Derezinski, supported by Hughes, to authorize the Community Mental Health Director to sign a contract with Real Life Living Services to provide Community Living Support Services at the following rates: \$4.71 per 15 minutes for 1-to-1 staff to consumer ratio; \$2.44 per 15 minutes for 1-to-2 staff to consumer ratio; and \$1.94 per 15 minutes per 1-to-3+ staff to consumer ratio, effective June 1, 2013 through September 30, 2014, with a cap of \$15,000.00. Motion carried.

HR13/06 – 41 It was moved by Derezinski, supported by Mahoney, to authorize the Public Health Director to sign the renewal of the Clean Michigan Initiative Inland Beach Monitoring grant contract with the Michigan Department of Environmental Quality and the subcontract with GVSU/AWRI, to provide funding in exchange for work to be performed (plus local match of \$4,000) for inland bathing beach monitoring effective from March 1, 2013 to September 30, 2014, with no effect on County General Fund. Motion carried.

OLD BUSINESS

HR13/06 – 42 It was moved by Scolnik, supported by Cross, to approve amendments to the Muskegon County Board of Commissioners' Rules as presented.
Motion carried.

NEW BUSINESS

Commissioner Cross discussed a phone call he received from a constituent regarding the untimeliness of a concession stand approval from a local school's request holding an overnight event. Mr. Ken Kraus, Public Health Director, will investigate and provide an update.

Commissioner Hughes noted the Purchasing Department website contains no bid tabulations for 2013. Ms. Hammersley will investigate and provide an update.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:26 p.m.

**Muskegon County
Human Services Committee Meeting
July 9, 2013
4:00 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 4:02 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 Wilkins, supported by Cross, to approve the minutes of the June 4, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HS13/07 – 43 It was moved by Derezinski, supported by Mahoney, to authorize the Community Mental Health Director to sign an amendment to the contract with Aval, Inc., to provide Community Living Support Services to the residents of Gretchen's Place at the following rates: Resident A at \$66.57 per diem; Resident B at \$68.63 per diem; Resident C at \$81.31 per diem; and Resident D at \$70.96 per diem, effective June 1, 2013 through September 30, 2013. Motion carried.

HS13/07 – 44 It was moved by Wilkins, supported by Hughes, to authorize the creation of an Adult/Child/Addictions Psychiatrist position in the Community Mental Health Psychiatric Services Program (Org 7323). Motion carried.

- HS13/07 – 45 It was moved by Cross, supported by Sabo, to authorize the reclassification of the Network Specialist position to a Contract Specialist position in the Community Mental Health Network Development department (org 7702) effective July 1, 2013. Motion carried.
- HS13/07 – 46 It was moved by Mahoney, supported by Hughes, to authorize the Community Mental Health Director to sign the Amendment #1 to the contract with the Michigan Department of Human Services, effective October 1, 2013, which extends the current agreement through September 30, 2014 and increase the dollar amount of the agreement by \$3,000.00 to a maximum of \$54,300.00 for FY2014. Motion carried.
- HS13/07 – 47 It was moved by Hughes, supported by Cross, to appoint Joseph A. Deltondo, D.O., Elizabeth A. Douglas, M.D., and Brandy L. Shattuck, M.D. as Deputy Medical Examiners for Muskegon County. Motion carried.
- HS13/07 – 48 It was moved by Derezhinski, supported by Mahoney, to authorize Public Health – Muskegon County to accept a grant from the Michigan Department of Environmental Quality through the GLRI in the amount of \$5,000 to perform E.coli monitoring on Ruddiman Creek in the City of Muskegon, and further authorize the Public Health Director to sign the grant agreement. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Hughes encouraged Commissioners to attend the Brookhaven Ice Cream Social on Wednesday, July 10th from 11 a.m. to 5 p.m.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:21 p.m.

**Muskegon County
Human Services Committee Meeting
August 6, 2013
4:00 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 Wilkins at 4:00 p.m.

ROLL CALL

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

Excused: Charles Nash

APPROVAL OF MINUTES

It was moved by Scolnik, supported by Mahoney, to approve the minutes of the July 9, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HS13/08 – 49 It was moved by Cross, supported by Sabo, to authorize the reclassification of the Housing Specialist/Self-Determination Coordinator position (BPN X43101) to Housing Specialist/MI with a salary range of \$33,706.40 to \$46,962.24 per year effective August 15, 2013. Motion carried.

HS13/08 – 50 It was moved by Hughes, supported by Cross, to authorize the Community Mental Health Executive Director to sign a contract with BDO USA, LLP for professional auditing services, effective August 1, 2013 through July 31, 2014, with expected costs of \$42,500.00 and a maximum of \$700.00 annually for out-of-pocket expenses, and with additional charges if a Single Audit is required or if there are additional procedures required by the State for the additional three (3) months' compliance examination. Motion carried.

HS13/08 – 51 It was moved by Cross, supported by Sabo, to approve the renewal of four (4) Supportive Housing Projects (SHP) financed with grants from the U.S. Department of Housing and Urban Development (HUD) through the Muskegon County Homeless Continuum of Care Network, consistent with the Muskegon County Consolidated Plan for Housing for 2011-2016, and to approve signature by the Chair of the County Board of Commissioners on HUD form 2991 (Certificate of Consistency). Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 4:04 p.m.

**Muskegon County
Human Services Committee Meeting
September 3, 2013
4:00 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 4:26 p.m.

ROLL CALL

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

Excused: Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Mahoney, supported by Derezinski, to approve the minutes of the August 6, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

PRESENTATION: Dr. Joyce DeJong, Medical Examiner

Presentation to be rescheduled at a later date/time.

ITEMS FOR CONSIDERATION

HS13/09 – 52 It was moved by Sabo, supported by Scolnik, to authorize the Community Mental Health Executive Director to sign the contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services, effective October 1, 2013 through September 30, 2014. Motion carried.

Human Resources Committee
Minutes
September 3, 2013
Page 2

- HS13/09 – 53 It was moved by Cross, supported by Mahoney, to authorize the Community Mental Health Executive Director to sign the contract with the Michigan Department of Community Health for the changes to the contract between MDCH and the Michigan Prepaid Inpatient Health Plans for Medicaid Specialty Services, effective October 1, 2013 through December 31, 2013.
Motion carried.
- HS13/09 – 54 It was moved by Derezinski, supported by Scolnik, to authorize the Community Mental Health Executive Director to sign the contract with the Michigan Department of Community Health for the changes to the contract between MDCH and the Michigan Adult Benefits Waiver Section 1115 demonstration program, effective October 1, 2013 through December 31, 2013.
Motion carried.
- HS13/09 – 55 It was moved by Derezinski, supported by Hughes, to authorize Public Health – Muskegon County to reimburse farmers participating in Project Fresh based on the number of coupons received.
Motion carried.
- HS13/09 – 56 It was moved by Derezinski, supported by Hughes, to authorize Public Health to enter into an agreement with Access Health, Inc., in the amount of \$243,100 per year, for the delivery of health care related services for indigent and low-income residents of Muskegon County for the 2012-2013 fiscal year; further move to authorize the Board Chairman and the Public Health Director to sign the associated agreement.
Motion carried.
- HS13/09 – 57 It was moved by Derezinski, supported by Hughes, to authorize Public Health – Muskegon County to amend its FY13 budget (revenue and expenditures) from \$6,074,247 to \$6,002,870 to include increased cost allocation, general payoff allocations and building improvements; and decreases in salaries and fringes, with a net reduction in general fund appropriation of \$110,000.
Motion carried.
- HS13/09 – 58 It was moved by Cross, supported by Hughes, to authorize Public Health to update the restrooms in the Public Health building and replace carpet in the main corridor at a cost not to exceed \$39,000 using surplus budget funds with no additional general fund allocation.
Motion carried.

OLD BUSINESS

Chairman Mahoney reminded Commissioners to inform him of Friends of the County Park district representatives.

Commissioner Hughes noted participants seemed to enjoy the Project Fresh carnival held recently at the Public Health campus. She also discussed the Public Health booth at the Farmer's Market and noted it seems to be a big success.

Commissioner Hughes discussed the need to review the contract renewal of the Medical Examiner when the current contract expires.

NEW BUSINESS

None.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 4:43 p.m.

**Muskegon County
Human Services Committee Meeting
October 1, 2013
4:00 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 4:02 p.m.

ROLL CALL

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

Excused: Benjamin Cross, Terry Sabo

APPROVAL OF MINUTES

It was moved by Derezinski, supported by Wilkins, to approve the minutes of the September 3, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

PRESENTATION: Dr. Joyce deJong, Medical Examiner

Dr. Joyce deJong, Medical Examiner for Muskegon County, presented information to the Board regarding the office of the Medical Examiner. She noted she has been the Medical Examiner for Muskegon County since 2000. She also noted her office is comprised of seven forensic pathologists of which she is one. There are fewer than 500 forensic pathologists in the United States. Her office also consists of a team of investigators that reside in Muskegon County who respond when needed to gather information pertinent to investigations for her office, the local police, etc.

Commissioner Hughes noted she received information from a constituent who didn't receive a timely death certification thereby, not allowing him to access bank accounts and insurance funds. Dr. deJong noted the County Clerk's office issues death certificates but she will investigate the surroundings of this incident as she explained this is certainly not the norm.

Sheriff Dean Roesler complimented the Medical Examiner's Office and Dr. deJong specifically and noted he has always been very impressed with the professionalism of the office and the staff credentials, which are world renown.

ITEMS FOR CONSIDERATION

- HS13/10 – 59 It was moved by Derezhinski, supported by Hughes, to authorize Brookhaven MCF to re-establish an hourly cook, hourly kitchen helper and hourly custodian position. Motion carried.
- HS13/10 – 60 It was moved by Mahoney, supported by Wilkins, to authorize the Community Mental Health Executive Director to sign an amendment to continue the lease agreement of the Indian Bay Home from George Dean, effective January 1, 2014 through December 31, 2014, at a monthly rent of \$2,048.36. Motion carried.
- HS13/10 – 61 It was moved by Hughes, supported by Mahoney, to authorize the Community Mental Health Executive Director to sign an amendment to continue the lease agreement of the White Lake Community Skill Building Center from George Dean, effective January 1, 2014 through December 31, 2014, at a monthly rent of \$2,094.09. Motion carried.
- HS13/10 – 62 It was moved by Wilkins, supported by Hughes, to approve amendment of the contract with Heritage Homes, Inc., to include an Enhanced CLS rate of \$5.37 per 15-minute unit and an Enhanced Respite rate of \$5.37 per 15-minute unit for an identified consumer, effective September 22, 2013, through September 30, 2014. Motion carried.
- HS13/10 – 63 It was moved by Scolnik, supported by Hughes, to authorize the Community Mental Health Services of Muskegon County Director to sign a contract with Revel, Inc., for brand development, strategies for print and online communications, social media and E-News graphics, and interactive website development, effective October 1, 2013 through September 30, 2014, at an amount not to exceed \$35,000.00. Motion carried.
- HS13/10 – 64 It was moved by Derezhinski, supported by Hughes, to affirm continuation of Community Mental Health (CMH) agreements are non-expiring and include State Facilities, Medicaid Health Plans, Interagency Agreements (most of which have no monetary exchange), colleges/universities, CMHSP Board Access Agreements (County of Financial Responsibility – COFR), Substance Abuse Referral Agreements, and Nursing Home Agreements. With the exception of the State Facilities, these agreements are primarily for coordination and collaboration of our services. All may be terminated by written notification to the other party with an effective date of termination. Motion carried.
- HS13/10 – 65 It was moved by Derezhinski, supported by Hughes, to accept the proposed rate changes at Community Mental Health Services by those vendors/providers listed in Attachment A: FY 2013/2014 Proposed Vendor Rate Changes, effective October 1, 2013 through September 30, 2014. Motion carried.

Human Resources Committee

Minutes

October 1, 2013

Page 3

- HS13/10 – 66 It was moved by Derezinski, supported by Mahoney, to authorize Community Mental Health Executive Director to sign a contract with those service vendors/providers who have submitted written agreements to continue service provision at the current Fiscal Year 2012/2013 rates for the time period effective October 1, 2013 through September 30, 2014. Motion carried.
- HS13/10 – 67 It was moved by Derezinski, supported by Mahoney, to approve the extension of Fiscal Year 2012/2013 Community Mental Health vendor/provider contracts for up to ninety (90) days for those vendors/providers who have not completed Fiscal Year 2013/2014 rate negotiations or submitted their Network Re-applications. Motion carried.
- HS13/10 – 68 It was moved by Derezinski, supported by Wilkins, to authorize the Community Mental Health Executive Director to sign a contract with the Michigan Department of Community Health for the FY2014 Services to Adults with Serious Mental Illness Block Grant in the amount of \$140,000.00. Motion carried.
- HS13/10 – 69 It was moved by Derezinski, supported by Mahoney, to approve Public Health – Muskegon County's request to accept SEMHA funds to support implementation of parent cafés for Children's Special Health Care Services outreach and family involvement and to allow them to contract out for co-leaders and a paraprofessional to conduct the cafés. Motion carried.

OLD BUSINESS

Commissioner Hughes inquired if the federal government shutdown would affect the services of Community Mental Health. Ms. Julia Rupp, CMH Director, noted at this time the shutdown would not affect the operations of CMH.

Commissioner Hughes also inquired if the shutdown would affect the Public Health Department's flu vaccine clinic. Mr. Ken Kraus, Public Health Director, noted their flu vaccines are in stock and the shutdown should not affect vaccinations being given.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 4:52 p.m.

**Muskegon County
Human Services Committee Meeting
November 5, 2013
4:00 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 4:00 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 Wilkins, supported by Cross, to approve the minutes of the October 1, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

- | | |
|--------------|---|
| HS13/11 – 70 | It was moved by Cross, supported by Mahoney, to approve changing Supports Coordinator/MI position #X87232 to Masters Level Clinician/HBS effective November 13, 2013. Motion carried. |
| HS13/11 – 71 | It was moved by Derezinski, supported by Sabo, to authorize Community Mental Health to amend the FY 2011/2013 contracts with the fourteen (14) Community Inpatient providers listed on “Hospitals Contracting with the Inpatient Affiliation for FY14” in order to extend the current contracts through September 30, 2014, as the listed rates for each hospital. Motion carried. |
| HS13/11 – 72 | It was moved by Cross, supported by Mahoney, to authorize the Community Mental Health Director to sign a First Amendment to the Lease with No More Sidelines to increase the amount of CMH programs office space at their Folkert Community Hub (located at 640 W. Seminole Road, Muskegon, MI 49441), for a total monthly rent of \$6,833.76, effective October 1, 2013 through December 31, 2017. Motion carried. |
| HS13/11 – 73 | It was moved by Wilkins, supported by Mahoney, to authorize Community Mental Health to accept the proposed rate changes by those vendors/providers listed in “FY 2013/2014 Proposed Vendor Rate Changes”, effective October 1, 2013, through September 30, 2014. Motion carried. |

**Muskegon County
Human Services Committee Meeting
December 3, 2013
4:00 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 4:00 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 Wilkins, supported by Mahoney, to approve the minutes of the November 5, 2013 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

- HS13/12 – 76 It was moved by Mahoney, supported by Scolnik, to approve the addition of Physical Therapy Services to Community Mental Health's contract with PNA LTD/Homcare, Inc., at the rates of \$65.00 per visit for a Physical Therapist and \$47.00 per visit for a Physical Therapist Assistant, effective December 1, 2013, through September 30, 2014. Motion carried.
- HS13/12 – 77 It was moved by Derezinski, supported by Cross, to authorize the Community Mental Health Services of Muskegon County Executive Director to enter into Hospital Reimbursement Adjustment (HRA) agreements with those Community Inpatient Hospitals in which either Ottawa or Muskegon affiliates paid for inpatient care of their consumers during FY 2012, or the Michigan Department of Community Health has established our agency as one of the payees for the facility for October 1, 2013, through December 31, 2013. Motion carried.
- HS13/12 – 78 It was moved by Derezinski, supported by Hughes, to authorize Community Mental Health to amend the FY14 extension with Mercy Health-Hackley Behavioral Health to increase their rates effective November 1, 2013, through September 30, 2014, to \$876.00 per day for Adult Inpatient Services and \$976.00 per day for Adult Inpatient Co-Occurring DD/MI Services. Motion carried.

- HS13/12 – 79 It was moved by Wilkins, supported by Sabo, to authorize the Community Mental Health Executive Director to sign a contract with those service vendors/providers who have submitted written agreements to continue service provision at the Fiscal Year 2012/2013 rates for the time period effective October 1, 2013, through September 30, 2014. Motion carried.
- HS13/12 – 80 It was moved by Cross, supported by Engle, to authorize the reclassification of Masters Level Clinician position #X53304 (NX 00240) to a Supports Coordinator/CBS position (NX 00150) effective December 11, 2013 with the funding for this position staying in org 7320. Motion carried.
- HS13/12 – 81 It was moved by Derezinski, supported by Cross, to amend the contract with Preferred Employment and Living Supports, LLC, and add a per diem Community Living Supports rate of \$160.00 plus incurred expenses effective November 1, 2013, through September 30, 2014. Motion carried.
- HS13/12 – 82 It was moved by Wilkins, supported by Sabo, to authorize the reclassification of Mid-Level Practitioner position #X56204 (NX 00432) to a 32-hour/week General Psychiatrist position (NX 00650) effective December 11, 2013 with the funding for this position staying in org 7323. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 4:26 p.m.