

**Muskegon County
Human Resources Committee Meeting
January 12, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**



Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 4:21 p.m.

ROLL CALL

Present: Chuck Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill, Kenneth Mahoney, Louis McMurray, Charles Nash, Bob Scolnik, I. John Snider, Roger Wade

APPROVAL OF MINUTES

It was moved by Scolnik, supported by Mahoney, to approve the minutes of the December 1, 2009, meeting as written. Motion Carried.

ITEMS FOR CONSIDERATION

- HR10/01 - 01 It was moved by Engle, supported by Mahoney, to approve the amendments to Muskegon County Board Rules I-Sessions & Meetings, XIV-Committees, XV-Departments, and XVII-Governing Claims for Personal Expenses Incurred in the Official Conduct of County Business (Travel). Motion Carried.
- HR10/01 - 02 It was moved by Snider, supported by Collins, To waive the restrictions of the FY2010 Contingency Plan outlined in Board Motion 2009-715 to allow Child Haven to immediately recruit and hire Child Care Supervisor position #X14001 at step 1. Motion Carried.
- HR10/01 - 03 It was moved by Derezinski, supported by Snider, to reclassify the Clubhouse Rehabilitation Specialist position #N19701 (salary table NO00230 \$33,240-\$46,313) to a Peer Support Specialist (salary table NO00160 \$27,724-\$35,164). Motion Carried.

- HR10/01 - 04 It was moved by Snider, supported by Collins, to authorize the Community Mental Health (CMH) Director to sign the contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services, effective October 1, 2009, through September 30, 2010. Motion Carried.
- HR10/01 - 05 It was moved by Snider, supported by Collins, to authorize the Community Mental Health Director to sign the contract with the Michigan Department of Community Health for Medicaid Managed Specialty Supports and Services, effective October 1, 2009, through September 30, 2010. Motion Carried.
- HR10/01 - 06 It was moved by Snider, supported by Engle, to authorize the Community Mental Health Director to sign a contract with Netsmart University, not to exceed \$16,000.00, effective January 1, 2010 through December 31, 2010. Motion Carried.
- HR10/01 - 07 It was moved by Nash, supported by Engle, to authorize Community Mental Health to complete and submit a proposal to Michigan Department of Community Health to create a Substance Abuse Coordinating Agency for Muskegon and Ottawa Counties under the auspices of Lakeshore Behavioral Health Alliance. Motion Carried.
- HR10/01 - 08 It was moved by Scolnik, supported by Collins, to authorize the Public Health Department to enter into an agreement with Planned Parenthood of West and Northern Michigan to provide building space for the provision of Title X Family Planning Services at a rental rate of \$375 per quarter. Motion Carried.

The rules were suspended to allow for Ms. Kathy Humphrey, President and CEO of Planned Parenthood of West and Northern Michigan, and Ms. Peggy Jensen to address the Board regarding motion HR10/01 - 08.

The Board was returned to regular session.

- HR10/01 - 09 It was moved by Snider, supported by Mahoney, to allow Public Health - Muskegon County to enter into an affiliation agreement for a non-paid internship with Grand Valley State University and authorize the Public Health Director to sign the agreement. Motion Carried.

**Muskegon County
Human Resources Committee Meeting
February 2, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**



Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 4:20 p.m.

ROLL CALL

Present: Chuck Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill, Kenneth Mahoney, Louis McMurray, Charles Nash, Bob Scolnik, Roger Wade

Excused: I. John Snider, II

APPROVAL OF MINUTES

It was moved by Collins, supported by Mahoney, to approve the minutes of the January 12, 2010, meeting as written. Motion Carried.

ITEMS FOR CONSIDERATION

HR10/02 - 11 It was moved by Derezinski, supported by Engle, to authorize the Community Mental Health Director to sign the purchase of services contract with Professional Consulting Services for the provision of credentialed services through the Michigan Prisoner Re-Entry Initiative program effective January 1, 2010 through December 31, 2010. Motion Carried.

HR10/02 - 12 It was moved by Derezinski, supported by Engle, to authorize the Community Mental Health Director to sign the purchase of services contract with Ottawa County Michigan Works Agency for the provision of case management services for the Michigan Prisoner Re-Entry Initiative program effective January 1, 2010 through September 30, 2010. Motion Carried.

ROLL CALL:

Ayes: Mahoney, Nash, Gill

Nays: McMurray, Scolnik, Wade, Buzzell, Collins, Derezinski, Engle Motion Defeated.
Original Motion Carried.

HR10/02 - 16 It was moved by Engle, supported by Collins, to authorize the Public Health department to give notice of a public hearing to amend "The Muskegon County Clean Indoor Act Regulation" which is to be conducted at 3:30 p.m. on March 2, 2010, at the scheduled Human Resources Committee meeting. Motion Carried.

HR10/02 - 17 It was moved by Engle, supported by Collins, to authorize Public Health to request bids for animal shelter services related to impound and quarantine requirements outlined in the Dog Law of 1919 and the Public Health Code. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 5:05 p.m.

**Muskegon County
Human Resources Committee Meeting
March 2, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Snider at 3:30 p.m.

ROLL CALL

Present: James Derezinski, Marvin Engle, Bill Gill [arrived 4:07], Kenneth Mahoney, Louis McMurray, Charles Nash [arrived at 3:36], Bob Scolnik, I. John Snider, II, Roger Wade

Excused: Charles Buzzell, Lewis Collins, Roger Wade

APPROVAL OF MINUTES

It was moved by Engle, supported by Mahoney, to approve the minutes of the February 2, 2010, meeting as written. Motion Carried.

PUBLIC HEARING

It was moved by Engle, supported by Mahoney, to open the meeting to the public hearing regarding The Muskegon County Clean Indoor Act Regulation. Motion Carried.

There were no written or verbal comments or requests to speak from the public.

It was moved by Engle, supported by Mahoney, to close the public hearing. Motion Carried.

PRESENTATION - Local Public Health Accreditation Award

Mr. Mark Miller, Director, Local Health Services and Ms. Jean Chabut, Department of Public Health Administration presented a Certificate of Accreditation to Mr. Ken Kraus, Public Health Director.

Ms. Chabut noted the accreditation process from the Michigan Local Public Health Accreditation Program is a stringent process and not easily met.

Mr. Miller reviewed excellent comments from the accreditation reviewers regarding staff, processes, programs and public health in the community.

Mr. Ken Kraus, Public Health Director, reviewed the County Health Rankings 2010 Michigan information and provided hand outs.

ITEMS FOR CONSIDERATION

- HR10/03 - 18 It was moved by Scolnik, supported by Engle, to authorize the Community Mental Health Director to sign a contract with Hope Network Behavioral Health Services for the provision of Specialized Residential Services (Personal Care, Community Living Supports, and Room and Board) at their Harbor Point Program (17160 130th Avenue, Nunica, MI 49448) effective March 1, 2010 through September 30, 2010, at a rate of \$314.89 per diem with a cap not to exceed \$66,150.00 in Fiscal Year 2009/2010. Motion Carried.
- HR10/03 - 19 It was moved by Engle, supported by Scolnik, to authorize the Community Mental Health Director to sign a contract with Heritage Homes, Inc., for the delivery of Children's Respite Services, effective October 1, 2009 through September 30, 2010, at the rates of one aide to one child for \$3.56 per 15 minute unit; one aide to multiple children for \$2.67 per 15 minute unit; one aide to one child, holiday rate, for \$5.34 per 15 minute unit; and one aide to multiple children, holiday rate, for \$4.00 per 15 minute unit, not to exceed \$5,000.00 for the term of the contract. Motion Carried.
- HR10/03 - 20 It was moved by Derezinski, supported by Engle, to approve an increase in hours for Community Mental Health Supports Coordinator position X87125/7144, from 28 hours per week to 40 hours per week. Motion Carried.
- HR10/03 - 21 It was moved by Engle, supported by Nash, to authorize the Community Mental Health Director to create a new full-time Peer Support Specialist position for a total salary and fringe of \$44,090.11, and eliminate three

vacant hourly Peer Support Specialist positions: #N54005/7147, #N54004/7147 and #N54008/7707, with a total salary and fringe of \$47,136 for a total budget savings of \$3,045.89; and to waive the current hiring freeze to permit immediate recruitment and hiring, at step 1. Motion Carried.

HR10/03 - 22 It was moved by Nash, supported by Mahoney, to adopt the amendments to The Muskegon County Clean Air Regulation as proposed for Sections 1005, 1007, 1008, and 1016 to be effective May 1, 2010 as authorized by the Michigan Public Health Code (Act 368 of 1978), as amended, MCL 333.2442. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:15 p.m.

**Muskegon County
Human Resources Committee Meeting
April 6, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 4:02 p.m.

ROLL CALL

Present: Charles Buzzell, Bill Gill, Kenneth Mahoney, Louis McMurray, Charles Nash, Bob Scolnik, I. John Snider, II

Excused: Lewis Collins, James Derezinski, Marvin Engle, Roger Wade

APPROVAL OF MINUTES

It was moved by Mahoney, supported by Snider, to approve the minutes of the March 2, 2010, meeting as written. Motion Carried.

ITEMS FOR CONSIDERATION

HR10/04 - 23 It was moved by Snider, supported by Mahoney, to waive the hiring freeze to allow Community Mental Health to fill the Supports Coordinator/DD-Full Time position (X87102) at a salary determined in accordance with Personnel Rule 2. Motion Carried.

HR10/04 - 24 It was moved by Snider, supported by Mahoney, to waive the hiring freeze to allow Community Mental Health to fill the vacant Employment Coordinator Assistant position (N32001) at a salary determined in accordance with County Personnel Rule 2. Motion Carried.

HR10/04 - 25 It was moved by Snider, supported by Mahoney, to waive the hiring freeze to allow Community Mental Health to fill the vacant Transcriptionist position (N82020/7551) at a salary determined in accordance with Personnel Rule 2. Motion Carried.

- HR10/04 - 26 It was moved by Snider, supported by Mahoney, to authorize the Community Mental Health Director to sign a contract with BCA-StoneCrest Center for the provision of Community Inpatient Services for adults and children at a per diem rate of \$650.00, effective March 1, 2010 through September 30, 2011. Motion Carried.
- HR10/04 - 27 It was moved by Snider, supported by Scolnik, to authorize the Community Mental Health Director to sign the amended contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services effective October 1, 2009, through September 30, 2010. Motion Carried.
- HR10/04 - 28 It was moved by Snider, supported by Nash, to authorize the Community Mental Health Director to sign the amended contract with the Michigan Department of Community Health for Medicaid Managed Specialty Supports and Services effective October 1, 2009, through September 30, 2010. Motion Carried.
- HR10/04 - 29 It was moved by Snider, supported by Mahoney, to amend the Community Mental Health (CMH) FY 2010 Budget proposed to the County of Muskegon from \$81,031,389 up to \$82,188,130 for revenues and from \$81,016,389 up to \$82,173,130 for expenditures, and to approve CMH personnel position changes listed on the CMH Budget amendment. Motion Carried.
- HR10/04 - 30 It was moved by Snider, supported by Mahoney, to approve an equity transfer of \$750,000 from the Community Mental Health Adult Benefit Waiver Reserve to the Equipment Revolving Fund (in a reserve account for Community Mental Health) to cover future debt retirement payments for the Mental Health Center building. Motion Carried.
- HR10/04 - 31 It was moved by Snider, supported by Mahoney, to authorize the Community Mental Health Services Director to create an open panel for Fiscal Intermediaries, enroll GT Financial Services and Stuart Wilson, CPA, PC in the panel, and open a process for adding any willing and qualified providers to the panel. Motion Carried.
- HR10/04 - 32 It was moved by Snider, supported by Mahoney, to authorize approval of and that the Chairman be authorized to sign the contract between Muskegon Area Intermediate School District and Public Health - Muskegon County for special education assessment services, effective April 1, 2010 through September 30, 2011, in the amount of \$1,500 per month (up to \$27,000 life of contract). Motion Carried.
- HR10/04 - 33 It was moved by Scolnik, supported by Snider, to allow Public Health - Muskegon County to enter into an affiliation agreement for a non-paid internship with Ross Medical Education Center. Further, to authorize

the Public Health Director to sign the agreement. Motion Carried.

HR10/04 - 34 It was moved by Snider, supported by Mahoney, to authorize the Public Health Director to purchase a mid-size sedan from Signature Ford of Owosso, MI for the amount of \$14,145. Motion Carried.

OLD BUSINESS

Commissioner Nash had questions regarding the internship program at Public Health - Muskegon County. Ken Kraus, Public Health Director, noted Muskegon Community College, Ross Medical, Calvin and Grand Valley State have participated in internship programs through Public Health.

NEW BUSINESS

HR10/04 - 35 It was moved by Gill, supported by Nash, to direct staff to prepare a Resolution in Support of Western Michigan Christian Boys Basketball Class D "3-Peat" State Championship. Motion Carried.

Commissioner Scolnik complimented John North, CMH Director, on the condition of the van that was utilized recently for an out-of-county trip to Cadillac to tour the wind farm.

PUBLIC PARTICIPATION

Mr. Evan Volk, Muskegon Community College student, identified himself and noted he was attending the meeting at the request of his Political Science instructor Mr. Marvin Nash.

Mr. Jesse Vance, Jr., requested feedback from the Commissioners on his proposal to bring a School of Creative and Performing Arts to Muskegon. Commissioner Scolnik noted he would encourage such a venture and inquired as to a business plan. He also offered to met with Mr. Vance after the meeting. Commissioner Snider directed Mr. Vance to the Chamber of Commerce Service Corp. of Retired Executives (SCORE) to review his business plan.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:30 p.m.

**Muskegon County
Human Resources Committee Meeting
May 4, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 3:30 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill [arrived at 4:05], Kenneth Mahoney, Louis McMurray [arrived at 3:50], Charles Nash, Bob Scolnik, I. John Snider, II, Roger Wade

APPROVAL OF MINUTES

It was moved by Engle, supported by Collins, to approve the minutes of the April 6, 2010, meeting as written. Motion Carried.

PRESENTATION: KEN KRAUS, MUSKEGON COUNTY PUBLIC HEALTH DIRECTOR - HEALTH CARE REFORM BRIEF OVERVIEW

Mr. Ken Kraus, Public Health Director, provided a brief overview of the Patient Protection and Affordable Care Act. He will provide further updates as information becomes available.

ITEMS FOR CONSIDERATION

HR10/05 - 36 It was moved by Engle, supported by Snider, to request that the Board of Commissioners authorize a reduction in hours to the Admissions Marketing Coordinator/Brookhaven position (X05701) from 40 to 30 hours per week. Motion Carried.

HR10/05 - 37 It was moved by Mahoney, supported by Wade, to waive the hiring freeze to allow Child Haven to immediately recruit and hire Child Care Supervisor position #X14001 at Step 1 of the salary range NX00170 (\$17.665-\$22.366/hr). Motion Carried.

- HR10/05 - 38 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health Director to request the establishment of a County position of "General Psychiatrist" with a salary range of \$65.475 to \$83.564, and to establish the salary in accordance with Rule 2 of the Personnel Rules and to include this classification with other exempt positions listed in Rule 1 of the Personnel Rules, and to waive the hiring freeze in order to fill this vacancy. Motion Carried.
- HR10/05 - 39 It was moved by Derezinski, supported by Collins, to authorize the Community Mental Health Director to amend the contract with Derek Burt, NP to provide an additional five (5) hours of psychiatric services per week above his currently contracted forty (40) hours per week, at a rate of \$83.87, effective May 10, 2010 through August 9, 2010, not to exceed \$6,500.00. Motion Carried.
- HR10/05 - 40 It was moved by Engle, supported by Mahoney, to authorize the Community Mental Health Director to sign the amended contract with Daybreak Adult Services, Inc., to include transportation to and from their facility at a rate of \$3.40 per 15-minute unit, effective April 1, 2010 through September 30, 2010, and to increase the annual cap by \$3,000. Motion Carried.
- HR10/05 - 41 It was moved by Collins, supported by Engle, to authorize the Public Health Department to amend its FY10 budget (revenue and expenditures) from \$7,324,443 to \$7,307,079 to include grant funding changes, program line item adjustments, and staff/funding transfers with no change in the general fund appropriation. Motion Carried.
- HR10/05 - 42 It was moved by Snider, supported by Derezinski, to authorize Public Health - Muskegon County to re-establish and maintain a cash fund with an initial and maintenance level of \$2,000.00 not to exceed \$35,000.00 for the 2010 Farmers' Market Nutrition Program "Project Fresh", to reimburse local contracted farmers for fresh fruit and vegetables sold to eligible WIC program participants. Further authorize Public Health to enter into agreements with the State of Michigan and each of the local farmers and authorize these agreements to be signed by the Health Officer. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:09 p.m.

**Muskegon County
Human Resources Committee Meeting
June 1, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 3:37 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Kenneth Mahoney, Louis McMurray, Charles Nash, Bob Scolnik, I. John Snider, II, Roger Wade

Excused: Bill Gill

APPROVAL OF MINUTES

It was moved by Engle, supported by Wade, to approve the minutes of the May 4, 2010, meeting as written. Motion Carried.

PRESENTATION: Karen Youngs Hartley, Lakeshore Coordinating Council

Ms. Karen Youngs Hartley, Executive Director, Lakeshore Coordinating Council presented the Semi-Annual report of Substance Abuse Services for Muskegon County residents.

ITEMS FOR CONSIDERATION

HR10/06 - 43 It was moved by Mahoney, supported by Wade, to approve the amendments to the Muskegon County Board of Commissioners' Rule III-Order of Business and Rule XVII-Agenda as amended. Motion Carried.

HR10/06 - 44 It was moved by Nash, supported by Snider, to authorize Community Mental Health (CMH) to submit the 2010 PATH Application and Intended Use Plan for CMH of Muskegon County to apply for a PATH contract for October 1, 2010 through September 30, 2011. Motion Carried.

- HR10/06 - 45 It was moved by Wade, supported by Mahoney, to award Hooker De Jong a contract for architectural services at the Community Mental Health Clubhouse in the amount of \$1,800 for Phase I and \$15,700 for Phase II. Motion Carried.
- HR10/06 - 46 It was moved by Engle, supported by Wade, to authorize Public Health - Muskegon County to accept \$5,000 from the Community Foundation for Muskegon County to support vision exams and glasses for City of Muskegon Youth and further authorize the Board Chair to sign the Grant Agreement Summary. Motion Carried.
- HR10/06 - 47 It was moved by Engle, supported by Nash, to approve Amendment No. 4 of the FY09/10 CPBC agreement with the Michigan Department of Community Health, with no effect on County General Funds, and further authorize the Board Chair to sign the Amendment. Motion Carried.

OLD BUSINESS - Stir Fry 88 Hearing Decision

Mr. Ken Kraus, Public Health Muskegon County Director, apprised the Board of Commissioners of the recent decision of the Hearing Board to revoke the food service license of Stir Fry 88 (located in the Food Court of the Lakes Mall) for failure to comply with the Michigan Food Law. He noted the license revocation was based on a long history of repeat food safety violations and failure to comply with corrective measures. He noted the Hearing Board was comprised of himself, the Human Resources Committee Chair Commissioner Buzzell and Commissioner Marvin Engle, whose district the restaurant is located in.

NEW BUSINESS

Commissioner Scolnik questioned the notation of arrival times of Commissioners in the Committee minutes, if arrival time is after the 3:30 p.m. meeting start time. Ms. Lisa Chalko explained this is being noted to help clarify if someone requests a tape of the meeting and the Commissioner is noted as absent or excused from the meeting at Roll Call but then later is included in any Roll Call votes.

PUBLIC PARTICIPATION

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:18 p.m.

**Muskegon County
Human Resources Committee Meeting
July 6, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 3:30 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Kenneth Mahoney, Louis McMurray, Charles Nash, Bob Scolnik, I. John Snider, II, Roger Wade

Excused: Bill Gill

APPROVAL OF MINUTES

It was moved by Engle, supported by Nash, to approve the minutes of the June 1, 2010, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR10/07 - 48 It was moved by Engle, supported by Wade, to approve the de-licensure of 15 nursing home beds by Brookhaven Medical Care Facility with the State of Michigan, effective July 1, 2010. Motion Carried.

HR10/07 - 49 It was moved by Snider, supported by Mahoney, to authorize the Community Mental Health Director to sign the contract with the Michigan Department of Community Health for Adult Benefit Waiver 1115 Demonstration effective May 1, 2010, through September 30, 2010. Motion Carried.

- HR10/07 - 57 It was moved by Snider, supported by Mahoney, to waive the restrictions of the FY2010 Contingency Plan to allow Community Mental Health to immediately recruit and hire for the Chief Operating Officer position #X19301 (2220-7705). Motion Carried.
- HR10/07 - 58 It was moved by Collins, supported by Snider, to approve a range adjustment to the current salary of the General Psychiatrist classification to the following six steps: 1) \$74.29, 2) \$78.00, 3) \$81.90, 4) \$85.99, 5) \$90.29, 6) 94.80, and waive the hiring freeze to allow Community Mental Health to recruit and hire. Motion Carried.
- HR10/07 - 59 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Director to sign the Contract Amendment #1 to the FY2009/2010 Michigan Department of Community Health agreement for the PATH contract (Projects to Assist in the Transition from Homelessness), which covers the period from October 1, 2009 to September 30, 2010. Motion Carried.
- HR10/07 - 60 It was moved by Derezinski, supported by Engle, to authorize the Public Health Department to amend its FY10 budget (revenue and expenditures) from \$7,307,079 to \$7,407,662 to include grant funding changes, program line item adjustments, and staff/funding transfers with no change in the general fund appropriation. Motion Carried.
- HR10/07 - 61 It was moved by Engle, supported by Mahoney, to authorize the Public Health Department to re-class the vacant Environmental Quality Sanitarian position #G34502 to a Food Services Sanitarian position and also delete Environmental Quality Sanitarian position #G34501 effective August 1, 2010. Motion Carried.
- HR10/07 - 62 It was moved by Snider, supported by Nash, to authorize Public Health to contract with Volunteers for Muskegon County Animal Control for animal shelter services related to impound and quarantine requirements outlined in the Dog Law of 1919 and the Public Health Code. Further authorize Public Health to delete two Kennelperson positions #G46001 and #G46002; and two vacant Clinic Clerk positions #G21009 and #G21006 effective October 1, 2010. Motion Carried.
- HR10/07 - 63 It was moved by Engle, supported by Derezinski, to approve the contract with the Michigan Public Health Institute to provide case abstraction services in the Fetal Infant Mortality Reduction program, further to authorize the Public Health Director to sign the agreement. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Nash asked for consideration to the appeal process of the Personnel Rules regarding rejected applicants and the open competitive recruitment. He noted if someone is found ineligible or receives a rejection letter from the Human Resources Department and files an appeal of that decision, the hiring process continues. He believes the process should cease at that point until the appeal is finalized.

Commissioner Buzzell requested Ms. Hammersley review this process and provide a report to the Board.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 3:54 p.m.

**Muskegon County
Human Resources Committee Meeting
August 3, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 3:58 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider, II, Roger Wade

Excused: Louis McMurray

APPROVAL OF MINUTES

It was moved by Collins, supported by Snider, to approve the minutes of the July 6, 2010, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR10/08 - 64 It was moved by Mahoney, supported by Engle, to approve Brookhaven Medical Care Facility to purchase approximately \$35,000 in computer hardware and software equipment, which is a federal mandate for the implementation of the MDS 3.0 clinical documentation program. Motion Carried.

HR10/08 - 65 It was moved by Snider, supported by Derezinski, to authorize the Community Mental Health Director to request the establishment of a County position of Child Psychiatrist to be exempt from the County Personnel Rule 1 covering the manner of selection, appointment, discipline, or removal from employment, with a salary range of \$78.00 to \$99.54, and to waive the hiring freeze in order to fill this vacancy. Motion Carried.

**Muskegon County
Human Resources Committee Meeting
September 7, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 4:09 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill, Kenneth Mahoney, Charles Nash, Bob Scolnik, Roger Wade

Excused: Louis McMurray, I. John Snider

APPROVAL OF MINUTES

It was moved by Engle, supported by Mahoney, to approve the minutes of the August 3, 2010, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

PRESENTATION - MEDICAL EXAMINER ANNUAL REPORT

Dr. Joyce deJong, Muskegon County Medical Examiner, presented the 2009 Annual Report. She noted Sparrow Hospital Forensic Pathology operates the medical examiners' offices for six counties. In 2009, these offices became accredited via the National Association of Medical Examiners. They are the only offices in the State of Michigan to hold such accreditation. Dr. deJong thanked the Commissioners for their continued support.

ITEMS FOR CONSIDERATION

HR10/09 - 68 It was moved by Derezinski, supported by Engle, to authorize the Community Mental Health Director to sign a contract with the Recovery Institute for a Muskegon CMH Peer Support Specialist to co-facilitate the WRAP Workshop for the Principles of Peer Support, effective October 1, 2010 through June 30, 2011. Motion Carried.

- HR10/09 - 69 It was moved by Collins, supported by Engle, to authorize Community Mental Health to work with County Purchasing staff to seek bids for replacement of the roof at the Wesley Roberts Center, 1175 East Wesley, Muskegon, MI. Motion Carried.
- HR10/09 - 70 It was moved by Derezinski, supported by Wade, to authorize the Community Mental Health Director to provide support in the amount of \$5,000 to the Child Abuse Council to be used for the planned Child Abuse Training conference to be held on September 30, 2011, and October 1, 2011. Motion Carried.
- HR10/09 - 71 It was moved by Engle, supported by Mahoney, to waive the hiring freeze to allow Community Mental Health to fill the vacant Wraparound Coordinator position (X96801) at a salary determined in accordance with Personnel Rule 2. Motion Carried.
- HR10/09 - 72 It was moved by Derezinski, supported by Engle, to waive the County hiring freeze to allow Community Mental Health to fill the vacant Supports Coordinator Assistant FT position #N77805 at a salary determined in accordance with Personnel Rule 2. Motion Carried.
- HR10/09 - 73 It was moved by Engle, supported by Mahoney, to authorize the Community Mental Health Director to sign the contract with the Department of Community Health for FY2011 Mental Health PATH Homeless Project Block Grant Funding. This grant commences on October 1, 2010 and continues through September 30, 2011, with total funding of \$68,275. Motion Carried.
- HR10/09 - 74 It was moved by Derezinski, supported by Wade, to authorize the Community Mental Health Director to amend the contract with MOKA for specialized residential services at the Annette Street Home to increase the rate to \$196.27 per day from February 12, 2010, through July 20, 2010, with a decrease of six to five residents, and to increase the rate to \$219.93 per day from July 21, 2010, to September 30, 2010, with a decrease of five to four residents. There will be no increase to the annual cap. Motion Carried.
- HR10/09 - 75 It was moved by Engle, supported by Wade, to authorize the Community Mental Health Director to sign an amendment to the contract with Pioneer Resources for specialized residential services at the Parkside Home to increase the rate to \$208.74 per day and to decrease the capacity of the home from seven (7) to six (6) residents effective August 1, 2010, through September 30, 2010. Motion Carried.

- HR10/09 - 76 It was moved by Derezinski, supported by Mahoney, to authorize the Community Mental Health Director to sign a contract with the Association for Children's Mental Health in order to provide Parent-to-Parent services at a cost not to exceed \$60,000 annually.
Motion Carried.
- HR10/09 - 77 It was moved by Engle, supported by Wade, to authorize the Community Mental Health Director to sign amendment #3 to the contract with the Michigan Department of Community Health for Medicaid Managed Mental Health Supports and Services effective October 1, 2009, through September 30, 2010. Motion Carried.
- HR10/09 - 78 It was moved by Collins, supported by Mahoney, to authorize the Community Mental Health Director to sign amendment #4 to the contract with the Michigan Department of Community Health for Medicaid Managed Mental Health Supports and Services effective October 1, 2010, through October 31, 2010. Motion Carried.
- HR10/09 - 79 It was moved by Nash, supported by Wade, to authorize the Community Mental Health Director to sign amendment #4 to the contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services effective October 1, 2010, through October 31, 2010. Motion Carried.
- HR10/09 - 80 It was moved by Wade, supported by Engle, to authorize the Community Mental Health Director to sign the Contract Amendment #1 to the FY 2009/2010 Michigan Department of Community Health agreement for the Integrated Care and Wraparound Block Grants, which covers the period from October 1, 2009, to September 30, 2010.
Motion Carried.
- HR10/09 - 81 It was moved by Nash, supported by Engle, to authorize the Community Mental Health Director to sign amendment #1 to the contract with the Michigan Department of Community Health for the Adult Benefit Waiver program effective October 1, 2010 through October 31, 2010.
Motion Carried.
- HR10/09 - 82 It was moved by Derezinski, supported by Mahoney, to authorize Community Mental Health to accept the proposed rate changes by those vendors/providers listed in Attachment A: FY2010/2011 Proposed Vendor Rate Changes, effective October 1, 2010, through September 30, 2011. Motion Carried.

- HR10/09 - 83 It was moved by Engle, supported by Mahoney, to authorize Community Mental Health to contract with those service vendors/providers who have submitted written agreements to continue service provision at the current Fiscal Year 2009/2010 rates for the time period effective October 1, 2010, through September 30, 2011.
Motion Carried.
- HR10/09 - 84 It was moved by Collins, supported by Nash, to authorize the Community Mental Health Director to sign a contract with Wedgwood Christian Services for specialized residential services, at the rate of \$224.55 per day, not to exceed \$81,960.00, for the contract period effective August 1, 2010, through September 30, 2011.
Motion Carried.
- HR10/09 - 85 It was moved by Engle, supported by Collins, to approve Amendment No. 5 of the FY09/10 CPBC agreement with the Michigan Department of Community Health, with no effect on County General Funds, and further authorize the Board Chair to sign the amendment.
Motion Carried.
- HR10/09 - 86 It was moved by Collins, supported by Nash, to authorize Public Health to enter into an agreement with Access Health, Inc., in the amount not to exceed \$246,600, for the delivery of health care related services for indigent and low-income residents of Muskegon County for the 2010-2011 fiscal year. Further, move to authorize the Board Chairman and the Director of Health and Community Resources to sign the agreement.
Motion Carried.
- HR10/09 - 87 It was moved by Derezinski, supported by Nash, to authorize Public Health to reclassify position number N20701 from Community Nutrition Specialist (NO 00210) to Community Nutrition Counselor (NO 00280) with no effect on county general fund.
Motion Carried.
- HR10/09 - 88 It was moved by Engle, supported by Wade, to authorize Public Health to create and fill two Lactation Peer Counselor hourly positions (NO 00010), with no effect on county general fund.
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 4:15 p.m.

**Muskegon County
Human Resources Committee Meeting
October 5, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 3:38 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider, Roger Wade

Excused: Louis McMurray

APPROVAL OF MINUTES

It was moved by Engle, supported by Mahoney, to approve the minutes of the September 7, 2010, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR10/10 - 89 It was moved by Collins, supported by Snider, to authorize the Community Mental Health Director to approve the extension of Fiscal Year 2009/2010 vendor/provider contracts for up to ninety (90) days for those vendors/providers who have not completed Fiscal Year 2010/2011 rate negotiations or submitted network re-applications. Motion Carried.

HR10/10 - 90 It was moved by Snider, supported by Mahoney, to authorize the Community Mental Health Director to sign contracts with those service vendors/providers who have submitted written agreements to continue service provision at the current Fiscal Year 2009/2010 rates for the time period effective October 1, 2010, through September 30, 2011. Motion Carried.

HR10/10 - 95 It was moved by Snider, supported by Gill, to approve a Resolution requesting that Duck Lake State Park be renamed the Jack L. Butterfield State Park and to forward the Resolution to the State Department of Natural Resources and Environment.

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 4:09 p.m.

**Muskegon County
Human Resources Committee Meeting
November 2, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider, Roger Wade

Excused: Bill Gill, Louis McMurray

APPROVAL OF MINUTES

It was moved by Engle, supported by Mahoney, to approve the minutes of the October 5, 2010, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR10/11 - 96 It was moved by Snider, supported by Collins, to approve creation of a new full-time Peer Support Specialist position within the ACT program for a total salary and fringe of \$44,024, and eliminate two vacant hourly Peer Support Specialist positions: #N54006 and #N54007. Motion Carried.

HR10/11 - 97 It was moved by Collins, supported by Engle, to approve CMH to contract with those service vendors/providers who have submitted written agreements to continue service provision at the Fiscal Year 2009/2010 rates for the time period effective October 1, 2010 through September 30, 2011. Motion Carried.

HR10/11 - 98 It was moved by Engle, supported by Mahoney, to approve Community Mental Health to authorize the extension of Fiscal Year 2009/2010

vendor/provider contracts for up to ninety (90) days for those vendors/providers who have not completed Fiscal Year 2010/2011 rate negotiations or submitted Network re-applications. Motion Carried.

HR10/11 - 99 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Services of Muskegon County Director to sign a lease for the Ruddiman Home with Charles Beal, effective December 1, 2010, for five years at a monthly rate of \$1,860.00, and continuing for another five years at a monthly rent of \$2,050.00. Motion Carried.

HR10/11 - 100 It was moved by Collins, supported by Engle, to authorize the Community Mental Health Director to sign a lease for the Riverwood Home with Charles Beal, effective July 10, 2011, for five years at a monthly rent of \$1,860.00, and continuing for another five years at a monthly rate of \$2,050.00. Motion Carried.

HR10/11 - 101 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Director to sign a contract with Pine Rest Christian Mental Health Services to place Katherine Jawor, D.O., Psychiatrist with CMH, on the Hackley Behavioral Health Unit on an average of two (2) hours daily at a rate of \$127.67 per hour, effective October 11, 2010 through September 30, 2011. Motion Carried.

HR10/11 - 102 It was moved by Derezinski, supported by Snider, to approve the recommendation for building renovation as seen in the plans by Hooker/DeJong, with an option to upgrade HVAC equipment and proceed with Phase II of the project, which includes detailed drawings, obtaining bids and supervising construction. Motion Carried.

HR10/11 - 103 It was moved by Engle, supported by Collins, to authorize Community Mental Health to accept the proposed rate changes by those vendors/providers listed on FY 2010/2011 Proposed Vendor Rate Changes, effective October 1, 2010 through September 30, 2011. Motion Carried.

HR10/11 - 104 It was moved by Collins, supported by Mahoney, to recommend County Purchasing to request bids on renovations at the Community Mental Health Wesley Roberts Center for replacement of bathroom fixtures and exterior doors. Costs to be paid from the County Equipment Revolving Fund. Motion Carried.

- HR10/11 - 105 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health Director to sign a contract with the Michigan Department of Community Health for Mental Health Practice Improvements in the amount of \$70,000. Motion Carried.
- HR10/11 - 106 It was moved by Collins, supported by Derezinski, to authorize the Community Mental Health Director to sign the Fiscal Year 2011 contracts with the Michigan Department of Community Health for block grant funds for Services to Adults with Serious Mental Illness and Children with Serious Emotional Disturbance in the amount of \$174,742 including matching contributions from Community Mental Health sources of \$44,371. Motion Carried.
- HR10/11 - 107 It was moved by Derezinski, supported by Collins, to authorize the Community Mental Health Director to sign a contract with Well Beyond Recovery for consultation regarding community recovery services, at an amount not to exceed \$19,444.00, effective October 1, 2010 through September 30, 2012. Motion Carried.
- HR10/11 - 108 It was moved by Collins, supported by Engle, to authorize the Community Mental Health Director to amend our current contract with Wedgewood Christian Services, to include Non-Medicaid Crisis Residential Services at a rate of \$326.60 per diem, Medicaid Crisis Residential Services at a rate of \$403.55, Short Term Residential Services at a rate of \$403.55, and Respite Services at a rate of \$328.45 per diem, effective November 1, 2010 through September 30, 2011 with an increase of \$100,000.00 to the cap. Motion Carried.
- HR10/11 - 109 It was moved by Engle, supported by Derezinski, to authorize a Request for Bids process by the County Purchasing Department to replace Community Mental Health vehicles that have exceeded mileage or age limits. Motion Carried.
- HR10/11 - 110 It was moved by Engle, supported by Mahoney, to authorize Public Health to accept the FY2011 Comprehensive, Planning, Budget and Contracting agreement for \$2,926,738.00 from the Michigan Department of Community Health with no changes to the Public Health General Fund allocation. Further, authorize the Board Chair to sign the associated agreement. Motion Carried.
- HR10/11 - 111 It was moved by Collins, supported by Engle, to authorize Public Health to accept a grant in the amount of \$163,316 from the Centers for Disease Control and to contract with West Michigan Shoreline Regional

Development Commission in the amount of \$20,000 to conduct a community based environmental health assessment using the Protocol for Assessing Community Excellent in Environmental Health, with no effect on county general funds. Motion Carried.

OLD BUSINESS

Commissioner Scolnik asked Mr. John North, CMH Director, about the new mental health center building. Mr. North said they are very pleased with the building but now are noticing some design flaws, parking lot issues, etc. They continue to work on these issues.

NEW BUSINESS

Commissioner Mahoney informed Commissioners of a tour that is scheduled at Michigan Spring and Stamping on Tuesday, November 9th at 1:30.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:20 p.m.

**Muskegon County
Human Resources Committee Meeting
December 7, 2010
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Charles Buzzell, Chair

I. John Snider, II, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Buzzell at 3:30 p.m.

ROLL CALL

Present: Charles Buzzell, Lewis Collins, James Derezinski, Marvin Engle, Bill Gill, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider, Roger Wade

Excused: Louis McMurray

APPROVAL OF MINUTES

It was moved by Engle, supported by Collins, to approve the minutes of the November 2, 2010, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR10/12 - 112 It was moved by Engle, supported by Mahoney, to approve the amendments to the Muskegon County Board of Commissioners' Rule XV, Section 4-Departments. Motion Carried.

HR10/12 - 113 It was moved by Collins, supported by Engle, to authorize Community Mental Health (CMH) to purchase seven Automated External Defibrillators (AED), one for each of the seven CMH buildings, as part of the County bid and purchase the required AED training for designated CMH staff. Cost will be determined through the County Purchasing Department's bid process, at a cost not to exceed \$15,000.00. Motion Carried.

- HR10/12 - 114 It was moved by Engle, supported by Collins, to authorize the Community Mental Health (CMH) Director to sign a contract with Michigan Association of Community Mental Health Boards for a Muskegon CMH Peer Support Specialist to co-facilitate WRAP Workshops and/or WRAP Facilitator Training, effective October 1, 2010 through September 30, 2011. Motion Carried.
- HR10/12 - 115 It was moved by Derezinski, supported by Engle, to authorize the Community Mental Health Director to sign contracts with those service vendors/providers who have submitted written agreements to continue service provision at the Fiscal Year 2009/2010 rates for the time period effective October 1, 2010 through September 30, 2011. Motion Carried.
- HR10/12 - 116 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Director to accept the proposed rate of \$875.00 per day for child inpatient services at Pine Rest Christian Mental Health Services, effective October 1, 2010 through September 30, 2011. Motion Carried.
- HR10/12 - 117 It was moved by Snider, supported by Wade, to authorize the Community Mental Health Director to sign a contract with No More Sidelines for recreational and skill building services in the amount of \$50,000 effective January 1, 2011. Motion Carried.
- HR10/12 - 118 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health (CMH) Director to sign a contract with National Council for Community Behavioral Healthcare for the delivery of a CMH Middle Management Academy for a fee of up to \$10,000.00 plus reimbursement of usual and customary travel and business expenses related to the engagement. Motion Carried.
- HR10/12 - 119 It was moved by Engle, supported by Mahoney, to allow the Director of Public Health to sign the formal written agreements with Mercy Health Partners Primary Care Network, Hackley Community Care Center, Muskegon Family Care Center, and Port City Pediatrics for involvement in mass dispensing of pharmaceuticals/vaccines in the event of a large scale public health disaster. Motion Carried.
- HR10/12 - 120 It was moved by Engle, supported by Wade, to authorize the Public Health Director to sign agreements with BCCCP/Michigan Colorectal Cancer Early Detection Program medical providers as requires through the Michigan Department of Community Health's Comprehensive Planning, Budgeting, and Contract Agreement, to provide screening

and treatment services for low income women between the ages of 40 and 64, subject to final review and approval by Corporate Counsel, effective upon Board approval, with no effect on County General Funds. Motion Carried.

HR10/12 - 121 It was moved by Derezhinski, supported by Snider, to authorize the Public Health Director to sign the agreement with the Michigan Department of Natural Resources and Environment for the rendering of technical services effective from October 1, 2010, to September 30, 2011, with no effect on County General Funds. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT (On a new topic)

Commissioner Gill asked the Committee to direct Mr. Theodore Williams, Corporate Counsel, to review Robert's Rules of Order regarding a challenge to the Committee Chair. Commissioner Buzzell requested Mr. Williams to review and provide comment to the Board.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 3:49 p.m.