

**Muskegon County
Human Resources Committee Meeting
January 10, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 3:49 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Cross, supported by Wilkins, to approve the minutes of the December 6, 2011, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/01 - 01 It was moved by Scolnik, supported by Snider, to authorize the Community Mental Health Services Chief Operating Officer to sign a contract with Diversified Medical Staffing, LLC for the provision of Private Duty Nursing Services - LPN at a rate of \$30.20 an hour and \$45.30 an hour for overtime and holidays, effective December 1, 2011 through September 30, 2012, with an annual cap not to exceed \$75,000.00. Motion Carried.

HR12/01 - 02 It was moved by Derezinski, supported by Longmire, to authorize Community Mental Health Services of Muskegon County Chief Operating Officer 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 FY2010, or Michigan Department of Community Health has established Community Mental Health as one of the payees for the facility. Motion Carried.

- HR12/01 - 03 It was moved by Longmire, supported by Collins, to authorize the Community Mental Health Services of Muskegon County (CMH) Chief Operating Officer to amend the CMH FY 2011/2012 contract with Pioneer Resources to include a reduced rate for community living support services of \$4.50 per 15-minute unit for services delivered at a 1 to 1 ratio, and \$2.12 per 15-minute unit for services delivered at a 1 to 2+ ratio to residents at Gretchen's Place, effective December 1, 2011 through September 30, 2012. Motion Carried.
- HR12/01 - 04 It was moved by Mahoney, supported by Snider, to authorize the Public Health Director to sign the agreement with the Michigan Department of Environmental Quality for the rendering of technical services in the amount of \$52,664.00, effective from October 1, 2011, to September 30, 2012, with no effect on County General Funds. Motion Carried.
- HR12/01 - 05 It was moved by Longmire, supported by Cross, to authorize Public Health to accept the grant extension from the Centers for Disease Control through September 30, 2012, in the amount of \$43,951. Further authorize Public Health to continue the contract with West Michigan Shoreline Regional Development Commission for the remaining balance of \$12,773 in order to continue to conduct a community based environmental health assessment using the Protocol for Assessing Community Excellence in Environmental Health, with no effect on county general funds. Motion Carried.

OLD BUSINESS

Commissioner Derezinski requested future discussion on the jail and the Brookhaven Medical Care Facility. Commissioner Mahoney noted the upcoming Board Planning session scheduled for January 24th is dedicated to goal setting and strategic planning in which these items likely will be discussed.

Commissioner Snider discussed the West Michigan Strategic Alliance regional study and noted the West Michigan Shoreline Regional Development Commission did not participate. Commissioner Collins noted the Board did approve its participation.

NEW BUSINESS

None.

Human Resources Committee
Minutes
January 10, 2012
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 4:00 p.m.

**Muskegon County
Human Resources Committee Meeting
February 7, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 4:10 p.m.

ROLL CALL

Present: Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Rillastine Wilkins

Excused: Lewis Collins, Robert Scolnik, I. John Snider

APPROVAL OF MINUTES

It was moved by Engle, supported by Longmire, to approve the minutes of the January 10, 2012, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/02 - 06 It was moved by Engle, supported by Mahoney, to authorize the Community Mental Health Services Chief Operating Officer to sign a contract with Trisha King for the provision of guardianship services to authorized consumers at a rate of \$45.00 a month per consumer, effective February 1, 2012 through September 30, 2012, with a cap not to exceed \$8,500.00 for this contract period. Motion Carried.

HR12/02 - 07 It was moved by Engle, supported by Wilkins, to authorize CMH Chief Operating Officer to sign a contract with Turning Leaf Residential Rehabilitation Services for the development and operation of two (2) six (6) bed gender-specific (one male and one female) adult foster care homes certified to provide specialized residential services to adults with mental illness in Muskegon County at a rate of \$200.00 per diem, effective February 1, 2012 through September 30, 2013, with a cap not to exceed \$1,315,200.00. Motion Carried.

- HR12/02 - 08 It was moved by Engle, supported by Cross, to authorize the Community Mental Health Chief Operating Officer to sign a contract with Professional Consulting Services who has submitted a written agreement to continue service provision at the current Fiscal Year 2010/2011 rates for the time period effective October 1, 2011 through September 30, 2012. Motion Carried.
- HR12/02 - 09 It was moved by Engle, supported by Cross, to authorize the creation of a petty cash account in the amount of \$1,500 for the Value Card program at PNC Bank. Motion Carried.
- HR12/02 - 10 It was moved by Longmire, supported by Cross, to authorize Community Mental Health Services (CMH) to purchase one mini-van from K&M Dodge/Ram of Grand Rapids, Michigan (\$21,563.00) and one 15-passenger van with conversion from Great Lakes Ford of Muskegon, Michigan (\$37,828.32) for a total cost of \$59,391.32, with vehicles to be purchased from the County's equipment revolving account. Motion Carried.
- HR12/02 - 11 It was moved by Engle, supported by Wilkins, to authorize the Community Mental Health Chief Operating Officer to sign a contract with BCA StoneCrest Hospital for adult and child inpatient psychiatric services, effective October 1, 2011 through September 30, 2013, at a rate of \$650.00 per day for FY2012 and a rate of \$675.00 per day for FY2013. Motion Carried.

OLD BUSINESS

Commissioner Derezinski inquired as to the number of CMH consumers and residents of Muskegon County that are served out of county. Mr. David Parnin, CMH Chief Operating Officer, noted there are approximately 50 consumers and residents from Muskegon County served out of county and some possibly out of state.

Commissioner Longmire questioned if Muskegon County or Muskegon CMH receives revenue from Bangor clients that are housed in Muskegon County. Mr. David Parnin, CMH Chief Operating Officer, noted the County or CMH does not receive reimbursement but the home or residence in which the client is located would receive reimbursement.

NEW BUSINESS

Commissioner Wilkins discussed a call she received from a Berrien County Commissioner regarding action taken at a recent Lakeshore Coordinating Council (LCC) meeting. She requested further information regarding the Muskegon County Board of Commissioners' resolution regarding LCC. Human Resources Committee Chair Scott Plummer directed the County Administrator to obtain the meeting minutes of the most recent LCC meeting for distribution to County Commissioners.

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 Resources Committee Meeting
March 6, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 4:30 p.m.

ROLL CALL

Present: Lewis Collins, James Derezinski, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

Excused: Benjamin Cross, Marvin Engle

APPROVAL OF MINUTES

It was moved by Collins, supported by Wilkins, to approve the minutes of the February 7, 2012, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/03 - 12 It was moved by Snider, supported by Longmire, to authorize the Community Mental Health Chief Operating Officer to sign Amendment #1 to the contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services, effective October 1, 2011 through September 30, 2012. Motion Carried.

HR12/03 - 13 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health Chief Operating Officer 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, 2011 through September 30, 2012. 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 4:33 p.m.

**Muskegon County
Human Resources Committee Meeting
April 3, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Lewis Collins, James Derezinski, Marvin Engle, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

Excused: Benjamin Cross, Alan Jager

APPROVAL OF MINUTES

It was moved by Engle, supported by Wilkins, to approve the minutes of the March 6, 2012, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/04 – 14 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Chief Operating Officer to sign an amendment with Pioneer Resources to reduce the number of beds in the Marcoux Home from five (5) beds to four (4) beds with an increase in the per diem to \$295.00 per day, inclusive of the room and board, effective April 1, 2012, with an increase of \$10,100.00 in the cap. Motion carried.

- HR12/04 – 15 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Chief Operating Officer to sign the second amendment to the contract with the Michigan Department of Human Services, effective April 1, 2012 for the FY 2012 contract, which increases the dollar amount of the agreement by \$1,125.00 to a maximum of \$49,669.08 for FY 2012. Motion carried.
- HR12/04 – 16 It was moved by Derezinski, supported by Mahoney, to authorize special compensation to David Parnin for his additional responsibilities as Community Mental Health Interim Executive Director in the total dollar amount of \$5,700.00. Motion carried.
- HR12/04 – 17 It was moved by Engle, supported by Mahoney, to authorize the Community Mental Health Services Chief Operating Officer to sign an amendment to the contract with Diversified Medical Staffing, LLC to include the provision of community living support services at a rate of \$4.00 per 15 minutes, effective March 1, 2012 through September 30, 2012, with no increase in the annual cap. Motion carried.
- HR12/04 – 18 It was moved by Engle, supported by Wilkins, to approve the Muskegon County Policy Regarding Development of Registered Dieticians, and that a contract be executed between the employee and the County that contains a two-year progressive forgiveness clause for the sums received as salary continuation during the internship, and that the Chair be authorized to sign. Motion carried.
- HR12/04 – 19 It was moved by Engle, supported by Snider, to repeal the Animal Control Ordinance #2006-463, effective at the end of the day on September 30, 2012. Motion carried.
- HR12/04 – 20 It was moved by Derezinski, supported by Longmire, to authorize Public Health – Muskegon County’s WIC program to create and fill one hourly Lactation Peer Counselor position, with no effect on County’s general fund. Motion carried.

HR12/04 – 21 It was moved by Derezhinski, supported by Engle, to authorize the Public Health Department to amend its FY12 budget (revenue and expenditures) from \$6,637,478 to \$6,648,267 to include grant funding changes, program line item adjustments, and staff/funding transfers with no change in the general fund appropriation.
Motion carried.

HR12/04 – 22 It was moved by Engle, supported by Wilkins, to approve Public Health – Muskegon County’s Plan of Organization as revised.

It was moved by Collins, supported by Snider, to amend Motion #HR12/04-22 and direct Public Health, Muskegon County to be open from 8:00 a.m. to 5:00 p.m. including the lunch hour.

Ken Kraus, Public Health Director, clarified the hours of operation for the various Public Health programs to the Commissioners.
Amended Motion withdrew.
Original 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 3:43 p.m.

**Muskegon County
Human Resources Committee Meeting
May 1, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Collins, supported by Engle, to approve the minutes of the April 3, 2012, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/05 – 23 It was moved by Longmire, supported by Collins, to authorize Brookhaven to reclassify the RN BH full-time budget position number N62005 to Admission/Marketing Coordinator full-time. Motion Carried.

HR12/05 – 24 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health (CMH) Director to create a new position for the classification of a CMH Medical Director to be exempt from the County Personnel Rule covering the manner of selection, appointment, discipline, or removal from employment. Motion Carried.

Human Resources Committee
Minutes
May 1, 2012
Page two

- HR12/05 – 25 It was moved by Derezinski, supported by Cross, to authorize the Community Mental Health Services Director to sign a contract with Recovery Opportunity Center for “Recovery Practices in Leading and Coaching: Developing and Sustaining a Recovery Organization” training, effective October 1, 2011 through September 30, 2012, at an amount not to exceed \$5,500.00. Motion Carried.
- HR12/05 – 26 It was moved by Collins, supported by Engle, to authorize the Community Mental Health Services Director to sign a contract with the Recovery Institute of Southwest Michigan, Inc. to provide a measure of recovery to CMH staff and recipients of services, effective October 1, 2011 through September 30, 2012, at an amount not to exceed \$8,000.00. Motion Carried.
- HR12/05 – 27 It was moved by Collins, supported by Wilkins, to authorize the Community Mental Health Executive Director to sign a contract amendment with Bronson Battle Creek-Fieldstone Center for Adult Inpatient Psychiatric Services, effective October 1, 2011 through September 30, 2013, to add a professional charge of \$100.00 per day for physician services in addition to their current daily rate of \$695.00. Motion Carried.
- HR12/05 – 28 It was moved by Snider, supported by Longmire, to authorize the Community Mental Health Services Director to sign a contract with Revel, Inc. for the video production of a 20-minute outreach and training video, effective October 1, 2011 through September 30, 2012, at an amount not to exceed \$10,500.00. Motion Carried.
- HR12/05 – 29 It was moved by Engle, supported by Collins, to authorize Public Health to enter into an agreement with Access Health, Inc., for the delivery of dental health education, consultation, and referral services in the amount of \$6,500 for the 2011-2012 fiscal year. Further move to authorize the Public Health Director to sign the associated agreement. Motion Carried.

OLD BUSINESS

Commissioner Derezinski expressed interest in Community Mental Health status of individuals being sent out of County or out of State. Administrator Hammersley indicated she would provide that information to the Commissioners.

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 3:36 p.m.

**Muskegon County
Human Resources Committee Meeting
June 5, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 4:11 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Collins, to approve the minutes of the May 1, 2012, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

- HR12/06 – 30 It was moved by Engle, supported by Mahoney, to approve a resolution for the Senior Resources of West Michigan FY 2013 Annual Implementation Plan. Motion Carried.
- HR12/06 – 31 It was moved by Cross, supported by Engle, to authorize the appointment of Joseph Gabriel as Interim Building Superintendent at a pay rate of \$20.634 per hour effective April 23, 2012. Motion Carried.
- HR12/06 – 32 It was moved by Snider, supported by Engle, to authorize the Community Mental Health Director to amend the contract with Lemonade Stand of Muskegon to increase their Facility Support from \$7,365.00 to \$13,365.00, effective October 1, 2011 through September 30, 2012. Motion Carried.

- HR12/06 – 33 It was moved by Engle, supported by Longmire, to approve an equity transfer of \$500,000 from the Adult Benefit Waiver Reserve to the Equipment Revolving Fund (in a reserve account for Community Mental Health) to cover future equipment purchases for Community Mental Health. Motion Carried.
- HR12/06 – 34 It was moved by Snider, supported by Cross, to authorize the Community Mental Health Director to sign the amendment to the contract with Pioneer Resources to increase the amount of the contract for the Leisure and Recreation Club (LARC) by \$1,666.67 per month to \$5,034.64 per month, effective June 1, 2012 through September 30, 2012. Motion Carried.
- HR12/06 – 35 It was moved by Snider, supported by Engle, to authorize the transfer of the positions as outlined on the worksheet attached to this motion. Motion Carried.
- HR12/06 – 36 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Director to sign a contract with St. John's Health Care, PC for the provision of Private Duty Nursing and Medical Respite services at a rate of \$8.08 per 15 minute unit (RN and/or LPN), effective May 1, 2012 through September 30, 2013, with an annual cap not to exceed \$55,000.00. Motion Carried.
- HR12/06 – 37 It was moved by Engle, supported by Mahoney, 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 2012 Farmers' Market Nutrition Program "Project Fresh", to reimburse local contracted farmers for fresh fruits 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

Mr. Ken Kraus, Public Health Director, introduced Mr. Conrad Edwards, Michigan Department of Community Health. Mr. Edwards informed the Board he was in the process of providing review of the Public Health Department via the Local Public Health Accreditation, a process that is completed every three years.

PUBLIC COMMENT (On a new topic)

None.

CLOSED SESSION

It was moved by Engle, supported by Mahoney, to proceed into closed session for the purpose of pending litigation.

ROLL CALL:

Ayes: Collins, Cross, Derezinski, Engle, Jager, Longmire, Mahoney, Plummer, Scolnik,
Snider, Wilkins Motion Carried.

The Muskegon County Human Resources Committee went into closed session at 4:22 p.m. and returned to open session at 4:43.

ADJOURNMENT

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

POSITION CHANGES FOR FY 2012

1. TRANSFERS OF POSITIONS FROM ONE ACTIVITY TO ANOTHER

POSITION	POS. NO.	INCUMBENT	TRANSFER FROM	PERCENTAGE	TRANSFER TO	PERCENTAGE	EFFECTIVE DATE
UTILIZATION SPECIALIST	X92103	RHONDA EMERY	7701	100	7044	100	6/1/2012
REGISTERED NURSE/CMH/HOURLY	N65009	MARCY PAPARELLA	7052	100	7322	100	6/1/2012
SUPPORTS COORDINATOR/MI	X87228	CINDY CASEY	7144	100	7147	100	6/1/2012
PEER SUPPORT SPECIALIST/HOURLY	N54002	MARY JACKSON	7320	100	7341	100	6/1/2012

18-May-12 TB (Position Changes Requested on County Budgets)

64

**Muskegon County
Human Resources Committee Meeting
July 10, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 3:55 p.m.

ROLL CALL

Present: Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

Excused: Lewis Collins

APPROVAL OF MINUTES

It was moved by Engle, supported by Cross, to approve the minutes of the June 5 2012, regular meeting and closed session meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/07 – 38 It was moved by Engle, supported by Snider, to authorize Administration to solicit proposals to complete a Feasibility Plan for the Muskegon Brookhaven Medical Center. Motion Carried.

HR12/07 – 39 It was moved by Mahoney, supported by Cross, to authorize Public Health – Muskegon County to establish a fee of \$25 for the adult HIB (Haemophilus Influenza B) vaccine. Motion Carried.

HR12/07 – 40 It was moved by Derezinski, supported by Mahoney, to authorize the Public Health Department to amend its FY12 budget (revenue and expenditures) from \$6,473,999 to \$6,496,370 to include grant funding changes, program line item adjustments, and staff/funding transfers with no change in the general fund appropriation. Motion Carried.

- HR12/07 – 41 It was moved by Engle, supported by Cross, to authorize the County Mental Health Director to sign a contract with Information Systems Intelligence (ISI), effective June 1, 2012, not to exceed \$48,000.00. Motion Carried.
- HR12/07 – 42 It was moved by Engle, supported by Snider, to authorize the reclassification of the Mental Health Finance Supervisor Position (NX 00330) to Mental Health Chief Financial Officer (NX 00410) effective July 1, 2012. Motion Carried.
- HR12/07 – 43 It was moved by Derezinski, supported by Snider, to authorize the creation of Supports Coordinator/DD position to provide oversight and monitoring of the Respite Only Program for persons with Developmental Disabilities, effective July 1, 2012. Motion Carried.
- HR12/07 – 44 It was moved by Derezinski, supported by Snider, to authorize the reclassification of the vacant position of Community Mental Health Information Systems Technician III (NX 00290) to Information Systems Technician II (NO 00280), effective July 1, 2012. Motion Carried.
- HR12/07 – 45 It was moved by Snider, supported by Cross, to authorize the reclassification of the Community Mental Health Senior Psychologist position (NX 00390) to Director of Program Evaluation and Best Practices (NX 00410). Motion Carried.
- HR12/07 – 46 It was moved by Snider, supported by Cross, to authorize the reclassification of three (3) Community Mental Health Adult Activity Site Supervisor Positions (NX 00150) to Skill Building and Community Integration Site Supervisor Positions (NX 00210). Motion Carried.

OLD BUSINESS

Commissioner Scolnik requested information regarding the Community Mental Health (CMH) renovation at the Clubhouse located on Peck Street.

Ms. Julie Rupp, CMH Director, noted staff and consumers are now back in the building and the Clubhouse is beautiful and enjoyed by many.

NEW BUSINESS

Commissioner Jager inquired about the possibility of sharing services with CMH and in particular the Mental Health Finance Director position. Ms. Hammersley, County

Human Resources Committee
Minutes
July 10, 2012
Page 3

Administrator, noted the funding sources for CMH are very complex. Commissioner Snider noted that discussion has occurred at the CMH Board level but it was felt this particular position is quite specialized and integration where possible will be investigated.

PUBLIC COMMENT (On a new topic)

None.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:16 p.m.

**Muskegon County
Human Resources Committee Meeting
August 7, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

Excused: Anthony Longmire

APPROVAL OF MINUTES

It was moved by Engle, supported by Collins, to approve the minutes of the July 10, 2012, meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/08 – 47 It was moved by Derezinski, supported by Mahoney, to authorize the reallocation of Community Mental Health's Employment Coordinator position number N31902 from 7134 to 7321 and the addition of two new positions, Clinical Services Supervisor II and Supports Coordinator/MI to create a new team serving transition aged youth (approximate ages 16-24) following the Transition to Independence Process (TIP) model of care. Motion carried.

HR12/08 – 48 It was moved by Collins, supported by Engle, to authorize the reallocation of Community Mental Health's Clinical Services Supervisor II position number X17802 from 7320-83%/7325-17% to 7328 – 100% and the addition of two new positions, Masters Level Clinician and Supports Coordinator/MI to create a new team serving infants and young children (ages 0-5). Motion carried.

- HR12/08 – 49 It was moved by Collins, supported by Cross, to authorize the Community Mental Health Director to amend our current contract with Pine Rest Christian Mental Health Services to include: Cedar Program at the rate of \$317.00 per day; Maple Program at the rate of \$209.00 per day; and CenterPointe Recovery Center at the rate of \$391.00 per day plus psychiatric services in the amount of \$79.83 for a psychiatric evaluation and \$27.14 for a medication review, effective July 1, 2012 through September 30, 2012 with no increase in the cap.
Motion carried.
- HR12/08 – 50 It was moved by Derezinski, supported by Mahoney, to authorize the County Mental Health Director to sign a contract with the University of Wisconsin-Madison, NIATx for the delivery of the Change Leader Academy for up to 35 participants for an amount not to exceed \$15,000.00 plus reimbursement of usual and customary travel and business expenses related to the engagement. Motion carried.
- HR12/08 – 51 It was moved by Snider, supported by Wilkins, to authorize the Community Mental Health Director to sign a contract with Barbara J. Brown, Physical Therapist, effective August 1, 2012 through September 30, 2013, at the rate of \$80.00 per contact for physical therapy direct services to CMH consumers and supervision of the CMH Physical Therapy Assistant, up to a maximum of \$10,000.00 per year.
Motion carried.
- HR12/08 – 52 It was moved by Snider, supported by Engle, to authorize the Community Mental Health Director to sign a second amendment to the contract with Diversified Medical Staffing, LLC to include the provision of Medical Respite services at a rate of \$7.55 per 15 minutes and a rate of \$11.33 per 15 minutes for Holiday/Overtime, effective July 1, 2012 through September 30, 2012, with no increase in their annual cap.
Motion carried.
- HR12/08 – 53 It was moved by Derezinski, supported by Collins, to authorize approval of and that the Public Health Director be authorized to sign the contract between Muskegon Area Intermediate School District and Public Health – Muskegon County to develop a community-wide implementation plan to enhance hearing and vision screening services, effective July 16, 2012 through September 30, 2012, in the amount of \$4,750.
Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Plummer reminded those present to vote if they hadn't already done so.

PUBLIC COMMENT (On a new topic)

Mr. Alan Schaefer addressed the Board and recommended a confidential employee opinion survey be given to the County Jail staff by a third party. He also offered to volunteer his time to assist or work with Human Resources to conduct a viable employee survey.

Mr. Schaefer also discussed the jail "kite" mail in that little response is received from inmates.

The Commissioners thanked Mr. Schaefer for his recommendation and input.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 3:47 p.m.

**Muskegon County
Human Resources Committee Meeting
September 4, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 3:35 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

Excused: James Derezinski

APPROVAL OF MINUTES

It was moved by Engle, supported by Snider, to approve the minutes of the August 7, 2012, meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/09 – 54 It was moved by Engle, supported by Cross, to authorize Brookhaven MCF to change the hours of an hourly custodian, budget position number A07515, (currently filled by Kelly Carroll) to a full-time custodian position. Motion carried.

HR12/09 – 55 It was moved by Snider, 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 Michigan ABW Non-Pregnant Childless Adults Waiver (Adult Benefits Waiver), effective October 1, 2011, through September 30, 2012. Motion carried.

Human Resources Committee
Minutes
September 4, 2012
Page 2

- HR12/09 – 56 It was moved by Engle, supported by Mahoney, to authorize the Community Mental Health Director to sign Amendment #2 to the contract with the Michigan Department of Community Health for Medicaid Managed Mental Health Supports and Services, effective October 1, 2011 through September 30, 2012. Motion carried.
- HR12/09 – 57 It was moved by Engle, supported by Snider, to authorize the County Mental Health Director to sign Amendment #2 to the contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services, effective October 1, 2011, through September 30, 2012. Motion carried.
- HR12/09 – 58 It was moved by Snider, supported by Longmire, to authorize the Community Mental Health Director to sign an amendment to the contract with Revel, Inc., for the video production of an outreach and training video targeted towards school age children, effective August 1, 2012 through September 30, 2012, at an amount not to exceed \$8,000.00. Motion carried.
- HR12/09 – 59 It was moved by Cross, supported by Engle, to authorize approval of 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 – The Blueprint to End Homelessness 2006-2016, and to authorize the Board Chair to sign, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.
- HR12/09 – 60 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Services Director to sign the agreement with Michigan Department of Community Health for the Michigan Adult Benefits Waiver Section 1115 Waiver Demonstration program, effective October 1, 2012 through September 30, 2013, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.
- HR12/09 – 61 It was moved by Snider, supported by Engle, to authorize the Community Mental Health Services Director to sign the contract with the Michigan Department of Community Health for Managed Mental Health Supports and Services, effective October 1, 2012, through September 30, 2013, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.

- HR12/09 – 62 It was moved by Engle, supported by Snider, to authorize the Community Mental Health (CMH) Director to sign the contract with the Michigan Department of Community Health for Medicaid Managed Specialty Supports and Services, effective October 1, 2012, through September 30, 2013, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.
- HR12/09 – 63 It was moved by Engle, supported by Snider, to authorize the Community Mental Health (CMH) Director to sign a contract with the Macomb-Oakland Regional Center, Inc., for the provision of training of the AAIDD Supports Intensity Scale, effective August 1, 2012, for a cost to Muskegon CMH of \$20,800.00, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.
- HR12/09 – 64 It was moved by Engle, supported by Mahoney, to authorize the Community Mental Health Director to sign the lease renewal of the Indian Bay Home from George Dean, effective January 1, 2013, through December 31, 2013, at a monthly rent of \$2,048.36 and an annual cap not to exceed \$24,600, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.
- HR12/09 – 65 It was moved by Snider, supported by Longmire, to authorize the Community Mental Health Director to sign the lease renewal of the Whitehall Adult Activity Center from George Dean, effective August 1, 2012, through December 1, 2013, at a monthly rent of \$2,094.09, and an annual cap not to exceed \$25,129.08, contingent upon the Board of Commissioners' approval of the 2013 budget. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Longmire inquired regarding adding veteran's information to the Muskegon County job application. Corporate Counsel, Ted Williams, responded he will research the issue.

Human Resources Committee
Minutes
September 4, 2012
Page 4

PUBLIC COMMENT (On a new topic)

Suzie Hughes commented on her attendance at the Purchase and Procurement Workshop presented by Heath Kaplan, Finance and Management Services Director.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 3:56 p.m.

**Muskegon County
Special Human Resources Committee Meeting
September 13, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 4:16 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, John Snider, Rillastine Wilkins

Excused: Bob Scolnik

PUBLIC COMMENT (On an agenda item)

Ms. Suzie Hughes addressed the Board regarding motion #HR12/09 - 66.

ITEMS FOR CONSIDERATION

HR12/09 – 66 It was moved by Engle, supported by Mahoney, to approve changes to Rule XVIII of the Rules of the Muskegon County Board of Commissioners, County of Muskegon Financial Policies #2010-536; County of Muskegon Purchase Card Policy #2011-329; and County of Muskegon Purchasing Policy #2003-478 effective October 1, 2012.
Motion carried.

Mr. Heath Kaplan, Finance & Management Services Director, was directed to make the necessary changes to the County of Muskegon Purchasing Policy regarding budgeted expenditures of \$3,000.00 to \$24,999.99.

OLD BUSINESS

None.

**Muskegon County
Human Resources Committee Meeting
October 9, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Cross, to approve the minutes of the Regular meeting of September 4, 2012 and the Special meeting of September 13, 2012, meeting as written.
Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/10 – 68 It was moved by Collins, supported by Engle, to affirm continuation of Community Mental Health agreements that 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.

HR12/10 – 69 It was moved by Snider, supported by Cross, to approve the credentialing of Margaret Lowe, Psy.D., and authorize the Community Mental Health Executive Director to sign a contract with Margaret Lowe, Psy.D., Licensed Psychologist, effective September 1, 2012 through

September 30, 2013, at the rate of \$100.00 per hour for specialized mental health treatment, up to a maximum of \$5,000.00 per year.
Motion carried.

HR12/10 – 70 It was moved by Snider, supported by Engle, to authorize the Community Mental Health Services Executive Director to sign contracts with those service vendors/providers who have submitted written agreements to continue service provision at the current Fiscal Year 2011/2012 rates for the time period effective October 1, 2012 through September 30, 2013.
Motion carried.

HR12/10 – 71 It was moved by Engle, supported by Wilkins, to accept the proposed rate changes by those vendors/providers listed in Attachment A: FY2012/2013 Proposed Vendor Rate Changes, effective October 1, 2012 through September 30, 2013.
Motion carried.

HR12/10 – 72 It was moved by Snider, supported by Engle, to approve the extension of Fiscal Year 2011/2012 Community Mental Health vendor/provider contracts for up to ninety (90) days for those vendors/providers who have not completed Fiscal Year 2012/2013 rate negotiations or submitted their Network Re-applications.
Motion carried.

HR12/10 – 73 It was moved by Engle, supported by Collins, to authorize the Community Mental Health Executive Director to sign an amendment to the FY2011/2013 contract with Pine Rest Christian Mental Health Services and Saint Mary's Health Care for second year inpatient services rates for FY2013 including the Child and Adolescents Unit and Older Adult Unit at a rate of \$904.00 per day at Pine Rest; and the Adult Unit at a rate of \$872.00 per day at Saint Mary's, effective October 1, 2012 through September 30, 2013. Also included in this amendment is the addition of the Mother/Baby Partial Hospitalization Program at Pine Rest at a rate of \$363.00 per day, effective October 1, 2012 through September 30, 2013. There will be corresponding increases in both inpatient facilities' projected expenditures to \$172,338.00 for Pine Rest and \$185,270.00 for Saint Mary's.
Motion carried.

HR12/10 – 74 It was moved by Engle, supported by Wilkins, to authorize the Community Mental Health Services Executive Director to sign a contract with Network180, effective August 1, 2012 through September 30, 2012, at an amount not to exceed \$1,250.00.
Motion carried.

- HR12/10 – 75 It was moved by Longmire supported by Snider, to authorize the Community Mental Health Executive Director to sign the Fiscal Year 2013 contract between CMH of Muskegon County and the Michigan Department of Community Health for the block grant funds for the Project to Assist in Transition from Homelessness (PATH) project effective October 1, 2012, through September 30, 2013, in the amount of \$69,275.00. Motion carried.
- HR12/10 – 76 It was moved by Engle, supported by Snider, to authorize the Community Mental Health Executive Director to sign a contract with Aval, Inc., at the following rates for Community Living Support (CLS) services at Gretchen’s Place: \$4.71 per 15 minutes for a 1 to 1 staff to consumer ratio; \$2.47 per 15 minutes for a 1 to 2 staff to consumer ratio; \$1.98 per 15 minutes for a 1 to 3 or more staff to consumer ratio; a per diem rate of \$42.63 for resident #A; and a per diem rate of \$26.07 for resident #B, effective October 1, 2012 through September 30, 2013, with an annual cap not to exceed \$188,551.00. Motion carried.
- HR12/10 – 77 It was moved by Engle, supported by Mahoney, to approve the attached fee rates for services provided by Community Mental Health Services of Muskegon County effective October 1, 2012. Motion carried.
- HR12/10 – 78 It was moved by Snider, supported by Cross, to authorize the Community Mental Health Executive Director to sign a purchase agreement with Information Systems Intelligence (ISI), effective October 1, 2012, not to exceed \$411,310.84. \$112,200.00 of this cost to come from the County Equipment revolving account, and \$299,110.84 to come from CMH agency funds. Motion carried.
- HR12/10 – 79 It was moved by Engle, supported by Cross, to authorize the Community Mental Health Executive Director to sign a contract with the Michigan Department of community Health for the FY2013 Services to Adults with Serious Mental Illness Block Grant in the amount of \$140,000.00. Motion carried.
- HR12/10 – 80 It was moved by Engle, supported by Cross, to approve the sale of the eight (8) vehicles currently leased to MOKA Corporation for a sale price of \$97,000.00 for the sale of the one (1) vehicle currently leased to Turning Leaf Residential Rehabilitation Services for a sale price of \$14,500.00, effective October 1, 2012. Motion carried.

**Muskegon County
Human Resources Committee Meeting
November 6, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

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

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Longmire, to approve the minutes of the October 9, 2012 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/11 – 82 It was moved by Cross, supported by Engle, to approve the sale of the four (4) vehicles currently leased to Pioneer Resources for a sale price of \$57,300.00 effective October 1, 2012. Motion carried.

HR12/11 – 83 It was moved Snider, supported by Mahoney, to authorize the position changes as outlined on the Position Changes for FY2013 County Budget list effective November 1, 2012. Motion carried.

HR12/11 – 84 It was moved by Collins, supported by Snider, to accept the proposed rate changes by those Community Mental Health vendors/providers listed in FY2012/2013 Proposed Vendor Rate Changes, effective October 1, 2012 through September 30, 2013. Motion carried.

HR12/11 – 85 It was moved by Derezinski, supported by Cross, to authorize the Community Mental Health Executive Director to sign contracts with those service vendors/providers who have submitted written

agreements to continue service provision at the current Fiscal Year 2011/2012 rates for the time period effective October 1, 2012 through September 30, 2013. Motion carried.

HR12/11 – 86 It was moved by Derezinski, supported by Snider, to authorize Community Mental Health of Muskegon County to purchase 20 computers and docking stations for a total amount not to exceed of \$35,037.80. Motion carried.

HR12/11 – 87 It was moved by Derezinski, supported by Cross, to rescind the Muskegon County Health Department Vector Control Regulations, 2007 effective immediately, allowing for Michigan public health laws and administrative rules to prevail for public health protection and enforcement. Motion carried.

OLD BUSINESS

Commissioner Scolnik requested information on the Hall of Justice first floor project and projected completion date. Ms. Hammersley noted the completion date is expected to be prior to the near year. She informed Commissioners a tour will be scheduled in the near future so they can see the renovations.

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 3:40 p.m.

**Muskegon County
Human Resources Committee Meeting
December 4, 2012
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 3:49 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Mahoney, to approve the minutes of the November 6, 2012 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HR12/12 – 88 It was moved by Cross, supported by Snider, to authorize the addition of two Clinical Services Supervisor II (NX00280) positions at Community Mental Health effective December 15, 2012. Motion carried.

HR12/12 – 89 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health Services of Muskegon County Executive Director to sign 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 2011, or MDCH has established our agency as one of the payees for the facility. Motion carried.

HR12/12 – 90 It was moved by Engle, supported by Longmire, to authorize the Community Mental Health Executive Director to sign a contract with Deerfield Behavioral Health, Inc., effective November 1, 2012, for the

purchase of the LOCUS P.A.S./C.A. Service Manager Software and support at the cost of \$19,050.00 plus a monthly licensing and support fee of \$200.00 for up to forty (40) users. Motion carried.

- HR12/12 – 91 It was moved by Snider, supported by Wilkins, to authorize the Community Mental Health Executive Director to sign a contract with Heritage Homes Inc., for Community Living Support services at the rate of \$4.71 per 15 minutes for 1 to 1 care, \$2.42 per 15 minutes for 1 to 2 care, and \$1.92 per 15 minutes for 1 to 3+ care, effective October 1, 2012 through September 30, 2013, with an annual cap not to exceed \$75,000.00 for this service. Motion carried.
- HR12/12 – 92 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health Executive Director to sign contracts with those service vendors/providers who have submitted written agreements to continue service provision at the current Fiscal Year 2011/2012 rates for the time period effective October 1, 2012 through September 30, 2013. Motion carried.
- HR12/11 – 93 It was moved by Engle, supported by Longmire, to authorize a waiver of the Personnel Rules to appoint the current incumbent to Step 6 of the salary grade of the Medical Nurse Manager classification effective October 1, 2012. Motion carried.
- HR12/11 – 94 It was moved by Snider, supported by Engle, to authorize Public Health – Muskegon County to reconfigure the Women’s, Infant and Children (WIC) Clinic to utilize the County’s VDI equipment using Lakeshore Office Furniture in the amount of \$13,216.00 and amend the program budget line items, with no effect on County General Funds. Motion carried.
- HR12/11 – 95 It was moved by Derezinski, supported by Mahoney, to authorize the Public Health Director to sign the agreement with the Michigan Department of Environmental Quality for the rendering of technical services in the amount of \$62,036.06, effective from October 1, 2012, to September 30, 2013, with no effect on County General Funds. Motion carried.
- HR12/11 – 96 It was moved by Engle, supported by Collins, to approve the Muskegon County Board of Commissioners’ Personnel Rules Personnel System Resolution to revise County Commissioner membership from five (5) to four (4). Motion carried.

OLD BUSINESS

Commissioner Derezinski inquired about the next Jail/Juvenile Transition Center Committee meeting. Ms. Hammersley noted the meeting would be held on Thursday, December 6th, at 1:30 in the Board Room and would focus on presentations by the County's financial advisor and Mr. Heath Kaplan, Finance and Management Services Director.

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 4:03 p.m.