

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive; Kingsford, Michigan

January 19, 2012 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:05 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Connors, Peggy	X			Luhtanen, Joan	X		
DeDie, William	X			Martin, Ann	X		
DeGrave, Marylee	X			Negro, Mari	X		
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert		X	
Lang, Bernie	X			Spence, Christine	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, J. Pelc, L. Dionne, M. Wendt

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance to the Flag was recited by all

PUBLIC COMMENTS - No public comments

APPROVAL OF THE AGENDA: There were no additions to the agenda

ACTION: Moved to approve the agenda as presented.

Motion by: M. DeGrave; supported by P. Connors. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the regular Board of Directors meeting on December 15, 2011.

ACTION: A motion was made to dispense with reading the minutes from the December 15, 2011 regular Board of Directors meeting and approve as written.

Motion by: P. Connors; supported by M. Hofer. **Motion carried unanimously.**

PRESENTATION: Michigan Association of Community Mental Health Boards (MACMHB) - Alan Bolter
Alan Bolter, MACMHB Association Director, presented via video-television conference from Lansing, Michigan. Mr. Bolter reviewed Governor Snyder's special health care message, State of the State, and Fiscal Year (FY) 2013 budget. Mr. Bolter also reviewed legislative items that he is working on in behalf of the Board Association and the efforts that the Board Association is working on in regards to dual eligibles and health homes. Questions were addressed by Mr. Bolter.

CEO REPORT

Karen Thekan stated that her January 2012 CEO Report was in Board packets; she provided the following updates and highlights:

Federal/State Activity:

- An e-mail was recently sent to Lynda Zeller regarding what activities Northpointe collaborates on with the local V.A. Hospital. Ms. Zeller was very impressed with how Northpointe collaborates with the V.A. Hospital and shared these activities with individuals in the Governor's office. Ms. Thekan stated that things are done very different throughout the State: when a veteran shows up at the Northpointe offices and meets eligibility, services are always provided to them but downstate when a veteran seeks local community mental health services they are denied services and referred to their local V.A. Hospital.

Local Activity:

- A Michigan Department of Community Health (DCH) representative recently visited Northpointe to review Northpointe's block grant. The representative visited the Family Ties program in Dickinson County and was very impressed with it. The representative is not sure if there will be block grant dollars available next year but if there is she will definitely put in a good word for Northpointe to have their block grant dollars renewed.
- A letter was written by Ms. Thekan to the county commissioners in Dickinson and Menominee counties as there are Board appointments that will be expiring in March 2012 from each county: Millie Hofer and Karen Raether from Menominee County and Peg Erickson and Rob Plumley from Dickinson County. The letter was written to

remind the commissioners about the Mental Health Code requirements regarding board terms and criteria for primary and secondary consumers on the Board. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

ENDOWMENT COMMITTEE REPORT – C. Spence

Ms. Spence highlighted the following from the Endowment Committee meeting minutes:

1. **ISSUE:** Northpointe Endowment Fund Account

Northpointe’s Endowment Fund statement report from the Dickinson Area Community Foundation was reviewed. The market value of the fund is just over \$50,000.00 and the amount available to Northpointe for distribution is \$1,950.00. Endowment Committee members discussed if the funds available for disbursement should be distributed and recommended that at this time the money available not be disbursed.

ACTION: A motion was made by C. Spence, supported by P. Connors to approve that the money available for disbursement in the Northpointe Endowment Fund remains in the fund.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. Miscellaneous

- The Northpointe Endowment Fund brochure will be updated as this is available to individuals who may be interested in donating money to Northpointe.

FINANCE COMMITTEE REPORT – C. Spence

Ms. Spence highlighted the following from the Finance Committee meeting minutes:

1. **ISSUE:** Review Check Disbursement Report

The check disbursement report in the amount of \$1,335,796.05 was reviewed and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the check disbursement report for bills paid in the amount of \$1,335,796.05 as presented.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. **ISSUE:** Review Financial Reports – Final September 2011 & December 2011

The committee reviewed the final September 2011 financial report and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by P. Connors to recommend for Board approval the financial report ending September 30, 2011.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

The committee reviewed the December 2011 financial report and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to recommend for Board approval the December 2011 financial report.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

3. ISSUE: Contract(s)/Agreement(s)

The committee reviewed the following contracts and recommended for Board approval.

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	Heartland Manor	Specialized Residential	12/12/11 - 3/31/12	n/a	\$32.87	n/a
This is an addendum to the current agreement for the placement of a new resident.						
B.	Cornerstone Adult Foster Care, Inc.	Specialized Residential	12/19/11 - 5/1/2012	n/a	\$250/day	n/a
This is an addendum to the current agreement for the placement of a new resident. This resident formerly resided at Beacon Residential Services.						
C.	Gene Wangerin	Plowing	10/1/11 - 9/30/12	\$45/event	\$45/event	n/a
This is a renewal agreement for plowing at the Stephenson home.						
D.	Concerned Associates	Outpatient Counseling	10/1/11 - 9/30/12	\$110/encounter	same	n/a
This is a new single case agreement through self-determination for a consumer to receive services from Concerned Associates instead of Northpointe. Concerned Associates will bill other insurance and Northpointe will be responsible for the balance.						
E.	Wakeham Residential - Lighthouse	Specialized Residential	1/1/12 - 5/31/12	\$75	\$100/day and \$15/hour	Inc. of \$25/day
This is an addendum to the current agreement to increase the daily rate for respite care and to add a hourly rate for those families that use the service for part of a day.						
F.	Case Management of Michigan	Case Management Services	12/22/11 - 2/28/12	n/a		
This is an addendum to the agreement with Case Management of Michigan for the addition of a new consumer residing downstate. The services will be determined by the IPOS and the rates were approved in the master contract with Case Management.						
G.	DB	Self Determination Agreement	1/10/12 - 1/9/13	\$26,833.60	\$30,577.60	Inc. of \$3,744
This is a renewal agreement for one consumer who hires their own staff under self-determination. The increase is due to a change in the staffing source. This consumer will now use Great Northern Home Care for part of their staffing needs.						

ACTION: A motion was made by C. Spence, supported by M.Negro to approve all contracts as noted above. Miscellaneous questions were addressed by Bill Adrian.

ROLL CALL

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

4. ISSUE: Dr. Razdan’s Contract

Bill Adrian provided that Northpointe finished FY 2010-11 with \$27,000.00 of General Fund (GF) carry-forward and \$271,000.00 in Medicaid savings. The above stated amounts are after Dr. Razdan’s performance payment of \$6,000.00. All Board members received a copy of the survey for Dr. Razdan’s performance review. Finance Committee members discussed if a performance payment should be paid to Dr. Razdan and are recommending that a performance payment be paid to him. Ms. Spence stated that it is in Dr. Razdan’s contract that if there is money available and he receives a good performance review he will receive a performance payment.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve that Dr. Razdan be paid a performance payment of \$6,000.00 as stated in his contract

DISCUSSION: Millie Hofer asked that the motion include that the components of the financial availability and according to the performance results being met according to the contract.

ACTION: C. Spence rescinded her motion, M. DeGrave rescinded her second.

ACTION: A motion was made by M. Hofer, supported by C. Spence that according to Dr. Razdan’s contract that the two components of financial availability and the results of his performance evaluation have been met, therefore \$6,000.00 shall be paid to Dr. Razdan.

ROLL CALL

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

5. Miscellaneous

- A consumer that was residing at Beacon and a consumer that was residing at Belgium Pointe Home are now both residing at Northpointe’s new culture of gentleness home and doing well.

RECIPIENT RIGHTS ADVISORY COMMITTEE REPORT – M. DeGrave

Ms. DeGrave highlighted the following from the Recipient Rights Advisory Committee meeting minutes:

- The Recipient Rights operating budget was reviewed
- Bill Bouchard and Marylee DeGrave are on the Nomination Committee to recommend a chairperson and vice-chairperson for the Recipient Rights Advisory Committee.
- Lois Tovar and Debbie Eichhorn are on the Ad Hoc Committee to review applications for upcoming vacancies on the Recipient Rights Advisory Committee
- The Recipient Rights Office Quarterly Report was reviewed

PERSONNEL COMMITTEE MEETING REPORT – P. Erickson

Ms. Erickson highlighted the following from the Personnel Committee Meeting that was held on January 19, 2012:

1. ISSUE: Human Resources Quarterly Reports (October-December 2011)

The following quarterly reports were reviewed:

- Employee Injuries - There were 4 employee injuries and no lost days of work. Northpointe’s workers compensation renewal went up only \$3,000.00 and the mod rate went up from .74 to .8.
- Separated Employees - There were 7 employees that left Northpointe employment.

ACTION: Information

2. **ISSUE:** Follow-Up on Increase Cost of Health Insurance - Did Employees Drop the Insurance?
There were 5 changes in employee health insurance level of coverage due to life circumstances and there were no employees that dropped their health insurance due to the increase.
ACTION: Information
3. **ISSUE:** Request for Proposal (RFP) for Defined Contribution Plans
RFPs will be prepared for Northpointe's Defined Contribution Plan. Northpointe is hoping that through the RFPs a better company will be able to be evaluated to provide better customer support service to employees. Once RFPs have been received a Personnel Committee member will be on the scoring committee to review/evaluate the RFPs.
ACTION: Information
4. **ISSUE:** Continued Discussion Re: Employees at the Top of the Pay Scale
The Northpointe benefits (besides wages) that are provided to Northpointe staff, i.e., health insurance, life insurance, retirement, vacation leave, holidays, etc. were reviewed along with different postings from area professional agencies that were advertising for master level social workers.
ACTION: This topic will be an ongoing discussion item.
5. **ISSUE:** Demo of the Performance, Recognition and Review Program
ACTION: This agenda item was tabled due to time constraints.
6. Miscellaneous
 - A Personnel Committee meeting is scheduled for Thursday, February 23, 2012 at 3:00 p.m.

CHAIRPERSONS REPORT - K. Raether

- The MACMHB winter conference is scheduled for February 13-15. If any Board member would like to attend this conference they will need to let Mary Wendt know by January 27.
- Ms. Raether reviewed a letter that was received from Rick Minkin who recently retired as CEO of Gogebic CMH. In his letter Mr. Minkin thanked everyone for their support and encouragement for the past 23 years and introduced Julie Hautala, the new CEO for Gogebic CMH.
- Phil Gardiepy-Hefner will be teaching Mental Health First Aid training in Menominee County. Ms. Raether stated that it is wonderful for Northpointe to have Mr. Gardiepy-Hefner providing this training.
- A reminder was provided that the February Finance and Planning Committee meetings are scheduled for Tuesday, February 21.
- The Board Association Political Action Committee (PAC) campaign information was provided to Board members. Ms. Raether stated that last year Northpointe Board members decided that if anyone wanted to contribute to the PAC campaign they would do it on an individual basis. Ms. Raether asked Board members if they again this year wanted do this on an individual basis. Consensus of Board members is to handle the PAC campaign on an individual basis.

OLD BUSINESS - No old business

NEW BUSINESS

- Stakeholder Advisory Committee Vacancy Applicant
Lisa Dionne stated there is still one opening on the Northpointe Stakeholder Advisory Committee and that she received an application after the date that the other applicants for vacancies on the committee were voted on by Board members in December 2011. This application was reviewed.
ACTION: A motion was made by A. Martin, supported by P. Erickson to approve that Joanne Morin be appointed to the Northpointe Stakeholder Advisory Committee. **Motion carried unanimously.**
- Approve Northpointe Annual Report Calendar
Karen Raether stated that Lisa Dionne did a wonderful job on the Northpointe Annual Report Calendar. Ms. Raether stated that this report would need Board approval.
ACTION: A motion was made by J. Luhtanen, supported by P. Connors to approve Northpointe's Annual Report Calendar. **Motion carried unanimously.**

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Ann Martin stated that the article provided by Joan Luhtanen from *The New York Times* on "My So-Called Bipolar Life" can be seen on "Homeland" episodes which can be accessed on Showtime. Ms. Martin also stated that Alan Bolter provided very good information and would like to have Mr. Bolter provide further updates in the future.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:49 p.m.

The next regular monthly Board meeting is scheduled for February 23, 2012 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary