

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

October 24, 2013 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:06 p.m. Ms. Raether stated that at last month's Board meeting some Board members were using their phones, computers, other electronic devices, whispering during the meeting and there was not enough attention being paid to what was going on. In order to get through a meeting in a timely fashion everyone's attention must be on the business being conducted. Ms. Raether further stated that she knows that some Board members do receive important calls during a meeting and when they do they should leave the meeting to take their call so business can continue to be conducted. 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			Martin, Ann	X		
DeDie, William	X			Negro, Mari	X(phone)		
Dehn, Janet	X			Nelson, John	X		
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X(phone)		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, L. Dionne, J. Pelc, J. Doll, M. Wendt
G. Takala (video television conference)

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

PUBLIC COMMENTS

- Josef Pelc stated that his last day of employment with Northpointe is October 25 and that he has appreciated working for Northpointe.

APPROVAL OF THE CONSENT AGENDA:

(Consent agenda items are being presented for review and action by a single vote without discussion. If a member believes that an item requires discussion, then a request is made to pull that one item from the Consent Agenda and to add it to the regular agenda as an item to be discussed).

- Approval of the Minutes-September 26, 2013 regular monthly Board meeting
- Finance Committee Meeting Report-October 14, 2013
- Recipient Rights Committee Meeting Report-October 14, 2013
- Planning Committee Meeting Report-October 14, 2013
- Personnel Committee Meeting Report-October 16, 2013

ACTION: The consent agenda was amended to remove from the Finance Committee Meeting Report: Contract for Network Administration Support, CHAMPS, and the Lane Street Home to the agenda. Moved to approve the amended consent agenda as presented.

Motion by: A. Martin; supported by P. Connors. **Motion carried unanimously.**

APPROVAL OF THE AGENDA:

(Request for additional agenda items).

The agenda was amended to add Contract for Network Administration Support, CHAMPS, and the Lane Street Home to the agenda.

ACTION: Moved to approve the amended agenda as presented.

Motion by: P. Connors; supported by J. Luhtanen. **Motion carried unanimously**

PRESENTATION: Infant Mental Health - Brittany Anderson & Beth Hellman

Beth Hellman stated that she and Brittany Anderson are therapists on the Homebased/Infant Mental Health team along with two other members, Missy Gauthier and Michelle Rexses. Ms. Hellman played a video internet synopsis which spoke about the infants/toddlers and families they work with in their program. Ms. Hellman and Ms. Anderson

each shared a synopsis on a case regarding a setting when they begin working with infants/toddlers and their families. Ms. Hellman stated that the Infant Mental Health Model is followed when they begin working with babies who have multiples challenges so they can go on to form healthy, happy, successful relationships, and development. Ms. Anderson shared a power point presentation from the Association of Infant Mental Health. Questions were addressed.

CONTRACT FOR NETWORK ADMINISTRATION SUPPORT

Karen Thekan stated this contract is for Board approval to manage Northpointe’s network administration as Mr. Pelc is leaving Northpointe employment. Northpointe is in the process of hiring an individual for the IT department but this has not yet been finalized. Ms. Thekan stated this is a contract from, Camera Corner out of Green Bay, for \$1500.00/month with a 3 month recurring contract and a 30 day out. This contract will continue to support what Northpointe has today; network administration, making sure servers are up and running, etc. Camera Corner will be able to remotely monitor Northpointe’s IT performance from Green Bay. Ms. Thekan stated that if Camera Corner would have to be brought onsite it would be an additional cost. It is being anticipated that this contract would not be needed for any longer than 6 months. Ms. Thekan also stated that bids were obtained.

ACTION: A motion was made by J. Nelson, supported by P. Connors to approve the contract with Camera Corner for \$1500.00/month.

DISCUSSION: Mari Negro asked if companies were checked anywhere in Michigan for bids, i.e. Marquette. Ms. Thekan stated that Mr. Pelc did check locally. Ms. Negro stated that she is not too excited about Michigan tax dollars going to Wisconsin.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari		X
Dehn, Janet	X		Nelson, John	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried: 11 ayes, 1 nay.

CHAMPS

Bill Adrian stated that CHAMPS is the State of Michigan billing system for Medicaid and fee for service billings. Mr. Adrian stated the CHAMPS program is requesting that Board members’ information be added to their data system which was similarly done for Board members when they previously provided information for the excluded parties check information system. The CHAMPS program is asking for one additional piece of information for their program, birthdates, which Board members did not provide for the excluded parties check information. Ms. Thekan stated this information inputted into the CHAMPS system is to make sure that an individual has not committed any Medicaid fraud. Mr. Adrian stated that he would also need to know if anyone on the Board is related to another Board member as CHAMPS also needs to know this information. Discussion ensued and miscellaneous questions were addressed by Mr. Adrian and Ms. Thekan. Board members provided their date of birth to Mary Wendt and that there are no Board members related to another.

LANE STREET HOME

Janet Dehn asked if the Lane Street Home is sold for \$62,000.00 where does this money go when it comes back into the Northpointe system. Bill Adrian stated that these dollars will go into Northpointe’s fund balance. Karen Thekan stated that there were questions regarding the sale of the Lane Street Home at the Finance Committee meeting on the appraisal of the home and the sale price of the home. Ms. Thekan stated that in the Mental Health Code it states that when a property is sold the guardians and the residents who reside on this property be notified to provide them with an opportunity to ask questions which Northpointe will do. Ms. Thekan also stated that this is the first property that Northpointe has ever sold and it was checked out with the Northpointe auditors and Pathways (as they have sold properties) that the property does not have to be listed or put out for sale. The current individual now managing the Lane Street Home, Ken Fayas, wants to buy this home. Ms. Thekan stated that selling it for less than the appraised value is a choice that can be made as a Board. Miscellaneous questions were addressed by Ms. Thekan and Mr. Adrian.

ACTION: A motion was made by J. Nelson, supported by M. Hofer to sell the Lane Street Home for \$62,000.00 to Mr. Fayas.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

CEO REPORT

Karen Thekan stated that her September 2013 CEO Report was in Board packets; she provided the following updates and highlights:

State/Federal Activity:

- The State of Michigan was awarded \$2 million for mental health efforts that will be funneled through the Department of Education to help teachers identify signs of mental illness in schools and improve mental health services in schools.
- The Marketplace is encouraging individuals to sign up via the phone.
- A handout on the new Pre-Paid Inpatient Health Plans (PIHPs) regional map was provided to Board members. Information from the fall conference Executive Board meeting and Member Assembly meeting is available to Board members if they are interested in receiving this information.
- There was a Dual Eligible Public Forum on October 23 in Marquette attended by Ms. Thekan and Ms. Raether. At this point in time there has not been an announcement or awarding of the integrated care organization for dual eligibles.

Local Activity:

- Northpointe is starting off the new fiscal year with no individuals residing in the State hospital.
- Ongoing meetings are being held with clinical directors to plan and project for the future.
- The Northpointe Powers office has opened and intakes, group therapy, case management, and therapy appointments are being done there.
- Northpointe is working with the builders at the FNT building in Menominee. A grant was received to renovate the FNT building and a requirement for part of the grant money that the company receives is that they have to partner with a health provider. Bay Hospital was going to partner with them but has now changed their mind so the company was looking for another partner to keep their grant money. Northpointe contacted them and the company is doing an amendment to their grant so hopefully Northpointe will be able to locate their Menominee Clubhouse program in this building.
- Renting space in the TRICO building was Board approved last month and Northpointe is in the process of relocating community support and transportation offices to the TRICO building. In the future, a drop-in center will also be developed and located in the TRICO building.

M. Negro excused at 5:19 p.m.

NEW BUSINESS

- Employee Health Insurance

Karen Thekan stated that annually the Board has to pass a motion whether an 80/20 split will be done for the cost of employee health insurance or go with capitation rates. Ms. Thekan reviewed information on the 2014 health insurance cost for employees on the 80/20 split.

ACTION: A motion was made by P. Connors, supported by P. Erickson to approve the 80/20 split for insurance cost for employees. Miscellaneous questions were addressed by Ms. Thekan.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari		
Dehn, Janet	X		Nelson, John	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

- **2014 Board Meeting Dates**
Karen Raether stated that a draft of 2014 Board meeting dates was provided for review and asked if anyone saw conflicts with these dates. Millie Hofer stated that when a Board member works they cannot attend committee meetings because of the time of these meetings and asked if there was a possibility that the meeting time could be changed. Discussion ensued and it was provided that if someone works and wants to be on a committee, that if their work schedule permits, they can participate in a committee via the telephone.
ACTION: A motion was made by J. Nelson, supported by P. Connors to approve the 2014 Board meeting schedule. **Motion carried unanimously.**
- **Venipuncture Policy**
Karen Thekan stated this policy will enable Northpointe to begin doing lab draws in the office. This procedure will be first implemented in the Dickinson County office and will expand eventually to the other two offices. The policy was reviewed at the Planning Committee meeting, further input was provided, and the policy will now need Board approval.
ACTION: A motion was made by P. Erickson, supported by J. Nelson to approve the Venipuncture Policy. **Motion carried unanimously.**

UNFINISHED BUSINESS

- **Contract-Karen Thekan, CEO**
Peggy Erickson stated that the Personnel Committee met on October 16 to discuss Ms. Thekan’s contract. Further information was then provided to Board members for their review. Ms. Erickson stated that the Personnel Committee in 2014 will begin revising Ms. Thekan’s annual evaluation. Ms. Erickson stated that the Personnel Committee is recommending an extension of Ms. Thekan’s contract to become effective November 4, 2013 to November 3, 2015 with a 4% wage increase in year 1 and a 4% increase in year 2. In addition, based upon recommendations, it was delineated that Ms. Thekan’s job description was included in her contract as an attachment as was a listing of Ms. Thekan’s benefits.
ACTION: A motion was made by P. Erickson, supported by J. Luhtanen to approve an extension of Ms. Thekan’s contract to become effective November 4, 2013 to November 3, 2015 with a 4% wage increase in year 1 and a 4% increase in year 2.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari		
Dehn, Janet	X		Nelson, John		X
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried: 10 ayes, 1 nay.

DISCUSSION: Millie Hofer stated that her yes vote for the increase in Ms. Thekan’s salary is based on performance, competency, experience, education, and the enormity of the job. Ms. Thekan thanked the Board and stated that she appreciated the two year extension to her contract.

NORTHCARE REPORT

Karen Raether highlighted information from a draft of the September 25, 2013 NorthCare Advisory meeting minutes. The next NorthCare Advisory meeting is scheduled for November 11, 2013. Karen Thekan stated that the NorthCare Report will now be a standing Northpointe agenda item as there needs to be a mechanism in place for the Northpointe Board to discuss issues that will be going for a vote at NorthCare meetings. The three Northpointe designees on the NorthCare Board should be representing Northpointe as a whole Board. Discussion ensued. Ms. Raether stated that she provided a handout on NorthCare Network Region 1 for Board information.

CHAIRPERSONS REPORT - K. Raether

- The Fall conference in Mt. Pleasant was attended by Karen Raether, Millie Hofer, Janet Dehn, Lisa Dionne, and Karen Thekan. Ms. Hofer highlighted information on a handout from Debbie Stabenow that she received at the conference. Ms. Dehn provided information on the workshops she attended and Ms. Dionne also provided information on the workshops she attended. Ms. Raether provided information on a meeting she attended for the new PIHPs affiliation.

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Joan Luhtanen provided information on how she has had individuals thank her for making information available to them on mental health services.
- Dr. Zevitz provided information on accessing the Marketplace on Healthcare.gov and that it took him less than 10 minutes to get an account.

PUBLIC COMMENTS – No public comments.

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:01 p.m.

The next regular monthly Board meeting is scheduled for **MONDAY, NOVEMBER 25, 2013 in Kingsford, Michigan at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary