

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, Michigan

October 28, 2010 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:02 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</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	
Farragh, Elizabeth		X		Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert		X	
Lang, Bernie	X			Spence, Christine	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, 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: Karen Raether stated that the agenda would need to be amended to move Old Business: Approve Board Policies and Board By-Laws to after the Presentation.

ACTION: Moved to approve the agenda as amended.

Motion by: B. Lang; supported by M.DeGrave. **Motion carried unanimously**

Bernie Lang officially requested to be excused at 5:30 p.m. to attend another meeting.

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on September 23, 2010.

ACTION: A motion was made to dispense with reading the minutes from the September 23, 2010 Regular Board of Directors meeting and approve as written.

Motion by: M. DeGrave; supported by J. Luhtanen. **Motion carried unanimously.**

PRESENTATION: Michigan Municipal Risk Management Authority-John Katona

John Katona stated that the Michigan Municipal Risk Management Authority (MMRMA) provides Northpointe's liability, property, fleet, and professional liability coverage. The authority is in its 30th year and this year, out of the 45 public entities that MMRMA represents, 27 of them have been members for over 25 years. Mr. Katona stated that the authority finds itself in very good financial straits and bounced back positively from 2004 and 2007 to the point that an additional net asset allocation was done back to its membership. Mr. Katona also stated that the authority finds a great deal of comfort to be able to provide a necessary coverage, like insurances, at a non-increased method over the last 10 years. Mr. Katona stated that for all of Northpointe's liability and professional coverage (not workers compensation or medical) MMRMA has been providing professional and fleet coverage, with minimal changes premium wise, for 6 years. Mr. Katona further stated that the authority has the broadest coverage available for Northpointe as a Board. Questions were addressed by Mr. Katona.

OLD BUSINESS

- Approve Northpointe Board Policies

Karen Raether stated that the Northpointe Board Policies have been reviewed several times and asked for a motion to approve them.

ACTION: A motion was made by M. DeGrave, supported by C. Spence to approve the Northpointe Board Policies. Ms. Raether asked if there was any further discussion on the Northpointe Board Policies. No discussion. **Motion carried unanimously.**

- Approve Northpointe Board By-Laws

Karen Raether asked for a motion to approve the Northpointe Board By-Laws.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve the Northpointe Board By-Laws. Ms. Raether asked if there was any further discussion on the Northpointe Board By-Laws.

DISCUSSION: Millie Hofer stated that she received information from the State about: a) responsibilities of a Board member, b) profile of a Board member and c) a Board policy. Karen Raether asked Ms. Hofer when she says the "State" who specifically did she mean. Ms. Hofer stated that she received the information from the Board Association. Ms. Hofer stated that she is recommending that copies of this information be provided to all Board members and then further discuss the Northpointe Board By-Laws according to the information received from the Board Association. Ms. Hofer further stated that it will only improve the Northpointe By-Laws if the information is reviewed and then discussed. Ms. Hofer stated that she is recommending that the By-Laws be tabled until every Board member can read the Board Association information. Ms. Raether stated that the By-Laws can be always be reviewed. Bernie Lang asked if the By-Laws can be amended at any point in the year. Karen Thekan stated the By-Laws can be amended at any time and at a minimum they are reviewed yearly. Ms. Raether stated that the information Ms. Hofer received can be discussed at an upcoming Planning Committee meeting and the information will be provided to all Board members. No further discussion or questions. **Motion carried unanimously.**

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 \$1,658,231.87 was reviewed, discussed, 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 \$1,658,231.87 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			Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. **ISSUE:** Review Financial Report - September 2010

The committee reviewed the preliminary September 2010 financial report and recommended for Board approval. September will not be closed out and finalized until December 2010 as bills for the last fiscal year are still coming in.

ACTION: A motion was made by C. Spence, supported by M. Hofer to approve the preliminary September 2010 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			Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

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

#	Name of Contract	Purpose of Contract	Old Rate	New Rate	Change
a.	M&M Trucking	Snow Removal	\$50/event for plowing \$50/event for salting plus the cost of materials \$80/hr for snow removal by front end loader	\$50/event for plowing \$50/event for salting plus the cost of materials \$80/hr for snow removal by front end loader	none

			\$55/hr for snow removal by dump truck	\$55/hr for snow removal by dump truck	
	This is a renewal agreement with M&M Trucking for snow removal from the Menominee Office Building.				
b.	Teaching Family Homes	Specialized Residential	1. Resident per diem (unit) at the Regional Treatment Center - \$253.87/day for community living supports and personal care services 2. Residential per diem (unit) for specialized residential group home - \$184.67/day for community living supports and personal care services. 3. Resident per diem (unit) for specialized family style group home - \$136.16/day for community living supports and personal care services	1. Resident per diem (unit) at the Regional Treatment Center - \$260.87/day for community living supports and personal care services 2. Residential per diem (unit) for specialized residential group home - \$191.67/day for community living supports and personal care services. 3. Resident per diem (unit) for specialized family style group home - \$136.16/day for community living supports and personal care services	Increase of \$7/day
	This is a renewal agreement with Teaching Family Homes of the UP for specialized residential services. This agreement is dated 7/1 due to a rate increase granted by Department of Human Services to Child Caring Institutions effective 7/1/10. This contract would have been up for renewal 10/1/10.				
c.	NLJ Physical Therapy	Physical Therapy Services	Evaluation - \$65 Follow up - \$45	Evaluation - \$70 Follow up - \$50	\$5 increase per service
	This is a renewal agreement for physical therapy services.				
d.	Home Life, Inc	Specialized Residential	\$187.79/day	\$190.60/day	\$2.81/day increase
	This is a renewal agreement with Home Life for specialized residential services.				
e.	Beacon Specialized Residential	Specialized Residential	\$615/day	\$565/day	\$50/day decrease
	This is an addendum to the current contract for specialized residential. The \$50/day reduction is for the days the individual is attending school, therefore not staffed in the home.				
f.	Marquette Medical Clinic	Physician Services	\$300/month	\$300/month	No change
	This is a renewal agreement for physician services for our group home in Iron County.				
g.	Pathways	Rights Coverage	\$32.45/hr	\$32.45/hr	No change
	This is an agreement to provide Recipient Rights Coverage to the Newlin AFC Home.				
h.	Dorothy Kahler	Psychologist	n/a	\$90/hr	new
	This is a new agreement with Ms. Kahler who is a psychologist. She will be providing services to one individual residing in an AFC in Marquette.				
i.	MRS Cash Match Agreement	Vocational Services	\$5,227.00/yr	\$5,227.00/yr	No change
	This is Northpointe's cash match portion for Michigan Rehab Services in the Dickinson-Iron area.				

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

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy			Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

4. Miscellaneous

- The General Fund (GF) reduction for Northpointe was received on October 22 from the Department of Community Health (DCH) and the total GF reduction for Northpointe is \$33, 617.00. The GF reduction will be in two separate parts; administrative costs and GF costs. Chris Spence stated there was a meeting scheduled on October 26 with DCH, which Karen Thekan and Bill Adrian participated in via video television conference, regarding the GF reduction for administrative costs for further clarification on this issue. Ms. Thekan stated that at the October 26 meeting they did not receive any further clarification on how the GF reduction for administrative costs will be handled. Administrative costs are a combination of Medicaid and GF monies and no specific answers were provided at the meeting as to how to come up with a plan for the GF reduction administrative costs. Ms. Thekan stated that a plan regarding GF reduction administrative costs will need to be submitted to DCH by the end of January. The region has been discussing that a special meeting should be held with the regional community mental health (CMH) agencies to discuss how GF reduction administrative costs will be handled. Miscellaneous questions were addressed by Ms. Thekan.
- Millie Hofer provided that in the Board mailing a list of hospitalization data was received and asked if the cost for these hospitalizations at each hospital could be provided. Karen Thekan provided that at the October 25 Planning Committee meeting Luanne Guiliani would be reviewing the daily hospitalization rates for each hospital. Ms. Hofer provided that she is more interested in getting each hospital's total cost according to utilization to see what the amount of GF funding is for hospitalizations. Bill Adrian provided that hospitalization costs is a complex issue and are paid for with a combination of GF monies, local monies, and a mixture Medicaid, MICHild, and Adult Benefit Waiver monies. Ms. Hofer provided that when she attended the fall conference she talked with an individual who provided that there is a big move downstate going on as they are recognizing the high hospitalization rates. Private business is moving in so there is work being done with CMH agencies to reduce the hospitalization rates. Ms. Thekan provided that many CMH Boards downstate contract for all of their services and do not have staff at their CMH agency.

RECIPIENT RIGHTS COMMITTEE REPORT - M. DeGrave

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

1. Review of Recipient Rights Operating Budget
The Recipient Rights Operating Budget for Fiscal Year (FY) 2009-10 compared to the planned Recipient Rights Operating Budget for FY 2010-11 were reviewed by Bill Adrian. Mr. Adrian also reviewed the Recipient Rights expenditure report for FY 2009-10 (October 2009-September 2010). **ACTION:** Information
2. Quarterly Rights Office Report
The Quarterly Rights Office Report for July, August, and September 2010 was reviewed by Kevin Newlin. **ACTION:** The Quarterly Rights Office Report was approved by Recipient Rights Committee members. Kevin Newlin provided that the Annual Recipient Rights Office Report that is submitted to the State will not be ready until November 2010. In the past the Recipient Rights Committee has appointed a committee member to review the report before it is sent to the State and Mr. Newlin asked if they wanted to again do this. The annual State report will then be provided to committee members at their January 2011 meeting for information. **ACTION:** Recipient Rights Committee members appointed Loren Veesser to review the Annual Recipient Rights Report before Mr. Newlin submits it to the State.
3. Miscellaneous/Committee Member Prerogative
 - There are some Recipient Rights Committee members terms that expire in April 2011 and Mr. Veesser provided that if these individuals wish to reapply they can submit their letter at the January 2011 Recipient Rights Committee meeting. The following member's terms expire in April 2011: Debbie Eichhorn and Lois Tovar.

- A Nominating Committee will be appointed at the January 2011 Recipient Rights Committee meeting to nominate a Chair and Vice-Chair. Mr. Veese asked committee members to think about whom to consider for the Chair and Vice-Chair position to submit at the January 2011 meeting.

PLANNING COMMITTEE REPORT – J. Luhtanen

Ms. Luhtanen highlighted the following from the Planning Committee meeting minutes:

1. **ISSUE:** Provider Network & 2010 Provider Satisfaction Survey Results
Joan Luhtanen discussed information on Northpointe’s Provider Network that was provided by Luanne Guiliani, Contract Manager. The Provider Network includes everyone that Northpointe does business with that provides service to consumers. The 2010 Provider Satisfaction Survey results were also reviewed. **ACTION:** Information
2. **ISSUE:** Board Resolution Letter for New AFC Licensing Requirement
Joan Luhtanen stated that State licensing is asking for a letter of authorization from the Northpointe Board of Directors to designate the individual who is authorized to act on behalf of the corporation in licensing matters. Ms. Luhtanen stated that Luanne Guiliani is requesting this letter of authorization from the Board to be the designee as her name is on all of the licenses. Karen Thekan stated that all of Northpointe group homes are licensed adult foster care facilities and every two years Northpointe needs to renew their AFC license. Ms. Thekan further stated that this year licensing has added a new rule that the Board has to have a resolution/letter identifying whom is the person within the organization that is responsible for the licensing and it has always been Ms. Guiliani. Miscellaneous questions were addressed by Ms. Thekan.
ACTION: A motion was made J. Luhtanen, supported by M. DeGrave to approve to designate and authorize Luanne Guiliani to act on behalf of the corporation in licensing matters. **Motion carried unanimously.**
3. **ISSUE:** Hospitalization Data for FY 07-08; FY08-09; FY09-10
Joan Luhtanen discussed hospitalization data for the above stated fiscal years that was provided by Mary Beth Haavisto, Utilization Manager. NorthCare Network On Holds & Pages for the period of October 2009-September 2010 was also reviewed. Millie Hofer stated that she wanted to express her concern regarding the 22 additional hospitalizations in FY2009-10 as this is way too many hospitalizations. Miscellaneous questions were addressed by Ms. Thekan. **ACTION:** Information
4. **ISSUE:** Outcomes Report-3rd Quarter
The 3rd Quarter Outcomes Report was reviewed by Lisa Dionne and the following performance indicators were discussed: Continuum; Care Management MI-Individual Plan of Service; and Residential-Medication Administration Errors. Miscellaneous questions were addressed by Karen Thekan. **ACTION:** Information
5. **ISSUE:** Stakeholder Advisory Committee Meeting Report
The Stakeholder Advisory Committee met on October 5, 2010 at the Menominee office. Joan Luhtanen stated there are 8 Stakeholder member terms expiring on the committee: 4 in Dickinson County; 2 in Iron County, and 2 in Menominee County. Ms. Luhtanen also stated that this committee has a lot of interaction and provides good insight from a consumer’s point of view. **ACTION:** Information
6. **ISSUE:** Frequency of 2011 Planning Committee Meeting
Joan Luhtanen stated that the Planning Committee will now be meeting every other month in 2011 unless something comes up. The November 15, 2010 Planning Committee meeting is cancelled. **ACTION:** Information.
7. **ISSUE:** Suggestions for 2011 Board Presentations
Board presentations for 2011 were presented for review/discussion and also provided were Board presentations from 2007-2010 for information. Joan Luhtanen suggested a presentation from the Brain Development Center on Autism and Marylee DeGrave suggested a suicide prevention presentation. Ms. Luhtanen stated that Boardwork DVDs are available for checkout through Mary Wendt.
ACTION: If anyone else has suggestions for future Board presentations contact Karen Thekan or Mary Wendt.
8. **Miscellaneous**
 - Joan Luhtanen stated that a new policy, Practitioner’s Working File, needs Board approval. Ms. Luhtanen stated that the purpose of this policy states “In an effort to assist the practitioner in having readily assessable consumer information, they may develop a working paper file kept in their and/or the nurse’s office”. Karen Thekan stated that the nurse practitioners would like to continue to keep a working paper file of the most pertinent, up-to-date information on consumers that they can look at easily without having to look in ELMER until they become more comfortable with ELMER. Ms. Thekan stated that Dr. Cools, as Medical Director of NorthCare, suggested that there be a policy regarding working paper files. Miscellaneous questions were addressed by Ms. Thekan.
ACTION: A motion was made by J. Luhtanen, supported by M. Hofer to approve the new Practitioner’s Working File Policy. **Motion carried unanimously.**

CHAIRPERSONS REPORT – K. Raether

- There will be a Personnel Committee meeting scheduled for Thursday, November 18, 2010 at 3:00 p.m. prior to the November 18 Board meeting.
- A draft of the 2011 Board meeting schedule was provided to Board members for review. The 2011 Board meeting schedule will be Board approved at the November Board meeting.
- Ms. Raether attended the fall conference in Traverse City.
- There has not been a Great Lake Executive meeting held but one will be scheduled in the next couple of month.

CEO REPORT

Ms. Thekan stated that her October 2010 CEO report was in Board packets; she provided the following updates and highlights:

Board Association Activity:

- The Board Association is asking each CMH for \$1,000.00 to pay for a study that will show the economic impact of a publicly funded mental health system. The Board Association is also looking into obtaining a grant or asking a foundation to pay for this study. At this time, Ms. Thekan's opinion is that the \$1,000.00 not be paid as there are other ways that the above study/work could be done and not have each CMH pay the \$1,000.00. Ms. Thekan stated that the document is important and will be used to educate the newly elected officials on the importance of the CMH system. Karen Raether asked the Board by consensus if they would agree, for now, not to pay the \$1,000.00. Consensus of Board is to not pay the \$1,000.00 for now.
- There were two memos from the Board Association that were provided to Board members asking for their input. One memo is on the Board Association's proposed advocacy plan and the other memo is on positioning association members on healthcare reform. Ms. Thekan stated that feedback on these two memos will need to be provided to the Board Association by the end of November so these two memos will be discussed under Old Business at the November Board meeting.

Regional Activity:

- The Performance Management Committee (PMC) meeting is scheduled for October 29 in Marquette which Ms. Thekan will be attending.

Local Activity:

- Dr. Razdan will be presenting at the November 18 Board meeting on children and depression. This will also give Board members an opportunity to meet Dr. Razdan and discuss Telepsychiatry.
- Ms. Thekan attended the Great Start meet and greet candidate forum on October 23 which was very well attended.
- A written agreement has been entered into with Dickinson County to again provide counseling services to the Dickinson County jail. Ms. Thekan has also contacted the Iron and Menominee County sheriffs regarding providing counseling services in their county jails and has not yet heard back from them. Ms. Thekan stated that in the agreement with Dickinson County for jail services, that as long as finances are available, jail services will be provided and this is understood by Dickinson County. Millie Hofer stated that she attended a conference workshop recently on linking the mental health and the criminal justice system and there is a pilot program called "Justice for All". Ms. Hofer provided the information on this program to Ms. Thekan for her review.
- Ms. Thekan and Bill Adrian recently attended the Dickinson County budget hearing for Northpointe's appropriation.

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Millie Hofer stated that with sadness she wrote a letter to the Menominee County Commissioners. Karen Raether stated that she did not think this issue should be in the public record and should be discussed personally after the meeting. Ms. Hofer stated that it is public record because a letter was sent and done with sadness. Ms. Hofer stated that she wanted to let her Board members know this.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:30 p.m.

The next regular monthly Board meeting is scheduled for November 18, 2010, in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary