

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

November 26, 2012 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:00p.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(4:10pm)		
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Lang, Bernie	X			Zevitz, Michael, Dr.	X(4:10 pm)		

REPRESENTING ADMINISTRATION: B. Adrian, K. Thekan, T. Wendt, J. Doll, M. Wendt
G. Takala (via video-television conferencing-Iron River)

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

PUBLIC COMMENTS - No public comments

APPROVAL OF THE AGENDA:

(Request for additional agenda items or for any items contained in the consent agenda to be removed from the consent agenda and placed on the regular agenda for discussion).

The agenda was amended to remove the NorthCare Advisory Committee Meeting Report from New Business to the consent agenda and remove Clarification of Purchasing Procedures from the Finance Committee Meeting Report (under consent agenda) to the agenda.

ACTION: Moved to approve the amended agenda as presented.

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

M. Negro & M. Zevitz – present at 4:10 p.m.

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).

- a. Approval of the minutes from the October 25, 2012 regular monthly Board meeting
- b. Finance Committee Meeting Report-11/19/12

The consent agenda was amended to add the NorthCare Advisory Committee Meeting Report from New Business to the consent agenda and add Clarification of Purchasing Procedures from the Finance Committee Meeting Report to the agenda.

ACTION: Moved to approve the amended consent agenda as presented.

Motion by: J. Luhtanen; supported by C. Spence. **Motion carried: 9 ayes; 1 nay.**

PRESENTATION: Habilitation Supports Waiver (HSW) Program - Luanne Guiliani

Luanne Guiliani, Northpointe Contract Manager, provided a power point presentation on the HSW program: what is HSW, medical necessity, enrollment requirements, services, provider qualifications, how to qualify for the program, and service requirements. Questions were addressed by Ms. Guiliani.

CEO REPORT

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

State/Federal Activity:

- Starting November 27 the “lame duck” session for legislators begins and they will be making many decisions. One of the items that the Department has made more definitive is that new regional entities have to be one of two choices: they will have to fall under the Urban Cooperation Act or the regional entity as defined in the Michigan Mental Health Code.
- The Medicaid Autism benefit has not yet received final approval from the Centers for Medicare/Medicaid. This benefit was to go into effect on January 1, 2013 but now may be delayed to April 1, 2013.

Regional Activity:

- NorthCare recently held their Executive Health Summit and there were many representatives from the local area who attended it. New members will need to be added to local teams and projects for integration will need to be looked at within local communities.

Local Activity:

- TRICO will be submitting their plan of correction by November 30 and once it is received it will be provided to the Board for their information.
- The Northpointe computer system “crashed” across all three counties on November 15 and the IT department is working hard on recovering data. Miscellaneous questions were addressed by Ms. Thekan.
- Ms. Thekan provided information and addressed questions on a MIOSHA complaint that was received regarding mold in a bathroom at the Menominee office.
- Bernie Lang provided information from a jail diversion article. Ms. Thekan provided further information and addressed questions on the jail diversion program.

CLARIFICATION OF PURCHASING PROCEDURES

Chris Spence stated that there were questions regarding total expenditures of over \$5,000.00. The Finance Committee requested changes to purchasing policies for clarity and consistency. Karen Thekan stated that two policies: Purchasing and Procurement Process, the Board By-Laws, and Board Policies were reviewed and changes were made to them regarding items that are purchased over \$5,000.00. Ms. Thekan further stated that approval could be taken at tonight’s Board meeting for changes to the Purchasing and Procurement Process Policies but Board Policies and Board By-Laws need to wait 30 days and will need to be approved at the December Board meeting. Ms. Spence reviewed the changes to the Purchasing and Procurement Process Policies and Board By-Laws regarding financial management. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

ACTION: A motion was made by M. Hofer, supported by M. Zevitz to approve the changes to the Purchasing and Procurement Process Policies. **Motion carried unanimously.**

PERSONNEL COMMITTEE MEETING REPORT

Peggy Erickson highlighted the following from the Personnel Committee meeting which was held before the Board meeting:

1. **ISSUE:** Employee Health Insurance

Ms. Erickson stated it was reviewed at the Personnel Committee meeting the 80/20 option for employee health insurance for Northpointe staff based on the limit of the caps that are set by the State. The caps slightly increased this year but it was not enough to benefit Northpointe employee/employer. Ms. Erickson stated that there is a slight increase for employees with the 80/20 option: there will be a \$4.00 increase for a single person with a monthly cost of \$146.40; there will be a \$6.00 increase for a two-person with a monthly cost of \$300.00; and there will be a \$8.00 increase for a family with a monthly cost of \$354.00.

ACTION: A motion was made by C. Spence, supported by M. Hofer to approve the 80/20 option for employee health insurance for 2013.

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			Martin, Ann	X	
DeGrave, Marylee			Negro, Mari	X	

Erickson, Peggy	X	Raether, Karen	X
Hofer, Millie	X	Spence, Christine	X
Lang, Bernie	X	Zevitz, Michael, Dr.	X

Motion carried unanimously.

2. **ISSUE:** Continued Discussion: Wage Scales

Peggy Erickson stated at the Personnel Committee meeting it was decided that information on various models for wage scale increases and what options would be used for adjusting wages scales on an annual basis will be presented at the December Board meeting. The Personnel Committee also discussed if something different would be used for hourly versus salary staff but then wage compression becomes a factor. Ms. Erickson stated that Board members will receive information before the December Board meeting to continue discussing the above issue. Ms. Erickson stated that it was also discussed at the Personnel Committee meeting the issue of the wage scale for the nurse practitioner. Recently, in the U.P., a psychiatric nurse practitioner was offered \$104,000.00 which is significantly more than what is being paid to Northpointe nurse practitioners at the top of the pay scale. Ms. Erickson stated that this issue will be further discussed at some point in the future as she will provide benchmark data from the Medical and Group Practice Association 2012 survey which will provide a range of productivity standards as well as compensation.

ACTION: This issue will be further discussed at the December 20, 2012 Board meeting.

3. **ISSUE:** Personnel Committee Meeting Dates

Ms. Erickson stated that with a consent agenda now being used one thing that is missing is that minutes from the Personnel Committee meeting cannot be reviewed ahead of time as meetings are scheduled right before the Board meeting. Ms. Erickson asked the Board for input regarding when to schedule Personnel Committee meetings. Discussion ensued.

ACTION: Consensus is that the Personnel Committee meeting should be scheduled on another day other than the Board meeting so written minutes can be reviewed before the Board meeting.

NEW BUSINESS- No new business

UNFINISHED BUSINESS

- Michigan Association of Community Mental Health Boards (MACMHB) Fall Conference Report
Karen Raether highlighted information from the Fall MACMHB conference: Jim Haveman and Lynda Zeller presented updates, the regional structure was discussed, and she attended three workshops and the member assembly meeting. Ms. Raether stated that Karen Thekan and Marylee DeGrave also were in attendance at the fall conference.

CHAIRPERSONS REPORT - K. Raether

- Ms. Raether asked for input as to whether or not to continue using a consent agenda. Discussion ensued and majority consensus is that once everyone is comfortable with a consent agenda meetings will improve, the consent agenda should be tried for a few more months before a decision is made on whether or not to continue with it, and meetings will become more efficient. Ms. Raether stated that after a few months it will again be discussed whether to continue using a consent agenda.
- Ms. Raether stated that the 2013 Board meeting calendar was provided for review. If a consent agenda continues to be used it might need to be considered to schedule committee meetings one week and the Board meeting the next week to ensure that everyone has time to review committee minutes. Ms. Raether also stated that the location where Board meetings are held should be discussed. In the past a Board meeting was held once a year in Iron River and Menominee but Board member attendance has decreased at these meeting locations as Board members have opted to video-television conference the meeting from the Kingsford office instead. Discussion ensued.

ACTION: Committee meetings will continue to be scheduled the 3rd Monday of each month and the Board meeting will be scheduled the last Thursday of each month. The Personnel Committee meeting will be scheduled on the opposite month of the Planning Committee meeting. Board meetings will all be held at the Kingsford office and video-television conferencing will be available at the Iron River and Menominee offices for every Board meeting.

- Ms. Raether asked if Board members would like to have their annual holiday get-together after the December Board meeting. Discussion ensued and consensus is that a holiday get-together will not be held this year.
- The Great Lakes Executive meeting is scheduled for December 5 and the NorthCare Advisory Council meeting is scheduled for December 18. Mari Negro will provide a written meeting report from the MACMHB Executive Committee for the December Board meeting.

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Joan Luhtanen stated that Peggy Erickson should be commended for helping to fill the vacancy for a home based therapist at the Menominee office.

PUBLIC COMMENTS- No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:45p.m.

The next regular monthly Board meeting is scheduled for **Thursday, December 20, 2012 in Kingsford, Michigan at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary