

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**  
**Regular Monthly Meeting**  
**MINUTES**  
**715 Pyle Drive, Kingsford, MI**  
**December 19, 2013 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Board Chairperson, called the meeting to order at 4:11 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(phone)			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	

**REPRESENTING ADMINISTRATION:** K. Thekan, B. Adrian, T. Wendt, 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 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-November 25, 2013 regular monthly Board meeting
- b. Personnel Committee Meeting Report-December 9, 2013
- c. Finance Committee Meeting Report-December 16, 2013
- d. Planning Committee Meeting Report-December 16, 2013

**ACTION:** The consent agenda was approved as presented.

**Motion by:** C. Spence, supported by J. Luhtanen. **Motion carried unanimously.**

**APPROVAL OF THE AGENDA:**

(Request for additional agenda items).

The were no additions to the agenda.

**ACTION:** Moved to approve the agenda as presented.

**Motion by:** J. Luhtanen, supported by C. Spence. **Motion carried unanimously**

**PRESENTATION:** A tour of the new program space being rented from TRICO was held prior to the meeting.

**REVISED INFORMATION TECHNOLOGY (IT) SALARY RANGES**

Karen Thekan stated that it is being recommended to revise the salary ranges for two current IT staff. The job descriptions for these two staff have changed to reflect what they are currently doing and make up for the differences with Deb Davis and Josef Pelc leaving. The current pay scale for this position is \$38,805.00 to \$56,650.00 and being recommended to change the pay scale to \$43,000.00 to \$58,000.00. Ms. Thekan stated that with this pay scale change, the new hire in the IT department, and the Camera Corner contract there will be a saving of \$90,000.00 for the coming year.

**ACTION:** A motion was made by P. Connors, supported by J. Luhtanen to approve the new pay scale salary range to \$43,000.00 to \$58,000.00. 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			Nelson, John		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie			Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.		

**Motion carried unanimously.**

**COMMUNITY HOUSING SUPERVISOR**

Karen Thekan stated that over the last few months she has been meeting with managers to begin planning for future changes. Ms. Thekan further stated that changes will be made to Laurie Whear’s job description, who is the current Director of Developmental Disabilities. Ms. Whear will become the liaison for the upcoming Dual Eligible project, will be taking over the Northpointe respite program and the Hab. Support Waiver program. Ms. Thekan stated that Ms. Whear currently is responsible for all of the group home managers and what is now being proposed is that a new position, called a Community Housing Supervisor, be created that will report to Ms. Whear but will be directly responsible for all of the group homes. Ms. Thekan stated that the pay scale for the Community Housing Supervisor would be \$30,000.00 to \$42,837.00 and this position will be posted.

**ACTION:** A motion was made by C. Spence, supported by J. Luhtanen to approve the pay scale for the Community Housing Supervisor of \$30,000.00 to \$42,837.00.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**OPERATING AGREEMENT BETWEEN NORTHPOINTE AND NORTHCARE**

Karen Thekan stated that with NorthCare becoming a separate, legal entity starting January 1, 2014 an operating agreement will need to be signed with them. This agreement will run from January 1, 2014 to September 30, 2014. Ms. Thekan stated that scope of services and who is responsible for doing what is included in this agreement. Bill Adrian and Luanne Guiliani were on the regional committee who put this agreement together.

**ACTION:** A motion was made by P. Connors, supported by P. Erickson to approve the Operating Agreement between Northpointe and NorthCare. **Motion carried unanimously.**

**MEDICAID SUB-CONTRACT WITH NORTHCARE**

Karen Thekan stated that this contract is for the Medicaid dollars that flow from the regional entity to the U.P. regional Community Mental Health (CMH) agencies. Ms. Thekan stated that the main difference in this contract is that it is requiring a net cost settlement to return unpaid Medicaid funds quarterly back to the entity and there was concern regarding this when it was discussed at the December Finance Committee meeting. Ms. Thekan and Mr. Adrian contacted Leslie Luke, NorthCare CFO, regarding this concern. Ms. Thekan stated that after talking with Ms. Luke the quarterly net cost settlement is to try and get a handle on CMH Boards that are over-spending and not wait until the end of the fiscal year. Ms. Thekan also stated that there will be policies forthcoming to outline more of the specifics in the contract and for now this is an interim process. NorthCare feels that for the first year of this contract they need to get a better handle on how all the CMH Boards are spending their money throughout the course of a year. Ms. Luke clarified that at the end of a quarter, Medicaid money that has been saved, will go back to NorthCare and held there until the end of the fiscal year.

**ACTION:** A motion was made by C. Spence, supported by P. Erickson to approve the Medicaid Sub-Contract with NorthCare.

**ROLL CALL VOTE:**

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

**Motion carried unanimously.**

**BOARD POLICY REVISIONS**

Karen Thekan stated when revisions to the Open Meetings Act were received they were reviewed and it was found that there needed to be a change in the Northpointe Board Policies. Ms. Thekan stated the change is the total time of public comments cannot be limited to 20 minutes as it had been stated on Northpointe agendas but per person public comments can be limited to 5 minutes. Ms. Thekan reviewed this change to the Board Policies.

**ACTION:** A motion was made by J. Luhtanen, supported by P. Erickson to approve the Board Policy revision.

**Motion carried unanimously.**

P. Connors excused at 4:25 p.m.

**CEO REPORT**

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

**State/Federal Activity:**

- On December 11, Bill Slavin, Karen Raether, and Karen Thekan attended a Directors’ meeting in Lansing. Highlights of the meeting were: updates were provided on the Mental Health and Wellness report, Marquette was announced as one of the pilot areas for the governor’s diversion council, and the Hab. Waiver program was discussed.
- Two services will now need to be implemented at CMH agencies: Wraparound and Parent-to-Parent which are mandated Medicaid services. Northpointe will need to submit a plan to NorthCare for these services by February 10, 2014 on how the requirements for the services will be met. Miscellaneous questions were addressed by Ms. Thekan.

**Local Activity:**

- Northpointe will be holding a Public Forum on January 22, 2014 at 6:00 p.m. This forum will be advertised in the local newspapers and if possible, Board members, should spread the word about this to the public.

**NEW BUSINESS** – No new business

**UNFINISHED BUSINESS** – No unfinished business

**NORTHCARE REPORT**

- A NorthCare Board meeting is scheduled for January 8, 2014.

**CHAIRPERSONS REPORT** - K. Raether

- A copy of the updated Great Lakes By-Laws were provided to Board members for their information.
- Ms. Raether attended a telephone conference meeting on December 6 with the State Pre-Paid Inpatient Health Plan (PIHP) Board Chairs.
- The Board Association winter conference will be held on February 11-12, 2014 in Lansing.

**BOARD PREROGATIVE/AMBASSADOR MOMENT**

- Joan Luhtanen stated that she enjoyed the tour before today’s Board meeting at the new Northpointe Trico offices. It was a good move and she expressed best wishes to the staff that moved there.

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 4:40 p.m.

The next regular monthly Board meeting is scheduled for **Thursday, January 30, 2014 in Kingsford, Michigan at 4:00 p.m.**

---

Karen Raether, Chairperson

---

Peggy Connors, Secretary

---

Mary Wendt, Board Secretary