

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, Michigan

February 18, 2010 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:00 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 | | | Pomeroy, Judy | 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, 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: J. Pomeroy; supported by P. Connors. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

Ann Martin requested that the January 21, 2010 Board meeting minutes be changed to reflect that she does object to the Excluded Party Checklist and considers it an unwarranted intrusion by federal government into the private lives of Board members.

ACTION: A motion was made to dispense with reading the minutes from the January 21, 2010 Regular Board of Directors meeting and approve with the above stated correction.

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

PRESENTATION: Dialectic Behavior Therapy (DBT) - Deanna Vaughn & Jill Jayne

Deanna Vaughn stated that she is a care manager, part of the ACT team, and co-facilitator, along with Erin Kusz, for the DBT skills group at Northpointe. Ms. Vaughn stated that DBT is a form of cognitive behavioral therapy developed to assist individuals that have difficulty in managing their emotions; especially those individuals with self-injury and suicidal behaviors. DBT teaches individuals to learn and refine skills in changing behavioral, emotional thinking patterns associated with problems in living which are causing misery and distress. Ms. Vaughn also stated that research indicates that individuals who have learned DBT skills have fewer hospital inpatient days, fewer and less severe intentional self-injurious behaviors, improved relationships with family, increased independence, and employment opportunities. Jill Jayne stated that she is a clinical care manager and co-facilitator, along with Erin Kusz, for the DBT girl's adolescent group at Northpointe. The adolescent girl's group offers a tangible set of skills to use in a clinical setting. There is a diary card for each girl that offers 30 skills that are taught in 5 modules. The diary cards are sent home each week, filled out, and then brought back to group for discussion. Ms. Jayne stated that DBT groups work by focusing on skills training in a group environment and each individual that attends the women or teen group is encouraged to discuss their individual concerns with their care manager. The skills are taught in a module structure and return focus to the core mindfulness skills. Ms. Vaughn and Ms. Jayne provided and reviewed handouts on DBT. Questions were addressed by Ms. Vaughn and Ms. Jayne.

Peggy Connors excused at 4:30 p.m.

FINANCE COMMITTEE REPORT – J. Pomeroy

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

1. **ISSUE:** MERIT-Internet Services/Community Fiber Network Contract

A proposal service agreement with MERIT Network, Inc. to provide community and internet fiber network services for Northpointe was reviewed with Finance Committee members by Josef Pelc. This would be a 5 year contract at a cost of \$495.00/month and initial set-up cost of \$3,250.00.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve a 5 year contract with MERIT Network, Inc. at a cost of \$495.00/month and initial set-up cost of \$3,250.00.

DISCUSSION: Mr. Pelc stated that MERIT is a non-profit organization that focuses on communication and communication services for non-profit organizations. It is a Michigan organization that has been in continuous operation since May 1973. Northpointe has used internet services for many years and internet use at Northpointe has expanded over the last several years due to on-line trainings and teleconference use thus the need to expand Northpointe’s internet network. Mr. Pelc reviewed with Board member the proposal service agreement with MERIT and addressed miscellaneous questions.

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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

2. **ISSUE:** Dimensional Insight (DIVER)

Dimensional Insight is the data warehouse (DIVER) that was implemented a number of years ago and used across the region before the implementation of the regional electronic medical record (ELMER). Josef Pelc provided that it is being requested to purchase the rights for the DIVER software, which is already installed and running at Northpointe but currently owned by NorthCare, from Dimensional Insight. The DIVER program provides easy, coherent, and structured access to clinical data. Since the implementation of ELMER in October 2009, NorthCare has decided that there is now not a need to use DIVER and will discontinue the use of it at the end of this year. Northpointe would like to retain 14 licenses for DIVER at a one time purchase price of \$16,000.00 and an annual maintenance fee of \$2,800.00/year. Bill Adrian provided that DIVER saves a lot of time in doing reports and obtaining information that is quickly needed.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve that DIVER software be purchased for a one time cost of \$16,000.00 and an annual maintenance fee of \$2,800.00/year.

DISCUSSION: Mr. Pelc stated that the 14 licenses stated above should be corrected to reflect that 18 licenses will be purchased for the same price. Karen Thekan stated that when Lisa Dionne, QI manager, previously gathered data for the performance data indicator report through DIVER it would take her 1 hour to gather the data whereas since the implementation of ELMER it is has taken her over 6 days to gather the same data that used to take her 1 hour. Miscellaneous questions were addressed by Mr. Pelc and Ms Thekan.

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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

3. **ISSUE:** Review Bills

Bills and payroll in the amount of \$1,142,417.78 were reviewed, discussed, and recommended for Board approval.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve bills in the amount of \$1,142,317.78 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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

4. **ISSUE:** Review Financial Statements – September 2009 & January 2010

The committee reviewed the final September 2009 financial statement for Fiscal Year (FY) 2009 and recommended for Board approval. There is \$132,778.00 General Fund (GF) carry forward from FY2009. On the Medicaid funding side \$1,153,179.00 will be returned to NorthCare and Northpointe will receive back approximately 80% of this amount in savings to use as a carry forward in FY2010.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve the final September 2009 financial statement for FY2009.

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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

The committee reviewed January 2010 financial statement and recommended for Board approval.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve the January 2010 financial statement.

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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

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

| | | | | |
|----|-----------------------------------|-------------------------|---|--|
| a. | Integrated Mental Health Services | Psychiatric Services | Psychiatric Evaluation: \$390 Medication Review/Therapy: \$180 Medication Review/Therapy: \$250 Medication Review: \$130 | This is a new contract for self determination for one individual, by single case agreement, to see Dr Stonefelt instead of a NBHS psychiatrist |
| b. | Concerned Associates | Individual Therapy | \$110/session | This is a new contract for self determination for one individual, by single case agreement to see Gil Garcia instead of a NBHS therapist |
| c. | PIHP Master Contract | Medicaid Funding | No Change | Renewal contract with NorthCare |
| d. | Newlin AFC | Specialized Residential | \$100/day | The is a new addendum to the current agreement for a new resident who aged out of the Lighthouse to an AFC placement |
| e. | Kutha AFC | Addendum | \$42/day | This is a new addendum to the current |

| | | | | |
|--|--|--|--|---|
| | | | | contract due to the addition of a new resident. |
|--|--|--|--|---|

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve all contracts/agreements as noted above. Miscellaneous questions were addressed by Bill Adrian.

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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

PLANNING COMMITTEE REPORT – J. Luhtanen

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

1. **ISSUE:** Draft-Matrix Report Card for Northpointe

Karen Thekan provided a draft matrix report card for review which is a snapshot of information from reports that are compiled over the year. Ms. Thekan stated that Rob Plumley provided that what he was looking for was to see information on \$/client breakdown-client type; i.e., MI, Child, DD, etc. which would equal out to a cost per standard/client. Ms. Thekan stated she can now go back to the drawing board and put together the information that Mr. Plumley is asking for. Ms. Thekan also stated that a good comparison of the above can be done across the U.P. regional community mental health agencies but cannot be done across the State of Michigan. Mr. Plumley stated that if some benefit can be seen from doing this comparison than it should be done. Ms. Thekan stated that it would be beneficial to do this. Joan Luhtanen stated that the draft matrix report card that was originally presented could prove to be beneficial to look back on to review Northpointe goals. Ms. Thekan stated that the draft matrix report card can possibly be incorporated into Northpointe’s Strategic Plan which will be updated in August 2010. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

ACTION: Ms. Thekan stated that she will present a revised draft of the information requested above for review at the March Planning Committee meeting.

2. **ISSUE:** Stakeholder Advisory Committee Report

The February 2, 2010 Stakeholder Advisory Committee meeting was held at the Kingsford office and went very well.

ACTION: Information

3. **ISSUE:** Written Plan for Professional Services

Lisa Dionne reviewed changes to the Northpointe Written Plan for Professional Services which includes all the services that are offered at Northpointe and is also given to new staff as part of their orientation. Miscellaneous questions were addressed by Ms. Dionne and Karen Thekan.

ACTION: The Written Plan for Professional Services was reviewed in February, will again be reviewed for any further questions at the March Planning Committee meeting and then be approved at the March Board meeting.

4. **ISSUE:** Quality Assessment & Performance Improvement Program (QAPIP)

Lisa Dionne reviewed changes to the Northpointe QAPIP which is reviewed annually by the Board.

ACTION: The QAPIP was reviewed in February, will again be reviewed for any further questions at the March Planning Committee meeting and then be approved at the March Board meeting.

5. **ISSUE:** Annual Performance Improvement Plan-FY2010

The Northpointe Annual Performance Improvement Plan for FY2010 was reviewed. This plan incorporates various policies and procedure as well as program plans and mandated reporting elements.

ACTION: The Annual Performance Improvement Plan was reviewed in February, will again be reviewed for any further questions at the March Planning Committee meeting and then be approved at the March Board meeting.

6. **Miscellaneous**

- Joan Luhtanen stated that she asked on the status of Melody’s AFC Home. Karen Thekan provided that the home is closing at the end of March due to the owner retiring and consumers living there are currently in the process of being moved to other AFC placements.
- Joan Luhtanen stated that she asked on the status of the drop-in center for Menominee County. Karen Thekan stated that Dave Block, Menominee County Site Director, recently conducted another survey of

consumers to see if anyone would be interested in attending a drop-in center. The majority of responses that he received back provided that there was not a lot of interest expressed by consumers to attend a drop-in center. Ms. Thekan stated that at this time the drop-in center in Menominee will be put on hold but there will be an interim plan where Menominee peer support specialists will be implementing a WRAP group similar to a group that is run through the Phoenix Center in Kingsford. The WRAP group is not a drop-in activity but is an opportunity for individuals to come together.

PERSONNEL COMMITTEE REPORT – K. Raether

Ms. Raether highlighted the following from the Personnel Committee meeting:

1. **ISSUE:** Human Resources Quarterly Reports

The following reports for the 1st quarter (October 2009-December 2009) were reviewed and questions addressed by Terri Wendt:

- Employee Injury/Accidents - There were 0 employee injuries for the quarter and 0 days of work missed.
- Separated Employees - There were 7 employees for the quarter that left Northpointe employment.
- Wage Increases - There were 53 employees the quarter that received their annual performance review: 38 received a pay increase and 15 did not receive a pay increase due to being at the top of their pay scale. Of the 53 employees reviewed; 34 were hourly and 19 were salary.

ACTION: Information

2. **ISSUE:** Funeral Leave Policy-Changes

Terri Wendt stated that Northpointe has always had a Funeral Leave Policy and changes were made to the policy for better clarification. The policy allows for up to 3 paid days for the funeral of immediate and extended family. The changes being made are that the 3 paid days are for 3 consecutive calendar days and wages will be paid for the time (days or hours) the employee was scheduled to work during the designated funeral leave. Funeral leave for extended family is charged to sick leave. Ms. T. Wendt stated that the word “immediate” (family) under “Policy” was recommended not to be taken out and will be left in.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve the above stated changes to the Funeral Leave Policy. **Motion carried unanimously.**

3. **ISSUE:** Staff Annual Salary Performance Increases

DISCUSSION: Karen Raether stated that this issue has been discussed at Personnel Committee meetings for quite some time now. Terri Wendt stated that the current policy states that the Board sets the annual salary performance increase for staff to receive a 0-4% increase based on their annual performance review and discussions over the past few months have been that a 4% increase is too much in these economic times. Ms. T. Wendt stated that through the discussions over the last several months it was being recommended to lower the annual performance increase to a 0-3% increase. Ms. Raether stated that the Personnel Committee feels that this issue needs to be resolved as it is discussed at every meeting and at today’s Personnel Committee meeting (February 18) there was a recommendation to change the increase to 0-3% for hourly and salary staff.

ACTION: A motion was made by A. Martin, supported by J. Luhtanen to approve that annual salary performance increases change to 0-3% for all staff effective April 1, 2010.

DISCUSSION: Joan Luhtanen stated because of the financial climate that this is the main motivator for the above change in the annual performance increase and if things go in a positive direction again this could be revisited in the future. Ms. Luhtanen stated that she wants to see staff maintained and not be laid off, if at all possible, and keep the performance based increases and not just have automatic increases.

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 | | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Pomeroy, Judy | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | | | Plumley, Robert | X | |
| Lang, Bernie | X | | Spence, Christine | | |

Motion carried unanimously.

DISCUSSION: Ms. Raether stated that there are a lot of staff that have reached the top of their pay range and never receive annual performance increases due to being at the top of their pay range. Ms. Raether further stated that the Personnel Committee will be reviewing staff pay ranges at an upcoming Personnel Committee meeting. Rob Plumley stated that when the Personnel Committee are reviewing staff pay ranges that the decision

to move a pay range up should not be based on the fact that individuals are at the top and be looked at as to how

many individuals have separated and what other pay ranges are in the area.

CHAIRPERSONS REPORT – K. Raether

- Ms. Raether and Ms. Thekan recently attended the NorthCare Advisory Council meeting via VTC.

CEO REPORT

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

Federal Activity:

- Government reform and budget discussions are ongoing. The State of Michigan is banking on receiving more federal money for this fiscal year and the next fiscal year.
- There are two senate bills that were recently introduced to reverse the attorney general's ruling in providing services to county jails and this will closely be watched as to the direction it will go in.
- Ms. Thekan was asked to serve on the Department's Quality Improvement Council and she will be able to attend these meetings through the ability of video teleconference (VTC) to Lansing. Ms. Thekan was also asked to co-chair the Member Services Committee and these meetings can also be done through VTC.

Regional Activity:

- Gail Hall, NorthCare/Pathway CEO, and Cyndi Shaffer, NorthCare COO, will be retiring at the end of February 2010. John Basse, NorthCare CFO, will be taking over for now as the interim CEO. Information on Ms. Hall and Ms. Shaffer's retirement party and NorthCare's Annual Report were provided to Board members in their Board folders.

Local Activity:

- The quarterly county administrators' meeting with Northpointe is scheduled for February 19.
- A future Board presentation will done on Northpointe's health insurance utilization.
- Northpointe's long term disability and life insurance plans were recently put out for competitive bid.
- George Lemerond, Northpointe's Environmental Director, is retiring at the end of September 2010. A meeting is scheduled for next week to look at a transition plan regarding Mr. Lemerond's retirement.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Rob Plumley stated that wants to reiterate that the Board has complete confidence in Josef Pelc and hopes that Mr. Pelc does not mistake questions from Board members for a lack of confidence.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 6:05 p.m.

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

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary