

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, Michigan

February 24, 2011 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:04 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: There were no additions to the agenda

ACTION: Moved to approve the agenda as presented.

Motion by: M. DeGrave; supported by M. Negro. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on January 20, 2011.

ACTION: A motion was made to dispense with reading the minutes from the January 20, 2011 Regular Board of Directors meeting and approve as written.

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

PRESENTATION: Brain Balance Achievement Center-Dr. Barb Hicks

Dr. Hicks stated that she has been a chiropractor for over 14 years, specializes in neuro-behavioral disorders of children, i.e., ADD, ADHD, autism, dyslexia, and recently opened the Brain Balance Achievement Center. The Brain Balance Achievement Center is considered an educational facility that helps children learn, not only academically, but emotionally and socially. The center takes a three pronged approach when working with children: sensory motor activities, academic activities, and nutrition to help change the way a child's brain learns on a fundamental level. Dr. Hicks provided information on how each approach works with children. Questions were addressed by Dr. Hicks.

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 \$1,378,947.07 was reviewed and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. Negro to approve the check disbursement report for bills paid in the amount of \$1,378,947.07 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	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. **ISSUE:** Review Financial Report – January 2011

The January 2011 financial report was reviewed and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the January 2011 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	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
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	Date of Contract	Old Rate	New Rate	Change
a.	Linsmeyer Home	Specialized Residential	2/1/11 – 1/31/12	n/a	\$75/day	n/a
This is a new agreement for specialized residential services for one child coming out of Hawthorne.						
b.	DB	Self-Determination Budget	1/21/11 – 1/20/12	\$26,833.60	\$26,833.60	n/a
This is a self determination agreement for the family to hire their own CLS staff to provide cares for one individual in the family home.						
c.	Superior Psychological Services	Counseling Services	2/1/11 – 1/31/12	n/a	\$125/hr	n/a
This would be a single case agreement for one consumer who prefers to use Superior Psychological Services for counseling services through self-determination.						
d.	St Jude's AFC	Specialized Residential	3/1/11 – 2/28/12	\$56.23/day	\$56.23/day	n/a
This is a specialized residential arrangement for one person at this AFC located in Escanaba.						
e.	Schlaud AFC	Specialized Residential	1/1/11 – 12/31/11	\$38/day	\$45/day	Inc. \$7/day
This is an addendum to change the rate for one individual based on increased staffing needs due to consumer needs.						
f.	Services Unlimited	Lawn Care	4/1/11 – 11/30/11	\$40	\$40	n/a
This is a renewal agreement for lawn care at the Maple Ridge Home in Stephenson. The rate remains \$40/episode.						
g.	Dr. VanHolla	Psychiatric Services	2/1/11 – 1/31/12	\$130 or \$185	n/a	n/a
This is an additional single case agreement to Dr VanHolla's contract.						
h.	Marquette General Hospital	Inpatient Psychiatric services	10/1/10 – 9/30/11	\$662/day - MGH Dr. \$597/day - CMH Dr.	same	n/a
This is a renewal agreement for inpatient psych. services						
i.	Tryan's AFC	Specialized Residential	2/1/11 – 1/31/12	n/a	\$41.06/day	n/a
This is a new agreement for specialized residential arrangement for one person at this AFC located in Gladstone.						
j.	Spade's Counseling Agency	Outpatient therapy	3/1/11 – 2/28/12	n/a	\$125/hour	n/a
This would be a single case agreement for one consumer who prefers to use Spade's for counseling services through self-determination.						

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

Motion carried unanimously.

4. Miscellaneous

- Millie Hofer had asked if Karen Thekan could present and discuss Olga Dazzo's summary regarding mental health cuts at today's Board meeting. Ms. Thekan stated that she will discuss this issue under her CEO report.

PLANNING COMMITTEE REPORT - J. Luhtanen

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

1. **ISSUE:** Workplace Violence Policy-New Policy

Karen Thekan provided that policies/procedures have begun to be reviewed in preparation for the upcoming CARF audit. The Workplace Violence Policy is a new policy and previously workplace violence was part of the Harassment Policy. The Workplace Violence Policy was reviewed by Ms. Thekan. Karen Raether provided that if any committee member, after further reviewing this policy, has additional input/questions about it they could provide their input at the Board meeting.

ACTION: A motion was made by J. Luhtanen, supported by P. Connors to approve the new Workplace Violence Policy. There were no further questions. **Motion carried unanimously.**

2. **ISSUE:** Harassment Policy-Changes

Karen Thekan provided that the Harassment Policy has now been changed to Non-Discrimination and Anti-Harassment Policy. The changes to this policy were reviewed by Ms. Thekan. Karen Raether provided that if any committee member, after further reviewing the changes to the policy, has additional input/questions about it they could provide their input at the Board meeting.

ACTION: A motion was made by J. Luhtanen, supported by N. DeGrave to approve the changes to the Non-Discrimination and Anti-Harassment Policy. Miscellaneous questions were addressed by Ms. Thekan.

Motion carried unanimously.

3. **ISSUE:** CARF Survey Dates

The CARF survey for Northpointe is scheduled for April 27-29, 2011 and some Board members may be contacted by a CARF auditor during this time to participate in the survey.

ACTION: Information

4. **ISSUE:** NorthCare Region Consumer Satisfaction Survey Results Fiscal Year (FY) 2009-10

The NorthCare Region Consumer Satisfaction Survey Results for FY 2009-10 were reviewed.

ACTION: Information

5. **ISSUE:** NorthCare Region Recidivism Comparisons for 2008-10

The NorthCare Region Recidivism Comparisons for 2008-10 were reviewed. Miscellaneous questions were addressed by Karen Thekan.

ACTION: Information

6. **ISSUE:** Gathering Pointe-Iron River

The Gathering Pointe is a skills building center in Iron River and in the past, because Iron River had a lack of community resources, individuals were permitted to use the Gathering Pointe as a drop-in center and did not have to be a Northpointe open consumer. At this point in time there are only 5 non-open individuals who continue to go to the Gathering Pointe so what is now being looked at now is to ask these individuals a) if they qualify for services they can become an open Northpointe consumer and continue to attend the Gathering Pointe or b) if they do not qualify for services they could become a peer support specialist, would then become an employee of Northpointe, and still be able to attend the Gathering Pointe as a mentor. The Gathering Pointe will no longer be able to have non-open consumers that attend the program because individuals that are non-open consumers affect General Fund dollars. Miscellaneous questions were addressed by Karen Thekan.

ACTION: Information

7. **ISSUE:** Grievance Process Draft

This item is a continued discussion from the January Planning Committee meeting. Mari Negro provided that she

had a concern about the CEO being involved in the grievance process and asked if this was not putting Karen Thekan in a position where it involves Board members and not employees as technically Ms. Thekan works for the Board. Ms. Thekan provided that part of her job description, on what she gets evaluated on, is Board member relationships, i.e., how the Board works together as a team. Ms. Thekan also provided that how problems are resolved is a team process and she feels that she should be part of the grievance process as part of her job is to help everyone work together. Rob Plumley provided that a hierarchy should be added to the Grievance Process on what two Board officers would be part of the grievance committee. The following was added to the Grievance Process-draft: "The two Board officers will be chosen on the hierarchy of officers (Chairperson; Vice-Chairperson; Secretary; Treasurer) excluding any officer who may be involved in the grievance process". The grievance process will also become part of the Board Policies.

DISCUSSION: Discussion ensued regarding the hierarchy of officers as to who would be part of the grievance committee and the issue on Step 3 of having an unresolved grievance brought to a County's Board of Commissioners. Miscellaneous questions were addressed by Ms. Thekan.

ACTION: The Grievance Process-draft will be brought back to the Planning Committee for further discussion before it is added to Board Policies.

8. **ISSUE:** Using the Northpointe Name

This item is a continued discussion from the January Board meeting. Karen Thekan provided that there is a policy already in place for employees called Public Relations/Release of Information to the Public which Board members could be added to and reviewed this policy. Planning Committee members recommended for approval that the following term "Board members" be added to the above policy under the policy's Application. Mari Negro provided that she would like the above policy added to Board Policies.

DISCUSSION: Ms. Thekan stated that the above policy was now being provided for review with the suggested addition of "Board Members" and Board Policies were also provided for review with the above policy added to them. Discussion ensued regarding adding "Board Members" to the above policy and adding the above policy to Board Policies as it would limit a Board member's freedom to share at a public meeting/venue Northpointe issues that as a Northpointe Board member you may have information about. Mari Negro stated that she interpreted the above as actually using the Northpointe name in conjunction with your name when writing a "letter to the editor", i.e., Mari Negro, Northpointe Board member. Further discussion.

ACTION: A motion was made by A. Martin, supported by P. Connors that the Public Relations/Release of Information to the Public Policy does not include Board members and remain as is.

DISCUSSION: Further discussion.

ACTION: A. Martin rescinded her motion, P. Connors rescinded her second.

ACTION: A motion was made by A. Martin, supported by P. Connors that the Public Relations/Release of Information to the Public Policy stay as is without change.

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	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		X
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie		X	Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried: 8 ayes, 2 nays.

9. **Miscellaneous**

- The Board training with Ms. Judy Watson-Olson is scheduled for all Board members on Thursday, March 10, 2011 from 4:00-6:00 p.m.
- A Planning Committee meeting will be scheduled for Monday, March 14, 2011 at 1:30 p.m.

CHAIRPERSONS REPORT – K. Raether

- The Great Lakes fall conference has been changed to Marquette and the dates are yet to be determined.
- The following Board members terms expire in March 2011: Peggy Connors and Joan Luhtanen from Iron County and Chris Spence from Dickinson County. If these individuals wish to reapply a letter should be written to their county's Board of Commissioners. Ms. Connors and Ms. Luhtanen stated that they have already reapplied to the Northpointe Board and have been reappointed by the Iron County Board of Commissioners
- On Tuesday, February 22 there was a staff health insurance presentation which Ms. Raether attended. The insurance representatives had high praise for staff as they are working hard to keep their health costs down.
- Michigan Association of Community Mental Health Board (MACMHB) Winter Conference Report:

- Mari Negro stated that it was a very good conference and the workshop that left the biggest impression on her was the legislative workshop which was how to address and speak to your legislators. Ms. Negro also stated that she was elected to the Board Association Executive Board as a regional Board member representative. Board members offered their congratulations to Ms. Negro on being elected to this Board.
- Millie Hofer stated that she attended a presentation by Attorney Peter Cole on hiring and evaluation of a CEO which she found very interesting
- Chris Spence stated that she attended a Boardworks workshop and also attended a budget workshop. At the budget workshop she found out that Northpointe was 1 of 11 community mental health (CMH) agencies that had an overage of money last year that was used to help out other CMHs and should be credited on this.
- Karen Raether stated that she attended a Board chairperson workshop and worked on best practices for Boards as to what works and does not work. Ms. Raether also stated that she attended a plenary session where Olga Dazzo, Director of Department Community Health (DCH), presented.
- Karen Thekan stated that she, along with the four Board members stated above, attended the Governor's budget presentation and house policy committee meeting which they found very worthwhile.
- The Board Association will again be holding a regional conference for U.P. CMH Board members this year on May 6-7, 2011 at the Terrace in Gladstone. More information on this conference will be provided once it is received.
- A Personnel Committee meeting will be scheduled for Thursday, March 17 at 3:00 p.m. before the Board meeting.

CEO REPORT

Karen Thekan stated that her February 2011 CEO report was in Board packets; she provided the following updates and highlights:

Regional Activity:

- John Basse, CEO of Pathways/NorthCare, will be the March 17 Board meeting presentation.

Local Activity:

- The Dickinson ACT team is now certified as an Integrated Dual Disorder Team and was rated one of the highest in the region.

Federal/State Activity:

- The proposed State DCH FY 2012 budget and Olga Dazzo's summary regarding mental health cuts were reviewed. Miscellaneous questions were addressed by Ms. Thekan.

OLD BUSINESS – No old business

NEW BUSINESS

- Conduct of Business in Board Meetings

Karen Raether stated that after last month's Board meeting she was very concerned as Board meetings were running too long and should not go over 2 hours unless there are unusual circumstances. Ms. Raether further stated that also at last month's Board meeting it was disorderly and confrontational at times. Board members need to be civil towards each other and agree to disagree. Ms. Raether stated that she has been in touch with committee chairpersons and has told them that if they have difficulty during a committee report she will step in from the chair's position to rule an individual out of order. Joan Luhtanen stated that at the January Board meeting she was video tele-conferencing (VTC) the meeting from the Iron River office. Ms. Luhtanen further stated that while it is nice to have the VTC option, at times, it was hard to participate and chair her committee because there was a delay when someone was speaking and the VTC does not lend itself to the interaction as actually being in person at a meeting. Ann Martin stated that business at meetings should be able to be accomplished in 2 hours or less, it is up to everyone to discipline themselves, and up to the chairperson to move the meeting along.

BOARD PREROGATIVE

- Joan Luhtanen asked when the annual NAMI/Northpointe luncheon is scheduled. Bill DeDie stated that it will be held on Friday, May 13 at the Pine Grove County Club and the NAMI luncheon brochure information will be provided soon.
- Millie Hofer asked if a list of administrative costs could be presented to Board members. Bill Adrian stated that

he will provide this information and also the end of the year financial report at the March Finance Committee meeting.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:59 p.m.

The next regular monthly Board meeting is scheduled for March 17, 2011 in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary