

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting**

**715 Pyle Drive, Kingsford, Michigan**

**March 17, 2011 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Board Chairperson, called the meeting to order at 4:05 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			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, J. Pelc (via VTC) 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:** P. Connors; supported by M. DeGrave. **Motion carried unanimously**

**APPROVAL OF THE MINUTES:**

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on February 24, 2011.

**ACTION:** A motion was made to dispense with reading the minutes from the February 24, 2011 Regular Board of Directors meeting and approve as written.

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

**PRESENTATION:** John Basse-Pathways/NorthCare CEO

John Basse stated that he wanted to start off by thanking the Northpointe IS department and finance staff for their assistance with recent changes at NorthCare. Mr. Basse further stated that he has had the opportunity to work with Karen Thekan, in the CEO role, for over a year and she has been a great partner for the region. Mr. Basse reviewed the preliminary Michigan Department of Community Health (MDCH) budget regarding the 3% reduction to General Fund (GF), provided updates on Pathways/NorthCare and from the Board Association. Miscellaneous questions were addressed by Mr. Basse.

**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 \$1,262,338.70 was reviewed 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 \$1,262,338.70 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	X	
Lang, Bernie	X		Spence, Christine	X	

**Motion carried unanimously.**

2. **ISSUE:** Review Financial Reports – Final Fiscal Year (FY) 2009-10 & February 2011

A thumbnail report of funding sources, local dollars spent, and local expenditures for FY2009-10 was provided. The committee reviewed the final FY2009-10 financial report and recommended for Board approval.

**ACTION:** A motion was made by C. Spence, supported by M. Hofer to approve the final FY2009-10 financial report.

**DISCUSSION:** Bill Adrian reviewed the thumbnail report of funding sources, local dollars spent, and local expenditures for FY2009-10 and final FY2009-10 financial report. Miscellaneous questions were addressed by Mr. 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	X	
Lang, Bernie	X		Spence, Christine	X	

**Motion carried unanimously**

The committee reviewed the February 2011 financial report and recommended for Board approval.

**ACTION:** A motion was made by C. Spence, supported by M. DeGrave to approve the February 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	X	
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.	Erickson AFC	Specialized Residential	4/1/11-1/31/12	\$35.19/day	\$36.24/day	Inc. \$1.05/day
This is a renewal agreement for specialized residential services for two adults.						
b.	NG	Self Determination Budget	3/11/11- 3/10/12	\$51,170.08	\$51,190.60	Inc. \$20.52/yr.
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. The increase is due to an increase in the Fiscal Intermediary cost.						
c.	Jim's Escort Service	Transportation	4/1/11-3/31/12	\$.75/mile for one staff, \$1.00/mile for two staff & \$15.00/hr wait time if over 2 hours	\$.90/ mile for one staff \$1.25/ mile for 2 staff & \$15.00/hr wait time if over 2 hours \$100.00 or actual mileage for cancellation	Increase of \$.15 for 1 person, \$.25/mile for 2 and the \$100 for cancellation
This is a renewal agreement for transportations services						
d.	Oconomowoc Dev. Training Center	Specialized Residential	3/15/11 – 8/31/11	n/a	\$342.62/day	n/a
New agreement for specialized residential setting for one individual. The local school district has agreed to pay \$120.00/week towards his school days at Oconomowoc						
e.	Integrated	Psychiatric	4/1/11 – 3/31/12	n/a	90801-Intake/	

Mental Health Services	Services			Assessment- \$390 90805-Indiv. Session/Med. Rev.-20-30 min.- \$180 90807-Indiv. Session/Med. Rev.-40-45 min.- \$250 90862-Med. Rev.-\$130
The is a new agreement with Dr Stonefeld to provide psychiatric services to one individual 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	X	
Lang, Bernie	X		Spence, Christine	X	

**Motion carried unanimously.**

4. **ISSUE:** Administrative Costs

**DISCUSSION:** Costs associated with Northpointe’s administrative personnel were reviewed by Bill Adrian. Miscellaneous questions were addressed by Mr. Adrian.

**ACTION:** Information

**PLANNING COMMITTEE REPORT** - J. Luhtanen

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

1. **ISSUE:** Pre-Paid Inpatient Plan-Increasing the Number of Children Served

Data on children served, which have decreased over the period of Fiscal Year (FY) 2006 to FY2010 for U.P. Regional Community Mental Health (CMH) agencies, was reviewed by Lisa Dionne. One of the performance improvement projects for the regional CMHs is to increase the amount of children served.

**ACTION:** Information

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

The Stakeholder Advisory Committee met on February 1, 2011 at the Kingsford office and meeting information was reviewed by Lisa Dionne.

**ACTION:** Information

3. **ISSUE:** New Policy: Recreation & Vacation

The new Recreation & Vacation Policy was reviewed by Lisa Dionne. This policy is needed as Northpointe is a child placing agency.

**ACTION:** A motion was made by J. Luhtanen, supported by R. Plumley to approve the new Recreation & Vacation Policy. **Motion carried unanimously.**

4. **ISSUE:** New Policy: Education

The new Education Policy was reviewed by Lisa Dionne. This policy is needed as Northpointe is a child placing agency. Miscellaneous questions were addressed by Karen Thekan.

**ACTION:** A motion was made by J. Luhtanen, supported by P. Connors to approve the new Education Policy. **Motion carried unanimously.**

5. **ISSUE:** Recipient Rights Applications for Vacancies on Recipient Rights Committee

The Recipient Rights Ad Hoc Committee met and reviewed applications for two vacancies on the Recipient Rights Committee due to terms expiring. The Ad Hoc Committee has recommended that Debbie Eichhorn and Lois Tovar be reappointed to the Recipient Rights Committee. Planning Committee members reviewed all applications that were received for these vacancies.

**ACTION:** A motion was made by J. Luhtanen, supported by R. Plumley to approve the reappointments of Debbie Eichhorn and Lois Tovar to the Recipient Rights Committee. **Motion carried unanimously.**

6. **ISSUE:** Grievance Process

Joan Luhtanen stated that the Planning Committee reviewed the Grievance Process which has now been changed to the Problem Resolution Process. Ms. Luhtanen also stated that a final copy of the Problem Resolution Process had been provided for review at the Board meeting and that this Problem Resolution Process should be included in Board Policies. Ms. Luhtanen reviewed the changes to the Problem Resolution Process.

**ACTION:** A motion was made by J. Luhtanen, supported by M. DeGrave to approve Problem Resolution Process and place it into the Board Policies with changes noted.

**DISCUSSION:** Mari Negro stated that she disagreed with the mediation step being taken out of the Problem Resolution Process. Discussion ensued. **Motion carried unanimously.**

7. **ISSUE:** Northpointe Written Plan for Professional Services

The Written Plan for Professional Services is updated and reviewed by the Board on an annual basis. Lisa Dionne reviewed changes to the plan.

**ACTION:** A motion was made by J. Luhtanen, supported by M. DeGrave to approve the Northpointe Written Plan for Professional Services. **Motion carried unanimously.**

8. **ISSUE:** Northpointe Accessibility and Accommodations Plan

The Northpointe Accessibility and Accommodations Plan is updated and reviewed by the Board on an annual basis. Joan Luhtanen reviewed changes to the plan.

**ACTION:** A motion was made by J. Luhtanen, supported by R. Plumley to approve the Northpointe Accessibility and Accommodations Plan. **Motion carried unanimously.**

P. Connors excused at 5:36 p.m.

9. **ISSUE:** Northpointe Annual Performance Improvement Plan

The Northpointe Annual Performance Improvement Plan is updated and reviewed by the Board on an annual basis. Lisa Dionne reviewed changes to the plan.

**ACTION:** A motion was made by J. Luhtanen, supported by M. DeGrave to approve the Northpointe Annual Performance Improvement Plan. **Motion carried unanimously.**

P. Connors returned at 5:41 p.m.

10. **ISSUE:** Northpointe Cultural Competence/Diversity Plan

The Northpointe Cultural Competence/Diversity Plan is updated and reviewed by the Board on an annual basis. Lisa Dionne reviewed changes to the plan and addressed miscellaneous questions.

**ACTION:** A motion was made by J. Luhtanen, supported by R. Plumley to approve the Northpointe Cultural Competence/Diversity Plan. **Motion carried unanimously.**

11. **ISSUE:** Northpointe Quality Assessment & Performance Improvement Program (QAPIP) FY2011

Lisa Dionne stated that the QAPIP is updated and reviewed by the Board on an annual basis. Ms. Dionne reviewed changes to the QAPIP.

**ACTION:** A motion was made by J. Luhtanen, supported by M. DeGrave to approve the Northpointe QAPIP for FY2011. **Motion carried unanimously.**

12. **Miscellaneous**

- The Board orientation manual will be updated and the Planning Committee will be taking this task on.

**PERSONNEL COMMITTEE REPORT – P. Connors**

Ms. Connors highlighted the following from the Personnel committee meeting that was held on March 17:

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

The 1st quarter (October-December 2010) Quarterly Reports were reviewed:

- Employee Injury/Accidents - There were 4 employee injuries for the quarter.
- Separated Employees - There were 6 employees for the quarter that left Northpointe employment.
- Wage Increases - There were 55 employees during the quarter that received their annual performance review: 48 received a pay increase and 7 did not receive a pay increase due to being at the top of their pay scale. Of the 55 employees reviewed; 36 were hourly and 19 were salary. On the Wage Increase report, the total number of employees that are employed by Northpointe and the total number of salary and hourly employees for the quarter will be added to this report.

**ACTION:** Information

2. **ISSUE:** UMR-Northpointe Health Insurance

The Northpointe medical benefits, prescription benefits, and pharmacy benefits for Northpointe staff health insurance were reviewed by Terri Wendt. Miscellaneous questions were addressed by Ms. T. Wendt and Karen Thekan.

**ACTION:** Information

3. Miscellaneous

- **ISSUE:** Political Activity Policy-Changes

Changes to the Political Activity Policy were reviewed. This policy was updated to reflect the Hatch Act.

**ACTION:** A motion was made by P. Connors, supported by J. Luhtanen to approve the changes to the Political Activity Policy. **Motion carried unanimously.**

**CHAIRPERSONS REPORT** – K. Raether

- Karen Raether stated that on behalf of the Northpointe Board she wished to congratulate the Kingsford ACT team on receiving one of the highest scores in the region on their Integrated Dual Disorders Treatment Fidelity review and is grateful for all of their work they have done.
- The NAMI/Northpointe luncheon is Friday, May 13 and registrations were provided to Board members.

R. Plumley & A. Martin excused at 6:02 p.m.

- The Members Services Committee is reviewing different options as to where the fall Board Association conference should be held and are looking at changing the hotel location because room rates at the Grand Traverse Resort in Traverse City are expensive. One of the options is to move the conference to The Soaring Eagle Hotel/Casino in Mt. Pleasant as the cost of hotel rooms there is cheaper but feedback was needed from CMH Boards if they would have a problem with the conference being held at a hotel/casino. Discussion ensued. **ACTION:** A motion was made by M.Negro, supported by C. Spence that the Northpointe Board is willing to attend a conference at The Soaring Eagle Hotel/Casino.

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

**Motion carried; 7 ayes; 2 nays.**

- A nominating committee was named: Chris Spence-Chairperson, Joan Luhtanen, and Marylee DeGrave. This committee will meet on Thursday, April 21, 2011 at 3:30 p.m. to present a slate of officers for election at the April 21, 2011 Board meeting.
- Karen Raether stated that she received good feedback from the March 10, 2011 Board training presentation. Joan Luhtanen stated that the training was very worthwhile and liked the term “ambassador” that was presented. Ms. Luhtanen further stated that “ambassador” is an excellent term to clarify what a Board member’s role is. Marylee DeGrave stated that from the training she liked that the presenter provided that Board members should support Northpointe’s mission statement. Peggy Connors stated that she was glad that all Board members were given the opportunity to provide what their motivation was to be on the Northpointe Board and that new Board members should have a mentor.
- The Board Association will be holding their U.P. Board member forum on May 6 & 7, 2011 in Gladstone. The following Board members tentatively expressed interest in attending this conference: Joan Luhtanen, Marylee DeGrave, Millie Hofer, Mari Negro, Bernie Lang, and Karen Raether. Ms. Raether asked Board members what Boardworks module they would like to see presented at this conference. Discussion ensued and Board members provided that they would like to see the Finance Boardworks module presented.

**CEO REPORT**

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

**Federal/StateActivity:**

- A vote will be held at the spring Board Association conference regarding the expansion of membership at the Board Association which would include affiliates into the Board Association. Board members will be receiving information on this after April 1 and this will then be discussed further in April.

- The Walk-A-Mile rally is held every spring in Lansing and is well represented by Northpointe consumers each year. This year the Board Association is asking each CMH to contribute \$225.00 to support this effort and Northpointe has decided that they will not be sending them \$225.00 as there are other ways that contributions can be sought out, i.e., through a drug company, through the Flynn Foundation, etc.
- There are 5 CMHs in the State of Michigan who are refusing to pay their new Board Association dues. They are paying their old dues and not their newly assessed dues. The discussion regarding this at the Member Services meeting this week was if these 5 CMHs are not paying their newly assessed dues do they get all the privileges of being a member of the Associations, do they get voting rights, etc.

**Local Activity:**

- Representative McBroom and Representative Huuki will be attending the April Collaborative meetings and touring the Northpointe facilities.

**OLD BUSINESS** – No old business

**NEW BUSINESS** – No new business

**BOARD PREROGATIVE**

- Karen Thekan stated that she sent out an e-mail to the Board asking them what they took away from the Board training presentation and what as a Board member did they feel like they learned that can be incorporated into their role as a Board member. Ms. Thekan further stated that starting at the April Board meeting, along with Board Prerogative, that “Ambassador Moment” will be added to hopefully have a Board member share a story that occurred in the last month on how they supported community mental health and what they did to be an ambassador for community mental health.

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:18 p.m.

The next regular monthly Board meeting is scheduled for April 21, 2011 in **Kingsford, Michigan beginning at 4:00 p.m.**

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Karen Raether, Chairperson

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Peggy Connors, Secretary

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Mary Wendt, Board Secretary