

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, Michigan

April 22, 2010 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:10 p.m. Mary Wendt, Board Secretary, conducted the roll call. Ms. Raether stated that Mari Negro is a new Board member appointed from Menominee County and welcomed her to the Northpointe Board. Ms. Raether also stated that Bill DeDie was reappointed from Dickinson County to the Board.

<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, 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: M. DeGrave; supported by P. Connors. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on March 18, 2010.

ACTION: A motion was made to dispense with reading the minutes from the March 18, 2010 Regular Board of Directors meeting and approve as written.

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

PRESENTATIONS:

- Anderson, Tackman & Company-Audit Report for Fiscal Year (FY) 2008-09
Karen Raether introduced Mr. Alan Stotz, an auditor from Anderson, Tackman & Company. Mr. Stotz reviewed Northpointe's FY2008-09 audit report and addressed questions.
- Fiscal Year 2009 Year End Financial Report – Bill Adrian
Ann Martin stated that she had previously requested that the FY2009 Year End Financial Report be discussed at a full Board meeting but now would like to withdraw her request as much of the information on Northpointe's year end financial report was provided in the audit report presentation above. Miscellaneous questions were addressed by Bill Adrian.

Karen Thekan, CEO for Northpointe, took over the meeting as election of officers would be taking place.

ELECTION OF OFFICERS

Nominating Committee Report: As Chairperson of the Nominating Committee, Chris Spence reviewed the report from the April 19, 2010 Nominating Committee meeting. Elections are as follows:

As Chairperson of the Nominating Committee, Ms. Spence presented Karen Raether as nominee for Chairperson.

- Ms. Thekan opened the floor for other nominations for the position of Chairperson. Ms. Thekan called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by B. Lang; supported by P. Connors to close nominations at this time and cast a unanimous ballot for Karen Raether for Chairperson.

Motion carried unanimously

Ms. Raether, as newly elected Board chairperson, resumed the Board chairperson position.

As Chairperson of the Nominating Committee, Ms. Spence presented Joan Luhtanen as nominee for Vice-Chairperson.

- Chairperson Raether opened the floor for other nominations for the position of Vice-Chairperson. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by M. DeGrave; supported by R. Plumley to close nominations at this time and cast a unanimous ballot for Joan Luhtanen for Vice-Chairperson.

Motion carried unanimously

As a member on the Nominating Committee, Ms. Connors presented Chris Spence as nominee for Treasurer.

- Chairperson Raether opened the floor for other nominations for the position of Treasurer. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by P. Connors; supported by J. Luhtanen to close nominations at this time and cast a unanimous ballot for Chris Spence for Treasurer.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Spence presented Peggy Connors as nominee for Secretary.

- Chairperson Raether opened the floor for any other nominations for the position of Secretary. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by A. Martin; supported by M. DeGrave to close nominations at this time and cast a unanimous ballot for Peggy Connors for Secretary.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Spence presented Karen Raether and Peggy Connors as nominees for Delegates & Alternate Delegates to the Michigan Association of Community Mental Health Boards (MACMHB) and the Great Lakes Rural Mental Health Association (GLRMHA).

- Chairperson Raether opened the floor for other nominations for Delegates and Alternate Delegates to the MACMHB and GLRMHA. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Luhtanen; supported by M. DeGrave to close nominations at this time and cast a unanimous ballot for Karen Raether and Peggy Connors as Delegates to MACMHB and the GLRMHA and the remaining members of the Board as alternates for MACMHB.

Motion carried unanimously

FINANCE COMMITTEE REPORT – C. Spence

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

1. **ISSUE:** Review Bills

Bills and payroll in the amount of \$1,316,949.07 were reviewed, discussed, and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve bills in the amount of \$1,316,949.07 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	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. **ISSUE:** Review Financial Statement – March 2010

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

ACTION: A motion was made by C. Spence, supported by A. Martin to approve the March 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	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	

Motion carried unanimously.

3. ISSUE: Contract(s)/Agreement(s)

	Name of Contract	Purpose of Contract	Old Rate	New Rate	Change
a.	Dr. Amit Razdan	Psychiatric & Medical Director	\$140.00/hr	\$145.00/hr	Increase of \$5/hr
This is a renewal and a new agreement. Renewing Dr. Razdan’s telepsychiatry agreement for Menominee County and expanding it to include Dickinson and Iron Counties and new agreement as Northpointe’s Medical Director. SEE DISCUSSION BELOW					
b.	Jackie Brown	Self Determination	\$51,000.50	same	No change
This is a renewal self determination contract for her as she is a guardian for a consumer to hire and pay staff through the fiscal intermediary for care in the family home.					
c.	St Jude’s AFC	Specialized residential services	n/a	\$56.23/day	\$56.23/day
This is a new agreement with St Jude’s in Escanaba, to provide specialized residential community living supports and personal care services to one individual with special needs in the home.					
d.	North Transport	Transporting consumers	\$.75/mile if alone and \$1.00/mile if two persons needed	same	No change
This is a renewal agreement to transport consumers to and from the psychiatric hospitalization. All other methods of transportation are exhausted prior to NBHS approval to transport.					
e.	GT Financial Services	Fiscal Intermediary	\$125/mo	same	No change
This is a renewal agreement for fiscal intermediary services for three consumers who employ their own staff through self determination. GT Financial is also known as GuardianTrac.					
f.	Jim’s Escort Service	Transporting Consumers	\$60/trip	new	n/a
This is an addendum to the current contract to transport one client to the AFC home following court ordered group sessions at the Menominee office.					
g.	Triple A Lawn Care	Lawn maintenance	\$80/time	\$80/time	No change
This is renewal agreement for lawn care at the Belgium Pointe Home					

DISCUSSION: Contract a – Dr. Amit Razdan

Karen Thekan stated Dr. Amit Razdan currently has a contract with Northpointe to provide psychiatric services one day a week to the Menominee office through video conference television (VTC) from Florida where he resides. Dr. Razdan is a child and adolescent psychiatrist and was previously employed for three years full time at Northpointe before he relocated to Florida approximately one year ago. Ms. Thekan stated that Dr. Joe Cools is now Northpointe’s Medical Director but Dr. Razdan has agreed to become Northpointe’s Medical Director full time but will continue to reside in Florida. Dr. Razdan will provide services to primarily children but will see adults as well in all three counties through VTC. Dr. Razdan will also be on-site at Northpointe for one week per quarter, will provide collaboration to Northpointe’s nurse practitioners, provide staff trainings, and work closely with Dr. Cools who is also NorthCare’s Medical Director. Ms. Thekan stated that when Dr. Razdan begins employment

at Northpointe the contracts for Dr. Joe Cools, Dr. Jan Cools, and Dr. Sperling will no longer be needed as Dr. Razdan will be providing psychiatric services along with Patty Webber and Diane Roell, nurse practitioners. Ms. Thekan also stated that Dr. Razdan will not be receiving benefits from Northpointe, i.e., health insurance, vacation/sick leave, etc.as he will be a contract employee. Miscellaneous questions were addressed by Ms. Thekan. **ACTION:** A motion was made by C. Spence, supported by P. Connors 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	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari - ABSTAIN		
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried-11 ayes; 1 abstain.

4. Miscellaneous

- Bill Adrian provided that Northpointe will retire three vehicles and Request for Proposals (RFPs) were done to replace these three vehicles with two new vehicles. Mr. Adrian reviewed all the RFP's that were received **ACTION:** A motion was made by C. Spence, supported by M.DeGrave to purchase two (2) 2010 new Dodge Avengers SXT's at a cost of \$15,784.00 each. 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	X		Raether, Karen	X	
Hofer, Millie		X	Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried-11 ayes, 1 nay.

- Karen Thekan provided that Northpointe will be applying for two block grants for the next fiscal year: one block grant is for adults and one block grant is for children. The adult block grant needs to be targeted for consumers that are non-Medicaid and the children block grant is for Severe Emotional Disturbance (SED) children. The children's block grant money would be used for a parent aide (peer support specialist) to work with developmental disabled or severely mentally ill parents who have parenting issues with their children and for the adult block grant multiple projects can be applied for. The adult block grant would provide up to \$70,000.00 for year 1 and up to \$70,000.00 for year 2. Ms. Thekan provided that the following ideas to use the adult block grant for were presented to Northpointe's Stakeholder Committee members: 1) restore some money to the Family Ties program as cuts were made to this program during the last fiscal year; 2) a peer support specialist could be placed at the Federally Qualified Health Center to educate individuals on how to access services at Northpointe; 3) money could be used for Mental Health First Aid Training for law enforcement; and 4) money could be used for the annual NAMI/Northpointe luncheon as monies received in the past from the pharmaceutical companies has diminished. The bulk of the adult block grant money would be used for the Family Ties program.

RECIPIENT RIGHTS COMMITTEE REPORT - M. DeGrave

Ms. DeGrave highlighted the following from the Recipient Rights Committee meeting minutes:

1. A report from Recipient Rights Advisory Ad Hoc Committee Meeting regarding vacancies on the Recipient Rights Committee was given: The Recipient Rights Ad Hoc Committee recommended to the Northpointe Board of Directors the reappointments of Gail Dixon, Carolyn Thomas, Myra Christophersen and new appointments of Rich Legeret, Anita Phillips, Brian Nord-Griener to the Recipient Rights Advisory Committee. The reappointments and new appointments of the above stated individuals were approved by the Northpointe Board of Directors.
2. Elections for Chairperson and Vice-Chairperson
Loren Veaser was nominated and approved as Chairperson and Debbie Eichhorn was nominated and approved as Vice-Chairperson of the Recipient Rights Advisory Committee.

3. Review of Recipient Rights Operating Budget
Bill Adrian reviewed the Recipient Rights Operating Budget report.
4. Quarterly Rights Office Report
Kevin Newlin presented the Quarterly Rights Office Report for January, February, and March 2010.
5. Review of State Semi Annual Report
Kevin Newlin reviewed the State Semi Annual Report with the committee. This report is basically a summary of information that members have reviewed over the last two quarters and is submitted to the State.
6. The 2010 Recipient Rights Advisory Committee Roster was updated.
7. Committee Member Prerogative
 - Program/facilities listed on the Recipient Rights quarterly report was reviewed by Kevin Newlin with Committee members as to where the program/facility is located and what service it provides.
 - Loren Veeseer asked where the status of the appeals was that were reviewed a few months ago. Kevin Newlin provided that these appeals have now gone to the State level for review. Mr. Veeseer provided that members on the Recipient Rights Committee are also members on the appeals committee if there ever are any Recipient Rights complaints that are appealed.
 - Loren Veeseer thanked Rich, Anita and Brian for joining the Recipient Rights Committee.
 - Debbie Eichhorn thanked Kevin Newlin and Katie Smith for the wonderful job they do with all the individuals that they work with.

PLANNING COMMITTEE REPORT - J. Luhtanen

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

1. **ISSUE:** Stakeholder Advisory Committee Report
The Stakeholder Advisory Committee met on April 6, 2010 and a presentation was provided by Bill Adrian on Northpointe finances; suggestions for improvement/complaints/corporate compliance issues were reviewed; and Karen Thekan provided information to members on the two block grants that Northpointe was applying for.
ACTION: Information
2. **ISSUE:** Medical Director
Discussed above under Finance Committee Meeting Report-Contracts.
3. **ISSUE:** Planning Committee Meeting Schedule
DISCUSSION: Joan Luhtanen stated that it was proposed to hold Planning Committee meetings every other month as some months there are not enough agenda items to warrant holding a monthly meeting for.
ACTION: Consensus of Planning Committee members was to hold Planning Committee meetings every other month and see how this schedule works out for the remainder of the calendar year. The every other month schedule for Planning Committee meetings will be May 24, July 19, September 20 and November 15.
4. **Miscellaneous**
 - The annual NAMI/Northpointe lunch will be held on May 14 and information on this was provided to Board members. Joan Luhtanen encouraged Board members to attend this event.
 - NorthCare's annual U.P. consumer conference is scheduled for May 4 in Marquette and the regional Board member educational forum is scheduled for May 21 and May 22.
 - The annual Walk-A-Mile in Lansing will be held in May and there will be two staff and eight consumers from Northpointe attending this.
 - Karen Thekan stated that a Board retreat will be scheduled for some time in August and asked if August 6, 2010 would work for Board members. Consensus is to tentatively schedule the retreat for this date and further discuss the retreat as the date draws closer for it.

PERSONNEL COMMITTEE REPORT - P. Connors

Ms. Connors highlighted the following from the Personnel Committee meeting that was held on April 22:

1. **ISSUE:** Human Resources Quarterly Reports
The following reports for the 2nd quarter (January 2010-March 2010) were reviewed:
 - Employee Injury/Accidents - There were 4 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 48 employees during the quarter that received their annual performance review: 35 received a pay increase and 13 did not receive a pay increase due to being at the top of their pay scale. Of the 48 employees reviewed; 35 were hourly and 3 were salary. A year to date total pay increase report for the period of 10-1-2009 to 3-31-2010 was also reviewed.

ACTION: Information

2. **ISSUE:** Medical Director
Discussed above under Finance Committee Meeting Report-Contracts.

Bill DeDie excused at 5:32 p.m.

3. **ISSUE:** Continued Discussion of Staff Pay Range Scales
Peggy Connors stated that this issue was previously discussed by the Board to review staff pay ranges and Personnel Committee members met today to further discuss this issue. Ms. Connors stated that Ann Martin had asked if maybe there is a way that staff could receive an annual increase once a year at the beginning of the fiscal year. Ms. Thekan provided that there may be a problem with providing staff increases at the beginning of the fiscal year because Northpointe receives a set dollar amount at the beginning of the fiscal year to serve all consumers throughout the year and there are unknown variables during the year as to how many individuals need services, need to be admitted inpatient, etc. Discussion ensued and questions were addressed by Ms. T. Wendt and Ms. Thekan.
ACTION: A Personnel Committee meeting is scheduled for Monday, May 24, 2010 at 3:00 p.m. Information will be provided to begin reviewing current pay range scales and comparable pay ranges and to also continue to discuss staff pay increases.

CHAIRPERSONS REPORT – K. Raether

Karen Raether thanked the Board for re-electing her as Board Chairperson. Ms. Raether stated that the appointments for the Finance, Personnel, Planning, Recipient Rights Committees, and Parliamentarian will be made at this time and are as follows:

<u>Finance Committee</u>	<u>Personnel Committee</u>	<u>Planning Committee</u>	<u>Parliamentarian</u>
Chris Spence-Chairperson	Peggy Connors-Chairperson	Joan Luhtanen-Chairperson	Ann Martin
Peggy Connors	Bernie Lang	Bill DeDie	
Marylee DeGrave	Joan Luhtanen	Marylee DeGrave	
Millie Hofer	Ann Martin	Mari Negro	
Mari Negro	Karen Raether	Rob Plumley	
Karen Raether		Karen Raether	

Ann Martin (June, July, Aug.)

Recipient Rights Committee

Marylee DeGrave

Ms. Raether stated that Beth Farragh will audit committees as she can over the summer months.

- The Board Association provided information on their Political Action Committee and if any Board member would like to receive this information they should contact Mary Wendt.
- There is a Great Lakes Executive Committee meeting scheduled for 2:00 p.m. on April 26 at Northpointe.
- If any Board member would like to attend the annual NAMI/Northpointe luncheon on May 14 they can contact Mary Wendt to make a reservation.
- The MACMHB spring conference is scheduled for May 17-19 in Dearborn Michigan. Ms. Raether stated that as of now she and Karen Thekan will be attending the conference and if any other Board member would like to attend they should contact Mary Wendt.
- The Board Educational Forum in Escanaba is scheduled for May 21 & 22. If any Board member is interested in attending this forum they should contact Mary Wendt to make a room reservation and conference registration for them. There will be a Board Works presentation at this forum. Karen Thekan stated that Northpointe recently purchased the entire set of Board Work DVD's and if anyone would like to check out one they should contact Mary Wendt
- The U.P. Consumer Conference is scheduled for May 4 in Marquette and information was provided to Board members on this. Marylee DeGrave stated that she will be attending this conference.

CEO REPORT

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

Federal Activity:

- Health Care Reform was the main topic of discussion at the State Director meeting. The State is looking to be an "early adopter" which in essence means there will be Medicaid expansion were individuals who were served with General Funds (GF) in the past will become eligible for Medicaid. The next fiscal year's budget was also discussed and as of now it was passed out of the Senate and is at the House right now. The Senate did pass out

the \$57 million dollar in GF cuts for CMH's and this time around the cuts will be distributed more evenly across the State.

- The annual budget submissions to the Department of Community Health (DCH) has been completed and sent in.
- Ms. Thekan attended a Quality Improvement Council recently in Lansing. This will be a good group to be a part of as they will decide the performance indicators that are measured.
- Ms. Thekan participated this past week, via VTC, in the Children's Committee and Member Services meetings

Regional Activity:

- The first U.P. Directors meeting was recently held with the new CEO, John Basse, from Pathways.

Local Activity:

- Congratulations to Amy Neville, Medical Records Specialist in the Menominee office, on her 15 years of employment with Northpointe.
- Ms. Thekan recently finished attending all staff meetings and will be presenting issues/concerns that have come out of the meetings for discussion with the Operations Team.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Karen Raether stated that the May 27, 2010 Board meeting will be held at the Menominee office. If any Board member would like to VTC this meeting from the Kingsford or Iron River offices they should contact Mary Wendt.
- Karen Raether stated that a Personnel Committee meeting is scheduled for 3:00 p.m. on Monday, May 24 at the Kingsford office.
- Bill Adrian stated that the Board is welcome to keep their audit report but if someone feels that they do need it he would appreciate it returned to him.
- Joan Luhtanen stated that her son receives great care at the Hughitt Street Apartments and wanted to recognize and thank Hughitt Street Apartment staff and Michelle Tavonatti and Janet King (who were present at the Board meeting) for their excellent work.
- Peggy Connors stated that Chris Spence should be recognized and congratulated on receiving her EMTP certification. Ms. Spence stated that for the past 20 months she has taken a paramedic course through Marquette General Hospital and completed the course on March 29. Board members all offered their congratulations to her on this achievement.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:06 p.m.

The next regular monthly Board meeting is scheduled for May 27, 2010, in **Menominee, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary