

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting  
MINUTES  
715 Pyle Drive, Kingsford, Michigan  
April 23, 2009 - 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.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b> <b><u>Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b> <b><u>Absent</u></b>	<b><u>Absent</u></b>
Connors, Peggy	X			Martin, Ann	X		
DeDie, William	X			Pomeroy, Judy		X	
DeGrave, Marylee	X			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine	X		
Luhtanen, Joan	X						

**REPRESENTING ADMINISTRATION:** K. Thekan, B. Adrian, J. Pelc, 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:** The agenda was amended as Karen Raether stated that the Personnel Committee meeting was cancelled so no report will be given.

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

**Motion by:** A. Martin; 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 19, 2009.

**ACTION:** A motion was made to dispense with reading the minutes from the March 19, 2009 Regular Board of Directors meeting and approve as written.

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

**PRESENTATIONS**

- Anderson, Tackman & Company-Audit Report for Fiscal Year (FY) 2007-08  
Karen Raether introduced Mr. Alan Stotz, an auditor from Anderson, Tackman & Company. Mr. Stotz reviewed Northpointe's FY2007-08 audit report and addressed questions.

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, Peggy Connors reviewed the report from the April 23, 2009 Nominating Committee meeting. Elections are as follows:

As Chairperson of the Nominating Committee, Ms. Connors 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 A. Martin; supported by J. Luhtanen to close nominations at this time and cast a unanimous ballot for Karen Raether for Chairperson.

**Motion carried unanimously**

Karen Rather, as newly re-elected Board chairperson, resumed the Board chairperson position.

As Chairperson of the Nominating Committee, Ms. Connors 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 P. Connors; supported by A. Martin to close nominations at this time and cast a unanimous ballot for Joan Luhtanen for Vice-Chairperson.

**Motion carried unanimously**

As Chairperson of the Nominating Committee, Ms. Connors presented Judy Pomeroy 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 M. DeGrave; supported by P. Connors to close nominations at this time and cast a unanimous ballot for Judy Pomeroy for Treasurer.

**Motion carried unanimously**

Rob Plumley, a member on the Nominating Committee, 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 M. DeGrave; supported by A. Martin 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. Connors presented Karen Raether and Judy Pomeroy 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 P. Connors; supported by M. DeGrave to close nominations at this time and cast a unanimous ballot for Karen Rather and Judy Pomeroy as Delegates to MACMHB and the GLRMHA and the remaining members of the Board as alternates for MACMHB.

**Motion carried unanimously**

Karen Rather stated that the appointments for the Finance, Personnel, Planning, Endowment, Recipient Rights Committees, and Parliamentarian will be made at this time and are as follows:

<b><u>Finance Committee</u></b>	<b><u>Personnel Committee</u></b>	<b><u>Planning Committee</u></b>
Judy Pomeroy-Chairperson	Peggy Connors-Chairperson	Joan Luhtanen-Chairperson
Peggy Connors	Bill DeDie	Bill DeDie
Marylee DeGrave	Bernie Lang	Millie Hofer
Chris Spence	Joan Luhtanen	Rob Plumley
Ann Martin	Ann Martin	Karen Raether
Karen Raether	Karen Raether	
<b><u>Endowment Committee</u></b>	<b><u>Recipient Rights Committee</u></b>	<b><u>Parliamentarian</u></b>
Karen Raether	Marylee DeGrave	Ann Martin
Judy Pomeroy		

#### **FINANCE COMMITTEE REPORT** – P. Connors

Ms. Connors highlighted the following from the Finance Committee Meeting Minutes:

1. **ISSUE:** Video Conferencing Replacement Request

Josef Pelc provided and reviewed a quote from Professional Audio Designs, Inc. to purchase 2 new pieces of video conferencing equipment at a total cost of \$15,258.00. Mr. Pelc stated that the current video conferencing system that is now used is approximately 7 years old and is failing. The new video conferencing equipment will be used for video conferencing in the Iron River office and/or for video telemedicine by the psychiatrist.

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave to approve the purchase of new video conferencing equipment from Professional Audio Designs, Inc. at a total cost of \$15, 258.00.

Miscellaneous questions were addressed by Mr. Pelc.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Pomeroy, Judy		
DeGrave, Marylee	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	
Luhtanen, Joan	X				

**Motion carried unanimously.**

**2. ISSUE: Bills and Payroll**

Bills and payroll in the amount \$1,290,701.84 were reviewed, discussed, and recommended for approval.

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave to approve bills as presented.

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		Martin, Ann	X	
DeDie, William	X		Pomeroy, Judy		
DeGrave, Marylee	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	
Luhtanen, Joan	X				

**Motion carried unanimously.**

**3. ISSUE: The committee reviewed March 2009 financial statement and recommended for approval.**

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave to approve financial statement ending March 2009.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Pomeroy, Judy		
DeGrave, Marylee	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	
Luhtanen, Joan	X				

**Motion carried unanimously.**

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

- a) Beckley Court of Livonia – A new agreement for specialized personal care and CLS for one adult in Livonia Michigan. The rate is \$145.00 per day.
- b) Single Case Agreements with Dr Van Holla – This is a new agreement for psychiatric services for two individuals for medication reviews. The rates are \$114 - \$165 per session.
- c) Dale Schmeisser - This is a renewal agreement for dietary services. The rate remains \$50.00/hr.
- d) North Transport – This is a renewal agreement for transportation services for consumers to and from the hospital. The rate remains \$.75 per mile and if a second staff is required the rate will be \$1.00 per mile.
- e) Kutha AFC – This is an addendum to the current agreement to change the rate for one individual from \$59.59 / day to \$80.00/day. The resident is recovering from a broken hip, requires additional care and no longer attends Powers Activity Center.
- f) NorthCare – This is the renewal of the Medicaid Subcontract for 2008-09.
- g) Neil Johnson, Physical Therapist – This contract will be for approximately 10-15 hours per month to do on-site physical therapy evaluations and therapy in the group homes. The rate will be \$65.00 for an evaluation and \$60.00/hour for ongoing therapy.
- h) Alpha House – This is a revision to a contract approved a few months ago. An individual was previously placed at Alpha House, was then psychiatrically hospitalized, and is once again residing at Alpha House. This individual now needs 1:1 staffing until behaviors are stabilized. The rate will be \$400.00/day and this will be reviewed weekly.

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave to approve all contract/agreements as noted above.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Pomeroy, Judy		
DeGrave, Marylee	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	
Luhtanen, Joan	X				

**Motion carried unanimously.**

5. Miscellaneous

- Peggy Connors stated that Bill Adrian provided pictures of the retaining wall in front of the house on “A” Street that Northpointe owns. The retaining wall has collapsed, needs to be repaired, and Northpointe is currently in the process of finding a contractor to repair it. Miscellaneous questions were addressed by Mr. Adrian.

**RECIPIENT RIGHTS COMMITTEE REPORT** – Ms. DeGrave

Ms. DeGrave highlighted the following from the Recipient Rights Committee Meeting Minutes:

1. **ISSUE:** The report from Recipient Rights Advisory Ad Hoc Committee Meeting Re: Vacancies on the Recipient Rights Advisory Committee was provided:

- The Recipient Rights Ad Hoc Committee members met to review Recipient Rights applications for vacancies on the Recipient Rights Advisory Committee. They recommended to the Northpointe Board of Directors that Ceil Atanasoff, William Bouchard, Jean DeDie, and Loren Veeseer be reappointed to the Recipient Rights Advisory Committee. The reappointments of the above named individuals were approved at the Northpointe Board of Directors meeting on March 19, 2009

2. **ISSUE:** Elections for Chairperson and Vice-Chairperson

Loren Veeseer was nominated and approved as Chairperson and Debbie Eichhorn was nominated and approved as Vice-Chairperson of the Recipient Rights Advisory Committee.

3. **ISSUE:** Review of Recipient Rights Operating Budget

The Operating Budget for the Rights Office was reviewed by Bill Adrian

4. **ISSUE:** Quarterly Rights Office Report

The Quarterly Rights Office Report for January, February, and March 2009 was presented and reviewed by Kevin Newlin.

5. **ISSUE:** Review of State Semi Annual Report

The State Semi Annual Report was presented and reviewed by Kevin Newlin. This report is basically a summary of information that members have reviewed over the last two quarters and is submitted to the State.

6. **ISSUE:** Recipient Rights Advisory Committee Roster-Update

Committee members provided updates to Mary Wendt if any of their personal information on the membership roster had changed, i.e., address, phone number, etc.

7. Public Comments/Committee Member Prerogative

- Kevin Newlin provided that the state Recipient Rights audit will be conducted in June 2009 to review the Northpointe Recipient Rights office. The auditors will be requesting to talk to a few members of the committee and these individuals will be contacted before the audit. Mr. Newlin also provided that administrative rule changes were recently received and he will be presenting and discussing these changes with committee members at the July Recipient Rights Committee meeting.
- Myra Christophersen provided that at the July Recipient Rights Committee meeting she offered to bring her camera to take a group picture of the committee. General consensus of committee members was that this should be done and the picture could then be used next year in Northpointe’s Annual Report calendar.
- Carol Thomas provided that consumer programs, i.e., peer to peer, peer support specialists, etc. are providing wonderful opportunities to consumers and that the consumers participating in these programs are doing very well. Ms. Thomas asked if there maybe was a way to increase the peer support specialist’s hours to provide more programs for consumers. Bill Adrian provided that peer support specialist hours are based on their social security earnings and he will contact the two Kingsford peer support specialists and their care managers to maybe work something out regarding how many hours they can work. Karen Thekan stated that there now is a request to hire a third peer support specialist for Dickinson County and that a peer support specialist has been hired for Iron County.

- Marylee DeGrave stated that she provided information on a consumer that she is transporting for services and this consumer is now only being seen one time per month and is upset regarding this. Karen Thekan provided that Ms. DeGrave should refer this matter to Kevin Newlin or Katie Smith as it may be a situation regarding treatment suited to condition.

### **PLANNING COMMITTEE REPORT** – J. Luhtanen

Ms. Luhtanen highlighted the following from the Planning Committee Meeting Minutes:

1. **ISSUE:** Stakeholder Advisory Committee Meeting Report  
The following information from the April 7, 2009 Stakeholder Advisory Committee meeting that was held at the Kingsford office was provided by Lisa Dionne: a NAMI presentation was provided by Bill Reid; the employee satisfaction survey results were reviewed; the quarterly outcomes report was reviewed; an update on ELMER (the new electronic medical records program) was provided; suggestions for improvement and the February and March CEO reports were reviewed. **ACTION:** Information
2. **ISSUE:** NorthCare Audit Preliminary Audit Results  
The NorthCare audit was conducted on April 14 and 15 at Northpointe. The chart review portion of the audit for all three counties was done by NorthCare on these two days at the Kingsford Northpointe office. The two preliminary main continuous citations from NorthCare were that: a) better documentation needs to be done that consumers are being educated on all evidenced based best practices that are offered and b) Northpointe continues to use ranges for authorizations in an individual's plan of service and more exact numbers need to be used: i.e., consumer will be seen 3 times a month or 4 times a month, etc. Once the final audit report results are received they will be provided for Board member review. **ACTION:** Information
3. **ISSUE:** ELMER Update  
An update on ELMER, which is the new electronic medical record, that will be implemented by all the U.P. regional community mental health agencies (CMH's) by October 1, 2009 was provided by Mary Beth Haavisto. Ms. Haavisto also reviewed the ELMER implementation regional teams and what each team is responsible for in the transition to ELMER. Miscellaneous questions were addressed by Karen Thekan. **ACTION:** Information
4. **ISSUE:** Access Data Update  
Access data information for the period of May 12, 2008-September 4, 2008 and October 1, 2008 to March 31, 2009 was reviewed by Mary Beth Haavisto. Since NorthCare began doing centralized access for all the U.P. CMH's in May of 2008 more children have been brought in for services at Northpointe since the centralized access process began. Miscellaneous questions were addressed by Karen Thekan. **ACTION:** Information
5. **Miscellaneous**
  - Karen Thekan provided that the grant for integration of behavioral health and primary care health will not be applied for as there will only be 11 grants awarded nation-wide. Instead, work with the federally qualified healthcare centers in the U.P. will be pursued for integration between primary care and behavioral health.

### **CHAIRPERSONS REPORT** - K. Raether

- The annual Northpointe NAMI luncheon will be held on May 15. Registration flyers were provided to all Board members regarding this.
- The MACMHB spring conference is scheduled for May 18-20 in Kalamazoo, Michigan. Information on the conference was previously e-mailed to all Board members and if anyone plans on attending the conference let Mary Wendt know as soon as possible.
- The NorthCare Advisory Committee meeting is scheduled for April 30 and Karen Thekan and Karen Raether will be attending this meeting in Marquette. If any Board member would like to attend the meeting with them they are welcome to do so and can ride with Ms. Thekan and Ms. Raether or can attend the meeting via video conference.
- The NorthCare recovery presentation on April 22 in Escanaba was very good and the keynote speaker was very interesting.
- The MACMHB nominating committee meeting was recently held with very few nominations being received this year for officers.

### **CEO REPORT**

Ms. Thekan stated that her April 2009 CEO report was in Board packets; she provided the following updates and highlights:

### **Federal/State Activity:**

- The State of Michigan, at this point in time, has restored all the Department of Community Mental Health previous budget cuts. There also now is a proposed increase to General Fund/Medicaid dollars and maintaining the current 1% wage pass through as well as another \$.50 per wage hour increase for all direct care staff in mental health settings.
- Northpointe's Program Planning Guideline has been submitted to the state. The process has changed and what now is being asked for is specific to children and a "system of care environmental scan" will be done regarding children with developmental disabilities and children with serious emotional disturbance. Community groups will be pulled together to look at where the money is to serve children, where the gaps are, what can communities do to fill the gaps, etc. Most likely, the existing collaborative bodies in all three counties will be used and ongoing meetings/forums will be held.

### **Regional Activity:**

- NorthCare recently held their second public forum at Iron Mountain High School to obtain community input for the public mental health system.

### **Local Activity:**

- Ms. Thekan stated that she has started attending more staff meetings as a result from the employee satisfaction survey. Joan Luhtanen stated that she has heard from staff that they do appreciate Ms. Thekan attending staff meetings.
- On April 22 a community planning meeting was held at Northpointe regarding a walk that is being organized in September to recognize suicide and information on this was provided to Board members.
- Physician Update: Ms. Thekan stated that Dr. Razdan, a Northpointe psychiatrist, recently left Northpointe employment and relocated to Florida. Dr. Hussain, another part-time Northpointe psychiatrist that provided services at the Iron River and Menominee offices, provided his letter of resignation effective July 31. This will leave a staff psychiatrist shortage and discussions are in the process with Dr. Razdan regarding him providing services through video telemedicine for Menominee Northpointe consumers which would help with the psychiatrist shortage until a psychiatrist is able to be hired. An interview was conducted last week with a psychiatrist from Baltimore and reference checks are currently being done on him. If this individual is hired he will most likely be splitting his time between Pathways and Northpointe's Kingsford office. Ms. Thekan also stated that active recruitment will continue to hire a full-time psychiatrist knowing that Dr. Razdan is not a long term solution. Miscellaneous questions were addressed by Ms. Thekan.

**OLD BUSINESS** – No old business

**NEW BUSINESS** – No new business

### **BOARD PREROGATIVE**

- Peggy Connors stated that a Personnel Committee meeting is scheduled for Tuesday, May 26 at 12:00 noon at Kingsford's Northpointe office.
- Ann Martin asked if Northpointe had anything to do with Bay Cliff Health Camp and if there were any summer camping opportunities for children with autism as Bay Cliff does not offer services for autistic children. Karen Thekan stated that she will contact Renee Lupini and Connie Smith to see if they have any information regarding summer camping opportunities for autistic children and will provide this information to Ms. Martin.
- Ann Martin stated that she attended the recovery presentation in Escanaba and the keynote speaker provided very interesting information on the mentally ill.
- Ann Martin stated that Bill Adrian should be commended that Northpointe received an excellent audit report and also welcomed back Millie Hofer as Ms. Hofer has been out of town for the past several Board meetings.

**PUBLIC COMMENTS** - No public comments

### **ADJOURNMENT**

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:56 p.m.

The next regular monthly Board meeting is scheduled for May 28, 2009, in **Menominee, 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