

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

401 Tenth Avenue; Menominee, Michigan

May 17, 2012 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:20 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(vtc)			Luhtanen, Joan	*X(vtc)		
DeDie, William	*X(vtc)			Martin, Ann	*X(vtc)		
DeGrave, Marylee	X			Negro, Mari	X		
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	*(vtc)		
Lang, Bernie	X						

REPRESENTING ADMINISTRATION: B. Adrian, T. Wendt, J. Wade, M. Wendt & *L. Dionne
*(VTC-Video Television Conference from Northpointe's Kingsford & Iron River Offices)

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance to the Flag was recited by all

Bill Adrian introduced Jennifer Wade, the new Northpointe Menominee County Director.

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. Hofer; supported by M. Negro. **Motion carried unanimously.**

APPROVAL OF THE MINUTES:

Millie Hofer stated that under "election of officers" in the last paragraph it should state: "will bring a fresh perspective" not "will bring a fresh prospective". There were no other additions or corrections to the minutes from the regular Board of Directors meeting on April 19, 2012.

ACTION: A motion was made to dispense with reading the amended minutes from the April 19, 2012 regular Board of Directors meeting and approve as corrected as stated above.

Motion by: M. Hofer; supported by P. Erickson. **Motion carried unanimously.**

PRESENTATION: Gentle Teaching – Philip Gardiepy-Hefner

Philip Gardiepy-Hefner stated that he provided Gentle Teaching handouts and the handout on "Helen's Life Story" is a true story that is used when Gentle Teaching training is done with staff. Mr. Gardiepy-Hefner discussed "Helen's Life Story" and reviewed the "Caregivers Toolbox" and "Four Pillars of Companionship" which are also used in Gentle Teaching training. Discussion ensued and questions were addressed by Mr. Gardiepy-Hefner.

CEO REPORT

Karen Thekan's May 2012 CEO Report was in Board packets; Bill Adrian provided the following updates/ highlights and addressed questions:

Federal/State Activity:

- Ms. Thekan is currently downstate attending a Healthcare Reform Planning conference and hopefully receiving information on what direction everyone will be taking will be discussed at the conference.
- The Association spring conference is May 21-23 and Ms. Thekan and several Board members will be attending.

Regional Activity:

- The U.P. Directors met on May 9 and a few topics discussed were: Medicaid cost per service unit in the U.P.; regional revenue/expense; inpatient utilization across the U.P.; shared issues; and the State’s concern that the U.P. is sending a lot of individuals downstate for hospitalizations/placements.
- NorthCare conducted their site review of Northpointe on May 15.

Local Activity:

- The annual NAMI/Northpointe educational event was on May 10 and the presentation/speaker was very good.

PERSONNEL COMMITTEE REPORT - P. Erickson

Ms. Erickson highlighted the following from the Personnel Committee meeting minutes:

1. **ISSUE:** Quarterly Reports
Employee Injuries, Separated Employees, Wage Increases were reviewed.
ACTION: Information
2. **ISSUE:** Review Annual CEO Evaluation from Operations Team

The Personnel Committee reviewed Karen Thekan’s annual evaluation from Operations Team members and

Ms. Thekan received a very good evaluation from them. Millie Hofer stated that when she reviewed the evaluation she felt there needs to be some factual evidence based on the subjective comments as most of the comments provided were very subjective. Discussion ensued. Mari Negro suggested that “briefly explain your comment” could be added to the evaluation.

ACTION: Information

3. **ISSUE:** Continued Benefits Discussion

There was a continued discussion of benefits. Peggy Erickson stated that what is being asked now is for the Board to give authorization to the management team to present the specifics of a lump sum payment process for all employees at the top of their pay scale, based on their performance evaluation.

ACTION: A motion was made by P. Erickson, supported by M. DeGrave to approve the development of a lump sum payment process for all employees who are at the top of the pay scale, based on their performance evaluation, to be presented at the June meeting.

DISCUSSION: Discussion ensued on how the lump sum payment process would work. Peggy Erickson stated that hourly and salary staff at the top of the pay scale would receive a defined sum of money (a percentage or lump sum), which would be tiered based on their performance evaluation. Mari Negro asked if staff that were at the top of their pay scales are competitive with other agencies/jobs. Terri Wendt stated that it has been several years since a wage scale comparison has been done. Ms. Negro stated that she is not in agreement with a lump sum of any sort as staff may be receiving a fair amount of what they should receive and with the longevity payment staff are already getting a bonus. Millie Hofer stated that the idea of why she presented this information is that staff should receive motivation who are at the top of the pay scale. Ms. Negro stated that maybe it should be looked into turning longevity into a performance payment versus just a bonus. Ms. Erickson stated that one payment would be a performance payment to keep staff motivated that are at the top of their pay scale and the longevity payment is a tenure payment to recognize staff for their loyalty of being a long term employee. Ms. Hofer stated that she would prefer a payment increase on performance rather than an across the board increase, i.e., COLA. Karen Raether stated that the above action is preliminary as it only gives the management team permission to come up with a tool regarding how a lump sum payment process would be done for staff at the top of their pay scale and the cost of doing this. Ms. Hofer asked Terri Wendt to bring information to the June Board meeting on comparable salaries of other agencies. Miscellaneous questions were addressed by Ms. Erickson, Bill Adrian, and Ms. T. Wendt.

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	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X				

Motion carried unanimously.

Peggy Connors excused at 5:25 p.m.

4. **ISSUE:** Request for Proposals (RFPs): Defined Contribution Plan
RFPs were recently done for Northpointe staff that had their defined contribution plan with ICMARC. There were two RFPs received: one from ICMARC and one from MERS. The RFP committee met, reviewed the RFPs, and their recommendation to the Board is to convert the current defined contribution plan from ICMARC to MERS. The RFPs were fairly comparable but MERS is Michigan based and there is a local MERS representative.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve to convert the current defined contribution plan from ICMARC to MERS.

DISCUSSION: Mari Negro asked how MERS works with county employees; discussion ensued. Bill Adrian stated that the Northpointe plan is for defined contributions, is a pay as you go plan, and provided examples of how it works. Peggy Erickson stated that a lot was being looked at regarding customer service to come in and talk with staff to address questions and hold group teaching sessions and MERS can be onsite on a regular basis to meet with staff. 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			Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		X
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X				

Motion carried: 9 ayes; 1 nay.

DISCUSSION: Ms. Negro clarified her nay vote because she has heard a lot of issues that Menominee County has had with MERS and also does not have enough information about the two companies.

5. Miscellaneous

- A Personnel committee is scheduled for Thursday, June 21, 2012 at 3:00 p.m.

FINANCE COMMITTEE REPORT- M. Hofer

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

1. **ISSUE:** Review Check Disbursement Report

The check disbursement report in the amount of \$1,259,488.44 was reviewed and recommended for Board approval.

ACTION: A motion was made by M. Hofer, supported by P. Erickson to approve the check disbursement report for bills paid in the amount of \$1,259,488.44 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	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X				

Motion carried unanimously.

2. **ISSUE:** Review Financial Report – April 2012

The committee reviewed the April 2012 financial report and recommended for Board approval.

ACTION: A motion was made by M. Hofer, supported by M. Negro to approve the April 2012 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			Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X				

Motion carried unanimously.

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

The committee reviewed the following contracts and recommended for Board approval.

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	Cherith Counseling Center	Counseling services	6/1/12 – 5/31/13	\$70/session	\$70/session	n/a
This is a renewal single case agreement for counseling services for one person through self-determination.						
B.	MBM Realty	Lease	7/1/12 – 6/30/17	\$40,500/yr.	same	n/a
This is a renewal agreement for the Iron River Office building.						
C.	Services Unlimited	Lawn Care	5/1/12 – 10/31/12	\$40/event	same	n/a
This is a renewal agreement for lawn care at Maple Ridge.						
D.	Penny Gregg	Speech Therapy	6/1/12 – 5/31/13	\$65/hr.	\$75/encounter	Inc. \$10
Renewal agreement for speech and language services for two consumers through self-determination. This is being changed from hours to encounters as she tends to spend more than one hour with the family.						
E.	Clean Kill Pest Control	Facility treatment for pests	6/1/12 – 10/31/13	n/a	\$32/mo.	n/a
This is an addendum to the current contract to add the Lighthouse.						
F.	Wakeham Residential	Lease	6/1/12 – 5/31/13	n/a	\$1400/mo.	n/a
This is a new agreement to lease the Lighthouse facility from Bill Wakeham.						
G.	Cornerstone Residential	Specialized residential	5/1/12 – 5/1/13	\$190/day	Same	n/a
This is an addendum to the current contract to add two residents.						
H.	Birchwood AFC	Specialized residential	5/1/12 – 12/31/12	\$48.60/day	\$63.00	Inc. \$14.40
This is an addendum to the current contract to increase the rate for one resident based on functional assessment of increased medical needs and personal cares.						
I.	Schlaud AFC	Specialized residential	5/1/12 – 12/31/12	\$45.87/day	\$64.56/day	Inc. \$18.69
This is an addendum to the current contract to increase the rate for one resident based on functional assessment of increased behavior issues.						
J.	Goodwill Industries	Cleaning	6/1/12 – 5/31/13	n/a	\$250/week	n/a
This is a new agreement with Goodwill to clean the Menominee Office Building. This will replace the current cleaning crew.						

ACTION: A motion was made by M. Hofer, supported by M. DeGrave to approve all contracts as noted above.

ROLL CALL

<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	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X				

Motion carried unanimously.

4. Miscellaneous

- Bill Adrian stated that Northpointe advertised and received bids for either a new or used program van that will be used by the Lighthouse. Mr. Adrian reviewed the bids: 1) Riverside Auto for a 2012 new Dodge Caravan at \$28,235.00; 2) Lindwall Motors for a 2011 Dodge Caravan at \$20,895.00; a 2010 Dodge Caravan at \$19,500.00; a 2009 Dodge Caravan at \$18,500.00; and 3) Town & Country Sales for a 2011 Dodge Caravan at \$20,981.00. Mr. Adrian stated that the mileage for program vans is between 20,000-27,000 miles and there is some warranty left on them. Mr. Adrian stated that he would like to recommend that the 2011 program Dodge Caravan from Lindwall Motors be approved. Miscellaneous questions were addressed by Mr. Adrian.

ACTION: A motion was made by M. Hofer, supported by C. Spence to approve the purchase of the 2011 Dodge Caravan from Lindwall Motors in the amount of \$20,895.00.

ROLL CALL

<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	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X				

Motion carried unanimously.

- Information on Arms of Angels who have vans in Menominee and Dickinson Counties that provide transportation and in-home services was provided.

CHAIRPERSONS REPORT - K. Raether

- A Great Lake Executive Committee meeting was held on April 26 in Kingsford and the fall conference is pretty well planned out.

UNFINISHED BUSINESS– No unfinished business

NEW BUSINESS- No new business

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Joan Luhtanen stated that Northpointe has wonderful staff and thanked Bill Amundson, Renee Lupini, and John Dedo for all their hard work they did with painting, moving furniture and putting the new flooring in at the Hughitt Street Apartments.
- Mari Negro expressed her opinion regarding the cost of flying to the spring conference and if it was cheaper to fly rather than drive. Ms. Negro stated that she would like to thank Millie Hofer for her vote of confidence in her nomination of Ms. Negro for chairperson. Ms. Negro stated that it is her opinion that there should be a rotation of committee appointments.
- Ann Martin stated that this was her first experience in teleconferencing and that teleconference is great technology, is a cost savings, but limited in participation. Ms. Martin also stated that the Dickinson Board of Commissioners will be re-advertising for the vacant Northpointe Board of Directors position. Ms. Martin commended Phil Gardiepy-Hefner for his Board presentation as it really gets to the heart of what Northpointe is about and that she appreciates the comments from individuals whose family members experience Northpointe services.

PUBLIC COMMENTS- No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:00 p.m.

The next regular monthly Board meeting is scheduled for June 21, 2012 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary