

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**  
**Regular Monthly Meeting**  
**MINUTES**  
**401 Tenth Ave., Menominee, Michigan**  
**May 28, 2009 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Board Chairperson, called the meeting to order at 4:00 p.m. Ms. Raether introduced/welcome Northpointe's new Board member from Dickinson County, Elizabeth Farragh, and introductions were made by the Board of Directors. 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 (via VTC)			Luhtanen, Joan	X		
DeDie, William	X			Martin, Ann	X (at 4:15)		
DeGrave, Marylee	X			Pomeroy, Judy	X		
Farragh, Elizabeth	*X (via VTC)			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert	*X (via VTC)		
Lang, Bernie	*X (via VTC)			Spence, Christine	*X (via VTC)		

**REPRESENTING ADMINISTRATION:** K. Thekan, M. Wendt  
 B. Adrian, T. Wendt, and L. Dionne \*(all via VTC)  
 \*(VTC-Video Television Conference from Northpointe's Kingsford Offices)

**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:** J. Pomeroy; 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 April 23, 2009.

**ACTION:** A motion was made to dispense with reading the minutes from the April 23, 2009 Regular Board of Directors meeting and approve as written.

**Motion by:** J. Luhtanen; supported by M. Hofer. **Motion carried unanimously.**

**PRESENTATION:** Michigan Association of Community Mental Health Boards (MACMHB) Spring Conference Report

- Karen Raether stated that she, Bill DeDie, and Karen Thekan attended the MACMHB conference in Kalamazoo from May 18-20. The regional U.P. meeting was held on May 19 and the regional chairperson elected was Gail Hall. At this meeting some of the issues discussed were the \$5,000 travel money that is received from MACMHB, committee assignments were done, Ms. Rather will be on the nominating committee, and Karen Thekan will be on the member services and children's committees. Ms. Rather stated that more Boardwork choices were added for workshop choices and the peer specialists were more active in the conference. At the member assembly meeting, elections were held and it was decided at this meeting that regional meetings will now be included back with the MACMHB winter conference. Two new issues that were presented was the National Council sponsoring a program called Mental Health First Aid and a program called The Cultural of Gentleness.

Ann Martin present at 4:15 p.m.

Mr. DeDie stated that the Mental Health First Aid presentation was very interesting and could be very helpful in the community. Ms. Thekan stated that Mental Health First Aid is a training program for the general public: homeless shelters, clergy personnel, police, etc. The general public will be trained as to what the resources are or where to send an individual experiencing mental health issues. This program started in Australia and will be a required/implemented state-wide. The Mental Health First Aide program is also part of the Application for Renewal and Recommitment (ARR) for the region and is one of the regional goals that will be developed and staff trained in. Ms. Thekan stated that a draft of the ARR is available on NorthCare's website and she provided an e-mail to Board members regarding how to access this information for their review. Mike Head provided information on the state budget problems and that there was more than 20% reduction in revenues. Community Mental Health (CMH's) agencies have already taken one cut to General Fund (GF) dollars and there will still be a couple of more cuts to the GF for this fiscal year. The next fiscal year also does not look good but fiscal year 2011 will be the toughest year and cuts will most likely come from corrections and healthcare. Ms. Thekan stated that The Cultural of Gentleness program has been precipitated with the closing of Mt. Pleasant and will help CMH's manage consumers in the community. This program wants to see a decrease in behavioral plans and that no physical restraints or seclusions are used for consumers. Ms. Thekan also stated that at the conference she attended workshops on evidence based practices: dialectic behavioral and cognitive behavioral therapies. These therapies have historically been used with adults and the treatment approaches in these therapies are now being modified to use with children; teenagers and higher functioning developmentally disabled individuals and Northpointe will be looking into using these approaches in the future.

**FINANCE COMMITTEE REPORT – P. Connors**

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

1. **ISSUE:** Bills and Payroll

Bills and payroll in the amount \$1,220,510.58 were reviewed, discussed, and recommended for approval.

**ACTION:** A motion was made by J. Pomeroy, supported by M. DeGrave to approve bills 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		Pomeroy, Judy	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

**Motion carried unanimously.**

2. **ISSUE:** The committee reviewed April 2009 financial statement and recommended for approval.

**ACTION:** A motion was made by J. Pomeroy, supported by M. DeGrave to approve financial statement ending April 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		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Pomeroy, Judy	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)

- a) Back in Motion Chris Moore, PT – This is a new agreement for Physical Therapy services in Dickinson County. The anticipated use is 10-15 hours per month and the rate is \$65 for an evaluation and \$60/hr for trainings and monitoring.
- b) AT&T- This is a new vendor agreement for managed internet services. The cost was \$550/mo with prior vendor and the new cost now with AT&T will be \$437.50 per month which will be a decrease of \$112.50/mo.
- c) GT Financial Services - This is a renewal agreement for fiscal intermediary (FI) services. The old rate was \$100/mo for FI and \$170 initial sign up and the new rate will now be \$125/mo for FI and \$100 initial sign up.
- d) Stuart Wilson - This is a renewal agreement for fiscal intermediary services. The old rate was \$130/mo for FI

- and the new rate will now be \$135/mo for FI.
- e) MBM - This is to extend the lease on 715 Pyle Drive at \$7,818/month and the rate remains the same. This will extend the lease on 715 Pyle Drive at the existing rent for another 5 years.
  - f) Dr. Razdan – This is a new agreement for telepsychiatry services at \$155/hr. Dr. Razdan will provide telepsychiatry services to Menominee County from Florida. Northpointe will pay his expenses to travel to Northpointe once per quarter to do face to face contacts. Teleconferencing equipment will be provided by Northpointe.
  - g) Wakeham Residential Services – This is a renewal agreement for the Lighthouse for \$157.11/day/resident and there is no change to the rate. This renewal agreement is for the staffing and operation of the Lighthouse which Northpointe holds the license for.
  - h) Schlaud AFC – This is an addendum renewal and new contract addendum. The renewal is \$25/day for one consumer and \$50/day for a new consumer. The renewal addendum is for continuing the daily rate for one MI consumer and the new daily rate of \$50.00 is for a DD waiver consumer with multiple needs.
  - i) Goodwill Industries - Renewal agreement for vocational services. The new rates are:
    - i. \$5.75/hr
    - ii. \$7.75/hr
    - iii. \$9.75/hr
    - iv. PSC - \$18.00/individ.
    - v. PSC - \$12.00/group
    - vi. SE - \$30.00/hr

There is an increase in OES services. This is a renewal agreement for Goodwill and includes the Marinette, Carney and Iron Mountain sites. The \$.35 increase per hour is in Organizational Employment Services.

**ACTION:** A motion was made by J. Pomeroy, supported by M. DeGrave to approve all contracts/agreements as noted above with pending approval of f) Dr. Razdan’s Florida licensure re: telepsychiatry. Miscellaneous questions were addressed by Bill Adrian and Karen Thekan.

**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		Pomeroy, Judy	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

**Motion carried unanimously.**

4. Miscellaneous

- Bill Adrian stated that the Governor recently issued an executive order cutting \$10 million in the GF budget from CMH’s. This GF cut, however, was not passed on to every CMH in the state evenly as some CMH’s did not have GF dollars to cut. The state came up with a formula per capita funding for CMH’s that had savings for the last year to come up with as to what their cut would be. Northpointe received approximately a \$120,000.00 cut to their GF dollars which resulted in 5% cut. The state will be issuing further budgets cuts for this fiscal year in the next several months and are also looking at a \$40 million deficit for the next fiscal year. As of now, it does not look like any Medicaid dollars will be touched. Mr. Adrian stated that when the upcoming budget cuts are made, Northpointe is in the process of looking at different options regarding these cuts. Miscellaneous questions were addressed by Mr. Adrian and Karen Thekan.
- Bill Adrian stated that Northpointe has two AIS residential home contracts; Maple Ridge Home in Menominee County and The Pines Home in Dickinson County. Mr. Adrian further stated that he recently met with the owner who owns both of these homes regarding their leases; the Dickinson County lease expires in November 2010 and the Menominee County lease expires in July 2012. The owner is willing to sell Northpointe both of these homes for a total cost of \$260,000.00. If Northpointe would no longer be paying rent on these homes this would save Northpointe approximately \$120,000.00 over the term of the leases. The owner is also willing to just sell one or the other home. Mr. Adrian asked for direction as to what course to pursue with the owner. Discussion ensued and consensus is to pursue negotiations with the owner for the purchase of these two homes. This issue was presented for informational purposes only as this time and will be discussed with the Board again when further information is received. Miscellaneous questions were addressed by Mr. Adrian and Karen Thekan

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

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

The following reports for the 2<sup>nd</sup> quarter were reviewed by Terri Wendt:

- Employee Injury/Accidents - There were 4 employee injuries for this quarter and no days missed of work.
- Separated Employees - There were 9 employees for this quarter that left Northpointe employment.
- Wage Increases - There were 47 employees this quarter that received their annual performance review: 35 received a pay increase and 12 did not receive a pay increase due to being at the top of their pay scale. Of the 47 employees reviewed; 35 were hourly and 12 were salary.

Ms. T. Wendt will continue to provide a pie graph of wage increases report and a break down of wage increases of salary and hourly employees report for Board member information. **ACTION:** Information

2. **ISSUE:** CARF Standards Re: CEO Evaluation

A requirement of CARF is that all employees have annual performance goals, including the CEO. Ms. T. Wendt provided that Karen Thekan does have annual goals each year but the goals will now need to be formalized within Ms. Thekan's annual evaluation and become part of her performance review. These goals will be discussed between Ms. Thekan and the Board and mutual goals will be agreed upon.

**ACTION:** Board members should begin thinking of goals for Ms. Thekan when her annual performance evaluation is done in September 2009.

3. **ISSUE:** Assertive Community Treatment (ACT) Staff Pay Ranges

Terri Wendt stated that Northpointe is in the process of re-developing their ACT team as a mandate was issued by the state and NorthCare that an ACT team needs to a Northpointe service and this team will be implemented in Dickinson County. ACT is a mobile treatment team that provides services to seriously mentally ill adults, works to keep these individuals in the community, and stabilize them. There will be three positions on the ACT team: a Care Manager, a MSW social worker, and a RN. As of now, on-call staff receive \$3.00 an hour when they are scheduled to carry the pager but the difference with ACT is that since they work as a team with their consumers to provide services they are mandated to have separate on-call, 24/7, just for their ACT clients. Ms. T. Wendt stated that it is being proposed that instead of ACT staff being paid the hourly on-call amount to carry the pager the on-call pay will be incorporated into their ACT salary and they would then not receive any extra money for carrying the pager as this will be part of their duties. Ms. T. Wendt stated that the total annual cost for on-call is \$20,826.00. This amount would be divided by the three staff positions on the ACT team and added to their pay scale ranges as follows: ACT Care Manager: \$38,942-\$50,942; ACT Team Leader (MSW): \$45,110-\$58,771; and ACT RN: \$45,110-\$58,771.

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave to approve the above stated ACT pay scales for the ACT Care Manager; ACT Team Leader (MSW), and ACT RN. Miscellaneous questions were addressed by Ms. T. Wendt and Karen Thekan.

**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		Pomeroy, Judy	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie		X	Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

**Motion carried: 9 ayes; 3 nays.**

4. **ISSUE:** CEO Evaluation Results from Operations Team Members

Peggy Connors stated that Personnel Committee members along with Karen Thekan reviewed Ms. Thekan's annual evaluation of compiled scores and comments from Operations Team members. Ms. Connors further stated that Ms. Thekan received an overall excellent evaluation from Operations Team members. Judy Pomeroy stated that Ms. Thekan should be commended for doing an excellent job and bringing Northpointe together over the last 6 years. Ms. Thekan stated that she has a good management at Northpointe which makes her job easier.

**ACTION:** Information

**PLANNING COMMITTEE REPORT** – R. Plumley

Mr. Plumley highlighted the following from the Planning Committee Meeting Minutes:

1. **ISSUE:** Outcomes Report – 2<sup>nd</sup> Quarter

The 2nd Quarter Outcomes Report and the follow performance indicators were discussed by Lisa Dionne: Care Management; Children Services; and Community Satisfaction. **ACTION:** Information

2. **ISSUE:** Client Satisfaction – Outcomes Report – 1<sup>st</sup> & 2<sup>nd</sup> Quarter

**DISCUSSION:** The 1<sup>st</sup> and 2<sup>nd</sup> quarter client satisfaction results from Dickinson, Iron, and Menominee counties were reviewed by Lisa Dionne. **ACTION:** Information

3. **ISSUE:** General Funds (GF) Reduction

Discussed above under Finance Committee Report

**CHAIRPERSONS REPORT** - K. Raether

- Ms. Raether stated that she and Karen Thekan attended the April NorthCare Advisory Council meeting in Marquette. Jim Moore of Hiawatha volunteered to be chair of the advisory council and updates on the new electronic medical record system were provided.
- Ms. Raether asked Beth Farragh if she would be member on the Planning Committee during the summer months of June, July and August when she is off of school. Ms. Farragh stated that she would and will also see if she can continue on the committee once school starts in September.
- A Great Lakes meeting will be held in June to begin discussing the fall Great Lakes conference.

**CEO REPORT**

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

**Local Activity:**

- Northpointe's quarterly meeting with county administrators was held in May and the county sheriffs also attended it. Josef Pelc continues to work with the county jails in the area of informational technology. The next quarterly meeting will be scheduled in early fall.
- Ms. Thekan has been attending staff meetings over the last couple of months which has proved to be a very informational process. Ms. Thekan stated that over the next year, between Terri Wendt and herself, they will attend staff meetings to represent administration and human resources.
- The 13<sup>th</sup> annual NAMI luncheon was held on May 15 and was a big success. Survey comments received back from individuals that attended it were all very positive. Joan Luhtanen stated that she enjoyed the luncheon and main speaker very much.

**OLD BUSINESS** – No old business

**NEW BUSINESS** – No new business

**BOARD PREROGATIVE**

- Joan Luhtanen stated that she appreciates and would like to commend Patty Webber on what she has done to implement healthy lifestyles for Northpointe consumers and hopes that this program continues to be built upon. Ms. Luhtanen further stated that information on healthy lifestyles was presented by Ms. Webber at the NAMI luncheon. Ann Martin stated that this would be a good presentation at a future Board meeting. Karen Thekan stated that there are two nurses at Northpointe that will be attending a training program through the American Lung Association for smoking cessation and the program will then be offered to Northpointe consumers.
- Karen Rather stated that a revised Board of Director roster was provided in Board folders.

**PUBLIC COMMENTS** - No public comments

**ADJOURNMENT**

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:30 p.m.

The next regular monthly Board meeting is scheduled for June 18, 2009, 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