

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Monthly Meeting
MINUTES
715 Pyle Drive, Kingsford, Michigan
June 17, 2010 - 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.

<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			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, B. Reid, 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 A. Martin. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on May 27, 2010.

ACTION: A motion was made to dispense with reading the minutes from the May 27, 2010 Regular Board of Directors meeting and approve as written.

Motion by: M. DeGrave; supported by B. Lang. **Motion carried unanimously.**

PRESENTATIONS:

- Health Insurance Presentation Jay Hillier-Hetrick & Associates
 Jay Hillier stated that he is the Representative for Northpointe from Hetrick & Associations, and introduced Pam Stewart, a partner in the agency, and Scott White, CEO for the agency. Mr. Hillier provided and reviewed a power point presentation on how Northpointe has been performing with their health insurance. Mr. Hillier reviewed the period from January 1, 2009-December 31, 2009 and stated that Northpointe's average monthly cost was \$103,531.00 for this period and there are 111 Northpointe staff receiving health insurance benefits. Areas reviewed were: total incurred claims over the last three years, average cost/employee/year, performance measures, health plan performance measures incurred breakdown over the last 2 years, network discounts, Dickinson County Healthcare Systems paid claims, healthcare trends in Michigan and components of healthcare costs. Questions were addressed by Mr. Hillier, Ms. Stewart, and Mr. White.
- Michigan Association of community Mental Health Boards (MACMHB) Spring Conference Report
 Karen Raether stated that this is additional follow-up to the MACMHB spring conference report that was provided at the May Board meeting. Ms. Raether stated that this is the week that the Board Association is encouraging everyone to contact their legislators regarding additional General Fund (GF) cuts. Ms. Raether stated that she has contacted Senator Roger Kahn, Senator Michael Bishop, Representative McDowell, Speaker Andy Dillon and has spoken personally to Representative Judy Nerat. Ms. Raether encouraged everyone to also contact legislators and if anyone would like names and phone numbers to call these can be found on the Board Association's website or contact her. Miscellaneous questions were addressed by Ms. Raether.

FINANCE COMMITTEE REPORT – P. Connors

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

1. **ISSUE:** Review Bills

Peggy Connors stated that Ann Martin asked what the reoccurring bills were for Northpointe that are paid each month in the monthly expense report. Ms. Connors stated that this was a good question as Mari Negro, a new

Northpointe Board member, had these same questions. Some of the reoccurring bills are payroll related items, petty cash, leases, phones, rents, utilities, and consumer allowances just to name a few. Ms. Connors stated that at the May Board meeting it was decided that since there are a lot of consumer names blackened out on the monthly expense report that any Board member would have the opportunity to meet with Bill Adrian ½ hour before the Finance Committee meeting to review bill details. Ms. Connors further stated that there was some confusion this month as to whether this could be done without it being a Rights violation. Karen Thekan stated that she checked with Kevin Newlin, Recipient Rights Officer, but did not send a follow-up e-mail stating that it was not a Rights violation to review bills with names not blackened out. Ms. Thekan further stated that Board members are bound by confidentiality and can see names so it is not a problem to come in before the Finance Committee to meet with Mr. Adrian and review bill details. Ms. Connors again reiterated that Northpointe is a policy making board and is not in the position to micro-manage. Ms. Connors also stated that there was a question by Mari Negro who had e-mailed other Community Mental Health (CMH) agencies CEO's on how they did their financial report. When Northpointe Board members review the monthly expense report at each Finance Committee meeting the bills have already been paid and the function of the Finance Committee and Board is to review budgets and make sure that bills are within the budget. Ms. Connors stated that any communication regarding finances should be brought to Ms. Thekan or Mr. Adrian first and Ms. Negro was just trying to do her job as a new Board member and is right to ask questions and has a responsibility to taxpayers just like every Board member does. Ms. Connors stated that for further details from the Finance Committee meeting can be found in the Finance Committee meeting minutes. Ann Martin stated that in addition to the monthly expense report, Mr. Adrian will provide a summary of the dollars for consumer respite, allowances for consumers, personal care payments. Ms. Connors stated that it is now up to each Board member to meet with Mr. Adrian before each Finance Committee meeting to review bills. Ms. Connors stated that she would like to go on record that she does not agree with this and that Board members should never discuss or see consumer names at a committee or Board meeting.

Bills and payroll in the amount of \$1,282,395.69 were reviewed, discussed, and recommended for Board approval.

ACTION: A motion was made by P. Connors supported by A. Martin to approve bills in the amount of \$1,282, 395.69 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		
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie			Plumley, Robert	X	
Lang, Bernie	x		Spence, Christine		

Motion carried unanimously.

2. **ISSUE:** Review Financial Statement - May 2010

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

ACTION: A motion was made by P. Connors, supported by M. DeGrave to approve the May 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		
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie			Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine		

Motion carried unanimously.

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

#	Name of Contract	Purpose of Contract	Old Rate	New Rate	Change
a.	Birchwood AFC	Residential Services	n/a	\$70.00/day	
	This is an amendment to the agreement for residential services. This person is stepping down from Lane Street.				

b.	Anderson Tackman & Co	Fiscal Intermediary	\$165/mo	\$170/mo	
This is a renewal agreement for fiscal intermediary services with one consumer. This consumer hires their own staff through self determination.					
c.	Whispering Pines	Residential Services	\$129.05	\$129.05	No change
This is a renewal agreement for residential services for six consumers in the Carney Home.					
d.	Jim's Escort Service	Transportation	\$60/trip	\$60/trip	No Change
This is a renewal of the addendum to his contract to continue transportation for one consumer home to Schlaud AFC following group.					

ACTION: A motion was made by P. Connors, supported by M. DeGrave to approve all contracts/agreements, a-d, 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		
Farragh, Elizabeth			Raether, Karen	X	
Hofer, Millie			Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine		

Motion carried unanimously.

4. Miscellaneous

- Ann Martin asked if a report could be provided on how many Northpointe vehicles there are and the location/program where they are used. Karen Thekan provided that Renee Lupini has now taken over Northpointe's transportation department and she will be presenting this information at the July Finance Committee meeting.

PERSONNEL COMMITTEE REPORT - P. Connors

Ms. Connors highlighted the following from the Personnel Committee meeting that was held on June 17:

1. **ISSUE:** Staff Pay Range Scales

Peggy Connors stated that reviewing staff pay wage scales is a work in progress and Terri Wendt compiled information to begin reviewing them. Ms. T. Wendt provided and reviewed a Wage Comparison 2010 Report, Northpointe's current salary staff range scales, and a MACMHB salary survey report from May 2010. The Wage Comparison 2010 Report includes information Ms. T. Wendt compiled on staff wage comparisons from a sampling of different positions from the following public entities: Iron County Medical Care Facility, Pinecrest, Dickinson-Iron ISD, and Pathways. Ms. Connors stated that the most glaring difference when reviewing the Wage Comparison 2010 Report was the difference in wages for the group home aides, peer specialist, site review specialist and maintenance who are all in one pay scale range which is \$8.89 to \$12.70/hour. The Personnel Committee has requested that Bill Adrian and Ms. T. Wendt present information at the next Personnel Committee meeting on what the financial impact would be to move this group of individuals into a new pay scale range. Ms. Connors stated that Ms. T. Wendt provided that it is currently also being looked at to move some part-time group home aides into full-time positions at which time they would then receive benefits. The Personnel Committee feels that this is a one step at a time project in reviewing pay scale ranges and felt that the above stated group had the most glaring pay difference and should be dealt with first.

ACTION: Personnel Committee Members will review information to see what the financial impact would be for the current staff salary range for Community Support Aides (COMSA), Peer Specialist, Site Review Specialist, and Maintenance and also continue review of all salary ranges. A Personnel Committee meeting is scheduled for Thursday, July 22 at 11:30 a.m. at the Iron River office.

2. **ISSUE:** Review Annual CEO Evaluation Results from Operations Team

Personnel Committee members and Karen Thekan reviewed Ms. Thekan's annual evaluation of compiled scores and comments from Operations Team members. Evaluations were received from 13 out of 15 individuals that Ms. Thekan directly supervises. Ms. Connors stated "hats off" to Ms. Thekan as she received an overall excellent evaluation. Ms. Thekan stated that the individuals she supervises are very easy to manage and make her job easy. **ACTION:** Information

3. Miscellaneous

- Terri Wendt reviewed a suggestion for improvement which was received from a Northpointe staff through

the QI process. The suggestion was that, at an employee's review, if they are to receive a wage increase but are at the top of their pay scale, that they should receive 2 days of vacation time.

ACTION: Consensus of Personnel Committee members was that they will take this suggestion under advisement and will further discuss it at the July 22 Personnel Committee meeting as staff pay scales are currently in the process of being reviewed.

- Karen Thekan stated that an issue that was brought to her attention from staff meetings that she has attended over the last quarter was individuals on Military leave would like extra vacation time to cover when they are on Military leave. Ms. Thekan stated that more information on this is being gathered and she will present it when received. Miscellaneous questions were addressed by Ms. Thekan.

ACTION: Consensus of Personnel Committee members was to further discuss the issue of Military leave at the July 22 Personnel Committee meeting.

CHAIRPERSONS REPORT – Karen Raether :

- The Board retreat is scheduled for Friday, August 6 at the Country Inn & Suites. The retreat will be from 9:00 a.m. to approximately 2:00-3:00 p.m. and further information will be provided on this. Ms. Raether stated that it is important to have as many Board members at the retreat as possible.
- Last month a discussion was held regarding committee assignments and how many Board members were on each committee. A phone call was made to Sherry Smith at Menominee County and we were told that Northpointe By-Laws should be followed first and then Robert's Rules followed. Ms. Raether reviewed Northpointe By-Laws regarding what constitutes a quorum which is 7; conduct of meetings which will be conducted by Robert's Rules; Board Officers-Chairman which states the Chairman will preside at all meetings of the Board and be the ex-officio member of all committees except the Nominating Committee; and for committee make-up the number of Board members appointed to all committees shall not be more than 5. Ms. Raether stated in Robert's Rules it states, "*When the by-laws state that the president is an ex-officio member of all committees, the president is not counted in the quorum of any committees*". Ms. Raether stated that the quorum is more than half which would be 7 for Northpointe. Ms. Raether stated that thus far Northpointe has never had more than a quorum present at a committee meeting. When the committees were appointed at the April 2010 Board meeting the number of committee members were okay other than in the summer months (June, July & August) when the Finance Committee has one extra member. Ms. Raether stated that the members on the Finance Committee now are Chris Spence, treasure/chair; Millie Hofer, Mari Negro, Peggy Connors, Marylee DeGrave, herself as the ex-officio member and Ann Martin who only attends during the summer months. Ms. Martin did attend the June Finance Committee meeting but a quorum was not present for this meeting. Ms. Raether stated that what needs to be done, as Ms. Martin is only a temporary member on the Finance Committee during the summer months, is that if a member of the Finance Committee calls in to say that they will be absent for a Finance Committee meeting Mary Wendt will then call Ms. Martin to attend the Finance Committee meeting during the upcoming months of July and August. Ms. Martin stated that this is fine with her. Ms. Raether also stated that all other committee assignments would remain the same.

CEO REPORT

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

Federal Activity:

- Ms. Thekan is now the new co-chair for the Board Association Member Services Committee and this committee is focusing on conferences to make sure they are worthwhile for individuals. The U.P. Board member forum conference which was recently held in Gladstone had the highest attendance in the State of Michigan.
- At the State directors' meeting the discussion was mainly on the budget. An interesting presentation was provided by the Department of Corrections and prisoner re-entry program. The group of individuals being focused on and let out early from the prisons now will be individuals with a serious mental illness, developmental disability, medical fragile, and youth offenders. Jill Doll, in Dickinson County, has been actively involved on the committee to develop discharge planning for individuals when they are released through the prisoner re-entry program.
- Information was provided to Northpointe staff to contact legislators regarding GF cuts and several staff have told Ms. Thekan that they did contact legislators. Ms. Thekan provided the following names/phone numbers to Board members of legislators to contact: Mike Bishop, 517-373-2417; Andy Dillon, 517-373-0857; Gary McDowell, 517-373-2629; and Senator Kahn, 517-373-1760.

Regional Activity:

- Regional workgroups continue to work on fine tuning the regional electronic medical record. Bill Adrian recently attended a regional finance director meeting and the MUNCR report was reviewed.

Local Activity:

- Two employees recently celebrated 20 years of employment with Northpointe: Donna Raboin a care manager in Menominee and Betty Anderson who works at the Iron River Creative Achievement Center.
- Ms. Thekan stated that Boyington Group Home in Iron River is inviting all Board members to a picnic from 3:00-5:00 p.m. at their home after the July 22 Board meeting in Iron River. Board members can tour the home and meet the staff. A flyer on this event will be provided to Board members in their July Board mailing.
- Ms. Thekan stated that Bill Reid also wants to extend an invitation to Board members that they are invited to the annual NAMI picnic on the same day. The picnic will be held at Runkle Lake in Crystal Falls at 11:00 a.m. A flyer on this event will also be provided to Board members in their July Board mailing.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Joan Luhtanen stated that the Crystal Falls Courthouse will celebrate their 120th anniversary on July 16 from 10:00 a.m.-3:00 p.m. and invited everyone to attend this event. Also, at 7:00 p.m. on July 16 at the Windsor Auditorium in Crystal Falls a presentation called the “Rum Rebellion” will be done.

PUBLIC COMMENTS

- Bill Reid invited Board members to attend a suicide prevention workgroup meeting at 6:00 p.m. after today’s meeting. The workgroup is in the process of planning the second Out of the Darkness Suicide Prevention Walk which is scheduled for September 17.

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:15 p.m.

The next regular monthly Board meeting is scheduled for July 22, 2010, in **Iron River, Michigan beginning at 1:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary