

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Monthly Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
June 27, 2013 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:03 p.m. 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			Martin, Ann	X		
DeDie, William	X			Negro, Mari		X	
Dehn, Janet	X			Nelson, John		X	
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X (4:05 pm)		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, J. Pelc, L. Dionne, J. Doll, M. Wendt, M. Haavisto, G. Takala (vtc)

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

PUBLIC COMMENTS - No public comments

M. Zevitz - present at 4:05 p.m.

APPROVAL OF THE CONSENT AGENDA:

(Consent agenda items are being presented for review and action by a single vote without discussion. If a member believes that an item requires discussion, then a request is made to pull that one item from the Consent Agenda and to add it to the regular agenda as an item to be discussed).

- a. Approval of the minutes from the May 30, 2013 regular monthly Board meeting
- b. Finance Committee Meeting Report-6/17/13
- c. Planning Committee Meeting Report-6/17/13

ACTION: The consent agenda was amended to remove the Quality Assessment & Performance Improvement Program (QAPIP) and New Policy-Compliance Decisions Appeals Process from the Planning Committee Meeting Report to the agenda. Moved to approve the amended consent agenda as presented.

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

APPROVAL OF THE AGENDA:

(Request for additional agenda items).

The agenda was amended to add the QAPIP and New Policy-Compliance Decisions Appeals Process to the agenda.

ACTION: Moved to approve the amended agenda as presented.

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

PRESENTATION: Northpointe Safety Program – Terri Wendt

Terri Wendt stated that the intent of the Northpointe safety program is to have all employees involved in safety and also for employees to address safety issues as they occur. There is an incident reporting system for employees to report on safety incidents that need to be addressed. Ms. T. Wendt stated there are different safety standards that are followed: Occupation Safety and Health Administration (OSHA), Commission for the Accreditation of Rehabilitation Facilities (CARF), and for the group homes Department of Community Health (DCH) licensing standards. All employees receive initial and annual safety training and all work sites are encouraged to have safety issue discussions. Northpointe has an active Safety Committee which is made up of representatives from every work site and meetings are held once a quarter to discuss safety issues, provide safety updates, and provide reporting on infection control, employee injuries, vehicle accidents, drills that are conducted, etc. Ms. T. Wendt highlighted information on “Emergency Escape & Rescue Protocol” for the Kingsford office site and stated that staff are trained

in these safety procedures and drills are held so when the public is present in the building staff are able to direct them to the appropriate place of shelter. Ms. T. Wendt also provided information on the worker's compensation program at Northpointe and stated that over the last 10 years there has been a significant reduction in worker's compensation. Ms. T. Wendt stated that in 2002, Northpointe's worker's compensation premium cost was over \$230,000.00 and the experience mod rate was 1.67 and last year Northpointe's worker's compensations premium cost was \$56,445.00 and experience mod rate was .82. Questions were addressed by Ms. T. Wendt.

CEO REPORT

Karen Thekan stated that her June 2013 CEO Report was in Board packets; she provided the following updates and highlights:

State/Federal Activity:

- Information was provided from the governor's mental health and wellness public hearing that was held on July 17 in Presque Isle.
- Bill Adrian and Ms. Thekan will be participating on July 10 in a State workgroup that will be looking at the 20 mild-moderate outpatient visits that are currently serviced through the Health Plans. This workgroup will also be addressing the Dual Eligibles pilot project.

Regional Activity:

- The second integrated health summit was held in Marquette on June 26.
- Deb Davis will be leaving Northpointe employment as she has accepted a position with NorthCare as their Chief Information Officer.

Local Activity:

- The quarterly meeting was held on June 14 with Northpointe administration, county administrators, and county sheriffs.

Miscellaneous questions were addressed by Ms. Thekan.

QAPIP & NEW POLICY-COMPLIANCE DECISIONS APPEALS PROCESS

Millie Hofer stated that the motion passed at the Planning Committee meeting to add the following language to the Compliance Decisions Appeals Process "The appellant may request a change of a member of the Corporate Compliance Committee reviewing the case" was approved but the language should have included that the appellant's request for a change of a member of the Corporate Compliance Committee shall be considered by the Northpointe Corporate Compliance Committee. Lisa Dionne stated that this language is in the policy but was not reflected correctly in the Planning Committee meeting minutes and does state: "The appellant may request a change of a member of the Corporate Compliance Committee reviewing their case. The request will be taken into consideration by the committee."

Janet Dehn stated that she has a few questions regarding the QAPIP regarding why the wording was changed from "consumer" to "service recipient" and how is "service recipient" defined. Karen Thekan stated that word "consumer" was changed from DCH's recommendation that a lot of advocacy groups did not like the term "consumer". Ms. Thekan also stated that the mental health code uses the term "recipient" and to be consistent with the Mental Health Code and DCH we should use the terms "recipient", "individual", or "person receiving services". The definition of these terms is people who are receiving community mental health services. Discussion ensued. Miscellaneous questions were addressed by Ms. Thekan.

CONTRACT REVISION-FINANCE COMMITTEE MEETING-6/17/13

Karen Thekan stated that it was an error that Dr. Carlson's contract was approved at the June 17, 2013 Finance Committee meeting as this contract was already approved at the November 2012 Finance and Board meetings. Dr. Carlson's contract that was approved in November 2012 was \$260/month and will remain as is.

ACTION: A motion was made by C. Spence, supported by M. Hofer to rescind the motion that was made at the June 17, 2013 Finance Committee meeting to approve Dr. Carlson's contract which was previously approved at the November 26, 2012 Board meeting. **Motion carried unanimously.**

USDA GRANT PROPOSAL

Josef Pelc provided and reviewed a summary on a 2013 USDA grant application proposal. This is a grant to promote technology in distant learning and telemedicine in rural settings and the application deadline is the end of July 2013. Discussion ensued and miscellaneous questions were addressed by Mr. Pelc.

ACTION: A motion was made by M. Zevitz, supported by J. Dehn to approve for Northpointe to submit the USDA grant application.

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		Negro, Mari		
Dehn, Janet	X		Nelson, John		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

ACTION: A motion was made by P. Connors, supported by J. Luhtanen to approve Northpointe’s commitment to matching funds for the USDA grant up to 32%.

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		Negro, Mari		
Dehn, Janet	X		Nelson, John		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

LIGHTHOUSE PURCHASE

Karen Thekan stated that the Lighthouse Home was put up for sale and this issue has previously been discussed. Mr. Bill Wakeham, owner of the Lighthouse Home, has agreed to sell it to Northpointe for a purchase price of \$92,500.00 pending Board approval. Ms. Thekan stated that Northpointe is looking to change the license to an adult home as the children currently residing in this home have turned 18. Respite services are also offered at this home for children and at this time there are currently 2-3 Lighthouse staff that have expressed interest in becoming respite providers so respite service can continue to be provided at different locations. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan and Bill Adrian.

M. Zevitz – excused 5:25 p.m.

ACTION: A motion was made by P. Connors, supported by C. Spence to approve the purchase of the Lighthouse Home for \$92,500.00.

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		Negro, Mari		
Dehn, Janet	X		Nelson, John		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.		

Motion carried unanimously.

NEW BUSINESS – No new business

M. Zevitz – present 5:28 p.m.

UNFINISHED BUSINESS

- Wage Scales
Peggy Erickson stated that the two step model wages scales were presented and discussed at the May Board meeting and would be further discussed at this meeting: an 8 step wage scale for administrative and professional staff and a 5 step wage scale for paraprofessional staff that would be effective for the July 29, 2013 pay period. Ms. Erickson further stated that if these two wage scales are approved there would be another motion brought forth to the Board to eliminate the current policy for the top of the pay scale payment which was adopted last year. Discussion ensued and miscellaneous questions were addressed by Ms. Erickson and Karen Thekan.

ACTION: A motion was made by P. Erickson, supported by A. Martin to approve an 8 step wage scale for administrative and professional staff and a 5 step wage scale for paraprofessional staff effective for the July 29, 2013 pay period.

DISCUSSION: Further discussion ensued and miscellaneous questions were addressed by Ms. Erickson and Ms. 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		Martin, Ann	X	
DeDie, William	X		Negro, Mari		
Dehn, Janet- Abstain			Nelson, John		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried: 9 ayes; 1 abstain

Ms. Erickson stated that it was previously discussed that if the two wage scales were approved that the policy for the top of the wage scale payment that was adopted last year would be eliminated effective July 29, 2013 in conjunction with the implementation of the two wage scales.

P. Connors excused at 5:40 p.m.

Ms. Erickson further stated that the top of the wage scale payment would no longer be needed as staff will all receive a wage scale increase annually, if the Finance and Board approves a wage scale increase depending on financial resources.

ACTION: A motion was made by P. Erickson, supported by J. Luhtanen that the top of the pay scale policy be eliminated effective with the July 29, 2013 pay period. Discussion ensued and miscellaneous questions were addressed by Ms. Erickson.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy			Martin, Ann	X	
DeDie, William	X		Negro, Mari		
Dehn, Janet- Abstain			Nelson, John		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

Motion carried: 8 ayes; 1 abstain

A. Martin excused at 5:43 p.m.

CHAIRPERSONS REPORT - K. Raether

- Millie Hofer provided information from the Board Association spring conference on Lynda Zeller’s presentation.
- A NorthCare Advisory Committee meeting was held on June 17 and attended by Karen Raether, Mari Negro, and Dr. Zevitz.
- The Great Lakes fall conference will be held September 8-10 in Houghton, Michigan. Board members should let Mary Wendt know soon if they would like to attend this conference. If anyone has something they would like to donate as a door prize for the conference they are welcome to do so.
- The Board Association fall conference will be held October 21-22 in Mt. Pleasant and if a Board member would like to attend it they should let Mary Wendt know by the August Board meeting.
- There is a Personnel Committee meeting scheduled for July 15 and Ms. Raether asked if there was a need to hold this meeting as the two wage scales were approved. Consensus is that the July 15 Personnel Committee meeting be cancelled and a meeting will be scheduled in August.

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Millie Hofer stated that she was at an advisory board meeting with a private medical agency in Menominee and representatives on their board are medical professionals from several medical clinics in Marinette and

Menominee. Ms. Hofer further stated that she has summarized their concerns and frustrations as they briefly touched on the mental health service provision and the following is a general summation of what they expressed: The way CMH's provide care for those with mental illnesses is exactly backward of how it should be done. Instead of identifying symptoms early and providing necessary help through appropriate services the current system essentially waits until there is a crisis and then tries to provide emergency care. No other system in the nation works quite like that. This discussion has been going on for over 10 years. Mental health has a triage system and an analogy would be to treating a person with heart troubles after he/she has a heart attack. It is a disjointed system, the whole philosophy is wrong. Emergency crisis care should only be the last resort.

PUBLIC COMMENTS

- Mary Beth Haavisto thanked the Board for recognizing staff, how hard everyone works, and that the Board had a lot of hard decisions to make

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:05 p.m.

The next regular monthly Board meeting is scheduled for Thursday, July 25, 2013 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary