

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Monthly Meeting
MINUTES
703 Second Avenue, Iron River, Michigan
July 22, 2010 - 1:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 1:00 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		Luhtanen, Joan	X (1:20 pm)		
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		

*(Video Television Conference & Phone Conference from Northpointe's Kingsford Office)

***(Video Television Conference & Phone Conference from Northpointe's Menominee Office)

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, G. Takala, L. Dionne, 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: A. Martin; 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 June 17, 2010.

ACTION: A motion was made to dispense with reading the minutes from the June 17, 2010 Regular Board of Directors meeting and approve as written.

Motion by: M. DeGrave; supported by M. Negro. **Motion carried unanimously.**

PRESENTATIONS: Program Updates on Iron River Programs: Community Achievement Center (CAC) & Gathering Pointe - Jim Cooper

Karen Thekan introduced Jim Cooper, Manager of the CAC and Gathering Pointe. Mr. Cooper provided and reviewed information on the Iron River community living supports program, Gathering Pointe, CAC, Crossroads apartments, and the Nighthawk program. Questions were addressed by Mr. Cooper.

FINANCE COMMITTEE REPORT – C. Spence

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

1. **ISSUE:** Review Bills

Bills and payroll in the amount of \$1,302,320.66 were reviewed, discussed, and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve bills in the amount of \$1,302,320.66 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		
DeDie, William			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

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

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

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the June 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			Luhtanen, Joan		
DeDie, William			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

J. Luhtanen present at 1:20 p.m.

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

#	Name of Contract	Purpose of Contract	Old Rate	New Rate	Change
a.	TRICO	Lawn Care	n/a	\$20.00 /episode for Hughitt St. Apts. \$40.00 / episode for Belgium Pointe	n/a
This is a new agreement for lawn care at Belgium Pointe and Hughitt St. Apts.					
b.	Adult Learning Systems	Specialized Residential	n/a	\$184.20	n/a
This is an addendum to the ALS contract for a consumer who moved into ALS Spring Street Home in Marquette.					
c.	Schlaud AFC	Specialized Residential	n/a	\$30.00/day	n/a
This is an addendum to the Schlaud contract for a consumer who needed increased monitoring for a brief period.					
d.	Little Ones of the U.P. LLC	Reflective Supervision	n/a	\$50.00/hr	n/a
Northpointe's Homebased teams need to be certified in Infant Mental Health. One staff needs 18 more hours of reflective supervision to complete her certificate. Melissa Copenhaver of Little Ones of the UP is only certified trainer in the U.P. This contract is good for those 18 hours only.					
e.	Schlaud AFC	Specialized Residential	n/a	\$26.90/day	n/a
This is an addendum to the Schlaud contract for a consumer who moved from Kutha AFC to Schlaud at the same rate.					
f.	Pathways d/b/a NorthCare	Adult Benefit Waiver	n/a	n/a	
This is a new attachment to the contract clarifying ABW services and funding.					
g.	Goodwill Industries	Vocational Services	\$350,000	\$400,000	Increase \$50,000
This is two addendums to the 2009 and 2010 contracts for vocational services for Goodwill. Vocational services offered in Dickinson and Menominee Counties. The hourly rate went up and was not factored in the renewal agreements. Goodwill serves approximately 75 consumers.					
h.	Carrie Zigman	Speech Pathologist	\$55/hr	\$55/hr	No change
This is an addendum to the current Speech Pathologist contract to increase her monthly allotted hours from 40 to 60.					
i.	Beacon Residential Services	Specialized Residential	n/a	\$397/day	No change
This is an addendum to the Beacon contract for the placement of one individual home due to behaviors. This is a 4 bed home that practices the culture of gentleness.					

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve all contracts/agreements as noted above. Miscellaneous questions were addressed by 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			Luhtanen, Joan	X	
DeDie, William			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

4. Miscellaneous

- Karen Thekan stated that the Board retreat is planned for Friday, August 6, 2010 and asked Board members present who would be able to attend the retreat because at this point in time there are four Board members who cannot attend. If there are not enough Board members able to attend the retreat it will need to be discussed to reschedule the date or cancel it. Ms. Thekan stated that if the retreat were to be canceled the retreat agenda items could be built into committee meetings and upcoming Board presentations. Ms. Thekan also stated that there are Boardwork DVD's available for check-out through Mary Wendt if any Board member is interested in doing this. Discussion ensued and questions were addressed by Ms. Thekan.

ACTION: Consensus of Board members that due to four and possibly six Board members not being able to attend the retreat that it be cancelled and the agenda items can be built into committee meetings and Board presentations.

RECIPIENT RIGHTS COMMITTEE REPORT - M. DeGrave

Ms. DeGrave highlighted the following from the Recipient Rights Committee meeting minutes:

1. Review of Recipient Rights Operating Budget
The Operating Budget for the Rights Office was reviewed by Bill Adrian. **ACTION:** Information
2. Quarterly Rights Office Report
The quarterly Rights Office Report was reviewed by Katie Smith for April, May, and June 2010. **ACTION:** Rights Office Report was approved by Recipient Rights members.

PLANNING COMMITTEE REPORT - Ms. Raether

Ms. Raether highlighted the following from the Planning Committee meeting minutes:

1. **ISSUE:** Outcomes Report-2nd Quarter
The 2nd quarter Outcomes Report was reviewed by Lisa Dionne. **ACTION:** Information
2. **ISSUE:** Employee Satisfaction Follow-Up Results
Lisa Dionne stated that as a follow-up to the February 2010 employee satisfaction survey she set up group meetings with Northpointe staff in order to receive direct feedback as to specific staff concerns which were provided through the employee satisfaction survey. Ms. Dionne stated that she has now finished meeting with staff and compiled the comments/concerns received from them. Ms. Dionne further stated that she has been meeting with Karen Thekan and Terri Wendt to discuss the staff feedback she has received and what follow-up can be done to address concerns and this will continue to be an ongoing process. Ms. Dionne stated that she will again be meeting with staff in a few months to see if changes that were able to be done have made a difference in their satisfaction. **ACTION:** Information
3. **ISSUE:** Wraparound Appointment
Karen Thekan stated that the Wraparound program is a community treatment team made up of various agencies in Dickinson County. The community treatment team receives referrals and the team then decides whether or not a child will receive Wraparound services. The community treatment team would now like to have a parent representative on the team and Ms. Thekan stated that the parent representative would be paid a per diem and mileage but in order for this to be done the Board has to appoint this position to the community treatment team. Ms. Thekan also stated that if the Board agrees to this the position it can be advertised for applicants which will then be reviewed by the Planning Committee and recommended for Board approval. Miscellaneous questions were addressed by Ms. Thekan.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve to advertise and appoint one parent representative to the Wraparound community treatment team for a 2 year term.

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			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

4. **ISSUE:** Board Retreat

This agenda item was discussed above under Finance-Miscellaneous.

5. **ISSUE:** Northpointe Board By-Laws

Planning Committee members did an extensive review of Board By-Laws in their annual review of them and provided changes.

ACTION: The Board By-Laws with the changes will be reviewed at the August 16, 2010 Planning Committee meeting and then Board approved at the September 23, 2010 Board meeting.

6. **ISSUE:** Northpointe Board Policies

Planning Committee members did an extensive review of Board Policies in their annual review of them and provided changes.

ACTION: The Board Policies with the changes will be reviewed at the August 16, 2010 Planning Committee meeting and then Board approved at the September 23, 2010 Board meeting.

7. **Miscellaneous**

- Karen Thekan stated that recently Northpointe held a meeting with all of the area school counselors from Dickinson County as this county has experienced three young males who have completed suicide in the last month. It was decided at this meeting that an initial step to take was to organize and facilitate a young adult forum which was held on July 21. A trained facilitator, Mary VanHaute, conducted this forum and a small group showed up for it. Ms. Thekan stated that it was also discussed that once school begins that another young adult forum will be scheduled as the information to get the word out on it will better be able to done. Ms. Thekan also stated that a parent town hall meeting on suicide prevention is scheduled for July 28 at Bay College and in the future a structured coalition group will be formed so there will be ongoing suicide prevention activities in the area. Beth Farragh stated that she did attend the young adult forum on July 21 and even though there was a small group there she felt that it was effective. Ms. Farragh also stated that pulling community mental health together with education will be a good opportunity for everyone to work together regarding ongoing suicide prevention. Miscellaneous questions were addressed by Ms. Thekan.
- Lisa Dionne stated that the NorthCare annual site review audit of Northpointe was held on July 20. When audit results are received they will be provided to the Board.
- A report from the June 1, 2010 Stakeholder Advisory Committee Meeting that was held in Iron River was provided by Lisa Dionne.

PERSONNEL COMMITTEE REPORT - A. Martin

Ms. Martin highlighted the following from the Personnel Committee meeting that was held on July 22:

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

The following reports for the 3rd quarter (April-June 2010) were reviewed by Terri Wendt:

- Employee Injury/Accidents - There were 4 employee injuries for the quarter and 3 days of work missed.
- Separated Employees - There were 16 employees for the quarter that left Northpointe employment.
- Wage Increases - There were 56 employees during the quarter that received their annual performance review: 45 received a pay increase and 11 did not receive a pay increase due to being at the top of their pay scale. Of the 56 employees reviewed; 36 were hourly and 20 were salary.

ACTION: Information

2. **ISSUE:** Staff Pay Range Scales-Paraprofessionals

Ann Martin stated that as a committee a lot of time has been spent reviewing different pay range salaries from like employee positions and a decision was reached at today's Personnel Committee meeting regarding staff pay ranges. Ms. Martin stated that what is now being proposed is that there be a different pay range scale implemented for Community Support Aides (COMSA) and Assistant Home Managers as the issue of pay scales not being comparable to other agencies is mainly group home staff. The current range now for COMSA is \$8.89-\$12.70 and it is being proposed to increase this pay range to \$9.50-\$13.40. The current range now for

Assistant Home Managers is \$9.86-\$14.76 and it is being proposed to increase this pay range to \$10.47-\$15.37. Ms. Martin stated that this increase was proposed in recognition for the nature of the work that group home staff do, what employees are paid in other agencies that do similar work, and with the goal of retaining staff. Discussion ensued and questions were addressed by Ms. T. Wendt.

ACTION: A motion was made by A. Martin, supported by M. DeGrave to approve a pay range scale for COMSA from \$8.89-\$12.79 to \$9.50-\$13.40 and a pay range scale for Assistant Home Managers from \$9.86-\$14.76 to \$10.47-\$15.37 and adjusting their pay scales accordingly, top and bottom, by \$.61/hour increase for full time, part-time, and special part-time COMSA and Assistant Home Managers effective for the August 1, 2010 pay period.

DISCUSSION: Mari Negro stated that it is wonderful that group home staff under the Northpointe umbrella received an increase but what can be done for contract home staff, i.e., Whispering Pines South. The home is owned by Northpointe but the services are contracted out and the staff pay scales are not comparable to the Northpointe group home pay scales. Ms. Negro stated that this is a concern to her as no matter where the services are being provided through the Northpointe system that the pay scales for the other contract homes be somewhat comparable and on a leveling field. Karen Thekan stated that rates for contract homes are negotiated through the contract and Northpointe does not have control over what contract home staff are paid. Ms. Thekan stated that this issue can certainly be discussed when contracts for the homes are up for renewal.

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			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie- ABSTAIN			Plumley, Robert		
Lang, Bernie	X		Spence, Christine	X	

Motion carried; 1 abstain.

3. **ISSUE:** Suggestion for Improvement-Additional Vacation Days

This agenda item was presented and discussed at the June Personnel Committee meeting and at that time was taken under advisement for further discussion. This suggestion for improvement was provided by a staff which suggested to increase morale and provide incentive 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 upon further discussion this suggestion will not be acted upon as benefits should not be confused with salary.

4. **ISSUE:** Military Leave

This agenda item was presented and discussed at the June Personnel Committee meeting and at that time was taken under advisement for further discussion.

ACTION: Consensus of Personnel Committee members was that upon further discussion there will be no changes to Military Leave.

5. Miscellaneous

- Ann Martin asked what the status was for future agenda items regarding personnel committee meetings. Discussion ensued and future agenda items will be adjusting pay scale range for hourly staff where needed and adjusting the pay range scale for staff who are at the top.

CHAIRPERSONS REPORT – K. Raether

- The Great Lakes Executive committee will be meeting to discuss plans for the fall Great Lakes conference. Ms. Raether asked Board members who planned on attending the fall Great Lakes conference in Sault Ste. Marie on September 13 & 14 and the fall Michigan Association of Community Mental Health Board (MACMHB) conference in Traverse City on October 18 & 19. Board names were provided to Mary Wendt as to who will be attending each conference.
- There will be a NorthCare Advisory Committee meeting on July 29 from 9:00-11:00 a.m.(CST). Board members are invited to VTC the meeting from the Kingsford office or attend the meeting in Marquette.

CEO REPORT

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

Federal Activity:

- There was no news to report on the Department of Community Health (DCH) budget and the only budget passed thus far has been the K-12. Since the K-12 budget was passed the odds are greater that General Funds (GF) cuts will definitely come from DCH or the department of corrections. If the extension for the Federal Medicaid Assistance Percentages does not get passed the State of Michigan may lose \$560 million which, in the past, they have depended on to balance their budget.
- Ms. Thekan continues to participate in different committees at the State level. Ms. Thekan will attend a Quality Improvement Council meeting in Lansing next week and the main agenda items being discussed at this meeting will be: 1) a package called Juvenile Competency Bills which are bills to decide at what age a child is competent to stand trial and 2) Senate Bill 421 which is the community mental health (CMH) consolidation bill. The idea for consolidation of CMH's has been around for a number of years and what is being presented now is that the number of CMH's be reduced and be the same number as the number of the Pre-Paid Inpatient Health Plans which are 18 in the State of Michigan.

Regional Activity:

- A U.P. Director's meeting was held last week and finances were discussed.
- Ms. Thekan recently participated in a phone conference with DCH and the region regarding consumers living in group homes larger than 7 beds. DCH wants to make sure individuals are not being housed in mini institutions and are engaged in active engagement out in the community.

Local Activity:

- Northpointe was not approved to receive the Children's Block Grant that was written for and approval on the Adult Block Grant has not yet been received.
- Ms. Thekan attended a Family Resource Library Kick Off event at the Dickinson County Library which is the first of its kind in the State of Michigan and received a lot of press.
- Dr. Joe and Dr. Jan Cools recently left Northpointe employment but Dr. Joe Cools will continue to work at the regional level with the U.P. CMH's. Dr. Razdan officially began full time as Northpointe's Medical Director on July 1, 2010.
- Group Home staff appreciation lunches have started with lunch already held at Maple Ridge and Boyington's lunch will be today after the Board meeting.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Ann Martin stated that she was glad that Beth Farragh could attend the July 21 young adult forum that was held. Ms. Martin also stated that she hopes that school counselors can participate in the issue of suicide prevention as she knows that there are some schools that went from two counselors to one counselor.
- Beth Farragh stated that every school district was represented at the young adult forum and it looks like there is a commitment on everyone's part to work with Northpointe on the issue of suicide prevention. Ms. Farragh also stated that she is actively committed to making sure that schools are involved in suicide prevention activities.
- Ann Martin asked for information on homes that Northpointe contracts with. Karen Thekan stated that these contract homes typically come under contracts that the Board approves but this information can be provided at an upcoming meeting.
- Mari Negro stated that she wanted to thank Bill Adrian for providing a summary of dollars that are paid for client allowances, respite vouchers, and per diems/travel for committees in the monthly bills report. Ms. Negro asked if Northpointe had a policy in regards to the accident that recently happened when Gary Eichhorn was hit by Northpointe vehicle. Ms. Negro stated that this was an unfortunate situation but the Northpointe employee did run a red light and asked if there would be a reprimand that would be taking place. Karen Thekan stated that this issue was dealt with at a personnel level and the details of what happened are not appropriate to share at a Board meeting. Ms. Negro also asked, as a Northpointe Board member, what should she tell individuals who have been calling her regarding this accident. Ms. Negro stated that Mr. Eichhorn is her commissioner and individuals in her community know that she is on the Northpointe Board and are asking her what is going to happen. Ms. Thekan stated that personnel issues are confidential and need to be carefully dealt with. Ms. Thekan further stated that an appropriate response for Ms. Negro in regards to the above would be, "it's being handled appropriately" and if individuals have further questions they can contact Ms. Thekan.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 2:35 p.m.

The next regular monthly Board meeting is scheduled for August 19, 2010, in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary