

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

715 Pyle Drive; Kingsford, Michigan

August 18, 2011 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:03 p.m. Ms. Raether introduced and welcomed new Board member, Peggy Erickson. 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 (4:05 pm)			Martin, Ann	X		
DeGrave, Marylee	X			Negro, Mari	X		
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, J. Pelc, 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: M. DeGrave; supported by C. Spence. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on July 21, 2011.

ACTION: A motion was made to dispense with reading the minutes from the July 21, 2011 regular Board of Directors meeting and approve as written.

Motion by: C. Spence; supported by M. DeGrave. **Motion carried unanimously.**

PRESENTATION: Nursing Services - Theresa Harvey

Theresa Harvey, Northpointe Director of Nursing, provided a power point presentation on psychotropic and injectable medications, the cost of these medications, and the Patient Assistance medication program. Questions were addressed by Ms. Harvey.

FINANCE COMMITTEE REPORT - C. Spence

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

1. **ISSUE:** Storage Area Network Replacement System

Information on a Storage Area Network (SAN) replacement system was presented and Request for Proposals (RFPs) received for a new SAN system were reviewed.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the purchase of the PC Mall Scale Computing Network storage solution system.

DISCUSSION: Josef Pelc reviewed information on the SAN replacement system. Miscellaneous questions were addressed by Mr. Pelc.

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

9 ayes; 1 nay - Motion carried.

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

The check disbursement report in the amount of \$1,344,791.69 was reviewed and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. Negro to approve the check disbursement report for bills paid in the amount of \$1,344,791.69 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			Luhtanen, Joan		
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

3. **ISSUE:** Review Financial Report - July 2011

The committee reviewed the July 2011 financial report and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the July 2011 financial report.

DISCUSSION: Bill Adrian stated that he was providing a revised Fiscal Year (FY) 2010-11 budget for review and this revised budget would be discussed at the September Financial Committee meeting for Board approval. 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		
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

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

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	MRC Industries	Vocational services	9/1/11 – 8/31/12	n/a	\$12.40/hr.	n/a
This is a new agreement with this agency to provide vocational services to one consumer who resides in a Beacon facility in Kalamazoo.						
B.	Newlin AFC	Residential Services	8/20/11 – 8/19/12	\$232.10	\$236.60	Increase of \$4.50/day and \$23/day for one individual on non-school days
This is a renewal agreement for residential services for 4 residents in the home.						
C.	General Fund (GF) Contract					
State of Michigan contract for FY 11-12 for GF.						
D.	Heartland Manor AFC	Residential Services	8/1/11 – 9/30/11	n/a	\$32.87/day	n/a
This is a new agreement with Heartland for one consumer in Menominee County.						
E.	Great Northern Home Care	Community Living Supports	9/1/11 – 8/31/12	\$15.00/hr.	\$15.00/hr.	n/a
This is a renewal agreement for community living supports staff. No change in the rate. Northpointe has not actually used this service to date.						

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

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

Motion carried unanimously.

5. Miscellaneous

- Northpointe agency vehicles that need to be replaced and RFPs to replace these vehicles were reviewed by Bill Adrian.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve the purchase of: Four (4) 2012 Ford E-350 mid-size vans from Town & Country at a cost of \$22,686.00 each; one (1) 2012 Ford Fusion S from Northern Motors at a cost of \$15,138.55; and one (1) 2012 Ford Escape XLS from Town & County at a cost of \$18,714.00.

DISCUSSION: 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		
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

PLANNING COMMITTEE REPORT - B. DeDie

Mr. DeDie highlighted the following from the Planning Committee meeting:

- ISSUE:** Regional Data on Access/Eligibility & Inpatient
Regional access and eligibility data for the period of October 1, 2010-June 30, 2011 was reviewed. Also reviewed was a comparison of Northpointe psychiatric hospitalizations from FY2006-2011. Miscellaneous questions were addressed by Karen Thekan.
ACTION: Information
- ISSUE:** Review Annual Board Evaluation & Board Self-Evaluation Results
The 2011 Annual Board Evaluation and Board Self-Evaluation results were reviewed.
ACTION: Information
- ISSUE:** Outcomes Report-2nd Quarter
The 2nd quarter Outcomes Report for the period of January-March 2011 was reviewed. Miscellaneous questions were addressed by Karen Thekan.
ACTION: Information

C. Spence excused at 4:55 p.m.

- ISSUE:** Stakeholder Committee Meeting Report
Information from the August 2, 2011 Stakeholder Advisory Committee meeting that was held at the Kingsford office was provided. Karen Thekan stated that in the GF contract there is a new technical advisory on recovery. Information on the new technical recovery advisory will be presented to Stakeholder Committee members to discuss ways that Northpointe can embrace recovery and implement different practices/procedures that relate to recovery.
ACTION: Information
- ISSUE:** Draft-Board Orientation Manual
Planning Committee members began revising the Board orientation manual to simplify and make it more effective for new Board members. Board members also provided further input for the Board orientation manual.
ACTION: The Board orientation manual will be further revised at Planning Committee meetings and when finalized will be provided to all Board members.

R. Plumley excused at 5:05 p.m.

PERSONNEL COMMITTEE REPORT - B. Lang

Mr. Lang highlighted the following from the Personnel Committee meeting that was held on August 18, 2011:

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

The following reports for the 3rd quarter (April 2011-June 2011) were reviewed and questions were addressed by Terri Wendt.

- Employee Injuries - There were 2 employee injuries for the quarter.
- Separated Employees - There were 17 employees for the quarter that left Northpointe employment.
- Wage Increases - There were 57 employees during the quarter that received their annual performance review: 55 received a pay increase and 2 did not receive a pay increase due to being at the top of their pay scale. Of the 57 employees reviewed; 39 were hourly and 18 were salary. Ms. T. Wendt will add to the next quarter Wage Increases Report the number of hourly and salary employees who are at the top of their pay scale.

ACTION: Information

2. **ISSUE:** Review Karen Thekan's Annual Board Evaluation & Contract

Bernie Lang stated that overall Karen Thekan received a very good evaluation. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

ACTION: Ms. Thekan's contract will be discussed at the September Personnel Committee meeting and then presented for Board approval.

M. Negro excused at 5:30 p.m.

3. Miscellaneous

- A personnel meeting is scheduled for Thursday, September 22, 2011 at 3:00 p.m.

CHAIRPERSONS REPORT - K. Raether

- Peggy Erickson was name to the Personnel Committee and by general consensus was approved to be a member on this committee.
- The Great Lakes fall conference is scheduled for September 11-13 in Marquette. Five voting delegates can be named for the conference and as there are five individuals attending the conference they will all be named as a voting delegate: Millie Hofer, Joan Luhtanen, Mari Negro, Karen Raether, and Karen Thekan.
- The Board member extra travel/per diem, as of this time, is over budget and this is a concern. The next budget year starts October 1 and there may have to be cuts made, i.e., Board members sharing rooms at conferences, not charging per diems for conferences, etc.
- Karen Raether made mention of a request from Mari Negro to place her e-mail in the Board meeting minutes. Ms. Raether stated all Board members received this e-mail and it will not be placed in the Board minutes as this is not protocol. The Board has previously discussed implementing a policy regarding using the Northpointe name in a letter and voted not to implement a policy regarding this issue.

CEO REPORT

Karen Thekan stated that her August 2011 CEO report was in Board packets; she provided the following updates and highlights:

Federal/StateActivity:

- At the Board Association meeting (which Ms. Thekan attended via the telephone) there was a lot of discussion regarding a dual eligible model (individuals who have Medicaid and Medicare) as to who will be providing services to them. Another issue discussed was the 80/20 public health insurance split.

Regional Activity:

- Marquette Public Health, in conjunction with the Michigan Department of Community Health (MDCH), hosted a regional meeting which Ms. Thekan attended. Feedback was given to the State on what were considered the most important health indicators to work on for the region and some of these indicators were: mental health, obesity/exercise, and access to health care in remote areas. If anyone would like data information from this meeting they can contact Ms. Thekan.

Local Activity:

- Congratulations to Philip Gardiepy-Hefner, Northpointe Training Coordinator, on being named the U.P. Volunteer of the Year in the adult category.
- The MDCH audit was conducted at Northpointe on August 17 & 18. Preliminary results are that that Northpointe did very well. The MDCH auditor that audited Belgium Pointe was very impressed with the

home. The auditor took pictures of the home and is going to do a presentation to other State workers that Belgium Pointe should be a model for group homes.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE/AMBASSADOR MOMENT - No Board prerogative or ambassador moment

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:59 p.m.

The next regular monthly Board meeting is scheduled for September 22, 2011 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary