

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**  
**Regular Monthly Meeting**  
**MINUTES**  
**715 Pyle Drive, Kingsford, MI**  
**August 23, 2012 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Board Chairperson, called the meeting to order at 4:00p.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(vtc)			Luhtanen, Joan			X
DeDie, William	X			Martin, Ann			X
DeGrave, Marylee	X			Negro, Mari	X		
Erickson, Peggy		X		Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Lang, Bernie	X			Zevitz, Michael, Dr.	X		

\*(VTC-Video Television Conference from the Northpointe Iron River Office)

**REPRESENTING ADMINISTRATION:** K. Thekan, T. Wendt, L. Dionne, M. Wendt, and \*G. Takala

Ms. Raether introduced Frank Smith, Dickinson County Commissioner, who was present in Ann Martin's absence.

**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:** C. Spence; 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 July 19, 2012.

**ACTION:** A motion was made to dispense with reading the minutes from the July 19, 2012 Regular Board of Directors meeting and approve as written.

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

**PRESENTATION:** Anti-Stigma Program – Bill Reid & Renee Lupini

Bill Reid, Northpointe Prevention Coordinator, provided information on the anti-stigma campaign and anti-stigma tool kit that is used for presentations. Mr. Reid stated that the Northpointe peer support specialists are a wonderful resource and great group of individuals that works hard on Northpointe's anti-stigma program. Renee Lupini, Community Supports Supervisor, congratulated and recognized, Mary Hiltonen and Jean Shimun, who recently became certified peer support specialists. Ms. Lupini then introduced the other certified peer support specialists: Fran McKay, Barbara Pancratz, and Donna Kroupa who were present at the meeting and stated that Tracy Finn and Jane Giuliani were not present at the meeting as they were attending a training downstate. Ms. Lupini stated that this group of peer support specialists works hard, leads the region in peer supports, and that she is very proud of all of them. Ms. McKay, Ms. Pancratz, Ms. Hiltonen, Ms. Shimun, and Ms. Kroupa each presented information on stigma and the different activities that peer supports are involved in. Questions were addressed by Mr. Reid, Ms. Lupini, and the peer support specialists.

**CEO REPORT**

Karen Thekan stated that her August 2012 CEO Report was in Board packets; she provided the following updates and highlights:

**Federal/State Activity:**

- Olga Dazzo, State Director of Community Health, resigned and Jim Haveman will replace her effective September 1. A copy of *The Connections* newsletter from 2011 in which Jim Haveman had provided an article was reviewed by Ms. Thekan.
- Ms. Thekan provided information on the new autism benefit, which is going into effect October 1 for Medicaid, and will be provided by community mental health agencies.

- The August 3, 2012 minutes from the Michigan Association of Community Mental Health Boards (MACMHB) executive board meeting was provided to Board members by Mari Negro, who is the U.P. representative on this group. Ms. Thekan stated that there will be a vote at the fall MACMHB conference on the by-laws regarding terms of office and if anyone has questions about changes in the Board Association by-laws bring them to the September Board meeting so delegates will know how to vote at the fall conference. Ms. Negro stated that there is information on the by-law changes that she will send out for review before the September Board meeting.

**Regional Activity:**

- NorthCare, as a region, applied for a block grant and was approved for \$130,000.00. The block grant is for the coming year and will provide trainings for health integration.
- The NorthCare Advisory Council met in July and if anyone has questions on the handouts from this meeting contact Ms. Thekan.

**Local Activity:**

- Karen Thekan, Theresa Harvey, and Karla Maynard met with the Dickinson County Hospital lab staff to start looking at offering labs on-site beginning at the Northpointe Kingsford office.

**FINANCE COMMITTEE REPORT-** C. Spence

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

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

The check disbursement report in the amount of \$1,381,382.07 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 \$1,381,382.07 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		
DeDie, William	X		Martin, Ann		
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**2. ISSUE:** Review Financial Report – July 2012

The committee reviewed the July 2012 financial report and revised Fiscal Year (FY) 2011-12 budget and recommended for Board approval.

**ACTION:** A motion was made by C. Spence, supported by M. Hoferto approve the July 2012 financial report and revised FY 2011-12 budget.

**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		
DeDie, William	X		Martin, Ann		
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

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

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	The Drug Store	Pharmacy Services	8/1/12-7/31/14	1. \$300.00 per month flat fee for up to 125 consumers in the system. 2. \$2.00 per person per month for each additional consumer over the 125. 3. No additional	Same	n/a

				delivery charges. All deliveries will be made to Northpointe offices or group homes.		
	This is a renewal agreement for pharmacy services to all of our homes and the offices.					
<b>B.</b>	Cherith Counseling	Therapy	8/1/12-7/31/13	\$70/session	same	n/a
	Renewal of a single case agreement for one person through self-determination.					
<b>C.</b>	Stuart Wilson	Fiscal Intermediary	7/1/12-6/30/13	\$135/mo. if they employ staff \$35/mo. if no staff	Same	n/a
	This is a renewal agreement for Stuart T. Wilson, CPA, PC to preform fiscal intermediary services for our consumers. Currently we have two consumers that have chosen his firm.					
<b>D.</b>	Great Northern Home Care	Respite/CLS Services	9/1/12-8/31/13	\$14.50/\$15.00 per hour	same	n/a
	This is a renewal agreement for Respite and CLS services. To date no one has used the CLS service but 4 consumer use this respite provider.					
<b>E.</b>	Dr. Van Holla	Psychiatric Services	9/1/12-8/31/13	90801 - \$265 Intake/Asmnt. 90805 - \$130 Indiv. Session 30 min. med. rev. 90807 - \$185 Indiv. Session 45 min. med. rev. 90862 - \$100 med.rev.	90801 - \$270 Intake/Asmnt. 90805 - \$135 Indiv. Session 30 min. med. rev. 90807 - \$185 Indiv. Session 45 min. med. rev. 90862 - \$101 med. rev.	Slight increase: 90801 - \$5 90805 - \$5 90807 - n/a 90862 - \$1
	This is renewing our contract with Dr Van Holla. He provides psychiatric services through self-determination single case agreements. Currently he is serving one individual.					
<b>F.</b>	MDCH General Fund Contract	General Fund Services	10/1/12 – 9/30/13	No dollar amount available at this time		
	Contract for all General Fund services.					
<b>G.</b>	Connie Smith	OT Services	9/6/12-9/30/13		\$50.00/hr. & \$15.00/hr. for travel	
	OT Services					

**ACTION:** A motion was made by C. Spence, supported by M. DeGraveto approval 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	X		Luhtanen, Joan		
DeDie, William	X		Martin, Ann		
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**4. ISSUE: Per Diems**

An opinion was received from Northpointe's attorney regarding Board per diems which in essence states that Northpointe should not be paying more than a \$50.00 per diem/day regardless of the number of meetings attended by a Board member. The per diems paid to county commissioners on the Northpointe Board will be paid directly to them and not sent to their County Board as previously done which was also ruled by the Northpointe attorney.

**ACTION:** A motion was made by C. Spence, supported by M. Negro to approve that Board per diems will be \$40.00/day and retroactive to August 20, 2012.

**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		
DeDie, William	X		Martin, Ann		
DeGrave, Marylee	X		Negro, Mari	X	
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie	X		Spence, Christine	X	
Lang, Bernie	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**DISCUSSION:** Millie Hofer asked that her following statement be reflected in the Board minutes: “Due to Mari Negro’s persistence the overpayment of per diems to Northpointe Board members has stopped and the Mental Health Code will be followed. I think that she really did a great service in identifying that we have been overpaying our Board members and should be recognized for this”.

**5. ISSUE: Longevity**

There is a policy which states that longevity will be brought to the Board for review and pending whether or not there is money available to pay longevity. It had been provided by Bill Adrian that there is money available to pay longevity for this year and the cost will be \$67,400.00. Millie Hofer provided that salary staff who are at the top of the pay scale are now receiving \$1,000.00 and hourly staff are receiving 2% of their pay according to their performance evaluation and she was under the impression that the above payments were taking the place of longevity. Karen Thekan provided that the Personnel Committee discussed and kept the two issues separate: that the top of the pay scale payment was for performance and longevity recognizes years of service.

**ACTION:** A motion was made by C. Spence, supported by B. Lang to approve that longevity be paid in the amount of \$67,400.00 for 2012.

**DISCUSSION:** A lengthy discussion ensued.

**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		
DeDie, William	X		Martin, Ann		
DeGrave, Marylee	X		Negro, Mari		X
Erickson, Peggy			Raether, Karen	X	
Hofer, Millie		X	Spence, Christine	X	
Lang, Bernie	X		Zevitz, Michael, Dr.		X

**Motion carried: 6 ayes; 3 nays.**

**6. ISSUE: Northpointe Endowment Fund Update**

The quarterly report from the Dickinson Area Community Foundation regarding Northpointe’s endowment fund was reviewed. The available amount for disbursement is 4% of the fund value and in the past the Endowment Committee has decided to not take the disbursement and let it “ride”. It should be kept in mind that if there is anything that a recipient may need and cannot be funded through Northpointe, the funds available for disbursement could be used for special training, a special piece of equipment, etc.

**ACTION:** Information

**7. Miscellaneous**

- Patti Peretto, a former Northpointe Board member, has been elected to be on the ticket in November for a seat on the Iron County Board of Commissioners.

**PLANNING COMMITTEE REPORT - K. Raether**

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

**1. ISSUE: Stakeholder Committee Meeting Report**

The Stakeholder meeting was held in Kingsford on August 7, 2012.

**ACTION:** Information

**2. ISSUE: Northpointe Plan of Correction (POC)-NorthCare Audit**

The POC for Northpointe was submitted to NorthCare and Lisa Dionne stated that progress is being made on the action items i.e., getting reports together to track continuum, the children that are being served, etc.

**ACTION:** Information

3. **ISSUE:** Critical Incidents

There were four critical incidents, one was a medication incident error and three were deaths from natural causes which were reviewed by Lisa Dionne.

**ACTION:** Information

4. **ISSUE:** Hiring Process for Residential Staff

There was a meeting held to discuss the residential hiring process as there is a large turnover of residential staff and a new process has now been implemented for hiring residential staff. Karen Thekan stated that hopefully in the future when quarterly reports are presented the new process will have impacted residential staff turnover.

**ACTION:** Information

5. **ISSUE:** Annual Board Self-Evaluation & Board Evaluation Results

Karen Raether reviewed the annual Board self-evaluation and Board evaluation results and comments. Ms.

Raether stated there was a question that came up which asked if a Board evaluation needs to be done and it does need to be done as it is a CARF requirement. The evaluation that does not need to be done is the Board self-evaluation. Karen Thekan stated that one of the comments provided on the Board evaluation is the issue of changing to a "committee as a whole meeting" which is a discussion Board members should have if they want to change how business is conducted. Mari Negro stated that the issue of a consent agenda should also be revisited again. These issues will be agenda items under New Business at the September Board meeting. Discussion ensued.

**ACTION:** Information

6. **ISSUE:** Annual Review-Board Policies

Karen Raether stated that Planning Committee members provided input for changes to the Board policies and reviewed these changes. Discussion ensued and miscellaneous questions were addressed by Karen Thekan.

**ACTION:** Board policies will be Board approved at the September Board meeting.

7. **ISSUE:** Annual Review-Board By-Laws

Karen Raether stated that Planning Committee members provided input for changes to the Board by-laws and reviewed these changes. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

**ACTION:** Board by-laws will be Board approved at the September Board meeting.

**CHAIRPERSONS REPORT** - K. Raether

- The NorthCare Advisory Committee met on July 30 and will meet again on August 27.
- The Great Lakes Fall conference will be held September 9-11 in Sault Ste. Marie. If any Board member wishes to attend this conference they will need to let Mary Wendt know by August 30.
- The MACMHB Fall conference will be held on October 15-16 in Traverse City. If any Board member wishes to attend this conference they will need to let Mary Wendt know by the September Board meeting.
- Marylee DeGrave will be attending the August 30 Recipient Rights training at Northpointe.

**UNFINISHED BUSINESS**– No unfinished business

**NEW BUSINESS**– No new business

**BOARD PREROGATIVE/AMBASSADOR MOMENT**– There was no Board prerogative/ambassador moment

**PUBLIC COMMENTS**– No public comments

**ADJOURNMENT**

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

The next regular monthly Board meeting is scheduled for September 20, 2012 in Kingsford, Michigan at 4:00 p.m.

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Karen Raether, Chairperson

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Peggy Connors, Secretary

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