

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting**

**MINUTES**

**715 Pyle Drive; Kingsford, Michigan**

**September 22, 2011 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.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>
		<b><u>Absent</u></b>				<b><u>Absent</u></b>	
Connors, Peggy	X			Luhtanen, Joan	X		
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

\*(VTC-Video Television Conference from Northpointe Menominee Office)

**REPRESENTING ADMINISTRATION:** K. Thekan, B. Adrian, 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:** J. Luhtanen; supported by M. Negro. **Motion carried unanimously**

**APPROVAL OF THE MINUTES:**

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on August 18, 2011.

**ACTION:** A motion was made to dispense with reading the minutes from the August 18, 2011 regular Board of Directors meeting and approve as written.

**Motion by:** B. Lang; supported by A. Martin. **Motion carried unanimously.**

**PRESENTATION:** Annual Board Training: Corporate Compliance/Ethics – Lisa Dionne

Lisa Dionne reviewed Northpointe Corporate Compliance program, provided information on HIPAA, and reviewed the Northpointe Board of Directors’ Code of Ethics. Miscellaneous questions were addressed by Ms. Dionne.

**CEO REPORT**

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

**Federal/State Activity:**

- Ms. Thekan provided information on the following four major reforms which are going on at the State level: My PCP (making sure children have patient centered medical homes); dual eligibles (individuals with Medicare and Medicaid); medical homes; and the national healthcare reform.

**Regional Activity:**

- The Great Lakes Fall conference was held in Marquette on September 12 & 13. Brian Nord-Grenier, along with Philip Gardiepy-Hefner, provided a wonderful presentation at the conference. The financial power point from the fall conference was provided to Board members for their information.

**Local Activity:**

- A meeting was recently held with Northpointe’s health insurance carrier to begin looking at all options for health insurance. Northpointe will have to comply with the 80/20 public employee health insurance split and are not permitted to opt out as other county governments are permitted to do.
- A meeting will be held with John Schon to discuss the Superior Health Partners and ideas regarding integration of behavioral health and primary care.
- The Menominee County Commissioners have changed their by-laws to make all their committees volunteer committees. Since Northpointe is an “Authority” they cannot require that Northpointe do this but strongly

suggest it be done. Northpointe's By-Laws and Policies are up for annual review in October 2011 and this would be time for the Board to have a discussion if per diems, mileage, etc. should be changed.

**FINANCE COMMITTEE REPORT – P. Connors**

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

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

The check disbursement report in the amount of \$1,357,572.24 was reviewed and recommended for Board approval.

**ACTION:** A motion was made by P. Connors, supported by M. Negro to approve the check disbursement report for bills paid in the amount of \$1,357,572.24 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	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine		

**Motion carried unanimously.**

2. **ISSUE:** Review Revised Fiscal Year (FY) 2010-11 Budget

The committee reviewed the revised FY2010-11 budget and recommended for Board approval.

**ACTION:** A motion was made by P. Connors, supported by M. Hofer to approve the revised FY2010-11 budget.

R. Plumley excused at 4:55 p.m.

**DISCUSSION:** Discussion ensued and 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	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine		

**Motion carried unanimously.**

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

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

**ACTION:** A motion was made by P. Connors, supported by A. Martin to approve the August 2011 financial report.

**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	X	
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine		

**Motion carried unanimously.**

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

The committee reviewed the following contracts and recommended for Board approval.

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	Dr. Van Holla	Psychiatric Services	9/1/11 – 8/31/12	\$100 - \$265 depending on the service	\$100 - \$265 depending on the service	n/a
This is a renewal agreement for services through a single case agreement and self-determination.						

<b>B.</b>	Virginia Freeborn	Psychologist	10/1/11 – 9/30/12	\$70/hr. and \$35/hr. for travel	\$70/hr. and \$35/hr. for travel	n/a
This is a renewal agreement for the services of a psychologist as part of the Behavior Management Committee.						
<b>C.</b>	Little Ones of the U.P.	Reflective Supervision	10/1/11 – 9/30/12	\$50/hr.	\$50/hr.	n/a
<b>D.</b>	Cherie Fila	Sign Language Interpreter	9/1/11 – 8/31/12	n/a	\$250/day	n/a
This is a new contract for a sign language interpreter for a consumer in Iron River. This rate includes Cherie's driving time and mileage to travel to IR and interpret for the one and a half hour group 2x/month.						
<b>E.</b>	Pathways	Recipient Rights	10/1/11 – 9/30/12	\$32.45/hr.	Same	n/a
This is a renewal agreement for Pathways to provide Recipient Rights services to the Newlin AFC home.						
<b>F.</b>	Schlaud AFC	Specialized Residential	9/1/11 – 12/31/11	\$70/day	\$70/day	n/a
This is a renewal to the addendum for specialized residential services for one resident who continues to exhibit significant behaviors.						
<b>G.</b>	HIS, Inc.	Specialized Residential	8/16/11 – 9/30/11	\$150/day	\$350/day	Inc. \$200/day
This is an addendum to the contract to increase the daily rate for one person by \$200/day. This person is eloping several times per day and is a danger to themself. 1 to 1 staffing is needed at this time. This is a short term arrangement. Resident moved out 8/19/11						
<b>H.</b>	M & M Trucking	Snow Removal	10/1/11 – 9/30/12	\$55/event/salting, \$80/front end loader removal, \$55/hr.for dump truck	Same	n/a
Renewal agreement for snow removal at the main Menominee office building.						
<b>I.</b>	Oak Crest Assisted Living	Specialized Residential	10/1/11 – 9/30/12	\$68.33/day-long term care. \$85.00/day-short term care.	Same	n/a
This is a renewal agreement for specialized residential services. There are currently 4 Northpointe long term residents and 3 other consumers use the facility for respite PRN.						
<b>J.</b>	Superiorland Electronics, Inc.	Annual inspection and maintenance of all fire alarms and sprinkler systems	10/1/11 – 9/30/14	\$190/site for alarms. For sprinkler systems: \$164 – Belgium Pt. & the Pines (2 hr.). \$656 – Boyington (8 hr.). \$328 – Maple Ridge (4 hr.).	Same	n/a
This is a renewal agreement for an annual inspection of all integrated alarm systems and sprinkler systems in all Northpointe facilities. Annual inspection is a Life Safety Code, OSHA and CARF requirement. The cost of the sprinkler systems varies due to the number of hours it takes to complete the test which is related to the age of the system.						
<b>K.</b>	Trico Opportunities	Vocational Services	9/1/11 – 9/30/11	Cap of \$620,000	Cap of \$710,000	Inc. of \$90,000
This is an addendum to increase the cap to \$710,000 to reflect the monies actually being spent this year to provide services.						
<b>L.</b>	Trico Opportunities	Vocational Services	10/1/11 – 9/30/12	\$9.15/organizational employment hr. \$28.15/mobile crew job coach hr. \$30.00/individual job coach hr.	Cap of \$620,000	Reduction in cap to original amount

	This is a renewal agreement for vocational services. Trico currently serves approximately 70 Northpointe consumers. The hourly rates will remain the same but the cap will be reduced from \$710,000 to \$620,000/year.					
<b>M.</b>	HIS Inc.	Specialized Residential	9/6/11 – 11/6/11	\$150.00/day	\$300.00/day	\$150.00/day
	This is an addendum to the current contract to increase the rate for one individual to \$300/day due to behaviors and recent release from jail for initial 60 days.					

**ACTION:** A motion was made by P. Connors, supported by M. Negro to approve all contracts as noted above.

**DISCUSSION:** Discussion ensued and 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	X	
Erickson, Peggy- <b>Abstain</b>			Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert		
Lang, Bernie	X		Spence, Christine		

**Motion carried: 9 ayes; 1 abstain**

5. **ISSUE:** Northpointe Funding History

Bill Adrian reviewed the Northpointe General Fund (GF) and Medicaid funding history for the period of FY2001 to FY2011. Miscellaneous questions were addressed by Mr. Adrian.

**ACTION:** Information

Marylee DeGrave excused at 5:25 p.m.

6. Miscellaneous

- Mari Negro provided that when she attended the Great Lakes conference there were discussions regarding the possibility of having a State-wide reporting system and asked where this would leave Northpointe. Karen Thekan stated that many community mental health (CMH) agencies in the State of Michigan use the PCE system (including Northpointe) and PCE is moving forward to make sure that they are meeting the national health information technology standards. Ms. Thekan also stated that she will provide information on how many CMH agencies in the State use the PCE system when she receives this information.
- Longevity Pay  
According to Northpointe's policies and procedures the Longevity Policy states that on an annual basis the Board will review the availability of funds to pay a longevity payment to staff. Longevity pay is based on years of service that a staff person has worked at Northpointe. Peggy Connors stated that the Finance Committee made a recommendation to table longevity pay until funding is known. Karen Thekan stated that staff are familiar with using e-mails as a communication system and this is why staff sent e-mails to the Board regarding the possibility of longevity not being paid this year. Ms. Thekan stated that longevity pay for this year was included in the revised FY2010-11 budget. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan and Bill Adrian.

**ACTION:** A motion was made by J. Luhtanen, supported by B. Lang to pay longevity for FY2010-11.

**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			Negro, Mari		X
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie		X	Plumley, Robert		
Lang, Bernie	X		Spence, Christine		

**Motion carried: 6 ayes, 3 nays**

Peggy Erickson excused at 5:50 p.m.

**DISCUSSION:** Karen Thekan stated that in the upcoming year the Personnel Committee should begin to look at a different option to phasing out longevity and looking at other options that would help those staff who are at the top of their pay scale. Further discussion ensued and Board consensus is that because of the possibility of funding cuts in the next fiscal year that a COLA or an insurance rebate will not be considered.

**PERSONNEL COMMITTEE REPORT** - B. Lang

Mr. Lang highlighted the following from the Personnel Committee meeting that was held on September 22, 2011:

1. **ISSUE:** Contract for Karen Thekan

Karen Thekan provided and reviewed a revised Northpointe Table of Organization which now includes who staff report to and how many staff each manager supervises. Ms. Thekan's contract was then reviewed.

**ACTION:** A motion was made by B. Lang and, supported by A. Martin to extend Karen Thekan's current contract for 30 days until November 6, 2011. **Motion carried unanimously.**

2. Miscellaneous

- A Personnel Committee meeting is scheduled for Thursday, October 27, 2011 at 3:00 p.m.

**CHAIRPERSONS REPORT** - K. Raether

- The Michigan Association of Community Mental Health Board conference is scheduled for October 17-18 in Traverse City. Individuals planning to attend the conference are Karen Raether, Mari Negro, Karen Thekan, Josef Pelc, and Lisa Dionne. Karen Raether, Mari Negro, and Karen Thekan will be designated as voting delegates.
- Olga Dazzo and Lynda Zellar were presenters at the Great Lakes fall conference. Mari Negro, Millie Hofer, and Karen Raether all stated that the conference was excellent. Dr. Joe Cools and Dr. Jan Cools presentations from the conference will be provided to Board members for their information.

Ann Martin excused at 6:00 p.m.

**OLD BUSINESS** - No old business

**NEW BUSINESS** - No new business

**BOARD PREROGATIVE/AMBASSADOR MOMENT**

- Peggy Connors shared information on how successful a former consumer (who she was a social worker for) was doing.

**PUBLIC COMMENTS**

- Bill Adrian stated that at the October Board meeting a representative from the Michigan Municipal Risk Management Authority will be reviewing Northpointe's insurance with the Board. Mr. Adrian stated that if anyone has questions regarding Northpointe's insurance they can e-mail them to him before the Board meeting if they wish to do so.

**ADJOURNMENT**

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

The next regular monthly Board meeting is scheduled for October 27, 2011 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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Mary Wendt, Board Secretary