

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

September 24, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

John Nelson, Chairperson, called the meeting to order at 4:02 p.m. Mary Wendt, Board Secretary, conducted the roll call.

| <u>MEMBERS</u> | <u>Present</u> | <u>Excused Absent</u> | <u>Absent</u> | <u>MEMBERS</u> | <u>Present</u> | <u>Excused Absent</u> | <u>Absent</u> |
|----------------|----------------|---------------------------|---------------|----------------------|----------------|---------------------------|---------------|
| DeDie, William | | X | | Negro, Mari | | X | |
| Dehn, Janet | *X | | | Nelson, John | X | | |
| Freeman, Peggy | X | | | Peretto, Patti | X | | |
| Hofer, Millie | X | | | Phillips, Patricia | X | | |
| Luhtanen, Joan | | X | | Spence, Christine | | X | |
| Martin, Ann | X(4:45 pm) | | | Zevitz, Michael, Dr. | X | | |

*(video television conference from the Northpointe Menominee office)

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, M. Wendt

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA

Chair Nelson asked for a motion to approve the agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: M. Hofer, supported by P. Freeman to approve the agenda.

Chair Nelson asked for any additions to the agenda. Chair Nelson asked that the agenda be amended to add Michigan Association of Community Mental Health Boards (MACMHB) membership dues of \$9,414.00 under new business. Bill Adrian asked that the Fiscal Year (FY) 2014-15 revised budget be added under new business.

Motion by: J. Dehn, supported by M. Hofer to approve the amended agenda. **Motion carried unanimously.**

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Chair Nelson asked for a motion to approve the September 10, 2015 Board meeting minutes.

ACTION: Moved to approve the September 10, 2015 Board meeting minutes as presented.

Motion by: M. Zevitz, supported by P. Phillips.

Chair Nelson asked if there were any corrections to the above minutes. Millie Hofer stated that under longevity pay she would like added to her statement regarding General Fund the following: severely and working poor, so it will now reflect the severely, mentally ill, working poor people. **Motion carried unanimously**

PRESENTATION - No presentation

ACTION ITEMS

• **Finance**

a) Check Disbursement Report-Period through September 3, 2015

Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.

ACTION: A motion was made by M. Hofer supported by P. Freeman to approve the check disbursement report. No discussion. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

Ms. McCarty stated that before discussing the following items she had a few questions for Board discussion as she has been learning the Board functions, reviewing the Board Policies and Board By-Laws. In the Board Policies and Board By-Laws it is highlighted that the Board wants to do things efficiently and that Ms. McCarty's role is to make sure that everyone has the information that is needed. Ms. McCarty stated that in the by-laws it references that the Board needs to approve expenditures over \$5,000.00 and vendor payments over \$7,500.00 and in the check

disbursement report every check is listed that is sent out and asked if the Board wants to continue to receive this information or just wants the expenditures and checks that are needed to be seen as outlined in the by-laws. Discussion ensued and consensus is that the check disbursement report should continue to be done as it is a good report to review. Ms. McCarty stated the check disbursement report is prepared for the Board on an every 2 week basis for review at the twice monthly Board meetings which requires staff to close out the books for the month twice instead of once. Ms. McCarty asked for a discussion if the reports should continue to be reviewed every 2 weeks or can they just be reviewed once a month at Board meetings. Discussion ensued and consensus of the Board is that the reports can be changed to review once a month at Board meetings.

• **Finance**

- a) Check Disbursement Report through September 16, 2015

Jennifer McCarty asked if there were any questions regarding the check disbursement report. Bill Adrian reviewed the following per Board member request: #754130-\$7,152.00-employee deferred compensation; #75458-\$1,400.00-crisis residential; and #75467-\$1,418.76-crisis calls. Consensus of the Board is that this item will move forward to the next meeting for approval.

- b) Financial Statement-August 2015

Jennifer McCarty asked if there were any questions regarding the financial statement. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

- c) Contracts-September 24, 2015

Jennifer McCarty asked if there were any questions regarding the following contracts:

| # | Name of Contract | Contract Type | Date of Contract | Old Rate | New Rate | Change |
|---|-----------------------|--------------------|------------------|--|--|--|
| A. | Options Counseling | Crisis Residential | 10/1/15-9/30/16 | \$225/day | same | n/a |
| This is a renewal agreement for crisis residential beds in Rhinelander. | | | | | | |
| B. | Case Management of MI | Case Management | 10/1/15-9/30/16 | T1017-Case Manage.-\$53/unit, 90834/90837-Indiv. Therapy-\$62/enc., 90853-Group Therapy-\$40.11/enc., H0032-Treatment Planning-\$53/enc., H0032-Assess. for Behav. Health-\$200/enc., 90791-Psych. Eval.-\$150/enc., 99213-Med. Review-\$77.75/enc., 96372-Med. Inject.-\$21/enc., T1001-Health Assess.-\$100/enc., T1002-RN Services-\$29.91/15-min. unit, H2000-Comp. Multidisciplinary Eval.-\$20.60/encounter, T1016-Support Coord.- \$63/15-min. unit | T1017-\$55/15-min. unit H0031-\$110/enc. same same | \$2.00/15-min. unit n/a n/a No other changes except where noted above. n/a |
| This is a renewal agreement for services provided to several Individuals downstate. | | | | | | |

| | | | | | | |
|--|---|--|-----------------|---|---|--|
| C. | Great Northern Home Care | Respite and CLS | 9/1/15-8/31/16 | H2015-CLS-\$3.75/15 min. unit, T1005-Respite-\$3.63/15 min. unit | same | n/a |
| This is a renewal agreement for respite and CLS services for several individuals through self-determination. | | | | | | |
| D. | John Zinger | Snow Removal | 10/1/15-9/30/16 | \$55/hr. | same | n/a |
| This is a renewal for snow removal (plowing) services in Iron County. | | | | | | |
| E. | Goodwill Industries | Cleaning | 6/1/15-5/31/16 | \$250/week | same | n/a |
| This is a renewal agreement for cleaning the Menominee office building. | | | | | | |
| F. | Goodwill Industries | Snow Removal | 10/1/15-9/30/16 | \$20/episode | same | n/a |
| This is for snow removal (shoveling and salting) the Menominee office sidewalks. | | | | | | |
| G. | Goodwill Industries | Vocational Services | 10/1/15-9/30/16 | H2014-Skill Building-\$1.94/15 min. unit, H2015-Out of Home Pre-Voc. Hab.-\$1.94/15 min. unit OR FTE Amount: 6-9 \$3,627/mo. 14-18 \$10,383/mo. 23-28 \$15,717/mo. 30-34 \$24,451.59/mo. H2023-Sup. Employ.-\$5/15 min. unit-JC (enclave) \$7.50/15 min.unit-JC (indiv. place) | same same FTE Amount: 5-9 \$3,627/mo. 10-17 \$10,383/mo. 18-23 \$15,000/mo. 24-29 \$18,000/mo. and H2023-Supp. Employ. Enclave-\$5.50/15 min. unit H2023- Supp. Employ. Indiv.-\$8/15 min. unit | n/a n/a \$.50/15 min. unit \$.50/15 min. unit |
| This is a renewal agreement for vocational services. | | | | | | |
| H. | Elizabeth Witter | Speech Therapy | 10/1/15-9/30/16 | n/a | \$75/hr. | n/a |
| This is a new contract for a speech and language provider for a maximum of 200 hours/year. | | | | | | |
| I. | Superior Rehab. and Professional Services | OT Services | 9/1/15-8/31/16 | \$59/hr. | same | n/a |
| This is a renewal for a contract Occupational Therapist. | | | | | | |
| J. | ABA of Wisconsin | Board Certified Behavior Analyst and Supervision | 10/1/15-9/30/16 | \$100/hr. | same | n/a |
| This is a renewal agreement for BCBA services, which are part of the Autism benefit. There will be an additional charge of \$40/hr. for travel and hotel costs, should that be necessary. (They are based close to Stevens Point.) | | | | | | |
| K. | Whispering Pines | Residential Services | 10/1/15-9/30/16 | \$129.05/day | same | n/a |
| This is a renewal agreement for the home in Carney. | | | | | | |

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|---|---------------------------|--------------------------------|-----------------|--|------|-----|
| L. | Whispering Pines-SIP | Supported Independence Program | 10/1/15-9/30/16 | \$15/hr. | same | n/a |
| This is a renewal for the SIP home located in Power. This is a program that allows Individuals to live in their own homes with support through DHS and Whispering Pines/NBHS. | | | | | | |
| M. | Trico Opportunities, Inc. | Lawn Care | 6/1/15-5/31/16 | \$283.60/occur. | same | n/a |
| This is a renewal agreement for lawn care at Northpointe/Phoenix Center, Hughitt St., Belgium Point and the Lighthouse. | | | | | | |
| N. | Trico Opportunities, Inc. | Lawn Care | 6/1/15-5/31/16 | \$105/occur. | same | n/a |
| This is a renewal agreement for lawn care at Northpointe IR office, Boyington and the Gathering Pointe. | | | | | | |
| O. | Trico Opportunities, Inc. | Cleaning | 10/1/15-9/30/16 | \$34.75/day | same | n/a |
| This is a renewal agreement for cleaning of the Iron River office building. | | | | | | |
| P. | Trico Opportunities, Inc. | Cleaning | 10/1/15-9/30/16 | \$77.25/day | same | n/a |
| This is a renewal agreement for cleaning of the 715 and 701 buildings. | | | | | | |
| Q. | Newlin AFC | Specialized Residential | 9/1/15-8/31/16 | LW-\$37.20/day JS-\$82.50/day SC-\$66/day CC-\$90.58/day | same | n/a |
| This is a renewal agreement for specialized residential for (4) Individuals. | | | | | | |
| R. | Pathways | Crisis Residential | 10/1/15-9/30/16 | \$450/day | same | n/a |
| This is a renewal for crisis residential services. | | | | | | |
| S. | Pathways | Short Term Resident. | 10/1/15-9/30/16 | \$246.71/day | same | n/a |
| This is a renewal for short term residential services. | | | | | | |
| T. | M&M Trucking | Snow Removal | 10/1/15-9/30/16 | \$75/plowing, \$50/salting plus cost of materials, \$80 for removal by front end loader, \$55 by dump truck | same | n/a |
| This is for snow removal of the Menominee building. | | | | | | |
| U. | Mike Meyer | Snow Removal | 10/1/15-9/30/16 | \$10/hr. | same | n/a |
| This agreement is for shoveling the 715 and 701 sidewalk areas. | | | | | | |

Miscellaneous questions were addressed by Bill Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **MACMHB Membership Dues**

Jennifer McCarty stated the annual dues for the MACMHB membership were just received. If the Board would like to continue to be a member of the MACMHB the dues for this year will be \$9,414.00, which is an increase of \$36.00 from last year's dues. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is the information received for the MACMHB annual dues be provided to Board members in their next Board mailing and that this item will move forward to the next meeting for approval.

- **FY 2014-15 Revised Budget**

Jennifer McCarty stated the FY 2014-15 revised budget was provided to Board members from Bill Adrian. Mr. Adrian stated that the Board should review the revised budget and if anyone has questions regarding it they can e-mail or call Mr. Adrian before the next Board meeting. Ms. McCarty pointed out a very positive notation in the revised budget is that Northpointe's total operating expenses are fairly on-track considering budgets cuts over the last year. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **E-Mail Correspondence-Longevity Policy**

Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put the Longevity Policy on the Board agenda for discussion. Ms. McCarty stated that she would like to clarify that at the last Board meeting there was a lot of discussion about the Longevity Policy being for staff retention and it was asked if longevity was successful in retaining staff. The purpose statement on this policy is to reward employees for their commitment to Northpointe; so the purpose of the policy is not for staff retention but for rewarding employees; especially those employees who are at the top of their pay scale that may not receive a raise. Ms. McCarty stated the since the Board member was not present at today's meeting who asked to put this on the agenda she is not sure of the intention for this discussion. Ms. McCarty also stated that she has received an overwhelmingly, positive response from staff about the Board passing longevity pay and staff has asked Ms. McCarty to relay their gratitude to the Board that they truthfully appreciated this.

- **E-Mail Correspondence-Part-Time & Special Part-Time Employees**

Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put part-time and special part-time employees on the Board agenda for discussion and also asking for information on how many part-time and special part-time employees there are today versus 2-5 years ago and what areas of service is the biggest concentration of this staff. Ms. McCarty stated that she does not have this information to provide at today's Board meeting and asked the Board for a discussion if this information is needed for the purpose of making some kind of decision. Ms. McCarthy further stated that in order to obtain the information requested it would require staff to manually go through each staff's personnel file as there is no report that can be run for this information. John Nelson stated the purpose to receive this information is for consistency of care to individuals. Millie Hofer stated that if someone is looking for full-time work and can only get part-time work there is a higher staff turnover if full-time work cannot be offered as benefits cannot be received for part-time work, i.e., health insurance. Discussion ensued as to the purpose for getting this information and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is that since the Board member who asked to put this on the agenda is not present at today's meeting this will be further discussed at the next Board meeting to decide on how to proceed forward with this request.

- **E-Mail Correspondence-NorthCare PIHP Reorganization**

Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put the NorthCare PIHP reorganization on the Board agenda for discussion, i.e., how did the Region I NorthCare organization come about, what was the intent of the organization. Ms. McCarty stated that she asked NorthCare for their original power point information, from 2013 when NorthCare became the PIHP entity, and provided this information to the Board. Miscellaneous questions were addressed by Ms. McCarty.

John Nelson stated that he also provided a power point to the Board he received at the Great Lakes fall conference entitled NorthCare Network Update. This power point contains a lot of good information on NorthCare, i.e., changes, data, etc. Discussion ensued and consensus of the Board is to further discuss and review this information at the next Board meeting.

- **Representative McBroom Visit**

Jennifer McCarty stated that Representative McBroom is available to come to Northpointe October 2-4:30 p.m., October 9-any time, or October 16-any time to meet with the Board. Ms. McCarty asked for a discussion as to which day the Board would like to meet with Representative McBroom and if this meeting would be in place of a Board meeting or in addition to a Board meeting. Ms. McCarty stated that she would like to make sure that there would be good Board attendance at this meeting.

A. Martin - present at 4:45 p.m.

Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. John Nelson stated that he has been asking to get a politician to come to Northpointe for the last couple of years but to make this meeting effective his opinion is that community partners should be invited, i.e., courts, hospitals, law enforcement to provide their concerns which will help in what Northpointe is trying to do and suggested the meeting should be as early in the day as possible. Ms. McCarty stated that community partners can be invited and this can be done by sending out an e-mail to all three counties collaborative boards as memberships on these boards includes the court system, law enforcement, schools, etc. Janet Dehn stated that if community partners will be invited to this

meeting, the meeting should be scheduled on the last possible, available date. Ms. McCarty noted consensus of the Board is for Representative McBroom to come October 16 and she will contact Representative McBroom's office to confirm this.

- **CEO Report**

Jennifer McCarty stated that she provided a written CEO report in the Board mailing and had no verbal updates to provide at this time.

John Nelson, Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Quarterly Outcomes Report-3rd Quarter
Consensus of the Board was to place this report on file.

PUBLIC COMMENTS

- Jane Lindow expressed her gratitude on receiving longevity pay.

BOARD COMMENT

- Ann Martin apologized for being late for the meeting as she just got out of an important meeting and would not be taking a per diem for the meeting.
- John Nelson stated that he attended the Great Lakes fall conference and highlighted information from the conference on early marijuana use in children over age 14.

ADJOURN

A motion was made by P. Freeman, supported by M. Zevitz to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 4:52 p.m.

The next regular Board meeting is scheduled for **October 8, 2015 in Kingsford, Michigan at 4:00 p.m.**

John Nelson, Chairperson

Mari Negro, Secretary

Mary Wendt, Board Secretary