

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting
MINUTES

715 Pyle Drive; Kingsford, Michigan
March 22, 2007 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Chairperson Raether called the meeting to order at 4:00 p.m.; Mary Wendt, Board Secretary, conducted the roll call.

Table with 8 columns: MEMBERS, Present, Excused, Absent, MEMBERS, Present, Excused, Absent. Lists names of attendees and their status.

REPRESENTING ADMINISTRATION: K. Thekan, L. Dionne, 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: L. Benson; supported by A. Babladelis. Motion carried unanimously.

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on February 15, 2007.

ACTION: A motion was made to dispense with reading the minutes from the February 15, 2007 Regular Board of Directors meeting and approve as written.

Motion by: J. Pomeroy; supported by P. Connors. Motion carried unanimously

PRESENTATION(S): Clinical Triage/Intake Process

Nance Pugh, Customer Services Manager, stated that Dr. Joe Cools conducted a regional study to look at the best way that access could be done uniformly across the region. Several different models were looked at and Northpointe's model was chosen in regards to screening and scheduling of appointments. Phone calls received from all three counties come into one central access location in the Kingsford office where they are triaged. Ms. Pugh provided and reviewed a flow chart on how the triage/intake process works. Miscellaneous questions were addressed by Ms. Pugh.

FINANCE COMMITTEE REPORT - L. Benson

Mr. Benson highlighted the following from the Finance Committee Meeting Minutes:

1. ISSUE: Transitional AFC Home

DISCUSSION: Bill Adrian provided that all the bids received for the construction of the Transitional AFC home have been reviewed. Further information regarding this will be reported through the Planning Committee report. ACTION: Information

2. ISSUE: Bills and Payroll

Bills and payroll in the amount \$1,440,204.23 were reviewed, discussed, and recommended for approval.

ACTION: A motion was made by L. Benson, supported by J. Pomeroy to approve bills as presented.

ROLL CALL VOTE table with columns: YES, NO, MEMBERS, YES, NO. Lists names and their votes.

Motion carried unanimously.

2. **ISSUE:** Financial Statement – February 2007

The committee reviewed February 2007 financial statement and recommended for approval.

ACTION: A motion was made by L. Benson, supported by M. Hofer to approve financial statement ending February 2007 as presented.

| <u>ROLL CALL VOTE:</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|------------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | X | | Luhtanen, Joan | X | |
| Benson, Lloyd | X | | Martin, Ann | | |
| Berger, Floyd | X | | Pomeroy, Judy | X | |
| Cini, Mark | | | Raether, Karen | X | |
| Connors, Peggy | X | | Plumley, Robert | | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously.

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

The following contract(s)/agreement(s) were reviewed and recommend for renewal/approval:

- Birchwood AFC – This is an addendum to the current agreement for the addition of another resident from January 23rd through February 28, 2007. This is due to the resident’s behaviors and the rate is \$25.12/day.
- Erickson AFC – This is a renewal agreement for specialized residential services for three residents in Menominee County. The overall increase is \$7.50 per day.
- Copper Country CMH – This is renewal agreement for Supports Coordination and Community Living Support services for a person living in a specialized residential setting. This is done by single case agreement and provides monthly supports coordination and two hours of CLS per week.

ACTION: A motion was made by L. Benson, supported by P. Connors to approve all contracts/agreements as noted above.

| <u>ROLL CALL VOTE:</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|------------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | X | | Luhtanen, Joan | X | |
| Benson, Lloyd | X | | Martin, Ann | | |
| Berger, Floyd | X | | Pomeroy, Judy | X | |
| Cini, Mark | | | Raether, Karen | X | |
| Connors, Peggy | X | | Plumley, Robert | | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously.

PERSONNEL COMMITTEE REPORT - P. Connors

Ms. Connors highlighted the following from the Planning Committee Meeting Minutes:

1. **ISSUE:** Privileging Dr. Hussain

ACTION: Information regarding privileging Dr. Hussain had not yet been received so this was tabled until the next scheduled Personnel Committee meeting.

2. **ISSUE:** Revised Policies-Drug Free Workplace; Clinical Privileges, and Credentialing

The revisions/additions being proposed to the Drug Free Workplace policy were reviewed by Terri Wendt. The primary change being proposed, which was a recommendation made through the Safety/Risk Management Committee, is the addition of drug testing for employees at the time of hire and random drug testing for present employees. Ms. Thekan provided that Northpointe already has reasonable suspicion for drug testing in their present policy. Miscellaneous questions were addressed by Karen Thekan and Ms. T. Wendt.

ACTION: The Drug Free Workplace Policy was tabled until further information is obtained by Ms. T. Wendt.

ISSUE: The revisions to the Clinical Privileges and Credentialing policies were reviewed by Ms. T. Wendt. Miscellaneous questions were addressed by Ms. T. Wendt.

ACTION: A motion was made by P. Connors, supported by L. Benson to approve the revisions to the Clinical Privileges and Credentialing policies. **Motion carried unanimously.**

3. **ISSUE:** Update on Personnel Issue

The following update regarding the employee who previously sent an e-mail to Board members was provided by Terri Wendt: Northpointe received an official summons and complaint which has been turned over to the Michigan Municipal Risk Management Association (MMRMA). **ACTION:** Information

PLANNING COMMITTEE REPORT - A. Babladelis:

1. **ISSUE:** Transitional AFC Home Update

The following information was provided and reviewed for the Transitional AFC home: building site options,

contractor building bids, and the proposed floor plan. All of this information was also reviewed and discussed at Transitional AFC home work group meetings.

ACTION: A motion was made by J. Luhtanan, supported by L. Benson to approve the purchase of building site #1 in Norway, Michigan for the Transitional AFC home.

DISCUSSION: Luanne Guiliani and George Lemerond further clarified and addressed questions on each of the building site options.

ACTION: J. Luhtanan rescinded her motion, L. Benson rescinded his second.

ACTION: A motion was made by J. Luhtanan, supported by A. Babladelis to approve pursuing the purchase of building site #1 in Norway, Michigan, within a reasonable cost and subject to pending financing, for the Transitional AFC home.

| <u>ROLL CALL VOTE:</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|------------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | X | | Luhtanan, Joan | X | |
| Benson, Lloyd | X | | Martin, Ann | | |
| Berger, Floyd | X | | Pomeroy, Judy | X | |
| Cini, Mark | | | Raether, Karen | X | |
| Connors, Peggy | X | | Plumley, Robert | | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously.

ACTION: A motion was made by A. Babladelis, supported by J. Luhtanan to approve proceeding with building contractor "B", subject to pending financing, to build the Transitional AFC home.

DISCUSSION: Millie Hofer asked if an inspection was done of an existing building that contractor "B" had built. Ms. Guiliani stated that she did do a walk through of an existing building that contractor "B" had built. Ms. Guiliani provided that she were told by the owner of the building that they have not experienced any problems with their building and were very satisfied with its quality and how it was built. Ms. Guiliani and Mr. Lemerond provided further clarification and addressed questions on all of the building contractor bids.

| <u>ROLL CALL VOTE:</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|------------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | X | | Luhtanan, Joan | X | |
| Benson, Lloyd | X | | Martin, Ann | | |
| Berger, Floyd | X | | Pomeroy, Judy | X | |
| Cini, Mark | | | Raether, Karen | X | |
| Connors, Peggy | X | | Plumley, Robert | | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously.

- 2. **ISSUE:** Recipient Rights Advisory Ad Hoc Committee Report & Review Recipient Rights Applications for Vacancies on Recipient Rights Committee

The March 6th Recipient Rights Advisory Ad Hoc committee report along with their recommendations to fill the four vacancies on the Recipient Rights Advisory Committee were reviewed by Planning Committee members and were presented for Board approval.

ACTION: A motion was made by A. Babladelis, supported by J. Luhtanan to approve the reappointments of Myra Christophersen, Carol Thomas, and Gail Dixon and the new appointment of Corrine Westerlund each for a 3 year appointment on the Recipient Rights Advisory Committee. **Motion carried unanimously.**

- 3. **ISSUE:** First Quarter QI Outcomes Report

The first quarter QI Outcomes Report was reviewed by Lisa Dionne. Indicators on the report that were reviewed and discussed were: Continuum on the Children's MI, ACT, Re-admissions, Home Based, Training, and Medication Effectiveness. **ACTION:** Information

- 4. **ISSUE:** Northpointe Quality Assessment & Performance Improvement Program (QAPIP)-Fiscal Year (FY)2007

The QAPIP Annual Report for FY2007 was reviewed by Lisa Dionne and will need Board approval. **ACTION:** A motion was made by A. Babladelis, supported by M. Hofer to approve Northpointe's QAPIP Annual Report FY2007. **Motion carried unanimously.**

- 5. **ISSUE:** Northpointe Clinical Plan

Northpointe's Clinical Plan was reviewed by Lisa Dionne and Ms. Dionne provided that this plan is reviewed annually **ACTION:** Information

Ann Martin present at 5:05 p.m.

- 6. **ISSUE:** Stakeholder Advisory Committee Meeting Report

The following information was reviewed by Lisa Dionne from the February 12, 2007 Stakeholder Advisory

Committee meeting that was held in the Kingsford office: new members were introduced, the consumer satisfaction survey data was reviewed, and Bill Reid and Karen Thekan provided a presentation and video on anti-stigma. **ACTION:** Information

7. **Miscellaneous**

- Joan Luhtanen asked if there had been any interest expressed from the newspaper ads that were recently run regarding the need for AFC homes. Karen Thekan provided that there were two individuals that expressed interest from Menominee County and she will check with Luanne Guiliani to see if any further interest has been received.
- Lisa Dionne provided that the Annual NAMI luncheon will be held on May 30th at the Premier Center with Dr. Joe Cools being the keynote speaker. Ms. Dionne also provided that the first annual U.P. consumer conference will be held on May 7th in Escanaba at Bay College. Further information regarding pre-registration for the conference will be provided to the Board once it is received.
- At the Planning Committee meeting, Karen Thekan congratulated and thanked Mark Cini for his 10 years of service on Northpointe's Board of Directors and presented him with a certificate of appreciation. Ann Babladelis stated that Mr. Cini was up for reappointment but chose to not seek reappointment due to work obligations. Karen Raether stated that Mr. Cini was out of town and could not attend the Board meeting and wanted to thank the Board and provided that he will miss serving on it. Ms. Raether further stated that Mr. Cini will be missed and was a very valuable Board member.

CHAIRPERSONS REPORT – K. Raether

- The spring Michigan Association of Community Mental Health Boards (MACMHB) spring conference is scheduled for May 14-16 in Kalamazoo, Michigan. If any Board member is interested in attending this conference, they will need to let Mary Wendt know by the April 19th Board meeting.
- Ms. Raether attended the town hall meeting on underage drinking in Stephenson and passed around information from the meeting.
- Ms. Raether named a nominating committee consisting of Peggy Connors, Ann Babladelis, and Lloyd Benson. Ms. Connors will be the chair of this committee and they will meet and provide a report at the April Board meeting a slate of officers for election.
- An invitation for the Gathering Pointe's open house in Iron River was provided to Board members. The open house will be held on March 30th at 12:00 noon and if attending you should call the Gathering Pointe.
- Ms. Raether stated that a notification was received from the Menominee County Commissioner's Office that Judy Pomeroy, Millie Hofer, Lloyd Benson, and herself were each reappointed to a three year term on Northpointe's Board of Directors.

CEO REPORT

Ms. Thekan stated that her March 2007 CEO report was in Board packets; she provided the following updates and highlights:

State Activity:

- The governor's executive order was received on March 22nd with the preliminary word being that the senate will be approving this order. This order does not cover the complete deficit for the last fiscal year as it is only for \$344 million in terms of cut. These cuts do not include cuts to community mental health agencies or Medicaid but there are cuts for the overall Department of Community Health. The rest of the deficit will be covered through a supplemental through the senate, which for now, is being kept confidential.
- The 2% wage increase for direct care workers that has been in the works for awhile has been approved. It will come in the form of a capitated rate that goes to NorthCare for Medicaid. So, before this increase will be downloaded to staff a formulary, on a regional level, will be decided on by the regional finance directors.

Regional Activity:

- The regional CMH directors met on March 20th. Two main regional projects: The Learning Management system (an on-line training tool) and electronic medical records (EMRs) were the main topics of discussion. Three of the CMH directors were not in favor of purchasing The Learning Management system and two were in favor. The decision to purchase this system was tabled and referred to the regional finance directors to come up with a formulary to look at the cost for this program. All the EMR demos have been reviewed and this will now be now put out for request for proposals.

Local Activity:

- A grant that was recently written and submitted for suicide prevention was denied. At a recent meeting of the Menominee County Collaborative this was discussed as the grant was written for a specialized, certified

training to train the trainer with the trainer then going into the schools to provide presentations and identify at-risk children. Jeannie Harper, from Menominee County, and the Suicide Prevention Network have agreed to use SPN monies to have her trained. Since it looks like this will become a reality in Menominee County, other counties hopefully will be able to purchase some of Ms. Harper's time once she becomes trained.

- A meeting was held with the three county administrators to continue to look at areas to help the counties save money. Josef Pelc, Northpointe's IS Manager, has been working with the counties IT departments and has really helped Menominee County in their IT department. Northpointe will also share policies with all three counties on e-mail usage, work station security, etc. Quarterly meetings will continue to be held with the county administrators.
- Children's services are continued to be worked on. In the near future, a new job description and wage scale for a paraprofessional position in the community living supports (CLS) program will be presented to the Personnel Committee for their review. This position will receive specialized training for working with children and families.
- There is a new federal Medicaid rule that is being proposed and would go into effect September 1st if approved. The Board Association has asked CMHs to communicate with their senators regarding this proposed rule as there is a lot of concern with it. The proposed rule would redefine a governmental entity and authority status, limit use of local funds we have which we now use for Medicaid match, and limit what targeted case management is. As more information is received, updates will be provided.

OLD BUSINESS – No old business

NEW BUSINESS – No new business

BOARD PREROGATIVE – No Board prerogative

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:45 p.m.

The next regular monthly board meeting is scheduled for April 19, 2007 in Kingsford beginning at 4:00 p.m.

Karen Raether, Chairperson

Ann Babladelis, Secretary

Mary Wendt, Board Secretary