

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

**Regular Monthly Meeting
MINUTES**

**715 Pyle Drive; Kingsford, Michigan
April 19, 2007 - 4:00 p.m.**

CALL TO ORDER/ROLL CALL:

Karen Thekan, CEO, called the meeting to order at 4:00 p.m.; 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>	
Babladelis, Anastasia	X			Martin, Ann	X		
Benson, Lloyd	X			Pomeroy, Judy	X		
Berger, Floyd	X			Raether, Karen	X		
Connors, Peggy	X(at 4:05 p.m.)			Plumley, Robert	X		
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X						

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, J. Pelc, L. Guiliani, G. Lemerond, M. Haavisto, 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 F. Berger. **Motion carried unanimously.**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on March 22, 2007.

ACTION: A motion was made to dispense with reading the minutes from the March 22, 2007 Regular Board of Directors meeting and approve as written.

Motion by: J. Pomeroy; supported by J. Luhtanen. **Motion carried unanimously**

PRESENTATION(S):

- Anderson, Tackman & Company-Audit Report for Fiscal Year (FY) 2005-06
Karen Thekan introduced Mr. Alan Stotz, an auditor from Anderson, Tackman & Company. Mr. Stotz reviewed Northpointe's FY2005-06 audit report and addressed questions.

ELECTION OF OFFICERS

As Chairperson of the Nominating Committee, Peggy Connors reviewed the minutes from the April 10, 2007 Nominating Committee meeting.

Elections are as follows:

As Chairperson of the Nominating Committee, Ms. Connors presented Karen Raether as nominee for Chairperson.

- Chairperson - Ms. Thekan opened the floor for other nominations for the position of Chairperson. Ms. Thekan called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by L. Benson; supported by F. Berger to close nominations at this time and cast an unanimous ballot for Karen Raether for Chairperson.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Connors presented Joan Luhtanen as nominee for Vice-Chairperson.

- Chairperson Raether opened the floor for other nominations for the position of Vice-Chairperson. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Pomeroy; supported by A. Babladelis to close nominations at this time and cast an unanimous ballot for Joan Luhtanen for Vice-Chairperson.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Connors presented Lloyd Benson as nominee for Treasurer.

- Chairperson Raether opened the floor for other nominations for the position of Treasurer. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Pomeroy; supported by J. Luhtanen to close nominations at this time and cast an unanimous ballot for Lloyd Benson for Treasurer.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Connors presented Ann Babladelis as nominee for Secretary.

- Chairperson Raether opened the floor for any other nominations for the position of Secretary. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by L. Benson; supported by J. Luhtanen to close nominations at this time and cast an unanimous ballot for Ann Babladelis for Secretary

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Connors presented Karen Raether and Judy Pomeroy as nominees for Delegates & Alternate Delegates to the Michigan Association of Community Mental Health Boards (MACMHB) and the Great Lakes Rural Mental Health Association (GLRMHA).

- Chairperson Raether opened the floor for other nominations for Delegates and Alternate Delegates to the MACMHB and GLRMHA. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by P. Connors; supported by J. Luhtanen to close nominations at this time and cast an unanimous ballot for Karen Raether and Judy Pomeroy as Delegates to MACMHB and the GLRMHA and the remaining members of the Board as alternates for MACMHB.

Motion carried unanimously

FINANCE COMMITTEE REPORT – L. Benson

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

1. **ISSUE:** Bills and Payroll

Bills and payroll in the amount \$1,216,929.55 were reviewed, discussed, and recommended for approval.

ACTION: A motion was made by L. Benson, supported by P. Connors to approve bills 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		Martin, Ann	X	
Benson, Lloyd	X		Pomeroy, Judy	X	
Berger, Floyd	X		Raether, Karen	X	
Connors, Peggy	X		Plumley, Robert	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X				

Motion carried unanimously.

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

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

ACTION: A motion was made by L. Benson, supported by F. Berger to approve financial statement ending March 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		Martin, Ann	X	
Benson, Lloyd	X		Pomeroy, Judy	X	
Berger, Floyd	X		Raether, Karen	X	
Connors, Peggy	X		Plumley, Robert	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X				

Motion carried unanimously.

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

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

- a) Schlaud AFC - This is an addendum to the current agreement for the addition of two more residents. The daily rate will be \$25.00 per day per person.
- b) Dale Schmeisser - This is a renewal agreement for dietary services. The rate will remain \$45.00/hour for up to 44 hours per month.
- c) Network 180 - This is a renewal agreement for recipient rights coverage for persons placed in Kent Co. at Hope Network. The rate is \$30.00/hr on a prn basis.
- d) SBCS - This is a renewal agreement for system administration and tech support for the Zeus Unix system. The rate remains \$60.00/hr for approx 2 hours per month.

ACTION: A motion was made by L. Benson, supported by J. Pomeroy 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		Martin, Ann	X	
Benson, Lloyd	X		Pomeroy, Judy	X	
Berger, Floyd	X		Raether, Karen	X	
Connors, Peggy	X		Plumley, Robert	X	
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X				

Motion carried unanimously

4. **Miscellaneous**

- George Lemerond stated that a contract has been negotiated with Sundance Builders for the land purchase to build Northpointe's Transitional AFC. Bill Adrian stated that this will now be presented for Board approval. Mr. Adrian further stated that the land purchase price is \$48,000.00, located in Norway and is for 2.053 acres. The land purchase would be contingent upon zoning approval for a special usage permit as the AFC home will be licensed for 16 beds. Peggy Connors stated that she looked over the building site with Mr. Lemerond and the purchase price of \$48,000.00 includes the infrastructure which means the builder is responsible for all utilities (water main line, etc.). Karen Thekan stated that she had received a few phone calls from residents in Norway concerned about what is being built on this land as they have heard that prisoners, substance abusers, sex offenders would be housed in this Transitional AFC home. Ms.Thekan further stated that she explained and provided clarification to them that this would be a developmentally disabled (DD) home for residents. Laurie Whear, DD Services Director, has contacted Ray Anderson, Norway City Manager, to be put on the city council's agenda to explain and clear up any further misconceptions about the Transitional AFC home. Miscellaneous questions were addressed by Mr. Adrian, Ms. Thekan, and Mr. Lemerond.

ACTION: A motion was made by L. Benson, supported by J. Luhtanen to approve \$48,000.00 to purchase 2.053 acres contingent upon zoning approval for a special usage permit for 16 beds for the Transitional AFC home.

DISCUSSION: Joan Luhtanen asked how the financing package would work for building this home. Mr. Adrian stated that financing cannot be done until a building is built for loan agencies to look at. For now, funding for the project would come from Northpointe's fund balance until the building is finished and then financing will be done.

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

Motion carried unanimously.

Mr. Adrian stated that along with the above land purchase the approval of the contract to build the Transitional AFC home needs to be approved with Sundance Builders. The building of the home would also be contingent upon the plans being approved by the State of Michigan. The building contract is \$578,000.00 and would be paid to Sundance Builders as construction goes along with the final payment made once Northpointe turns the key for occupancy.

ACTION: A motion was made by A. Babladelis, supported by P. Connors to approve signing the contract with Sundance Builders for \$578,000.00 contingent upon the plans being approved by the State of Michigan for the Transitional AFC home.

DISCUSSION: Mr. Adrian stated that two of Northpointe's group homes will be closed and residents will be moving to the Transitional AFC home. As these two group home homes are not owned by Northpointe and rent is paid each month for them, the money for rent would then go towards the Transitional AFC home. Miscellaneous questions were addressed by Mr. Adrian and Mr. Lemerond

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

Motion carried unanimously.

- Bill Adrian stated that the dues for the MACMHB from June 1, 2007 to May 31, 2008 are \$9,051.00, an increase of \$12.00 from last year's dues.

ACTION: A motion was made by L. Benson, supported by J. Pomeroy to approve payment of \$9,051.00 for MACMHB dues.

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

Motion carried unanimously.

RECIPIENT RIGHTS COMMITTEE REPORT - K. Raether

Ms. Raether highlighted the following from the Recipient Rights Committee meeting:

- Elections were held for Chairperson and Vice-Chairperson on the Recipient Rights Committee. Re-elected were Loren Veaser for Chairperson and Debbie Eichhorn for Vice-Chairperson.
- New committee member, Corrine Westerlund, was welcomed to the committee.
- The Recipient Rights Quarterly and Semi-Quarterly reports were reviewed. Miscellaneous questions regarding the Quarterly report were addressed by Karen Thekan and Ms. Raether.

PLANNING COMMITTEE REPORT - A. Babladelis:

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

1. **ISSUE:** Revised Policy: Use of Northpointe Property

Revisions to the Use of Northpointe Property Policy were reviewed by Terri Wendt.

ACTION: A motion was made by A. Babladelis, supported by P. Connors to approved the revised Northpointe Property Policy. Miscellaneous questions were addressed by Karen Thekan. **Motion carried unanimously.**

2. **ISSUE:** Regional Community Mental Health (CMH) Jail Costs & Medicaid Unit Cost Report (MUNCR) for Fiscal Year (FY) 2006

The regional CMH's jails costs and MUNCR data for FY2006 were provided for review. Mary Beth Haavisto, Northpointe's Utilization Manager, highlighted the regional CMH's jail costs and questions were addressed by herself and Karen Thekan. **ACTION:** Information

Peggy Connors excused at 5:00 p.m.

3. **ISSUE:** New Policy: Independent Facilitation of an Individual Plan of Service (IPOS)

The new Independent Facilitation of an IPOS Policy was reviewed by Karen Thekan. Miscellaneous questions were addressed by Ms. Thekan.

ACTION: A motion was made by A. Babladelis, supported by L. Benson to approve the Independent Facilitation of an IPOS Policy. **Motion carried unanimously.**

4. **ISSUE:** Employee Satisfaction Survey Results FY2006

The Employee Satisfaction Survey Results for FY2006 were provided and reviewed by Lisa Dionne. Ms. Dionne

provided that the survey was available for employees to fill out this year on Northpointe's intranet site which resulted in an excellent overall return rate of 61%. Ms. Dionne also provided that the results from this survey were reviewed by QI Committee members and a focus group of managers has been formed to address issues that were identified from comments in the survey results. The focus group will provide an update to the Board after they meet. **ACTION:** Information

5. **ISSUE:** Stakeholder Advisory Committee Meeting Report

The following was highlighted by Lisa Dionne from the April 9, 2007 Stakeholder Advisory Committee meeting that was held in the Menominee office: upcoming consumer events were discussed: the consumer conference in May which will be held in Escanaba and Walk-A-Mile conference in Lansing; the employee satisfaction survey results were reviewed; the outcomes report was reviewed; Fran Foley presented information on motivational interviewing; consumer complaints were reviewed; and CEO reports from March and April were reviewed.

ACTION: Information

6. **Miscellaneous**

- Joan Luhtanen stated that she attended the open house at the Gathering Pointe in Iron River and the open house and new building location were very nice. Ms. Luhtanen further stated that the individuals that attend the Gathering Pointe program expressed their gratitude for the new facility. Ms. Luhtanen also stated that Renee Lupini and her staff go above and beyond in their work they do with the individuals that attend the program. Karen Thekan stated that a tour of the Gathering Pointe will be scheduled when the July Board meeting is held in Iron River.

CHAIRPERSONS REPORT – K. Raether

- Karen Rather stated that the appointments for Finance, Personnel, Planning, Endowment, Recipient Rights Committees and Parliamentarian are as follows:

Finance Committee

Lloyd Benson-Chairperson
 Judy Pomeroy
 Floyd Berger
 Peggy Connors
 Ann Babladelis

Personnel Committee

Peggy Connors-Chairperson
 Joan Luhtanen
 Lloyd Benson
 Floyd Berger
 Ann Martin

Planning Committee

Ann Babladelis-Chairperson
 Rob Plumley
 Joan Luhtanen
 Millie Hofer

Endowment Committee

Karen Rather
 Lloyd Benson

Recipient Rights Committee

Karen Raether

Parliamentarian

Ann Martin

- The MACMHB Spring conference will be held in Kalamazoo from May 14-16. If any Board member would like to attend the conference Mary Wendt will need to know this after today's Board meeting.
- The May 24 Board of Directors' meeting is scheduled in Menominee, Michigan. If any Board member would like to VTC the Board meeting from the Kingsford office they should contact Mary Wendt.
- The U.P. Consumer Conference will be held on May 7 in Escanaba. Registration is \$5.00 and can be done through NorthCare.
- The Northpointe Annual NAMI luncheon is scheduled for May 30. NAMI brochures will be mailed to Board members regarding this.

CEO REPORT

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

State Activity:

- The State of Michigan budget has still not been approved. Ms. Thekan will be attending a Directors' meeting in Lansing on April 24 and hopefully will receive information on the budget at this meeting. At this meeting information will hopefully also be provided on the Michigan First Health Plan that the governor has been proposing to insure the uninsured. If this health plan is approved it would need \$400 million of General Fund money to support it. In the past, talk has been that this money would come from the CMH and DCH budgets.
- A response was received back from Senator Levin in regards to the CMH proposed rule as Senator Levin agrees that this rule would have detrimental effects on Michigan. Legislation has been introduced asking for a 2 year moratorium on this rule.

Local Activity:

- The Dickinson County Commissioners have received an application for the open seat on Northpointe's

Board of Directors and will be presenting it at their next Board of Commissioners' meeting.

- A request was received for Northpointe to be a sponsor for an autism conference that is being sponsored by a local parents' support group. They will be bringing in a panel of speakers for the conference which will be held at the Norway Fine Arts Center in May. The parents' group are looking for sponsors for this conference and Northpointe was contacted. Northpointe will be a sponsor for the conference and several Northpointe staff will be attending the conference.
- Luanne Guiliani and her site review team continue to conduct audits for all of Northpointe's group homes. The group homes continue to excel in their audit results; receiving excellent grades and 100% audit compliance results. The staff at these homes are doing an excellent job in their care for the consumers that reside in these homes.
- The Menominee ACT program will hopefully be up and running in the near future. Recruitment for a Master's Social Worker for this program is still being done and once one is hired the ACT team will be reorganized.

OLD BUSINESS – No old business

NEW BUSINESS – No new business

BOARD PREROGATIVE

- Rob Plumley stated that he received a letter from a Northpointe employee that had left Northpointe employment and wasn't sure why he had received it. Karen Thekan stated that the employee left Northpointe's employment voluntarily and was not sure why Mr. Plumley was cc on this employee's letter. Ms. Thekan further stated that Terri Wendt is handling his request.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:35 p.m.

The next regular monthly board meeting is scheduled for May 21, 2007, 2007 in **Menominee, Michigan** beginning at 4:00 p.m.

Karen Raether, Chairperson

Ann Babladelis, Secretary

Mary Wendt, Board Secretary