

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

**Regular Monthly Meeting
MINUTES
715 Pyle Drive, Kingsford, Michigan
October 18, 2007 - 4:00 p.m.**

CALL TO ORDER/ROLL CALL:

Karen Raether, Chairperson, 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>Absent</u> | <u>MEMBERS</u> | <u>Present</u> | <u>Excused</u> <u>Absent</u> | <u>Absent</u> |
|------------------|----------------|---------------------------------|---------------|-------------------|----------------|---------------------------------|---------------|
| Babladelis, Ann | | X | | Luhtanen, Joan | X | | |
| Berger, Floyd | X | | | Martin, Ann | X | | |
| Connors, Peggy | X | | | Pomeroy, Judy | X | | |
| DeDie, William | X | | | Raether, Karen | X | | |
| DeGrave, Marylee | X | | | Plumley, Robert | X | | |
| Hofer, Millie | X | | | Spence, Christine | X | | |

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, L. Dionne, M. Wendt

Karen Raether welcomed and introduced new Board member, Marylee DeGrave who is representing Menominee County, to the Board. Introductions were made by Board members and Northpointe staff present at the meeting.

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

PUBLIC COMMENTS - No public comments

APPROVAL OF THE AGENDA: The agenda was amended as Karen Raether stated that Mr. John Katona, from Michigan Municipal Risk Management Association (MMRMA), would be added under Presentation.

ACTION: Moved to approve the agenda as amended.

Motion by: J. Pomeroy; supported by A. Martin. **Motion carried unanimously.**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on September 20, 2007. Ann Martin stated that there is a request from the Dickinson County Board of Commissioners that in the future more specific information regarding changes in wages/salaries be included in the Board minutes. **ACTION:** A motion was made to dispense with reading the minutes from the September 20, 2007 Regular Board of Directors meeting and approve as written.

Motion by: A. Martin; supported by P. Connors. **Motion carried unanimously.**

There no additions or corrections to the closed minutes from the Regular Board of Directors meeting on September 20, 2007.

ACTION: A motion was made to approve the closed minutes from the September 20, 2007 Regular Board of Directors meeting and approve as written.

Motion by: P. Connors; supported by A. Martin. **Motion carried unanimously**

PRESENTATION: Michigan Municipal Risk Management Association - Mr. John Katona

Karen Raether introduced Mr. John Katona, Regional Risk Manager from MMRMA. Mr. Katona stated that he was present to provide an annual review of MMRMA as part of Northpointe's accreditation with CARF. Mr. Katona further stated that MMRMA provides Northpointe coverage on Board liabilities, Northpointe's fleet protection, as well as professional liabilities and reviewed these areas. Questions were addressed by Mr. Katona.

FINANCE COMMITTEE REPORT - J. Pomeroy

Ms. Pomeroy highlighted the following from the Finance Committee Meeting Minutes:

1. **ISSUE:** Bills and Payroll

Bills and payroll in the amount \$1,190,372.57 were reviewed, discussed, and recommended for approval.

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

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|-----------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | | | Luhtanen, Joan | X | |
| Berger, Floyd | X | | Martin, Ann | X | |
| Connors, Peggy | X | | Pomeroy, Judy | X | |
| DeDie, William | X | | Raether, Karen | X | |
| DeGrave, Marylee | X | | Plumley, Robert | X | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously.

2. **ISSUE:** Financial Statement - September 2007

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

ACTION: A motion was made by J. Pomeroy, supported by P. Connors to approve financial statement ending September 2007 as presented.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|-----------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | | | Luhtanen, Joan | X | |
| Berger, Floyd | X | | Martin, Ann | X | |
| Connors, Peggy | X | | Pomeroy, Judy | X | |
| DeDie, William | X | | Raether, Karen | X | |
| DeGrave, Marylee | X | | Plumley, Robert | X | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously.

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

- a) HomeLife, Inc. – This is a new agreement for specialized residential services in Battle Creek. The daily rate is \$212.00 (NBHS gets the SS). Two individuals are targeted to move here from other facilities downstate.
- b) Clean Kill Pest Control – This is a renewal agreement for pest control services for all NBHS buildings throughout the three counties. The rate remains the same.

Miscellaneous questions were addressed by Bill Adrian.

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

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|-----------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | | | Luhtanen, Joan | X | |
| Berger, Floyd | X | | Martin, Ann | X | |
| Connors, Peggy | X | | Pomeroy, Judy | X | |
| DeDie, William | X | | Raether, Karen | X | |
| DeGrave, Marylee | X | | Plumley, Robert | X | |
| Hofer, Millie | X | | Spence, Christine | X | |

Motion carried unanimously

4. Miscellaneous

- Nurse Practitioner Wage Scale
Terri Wendt stated that the nurse practitioner wage scale was not reviewed last month when the other wage scales were reviewed. Ms. T. Wendt also stated that the Michigan Association of Community Mental Health Boards' salary survey does not include a nurse practitioner category so there is no other CMH to compare a nurse practitioner wage scale to and Dr. Cools had developed a formula to use for Northpointe's nurse practitioner productivity based on and compared to the psychiatrist's productivity. The formula is 75% of 80% of the psychiatrist's productivity. This was discussed with Bill Adrian and Karen Thekan and the recommendation was to use this formula for a wage scale change for the nurse practitioner as well. The nurse practitioner's current salary wage scale is \$65,479.00 to \$89,153.00. After looking at the psychiatrist's salary wage scale which is \$122,276.00 to \$166,484.00, the formula stated above was applied to this and a new salary wage scale for the nurse practitioner would be \$73,366.00 to \$99,890.00. After reviewing this wage scale with Dr. Cool's formula as stated above, it was decided to present changing the nurse practitioner's salary wage scale at this time. Miscellaneous questions were addressed by Ms. T. Wendt and Ms. Thekan.

ACTION: A motion was made by J. Pomeroy, supported by P. Connors to approve changing the nurse practitioner's current wage scale range of \$65,479.00 to \$89,153.00 to the new wage scale of \$73,366.00 to \$99,890.00 to be effective when the other wage scales became effective on October 1, 2007.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|-----------------------|------------|-----------|-------------------|------------|-----------|
| Babladelis, Anastasia | | | Luhtanen, Joan | X | |
| Berger, Floyd | X | | Martin, Ann | | X |
| Connors, Peggy | X | | Pomeroy, Judy | X | |
| DeDie, William | X | | Raether, Karen | X | |
| DeGrave, Marylee | X | | Plumley, Robert | X | |
| Hofer, Millie | X | | Spence, Christine | X | |

10 Ayes; 1 Nay; Motion carried.

- Karen Rather asked if there would be any savings involved with the closing of Westwood Home. Bill Adrian provided that there may be approximately an \$80,000.00 savings in closing the home. Karen Thekan stated that staff that worked at the home have been transitioned into other vacant job positions in the agency and there is also the possibility of maybe renting the home to consumers. Ann Martin asked if the renting the home meant Northpointe was the landlord instead of the owner. Ms. Thekan stated that Northpointe is the owner of the home and would be the landlord of the home. Ms. Thekan also stated that Bill Reid is looking into having the home MISHDA approved for subsidized housing. Ms. Thekan further stated that all the consumers at Westwood Home have naturally transitioned into other living arrangements and in the future if a consumer needs a residential placement there are other available residential homes to place them at. Ms. Martin asked if the home was ever considered to be put up for sale. Ms. Thekan stated that with the poor housing market sales it was decided to instead rent out the home for now as there are consumers looking for a good, affordable rental. Miscellaneous questions were addressed by Mr. Adrian and Ms. Thekan.

RECIPIENT RIGHTS COMMITTEE REPORT - K. Raether

Ms. Raether highlighted the following from the Recipient Rights Committee Meeting Minutes:

- The Quarterly Recipient Rights Report was reviewed by committee members.
- Bill Adrian reviewed the Recipient Rights Operating Budget with committee members.
- The Annual Recipient Rights Report that is submitted to the state was reviewed by committee members.

PLANNING COMMITTEE REPORT – J. Luhtanen

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

1. **ISSUE:** Belgium Pointe Update
The final building plans for Belgium Pointe have been approved by the state, local zoning commission, and fire marshal were reviewed by Luanne Guiliani with Planning Committee members. Samples of siding, carpeting, cabinets, and linoleum for the home were also provided for review. Ms. Guiliani also provided that utilities are in the process of being run to the home and the basement will be dug some time this week. An article on Belgium Pointe's building progress was submitted to the Norway Current and The Iron Mountain Daily News and Northpointe has kept in contact with the Norway City manager on the building progress. Ms. Guiliani will talk with George Lemerond regarding a few bedrooms in the home that have no windows and the possibility of putting some kind of a natural light source in them. Karen Thekan stated that the name for the home, Belgium Pointe, was decided on by staff. Pictures on the building progress of Belgium Pointe will soon be available on Northpointe's website. Miscellaneous questions were addressed Karen Thekan. **ACTION:** Information
2. **ISSUE:** Stakeholder Advisory Committee Meeting Report
The October 8, 2007 Stakeholder Advisory Committee meeting was held in the Kingsford office. Members toured the Phoenix Center; the 3rd quarter QI Outcomes Reports was reviewed; and Ms. Dionne provided that Stakeholder committee members will be holding their holiday potluck at their December 8 meeting and Board members were invited to attend the meeting and potluck. **ACTION:** Information
3. **ISSUE:** Michigan Department Community Health (MDCH) Site Review Findings for Northpointe
The MDCH site review audit findings for Northpointe and Northpointe's remedial action plan which was submitted to MDCH were provided and reviewed by Lisa Dionne. Some areas in the remedial action plan submitted to MDCH were: a) Identified ACT consumers were not directly connected to an ACT team member when calling the crisis line at Northpointe will be remedied by having Fran Foley, Menominee Site Director and ACT Supervisor, taking all ACT calls for the Menominee office; b) There was a lack of evidence to support that all ACT team staff members had a basic knowledge of ACT programs and principles acquired through ACT specific training which will be remedied by having staff members who attend ACT 101 training provide copies of the presentations they attend at trainings to other ACT team staff members; c) the TDD/TTY phone number

for the hearing impaired was not listed on appointment or clinician's business cards. The template for appointment and business cards has now been updated to include this number. **ACTION:** Information

4. **ISSUE:** Community Needs Assessment Discussion

Joan Luhtanen stated that a Community Needs Assessment needs to be done each year as this is a requirement of Michigan's Mental Health Code and discussion was held at the Planning Committee meeting regarding different formats in which a Community Needs Assessment could be conducted. Karen Thekan stated that Millie Hofer brought up that when she attended a workshop at the 2006 Fall conference she received excellent information from Oakland County Community Mental Health regarding how they conduct their community needs assessment. Ms. Thekan further stated that she talked with Jeff Brown, Oakland County CMH Director, and he will be providing this information to Ms. Thekan. Miscellaneous questions were addressed by Ms. Thekan.

ACTION: Information

5. **ISSUE:** Northpointe Compliance Plan

Joan Luhtanen stated that NorthCare had requested Northpointe to have a Compliance Plan that includes Northpointe's policies, procedures, etc. Ms. Dionne provided and reviewed Northpointe's new Compliance Plan and provided it would need Board approval.

ACTION: A motion was made by J. Luhtanen, supported by F. Berger to approve Northpointe's new Compliance Plan. **Motion carried unanimously.**

6. **ISSUE:** 2008 Tentative Board and Committee Meeting Dates

The tentative 2008 Board of Director meetings and committee meeting dates were provided and reviewed.

A motion was made by P. Connors, supported by J. Luhtanen to approve the 2008 Board of Director meetings and committee meeting dates. **Motion carried unanimously.**

7. **Miscellaneous**

- Karen Thekan stated that two nurses on the ACT team in the Kingsford office recently left Northpointe's employment which left one master level therapist on the ACT team. Discussions were held and it was decided to not rebuild the ACT team at this time. Targeted case management, psychiatric services, and community living supports will be the services offered to these consumers. Miscellaneous questions were addressed by Ms. Thekan.
- Karen Thekan stated that in the Kingsford office the master level clinician on the home based team left Northpointe's employment 6 months ago and there have not been any master level applicants for this position on the team. Ms. Thekan stated that Missy Gauthier, the bachelor level clinician on the team, has been doing a very good job of holding the team together but the team cannot go on without having a master level position on it. Ms. Thekan further stated that there has not been a lack of bachelor level social worker applicants for this position and it was decided to hire a bachelor level social worker at this time and disband the home base team. The clinicians will still serve the children and families with intensive case management services, psychiatric services, therapy services, and community living supports services. Miscellaneous questions were addressed by Ms. Thekan.

CHAIRPERSONS REPORT - K. Raether

- Ms. Raether attended Board orientation for new Board member, Marylee DeGrave.
- Ms. Raether stated that she is the new chairperson for Great Lakes Rural Mental Health Association and will be taking care of a few business items at the 2007 Fall conference in Traverse City.
- A Personnel Committee meeting will be scheduled for Tuesday, November 13 at 3:00 p.m. before the Board meeting. The Finance and Planning Committee meetings are scheduled for Monday, November 12 and the Board of Directors' meeting is scheduled for Tuesday, November 13 at 4:00 p.m.

CEO REPORT

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

State Activity:

- The governor only approved a 30 day continuation budget on October 1 and there has not been much information on what progress has been made regarding a final budget. The state had to come up with \$433 million in cuts and have targeted, out of DCH, \$52.5 million as part of these cuts. There are no details of what will be cut from DCH but part of it may be the privatizing of mental health services in the state prisons as 200 state employees would be laid off and this comes out of DCH funds.

Regional Activity:

- Karen Raether and Ms. Thekan will be attending NorthCare's Board meeting on November 7 in Marquette and

an update from this meeting will be provided at the November Board of Directors' meeting. NorthCare sent out a draft of Northpointe's subcontract and after reviewing it, Ms. Thekan and Bill Adrian requested clarification on some areas in the subcontract; more language was needed on the credit given to Hiawatha for the internal services fund and how the rest of the regional CMH's would be credited. Ms. Thekan stated that this subcontract is also for the last fiscal year. Ann Martin asked if the subcontract with NorthCare would be coming before Northpointe's Board for review and approval. Ms. Thekan stated that it should come before Northpointe's Finance committee and Board in November but she will find out more information regarding the subcontract when she attends the November 7 NorthCare Board meeting.

Local Activity:

- Northpointe staff, across the organization, have been working on end of the year fiscal reports, participating in electronic medical record demonstrations, and worked on the Profiler software upgrade over the last month and are all thanked for their hard work. Debbie Davis, project manager for the Profiler software upgrade, has done a wonderful job of spearheading the project. In the long run, Profiler will make everyone's job easier and is a step in the direction of electronic medical records.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Joan Luhtanen stated that with the recent increase of staff infections in the news, does Northpointe provide information to employees regarding being proactive to infections such as this. Karen Thekan stated that Northpointe trains all staff in universal precautions and also provides required, annual health training for them. Ms. Thekan also stated that Geri Patterson, infection control nurse, sends out e-mail reminders to staff on universal precautions when there is an outbreak of colds, flu, etc.
- Ann Martin asked Bill Adrian if information on the year end revenues/expenses was available. Mr. Adrian stated that all service units are not yet entered into the system for September for the breakdown between Medicaid, MI Child, ABW, and the General Fund and there are still outstanding expenses for September. Mr. Adrian further stated that hopefully at the November Board meeting he will have this information available.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:23 p.m.

The next regular monthly board meeting is scheduled for **TUESDAY, NOVEMBER 13, 2007** in **Kingsford, Michigan** beginning at 4:00 **p.m.**

Karen Raether, Chairperson

Anastasia Babladelis, Secretary

Mary Wendt, Board Secretary