

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

**Regular Monthly Meeting
MINUTES**

**715 Pyle Drive, Kingsford, Michigan
December 20, 2007 - 4:00 p.m.**

CALL TO ORDER/ROLL CALL:

Karen Raether, Chairperson, called the meeting to order at 4:09 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, 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: A. Martin; supported by P. Connors. **Motion carried unanimously.**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on November 13, 2007 or to the minutes from the Special Board of Directors meeting on November 19, 2007.

ACTION: A motion was made to dispense with reading the minutes from the November 13, 2007 Regular Board of Directors meeting and the minutes from the November 19, 2007 Special Board of Directors meeting and approve both as written.

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

PRESENTATION: No presentation

FINANCE COMMITTEE REPORT – P. Connors

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

1. **ISSUE:** Worker's Comp Bids

Bill Adrian provided that Request for Proposals (RFPs) were done for Northpointe's Worker's Comp. and two responses for the RFPs were received from: a) U.P. Insurance Agency (Accident Fund) at a cost of \$48,958.00 and b) Hetrick & Association (Frankenmuth Insurance) at a cost of \$91,150.00. Mr. Adrian reviewed the bids and addressed questions.

ACTION: A motion was made by P. Connors, supported by J. Pomeroy to approve the Accident Fund Worker's Comp bid of \$48,958.00 for 2008 calendar year.

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:** Bills and Payroll

Bills and payroll in the amount \$1,509,455.95 were reviewed, discussed, and recommended for approval.

ACTION: A motion was made by P. Connors, supported by J. Pomeroy 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.

3. **ISSUE:** Financial Statement – November 2007

The committee reviewed November 2007 financial statement and recommended for approval. Also reviewed was an updated financial statement for Fiscal Year (FY) 2007.

ACTION: A motion was made by P. Connors, supported by F. Berger to approve financial statement ending November 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.

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

a) War Memorial Hospital - This is a new agreement with a new psychiatric hospital located in Sault Ste Marie, MI. The daily all inclusive rate is \$500/day/single case agreements.

Bill Adrian stated that there is an update to the War Memorial Hospital contract. Mr. Adrian stated that the above \$500/day was for single case agreements. NorthCare has now negotiated a U.P. wide contract with War Memorial Hospital which was received on December 19 for the contract rate of \$600/day. Mr. Adrian stated that approval will now be needed for the \$600/day for War Memorial Hospital. Both the single case agreement at \$500 and this contract at \$600 will start January 1, 2008.

b) Kutha AFC - This is a renewal agreement for community living supports and personal care for specialized residential. There are currently 6 individuals under contract at this home. The overall daily increase is \$7.79. Going from \$261.19 to \$268.98.

c) Schlaud AFC - This is a renewal agreement for community living supports and personal care for specialized residential. There are currently 5 individuals under contract at this home. The overall daily increase is \$7.28. The large increase is due to one new waiver person. Going from \$224.83 to \$232.11.

d) Ihander AFC - This is a renewal agreement for community living supports and personal care for specialized residential. There is currently 1 individual under contract at this home. There is no increase and the rate remains \$79.00 per day.

e) Wakeham CFC - This is a renewal agreement for community living supports and personal care for specialized residential. There is currently 1 individual under contract at this home. There is no increase and the rate remains \$74.79 per day.

f) Birchwood AFC - This is a renewal agreement for community living supports and personal care for specialized residential. There are currently 2 individuals under contract at this home. The overall daily increase is \$1.41. Going from \$90.30 to \$91.71.

g) Carrie Zigman, SLP - This is a renewal agreement for speech therapy services. The will remain at the 2007 rate of \$52.00 per hour.

h) Powers Activity Center - This is a renewal agreement for skill building and community support services. The 2007 rate was \$244,269 and the 2008 rate request is \$244,446. An increase of \$177.

i) Psychiatric Associates of Marquette - This is a renewal agreement with Dr. Joe Cools as Medical Director. The 2007 rate was \$130.00 per hour and will remain the same for 2008.

j) St Mary's Hospital - This is a renewal agreement for inpatient psychiatric services. The 2007 rate was \$948.19 per day. For 2008 the rate will be a 6% increase to \$1005.08

- k) M & M Trucking - This is a new agreement for snow removal at the Menominee building. Reimbursement will be at the rate of:
- \$45.00 per event for plowing
 - \$45.00 per event for salting plus the cost of materials
 - \$80.00 per hour for snow removal by front end loader
 - \$55.00 per hour for snow removal use by the dump truck

ACTION: A motion was made by P. Connors, supported by J. Pomeroy to approve all contracts/agreements as noted above with the addition to contract a) War Memorial Hospital: A U.P. wide contract negotiated through NorthCare for the contract rate of \$600/day. 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>
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

PLANNING COMMITTEE REPORT - J. Luhtanen

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

1. **ISSUE:** Belgium Pointe Update

At the January 2008 Planning Committee meeting a power point presentation on the building progress at Belgium Pointe will be presented and the building progress, up to now, can be viewed on Northpointe's website. The walls and roof of the home are in the process of going up and Ms. Thekan talked with George Lemerond regarding the possibility of installing a sliding wall between the bedroom and living room in the apartment setting rooms for access to natural light. The sliding wall is not an option because of fire codes and other options i.e., a reflective glass window will be looked into for providing natural light. Ms. Thekan stated that ongoing contact with the Norway City Manager, Ray Anderson, is being done to provide updates on Belgium Pointe's building progress.

ACTION: Information

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

The following from the December 10, 2007 Stakeholder Advisory Committee meeting that was held in the Kingsford office was provided by Lisa Dionne: the outcomes plan was reviewed, the no-show/cancellation data was reviewed, consumer and stakeholder satisfaction surveys were reviewed, and a Christmas potluck was held.

ACTION: Information

3. **ISSUE:** Vote for New Stakeholder Committee Members

There will be upcoming vacancies on the Stakeholder Advisory Committee as there are five committee members' terms that are expiring. Six applications were received for the vacancies and were reviewed and voted on by the QI team at their meeting. Planning Committee members also reviewed the applications and the recommendations made by the QI Team and recommend for Board approval the recommendations made by the QI team.

ACTION: A motion was made by J. Luhtanen, supported by R. Plumley to approve the appointments of David King, Harry Groulx, Gerald McCole, Fumiko McClain, and Clifford Oss for two year terms on the Stakeholder Advisory Committee. **Motion carried unanimously.**

4. **ISSUE:** Northpointe Accessibility & Accommodations Plan

Lisa Dionne stated that Northpointe's Accessibility & Accommodations Plan is updated each year and reviewed changes in the plan. Ms. Dionne stated that this plan includes ways that Northpointe promotes equal accessibility for all consumers no matter what their disability, language proficiency, etc. is.

ACTION: A motion was made by J. Luhtanen, supported by R. Plumley to approve to adopt Northpointe's Accessibility & Accommodations Plan for 2008 with the proposed changes. **Motion carried unanimously.**

5. **ISSUE:** 4th Quarter FY2007 Outcomes Report

The final 4th quarter FY2007 Quarterly Outcomes Report was reviewed and the following performance indicators in the report were discussed by Lisa Dionne: coordination of care and community living supports.

ACTION: Information

6. **ISSUE:** Outcomes Management Plan for 2008

Lisa Dionne stated that Northpointe's Outcomes Management Plan is updated each year and reviewed the changes to the plan. Ms. Dionne also provided that the majority of the changes to the plan came from new internal performance QI indicators.

ACTION: A motion was made by J. Luhtanen, supported by P. Connors to approve to adopt Northpointe's Outcome Management Plan for FY2008 with the proposed changes. **Motion carried unanimously.**

7. **ISSUE:** Annual Performance Improvement Plan for FY2008

Lisa Dionne stated that Northpointe's Annual Performance Improvement Plan is updated each year and reviewed the changes to the plan and the goals that were met for FY2007. Miscellaneous questions were addressed by Ms. Dionne.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve to adopt Northpointe's Annual Performance Improvement Plan for FY2008 with the proposed changes. **Motion carried unanimously.**

Ms. Dionne stated that the Written Plan for Professional Services (which is an attachment to the Annual Performance Improvement Plan) was provided in Board folders. Ms. Dionne further stated that Board members should review this Written Plan for Professional Services as it will be an agenda item for review and approval on the January Planning Committee meeting.

8. **ISSUE:** Stakeholder Satisfaction & Needs Survey Results FY2007

The FY2007 Stakeholder Satisfaction & Needs Survey results were reviewed. Lisa Dionne stated that there was a 22% return rate on the surveys and from survey results it showed that stakeholders in the community indicated that they do not understand the criteria and population that Northpointe serves. Ms. Dionne stated that Northpointe will now be providing more community education in the next year on who Northpointe serves and the definition of priority population. **ACTION:** Information

9. **ISSUE:** Consumer Satisfaction Survey Results FY 2007

The FY2007 Consumer Satisfaction Survey results and comments were reviewed with the overall return rate for the survey being 36%. Ms. Dionne stated that if an individual (has identified themselves) and has voiced a concern or provided a suggestion for improvement they are contacted by her to discuss the issue. Ms. Dionne also stated that when positive comments are received regarding staff these are passed onto supervisors to share with the staff person. **ACTION:** Information

CHAIRPERSONS REPORT – K. Raether

- The Great Lakes Executive Committee is scheduled to meet on January 9 to discuss the future of Great Lakes. An update from the meeting will be reported on at the January Board meeting.

CEO REPORT

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

State Activity:

- The Federal legislatures cannot agree on the new SCHIP funding but as of December 19 they extended the current funding until March 2008. For the State of Michigan, SCHIP funding goes to the MI Child program and Adult Benefit Waiver program and provides insurance for children who do not otherwise have health insurance. The Federal government, over the last year, has also been looking at changing the rules for targeted case management (the center for Medicare and Medicaid) and have now put a 6 month moratorium on this issue. If the rules do change, there is real potential that consumers who currently receive targeted case management services will not receive these services in the future under Medicaid.

Regional Activity:

- The NorthCare regional directors' meeting was postponed until January 18 and the electronic medical records recommendation may be discussed at this meeting.
- CAFAS is an instrument that Northpointe uses to measure functionality in children. NorthCare recently attended a CAFAS conference in Lansing and at the conference, Northpointe received a CAFAS award of excellence. Northpointe's CAFAS scores show that children that are being served by Northpointe are getting better and there is no severe impairment at the time they exit Northpointe services.

Local Activity:

- Northpointe recently received a donation from a family of a former consumer who passed away.
- Dickinson-Iron Great Start Collaborative is a group that Ms. Thekan is part of and who are in their second year. Lisa Temple, Executive Director of Great Start, will be providing a presentation to the Board at an upcoming Board meeting as to what the Great Start Collaborative is all about.

OLD BUSINESS

- Follow-Up Information to Request for Salary Wage Scales for Management
Karen Raether stated that salary wage scales for management was requested by Millie Hofer at the last Board meeting. Karen Thekan stated that Terri Wendt compiled this information for 2005 and 2006 and provided it for Board information. Ms. Thekan further stated that the information shows that a lot of management are at the top of their pay scale and their salary will not increase until their pay scale changes. Millie Hofer stated that this information is informative and as a Board this information is needed.

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Karen Raether thanked Karen Thekan on the wonderful job she has done for Northpointe over the last year and provided that when she attends conferences downstate she receives very positive comments on Ms. Thekan. Ms. Raether also thanked the administrative staff and all Northpointe staff for their hard work over the last year.
- Joan Luhtanen stated that the state elections commission has recently approved wording for individuals to go out and get signatures on a petition in regards to universal health care in the State of Michigan. Karen Thekan stated there are no specific details yet on this but a petition is in the works for it. Ms. Luhtanen stated that if this issue gets on the ballot it is something that should be looked at to see if support should be provided to it.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:08 p.m.

The next regular monthly board meeting is scheduled for Thursday, January 17, 2008, in Kingsford, Michigan beginning at 4:00 p.m.

Karen Raether, Chairperson

Anastasia Babladelis, Secretary

Mary Wendt, Board Secretary