

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

January 22, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Board Vice-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>
Connors, Peggy		X		Martin, Ann	X		
DeDie, William	X (4:45 pm)			Negro, Mari	X		
Dehn, Janet	X			Nelson, John	X		
Freeman, Peggy		X		Raether, Karen		X	
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.		X	

REPRESENTING ADMINISTRATION: B. Adrian, 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: J. Nelson, supported by M. Hofer to approve the agenda. **Motion carried unanimously**

DISCUSSION: Bill Adrian asked that the agenda be amended to add the War Memorial Contract under New Business-Finance.

ACTION: Moved to approve the amended agenda as presented.

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

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

There were no additions to the January 8, 2015 Board meeting minutes.

ACTION: Moved to approve the January 8, 2015 Board meeting minutes as presented.

Motion by: J. Nelson, supported by M. Hofer. **Motion carried unanimously.**

PRESENTATION: No presentation

ACTION ITEMS

• **Finance**

- a) Check Disbursement Report-Period Ending December 26, 2014

ACTION: A motion was made by J. Nelson, supported by M. Hofer to approve the check disbursement report period ending December 26, 2014. No discussion. **Motion carried unanimously.**

- b) Contracts-January 8, 2015

ACTION: A motion was made by J. Nelson, supported by C. Spence to approve the contracts provided January 8, 2015. No discussion. **Motion carried unanimously.**

• **Northpointe Annual Report Calendar**

ACTION: A motion was made by J. Nelson, supported by A. Martin to approve the Northpointe Annual Report Calendar.

DISCUSSION: Joan Luhtanen stated that she looked at the Northpointe Annual Report Calendar with the thought that if she did not know anything about Northpointe that there was good information in it and a good format to learn about Northpointe. Ms. Luhtanen thanked Lisa Dionne for all the work she did in putting this report calendar together. Janet Dehn stated that the vision statement on the front of the report calendar is the old vision statement and not the approved new vision statement. Ms. Dehn further stated that the old statement is more limiting than the new one and if the Dual Eligibles (Medicaid/Medicare) program moves forward this old vision statement would not cover this. Millie Hofer stated that the updated new vision statement should be used.

John Nelson stated that the report is done and has been sent out and from this point forward the new vision statement will be used. Mari Negro stated that she sent an e-mail regarding what the cost was to put this report calendar together. Bill Adrian stated that the costs for this are still being worked on. Ms. Negro asked if the information in the report calendar can be provided in a more simplified format versus the calendar format. Ms. Negro also asked if the annual report calendar is just provided to the Board. Mr. Adrian stated that the calendars are provided to community members; i.e. the county boards. Ms. Hofer stated that in the report calendar it states that Board Administration \$1,445,500.62 and asked what is included in this. Mr. Adrian stated that the Northpointe administration staff salaries are included in this cost - not just Board of Director cost. Mr. Adrian also stated that Ms. Dionne can provide the report calendar data in a simplified format for Ms. Negro.

Motion carried unanimously.

- **Stakeholder Committee Applications**

Millie Hofer stated that the applications do not include a lot of information on the applicant. Lisa Dionne stated that the applicants do not provide a resume but just a letter of application when they apply to the committee. Mari Negro stated that maybe a questionnaire could be developed in the future for applicants to fill out.

ACTION: A motion was made by J. Nelson, supported by C. Spence to approve the appointment of Ashley Kell to serve on the Stakeholder Advisory Committee. **Motion carried unanimously.**

ACTION: A motion was made by J. Nelson, supported by C. Spence to approve the appointment of Sue Kyllonen to serve on the Stakeholder Advisory Committee. **Motion carried: 5 ayes; 2 nays.**

ACTION: A motion was made by A. Martin, supported by C. Spence to approve the appointment of Nancy Pasternak to serve on the Stakeholder Advisory Committee. **Motion carried unanimously.**

ACTION: A motion was made by A. Martin, supported by C. Spence to approve the appointment of Debra Divoky to serve on the Stakeholder Advisory Committee. **Motion carried unanimously.**

ACTION: A motion was made by J. Nelson, supported by M. Hofer to approve the appointment of Tamara Techmeier to serve on the Stakeholder Advisory Committee.

DISCUSSION: Mari Negro stated that Ms. Techmeier had a wonderful resume and would be an asset to the organization; however, she is not a Michigan resident and finds this to be problematic. Janet Dehn stated that Ms. Techmeier provided a lot of information about herself, presented her credentials which were the most extensive credentials offered by anyone, and has someone who is cognitively impaired. Discussion ensued. **Motion failed: 2 ayes; 5 nays**

ACTION: A motion was made by J. Nelson, supported by M. Negro to approve the appointment of Hugo Latvala to serve on the Stakeholder Advisory Committee. **Motion carried unanimously.**

Bill Adrian conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) Check Disbursement Report-Through January 14, 2015

Bill Adrian reviewed the following items in the check disbursement report: #72755-\$2,405.00 which is for using the crisis residential program; and #72750-\$12,705.00 which is for inpatient hospitalization costs for an individual. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- b) December 2014 Financial Report

Bill Adrian reviewed the December 2014 financial report and stated that at this point in time there is approximately \$10,000.00 of revenues over expenditures. Mr. Adrian stated that we still continue to monitor General Fund (GF) expenditures. Janet Dehn asked if information could be provided as to what GF is expended on. Mr. Adrian stated that GF pays for: State hospitals, inpatient hospitalization for individuals who do not have coverage, Northpointe services for individuals who do not have Medicaid, and spend-downs for individuals. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval

- c) War Memorial Contract

Bill Adrian stated that War Memorial is a psychiatric hospital located in Sault Ste. Marie, Michigan. This is a joint/regional contract that is signed by all the U.P. regional community mental health (CMH) boards to utilize the hospital for inpatient psychiatric treatment. Mr. Adrian stated that War Memorial is looking at an increase of \$33.00/day; last year Northpointe utilized War Memorial for only 7 days. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval

- **Personnel**

- a) Employee Donation of Vacation/Sick Time for Co-Workers: Vacation Leave Donation Policy-Policy
John Nelson asked if there was enough staff to implement this. Mr. Nelson stated that this policy was previously discontinued as it was too cumbersome and asked what has now changed. Bill Adrian stated that there sometimes is not enough staff in group homes but it is really not additional work as other staff will be working instead of being gone in the group home. Mr. Adrian then clarified that this is not additional work for group home staff and would be additional work for payroll staff to keep track of but leave is now computerized whereas previously leave was not computerized. Janet Dehn and Millie Hofer asked if staff were in favor of the above. Mr. Adrian stated that he assumed that staff would like this to be implemented because people like to feel good about helping fellow employees. Mari Negro stated that she had concerns in the attorney's opinion which provided that this could lead to morale issues and favoritism and she cannot see opening the door up regarding this. Mr. Adrian stated that it could also be good for morale because if someone has been injured they have something to support them and people feel good about helping. Mr. Adrian stated that as far as the administration is concerned this is a Board decision.

W. DeDie present - 4:45 p.m.

Discussion ensued and miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that the policy was not definitive enough as to what qualifies and who makes that decision and to not move this issue forward.

- b) Dialogue Re: CEO Contract and Measurable Outcomes

Mari Negro stated that since there is no longer a Personnel Committee this issue needs to be opened for discussion and over the upcoming months ideas, measurable outcomes, etc. need to begin to be worked on for Karen Thekan's contract. Ms. Negro also stated that the best way to begin work on this is to ask Ms. Thekan to provide the Board with what she thinks would be measurable outcomes for herself.

Millie Hofer stated that evaluations are a very effective tool because improvement can be promoted and can provide progress. Ms. Hofer stated that objective outcomes for performance should be done so evaluations can be done fairly and the large picture of objectivity can be looked at. Ms. Negro stated that it was previously discussed that "Survey Monkey" can be used as a Board tool for evaluations. This issue will be for discussion only at upcoming Board meetings and will begin to be a standing agenda item at the February 26, 2015 Board meeting. A copy of Ms. Thekan's contract will be provided to the Board for their review.

Joan Luhtanen, Vice-Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Northpointe Board Chair Report
No discussion
- Recipient Rights Committee Meeting Minutes
No discussion
Consensus of the Board is to put the above reports on file.

BOARD COMMENT

- John Nelson stated that Board comments on the agenda should come after public comments. Mr. Nelson then stated that when there is a NorthCare report, these reports should be in writing to the Board. If someone wants to explain their NorthCare rationale it should be in writing to the Board and not brought to the meeting as Northpointe business is being taken care of at Northpointe Board meetings. Mr. Nelson also stated that he will not attend the Northpointe meeting for someone who refuses to do what they have already been asked to do - provide their rationale in writing. Mr. Nelson stated for a NorthCare report to use the Northpointe forum to describe an event that took place 2 months ago, when it was not brought to the Northpointe Board before, is now too late to do it. Mr. Nelson stated that if anyone wants to make a comment on what they did at a NorthCare meeting they need to put it in writing to the Northpointe Board.
- Mari Negro asked if everyone received her NorthCare report which she e-mailed out. Ms. Negro stated that this report was not ready in time to include on the agenda and this is why it was e-mailed out. Janet Dehn asked where the information on NorthCare Benefits Comparison came from. Ms. Negro stated the NorthCare Benefits Comparison came from Karen Raether who asked that this issue be an agenda item at the February 12, 2015 Board meeting. Ms. Negro stated that she also e-mailed out the NorthCare Benefits Information to the Board and

the explanation for the benefits comparison was on it. Ms. Dehn stated that when reading through the minutes of the NorthCare meeting, which were in the last Board packet, she noticed that dashboard and measures were discussed and presented by Bill Slavin and she would like this information. Ms. Negro stated that these issues are being worked on and not yet ready.

PUBLIC COMMENTS – No public comments

ADJOURN

Joan Luhtanen, Vice-Chairperson, stated the meeting adjourned. Meeting adjourned at 5:05 p.m.

The next regular Board meeting is scheduled for **February 12, 2015 in Kingsford, Michigan at 4:00 p.m.**

Joan Luhtanen, Vice-Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary