

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

**Regular Monthly Meeting
MINUTES
715 Pyle Drive - Kingsford, MI
October 23, 2008 - 4:00 p.m.**

CALL TO ORDER/ROLL CALL:

Karen Raether, Chairperson, called the meeting to order at 4:00 p.m.

Ms. Raether asked that a moment of silence be observed in honor of Ann Babladelis, Northpointe Board member, who passed away. Ms. Raether stated that Ms. Babladelis was a very valuable member on the Northpointe Board and will be greatly missed.

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>
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		
Luhtanen, Joan	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: P. Connors; supported by M. DeGrave. **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 18, 2008.

ACTION: A motion was made to dispense with reading the minutes from the September 18, 2008 Regular Board of Directors meeting and approve as written.

Motion by: J. Pomeroy; supported by M. DeGrave. **Motion carried unanimously.**

PRESENTATION: No presentation

FINANCE COMMITTEE REPORT – J. Pomeroy

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

1. **ISSUE:** Copy Machine - Request for Proposals (RFPs)

The new maintenance agreement for the current copy machine in the administration office will be approximately \$4,000.00/year. Bill Adrian asked Josef Pelc to do RFPs for a new copy machine to replace this current copy machine as in the long run it would be more efficient to purchase a new copy machine then to maintain/service the current one. The copy machine bids received were reviewed by Mr. Pelc.

ACTION: A motion was made by J. Pomeroy, supported by F. Berger to approve the purchase of a Sharp MX-5500N copy machine from U.P. Office Equipment at a cost of \$12,574.00.

Miscellaneous questions were addressed by Mr. Pelc.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
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	
Luhtanen, Joan	X				

Motion carried unanimously.

2. **ISSUE:** Van Bids

Northpointe has many vehicles that have 300,000 to 400,000 miles on them and is in the process of replacing some of them. Bill Adrian asked George Lemerond to do RFPs for used vans to replace some of vans that have high mileage. The used van bids received were reviewed by Mr. Adrian.

ACTION: A motion was made by J. Pomeroy, supported by P. Connors to approve the purchase from Town and Country Ford - one (1) 2007 Chevrolet, 12 passenger van at a cost of \$16,915.00 and from Lindwall Motors - one (1) 2007 Ford, 12 passenger van at a cost of \$16,990.00.

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>
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	
Luhtanen, Joan	X				

Motion carried unanimously.

3. **ISSUE:** Bills and Payroll

Bills and payroll in the amount \$2,786,978.47 were reviewed, discussed, and recommended for approval.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave 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>
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	
Luhtanen, Joan	X				

Motion carried unanimously.

4. **ISSUE:** Financial Statement - September 2008

The committee reviewed September 2008 financial statement and recommended for approval.

ACTION: A motion was made by J. Pomeroy; supported by M. DeGrave to approve financial statement ending September 2008 as presented.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
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	
Luhtanen, Joan	X				

Motion carried unanimously.

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

a) HomeLife, Inc. – This is a renewal agreement for specialized residential CLS and PC. The rate remains the same at \$212/day less the SSI.

b) Mid Michigan Medical Center – This is a renewal agreement for inpatient psychiatric services. The rate will go from \$762/day to \$875/day.

- c) NorthCare –This is a renewal agreement for Administrative Services to the Data Warehouse by Debbie Davis. They pay us \$16,000 per year.
- d) M & M Trucking – This is a renewal agreement for snow removal for the Menominee Office building. The 2007 rates were \$45 for plowing and \$45 for salting plus cost of materials, \$80 for snow removal by front end loader and \$55 per hour for snow removal by dump truck. For 2008 the \$45 events will be \$50.00
- e) Marquette Behavioral Health – This is a renewal agreement for psychiatric services for our youth living at Teaching Family in Marquette. It remains the Medicaid rate.
- f) NLJ Physical Therapy Clinic – This is a renewal agreement for PT services. The rates of \$60/evaluation and \$45/follow up visits remain the same for 2008.
- g) Changing Seasons Counseling Center – This is a new agreement for counseling services through Self Determination for one consumer. This is a single case agreement and the rate is \$125.00 per hour.
- h) Copier Bids – See #1 above under Finance Committee Report
- i) Van Bids – See #2 above under Finance Committee Report
- j) Health Insurance Bid –The 2009 proposed health insurance rates were reviewed by Bill Adrian with Northpointe’s current health insurance provider. This will be further discussed under Personnel Committee meeting report.
- k) Michigan Rehab .Services –This is a cash match grant for services in Dickinson-Iron Counties and Menominee County. Northpointe’s amount for services in Dickinson-Iron Counties is \$5,227.00 and the Michigan Rehab. amount is \$14,132.00; Northpointe’s amount for services in Menominee County is \$6,768.00 shared with the Menominee Intermediate School District and the state’s amount is \$65,884.00.
- l) Northern Michigan Hospitals – This is a renewal contract with a \$28/day increase from \$699/day to \$727/day.
- m) Joint Operating Agreement for Clinical Practice Management System (CPMS) – This is a contract with Pathways which includes all five regional CMH’s. It is a five year contract for using the CPMS and Northpointe’s total cost for using this system over the five year period will be \$321,580.00.
- n) State General Fund Contract – The State General Fund Contract was signed and returned as it was received on September 19 and needed to be returned by September 23 in order to receive General Fund money for October. General Fund money for this contract will be \$16,000.00 less then last year’s General Fund contract.
- o) Newlin AFC Home – This is a contract for one individual to move into Newlin AFC Home at a rate of \$74.29/day or \$27,115.85/year. This individual being moved into Newlin AFC home will create an opening for an individual, who is currently living at home, to move into the Maple Ridge Home.

ACTION: A motion was made by J. Pomeroy; supported by M. DeGrave to approve contracts/agreements a-g and k-o as noted above.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
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	
Luhtanen, Joan	X				

Motion carried unanimously.

RECIPIENT RIGHTS COMMITTEE REPORT - M. DeGrave

Ms. DeGrave highlighted the following from the Recipient Rights Committee Meeting Minutes

1. The operating budget for the Rights Office was reviewed by Bill Adrian.
2. The Quarterly Rights Office Report for July, August, and September 2008 was reviewed by Kevin Newlin and Katie Smith.
3. The Annual Recipient Rights Report that is submitted to the State was provided and reviewed by Kevin Newlin with committee members. The annual State report is an accumulation of data from the past year’s Recipient Rights quarterly reports.
4. With the passing of Ann Babladelis, who was a member on the Recipient Rights Committee, there is a vacancy on the committee. Kevin Newlin provided that the committee already has more than enough members on it then is required by code.

PLANNING COMMITTEE REPORT – J. Luhtanen

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

1. **ISSUE:** Corporate Compliance Update

Lisa Dionne reported that the ongoing corporate compliance investigation has been completed. The outcome of the investigation concluded that documentation pertaining to consumers' funds was missing. Ms. Dionne stated that as a result of this investigation, new procedures/policies were implemented: a) two signatures are needed on any outgoing consumer money; b) consumer advocates will be making purchases for consumers, i.e., clothing, christmas presents, etc., and c) quarterly accounting statements will be sent to all consumer guardians.

Miscellaneous questions were addressed by Ms. Dionne and Karen Thekan. **ACTION:** Information

2. **ISSUE:** New Outcome Measures

Lisa Dionne stated there are state indicators that are required to be measured in the outcomes reports that remain the same. However, the following new performance indicators will be added to the outcomes report as they were identified as needing some improvement: a) for ACT in Menominee the number of visits in the community by consumers will be counted, b) track current co-occurring training requirements for staff, c) track the amount of children who are served; not just those children who are opened but also those that are seen in emergencies and crisis situations, d) monitor medication errors made in the residential homes, and e) track the number of consumers that are helped by the new DHS Medicaid speciality worker to fill out Medicaid applications and the number of applicants that then qualify to receive Medicaid through her help. Miscellaneous questions were addressed by Ms. Dionne. **ACTION:** Information

3. **ISSUE:** Fair Hearings Conference

Information from the Fair Hearings Conference that Lisa Dionne attended on September 23 & 24 was reviewed. Any Medicaid consumer that has a service terminated, suspended, or reduced; outside of them agreeing to it; has the right to a fair hearing with an administrative law judge. Ms. Dionne stated that in the last year the number of fair hearings has increased at Northpointe. At the conference, procedural questions that Northpointe had were addressed with the judges and excellent information was provided for these questions. Karen Thekan stated that a letter was recently sent by a Northpointe consumer to all Board members as the consumer disagreed with the closure of their case. This case then went to a fair hearing and the law judge provided that this individual does qualify for Northpointe services and will now be served once again by Northpointe. Miscellaneous questions were addressed by Ms. Dionne and Ms. Thekan. **ACTION:** Information

4. **ISSUE:** Final Approval of Strategic Plan

Northpointe's Strategic Plan was reviewed at Northpointe's August Board Retreat meeting and changes/input to the plan were made at that time. The Strategic Plan was also provided to the management team for their changes/input. Karen Thekan stated that the Strategic Plan is now being presented for Board approval. **ACTION:** A motion was made by R. Plumley, supported by P. Connors to approve Northpointe's Strategic Plan for FY2008-10.

Millie Hofer stated that she does not agree with Northpointe's vision statement in the Strategic Plan.

Motion carried: 10 ayes; 1 nay.

5. **Miscellaneous**

- Northpointe's website is in the process of being updated. Lisa Dionne asked Board members to look at the website and provide any input to her they may have on ideas for the website to be improved to better serve the general public/consumer.

PERSONNEL COMMITTEE REPORT – P. Connors

Ms. Connors highlighted the following from the Personnel Committee Meeting:

1. **ISSUE:** Quarterly Reports

Terri Wendt and Sandy Giguere presented the following quarterly reports for the 4th quarter:

- Employee Injury/Accidents - Report was reviewed and questions addressed by Ms. Giguere and Ms. T. Wendt. There was 1 injury (allergic reaction) for this quarter.
- Separated Employees - Report was reviewed and questions addressed by Ms. T. Wendt. There were 8 employees for this quarter that left Northpointe employment and all were community living services staff.

Peggy Connors stated that Ann Martin provided that Dickinson County is looking for more of a summary and information provided regarding pay increases

- Wage Increases - Report was reviewed and questions addressed by Ms. T. Wendt. There were 65 employees this quarter that received their annual performance review: 62 received a pay increase and 3 did not receive a pay increase due to being at the top of their pay scale. Of the 65 employees reviewed; 48 were hourly and 17 were salary.

ACTION: Information

2. **ISSUE:** Wage/Administration Policy

DISCUSSION: The following proposed changes to the Wage Administration Policy were discussed:

a) increase the preadmission screening pay from \$75/screening to \$100/screening and, b) adding holiday on-call beeper pay at \$5.00/hour.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve the above stated changes to the Wage/Administration Policy effective the October 26, 2008 pay period.

Discussion ensued and questions were addressed by Ms. T. Wendt and Karen Thekan.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
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	
Luhtanen, Joan	X				

Motion carried: 9 ayes; 2 nays.

3. **ISSUE:** Health Insurance

DISCUSSION: Bill Adrian stated that RFPs were done for Northpointe health insurance to look at other options to make sure that Northpointe was receiving the best plan/option for health insurance. Recommendation is to remain with Northpointe's present health insurance carrier with the coverage remaining the same. Mr. Adrian provided, reviewed and addressed questions regarding the 2009 proposed health insurance rates. Mr. Adrian stated that all employee health insurance rates would increase by \$20.50/month.

ACTION: A motion was made by P. Connors, supported by J. Luhtanen to approve that Northpointe remain with their current health insurance carrier, UMR, and employee health insurance rates will be increased by \$20.50/month effective January 1, 2009.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
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	
Luhtanen, Joan	X				

Motion carried unanimously.

CHAIRPERSON REPORT - K. Raether

- Elections for Secretary of the Northpointe Board will be held at the November Board meeting as this position has now been left vacant with the passing of Ann Babladelis. If anyone is interested in this position, let another Board member know of this, as nominations will be taken from the floor for the position.
- The Great Lakes Executive Committee will meet at Northpointe on October 29.
- Joan Luhtanen will be named the new Planning Committee chairperson as this position was also left vacant with the passing of Ms. Babladelis.

MICHIGAN ASSOCIATION COMMUNITY MENTAL HEALTH BOARDS (MACMHB) FALL CONFERENCE REPORT

- Karen Raether stated that the focus of the conference was on anti-stigma and she attended several workshops on self-determination. A new executive director was announced for the Board Association-Mike Vizena and Mike Head presented on combating stigma. Ms. Raether stated that the new Boardworks, version 2.0, is now available in a DVD series and can be purchased for \$100. Each time a Board member completes a DVD Boardworks course, an evaluation is completed by them and sent into the Board Association for \$20 so the Board member can receive credit for completing the course. Discussion ensued as to whether to purchase the DVD series and it was suggested that the Great Lakes Board be asked to purchase a Boardworks DVD series for each regional CMH. Ms. Raether stated that she will present this issue for discussion at the Great Lakes meeting next week.
- Karen Thekan stated that the conference was very worthwhile as the focus of it was on anti-stigma and had many excellent keynote speakers.

CEO REPORT

Ms. Thekan stated that her October 2008 CEO report was provided in Board folders; and provided the following updates and highlights:

Federal/State Activity:

- Senator Debbie Stabenow was present at the U.P. Medical Care Access Conference at which Ms. Thekan was also present. Ms. Thekan stated that she got a chance to meet Senator Stabenow at this event and thanked her for being such a strong supporter of the Parity Bill that was recently passed.
- Ms. Thekan was unable to attend the State Directors' Forum but received the following information from Gail Hall who did attend: the State is projecting a shortfall in the General Fund dollars and the Adult Benefit Waiver (ABW) program is set to expire on January 31, 2009. Individuals who have ABW benefits are single adults who do not qualify for Medicaid or have children and the CMH is responsible for serving these individuals. If this benefit is lost for these individuals they will technically roll over into the General Fund indigent line of budget dollars so hopefully this benefit will be extended for this group of individuals.

Regional Activity:

- NorthCare/Pathways Board meeting information was provided to Board members. NorthCare/Pathways Board meetings are held the first Wednesday of each month at 6:00 p.m. (CST) and Ms. Thekan stated that she has asked if Northpointe can be connected through VTC from the Kingsford office for their Board meeting. This is being looked into and if anyone would like to join Ms. Thekan at the Kingsford office for the NorthCare/Pathways Board meeting they are welcome to do so.
- A flyer from NorthCare regarding public forums was provided for Board members information. NorthCare will be holding 5 public forums in the region and the public forum scheduled for Iron Mountain will be held at the Iron Mountain High School on October 29 at 5:30 p.m. The public forums are scheduled to receive public comments/input into the application for renewal and recommitment. Information received at the public forums is what the region has to submit to Lansing to tell them how business will be done, how the requirements of the waiver will be met, etc.
- At the U.P. Directors' meeting, Pathways provided an ELMER (Electronic Medical Record) update which they implemented on October 1st.
- Dr. Cools and Gail Hall will be Northpointe's December Board meeting presentation. They will present information on the Regional Advisory Council of which regional Board members will be a part of.

Local Activity:

- The quarterly county administrators' meeting was held on October 22. Areas discussed were county match issues and Northpointe trainings offered for law enforcement. Josef Pelc will be working with Brian Neumeier, Menominee County Administrator, on technology connections for all three counties.
- Board members received an invitation to attend a congratulatory lunch on October 31 for Northpointe's three peer support specialists. The three peer supports completed their training and passed tests to become certified peer support specialists.

OLD BUSINESS

- Board Policies and Board By-Laws
Karen Raether stated that Board Policies and Board By-Laws are reviewed annually and are now recommended for approval.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve Northpointe's Board Policies and Board By-Laws. **Motion carried unanimously.**

NEW BUSINESS – No new business

BOARD PREROGATIVE

- Peggy Connors stated that she spoke with Ann Babladelis's family and was told by them that the Northpointe Board was a very important part of her life.
- Joan Luhtanen provided a reminder that election day is November 4 and for everyone to go out and vote. The Michigan League of Women voters has a website which contains good information on candidates and proposals.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:32 p.m.

The next regular monthly Board meeting is scheduled for November 20, 2008, in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Secretary

(Due to the passing of the current Northpointe Board Secretary a new election for Secretary will be held at the November 20, 2008 Board meeting.)

Mary Wendt, Board Secretary