

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 12, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Rather, 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>
Connors, Peggy	X			Martin, Ann	X		
DeDie, William	X(4:15 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		

*(video television conference from the Northpointe Menominee office)

REPRESENTING ADMINISTRATION: K. Thekan, 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: M. Negro, supported by J. Nelson to approve the agenda. **Motion carried unanimously**

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

There were no additions to the January 22, 2015 Board meeting minutes.

ACTION: Moved to approve the January 22, 2015 Board meeting minutes as presented.

Motion by: P. Freeman, supported by J. Nelson. **Motion carried unanimously.**

PUBLIC HEARING - Northpointe Annual Submission to Michigan Department of Community Health

Karen Thekan reviewed the annual submission data that Northpointe will submit to the Michigan Department of Community Health (MDCH): work force in specialized residential settings; request for disposition of services; waiting list (which Northpointe does not have); top 5 contracts; census data; and priority needs/planned actions.

W. DeDie - present at 4:15 p.m.

Discussion ensued and miscellaneous questions were addressed by Ms. Thekan. A member of the public stated that they were present at today's public hearing as they are a member of the State Advisory Council on Aging and they have been receiving information regarding mergers of offices and wanted to see how Northpointe is fitting in with this. The MDCH annual submission will be Board approved at the next meeting before it is submitted.

ACTION ITEMS

• **Finance**

- a) Check Disbursement Report-Period through January 14, 2015

ACTION: A motion was made by P. Connors, supported by J. Nelson to approve the check disbursement report period ending January 14, 2015. No discussion.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		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	

Motion carried unanimously.

- b) December 2014 Financial Statement

ACTION: A motion was made by J. Nelson, supported by P. Connors to approve the December 2014 financial statement. No discussion.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		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	

Motion carried unanimously.

- c) War Memorial Contract-January 14, 2015

ACTION: A motion was made by J. Nelson, supported by J. Luhtanen to approve the War Memorial Contract-January 14, 2015. No discussion.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		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	

Motion carried unanimously.

Karen Thekan conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

- a) Check Disbursement Report-through February 5, 2015

Karen Thekan asked if there were any questions regarding the check disbursement report. Bill Adrian reviewed the following items in the check disbursement report: #72996-\$8,452.95 which was for an inpatient psychiatric hospitalization; #72859-\$1,135.00 which was for an individual's rental property; #73023-\$846.50 which was for AFC home room and board; and #73030-\$27,830.00 which was for inpatient psychiatric hospitalizations. 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) Contract-February 12, 2015

Karen Thekan stated there is only one contract for February 12, 2015. This is a self-determination contract and the rate change is an increase of \$120.00 for the year as the cost for the fiscal intermediary went from \$180.00/month to \$190.00/month. Miscellaneous questions were addressed by Ms. Thekan. Consensus of the Board is that this item will move forward to the next meeting for approval.

• **Meeting Starting Time Change**

Mari Negro stated that the reason she asked for this issue to be addressed is that she and Bill DeDie had a conversation after the last Board meeting regarding that Mr. DeDie is having a difficult time getting to the meeting at 4:00 p.m. Ms. Negro further stated that she does not think that Mr. DeDie is alone in having a hard time making the 4:00 p.m. meeting time and she would like to see the meeting time changed to 4:30 p.m. as it

would help Mr. DeDie, herself, and Dr. Zevitz with this change in time. Ms. Thekan asked for other Board input regarding changing the meeting time to 4:30 p.m. Discussion ensued. Consensus of the Board is that this item will move forward to the first Board meeting in April for action.

- **Fraud Identification Questionnaire**

Karen Thekan stated that the annual audit was recently conducted, the accountant then sends out a letter to Board members regarding the above issue, and Millie Hofer asked to discuss this at today's meeting. Ms. Hofer provided questions to Board members which were in the questionnaire that she received from the accountant. Ms. Thekan stated that the accountants do a random sampling of this letter that is sent to Board members so a Board member may or may not have received it. Ms. Hofer stated that she assumes that the questions in the letter are important or they would not have been asked. Ms. Hofer then asked the Board if they could answer the questions in the letter accurately, objectively, and completely as she, as a Board member, cannot answer them in this manner. John Nelson stated that when a Board member receives a letter from the accountant asking these questions they can certainly send the letter back saying "they do not know the answer". Ms. Hofer stated that the ultimate responsibility lies with the Board in order to have the knowledge and information to answer the questions in the letter and what can be done about to get this information and education. Discussion ensued. Bill Adrian stated that there are policies and procedures in place at Northpointe regarding fraud. Miscellaneous questions were addressed by Ms. Thekan and Mr. Adrian.

- **Recipient Rights Structure**

Karen Thekan that Kevin Newlin, Northpointe Recipient Rights Officer, is leaving Northpointe employment at the end of May 2015. Ms. Thekan stated that she received some questions from Millie Hofer, regarding the Recipient Rights Department, and after answering the questions she sent the questions and her responses to the whole Board for their information. Ms. Thekan stated that she has received a response back from the Department who provided that they strongly do not recommend to contract Recipient Rights services with another Community Mental Health (CMH), especially in a rural area. There are some larger CMH's in downstate Michigan that contract their Recipient Rights position but they would not approve it for Northpointe. Ms. Thekan stated that she also asked the Department what are the State's requirements for education or training for a Recipient Rights officer and was provided from them that this is left up to the CMH to develop the job description. Ms. Thekan further stated that Northpointe already has a Recipient Rights Officer job description in place and the Recipient Rights Committee will have input on the candidates but it is the CEO's responsibility to hire for the position. This position has not yet been posted and will be posted in March. Ms. Thekan stated that she and Terri Wendt would do an initial screening of candidates, select 2 or 3 good candidates, and then ask some Recipient Rights Committee members to be involved in a second interview of candidates. Ms. Hofer stated that the State has discussed the possibility of making the Recipient Rights Office an independent office. Ms. Thekan stated that the State has discussed this possibility and this was also a recommendation out of Governor Granholm's Mental Health Commission and Governor Snyder's recent Mental Health Commission. The recommendation is that the Recipient Rights system be independent of the CMH's but most likely this will not happen very quickly. Ms. Thekan stated that it is in the Mental Health Code that CMH's need to have a Right's system. Ms. Thekan also stated that it has been discussed to reduce the Northpointe Rights Department to 1 FTE. Miscellaneous questions were addressed by Ms. Thekan.

Karen Raether, Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Meeting Report
- CEO Report-February 12, 2015
- Northpointe Endowment Fund Quarterly Report
- Stakeholder Committee Meeting Report

ACTION: A motion was made by J. Nelson, supported by M. Negro to place the above reports on file. **Motion carried unanimously.**

PUBLIC COMMENTS

- Gerald McCole, Channing, Michigan, stated he is a member of the State Advisory Council on Aging and 1 of 2 representatives out of 40 that covers the U.P.-Region 11. Mr. McCole stated with the merger of the Department

of Human Services and the Community Mental Health Department their department or the department above them will be very involved in the merger and provided information on this.

BOARD COMMENT

- Peggy Freeman stated that she wanted to thank Karen Thekan for sending out the "White Paper" from the Association to the Board. Ms. Freeman stated that it was very informative to her and there was a piece in the "White Paper" from Ms. Thekan that was extremely well done.
- Karen Raether stated that she wanted to talk about the December 10, 2014 NorthCare Board meeting regarding employee benefits. Ms. Raether further stated that information was provided to the Board on Lynda Zeller's key issues from the Association's fall conference and in a section of this Ms. Zeller addresses that people who are on both the CMH Board and the regional entity Board have a tough job. When these people go to the regional entity Board meeting they take off their CMH cap and put on their regional cap and are representing not just their CMH but are representing the whole region. Ms. Raether stated that when she first become chair she mentioned this at every meeting and those people who understood she did not think needed to hear it but those people who do not understand are not going to get it anyway. Ms. Raether stated that what Ms. Zeller provided above is a very important thing to remember. Ms. Raether stated that when attending the regional entity meeting she has to think as a regional representative. Ms. Raether further stated that regarding the employee benefits that came forth at this meeting she had her questions answered regarding them and she would never intentionally hurt Northpointe. Ms. Raether stated that there were 23 regional employees whose benefits were approved for 1 year. These employees are now paying \$376.00 for insurance versus \$75.00 when they were with Pathways and there are not that many of these employees that chose to take the insurance. Ms. Raether stated that she wanted to explain why she did what she did and feels like she did the right thing by voting for it.

ADJOURN

Karen Raether, Chairperson, stated the meeting adjourned. Meeting adjourned at 5:05 p.m.

The next regular Board meeting is scheduled for **February 26, 2015 in Kingsford, Michigan at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary