

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting MINUTES 715 Pyle Drive, Kingsford, Michigan April 17, 2008 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Thekan, CEO, 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, B.Reid, D. Block (via VTC from Northpointe Menominee office), M. Wendt

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

PUBLIC COMMENTS

- Diane Larson, stated that she is the president of the Marinette-Menominee NAMI organization. Ms. Larson also stated that she was present at today's meeting to speak on public concern regarding the need for mental health monies for services for children; grade school age and high school age children. Ms. Larson stated that this is an area that is often overlooked and more funding of resources is needed for children in these age groups so the rate of incarceration could be cut down and families could be strengthened. If family groups had more resources further issues down the line, i.e., children getting into trouble or being incarcerated, could possibly be cut down by considerable numbers if there were earlier mental health services provided to them.
- Jim VanDoren, stated that he is from Catholic Charities and Iron County Samaritan Services. Mr. VanDoren stated that he has spoken with Greg Takala at the Iron County office regarding his concerns on the access program and the policy of treating Axis II individuals and programming that is necessary to treat these individuals, e.g., borderline personality disorders, sociopaths, etc. Mr. VanDoren stated that in Iron County there are a number of individuals with borderline personality disorders. These individuals are the smallest percentage of individuals that take up the greatest number of resources. They generally show up through the local emergency rooms presenting with psychiatric symptoms or substance abuse symptoms. Mr. VanDoren stated that it is essential when there is an Axis II diagnosis, clinical history needs to be gathered before a determination is made by Northpointe that the individual is not eligible for services. Mr. VanDoren stated that it is his understanding that the way the access department works is that when an individual calls a local Northpointe office they are initially screened to see if they are eligible for Northpointe services. Mr. VanDoren provided different scenarios of individuals who were screened by the access department and then referred out for services. Mr. VanDoren stated that these individuals were not even seen by a clinician before being referred out and this is a big concern of his. Karen Thekan stated that on May 12, 2008, Northpointe's access system will be joining a regional access system which will be provided through NorthCare. Ms. Thekan stated that this access system will have trained clinicians that will be making the decision for services, taking the access phone calls, and this will become more consistent across the board with having these clinicians taking access calls. Ms. Thekan further stated that individuals always have the right to request a second opinion when they are denied services and if an individual is on Medicaid, they can request a fair hearing through the tribunal process.

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 J. Luhtanen. **Motion carried unanimously.**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on March 20, 2008.

ACTION: A motion was made to dispense with reading the minutes from the March 20, 2008 Regular Board of Directors meeting and approve as written.

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

PRESENTATIONS:

- Anderson, Tackman & Company-Audit Report-Fiscal Year (FY) 2006-07
Karen Thekan introduced Mr. Alan Stotz, an auditor from Anderson, Tackman & Company. Mr. Stotz reviewed Northpointe's FY2006-07 audit report and addressed questions.
- Suicide Prevention-Gatekeeper Stats/Activities & Train the Trainer: Bill Reid & Phil Gardiepy-Hefner
Bill Reid, Prevention Coordinator, provided information on Northpointe's Gatekeeper program. Mr. Reid stated that this program began approximately 4 years ago and is a way of educating community members, schools, and staffing agencies/groups on what to look for if they are in contact with an individual who would be potentially at risk for suicide. The program provides information on signs to look for, what to do for a suicidal individual, and where to call for assistance with the individual. Mr. Reid stated that Northpointe has participated in a billboard campaign and has provided articles to the local newspapers on suicide awareness. Mr. Reid provided an article on suicide prevention that was recently presented to the local newspaper by Jill Doll and Phil Gardiepy-Hefner. Mr. Reid stated that Mr. Gardiepy-Hefner and two other individuals are involved in a community based program and recently received attended training on a best practice model for suicide prevention. Mr. Gardiepy-Hefner, Training Coordinator, stated that he just attended a five day intensive training to become trained on suicide prevention/intervention. Mr. Gardiepy-Hefner provided and reviewed a suicide intervention model that is used to help to connect with an individual who may be having thoughts of suicide. This model is basically used to help the individual right then and there to get over the thought of completing suicide. Miscellaneous questions were addressed by Mr. Reid and Mr. Gardiepy-Hefner.

ELECTION OF OFFICERS

As Chairperson of the Nominating Committee, Ann Babladelis reviewed the minutes from the April 14, 2008 Nominating Committee meeting.

Elections are as follows:

As Chairperson of the Nominating Committee, Ms. Babladelis presented Karen Raether as nominee for Chairperson.

- Ms. Thekan opened the floor for other nominations for the position of Chairperson. Ms. Thekan called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Pomeroy; supported by A. Martin to close nominations at this time and cast an unanimous ballot for Karen Raether for Chairperson.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Babladelis presented Joan Luhtanen as nominee for Vice-Chairperson.

- Chairperson Raether opened the floor for other nominations for the position of Vice-Chairperson. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Pomeroy; supported by P. Connor to close nominations at this time and cast an unanimous ballot for Joan Luhtanen for Vice-Chairperson.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Babladelis presented Judy Pomeroy as nominee for Treasurer.

- Chairperson Raether opened the floor for other nominations for the position of Treasurer. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Luhtanen; supported by P. Connors to close nominations at this time and cast an unanimous ballot for Judy Pomeroy for Treasurer.

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Babladelis presented Ann Babladelis as nominee for Secretary.

- Chairperson Raether opened the floor for any other nominations for the position of Secretary. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Luhtanen; supported by J. Pomeroy to close nominations at this time and cast an unanimous ballot for Ann Babladelis for Secretary

Motion carried unanimously

As Chairperson of the Nominating Committee, Ms. Babladelis presented Karen Raether and Judy Pomeroy as nominees for Delegates & Alternate Delegates to the Michigan Association of Community Mental Health Boards (MACMHB) and the Great Lakes Rural Mental Health Association (GLRMHA).

- Chairperson Raether opened the floor for other nominations for Delegates and Alternate Delegates to the MACMHB and GLRMHA. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by J. Luhtanen; supported by P. Connors to close nominations at this time and cast an unanimous ballot for Karen Raether and Judy Pomeroy as Delegates to MACMHB and the GLRMHA and the remaining members of the Board as alternates for MACMHB.

Motion carried unanimously

FINANCE COMMITTEE REPORT – P. Connors

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

1. **ISSUE:** Bills and Payroll

Bills and payroll in the amount \$1,460,759.00 were reviewed, discussed, and recommended for approval.

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

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	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	

Motion carried unanimously.

2. **ISSUE:** Financial Statement – March 2008

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

ACTION: A motion was made by P. Connors; supported by J. Pomeroy to approve financial statement ending March 2008 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	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	

Motion carried unanimously.

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

- a) Beacon Residential Services – This is an addendum to the contract for 1 to 1 staffing for a difficult resident not to exceed \$625/day. Authorizing for Jan. 2, 2008 through May 1, 2008.
- b) Copper CMH Single Case Agreement – this is a renewal for services to one DD individual in foster care. The rates remain the UP blended rate for Supports Coordination, CLS supports and Dietary Assessment.
- c) Dale Schmeisser, PhD, RD – This is a renewal agreement for dietary services. The 2007 rate was \$45.00 / hour for 44 hours per month. He is requesting \$50.00/hour. This is his first increase in 10 years.
- d) Dr. Victoria Weiss – Requesting an extension of this single case agreement for one individual for 6 additional sessions and then will transfer or terminate. The rate is \$95 per session.
- e) Catholic Charities – This is a renewal agreement for counseling services for one individual who chose self determination. This is a single case agreement and remains at the UPHP rate.
- f) Dr. Van Holla - This is a renewal agreement for psychiatric services for one individual who chose self determination. This is a single case agreement and remains at the same rate(s) of \$105 and \$165.

- g) Guardian Trac – Renewal agreement for fiscal intermediary services. No changes this year and the rate remain \$100/month and \$175 for initial sign up.
- h) Bellin Hospital – This is a renewal agreement for inpatient psychiatric services. Last years rate was \$805/day and the 2008 rate will be \$872/day.
- i) Board Association Dues are due; dues for 2008-09 are \$9,057.00 an increase of \$6.00 over last year.
- j) North Transport, Inc. – This is a new agreement for transportation services. The rate is \$.70/mile.

ACTION: A motion was made by P. Connors; supported by J. Pomeroy to approve all contracts/agreements as noted above with the addition of contract j) North Transport, Inc.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia	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	

Motion carried unanimously

4. Miscellaneous

- Bill Adrian stated that Northpointe currently has a contract with Mr. Wakeham to run The Lighthouse, a children’s care facility, located on Beech Street in Kingsford. Mr. Adrian further stated that currently The Lighthouse is reviewed periodically by Northpointe’s contract management team. The contract management team has found the facility not up to Northpointe’s standards; i.e., staff trainings, physical plan, etc. Mr. Adrian stated that the license for The Lighthouse is currently under Northpointe’s name and Northpointe does not want this facility being run in a sub-standard manner. Northpointe has sent Mr. Wakeham notices on several occasions stating that a plan of correction for The Lighthouse needed to be done. On April 9 a re-inspection was done by Northpointe with the results still not being satisfactory. Northpointe is now looking to find another provider to operate the children’s residential facility. The facility on Beech Street which Mr. Wakeham owns would not be used. Mr. Adrian stated that RFPs will be sent out to potential providers in the next week to run a children’s residential facility. Mr. Adrian also stated that if a potential provider is not found, then Northpointe will take over staffing and running of the children’s care facility. Miscellaneous questions were addressed by Mr. Adrian.

RECIPIENT RIGHTS COMMITTEE REPORT – Ms. Raether

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

- Elections were held for Chairperson and Vice-Chairperson on the Recipient Rights Committee. Re-elected were Loren Veaser for Chairperson and Debbie Eichhorn for Vice-Chairperson.
- The Recipient Rights Operating Budget report was reviewed.
- The Recipient Rights Quarterly and Semi-Quarterly reports were reviewed.
- Northpointe’s Medication Incident Report form was reviewed.

PLANNING COMMITTEE REPORT – A. Babladelis

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

1. **ISSUE:** New Policies:

- Substance Abuse 42 C.F.R., Part 2
- Conference & Training Assistance

The new Substance Abuse 42 C.F.R., Part 2 Policy was reviewed by Lisa Dionne. This policy pertains to the federal regulation for substance abuse confidentiality laws and will address consumers who have a co-occurring disorder; a mental illness and have or have had a substance abuse issue in the past. Any consumer that is identified with a substance abuse issue, from their substance abuse screening assessment, has a different set of rules followed for releasing their records and confidentiality.

ACTION: A motion was made by A. Babladelis supported by J. Luhtanen to approve the Substance Abuse 42 C.F.R., Part 2 Policy. **Motion carried unanimously.**

The new Conference & Training Assistance Policy was reviewed by Ms. Dionne. This policy was developed for when costly staff training/conference requests are approved and a staff person would receive a specialty

certification upon completion of the training/conference. The concern regarding staff receiving a specialty certification is that when a staff person would receive this certification, this then makes them more marketable. If the staff person now receives a specialty certification and would leave the agency before a two year period, they would have to reimburse Northpointe back at a pro-rated rate for the costs involved for the training they received. Karen Thekan stated that a concern with this policy was the issue of how reimbursement by staff would be enforced. Terri Wendt stated that she talked with Northpointe's payroll specialist and what can be done is to have the staff sign off that they agree to a voluntary deduction. At the time they agree to go to the conference they would also agree to a voluntary deduction for the cost of the conference if they would leave employment or be terminated. Ms. Thekan stated that the reimbursement would then be taken out of the staff's last paycheck if they agree to this.

ACTION: A motion was made by A. Babladelis, supported by R. Plumley to approve the Conference & Training Assistance Policy. **Motion carried unanimously**

2. **ISSUE:** Employee Satisfaction Survey Results-3 Year Comparison

A 3 year comparison of Employee Satisfaction Survey results was reviewed by Lisa Dionne.

ACTION: Information

3. **ISSUE:** CARF

Lisa Dionne provided that CARF will be conducting their three year accreditation audit at Northpointe from June 18-20, 2008 and if any Board member is available during this time they are welcome to meet with CARF. Karen Thekan provided that the CARF audit team will be invited to attend the June 19, 2008 Board meeting. A mock pre-CARF survey audit was recently conducted at The Pine Homes in preparation for CARF and more of these mock surveys will be conducted throughout different Northpointe sites over the next few months.

ACTION: Information

4. **ISSUE:** Belgium Pointe Update

Karen Thekan provided that as of last week all of the inside finishing work was completed at Belgium Pointe. Theresa Norton, from the department of licensing, conducted her initial walk through and was extremely impressed with the building. Ms. Norton provided that she believes this home concept will become a model for the state. Ms. Thekan also provided that an inspection by the fire marshal and other inspections will now be done and then a final inspection will be conducted by Ms. Norton, hopefully by the middle of May. The move-in date for consumers is projected for the end of May and an open house will be held in July. Karen Raether stated that she has suggested that at a future state board association conference, a group from Northpointe could provide a workshop on the concept of Belgium Pointe. **ACTION:** Information

5. **Miscellaneous**

- Karen Thekan provided that on Friday, May 2, Greg Takala, Iron County Site Director, will be participating in "Chamber Chat", a local Iron County radio show, to kick off "May is Mental Health Month". Ms. Thekan also reminded Board members that the annual Northpointe NAMI luncheon will be held on May 9 at Pine Grove County Club. Karen Raether stated that she encouraged all Board members to attend the NAMI luncheon.
- Lisa Dionne provided that on May 5 & 6, NorthCare will conducting a site review and chart audit at Northpointe.
- Joan Luhtanen asked for an update regarding the Medicaid regulations affecting the federal Medicaid agency imposing new rules on targeted case management. Karen Thekan provided that a few senators are trying to put a moratorium to stop these rules from going into effect. In Michigan an impact has not yet been seen as nothing as been changed but if the rules were to go through this would impact Northpointe, i.e., if a case manager goes to pick up a consumer the travel time for picking up the consumer and bringing them in to see a doctor would not count as a contact any longer or if a consumer is in a state hospital and staff would travel to go and see the consumer in the state hospital this would not count as a contact.

CHAIRPERSONS REPORT - K. Raether

- The spring conference is scheduled for May 19-21. Bill Adrian and Karen Raether will be attending this conference. At this spring conference, a meeting will be held regarding appointments to the board association nominating committee and how to encourage new individuals to run for officers on the nominating committee.
- The Great Lakes Executive Committee will be meeting on April 23 at Northpointe to discuss the fall conference. If anyone has ideas for conference presentations, contact Karen Raether.

- Karen Rather stated that the appointments for Finance, Personnel, Planning, Endowment, Recipient Rights Committees, and Parliamentarian are as follows:

Finance Committee

Judy Pomeroy-Chairperson
Ann Babladelis
Floyd Berger
Peggy Connors
Ann Martin (June,
July, & August)

Personnel Committee

Peggy Connors-Chairperson
Floyd Berger
Joan Luhtanen
Ann Martin
Bill DeDie

Planning Committee

Ann Babladelis-Chairperson
Millie Hofer
Joan Luhtanen
Rob Plumley
Bill DeDie

Endowment Committee

Karen Rather
Judy Pomeroy

Recipient Rights Committee

Marylee DeGrave

Parliamentarian

Ann Martin

CEO REPORT

Ms. Thekan stated that her April +

2008 CEO report was in Board packets; she provided the following updates and highlights:

Regional Activity:

- Northpointe will be joining NorthCare’s regional centralized access system on May 12. By joining the centralized access this will create efficiencies and more consistency across the region. NorthCare has trained, master level clinicians that will answer every phone call that comes in for services.
- Gail Hall, Pathway’s Deputy Director, has accepted the CEO position for Pathways. Ms. Hall will be visiting all the regional CMH’s this summer and will begin her new duties as CEO on July 1. Ms. Thekan stated that Board retreat planning should begin soon and Ms. Hall could be invited to attend the retreat. The Board retreat planning will be further discussed at the May Planning Committee meeting.
- The regional PMC meeting is scheduled for April 29. Bill Adrian will also be attending this meeting and a report will be presented to the Board at their May Board meeting.

Local Activity:

- Bill Reid and Ms. Thekan met with Donna Jaskic, Executive Director for the Federally Qualified Health Centers in the U.P. Ms. Jaskic recognizes that there needs to be partnerships between community mental health agencies and federally qualified health centers. Ms. Jaskic will be looking into grant money opportunities and as more is learned about how to work with the health centers, information will be provided.
- Information flyers on “Parents Who Host, Lose the Most” were provided for Board members’ information. Karen Thekan stated that this flyer is a prevention activity that Bill Reid has organized. The issue of underage age drinking is an area that has been addressed in the community collaborative boards and the flyer will be used to educate the community regarding the liabilities that parents have in hosting a drinking party. Northpointe, Kiwanis, the Health Department, and Department of Human Services made it possible to purchase 30,000 of these flyers which will be distributed to the community in pizza boxes from Dominoes, Pizza Hut, and Main Street Pizza. Other organizations, e.g., churches, youth groups, have also been distributing the flyers and if anyone would like to take flyers to distribute, they are welcome to do so. Miscellaneous questions were addressed by Mr. Reid and Ms. Thekan.

OLD BUSINESS – No old business

NEW BUSINESS – No new business

BOARD PREROGATIVE

- Karen Raether provided a reminder that the May 15, 2008 Board of Director meeting will be held at Northpointe’s Menominee office at 4:00 p.m.
- Chris Spence stated that the Emergency Service Department in Norway and the youth advisory committee from Norway, along with the R300 extrication vehicle, are putting on a mock accident at the school in Norway on Monday, April 21.

PUBLIC COMMENTS

- Diane Larson stated that she wanted to thank the Northpointe Board for the opportunity to be a part of the Board meeting.

- Joan Luhtanen stated that Northpointe recently dealt with the building of the Menominee Northpointe office and Belgium Pointe and were there any other large projects that will be done in the future. Karen Thekan stated that there are no plans for any large projects.

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:02 p.m.

The next regular monthly Board meeting is scheduled for May 15, 2008, in **Menominee, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Anastasia Babladelis, Secretary

Mary Wendt, Board Secretary