

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

**Regular Monthly Meeting
MINUTES
401 10th Avenue – Menominee, MI
May 15, 2008 - 4:00 p.m.**

CALL TO ORDER/ROLL CALL:

Karen Raether, 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>
Babladelis, Ann	*X (via VTC)			Luhtanen, Joan	*X (via VTC)		
Berger, Floyd	X			Martin, Ann	X		
Connors, Peggy	*X (via VTC)			Pomeroy, Judy	X		
DeDie, William	X			Raether, Karen	X		
DeGrave, Marylee	X			Plumley, Robert	*X (via VTC)		
Hofer, Millie	X			Spence, Christine	*X (via VTC)		

REPRESENTING ADMINISTRATION: B. Adrian, D. Block, M. Wendt
T. Wendt, (*via VTC), L. Dionne (*via VTC)
*(VTC-Video Television Conference from Northpointe’s Kingsford & Iron River Offices)

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. Pomeroy; 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 April 17, 2008.

ACTION: A motion was made to dispense with reading the minutes from the April 17, 2008 Regular Board of Directors meeting and approve as written.

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

PRESENTATION: Healthy Youth Coalition of Marinette & Menominee Counties-Angie Grenier
Karen Raether introduced, Angie Grenier, Executive Director of the Healthy Youth Coalition of Marinette & Menominee Counties. Ms. Grenier stated that she and Megan Schroeder were at today’s meeting to provide information on the Healthy Youth Coalition. Ms. Schroeder stated that she is a junior at Marinette High School and is the Youth Sustainability Chair. Ms. Grenier stated that Ms. Schroeder has been involved with the Healthy Youth Coalition for approximately 3 years. Ms. Schroeder stated that the Healthy Youth’s mission statement is to promote asset building throughout their communities and to benefit youth and their families. The coalition’s purpose is to increase behavior such as school success, respect and value for diversity, good health and leadership, and reduce risky behavior such as problems with alcohol and drug use and violence through promoting essential assets for youth. Ms. Grenier stated that this program was started in 2001 for the community to come together and support youth and give them a voice. Ms. Grenier and Ms. Schroeder provided and reviewed a handout on the Healthy Youth Coalition. For further information on the coalition there is a website that can be accessed at: www.mmyouth.com. Miscellaneous questions were addressed by Ms. Grenier and Ms. Schroeder.

ENDOWMENT COMMITTEE REPORT – K. Raether

Ms. Raether highlighted the following from the Endowment Committee Meeting Minutes:

1. **ISSUE:** Foundation Fund Account Update
Northpointe recently received approximately \$17,179.00 from an anonymous donor. The estate specified that the funds were not to be used for operating expenses so Northpointe decided to put the money into Northpointe's Endowment fund account. At the September Endowment Committee meeting the amount available for disbursement from the endowment fund will be available so committee members will be able to discuss if the funds available for disbursement should begin to be disbursed. **ACTION:** Information
2. **ISSUE:** Bocce Tournament
Bill Reid, along with Tracy Finn, will be organizing a bocce ball tournament which will be held this summer. The past two years the bocce tournaments were held have been successful and were more of an awareness activity then a fund raising activity. The bocce tournament this year will be organized into different tier levels for beginning, intermediate and advanced level of bocce players. **ACTION:** Information
3. **Miscellaneous**
 - Judy Pomeroy asked how it worked for Northpointe to be a member of the Dickinson County Community Foundation. Bill Adrian provided that Northpointe became a member after the Endowment Committee was formed as then their fund balance would get better returns and have less investment costs. Mr. Adrian stated that a tax break is also received from the State of Michigan for individuals donating because we part of the foundation.

FINANCE COMMITTEE REPORT – J. Pomeroy

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

1. **ISSUE:** Bills and Payroll
Bills and payroll in the amount \$1,139,818.84.00 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>
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 – April 2008
The committee reviewed April 2008 financial statement and recommended for approval. **ACTION:** A motion was made by J. Pomeroy; supported by M. DeGrave to approve financial statement ending April 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) MBM – This is a renewal agreement for the lease on 701 Pyle Drive for 5 years with an option for addition 5 years times three. There is a slight increase per foot bringing the total annual rent from \$40,014.00 to \$42,500.00.
 - b) Superiorland Electronics – This is an extension of our agreement with Superiorland to include annual inspection of sprinkler systems at Boyington, Maple Ridge, The Pines and Belgium Pointe for a total cost of \$1,312.00. This replaces our current contract with Pace to do the same inspections at \$1,242.00 without the addition of Belgium Pointe.
 - c) Teaching Family Homes – This is a renewal agreement for specialized residential services for 2008. The rate varies by home. They range from \$136.16 to \$253.87 based on level of care and services. This is a 4% increase.

ACTION: A motion was made by J. Pomeroy; supported by M. DeGrave to approve all contracts/agreements as noted above. 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

4. **ISSUE:** Update-The Lighthouse

It was previously discussed to tentatively move The Lighthouse to the Pinewood Home which was recently vacated due to the residents residing there all moving to Belgium Pointe. The move to Pinewood is now not feasible as two of the residents living at The Lighthouse are over 18 years of age and can only reside at the residence where The Lighthouse is now located. If these two residents were to move they would not be grandfathered to reside into a new facility because of being over 18 years of age. A lease agreement was being discussed with the owner of The Lighthouse for Northpointe to lease and run the home but Bill Adrian stated that now Northpointe will be meeting with the owner/operator of The Lighthouse within the next two weeks to discuss the feasibility for the owner/operator to continue operating The Lighthouse. Mr. Adrian also stated that if a contract is negotiated it will be presented for Board approval at the June Board meeting. Miscellaneous questions were addressed by Mr. Adrian. **ACTION:** Information

5. Miscellaneous

- Bill Adrian stated that NorthCare is implementing a regionalized electronic medical record (EMR) system with the intent that NorthCare will be online as of October 1, 2008. The rest of the regional CMH's would then be online for the EMR system by October 1, 2009. The cost for the system for this year would be approximately \$424,000.00 which would be shared as a region. There was a grant available for \$206,000.00 for the EMR system with this amount having to be matched from either local or General Fund dollars from each CMH. Copper Country CMH had local funds available for the \$206,000.00 match for this year. Northpointe and the other regional CMH's will now not have to pay towards the regional EMR system until 2010 at which time the system will be used by all the regional CMH's.
- Bill Adrian stated that as of May 12, NorthCare took over regionalized access for Northpointe. NorthCare will now be receiving all access calls for Northpointe services and these calls will be screened by a master level licensed social worker. Miscellaneous questions were addressed by Mr. Adrian
- NorthCare conducted their site review and chart review audits at Northpointe on May 5& 6. Preliminary audits results were good and a final audit report will be received at a later date. Anderson, Tackman and Co. will be conducting their compliance audit at Northpointe some time in May and CARF will be at Northpointe from June 18-20 to conduct their three year accreditation of Northpointe.
- Bill Adrian provided that there was an excellent turnout for the May 9 Northpointe NAMI luncheon and the speakers and presentations were very good.

PLANNING COMMITTEE REPORT – A. Babladelis

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

1. **ISSUE:** Belgium Pointe Update

Bill Adrian provided that residents moved into Belgium Pointe on May 5, 6, and 7 and the managers, support staff, and maintenance did a wonderful job in coordinating the move. All licensing has now been completed/ approved and an open house is scheduled for July 22 from 2:00-7:00 p.m. at Belgium Pointe. Ann Babladelis stated that Board members should plan on attending the open house. **ACTION:** Information

2. **ISSUE:** Planning for an Out Station for Department Human Services (DHS) Worker

Bill Adrian provided that discussions have been held with the DHS director regarding hiring a DHS worker that would work out of the Northpointe office to help consumers to apply for Medicaid benefits, help with spend-downs, etc. There currently is a DHS worker that works at the Dickinson County Hospital to help patients sign up for Medicaid benefits, etc. and this position has worked out quite well there. The DHS worker would be a part-time position and Northpointe provided a letter of semi-interest to DHS for the position which would start in October. In October, this position will be looked at again to see what money Northpointe has available to fund the position for the Dickinson and Iron County Northpointe offices with a decision made at that time to contract with DHS for a worker. **ACTION:** Information

3. **ISSUE:** Board By-Laws-Review Proposed Addition
When Lisa Dionne was reviewing CARF standards in preparation for their upcoming site audit she reviewed a standard that stated there should be a plan in place should the CEO leave Northpointe employment unexpectedly. Ms. Dionne provided that there was not anything in the By-Laws to cover this and reviewed the following proposed addition in the By-Laws to cover this: *“Should the CEO leave employment unexpectedly, or become incapacitated in their role as CEO, the Board will appoint the Deputy Director as interim CEO. If necessary, the Board will then conduct a search for a replacement CEO”*. Discussion ensued and Board members stated that the above addition should be added to the Board By-Laws draft. Miscellaneous questions were addressed by Ms. Dionne and Bill Adrian.
ACTION: The above addition will be added to the Board By-Laws draft. The Board By-Laws will then be reviewed and approved by the full Board at their regular scheduled time in September 2008 when Board By-Laws are due to be reviewed and approved by the Board.
4. **ISSUE:** Vacancy on Recipient Rights Advisory Committee
Karen Raether provided that a member on the Recipient Rights Advisory Committee recently resigned due to not being able to attend meetings because of a new work commitment. Ms. Raether also provided that previous vacancies on this committee were advertised in the three local county newspapers in January and again in May with no applications being received. Since no applications were received and it is costly to advertise in newspapers that word of mouth would be the way to get information out on the vacancy. Ms. Raether stated that the committee meets quarterly and if anyone knows of a consumer-primary or secondary or interested individual in applying for the position, contact Mary Wendt at Northpointe by June 2. **ACTION:** Information
5. **ISSUE:** NorthCare Audit Review-Update
DISCUSSION: NorthCare conducted their site and chart review audits at Northpointe on May 5 & 6. On the site review portion of the audit everything went extremely well. On the chart review portion of the audit, when NorthCare wrote up charts that were incorrect, Northpointe was given the opportunity to provide verification to show that the information was correct and just missed by NorthCare. Also, a Medicaid verification chart review was done but results were not provided at the time of the audit. When the final audit report is received, this information will be provided and reviewed with the Board. **ACTION:** Information
6. **ISSUE:** 1st Quarter Outcomes Report
This agenda item was tabled due to incomplete/incorrect data.
7. **ISSUE:** Stakeholder Advisory Committee Meeting Report
The following from the April 14, 2008 Stakeholder Advisory Committee meeting that was held in the Kingsford office was highlighted by Lisa Dionne: Paul VanMinsel, a new member on the committee was introduced; employee satisfaction results were discussed; the upcoming CARF and NorthCare audit surveys were discussed; centralized access and eligibility through NorthCare was discussed; the new Conference & Training Assistance and Substance Abuse 42 C.F.R., Part 2 Policies were reviewed; suggestions for improvement and grievances were reviewed; information from February and March CEO reports was provided; clarification on Medicaid funding regarding services being provided for a child that is sent out of the county for more intense services was provided; Northpointe’s website was discussed; and information on the 211 system was provided
ACTION: Information
8. **ISSUE:** Board Retreat Planning
Bill Adrian provided that preliminary plans for Northpointe Board retreat/planning meeting should begin regarding when it should be held and agenda items. Mary Wendt presented the following possible agenda items for the retreat/planning meeting: a presentation by Pathway’s new CEO, Gail Hall; a data comparison review of Northpointe services; update Northpointe’s Strategic Plan; and a power point presentation on services to persons with serious mental illnesses/developmental disabilities. Ms. Wendt asked if the Board retreat/planning meeting could be scheduled for Friday, August 22 in the morning and the August 21 Board meeting then rescheduled to Friday, August 22 in the afternoon. Discussion ensued with Board members and consensus is to change the August Board meeting date to Friday, August 22 at 2:00 p.m. to coincide with the August 22 Board retreat/planning meeting. The Board retreat and Board meeting will be held at the Country Inn & Suites in Iron Mountain. Mr. Adrian stated that if Board members cannot attend both the Board retreat and Board meeting all day that they are welcome to attend a portion of this day. **ACTION:** Information
9. **Miscellaneous**
 - Update on The Lighthouse
Discussed above under Finance Committee meeting minutes.
 - Bill Adrian provided information on an individual that is currently residing at Beacon, which is located in downstate Michigan, as Michigan Protection and Advocacy is involved in regards to bringing this individual

- back to their county of residence
- Bill DeDie provided that he recently talked with the NAMI executive director and was asked if Northpointe would be interested in receiving information on a walk which will be held at Belle Isle in Detroit. The walk is one of NAMI's fundraisers and they would like to involve the CMH's in helping to sponsor it. Bill Adrian provided that Mr. DeDie should present information on the walk to Planning committee members for discussion when he receives information on it.

CHAIRPERSONS REPORT - K. Raether

- A Great Lakes Executive Committee meeting was held on April 23 at Northpointe. Items discussed at this meeting were: travel policy/expense reimbursement, strategic assessment of Great Lakes, the regional advisory committee for NorthCare, and planning for the September 8-10 Fall conference which will be held in Keweenaw, Michigan.
- Ms. Raether attended the NorthCare Board meeting which was held on May 7 in Escanaba. Bill Adrian also attended this meeting via VTC from the Kingsford Northpointe office. At this meeting it was discussed and decided to have the NorthCare Board meetings and Pathways Board meetings held on different days. Gail Hall, Pathways new CEO, will be meeting with Board members and administration from all the regional CMH's in the near future.
- Ms. Raether attended the Northpointe NAMI luncheon which was held on May 9 in Iron Mountain and will also be attending the spring MACMHB conference with Bill Adrian from May 19-21 in Dearborn, Michigan.
- Ms. Raether reviewed a letter from Teaching Family Homes. The letter asked for individual sponsors for a bike tour which they are sponsoring. Sponsorship/donations for this bike tour are either \$350 or \$500 and if anyone is interested they should contact Ms. Raether.

CEO REPORT

Bill Adrian stated Karen Thekan's May 2008 CEO report was in Board packets; and provided the following updates and highlights:

Local Activity:

- Bill Adrian provided information that Northpointe will be looking at the feasibility to have Pinewood Home (which was recently vacated due to the residents residing there all moving to Belgium Pointe) becoming a special behavior home. The individuals that would reside in this home would be dual diagnosed individuals-mentally ill/developmentally disabled, possibly have the early on-set of Alzheimer's, or acting out behaviors. Northpointe will be putting together a staffing plan, a budget for the home, and looking at the treatment wise side of it. Hopefully the feasibility study/plan will be done by late July and information will be provided when it is done. Miscellaneous questions were addressed by Mr. Adrian.

OLD BUSINESS – No old business

NEW BUSINESS

- Human Resource Department Quarterly Reports
Terri Wendt reviewed and addressed questions on the following quarterly reports for the 2nd quarter:
Employee Injury/Accidents; Separated Employees; and Wage Increases.

BOARD PREROGATIVE – No Board prerogative

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:43 p.m.

The next regular monthly Board meeting is scheduled for June 19, 2008, in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Anastasia Babladelis, Secretary

Mary Wendt, Board Secretary