

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

401 Tenth Avenue; Menominee, MI

May 27, 2010 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, Administrative Assistant, conducted the roll call.

| <u>MEMBERS</u> | <u>Present</u> | <u>Excused</u> | <u>Absent</u> | <u>MEMBERS</u> | <u>Present</u> | <u>Excused</u> | <u>Absent</u> |
|-----------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| | | <u>Absent</u> | | | | <u>Absent</u> | |
| Connors, Peggy | **X | | | Luhtanen, Joan | **X | | |
| DeDie, William | *X | | | Martin, Ann | X | | |
| | | | | | (at 4:05) | | |
| DeGrave, Marylee | X | | | Negro, Mari | X | | |
| Farragh, Elizabeth | *X | | | Raether, Karen | X | | |
| Hofer, Millie | X | | | Plumley, Robert | | X | |
| Lang, Bernie | X | | | Spence, Christine | X | | |

REPRESENTING ADMINISTRATION: K. Thekan, C. Adrian, D. Block

B. Adrian, T. Wendt, L. Dionne, and J. Pelc *(all via VTC)

*(VTC-Video Television Conference from Northpointe's Kingsford Office)

***(VTC-Video Television Conference from Northpointe's Iron River Office)

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

PUBLIC COMMENTS - No public comments.

Ann Martin present at 4:05 p.m.

APPROVAL OF THE AGENDA: There were no additions to the agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: M. DeGrave; supported by M. Hofer. **Motion carried unanimously.**

APPROVAL OF THE MINUTES:

Karen Raether stated that the April 22, 2010 Board meeting minutes need to be corrected on Page 7 with misspelling of name Amy "Newville" to Amy "Neville".

ACTION: A motion was made to dispense with reading the minutes from the April 22, 2010 Regular Board of Directors meeting and approve with the above stated correction.

Motion by: M. DeGrave; supported by B. Lang. **Motion carried unanimously.**

PRESENTATION: Dual Recovery Anonymous (DRA) - Angela Warzon and Ann Kollath

Presentation was made by Angela Warzon, Clinical Care Manager with Northpointe, and Ann Kollath, group facilitator for the Dual Recovery Anonymous Group in Menominee. Ms. Warzon and Ms. Kollath saw the need for a Dual Recovery Group in the area and attended trainings to begin a local group which started in Menominee in November 2009. DRA is not affiliated with Northpointe. Ms. Kollath stated that DRA is a 12 step self-help program that is based on the principals of the Twelve Steps and the experiences of men and women in recovery with a dual diagnosis. The DRA program helps people recover from both chemical dependency and emotional/psychiatric illness by focusing on relapse prevention and actively improving the quality of their lives. Support is given to help avoid risks that lead back to alcohol and drug use as well as reducing symptoms of emotional/psychiatric illness. There are two requirements for membership which are a desire to stop using alcohol/drugs and a desire to manage their emotional/psychiatric illness in a healthy and constructive way. The DRA group meets every Tuesday at the Emmanuel Church on 13th Street in Menominee. Handouts were provided. Questions were addressed by Ms. Kollath and Ms. Warzon.

FINANCE COMMITTEE REPORT – C. Spence

Ms. Spence highlighted the following from the Finance Committee meeting minutes:

1. **ISSUE:** Microsoft Software Licensing Renewal

A proposed Microsoft Software Assurance Licensing Renewal was reviewed with Finance Committee members by Josef Pelc. This will be a 3 year renewal at a cost of \$40,614.00/year.

ACTION: A motion was made by C. Spence, supported by M. DeGrave, to approve subscribing to the Microsoft Software Assurance Program for 3 years at a cost \$40,614.00/year.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|--------------------|------------|-----------|-------------------|------------|-----------|
| Connors, Peggy | X | | Luhtanen, Joan | X | |
| DeDie, William | X | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Negro, Mari | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | X | | Plumley, Robert | | |
| Lang, Bernie | X | | Spence, Christine | X | |

Motion carried unanimously.

DISCUSSION: Karen Thekan stated Northpointe currently has the Microsoft License and has been renewing licenses for at least the past 10 years and renewal occurs every 3 years. Mr. Pelc reviewed information on cost comparison of renewal versus not renewing and addressed miscellaneous questions.

2. **ISSUE:** Review Bills

Mari Negro questioned why some vendor names were blacked out on the Vendor Check Register Report. Bill Adrian stated these are checks issued to consumers and due to confidentiality purposes are blacked out. It was decided the Finance Committee will receive a Vendor Check Register with no blacked out names at the Finance meeting and will return the report after the meeting for shredding. Bills and payroll in the amount of \$1,737,398.07 were reviewed, discussed, and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave to approve bills in the amount of \$1,737,398.07 as presented.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|--------------------|------------|-----------|-------------------|------------|-----------|
| Connors, Peggy | X | | Luhtanen, Joan | X | |
| DeDie, William | X | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Negro, Mari | | X |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | X | | Plumley, Robert | | |
| Lang, Bernie | X | | Spence, Christine | X | |

Motion carried with 10 ayes and 1 nay.

ISSUE: Consumer Name Blackout on Vendor Check Register.

DISCUSSION: Discussion was held regarding blackout of consumer names on the Vendor Check Register. The Finance Committee recommended a non-blackout listing be given to the Finance Committee members at their meeting. Mr. Lang questioned whether a HIPAA violation occurs with consumer names being reviewed by the Finance Committee members. Ms. Thekan stated as Board members a confidentiality statement is signed and members are bound to keep information confidential. It was questioned what the rationale was for seeing blacked out information and Ms. Negro stated that trying to be a responsible Board member was very difficult to vote to pay bills on names that were blacked out when she had no idea where checks were issued to. Ms. Connors stated this could be a possible liability/risk management issue due to the fact that it is harder to keep consumer names confidential. It was questioned whether it is possible that a Board member could meet with Bill Adrian individually to review the full Vendor Check Register before the Finance meeting and that Bill Adrian would then state at the Finance Committee meeting who reviewed the full register.

ACTION: A motion was made by B. Lang, supported by C. Spence, that Northpointe continue to black out consumer names on the Vendor Check Register for the Finance Committee but any Board member who wishes to view the Vendor Check Register in private with Bill Adrian will be able to meet with him at 10:00 a.m. on the day of the Finance Committee meeting.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|--------------------|------------|-----------|-------------------|------------|-----------|
| Connors, Peggy | X | | Luhtanen, Joan | X | |
| DeDie, William | X | | Martin, Ann | X | |
| DeGrave, Marylee | | X | Negro, Mari | X | |
| Farragh, Elizabeth | | X | Raether, Karen | X | |
| Hofer, Millie | X | | Plumley, Robert | | |
| Lang, Bernie | X | | Spence, Christine | X | |

Motion carried with 9 ayes and 2 nays.

3. **ISSUE:** Review Financial Statement – April 2010

DISCUSSION: The committee reviewed April 2010 financial statement and recommended for Board approval.

ACTION: A motion was made by C. Spence, supported by M. DeGrave, to approve the April 2010 financial statement.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|--------------------|------------|-----------|-------------------|------------|-----------|
| Connors, Peggy | X | | Luhtanen, Joan | X | |
| DeDie, William | X | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Negro, Mari | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | X | | Plumley, Robert | | |
| Lang, Bernie | X | | Spence, Christine | X | |

Motion carried unanimously.

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

| # | Name of Contract | Purpose of Contract | Old Rate | New Rate | Change |
|---|---------------------|---|--|--|---|
| a. | Bill Wakeham | Residential Services at the Lighthouse | \$157.11/day \$357.11/day for 1 to 1 \$50.00/day for respite | \$157.11/day \$307.11/day for 1 to 1 \$75.00/day for respite | Decrease of \$50/day for one consumer Increase of \$25/day for respite |
| This is a renewal agreement for residential services at the Lighthouse. The 1 to 1 per diem has decreased as there is no longer an extra staff person on the midnight shift. Respite averages about 1 week per month with an additional 1-2 consumers using this service. | | | | | |
| b. | Goodwill Industries | Vocational services | Ranges from \$5.75 to \$30/hr depending on service type | | |
| This is a renewal agreement for vocational services in Marinette, Carney and Iron Mountain. Services range from Organizational Employment from \$5.75 to \$9.75/hr (depending upon consumer needs) to Supported Employment. SE costs are for job coach time only and the rate is \$20/hr for a mobile work crew or \$30/hr for individual coaching. | | | | | |
| c. | Stuart Wilson, CPA | Fiscal Intermediary | \$135/month | \$135/month | No change |
| Individuals who use self determination to hire their own staff use the services of a fiscal intermediary. This is a renewal agreement with Stuart Wilson to provide services to two consumers. | | | | | |
| d. | Penny Gregg | Speech Pathologist | n/a | \$65/hour | n/a |
| This is a new agreement with Ms Gregg to provide speech services to two individuals and will be self determination as the family has requested her services. She will do one hour per week for the first month, two hours per month the second month and one time per month after that. | | | | | |
| e. | Services Unlimited | Lawn Care | n/a | \$40.00/time | n/a |
| This is a new agreement with Services Unlimited to provide the lawn care at Maple Ridge in Stephenson | | | | | |
| f. | Self Determination | New consumer respite and psychiatric services | n/a | ??? | |
| This is a new self determination agreement for respite and possible psychiatric services. This consumer and the family is requesting respite at the Lighthouse for one week or two weekends per month to maintain the family. The mother is also looking into a new psychiatrist since Dr Jan Cools is leaving Northpointe. | | | | | |

ACTION: A motion was made by C. Spence, supported by M. Negro, to approve contracts/agreements A-E and tabling F as noted above.

ROLL CALL VOTE:

| <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> | <u>MEMBERS</u> | <u>YES</u> | <u>NO</u> |
|--------------------|------------|-----------|-------------------|------------|-----------|
| Connors, Peggy | X | | Luhtanen, Joan | X | |
| DeDie, William | X | | Martin, Ann | X | |
| DeGrave, Marylee | X | | Negro, Mari | X | |
| Farragh, Elizabeth | X | | Raether, Karen | X | |
| Hofer, Millie | X | | Plumley, Robert | | |
| Lang, Bernie | X | | Spence, Christine | X | |

Motion carried unanimously.

5. Miscellaneous

- **ISSUE:** MPHI Statewide Telecommunications Project

A proposed agreement with Michigan Public Health Institute (MPHI) to provide high speed internet connections across all 3 main Northpointe sites was reviewed with Finance Committee members by Josef Pelc. MPHI will replace the MERIT system that was Board approved in February.

ACTION: A motion was made by C. Spence, supported by M. Negro, to approve to commit to the MPHI project with option to opt out if total cost exceeds \$40,000,000. **The motion carried unanimously.**

DISCUSSION: Handouts were reviewed with the Board on the MPHI project and discussion was held with Mr. Pelc of MPHI versus MERIT. MPHI has been in operation for 2 years and is built on the American Recovery Act and FCC rules for non-profit healthcare organizations only. Mr. Pelc stated MERIT will still be used by Northpointe for at least a year as there is a 1 to 2 year timeline with the MPHI project.

- **ISSUE:** Committee Meetings

Karen Raether stated if all Finance Committee members attended the monthly committee meeting there would be a quorum. Discussion was held regarding what constitutes a quorum if the Board Chairman attends the meeting. Mr. Lang stated we should contact Sherry Smith at the Menominee courthouse to clarify this situation.

ACTION: Karen Thekan will contact Ms. Smith before the next committee meetings are held to clarify this situation.

PLANNING COMMITTEE REPORT – M. DeGrave

Ms. DeGrave highlighted the following from the Planning Committee meeting minutes:

1. **ISSUE:** Northpointe Cost Analysis Data

Karen Thekan stated that a revised Cost Analysis Data sheet was given to the Board in their packets with the addition of an average of total of all costs and populations. It was noted this is not an accurate cost comparison as all Boards do not use the same allocation criteria. **ACTION:** Information

2. **ISSUE:** Recovery Enhancing Environment (REE) Results

The REE is a first time survey conducted by the State. It was noted only 29 Northpointe consumers participated out of a projected sample size of 126. Regional results are being reviewed by NorthCare and suggestions will be based on regional results. **ACTION:** Information

3. **ISSUE:** Consumer Satisfaction Data Survey Results

The Consumer Satisfaction Data Survey results were reviewed. The overall satisfaction rate for consumers was good with the exception of the Crisis Line. This issue will be reviewed and addressed by NorthCare.

ACTION: Information

Bill Dedie excused at 5:30 p.m.

4. **ISSUE:** Employee Satisfaction Data Survey Results

The Employee Satisfaction Data Survey results were reviewed. This year percentages were a little lower on Questions #3, #7 and #8 and a focus survey will be conducted on these specific issues by Lisa Dionne.

DISCUSSION: Millie Hofer stated that lack of communication could easily lead to consumer negligence and medications concerns could lead to liability. This was addressed by Karen Thekan and was stated that she believes this issue has been resolved. Ms. Thekan stated that further follow up is being addressed by Ms. Dionne at individual/group sessions and the first follow up was held today by Ms. Dionne with more meetings scheduled in the future. **ACTION:** Information

5. **ISSUE:** Identity Theft/Red Flag Rule Policy

Due to new Federal regulations, Northpointe is required to have an Identity Theft/Red Flag Rule policy. This policy is to help prevent consumer identity theft, ways to identify how a consumer's identity may be stolen, how to protect consumers and how to respond to identity theft.

ACTION: A motion was made by M. Hofer, supported by C. Spence to approve the new Identity Theft/Red Flag Theft policy. **Motion carried unanimously.**

6. **ISSUE:** Michigan Association of Community Mental Health Board (MACMHB) Advocacy Plan

Copies of the MACMHB Advocacy Plan were distributed to the Board that Karen Thekan and Karen Raether received at the spring conference. The Association is requesting that everyone, especially consumers and advocates, contact their legislators on June 15 thru 17 asking support for continued funding for Mental Health and Substance Abuse. Information regarding phone numbers, email addresses, etc. can be obtained on the internet by going to www.michigan.gov

PERSONNEL COMMITTEE REPORT - The Personnel Committee meeting was cancelled and was rescheduled for Thursday, June 17 at 3:00 p.m. in Kingsford. A meeting notice will be sent to Board members.

CHAIRPERSONS REPORT – Karen Raether stated the following:

- Attended the MACMHB spring conference in Dearborn, Michigan on May 17-19. Workshops attended were on integration of physical health and mental health. Committees were assigned at the business meeting of the Board Association.
- Attended the Board Educational Forum in Gladstone on May 21-22 along with Board members: M. Hofer, A. Martin, M. DeGrave and J. Luhtanen. Participation by U.P. Boards was good and presentations were very informative.
- The Great Lakes Rural Mental Health Fall Conference is tentatively scheduled for September 13-14 in Sault St. Marie. At this time tentative attendance was requested of Board members – a total of 8 Board members expressed interest.

CEO REPORT

Ms. Thekan stated that her May 2010 CEO report was in Board packets; she provided the following updates and highlights:

Federal Activity:

- Spring Conference was held and updates/handouts received on state budget process, employment for consumers, stigma, trauma informed treatment, integrating with primary healthcare, recovery, peer support specialists, children's services, community living, improving oversight of vulnerable people with DD, and administrative simplification.
- The State, as of now, will be able to finish out this fiscal year without any mid-year cuts. Negotiations are continuing on the budget and hopefully will be finished before September.
- The wave of the future appears to be more federalization of dollars meaning more people will become eligible for Medicaid and less will be on General Funds.
- The Board Association has put out a 3 pronged Advocacy Plan to get as many people advocating for MH/DD services during the week of June 15-17.

Regional Activity:

- The annual independent state audit (HSAG) began at NorthCare this week and is going well.
- NorthCare's new Chief Operating Officer, Bill Slavin, started Monday.

Local Activity:

- Congratulations to Luanne Guiliani, Contract Manager, on her 30 years of employment with Northpointe as of May 12.
- Dave Block, along with 8 consumers from the three counties, attended the Walk a Mile Rally in Lansing.
- The 14th Annual NAMI/Northpointe Spring Luncheon was held with over 100 attendees.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE –

- Mary DeGrave attended the U.P. Consumer Conference in Marquette and four consumers from Menominee also attended.

PUBLIC COMMENTS - No public comments.

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:05 p.m.

The next regular monthly Board meeting is scheduled for June 17, 2010, in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Cindy Adrian, Administrative Assistant