

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting  
MINUTES  
703 Second Ave – Iron River, MI  
July 17, 2008 - 1:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Chairperson, called the meeting to order at 1:05 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 (via VTC)		
DeDie, William	*X (via VTC)			Raether, Karen	X		
DeGrave, Marylee	X			Plumley, Robert		X	
Hofer, Millie	*X (via VTC)			Spence, Christine	*X (via VTC)		

**REPRESENTING ADMINISTRATION:** K. Thekan, B. Adrian, T. Wendt, M. Wendt, \*L. Dionne (via VTC)  
\*(VTC-Video Television Conference from Northpointe’s Kingsford & Menominee 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:** 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 June 19, 2008.

**ACTION:** A motion was made to dispense with reading the minutes from the June 19, 2008 Regular Board of Directors meeting and approve as written.

**Motion by:** J. Pomeroy; supported by P. Connors. **Motion carried unanimously.**

**PRESENTATION:** Advanced Parent Management Training - Debra Polzin

Karen Raether introduced Debra Polzin, clinical care manager at Northpointe’s Iron River Office. Ms. Polzin stated that Advanced Parent Management Training is an evidence based best practice model that is used in the State of Michigan. The State of Michigan is the first state in the country to implement this model as a best practice. Ms. Polzin stated that there are five core parenting practices in the model that are used when parents are working with their children: encouragement; setting limits/discipline; problem solving; monitoring/supervision; parental involvement and provided information on each of these core areas. Ms. Polzin further stated that parents are provided with the tools to use so that they can feel empowered and are able to have better control over their children. Karen Thekan stated that Ms. Polzin has committed to 18 months of extensive training to become trained in this model which is a huge time commitment on her part. Questions were addressed by Ms. Polzin.

**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 \$1,284,116.64 were reviewed, discussed, and recommended for approval.

**ACTION:** A motion was made by J. Pomeroy, supported by P. Connors 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			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously.**

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

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

**ACTION:** A motion was made by J. Pomeroy; supported by P. Connors to approve financial statement ending June 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			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously.**

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

- a) LK Industries – This is a new single case agreement for one consumer requiring 1-1 staffing, currently at Beacon. LK Industries is requesting \$300/day. This will be reviewed every 30 days to verify the continuing need for the 1-1 staffing.
- b) Newlin AFC – This is a renewal agreement for 3 consumers currently living in the home. \$113.65 was the total daily rate for 2007. The new rate requested is \$120.31.
- c) Triple A Lawn Care – This is a new agreement for lawn care services at Belgium Pointe. The rate is \$80.00/episode.
- d) Aramark – This is a renewal agreement for carpet runners in the office buildings and now 2 large group homes. Last year's cost was \$6,866.98 and the new agreement is for \$6,573.42. The reduction, even with the addition of one large home, is due to the frequency of changing the mats in the summer months.
- e) The Drug Store – This is a renewal agreement for blister packing medications for the group homes. The new rate is \$300/month for the first 125 consumers and \$2.00/mo for any additional consumers. This compares to \$10.00/mo/consumer at 70 consumers.

**ACTION:** A motion was made by J. Pomeroy supported by P. Connors to approve all contracts/agreements as noted above.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously**

4. Miscellaneous

• Mileage Rate Reimbursement

Northpointe's current mileage rate reimbursement for staff is \$.40/mile. Bill Adrian provided that staff are encouraged to use Northpointe agency vehicles when they are available but if they are not available than their own vehicle is used. Mr. Adrian further provided that with the continued increase in gas prices the mileage rate reimbursement has been reviewed and is being recommended to increase it to \$.45/mile.

**ACTION:** A motion was made by J. Pomeroy, supported by M. DeGrave to approve Northpointe's mileage rate reimbursement be increased to \$.45/mile effective July 18, 2008 and to also review the reimbursement rate in the future when and if gas prices continue to increase. Miscellaneous questions were addressed by Mr. Adrian and Karen Thekan.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously.**

- Westwood Home  
Bill Adrian provided that Westwood Home was been closed down approximately 6 months ago as there was no need to use the home any longer. Northpointe owns the home and would like now to put the home up for sale. Finance Committee members discussed Northpointe’s policy regarding that Northpointe Board members cannot financially benefit from being on Northpointe’s Board as there are several individuals on Northpointe’s Board that are involved in the real estate business. Consensus of committee members was to recommend that the home be put up “For Sale by Owner” and that an appraisal should be done before the home is put up for sale.

**ACTION:** A motion was made by J. Pomeroy, supported by P. Connors to approve that Westwood Home be appraised and then put up “For Sale by Owner”.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously.**

**RECIPIENT RIGHTS ADVISORY COMMITTEE REPORT – M. DeGrave**

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

The quarterly meeting for the Recipient Rights Advisory Committee was held on July 14. Loren Veaser called the meeting to order and introductions were made as there were two new committee members present: Lois Tovar and Marylee DeGrave. Also reviewed were:

1. Recipient Rights Operating Budget

Bill Adrian reviewed the Operating Budget for the Rights Office. Loren Veaser asked if the new Northpointe group home, Belgium Pointe, was up and running. Mr. Adrian provided that consumers moved into Belgium Pointe at the beginning of June and everything went very smoothly with the move. There will be an open house at Belgium Pointe which will be held on July 22 from 2:00-7:00 p.m. and everyone is invited to attend it.

**ACTION:** Information

2. Quarterly Rights Office Report

Kevin Newlin presented the Quarterly Rights Office Report for April, May, and June 2008. Members reviewed and discussed; Mr. Newlin and Katie Smith provided clarification where requested.

**ACTION:** The Quarterly Right Office Report was approved.

3. Committee Member Prerogative/Public Comments

- Kevin Newlin provided that the annual Recipient Rights conference will be held some time during the week of October 20 in Dearborn, Michigan. Once additional information is received on the conference Mary Wendt will provide it to committee members and if anyone is interested in attending the conference they should contact Kevin Newlin, Katie Smith, or Mary Wendt.
- Loren Veaser again welcomed the two new Recipient Recipient Rights members to the committee and provided that members on this committee are gatekeepers for the recipients and they should not hesitate to present issues/concerns from consumers for discussion at meetings.

**PERSONNEL COMMITTEE REPORT – P. Connors**

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

1. **ISSUE:** Quarterly Reports

The following quarterly reports for the 3rd quarter were reviewed by Terri Wendt & Sandy Giguere: Employee Injury/Accidents; Separated Employees; and Wage Increases. **ACTION:** Information

2. **ISSUE:** Wage Administration Policy

Terri Wendt provided that in the past an annual health insurance rebate was provided to employees and it is now being looked at to delete the health insurance rebate provision from Northpointe's Health Insurance Policy.

Ms. T. Wendt provided that then instead of the health insurance rebate the following is being proposed to add to Northpointe's Wage Administration Policy in the form of a cost of living increase for employees: *"If funds are sufficient, Northpointe's Board may or may not decide to implement a cost-of-living increase to employees. The amount and method of implementing the increase shall be determined by the Board"*. Karen Thekan provided that there has not been a cost of living given to Northpointe employees since the mid-1990's. Ms. Thekan also provided that over the past few years in the annual employee satisfaction survey, employees always provide comment as to why they do not receive a cost of living. Ms. T. Wendt provided that she did contact Pathways to receive their updated wage scales and their employees do receive cost of living increases. Ms. T. Wendt also provided and reviewed a 2008 salary survey from the Board Association regarding the percent increase that CMH employees receive across the state for cost of living.

**ACTION:** A motion was made by P. Connors, supported by J. Luhtanen to approve that the statement *"If funds are sufficient, Northpointe's Board may or may not decide to implement a cost-of-living increase to employees. The amount and method of implementing the increase shall be determined by the Board"* be added to the Wage Administration Policy. Questions were addressed by Ms. T. Wendt and Ms. Thekan.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously.**

Ms. Connors stated that also discussed at the Personnel Committee meeting was the percent that salary and hourly employees would receive for a cost of living. Personnel committee members recommended that the percent for hourly and salary be discussed at the full Board meeting. Terri Wendt stated that the proposal being recommended is to give all staff a 1.5%, one time cost of living payment which would be retroactive from the beginning of the fiscal year, September 30, 2007. Ms. T. Wendt also stated that in addition to this direct care/residential staff, who fall into the definition for the state wage pass through dollars, would receive an additional 2%, one time payment which would also be retroactive for a total of 3.5%. The cost of living would be done this way to separate out the 1.5% cost of living for everyone and the wage pass dollars for direct care/residential staff. Karen Thekan stated that with the state's wage pass through dollars, Northpointe is also required to give out an additional 1% to direct care/residential staff effective April 2009. Ms. Thekan further stated that it is also being proposed for direct care/residential staff, that instead of waiting until April 2009 to give them the 1%, that they receive an additional .5% which would be given to them starting in October 2008.

**ACTION:** A motion was made by J. Luhtanen, supported by P. Connors to approve: A) 1.5%, one time cost of living payment for all staff retroactive from September 30, 2007 to Northpointe's next payroll period. B) All direct care/residential staff, that are eligible for the wage pass through dollars, receive an additional 2%, one time cost of living payment retroactive from September 30, 2007 to Northpointe's next payroll period. C) That the first pay period for fiscal year 2008-09, direct care/residential staff eligible for the wage pass through dollars, receive a 2.5% increase to their hourly wage and it will adjust the pay scale (which is the 2% from 2007-08 and the .5% for 2008-09). Questions were addressed by Ms. T. Wendt, Mr. Adrian, and Ms. Thekan.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie		X	Spence, Christine	X	

**7 ayes; 1 nay - Motion carried.**

3. **ISSUE:** Longevity Pay

Terri Wendt provided that Northpointe’s policy states that longevity is paid out each year based upon the availability of funds to do so and is an annual one time year bonus based upon a staff’s years of employment with Northpointe. Ms. T. Wendt provided that the recommendation is being made that longevity pay be paid out to staff this year at an approximate cost of \$58,800.00.

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave to approve that staff receive longevity pay this year.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Babladelis, Anastasia			Luhtanen, Joan	X	
Berger, Floyd			Martin, Ann		
Connors, Peggy	X		Pomeroy, Judy	X	
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert		
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously.**

4. **ISSUE:** Review CEO Evaluation from Operations Team Members

Personnel Committee members and Karen Thekan reviewed the CEO’s evaluation of compiled scores and comments from Operations Team members. Ms. Thekan received an overall excellent evaluation from Operations Team members. Peggy Connors stated that Ms. Thekan’s presence in the community is very well respected and she has an excellent reputation in the communities. Joan Luhtanen provided that the leader of an organization does set the tone and Ms. Thekan’s sincerity and work attitude proves this. **ACTION:** Information

**CHAIRPERSONS REPORT** - K. Raether

- Ms. Raether and Karen Thekan attended Doug Morton’s retirement dinner on June 26 in Marquette.
- The Great Lake Executive committee met on July 16 and discussed plans for the September 8-10 fall conference which will be held in Keweenaw, Michigan. Presenters at the fall conference will be: Michael Head, director of the mental health and substance abuse division; Dr. Cools; and NorthCare. Board members should let Mary Wendt know by July 18 if they are attending this conference.
- The fall Board Association conference will be held in Traverse City on October 13 & 14. If any Board member would like to attend this conference they should contact Mary Wendt as soon as possible.
- Gail Hall, CEO for Pathways/NorthCare, is interested in an advisory committee for NorthCare. Ms. Hall asked if the Great Lakes Executive Committee would be the advisory committee. Ms. Raether stated that the Great Lakes Executive Committee feels that the make-up of the advisory committee should be decided by each regional CMH and the consensus of the Great Lakes Executive committee is that the advisory committee should be comprised of the CEO, a board member, and an alternate board member from each regional CMH. Discussion ensued and questions were addressed by Ms. Raether.

**ACTION:** A motion was made by P. Connors, supported by M. DeGrave that Northpointe recommends that the NorthCare Advisory Committee be comprised of the CEO, a Board member, and an alternate Board member from each regional CMH. **Motion carried unanimously.**

- Northpointe’s annual Board planning retreat is scheduled for Friday, August 22 with Northpointe’s Board meeting then scheduled after this at 2:00 p.m. Ms. Raether strongly encouraged all Board members to attend the Board planning retreat.

**CEO REPORT**

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

**Federal/State Activity:**

- A Medicare bill has been passed which includes parity for mental health and substance abuse which is very good. The state has put in an increase for Medicaid as there are now more individuals receiving Medicaid.
- President Bush signed the Iraq war supplemental bill which will include a moratorium for at least one year on Medicaid regulations that would have affected the CMH system in the areas of case management and rehabilitative services.
- Ms. Thekan has been asked to participate on a state advisory committee. This committee will be looking at implementing an infant mental health tool to use in functional assessments for children ages 0-3.

**Regional Activity:**

- Gail Hall met with Northpointe's management on Tuesday, July 15 and she will also be meeting with all the regional CMHs over the next couple of week.

**Local Activity:**

- Northpointe became aware of a situation that is a Corporate Compliance issue, Recipient Rights issue, and a licensing issue. The situation is being investigated and Ms. Thekan will provide further information once it is received.

**OLD BUSINESS** – No old business

**NEW BUSINESS** – No new business

**BOARD PREROGATIVE** – No Board prerogative

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 2:21 p.m.

The next regular monthly Board meeting has been changed from Thursday, August 21 to **Friday, August 22, 2008, in Iron Mountain, Michigan beginning at 2:00 p.m. at the Country Inn & Suites.**

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Karen Raether, Chairperson

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Anastasia Babladelis, Secretary

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Mary Wendt, Board Secretary