

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Monthly Meeting
MINUTES
715 Pyle Drive, Kingsford, Michigan
August 20, 2009 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:05 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>
Connors, Peggy	X			Luhtanen, Joan	X		
DeDie, William	X			Martin, Ann	X		
DeGrave, Marylee	X			Pomeroy, Judy	X		
Farragh, Elizabeth	X			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, L. Dionne, D. Block, B. Reid, 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: J. Pomeroy; 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 July 16, 2009.

ACTION: A motion was made to dispense with reading the minutes from the July 16, 2009 Regular Board of Directors meeting and approve as written.

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

PRESENTATION: Walk-A-Mile Rally Participants

Karen Thekan stated that on May 12, seven individuals participated at the Walk-A-Mile Rally in Lansing, Michigan. Ms. Thekan stated that there is representation from counties across the State of Michigan at the rally and it is an opportunity for individuals to meet with legislators and advocate for mental health. Ms. Thekan also stated that each county that participates at the rally carries a flag from their county for representation. Ms. Thekan provided a certificate of appreciation to the following individuals that were present at the Board meeting and thanked them for participating in the rally: Kristina Estebo, Donna Klahn, and Bill Bouchard. Ms. Thekan stated that the other individuals that participated in the rally could not be present and would be given their certificates at a later time. Ms. Klahn stated that the rally was very organized and she met new people. Ms. Estebo stated that she would like to attend the rally again and also met a lot of new people. Mr. Bouchard stated that this was his first time attending the rally, he very much enjoyed it, and got to meet a few politicians. Dave Block, Menominee County Site Director, stated he also attended the rally and it was a great opportunity for individuals to feel like they had a voice. Mr. Block also stated that one of the important things at this year's rally was that everyone could express the fact that funds are necessary for mental health services in regards to upcoming budget cuts. Karen Raether stated that everyone appreciated that these individuals took the time and effort to represent Northpointe at the Walk-A-Mile Rally.

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 \$1,388,577.29 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>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Pomeroy, Judy	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

2. **ISSUE:** The committee reviewed July 2009 financial statement and recommended for approval. Bill Adrian provided that a final budget and also proposals in regards to either a health insurance rebate or a cost of living payout will be presented at the September Finance Committee meeting

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to approve financial statement ending July 2009.

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		Pomeroy, Judy	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

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

- a. Dr Van Holla - Psychiatric services. Old rates: psychiatric evaluation-\$240 and medication review-\$114-\$165. New rates will be: psychiatric evaluation-\$260 and medication review \$125-\$180.
- b. Whispering Pines - Specialized Residential. Rate will remain the same at \$129.05/day. This is a renewal agreement for specialized residential services at the Carney Home.
- c. Whispering Pines - Lease. Rate will remain the same at \$850/month. Northpointe owns this home and Whispering Pines rents the home from Northpointe for the Carney operation.
- d. Pathways - Rights Coverage. Rate remains the same at \$32.45/hour. This is a renewal agreement for Pathways to provide Rights coverage to Newlin AFC. This is necessary as Kevin Newlin is Northpointe's Recipient Rights Officer.
- e. LK Industries - Specialized Residential. Rate will remain the same at \$150/day and \$300/day. This is a renewal agreement for Stockbridge AFC. The standard rate is \$150/day and there is one special needs person there with 1 to 1 staffing at \$300/day.
- f. Oak Crest Assisted Living - Specialized Residential. Rate will remain the same: 1) Long Term Care (over 30 days) - \$68.33 per diem for personal care and community living support services and 2) Short Term Care (less than 30 days) - \$85.00 per diem. This is a renewal agreement for specialized residential services in Norway.
- g. M & M Trucking - Snow removal and plowing. Rate will remain the same: 1) \$50.00 per event for plowing, 2) \$50.00 per event for salting plus the cost of materials, and 3) \$80.00 per hour for snow removal by front end loader or \$55.00 per hour for snow removal by the dump truck. This is a renewal agreement for snow removal, plowing and salting at the Menominee Office building.
- h. Combined Management & Marketing Consultant - Rate will remain the same at \$125/hour. This is a renewal agreement for technical analysis and advisements on financial liabilities with David Short.
- i. Newlin AFC - Specialized Residential. The old rate was \$120.04 total/day for 3 residents and the new rate will be \$122.10 total/day for 3 residents for an increase of \$2.06/day. This is a renewal agreement for specialized residential services at the Newlin Home.
- j. Michigan Center for Positive Living Supports - This is specialized services for difficult consumers with developmental disabilities: 1) Crises Line: 1-90 min \$125 with additional hour-\$75/hour, 2) Mobile Training: \$500/day, and 3) Training & Crises Transition Home: \$400-\$550/day. Michigan Department of Community Health (MDCH) has endorsed this organization in the spirit of the Culture of Gentleness to offer specialized services in the form of 24-hr crises line, mobile training/ crises team, and crises training home. The service is for those transitioning out of Mt. Pleasant Regional Center and those who cannot succeed anywhere else.

- k. Great Northern Home Care – Community living supports provided in private homes at \$15.00/hour. Great Northern Home Care is a part of the Pinecrest organization and provides in-home supports to persons living in their own home. This would be to provide back up to our CLS program in Menominee County when staffing is short. All referrals would be a single case agreement.

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 and Karen Thekan.

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		Pomeroy, Judy	X	
Farragh, Elizabeth	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine	X	

Motion carried unanimously.

4. Miscellaneous

- Bill Adrian provided that the purchase of the Pines Home and the Maple Ridge Home was finalized on August 14. The owner paid all of the closing costs and Northpointe will pay the remainder of taxes owed for this year.

Peggy Connors excused at 4:30 p.m.

- Bill Adrian provided that Northpointe needs to replace some vehicles and Request For Proposal’s (RFP’s) were done for two (2) vans and one (1) car. One of the vans will replace a car at the Iron River office as the transmission went out on the car; the other van will replace two cars in Menominee; and the car will be used for the new ACT program in Kingsford. Mr. Adrian reviewed the RFP’s received.

ACTION: A motion was made by J. Pomeroy, supported by M. DeGrave to purchase two (2) 2008 Dodge Caravan minivans at \$14,900.00 each and one (1) 2007 Ford Taurus at \$11,500.00 from Town & Country Ford. Miscellaneous questions were addressed by Mr. Adrian.

ROLL CALL VOTE:

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

Motion carried unanimously.

- An update on the General Fund (GF) cuts will be discussed under the CEO report.
- The Great Lakes fall conference will be discussed under the Chairperson report.

PLANNING COMMITTEE REPORT – J. Luhtanen

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

1. ISSUE: Changing Board of Director Meeting Times

Joan Luhtanen stated that it had previously been discussed to change the Board of Director meeting times from 4:00 p.m. to 3:00 p.m. during the winter months to better accommodate Board members who travel to Board meetings. Judy Pomeroy asked if there were any Board members were worked until 3:00 p.m. which would make it difficult for these individuals to make it to a 3:00 p.m. Board meeting and the meetings could maybe start at 3:15 or 3:30 p.m. instead. Discussion ensued and several Board members did provide that they do work until 3:00-3:10 p.m. and 4:00 p.m. Karen Thekan stated that Board members should also keep in mind that when winter weather is bad that there are video television conference (VTC) hook-ups at each county office and they could attend meetings via the VTC. **ACTION:** No action needed as Board of Director meeting times will not be changed.

2. ISSUE: General Fund Discussion – This will be discussed under the CEO report.

3. **ISSUE:** Review Board Policies and Board By-Laws
 Karen Thekan stated that Board Policies and Board By-Laws are reviewed annually. Planning Committee members reviewed Board Policies and Board By-Laws and had no changes to provide to them. These were then further reviewed at the Board meeting and no changes were provided to either of these documents.
ACTION: Information
4. **ISSUE:** Review Annual Board Evaluation and Board Self-Evaluation Results
 The 2009 Annual Board Evaluation and Board Self-Evaluation survey results were reviewed. Joan Luhtanen stated that in the Board evaluation the following areas received a low score: a) new Board member orientation prepares members for their role and b) the Board is knowledgeable about programs and facilities. Ms. Luhtanen further stated that in regards to a) above: Planning Committee members will be reviewing the new Board member orientation materials to see if there is additional information that can be provided in it to new Board members and in regards to b) above: Board members are always welcome to visit to one of Northpointe's programs. Karen Thekan stated that if any Board member would like to visit a program they can call either herself or Mary Wendt to schedule a visit. Ms. Luhtanen stated that an area that scored well on the Board evaluation was that being a member on the Northpointe Board was rewarding. Ms. Luhtanen stated that the Board Self-Evaluation survey results were within a normal range or above. Ms. Thekan stated that the Board Self-Evaluation is meant for a Board member's own self-reflection as a Board member to work on areas that they think need to be worked on.
ACTION: Information
5. **ISSUE:** Stakeholder Advisory Committee Meeting Report
 The following from the August 4, 2009 Stakeholder Advisory Committee meeting that was held at the Kingsford office was highlighted by Lisa Dionne: the presentation was provided by Debbie Wahoviak and Austin Kraemer on the family psycho-education group that they facilitate; the three upcoming audits in August and the upcoming consumer Recovery Enhancing Environment (REE) survey were discussed; the third quarter outcomes report was reviewed; suggestions for improvement were reviewed; results from the fair hearing was reviewed; the CEO reports were reviewed; and a corporate compliance issue was also reviewed. **ACTION:** Information
6. **ISSUE:** Third Quarter Outcomes Report
 The Third Quarter Outcomes report was reviewed and Joan Luhtanen stated that the majority of performance indicators were met. Ms. Luhtanen stated that a performance indicator discussed was Crisis Intervention-Hospital Readmissions. Karen Thekan stated that Northpointe is definitely an outlier in terms of re-hospitalizing individuals within 30 days after they are discharged from a psychiatric hospital. The detail data of hospitalization readmissions is being reviewed by a focus group which consists of Lisa Dionne and the three county directors. Ms. Luhtanen stated that another performance indicator that was discussed were Code CAT scores which are scores from staff who work with co-occurring treatment. The Code CAT data scores have shown improvement from staff who have taken the test. Lisa Dionne provided that for the past 2-3 years a number of performance indicators have been met and new performance indicators are being looked for. If any Board member has a suggestion(s) for new performance indicator(s) for an area that can be improved upon they can contact Ms. Dionne. **ACTION:** Information
7. **ISSUE:** Corporate Compliance Issue
 Joan Luhtanen stated that a new policy: Employee Compensation for Overnight or Special Circumstances was developed due to a recent corporate compliance investigation and this policy will be presented under the Personnel Committee report.
8. **Miscellaneous**
 - Joan Luhtanen asked what the status on Westwood Home was. Karen Thekan provided that there is a possibility that the home will be rented out and used to provide services to mentally ill adults in a transitional setting. An update will be provided if Westwood Home should become occupied.

PERSONNEL COMMITTEE REPORT – K. Raether

Ms. Raether highlighted the following from the Personnel Committee Meeting:

1. **ISSUE:** Human Resources Quarterly Reports
 Terri Wendt reviewed and addressed questions on the following reports for the 3rd quarter:
 - Employee Injury/Accidents - There were 5 employee injuries for this quarter and 8 days missed of work.
 - Separated Employees - There were 7 employees for this quarter that left Northpointe employment.
 - Wage Increases - There were 56 employees this quarter that received their annual performance review: 48 received a pay increase and 8 did not receive a pay increase due to being at the top of their pay scale. Of the 56 employees reviewed; 36 were hourly and 20 were salary.**ACTION:** Information

2. **ISSUE:** New Policy: Employee Compensation for Overnight or Special Circumstances
 The new policy for Employee Compensation for Overnight or Special Circumstances was reviewed. This policy was developed as a result of a recent corporate compliance investigation. The following will be added to the policy under Standards A: a) “*Consumer overnight outings require a written guardian/consumer consent*”. Miscellaneous questions were addressed by Ms. T. Wendt and Karen Thekan.
ACTION: A motion was made by A. Martin supported by C. Spence to approve the above stated policy with the added addition of “written”. **Motion carried unanimously.**

3. **ISSUE:** Longevity Pay
 Terri Wendt stated that Northpointe’s policy states that on an annual basis the Board will assess the availability of funds to pay a longevity payout to staff. Ms. T. Wendt stated that the total longevity payout this year for staff would be \$61,400.00. Karen Thekan stated that longevity pay is based on how long a staff person has worked at Northpointe; i.e., if a staff person has worked for 5 or more years they receives \$200; worked for 10 or more years they receive \$400 with the most that a staff could receive is \$800.00. Miscellaneous questions were addressed by Ms. T. Wendt and Ms. Thekan.
ACTION: A motion was made by J. Luhtanen supported by E. Farragh to recommend approval for staff who qualify to receive longevity pay for this year in the amount of \$61,400.00.

ROLL CALL VOTE:

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

Motion carried unanimously.

4. **ISSUE:** Review CEO Evaluation Results from Board Members
 Karen Raether stated that at the Personnel Committee meeting, committee members went into closed sessions to review Karen Thekan’s evaluation results and negotiate a new contract for her. Ms. Raether stated that more information has been requested to aid in the contract negotiation and a Personnel Committee meeting is scheduled for September 24 at 3:00 p.m. to further discuss Ms. Thekan’s contract. **ACTION:** Information

CHAIRPERSONS REPORT – K. Raether

- The Great Lakes Rural Mental Health Association fall conference is scheduled from September 14-15 in Keweenaw, Mich. Board members will need to let Mary Wendt know after today’s Board meeting if they will be attending this conference.
- Karen Rather and Karen Thekan attended the NorthCare Advisory Committee meeting on July 30 via VTC at the Kingsford office. Dr. Cools presented on access, Pathways staff layoffs were discussed, and the NorthCare budget was reviewed.
- There will be a consumer conference held on September 18 at Bay College in Escanaba and information on this has been provided to Board members.

CEO REPORT

Ms. Thekan stated that her August 2009 CEO report was in Board packets; she provided the following updates and highlights:

Federal Activity:

- There is still no word on what the budget or budget cuts will be. Plans have been put together regarding organizations that receive GF money from Northpointe and meetings have been held with TRICO, Goodwill, Family Ties, the DHS Medicaid eligibility worker, and the three county Collaborative Boards regarding a possible reduction in GF money. An upcoming meeting is also scheduled on September 1 with all three county sheriff departments regarding GF money that is used for jail services. As of October 1 when jail services are provided by Northpointe these services will need to be contracted for excluding pre-admissions and if they are not this will become an audit exception for Northpointe. Northpointe will continue to do emergency work and pre-admissions for hospitalizations at the jails. Mike Head, Director for Mental Health/Substance Abuse Services, has requested to meet with all of the U.P. CMH directors at the Great Lakes conference. There is a Directors’ Forum meeting on September 9 in Lansing and Gail Hall will be attending this meeting and will provide information from it to Ms. Thekan

Regional Activity:

- There was a U.P. Directors' meeting recently held and areas discussed were ELMER (new medical record system) and the upcoming meeting with Mike Head. Donna Jasic, Director of the U.P. Federally Qualified Health Centers, was also present at the meeting and discussions were held on how collaboration can be done between the CMH agencies and the federally qualified health centers.
- A draft has been received for the Medicaid subcontract and when the final copy is received it will be brought to the Board for approval.

Local Activity:

- There are a number of suicide prevention activities that have been planned in September as this is suicide prevention month. There will be upcoming community workshops in September on suicide awareness and prevention which the general public is invited to attend and there is a suicide prevention walk on September 12.
- Cindy Adrian recently celebrated 30 years of employment with Northpointe and a surprise luncheon was held for her.

OLD BUSINESS – No old business

NEW BUSINESS – No new business

BOARD PREROGATIVE

- Karen Raether stated that everyone should be sure to review the revised Board meeting schedule as the September Finance and Planning Committee meetings are rescheduled to September 21 and the September Board meeting is rescheduled to September 24. Also, the October Finance and Planning Committee meetings and the October Board of Director meeting have been cancelled and the only committee meeting that will be held is the Recipient Rights Committee meeting on October 12.
- Marylee DeGrave stated that she will be attending the consumer conference on September 18 at Bay College in Escanaba.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Rather stated the meeting adjourned. Meeting adjourned at 5:26 p.m.

The next regular monthly Board meeting is scheduled for September 24, 2009, in **Kingsford, Michigan beginning at 4:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary