

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting**

**MINUTES**

**Country Inn & Suites - 2005 South Stephenson Ave. – Iron Mountain, MI**

**August 22, 2008 - 2:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Karen Raether, Chairperson, called the meeting to order at 2:00 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, 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. Luhtanen; supported by P. Connors. **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 17, 2008.

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

**Motion by:** M. DeGrave; supported by P. Connors. **Motion carried unanimously.**

**PRESENTATION:** No presentation

**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 \$1,460,540.83 were reviewed, discussed, and recommended for approval.

**ACTION:** A motion was made by P. Connors, supported by F. Berger 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		
Connors, Peggy	X		Pomeroy, Judy		
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 – July 2008

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

**ACTION:** A motion was made by P. Connors; supported by F. Berger to approve financial statement ending July 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		
Connors, Peggy	X		Pomeroy, Judy		
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) Goodwill Industries - This is a renewal agreement for vocational services for 2008. The rate varies by home. The rates range from \$5.30 to \$9.30 for organization employment and \$20.00/hour for enclave job coaching and \$30.00/hour for individual job coaching. They are requesting a 10 cent per hour increase in organizational employment. The other rates will remain the same.
- b) Wakeham Residential Services – This is an addendum to the contract for the Lighthouse guaranteeing them \$18,853.20 per month instead of the per diem. They recently lost a resident but this does not affect the staffing pattern.
- c) Jackie Brown - This is a renewal agreement for CLS services through self determination and a fiscal intermediary for one individual living in the family home. The budget is \$32,329.00 through March 28, 2009. That is the date of the next IPOS.
- d) LK Industries – This is a renewal agreement for specialized AFC for Stockbridge and Lakeview. The rate remains \$150.00 per day.
- e) LK Industries – This is a renewal agreement for specialized AFC for one special consumer. The rate remains \$300.00 per day
- f) NLJ Physical Therapy Clinic – This is a renewal agreement for physical therapy services for consumers. The rate remains the rate of sixty dollars (\$60.00) per evaluation and forty-five dollars (\$45.00) per follow-up visits.
- g) Superiorland Electronics – This is a renewal agreement for inspection of all the fire alarms systems and sprinkler systems in all the facilities. The rates are:
  - i. \$190.00 per inspection for all sites (an increase of \$5.00).
  - ii. Wet systems will be:
    - Belgium Pointe - \$164.00 per 2 hour inspection of one wet type sprinkler system
    - Boyington Home - \$656.00 per annual trip test of 4” dry system, drain all low point drains. Also, annual performance test of one 4” RPZ backflow valve – 8 hours
    - Maple Ridge - \$328.00 per 4 hour inspection of one wet type sprinkler system.
    - The Pines - \$164.00 per 2 hour inspection of one wet type sprinkler system
- h) Dept of Human Services – This is a new agreement with DHS to have an eligibility specialist at NBHS. The cost is \$16,850/yr.
- i) Birchwood AFC – This is an addendum to the current contract to include another resident at \$80.00/day.

**ACTION:** A motion was made by P. Connors; supported by F. Berger 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		
Connors, Peggy	X		Pomeroy, Judy		
DeDie, William	X		Raether, Karen	X	
DeGrave, Marylee	X		Plumley, Robert	X	
Hofer, Millie	X		Spence, Christine	X	

**Motion carried unanimously**

4. **Miscellaneous**

- The status of Westwood Home was asked by Ann Babladelis. Bill Adrian provided that the home has been put up “For Sale by Owner” and there have not been any inquiries on it as of this time.
- Karen Thekan provided that information provided at the July Board meeting regarding the investigation of a Corporate Compliance issue has not yet been completed so there is no update to provide at this time.

- Bill Adrian provided that at the September Finance meeting he will be presenting an addendum to the Trico contract. In October of 2007 there were 78 clients at Trico and as of this date there are currently 89 clients there. They are running approximately 3,000 more units a month than what was previously being done there. The cost of the addendum will be approximately \$50,000.00.

#### **PERSONNEL COMMITTEE REPORT** – P. Connors

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

1. **ISSUE:** Review CEO Annual Evaluation from Board Members  
Peggy Connors stated that the annual CEO evaluation results were reviewed by Personnel Committee members. Ms. Connors stated that Ms. Thekan received a wonderful evaluation from Board members and has been doing a great job as CEO. Ms. Connors stated that Karen Thekan has a two year contract that was approved for her in 2007 and a new contract will not need to be negotiated for this year. In the next year, Ms. Thekan provided that she would like to focus more on being involved in public relations and state committees. Joan Luhtanen provided a concern that some administrative staff with longevity are moving towards retirement and maybe there should be a transition plan in place for others to learn their job. Ms. Thekan provided that preliminary discussions have been held with administrative staff regarding this issue and there are some plans that can be put into place in an event that an administrative staff person were to leave Northpointe employment. **ACTION:** Information
2. Committee Member Prerogative/Miscellaneous
  - A Personnel Committee meeting is scheduled for Monday, September 15, 2008 at 12:00 noon.

#### **PLANNING COMMITTEE REPORT** - A. Babladelis

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

1. **ISSUE:** CARF Audit Report  
CARF audit report results were reviewed by Lisa Dionne and a plan of correction will be done for each of the following CARF recommendations: the accessibility plan will have timelines added for the removal of identified barriers, a vocational/co-occurring specialist will be added to the ACT team in Menominee; and more outpatient education for consumers on wellness and recovery will be done on a consistent basis by clinicians and peer support specialists. **ACTION:** Information
2. **ISSUE:** Prepaid Inpatient Health Plan (PIHP) & Community Mental Health Service Program (CMHSP) Michigan Mission Based Performance Indicator System (MMBPIS) State Reports-2<sup>nd</sup> Quarter  
The 2<sup>nd</sup> quarter PIHP and CMHSP MMBPIS State Reports for the period of January 1, 2008-March 31, 2008 were reviewed by Lisa Dionne. The performance indicators in these reports are reviewed and discussed quarterly in the QI Outcomes report. **ACTION:** Information
3. **ISSUE:** Review Annual Board Evaluation and Board Self-Evaluation Results  
The 2008 Annual Board Evaluation and Board Self-Evaluations survey results were reviewed by Planning Committee members. Ms. Babladelis stated that an area on the Board evaluation that needed to be addressed was “The Board is knowledgeable about programs and facilities”. Ms. Babladelis further stated that Board presentations at Board meetings have been very informative and Karen Thekan provided that Board meeting presentations have focused on a wide variety of Northpointe programs and facilities. Ms. Thekan provided that if anyone has ideas for Board presentation topics for 2008 they can contact her. The 2008 Board Self-Evaluation results were also reviewed. Ms. Thekan provided that the Board Self-Evaluation is meant to benefit a Board member to self-reflect and ask what they can do to work on becoming a better Board member. Bill DeDie provided that he looks at the Board Self-Evaluation as he continues on the Board how is he going to be a benefit to the Board. **ACTION:** Information
4. **ISSUE:** Review Board Policies and Board By-Laws  
Planning Committee members reviewed Board Policies and Board By-Laws and suggested changes were made to them. Karen Thekan reviewed the changes with Board members that were made to the Board Policies and Board By-Laws and asked for any further input to them. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.  
**ACTION:** Board Policies and Board By-Laws will now be approved at the September Board meeting under Old Business.
5. **Miscellaneous**
  - Joan Luhtanen provided that she was disappointed that the bocce ball tournament on August 17 was cancelled. Karen Thekan provided that there were not a lot of participants registered for the tournament and this may have been because of all the other area activities going on the weekend of August 16. Ms. Thekan also provided that the Endowment Committee will be meeting in September and it will be discussed at this

- meeting if the bocce ball tournament will be rescheduled.
- Karen Thekan provided that the day after the shootings occurred at the bridge, Northpointe was on stand-by to help with counseling at the high schools if needed and Northpointe's telephone number was provided in a press release to the newspaper for individuals to access. Jill Doll and Reverend Anderson were on Aaron Harper's radio show discussing the aftermath, grief and post-traumatic syndrome that individuals may have after the incident. Ms. Doll and Reverend Anderson have also discussed the possibility of co-facilitating a special group for teenagers with post-traumatic stress. The local schools were contacted and Northpointe has offered services to them once school starts in the fall. Northpointe counseling services were also offered to the sheriff department.
- The status of Westwood House was discussed above under Finance Committee Report.
- Joan Luhtanen asked what the status was of installing an outside awning on the patio at Belgium Pointe for the consumers. Karen Thekan provided that this has been discussed and an outside awning will be installed.

#### **CHAIRPERSONS REPORT** – K. Raether

- NorthCare had their Board meeting on August 6 which Ms. Raether and Ms. Thekan attended by VTC in the Kingsford office. NorthCare decided at this meeting that the Advisory Committee will be made up of the CEO and all Board members from each regional CMH. The NorthCare meetings will be held quarterly and will be able to be viewed through video-teleconferencing.
- The Board Association fall conference will be held in Traverse City from October 13-14. If any Board member would like to attend this conference they should let Mary Wendt know as soon as possible.
- The Board retreat that was held today was very worthwhile and there was an excellent turnout of staff and Board members in attendance.
- Karen Raether asked if all Board members received a letter from an employee. The situation was discussed and questions were addressed. While members can empathize with this employee, Karen Raether reminded members that the Board is a policy setting Board and should not get involved in personnel matters. Terri Wendt stated that as of today, the situation has been resolved.

#### **CEO REPORT**

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

##### **Regional Activity:**

- The U.P. Directors met at the end of July. Information received at this meeting is the expectation of serving more children. Northpointe is on target with meeting this performance expectation.

##### **Local Activity:**

- Bill Reid, Prevention Coordinator and Rikki Rysewyk, community supports aid in Menominee, both recently celebrated 20 years of employment with Northpointe.
- Last week Iron Mountain held a "meet the candidate" forum which Ms. Thekan attended. Ms. Thekan sits on the executive board for the Great Start Initiative which focuses on children, ages 0-5. Great Start wanted to put it out to the candidates as to where they stand in terms of children and supporting funding and services for children. There was not a good public turnout but a lot of candidate were in attendance.
- Ms. Thekan provided information from Bill Reid on a project homeless connect event which will be held on September 8 from 10:00 a.m.-3:00 p.m. at the Crystal Lake Community Center. This event is designed to help homeless individuals and families and will provide multiple community service organizations all under one roof for individuals to access for help.

**OLD BUSINESS** – No old business

**NEW BUSINESS** – No new business

#### **BOARD PREROGATIVE**

- Joan Luhtanen stated that since Northpointe received such a wonderful CARF report that staff should be commended in some way. Discussion ensued questions were addressed.  
**ACTION:** A motion was made by J. Luhtanen, supported by M. DeGrave that the Northpointe Board of Directors expresses their appreciation to all Northpointe staff for all of the hard work that they do and on the wonderful CARF report that was received. **Motion carried unanimously.**

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 3:00 p.m.

The next regular monthly Board meeting is scheduled for September 18, 2008, in **Kingsford, Michigan beginning at 4:00 p.m.**

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Karen Raether, Chairperson

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Anastasia Babladelis, Secretary

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Mary Wendt, Board Secretary