

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Monthly Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**September 25, 2014 - 4:00 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Board Vice-Chairperson, called the meeting to order at 4:00 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
Connors, Peggy	*X (4:03 pm)			Martin, Ann	X		
DeDie, William		X		Negro, Mari	X		
Dehn, Janet	**X			Nelson, John	X		
Freeman, Peggy	X			Raether, Karen		X	
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

\*(video television conference from the Northpointe Iron River office)

\*\* (phone)

**REPRESENTING ADMINISTRATION:** K. Thekan, B. Adrian, T. Wendt, L. Dionne, M. Wendt  
G. Takala, (video television conference-Iron River office)

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

**PUBLIC COMMENTS** – No public comments

**APPROVAL OF THE CONSENT AGENDA:**

(Consent agenda items are being presented for review and action by a single vote without discussion. If a member believes that an item requires discussion, then a request is made to pull that one item from the Consent Agenda and to add it to the regular agenda as an item to be discussed).

- a. Approval of Minutes-August 28, 2014 Regular Monthly Board Meeting
- b. Finance Committee Meeting Report-September 15, 2014
- c. Personnel Committee Meeting Report-September 15, 2014

**ACTION:** Moved to approve the consent agenda as presented.

**Motion by:** C. Spence, supported by P. Freeman. **Motion carried unanimously.**

**APPROVAL OF THE AGENDA:**

(Request for additional agenda items).

There were no additions to the agenda.

**ACTION:** Moved to approve the agenda as presented.

**Motion by:** M. Hofer, supported by M. Zevitz. **Motion carried unanimously**

**PRESENTATION:** No presentation

P. Connors present at 4:03 p.m.

**CEO REPORT**

Karen Thekan stated that her September 2014 CEO Report was in Board packets; she provided the following updates and highlights:

**Federal/State:**

- At the State directors' meeting Lynda Zeller presented information on concerns regarding three single Community Mental Health (CMH) agencies in the State that have the dual roles. There also was information presented at this meeting regarding proposed changes to the Mental Health Code.

**Regional:**

- In the Medicaid proposed budget Northpointe is slated to lose \$154,000.00 in the Hab.Waiver program. This is due to the State "smoothing" rates to try and make rates more even across the State.

- The MI Child payments will now be the responsibility of the NorthCare regional entity for managing these dollars.

**Local:**

- A grant was written by Karen Thekan and Theresa Harvey to the Superior Health Foundation to help fund an Automated External Defibrillator (AED) unit for Northpointe. A \$925.00 grant was approved by them to purchase an AED and Ms. Harvey will be attending the November Superior Health Foundation meeting to accept this grant check.
- A meeting was held on September 24 with Northpointe's health insurance carrier and health insurance options for staff will be presented to the Board in October.

**USE OF VOCATIONAL SERVICES-NEW POLICY**

Karen Thekan stated that this is a new policy but it is not a new procedure. The use of vocational services was actually outlined in Northpointe's Written Plan for Professional Services but to be more compliant with the evidence based practice of supported employment a new policy was developed for use of vocational services. Miscellaneous questions were addressed by Ms. Thekan

**ACTION:** A motion was made by M. Hofer, supported by P. Freeman to approve the new policy Use of Vocational Services. **Motion carried unanimously.**

**REVISED FISCAL YEAR(FY) 2013-14 BUDGET**

Bill Adrian reviewed the revised FY2013-14 budget. Miscellaneous questions were addressed by Mr. Adrian.

**ACTION:** A motion was made by C. Spence, supported by A. Martin to approve the revised FY2013-14 budget.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Raether, Karen		
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**GENERAL FUND (GF) CONTRACT**

Karen Thekan stated that the GF contract has been received but there is no GF allocation included in it. Ms. Thekan highlighted the main changes to this contract and stated that the contract will need to be approved with the start of the new fiscal year on October 1, 2014. Ms. Thekan also stated that if anyone would like a copy of the GF contract she will provide them with one. Miscellaneous questions were addressed by Ms. Thekan.

**ACTION:** A motion was made by M. Hofer, supported by J. Nelson to approve the GF contract with the State of Michigan.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Raether, Karen		
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**DR. RAZDAN CONTRACT**

**ACTION:** A motion was made by J. Nelson, supported by J. Dehn to approve Dr. Razdan's contract.

**DISCUSSION:** John Nelson stated that he would like to thank Millie Hofer for requesting that Dr. Razdan's contract be provided to Board members for their review/information. After reviewing this contract, Ms. Hofer pointed out items that were included in it that should have been deleted. Discussion ensued and miscellaneous questions were addressed by Karen Thekan.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Raether, Karen		
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**HOME MANAGER PAY SCALE CHANGE**

Peggy Freeman stated it was discussed at the Personnel Committee meeting a change to the home manager pay scale. The change to the pay scale was proposed to try and stabilize the home manager position and to recognize their responsibilities which include: supervising residential staff, providing direct care services, running the home, and being on 24/7 on-call. Ms. Freeman stated that the change to the home manager pay scale is from \$24,726.00-\$35,905.00 to \$27,000.00-\$36,720.00.

**ACTION:** A motion was made by P. Freeman, supported by P. Connors to approve the change to the home manager pay scale from \$24,726.00-\$35,905.00 to \$27,000.00-\$36,720.00 effective the first pay period in October.

**DISCUSSION:** John Nelson stated that the 24/7 on-call is not changing so what was the rationale for changing this pay scale increase - was it for retention or was it just assumed that this was the underlying problem? Karen Thekan stated that Terri Wendt has been meeting with the home managers and it is a combination of issues - not just the 24/7 on-call. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Raether, Karen		
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously.**

**ASSISTANT HOME MANAGER CHANGE IN STEP**

Peggy Freeman stated it was discussed at the Personnel Committee meeting that when staff were converted to the 5-step and 8-step pay scales the assistant home managers, at Step 5, are earning less than the community support aides that they supervise. Ms. Freeman further stated that now at Step 5 a community support aide makes \$13.40/hour and at Step 5 an assistant home manager makes \$13.27/hour. It was felt that this should be corrected so it is being proposed that at Step 5, only for assistant home managers, this step be changed from \$13.27/hour to \$13.50/hour.

**ACTION:** A motion was made by P. Freeman, supported by A. Martin to approve that Step 5 for assistant home managers be changed from \$13.27/hour to \$13.50/hour.

**DISCUSSION:** John Nelson asked if this has been an inherent problem since changing to the step scales. Karen Thekan stated that it has and was not recognized until recently. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.

**ROLL CALL VOTE:**

MEMBERS	YES	NO	MEMBERS	YES	NO
Connors, Peggy	X		Martin, Ann	X	
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Raether, Karen		
Hofer, Millie	X		Spence, Christine	X	
Luhtanen, Joan	X		Zevitz, Michael, Dr.	X	

**Motion carried unanimously**

**MOVING EXPENSE INCENTIVE FOR RECRUITING PROFESSIONAL CLINICAL STAFF**

Peggy Freeman stated that it was discussed at the Personnel Committee meeting that it has been difficult to recruit for professional clinical staff, particularly in the Menominee area. Personnel Committee members looked at various

ways to enhance recruitment for professional staff and it was proposed to start with recommending that moving expenses be paid up to \$5,000.00 with receipts to assist in a recruitment incentive. Millie Hofer asked if a new staff after 6 months, decided to leave employment or is terminated, would Northpointe then be out the \$5,000.00 they paid for moving expenses? Ms. Hofer stated that a policy needs to be in place so there is a contingency plan regarding the moving expense incentive. Janet Dehn stated that her original idea was to provide a sign-on bonus contingent upon staff staying employed for two years or whatever time period agreed upon. Discussion ensued. Miscellaneous questions were addressed by Karen Thekan.

**ACTION:** This issue will be tabled until a policy is drafted that can be reviewed regarding a moving expensive incentive for recruiting professional clinical staff.

**NEW BUSINESS** – No new business

**UNFINISHED BUSINESS**

- Board Policies & Board By-Laws

Karen Thekan stated that Mari Negro and John Nelson have worked on revising the Board By-Laws in regards to changing the committee meeting structure to Committee of the Whole (COW) meetings. Ms. Negro reviewed the proposed changes to the by-laws. Ms. Negro also reviewed the process on how COW meetings are conducted. Discussion ensued and miscellaneous questions were addressed by Ms. Negro and Mr. Nelson. Ms. Thekan stated the Board By-Laws with the changes/revisions, along with Board Policies, and a draft 201 Board meeting calendar will be presented to the Board at their October 23, 2014 Board meeting for their review.

**NORTHCARE REPORT**

Mari Negro highlighted information from the September NorthCare Board meeting: The 3% increase in salary budget does not guarantee that NorthCare staff will receive these raises as this was a preliminary budget and the items were included in the proposal as a place holder. If the funding allows for this it is subject to further discussion, review, and approval by the NorthCare Board. Discussion ensued and miscellaneous questions were addressed by Ms. Negro.

P. Connors excused at 5:45 p.m.

**CHAIRPERSONS REPORT**

- Joan Luhtanen stated that Karen Raether and Millie Hofer will be attending the Fall Board Association conference in Traverse City and asked if there were any other Board members that would be attending this conference. Discussion ensued. Ms. Luhtanen stated at this time since there are no other Board members attending this conference that Ms. Raether and Ms. Hofer would be named the voting delegates for the conference.

**BOARD PREROGATIVE** - No Board prerogative

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Vice-Chairperson Luhtanen stated the meeting adjourned. Meeting adjourned at 5:50 p.m.

The next regular monthly Board meeting is scheduled for **Thursday, October 23, 2014 in Kingsford, Michigan at 4:00 p.m.**

---

Joan Luhtanen, Vice-Chairperson

---

Peggy Connors, Secretary

---

Mary Wendt, Board Secretary