

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

May 9, 2019 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet*	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia		X	
Roberge, Robert	X			Zevitz, Michael Dr.		X	
Pirlot, Kevin	X			Korpi, Thomas	X		
Martin, Ann	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow, K. Stankevich

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

PUBLIC COMMENTS – Self-introduction to Board of all persons present.

APPROVAL OR AMEND AGENDA

J. Cescolini requested the addition of Contract Grid 5-9-19 Part 2 under New Business – Finance – Contract Grid 5-9-19.

ACTION: Moved to approve agenda as amended.

Motion by: M. Negro supported by J. Hafeman to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

ACTION: Moved to approve 4-18-19 Regular Board Meeting minutes as presented.

Motion by: J. Hafeman supported by R. Roberge to approve the 4-18-19 Regular Board Meeting minutes as presented.

Motion carried unanimously

COMMITTEE ASSIGNMENT – NorthCare Governing Board

T. Korpi appointed to the NorthCare Governing Board with A. Martin moving to an alternate member.

R. Roberge appointed temporarily as alternate member of the Recipient Rights Committee. J. Cescolini to determine if more than one Board member can be on the committee. If two are allowed, he will become a regular member.

K. Pirlot arrived at 4:45 p.m.

PRESENTATION – FY19 Outcomes & PI Report

Presenters: Jennifer Kenny, Jill Doll, Fernando Chavarria, Carley Luse, Sarah Graff, Jessica Cary-Davis

Reviewed Outcomes FY19 with the Board. Access Standards are at 100%. Intake process at NorthCare and Northpointe discussed. J. Kenny explained increase in hospitalizations. Crisis services at 100%. CAFAS/PECFAS explained by J. Doll showed improvement. Late IPOS's discussed. Significant increase from last year. Board has requested J. Doll provide a Plan of Correction explaining what will be done to eliminate late IPOS's. F. Chavarria explained increase in measurable contacts are due to reporting encounters as recommended by MDHHS. Changes to Homebased billing code should improve scores. Dropout rates due to lack of engagement discussed. Developing education for staff on selecting appropriate reason code for leaving, as well as clinical protocols to employ prior to an individual dropping out. Satisfaction survey results reviewed. In future, C. Luse to provide actual comments received on survey to the Board. Advised about HAB Waiver

program and exceptions allowed. Efforts to streamline QRC process explained. Continue to work with various vendors to provide supported employment to individuals. Miscellaneous questions addressed.

ACTION ITEMS

- **Board By Laws and Policies**
Reviewed clean copy of Board By-Laws at work session. Began work on Board Policies.
Motion by M. Hofer supported by J. Hafeman to approve Board By-Laws as presented.
Motion carried unanimously
Outcome: Work session at 4:00 p.m. on May 23, 2019 to continue reviewing Board Policies.

- **Finance**
 - a) **Check Disbursement – March 2019**
ACTION: Moved to approve Check Disbursement – March 2019
Motion by: J. Hafeman supported by R. Roberge to approve Check Disbursement – March 2019
Motion carried unanimously.

- **Choice/Change of Provider Policy**
Miscellaneous questions addressed.
ACTION: Moved to approve Choice/Change of Provider Policy
Motion by: J. Hafeman supported by M. Hofer to approve Choice/Change of Provider Policy
Motion carried unanimously.

- **Strategic Plan FY19**
Discussed importance of culture and engagement of employees.
ACTION: Moved to approve Strategic Plan FY19
Motion by: M. Negro supported by R. Roberge to approve Strategic Plan FY19
Motion carried unanimously.

NEW BUSINESS (Discussion only)

- **Finance**
 - a) **Financial Statement – March 2019**
J. Lindow reviewed March 2019 Financial Statement.
Outcome: Action Item at next meeting.

 - b) **Contract Grid 5-9-19**
Outcome: Action Item at next meeting

 - c) **Contract Grid 5-9-19 Part 2**

ACTION: Moved to make Contract Grid 5-9-19 Part 2 an ACTION Item at present meeting.
Motion by: A. Martin supported by J. Hafeman to move Contract Grid 5-9-19 Part 2 to ACTION Item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Pasternak	X		Korpi	X	
Hafeman	X		Pirlot	X	
Hofer	X		Roberge	X	
Negro	X		Martin	X	
Dehn	X		Luhtanen	X	

Motion carried unanimously.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Anderson Landscaping	Lawn Care Stephenson	5/1/19-10/15/19	\$55.00/cut	\$55.00/cut	None
B	Gasperini Property Services	Lawn Care	5/1/19-10/31/19	\$30.00/cut – Boyington \$30.00/cut – Gathering Pointe \$50.00/cut – Iron River Offices \$30.00/cut – Crossroads \$50.00/spring/fall cleanup – Boyington \$50.00/spring/fall cleanup – Gathering Pointe \$75.00/spring/fall cleanup – IR Offices \$30.00/spring/fall cleanup – Crossroads \$40.00/month landscaping at Boyington and the IR Offices	\$30.00/cut – Boyington \$30.00/cut – Gathering Pointe \$50.00/cut – Iron River Offices \$30.00/cut – Crossroads \$50.00/spring/fall cleanup – Boyington \$50.00/spring/fall cleanup – Gathering Pointe \$75.00/spring/fall cleanup – IR Offices \$30.00/spring/fall cleanup – Crossroads \$40.00/month landscaping at Boyington and the IR Offices	None
C	David Van Holla, M.D.	Single Case Agreement	4/1/19-3/31/20	New Single Case Agreement	\$400.00/ 1 time per year new patient evaluation \$130.00/ 4 times per year office visit	New

ACTION: Moved to approve Contract Grid 5-9-19 Part 2 as presented.

Motion by: J. Hafeman supported by A. Martin to approve Contract Grid 5-9-19 Part 2 as presented.

Motion carried unanimously.

d) **UM/GF**

Discussed current General Fund usage and reserves. UM Committee will now meet monthly and are focusing on the General Fund usage. Identification of services impacting General Funds and correcting issues are being worked out. Fund source summary reviewed.

Outcome: Informational.

- **Local Inpatient Costs**

Table until next meeting.

Outcome: Return to next Agenda for Discussion

- **Submission of NorthCare Savings Plan**

Discussed request proposal sent to NorthCare and amount of funding received for next year. Budget will be ready at next regular Board meeting.

Outcome: Informational

- **Community Needs Assessment**

Table until next meeting.

Outcome: Return to next Agenda for Discussion

- **Updates on Organizational Structure**

Discussed potential structure change and the effects on current staff. J. Cescolini to bring new job descriptions and salaries proposed to next meeting. Miscellaneous questions addressed.

ACTION: Moved to make proposed Organizational Structure an ACTION Item at present meeting.

Motion by: M. Negro supported by T. Korpi to make proposed Organizational Structure an ACTION Item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Pasternak	X		Korpi	X	
Hafeman	X		Pirlot	X	
Hofer	X		Roberge	X	
Negro	X		Martin	X	
Dehn	X		Luhtanen	X	

Motion carried unanimously.

ACTION: Moved to approve proposed Organizational Structure as presented.

Motion by: M. Negro supported by T. Korpi to approve the proposed Organization Structure as presented.

Motion carried unanimously.

• **Lucidoc – Ad Hoc Request**

Discussed formation of Ad Hoc Committee to review all policies prior to placing in Lucidoc system.

Outcome: A. Martin, J. Hafeman, T. Korpi, and M. Negro will meet Monday, May 20, 2019 at 3:00 p.m. to begin process.

• **HR Policies**

Ad Hoc Committee will review HR Policies first and then other departments as they are uploaded into Lucidoc.

Outcome: Ad Hoc Committee will review all policies prior to Board approval.

• **Future of Caro Center**

Discussed possible outcomes after project was halted. Ed McBroom hopes this will allow project to move closer to the U.P. M. Negro encouraged each member to contact State Representatives to support this.

Outcome: Informational

• **Genoa Pharmacy**

J. Cescolini met with TDS and presented all services provided by Genoa. TDS was supportive and will no longer charge for packaging medication, will collect copays, and will work with us to streamline the prior authorizations.

Outcome: Northpointe will continue to work with TDS.

• **Employee Engagement Survey**

Discussed need to obtain baseline data.

ACTION: Moved to make Employee Engagement Survey an ACTION Item at present meeting.

Motion by: M. Negro supported by R. Roberge to make Employee Engagement Survey an ACTION item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Pasternak	X		Korpi	X	
Hafeman	X		Pirlot	X	
Hofer	X		Roberge	X	
Negro	X		Martin	X	
Dehn	X		Luhtanen	X	

Motion carried unanimously.

ACTION: Moved to approve Employee Engagement Survey costing \$5000.00 for first year and \$5,200.00 for second year.

Motion by: M. Negro supported by R. Roberge to approve Employee Engagement Survey costing \$5000.00 the first year and \$5,200.00 for the second year.

Motion carried unanimously.

• **CEO Performance Appraisal Draft**

Moving closer to being able to establish once metrics can be determined.

Outcome: Return to next agenda.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

CMHAM Weekly Updates 4-26-19

Outcome: Informational

Updated Board Roster 4-5-19

Outcome: Approved to put on website.

PUBLIC COMMENTS - None

BOARD COMMENTS

T. Korpi provided copies of Marijuana, Mental Illness, and Violence from Hillsdale College for members to read.

J. Cescolini asked if any Board members were planning to attend the Spring Conference in Novi, MI. No one is going.

Members discussed length of meetings and how report presentations can be streamlined. Suggestions included Special Meetings and time limits.

J. Luhtanen and N. Pasternak attended the NorthCare Conference in Marquette. Stated it was about Pre-Traumatic Stress Syndrome and very good. J. Luhtanen thanked Mary and Deb from the Phoenix Center for transporting Individuals to the conference and Phillip Hefner-Gardiepy for his presentation. J. Luhtanen would like to see this training offered locally for staff in the future.

ADJOURN

Motion made by M. Negro supported by J. Hafeman to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 7:25 p.m.

The next Board meeting is scheduled for Thursday, May 23, 2019 in Kingsford, Michigan with a 4:00 p.m. work session to discuss Board Policies and the regular meeting beginning at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary/Treasurer

Kelly Stankevich, Administrative Assistant