

Board of Directors Meeting Agenda

▼ Meeting Information

June 06, 2024
04:30 PM - 06:00 PM
Iron River

Bylaws:

[Governing Documents](#)

▼ Meeting Attendance

Chairperson:

Cescolini, Jennifer

Secretary:

Battan, Jessica

Members:

Bruette, Ean
Elsner, Robin
Hofer, Millie
Kramer, Ralph
Martin, Ann
Mattia, Wendy
Mueller, Patricia
Negro, Mari
Pirlot, Kevin
Thompson, Kathy
Wickman, Michael

Guests:

DeWitt, Krystal
Grable, Mary
Johnson, Brent J
Kayser, Andrea
Kusz, Erin
Martin, Jackie
Nerat, Maria
Thompson, Karen

- ▼ 1. **Call Meeting to Order**

- ▼ 2. **Roll Call**

- ▼ 3. **Pledge of Allegiance**

- ▼ 4. **Public Comment (5 minutes - Agenda Items)**

▼ 5. **ACTION ITEM: Approval of Consent Agenda**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13600] [Doctype: Committee Minutes]

5.1. **Board of Directors – May 02, 2024**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13581] [Doctype: Report]

5.2. **2/2024 Balance Sheet**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13582] [Doctype: Report]

5.3. **2/2024 Comparative Income Statement**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13584] [Doctype: Report]

5.4. **2/2024 Funding Source Summary**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13583] [Doctype: Report]

5.5. **2/2024 Income Statement**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13587] [Doctype: Report]

5.6. **3/2024 Check Disbursement Report**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13585] [Doctype: Report]

5.7. **3/2024 Check Register**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13449] [Doctype: Plan]

5.8. **Northpointe Strategic Plan FY24**

[Pending official publication] [Owner: Thompson, Karen] [ID: 13213] [Doctype: Report]

5.9. **Community Needs Assessment FY23**

Revision notes: FY23

[Pending official publication] [Owner: Kusz, Erin] [ID: 10366] [Doctype: Policy]

5.10. **Access to Services**

Revision notes: Update to Northpointe Access and remove MI Healthlink

[Pending official publication] [Owner: Hummel, Allison] [ID: 10213] [Doctype: Policy]

5.11. **Contract Provider Grievance and Appeals**

Revision notes: updated the licensing department's name, updated the definition of individual contract provider, updated punctuation/capitalization

[Pending official publication] [Owner: Hummel, Allison] [ID: 10017] [Doctype: Policy]

5.12. **Credentialing Program**

Revision notes: updated spelling errors, updated notification dates to match NorthCare's policy, changed some references from HR to Contract and Credentialing Manager

[Pending official publication] [Owner: Davis, Kellie] [ID: 12512] [Doctype: Policy]

5.13. **ELMER Pre & Post Data Scrubbing**

Revision notes: Update frequency of data scrubbing and removal of report not used.

[Pending official publication] [Owner: Melius, Jessica] [ID: 13147] [Doctype: Policy]

5.14. **Facilities General**

Revision notes: Adding section that gives Northpointe the right to deny an animal's presence in the workplace.

[Pending official publication] [Owner: Martin, Jackie] [ID: 10044] [Doctype: Policy]

5.15. **Orientation Period**

Revision notes: Updating wording to match At-will employment designation.

[Pending official publication] [Owner: Thompson, Karen] [ID: 10342] [Doctype: Policy]

5.16. **Service Authorization**

Revision notes: Update title

[Pending official publication] [Owner: Posephny, Marie] [ID: 10394] [Doctype: Policy]

5.17. **Service Recipient Access to Record**

Revision notes: Formatting corrections.

[Pending official publication] [Owner: Davis, Kellie] [ID: 10293] [Doctype: Policy]

5.18. **Third Party Reimbursements**

Revision notes: Update for increased billing frequency.

[Pending official publication] [Owner: Melius, Jessica] [ID: 13148] [Doctype: Policy]

5.19. **Transportation**

Revision notes: Added statement about 2+ avoidable accidents will suspend vehicle use and reimbursement.

[Pending official publication] [Owner: Thompson, Karen] [ID: 10731] [Doctype: Plan]

5.20. **Utilization Management Plan FY24**

Revision notes: Update

[Pending review] [Owner: Martin, Jackie] [ID: 10006] [Doctype: Policy]

5.21. **Anti-Harassment**

Revision notes: Change Corporate Compliance Officer to Compliance Officer; break out the procedure into a SOP[Owner changed from Giguere, Sandra to Martin, Jackie by Cescolini, Jennife on 09-JAN-2024]

[Added at review/expire: No changes.]

[Marked as Reviewed and Updated on 3/14/2024 by Jackie Martin: Next Review Date set to 02/20/2025.]

[Pending review] [Owner: Grable, Mary] [ID: 10126] [Doctype: Policy]

5.22. **Automatic External Defibrillator (AED) Policy**

Revision notes: Reviewed; no changes

[Marked as Reviewed on 4/4/2023 by Jennifer Cescolini: Next Review Date is 4/4/2024.]

[Pending review] [Owner: Davis, Kellie] [ID: 10280] [Doctype: Policy]

5.23. **Billing**

Revision notes: Policy and SOP[Owner changed from Cescolini, Jennifer to Lindow, Jane by Cescolini, Jennifer on 17-FEB-2020]

[Added at review/expire: no changes]

[Reviewed on 7/15/2020 by Jane Lindow: Next Review Date is 7/15/2021.]

[Added at review/expire: no changes]

[Reviewed on 10/15/2020 by Jane Lindow: Next Review Date is 10/15/2021.][Owner changed from Lindow, Jane to Cescolini, Jennifer by Cescolini, Jennifer on 16-FEB-2021][Owner changed from Cescolini, Jennifer to Rooney, Megan by Cescolini, Jennifer on 28-MAY-2021][Owner changed from Rooney, Megan to Rooney, Megan by Cescolini, Jennifer on 09-AUG-2021]

[Marked as Reviewed on 8/17/2021 by Jennifer Cescolini: Next Review Date is 8/17/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/18/2023 by Megan Rooney: Next Review Date is 1/18/2024.][Owner changed from Cescolini, Jennifer to Davis, Kellie by Cescolini, Jennifer on 13-MAR-2023]

[Marked as Reviewed on 4/8/2024 by Kellie Davis: Next Review Date is 4/8/2025.]

[Pending review] [Owner: Bal, Lauren] [ID: 10364] [Doctype: Policy]

5.24. **Emergency Services**

Revision notes: Updates needed d/t change in practices
[Marked as Reviewed on 9/16/2022 by Lauren Bal: Next Review Date is 9/16/2023.][Review approval failed]
[Marked as Reviewed on 10/4/2022 by Jennifer Cescolini: Next Review Date is 10/4/2023.]
[Marked as Reviewed on 7/6/2023 by Lauren Bal: Next Review Date is 7/6/2024.]
[Marked as Reviewed on 4/8/2024 by Lauren Bal: Next Review Date is 4/8/2025.]

[Pending review] [Owner: Grable, Mary] [ID: 10129] [Doctype: Policy]

5.25. **Informed Consent for Medication Treatment**

Revision notes: Linking of form
[Added at review/expire: Current, no changes]
[Marked as Reviewed on 6/10/2022 by Mary Grable: Next Review Date is 6/10/2023.]
[Added at review/expire: Current no changes]
[Marked as Reviewed on 5/11/2023 by Mary Grable: Next Review Date is 5/11/2024.]

[Pending review] [Owner: Posephny, Marie] [ID: 10310] [Doctype: Policy]

5.26. **Minimum Necessary Information**

Revision notes: Add to luci
[Added at review/expire: No revisions]
[Reviewed and Updated on 12/1/2020 by April McCarthy: Next Review Date is 12/1/2021. Review cycle justification updated.]
[Reviewed on 1/13/2021 by April McCarthy: Next Review Date is 1/13/2022.][Review approval failed]
[Marked as Reviewed on 1/5/2022 by April McCarthy: Next Review Date is 1/5/2023.]
[Added at review/expire: No updates.]
[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.]
[Added at review/expire: No changes.]
[Marked as Reviewed on 3/11/2024 by April McCarthy: Next Review Date is 3/11/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Posephny, Marie] [ID: 10319] [Doctype: Policy]

5.27. **Notice of Privacy Practices**

Revision notes: Add to luci in html[Department changed from Information Management to Medical Records by Cescolini, Jennifer on 12-JAN-2021][Owner changed from Johnson, Brent J to McCarthy April by Cescolini, Jennifer on 12-JAN-2021]
[Reviewed and Updated on 1/13/2021 by April McCarthy: Next Review Date is 1/13/2022. Review cycle justification updated.]
[Marked as Reviewed on 1/25/2022 by April McCarthy: Next Review Date is 1/25/2023.]
[Added at review/expire: No changes.]
[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.]
[Added at review/expire: No updates.]
[Marked as Reviewed on 3/11/2024 by April McCarthy: Next Review Date is 3/11/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Posephny, Marie] [ID: 10312] [Doctype: Policy]

5.28. **Removal of Individuals in Service File**

Revision notes: add to luci in html
[Owner changed from DeWitt, Krystal to McCarthy, April by Cescolini, Jennifer on 31-AUG-2020]
[Reviewed and Updated on 12/3/2020 by April McCarthy: Next Review Date is 12/3/2021. Review cycle justification updated.]
[Marked as Reviewed on 1/5/2022 by April McCarthy: Next Review Date is 1/5/2023.]
[Added at review/expire: No updates.]
[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.]
[Added at review/expire: No update.]
[Marked as Reviewed on 3/11/2024 by April McCarthy: Next Review Date is 3/11/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Posephny, Marie] [ID: 10395] [Doctype: Policy]

5.29. **Request for Restriction of Protected Health Information Uses and Disclosures**

Revision notes: Correction of grammar errors.

[Marked as Reviewed on 4/2/2024 by April McCarthy: Next Review Date is 4/2/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Sydor, Angela] [ID: 11408] [Doctype: Policy]

5.30. **Residential Staff Meetings**

Revision notes: [Owner changed from Kayser, Andrea to Sydor, Angela by Cescolini, Jennifer on 10 JAN-2024]

[Added at review/expire: Current, no changes]

[Marked as Reviewed on 4/2/2024 by Angela Sydor: Next Review Date is 4/2/2025.]

[Pending review] [Owner: Posephny, Marie] [ID: 10314] [Doctype: Policy]

5.31. **Retention and Disposal of Medical Records**

Revision notes: [Owner changed from DeWitt, Krystal to McCarthy, April by Cescolini, Jennifer on 31-AUG-2020]

[Added at review/expire: no revisions]

[Reviewed and Updated on 12/1/2020 by April McCarthy: Next Review Date is 12/1/2021. Review cycle justification updated.]

[Marked as Reviewed on 1/5/2022 by April McCarthy: Next Review Date is 1/5/2023.]

[Added at review/expire: No updates.]

[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.]

[Added at review/expire: No updates.]

[Marked as Reviewed on 3/21/2024 by April McCarthy: Next Review Date is 3/21/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Harvey, Christy] [ID: 10614] [Doctype: Policy]

5.32. **School-Based Services**

Revision notes: Adjustment of caseload size from 25-30.

[Marked as Reviewed on 4/4/2024 by Christy Harvey: Next Review Date is 4/4/2025.]

[Pending review] [Owner: Posephny, Marie] [ID: 10316] [Doctype: Policy]

5.33. **Subpoena or Search Warrant**

Revision notes: add to luci in html

[Added at review/expire: No revisions]

[Reviewed and Updated on 12/1/2020 by April McCarthy: Next Review Date is 12/1/2021. Review cycle justification updated.]

[Marked as Reviewed on 1/5/2022 by April McCarthy: Next Review Date is 1/5/2023.]

[Added at review/expire: No updates.]

[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.]

[Added at review/expire: No updates.]

[Marked as Reviewed on 3/21/2024 by April McCarthy: Next Review Date is 3/21/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

▼ 6. **Approval of Agenda**

▼ 7. **Presentation**

▼ 8. **ACTION RECOMMENDED: New Business**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13618] [Doctype: Contract Grid]

8.1. **5/16/2024 Board Contract Grid**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13644] [Doctype: Contract Grid]

8.2. [6/6/2024 Board Contract Grid](#)

▼ 9. **New Business**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13623] [Doctype: Report]

9.1. [3/2024 Balance Sheet](#)

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13621] [Doctype: Report]

9.2. [3/2024 Income Statement](#)

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13620] [Doctype: Report]

9.3. [3/2024 Comparative Income Statement](#)

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13619] [Doctype: Report]

9.4. [3/2024 Funding Source Summary](#)

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13624] [Doctype: Report]

9.5. [4/2024 Check Disbursement Report](#)

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13625] [Doctype: Report]

9.6. [4/2024 Check Register](#)

9.7. **Susan Radwan Training**

9.8. **Committees**

9.9. **Menominee Crisis Update**

9.10. **CEO Reports (Informational)**

 **FY24 QUARTER 2 - PERSONNEL REPORT 2**

▼ 10. **New Business: Policies with No Changes**

[Pending review] [Owner: Posephny, Marie] [ID: 10307] [Doctype: Policy]

10.1. [Designated Record Set](#)

Revision notes: Enter into Luci HTML[Owner changed from DeWitt, Krystal to McCarthy, April by Cescolini, Jennifer on 31-AUG-2020]

[Reviewed and Updated on 12/4/2020 by April McCarthy: Next Review Date is 12/4/2021. Review cycle justification updated.]

[Marked as Reviewed on 1/5/2022 by April McCarthy: Next Review Date is 1/5/2023.]

[Added at review/expire: No Updates.]

[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.][Review approval failed]

[Added at review/expire: No changes.]

[Marked as Reviewed and Updated on 4/4/2023 by April McCarthy: Next Review Date set to 04/07/2024.]

[Added at review/expire: No updates needed.]

[Marked as Reviewed on 5/1/2024 by April McCarthy: Next Review Date is 5/1/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Thompson, Karen] [ID: 10350] [Doctype: Policy]

10.2. **Guardianship Notification**

Revision notes: Remove B4 and B7. Add C5. Define serious hostility.

[Added at review/expire: No changes]

[Marked as Reviewed on 4/12/2024 by Karen Thompson: Next Review Date is 4/12/2025.]

[Pending review] [Owner: Posephny, Marie] [ID: 10311] [Doctype: Policy]

10.3. **Northpointe Master Forms**

Revision notes: Change the last section that states forms are kept on a shared drive to state they are shared in Lucidoc. Forms no longer used will be archived.

[Marked as Reviewed on 4/26/2024 by April McCarthy: Next Review Date is 4/26/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Martin, Jackie] [ID: 10911] [Doctype: Policy]

10.4. **Problem Resolution**

Revision notes: Formatted in luci

[Marked as Reviewed on 1/6/2023 by Jennifer Cescolini: Next Review Date is 1/6/2024.]

[Marked as Reviewed on 5/6/2024 by Jackie Martin: Next Review Date is 5/6/2025.]

[Pending review] [Owner: Hummel, Allison] [ID: 10216] [Doctype: Policy]

10.5. **Provider Network Selection and Analysis**

Revision notes: Added at review/expire: No changes]

[Marked as Reviewed on 8/15/2022 by Kelly Anderson: Next Review Date is 8/15/2023.][Owner changed from Anderson, Kelly to Cescolini, Jennifer by Cescolini, Jennifer on 16-APR-2023]

[Added at review/expire: No changes]

[Marked as Reviewed on 5/30/2023 by Jennifer Cescolini: Next Review Date is 5/30/2024.][Owner changed from Cescolini, Jennifer to Kayser, Andrea by Cescolini, Jennifer on 01-AUG-2023][Owner changed from Kayser, Andrea to Hummel, Allison by Cescolini, Jennifer on 10-JAN-2024]

[Added at review/expire: no changes-reviewed]

[Marked as Reviewed on 4/30/2024 by Allison Hummel: Next Review Date is 4/30/2025.]

[Pending review] [Owner: Posephny, Marie] [ID: 10379] [Doctype: Policy]

10.6. **Release of Information Authorization**

Revision notes: add to luci in html

[Added at review/expire: no revisions]

[Reviewed and Updated on 12/8/2020 by April McCarthy: Next Review Date is 12/8/2021. Review cycle justification updated.]

[Marked as Reviewed on 1/6/2022 by April McCarthy: Next Review Date is 1/6/2023.]

[Added at review/expire: No updates.]

[Marked as Reviewed on 1/18/2023 by April McCarthy: Next Review Date is 1/18/2024.][Review approval failed]

[Added at review/expire: No updates.]

[Marked as Reviewed on 4/5/2023 by April McCarthy: Next Review Date is 4/5/2024.]

[Added at review/expire: No updates.]

[Marked as Reviewed on 5/1/2024 by April McCarthy: Next Review Date is 5/1/2025.][Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Pending review] [Owner: Grable, Mary] [ID: 11718] [Doctype: Policy]

10.7. **Residential Crushing Medications**

Revision notes:

[Added at review/expire: Current, no changes]

[Marked as Reviewed on 6/27/2022 by Mary Grable: Next Review Date is 6/27/2023.]

[Added at review/expire: Current, no changes]

[Marked as Reviewed on 5/30/2023 by Mary Grable: Next Review Date is 5/30/2024.]

[Added at review/expire: Current, no changes]

[Marked as Reviewed on 4/30/2024 by Mary Grable: Next Review Date is 4/30/2025.]

[Pending review] [Owner: Thompson, Karen] [ID: 11205] [Doctype: Policy]

10.8. **Transition Planning for a Child Becoming an Adult**

Revision notes: New policy

[Added at review/expire: No changes]

[Marked as Reviewed on 10/20/2021 by Karen Thompson: Next Review Date is 10/20/2022.]

[Added at review/expire: No changes]

[Marked as Reviewed on 1/18/2023 by Karen Thompson: Next Review Date is 1/18/2024.]

[Added at review/expire: No changes]

[Marked as Reviewed on 4/30/2024 by Karen Thompson: Next Review Date is 4/30/2025.]

▼ 11. **New Business: Policies with Minor Changes**

[Pending official publication] [Owner: Thompson, Karen] [ID: 10816] [Doctype: Plan]

11.1. **Accessibility and Accommodation Plan**

Revision notes: Update plan

[Pending official publication] [Owner: DeWitt, Krystal] [ID: 10272] [Doctype: Policy]

11.2. **Appeal Process for Compliance Decisions**

Revision notes: Grammar and clarity

[Pending official publication] [Owner: Martin, Jackie] [ID: 10012] [Doctype: Policy]

11.3. **Code of Ethical Practices**

Revision notes: Elaboration of disciplinary action.

[Pending official publication] [Owner: Hummel, Allison] [ID: 10215] [Doctype: Policy]

11.4. **Contract Service Provider Monitoring**

Revision notes: corrected spelling error

[Pending official publication] [Owner: Posephny, Marie] [ID: 10368] [Doctype: Policy]

11.5. **Customer Services**

Revision notes: readded "transportation concerns" to E1.

[Pending official publication] [Owner: Thompson, Karen] [ID: 11057] [Doctype: Plan]

11.6. **Written Professional Services Array**

Revision notes: Update

▼ 12. **Miscellaneous Reports**

12.1. **NorthCare Board Meeting**

▼ 13. **Public Comment (5 Minutes)**

▼ 14. **Board Comment**

▼ 15. **Meeting Adjourned**



APPROVE ALL DOCUMENTS



ADJOURN MEETING