

Board of Directors Meeting Agenda

▼ Meeting Information

June 20, 2024
04:30 PM – 06:00 PM
Kingsford

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:

Davis, Kellie
DeWitt, Krystal
Grable, Mary
Johnson, Brent J
Kayser, Andrea
Kusz, Erin
Martin, Jackie
Melius, Jessica
Nerat, Maria
Smith, Katie
Thompson, Karen

▼ 1. Call Meeting to Order

▼ 2. Roll Call

▼ 3. Pledge of Allegiance

- ▼ 4. **Public Comment (5 minutes - Agenda Items)**
- ▼ 5. **Closed Session: Review attorney-client privileged opinion letter**
- ▼ 6. **ACTION ITEM: Approve of Closed Session Minutes**
- ▼ 7. **ACTION ITEM: Approval of Consent Agenda**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13657] [Doctype: Committee Minutes]

7.1. **Board of Directors - June 06, 2024**

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

7.2. **3/2024 Balance Sheet**

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

7.3. **3/2024 Income Statement**

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

7.4. **3/2024 Comparative Income Statement**

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

7.5. **3/2024 Funding Source Summary**

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

7.6. **4/2024 Check Disbursement Report**

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

7.7. **4/2024 Check Register**

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

7.8. **Utilization Management Plan FY24**

Revision notes: Update

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

7.9. **Access to Services**

Revision notes: Update to Northpointe Access and remove MI Healthlink

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

7.10. **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]

7.11. **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]

7.12. **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]

7.13. **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]

7.14. **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]

7.15. **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]

7.16. **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]

7.17. **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.]

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

7.18. **Accessibility and Accommodation Plan**

Revision notes: Update plan

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

7.19. **Appeal Process for Compliance Decisions**

Revision notes: Grammar and clarity

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

7.20. **Code of Ethical Practices**

Revision notes: Elaboration of disciplinary action.

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

7.21. **Contract Service Provider Monitoring**

Revision notes: corrected spelling error

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

7.22. **Customer Services**

Revision notes: readded "transportation concerns" to E1.

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

7.23. **Written Professional Services Array**

Revision notes: Update

▼ 8. **Approval of Agenda**

▼ 9. **Presentation: Anderson Tackman Audit**

9.1. **FY23 Audit**

 **Anderson-Tackman Financial Audit**

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

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13659] [Doctype: Contract Grid]

10.1. **6/20/2024 Board Contract Grid**

▼ 11. New Business

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13662] [Doctype: Report]

11.1. **4/2024 Balance Sheet**

Revision notes: .

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13661] [Doctype: Report]

11.2. **4/2024 Balance Sheet NEW**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13666] [Doctype: Report]

11.3. **4/2024 Income Statement**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13665] [Doctype: Report]

11.4. **4/2024 Income Statement NEW**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13664] [Doctype: Report]

11.5. **4/2024 Comparative Income Statement**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13663] [Doctype: Report]

11.6. **4/2024 Comparative Income Statement NEW**

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 13660] [Doctype: Report]

11.7. **4/2024 Funding Source Summary**

[Pending official publication] [Owner: Martin, Jackie] [ID: 10033] [Doctype: Policy]

11.8. **Holidays**

Revision notes: Update of Residential pay for holidays.

11.9. **Board Quality Report (Karen Thompson)**

 **Board Quality Report**

11.10. **Recipient Rights Audit - Full Compliance**

Abstract: The final report will be provided to the Board once it is received.

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

11.11. **Community Needs Assessment FY23**

Revision notes: FY23

Abstract: Need to approve the report sent to MDHHS even if there is further discussion.

 **FY23 Community Needs Assessment Data**

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

11.12. **Northpointe Strategic Plan FY24**

Abstract: FY24 needs to be approved. The Board is supposed to approve the high-level objectives (which have remained the same) and how they are achieved is determined by administration. A retreat for FY25 would be great to work on this as a team.

11.13. **Susan Radwan Training**

Abstract: References provided to W.Mattia

11.14. **Committees**

11.15. **Menominee Crisis - Pending MDHHS**

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

[Pending review] [Owner: Posephny, Marie] [ID: 10320] [Doctype: Policy]

12.1. **Verification of Identity**

Revision notes: Corrected grammatical errors.[Owner changed from McCarthy, April to Posephny, Marie by Cescolini, Jennifer on 08-MAY-2024]

[Added at review/expire: No updates]

[Marked as Reviewed on 5/16/2024 by Marie Posephny: Next Review Date is 5/16/2025.]

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

[Pending official publication] [Owner: Martin, Jackie] [ID: 10005] [Doctype: Policy]

13.1. **Accommodating Individuals with Disabilities**

Revision notes: Revising to include CARF recordkeeping requirements and correct grammar.

[Pending official publication] [Owner: Martin, Jackie] [ID: 10007] [Doctype: Policy]

13.2. **Attendance and Punctuality**

Revision notes: Addition of no-call, no-show absence statement and definition of excessive outlined.

[Pending official publication] [Owner: Kusz, Erin] [ID: 10339] [Doctype: Policy]

13.3. **Bio-Psychosocial (BPS) Assessment**

Revision notes: minor changes, using more inclusive language

[Pending official publication] [Owner: Posephny, Marie] [ID: 10315] [Doctype: Policy]

13.4. **Safeguard of Records**

Revision notes: No Changes

[Pending official publication] [Owner: Thompson, Karen] [ID: 10870] [Doctype: Bylaws]

13.5. **Stakeholder Advisory Council Bylaws**

Revision notes: update from stakeholders

▼ 14. **Miscellaneous Reports**

14.1. **NorthCare Board Meeting**

14.2. **Property Sales - Information in Folders for Next Meeting**

▼ 15. **Public Comment (5 Minutes)**

▼ 16. **Board Comment**

▼ 17. **Meeting Adjourned**



APPROVE ALL DOCUMENTS



ADJOURN MEETING