



Board of Directors - April 18, 2024

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Approvals

- Committee Approval: Board of Directors approved on 5/7/2024
 - Signature: Ann Martin signed on 6/4/2024, 8:19:40 AM
 - Signature: Wendy Mattia signed on 6/20/2024, 2:38:34 AM
 - Signature: Jessica Battan, BOARD SECRETARY signed on 5/13/2024, 7:33:59 AM
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Revision Insight

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No revision note

Northpointe Board of Directors Meeting

Meeting Information:

April 18th, 2024 – 4:30 PM
Northpointe – Dickinson Office

- 1. Call Meeting to Order:**
Jennifer Cescolini, CEO, called the meeting to order at 4:30 PM.
- 2. Roll Call:**
Jessica Battan, Board Secretary, completed roll call.

Board Member	Present	Excused	Absent
Mary Stein	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patricia Mueller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Millie Hofer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ralph Kramer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ann Martin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mari Negro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ean Bruette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robin Elsner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Pirlot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vacancy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Representing Northpointe Administration:
J. Cescolini, CEO

- 3. Pledge of Allegiance:** Pledge of Allegiance to the Flag of the United States of America was said by all.
- 4. Public Comment:** No public comment.
- 5. New Board Members & New Board Officers:**
 - 5.1 Introductions**
Robin Elsner (Menominee County), Ean Bruette (Iron County) & Ralph Kramer (Dickinson County) gave brief introductions as the new board members.

5.2 Chair

Nominees: P. Mueller nominated R. Elsner and K. Pirlot nominated W. Mattia.

Motion to close nominations made by M. Negro.
Second by K. Pirlot.

Roll Call Vote by J. Battan:

Board Member	W. Mattia	R. Elsner	Abstain
Patricia Mueller	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Millie Hofer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ralph Kramer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ann Martin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mari Negro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ean Bruette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robin Elsner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Pirlot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Outcome: 6 to 4 vote in favor of Wendy Mattia.

W.Mattia took Board Chair position immediately and conducted the rest of the meeting.

5.3 Vice Chair

Nominees: K. Pirlot nominated M. Negro and M. Hofer nominated R. Elsner.

Roll Call Vote by J. Battan:

Board Member	M. Negro	R. Elsner	Abstain
Robin Elsner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ean Bruette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ralph Kramer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ann Martin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Millie Hofer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mari Negro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patricia Mueller	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Pirlot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Outcome: 6 to 4 vote in favor of Robin Elsner.

5.4 **Secretary/Treasurer**

Nominees: M. Hofer nominated A. Martin and M. Negro nominated K. Thompson.

Roll Call Vote by J. Battan:

Board Member	A. Martin	K. Thompson	Abstain
Ralph Kramer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patricia Mueller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Millie Hofer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ann Martin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mari Negro	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ean Bruette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robin Elsner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Pirlot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Outcome: 7 to 3 vote in favor of Ann Martin.

6. **ACTION ITEM – APPROVAL OF CONSENT AGENDA**

6.1 Board of Directors – March 07, 2024

- 6.2 9/2023 Balance Sheet
- 6.3 9/2023 Income Statement
- 6.4 9/2023 Comparative Income Statement
- 6.5 9/2023 Funding Source Summary
- 6.6 10/2023 Balance Sheet
- 6.7 10/2023 Income Statement
- 6.8 10/2023 Comparative Income Statement
- 6.9 10/2023 Funding Source Summary
- 6.10 11/2023 Balance Sheet
- 6.11 11/2023 Income Statement
- 6.12 11/2023 Comparative Income Statement
- 6.13 11/2023 Funding Source Summary
- 6.14 12/2023 Balance Sheet
- 6.15 12/2023 Income Statement
- 6.16 12/2023 Comparative Income Statement
- 6.17 12/2023 Funding Source Summary
- 6.18 FY24 Amended Budget
- 6.19 Advance Directives and Plan for Difficult Times
- 6.20 Behavioral Health Home Services
- 6.21 Behavioral Treatment Committee
- 6.22 COVID-19 Respiratory Protection Program
- 6.23 Clinical Record Quality Assurance Review
- 6.24 Data Quality Management
- 6.25 Development and Review of Policies, Standard Operating Procedures, Guidelines and Forms
- 6.26 Habilitation Supports Waiver (HSW)
- 6.27 Health Screening
- 6.28 Inclusion
- 6.29 Independent Facilitation of Individual Plan of Service
- 6.30 Individual Plan of Service
- 6.31 Medication Adherence Support Services
- 6.32 Psychotropic Medications Pharmacotherapy and Monitoring
- 6.33 Required Event Reporting, Monitoring and Notification
- 6.34 Service Recipient Grievance and Appeal
- 6.35 Tardive Dyskinesia Screening
- 6.36 Emergency Preparedness Plan
- 6.37 Fire Safety
- 6.38 Hazardous Communication Program
- 6.39 Heating, Ventilation, and Air-Conditioning System Inspection
- 6.40 Product Recall
- 6.41 Security
- 6.42 Transportation of Individuals
- 6.43 Weapons in the Workplace
- 6.44 Stakeholder Application C. Loomis

Motion by: K. Pirlot to approve the consent agenda as submitted.

Second by: M. Negro.

Outcome: Motion Carried.

7. ACTION ITEM: APPROVAL OF SPECIAL MEETING MINUTES

7.1 Board of Directors – March 14, 2024

Motion by: M. Negro to approve the special meeting minutes of March 14, 2024.

Second by: K. Pirlot.

Outcome: Motion Carried.

8. Approval of Agenda

Under “New business”, the request that a discussion of the board agenda, meetings, contact information and the like was added as 12.16.

Motion by: R. Elsner made a motion to approve the agenda with change.

Second by: K. Pirlot.

Outcome: Motion Carried.

9. Presentation: Staffing Analysis (J. Martin)

Jackie Jo Martin, Director of Human Resources, gave a detailed presentation regarding employee turnover and retention data for years 2018-2023. Findings were as follows based on feedback from exit/stay surveys and HRIS systems:

- Turnover rates are consistently below industry averages year to year, currently 30% and average tenure is higher at 7.6 years.
- 17 employees who previously resigned have returned.

Going Forward:

- Continued surveys will be conducted to identify areas of concern so efforts can be made to address them.
- Strong focus on residential staff.
- Follow up analysis in six months.

10. Board Appointments

10.1 **Northcare** – M. Negro, A. Martin, K. Thompson & alternate is K. Pirlot

10.2 **Great Lakes Rural Mental Health** – W. Mattia

10.3 **Recipient Rights Advisory** – M. Negro and R. Kramer

10.4 **Quality** – R. Elsner

11. New Business – Approval Recommended

11.1 3/21/2024 Board Contract Grid

11.2 4/04/2024 Board Contract Grid

Motion by: K. Pirlot to move both contracts to an action item.
 Second by: M.Negro

Roll Call vote by J. Battan:

Board Member	Yes	No	Abstain
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Millie Hofer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ralph Kramer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ann Martin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mari Negro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ean Bruette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robin Elsner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patricia Mueller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Pirlot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Motion by: K. Pirlot to approve the contract grids of 3/21/2024 and 4/04/2024.
 Second by: M. Negro.
Outcome: Motion Carried.

12. New Business (Discussion Only)

12.1 1/2024 Balance Sheet

12.2 1/2024 Income Statement

12.3 1/2024 Comparative Income Statement

12.4 1/2024 Funding Source Summary

12.5 2/2024 Check Disbursement Report

12.6 2/2024 Check Register

- J. Cescolini reviewed the numbers and summaries and clarified how certain monies are paid; she went over surpluses and deficits.

12.7 Forever Friendship Drop In (A. Kayser)

- A. Kayser went over current objectives, funding allocation, 2024 budget distribution and the budget request.

12.8 Annual Report FY23

12.9 Community Needs Assessment FY23

- Karen Thompson reviewed the follow up from the survey that went out earlier this year. Covered needs and priorities, along with plans to address concerns. Participants were 199, more successful than the previous one due to QR code. Majority of survey participants were from Menominee County.

- Plans to review upcoming implemented changes in six months.
 - Survey is statewide and issues are not Northpointe specific.
- 12.10 CEO Reports – Information (J. Cescolini)
- J. Cescolini reviewed CEO Report for February 2024.
- 12.11 County Updates
- J.Cescolini provided a county commissioner update.
- 12.12 Menominee Crisis Services Updates (J. Cescolini)
- Kristin Jordan (MDHHS) to meet with Wisconsin DHHS for a solution.
 - Kristin Jordan met with Megan Rooney regarding crisis.
 - J.Cescolini to follow up with MDHHS.
 - W.Mattia proposed an ad hoc committee to address the issue.
- 12.13 Authority Status (J. Cescolini)
- Northpointe is considered an authority.
 - More information to come regarding the interlocal authority.
- 12.14 Northpointe Strategic Plan FY24
- Jen suggested doing a retreat/work group for FY25.
- 12.15 Susan Radwan Training – Next Steps?
- Positive feedback about the training.
 - PowerPoint print and proposal to be reviewed before next meeting.
 - Suggestion to get references from others who have implemented Susan’s methods.
- 12.16 Agenda Concerns
- Discussion regarding policies and plan to streamline more efficiently in the future.
 - More opportunities for the board to hear from more staff.
 - Discuss changes, create possible committee for policies.

13. New Policies (Discussion Only)

- 13.1 Chief Executive Officer Succession Plan
- 13.2 Chief Executive Officer Succession Procedure
- Current CEO to recommend replacement.
 - Placing an interim vs. having someone filling in while CEO on a LOA or just on vacation.
 - Board must approve the replacement.
- 13.3 Residential Discharge

14. Annual Policy Review with Minor Changes (Discussion Only)

- 14.1 Employee Reporting of Unusual Incidents
- 14.2 Foster Care Orientation
- 14.3 Foster Care Program Statement
- 14.4 Foster Care Training
- 14.5 Jury Duty Leave
- 14.6 Mechanical Lift

- 14.7 Residential On-Call Compensation
- 14.8 Shift Differential

15. Annual Policy Review with No Changes (Discussion Only)

- 15.1 Accounting
- 15.2 Accounting of Disclosures
- 15.3 Clothing in Foster Care
- 15.4 De-Identified Protected Health Information
- 15.5 Education in Foster Care
- 15.6 Filing Service Recipient Data – Purged Documents
- 15.7 Foster Care Recruitment and Retention
- 15.8 Foster Care Visitation
- 15.9 Foster Home Record
- 15.10 Nurse Care Management
- 15.11 Policies, Standard Operating Procedures and Forms
- 15.12 Priority List
- 15.13 Residential Dietary Services
- 15.14 Staff Requisition and Job Posting
- 15.15 Cultural Competence & Diversity Plan
- 15.16 Exposure Control Plan

16. Miscellaneous Report

- 16.1 Northcare Board
 - M. Negro reviewed recent meeting by stating Megan Rooney and Kristin Jordan have been working with J. Cescolini regarding the Menominee crisis.
 - M.Negro emphasized that Northcare is 100% supportive of J. Cescolini and the work she is doing for Northpointe.
 - There is a grant currently being reviewed to utilize technology to assist with crisis services in the U.P.
- 16.2 Color Walk May 18th , 2024 in Kingsford for Mental Health Awareness

17. Public Comment

No public comment.

18. Board Comment

- M.Negro discussed the Recipient Right training which was provided by MDHHS.
- General congratulations to B.Johnson on his role as Chief Operating Officer.
- K. Thompson read via text that N. Pasternak says hello and she will miss everyone.

19. Meeting Adjourned

M.Negro made a motion to adjourn the meeting and W. Mattia, Board Chair, adjourned the meeting at 6:49 PM.

Note: Meeting Minutes are not official until approved by the Board of Directors and signed by the Board Chair and Board Treasurer/Secretary in Lucidoc