



Board of Directors - May 02, 2024

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Approvals

- Committee Approval: Board of Directors approved on 6/12/2024
- Signature: Wendy Mattia signed on 6/20/2024, 2:38:34 AM
- Signature: Jessica Battan, BOARD SECRETARY signed on 6/17/2024, 7:23:33 AM

Revision Insight

Document ID: 13600
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Revision Official Date: 6/12/2024

Revision Note:
No revision note

Northpointe Board of Directors Meeting

Meeting Information:

May 2, 2024 – 4:30 PM
 Northpointe – Menominee Office

1. **Call Meeting to Order:**
 Wendy Mattia, Board Chair, 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"/>
Kevin Pirlot	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robin Elsner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Wickman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Representing Northpointe Administration:
 Brent Johnson, COO

3. **Pledge of Allegiance:** Pledge of Allegiance to the Flag of the United States of America was said by all.
 - W. Mattia welcomed M. Wickman as the newest board member. He gave a brief personal introduction.

4. **Public Comment:**
 - A. Kayser gave an update on the upcoming Color Walk scheduled for 05/18.

5. **ACTION ITEM – APPROVAL OF CONSENT AGENDA**
 - 5.1 Board of Directors – April 18, 2024
 - 5.2 1/2024 Balance Sheet

- 5.3 1/2024 Income Statement
- 5.4 1/2024 Comparative Income Statement
- 5.5 1/2024 Income Statement
- 5.6 2/2024 Check Disbursement Report
- 5.7 2/2024 Check Register
- 5.8 Northpointe Strategic Plan FY24
- 5.9 Chief Executive Officer Succession Plan
- 5.10 Chief Executive Officer Succession Procedure
- 5.11 Residential Discharge
- 5.12 Employee Reporting of Unusual Incidents
- 5.13 Foster Care Orientation
- 5.14 Foster Care Program Statement
- 5.15 Foster Care Training
- 5.16 Jury Duty Leave
- 5.17 Mechanical Lift
- 5.18 Residential On-Call Compensation
- 5.19 Shift Differential
- 5.20 Accounting
- 5.21 Accounting of Disclosures
- 5.22 Clothing in Foster Care
- 5.23 De-Identified Protected Health Information
- 5.24 Education in Foster Care
- 5.25 Filing Service Recipient Data-Purged Documents
- 5.26 Foster Care Recruitment and Retention
- 5.27 Foster Care Visitation
- 5.28 Foster Home Record
- 5.29 Nurse Care Management
- 5.30 Policies, Standard Operating Procedures and Forms
- 5.31 Priority List
- 5.32 Residential Dietary Services
- 5.33 Staff Requisition and Job Posting
- 5.34 Cultural Competence & Diversity Plan
- 5.35 Exposure Control Plan

A. Martin requested to have 5.8 moved under **New Business (Discussion Only)** to item 9.14.

Motion by: K. Pirlot to approve the consent agenda with amendment.

Second by: M. Negro.

Outcome: Motion Carried.

6. Approval of Agenda

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

Second by: P. Mueller.

Outcome: Motion Carried.

7. Presentation: Annual Recipient Rights (K. Smith)

Katie Smith, Recipient Rights Officer gave a presentation for the Board’s annual Recipient Rights training. Each Board Member present was given a folder with information regarding the Michigan Mental Health Code, the *Your Rights* booklet, and a printed PowerPoint breakdown of recipient rights. Katie provided overview of the following:

- Rights being fundamental and executable.
- Rights vs. Privileges
- Michigan Mental Health Code is a state statute.
- Personal Rights & Treatment Rights
- Unlimitable & Limitable Rights
- Responsibilities of the Rights Office
- Continuing education and training for Northpointe staff
- Complaint resolution

K. Smith answered various questions and suggested that each board member read the information provided.

8. New Business – Approval Recommended

8.1 Total Vehicle Loss (J.Melius)

- J.Melius provided a brief overview of 15 year plan that is in place and the need to replace a vehicle due to a total-loss accident.

Motion by: M. Negro to move purchase of vehicle to an action item.

Second by: K.Pirlot

Roll Call vote by J. Battan:

Board Member	Yes	No	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 checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Pirlot	<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"/>
Robin Elsner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Wickman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Motion by: M. Negro to approve the purchase of Ford Edge at \$36,312.76.

Second by: R. Elsner.

Outcome: Motion Carried.

9. New Business (Discussion Only)

- 9.1 Recipient Rights Quarterly Report (K.Smith)
 - K. Smith answered questions regarding the report.
 - K. Smith to send a revised report for the next meeting.
- 9.2 2/2024 Balance Sheet
- 9.3 2/2024 Income Statement
- 9.4 2/2024 Comparative Income Statement
- 9.5 2/2024 Funding Source Summary
- 9.6 3/2024 Check Disbursement Report
- 9.7 3/2024 Check Register
- 9.8 5/02/2024 Board Contract Grid
 - A. Kayser answered Forever Friendship questions regarding the budget increase, the vehicles and transportation between Iron River and Kingsford, and hours of operation.

Motion by: K. Pirlot to move contracts to an action item.

Second by: P. Mueller.

Roll Call vote by J. Battan:

Board Member	Yes	No	Abstain
Michael Wickman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Kevin Pirlot	<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"/>
Robin Elsner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patricia Mueller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Mattia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA accommodations – N/A			

Motion by: K. Pirlot to approve the 5/4/2024 Board Contract Grid.

Second by: M. Negro.

Outcome: Motion Carried.

- 9.9 Annual Report (from last meeting)
 - It was decided to move to the 5/16 meeting.
- 9.10 Community Needs Assessment FY23
 - Concern that the plan is vague and there are no measurable time frames listed.

- It was reiterated that the survey results go to the state of Michigan, and the state is to make changes, not necessarily changes that Northpointe needs to make.
 - Karen uses the form that the state provides for the survey.
- 9.11 Susan Radwan Training – Next Steps
- Time and cost were discussed.
 - Seek references from other boards who use her board methods.
 - It was decided to move to the 5/16 meeting.
- 9.12 CEO Reports (J. Cescolini)
- 2024 – March CEO Report was provided.
 - Gathering Point sale was mentioned and J. Melius gave brief overview of the Gathering Point and change of location and informed the Board that the sale of this location and Maple Ridge will be on the agenda for 5/16.
- 9.13 Menominee Crisis Services Updates (J. Cescolini)
- Create a committee to focus on the MI/WI crisis at next meeting.
- 9.14 Northpointe Strategic Plan FY24
- Possibly create a committee.
 - Coordinate the various parts of the plan.
 - Check with legal regarding being able to Zoom for committee meetings as well as protocol for committee meetings.

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

- 10.1 Access to Services
- 10.2 Contract Provider Grievance and Appeals
- 10.3 Credentialing Program
- 10.4 ELMER Pre & Post Data Scrubbing
- 10.5 Facilities General
- 10.6 Orientation Period
- 10.7 Service Authorization
- 10.8 Service Recipient Access to Record
- 10.9 Third Party Reimbursements
- 10.10 Transportation
- 10.11 Utilization Management Plan FY24

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

- 11.1 Anti-Harassment
- 11.2 Automatic External Defibrillator (AED) Policy
- 11.3 Billing
- 11.4 Emergency Services
- 11.5 Informed Consent for Medication Treatment
- 11.6 Minimum Necessary Information
- 11.7 Notice of Privacy Practices
- 11.8 Removal of Individuals in Service File
- 11.9 Request for Restriction of Protected Health Information Uses and Disclosures

- 11.10 Residential Staff Meetings
- 11.11 Retention and Disposal of Medical Records
- 11.12 School-Based Services
- 11.13 Subpoena or Search Warrant

12. **Miscellaneous Report**

- 12.1 May Mental Health Awareness Month Planning
 - B. Johnson reviewed the calendar.
- 12.2 May 18th Color Walk Volunteers & Participants
 - Comments regarding prior year and needs for this year as well as various businesses that are showing support by sponsoring.
- 12.3 Northcare Board
 - No meeting

13. **Public Comment**

- Glen Sartorelli with Provident Foundation said he has an interest in the MI/WI crisis and helping with any barriers. There is a contact person at DSPS that Jennifer can reach out to and was going to ask if she had an opportunity to do so.
- Marie Nerat encouraged all Board Members to read the resolution and explained that the issue is outside of Northpointe.

14. **Board Comment**

- A. Martin mentioned an email found in SPAM two weeks ago, addressed to the board. She requested that the email be forwarded to the entire board as it only went to four board members.
- K. Pirlot followed up to M. Nerat's comment. Mentioned complications going to WI, clarified that MI law does not apply in WI and that the resolution needs go beyond Northpointe. Collaboration of all the issues and complications. It goes beyond just getting the social workers into WI. It needs to be made a political issue and get it to a state level for approval.
- W. Mattia stated we need movers and shakers on the committee.

15. **Meeting Adjourned**

M.Negro made a motion to adjourn the meeting and W. Mattia, Board Chair, adjourned the meeting at 6:27 PM.

Note: Minutes are not official until signed by Board Chair & Secretary in Lucidoc