



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Board of Director's Meeting Minutes

November 19, 2009

6:00 PM

1. CALL TO ORDER:

Northern Lakes Community Mental Health, 527 Cobbs Street, Cadillac, with video conference to 105 Hall Street, Traverse City, Michigan. Called to order at 6:16 p.m. by Jack Mahank.

Board Members Present: Cadillac - Jack Mahank, Dave Stephenson, Melissa Fournier, Juanita Farr, Les Barnes, Jane Whitney, Bill Ancel, and Al Cambridge. Traverse City - Mary Lee Pakieser, Pat McLaughlin, David Marshall, Frank Tosiello, Helen Stimson, and Nina Zamora.

Board Members Absent: Beth Friend (advance notice) and Don Halvorsen (advance notice).

Others Present: Greg Paffhouse, Chief Executive Officer; Deb Lavender, Executive Secretary; Bruce Bridges, Chief Financial Officer; Bill Slavin, Chief Managed Care Officer; Jon Bennett, Recipient Rights Officer; Rosemary Pierson, Residential Services Supervisor; Julie Burleigh, Wright Street Home; Carol Sluck, Woodland Home; Nancy Schornack, Jones Lake Home; Bill Woodward, Residential Program Specialist; Shelly Davis, Pearl Street Home; KS; RM; DT; and JN.

The Pledge of Allegiance was spoken.

Dave Stephenson was appointed as timekeeper. Confirmation of a Quorum.

2. APPROVAL OF AGENDA:

MOTION:	Approve the Agenda of November 19, 2009 Board of Director's Meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Juanita Farr
SECONDER:	Mary Lee Pakieser

3. CONFLICT OF INTEREST DECLARATION:

Al Cambridge identified that the Management Consent Agenda contains the contract for ROOC and would be abstaining.

Reminder to follow video conference tips.

4. CONSENT AGENDAS – MANAGEMENT AND BOARD:

A. Consideration of Management Consent Agenda

MOTION:	Approve the Management Consent Agenda of November 19, 2009 with the removal of Item #4 the ROOC Contract.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Stephenson
SECONDER:	Mary Lee Pakieser

MOTION:	Approve Item #4 on Management Consent Agenda of November 19, 2009.
RESULT:	ADOPTED [13 yes, 1 abstention – Cambridge]
MOVER:	Dave Stephenson
SECONDER:	Melissa Fournier

B. Consideration of Board Consent Agenda–Requested removal of CEO Report Item #6.

MOTION:	Approve the Board Consent Agenda of November 19, 2009 Excepting Item #6.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Jane Whitney

The CEO report was removed from the Board Consent Agenda to allow Greg to expand on any areas as desired. Greg reported that the two Chief Operations Officer positions were offered this week to two internal staff (Joanie Blamer and Terri Kelty) and feedback on those decisions has been positive. Greg’s efforts were recognized that he keeps staff informed regarding reductions and cutbacks.

Greg referenced the video on U-tube by Glen Close and identified that Northern Lakes has posted our own consumer U-tube videos which have been entered in the National Council competition.

Greg referenced his summary of the meeting with Grand Traverse County regarding the jail issue and identified that issue has not yet been resolved. The meeting went very well and Board members efforts were commended. Michigan Association of Counties efforts were shared.

Greg provided an explanation regarding Medicaid coverage.

MOTION:	Receive and File the Chief Executive Officer’s Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Bill Ancel

5. OWNERSHIP LINKAGE:

A. Citizen Comment

KS, Chair of Consumer Advocacy Council provided a report to the Board on activities of the Council. She mentioned she attended the Regional Consumer Forum meeting today where there was discussion about the importance of families, partnerships and transparency. There has been discussion by the Consumer Advocacy Council about the by-laws, changing the format and makeup of the Council.

RM, Consumer Advocacy Council reiterated the activities of the Council.

DT has been a member of the Council for approximately one year. There has been many important speakers attend the Council meetings. Identified the importance of family members and questioned why would family members be removed from the Council.

JN, Grand Traverse County Consumer Advocacy Council member had a question for Greg “If your not disappointed in the Consumer Advocacy Council why are you telling people you can disband the group at any time you want?” Jack identified this is a time for public comment and if you can put in the form of a question then Greg can get back with you. This board will not allow any type of debate. Mary Lee clarified that the citizen needs to write a letter to Greg or make an appointment with him. Jack noted it is a question for Greg not for this board.

B. *Ownership Communication*
None.

6. CONSIDERATION OF PIHP ITEMS:

A. *Report on MDCH Site Review*

Bill Slavin referenced the final report, from the Department of Community Health, for the Site Review held in September 2009. Previously the Department had shared preliminary numbers at the Exit meeting and with the final report we scored better. We are required to complete corrective action plans on areas that we were not in full compliance. The PIHP will pull together the final corrective action plan and add the items for monitoring and oversight which will be submitted to the Department by December 5. Review occurred of the scores.

B. *Health Services Advisory Group (HSAG) Compliance Monitoring Corrective Action Plan*

Bill reviewed the summary of the HSAG Compliance Monitoring Measures. He noted that we are 97% in compliance and have to be 100%. Plans of correction have been developed and sent in. The follow up monitoring is done by the Department rather than HSAG.

C. *FY 09 Medicaid Service Verification Report*

The Medicaid Service Verification Report was included in the packet and is completed annually. It is an extensive review of data from service records and the intent is to verify that we are spending dollars according to the requirements. Our Compliance Officer does the review for covered services, to verify that services were provided by a qualified provider, that services provided were consistent with the plan of service and were delivered according to the Medicaid rules. Our compliance percentage has increased from 76% in 2007 up to 90% in the study done recently and was the basis of the submission made in October. There are areas that we need to improve upon and will be addressed.

MOTION:	Receive and File the MDCH Site Review Report; HSAG Compliance Monitoring Corrective Action Plan; and the FY 09 Medicaid Service Verification Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Mary Lee Pakieser

7. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

A. *Receipt of CEO Monitoring Report*

Policy 1-2-04 Financial Management Policy and Policy 1-2-05 Asset Protection - The Board felt the agency was in 100% compliance with no comments.

MOTION:	Receive and File the Monitoring Report 1-2-04 Financial Management Policy and 1-2-05 Asset Protection.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Stephenson
SECONDER:	Juanita Farr

B. *New Operational Worries*

Expression of concern about a communication received from the Michigan Association of CMH Boards related to PIHPs and an integrated care system. Greg identified that there is an increased focus as the Department of Community Health looks at how to address anticipated reductions in FY 11 funding. There is greater coordination within affiliations in regards to delivery of health care services. It is a statement of principle and direction in making sure there are efficiencies between affiliation partners and its provider networks in the delivery of services.

C. *November Monitoring Assignment*

Monitoring report 1-2-00 Global Executive Limitations should be completed and turned in.

8. BOARD MEANS SELF-ASSESSMENT:

A. Receipt of Board Monitoring Report

Policy 1-3-00 Global Governance Process/Ownership Linkage and Policy 1-4-00 Global Governance Board/CEO Linkage – The Board felt the agency was 100% in compliance with each and no comments.

MOTION:	Receive and File the Monitoring Report 1-3-00 Global Governance Process/Ownership Linkage Policy and 1-4-00 Global Governance Board/CEO Linkage as stated.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Nina Zamora

B. November Monitoring Assignment

Monitoring report 1-3-02 Governance Style should be completed and turned in.

Monitoring report 1-3-04 Annual Workplan should be completed and turned in.

9. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

A. Ends

None.

B. Executive Limitations

None.

C. Board/CEO Linkage

None.

D. Governance Process/Ownership Linkages

Nominating & Leadership Development Committee Report – The Nominating and Leadership Development Committee met last Friday and reviewed the Individual Self Evaluation and Board Self Assessment.

MOTION:	Receive and File the Individual Self Evaluation and Board Self Assessment.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Melissa Fournier

The draft 2010 Board Meeting Schedule was reviewed at the meeting and there was discussion and possible changes to bring to the Board for discussion. Board members were encouraged to review the minutes to see the discussion of the committee and the meeting schedule will be added to the December agenda. Several options were discussed: reduction of number of meetings; travel and distance to travel in the winter; eliminate December and one additional month; requested report of other Board schedules; video sites – Traverse City, Cadillac and Grayling as our meeting locations; reducing the number of meetings or not video conferencing – cannot do both as we are at risk of losing strength of the Board; statutory requirements to meet; if we have fewer meetings may want to have longer meetings. Reminder to keep an open mind as the options are discussed. A Nominating and Leadership Development Committee meeting will be held prior to the next meeting.

Greg referenced the handout Topic Recommendations for “Year of the Child”. The Board had identified that the priority focus of the Board Education Workplan for this year was children’s mental health issues. A list of 20 items was reviewed and the topics recommended for interest become part of the work plan and part of the Committee of the Whole agendas for 2010.

MOTION:	To incorporate the bolded items with the November 19, 2009 Nominating Leadership Development Committee Report regarding "Year of the Child" as part of the Board Education Workplan.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Helen Stimson
SECONDER:	Juanita Farr

The Nominating and Leadership Development Committee reviewed changes to the Governance Style Policy regarding Board Evaluations.

MOTION:	Approve the change to the Governance Policy 1-3-02 Governance Style.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Melissa Fournier
SECONDER:	Dave Stephenson

Recipient Rights Advisory Committee Appointment/Application Process – Greg reviewed the summary included in the Board Packet. Last month there was discussion about the appointment process for candidates to serve on the Recipient Rights Advisory Committee. The committee is looking for direction from the Board as there are two vacancies with six candidates who applied. The Board will need to create a process for selection of candidates.

MOTION:	Approve the Application and Appointment Procedures for the Recipient Rights Advisory Committee/Recipient Rights Appeals Committee as presented.
RESULT:	ADOPTED (Vote: 9 yes, 4 no)
MOVER:	Dave Stephenson
SECONDER:	Les Barnes

The Application/Appointment Process was reviewed.

MOTION:	Approve the Nominating and Leadership Development Committee complete the prescreens of the applications for the Recipient Rights Advisory Committee/Recipient Rights Appeals Committee and make a recommendation to the Board.
RESULT:	ADOPTED (Vote: 11 yes, 3 no)
MOVER:	Dave Stephenson
SECONDER:	Les Barnes

Clarification was received on the number of candidates (3 from Roscommon/Crawford Counties) and (3 from Grand Traverse/Leelanau Counties) with only one vacancy from each area. It was noted that this will be the ongoing process to fill vacancies.

MOTION:	Approve the Nominating Leadership Development Committee bring forth no more than two candidates for each available seat for the Recipient Rights Advisory Committee.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Jane Whitney

CARF Quality Improvement Plan

MOTION:	Approve the CARF Quality Improvement Plan as presented.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Melissa Fournier

10. OWNERSHIP LINKAGE:

A. *Citizen Comment:*
None.

11. ANNOUNCEMENTS/BOARD MEMBER REPORTS:

- Appreciation for the letter in the packet regarding the importance of continuing respite funding.

- Bill Ancel and Frank Tosiello were presented Certificates for completion of Boardworks 2 Workshops.
- Shared a communication from Mike Vizena, Executive Director of the Michigan Association of CMH Boards thanking Greg for assisting in local media coverage at the Fall Conference in Traverse City.
- Board members recognized Barb Quinn for the number of years she has worked and the work she has done on behalf of consumers and this organization. Also noted appreciation for the many staff that have left the organization recently as part of our downsizing.

12. MEETING EVALUATION:

- #1- We spent our time on the most important governance topics: majority was satisfactory.
- #2- We encouraged diversity of viewpoints: majority was excellent.
- #3- Our decisions were made collectively: majority was excellent.
- #4- The Board used its time effectively: majority was satisfactory.
- #5- What is the most important thing the Board could do to improve our function as a Board? none.

13. NEXT MEETING AGENDA:

December agenda items: Nominating and Leadership Development Committee Report – 2010 Board Meeting Schedule, RRAC members, children’s issues recommended schedule. Suggested keeping the schedule as light as possible to allow for discussion regarding the Board meeting schedule and other issues in order to adjourn the meeting on time.

14. ADJOURNMENT:

MOTION:	Adjourn the meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jane Whitney
SECONDER:	David Marshall

The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Debra Lavender, Recording Secretary