

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

June 8, 2017 - 5:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Chairperson, called the meeting to order at 5:00 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Dehn, Janet		X		Negro, Mari			X
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X*			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia	X		
Martin, Ann	X			Schinderle, Katie		X	
McCole, Gerald	X			Zevitz, Michael Dr.	X		

* Video television conference from the Northpointe Menominee office

REPRESENTING ADMINISTRATION: J. McCarty, C. Adrian

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance to the Flag was recited by all.

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen asked for approval or amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: J. Hafeman, supported by P. Phillips to approve agenda as presented.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the May 25, 2017 regular Board meeting minutes.

Discussed the amendment made to the 5-25-17 Board meeting minute regarding retention/recruitment.

G. McCole stated it should also be noted that a total of \$288,745 was returned to NorthCare in FY2015.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: A. Martin supported by G. McCole to approve the 5-25-17 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION – None

ACTION ITEMS

• **Finance**

a) Financial Statement – April, 2017

Discussion occurred regarding income statement questions from previous Board meeting. Request was made to review responses to questions with the entire Board versus singular response via email.

ACTION: A motion was made by G. McCole supported by J. Hafeman to approve the Financial Statement - April, 2017. **Motion carried unanimously.**

b) Check Disbursement – April, 2017

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the Check Disbursement – April, 2017. **Motion carried unanimously.**

c) Contracts 5-25-17 (*Forever Friendship, Christine Bachand, Anderson Landscaping*)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Forever Friendship, Inc.	Drop-In Center	07/01/2017 - 6/30/2018	\$66,360.00 (\$5,530/mo.)	\$66,360.00 (\$5,530/mo.)	None
B.	Christine Bachand	Respite	05/01/2017-04/30/2018	\$130.40 per diem	Per Respite/CLS Rate Guideline	Changed to rate guidelines
C.	Anderson Landscaping	Lawn service at Maple Ridge in Stephenson, MI	05/01/2017-11/30/2017	\$50.00 per event	\$50.00 per event	None

J. McCarty clarified for the Board the Rate Guideline for C. Bachand contract which is a fluctuating rate based on individual’s needs/service. Discussion also occurred regarding Forever Friendship and request was made by J. Luhtanen for more advertising of the drop-in and signage outside of building. The Board has requested information on attendance and amount of billable hours for this facility.

ACTION: A motion was made by J. Hafeman supported by M. Zevitz to approve Contracts 5-25-17 (*Forever Friendship, Christine Bachand, Anderson Landscaping*) as listed on above contract grid.

Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) Contracts 6-8-17 (*Stuart Wilson, CPA*)

The following contracts 6-8-17 (*Stuart Wilson, CPA*) were reviewed by the Board.

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Stuart Wilson, CPA	Fiscal Intermediary	4/1/2017 - 3/31/18	\$135.00/month Self-Determination Consumer	\$137.50/month Self-Determination Consumer	\$2.50/month
				\$30.00/month Respite Consumers w/budget between \$1000-\$1800	\$35.00/month Respite Consumers w/budget between \$1000-\$1800	\$5.00/month
				\$7.00/month Respite Consumers w/budget less than \$1000	\$8.00/month Respite Consumers w/budget under \$1000	\$1.00/month
				\$15.00/occurrence CBC/OIG check	\$20.00/occurrence CBC/OIG check	\$5.00/occurrence
						Approximate of \$600/year

Discussed and reviewed the 6-8-17 contracts (*Stuart Wilson, CPA*). Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

- **Compliance Plan**

Discussed and reviewed revisions to Compliance Plan. Miscellaneous questions were addressed regarding acronyms, compliance officer and how often meetings occur. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

- **QAPIP**

Discussed and reviewed revisions to the Quality Assessment and Performance Improvement Program (QAPIP). Miscellaneous questions were addressed regarding QI officer, practice guidelines contractually required by NorthCare. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

- **Performance Improvement Plan**

Discussed and reviewed revisions to the Performance Improvement Plan. Miscellaneous questions were addressed regarding priority needs, preventative measures, upgrading of Great Plains HRIS and health initiative. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

Joan Luhtanen assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- None

PUBLIC COMMENTS

- None

BOARD COMMENT

- G. McCole commented on information received regarding Northpointe vehicles and need for future planning.
- M. Hofer commented on increase in the number of agency vehicles over the past 3 to 4 years.
- J. Hafeman commented on possibility of purchasing vehicles through the State.
- A. Martin commented on her request for detailed information regarding staff salaries past and present.
- J. Luhtanen informed the Board of the NAMI Annual Picnic to be held at 11:00 a.m. on July 20th at Cowboy Lake; Great Lakes Rural Mental Health Conference to be held September 10th – 12th; thanked Phil Hefner-Gardiepy and staff for planning of consumer dance at Hitch-N-Post; requested ads for employment include hourly rate and statement of satisfaction of working in type of environment; reminded to inform as many people as possible of Legislative Bill 298; requested an update on Tobacco Free environment.

ADJOURN

A motion was made by G. McCole, supported by P. Phillips to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:55 p.m.

The next regular Board meeting is scheduled for Thursday, June 22, 2017 in Kingsford, Michigan at 5:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Cindy Adrian, Administrative Assistant