

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**February 8, 2018 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m. Kelly Stankevich, Administrative Assistant, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b>	<b><u>Absent</u></b>
		<b><u>Absent</u></b>				<b><u>Absent</u></b>	
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		Zevitz, Michael Dr.	X		
McCole, Gerald	X			Roberge, Robert	X		

\* Video television conference from the Northpointe Menominee office

\*\* Telephone

**REPRESENTING ADMINISTRATION:** J. McCarty, B. Ducoli, K. Stankevich

Joe Stevens attended on behalf of A. Martin, Dickinson County.

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

**PUBLIC COMMENTS** –None

**APPROVAL OR AMEND AGENDA**

J. McCarty requested an addition of “Wage Scale Proposal for Emergency Services Manager/Clinical Training Coordinator” under new business, bullet number 3. Board member M. Negro requested an addition of “Anonymous Letter” under new business, bullet number 4.

**ACTION:** Approval of amended agenda.

**Motion by:** J. Hafeman supported by N. Pasternak to approve amended agenda.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

Chairperson Luhtanen asked for a motion to approve the January 25, 2018 regular Board meeting minutes.

**ACTION:** Moved to approve 1-25-18 regular Board meeting minutes.

**Motion by:** G. McCole supported by P. Phillips to approve the 1-25-18 regular Board meeting minutes.

**Motion carried unanimously.**

**ACTION ITEMS**

• **Finance**

a) Check Disbursement – December 2017

**Action:** A motion was made by G. McCole supported by R. Roberge to approve Check Disbursement – December 2017

**Motion carried unanimously.**

b) Financial Statement – December 2017

**Action:** A motion was made by J. Hafeman supported by G. McCole to approve Financial Statement – December 2017

**Motion carried unanimously.**

c) Board Member Finance Questions/Responses - None

• **Stakeholder’s Advisory Committee Applications of Interest**

Applicable policies, procedures, and Stakeholder’s by-laws provided to Board per request as informational items for review. Policy statements to be revisited at later date, not yet specified, as needed to further clarify residential location criteria to serve on committee.

M. Zevitz arrived 5:44 p.m.

**Action:** A motion was made by M. Negro supported by R. Roberge to approve J. Morin, F. McClain, and D. Hehn to Stakeholders Advisory Committee.

**Motion carried unanimously.**

• **Greenshades Proposal**

**ACTION:** A motion was made by J. Hafeman supported by G. McCole to approve Greenshades software purchase proposal for \$13044.29.

<b>ROLL CALL VOTE</b>	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Peretto	X	
Roberge	X		McCole	X	
Zevitz	X		Negro	X	
Luhtanen	X				

**Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

• **Finance**

a) FY 16/17 Final Balance Sheet Income Statement

Overall review of integral areas of the Final Balance Sheet. Discussed new format to be presented to the Board for reporting to the Board that would better illustrate our financial standing as it relates to different funding sources. Miscellaneous questions addressed.

**Outcome:** Action item for next meeting.

b) Board Member Finance Questions/Responses

None

• **Board Bylaws and Policy Review**

Chairperson Luhtanen requested clarification on calling emergency meetings. Members to be contacted via telephone for 2/3 vote to hold emergency meeting. Request to make Quarterly QI Outcomes and Stakeholders mandatory reports by adding to Board by-laws under Article III, #6. Recommended Change to Board policy F. *Meeting Notifications and Meeting Minutes* using Open Meetings Act verbiage requested. All other revisions taken from last meeting unanimously approved.

**Outcome:** Discussion item for next meeting. Once final draft is acceptable, will remain on agenda for 30 days prior to Board approval.

- **Wage Scale Proposal for Emergency Service Manager/Clinical Training Coordinator**  
Reviewed proposal and how proposed salary amounts were calculated. Position will be vacant 2/23/18 and is time sensitive.

**ACTION:** A motion was made by J. Hafeman supported by P. Phillips to move the Wage Scale Proposal to an Action item at present meeting.

<b>ROLL CALL VOTE</b>	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Peretto	X	
Roberge	X		McCole	X	
Zevitz	X		Negro	X	
Luhtanen	X				

**Motion carried unanimously**

**ACTION:** A motion was made by J. Hafeman supported by R. Roberge to approve the Emergency Services Manager/Clinical Training Coordinator Wage Scale Proposal as presented.

**Motion approved unanimously.**

- **Anonymous Letter**  
Discussion of anonymous letter received by all Board members. Miscellaneous questions addressed.  
**Outcome:** No Board action taken.

**PUBLIC COMMENTS** – None

**BOARD COMMENT**

R. Roberge requested a report showing number of clients in each service by County. Would like to analyze year-to-year trends. G. McCole committed to present report on MACMHB Winter Conference he attended in Kalamazoo, MI, at next meeting. He reports NorthCare CEO Search Committee update: CEO, B. Slavin, is remaining at NorthCare until further notice. A new CEO has not been appointed at this time.

J. Luhtanen encouraged Board members to watch the 2018 Winter Olympics on February 14 to support local Iron River citizen, Nick Baumgartner.

**ADJOURN**

A motion was made by G. McCole supported by J. Hafeman to adjourn the meeting.

**Motion carried unanimously.**

Meeting adjourned at 5: 55 p.m.

The next regular Board meeting is scheduled for Thursday, February 22, 2018 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary

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Kelly Stankevich, Administrative Assistant