

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**July 12, 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 Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
Dehn, Janet		X		Negro, Mari **		X	
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia	X		
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Martin, Ann	X			Luhtanen, Joan	X		
McCole, Gerald	X						

\* Video conference from the Northpointe Menominee office

\*\* Telephone attendance

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

**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 amendment of agenda.

**ACTION:** Moved to approve agenda as presented.

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

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

**ACTION:** Moved to approve 6-28-18 regular Board meeting minutes.

**Motion by:** J. Hafeman supported by P. Phillips to approve the 6-28-18 regular Board meeting minutes as presented.

**Motion carried unanimously.**

**PRESENTATION – Financial and Compliance Audit**                      **Presenter: Alan Stotz, CPA**

Alan Stotz reviewed the 2018 Financial and Compliance Audit findings with the Board. Financial audit done in January of 2018 contained no exceptions and was an unmodified, clean report, which is the best to receive..

Miscellaneous questions addressed. A. Stotz then reviewed the Compliance Audit report. Northpointe was found to be in compliance with Medicaid and General Fund state rules. Financial Status report reviewed. Minor classification errors that will continue to improve with new procedures that have been put in to place.

Chairperson Luhtanen thanked A. Stotz for the presentation.

## ACTION ITEMS

- **Finance**
  - a) **Check Disbursement – May 2018**  
**ACTION:** Motion by J. Hafeman supported by M. Hofer to approve the May 2018 Check Disbursement.  
**Motion carried unanimously.**
  
  - b) **Financial Statement – May 2018**  
**ACTION:** Motion by P. Phillips supported by R. Roberge to approve the May 2018 Financial Statement.  
**Motion carried unanimously.**
  
- **Telecommuting/Device and Media Control Procedures**  
**ACTION:** Motion by J. Hafeman supported by P. Phillips to approve the Telecommuting/Device and Media Control Procedures as presented.  
**Motion carried unanimously.**
  
- **Accommodating Individuals with Disabilities Policy**  
**ACTION:** Motion by G. McCole supported by J. Hafeman to approve Accommodating Individuals with Disabilities Policy as presented.  
**Motion carried unanimously.**
  
- **Written Plan for Professional Services**  
Miscellaneous questions asked and answered.  
**ACTION:** Motion by J. Hafeman supported by M. Hofer to approve the Written Plan for Professional Services as revised in 2018.  
**Motion carried unanimously.**
  
- **General Fund Expenditure Summary Report**  
Information regarding emergency services and transportation requested at last meeting discussed. Transportation information has been gathered, but sent for review by Recipient Rights and NorthCare prior to Board submittal. Most pertinent information to emergency services screening process and comparison of services provided by other CMH's in region reviewed. Reviewed potential cost savings of no longer providing emergency services to private pay individuals as defined by the Michigan Mental Health Code.  
**Outcome:** J. McCarty to provide flowchart of cycle of admission. Bring back on next agenda.

## NEW BUSINESS (Discussion only)

- **CEO Hiring Update**  
Board considered forming an ad hoc committee during the earlier Special meeting. Determination during next meeting if smaller committee will be used to do the groundwork of hiring the new CEO.  
**Outcome:** ACTION item for next meeting.

Jennifer McCarty conducted New Business as follows:

- **Finance**
  - a) Contract Grid 7-12-18 (*Anderson Tackman, FI*)  
**Outcome:** ACTION item for next meeting.

b) Board Member Finance Questions/Responses  
Question regarding Board travel expenses answered.  
**Outcome:** Informational

- **Miscellaneous Board Member Questions**

Questions about Boardworks DVDs answered.

**Outcome:** Consensus of the Board is to order a complete set of new Boardworks DVDs.

- **Board Per Diem and Mileage**

Discussed policy regarding staff and Board member per diems and mileage. Miscellaneous questions addressed.

**Outcome:** Board consensus is to leave per diem as is. Board will track its travel expenditures more carefully in the future.

- **Cultural Diversity Plan**

Both clean and version with revisions presented to Board for comparison. Miscellaneous questions addressed.

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

- **CEO Report**

Reviewed report with Board. Recipient Rights Audit completed this week and exit interview conducted. Found to be in substantial compliance with a score of 167/175. Written report will follow within 30 days.

**Outcome:** Informational

#### **MISCELLANEOUS BOARD/COMMITTEE REPORTS**

- NorthCare Governing Board Meeting Minutes – June 2018

A. Martin advised members that B. Slavin would remain CEO for an additional 6 months while search for new CEO continues. NorthCare Governing Board spent time talking about Medicaid money coming back.

**Outcome:** Place on file.

#### **PUBLIC COMMENTS** - None

#### **BOARD COMMENTS**

G. McCole presented letter he had written and had published in the Iron County Reporter. He has requested the Board return to one meeting per month with sub-committees like the other CMH's in the region, and requested this become a discussion item at the next meeting. A. Martin commented that writing a letter to the public regarding how meetings are structured is acceptable, but feels letter as written damages the integrity of the Northpointe Board. M. Zevitz stated that the Board needs to be held to a higher standard of behavior and stated the letter was full of inaccuracies. G. McCole stated he obtained all information from previous Board minutes.

**ADJOURN**

J. Luhtanen motioned to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 6:25 p.m.

The next Regular Board meeting is scheduled for Thursday, July 26, 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