

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Special Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

July 12, 2018 – 3:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 3:30 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
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: 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 P. Phillips to approve agenda as presented.

Motion carried unanimously.

NEW BUSINESS (Discussion only)

- **Formulate CEO Job Descriptions**

Members discussed qualifications desired for new CEO. Suggestions included business/finance experience, mental health background, conflict resolution skills, and leadership abilities. Review of current Northpointe job description, as well as Pathways job description, completed.

Outcome: Obtain information from HR department on legal requirements and on updating training requirements if necessary.

- **Method of Advertising for new CEO**

Members discussed methods of advertising to use. Suggestions included in-house, local newspapers, Michigan Dept. of Community Mental Health, ZipRecruiter and Michigan Works. Consensus of Board is not to hire an employment headhunting firm at this time.

Outcome: A. Martin will contact NorthCare to request methods used for their CEO hunt. Board will set deadlines on completion of job description and advertising methods in coming meetings. Tentative completion by the end of August or beginning of September.

Request by Chairperson Luhtanen to send current and future Board minutes to B. Adrian.

- **Future Evaluation Process for CEO**

Staff relations are major focus for future evaluations. Discussed surveys being sent to Operations Team members periodically with results being reviewed by the Board. Discussed having senior management do a CEO evaluation every 6 months. Focus of surveys should be the organization as a whole rather than the CEO.

Outcome: Continue to develop process at future meetings.

PUBLIC COMMENT – The Board welcomed Jen Cescolini. She feels the Board should review the annual employee opinion survey. She also stated it would be beneficial to have staff evaluate immediate supervisor and senior administration.

BOARD COMMENT – R. Roberge commented that the task of finding a new CEO would require a lot of detail and work. He would like to see a smaller committee tasked with the details and a draft be brought before the entire Board when closer to completion.

ADJOURN

J. Luhtanen adjourned the meeting at 4:25.

Meeting adjourned at 4:25 p.m.

The next regular Board Meeting is scheduled for Thursday, July 12, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant