

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**October 11, 2018 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Chairperson, called the meeting to order at 4:35 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			Korpi, Thomas	X		
McCole, Gerald	X			Luhtanen, Joan	X		

\* Video conference from the Northpointe Menominee office

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** Bill Adrian, 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. B. Adrian requested addition of Board Association dues to New Business after Board By-Laws.

**ACTION:** Moved to approve amended agenda.

**Motion by:** J. Hafeman supported by M. Negro to approve agenda as amended.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

**ACTION:** Moved to approve 9-27-18 Regular and Special Board meeting minutes.

**Motion by:** J. Hafeman supported by N. Pasternak to approve the 9-27-18 Regular and Special Board meeting minutes.

**Motion carried unanimously.**

**PRESENTATION** – FY18 Outcomes & NorthCare Audit

**Presenter: C. Luse, QI Manager**

C. Luse reviewed the FY18 Outcomes report and the NorthCare Audit results with members. Miscellaneous questions addressed.

M. Zevitz arrived at 4:40 p.m.

**ACTION ITEMS**

• **Finance**

a) Financial Statement – August 2018

**ACTION:** Motion by G. McCole supported by M. Hofer to approve Financial Statement – August 2018 as presented.

**Motion carried unanimously.**

b) Check Disbursement – August 2018

**ACTION:** Motion by J. Hafeman supported by M Hofer to approve Check Disbursement – August 2018 as presented.

**Motion carried unanimously.**

- **Contract Grid 9-27-18** (*TRICO AWC, Superior Rehab, M&M Trucking, Gene Wangerin*)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	TRICO AWC	Respite	10/1/18-9/30/19	Rate determined by plan of service \$125.00/mo. for FI per individual \$175.00 1 time set up fee for new individuals \$40.00/hour training by TRICO	Rate determined by plan of service \$125.00/mo. for FI per individual \$175.00 1 time set up fee for new individuals \$40.00/hour training by TRICO	None
B	Superior Rehab	O.T.	9/1/18-9/31/19	\$60.00/hr. Physical Therapist time \$60.00/hr. Occupational Therapist time \$60.00/hr. Speech Therapist time \$60.00/hr. travel time plus .50/mile	\$62.00/hr. Physical Therapist time \$62.00/hr. Occupational Therapist time \$62.00/hr. Speech Therapist time \$62.00/hr. travel time plus .50/mile	\$2.00/hr. \$2.00/hr. \$2.00/hr.
C	M&M Trucking	Snow removal at Menominee office	11/1/18-10/31/19	\$75.00 per plow \$40.00 per shovel \$50.00 per salt plus material cost \$125.00/hr. for removal by front end loader \$75.00/hr. for removal by dump truck	\$80.00 per plow \$50.00 per shovel \$50.00 per salt plus material cost \$135.00/hr. for removal by front end loader \$85.00/hr. for removal by dump truck	\$5.00/time \$10.00/time \$10.00/hr. \$10.00/hr.
D	Gene Wangerin	Snow removal Stephenson	10/1/18/-9/30/19	\$50.00 per plow	\$50.00 per plow	None

**ACTION:** Motion by G. McCole supported by M Hofer to approve the 9-27-18 Contract Grid as presented.

**Motion carried unanimously.**

d) Board Member Finance Questions/Responses - None

- **Workforce Analysis**

B. Adrian reviewed options for a one-time wage adjustment. Option 1 included a 2.25% adjustment to staff receiving less than \$20,000/yr. and 1.25% adjustment to staff receiving over \$20,000/yr. Option 2 was a 2% adjustment to all staff.

**ACTION:** Motion by M. Negro supported by G. McCole to give 2% one-time wage adjustment based on base salary and/or hourly pay rates from FY18 to all staff and to distribute this payment in October 2018.

**Motion carried unanimously.**

- **Personnel Report Information Requested**

Information Board would like to see and frequency of information discussed.

**Outcome:** After all requests from members are sent to T. Wendt or B. Adrian, a template will be approved. Bring back to Board agenda as discussion item November 8, 2018.

**NEW BUSINESS (Discussion only)**

- **CEO Hiring Update**

Members reviewed several new resumes received. Requested T. Wendt and B. Adrian conduct a telephone screening with one individual.

**Outcome:** Job description, interview questions, and employment contract to be discussed in Ad Hoc committee meeting on October 17, 2018 at 10:00 a.m. with full Board participation at the Special meeting on October 25, 2018. Google search to be completed on each applicant selected for interview.

- **Finance**

- a) **Contract Grid 10-11-18**

B. Ducoli reviewed Contract Grid 10-11-18 with the members.

**ACTION:** Motion by M. Negro supported by R. Roberge to move Contract Grid 10-11-18 to an ACTION item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Martin	X		Zevitz	X	
McCole	X		Korpi	X	
Negro	X		Luhtanen	X	

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Beacon Specialized Living Services	Residential	10/1/18-9/30/19	\$232.50 per diem	\$232.50 per diem	None

**ACTION:** Motion by M. Negro supported by A. Martin to approve Contract Grid 10-11-18 as presented.

**Motion carried unanimously.**

- **Personnel Report**

Miscellaneous questions addressed.

**Outcome:** Informational

- **Van Bids**

Discussed recommendations for 4 vans needed for transportation.

**Outcome:** Action for next meeting.

- **Employee Referral Program Policy and Form**

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

- **Board By-Laws and Code of Ethics**

Briefly discussed need to review in depth at future meeting.

**Outcome:** Bring back to agenda in November for discussion.

- **Board Association Dues**

Misc. questions addressed. M. Hofer noted name on invoice of Michigan Association of Community Mental Health Boards has changed to Community Mental Health Association of Michigan.

**ACTION:** Motion by M. Negro supported by R. Roberge to move Board Association dues to an ACTION item at present meeting.

Roll call conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Martin	X		Zevitz	X	
McCole	X		Korpi	X	
Negro	X		Luhtanen	X	

**Motion carried unanimously.**

**ACTION:** Motion by M. Negro supported by G. McCole to approve payment of Board Association dues in the amount of \$10,077.00.

**Motion carried unanimously.**

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

NorthCare Governing Board Minutes – September 12, 2018

A. Martin announced that NorthCare is offering the position of CEO to Dr. Tim Kangas. Dr. Kangas has accepted and negotiations of salary will begin on Monday, October 15. A. Martin and G. McCole stated that the Veteran Navigation presentation was very interesting.

**Place on file.**

**PUBLIC COMMENTS** - None

**BOARD COMMENTS**

M. Hofer discussed an email she received about the role of HMOs in finances for mental health.

**ADJOURN**

**ACTION:** Motion by M. Negro supported by R. Roberge to adjourn meeting.

**Motion carried unanimously.**

Meeting adjourned at 6:20 p.m.

The next Ad Hoc Committee meeting is scheduled for Wednesday, October 17, 2018 in Kingsford, Michigan at 10:00 a.m.

The next Special Board meeting is scheduled for Thursday, October 25, 2018 in Kingsford, Michigan at 11:00 a.m.

The next Regular Board meeting is scheduled for Thursday, October 25, 2018 in Kingsford, Michigan at 4:30 p.m.

---

Joan Luhtanen, Chairperson

---

Patricia Phillips, Secretary

---

Kelly Stankevich, Administrative Assistant