

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

September 13, 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.

<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			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.

ACTION: Chairperson Luhtanen requested the addition of Interim CEO Contract with B. Adrian and Ad Hoc committee discussion to Discussion items at present meeting.

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

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

ACTION: Moved to approve 8-23-18 regular Board meeting minutes.

J. Hafeman noted incorrect spelling of name Toskey in law firm title and requested correction.

Motion by: J. Hafeman supported by G. McCole to approve the 8-23-18 regular Board meeting minutes with correction noted.

Motion carried unanimously.

PRESENTATION – **New Phone System Update** **Presenter: Brent Johnson, IT Supervisor**

B. Johnson stated the pilot program at Belgium Pointe has gone extremely well and is requesting approval for all sites to move forward. Miscellaneous questions addressed.

ACTION: Motion by P. Phillips supported by R. Roberge to move the New Telephone System to an ACTION item at present meeting.

Roll Call Conducted by Kelly Stankevich, Administrative Assistant

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

Motion carried unanimously.

ACTION: Motion by J. Hafeman supported by P. Phillips to approve the IVS Telephone System in its entirety for approximately \$46,850.

Motion carried unanimously.

B. Ducoli thanked B. Johnson for personally presenting even though he was off on doctor's orders. B. Johnson informed Board of his choking incident, the need to be revived, and the lifesaving measures an 18-year old from Kingsford provided.

PRESENTATION – Autism Program Presenter: L. Whear, Director Community Inclusion

Autism Benefit granted to CMH's in 2014 for children up to 5-years old. Approximately 1 year later, benefit extended to age of 21. Northpointe began by serving 2 families and now serves 25. Obstacles include staff development, scheduling, transportation, and staffing. Discussed NMU student interns contracted to assist. Growth of program is outpacing availability of staff to perform State requirements. Board requests update in 1 year.

ACTION ITEMS

- Finance

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Michigan Rehabilitation Services (MRS)	Interagency Cash Transfer	10/1/18-9/30/19	\$19,359.00	\$19,359.00	None
B	Clean Kill	Pest control	11/1/18-10/31/19	Spring Only Kingsford Admin \$300.00 Phoenix Center \$138.00 Iron River Office \$130.00 Menominee Office \$130.00 Gathering Pointe \$120.00 Spring & Fall Boyington Apts. \$100.00 ea. A St. Apts. \$100.00 ea. Hughitt Apts. \$150.00 ea. Boyington Home \$100.00 ea. Maple Ridge \$100.00 ea. Belgium Pointe \$150.00 ea. The Lighthouse \$100.00 ea. The Pines \$100.00 ea.	Spring Only Kingsford Admin \$300.00 Phoenix Center \$138.00 Iron River Office \$130.00 Menominee Office \$130.00 Gathering Pointe \$120.00 Spring & Fall Boyington Apts. \$100.00 ea. A St. Apts. \$100.00 ea. Hughitt Apts. \$150.00 ea. Boyington Home \$100.00 ea. Maple Ridge \$100.00 ea. Belgium Pointe \$150.00 ea. The Lighthouse \$100.00 ea. The Pines \$100.00 ea.	None

C	Larry Pollack	Psychological Services	10/1/18-9/30/19	\$135.00/45-50 minute session \$100.00 yearly stipend	\$135.00/45-50 minute session \$100.00 yearly stipend	None
D	Northern Pines	Skill Building	10/1/18-9/30/19	\$14.00/hour	\$14.00/hour	None
E	Whispering Pines	Residential	10/1/18-9/30/19	\$137.07/per diem	\$137.07/per diem	None
F	Whispering Pines SIP	SIP Residential	10/1/18-9/30/19	\$18.25/hour	\$18.25/hour	None
G	Shad Brown	Snow Plowing	10/1/18-9/30/19	New	A St. \$55.00, push/salt/sidewalks \$30.00 sidewalk and salt only Hughitt St. \$25.00 165 Pyle Dr. \$35.00 1336 Riverview Dr. \$30.00 701 Pyle \$115.00 715 Pyle \$150.00 push/salt/sidewalks \$40.00 sidewalk and salt only Parking lot salting for 701 and 715 \$175.00	New
H	Moyer Excavating	Snow Plowing	10/1/18-9/30/19	New	Belgium Pointe - \$65.00 or \$80.00 including salt	New

a) Contract Grid 8-23-18 (*MRS, Clean Kill, Larry Pollack, Northern Pines, Whispering Pines, Whispering Pines SIP, Shad Brown, Moyer Excavating*)

ACTION: Motion by T. Korpi supported by J. Hafeman to approve the 8-23-18 Contract Grid as presented.

Motion carried unanimously.

b) Board Member Finance Questions/Responses - None

NEW BUSINESS (Discussion only)

- Interim CEO Contract with B. Adrian
Minor revisions to previous CEO contract discussed.
ACTION: Motion by J. Hafeman supported by P. Phillips to move the Interim CEO Contract with B. Adrian to an ACTION item at present meeting.

Roll Call Conducted by Kelly Stankevich, Administrative Assistant

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

Motion carried unanimously.

ACTION: Motion by G. McCole supported by J. Hafeman to approve the Interim CEO Contract with B. Adrian as presented.

Motion carried unanimously.

M. Negro requested a copy of the Interim CEO Contract be sent to her via email.

B. Adrian, Interim CEO, conducted New Business as follows:

- **CEO Hiring Update**
Discussed resumes received and how to proceed in hiring process. Deadline is October 1st for applicants.
Outcome: Consensus of the Board is to hold a Special Meeting at 3:00 p.m. on September 27, 2018 prior to the next scheduled Board meeting to discuss formulating job description, salary range, Employment Agreement, and interview questions. All resumes are to be forwarded to each Board member as received.
- **Finance**
 - a) **Financial Statement – July 2018**
Miscellaneous questions addressed
Outcome: Action item at next meeting.
 - b) **Check Disbursement – July 2018**
Outcome: Action item at next meeting.
 - c) **Contract Grid 9-13-18** (*Newlin AFC, GT Independence, TDS, Stephanie Burrows, MD*)
Miscellaneous questions addressed.
Outcome: Action item at next meeting.
- **Personnel Report**
Miscellaneous questions addressed. M. Hofer requested letter mailed to Board Members be handled by Human Resources and Recipient Rights. Discussed information Board would like to have in the monthly and the quarterly reports.
Outcome: Board to come to a consensus for information sought in monthly and quarterly reports.
- **Longevity**
Discussion on who qualifies for longevity and funding available for program. Miscellaneous questions addressed.
ACTION: Motion by A. Martin supported by P. Phillips to move granting of Longevity to an **ACTION** item at present meeting.

Roll Call Conducted by Kelly Stankevich, Administrative Assistant

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

Motion carried unanimously.

ACTION: Motion by G. McCole supported by P. Phillips to grant Longevity, using the same formula as other years, for a total of \$60,689.

Motion carried unanimously.

- **Pines Roof Bids**
Discussed bids received and qualifications of bidders.
ACTION: Motion by J. Hafeman supported by R. Roberge to move the Pine Roof bids to an **ACTION** item at present meeting.

Roll Call Conducted by Kelly Stankevich, Administrative Assistant

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

Motion carried unanimously.

Miscellaneous questions addressed.

ACTION: Motion by G. McCole supported by to award the Pine Roof project to Marchetti Construction Company for \$16,100.00.

Motion carried unanimously.

- **New Phone System** - Completed earlier in meeting.

B. Adrian informed Board that NorthCare has approved the Plan of Correction from the review conducted on June 19, 2018. Miscellaneous questions addressed.

B. Adrian informed Board that Northpointe was approved for a 3-year home-based program in Menominee and Dickinson Counties.

B. Adrian informed Board that Northpointe's Recipient Rights Director, Katie Smith, is currently in Lansing accepting an award from the State Rights Organization for Advocacy on behalf of mental health recipients. Nominated by former CEO, J. McCarty and one of only two awarded in the State.

- **Board Self-Evaluation**
Reminder to have all members return the Self-Evaluation before the next meeting.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

NorthCare Governing Board Minutes – August 8, 2018

Outcome: Place on file.

A. Martin stated NorthCare is proceeding with the CEO search and it is moving forward.

PUBLIC COMMENTS

C. Jansen thanked the Board for granting the Longevity.

T. Wendt suggests the Board may wish to look at interview questions during their Special Meeting on 9/27/18.

B. Ducoli stated new Northpointe van was in parking lot for Board members to inspect.

B. Ducoli announced his retirement from Northpointe to be effective December 7, 2018. B. Adrian stated advertising for CFO position to begin next week.

BOARD COMMENTS

A. Martin stated she enjoyed the conference in Harris with the other members. Other members also enjoyed the conference and special mention of P. Hefner-Gardipee for his outstanding presentation.

J. Luhtanen congratulated TRICO for being in business for 50 years. Card was passed for signatures. G. McCole stated people going through program are very thankful.

J. Luhtanen questioned when employee wage increase discussion would be on the agenda. B. Adrian stated he is waiting on a more complete analysis of funding available and presently is recommending a one-time wage adjustment rather than raises.

R. Roberge stated Governor Snyder announced the State applications for employment would no longer ask if applicant is a felon.

R. Roberge noted advertisement for vans with under 36,000 miles was a good idea.

ADJOURN

ACTION: Motion by P. Phillips supported by J. Hafeman to adjourn meeting.

Motion carried unanimously.

Meeting adjourned at 5:50 p.m.

The next Special Board meeting is scheduled for Thursday, September 27, 2018 in Kingsford, Michigan at 3:00 p.m.

The next Regular Board meeting is scheduled for Thursday, September 27, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant