

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**September 27, 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			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 the Emergency Endowment Fund and Fall Conference under New Business.

**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 9-13-18 regular Board meeting minutes.

**Motion by:** G. McCole supported by N. Pasternak to approve the 9-13-18 regular Board meeting minutes.

**Motion carried unanimously.**

**PRESENTATION** – Michigan Risk Management Authority                      **Presenter: Chris Katona**

Chris Katona discussed property and liability insurance currently held by Northpointe and the Board of Directors. Current premiums are less than premiums paid in 2003. Miscellaneous questions addressed.

**ACTION ITEMS**

• **Finance**

a) Financial Statement – July 2018

**ACTION:** Motion by G. McCole supported by A. Martin to approve the Financial Statement – July 2018 as presented.

**Motion carried unanimously.**

b) Check Disbursement – July 2018

**ACTION:** Motion by J. Hafeman supported by G. McCole to approve the Check Disbursement – July 2018 as presented.

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Newlin AFC	Residential	9/1/18-8/31/19	Based on individual treatment plan	Based on individual treatment plan	none
B	GT Independence	Fiscal Intermediary	10/1/18-11/30/19	125.00/mo. Individual with Individual-hired employees \$100.00/enrollment One time for each new individual \$50.00/mo. Respite individuals with budget under \$1000.00 \$75.00/mo. Respite individuals with budget over \$1000.00 \$75.00/enrollment respite individuals with budget over \$1000.00 \$50.00/enrollment respite individuals with budget under \$1000.00	125.00/mo. Individual with Individual-hired employees \$100.00/enrollment One time for each new individual \$50.00/mo. Respite individuals with budget under \$1000.00 \$75.00/mo. Respite individuals with budget over \$1000.00 \$75.00/enrollment respite individuals with budget over \$1000.00 \$50.00/enrollment respite individuals with budget under \$1000.00	none
C	TDS	Pharmacy	9/1/18-8/31/19	\$300 flat rate up to 125 people \$2.00 additional charge over 125	\$500.00 flat rate regardless of number of individuals	\$200.00 Flat rate per month regardless of number of individuals
D	Stephanie Burrows, MD	Psychiatry Service	10/1/18-9/30/19	\$185.00/hour	\$195.00/hour	\$10.00/hour

c) Contract Grid 9-13-18 (*Newlin AFC, GT Independence, TDS, Stephanie Burrows, MD*)

**ACTION:** Motion by J. Hafeman supported by T. Korpi to approve the 9-13-18 Contract Grid as presented.

**Motion carried unanimously.**

d) Board Member Finance Questions/Responses – None.

**NEW BUSINESS (Discussion only)**

- **CEO Hiring Update**

Progress made during Special meeting included salary range and date to begin interviews.

**Outcome:** Potential job description and interview questions will be presented for review at the next Board meeting.

- **Finance**

- a) **Financial Statement – August 2018**

B. Ducoli reviewed new statement formatting with members.

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

- b) **Check Disbursement – August 2018**

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

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

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

- **Adjusted FY17/18 Budget**

Year-end budget discussed. Miscellaneous questions addressed.

**ACTION:** Motion by M. Negro supported by R. Roberge to move the Adjusted FY17/18 Budget to an ACTION item at the present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant

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

**ACTION:** Motion by M. Negro supported by T. Korpi to approve the Adjusted FY17/18 Budget as presented.

**Motion carried unanimously.**

- **Fall Conference**

October 22 and 23 in Traverse City. Hotel has filled up quickly and if attending, will need to be at alternative location.

**Outcome:** Members to contact K. Stankevich, if attending, as soon as possible.

- **Endowment Fund**

Discussed purpose and origins of fund. B. Adrian requested the use of \$3500.00 in interest monies for resident in Menominee County removed from HUD program. Money to be used for back rent. Staff working on alternate funding to assist individual.

**ACTION:** Motion by M. Negro supported by R. Roberge to move Endowment Fund request for \$3500.00 to an ACTION item at present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant

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

**ACTION:** Motion by M. Negro supported by A. Martin to approve request to use Endowment Fund monies for back rent payments not exceeding \$3500.00.

**Motion carried unanimously.**

- **Personnel Report**

B. Adrian requested Board consensus on type and frequency of information being requested.

**Outcome:** Members to send K. Stankevich or B. Adrian what information they request to form an outline for reporting.

- **Workforce Analysis**

B. Adrian requested Board consider a one-time payroll adjustment rather than across the board raises.

**Outcome:** B. Adrian to prepare cost analysis for presentation at the next regular Board meeting.

- **Board Self-Evaluation Results**

Reviewed scores and comments from self-evaluations. Discussed a 6-month informal review for CEOs in addition to the 1-year review. Dispute resolution topics discussed. Concerns expressed regarding touring of facilities and the Board having one voice. Positive reviews included 7/8 stating members considered all sides before voting and attending meetings regularly.

**Outcome:** Review by Board of the Board Policies and Code of Ethics at next meeting. Special event notices at the homes given to the Board members so they may attend if they choose to.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

None.

**PUBLIC COMMENTS**

None.

**BOARD COMMENTS**

A. Martin requested clarification of “micromanaging”. Miscellaneous questions addressed.

G. McCole requested clarification of interview date. J. Luhtanen requested everyone to keep the afternoon of October 25 open. Will reschedule if interviewees cannot attend.

J. Luhtanen reminded members that September is Suicide Prevention Month.

P. Phillips stated she could not make earlier meeting, but was looking forward to the minutes.

**ADJOURN**

**ACTION:** Chairperson Luhtanen adjourned the meeting.

Meeting adjourned at 5:45 p.m.

The next Regular Board meeting is scheduled for Thursday, October 11, 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