

**Northpointe Healthcare Systems**  
**Ad Hoc Meeting**  
**Minutes**  
**October 17, 2018 – 10:00 a.m.**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Joan Luhtanen	X	
Mari Negro	X	
Robert Roberge	X	

Representing Administration: B. Adrian, K. Stankevich

Meeting called to order by J. Luhtanen, Chairperson, at 10:05 a.m.

Roll call conducted by K. Stankevich, Administrative Assistant.

Public Comment - None

1. **Approve/Amend Agenda**

ACTION: Moved to approve agenda as presented.

Motion by: M. Negro supported by R. Roberge to approve agenda as presented.

**Motion carried unanimously.**

2. **CEO Job Description**

Discussed current CEO job description. Reviewed Board expectations for new CEO. Changes proposed to duties, supervisory responsibilities, and trainings. Miscellaneous questions addressed.

**Outcome:** Submit recommended changes to full Board at for approval.

3. **CEO Interview Questions**

Reviewed current interview questions. Due to time constraints during interview process, several questions needed elimination. Recommended removing several questions and replacing some with questions from NorthCare's CEO interview questions. Committee proposes using some questions from original document and any additional questions submitted after interviews for second interview.

**Outcome:** Submit recommended changes to full Board for approval.

4. **CEO Employment Contract**

Discussed current CEO Employment contract. Contract sent to law firm; however, was not available at time of meeting. B. Adrian will send request to review again. Length of contract discussed. Benefits reviewed and determined acceptable. Board expectations updated.

**Outcome:** Submit recommendation for 2-yr. contract with evaluation after first year. If evaluation is favorable, roll into another 2-year commitment, thus making a 3-year contract after the first year. Submit CEO Employment Contract revisions to full Board for approval.

**Public Comment** – None

**Board Comment** – None

Chairperson Luhtanen adjourned meeting.

Meeting adjourned at 12:00 p.m.

Respectfully submitted,  
*Kelly Stankevich*  
Administrative Assistant