

**Northpointe Healthcare Systems**  
**Ad Hoc Meeting**  
**Minutes**  
**November 1, 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, T. Wendt, K. Stankevich

Meeting called to order by J. Luhtanen, Chairperson, at 10:00 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 Interview Questions**

Reviewed initial interview questions, NorthCare questions, unused questions from first round, and all Board member suggested questions. Choices to keep or discard based on anticipated knowledge gain. Keep 1-5 scoring system. Chairperson Luhtanen will ask each question twice before candidate answers.

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

**3. CEO Second Interview Topics**

Discussed benefit of bringing two candidates back instead of all three for a second interview. Discussed length of new interviews, providing questions to interviewees at the interview, and homework questions for candidates. Discussed changing meeting to 3:00 p.m. on November 13 if both candidates are available to allow more Board members availability to be present.

**Outcome:** At this time, interview top two candidates only. Each interview to be scheduled for 1 ½ hours.

Homework questions to be sent to interviewees immediately. Candidates may write answers of any length; however, they must submit answers to Administrative Assistant for distribution to Board no later than Friday, November 9, and be able to paraphrase content in a 5-minute presentation on day of interview. K. Stankevich to contact candidates and check availability on November 13, 2018.

**Public Comment** – None

**Board Comment** – None

**Adjourn**

Motion by M. Negro supported by R. Roberge to adjourn the meeting.

**Motion carried unanimously.**

Meeting adjourned at 11:20 a.m.

Respectfully submitted,  
*Kelly Stankevich*  
Administrative Assistant