

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Dr., Kingsford, MI 49802

August 22, 2019 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:35 p.m.; K. 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	
Pirlot, Kevin	X			Korpi, Thomas	X		
Martin, Ann	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow, 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 added RR Application, SVA/Greenshades contract renewal, MRS Interagency Cash Transfers from Dickinson/Iron and Menominee, RR Investigation on CEO, and voting delegates for the GLRMH Conference under New Business. Chairperson Luhtanen requested the presentation be cancelled and moved to a later date. M. Hofer requested Legal Service question be added under New Business for discussion. J. Cescolini requested Longevity/Performance Pay, staffing update, and Ad Hoc meeting date be added under New Business for discussion.

ACTION: Moved to approve agenda as amended.

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

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

M. Negro noted the special meeting of the Board would be August 29, not September 29 as noted under Board comments.

Motion by: J. Hafeman supported by P. Phillips to approve the 8-8-19 Regular Board Meeting minutes as amended.

Motion carried unanimously.

PRESENTATION – Tabled by Chairperson. Will bring back at a future meeting.

ACTION ITEMS

- **Finance**

- a) **Financial Statement – June 2019**

- Motion by:** J. Hafeman supported by T. Korpi to approve Financial Statement– June 2019

- Motion carried unanimously.**

b) Contract Grid 8-8-19 (Clean Kill North, LLC, Superiorland Electronics, Inc.)

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Clean Kill North, LLC	Pest Control	11/1/19-10/31/20	Per Occurrence Kingsford Office - \$300.00 Phoenix Ctr. - \$138.00 Iron River Office - \$130.00 Menominee Office - \$130.00 Crossroads - \$100.00 Gathering Pointe - \$120.00 A Street Apts. - \$100.00 Hughitt Street - \$150.00 Boyington Home - \$100.00 Maple Ridge - \$100.00 Belgium Pointe - \$150.00 The Pines - \$100.00	Per Occurrence Kingsford Office - \$300.00 Phoenix Ctr. - \$138.00 Iron River Office - \$130.00 Menominee Office - \$130.00 Crossroads - \$100.00 Gathering Pointe - \$120.00 A Street Apts. - \$100.00 Hughitt Street - \$150.00 Boyington Home - \$100.00 Maple Ridge - \$100.00 Belgium Pointe - \$150.00 The Pines - \$100.00	None
B	Superiorland Electronics, Inc.	Fire/Wet system inspections	10/1/19-9/30/20	Smoke detectors/functional testing/component inspection Per inspection site: \$190.00 Belgium Pointe, Maple Ridge, Iron River office, Kingsford office, Boyington, Crossroads, Gathering Pointe, Hughitt Street apts. The Pines, and Menominee office Annual Wet system inspections Belgium Pointe \$164.00 Boyington \$656.00 Maple Ridge \$328.00 The Pines \$164.00	Smoke detectors/functional testing/component inspection Per inspection site: \$190.00 Belgium Pointe, Maple Ridge, Iron River office, Kingsford office, Boyington, Crossroads, Gathering Pointe, Hughitt Street apts. The Pines, and Menominee office Annual Wet system inspections Belgium Pointe \$164.00 Boyington \$656.00 Maple Ridge \$328.00 The Pines \$164.00	None

Motion by: R. Roberge supported by K. Pirlot to approve Contract Grid 8-8-19 as presented.
Motion carried unanimously.

- **Northpointe Compliance Plan**

Motion by: J. Hafeman supported by P. Phillips to approve the Northpointe Compliance Plan as presented.
Motion carried unanimously.

- **Ad Hoc Policy Revisions** – Standing Item. No Action at present meeting.

NEW BUSINESS (Discussion only)

- **Finance**

- a) **Check Disbursement – July 2019**

Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

- **Stakeholder Application**

Members verified an opening was available on the committee. Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

- Boyington Blueprints**
 Unable to locate blueprints. Fire Marshal is requiring blueprints to complete downsizing licensure. N. Pasternak discussed previous owner and provided J. Lindow with contact information. K. Pirlot will use his contacts to see if he can obtain a copy. Cost to have blueprints redone is approximately \$6,000-\$10,000.
Outcome: Further discussion at next meeting. Place on next agenda as Action Item in the event no blueprints are found.
- Board Annual and Self Evaluations**
 Members reviewed results. Policy for letters or telephone calls to Board members directly from staff (current or previous) discussed.
Outcome: A. Martin requested copy of section in Policy addressing issue be provided to Board. Informational.
- CEO Report/Stoplight Report**
 CEO reviewed highlights of reports with members. Miscellaneous questions addressed.
Outcome: Informational.
- Legal Question (M. Hofer)**
 Discussed when Board approval is necessary prior to contacting legal department. No staff to contact legal without CEO approval.
Outcome: CEO has discretion to contact legal without Board approval up to a policy-specified dollar amount.
- Ad Hoc Meeting Date**
 Members of Ad Hoc team discussed best time to meet and begin review of next round of policies.
Outcome: Meeting set for September 4, 2019 at 2:00 p.m.
- Recipient Rights Application**
 Members verified an opening was available on the committee. Miscellaneous questions addressed.
Outcome: Action Item for next meeting.
- SVA/Greenshades Maintenance Plan Renewal**
 Members presented with revision of invoice dated 8/22/19. Company is going to do a re-implementation of payroll for free and giving a reduced price for this renewal due to large amounts of system issues. Next renewal period will be at full price.
ACTION: Move SVA/Greenshades Maintenance Plan Renewal to Action Item at present meeting.
Motion by: J. Hafeman supported by A. Martin to move SVA/Greenshades Maintenance Plan Renewal to 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	
Pirlot		X		Negro	X	
Martin		X		Korpi	X	
Luhtanen		X				

Motion carried unanimously.

ACTION: Approve SVA/Greenshades Maintenance Plan Renewal as presented.

Motion by: J. Hafeman supported by T. Korpi to approve the SVA/Greenshades Maintenance Plan Renewal for \$7,160.00 as presented.

Motion carried unanimously.

- **2020 MRS Interagency Cash Transfer Agreements with Dickinson-Iron and Menominee**

CMHs are required to have an agreement with MRS, and this fund is used to provide employment services to qualified individuals prior to billing Medicaid. Miscellaneous questions addressed.

ACTION: Move 2020 MRS Interagency Cash Transfer Agreements with Dickinson-Iron and Menominee to an Action Item at present meeting.

Motion by: J. Hafeman supported by R. Roberge to move 2020 MRS Interagency Cash Transfer Agreements with Dickinson-Iron and Menominee 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	
Pirlot	X		Korpi	X	
Martin	X		Negro	X	
Luhtanen	X				

ACTION: Approve 2020 MRS Interagency Cash Transfer Agreements with Dickinson-Iron and Menominee

Motion by: J. Hafeman supported by P. Philips to approve the 2020 MRS Interagency Cash Transfer Agreements with Dickinson-Iron for \$5,227.00 and Menominee for \$6,768.00.

Motion carried unanimously.

- **Staffing Update**

HR and CEO contacted local providers and a company that finds talent to help during times of need. Interviewing has begun to provide therapy and/or telehealth services. J. Cescolini discussed RN's doing Case Management due to critical need in staffing. Pay scale for CM's vs. RN's discussed and CEO recommends raising BSW's to the same wage scale used for RN's to be equal and to help recruit staff. Ad Hoc will be formed to review all other staff wages. Miscellaneous questions addressed.

ACTION: Move Pay Scale increase for BSW Case Managers to Action Item at present meeting.

Motion by: R. Roberge supported by J. Hafeman to move BSW Case Manager Pay Scale increase to Action Item at present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant.

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

CM (BSW/RN)	35510	-	47510
Hrly	18.21	-	24.36
RN	40703	-	54306
Hrly	20.87	-	27.85

\$136,517 increase/year
Approximately \$13,000 GF/year

ACTION: To approve Pay Scale increase for BSW Case Managers effective on next payroll.

Motion by: J. Hafeman supported by R. Roberge to approve Pay Scale increase for BSW Case Managers.

Motion carried unanimously.

M. Negro left at 6:00 p.m.

- **Longevity/Performance Pay**

Excess Medicaid monies from NorthCare need to be used before the end of fiscal year. Suggestion to do a one-time payout to staff and pay longevity pay per policy. Bulk of payout will be Medicaid, but there is a cost to General Fund as well. Miscellaneous questions addressed.

ACTION: Move Longevity and Performance Pay to Action Items.

Motion by: J. Hafeman supported by P. Phillips to move Longevity and Performance Pay to Action Items at present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant.

ROLL CALL VOTE	YES	NO		YES	NO
Pasternak	X		Martin	X	
Hafeman	X		Phillips	X	
Hofer		X	Roberge	X	
Pirlot	X		Dehn	X	
Korpi	X		Luhtanen	X	

Motion carried: 9 Yes/1 No – M. Hofer

- **Longevity**

\$48,600.00	Cost of Longevity 2019	General Fund Cost
\$3,718.00	FICA	
\$2,916.00	Retirement	\$431.00
\$55,234.00	Total Cost	\$3,597.00*

*Costs to General Funds as of June 2019.

ACTION: Grant Longevity to employees.

Motion by: J. Hafeman supported by N. Pasternak to grant Longevity to employees in the amount of \$500 for Full time, \$250 for Part time, and \$125 for Special Part time totaling \$55,234.00.

Motion carried: 9 Yes/1 No

- **Performance Payout**

Full time:	\$500	
Part time:	\$250	
Special Part time:	\$125	\$7,040.00 will be General Fund
Total	\$ 79, 125.00	
FICA	\$ 6,053.00	
Retirement 6%	\$ 4,748.00	
Total Payout	\$ 89, 926.00	

ACTION: Grant a one-time performance payout to all employees of at least one year.

Motion by: K. Pirlot supported by P. Phillips to grant a one-time performance payout to all employees of at least one year.

Motion carried: 9 Yes/1 No – M. Hofer

- **Voting Delegates for GLRMH Conference**
Four voting delegates needed at the conference. Chairperson Luhtanen appointed J. Hafeman, T. Korpi, P. Phillips, and herself.
- **Update Recipient Rights Investigation of CEO**
CEO advised Board that the investigation revolves around bringing her dog to a home's picnic. Will take 90 days for State to investigate. Chairperson Luhtanen states the Board needs to look into allowing animals in Northpointe places of business.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

CMHAM Weekly Updates – 8-9-19

Outcome: Informational

NorthCare Governing Board Meeting Minutes 7-17-19

Outcome: Place on file.

Stakeholder's Committee Minutes 6-4-19

Outcome: Place on file.

PUBLIC COMMENTS – None

BOARD COMMENTS

Chairperson Luhtanen received a copy of the Summary of Open Meetings Act booklet from attorney's office, and requested that administrative assistant order a copy for each Board member and a few extra for future members.

T. Korpi stated how much he liked the new logo, but that the empowerment message is lost when the logo is small (such as in business cards and headers). Will adjust to make logo larger.

A. Martin requested NBHS build a Chart of Organization similar to NorthCare. J. Cescolini working on this.

T. Korpi apologized for missing the NorthCare meeting this month.

K. Pirlot expressed concern for the President's comments on Mental Health and gun violence this week. Very fearful of impact on our clients and those across the country.

J. Luhtanen reminded members that the September 19th Board meeting will meet in Iron River and that Dr. Kangas from NorthCare is planning to attend.

J. Luhtanen concerned if individuals are getting services they need when staff is so overwhelmed and if implementing any type of wait list would be best. Requested all members try to come up with creative solutions that may assist during this time of staffing crisis.

ADJOURN

Motion by J. Hafeman supported by K. Pirlot to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

The next Special Board meeting is scheduled for Thursday, August 29, 2019 in Kingsford, Michigan at 4:30 p.m.

The next Regular Board meeting is scheduled for Thursday, September 5, 2019 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary/Treasurer

Kelly Stankevich, Administrative Assistant