

Board of Directors Meeting Agenda

▼ Meeting Information

March 16, 2023

04:30 PM – 06:00 PM

Northpointe Administrative

Conference Room

Bylaws:

[Governing Documents](#)

▼ Meeting Attendance

Chairperson:

Cescolini, Jennifer

Secretary:

Gardipee, Laurie

Members:

Granquist, Alison

Hofer, Millie

Luhtanen, Joan

Martin, Ann

Mueller, Patricia

Negro, Mari

Pasternak, Nancy

Phillips, Patricia

Pirlot, Kevin

Roberge, Robert

Stein, Mary

Thompson, Kathy

Guests:

Davis, Kellie

Kusz, Erin

Melius, Jessica

Rooney, Megan

- ▼ 1. **Call Meeting to Order**
- ▼ 2. **Roll Call**
- ▼ 3. **Pledge of Allegiance**
- ▼ 4. **Public Comment**
- ▼ 5. **ACTION ITEM: Approval of Consent Agenda**

[Pending official publication] [Owner: Gardipee, Laurie] [ID: 12869] [Doctype: Committee Minutes]

5.1. [Board of Directors - March 02, 2023](#)

[Pending official publication] [Owner: Cescolini, Jennifer] [ID: 12834] [Doctype: Reference]

5.2. [Board Proposed Wage Scale Changes 2/23](#)

▼ 6. **Approval of Agenda**

▼ 7. **New Business (Discussion Only)**

7.1. **Carey Proposals for Kitchens (J.Melius)**

7.2. **Introductions - Kellie Davis, Director of Finance**

7.3. **Financials (M.Rooney)**

7.4. **Special Meeting Reschedule**

Abstract: March 30th at 4:30pm or April 6th at 4:30pm

▼ 8. **Annual Policy Review with No Changes (Discussion Only)**

[Pending review] [Owner: Giguere, Sandra] [ID: 10018] [Doctype: Policy]

8.1. [Drugfree Workplace](#)

Revision notes: put in the name of the consent form

[Marked as Reviewed on 8/27/2021 by Jennifer Cescolini: Next Review Date is 8/27/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10019] [Doctype: Policy]

8.2. [Employee Compensation for Overnights or Special Circumstances](#)

Revision notes: ORIGINAL EFFECTIVE DATE: 10/1/09 BOARD APPROVAL DATE: 8/20/09
REVIEWED/REVISED ON DATE: 4/13/18 CURRENT EFFECTIVE DATE: 5/1/14

Lucidoc entered 3/15/2019. Original signature on file.

[Lucidoc Converted 3/2019][Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini, Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini, Jennifer on 19-DEC-2019]

[Reviewed on 7/10/2020 by Sandra Giguere: Next Review Date is 7/10/2021.]

[Reviewed on 7/19/2021 by Sandra Giguere: Next Review Date is 08/01/2021.][Review approval failed]

[Marked as Reviewed on 8/28/2021 by Jennifer Cescolini: Next Review Date is 8/28/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10022] [Doctype: Policy]

8.3. [Employee Recognition Program](#)

Revision notes: Formatting changes[Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini, Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini, Jennifer on 19-DEC-2019]

[Reviewed on 7/10/2020 by Sandra Giguere: Next Review Date is 7/10/2021.]
[Reviewed on 7/19/2021 by Sandra Giguere: Next Review Date is 08/01/2021.]
[Added at review/expire: no changes]
[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10023] [Doctype: Policy]

8.4. **Employee Referral Program**

Revision notes: ORIGINAL EFFECTIVE DATE: 11/1/18 BOARD APPROVAL DATE: 10/25/18
REVIEWED/REVISED ON DATE: 9/20/18 CURRENT EFFECTIVE DATE: 11/1/18 Lucidoc entered
3/15/2019. Original signature on file.

[Lucidoc Converted 3/2019][Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini,
Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini,
Jennifer on 19-DEC-2019]

[Reviewed on 7/10/2020 by Sandra Giguere: Next Review Date is 7/10/2021.]

[Added at review/expire: No changes]

[Reviewed on 7/19/2021 by Sandra Giguere: Next Review Date is 08/01/2021.][Review approval
failed]

[Reviewed on 7/20/2021 by Jennifer Cescolini: Next Review Date is 08/01/2021.]

[Marked as Reviewed on 8/28/2021 by Jennifer Cescolini: Next Review Date is 8/28/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Grable, Mary] [ID: 10128] [Doctype: Policy]

8.5. **Health Screening**

Revision notes: Reviewed; no changes

[Added at review/expire: Current, no changes]

[Marked as Reviewed on 2/7/2023 by Mary Grable: Next Review Date is 2/7/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10042] [Doctype: Policy]

8.6. **Military Service Leave**

Revision notes: ORIGINAL EFFECTIVE DATE: 9/26/97 BOARD APPROVAL DATE: 7/22/10
REVIEWED/REVISED ON DATE: 4/13/18 CURRENT EFFECTIVE DATE: 5/1/14

Lucidoc entered 3/15/2019. Original signature on file.

[Lucidoc Converted 3/2019][Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini,
Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini,
Jennifer on 19-DEC-2019]

[Reviewed on 7/21/2020 by Sandra Giguere: Next Review Date is 7/21/2021.]

[Marked as Reviewed on 8/28/2021 by Jennifer Cescolini: Next Review Date is 8/28/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10043] [Doctype: Policy]

8.7. **Notification of Change in Provider Network**

Revision notes: ORIGINAL EFFECTIVE DATE: 7/25/13 BOARD APPROVAL: 7/25/13
REVIEWED/REVISED ON DATE: 2/15/18 CURRENT EFFECTIVE DATE: 4/1/18

Lucidoc entered 3/15/2019. Original signature on file.

[Lucidoc Converted 3/2019][Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini,
Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini,
Jennifer on 19-DEC-2019]

[Reviewed on 7/21/2020 by Sandra Giguere: Next Review Date is 7/21/2021.]

[Marked as Reviewed on 8/27/2021 by Jennifer Cescolini: Next Review Date is 8/27/2022.][Owner
changed from Cescolini, Jennifer to Giguere, Sandra by Cescolini, Jennifer on 28-SEP-2021]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10044] [Doctype: Policy]

8.8. [Orientation Period](#)

Revision notes: Addition of documentation review during probationary period

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Thompson, Karen] [ID: 10328] [Doctype: Policy]

8.9. [Policies, Standard Operating Procedures, and Forms](#)

Revision notes: Upload into Lucidoc[Owner changed from Cescolini, Jennifer to Thompson, Karen by Cescolini, Jennifer on 13-JUL-2020]

[Reviewed on 12/8/2020 by Jennifer Cescolini: Next Review Date is 12/8/2021.][Owner changed from Cescolini, Jennifer to Thompson, Karen by Cescolini, Jennifer on 17-JUL-2021]

[Marked as Reviewed on 11/8/2021 by Erin Kusz: Next Review Date is 11/8/2022.]

[Added at review/expire: No changes]

[Marked as Reviewed on 2/5/2023 by Karen Thompson: Next Review Date is 2/5/2024.]

[Pending review] [Owner: Thompson, Karen] [ID: 10371] [Doctype: Policy]

8.10. [Priority List](#)

Revision notes: Upload to LUDicoc and create policy and SOP[Owner changed from Cescolini, Jennifer to Thompson, Karen by Cescolini, Jennifer on 21-JUL-2020]

[Added at review/expire: reviewed - no changes.]

[Reviewed on 10/14/2020 by Karen Thompson: Next Review Date is 10/14/2021.]

[Added at review/expire: No changes]

[Marked as Reviewed on 11/11/2021 by Karen Thompson: Next Review Date is 11/11/2022.]

[Added at review/expire: No changes]

[Marked as Reviewed on 2/5/2023 by Karen Thompson: Next Review Date is 2/5/2024.]

[Pending review] [Owner: Thompson, Karen] [ID: 10566] [Doctype: Policy]

8.11. [Respite Services](#)

Revision notes: Edit new terminology remove camp language

[Added at review/expire: No changes]

[Marked as Reviewed on 2/5/2023 by Karen Thompson: Next Review Date is 2/5/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10063] [Doctype: Policy]

8.12. [Staff Development](#)

Revision notes: numbering format revised

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10066] [Doctype: Policy]

8.13. [Supervision of Clinical Staff](#)

Revision notes: ORIGINAL EFFECTIVE DATE: 10/1/14 BOARD APPROVAL DATE: 8/28/14
REVIEWED/REVISED ON DATE: 1/22/18 CURRENT EFFECTIVE DATE: 2/1/17

Lucidoc entered 3/15/2019. Original signature on file.

[Lucidoc Converted 3/2019][Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini, Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini, Jennifer on 19-DEC-2019]

[Reviewed on 7/22/2020 by Sandra Giguere: Next Review Date is 7/22/2021.]

[Marked as Reviewed on 8/27/2021 by Jennifer Cescolini: Next Review Date is 8/27/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Giguere, Sandra] [ID: 10068] [Doctype: Policy]

8.14. [Tax Forms](#)

Revision notes: ORIGINAL EFFECTIVE DATE: 6/1/06 BOARD APPROVAL DATE: 5/18/06
REVIEWED/REVISED ON DATE: 4/13/18 CURRENT EFFECTIVE DATE: 4/1/11

Lucidoc entered 3/15/2019. Original signature on file.

[Lucidoc Converted 3/2019][Owner changed from Cescolini, Jennifer to Smart, Kristy by Cescolini, Jennifer on 10-AUG-2019][Owner changed from Smart, Kristy to Giguere, Sandra by Cescolini, Jennifer on 19-DEC-2019]

[Reviewed on 7/22/2020 by Sandra Giguere: Next Review Date is 7/22/2021.]

[Marked as Reviewed on 8/27/2021 by Jennifer Cescolini: Next Review Date is 8/27/2022.]

[Added at review/expire: no changes]

[Marked as Reviewed on 1/29/2023 by Sandra Giguere: Next Review Date is 1/29/2024.]

[Pending review] [Owner: Melius, Jessica] [ID: 10412] [Doctype: Policy]

8.15. [Weapons in the Workplace](#)

Revision notes: add to Luci in html

[Added at review/expire: no revisions needed]

[Reviewed and Updated on 12/15/2020 by Jason Heath: Next Review Date set to 10/01/2021.]

[Owner changed from Heath, Jason to Melius, Jessica by Cescolini, Jennifer on 12-JUL-2021]

[Marked as Reviewed on 11/4/2021 by Jessica Melius: Next Review Date is 11/4/2022.]

[Added at review/expire: No Changes]

[Marked as Reviewed and Updated on 2/8/2023 by Jessica Melius: Next Review Date set to 02/08/2024.]

▼ 9. Annual Policy Review with Minor Changes (Discussion Only)

[Pending official publication] [Owner: Giguere, Sandra] [ID: 10009] [Doctype: Policy]

9.1. [Bereavement Leave](#)

Revision notes: Add niece/nephew to the 1 day of bereavement list

[Pending official publication] [Owner: Giguere, Sandra] [ID: 10046] [Doctype: Policy]

9.2. [Paid Sick Leave](#)

Revision notes: Update wording and add FMLA qualified leave for accrual of sick leave

[Pending official publication] [Owner: Thompson, Karen] [ID: 11057] [Doctype: Plan]

9.3. [Written Professional Services Array](#)

Revision notes: update changes that have taken effect in 2022

Remove ACT, DBT, and parent support partner. Add Childrens ICSS

▼ 10. Miscellaneous Report

▼ 11. Public Comment

▼ 12. Board Comment

 ADJOURN MEETING