

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Board Meeting

MINUTES

715 Pyle Drive, Kingsford, MI 49802

January 16, 2020 – 4:30 p.m.

CALL TO ORDER/ROLL CALL

Joan Luhtanen, Chairperson, called the meeting to order at 4:32 p.m.; V. Johnson, 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		

* Zoom conference from alternate site

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Lindow, K. Stankevich, V. Johnson

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance to the Flag was recited by all.

PUBLIC COMMENTS – None.

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen requested approval of the amended agenda. Chairperson Luhtanen noted the presentation will be rescheduled for the January 23, 2020 regular Board meeting. Chairperson Luhtanen requested a discussion on meetings in be added to agenda under New Business after the Iron River office remodel. J. Lindow requested the addition of the Ad Hoc recommended changes to Board Policies and By-Laws and question updates from previous Board meetings be added to agenda under New Business after the discussion on meetings.

ACTION:

Motion by: A. Martin supported by P. Phillips to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen requested approval of 12/19/2019 Regular Board meeting minutes.

ACTION: Moved to approve 12/19/2019 Regular Board meeting minutes as presented.

Motion By: J. Hafeman supported by N. Pasternak to approve 12/19/2019 Regular Board meeting as presented.

Motion carried unanimously

ACTION ITEMS:

- **Finance**

- a) Check Disbursement – November 2019

- Motion by:** A. Martin supported by J. Hafeman to approve Check Disbursement - November 2019

- Motion Carried unanimously**

- **Ad Hoc Revision**

- Miscellaneous questions addressed. J. Hafeman and A. Martin noted spelling errors on the Medical Service Referral/Psychiatric Evaluation.

- Motion by:** A. Martin supported by T. Korpi to approve the Ad Hoc revised policies with noted corrections.

- De-Identification of Protected Health Information
- Medical Service Referral/Psychiatric Evaluation
- Clothing in Foster Care
- Education in Foster Care
- Foster Home Record
- Foster Parent Training
- Foster Care Orientation
- Foster Care Placement Agreement
- Foster Care Recruitment and Retention
- Foster Care Supervision and Substitute Care
- Foster Care Visitation
- Accounting of Disclosures
- Minimum Necessary Information
- Retention and Disposal of Medication Records
- Community Living Support Services

Motion carried unanimously.

NEW BUSINESS – CEO (discussion only):

• **Finance**

a) **Financial Statement – October 2019**

J. Lindow reviewed October 2019 financial statement with members. Miscellaneous questions addressed.

Outcome: Action Item for next meeting.

b) **Funding Source Bucket through October 31, 2019**

J. Lindow reviewed the funding source bucket with members. Miscellaneous questions addressed.

Outcome: Informational

c) **General Fund /Priority List Update**

J. Lindow reviewed General Fund/Priority List update with members. Miscellaneous question addressed.

Outcome: Informational

d) **Contract Grid 1-9-20 (TRICO Iron River cleaning)**

ACTION: Move Contract Grid 1-9-20 (*TRICO Iron River cleaning*) to Action item at present meeting.

Motion by: A. Martin supported by J. Hafeman to move the 1-9-20 Contract Grid (*TRICO Iron River cleaning*) to an Action item at present meeting.

Roll Call conducted by V. Johnson, Administrative Assistant.

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

Motion Carried unanimously.

Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
TRICO Opportunities	Cleaning Iron River	1/1/20-12/31/20	\$42.48/work day	\$43.33/work day	\$.85
2% increase for minimum wage increase in 2020					

Motion by: J. Hafeman supported by K. Pirlot to approve the 1-9-20 Contract Grid (*TRICO Iron River cleaning*) as presented.

Motion carried unanimously.

- **Iron River office Remodel**

Discussed quote received from MBM for optimizing utilization of space in Iron River office. Concern regarding freezing pipes to be addressed at next meeting. ACTION: J. Hafeman moved to make Iron River office remodel an Action item at present meeting.

Members requested more information prior to voting. J. Lindow requested to move to an Action item as soon as possible.

ACTION: J. Hafeman rescinded motion to move Iron River office remodel to an Action item at present meeting.

Outcome: Questions regarding freezing pipes and rent to be addressed at next meeting. Move to an Action item for next meeting.

- **Board Meetings**

J. Luhtanen discussed cancellation of meetings for weather protocol. Discussed having meetings in Iron River and Menominee again this year. Discussed upcoming virtual MDHHS Future of Behavioral Health Public Forum in place of the regular Board meeting on February 6, 2020.

Outcome: Consensus of members is cancellation for weather is acceptable. Meetings not rescheduled unless time sensitive matter. Consensus is to hold Board meeting at Menominee office in August and at Iron in September. Consensus is to add a discussion to agenda after members attend the public forum in Marquette on January 22, 2020.

- **Ad Hoc revision of Board By-Laws and Policies**

Discussed proposed Ad Hoc revisions of Board By-Laws and Policies. Corrections to spelling and grammar made. Miscellaneous questions addressed.

Outcome: Corrections to be completed and returned to next meeting as Action item.

- **Question updates from previous Board meetings**

Human Resources will begin providing quarterly personnel updates beginning this month. Discussed positions with greatest turnover in agency. Endowment fund is providing a check in the amount of \$ 1,229.70 for individual to attend band trip to Disney World. Discussed number of clients served during the past year.

Outcome: Informational. Members request GF/Priority List graphs add a column representing number of individuals served in each department. Request for information regarding number of staff allocated to each program to be provided.

- **Miscellaneous Board/Committee Reports for information**

CMHAM Weekly Update 12/20/19

Outcome: Informational

2020 Annual Board Self-Study

Outcome: Return signed Acknowledgements to Administrative Assistant.

2020 Annual Confidentiality Statement

Outcome: Return signed Acknowledgements to Administrative Assistant

PUBLIC COMMENTS – None.

BOARD COMMENTS

K. Pilot spoke with local Sheriff's Department and local police departments regarding any possible issues with Northpointe. He reports they do not have any problems with NBHS

J. Luhtanen wished a belated Happy Retirement to Mary Lasee of the Phoenix Center. Thanked all people involved with the NAMI Christmas/New Year party.

ADJOURN

ACTION: Moved to adjourn.

Motion by: P. Phillips supported by K. Pirlot to adjourn.

Motion carried unanimously.

Meeting adjourned at 5:44 p.m.

The next Regular Board meeting is scheduled for Thursday, January 23, 2020 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary/Treasurer

Vivien Johnson, Administrative Assistant