

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI 49802**

**December 5, 2019 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL**

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; K. Stankevich, Administrative Assistant, conducted the roll call.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused Absent</u></b>	<b><u>Absent</u></b>
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 alternate site

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** S. Giguere, K. Stankevich

M. Zevitz called in at 4:32 p.m.

**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 or amendment of agenda.

**ACTION:** Moved to approve agenda as presented.

**Motion by:** A. Martin supported by K. Pirlot to approve agenda as presented.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

Correction under Board comments needed. Change NAMI picnic to NAMI Christmas Party.

**ACTION:** Moved to approve 11-21-19 Regular Board meeting minutes as amended.

**Motion by:** K. Pirlot supported by P. Phillips to approve 11-21-19 Regular Board meeting minutes as amended.

**Motion carried unanimously with A. Martin abstaining as she was not present at meeting.**

**ACTION:** Moved to approve the 11-25-19 Special Board meeting minutes as presented.

**Motion by:** K. Pirlot supported by P. Phillips to approve the 11-25-19 Special Board meeting minutes as presented.

**Motion carried unanimously with A. Martin abstaining as she was not present at meeting.**

**PRESENTATION** – None.

**ACTION ITEMS**

- **CEO Evaluation**

Members to turn in CEO Evaluation before leaving the meeting. Members not in attendance to mail, fax, or email evaluations to K. Stankevich, Administrative Assistant.

**Outcome:** Scores will be submitted at next regular meeting.

M. Negro called in at 4:40 p.m.  
 J. Hafeman arrived at 4:45 p.m.

- **Ad Hoc Policy Revisions**

- o Animals in the Workplace Policy

Members discussed concerns of having animals in the workplace. Wording options were considered.

K. Pirlot recommended the CEO be relied upon to develop proper procedures and felt Northpointe should be at the forefront of bringing emotional support to staff and individuals. Miscellaneous questions addressed.

**ACTION:** Moved to approve the Animals in the Workplace policy as submitted for a period not to exceed 9 months without a report from the CEO to the Board on the effectiveness of the policy.

**Motion by:** K. Pirlot supported by M. Negro to approve the Animals in the Workplace policy as submitted for a period not to exceed 9 months without a report from the CEO to the Board on the effectiveness of the policy.

K. Stankevich, Administrative Assistant, conducted the roll call.

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

**Motion carries with 7 ayes and 3 nays.**

- |   |   |
|---|---|
| o Budget  | o Northpointe Master Forms                        |
| o Reimbursement of Business Expenses                | o Release of Information Authorization            |
| o Designated Record Set                             | o Removal of Individuals in Service File          |
| o Emergency Services                                | o Retention and Disposal of Medical Records       |
| o OBRA Preadmission Screening                       | o Safeguard of Records                            |
| o Customer Service                                  | o Access to Service Adults and Children           |
| o Rescheduling Initial Assessments                  | o SOP- Access to Service                          |
| o Co-Occurring Services                             | o Advance Directives and Plan for Difficult Times |
| o Digital Recording Transcription of Psych Services |   |
| o Filing Service Recipient Data-Purged Documents    |   |

Grammatical change to Removal of Individuals in Service File and addition to last line of Intent on the Access to Service Adults and Children policy. J. Hafeman requested addition of “Access will be provided according to the Priority List policy and procedure”.

**ACTION:** Moved to approve all remaining policies listed with corrections noted above.

**Motion:** J. Hafeman supported by N. Pasternak to approve remaining policies with amendments noted above.

**Motion carried unanimously.**

**NEW BUSINESS (Discussion only)**

- **Finance**

- a) **12-5-19 Contract Grid** (*Cornerstone, Stephane Burrows, Virginia Freeborn*)

**ACTION:** Move 12-5-19 Contract Grid to ACTION item at present meeting.

**Motion by:** J. Hafeman supported by P. Phillips to move the 12-5-19 Contract Grid to an ACTION item at the present meeting.

K. Stankevich, Administrative Assistant, conducted the roll call.

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
Dehn	X		Pasternak	X
Hafeman	X		Phillips	X
Pirlot	X		Roberge	X
Martin	X		Zevitz	X
Negro	X		Luhtanen	X

**Motion carries unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Cornerstone	CLS and PC	10/1/19-9/30/20	\$210.00/day Cornerstone II \$250.00/day Cornerstone I	\$215.21/day Cornerstone II \$252.46/day Cornerstone I	\$5.21/day \$2.46/day
B.	Burrows, Stephanie MD	Psychiatry Services	10/1/19-9/30/20	\$195.00/hr.	\$195.00/hr.	None
C.	Freeborn, Virginia MD	Limited License Psychologist	10/1/19-9/30/20	\$80.00/hr. services \$40.00/hr. travel time	\$80.00/hr. services \$40.00/hr. travel time	None

**ACTION:** Moved to approve 12-5-19 Contract Grid as presented.

**Motion by:** J. Hafeman supported by P. Phillips to moved to approve the 12-5-19 Contract Grid as presented.

**Motion carried unanimously.**

- **2020 Proposed Board Meeting Schedule**

**Outcome:** Members to review schedule prior to next meeting and note if changes are necessary.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

CMHAM Weekly Update – November 22, 2019

**Outcome:** Informational.

**PUBLIC COMMENTS** - None.

**BOARD COMMENTS**

J. Luhtanen thanked the Ad Hoc team for their work on policies.

J. Luhtanen asked if Members wanted a potluck or to contribute toward a catered meal for the next meeting. Consensus was to have meal catered. K. Stankevich, Administrative Assistant, will collect monies and order food.

K. Pirlot requested information regarding the CMHAM Winter Conference. J. Luhtanen suggested he attend a conference in the future.

**ADJOURN**

**ACTION: Moved to adjourn.**

**Motion by:** J. Hafeman supported by P. Phillips to adjourn.

**Motion carried unanimously.**

Meeting adjourned at 5:35 p.m.

The next Regular Board meeting is scheduled for Thursday, December 19, 2019 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary/Treasurer

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Kelly Stankevich, Administrative Assistant