

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 22, 2018 – 4:30 p.m.

CALL TO ORDER/ROLL CALL:

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

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
		<u>Absent</u>				<u>Absent</u>	
Dehn, Janet	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Peretto, Patti	X		
Roberge, Robert	X			Phillips, Patricia	X		
Martin, Ann	X			Zevitz, Michael Dr.	X		
McCole, Gerald	X			Luhtanen, Joan	X		

* Video conference from the Northpointe Menominee office

** Telephone attendance

REPRESENTING ADMINISTRATION: J. McCarty, B. Ducoli, 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 asked for approval of agenda. Chairperson Luhtanen requested the addition of the 1st Qtr. Outcomes Report as a Presentation. A. Martin requested addition of Telecommuting Policy after the CEO report under New Business.

ACTION: Moved to approve amended agenda.

Motion by: M. Negro supported by A. Martin to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the March 8, 2018 regular Board meeting minutes. Discussion of minutes with miscellaneous questions addressed.

ACTION: Moved to approve the 3-8-18 regular Board meeting minutes.

Motion by: J. Hafeman supported by M Negro to approve the 3-8-18 regular Board meeting minutes as presented. 11, ayes; 1 nay

Motion carried by majority.

PRESENTATION FY18 1st Qtr. Outcomes Report (L. Dionne)

L. Dionne reviewed FY18 Outcomes Report for the 1st Qtr. Discussion regarding areas not meeting standards and ways in which these areas are addressed. Miscellaneous questions addressed.

ACTION ITEMS

• **Finance**

a) Financial Statement – January 2018

ACTION: Motion was made by G. McCole supported by P. Phillips to approve Financial Statement – January 2018

Motion carried unanimously.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Whispering Pines Powers	Lease	5-1-18 to 4/30/19	\$850.00/mo.	\$850.00	None

b) Contract Grid 3-8-18 (Whispering Pines Powers Lease)

ACTION: Motion was made by J. Hafeman supported by M. Negro to approve 3-8-18 Contract Grid

Motion carried unanimously

c) Board Member Finance Questions/Responses – J. Dehn requested report of discretionary funds.

Discussed types of fund reporting. Consensus of the Board is report to be completed quarterly for review that would demonstrate the balances of each major funding source.

d) Workforce Analysis – Recommendation 1

Discussed recommendations. Miscellaneous questions addressed.

ACTION: Motion was made by J. Hafeman supported by P. Phillips to approve Workforce Analysis – Recommendation 1 as presented.

Miscellaneous questions presented and discussed.

ACTION: Motion to approve Workforce Analysis – Recommendation 1 as presented was rescinded by J. Hafeman and P. Phillips

ACTION: Motion was made by M. Negro to approve Workforce Analysis - Recommendation 1 with the modification that any pay scales will be moved to the regional average as the new wage.

Roll call was conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Peretto	X	
Martin	X		Roberge	X	
McCole	X		Zevitz	X	
Negro	X		Luhtanen	X	

Motion carried unanimously.

ACTION: Motion was made by M. Negro supported by P. Phillips to have approved wage increases become effective immediately.

Motion carried unanimously.

e) Board Bylaws and Board Policy

ACTION: Motion was made by M. Negro supported by J. Hafeman to approve Board Bylaws and Board Policy as presented.

Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) Financial Statement – February 2018
Miscellaneous questions addressed.
Outcome: Action item for next meeting
- b) Check Disbursement Report – February 2018
Outcome: Action item for next meeting
- c) Contract Grid 3-22-18 (*Ihander AFC, Maple Grove, Northern Pines, TRICO Iron River Cleaning*)
Miscellaneous questions addressed. Northern Pines correction on grid presented from residential to skill building facility as type of contract.
ACTION: Motion was made by G. McCole and supported by J. Hafeman to move TRICO Iron River Cleaning to an ACTION item at present meeting.

Roll call was conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Peretto	X	
Martin	X		Roberge	X	
McCole	X		Zevitz	X	
Negro	X		Luhtanen	X	

Motion carried unanimously.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
D	TRICO Iron River	Cleaning	10/1/16 to 9/30/17	\$37.85 per workday	\$39.33 per workday starting 1/1/18.	\$1.48/day

ACTION: Motion was made by M. Negro and supported by J. Hafeman to approve TRICO Iron River Cleaning contract as presented.

Motion carried unanimously.

Outcome: Contract Grid 3-22-18 (*Ihander AFC, Maple Grove, and Northern Pines*) move to an ACTION item for next meeting.

- **Board Member Questions/Responses:** Responses to written Board questions reviewed. A copy of updated Device and Media Control procedures to be discussed after the CEO report.
- **Workforce Analysis – Recommendation 2**
Reviewed requested information from other CMH’s and Northpointe historical data. Miscellaneous questions addressed.
Outcome: Consensus of the Board is more information needed specific to any effects an increase may have on the pay scales.
- **CEO Report**
Review of CEO Report. Miscellaneous questions addressed.
Outcome: Informational
- **Telecommuting/Device and Media Control Procedures** – Discussed new procedures as it related to miscellaneous questions and concerns regarding telecommuting process.
Outcome: Consensus of the Board is to halt any planned expansions until more information can be

presented to the Board. Request for item to return as discussion item on next agenda.

MISCELLANEOUS BOARD/COMMITTEE REPORTS FOR INFORMATION

- NorthCare Board Meeting Minutes
Outcome: Place on file

PUBLIC COMMENTS – None

BOARD COMMENT

G. McCole requested recent vehicle bids/purchase as it relates to the Consumer Guide be placed on next agenda as a discussion item.

G. McCole requested 2018 CMHAM PAC be placed on next agenda as a discussion item.

J. Luhtanen spoke about attending the Open House held at the Windsor Center for the Community Ties skill building program in Iron County with N. Pasternak. She stated there was a great turnout and people seemed happy with the program.

ADJOURN

A motion was made by M. Negro and supported by P. Phillips to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 6:45 p.m.

The next regular Board meeting is scheduled for Thursday, April 12, 2018 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Kelly Stankevich, Administrative Assistant