

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI 49802

October 10, 2019 – 4:30 p.m.

CALL TO ORDER/ROLL CALL

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; J. Lindow, Director of Finance, 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 alternate site

** Telephone attendance

REPRESENTING ADMINISTRATION: J. Cescolini, J. Lindow

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

PUBLIC COMMENTS

J. Cescolini introduced, E. Kusz, L. Bal, and D. Hinds-Springstroh. Each gave a brief description of their backgrounds and new positions.

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen requested approval or amendment of agenda. Chairperson Luhtanen requested transposing letters c and d under Finance to discuss FY19 Final Budget prior to FY20 Initial Budget. J. Cescolini requested the addition of staffing updates and waitlist under New Business/Finance as f and g.

ACTION: Moved to approve agenda as amended.

Motion by: K. Pirlot supported by M. Negro to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

J. Luhtanen requested approval or amendment of 9-19-19 Regular Board minutes.

Motion by: A. Martin supported by J. Hafeman to approve the 9-19-19 Regular Board Meeting minutes as presented.

Motion carried unanimously.

PRESENTATION – Mental Health 1st Aid Presenter: P. Hefner-Gardiepy

P. Hefner-Gardiepy discussed the history of the training. His national training was in 2009 and has now trained over 6,300 people in the community. Training was designed to help people understand how to help an individual entering, or already in, crisis. Reviewed techniques for listening, assessing risk of suicide or harm, approaching individuals who may need help, and what to do when it is determined help is necessary. Miscellaneous questions addressed.

ACTION ITEMS

- **Finance**

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

Motion by: J. Hafeman supported by N. Pasternak to approve the Check Disbursement – August 2019 as presented.

Motion carried unanimously.

- b) **Financial Statement – July 2019**

Motion by: M. Negro supported by M. Hofer to approve the Financial Statement – July 2019 as presented.

Motion carried unanimously.

- **Minivan Bids**

Miscellaneous questions addressed. Discussed cost of financing and J. Lindow stated she would use the most cost effective financing.

Motion by: A. Martin supported by R. Roberge to purchase the 2020 Toyota Sienna from Bergeron Motors for \$32,700.00.

Motion carried with 8 Ayes and 2 Nays. Nays from M. Hofer and K. Pirlot.

- **Ad Hoc Policy Revisions**

Discussed Animals in the Workplace policy. Concerns raised over therapy vs. pets and workplace vs. residential allowances. Requested Ad Hoc make changes clarifying type, placement, and criteria of allowed animals. Once revised, bring back to Board for approval.

- Holidays
- Corporate Compliance Reporting
- Data Quality Management
- Anti-Kickback and Stark Law
- Clinical Record Quality Assurance Review
- Compliance Decision Appeal
- Corporate Compliance
- Service Recipient Grievance and Appeal
- Sterilization, Abortion, Adoption, Contraception, and Family Planning
- Petty Cash
- Third Party Reimbursements
- Investments
- Preprinted Documents
- Accounting
- Billing
- Business Associate Agreement
- Cash Disbursements
- Equipment Use
- Insurance
- Complaint and Appeals Process
- Confidential Mail
- Control of Cash
- Cost Finding
- Representative Payee Savings Account Management
- Fee Determination

Motion by: M. Negro supported by N. Pasternak to approve policies submitted by Ad Hoc except the Animals in Workplace policy.

Motion carried unanimously.

NEW BUSINESS (Discussion only)

- **Finance**

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

J. Lindow reviewed August 2019 Financial Statement with Board members. Miscellaneous questions addressed.

Outcome: Action item at next Board meeting.

- b) **GF Fund Update**

J. Lindow reviewed GF Fund Bucket report with Board Members. J. Cescolini gave report on GF spending year-to-date and steps taken to reduce expenditures. Reduction of services to non-Medicaid individuals, screening at hospitals change, and spend downs discussed. Miscellaneous questions addressed.

Outcome: Informational.

J. Hafeman left meeting at 6:25 p.m.

c) **Proposed FY19 Final Budget**

J. Lindow discussed budget policy and proposed FY19 final budget. Miscellaneous questions addressed.
ACTION: Move to ACTION Item at present meeting.

Motion by: R. Roberge supported by K. Pirlot to move approval of the Proposed FY19 Final Budget to an ACTION item at the present meeting.

Roll Call conducted by J. Lindow, Director of Finance

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
NEGRO	X		PASTERNAK	X	
PHILLIPS	X		ZEVITZ	X	
HAFEMAN	X		HOFER	X	
ROBERGE	X		PIRLOT	X	
MARTIN	X		LUHTANEN	X	

Motion carried unanimously.

Motion by: R. Roberge supported by A. Martin to approve the FY19 Final Budget as presented.

Motion carried unanimously.

d) **Proposed FY20 Initial Budget**

J. Lindow discussed how numbers were calculated for the proposed FY20 Initial Budget. There will be a mid-year revised budget and a final FY20 budget in August or September. Miscellaneous questions addressed.
ACTION: Move to ACTION Item at present meeting.

Motion by: K. Pirlot supported by R. Roberge to move approval of the Proposed FY20 Initial Budget to an ACTION item at present meeting.

Roll Call conducted by J. Lindow, Director of Finance

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
NEGRO	X		PASTERNAK	X	
PHILLIPS	X		ZEVITZ	X	
HAFEMAN	X		HOFER	X	
ROBERGE	X		PIRLOT	X	
MARTIN	X		LUHTANEN	X	

Motion carried unanimously.

Motion by: K. Pirlot supported by M. Negro to approve the FY20 Initial Budget as presented.

Motion carried unanimously.

A. Martin left meeting at 6:37 p.m.

e) **Contract Grid 10-10-19** (Case Management of MI, ALS, New Beginnings Counseling)

Discussed each contract. In future, residential homes will be presented with Recipient Rights reports for Board awareness prior to voting. Rates based upon IPOS needs, without firm amounts, inspired some hesitation in members. Calculating rates for PC/CLS is done with time studies and formula in policy. Without knowing which Individuals will be in home, there is no rate to apply. Discussed the pending legislation regarding LPC limitations. Miscellaneous questions addressed.

Outcome: Action Item for next meeting. J. Cescolini to provide policy explaining how PC/CLS rates are calculated based upon an Individual's need and time studies completed by providers.

- **Snow Removal Bids**

ACTION: Move to ACTION Item at present meeting.

Motion by: M. Negro supported by K. Pirlot to move approval of the Snow Removal Bids to an ACTION item at present meeting.

Roll Call conducted by J. Lindow, Director of Finance

<u>ROLL CALL VOTE</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
NEGRO	X		PASTERNAK	X
PHILLIPS	X		ZEVITZ	X
HAFEMAN	X		HOFER	X
ROBERGE	X		PIRLOT	X
LUHTANEN	X			

Motion carried unanimously.

Motion by: M. Negro supported by K. Pirlot to award snow removal services to Shad Brown for The Pines and Hughitt Street; Moyer at Belgium Pointe and A Street; M&M for Menominee; Wangerin for Maple Ridge; and Zinger for Iron River.

Motion carried unanimously.

- **Vacation Time Payouts**

A few staff who thought they were not getting the usual payout for amounts over 200 hours contacted Chairperson Luhtanen. Not accurate as this payout will be on the October 18, 2019 check. Some other staff have been unable to take vacation due to short staffing. Staff wages and needs discussed. Board will be reviewing salaries for all staff beginning in January.

Outcome: Informational

- **Staffing updates**

J. Cescolini informed members that there were 10 new hires last month in orientation, there are 10 more in this month's orientation, and around another 10 at the next orientation. Many excellent candidates have been hired. The next step is to review caseloads and see how many more people will be needed.

Outcome: Continue to work on staffing as needed.

- **Waitlist**

J. Cescolini proposes enacting a waitlist, per policy, for individuals with private insurance due to the large influx of people.

Outcome: Return to next agenda. J. Cescolini to provide policy for waitlist to members.

- **Emergency Services Update**

Compared Northpointe ES on-call wages to Pathways. Discussed option of covering ES without using clinical staff.

Outcome: Will discuss again at next meeting.

- **FY19 Plan of Correction Monitoring Report**

Outcome: Tabled until next meeting.

- **FY19 Outcomes and PI Report**

Outcome: Tabled until next meeting.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

NorthCare Governing Board Meeting Minutes – September 11, 2019

Outcome: Place on file.

Northpointe Letter of Recognition from Center for Medicare and Medicaid Services

Outcome: Informational.

Northpointe Certificate of Recognition from Great Lakes Practice Transformation Network

Outcome: Informational.

PUBLIC COMMENTS - None

BOARD COMMENTS

J. Luhtanen congratulated staff on the letter from CMS and the certificate from GLPT Network.

M. Negro gave update on the NorthCare CEO contract. Felt 10 years was too long and there was too much time off, but she was the only nay during the vote.

J. Luhtanen reminded members to keep the date for the Dr. Razdan meeting open and to bring food for potluck.

ADJOURN

Motion by M. Negro supported by P. Phillips to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:00 p.m.

The next Regular Board meeting is scheduled for Thursday, October 24, 2019 in Kingsford, Michigan at 4:30 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary/Treasurer

Kelly Stankevich, Administrative Assistant