

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI  
May 23, 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 the Northpointe Menominee office

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow, K. Stankevich

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

**PUBLIC COMMENTS** – Self-introduction to Board of all persons present.

**APPROVAL OR AMEND AGENDA**

J. Luhtanen requested approval or amendment of agenda.

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

**Motion by:** J. Hafeman supported by P. Phillips to approve agenda as presented.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

J. Luhtanen requested approval or amendment of the 5-9-19 Regular Board Meeting minutes.

**ACTION:** Moved to approve 5-9-19 Regular Board Meeting minutes as presented.

**Motion by:** J. Hafeman supported by R. Roberge to approve the 5-9-19 Regular Board Meeting minutes as presented.

**Motion carried unanimously**

**PRESENTATION** – Recipient Rights Qtrly Report Jan. to March 2019      **Presenters:** K. Smith

K. Smith reviewed the RR Quarterly report and the Semi-Annual report sent to the State. Allegations with the Mental Health Code citations that go with them presented for clarification. Discussed abuse/neglect reporting requirements and incidents reports. Discussed what constitutes an investigation and the meanings of each classification of abuse and neglect. Advised members of the processes used from beginning to end of an investigation. Miscellaneous questions addressed.

**ACTION ITEMS**

- **Board By Laws and Policies**

Completed review of Board Policies.

**Outcome:** Present clean copy in next Board packet for vote at next meeting.

- **Finance**

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

**ACTION:** Moved to approve Financial Statement – March 2019

**Motion by:** M. Hofer supported by J. Hafeman to approve Financial Statement – March 2019

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Great Northern Homecare	CLS and Respite	9/1/18-8/31/19	CLS - \$3.75/unit Respite - \$4.38/unit	CLS - \$3.75/unit Respite - \$4.38/unit	None
Letter sent stated location closed. Did not close, only an office closed. Need to reinstate.						
B	Dale Schmeisser	Dietary	5/1/19-4/30-20	\$50.00/hour up to 44 hours per month \$25.00/hour for Northpointe training	\$50.00/hour up to 44 hours per month \$25.00/hour for Northpointe training	None
C	Forever Friendship	Drop-In	7/1/19-6/30/20	\$65,100.00 or \$5,425.00/mo.	\$65,100.00 or \$5,425.00/mo.	None

**b) Contract Grid 5-9-19**

Miscellaneous questions addressed.

**Motion by:** J. Hafeman supported by P. Phillips to approve Contract Grid 5-9-19 as presented.

**Motion carried unanimously.**

**NEW BUSINESS (Discussion only)**

- **Finance**

- a) **Check Disbursement - April 2019**

Miscellaneous questions addressed.

**Outcome:** Action Item at next meeting.

- b) **Contract Grid 5-23-19**

Discussed rate assigned to HIS contract factors in April 2019 direct care worker wage pass through.

Miscellaneous questions addressed.

**Outcome:** Action Item at next meeting

- **Job Descriptions**

Presented Director of Child and Family Services job description. Salary range calculated by using current County Director salary range. Remaining 2 job descriptions will be presented at next Board meeting. Miscellaneous questions addressed.

**ACTION:** A motion was made by J. Hafeman supported by R. Roberge to move the Director of Child and Family Services job description to an action item at the present meeting.

K. Stankevich, Administrative Assistant conducted roll call.

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

**ACTION:** A motion was made by J. Hafeman supported by M. Hofer to adopt and immediately post the job description for the Director of Child and Family services at the salary range of \$52,299 to \$75,625.

**Motion carried unanimously.**

- **Local Inpatient Costs**  
Discussed several factors relating to high hospitalization rates in individuals; including easier placement (instead of only safety plan) and shortage of case managers leading to the inability to provide all services necessary for an individual. Discussed ending crisis screenings in the ER for individuals with private insurance, and connecting individuals with private insurance to other community sources first. Miscellaneous questions addressed.  
**Outcome:** CEO to meet with hospital to discuss services. Board to revisit crisis screenings in future meeting.
  
- **Community Needs Assessment**  
Community needs align with current Strategic Plan goals. Reviewed survey results. Miscellaneous questions addressed.  
**Outcome:** Informational.
  
- **CEO Report**  
J. Cescolini reviewed report with members. Discussed NC audit coming on June 10, workload balance needs, and new Northpointe signs bid.  
**Outcome:** Request for more information regarding sign bids. J. Heath will provide information by the next regular meeting.
  
- **CEO Appraisal Draft**  
Proposed criteria based on metrics and data driven measures for CEO Evaluation discussed.  
**Outcome:** Return to next agenda as ACTION item.
  
- **HR Policies – Ad Hoc**  
Update from Ad Hoc regarding HR Policies. Most of HR complete with only grammatical errors corrected.  
**Outcome:** Return to next agenda for Board approval of policies.
  
- **Financial Risk Management**  
Miscellaneous questions addressed.  
**Outcome:** Return to next agenda as ACTION item.
  
- **Cultural Competence/Diversity Plan**  
Miscellaneous questions addressed.  
**Outcome:** Return to next agenda as ACTION item.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

CMHAM Weekly Updates 5-10-19

**Outcome:** Informational

**PUBLIC COMMENTS**

Ken Fayas of HIS, Inc. expressed his belief that the Northpointe team is great.

**BOARD COMMENTS**

M. Hofer gave her thanks to J. Doll for all her years at Northpointe.

J. Hafeman spoke with Judy S., who works with Ed McBroom, and they are working to set up a meeting for mental health professionals and MDHHS. J. Cescolini stated she attended this meeting in Watersmeet with T. Korpi. Many agents of the mental health team were present. Ed McBroom’s office will advise her of meeting schedules for Dickinson and Menominee Counties. R. Roberge would like an invitation when held in Dickinson County.

J. Luhtanen thanked Krissa K. for being Employee of the Month.

J. Luhtanen announced T. Korpi was hospitalized, and asked to keep him in thoughts and prayers.

J. Luhtanen wished everyone a Happy Memorial Day weekend.

**ADJOURN**

Motion made by P. Phillips supported by K. Pirlot to adjourn the meeting.

**Motion carried unanimously.**

Meeting adjourned at 5:20 p.m.

The next Board meeting is scheduled for Thursday, June 6, 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