

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**June 6, 2019 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Chairperson, called the meeting to order at 4:35 p.m.; K. Stankevich, 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		

\* 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** – None.

**APPROVAL OR AMEND AGENDA**

J. Luhtanen requested approval or amendment of agenda. J. Luhtanen requested the addition of Recipient Rights Training, Recipient Rights By-law change allowing R. Roberge to join committee, and Program Changes under New Business.

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

**Motion by:** J. Hafeman 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 the 5-23-19 Regular Board Meeting minutes. A. Martin advised the Ad Hoc committee she was going to be absent. Amend minutes to show excused.

**ACTION:** Moved to approve 5-23-19 Regular Board Meeting minutes as amended.

**Motion by:** J. Hafeman supported by N. Pasternak to approve the 5-23-19 Regular Board Meeting minutes as amended.

**Motion carried unanimously**

**PRESENTATION** -2018 Financial and Compliance Audit **Presenters:** A. Stotz and K. Ciantar of Anderson Tackman, PLC

A. Stotz reviewed the 2018 Financial Audit with Board. Discussed investments, pensions, depreciation and market fluctuations. Overall, no serious issues discovered. K. Ciantar reviewed the 2018 Compliance Audit with members. Specific matter outlined by the State of Michigan Department of Human Services examined. No issues identified. Miscellaneous questions addressed.

J. Dehn left at 5:15 p.m.

**ACTION ITEMS**

- **Board Policies**

**Motion by:** M. Negro supported by R. Roberge to approve the Board Policies as presented.

**Motion carried unanimously.**

- **Finance**

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

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

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	HIS, Inc.	Residential	5/1/19-4/30/20	\$ 224.80/per diem	\$ 243.71/per diem	\$ 18.91/per diem
Increase of \$ 18.91 per diem for .27 direct care worker increase						

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

**Motion by:** M. Negro supported by J. Hafeman to approve Contract Grid 5-23-19 as presented.

**Motion carried unanimously.**

- **CEO Performance Appraisal Draft**

**Motion by:** M. Negro supported by R. Roberge to approve the CEO Performance Appraisal as presented.

**Motion carried unanimously.**

- **Financial Risk Management Plan**

**Motion by:** J. Hafeman supported by M. Hofer to approve the Financial Risk Management Plan as presented.

**Motion carried unanimously.**

- **Cultural Competence Diversity Plan**

**Motion by:** M. Hofer supported by J. Hafeman to approve the Cultural Competence Diversity Plan as presented.

**Motion carried unanimously.**

- **HR Policies and Ad Hoc Revisions**

Miscellaneous questions addressed. Grammar corrections needed in Anti-Harassment and Employee Termination policies. More clarification of monies involved in Employee Recognition Gifts requested. Board would like to see separate line item on financial reports for monies used in this program.

**Motion by:** M. Negro supported by M. Hofer to approve HR policy revisions, with the removal of Employee Recognition and Gifts pending clarification, as presented.

**Motion carried unanimously.**

**NEW BUSINESS (Discussion only)**

- **Finance**

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

Miscellaneous questions addressed. Board wants Operating Program Supplies broken into smaller subsections to review what is included in this category.

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

- b) **Contract Grid 6-6-19** (*Bellin Psychiatric Services, Hope Network*)

Miscellaneous questions addressed.

**Outcome:** Action Item at next meeting

- **Job Descriptions – Director of Acute Services and Director of Outpatient Services**

Presented Director of Acute Services and Director of Outpatient Services job descriptions. Miscellaneous questions addressed.

**ACTION:** A motion made by M. Negro supported by J. Hafeman to move the Director of Acute Services and Director of Outpatient Services job descriptions 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		Martin	X	
Hofer	X		Roberge	X	
Zevitz	X		Korpi	X	
Luhtanen	X				

**Motion carried unanimously.**

**ACTION:** A motion made by M. Negro supported by J. Hafeman to approve the job descriptions for Director of Acute Services and Director of Outpatient Services as presented.

**Motion carried unanimously.**

- **Written Plan for Professional Services**

Discussed various services included in plan. Miscellaneous questions addressed.

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

- **Ad Hoc Schedule**

Discussed dates available for next Ad Hoc meeting to review remaining HR Policies.

**Outcome:** Ad Hoc will meet Monday, June 17 at 3:00 p.m.

- **New Northpointe Signs**

Discussed warranty and material used for lowest sign bid. Miscellaneous questions addressed.

**ACTION:** A motion made by J. Hafeman supported by M. Negro to move approval of sign contract to an ACTION Item at present meeting.

K. Stankevich, Administrative Assistant conducted roll call.

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

**Motion carried unanimously.**

**ACTION:** A motion made by J. Hafeman supported by M. Negro to accept new signage bid for all Northpointe locations by X Cell Graphics & Signs for \$5,738.76.

**Motion carried unanimously.**

- **Concrete Replacement Boyington**

Discussed need to remove and replace concrete. Miscellaneous questions addressed.

**ACTION:** A motion made by M. Negro supported by J. Hafeman to move approval of Boyington concrete replacement to an ACTION Item at present meeting.

K. Stankevich, Administrative Assistant conducted roll call.

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

**Motion carried unanimously.**

**ACTION:** A motion made by J. Hafeman supported by T. Korpi to accept Boyington concrete replacement bid by E & R Concrete of NE Wisconsin for \$6,700.00 contingent upon completion of project this summer.  
**Motion carried unanimously.**

- **Recipient Rights By-Laws and Training**

M. Negro states there will be a special Recipient Rights meeting on Monday, June 10 to revise the by-laws and allow a second Board member on the committee. R. Roberge was appointed at the May 9, 2019 meeting to Recipient Rights pending approval of two members on the committee.

A State Recipient Rights training will be held tentatively on July 18, 2019 at Northpointe's Kingsford location. Training will be open to other CMH's, Board members, Committee members, etc.

**Outcome:** Informational with more to come.

- **Program Changes**

Major changes to some programs are necessary to be compliant with Medicaid guidelines and community inclusion. J. Cescolini met with Pathways to discuss guidelines and educational releases for families and Individuals.

**Outcome:** CEO to devise plan and return to Board with more information.

### **MISCELLANEOUS BOARD/COMMITTEE REPORTS**

CMHAM Weekly Updates 5-24-19

**Outcome:** Informational

### **PUBLIC COMMENTS**

None.

### **BOARD COMMENTS**

J. Luhtanen announced the NAMI Picnic is on Thursday, July 25 at noon. Picnic will be at Cowboy Lake. Everyone is welcome. Save the date.

### **ADJOURN**

Motion made by M. Negro supported by J. Hafeman to adjourn the meeting.

**Motion carried unanimously.**

Meeting adjourned at 6:40 p.m.

The next Board meeting is scheduled for Thursday, June 20, 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