

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
April 28, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Acting Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Dehn, Janet	X*			Nelson, John		X	
Hofer, Millie	X*			Peretto, Patti	X		
Luhtanen, Joan	X			Phillips, Patricia	X		
Martin, Ann		X		Spence, Christine	X		
Negro, Mari	X*			Zevitz, Michael Dr.			X

*video television conference from the Northpointe Menominee office

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, C. Adrian

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

PUBLIC COMMENTS - No public comments

J. Luhtanen welcomed Joe Stevens, Board of Commissioner, who is attending meeting on behalf of Ann Martin.

APPROVAL OR AMEND AGENDA

Chair Luhtanen asked for approval or amendment of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: M. Negro, supported by M. Hofer to approve the agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINTUES

Chair Luhtanen asked for a motion to approve the April 14, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: P. Peretto, supported by P. Phillips to approve the minutes.

Motion carried unanimously.

PRESENTATION - FY-2015 Annual Audit Report - Alan Stotz

Joan Luhtanen introduced Mr. Alan Stotz, auditor from Anderson, Tackman & Co. Mr. Stotz reviewed the Northpointe FY-2015 Audit Report. Questions were addressed by Mr. Stotz.

ACTION ITEMS

• **MDHHS Contract Amendment**

ACTION: A motion was made by M. Negro supported by C. Spence to approve the MDHHS Contract Amendment. **Motion carried unanimously.**

• **On-Call Position Pay Scale**

ACTION: A motion was made by M. Negro supported by M. Hofer approving the On-Call Position Pay Scale. **Motion carried unanimously.**

• **Wage Scale Policy**

ACTION: A motion was made by M. Negro supported by P. Peretto approving the Wage Scale Policy. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

a) Check Disbursement Report-March, 2016

No questions regarding the check disbursement report. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next month

b) Financial Statement-March, 2016

No questions regarding the financial statement. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next month

c) Contracts-April 28, 2016

The following contracts were reviewed:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Trico	Cleaning	4/25/16-4/24/17	\$77.25/day	\$80.57/day	Increase \$3.32/day
This is a contract renewal with Trico for cleaning at 701 and 715 Pyle Drive. This rate change is due to an increase in minimum wage. Estimated annual increase \$863.20. *Please note this renewal request was received on 4/15/16.						
B.	Trico	Lawn Services	4/25/16-4/24/17	701 & 715 Pyle Dr. and The Pines \$123.60, Hughitt St. \$20.00, Belgium Pointe \$90.00, The Lighthouse \$50.00 These prices are per occurrence.	701 & 715 Pyle Dr. and The Pines \$178.50, Hughitt St. \$21.72, Belgium Pointe \$97.74, The Lighthouse \$54.30. These prices are per occurrence. \$10.50/hr/person for add. work	\$54.90 increase \$1.72 increase \$7.74 increase \$4.30 increase All increases are per occurrence. \$10.50/hr/person for add. work
This is a contract renewal with Trico for lawn care services. These rate changes are due to an increase in minimum wage in Sept. 2014 and Jan. 2016 and to cover rising costs. Estimated annual increase \$1,442.00. *Please note this renewal request was received on 4/15/16.						

Consensus of the Board is that the contracts will move forward to the next meeting for approval.

Outcome: Action item for next month

- **Written Plan for Professional Services**

Reviewed and discussed revised Written Plan for Professional Services. Main revisions are regarding the Autism Benefit Program. Consensus of the Board is to move this forward to the next meeting for approval.

Outcome: Action item for next month

- **Accessibility and Accommodations Plan**

Reviewed and discussed Accessibility and Accommodations Plan revisions. Consensus of the Board is to move this forward to the next meeting for approval.

Outcome: Action item for next month

- **Midnight/Weekend Differential**

Cost analysis information from Ad Hoc Committee meeting presented for Board review/discussion. Recommendation of Ad Hoc Committee was to gather costing information on a wage differential for afternoon shift and for midnight shift for review of the full Board.

Outcome: Informational – for continued discussion

- **CEO Evaluation - Edited**

Reviewed edited CEO Evaluation form. No further revisions recommended.

Outcome: Action item for next month

- **CEO Report**

Northpointe Updates:

- Tobacco Free Campus Taskforce - Workgroup formed to address main components of implementation.

- Employee Survey - Survey sent to staff 4/15/16 with deadline for submission May 6, 2016.

- New Northpointe Website went live 4/15/16.

- Meeting with Representative McBroom - Bill Slavin has been in contact with Representative Ed McBroom to discuss possibility of similar meetings in other areas of the region. Final plans have yet to be determined.

Regional and State Updates:

- NorthCare Access staff will be providing an in person training on May 6th to Northpointe staff regarding service eligibility criteria and second opinion process.

- Conflict Free Case Management State Workgroup - No decisions yet met made regarding recommendations to the State for regulatory requirements.

- Cost Savings/Efficiency Efforts - Ad Hoc Committee meeting regarding concerns with difficulty filling paraprofessional positions; posting for a floater position through Facebook page for free versus posting in the newspaper.

- Employee Survey Welcome Letter - Reviewed by Board.

Joan Luhtanen, Acting Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Recipient Rights Semi-Annual Report and Minutes 4/18/16

Reviewed and discussed Semi-Annual Rights Report. Questions regarding medication errors were addressed. Board requested follow up on the medication errors and Plan of Correction. Above reports placed on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

J. Luhtanen thanked Mr. Stevens, Board of Commissioners, for attending the meeting on behalf of Ann Martin.

J. Luhtanen stated May is Mental Health Month. This will be discussed at the Operations Team meeting.

J. Stevens stated he has attended meetings in D.C. for National Association of Counties and Michigan Association of Counties and main topic of discussion was mental health.

ADJOURN

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

Motion carried unanimously.

Meeting adjourned at 4:55 p.m.

The next regular Board meeting is scheduled for Thursday, May 12, 2016 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Acting Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant