

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

June 25, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

John Nelson, Chairperson, called the meeting to order at 4:00 p.m. Mary Wendt, Board Secretary, 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>
DeDie, William		X		Negro, Mari	X (4:04 p.m.)		
Dehn, Janet	*X			Nelson, John	X		
Freeman, Peggy		X		Peretto, Patti		X	
Hofer, Millie	*X			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine	X		
Martin, Ann	X			Zevitz, Michael, Dr.	X(4:25 p.m.)		

*(video television conference from the Northpointe Menominee office)

REPRESENTING ADMINISTRATION: B. Adrian, M. Wendt

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

John Nelson welcomed Patricia Phillips, new Menominee County Board member, to the Northpointe Board; Board members introduced themselves to Ms. Phillips.

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA

There were no additions to the agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: A. Martin, supported by C. Spence to approve the agenda.

Bill Adrian asked that the agenda be amended to add under New Business: Behavior Analyst Trainee Wage Scale.

Motion by: A. Martin, supported by C. Spence to approve the amended agenda with the above stated addition.

Motion carried unanimously

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

There were no additions to the June 11, 2015 Board meeting minutes.

ACTION: Moved to approve the June 11, 2015 Board meeting minutes as presented.

Motion by: J. Luhtanen, supported by C. Spence. **Motion carried - A. Martin abstained.**

M. Negro - present at 4:04 p.m.

APPROVAL OF SPECIAL BOARD MEETING MINUTES

There were no additions to the June 18, 2015 special Board meeting minutes.

ACTION: Moved to approve the June 18, 2015 special Board meeting minutes as presented.

Motion by: A. Martin, supported by C. Spence. **Motion carried unanimously.**

PRESENTATION - No presentation

ACTION ITEMS

• **Finance**

a) Check Disbursement Report-Period ending June 4, 2015

Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.

ACTION: A motion was made by J. Luhtanen, supported by C. Spence to approve the June 4, 2015 check disbursement report. **Motion carried unanimously.**

- b) Contracts June 11, 2015
Bill Adrian asked if there were any questions regarding the contracts. Miscellaneous questions were addressed by Mr. Adrian.
ACTION: A motion was made by C. Spence, supported by J. Luhtanen to approve the June 11, 2015 contracts. **Motion carried unanimously.**
- c) Lift Van Purchase: Mobility Transportation Services-\$36,451.00
Bill Adrian asked if there were any questions regarding the purchase of the lift van. Miscellaneous questions were addressed by Mr. Adrian.
ACTION: A motion was made by J. Luhtanen, supported by C. Spence to approve the purchase of one (1) lift van from Mobility Transportation Services for \$36,451.00. **Motion carried unanimously.**

Bill Adrian conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

- a) Check Disbursement Report-through June 17, 2015
Bill Adrian asked if there were any questions regarding the check disbursement report. Mr. Adrian reviewed the UMR-Health and Dental Expenses. Consensus of the Board is that this item will move forward to the next meeting for approval.
- b) Contacts June 25, 2015
Bill Adrian reviewed the following contracts.

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Grand Traverse Industries	Vocational Services	4/1/15-3/31/16	Supported/Integrated Employ. 1:1 Staffing \$4.63/unit/15 min. Supported Employ.- \$30.00/hr. Skill Build.- \$12.00/hr.	Same	n/a
This is a renewal agreement for one individual living in a home near Traverse City.						
B.	St. Jude's AFC Home	Specialized Residential	3/1/15-2/29/16	\$56.23/diem	Same	n/a
This is a renewal agreement for one individual living there.						
C.	Carrie Zigman	Speech Therapy	7/1/15-6/30/16	\$53.00	\$65.00	\$12.00
This is a renewal for a speech and language contract up to 200 hours per year.						
D.	Penny Gregg	Speech Therapy	6/1/15-5/31/16	\$75.00	\$75.00	n/a
This is a renewal for a speech and language contract up to 200 hours per year.						

Mr. Adrian asked if there were any questions regarding the contracts. Mr. Adrian stated that the number of hours for the above speech therapy contracts will be 200 hours per year and more direct service will be provided to individuals and there will be less reviewing of data. Mr. Adrian also stated that it looks like there will be an actual reduction of speech hours being paid for but an increase in direct service hours. Consensus of the Board is that these contracts will move forward to the next meeting for approval.

- c) Financial Statement-May 2015
Bill Adrian asked if there were any questions regarding the May 2015 financial statement and stated that he is working on an amended budget to present to the Board. Mr. Adrian stated that at this point in time there is \$1.4 million of revenues over expenditures. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that the May 2015 financial statement will move forward to the next meeting for approval.

- **Maintenance Worker Reclassification Wage Scale**

Bill Adrian stated the Northpointe maintenance department currently has three staff - a supervisor and two maintenance workers. Mr. Adrian stated previously there were four maintenance staff but one of the staff left Northpointe employment for a better paying job. A new maintenance worker was then hired but did not make it to his first day of work as he found a better paying job. At this time, Mr. Adrian stated he would like to increase the maintenance worker wage scale and would not be filling the current vacancy. Mr. Adrian also stated that by changing the maintenance worker wage scale Northpointe would be able to maintain staff at this pay. If this wage scale is approved it will pertain to one current maintenance staff at this time. Mr. Adrian stated that some of the

bigger Northpointe projects will be contracted out, e.g., have carpet installed by a carpet layer. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that the maintenance worker reclassification wage scale will move forward to the next meeting for approval

M. Zevitz - present at 4:25 p.m.

- **Behavior Analyst Trainee Wage Scale**

Bill Adrian stated there is a person who is currently working as a community living supports (CLS) staff, has their master's degree, and has previously worked in an Autism program. Mr. Adrian stated that this staff is enrolled in an Applied Behavior Analyst program to obtain her certification as a Board Certified Behavioral Analyst (BCBA). This staff will be responsible for their own supervision but will be able to provide the required Autism benefit and Northpointe could bill for those services. Mr. Adrian stated that with the new Autism program the money for this program does not come out of current funds - it is a separate, cost settled program which will pay for itself. This staff will give Northpointe the capacity to handle Autism children which the benefit now covers for children, ages 0-5 years. Mr. Adrian stated that there has been information provided that the Autism benefit, as of January 1, 2016, will expand to age twenty-one. Mr. Adrian stated that a BCBA is in real demand, he would like to be able to retain this person, and will need the wage scale for a Behavior Analyst Trainee approved for this position. Northpointe now pays \$100/hour for a BCBA to come from Stevens Point to provide these services for Northpointe and a contract was also being looked at for another BCBA from Marquette for \$100/hour. Mr. Adrian stated that a BCBA is a good investment in Northpointe services and this staff is a very skilled person. Discussion ensued and miscellaneous questions were addressed by Mr. Adrian.

ACTION: A motion was made by A. Martin, supported by C. Spence to move the behavior analyst trainee wage scale to an action item.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy			Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

ACTION: A motion was made by C. Spence, supported by J. Luhtanen to approve the behavior analyst trainee wage scale.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy			Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

- **CEO Candidate Recommendation**

Bill Adrian stated that after discussion and CEO candidate interviews at the June 18, 2015 special Board meeting the Board is making the recommendation to recommend Jennifer McCarty as the Northpointe CEO pending references. References have been received for Ms. McCarthy and were provided to Board members before today's meeting. John Nelson asked for further discussion regarding this recommendation. Joan Luhtanen stated there were three very good CEO candidates to choose from. Millie Hofer stated that she was very impressed with the three CEO candidates and was very happy on how the CEO interview process took place. Discussion ensued regarding the CEO job description and contract. Chris Spence asked that the previous CEO contract and updated CEO job description be provided to the full Board. This information will be sent out by Mary Wendt to all Board members. Miscellaneous questions were addressed by Mr. Adrian and John Nelson.

ACTION: A motion was made by M. Hofer, supported by M. Negro to move the offer of the CEO position to Jennifer McCarty, pending contract negotiations, to an action item.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy			Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Hofer, supported by M. Negro to offer the CEO position to Jennifer McCarty, pending contract negotiations.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy			Peretto, Patti		
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.	X	

Motion carried unanimously.

John Nelson, Chairperson, assumed the Chairperson position

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Stakeholder Committee Meeting Report
Consensus of the Board is to place the above report on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

- Ann Martin expressed her regrets on the passing of Mary Beth Haavisto. Ms. Martin stated that she found Ms. Haavisto be an amazing person whenever she reported to the Board.
- John Nelson extended another welcome to Patricia Phillips and wished everyone a great couple of weeks in the sunshine.

ADJOURN

A motion was made by M. Negro, supported by C. Spence to adjourn the meeting. **Motion carried unanimously.** Meeting adjourned at 4:55 p.m.

The next regular Board meeting is scheduled for **July 9, 2015 in Kingsford, Michigan at 4:00 p.m.**

John Nelson, Chairperson

Mari Negro, Secretary

Mary Wendt, Board Secretary