

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
November 10, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Nelson, Chairperson, called the meeting to order at 4:10 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*			Negro, Mari	X		
Hamm, Ray	X			Nelson, John	X		
Hofer, Millie	X*			Peretto, Patti		X	
Luhtanen, Joan	X			Phillips, Patricia		X	
Martin, Ann	X			Schinderle, Katie	X**		
McCole, Gerald	X			Zevitz, Michael Dr.	X		

*video television conference from the Northpointe Menominee office; ** via telephone

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

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Nelson asked for approval or amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: A. Martin, supported by G. McCole to approve agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Nelson asked for a motion to approve the October 27, 2016 regular Board meeting minutes.

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

Motion by: J. Luhtanen, supported by G. McCole to approve the minutes.

Motion carried unanimously.

PRESENTATION - None

ACTION ITEMS

• **Finance**

- a) Check Disbursement Report-September, 2016
- b) Financial Statement-September, 2016
- c) Contracts 10-27-16 (*Alert GPS Holdings Corp; Amit Razdan MD; GT Financial*)

Discussion ensued and miscellaneous questions were addressed regarding the contract for Dr. Amit Razdan.

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve the Check Disbursement Report, Financial Statement and Contracts 10-27-16.

ACTION: A motion was made by J. Luhtanen supported by G. McCole to rescind the motion.

Motion carried unanimously.

a) Check Disbursement-September, 2016

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve the Check Disbursement Report for September, 2016. **Motion carried unanimously.**

b) Financial Statement-September, 2016

ACTION: A motion was made by M. Negro supported by J. Luhtanen to approve the Financial Statement for September, 2016. **Motion carried unanimously.**

c) Contracts-10-27-16

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Alert GPS Holdings, Corp.	GPS Services	11/1/16-10/31/17	n/a	\$125/each device \$25/mo. service charge per device	n/a
This is a new agreement for GPS monitoring devices and services for providers/workers who are out in rural areas for safety purposes. To begin, 5 units will be ordered. More to be ordered as needed.						
B.	Amit Razdan, MD	Medical Director/Psychiatry Services	11/1/16-9/30/20	Year 3 \$165/hr. Years 4-6 \$168/hr.	Year 3 \$175/hr. Years 4-6 \$188.75/hr	Increase of \$10/hr. Increase of \$20.75/hr.
This is an amendment to Dr. Razdan's current contract to align the hourly rate assigned toward regional average of rates for Medical Director/Board Certified Adult/Child Psychiatrist.						
C.	GT (Guardian Trac) Financial	Fiscal Intermediary	10/1/16-9/30/17	\$50-\$125/mo.	Same	n/a
GT provides fiscal intermediary services to 19 Individuals currently. The monthly rate is determined by the Individual's budget. The larger the budget, the greater the monthly fee.						

ACTION: A motion was made by G. McCole supported by M. Negro to approve the contract for Alert GPS Holdings, Corp. and GT Financial. **Motion carried unanimously.**

ACTION: A motion was made by J. Luhtanen supported by G. McCole to approve the contract for Dr. Amit Razdan.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Hofer, M.	X	
Luhtanen, J.	X		Schinderle, K.	X	
Martin, A.	X		Nelson, J.	X	
Negro, M.	X				

Motion carried unanimously.

• **Tobacco Free Worksite Policy**

Miscellaneous questions were addressed and concerns expressed that support and programs be offered to individuals during this transition.

ACTION: A motion was made by J. Luhtanen supported by A. Martin to approve the Tobacco Free Worksite Policy. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

Dr. Zevitz present at 4:25 p.m.

NEW BUSINESS (Discussion only)

• **Finance**

a) Contracts 11-10-16

The following contracts were reviewed:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate
A.	Mike Meyer	Snow Removal	11/1/16-5/30/17	\$10/hr.	Same
This is a renewal agreement for shoveling the 715 and 701 sidewalk areas.					
B.	Gene Wangarin	Snow Removal	11/1/16-5/30/17	\$45/event	\$50/event
This is a renewal agreement for snow removal services at Maple Ridge.					
C.	ValuCare Center	Pharmacy Services	11/1/16-10/31/17	\$12/indiv./mo. for up to 30 indiv. \$2/indiv./mo. for each, over 30	Same
This is a renewal agreement for bubble pack and delivery pharmacy services in Menominee.					

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

OUTCOME: Action item for next meeting

b) Bids for Flooring (*Northern Carpets; Gallery of Floors, Inc.*)

The following bids were reviewed by the Board. Miscellaneous questions were addressed.

Bids:	TOTAL:					
Floor Replacement at The Lighthouse						
A.	Northern Carpets, Inc.	\$7,999.37				
B.	Gallery of Floors, Inc.	\$7,251.11				

ACTION: A motion was made by M. Negro, supported by A. Martin that the Bids for Flooring become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Negro, supported by G. McCole to accept the bid from Gallery of Floors, Inc. in the amount of \$7,251.11.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

c) MACMHB Invoice

Miscellaneous questions were addressed. Consensus of the Board is that this item will move forward to the next meeting for approval.

OUTCOME: Action item for next meeting.

- **80/20 versus Cap for Health Insurance**

Discussion ensued and miscellaneous questions were addressed regarding 80/20 versus hard cap health insurance. Also it was stated a presentation is scheduled for the November 17th Board meeting regarding health insurance coverage.

ACTION: A motion was made by M. Negro, supported by G. McCole that the 80/20 versus hard cap become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Negro, supported by G. McCole to approve the 80/20 split contribution for health insurance.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

- **Ad Hoc Committee – OnCall Pay for Clinical Staff Policy**

Discussion ensued and miscellaneous questions were addressed regarding the On-Call Pay for Clinical Staff Policy. Recommendations from the Ad Hoc Committee meeting held November 9th were reviewed per the draft minutes and a draft of Emergency Services policy was also reviewed. The following recommendation was made by the Ad Hoc Committee: For every 4 hours/on-call staff receive 1 hour/pay; Call Out is hourly wage, 2-hour minimum plus mileage, anything over 40 hours is time and a half. Management will determine the on-call scheduling. Distinction described between Board role addressing financial policy issues and managers determining appropriate procedures to carry out Board policy.

ACTION: A motion was made by M. Negro supported by G. McCole that the Emergency Services Policy regarding On-Call Pay for Clinical Staff become an action item at the present meeting.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

ACTION: A motion was made by M. Negro, supported by G. McCole to approve the Emergency Service policy stating: On-Call 1 hour wage for 4 hours of on-call, Back-Up Supervisor \$25/day, Call-Out hourly wage at time and a half for all employees 2 hour minimum pay, mileage, salary non-exempt staff receive overtime for hours worked over 40.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		McCole, G.	X	
Hamm, R.	X		Negro, M.	X	
Hofer, M.	X		Schinderle, K.	X	
Luhtanen, J.	X		Zevitz, M.	X	
Martin, A.	X		Nelson, J.	X	

Motion carried unanimously.

K. Schinderle left meeting 5:00 p.m.

• **CEO Report**

Reviewed CEO report with update that general fund allocation received from State with a 4% increase from last year and no budget has been received yet from NorthCare regarding Medicaid dollars.

J. Nelson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

• **Dickinson Area Community Foundation – Agency fund balance**

Report to be placed on file.

• **NorthCare Meeting Minutes 10-12-16**

J. Dehn brought to the Board’s attention NorthCare’s additional 3% increase for staff which follows a previous 3% increase. Report to be placed on file.

PUBLIC COMMENTS

Christy Harvey, Northpointe case manager, stated her appreciation of the Board’s time, effort and fairness regarding on-call policy development process.

BOARD COMMENT

M. Hofer and J. Dehn gave a brief overview of the Fall MACMHB Conference sessions they attended in Traverse City on October 24 & 25th. Information will be forthcoming on future meeting dates as requested.

G. McCole thanked M. Hofer and J. Dehn for their informational report.

J. Luhtanen expressed her gratitude and appreciation of Northpointe staff supporting our individuals through difficult times and described an example situation in which this occurred.

J. Nelson thanked J. Luhtanen and all for coverage during his absence.

ADJOURN

A motion was made by M. Negro, supported by G. McCole to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:25 p.m.

The next regular Board meeting is scheduled for Thursday, November 17, 2016 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant