

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 23, 2017 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Vice-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*			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 4:30		

* Video television conference from the Northpointe Menominee office

REPRESENTING ADMINISTRATION: J. Doll, 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

Vice-Chairperson Luhtanen asked for approval or amend of agenda.

ACTION: Moved to approve the agenda as presented.

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

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Vice-Chairperson Luhtanen asked for a motion to approve the March 9, 2017 regular Board meeting minutes.

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

Motion by: G. McCole supported by M. Hofer to approve the 3-9-17 regular Board meeting minutes.

Motion carried. Abstain A. Martin due to excused absence from 3/9/17 Board meeting.

PRESENTATION – None

ACTION ITEMS

• **Finance**

a) Financial Statement – January, 2017

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the Financial Statement- January, 2017.

Motion carried unanimously.

• **Accessibility and Accommodations Plan**

ACTION: A motion was made by P. Peretto supported by M. Hofer to approve the Accessibility and Accommodations Plan.

Motion carried unanimously.

- **Cultural Competence/Diversity Plan**

ACTION: A motion was made by M. Hofer supported by G. McCole to approve the Cultural Competence/Diversity Plan.

Motion carried unanimously.

Jill Doll conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

a) Check Disbursement - February, 2017

Miscellaneous questions were addressed regarding check disbursement - Check #80819 Menominee ISD and #80815 HIS Inc. B. Ducoli will review further and report back to Board. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

b) Contract (*Anderson, Tackman & Company, PLC*)

Discussion ensued and miscellaneous questions addressed regarding audit contracts.

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Anderson, Tackman & Company, PLC	Financial audit and reports	4/1/17-3/31/20	YR 1 \$10,500.00 YR 2 \$10,500.00 YR 3 \$11,000.00	YR 1 \$11,000.00 YR 2 \$11,000.00 YR 3 \$11,500.00	YR 1 same YR 2 same YR 3 \$500.00 increase

ACTION: A motion was made by G. McCole supported by P. Phillips for Anderson, Tackman & Company, PLC contract to 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		Martin A.	X	
Hamm R.	X		McCole G.	X	
Hofer M.	X		Peretto P.	X	
Luhtanen J.	X		Phillips P.	X	

Motion carried unanimously.

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the contract for Anderson Tackman & Company, PLC as listed on above contract grid.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Martin A.	X	
Hamm R.	X		McCole G.	X	
Hofer M.	X		Peretto P.	X	
Luhtanen J.	X		Phillips P.	X	

Motion carried unanimously.

c) FY16-17 Annual Budget

Discussed and reviewed FY1-17 Annual Budget. Miscellaneous questions were addressed regarding upcoming expenditures for IS Dept for network storage for virtual servers; addressed autism funding, local inpatient, MI Child. A presentation will be conducted in the future by the IS Dept regarding network storage and further questions can be addressed to B. Ducoli regarding specific line by line budget expenditures.

Outcome: Action item for next meeting

M. Zevitz present at 4:30 p.m.

- **Effective Date of Start Time of Meetings**

Further discussion ensued regarding issues that may affect change in meeting time from 4:00 p.m. to 5:00 p.m. Issues addressed: 1) Consultation with IT Dept indicates that automating the doors to open after hours is not a safe choice. We do not want people wandering the halls with access to offices, HIPPA information, etc. 2) Consultation with Customer Service (CSR) manager indicates that if CSR staff were to be present to assure accessibility for Board meetings some considerations may include approximately 2.5 hours of customer service would be taken away from direct office duties twice per month; one CSR in Iron and one in Menominee county have second jobs and one CSR takes care of elderly parent daily after 4:00 p.m.; daycare is only open until 6:00 p.m.; extracurricular activities their children participate in. 3) Trico cleaning hours in Iron River would have to be changed on Board days. 4) No one from the public has ever come into the Iron River or Menominee offices as far as CSR staff have ever seen. 5) Consultation with MMRMA indicates we do not need to VTC meetings by law. We may opt to take this option off the postings. Recommendation made that all Board members have the opportunity to review these issues before final decision made regarding effective date of start time.

Outcome: Action item for next meeting

- **MERS Defined Contribution Plan Adoption Agreement**

Discussed and reviewed the Defined Contribution Plan Adoption Agreement draft. Miscellaneous questions were addressed. It was stated that this would replace the open Defined Benefit Plan and current employees defined benefit plan would remain the same. The Defined Contribution Plan would affect only new hires.

Outcome: Action item for next meeting

- **Procurement Process Policy**

Board input was requested at last Board meeting regarding the procurement policy for any suggestions for revisions to the policy. No recommendations were made by the Board.

- **Use of Vocational and Employment Services Policy**

Discussed and reviewed revisions to the Use of Vocational and Employment Services Policy. Miscellaneous questions were addressed regarding employment services and the process case workers follow.

Outcome: Action item for next meeting

Applications for Vacancies on the Recipient Rights Committee

Reviewed the two applications (L. Tovar and R. Erickson) that were received for the vacancies on the Recipient Rights Committee. Meetings are held 4x a year with the next Recipient Rights meeting occurring in April.

ACTION: A motion was made by A. Martin supported by G. McCole for Applications for Vacancies on Recipient Rights Committee to 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		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Luhtanen J.	X		Zevitz M.	X	
Martin A.	X				

Motion carried unanimously.

ACTION: A motion was made by A. Martin supported by G. McCole to appoint Lois Tovar and Robert Erickson to the Recipient Rights Committee for a 3-year term effective 4/1/17.

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		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Luhtanen J.	X		Zevitz M.	X	
Martin A.	X				

Motion carried unanimously.

• **CEO Report**

Discussed and reviewed the CEO Report, i.e. workforce review/retention efforts, estimated staffing needs in all 3 counties; Section 298 survey; trainings attended. The Board requested that they review once again the proposal presented at previous Board meeting regarding recruitment/retention data now that a budget has been established. Also request was made to update Board members on any new information received regarding Section 298.

J. Luhtanen assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Ad Hoc Committee Meeting Minutes 3-6-17
J. Doll reviewed with the Board the array of services that Northpointe provides regarding skill building opportunities. Report to be placed on file.

PUBLIC COMMENTS

- Terri Wendt, HR Director, expressed her appreciation for the Board again reviewing the recommendations/proposal by management regarding staff retention/recruitment. She stated there is a need for increased wages for staff as it has been years without giving adjustments to wages other than Direct Care Staff's pass through monies and the \$.30/hr increase given in 2015 and that the best solution for recruitment is retainment.

BOARD COMMENT

- The Board thanked Ray Hamm for his service on the Northpointe Board and also for his efforts regarding veterans care.
- J. Luhtanen reminded the Board of the upcoming MACMHB 2017 Spring Conference to be held in Dearborn on May 15-17, 2017.

ADJOURN

A motion was made by G. McCole, supported by P. Phillips to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:05 p.m.

The next regular Board meeting is scheduled for Thursday, April 13, 2017 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant