

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

March 9, 2017 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Nelson, 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 4:12		
McCole, Gerald	X			Zevitz, Michael Dr.	X		

* Video television conference from the Northpointe Menominee office

** Via telephone

*** Joe Stevens, Board of Commissioner, attending meeting on behalf of Ann Martin.

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

Chairperson Nelson asked for approval/amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: G. McCole, supported by M. Zevitz to approve agenda.

Motion by: M. Hofer, supported by M. Zevitz to amend the agenda under New Business: Section 298.

Motion by: G. McCole, supported by M. Zevitz to approve the amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Nelson asked for a motion to approve the February 23, 2017 regular Board meeting minutes.

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

Motion by: J. Luhtanen supported by M. Hofer to approve the 2-23-17 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION – None

ACTION ITEMS

• **Finance**

a) Check Disbursement – January, 2017

ACTION: A motion was made by G. McCole supported by M. Hofer to approve the Check Disbursement – January, 2017. **Motion carried unanimously.**

b) Contracts 2-23-17 (Stuart Wilson, CPA; Anderson, Tackman & Company, PLC)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Stuart Wilson, CPA	Fiscal Intermediary	4/1/17-3/31/18	\$135.00/individual who engage support staff \$50.00/month for individual who do not engage support staff Respite individuals with a budget between \$1000-\$1800 are \$30.00/month Respite budget less than \$1000 are \$7.00/month	Same	No change
B.	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 J. Luhtanen supported by M. Hofer to approve the contract for Stuart Wilson, CPA as listed on above grid.

Motion carried unanimously.

ACTION: A motion was made by M. Hofer supported by M. Zevitz to table contract for Anderson, Tackman & Company, PLC.

Motion carried unanimously.

K. Schinderle present at 4:12 p.m.

- **Start Time of Meetings**

Discussion ensued and miscellaneous questions addressed regarding changing of start time for Board meetings. Further information to be gathered regarding staff coverage, automatic lock-down of building entrances and any requirement for availability of VTC at other Northpointe sites.

ACTION: A motion was made by G. McCole supported by M. Zevitz to change the start time of Board meetings to 5:00 p.m. with effective date to be determined.

ROLL CALL VOTE:

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

Motion carried.

- **Wage Scale Policy**

ACTION: A motion was made by G. McCole supported by K. Schinderle to approve the revisions to the Wage Scale policy statement.

Motion carried unanimously.

Jill Doll conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**

a) Financial Statement - January, 2017

Miscellaneous questions were addressed regarding FY17 budget. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

b) Contracts 3-9-17 (*Christine Bourassa*)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Christine Bourassa	Respite/Daycare	3-10-17	N/A	To be determined on an individual need basis per NBHS Respite guidelines.	N/A

Discussed and reviewed Contracts 3-9-17. Miscellaneous questions were addressed regarding contract rate and standard level of care grid rate for respite care providers.

ACTION: A motion was made by J. Dehn supported by G. McCole that the contract for Christine Bourassa 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		Peretto P.	X	
Hamm, R.	X		Phillips P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Negro M.	X		Nelson J.	X	
McCole G.	X				

Motion carried unanimously.

ACTION: A motion was made by J. Luhtanen supported by P. Phillips to approve the contract for Christine Bourassa as listed on above 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		Peretto P.	X	
Hamm, R.	X		Phillips P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Negro M.	X		Nelson J.	X	
McCole G.	X				

Motion carried unanimously.

- **Clinical Policy Manual Changes Overview**

Informed the Board that all clinical policies are being reviewed/revised to make policies more concise; combining policies with no major revisions.

Outcome: Informational

- **Contract Bidding**

Discussion ensued and miscellaneous questions were addressed regarding the bidding process for expenditures/contracts over \$5,000. Board reviewed the Procurement Process policy and how this applies to a service versus an item expenditure and if there is a need to revise the policy to specifically address this concern.

Outcome: Board members will further review Procurement Policy for any recommended revisions.

- **Accessibility and Accommodations Plan**
Reviewed recommended revisions to the Accessibility and Accommodations Plan for 2017, i.e. GPS systems purchased; physical access problem at Menominee site; grant money for transportation; decline in number of psychiatric beds available. Consensus was this item will move forward to the next meeting for approval.
Outcome: Action item for next meeting.
- **Cultural Competence/Diversity Plan**
Reviewed revisions to the Cultural Competence/Diversity Plan for 2017, i.e. change regarding statistics. Consensus was this item will move forward to the next meeting for approval.
Outcome: Action item for next meeting.
- **CEO Report**
Discussed and reviewed the CEO Report, i.e. smoke free campus as of March 1st; Willow Creek, a new 72 bed inpatient psychiatric facility opened in Green Bay and NorthCare is exploring a regional contract with that facility; websites recommended regarding FY18 State budget proposal.
- **Section 298 Boilerplate**
Discussed the inability to provide input regarding Section 298 via State survey. Upon access to the link it stated the survey was closed. Request was made to inquire as to any information NorthCare may have regarding Section 298.
Outcome: Interim CEO Jill Doll will request an update from Bill Slavin, NorthCare CEO, regarding Section 298.

J. Nelson assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Stakeholder Meeting Minutes 2-7-17
To be placed on file.

PUBLIC COMMENTS

- Kaina Tavonatti, CLS staff member, expressed his concerns regarding how employee pay is not keeping up with inflation and how this has negatively impacted employees especially those who are at the top of their pay scale and have not seen a pay increase for several years and the need for this to be addressed by the Board.
- Melissa Buffinton, Behavioral Analyst trainee, reiterated statements made by K. Tavonatti, and also the difficulty filling and maintaining ABA staff positions due to ABA technician pay significantly lower than other agencies who also do ABA work and would like to make the Board aware of these issues.

BOARD COMMENT

- R. Hamm expressed his concerns regarding community needs and some possible creative ways to help fund services, i.e. contract with Memorial Hospital; preferred provider thru V.A. under Choice Program; riders on agency insurance policies; creating Charter School for special needs children.
- J. Dehn requested an update at next Board meeting regarding staffing issues.
- J. Nelson stated there is a Draft regarding MERS Defined Benefit Plan closure and need to review. Also stated a two-fold approach is needed regarding wages and salaries pending a budget, i.e. recommendations and cost and also if funding is reduced a plan needs to be in place of proposed cuts that management would need to make.

ADJOURN

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

Motion carried unanimously.

Meeting adjourned at 5:20 p.m.

The next regular Board meeting is scheduled for Thursday, March 23, 2017 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant