

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

May 11, 2017 - 5:00 p.m.

CALL TO ORDER/ROLL CALL:

J. Luhtanen, Chairperson, called the meeting to order at 5:00 p.m. Cindy Adrian, Administrative Assistant conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
		<u>Absent</u>				<u>Absent</u>	
Dehn, Janet	X *			Negro, Mari	X **		
Hafeman, Jan	X			Pasternak, Nancy	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

** Per telephone – present at 5:30 p.m.

REPRESENTING ADMINISTRATION: C. Adrian

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

PUBLIC COMMENTS - None

APPROVAL OR AMEND AGENDA

Chairperson Luhtanen requested to amend agenda to include under New Business Finance Contracts 5-11-17 d) Gasperini Property Services.

ACTION: Moved to approve the amended agenda.

Motion by: J. Hafeman, supported by K. Schinderle to approve agenda as amended.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the April 27, 2017 regular Board meeting minutes.

Discussion held regarding clarification of minutes regarding NMU contract, recruitment/retention, CEO report, involuntary hospitalization. No revision to minutes was requested.

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

Motion by: G. McCole supported by P. Phillips to approve the 4-27-17 regular Board meeting minutes.

Motion carried unanimously.

PRESENTATION – None

ACTION ITEMS

• **Finance**

a) Financial Statement-March, 2017

ACTION: A motion was made by G. McCole supported by M. Zevitz to approve the Financial Statement for March, 2017. **Motion carried unanimously.**

b) Check Disbursement – March, 2017

ACTION: A motion was made by G. McCole supported by N. Pasternak to approve the Check Disbursement for March, 2017. **Motion carried unanimously.**

c) Contracts 4-27-17 (Northern Michigan University)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Northern Michigan University	Affiliation/unpaid work contract	04/21/2017	N/A	\$13,000 per semester (16 weeks) for each 20-hour per week student. Or \$40.62/hour	N/A
Student externships to implement Applied Behavioral Analysis (ABA) programming for eligible individuals.						

Discussion held regarding contract rate and request made for more information/clarification of rate/reimbursement at next Board meeting.

ACTION: A motion was made by P. Peretto supported by J. Hafeman to approve Contract 4-27-17 (Northern Michigan University) 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	Phillips P.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.		X	Schinderle K.	X	
Martin A.		X	Zevitz M.	X	
McCole G.	X		Luhtanen J.	X	
Pasternak N.	X				

Motion carried.

- **Application for Vacancy on Stakeholder Advisory Committee (Kristin M.)**

ACTION: A motion was made by G. McCole, supported by J. Hafeman to appoint Kristin M. to the Stakeholder Advisory Committee for a 2-year term effective 5/11/17.

Motion carried unanimously.

M. Negro present at 5:30 p.m.

- **Recruitment and Retention**

Board reviewed further information that was requested regarding pay increase scenarios. Discussion held regarding pay increases of \$.75/hour, \$1.00/hour and additional \$.50/hour for paraprofessionals, assistant home managers and care managers. Salary increase for all staff at \$1.00/hour and additional \$.50/hour for paraprofessionals, assistant home managers and care managers is at a total cost of \$367,469. It was noted that \$113,000 was set aside for this purpose. In FY2016 \$391,280 was returned to NorthCare because the funding was not used.

Request was made by Board members for a breakdown of staff salaries, full time opportunities and an annual salary review be conducted. J. Luhtanen stated on behalf of the whole Board that the Board values its employees and thanked staff for their patience throughout this process.

ACTION: A motion was made by P. Peretto supported by G. McCole to approve salary increase for all staff of \$1.00/hour and an additional \$.50/hour for paraprofessionals, assistant home managers and care managers effective next pay period 5-14-17.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Dehn J.	X		Pasternak N.	X	
Hafeman J.	X		Phillips P.	X	
Hofer M.	X		Peretto P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Zevitz M.	X	
Negro M.	X		Luhtanen J.	X	

Motion carried unanimously.

NEW BUSINESS (Discussion only)

• **Finance**

- a) Contracts 5-11-17 (*Trico lawn care; Trico cleaning; St. Jude's AFC, Gasperini Property Services*)
 Reviewed and discussed the contracts for 5-11-17.

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Trico, Inc.	Lawn Care	04/24/2017	Northpointe and Phoenix Center - \$131.25/occurrence Pines Home - \$47.25/occurrence Hughitt Apts. - \$21.72/occurrence Lighthouse - \$54.30/occurrence Belgium Pointe - \$97.74/occurrence \$10.50 per hour per person for additional work (spring clean-up, raking, etc.)	Northpointe and Phoenix Center - \$137.81/occurrence Pines Home - \$49.61/occurrence Hughitt Apts. - \$22.81/occurrence Lighthouse - \$57.02/occurrence Belgium Pointe - \$102.63/occurrence \$11.00 per hour per person for additional work (spring clean-up, raking, etc.) 'A' Street Apts. - \$45.00/occurrence	\$6.56/occur \$2.36/occur \$1.09/occur \$2.72/occur \$4.89/occur \$0.50 per hour per person New
B.	Trico, Inc.	Cleaning	04/24/2017	701 and 715 Pyle Drive - \$80.57/day	701 and 715 Pyle Drive – \$84.60/day	\$4.03/day
C.	St. Jude's AFC	AFC	03/1/2017 to 2/28/18	\$60.50 per diem	\$60.50 per diem	None
D.	Gasperini Property Services	Lawn Care in Iron River	05/01/2017	N/A	<u>Mowing:</u> Boyington \$25.00 Gathering Point \$25.00 Iron River Office \$45.00 Crossroads \$25.00 <u>Spring Clean-Up:</u> Boyington \$35.00 Gathering Point \$35.00 Iron River \$60.00 Crossroads \$35.00	New Provider

ACTION: A motion was made by G. McCole supported by J. Hafeman that the Contracts for Trico Inc. lawn care, Trico Inc. cleaning and Gasperini Property Services 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		Pasternak N	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Zevitz M.	X	
Negro M.	X		Luhtanen J.	X	

Motion carried unanimously.

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the Contracts for Trico Inc. lawn care, Trico Inc. cleaning and Gasperini Property Services 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		Pasternak N.	X	
Hafeman J.	X		Peretto P.	X	
Hofer M.	X		Phillips P.	X	
Martin A.	X		Schinderle K.	X	
McCole G.	X		Zevitz M.	X	
Negro M.	X		Luhtanen J.	X	

Motion carried unanimously.

Contract 5-11-17 for St. Jude’s AFC - Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

- **Financial Risk Management Plan 2017**

Reviewed revisions to the Financial Risk Management Plan 2017.

Outcome: Action item for next meeting.

- **Written Plan for Professional Services**

Discussed and reviewed Written Plan for Professional Services. Miscellaneous questions were addressed regarding treatment objectives of psychiatric services; overview of organization regarding establishing prevention activities. Board members to email CEO with specific questions/concerns.

Outcome: Action item for next meeting.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Governing Board Minutes 4-12-17
Report to be placed on file.

PUBLIC COMMENTS

- Kaina Tavonatti, CLS staff member, stated his appreciation for pay increase, felt it would go far in alleviating staff’s personal stress but also would like to implore the Board to review yearly.
- Jane Lindow, Finance Specialist, stated her appreciation and thanked the Board for pay increase.

BOARD COMMENT

- Ann Martin and Gerald McCole attended the NorthCare Governing Board meeting and the latest developments regarding Section 298. Comments regarding Section 298 were also made by Board members M. Zevitz, J. Dehn, M. Hofer and J. Luhtanen and the need to oppose privatization.
- Ann Martin acknowledged the passing of Representative John Kivela.

ADJOURN

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

Motion carried unanimously.

Meeting adjourned at 6:00 p.m.

The next regular Board meeting is scheduled for Thursday, May 25, 2017 in Kingsford, Michigan at 5:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Cindy Adrian, Administrative Assistant