

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

May 25, 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

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 asked for approval or amend of agenda. G. McCole requested to amend the agenda for discussion under New Business: Section 298 Legislative Bill.

ACTION: Moved to amend the agenda under New Business: Section 298.

Motion by: J. Hafeman, supported by G. McCole to approve amended agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chairperson Luhtanen asked for a motion to approve the May 11, 2017 regular Board meeting minutes.

Request was made by A. Martin regarding the need for more detailed information to be added to the 5-11-17 Board meeting minutes under Recruitment and Retention discussion.

ACTION: Moved to revise the Board meeting minutes of 5-11-17 under Recruitment and Retention discussion to include "Salary increase is at a total cost of \$367,469. It was noted that \$113,000 was set aside for this purpose. In FY16 \$391,280 was returned to NorthCare because the funding was not used".

Motion by: G. McCole supported by P. Phillips to approve the 5-11-17 regular Board meeting minutes with the additional detail provided under Recruitment and Retention discussion as requested by Ann Martin.

Motion carried unanimously.

PRESENTATION – None

J. Luhtanen expressed her thanks to Jill Doll for stepping up to the plate during the J. McCarty's leave of absence and for Bob Ducoli gathering information required for recruitment/retention.

ACTION ITEMS

• **Finance**

- a) Contracts 5-11-17 (*St. Jude’s AFC*)

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	St. Jude’s AFC	AFC	3/1/17 to 2/28/18	\$60.50 per diem	\$60.50 per diem	None

ACTION: A motion was made by J. Hafeman supported by G. McCole to approve the contract for St. Jude’s AFC as listed on above grid. **Motion carried unanimously.**

• **Financial Risk Management Plan**

ACTION: A motion was made by P. Peretto supported by J. Hafeman to approve the Financial Risk Management Plan as revised April, 2017.

Motion carried unanimously.

• **Written Plan for Professional Services**

ACTION: A motion was made by G. McCole supported by K. Schinderle to approve the Written Plan for Professional Services as revised April, 2017.

Motion carried unanimously.

NEW BUSINESS (Discussion only)

• **Finance**

- a) Financial Statement - April, 2017

Discussed and reviewed Financial Statement – April, 2017. Board members had questions regarding income statement expenses; profit/loss; lawn care services. Due to absence of CFO it was requested that Board members email B. Ducoli with specific questions. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting

- b) Check Disbursement – April, 2017

Discussed and reviewed Check Disbursement – April, 2017. Question was addressed as to which pay period would include staff raises. Raises will be included in the first pay period of June which includes dates of 5/14/17 to 5/27/17. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

- c) Contracts 5-25-17 (*Forever Friendship; Christine Bachand; Anderson Landscaping*)

Discussed and reviewed the contracts for 5-25-17. Question regarding contract rate for C. Bachand was asked - Board member will email B. Ducoli for clarification. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next meeting.

- d) Vehicle Bids (*Town & Country; Riverside; Stateline Chevrolet*)

Discussed and reviewed the three vehicle bids received for two mid-size 4 door sedans from Town & Country, Riverside and Stateline Chevrolet to replace two Northpointe vehicles and the need for immediate action. Board requested information on the total number of agency vehicles, budgeted amounts for vehicles and the need to plan ahead so no immediate action is required in the future.

ACTION: A motion was made by J. Hafeman supported by P. Peretto that the Vehicle Bids 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		Luhtanen J.	X	
Zevitz M.	X				

Motion carried unanimously.

ACTION: A motion was made by G. McCole supported by A. Martin to accept the bid from Riverside Iron Mountain for two (2) 2017 Chrysler 200 LX vehicles in the amount of \$19,968/each.

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		Luhtanen J.	X	
Zevitz M.	X				

Motion carried unanimously.

- Legislative Bill - Section 298
G. McCole reviewed with the Board information he received at the MACMHB Spring Conference regarding Section 298 legislative bill. Action Alerts were issued on Section 298 with advocate language and the need for the counties, Board members and individuals to act on this issue. Also a request was made to inquire as to ability for all Board members to receive via email the Action Alerts from MACMHB.

MISCELLANEOUS BOARD/COMMITTEE REPORTS:

- None

PUBLIC COMMENTS:

- None

BOARD COMMENTS:

- J. Luhtanen stated she received many thank you from staff for pay raise and also noted wording in ad in The Advertiser stating “exciting new wage scale” and the need to also state starting wage scale on our agency website.

ADJOURN

A motion was made by G. McCole, supported by J. Hafeman to adjourn the meeting.

Motion carried unanimously.

Meeting adjourned at 5:40 p.m.

The next regular Board meeting is scheduled for Thursday, June 8, 2017 in Kingsford, Michigan at 5:00 p.m.

Joan Luhtanen, Chairperson

Patricia Phillips, Secretary

Cindy Adrian, Administrative Assistant