

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

May 26, 2016 - 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*			Nelson, John	X		
Hofer, Millie		X		Peretto, Patti	X		
Luhtanen, Joan		X		Phillips, Patricia	X		
Martin, Ann	X			Spence, Chris	X**		
McCole, Gerald	X			Zevitz, Michael Dr.	X 4:10		
Negro, Mari	X**						

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

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

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

PUBLIC COMMENTS - No public comments

J. Nelson welcomed newly appointed Board members for Dickinson County - Gerald McCole and Katie Schinderle (non-voting member until sworn in by County).

APPROVAL OR AMEND AGENDA

Chair Nelson asked for approval or amend of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: A. Martin, supported by P. Phillips to approve the agenda.

Motion carried unanimously.

APPROVAL OF REGULAR BOARD MEETING MINTUES

Chair Nelson asked for a motion to approve the May 12, 2016 regular Board meeting minutes.

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

Motion by: P. Phillips, supported by G. McCole to approve the minutes.

Motion carried unanimously.

PRESENTATION - None

ACTION ITEMS

a) **Contracts 5-12-16**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Penny Gregg	Speech Therapy	6/1/16-5/31/17	\$75/hr.	\$85/hr.	\$10/hr. increase
This is a renewal for a speech and language contract. Increase is requested by provider.						
B.	Anderson Landscaping	Lawn Care	5/1/16-11/30/16	n/a	\$50/event	n/a

This is a new agreement for lawn care services at the Maple Ridge home in Stephenson. This service was previously done by Services Unlimited, which is under new ownership by Anderson Landscaping. This lawn care agreement was previously presented 4/14/16 as Services Unlimited.

C.	Lawn & Snow	Lawn Care	5/9/16-11/30/16	n/a	\$155/event	n/a
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This is a new agreement for lawn mowing and trimming services in Iron River. This is to include: Boyington, Gathering Pointe, Iron River Office and Crossroads.

- ACTION:** A motion was made by G. McCole supported by M. Negro to table the contract with Penny Gregg for 2 weeks for further negotiations. **Motion carried unanimously.**

ACTION: A motion was made by J. Dehn supported by P. Phillips to approve the contracts for Anderson Landscaping and Lawn & Snow. **Motion carried unanimously.**
- Financial Risk Management Plan 2016**

ACTION: A motion was made by A. Martin supported by J. Dehn to approve the Financial Risk Management Plan. **Motion carried unanimously.**
- 2nd and 3rd Shift Differential**

ACTION: A motion was made by P. Phillips supported by G. McCole to approve the \$0.25 2rd and \$0.50 3rd shift differential.

Discussion ensued regarding parameters defining the specific time of a 2nd / 3rd residential shift. Consensus was to develop a policy defining what 2nd and 3rd shifts are specifically. Ad Hoc Committee will meet to review the policy.

ACTION: A motion was made by A. Martin supported by P. Phillips to amend the motion to approve the \$0.25 2nd shift differential and \$0.50 3rd shift differential effective the first pay period after approval of forthcoming policy defining 2nd and 3rd shifts.

ROLL CALL VOTE:

<u>MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>MEMBER</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		Peretto, P.	X	
Martin, A.	X		Phillips, P.	X	
McCole, G.	X		Spence, C.	X	
Negro, M.	X		Zevitz, M.	X	
Nelson, J.	X				

Motion carried unanimously.

- Pay Scale ABA Technician**

ACTION: A motion was made by G. McCole supported by P. Phillips to approve the ABA Technician 5 Step Pay Scale.

Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- Finance**

a) Check Disbursement Report-April, 2016
Bill Adrian addressed questions regarding the check disbursement report check #77755 & #77751; clarification given. Consensus of the Board is that this item will move forward to the next meeting for approval.
OUTCOME: Action item for next meeting

b) Financial Statement-April, 2016
No questions regarding the financial statement. No discussion. 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-May 12, 2016

The following contracts were reviewed:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Forever Friendship, Inc.	Consumer Run Drop In Services	7/1/16-6/30/17	\$85,110.00	\$66,360.00	\$18,750.00 decrease

This is a renewal agreement for Individual run drop in services. They moved to a new rental with lower rent and less utility costs. Staffing costs were also reduced based on consumer utilization.

Discussion ensued and miscellaneous questions were addressed by B. Adrian and J. McCarty. Consensus of the Board is that the contract will move forward to the next meeting for approval.

OUTCOME: Action item for next meeting

- **Pay Scale – Chief Financial Officer/Deputy Director**

Reviewed CFO regional salary range, State requirements and job descriptions. Discussion ensued regarding educational requirements and pay scale for CFO and reviewed position of Deputy Director. Consensus of the Board is to discuss the pay range at future meeting; Board policy will be revised/drafted regarding appointing of Deputy Director to interim CEO and reviewed at next meeting.

OUTCOME: Pay range action item for next meeting. Revision of policy regarding appointment of Deputy Director discussion at next meeting.

- **Recipient Rights – Med Errors**

Reviewed further information that was requested on medication errors. It was noted that the actual number of Incident Reports was not accurate as one incident can be coded under 3 different categories. The Quality Improvement Team will develop procedures for better tracking of number of medication errors for all medication incidents, not just residential, and continue to develop plans of correction as appropriate.

OUTCOME: No Board action. Update given to Board in future.

P. Peretto left meeting at 5:00 p.m.

M. Negro left meeting at 5:10 p.m.

- **Employee Survey**

Discussed results from the Employee Survey. Current report is raw data and the Board requested results be compiled into a more user friendly format for the Board with key issues. Some of the consistent survey comments were pay, benefits and communication from the Board to employees. It was discussed that more detailed information needs to be provided in Board minutes to improve communication with staff.

OUTCOME: Survey is a work in progress, discussion for next meeting.

- **QAPIP; Cultural Competency/Diversity Plan; Compliance Plan**

Reviewed the revisions to the QAPIP, Cultural Competency/Diversity Plan and Compliance Plan that need Board approval. Revisions are mostly minor such as changing wording of DCH to MDHHS.

OUTCOME: Action item for next meeting.

CEO Report

- Workgroup has been formed to look at necessary changes to accommodate an expansion of clinic hours at each location.
- Alan Bolter, Associate Director at MACMHB is available on July 28th to give a presentation to the Board.
- NorthCare onsite audit scheduled for June 20th.
- Preliminary Performance Indicator Report for 1st quarter 2016 attached for Board review.
- FLSA passed as of May 18th. The wage threshold is set and is to go into effect as of 12/1/16.
- Efficiency efforts were discussed among Regional Directors that could lead to cost savings for each CMH and the region as a whole.
- Representative Ed McBroom is available to meet with the Board on June 6th at 9:00 a.m.

A motion was made by P. Phillips, supported by G. McCole for a Special Board meeting to be held on June 6, 2016 at 9:00 a.m.

ROLL CALL VOTE:

<u>MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>MEMBER</u>	<u>YES</u>	<u>NO</u>
Dehn, J.	X		Nelson, J.	X	
Martin, A.	X		Phillips, P.	X	
McCole, G.	X		Spence, C.	X	
			Zevitz, M.	X	

Motion carried unanimously.

John Nelson, Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Statewide Results of Performance Indicators
To be placed on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

G. McCole requested to be appointed to the NorthCare Governing Board as a Northpointe Board Dickinson County representative. J. Nelson and J. McCarty will review NorthCare procedures regarding appointment to the NorthCare Governing Board.

J. Nelson wished all a great Memorial Day weekend.

ADJOURN

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

Motion carried unanimously.

Meeting adjourned at 5:40 p.m.

The next regular Board meeting is scheduled for Thursday, June 9, 2016 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant