

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**February 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.

<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b> <b><u>Absent</u></b>	<b><u>Absent</u></b>	<b><u>MEMBERS</u></b>	<b><u>Present</u></b>	<b><u>Excused</u></b> <b><u>Absent</u></b>	<b><u>Absent</u></b>
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 4:28		
McCole, Gerald	X			Zevitz, Michael Dr.	X 4:05		

\*video television conference from the Northpointe Menominee office

**REPRESENTING ADMINISTRATION:** J. McCarty, 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 or amend of agenda.

**ACTION:** Moved to amend the agenda with addition of Start Time of Meetings under New Business.

**Motion by:** G. McCole, supported by J. Luhtanen to approve agenda as amended.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

Chairperson Nelson asked for a motion to approve the January 26, 2017 regular Board meeting minutes.

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

**Motion by:** G. McCole supported by A. Martin to approve the 1-26-17 regular Board meeting minutes.

**Motion carried unanimously.**

M. Zevitz present at 4:05 p.m.

**PRESENTATION** – Jail Services      Presenter: Jill Doll

J. Doll, Dickinson County Director/Regional Jail Liaison reviewed with the Board Northpointe’s jail services/crisis intervention/jail diversion programs. Miscellaneous questions were addressed regarding referral process; medication administration; etc.

**ACTION ITEMS**

• **Finance**

a) Financial Statement - December, 2016

**ACTION:** A motion was made by G. McCole supported by M. Hofer to approve the Financial Statement – December, 2016. **Motion carried unanimously.**

b) Check Disbursement – December, 2016

**ACTION:** A motion was made by A. Martin supported by G. McCole to approve the Check Disbursement – December, 2016. **Motion carried unanimously.**

c) Contracts 1-26-17 (Birchwood AFC; Ihander AFC; Kutha AFC; Schlaud AFC; Anthony House)

	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Birchwood AFC	Specialized Residential	1/1/17-12/31/17	\$190.78/day	Current \$117.48/day; variable with changes in LOC needs	\$73.30/day decrease
This is a renewal agreement for four residents. Individual rates are determined by their level of care. Decrease due to one resident no longer under contract and one resident's decrease in level of care.						
B.	Ihander AFC	Specialized Residential	1/1/17-12/31/17	\$65.97/day	Same; variable with changes in LOC needs	n/a
This is a renewal agreement for two residents. Individual rates are determined by their level of needs.						
C.	Kutha AFC	Specialized Residential	1/1/17-12/31/17	\$293.90/day	\$200.40/day; variable with changes in LOC needs	\$93.50/day decrease
This is a renewal agreement for five residents. Individual rates are determined by their level of needs. Decrease due to one less resident in the home.						
D.	Schlaud AFC	Specialized Residential	1/1/17-12/31/17	\$454.11/day	\$409.48/day; variable with changes in LOC needs	\$44.63/day decrease
This is a renewal agreement for seven residents. Individual rates are determined by their level of needs. The rate decrease is due to a change in residents.						
E.	Anthony House	Crisis Residential	1/1/17 – 12/31/17	\$53.11/hour case mngt/asmt; \$200/day	\$60/hr case mgmt./assessments; \$225/day	6.89/hr \$25/day
This is a renewal agreement for crisis residential services. Rate increase due to increase in staffing needs to provide safe diversion environment.						

**ACTION:** A motion was made by J. Luhtanen supported by M. Zevitz to approve Contracts 1-26-17 as listed on above grid. **Motion carried unanimously.**

K. Schinderle present at 4:28 p.m.

- **Board By-Laws and Policies**

**ACTION:** A motion was made by J. Luhtanen supported by G. McCole to approve Board By-Laws and Policies as presented. **Motion carried unanimously.**

- **Janitor Pay Scale**

**ACTION:** A motion was made by K. Schinderle supported by J. Luhtanen to approve janitor pay scale with range of \$8.90 to \$12.45. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

- **Finance**

a) FY15-16 Final Balance Sheet Income Statement

Miscellaneous questions were addressed regarding the FY15-16 Final Balance Sheet Income Statement. 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 2-9-17 (Waste Mngt of Michigan – Boyington, Iron River & Menominee; Lloyd House Limited Dividend Housing; Bedford Specialized Care; Theresa & Mark Balicki)*

Discussed and reviewed Contracts 2-9-17. Miscellaneous questions were addressed regarding Lloyd House contract, i.e. attendance at Clubhouse, length of contract; contract for Theresa and Mark Balicki is for respite services for children and need for action regarding this contract.

**ACTION:** A motion was made by J. Luhtanen, supported by M. Zevitz that the contract for Theresa and Mark Balicki 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		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson, J.	X	

**Motion carried unanimously.**

**ACTION:** A motion was made by K. Schinderle, supported by M. Zevitz to approve the contract for Theresa and Mark Balicki.

**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		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson, J.	X	

**Motion carried unanimously.**

Contracts 2-9-17 with exception of Theresa and Mark Balicki. Consensus of the Board is that this item will move forward to the next meeting for approval.

**Outcome: Action item for next meeting.**

- c) *Vehicle Bids (Fox Negaunee; Riverside Iron Mountain; Town & Country)*

Discussed and reviewed the four vehicle bids received for two (2) mid-size 4 door sedans.

Miscellaneous questions were addressed and need for action on this item.

**ACTION:** A motion was made by J. Luhtanen, supported by M. Zevitz that 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		McCole, G.	X	
Hamm, R.	X		Peretto P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson J.	X	

**Motion carried unanimously.**

**ACTION:** A motion was made by G. McCole, supported by R. Hamm to accept the bid from Riverside Iron Mountain for two (2) vehicles in the amount of \$19,296.00/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		McCole, G.	X	
Hamm, R.	X		Peretto P.	X	
Hofer, M.	X		Schinderle K.	X	
Luhtanen, J.	X		Zevitz M.	X	
Martin, A.	X		Nelson J.	X	

**Motion carried unanimously.**

- **MERS Defined Benefit Plan Closure Projection Study**  
Discussed and reviewed the proposed study for Northpointe’s MERS Defined Benefit Plan Closure Projection. Cost of study is \$700 – 1 Division and \$500 each additional. Miscellaneous questions were addressed. Consensus of the Board is to discuss at the next Board meeting closure of Northpointe’s Defined Benefit Plan but that no study be conducted.  
**OUTCOME: Discussion item at next meeting.**
  
- **Forever Friends Drop In Center**  
Discussed and reviewed information regarding Forever Friends Drop In Center that was requested at last Board meeting. Miscellaneous questions were addressed regarding location of facility, transportation, advertisement and attendance.  
**OUTCOME: Discuss PR issues with management and Board of Directors of the Drop-In Center.**
  
- **CEO Report**  
Discussed and reviewed CEO Report. Miscellaneous questions were addressed.
  
- **Start Time of Meetings**  
Request was made by Board members to review and discuss start time of meetings due to Board member’s work schedules. Consensus was to discuss at next meeting the pros and cons of changing start time of meetings.  
**OUTCOME: Discussion item at next meeting**

J. Nelson assumed the Chairperson position.

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

- J. Nelson stated the Board received a letter from Anderson Tackman inquiring as to if there is any Board member interested in meeting with Anderson Tackman as they are currently conducting an audit. A full report will be presented to the Board once the audit is completed.

**PUBLIC COMMENTS**

None

**BOARD COMMENT**

J. Luhtanen stated that recently Northpointe staff and residents were at Pizza Hut for a gathering this past week and was enjoyed by all and commended staff on a good job.

J. Dehn requested to be placed on the next Board meeting agenda for discussion “Services for Individuals”.

J. Nelson on behalf of his mother thanked J. Luhtanen for her assistance during his absence.

**ADJOURN**

A motion was made by G. McCole, supported by M. Zevitz to adjourn the meeting.

**Motion carried unanimously.**

Meeting adjourned at 5:50 p.m.

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

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John Nelson, Chairperson

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Mari Negro, Secretary

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Cindy Adrian, Administrative Assistant