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Committee Minutes : Board of Directors - January 16, 2025

Board Meeting Information	
Meeting Date: 01/16/2025	**Meeting Location:** **Menominee Office** **401 Tenth Ave, Menominee, MI 49858**
Meeting Time: 4:30 PM	
Meeting Called to Order:	• W. Mattia officially called meeting to order at 4:32 PM
Pledge of Allegiance:	• The Pledge of Allegiance was recited by all

Board Member Roll Call:

- Vanessa Bal, Executive Assistant conducted roll call:

Board Member	**Present**		**Absent**	
	Onsite	Remote*	Excused	Unexcused
Mari Negro	X			
Robin Elsner	X			
Millie Hofer	X			
Kevin Pirlot	X			
Kathy Thompson	X			
Ann Martin	X			
Joe Stevens for Victoria Jakel	X			
Ean Bruette	X			

Patricia Mueller	X				
Michael Wickman	X				
Glenn Sartorelli	X				
Wendy Mattia	X				
*Remote participation per request for reasonable accommodations under ADA					

Representing Administration:

- Brent Johnson
- Erin Kusz - Remote
- Kellie Davis - Remote
- Katie Smith

Public Comment:

Discussion: W. Mattia opened the floor for Public Comment.

- No public comments

Approval of the Agenda:

Discussion: W. Mattia asked to move Menominee Crisis Committee discussion to the top of the agenda because R. Elsner had to leave early

Motion By:	M. Negro motioned to approve agenda with change to move Menominee Crisis Committee to top the top of the agenda
Supported By:	M. Wickman
Outcome:	Motion carried to approve the Agenda with change

Menominee Crisis Committee

Discussion: R. Elsner discussed last crisis meeting.

- MOU is with hospital for their legal teams review
- P. Mueller discussed changing "will" to "may" on item three of MOU
- K. Pirlot discussed the need to develop policies/procedures
- Committee will remain active after implementation to work through any issues that may arise
- M. Naret scheduled to meet with staff members from ADAPT in the coming week
- B. Johnson is meeting with hospital to bring their IT and NBHS IT teams together for discussion
- Potentially looking for Board approval at next meeting
- Menominee County Board has been updated on progress to provide services in Marinette

Approval of the Minutes:

Discussion: W. Mattia asked for a motion to approve the meeting minutes from the November 6, 2024 Board Meeting.

Motion By:	K. Pirlot motioned to approve the November 6, 2024 Board Meeting Minutes.
Supported By:	R. Elsner
Outcome:	Motion carried to approve the November 6, 2024 Meeting Minutes.

	Discussion: W. Mattia asked for a motion to approve the meeting minutes from November 21, 2024 **Motion By:** K. Pirlot motioned to approve the Meeting minutes from November 21, 2024 **Supported By:** R. Elsner **Outcome:** Motion carried to approve the November 21, 2024 Meeting Minutes Discussion: W. Mattia asked for approval of the Board of Directors 4 December, 2024 meeting minutes **Motion By:** K. Pirlot motioned to approve the Board minutes from 4 December, 2024 **Supported By:** R. Elsner **Outcome:** Motion carried to approve the Board Meeting minutes from 4 December, 2024
Approval of the Consent Agenda:	Discussion: Approval of consent agenda **Motion By:** K. Pirlot moved to approve the consent agenda with the exception of 9.10 and 9.14. These two items are to be moved off the consent agenda to New Business for further discussion. **Supported By:** M. Negro **Outcome:** Motion carried to approve consent agenda without items 9.10 and 9.14
Consent Aenda Items for Further Discussion	**Equal Opportunity:** • Moved from consent agenda for further discussion • Discussion ensued whether "pump act" description was included in policy • E. Kusz clarified that PDA in the policy was Pregnancy Discrimination Act covers the pump act • P. Mueller pointed out grammatical error in policy **Motion By:** K. Pirlot moved to approve Equal Opportunity Policy **Supported By:** M. Negro **Outcome:** Motion carried to approve Equal Opportunity Policy **COLA:** • Moved from consent agenda for further discussion • Discussed Cost of Living Adjustment for 2025 • K. Davis presented info graphic for COLA percentages to Board **Motion By:** G. Sartorelli moved to approve 3% COLA retro to 1 January 2025 **Supported By:** M. Wickman **Outcome:** Motion carried to approve 3% COLA retro to 1 January 2025

New Business:

Discussion: Reviewed the new business listed below:

Board Self Evaluation:

- Look at updating bylaws with Susan Radwin to see if Board Evaluations need to stay on there
- Discuss next meeting under New Business

CEO Wage Range:

- W. Mattia discussed Personnel Committee has met once and discussed looking at CEO wage range 145K-165K
- Personnel Committee will meeting next week to review more resumes
- Look at comprehensive benefits package
- Longevity lacking in applicants
- Create survey for what Board is looking for in CEO
- Discussed step scale for wage increase
- Look at length of contact and potential contract renewal bonus
- G. Sartorelli discussed creating a long sustainable culture by when you have employees from within be able to move into certain positions

Executive Committee:

- B. Johnson discussed that this is a committee that Central Wellness has in place
  - Consist of the Board Chairperson, Vice Chairperson and Secretary.
  - Have the authority to act on behalf of the Board for any emergent matters in which immediate action would be of benefit to the agency. Any such actions taken shall be reported to the Board at the next scheduled meeting.
  - Develop a proposed agenda for each scheduled Board meeting, be responsible as legal liaison for Board matters, set committee priorities, facilitate communication, propose organization goals and objectives, and be responsive to requests from public governmental entities.
- Discussion ensued whether this committee should exist. Consensus was that decisions should be made as a Board.
- If there are topics that Board members would like added to the agenda the request can be made though W. Mattia or B. Johnson

12/19/2024 Contract Grid:

- ABA program operating from this property
- Seven employees work at this property
- Reviewed Contract Grid Eden Property

Motion By:	A. Martin moves the contract for Eden Properties be made an action item
Supported By:	P. Mueller
Outcome:	Motion carried to make Eden Properties contract an action item

Roll Call Vote	**Vote**	
	Yes	**No**
Kathy Thompson	X	
Michael Wickman	X	
Glenn Sartorelli	X	
Ean Bruette	X	

Millie Hofer	X	
Kevin Pirlot	X	
Wendy Mattia	X	
Mari Negro	X	
Patricia Mueller	X	
Ann Martin	X	

Outcome:	Motion carried

1/16/2025 Contract Grid:

- Reviewed Contract Grid for Victorian Acre and Windsor Center

Motion By:	A. Martin moves to make 1/16/2025 contract grid an action item
Supported By:	K. Thompson
Outcome:	Motion carried to make 1/16/2025 an action item

Roll Call Vote	**Vote**	
	Yes	**No**
Ean Bruette	X	
Kathy Thompson	X	
Millie Hofer	X	
Kevin Pirlot	X	
Ann Martin	X	
Glenn Sartorelli	X	
Michael Wickman	X	
Patricia Mueller	X	
Mari Negro	X	
Wendy Mattia	X	

Outcome:	Motion carried

Board Education:

- Reviewed proposed Board Education schedule to cover required trainings listed in bylaws
- M. Negro has OMA concerns about conducting trainings via zoom
- Discussion ensued regarding OMA
- Look at changing how trainings are documented: Do notes taken during the meeting need to be approved?
- Update schedule so that all trainings are not in Dickinson
- Potentially look at combining more than one training into a meeting - potentially start trainings in May after new Board members are appointed in March
- Discussion ensued regarding which trainings would be provided, how long each training would last, and if trainings should be done during the months two meetings are scheduled.
- There was another discussion on whether there was compensation for completing the Boardworks training and which form would be used to request compensation.
- This topic was tabled for further discussion at the next board meeting

	Strategic Plan: • Discussed strategic plan that was provided by Susan Radwan • Board to meet with Leadership team to discuss strategic plan with staff (conduct during a month with two meetings) • Discussion: Next meeting is scheduled to be in Dickinson County where a majority of staff is located. Potentially look at clearing agenda, except for items that are necessary to review, and have open discussion with Leadership team.
New Business: Financial	Discussion: Kellie touched on the following highlights from the reports listed below • (FY24) Added $231,000 to retained earnings. Down slightly from FY23 due to less revenue coming in and $63,000 more in expenses from local match. • (FY24) Last year there was $33,000 in BHH surplus, opposed to this year's deficits of $15,000 • (FY24) Total retained earnings under $2.6M • November financial: $42,000 Medicaid Surplus; General Fund surplus of $60,000; $774 BHH surplus; Local $36,000 • K. Davis working on preparing an updated budget for approval at the next meeting • Upload financial documents into Lucidoc and add to next consent agenda for February **11/2024 Check Disbursement Report:** **11/2024 Check Register:** **12/2024 Check Disbursement Report:** **12/2024 Check Register Report**
New Business: Policies with No Changes	**Background Checks:** • No questions **Drug Free Environment:** • No questions **Employee Referral Program:** • No questions **Employment Termination:** • No questions **Family Medical Leave Act:** • No questions **Financial Risk Management Plan:** • No questions **HIPAA - Health Insurance:** • No questions **Hours of Work - Payroll Practices:** • No questions **Political Activity:**

	• No questions **Professional Appearance:** • No questions **Professional Liability Insurance:** • No questions **Psychotropic Medication in Foster Care:** • No questions **Public Relations and Release of Information to Public:** • No questions **Respiratory Program: Fit Test:** • No questions **Use of Northpointe Property:** • Clarified that this policy refers to tangible property **Workplace Violence:** • No questions
New Business: Policies with Minor Changes	**Compliant Investigation and Resolution:** • Should NBHS Board be listed in the affected departments or the policy compliance key elements since the are governed by their bylaws? • Review with K. Smith • Requires further investigation, do not move to consent agenda **Dignity and Respect:** • No questions **IT Breach Notification:** • No questions **Psychotropic Medications Pharmacotherapy and Monitoring:** • No questions **Quality Improvement Program:** • No questions **Trauma Informed Culture:** • No questions
Miscellaneous Reports	**Menominee Ad Hoc:** • Covered at the beginning of the Board meeting, no further updates

	Policy Ad Hoc: • Covered during policy reviews **Personnel Committee Update:** • Covered during CEO Wage Range Discussion **Northcare Board Meeting** • Next meeting is 12 February 2025 **FY 24 Rights Annual Report:** • K. Smith reviewed FY24 Rights Report and answered questions

Public Comment	**Discussion:** W. Mattia opened floor for public comments
	• B. Johnson discussed the following:
	  ◦ E. Kusz and B. Johnson completed Office of RR Executive Director training
	  ◦ J. Martin is back from maternity leave
	  ◦ Dr. Victoria Jakel was appointed by Dickinson County Board
	  ◦ Upcoming for Safety and Security: Received quote for outdoor security cameras for all three counties. Looking to present information at next Board meeting.
	  ◦ Have new mileage rate for Board approval at next meeting

Board Comment	**Discussion:** W. Mattia opened floor for Board comments • W. Mattia welcomes everyone back after holidays • Add CEO and Leadership report under misc. reports for next meeting • M. Wickman asked about finance committee - K. Davis to touch base with G. Sartorelli and M. Wickman • K. Thompson asked about sliding fee scale - K. Davis to provide updated version • K. Thompson had concerns about blank pages on website - Spoke to A. Lindeman after meeting
Meeting Adjourned:	• W. Mattia adjourned the meeting at 7:00 PM

Document Owner: Bal, Vanessa
Collaborators: Brent J Johnson
Approvals
- Committees: (02/06/2025) Board of Directors,
- Signers: *Ann Martin*
Ann Martin (03/06/2025 07:23AM PST)
Wendy Mattia
Wendy Mattia (04/03/2025 01:50PM PST)
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Other Documents:
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