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Committee Minutes : Board of Directors - February 06, 2025

Board Meeting Information	
Meeting Date: 02/06/2025	**Meeting Location:** Administrative Conference Room 715 Pyle Drive, Kingsford, MI 49802
Meeting Time: 4:30 PM	

Meeting Called to Order:	• W. Mattia officially called meeting to order at 4:30 PM

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			
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					

Pledge of Allegiance	• The Pledge of Allegiance was recited by all
Representing Administration:	• Brent Johnson • Erin Kusz • Kellie Davis - Remote • Krystal Dewitt • Jackie Martin • Jessica Melius
Public Comment:	Discussion: W. Mattia opened the floor for Public Comment. • Ashley E. introduced herself as a new employee to NBHS.
Approval of the Agenda:	Discussion: K. Thompson asked to add items on the agenda to discuss meeting protocol and an item to discuss NBHS brochure/website. **Motion By:** G. Sartorelli motioned to approve agenda with changes to add item 11a: meeting protocol and 11b: NBHS brochure/website discussion **Supported By:** E. Bruette **All in Favor:** Yes **Outcome:** Motion carried to approve the Agenda with change
Approval of the Minutes:	Discussion: W. Mattia asked for a motion to approve the meeting minutes from the January 16, 2025 Board Meeting. **Motion By:** M. Negro motioned to approve the January 16, 2025 Board Meeting Minutes. **Supported By:** K. Thompson **Outcome:** Motion carried to approve the January 16, 2025 Meeting Minutes.
CEO Report:	Discussion: B. Johnson reviewed CEO Report with group. • Personnel Committee met to review candidates for open CEO position ◦ narrowed down to three candidates ◦ Personnel Committee and leadership team will conduct first interview and narrow down to two candidates for a Board interview. ◦ J. Martin will be the moderator for the interviews. M. Mattia asked that any questions for the applicants be provided to J. Martin. ◦ A. Martin asked if references for applicants have been checked ▪ W. Mattia stated inquires have been made B. Johnson and J. Martin • Discussed scheduling a Strategic planning meeting between Board and NBHS Leadership

- Meeting would happen during regularly scheduled Board meeting time - NBHS staff that attend would be paid OT
    - Leadership team would work with Executive team to work together on organizational aspect of the strategic plan
    - Executive team would then meet with Board for discussion/planning
    - *At this point in the meeting it was initially proposed to have this meeting on 6 March 25. Later in the meeting, this was replaced with conducting second interview for CEO.
- Recipient Rights (RR) bylaws state there are supposed to be two Board members on the committee. Currently there is only one Board member.
    - Ask M. Hofer if she is interested in being on RR committee, A. Martin volunteers if M. Hofer is not interested.
- Stakeholders Committee has three openings for new members
    - Service recipient or family member of a service recipient
    - Meets quarterly in Kingsford
- Quality Improvement bylaws state there is supposed to be one Board member for committee
    - Meet monthly
    - M. Negro volunteers
- Current Reimbursement Rate
    - Setup in paylocity to follow federal rate
    - Policy had dollar amount listed. Updated wording to state follow federal rate.

Approval of the Consent Agenda:

Discussion: Approval of consent agenda

Motion By:	M. Negro moved to approve the consent agenda
Supported By:	K. Pirlot
All in Favor:	Yes
Outcome:	Motion carried to approve consent agenda

Old Business:

Menominee Crisis Committee - Memorandum of Understanding (MOU):

Discussion: R. Elsner reviewed MOU with group

- Item 3 was changed to encompass what NBHS already does in their catchman area. Services provided for crisis would be similar Aurora Bay Medical Center - Bay Area, Marinette, WI.
- Old wording stated that NBHS may provide services via telehealth
- Change was made so that if NBHS services changed in the future, MOU would not have to be updated.
- A. Martin asked how the situation that Menominee that were not satisfactory and how the MOU corrects those deficiencies
    - P. Mueller explained that there were concerns in the community about people needing services and they weren't able to go to a local hospital for services. They ended up having to go to go outside of the area adding a burden to local law enforcement. MOU would allow Menominee residents to go to closest hospital, which is Aurora Bay Medical Center when someone is having a mental health crisis.
- R. Elsner stated that Marinette County has been managing Menominee City crisis for the past eight years.

Motion By:	M. Negro moved to accept Menominee Crisis Committee MOU
Supported By:	K. Pirlot
Outcome:	Motion carried to accept Menominee Crisis Committee MOU

Roll Call Vote	**Vote**	
	Yes	**No**

Ean Bruette	X	
Kathy Thompson	X	
Glenn Sartorelli	X	
Victoria Jackel	X	
Kevin Pirlot	X	
Ann Martin	X	
Mari Negro	X	
Robin Elsner	X	
Michael Wickman	X	
Patricia Mueller	X	
Wendy Mattia	X	

Outcome:	Motion carried

Board Training:

Discussion: B. Johnson explains that this was a discussion topic at the last Board meeting and wanted to clarify Board's decision on compensation for completing Boardworks

- M. Mattia stated that training are about the length of a Board meeting and should be reimbursed at the same rate as attending a meeting
  - $50 per training completed
- Reimbursement form was updated and can be provided to all Board members. Form is also in Lucidoc
- Boardworks trainings are not mandatory but encouraged
- *Motion was not needed, treated as an understanding
  - Consensus was that a training is the same as a Board meeting

New Business Action Items:

Discussion: This is a new heading added to the agenda. All items in this second are needing to become action items and then can be reviewed individually after.

Motion By:	K. Pirlot moved to make items 10.1, 10.2, and 10.3 action items
Supported By:	M. Wickman
Outcome:	Motion carried to make items 10.1, 10.2, and 10.3 action items

Roll Call Vote	**Vote**	
	Yes	**No**
Glenn Sartorelli	X	
Kathy Thompson	X	
Ean Bruette	X	
Michael Wickman	X	
Victoria Jakel	X	
Ann Martin	X	
Patricia Mueller	X	
Robin Elsner	X	
Mari Negro	X	
Kevin Pirlot	X	

Wendy Mattia		X	

Outcome:	Motion carried

Admin Building and Resource Building Cameras:

Discussion: J. Melius discussed need for camera and vendor selection

- When safety and security training was done one topic of discussion that has been brought up several times are external cameras.
- Each county has incidents of property damage where cameras would have been beneficial
- Starting with Kingsford office and then integrate into Iron and Menominee county
- Received different quotes, reviewed quality of camera, and memory storage
- Precision Technology Service LLC was the selected vendor
    - Admin building: $11,025.46
    - Resource Building: $6,624.11
    - Total: $17,649.57
- Attempted to apply for MMR Grant
    - When application was submitted grant opportunities were shut down
- Vendor would provide warranty services (3 years)
- Majority of cost would be under Medicaid
- Video viewing is written into procedures

Motion By:	K. Pirlot moves to approve Admin Building Cameras as submitted
Supported By:	G. Sartorelli
All in Favor:	Yes
Outcome:	Motion carried to approve Admin Building Cameras as submitted

Motion By:	M. Negro moves to approve Resource Building Cameras as submitted
Supported By:	K. Pirlot
All in Favor:	Yes
Outcome:	Motion carried to approve Admin Building Cameras as submitted

Contract Grid:

- Contract is for Veriato software
- Software would affect remote employees
- Software is an overlay on information already being logged. Allows the ability to provide reports that would be user friendly for an auditor to use.
- Annual reoccurring cost

Motion By:	M. Negro moves to approve Contract Grid
Supported By:	K. Thompson
All in Favor:	Yes
Outcome:	Motion carried to to approve Contract Grid

New Business:

Meeting Protocol:

- K. Thompson asked how Board members should present questions to the Board
    - These questions can be added to the agenda under new business

Brochure/Website:

- Concerns that there are outdated Brochure in the community
    - Potential task Pam with updating information in the community

	• Information is not easy to navigate
	  ◦ Search function was added to make it easier
	  ◦ Mail updated brochures to outside agencies with cover letter asking to replace any old hangouts with the new one provided

New Business: Financial:	No financial to review at this meeting
New Business: Policies with No Changes	No Policies to review at this meeting
New Business: Policies with Minor Changes	No Policies to review at this meeting

Miscellaneous Reports	**Menominee Ad Hoc:**
	• There was discussion at the last Menominee Ad Hoc meeting about NBHS ability to provide services. Concerns that funding contradicts what state statue.
	• Mental Health Code states NBHS serves everyone, regardless of ability to pay. Not possible because of issues with General Funds and Medicaid Funds.
	• Issue is with those with private insurance. Michigan hospitals handles the individuals with private insurance, Aurora Bay Medical Center does not have the capacity to handle those with private insurance. Concern is if NBHS helps with the private insurances at Bay Area, will NBHS then have to do that for all the hospitals.
	• It was proposed that we should move ahead with what we can do, and then look at what we can't do moving forward.
	• Population of insured individuals is a lot higher than those with medicaid. Concerns is that we are unsure of how many individuals NBHS would end up picking up
	• NBHS has not had luck with reimbursement on insurance.
	• K. Davis reviewed cost per encounter: $1,690.24
	  ◦ Cost includes: salaries, wages, additional expense that can be traced to program, protocol (24 hr crisis line), units for service provided
	  ◦ Simple formula: total cost divided total units
	  ◦ Cost does not change based on type of insurance
	• NBHS Biller confirmed that none of our third party insurance (TPC) will allow us to submit a claim for crisis intervention code or general assessment
	• K. Davis explains that she reviewed old financial statements and compliance exams and saw that for four years there was nothing in retained earnings
	• W. Mattia purposed that K. Davis get together with R. Elsner, G. Sartorelli, and K. Pirlot, to further discuss cost and review spreadsheets
	• Another issue that was brought up during Menominee Ad Hoc meeting was that City Police Department was told by their City Attorney that they can't go over state lines. There is a mutual aid agreement in place.
	  ◦ Our attorney will be addressing this with the judge
	Policy Ad Hoc:
	• No updates
	Personnel Committee Update:
	• Everyone that applied for position that was not selected was sent a letter
	• Will be done with first rounds of interview by next week. Would like to schedule second interview with Board soon after
	• Members agreed on 6 March 2025 @ 4:30 in the Kingsford office
	• If a member is not able to attend, they can watch via zoom but cannot participate in decision making
	Northcare Board Meeting

	• Next meeting is 12 February 2025 **Compliance Report:** • K. Thompson wanted to know if the person that left last February quit or if they were fired ◦ K. Dewitt said that would be part of HR reporting, not compliance. Anything that is a result of a compliance investigation would be sent to supervisor and/or HR for discipline or otherwise **Personnel Report (HR):** • No questions for J. Martin **Community Newsletter** • No questions
Public Comment	**Discussion:** W. Mattia opened floor for public comments • M. Freeman from Marinette County thanked the Crisis committee for their work and feels they've made good progress. She still feels it is disheartening that there is a discrepancy in the quality of services can receive based on their insurance, but does understand there are financial issues.
Board Comment	**Discussion:** W. Mattia opened floor for Board comments • W. Mattia announced K. Pirlot is on the Finance Committee • W. Mattia introduced V. Jakel • G. Sartorelli announced he is retiring 25 April and Melissa Freeman will be taking over as the new director • A. Martin request that county Boards are receiving meeting minutes, not just agenda • A. Martin requested a list of committee and who serves on each committee
Meeting Adjourned:	• W. Mattia adjourned the meeting at 6:02 PM

Document Owner: Bal, Vanessa
Collaborators: Brent J Johnson
Erin Kusz

Approvals
- Committees: (02/20/2025) 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:
(WHICH REFERENCE THIS DOCUMENT)

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