



# **Pre-meeting Advisory Board**

**November 4, 2008**

**Presentation**

**12:15 pm**

**HR 676**

**United for National Healthcare**

**By: Richard Austin**

## MEMORANDUM

DATE: October 29, 2008  
TO: NSMHA Advisory Board  
FROM: Chuck Benjamin, Executive Director  
RE: November 20, 2008 Board of Director's Agenda

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Please note to the best of my knowledge there are no contracts going before the Board of Directors at the November 20, 2008, NSMHA Board of Directors Meeting. If this changes, there will be a revised memorandum in your manila folder.

CC: Charles R. Benjamin  
County Coordinators  
NSRSN Management Team

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
ADVISORY BOARD MEETING**

**North Sound Mental Health Administration  
117 North First St., Suite 8  
Mt. Vernon, WA 98273  
November 4, 2008  
1:00 PM**

Agenda

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of the October 2008 Meeting Minutes, Chair – 5 minutes
4. County Coordinator Report
5. Ombuds Report
6. Comments from the Public –5 minutes
7. Correspondence and Comments from the Chair – 5 minutes
8. New Business:
9. Monthly Committee Reports
  - a. Executive Director's Report – Chuck Benjamin – 5 minutes
    - i. 2009 Budget Presentation
    - ii. Employee Flexible Spending Account
  - b. Finance Committee – Mary Good – 5 minutes
  - c. Executive Committee/Agenda Committee – Charles Albertson – 5 minutes
  - d. QMOC Report – Mary Good – 5 minutes
10. Items To Be Brought Forward To The Board of Directors – Chuck Benjamin, Executive Director
  - a. Consent Agenda
  - b. Action Items
  - c. Introduction Items
11. Comments from County Advisory Board Representatives – 15 minutes
  - a. Island
  - b. San Juan
  - c. Skagit
  - d. Snohomish
  - e. Whatcom
12. Comments from Public – 5 minutes
13. Other Business
14. Adjournment

**NOTE:** The next Advisory Board meeting will be the annual Holiday Potluck December 2, 2008, in the NSMHA Conference Room.

DRAFT – Not yet approved by the Advisory Board.

**North Sound Mental Health Administration (NSMHA)  
MENTAL HEALTH ADVISORY BOARD  
October 7, 2008  
1:00 to 3:00**

<b>Present:</b>	Mary Good, Marie Jubie, Otis Gulley, Arthur Jackson, James Mead, Andrew Davis, Charles Albertson, Darcy Hocker, Russ Sapienza, Candace Trautman and Terry Ann Gallagher
<b>Excused Absence</b>	
<b>Absent:</b>	Catherine Ellis and Joan Lubbe
<b>Staff:</b>	Chuck Benjamin, Margaret Rojas, Greg Long and Rebecca Pate, recording
<b>Guests:</b>	Susan Schoeld and Chuck Davis

**MINUTES**

<i>TOPIC</i>	<i>DISCUSSION</i>	<i>ACTION</i>
<b>CALL TO ORDER, INTRODUCTIONS</b>		
Chair Mead	The Chair called the meeting to order at 1:08 pm. Introductions were made. A pre-meeting presentation was given by NSMHA Quality Specialist staff, Charissa Fuller, Kurt Aemmer, and Cindy Ainsley regarding guidelines for Anorexia, Bulimia and Co-Occurring Disorders.	Informational
<b>REVISIONS TO THE AGENDA</b>		
Chair Mead	Chair Mead asked if there were any revisions to the agenda. None were mentioned.	Informational
<b>APPROVAL OF MINUTES</b>		
Chair Mead	The September minutes were reviewed.  Russ added the new name for the Whatcom County Clubhouse will be Harmony House and opening day may be October 15 <sup>th</sup> but if not, sometime in November.  A motion was made to approve the minutes as amended, seconded and motion carried.	Informational      Motion carried
<b>COUNTY COORDINATOR REPORT</b>		
Susan Schoeld Chair Mead	Island County is still working on implementation of sales tax monies and they are currently seeking mental health staff for their schools.  San Juan is presenting to their County Council on November 4 <sup>th</sup> and going to request passage that day; however, they are anticipating the council will want to have a public meeting. The tentative date for the public meeting would be December 2 <sup>nd</sup> . They are recruiting assistance for the council meeting November 4 <sup>th</sup> at 10:20 or for the public meeting.  Skagit County had 8 graduates for the first Peer	Informational

	<p>Counselor training and 6 passed the testing with one already employed by Training Resources in Partnership (T.R.I.P.).</p> <p>The Human Services at Skagit Valley Hospital and NSMHA sponsored an all day summit on September 11<sup>th</sup> to bring together community partners for a facilitated discussion to ensure a county-wide mental health/substance abuse treatment system that will enable people in distress access to the care they need regardless of where they enter the system. There were 32 present and they reviewed Skagit County’s mental health and substance abuse continuum of care, including how high utilizers of crisis and treatment services impact county services and the care we provide to others. The following priorities were identified:</p> <ul style="list-style-type: none"><li>• Community Information and Education</li><li>• Crisis and Acute Care Services</li><li>• Inpatient Improvements</li><li>• After care initiatives</li><li>• Outpatient Access and Intensity of Services</li><li>• Early Engagement and Treatment</li><li>• Housing</li></ul> <p>A community forum is November 20<sup>th</sup> from 9-3 to create an action plan.</p> <p>Snohomish passed their NSMHA audit with no findings. They are awaiting final report for any recommendations on how they can improve or extend what they are currently doing. Snohomish is currently working on budget issues and the County Council is holding meetings to elicit feedback and information regarding the budget. Staffing and program cuts are anticipated. Snohomish County is becoming more active in planning for services should the sales tax pass.</p> <p>Whatcom County is doing their second plan for prioritizing services for the sales tax funds. They have advertised their Human Services Manager position and hope to have it filled after the first of the year and currently Jackie Mitchell is filling in. The crane project this last weekend was amazing. The cranes are on display at the rotunda and until October 17<sup>th</sup>.</p> <p>James added some history was made this morning in Snohomish County when a meeting was held and the County Executive has charged Ken Stark to talk about but not support or coordinate the sales tax initiative. James said this is the first time a County representative has sat down to discuss this. James added this was something positive coming out of Snohomish County.</p>	
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<b>OMBUDS REPORT</b>		
Chuck Davis	<p>Chuck presented the six-month PowerPoint Ombuds report for April - September. Chuck said if members want to see anything different let them know so they can improve their report as needed. Chuck added something new they did this period was to provide information and referral services for 550 additional people. The report information was included in the members manila folders.</p>	Informational
<b>COMMENTS FROM THE PUBLIC</b>		
Chair Mead	James asked if there were any comments.	Informational
Otis Gulley	Otis distributed an article regarding an instance that occurred in Los Angeles. He said there is a program called SNAP and he said he would like the region to look into the program to help avoid tragedies similar to the one in Skagit County.	
<b>COMMENTS AND CORRESPONDENCE FROM THE CHAIR</b>		
Chair Mead	<p>The Chair said there was a going away for Tom Richardson and it went well. He said Tom served for over 12 years and is now gone on his trip to South American. James expressed Tom's thanks and appreciation for all that was done and accomplished during his tenure. Otis said it would be nice to have a way to record the knowledge of individuals like Tom for future use.</p>	Informational
<b>NEW BUSINESS</b>		
<p>Marie Jubie James Mead Andrew Davis</p>	<p>Marie said the members need to start thinking about trips to Olympia to make their presence known to the legislators because this will be a crucial year. She said the idea of presenting the legislators with cranes is excellent. She said she generally goes on Wednesday and invited others to go with her.</p> <p>James said a committee was appointed to review the By-Laws and if anyone has anything they wish to be added or deleted please let James, Margaret, Marie or Andrew know.</p> <p>Andrew stated he made a motion to the Executive Committee that the NSMHA Advisory Board Vice-Chair has the responsibility of appointing a mentor to new members and the Executive Committee approved it. He added that this motion should be added to the By-Laws. James said the By-Laws Committee would take that under consideration.</p> <p>James said a nominating committee was appointed and will be discussing nominees for Vice-Chair and other NSMHA Advisory Board Committees (Executive and Finance). The nominating committee is Mary Good,</p>	Informational

	<p>Marie Jubie and Charles Albertson. He added Andrew would move up to the Chair position, which is for two years. The nominating committee will be talking to all board members regarding nominations for positions on the NSMHA Advisory Board and NSMHA Committees.</p>	
<p><b>MONTHLY COMMITTEE REPORTS</b></p>		
	<p><b>Executive Director’s Report</b></p>	
<p>Chuck Benjamin</p>	<p>Chuck said the state auditors audit has been completed with two findings. Chuck said NSMHA is now finalizing preparation for External Quality Review Organization (EQRO) audit. He added the proposed 2009 Operating Budget will be presented to the Board of Directors (BOD) on Thursday. He added the consultant has finished the Information Systems study and Greg went over the report briefly and called out issues for consideration. Greg mentioned the reason for this study was due to issues brought to the attention of NSMHA regarding the current system, especially for small providers. Greg said this project has been ongoing for almost a year. Greg added the Planning Committee has recommended the BOD accept the report and the creation of the workgroup to review and prioritize the recommendations made by the consultant and then go back to the BOD to work on implementing the recommendations. Greg said he felt it would be important to have some Advisory Board members sitting in on this workgroup. James asked if this would incorporate electronic medical records and Greg said that is part of the recommendations; however, it is an expensive endeavor and will take time to implement. James added this would be very beneficial. Greg added the consultant said NSMHA needed to quit talking about electronic medical records and start serious planning in that direction. Greg said members have a month to review the document and he will bring the report back next month and ask the Advisory Board to recommend it to the BOD.</p>	<p>Informational</p>
	<p><b>Finance Committee</b></p>	
<p>Mary Good</p>	<p>Mary presented the Finance Committee report. Mary mentioned the two unusual expenditures – one from petty cash that was for the Advisory Board Retreat and the other was for the University of Nevada-Reno, which sponsored the Co-Occurring Disorders Conference. The annual December potluck will take place December 2<sup>nd</sup> and Rebecca will provide a sign up sheet at the November meeting. It was suggested to have Training Resources in Partnership do the pre-meeting presentation in December.</p>	<p>Informational</p>

	<b>Executive Committee/Agenda Committee</b>	
Charles Albertson Andrew Davis	<p>Charles said issues discussed at the Executive Committee meeting were previously discussed and he had nothing further to add.</p> <p>Andrew took the names and phone numbers for individuals who wished to have a mentor and stated he would work on establishing those relationships.</p>	Informational
	<b>Quality Management Oversight Committee (QMOC) Report</b>	
Mary Good	<p>The September <b>draft</b> minutes from the meeting are in your manila folder.</p> <ol style="list-style-type: none"> <li>1. The meeting was held September 24, 2008.</li> <li>2. The August minutes were approved as amended.</li> <li>3. Announcements (see <b>draft</b> minutes for details) <ol style="list-style-type: none"> <li>a. New QMOC Chair will be Dr. June LaMarr</li> <li>b. Child Abuse Training, October 29<sup>th</sup> &amp; 30<sup>th</sup> – contact Rebecca Peck with Samish Tribe to register at 360-293-6404 ext. 128 or <a href="mailto:rpeck@samishtribe.nsn.us">rpeck@samishtribe.nsn.us</a></li> <li>c. External Quality Review Organization (EQRO) coming October 20-24<sup>th</sup></li> <li>d. Snohomish County Program for Assertive Community Treatment (PACT) is looking for referrals</li> <li>e. Lake Whatcom PACT was chosen by Washington Institute for Mental Health Research (WIMHR) to participate in a pilot program and additional training</li> <li>f. An audit of Critical Incidents was conducted by the Mental Health Division at North Sound Mental Health Administration (NSMHA) and Compass Health</li> <li>g. Training October 8<sup>th</sup> at Compass Health, Everett, for managers and leaders in clinical treatment and employment services program in mental health agencies</li> <li>h. The new Clubhouse in Whatcom County will be called “Harmony House”.</li> </ol> </li> <li>4. Reports given at the meeting (refer to <b>draft</b> minutes) <ol style="list-style-type: none"> <li>a. QMOC Policy Subcommittee</li> </ol> </li> </ol>	Informational



	Area of concern is the Emergency Department at Whidbey General. The issue is how to keep patients and staff safe while being medically cleared for transfer.	
San Juan	No one present.	Informational
Skagit	Mary said they met yesterday and discussed the Requests for Proposals (RFP) guideline for 2008-09 millage funding. They asked for volunteers for the allocation committee to meet next week. They reviewed the Board By-Laws.	Informational
Snohomish	<p>Marie said the Snohomish County Program for Assertive Community Treatment (PACT) is way behind in their bed allocations and they are seeking referrals. Chuck said part of the problem was the person making the decision about who to allow in the program, so NSMHA is looking into the referrals and decision making process. Marie said she is the Chair of the Advisory Board and has asked to attend treatment meetings and has been shunned.</p> <p>Otis added that he appreciates that Susan and others have picked up the ball with all the changes in Snohomish County.</p>	Informational
Whatcom	Russ said they have a PACT program and Chuck added that program is meeting the standard. Chuck added the program is fidelity based; therefore, the providers can only admit 4-5 individuals per month and Whatcom is meeting their goal. Russ said they will meet next Monday and hope to have an allocation committee for the sales tax money by next month. Russ added they hope to have a replacement for Gary Williams by January or February but in the interim Jackie Mitchell, Regina Delahunt and Terry Hines is picking up the slack. Russ added said they were to have 14,000 cranes and Darcy added they wound up with 25,600+. Russ said they have a candidate forum this Thursday at St. Luke's Educational Center and another next Thursday regarding poverty and homelessness at the Boys and Girls Club on Kentucky Street, October 16 <sup>th</sup> from 6-9 pm. Russ said the Co-Occurring Conference was great and he encouraged anyone that could to plan on going next year. Russ said this conference could be an enormous resource to anyone who works with or knows someone with drug and alcohol problems.	Informational
<b>COMMENTS FROM THE PUBLIC</b>		
Margaret Rojas	Margaret mentioned the Recovery Conference next Tuesday, October 14 <sup>th</sup> .	Informational
<b>OTHER BUSINESS</b>		
Chair Mead	The Chair asked if there was any other business and nothing was mentioned.	Informational

<b>ADJOURNMENT</b>		
Chair Mead	Marie made a motion to adjourn the meeting, seconded and motion carried. The meeting was adjourned at 2:50 pm.  The next meeting will be held on Tuesday, November 4, 2008, in the NSMHA Conference Room.	Informational Motion carried