

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

February 12, 2004

Conference Room

117 N 1<sup>st</sup> Street, Suite 8

Mt. Vernon, Washington 98273

1:30 PM

**Agenda**

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of January Minutes – Chair
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from Public
7. Report from Advisory Board – Marie Jubie, Chair
8. Report from Executive/Personnel Committee – Dave Gossett, Chair
9. Report from QMOC – Andy Byrne, Chair
10. Report from Planning Committee – Dave Gossett, Chair
11. Report from Executive Director – Chuck Benjamin, Executive Director
12. Report from Finance Officer – Bill Whitlock
13. Report from Finance Committee – Mike Shelton
14. Consent Agenda – Chair

**Motion # 04-001** - To review and approve NSMHA claims paid from December 1, 2003 to December 31<sup>st</sup>, 2003 in the amount of *\$unavailable*. Payroll for the month of December in the amount of *\$unavailable*, and associated employer paid benefits in the amount of *\$unavailable*.

**Motion # 04-002** - To review and approve the new NSMHA Contracts Manager job description. The NSMHA is currently looking to fill the Contracts Manager position. The

Contracts Manager position provides leadership and coordination with the contract planning, audits, and policy and procedure within the NSMHA. This position will provide human services support for the NSMHA and supervisory function of some staff.

**Motion # 04-003** - To review and approve the NSMHA Receptionist Job Description. The NSMHA is currently looking to fill the Receptionist position. This position performs a variety of routine reception, data entry and support staff duties.

All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one motion of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

15. Action Items - None

16. Introduction Items

**Motion # IN-002** - To review and approve To introduce Professional Services Agreement between North Sound Mental Health Administration and MCPP Healthcare Consulting INC, Contract # NSMHA-MCPP-03-04. Snohomish County has been selected to be the pilot site for the demonstration project for Washington State without its agreement. The NSMHA is concerned about the project for it may take 10-25% of the Island, San Juan, Skagit, Snohomish and Whatcom Counties mental health funding to serve 5% of its Medicaid eligible population (up to 6,000 covered lives). In order to best evaluate the impact of this demonstration project, NSMHA is requesting analysis of the Washington State Medicaid Integration Project and the five model/prototype Integration Projects currently underway in other state. This Agreement shall take effect December 1, 2003 and shall continue in full force and effect through June 30, 2004. Maximum consideration for this agreement is \$16,000.

**Motion # IN-003** - To review and approve the contract amendment between NSMHA and Community Works Consulting. The contract between the North Sound Mental Health Administration (NSMHA) and Community Works Consulting is hereby amended as follows: Term of the contract is extended one year to December 31, 2004. Maximum consideration shall remain the same at \$ 26,600

17. Emergency Action Items – None

18. Items for Discussion

19. Executive Session – Chair

20. Reconvene – Chair

21. Adjournment – Chair

NOTE: The next Board of Directors meeting will be Thursday, March 11, 2004, at 1:30 p.m. in the NSMHA Conference Room at 117 N First Street Suite 8, Mount Vernon.

**North Sound Mental Health Administration**

**BOARD OF DIRECTORS MEETING**

January 8, 2004  
Conference Room  
117 N 1<sup>st</sup> Street, Suite 8  
Mt. Vernon, Washington 98273  
1:30 PM

**MINUTES**

**Present:**

Rhea Miller, San Juan County Commissioner  
Dave Gossett, Snohomish County Council  
Gayle Jones, The Tulalip Tribes  
Maile Acoba, alternate for Ted Anderson, Skagit County Commissioner  
Andy Byrne, alternate for Pete Kremen, Whatcom County Executive  
Kirke Sievers, Snohomish County Council  
Marie Jubie, NSMHA Advisory Board Chair  
Jim Teverbaugh, alternate for Aaron Reardon, Snohomish County Executive

**Staff Present:**

Chuck Benjamin, Greg Long, Annette Calder, Sharri Dempsey, Wendy Klamp, Bill Whitlock, Gary Williams

**Guests Present:**

Jere LaFollette, Debbie Hollo, Tom Sebastian, Larry Harris

**1. Call to Order; Introductions – Chair**

Dave Gossett opened the meeting in absence of the Chair and Vice Chair. Introductions were made.

**2. Revisions to Agenda – Chair**

Mr. Gossett announced that Election of Officers was added to the agenda. Mr. Gossett stated this would be item 2a on the agenda.

**2a.** Chuck Benjamin stated the nominating committee recommended that Mike Shelton be Chair and Dave Gossett for Vice Chair. A motion was made and seconded, all in favor, **motion carried.**

**3. Approval of December Minutes – Chair**

A motion was made and seconded to approve the December 2003 minutes, all in favor, **motion carried.**

**4. Comments & Announcements from the Chair**

Vice Chair Gossett announced that a letter was received from Vice President Dick Cheney's office thanking the NSMHA for sending the publication Faces of Recovery.

#### **5. Reports from Board Members**

Kirke Sievers thanked Marie Jubie for all her hard work on the NSMHA Advisory Board.

Maile Acoba announced that Skagit County Substance Abuse Department let an RFP for Detox Services. She said that United General Hospital has been approached about taking over detox services. The hospital was fine with housing it there, but didn't want to staff it. Skagit County has approached Compass Health about staffing it. If everything goes well, all will be in place by April.

#### **6. Comments from Public**

Jere LaFollette addressed the Board about the flood victims crisis relief program that has been taking place over the last 60 days. APN applied for funding to FEMA for an additional 60 days of services. The request was approved and APN will be continuing these services for the next 60 days. He asked that anyone who needs help due to the flooding to please contact APN.

Sharri Dempsey announced that The Tulalip Tribes was audited last month and passed with flying colors.

#### **7. Report from Advisory Board – Marie Jubie, Chair**

Marie Jubie stated that her first official duty as Advisory Board Chair was to cancel the January meeting due to inclement weather. She stated the 3<sup>rd</sup> Annual Recovery Conference was excellent and that she and Debbie Hollo did a presentation on behalf of TASLE.

#### **8. Report from Executive/Personnel Committee – Dave Gossett, Chair**

Vice Chair Gossett reported that at the next meeting a revised contract manager job description would be presented. He also noted that regarding the Washington Medicaid Integration Project and Snohomish County, Chuck Benjamin will hire folks to assist with this project, a contract will be brought forth at the February meeting for this. An Executive Session regarding possible litigation will be held today and will take place at 2:30.

#### **9. Report from QMOC – Andy Byrne, Chair**

Andy Byrne reported that QMOC has changed their regular meeting date from the third Wednesday of the month to the fourth Wednesday of the month. QMOC also revised its membership and an orientation will take place prior to the meeting on January 28<sup>th</sup>.

#### **10. Report from Planning Committee – Dave Gossett, Chair**

Vice Chair Gossett reported that the next Planning Committee meeting would be held on Thursday, January 29<sup>th</sup>, 2004 at 10:00 in the NSMHA Conference Room.

#### **11. Report from Executive Director – Chuck Benjamin, Executive Director**

Chuck Benjamin reported on the following:

- Greg Long is leading the Crisis System Review.

- NSMHA still monitoring the crisis services in Whatcom County.
- Regional Quality Management Committee and Regional Management Council are both going very well with collaboration from all.
- NSMHA continues to work well with the Tribes with assistance from Sharri Dempsey.
- Continue working with MHD regarding the 2005 Actuarial Study and possible funding cuts.
- Washington Medicaid Integration Project – a meeting will be held today following this meeting, and a bidder’s meeting will be held on January 13<sup>th</sup> in Snohomish County. Very apprehensive about how this will affect our services, structure and funding.
- All contracts with providers and counties are signed and underway.
- The 3<sup>rd</sup> Annual Recovery Conference was held yesterday and went very well; and he thanked Jess Jamieson for helping open the conference as well as Marie Jubie and Debbie Hollo for the TASLE presentation. He said that Randy Revelle was a presenter at the conference and helped push for mental health parity. Bill Kennard from Boston, Massachusetts also presented at the conference on the Concepts of Recovery.
- Exemplary Service Awards were presented during lunch at the Recovery Conference and noted the following winners:
  - Betty Rogers won the Executive Directors Recovery Award.
  - Beth Bentley won the Advocates Award.
  - Edmonds Consumer Group won the Consumer Driven Service Innovation Award.
  - Island County Community Treatment Team won the Systems Integration Award.
  - Danielle Soedt and Jim Mansfield won the Direct Service Provider Award.
- Thanked NSMHA staff for all their hard work and continued efforts.

**12. Report from Finance Officer – Bill Whitlock**

Bill Whitlock stated that there was not a finance committee meeting today, but would be bringing expenditures forward next month. Bill also addressed the Board of Directors regarding budgeting and the NSMHA funds being held by Skagit County. He said a budget adjustment would be presented next month in order to have our accounting practices in line with Skagit County’s practices. A brief discussion followed and more detailed information will be presented next month.

**13. Report from Finance Committee – Mike Shelton**

No report given.

**14. Consent Agenda – Chair**

No action taken due to lack of financial information.

**Motion # 04-001-** To review and approve NSMHA claims paid from December 1, 2003 to December 31<sup>st</sup>, 2003 in the amount of *\$unavailable*. Payroll for the month of December in the amount of *\$unavailable*, and associated employer paid benefits in the amount of *\$unavailable*.

All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one motion of the Board of Directors with no separate discussion. If separate discussion is desired, that item may

be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

**15. Action Items None**

None.

**16. Introduction Items**

**Motion # IN-001** To introduce the new NSMHA Contracts Manager job description.

**17. Emergency Action Items - None**

None.

**18. Items for Discussion**

None.

**19. Executive Session – Chair**

Vice Chair Gossett announced that Executive Session would start at 2:05 for 15 minutes regarding potential litigation. The group will reconvene and then go into Executive Session again once the attorney arrives. Vice Chair Gossett announced at 2:20 that Executive Session would last another 15 minutes.

**20. Reconvene – Chair**

Vice Chair Gossett reconvened the meeting at 2:36 p.m. No action was taken from Executive Session.

**21. Adjournment – Chair**

The meeting was adjourned at 2:37 p.m.

Respectfully submitted,

Annette Calder  
Administrative Coordinator

NOTE: The next Board of Directors meeting will be Thursday, February 12, 2004, at 1:30 p.m. in the NSMHA Conference Room at 117 N First Street Suite 8, Mount Vernon.