

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

October 14, 2004
NSMHA Conference Room
117 N First Street, Suite 8
Mount Vernon
1:30 PM

Agenda

Note * Page #

- 1. Call to Order; Introductions – Mike Shelton, Chair
- 2. Revisions to Agenda – Chair..... 1
- 3. Approval of September Minutes – Chair 3
- 4. Comments & Announcements from the Chair
- 5. Reports from Board Members
- 6. Semi-Annual Ombuds Report – Chuck Davis
- 7. Comments from Public
- 8. Report from Advisory Board – Marie Jubie, Chair
- 9. Report from Executive/Personnel Committee – Dave Gossett, Chair
- 10. Report from QMOC – Gary Williams, Chair
- 11. Report from Planning Committee – Dave Gossett, Chair
- 12. Report from Executive Director – Chuck Benjamin, Executive Director
- 13. Report from Finance Officer – Bill Whitlock, Fiscal Officer
- 14. Report from Finance Committee – Kirke Sievers, Chair
- 15. Consent Agenda – Chairin front pocket

Motion # 04-034 – To review and approve North Sound Mental Health Administration’s claims paid from June 1, 2004 to June 30, 2004 in the amount of \$3,602,987.81. Payroll for the month of June in the amount of \$74,910.55 and associated employer paid benefits in the amount of \$21,224.35.

Motion #04-044 – To review and approve North Sound Mental Health Administration’s claims paid from July 1, 2004 to July 31, 2004 in the amount of \$3,789,647.72. Payroll for the month of July in the amount of \$67,242.38 and associated employer paid benefits in the amount of \$28,812.04.

***Note: Page #'s for agenda are located in the top corner due to some documents already being numbered.**

Motion #04-053 – To review and approve North Sound Mental Health Administration’s claims paid from August 1, 2004 to August 31, 2004 in the amount of \$3,476,120.35. Payroll for the month of August in the amount of \$68,576.87 and associated employer paid benefits in the amount of \$19,499.81.

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.

16. Action Items..... 11

1. **Motion # 04-048** – To approve the 1st Biennial Quarter 2004 Integrated Quality Management Report.
 - a. This integrated report provides North Sound Mental Health Administration’s Quality Management activities performed during the first six (6) months of 2004. It also addresses follow up issues identified in the previous Integrated Report.
 - b. Strengths, areas for further review and accomplishments of note
 - c. All of North Sound Mental Health Administration’s Quality Management activities are presented and reviewed monthly at North Sound Mental Health Administration’s Coordinated Quality Improvement Program (CQIP)
 Recommendations from the Coordinated Quality Improvement Program (CQIP) Committee regarding Quality Management activities conducted during the 1st Biennial Quarter 2004 are detailed in the Integrated Report.

2. **Motion # 04-049** – To approve the North Sound Mental Health Administration – Mental Health Division contract #0369-23150, Amendment 1. This Amendment replaces the Statement of Work, Special Terms and Conditions and Exhibits in their entirety, retroactive to 8/1/03.

17. Action Items Not Yet Reviewed by the Board..... 35

1. **Motion #04-050** – To approve the Interlocal Agreement #0469-56334 Transition From Homelessness (PATH) contract between North Sound Mental Health Administration and Department of Social and Health Services.

2. **Motion #04-051** – To approve the Interlocal Agreement #0469-59965 Mental Health Block Grant Services contract between North Sound Mental Health Administration and Department of Social and Health Services.

3. **Motion #04-052** – To approve the North Sound Mental Health Administrations contract # NSMHA-APN-ECS-GMU-03, amendment 3. This amendment will replace the current

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Exhibits A and B with the new Exhibits A and B. The purpose of the amendment is to transfer two GMU beds from Whatcom to Snohomish County.

18. Introduction Items

Motion # IN-024 – To introduce the North Sound Mental Health Administration’s budget for 2005.

19. Adjournment – Chair

NOTE: The next Board of Directors meeting TBA, 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

September 9, 2004
NSMHA Conference Room
117 N First Street, Suite 8
Mount Vernon
1:30 PM

Minutes

Members Present:

Michael Shelton, Island County Commissioner
Rhea Miller, San Juan County Commissioner
Dave Gossett, Snohomish County Council
Jim Teverbaugh, Designated Alternate for Aaron Reardon, Snohomish County Executive
June LaMarr, The Tulalip Tribes
Kirke Sievers, Snohomish County Council
Marie Jubie, NSMHA Advisory Board
Regina Delahunt, Designated Alternate for Pete Kremen, Whatcom County Executive
Gary Williams, Designated Alternate for Sharon Roy, Whatcom County Council

Staff Present:

Chuck Benjamin, Greg Long, Annette Calder, Shirley Conger, Chuck Davis, Deirdre Ridgway, Bill Whitlock, Wendy Klamp, Sharri Dempsey, Beckie Bacon

Guests Present:

Joan Dudley, Larry Harris, Beth Bentley, Andy Byrne, James Belkonen, Jessica Belkonen, Janel Bragg, Becky Bragg, Matt Wallis, Terry Clark, Kathleen Konopik

1. Call to Order; Introductions

Chair Shelton opened the meeting at 1:35 and welcomed those present. Introductions were made.

2. Revisions to Agenda

None.

3. Approval of June and August Minutes

Chair Shelton asked if there were any changes or amendments to the June 2004 and August 2004 minutes, there were none. Motion to approved, seconded, all in favor, **Motion Carried.**

4. Presentation of Poster Awards

Chair Shelton read a brief description of the poster winners to the group. He congratulated the winners and presented them with certificates and gift certificates; the group applauded. The recipients thanked the NSMHA and Board of Directors for holding the contest and the certificates and gift certificates they received.

5. Comments & Announcements from the Chair

Chair Shelton announced that he is on the Executive and Legislative Task Force for Mental Health. He said it has been an exciting and interesting committee to serve on. He said he hopes to have good recommendations come out of the committee to help community mental health.

6. Reports from Board Members

Rhea Miller announced that San Juan County is in the process of moving mental health and substance abuse services into one building in Friday Harbor. She said it is very exciting.

7. Comments from Public

Joan Dudley thanked Chair Shelton for being on the Mental Health Task Force. She said it is nice to know that we have good representation on the committee.

8. Report from Advisory Board

Marie Jubie echoed Joan Dudley's statements and said it means a lot to her everything that Chair Shelton has done. Marie addressed the group about the September Advisory Board meeting and other meetings she has attended since the August meeting of this Board. She said the Advisory Board recommended approval of all items before this Board today. Marie stated that the Advisory Board Retreat planned for October 15th at the Skagit Casino Resort has changed its focus and is now going to be a Mental Health Summit. She stated invitations would be sent inviting legislators, stakeholders and advocates.

9. Report from Executive/Personnel Committee

Rhea Miller stated the Executive Personnel Committee is bringing forward to the Board several issues. She said there has been a reclassification of the Information Systems Specialist, reclassification of the Financial Officer, have added a Data Analyst, and eliminated a Quality Review Team position, increased the Quality Specialist by approximately .5 FTE, the net budget impact is zero. The Executive Personnel Committee is asking that the Board approve the above noted changes.

January 12, 2005 for the Board of Directors Retreat, please mark your calendars. The event will start the morning of the 12th with the Recovery Conference, the Board of Directors Retreat will begin the evening of the 12th and go onto the 13th, with the Board of Directors meeting being held on the 13th at the Skagit Casino Resort.

Rhea Miller made a motion (#04-045) to approve the job description of the Fiscal Officer and Information Systems Specialist and make them effective August 1, 2004, seconded, all in favor, **motion carried.**

Motion (#04-046) to offer a candidate for the Quality Specialist position a salary grade of 22D, seconded for discussion, chair called for the vote, all in favor, **motion carried.**

Moved to approve a motion (#04-047) to enter into a working agreement with Davis Wright Tremaine not to exceed \$25,000 for work regarding the WMIP legislation and possible litigation, motion seconded, all in favor, **motion carried.**

10. Report from QMOC

Gary Williams reported that QMOC met on August 22nd and received many reports. QMOC approved a motion to recommend approval of the QM Plan to the Board of Directors. Gary was thanked for his report.

11. Report from Planning Committee

Dave Gossett reported that the Planning Committee did not meet this month but reported that the Transition Planning Committee did meet and updated the group about that meeting.

12. Report from Executive Director

Chuck Benjamin reported:

- The Mental Health Task Force and staff involved are really doing a superb job and laying out all the information in a clear and comprehensive way.
- The Partners in Crisis Conference September 27 – 29, 2004 in Yakima. Mike Shelton is presenting at that conference and many from the North Sound are going to attend.
- The Mental Health Advisory Committee meeting created some dismay, as it is felt that not all information that has been presented to them will be included in the report. Snohomish County Medicaid Integration Advisory Committee decided to submit a report on this to make sure all information is included and shared.
- Report from the External Quality Review Organization (EQRO) is due out in March of 2005.
- Audit by Washington State Auditors office and at the exit interview they shared that this is the sixth year in a row that NSMHA will not have any findings. A couple of recommendations, but no findings.
- Advisory Board member Dean Stupke attended his last meeting this month and Chuck asked San Juan County to appoint a new member.
- Contract received from MHD creates a lot of concern due to MHD wanted the contract back-dated to August 1, 2003. Chuck said there is much concern statewide about this issue and has a conference call this week regarding this.
- Chuck said it was grand to see and hear from the poster winners today and the difference this has made in their lives.

13. Report from Fiscal Officer

Bill Whitlock reported:

- The financial statement variances are close to the budgeted amounts. The PHP payment variance is \$15,027. The Federal Grants and the DDD are timing issues. Over all the revenues are on the plus side. The expenditures are in line with the expectations. The total of the revenues and expenditures are close to last year's amounts.
- NSMHA is still waiting for our single audit filing extension. Due to the GASB 34 reporting changes. It may be a couple of months more before we complete the audit process.
- The long awaited repayment information has been calculated by the State. The amount for the North Sound is \$1,133,825.78. However, the State did not give out the information on how they calculated the amount. The amount was released on August 19th at the RSN Administrators meeting. We are still waiting on the calculations. Group discussion followed.

14. Report from Finance Committee

Kirke Sievers stated there was a brief meeting today, but that they did not get to do the audit and could not move the Consent Agenda today.

15. Caseload Study

Wendy Klamp thanked the Board of Directors for increasing the staff in the Quality Management department that has enabled the department to do all of the good work they do. She presented the Caseload Study to the Board of Directors with a comprehensive PowerPoint presentation. Group discussion followed and Wendy was thanked for her report.

16. Consent Agenda

Motion # 04-034 – To review and approve North Sound Mental Health Administration’s claims paid from June 1, 2004 to June 30, 2004 in the amount of \$3,602,987.81. Payroll for the month of June in the amount of \$74,910.55 and associated employer paid benefits in the amount of \$21,224.35.

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No action was taken on the Consent Agenda due to the Finance Committee not conducting an audit this month.

17. Action Items

Motion # 04-026 – To review and approve the North Sound Mental Health Administration’s contract # NSRSN-APN-DDD-Crisis-02, amendment 4. This amendment will:

Under Terms and Conditions add a new subsection L to read as follows:

All references to Associated Provider Network and CONTRACTOR shall mean Associated Provider Network and its member organization Compass Health.

Under Terms and Conditions add a new subsection M to read as follows:

Contract Performance/Enforcement. North Sound Regional Support Network (NSRSN) shall be vested with the rights of a third party beneficiary, including the "cut through" right to enforce performance should CONTRACTOR be unwilling or unable to enforce action on the part of its network and subcontractors. In the event that CONTRACTOR dissolves or otherwise discontinues operations, North Sound Regional Support Network may, at its sole option, assume the right to enforce the terms and conditions of this Agreement directly with CONTRACTOR’s service network and subcontractors. CONTRACTOR shall include this clause in its contracts with its subcontractors. In the event of the dissolution of CONTRACTOR, North Sound Regional Support Network’s rights in indemnification shall survive.

Motion to approve by Mr. Teverbaugh, seconded by Ms. Miller, all in favor, **motion carried.**

Motion # 04-033 – To review and approve the North Sound Mental Health Administration’s revised Regional Training Plan 2004-2005 for approval.

Motion to approve by Ms. Miller, seconded by Mr. Teverbaugh, all in favor, **motion carried.**

Motion # 04-032 – To approve the North Sound Mental Health Administration’s contract # NSMHA-APN-04-05, amendment 1. This amendment will replace the current pages 1-55 with revised language and replace Attachment XXVII with a new Attachment XXVII. The purpose of the amendment is to bring the contract into compliance with Balance Budget Act regulatory requirements and to adopt changes imposed by Center for Medicaid and Medicare Services through the State Medicaid Plan Waiver approval process. The amended language also adds a structure for a transition planning process to result in future contract amendments that will be approved by the North Sound Mental Health Administration Board of Directors.

Motion to approve by Mr. Teverbaugh, seconded by Mr. Sievers, discussion, chair called for the vote, all in favor, **motion carried.**

Motion #04-035 – To approve the North Sound Mental Health Administration’s contract # NSMHA-Whatcom-04-05, Amendment 2. This amendment replaces the current pages 1-28 with revised language and replaces Attachment X with the new Attachment X. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Motion to approve by Mr. Gossett, seconded by Mr. Teverbaugh, all in favor, **motion carried.**

Motion #04-036 – To approve the North Sound Mental Health Administration’s contract # NSMHA-San Juan-04-05, Amendment 1. This amendment replaces the current pages 1-29 with revised language and replaces Attachment X with the new Attachment X. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Motion to approve by Ms. Miller, seconded by Mr. Teverbaugh, all in favor, **motion carried.**

Motion #04-037 – To introduce and approve the North Sound Mental Health Administration’s contract # NSMHA-Skagit-04-05, Amendment 2. This amendment replaces the current pages 1-29 with revised language and replaces Attachment X with the new Attachment X. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Motion to approve by Mr. Williams, seconded by Ms. Miller, all in favor, **motion carried.**

Motion #04-038 – To approve the North Sound Mental Health Administration’s contract # NSMHA-Island-04-05, Amendment 2. This amendment replaces the current pages 1-28 with revised language and replaces Attachment X with the new Attachment X. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to

adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Motion to approve by Ms. Miller, seconded by Mr. Gossett, all in favor, **motion carried.**

Motion #04-039 – To approve the North Sound Mental Health Administration’s contract # NSMHA-Snohomish-04-05, Amendment 1. This amendment replaces the current pages 1-31 with revised language and replaces Attachment XI with the new Attachment XI. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Mr. Teverbaugh made a motion to remove this item from the agenda, seconded by Mr. Gossett for discussion, Chair Shelton called for the vote, all in favor to remove this item, **motion carried.**

Motion #04-040 – To approve the North Sound Mental Health Administration’s contract # NSMHA-VOA-04-05, Amendment 1. This amendment replaces the current pages 1-44 with revised language and replaces Attachment XI with the new Attachment XI. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Motion to approve by Ms. Miller, seconded by Mr. Williams, all in favor, **motion carried.**

Motion #04-041 – To approve the North Sound Mental Health Administration’s contract # NSMHA-Sea Mar-04-05, Amendment 1. This amendment replaces the current pages 1-53 with revised language and replaces Attachment XI with the new Attachment XI. The purpose of the amendment is to bring the contract into compliance with Balanced Budget Act regulatory requirements and to adopt changes imposed by Centers for Medicare and Medicaid Services through the State Medicaid Plan Waiver approval process.

Motion to approve by Ms. Miller, seconded by Mr. Teverbaugh, all in favor, **motion carried.**

Motion #04-042 – To approve the Priorities for the use of Non-Medicaid funding developed by the Stakeholders’ Group in April of 2004. These priorities are now being operationalized by the System Transition Work Group and the North Sound Mental Health Administration Planning Committee.

Motion to approve by Mr. Teverbaugh, seconded by Ms. Miller, all in favor, **motion carried.**

18. Introduction Items

Motion #IN-022 – To introduce the 1st Biennial Quarter 2004 Integrated Quality Management Report.

- d. This integrated report provides and overall North Sound Mental Health Administration Quality Management activities performed during the first six (6) months of 2004. It also addresses follow up issues identified in the previous Integrated Report.
- e. Strengths, areas for further review and accomplishments of note

- f. All North Sound Mental Health Administration Quality Management activities are presented and reviewed monthly at North Sound Mental Health Administration Coordinated Quality Improvement Program (CQIP)
- g. Recommendations from the Coordinated Quality Improvement Program (CQIP) Committee regarding Quality Management activities conducted during the 1st Biennial Quarter 2004 are detailed in the Integrated Report

Motion #IN-023 – To introduce the North Sound Mental Health Administration – Mental Health Division contract #0369-23150, Amendment 1. This Amendment replaces the Statement of Work, Special Terms and Conditions and Exhibits in their entirety, retroactive to 8/1/03.

19. Items for Discussion

None.

20. Adjournment – Chair

Chair Shelton adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Annette Calder
Administrative Coordinator

NOTE: The next Board of Directors meeting will be Thursday, October 14, 2004, at 1:30 p.m. in the NSMHA Conference Room at 117 N First Street Suite 8, Mount Vernon.