

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
August 12, 2010
1:30 PM**

AGENDA

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1. Call to Order; Introductions – Chair Myhr
2. Revisions to Agenda – Chair Myhr
3. Approval of Minutes– Chair Myhr motion #10-059
 - To review and approve the minutes July 8, 2010..... 5-8
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from the Public
7. Report from the Advisory Board – Arthur Jackson, Chair
8. Report from the Executive/Personnel Committee – Dave Gossett, Chair
9. Report from the Quality Management Oversight Committee – Anne Deacon, Chair
10. Report from the Planning Committee – Regina Delahunt, Chair
11. Report from the Executive Director – Chuck Benjamin, Executive Director
12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer Tab 1
13. Report from the Finance Committee – Ken Stark, Chair
14. Consent Agenda – Finance Committee

<p>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 action 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.</p>

Motion #10-060

To review and approve North Sound Mental Health Administration’s claims paid from July 1, 2010 through July 30, 2010 in the amount of \$4,817,497.97. Payroll for the month of July in the amount of \$108,829.54 and associated employer paid benefits in the amount of \$52,463.44.

15. Action Items

General Assistance-Unemployable/Disability Lifeline Amendment:

Motion #10-061

To approve NSMHA-INTERFAITH-GAU-09-10 AMENDMENT 1 for the provision of allocating nine (9) more GAU Level 2 slots. This amendment will increase the consideration of this Agreement by \$1,800 per month for nine (9) additional slots at \$200 per slot beginning July 28, 2010, for a total of 15 slots. A new maximum consideration on this Agreement is \$25,200 through December 31, 2010.

FBG Amendments:

Motion # 10-062

To approve NSMHA-BRIDGWAYS-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$9,000 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$74,650. The term of this agreement expires on September 30, 2010.

Motion #10-063

To approve NSMHA-COMPASS HEALTH-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$13,516 of unspent federal block funding to their current Peer Center block program. The new maximum consideration on this agreement is \$74,650. The term of this agreement expires on September 30, 2010.

Motion #10-064

To approve NSMHA-HOPE OPTIONS-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$2,700 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$39,838. The term of this agreement expires on September 30, 2010.

Motion #10-065

To approve NSMHA-SNOHOMISH COUNTY-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$9,000 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$79,000. The term of this agreement expires on September 30, 2010.

Motion #10-066

To approve NSMHA-SEA MAR-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$2,250 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$72,250. The term of this agreement expires on September 30, 2010.

Motion #10-067

To approve NSMHA-SUNRISE SERVICES-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$22,517 of unspent federal block funding to their current Peer Center block program. The new maximum consideration on this agreement is \$96,027. The term of this agreement expires on September 30, 2010.

Motion #10-068

To approve NSMHA-WCPC-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$22,517 of unspent federal block funding to their Peer Center block program. The new maximum consideration on this agreement is \$96,027. The term of this agreement expires on September 30, 2010.

Motion #10-069

To approve NSMHA-WCPC-PATH-09-12 Amendment 1 for the provision of one time funding of \$47,111, this is inclusive of \$31,254 (current loss estimated) in non-match funding shortfall and \$15,857 past loss in

non-match that has not been realized by WCPC. The new maximum consideration on this agreement is \$91,461. The term of this Agreement is October 1, 2009 through June 30, 2012.

16. Introduction Items

NSMHA has released an RFP for \$50,805 of FBG funding those awarded contracts will be presented to the BOD in September.

Motion #10-070

To introduce NSMHA-SENIOR SERVICES of SNOHOMISH COUNTY-FBG-10-11 for the provision of geriatric screening and short term mental health intervention to older adults in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$39,800.

Motion #10-071

To introduce NSMHA-EVERETT HOUSING AUTHORITY/HOPE OPTIONS-FBG-10-11 for the provision of stabilizing housing and short term mental health intervention to older adults and adults at risk of homelessness in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$37,138.

Motion #10-072

To introduce NSMHA-SKAGIT COUNTY HUMAN SERVICES-FBG-10-11 for the provision of an Outreach-Intervention Specialist to work with the homeless population in Skagit County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

Motion #10-073

To introduce NSMHA-OPPORTUNITY COUNCIL WHATCOM COUNTY-FBG-10-11 for the provision of a case management position for people with mental illness who were homeless and are applying for and securing housing in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$49,200.

Motion #10-074

To introduce NSMHA-SEA MAR-FBG-10-11 for the provision of integrating mental health and physical health in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

Motion #10-075

To introduce NSMHA-BRIDGWAYS-FBG-10-11 for the provision of an outreach special at the Sparrow House transitional housing project in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$65,560.

Motion #10-076

To introduce NSMHA-SNOHOMISH COUNTY HUMAN SERVICES-FBG-10-11 for the provision of short term case management for those ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

Motion #10-077

To introduce NSMHA-WHATCOM COUNSELING & PSYCHIATRIC CLINIC-GATEKEEPER PROJECT-FBG-10-11 for the provision of Elder Gatekeeper Services, an Evidence Based Practice, in

Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$44,352.

Motion #10-078

To introduce NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-GLADSTONE PROJECT-FBG-10-11 for the provision of employing a Peer Counselor to work with individuals in the Gladstone House in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$24,752.

Motion #10-079

To introduce NSMHA-SUN COMMUNITY-FBG-10-11 for the provision of urgent transitional housing for people with mental illness in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$57,500.

Motion #10-080

To introduce NSMHA-SUNRISE SERVICES-PEER CONNECTIONS CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

Motion #10-081

To introduce NSMHA-STILLAGUAMISH TRIBE-FBG-10-11 for the provision of mental health services to Tribal and non-Tribal members ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$20,000.

Motion #10-082

To introduce NSMHA-COMPASS HEALTH-FBG-10-11 for the provision of transitional mental health services for those ineligible for other mental health services in Snohomish and Skagit Counties. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$186,564

Motion #10-083

To introduce NSMHA-TULALIP TRIBES-FBG-10-11 for the provision of outreach and engagement to Tribal members, adult and youth at risk, by providing traditional healing, ceremonies and opportunities for growth in Tribal culture. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$81,840.

Motion #10-084

To introduce NSMHA-COMPASS HEALTH-PEER (Bailey) CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

Motion #10-085

To introduce NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-RAINBOW PEER CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

17. Adjourn

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING**

**July 8, 2010
1:30 PM**

MINUTES

Members Present:

Dave Gossett, Snohomish County Council member
John Dean, Island County Commissioner
Ken Dahlstedt, Skagit County Commissioner
Ken Stark, designated alternate for Snohomish County Executive, Aaron Reardon
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen

Members Present via Telephone:

Bob Myhr, San Juan County Council member

Staff Present: Chuck Benjamin, Greg Long, Bill Whitlock, Annette Calder

Guests: Otis Gulley

1. Call to Order; Introductions

Bob Myhr called the meeting to order at 1:30 and asked Ken Dahlstedt to chair the meeting. Ken agreed and introductions were made.

2. Revisions to Agenda

None

3. Approval of Minutes

Chair Dahlstedt asked if there were any changes to the minutes of June 10, 2010; there were none. Mr. Gossett moved approval, seconded by Mr. Dean, all in favor, **motion carried #10-053.**

4. Comments & Announcements from the Chair

None

5. Reports from Board Members

None

6. Comments from the Public

Otis Gulley addressed the Board of Directors with an update of what he has been doing in support of persons with disabilities. He distributed a written report (attached to file copy as part of the official record) and gave a brief overview of what the report contained and asked that after reviewing the report, any feedback anyone may have for him would be most appreciated. Otis was thanked for his report.

7. Report from the Advisory Board

No one present

8. Report from the Executive/Personnel Committee

Dave Gossett stated the committee met today but didn't have anything to report at this time.

9. Report from the Quality Management Oversight Committee

Greg Long reported:

- The committee met on June 30th and approved the May meeting summary as amended.
- Snohomish County conducted their Project Homeless Connect with 815 registrants and about 1,000 people attended.
- Discussed two corrective action items for NSMHA by the state
- Quality issues on the following were discussed:
 - Sharing individual provider data with all providers
 - Core performance indicators
 - Clinical guidelines
 - 2010 Regional Utilization Review (UR) data
- Next meeting will be July 28th.

Some questions and answers followed and Greg was thanked for his report.

10. Report from the Planning Committee

Regina Delahunt reported:

- Met on July 2nd
- Reviewed retroactive payment requests by providers and committee recommended that NSMHA not pay for the match funds.
- Whatcom County will work with Whatcom Counseling and Psychiatric Clinic on match funds.
- Compass Health requested reimbursement and the committee recommended two onetime payments and motions are on this agenda today.
- Sunrise Services raised an issue about the PACT program and after some discussion Compass Health will work with Sunrise Services about the funding deficits.
- Catholic Community Services raised an issue about being over their funding cap and NSMHA staff will work with all of the providers to see how the funding cap limits were set and if they need to be adjusted.

Regina was thanked for her report.

11. Report from the Executive Director

Chuck Benjamin reported:

- State Behavioral Healthcare Conference held June 23-25 in Yakima, 10 NSMHA Advisory Board representatives attended and have reported back that it was a great conference.
- Crisis System Implementation committee will have its first meeting on Monday, July 12. Will work in geographic workgroups for some of the work and as a regional workgroup for other work. It is the hope that all work will be completed by October and information will be brought back to this Board at that time.
- 2010-2011 Federal Block Grant plan submitted to the state and awaiting their reply.
- All contract amendments for funding changes were approved last month and are out for signature. Changes will take place around capacity funded programs on how to increase services and provide incentive to providers while still having funding caps in place.
- Even in tough times there are opportunities and will keep bringing us back to the Vision of Hope.

Chuck was thanked for his report.

12. Report from the Finance Officer

Bill Whitlock reported:

- The Federal Block Grant (FBG) and PATH (Program for Assistance in Transition from Homelessness) Grant were low, \$236,218 and \$35,926. We think these are timing variances. The DDD billings are also behind with a timing variance of \$89,764. State funds have a permanent negative variance of \$58685. Interest revenue was lower than budgeted due to the low interest rates. The negative variance was \$31,571. Overall the revenues were a little higher in 2010 due to the low forecast of Medicaid funding in the NSMHA budget.
- A few minor variances on the expense side in operating leases and utilities. The Agency/County/Other Services line has a negative variance of \$629,476.
- The financial statements for 2009 have been audited. We have no findings at this time. We have a few issues around Federal Block Grant processing and reporting to address.
- Need to change bank account to an approved bank for municipalities, will bring that forward next month.
- We are asking for a budget amendment for the 2009 year in the area of professional services. A transfer from salary and wages to professional services to cover the shortfall.

Bill was thanked for his report.

13. Report from the Finance Committee

Ken Stark reported the committee met today, reviewed all claims and payroll before the Board today and is recommending approval of all.

14. Consent Agenda – Finance Committee

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Motion #10-054

To review and approve North Sound Mental Health Administration's claims paid from June 1, 2010 through June 30, 2010 in the amount of \$3,791,795.52. Payroll for the month of June in the amount of \$108,287.35 and associated employer paid benefits in the amount of \$43,675.34.

Mr. Stark moved approval, seconded by Mr. Gossett, all in favor, **motion carried.**

15. Action Items

Motion #10-055

To approve the transfer of \$150,000 from the salary and wages line to the professional services line in the 2009 NSMHA Operating Budget.

Mr. Stark moved approval, seconded by Mr. Dean, all in favor, **motion carried.**

Motion #10-056

To approve NSMHA-SQLSOFT+ Consulting-PSC-10 for the provision of Microsoft SharePoint 2010 implementation consultation with NSMHA IT staff and all staff in the implementation and utilization of SharePoint 2010 software and server management. The term of this Agreement is July 12, 2010 through September 30, 2010 for a maximum consideration of \$6,000.

Mr. Stark moved approval, seconded by Mr. Myhr, all in favor, **motion carried.**

Motion #10-057

To approve NSMHA-Compass Health-Medicaid-09-11 Amendment 3 for the provision of a onetime payment of \$476,513 for Medicaid mental health services. Note: this is to cover capacity funded operating losses from October 1, 2009 to June 30, 2010.

Motion #10-058

To approve NSMHA-Compass Health-SMHC-09-11 Amendment 2 for the provision of a onetime payment of \$90,764 for State only mental health services. Note: this is to cover capacity funded operating losses from October 1, 2009 to June 30, 2010. A budget allocation of \$350,000 for the conversion of Aurora House to an ARTF (Adult Residential Treatment Facility). This is to be billed on a cost reimbursement basis up to twice monthly.

Mr. Stark moved approval of **motions 10-057 and 10-058**, seconded by Mr. Gossett, all in favor, **motions carried.**

Bob Myhr thanked everyone for working with his schedule and allowing his participation by phone and thanked Mr. Dahlstedt for chairing the meeting in his absence.

16. Introduction Items

None

17. Adjourn

Meeting adjourned at 1:57 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant