

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

December 10, 2015

1:30 PM

AGENDA

1. Call to Order; Introductions – Chair Dahlstedt
2. Revisions to the Agenda – Chair Dahlstedt
3. Approval of Minutes of November 12, 2015, Motion #15-109 – Chair Dahlstedt5-11
4. Comments & Announcements from the Chair
5. Report from Board Members
6. Comments from the Public
7. Ombuds Report Tab 1
8. Report from the Advisory Board – Mark McDonald, Chair Tab 2
9. Committee Reports Tab 3
10. Report from the Executive/Personnel Committee – Chair Dahlstedt
Appointment of Committee Members
11. Report from the Executive Director Tab 4
12. Report from the Finance Officer Tab 5
13. Report from the Finance Committee – Ken Mann, Chair
14. Consent Agenda – Finance Committee, Motion #15-110

<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, the item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.</p>
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To review and approve the North Sound Mental Health Administration’s claims paid from November 1, 2015 through November 30, 2015 in the amount of \$7,162,331.39. Payroll for the month of November in the amount of \$180,984.97 and associated employer benefits in the amount of \$105,457.62.

15. Action Items

NSMHA 2016 Recommended Operating Budget

Motion #15-111

To approve the Recommended NSMHA 2016 Operating Budget as presented.

MTM Services

This agreement is to engage MTM services in consultation with NSMHA and its network providers to conduct a gap analysis. The analysis will be assessing Access processes through the first appointment; the consultation will encompass a data capture and process flow chart to determine where gaps occur in the process.

Motion #15-112

MTM-NSMHA-CONSULTATION AGREEMENT-15-16 for the purpose of determining whether NSMHA should implement processes that will improve engagement and prescription services in the region. The maximum consideration is up to \$32,120 with the term of the agreement January 1, 2016 through December 31, 2016.

Professional Service Contracts

- Continuation of Dr. Brown's consultation services
- Continuation of Turner HR consultation services
- Continuation of Lake Whatcom housing for Western State Hospital/community hospital discharges
- Consumers Voices are Born (CVAB) will be managing the regional Peer Network and conducting a Certified Peer Counselor training

Motion #15-113

To approve the following Professional Service Contracts:

NSMHA-BROWN-PSC-16

NSMHA-TURNER HR-PSC-16

NSMHA-LWC-HOUSING-PSC-16

NSMHA-CVAB-PSC-15-16

Contract details for Motion #15-113:

NSMHA-BROWN-PSC-16 for the purpose of providing ongoing psychiatric consultation to NSMHA staff. The maximum consideration for this contract is \$60,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-TURNER HR-PSC-16 for the purpose of providing ongoing Human Resource consultation to NSMHA. The maximum consideration for this contract is \$7,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-LWC-HOUSING-PSC-16 for the purpose of providing transitional housing to individuals discharging from psychiatric inpatient and Western State Hospital to Whatcom

County. The maximum consideration on this contract is \$36,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-CVAB-PSC-15-16 for the purpose of implementing a regional peer network and conducting a regional Certified Peer Counselor training. The maximum consideration on this agreement is \$30,000 with the term of the agreement January 1, 2016 through December 31, 2016.

County Administrative Contracts

Motion #15-114

To approve the following contracts:

NSMHA-ISLAND COUNTY-ADMIN-16

NSMHA-SAN JUAN COUNTY-ADMIN-16

NSMHA-SKAGIT COUNTY-ADMIN-16

NSMHA-WHATCOM COUNTY-ADMIN-16

Contract details for Motion #15-114

NSMHA-ISLAND COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$260,697 with a term of January 1, 2016 through December 31, 2016.

NSMHA-SAN JUAN COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$261,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-SKAGIT COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$392,412 with a term of January 1, 2016 through December 31, 2016.

NSMHA-WHATCOM COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$395,376 with a term of January 1, 2016 through December 31, 2016.

Rainbow Center

This is an amendment to provide continued funding to the Rainbow Recovery Center.

Motion #15-115

To approve WHATCOM COUNTY-NSMHA-INTERLOCAL-14-15 Amendment 2 for the purpose of providing the funding for the Rainbow Recovery Center in Whatcom County. The maximum consideration is \$100,000 with a term of January 1, 2016 through December 31, 2016.

Fund Balance

This is to set aside 2015 excess Medicaid Fund Balance for services outlined in our BHO Plan submitted to the State October 30, 2015.

Motion #15-116

The NSMHA Board of Directors moves to commit \$12 million Medicaid dollars of the 2015 fund balance for the following areas:

- 1) Behavioral Health Organization planning and infrastructure development.
- 2) Pay for projected expenditures in excess of projected revenues during the first two years of operating the Substance Use Disorder system in the North Sound region.

Telepsychiatry Service Provider

NSMHA has released a Request for Proposals (RFP) to solicit qualified organizations to establish a Telepsychiatry Network in the North Sound Region. NSMHA is requesting the Executive Director have the authority to enter into a contractual agreement with the successful bidder at the conclusion of the RFP.

Motion #15-117

To authorize the Executive Director to contract with the successful bidder at the conclusion of the RFP for Telepsychiatry Services.

Motion #15-118**NSMHA Salary Structure**

NSMHA has concluded the market salary survey and will be recommending adoption of the new salary structure; details will be provided at the meeting.

16. Introduction Items**Compensation Works**

NSMHA-COMPENSATION WORKS-PSC0-15 Amendment 1 for the purpose of increasing the funding by \$2,500 for consultation on the classifying and leveling of positions. The new maximum consideration on this agreement is \$17,500 with a new end date of March 31, 2016.

17. Adjourn

Next Meeting: January 14, 2016

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

November 12, 2015

1:30 PM

MINUTES

Board Members Present:

Rebecca Clark, representing Skagit County Commissioner, Ken Dahlstedt; NSMHA Board Chair
Anne Deacon, representing Whatcom County Council member, Ken Mann
Barbara LaBrash, representing San Juan County Council member, Jamie Stephens
Cammy Hart-Anderson, representing Snohomish County Executive, John Lovick

Ken Dahlstedt arrived at 1:45 and replaced Rebecca Clark
Jill Johnson, Island County Commissioner arrived at 1:55 and a quorum was reached.

NSMHA Staff Present:

Betsy Kruse, Bill Whitlock, Margaret Rojas, Roxanne Robertson, Maria Arreola, Lisa Hudspeth,
Annette Calder

Guests:

Kathryn Dobe, Kathy Marek, Chuck Davis

1. Call to Order; Introductions

Called to order by Rebecca Clark at 1:35 p.m. noting that we do not yet have a quorum and would move around the agenda until we had a quorum. Introductions were made.

2. Revisions to the Agenda

Rebecca asked if there were any revisions to the agenda and Joe announced we would be introducing new staff under item 5, Report from Board Members.

3. Approval of Minutes of October 8, 2015, Motion #15-102

Delayed to later in meeting due to lack of quorum at start of meeting.

4. Comments & Announcements from the Chair

None

5. Report from Board Members

Cammy announced that Fairfax opening a Gero-Psych unit in Monroe on December 14th with 34 beds and 16 beds will be dedicated for ITA.

Joe asked Margaret to introduce our new staff. Margaret said we had 3 new staff she would like to introduce; Roxanne Robertson receptionist, Maria Arreola-administrative assistant, and Lisa Hudspeth-administrative assistant.

Joe asked each to say a little about themselves. Roxanne said experience in mental health system and is happy to be here. Maria said she was raised in Skagit County and 4 years' experience in mental health system; she's excited to be a part of this team as it grows. Lisa said she resides in Whatcom County, obtained her degree in psychology in 2003, is very interested in mental health and is also glad to be here and part of the team as the agency grows and expands.

6. Comments from the Public

None

7. Compensation Works Report

Margaret introduced Kathryn Dobe and Kathy Marek from Compensation Works noting it has been great to work with them and this has been a good collaboration. Kathy presented an overview of the project to the Board of Directors on the compensation survey, factors considered and recommendations for moving forward, noting there should be a structure adjustment annually. The presentation is included behind Tab 1 and is a part of the official record.

Joe said this was a very thorough analysis and it gives us a good idea of where we are with regards to the labor market. Joe added that NSMHA will use this information to look at internal pay equity and see where adjustments should be made and also looking at what impact making salary schedule adjustment will have on the budget and bring recommendations back to the Board in December. Joe thanked Kathy and Kathryn for their presentation.

Chair Dahlstedt joined the meeting during the presentation.

8. Report from the Advisory Board

Joe noted the report from the Advisory Board is located behind Tab 2.

9. Committee Reports

The report from the Quality Management Oversight Committee (QMOC) located behind Tab 3.

10. Report from the Executive/Personnel Committee

Chair Dahlstedt asked if there was anything to report from the Executive Personnel Committee meeting. Joe noted that the committee met and the one action item from the committee is already on the agenda for today, motion #15-107.

11.. Report from the Executive Director

Joe directed the group to Tab 4 and reviewed the Executive Director report with the Board. Joe noted NSMHA submitted the BHO Detailed Plan to the State on time and showed a copy of the binder to the group stating we had to submit 5 copies. Joe shared that the statewide Provider Council is using NSMHA as an example of how RSNs should work with their providers. Joe also discussed the fund balance with the Board.

Jill Johnson joined the meeting at 1:55 p.m. ~ quorum reached.

Group discussion on conversion to LLC took place and ensuring that there is no lapse in our insurance coverage, current contracts carry over, etc. Bill said we looked into this and will have the same coverage we have now with no lapse in coverage as this is a conversion of one type of entity to another. This is not an asset sale or a merger so everything basically carries over. Joe added that our

insurer, Enduris, attended the RSN Administrators meeting to better understand the conversion to BHO and said that we are actually less of a risk because we do not provide any direct services.

Discussion followed on the reserves and spending plan; Joe noted that this will be presented to the legislature and the spending plan will be brought to this board for action in December. Ken Dahlstedt noted we may need to have discussions with the state regarding rates, future funding, etc. so we can ensure these service models will work.

12. Report from the Finance Officer

Bill Whitlock directed the group to Tab 5 and reviewed the Finance Officer's Report with the Board for year to date through October. Bill also discussed the budget amendment on the agenda today. Bill directed the group to Tab 7 and reviewed the proposed spending plan with the Board noting that if the funds are contracted for the legislature will consider the funds encumbered. Bill explained how we anticipate the spending plan working. Bill was thanked for his report.

13. Report from the Finance Committee – Ken Mann, Chair

Cammy Hart Anderson said the Finance Committee met today and all claims, payroll and financial notes were reviewed. Cammy Hart Anderson moved approval of the Consent Agenda, seconded by Barbara LaBrash, all in favor, **motion carried, #15-103.**

14. Consent Agenda – Finance Committee, Motion #15-103

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

To review and approve the North Sound Mental Health Administration's claims paid from October 1, 2015 through October 31, 2015 in the amount of \$11,391,017.13. Payroll for the month of October in the amount of \$175,179.67 and associated employer benefits in the amount of \$109,336.33.

15. Action Items

Skagit County Interlocal Agreements

This agreement is being revised to increase the funding NSMHA is providing to Skagit County for accounting services, such as investments, disbursements, payroll processing and account payables. The current amount NSMHA pays the County is \$2,500 monthly. We propose to increase the amount by \$1,000 to \$3,500 monthly. This increase is due to the growth NSMHA is currently experiencing and will continue to experience in 2016.

Motion #15-104

To approve SKAGIT COUNTY-NSMHA-INTERLOCAL AGREEMENT for the purpose of providing services in support of NSMHA business operations. The monthly payment for services will be \$3,500 per month beginning on January 1, 2016.

Joe provided an explanation for motion #15-104. Cammy Hart-Anderson moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-104.**

Skagit Interlocal ITA Agreement

This agreement is to provide for the Involuntary Treatment Act (ITA) court services in Skagit County. The case rate for the services is set at \$950 per case.

Motion #15-105

To approve SKAGIT COUNTY-NSMHA-INTERLOCAL AGREEMENT 15-16 for the purpose of providing the ITA court in Skagit County, an estimated 549 cases for the agreement period. The estimated maximum consideration on this agreement is \$521,444.55 and the term of the agreement is September 18, 2015 through August 31, 2016.

Joe explained motion #15-105. Anne Deacon moved approval, seconded by Jill Johnson, all in favor, **motion carried, #15-105.**

Motion #15-106Tab 6

Move to increase the annual appropriations by \$10,500,000

Increase Revenue Medicaid \$10,500,000

Increase Expenses NSMHA operating budget Small Tools \$105,000

Increase Expenses NSMHA operating budget Operating Rentals & Leases \$39,055

Increase Expenses NSMHA operating budget Capital Equipotent \$380,000

Increase Expenses Agency/County/Other Services \$6,475,945

Increase Expenses Inpatient Payments \$3,500,000

Joe noted this is the budget amendment that Bill discussed earlier. Jill Johnson moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-106.**

Motion #15-107

To authorize the Executive Director to negotiate the salary step for the Contracts Specialist.

Joe discussed this motion with the Board. Cammy Hart-Anderson moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-107.**

Motion #15-108

To authorize the Executive Director to sign the lease amendment for the Carnation Building, currently anticipating one additional month.

Joe explained the need to extend our lease. Jill Johnson moved approval, seconded by Cammy Hart-Anderson, all in favor, **motion carried, #15-108.**

Motion #15-102

Approval of Minutes of October 8, 2015, Motion #15-102

Chair Dahlstedt asked if there were any changes or additions to the minutes of October 8th; there were none. Jill Johnson moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-102.**

16. Introduction Items

Proposed NSMHA 2016 Operating Budget Presentation

Joe directed the group to Tab 7 and reviewed the NSMHA 2016 Proposed Operating Budget presentation with the Board. NSMHA's operating budget percentage went from 4.991% to 5.25% and staffing will go from the current 33 FTEs to 51.5 FTEs that will be phased in throughout the year. Questions and answers took place throughout. Joe noted the budget would be on the December agenda for approval. Joe was thanked for his presentation.

After much discussion Jill Johnson asked if we could add an agenda item for the future to hear from the MCOs. Jill said she believed it would be good for our Board to hear from the Accountable Community of Health and also to be sure we are moving forward in the same way. Cammy asked that the ACH minutes be forwarded to the member of our Board so to be aware of how things are moving forward. Ken mentioned detox/triage for Skagit/Island counties.

Joe provided an overview of the introduction items that would be acted on next month.

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Rainbow Center

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To approve WHATCOM COUNTY-NSMHA-INTERLOCAL-14-15 Amendment 2 for the purpose of providing the funding for the Rainbow Recovery Center in Whatcom County. The maximum consideration is \$100,000 with a term of January 1, 2016 through December 31, 2016.

Fund Balance

This is to set aside 2015 excess Medicaid Fund Balance for services outlined in our BHO Plan submitted to the State October 30, 2015.

The NSMHA Board of Directors moves to commit \$12 million Medicaid dollars of the 2015 fund balance for the following areas:

- 3) Behavioral Health Organization planning and infrastructure development.
- 4) Pay for projected expenditures in excess of projected revenues during the first two years of operating the Substance Use Disorder system in the North Sound region.

17. Adjourn

Chair Dahlstedt thanked everyone for attending, noting the next meeting would be on December 10th. The meeting was adjourned at 2:55 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

Next Meeting: December 10, 2015