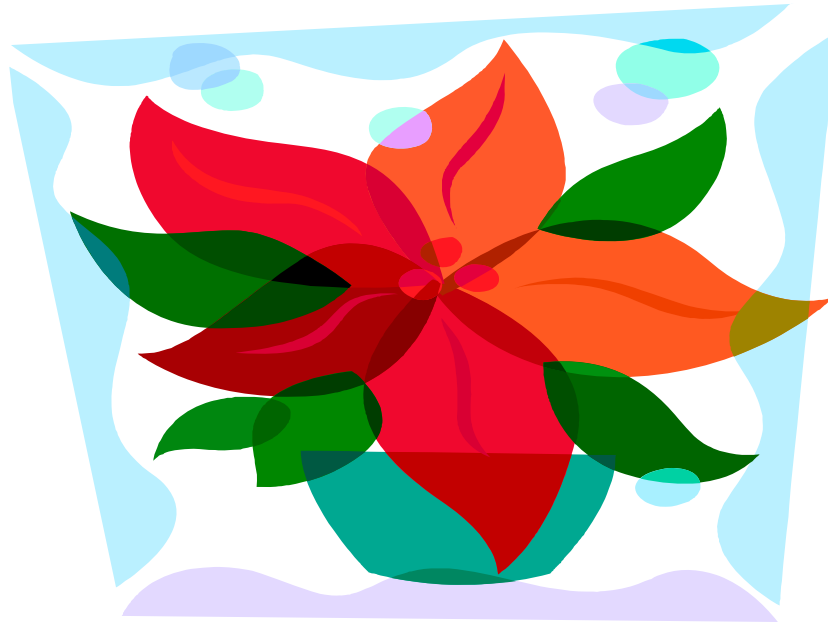


Advisory Board



Holiday Potluck!

December 4th at 12:15 pm
Prior to regular meeting

Bring your favorite Potluck dish!!

MEMORANDUM

DATE: November 21, 2007
TO: NSMHA Advisory Board
FROM: Chuck Benjamin, Executive Director
RE: December 13, 2007 Board of Director's Agenda

Please find for your review and comment the following that will go before the Board of Directors at the December 13, 2007, NSMHA Board of Directors Meeting.

Introduction Items for the BOD in December

To introduce for review/approval NSMHA-RAINTREE-PSC-08-09 for the provision of 40 hours (1 FTE) for a staff project manager/programmer/technical support, depending on NSMHA needs. The term of this agreement is January 1, 2008 through June 30, 2009. For a maximum consideration of \$97,067.

To introduce for review/approval NSMHA-HR BALANCE-PSC-08 for the provision of Human Resource Consultation. The term of the agreement is January 1, 2008 through December 31, 2008. For a maximum consideration of \$10,000.

Action Items for the BOD in December

To approve NSMHA-VOA-MEDICAID-08-09 contract. The contract is for the provision of crisis line and inpatient certification services to Medicaid enrollees. The term of the contract is January 1, 2008 to June 30 2009. Total consideration Total consideration will be available at the Advisory Board meeting.

To approve NSMHA-VOA-SMHC-08-09 contract. The contract is for the provision of crisis line and inpatient certification services to the non-Medicaid population. The term of the contract is January 1, 2008 to June 30, 2009. Total consideration Total consideration will be available at the Advisory Board meeting.

To approve the North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-MEDICAID-08-09 Contract. The term of the contract is January 1, 2008 to June 30, 2009. Estimated annual funding for this contract is unavailable at this time. Maximum consideration for this contract period will be available at the Advisory Board meeting.

To approve the North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-SMHC-08-09 Contract. The contract is for the provision of mental health services Involuntary Treatment Act Crisis Services to all citizens of Snohomish County. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding is for this contract is unavailable at this time. Maximum consideration for this contract period will be available at the Advisory Board meeting.

To approve NSMHA-RAINTREE-08-09 for the purpose of the purchases of Concurrent User Licenses; Software Upgrades, Maintenance, and Technical and Staff Support; and ASP services. The term of this agreement is January 1, 2008 through June 30, 2009. Total maximum consideration for this contract is \$253,200

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
December 4, 2007
1:00 PM**

Agenda

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of the November 2007 Meeting Minutes, Chair – 5 minutes
4. County Coordinator Report
5. Comments from the Public –5 minutes
6. Correspondence and Comments from the Chair – 5 minutes
7. New Business:
 - a. NSMHA 2008 Budget – Chuck Benjamin
8. Monthly Committee Reports
 - a. Executive Director's Report – Chuck Benjamin – 5 minutes
 - b. Finance Committee – Mary Good – 5 minutes
 - c. Executive Committee/Agenda Committee – Charles Albertson – 5 minutes
 - d. QMOC Report – Mary Good – 5 minutes
 - e. Ombuds Report – Chuck Davis – 15 minutes
9. Items To Be Brought Forward To The Board of Directors – Chuck Benjamin, Executive Director
 - a. Consent Agenda
 - b. Action Items
 - c. Introduction Items
10. Comments from County Advisory Board Representatives – 15 minutes
 - a. Island
 - b. San Juan
 - c. Skagit
 - d. Snohomish
 - e. Whatcom
11. Comments from Public – 5 minutes
12. Other Business
 - a. Request for Agenda Items
13. Adjournment

NOTE: The next Advisory Board meeting will be January 8, 2008, in the NSMHA Conference Room.

North Sound Mental Health Administration (NSMHA)
MENTAL HEALTH ADVISORY BOARD
November 9, 2007
1:00 to 3:00

Present:	Andrew Davis, Charles Albertson, Russ Sapienza, Marie Jubie, Laurel Britt and Mary Good
Absent:	James Mead, Catherine Ellis, TerryAnn Gallagher, Chris Walsh, Joan Lubbe, Tom Richardson and MaryAnn Slabaugh
Staff:	Margaret Rojas and Rebecca Pate, recording
Guests:	Stephanie Brunius, Tom Olmstead and Ron Danielson

MINUTES

<i>TOPIC</i>	DISCUSSION	<i>ACTION</i>
CALL TO ORDER, INTRODUCTIONS		
Vice Chair Davis	The Vice Chair called the meeting to order at 5:20 pm. Introductions were made.	Informational
REVISIONS TO THE AGENDA		
Vice Chair Davis	The Vice Chair asked if there were any revisions to the agenda and Margaret added under new business “Regional Language Shift”.	Informational
APPROVAL OF MINUTES		
Vice Chair Davis	The October minutes were reviewed. Charles made a motion to approve the minutes as written, Marie seconded and motion carried with one abstention.	Informational Motion carried
COUNTY COORDINATOR REPORT		
	No representation present	Informational
COMMENTS FROM THE PUBLIC		
Vice Chair Davis	The Vice Chair asked if there were any comments from the public. Stephanie said it was very nice of the Advisory Board to make this trip open to the public and she enjoyed the trip and site visit.	Informational
COMMENTS AND CORRESPONDENCE FROM THE CHAIR		
Vice Chair Davis	The Vice Chair announced that NAMI Whatcom is starting a support group for people with mental illness from the Rainbow Center. The group will meet once weekly with Jerri Remick from St. Joseph’s hospital. Andrew said he would call Charles and Russ with details later and if anyone else was interested to please let him know.	Informational
NEW BUSINESS		
Vice Chair Davis	The Vice Chair introduced the recommendations for the proposed 2008 Advisory Board budget. It was recommended the budget be as follows:	Informational

	<ul style="list-style-type: none"> ▪ Project #1 – Regional & County Conference - \$1,500.00 ▪ Project #2 – In-Service & Board Development - \$3,590.00 ▪ Project #3 – Advisory Board Member Participation Expenses - \$17,000 ▪ Project #4 – Consumer Participation Expenses - \$5,000.00 ▪ Project #5 – Professional Development - \$1,500.00 <p>The proposal will be voted on for approval at the next meeting.</p> <p>The Regional Language Shift was discussed. It was stated the Quality Management Dept. would like to shift “consumer” to “client”. Charles acknowledged this has been discussed numerous times and he prefers “consumer” because it is more universal. Russ expressed discontent with the change. Andrew agreed with the QM suggestion. A decision could not be reached. A motion was made to table the discussion to the next meeting, seconded and motion carried.</p> <p>Andrew mentioned the December meeting will be the annual potluck so bring something good to share with all.</p>	<p>Motion carried</p> <p>December meeting will be the annual potluck.</p>
MONTHLY COMMITTEE REPORTS		
Margaret Rojas	Executive Director’s Report	
Margaret Rojas	<p>Margaret acknowledged the first four (4) contracts listed on the memorandum were all moved to action by the Board of Directors (BOD) and approved.</p> <p>The Skagit Mediation contract was moved to action and approved by the BOD.</p> <p>The Volunteers of America (VOA) contracts for Medicaid and State Mental Health were for review and funding is in negotiation, VOA is performing additional delegated functions for the North Sound Mental Health Administration.</p> <p>The Snohomish County Medicaid and State Mental Health (SMHC) contracts are for review. Funding for these are under discussion as Snohomish County has requested additional funding. The Medicaid contract pays for Administration costs and the SMHC pays for crisis services.</p>	Informational
	Finance Committee	
Mary Good	Mary said they reviewed the expenditures and all appeared normal. They reviewed the budget for last year and made recommendations for the proposed 2008 budget. The proposed budget will be voted on	Informational

	next month. Charles made a motion to forward the expenditures to the Board of Directors for approval, seconded and motion carried.	Motion carried
	Executive Committee/Agenda Committee	
Charles Albertson	Charles said they discussed San Juan County representative MaryAnn Slabaugh and the committee voted to have Barbara LaBrash appoint another representative. They acknowledged that MaryAnn was welcome to come back and participate when she can.	Informational
	Quality Management Oversight Committee (QMOC) Report	
Mary Good	<p>The draft minutes from the meeting are in your manila folder. (pasted below)</p> <ol style="list-style-type: none"> 1. The meeting was convened at 12:30, October 24, 2007. 2. The October 4th minutes were approved. 3. It was discussed on how best to get information out to the community regarding the system change. 4. Cindy announced public meetings will be held to review the Quality Management (QM) Plan beginning October 31st. 5. Cindy Ainsley provided an update on policies that have gone through the Quality Management Committee/Quality Management Oversight Committee Policy Subcommittee. <ol style="list-style-type: none"> a. Policy 1009.00 – went through QMC with clarifications made and approved by QMOC with insertion change. 6. Greg acknowledged information regarding Integrated Crisis Response System (ICRS) policies. <ol style="list-style-type: none"> a. Policy 1717.00 – approved b. Policy 1719.00 – approved with changes once ICRS reviews and approves changes 7. Greg reviewed the Medication Management issues. 8. Chuck Davis gave the Fall 2007 Ombuds PowerPoint presentation. 9. Gary Williams announced a meeting Monday, November 4th at 1:00 in the Health Education Center regarding housing issues. 10. Charissa presented the ICRS Training Module and the module was approved. 11. Greg mentioned a Wraparound policy has been created and is evidenced-based practice 	Informational

	<p>format. Cindy acknowledged the policy will go out to providers as a draft and will go through the appropriate approval process.</p> <p>12. Gary announced the revised QMOC Charter was approved by the Board of Directors.</p> <p>13. It was announced that an “open discussion” time for providers and others to voice concerns will be accommodated at meetings and Gary stated it should also be done at QMOC.</p> <p>14. The issue of Contingency Plans for disasters and/or agency collapse was discussed. It was agreed with proper planning emergencies could be prevented.</p> <p>15. Meeting adjourned at 2:30 and the next meeting will be November 28th.</p> <p>The group read the brief and a motion was made to accept the QMOC report, seconded and motion carried.</p>	Motion Carried
	Ombuds/QRT Report	
Chuck Davis	There was no report because the semi-annual six month report was given last month.	Informational
ITEMS BROUGHT TO THE BOARD OF DIRECTORS		
	Introduction and Action Items	
Margaret Rojas	Margaret said she reported everything earlier in the Executive Director’s report.	Informational
COMMENTS FROM COUNTY ADVISORY BOARD MEMBERS		
Island	No representative present.	Informational
San Juan	No representative present.	Informational
Skagit	Mary said the “Skagit Peer Connections Center” open house is November 15 th from noon to 5 pm. This is the new Skagit County Drop-In Center and is located in the building formerly known as Country Girls BBQ on Riverside Drive close to the railroad crossing. Margaret encouraged all to attend and Rebecca will send out a reminder with the flyer.	Informational
Snohomish	Marie said the Snohomish County Program for Assertive Treatment (PACT) was discussed and their next meeting is November 19 th . The new budget, the 1/10 of 1% sales tax and the Blue Ribbon commission was discussed. Transformation Grant Ken Stark is providing funds to Marie to start up the “Continue 2 Continue” project. WIMIRT is meeting with individuals on November 14 & 15 to help plan and organize the “Continue 2 Continue” group.	Informational
Whatcom	Andrew said they discussed the Triage Center and the prospect of having a clinician to prescribe meds at the Triage Center. He said Gary Williams held off	Informational

	discussion of the sales tax because of other tax initiatives but Gary definitely favors the sales tax. Andrew stated that Seth Dawson spoke to them about effective advocacy at the legislature and it was well attended. Lake Whatcom gave a presentation regarding the half PACT.	
COMMENTS FROM THE PUBLIC		
Vice Chair Davis	Andrew asked if there were any further comments from the public and none were mentioned.	Informational
OTHER BUSINESS		
Vice Chair Davis	<p>Marie said the Advisory Board should discuss a trip to Olympia other than NAMI/Martin Luther King Day.</p> <p>Discussion of an Advisory Board Retreat.</p> <p>A nominating committee needs to be formed for nominating new officers.</p>	Informational
ADJOURNMENT		
Vice Chair Davis	<p>A motion was made to adjourn the meeting, seconded and motion carried. The meeting was adjourned at 6 p.m.</p> <p>The next meeting will be held on Tuesday, December 4, 2007, in the NSMHA Conference Room.</p>	Informational