



North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish & Whatcom Counties
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MEMORANDUM

TO: NSMHA BOARD OF DIRECTORS, ALTERNATES, AND INTERESTED PARTIES
FROM: CHUCK BENJAMIN, EXECUTIVE DIRECTOR
SUBJECT: BOARD OF DIRECTOR PACKETS
DATE: 11/24/03

As approved by the Executive Committee of the Board Directors, the NSMHA Board of Directors packet has been revised and reduced. On the agenda you will find the motion numbers, scope of work, dollar amount, (when applicable) and length of each contract. If you would like to refer to the full version of each item, you may do so in the Advisory Board Packet located on the web site at http://nsmha.org/Boards/A_Board_Packet.htm

For further needs or requests please contact Shari Downing at 360-416-7013 or email Shari_Downing@NSRSN.org

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

117 North 1st Street, Suite 8

Mt. Vernon, WA.

December 11, 2003

1:30 PM

Agenda

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of October Minutes – Chair
4. Comments & Announcements from Chair
5. Reports from Board Members
6. Comments from Public
7. Report from Advisory Board – Janet Lutz-Smith, 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

Some of the contracts have been modified in collaborative agreement with counties and providers. Revised contracts can be viewed on our web site at NSMHA.org by December 2, 2003.

Motion # 03-060 To review and approve NSMHA claims paid from October 1, 2003 to October 31st, 2003 in the amount of \$ *unavailable*. Payroll for the month of October in the amount of \$ *unavailable*, and associated employer paid benefits in the amount of \$ *unavailable*.

Motion # 03-067 To approve Interagency Agreement #NSMHA-Skagit-04-05 between North Sound Mental Health Administration and Skagit County for County-specific Administration, Development, Planning , MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$159,025.

Motion # 03-068 To approve Interagency Agreement #NSMHA-San Juan-04-05 between North Sound Mental Health Administration and San Juan County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$102,517.

Motion # 03-069 To approve Interagency Agreement #NSMHA-Whatcom-04-05 between North Sound Mental Health Administration and Whatcom County for County-specific Administration, Development, Planning and Geriatric Peer Support, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$276,628.

Motion # 03-070 To approve Interagency Agreement #NSMHA-Island-04-05 between North Sound Mental Health Administration and Island County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$112,085.

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

Motion # 03-061 To approve Community Mental Health Program Services Contract # NSMHA-APN-04-05 between the North Sound Mental Health Administration and Associated Provider Network, effective January 1, 2004 through December 31, 2005. Estimated funding is \$78,118,931.

Motion # 03-062 To approve Integrated Crisis Response Services Contract #NSMHA-VOA-04-05 between North Sound Mental Health Administration and Volunteers of America, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,875,018.

Motion # 03-063 To approve Community Mental Health Program Services - Hispanic Contract #NSMHA-SeaMar-04-05 between North Sound Mental Health Administration and SeaMar Community Health Centers, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,069,764.

Motion # 03-064 To approve Interagency Agreement #NSMHA-Snohomish-04-05 between North Sound Mental Health Administration and Snohomish County for County-specific

Administration, Development, Planning, Clinical Utilization Management Services, Crisis/ITA Services, E & T Loan and Maintenance Services, Community Team for Children Services, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$2,662,587.

Motion # 03-065 To approve North Sound Mental Health Administration's 2004 Operating Budget.

Motion # 03-066 To approve the NSMHA's "Standards of Care Manual "

NSMHA clinical staff facilitated a "Standards of Care Manual" review work group. This work group consisted of NSMHA staff and consumers/advocates. They met with various stakeholders including providers and allied systems. The result is a revised clinical manual, the NSMHA Standards of Care Manual (Clinical Eligibility and Care Standards for Publicly Funded Mental Health Community Outpatient (Non-Emergent) Services).

16. Action Items not yet reviewed

Motion 03-071 To approve contract NSMHA-Raintree-ISSB between the North Sound Mental Health Administration and Raintree Systems, Inc, purchases 2004 Concurrent User Licenses; Software Upgrades, Maintenance, and Technical Support; and ASP services effective January 1, 2004 through December 31, 2005.

Motion 03-072 To approve contract # NSMHA-PSC-UBH between the NSMHA and United Behavioral Health for Medical Director and Consultation Services effective January 1, 2004 through December 31, 2005.

Motion # 03-073 To approve contract NSMHA-Rehabco-PS-04-05, between the NSMHA and Rehabco, Inc. for Office Cleaning/Janitorial Services, effective January 1, 2004 through December 31, 2005. _Maximum consideration for this contract shall not exceed \$ 12,150.00

Motion 03-074 To approve Professional Services Contract NSMHA-McCallun-04-05 to assist the North Sound Mental Health Administration and it's Executive Director in establishing effective human resource activities that is in compliance with our personnel policies and procedures, and to assist the NSMHA in maintaining compliance with all applicable federal and state regulations effective January 1, 2003 through December 31, 2005.

17. Emergency Action Items – None

18. Item for Discussion

19. Executive Session – Chair

20. Reconvene – Chair

21. Adjournment – Chair

NOTE: The next Board of Directors meeting will be Thursday, January 8, 2004 at the Skagit Valley Resort at 1:30 p.m. following the Board of Directors Retreat.

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

117 North 1st Street, Suite 8

Mount Vernon, WA.

November 13, 2003

1:30 PM

Minutes

Present:

Chair Ward Nelson, Whatcom County Council
Andy Byrne, alternate for Whatcom County Executive Pete Kremen
Sheryl Fryberg, designated alternate for The Tulalip Tribes
Rhea Miller, San Juan County Commissioner
Dave Gossett, Snohomish County Council
Janet Lutz-Smith, NSMHA Advisory Board
Jackie Henderson, alternate for Island County Commissioner Mike Shelton
Janelle Sgrignoli, alternate for Snohomish County Executive Bob Drewel
Kirk Sievers, Snohomish County Council

Staff Present:

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

Guests Present:

Gayle Jones, Larry Harris, Shaun VanDyken, Sharon Schell, Tom Sebastian, Dean Wight, Jere LaFollette, Linda Carlson

1. Call to Order; Introductions – Chair

Chair Nelson opened the meeting at 1:30 p.m. and introductions were made.

2. Revisions to Agenda – Chair

There were none.

3. Approval of October Minutes – Chair

The minutes of the October meeting were corrected as follows: Motion for lead Quality Specialist to Quality Manager effective October 1st. Minutes approved with correction noted.

4. Comments & Announcements from Chair

Chair Nelson presented an award to Compass Health Whidbey Island for their professional and excellent response to a tragic event that occurred in Island County. Larry Harris on behalf of Compass Whidbey Island accepted the award.

Chair Nelson presented an award to Sharon Schell of Schell Design Group for her assistance in publishing the Faces of Recovery.

Chair Nelson presented an award to Shaun VanDyken of Premier Graphics for his dedicated effort and assistance in the printing of the Faces of Recovery.

Sharon Schell and Shaun VanDyken thanked the Board and Staff for awards and both felt privileged for being able to have a part in the publication.

Chair Nelson announced that the 3rd Annual Recovery Conference would be held on January 7th. The annual Board of Directors Retreat will be held the evening of January 7th and the morning of January 8th, followed by the Board of Directors meeting on the afternoon of January 8th.

5. Reports from Board Members

Andy Byrne reported that Whatcom County would be moving forward with a 140-bed facility for low-risk offenders in combination with a 15-bed triage center. Still going through permitting and zoning processes. Construction should be completed by September of 2005. He elaborated on what the facility would consist of and the funding sources included in this process. Andy stated that St. Joseph's Hospital would assist in collating programs for this facility. An RFQ will be released soon for a Social Detox Center. He will keep the Board apprised of progress on this project as it moves forward. Brief discussion followed.

Jackie Henderson on behalf of Island County thanked Compass Health for their outstanding response to the accidental death that occurred at the Island County Fair in August.

Rhea Miller said San Juan County received a planning grant for bringing together alcohol recovery services and mental health services in a combined facility. She said San Juan County committed the assets of the existing facilities to this project and is working with the Hospital District to co-sponsor this project.

Ward Nelson stated Whatcom County is working on housing issues in Whatcom County for mental health consumers with co-occurring disorders. He said WCPC is also working on solving housing issues.

Sheryl Fryberg informed the Board that The Tulalip Tribes attended the IPAC meeting and Mental Health Summit last week regarding issues around native youth and tribes. One of the results that came out of the meeting was that tribes need a culturally appropriate inpatient program for youth with co-occurring disorders to help deal with the issues and reintegrate back into the community. The tribes will need support from agencies, counties, etc. and wanted to let folks know this process was taking place.

6. Comments from Public

Beckie Bacon, NSMHA QRT, distributed copies of the QRT 2nd Quarter Report to the Board of Directors and went over the report with the Board of Directors. A brief question and answer period followed and Beckie was thanked for her report.

7. Report from Advisory Board – Janet Lutz-Smith, Chair

Janet Lutz-Smith reported that the NSMHA Advisory Board met on November 4th and said the Advisory Board completed a revision of their bylaws. The Advisory Board also changed their quorum requirement from four counties to three counties. At the Advisory Board Finance Committee meeting dealt with their budget, and expenditures were approved. The Advisory Board also requested a report on how the consumer-oriented projects are going in each county. The next meeting of the NSMHA Advisory Board will be on December 2nd and it will be their Holiday Potluck. Janet also reported that the Advisory Board was asked by QMOC to find consumers and advocates to be members of QMOC. The Advisory Board is in the process of creating an application for interested parties to complete. Janet also noted that Dan Bilson, prior Chair of the Advisory Board, brought a complaint to the Advisory Board about a client who had an application for HUD and Section 8. Dan brought the request to the Advisory Board to help outline the processes for HUD and Section 8 applications to make it easier for consumers to apply for these services. Chair Nelson noted that the NSMHA Planning Committee dealt with housing issues and asked how that progressed. Greg Long said that the Whatcom County Housing Authority met with the Whatcom County Mental Health Advisory Board about how to apply for these services. A discussion followed on how to assist people with mental health issues apply for housing applications. Chair Nelson asked that any identified weaknesses be brought forward so the NSMHA can assist or help outline a process to help folks.

The Village Long Beach, CA - Janet Lutz-Smith and Andy Byrne

Greg Long distributed copies of a PowerPoint presentation about the trip to The Village in Long Beach, California. Janet Lutz-Smith provided a brief summary of services and programs that The Village offers. Janet said she felt it is a very good program and the training was inspirational. Andy Byrne said he was very motivated by the training. He said our Region has many of the components already that are involved in The Village program. He said The Village program is strongly focused on Recovery and empowering people. A brief discussion followed.

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

Dave Gossett informed the Board of Directors there was nothing to report at this time.

9. Report from QMOC – Andy Byrne, Chair

Andy Byrne addressed the Board regarding the last QMOC meeting. Andy noted that QMOC received reports and stated that QMOC didn't have any action items to bring forward. QMOC is following the crisis review going on at Whatcom Counseling and Psychiatric Clinic. QMOC has received good feedback on how the Regional Quality Management Committee is operating with Wendy Klamp's facilitation.

10. Report from Planning Committee – Dave Gossett, Chair

Dave Gossett stated that the Planning Committee would meet again before the end of the year. A grant process has been started for counseling services related to flood victims. Greg Long stated that serious flooding in Skagit and Snohomish Counties occurred and that some provider staff spent a great deal of time assisting flood victims. Greg has received calls from State officials expressing their thanks for the responsiveness of provider staff.

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

Chuck Benjamin reported on the following:

- Marcia Gunning still on medical leave and asked folks to keep her in their thoughts and prayers.
- Contracting with providers and counties.
- Continuing to work with Tribes and APN on developing protocols to serve Native Americans.
- Continuing to work with MHD on the 2005 Actuary preparation, and will attend the November 20th Steering Committee meeting to look at reports of subcommittees.
- Medicaid Integration Project- three potential sites for this project would be Snohomish, King and Pierce Counties. We need to be aware that if this took place in one of our counties it would have grave impacts on the NSMHA, potentially a 10 million dollar cut in our budget. He said NSMHA and providers are looking at what this would do our crisis system, emergency management services, E&T's, consumer housing, the information system and resource management staff, etc. The allocation of risk at the State hospital and our beds needs to be considered as well. The impact on the NSMHA and our Region would be devastating. Chuck hopes to have an impact statement prepared within a week. Janelle Sgrignoli stated that she had called Assistant Secretary Porter's office and asked that the RFP not be released, as Snohomish County is not interested in this. She said she had not received a call back yet, but that she had also left the same message at Secretary Braddock's office, a brief discussion followed.
- 3rd Annual Recovery Conference will be held on January 7th, and NSMHA is still determining the location of the event.

12. Report from Finance Officer – Bill Whitlock

Bill Whitlock addressed the Board of Directors that interest revenue is low by \$8,025 on the September statement. The negative administrative expenditure variances are timing issues and should even out by year-end. Overall, the NSMHA operating budget will end up lower than anticipated. The expenditures

13. Report from Finance Committee – Mike Shelton

Bill Whitlock reported that the Finance Committee approved the expenditures

14. Consent Agenda – Chair

Motion # 03-052 To review and approve NSMHA claims paid from August 1, 2003 to August 31st, 2003 in the amount of \$4,314,221.09. Payroll for the month of August in the amount of \$70,857.64 and associated employer paid benefits in the amount of \$21,256.01.

Motion # 03-059 To review and approve NSMHA claims paid from September 1, 2003 to September 30th, 2003 in the amount of \$3,393,757.54. Payroll for the month of September in the amount of \$70,448.94 and associated employer paid benefits in the amount of \$21,32829.

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.

Moved by Ms. Miller, seconded by Mr. Gossett, all in favor, **motion carried.**

15. Action Items

None.

16. Introduction Items:

Motion # IN-023 To introduce Community Mental Health Program Services Contract # NSMHA-APN-04-05 between the North Sound Mental Health Administration and Associated Provider Network, effective January 1, 2004 through December 31, 2005. Estimated funding is \$78,118,931.

Motion # IN-024 To introduce Integrated Crisis Response Services Contract #NSMHA-VOA-04-05 between North Sound Mental Health Administration and Volunteers of America, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,875.018.

Motion # IN-025 To introduce Community Mental Health Program Services - Hispanic Contract #NSRSN-SeaMar-04-05 between North Sound Mental Health Administration and SeaMar Community Health Centers, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,069,764.

Motion # IN-026 To introduce Interagency Agreement #NSMHA-Snohomish-04-05 between North Sound Mental Health Administration and Snohomish County for County-specific Administration, Development, Planning, Clinical Utilization Management Services, Crisis/ITA Services, E & T Loan and Maintenance Services, Community Team for Children Services, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$2,662,587.

Motion # IN 027 To Introduce North Sound Mental Health Administration's 2004 Operating Budget.

Motion # IN 028 To introduce the NSMHA's "Standards of Care Manual"

NSMHA clinical staff facilitated a "Standards of Care Manual" review work group. This work group consisted of NSMHA staff and consumer/advocate. They met with various stakeholders including providers and allied systems. The result is a revised clinical manual, the NSMHA Standards of Care Manual (Eligibility and Clinical Care Standards).

Motion # IN 029 To introduce Interagency Agreement #NSMHA-Skagit-04-05 between North Sound Mental Health Administration and Skagit County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$159,025.

Motion # IN 030 To introduce Interagency Agreement #NSMHA-San Juan-04-05 between North Sound Mental Health Administration and San Juan County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$102,517.

Motion # IN 031 To introduce Interagency Agreement #NSMHA-Whatcom-04-05 between North Sound Mental Health Administration and Whatcom County for County-specific Administration, Development, Planning and Geriatric Peer Support, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$276,628.

Motion # IN 032 To introduce Interagency Agreement #NSMHA-Island-04-05 between North Sound Mental Health Administration and Island County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$112,085.

Approval moved by Chair Nelson, seconded by Ms. Miller, all in favor, **motion carried.**

17. Emergency Action Items

None.

18. Item for Discussion

None.

19. Executive Session – Chair

None.

20. Reconvene – Chair

None.

21. Adjournment – Chair

Chair Nelson adjourned the meeting at 2:28 p.m.

Respectfully submitted,

Annette Calder

NOTE: The next Board of Directors meeting is scheduled for Thursday, December 11, 2003 at the North Sound Mental Health Administration, Mount Vernon, WA at 1:30 p.m.