



# North Sound Mental Health Administration

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

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**TO:** NSMHA BOARD OF DIRECTORS, ALTERNATES, AND INTERESTED PARTIES  
**FROM:** CHUCK BENJAMIN, EXECUTIVE DIRECTOR  
**SUBJECT:** BOARD OF DIRECTOR PACKETS  
**DATE:** 12/17/03

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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](mailto:Shari_Downing@NSRSN.org)

**North Sound Mental Health Administration**

**BOARD OF DIRECTORS MEETING**

January 8, 2004  
Conference Room  
117 N 1<sup>st</sup> Street, Suite 8  
Mt. Vernon, Washington 98273  
1:30 PM  
**Agenda**

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of December Minutes – Chair
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from Public
7. Report from Advisory Board – Marie Jubie, 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

**Motion # 04-001-** To review and approve NSMHA claims paid from December 1, 2003 to December 31<sup>st</sup>, 2003 in the amount of *unavailable*. Payroll for the month of December in the amount of *Sunavailable*, and associated employer paid benefits in the amount of *Sunavailable*.

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 None

16. Introduction Items

**Motion # IN-001** To introduce the new NSMHA Contracts Manager job description.

17. Emergency Action Items – None

18. Items for Discussion

19. Executive Session – Chair

20. Reconvene – Chair

21. Adjournment – Chair

NOTE: The next Board of Directors meeting will be Thursday, February 12, 2004, 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**

117 North 1<sup>st</sup> Street, Suite 8  
Mt. Vernon, WA.  
December 11, 2003  
1:30 PM

### **MINUTES**

#### **Present:**

Chair Ward Nelson, Whatcom County Council  
Mike Shelton, Island County Commissioner  
Jim Teverbaugh, alternate for Snohomish County Executive Bob Drewel  
Rhea Miller, San Juan County Commissioner  
Andy Byrne, alternate for Whatcom County Executive Pete Kremen  
Maile Acoba, alternate for Skagit County Commissioner Ted Anderson  
Marie Jubie, NSMHA Advisory Board Chair  
Dave Gossett, Snohomish County Council

#### **Staff Present:**

Chuck Benjamin, Greg Long, Sharri Dempsey, Bill Whitlock, Gary Williams, Shirley Conger, Chuck Davis, Judy Susia, Annette Calder

#### **Guests:**

Jere LaFollette, Larry Harris, Jess Jamieson, Brad Furlong

#### **1. Call to Order; Introductions – Chair**

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

#### **2. Revisions to Agenda – Chair**

Executive Session will be moved to the end of the agenda due to the length of time it is expected to take.

#### **3. Approval of November Minutes – Chair**

Chair Nelson asked if there were any changes or revisions to the minutes of November 13, 2003. Mr. Teverbaugh pointed out that item 12 on page 8, the last sentence was incomplete. Mr. Whitlock clarified the sentence should read: "The expenditures were not over budget except for agency and county services." A motion was made to approve as amended, seconded, all in favor, **motion carried**.

#### **4. Comments & Announcements from Chair**

Chair Nelson presented the Employee of the Quarter award to Judy Susia for her extraordinary efforts with the 1<sup>st</sup> annual NSMHA Mental Health Craft Fair. Chair Nelson thanked Judy for her hard work and presented her with a certificate and perpetual plaque.

Chair Nelson announced the third annual NSMHA Recovery Conference would be held on January 7<sup>th</sup>, immediately followed by the Board of Directors Retreat that evening, carrying over to the 8<sup>th</sup>, and followed by the Board of Directors meeting on the afternoon of January 8<sup>th</sup>. Chair Nelson distributed information on

the conference and retreat. The conference, Board of Directors Retreat and Board of Directors meeting will all take place at The Skagit Valley Resort.

#### **5. Reports from Board Members**

None.

#### **6. Comments from Public**

Jere LaFollette addressed the board on efforts since the October flooding. The President of the United States declared several areas in our five county region disaster areas. FEMA dollars have been awarded for flood victims and disruptions because of the flood. He said the money is available through January 7<sup>th</sup>, 2004. APN has six staff working on this project. A brief question and answer period followed. Chair Nelson asked that Jere come back to the Board of Directors after the New Year with an action report. Mr. LaFollette agreed to do so and was thanked for his report.

#### **7. Ombuds Report**

Chuck Davis distributed the NSMHA Ombuds 3<sup>rd</sup> Quarter Report. He provided the Board with a comprehensive overview of Ombuds activities for the 3<sup>rd</sup> quarter of 2003, and a copy is attached to the official record. Mr. Davis fielded questions from the Board of Directors. Mr. Davis stated the Ombuds would start reporting on a semi-annual basis in hopes of coming up with meaningful numbers and statistics. Mr. Davis was thanked for his report.

Greg Long informed the Board of Directors that he has received many compliments from providers on the work of the NSMHA Ombuds.

#### **8. QRT Report**

Beckie Bacon distributed the QRT Report for the 3<sup>rd</sup> Quarter 2003. Ms. Bacon provided a thorough overview for the Board of Directors. Beckie answered questions posed by Board members. Ms. Bacon was thanked for her report.

#### **9. Report from Advisory Board – Marie Jubie, Vice Chair**

Marie Jubie addressed the Board regarding the December 2003 Advisory Board meeting. She stated she will be the Chair of the Advisory Board for 2004 and her goals for the Advisory Board as Chair. Marie said that the Advisory Board recommended approval of the contracts and Standards of Care Manual. Marie was thanked for her report.

#### **10. Report from Executive/Personnel Committee – Dave Gossett, Chair**

Rhea Miller stated that vacation extension approval for Greg Long and Michael White are being brought forward to the Board of Directors. A motion was made to approve extension requests for Greg Long and Michael White until April 1, 2004. The motion was seconded and approved unanimously, **motion carried.** Chair Nelson indicated that in the future staff should plan to take their time off during the year.

#### **11. Report from QMOC – Andy Byrne, Chair**

Andy Byrne addressed the Board of Directors regarding the November Quality Management Oversight Committee meeting. He said the QMOC recommended approval of the Standards of Care Manual to the Board of Directors. He said that the QMOC also received reports from the QRT and Ombuds, Exhibit N, Critical Incidents, Complaints and Grievances, as ongoing educational items. Mr. Byrne was thanked for his report.

### **12. Report from Planning Committee – Dave Gossett, Chair**

Dave Gossett informed the Board of Directors that the Planning Committee did not meet this month. The Planning Committee is scheduled to meet on the fifth Thursday of January (29), April (29), July (29) and September (30) of 2004. A workgroup will be conducting a system review of the Regional Crisis System. NSMHA Board members are needed to participate in the review of a critical component of the mental health system. This would involve approximately 4 meetings on a monthly basis with the review being completed by the May 2004 Board of Directors meeting. Mr. Gossett was thanked for his report.

### **13. Report from Executive Director – Chuck Benjamin, Executive Director**

Chuck Benjamin reported on:

- The hard work by staff, much appreciated and well done.
- Marcia Gunning had another surgery recently and asked everyone to keep her in their thoughts and prayers.
- Medicaid Integration Project – he has been working with a number of people on putting together an impact statement. Many issues are still up in the air about this and many concerns about the project.
- He is still very pleased and honored to be working here with the Board and staff, consumers and advocates and the collaborative way everyone works together.
- He wished everyone happy and safe holidays.

### **14. Report from Finance Officer – Bill Whitlock**

Mr. Whitlock addressed the Board regarding revenues and expenditures. The revenues are on target except for interest that is \$11,000 low. The negative variance in the Federal Grants is a timing issue, as October and November have not been billed yet. The NSMHA operating expenses are all under budget except for operating rentals and leases, which is a timing issue. NSMHA expenditures will be under budget between \$80,000 and \$100,000. Agency, County and other services expenditures are over the current budget, but we have a budget adjustment resolution in today's Board packet. Mr. Whitlock suggested changing motion # 03-075 adjusting PHP revenue from 2.3 million to 2.5 million and total revenue from 2.8 million to 3 million dollars to clear up budget issues with Skagit County. Mr. Whitlock was thanked for his report.

### **15. Report from Finance Committee – Mike Shelton**

Mr. Shelton moved approval of the consent agenda, seconded by Ms. Miller, all in favor, **motion carried**.

### **16. 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](http://NSMHA.org) by December 2, 2003.

**Motion # 03-060** To review and approve NSMHA claims paid from October 1, 2003 to October 31<sup>st</sup>, 2003 in the amount of \$ 3,386,754.64. Payroll for the month of October in the amount of \$ 64,830.06, and associated employer paid benefits in the amount of \$ 25,356.68.

To review and approve NSMHA claims paid from November 1<sup>st</sup> to November 30<sup>th</sup> 2003 in the amount of \$3,521,120.34. Payroll for the month of November in the amount of \$68,742.65, and associated employer paid benefits in the amount of \$20,388.61.

**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.

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

**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 to approve by Mr. Shelton, seconded by Mr. Byrne, all in favor, **motion carried.**

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

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

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

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

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

**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).*

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

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

**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, 2004. Maximum consideration of this agreement shall not exceed \$30,000

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

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

**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. Maximum consideration for this agreement not to exceed \$15,000.

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

**Motion 03-075** To approve supplemental budget appropriation for the NSMHA. To recognize increased PHP revenue is \$2.5 million and the FEMA settlement of \$500 thousand. Total revenue is \$3 million. Increase appropriations for agency and county services by 3 million dollars. Total expenditures are \$3 million dollars.

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

**Motion 03-076** To approve PATH Interlocal Agreement between MHD and NSMHA (Path=Projects for Assistance in Transition from Homelessness)

This is a long-term contract of more than ten years, which is being shifted from Snohomish County to the NSMHA at the request of MHD. This federal program provides outreach and support services to people who are mentally ill and homeless. The maximum consideration of the contract is \$122,774.

Motion to approve by Ms. Miller, seconded by Mr. Shelton, discussion followed, Chair Nelson called for the vote, all in favor, **motion carried.**



**Motion 03-077** To approve PATH Contract between NSMHA and Compass Health

This contract passes through all of the funding from MHD through the NSMHA to Compass Health. This federal program provides outreach and support services to people who are mentally ill and homeless. It allows some services to people who may not yet receive Medicaid. The maximum consideration of the contract is \$122,774.

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

**Motion 03-078** To authorize NSMHA to enter into contract # NSMHA-RAINTREE-04-05 Between the North Sound Mental Health Administration and Raintree Systems, Inc for Information Systems Services, including technical support services, training support services, implementation and transition services, effective January 1, 2004 through December 31, 2005 not to exceed \$97, 067.

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

## **19. Emergency Action Items – None**

None.

## **20. Item for Discussion**

Chair Nelson wished everyone - providers, consumers, advocates and staff happy holidays and thanked everyone for their hard work.

Jess Jamieson stated the Compass Board by way of action did inform the Washington Community Mental Health Council that they thought the WMIP would be disastrous to this Region and all the systems that have been put in place. Larry Harris stated the Compass Board passed a resolution to reject the WMIP. Subsequently it appears that the project will go ahead and said that since then Compass Board did soften the resolution and read it into the record, copies were distributed and are a part of the official record. Chair Nelson thanked APN and Compass for sharing their positions with the Board.

Marie Jubie stated that she has spoken to 22 legislators about this issue to make sure they are aware of how it will impact mental health services in the North Sound Region. Chair Nelson thanked Ms Jubie for her efforts.

Chair Nelson stated that there is a card being distributed to send to Marcia Gunning wishing her a speedy recovery. He also said he would like to collect donations from the Board of Directors to send flowers to Marcia.

## **21. Executive Session**

A motion was made to go into Executive Session by Mr. Gossett, seconded by Mr. Shelton, **motion carried.** Chair Nelson stated the Board would be going into Executive Session for approximately one hour to deal with a personnel issue and two potential litigation items. Executive Session began at 2:45 p.m.

## **22. Reconvene**

Chair Nelson reconvened the meeting at 3:40 p.m. A motion was made to approve Resolution # 03-079 with the following amendment: “Whereas the NSMHA endorses the Washington Community Mental Health Council’s Guiding Principles for Integration”. This line is to be inserted just below the “Whereas, the NSMHA actually supports the concepts of service integration” line.

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

**23. Adjournment – Chair**

Chair Nelson adjourned the meeting at 3:45 p.m.

Respectfully submitted,

Annette Calder

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.