

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
November 10, 2005
1:30 PM**

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Nelson**
2. **Revisions to Agenda – Chair Nelson 1-3**
3. **Approval of September Minutes – Chair Nelson4-9**
Motion # 05-089
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
 - ♦ **15 minute presentation from Ombuds**
7. **Report from the Advisory Board – Marie Jubie, Chair**
8. **Report from the Executive/Personnel Committee – Dave Gossett, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair..... 10-11**
10. **Report from the Planning Committee – Dave Gossett, Chair**
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer**
13. **Report from the Finance Committee**
14. **Consent Agenda – Chair Shelton**

<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 # 05-090

To review and approve North Sound Mental Health Administration's claims paid from October 1, 2005 through October 31, 2005 in the amount of \$(will be available at the meeting). Payroll for the month of October in the amount of \$(will be available at the meeting) and associated employer paid benefits in the amount of \$(will be available at the meeting).

Motion # 05-091

To review and approve the NSMHA Strategic Plan 2006-2009 as recommended by the NSMHA Planning Committee.

Motion # 05-092

This motion was approved in October by Motion # 05-083 for contract number NSMHA-SKAGIT-JAIL SERVICES 06. It is being presented again to correct minor errors. The term of the contract is November 1, 2005 to August 31, 2006. Maximum consideration of \$85,530 remains the same.

Motion # 05-093

This motion was approved in October by Motion # 05-084 For contract number NSMHA-SNOHOMISH-JAIL SERVICES 06. It is being presented again to correct minor errors. The term of the contract is September 1, 2005 to August 31, 2006. Maximum consideration of \$491,795 remains the same.

15. Action Items**Motion # 05-094**

To review and approve the NSMHA-MHD Contract #0569-79567, amendment 1 whereby NSMHA agrees to provide mental health services to Medicaid enrollees for the period 9-1-05 to 8-31-06. One purpose of the amendment is to correct errors and clarify ambiguous terms. The allowable risk reserve is reduced from 5.9% to 4.5%. Financial reports are due quarterly. Financial consideration is unchanged.

Motion # 05-095

To review and approve the NSMHA-MHD Contract #0569-79682, amendment 1 whereby NSMHA agrees to provide state funded mental health services for the period 9-1-05 to 8-31-06. One purpose of the amendment is to correct errors and clarify ambiguous terms. The previous Telesage incentive is eliminated and a new incentive for state hospital utilization is added. Financial reports are due quarterly. Financial consideration is unchanged.

16. Introduction Items**Motion # 05-096**

To review and approve contract number NSMHA-APN-MEDICAID-06. The contract is for Medicaid covered mental health services to Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$21,622,230.

Motion # 05-097

To review and approve contract number NSMHA-APN-SMH-06. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$11,658,335.

Motion # 05-098

To review and approve contract number NSMHA-SEA MAR-MEDICAID-06. The contract is for Medicaid covered mental health services to Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$500,000.

Motion # 05-099

To review and approve contract number NSMHA-SEA MAR-SMH-06. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$100,000.

Motion # 05-100

To review and approve contract number NSMHA-VOA-MEDICAID-06. The contract is for crisis line and inpatient certification services to Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$529,894.

Motion # 05-101

To review and approve contract number NSMHA-VOA-SMH-06. The contract is for crisis line and inpatient certification services to the non-Medicaid population. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$759,618.

Motion # 05-102

To review and approve contract number NSMHA-SNOHOMISH-MEDICAID-06. The contract is for Medicaid covered administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$226,248.

Motion # 05-103

To review and approve contract number NSMHA-SNOHOMISH-SMH-06. The contract is for involuntary crisis services and non-Medicaid covered administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$1,628,482.

Motion # 05-104

To review and approve contract number NSMHA-ISLAND-ADMIN-06. The contract is for administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$60,288.

Motion # 05-105

To review and approve contract number NSMHA-SKAGIT-ADMIN-06. The contract is for administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$64,805.

Motion #05-106

To review and approve the NSMHA operating budget for 2006.

17. Adjournment – Chair

NOTE: The next Board of Directors meeting December 8, 2005, at 1:30 p.m. in the NSMHA Conference Room, 117 N. 1st Street, Suite 8, Mount Vernon, WA

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
October 13, 2005
1:30 PM**

MINUTES

Members Present:

Mike Shelton, Island County Commissioner, NSMHA Board Chair
Janelle Sgrignoli, designated alternate for Snohomish County Executive Aaron Reardon
Ken Dahlstedt, Skagit County Commissioner
Regina Delahunt, designated alternate for Whatcom County Executive Pete Kremen
Barbara LaBrash, designated alternate for San Juan County Commissioner Bob Myhr
Marie Jubie, NSMHA Advisory Board Chair

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Deirdre Ridgway, Wendy Klamp, Julie de Losada, Margaret Rojas, Annette Calder

Guests:

Chuck Davis, Mike Manley

1. Call to Order; Introductions – Chair Shelton

Chair Shelton called the meeting to order at and welcomed everyone present. Introductions were made.

2. Revisions to Agenda – Chair Shelton

Chair Shelton asked if there were any revisions to the agenda; there were none.

3. Approval of September Minutes - Motion # 05-077

Chair Shelton asked if there were any changes to the minutes; there were none. Ms. Sgrignoli made a motion to approve as written, seconded by Ms. LaBrash, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

None.

5. Reports from Board Members

Barbara LaBrash stated San Juan County has a new commissioner, Bob Myhr and he is currently deciding on his assignments.

6. Comments from the Public

None.

7. Report from the Advisory Board – Marie Jubie, Chair

Marie Jubie reported that the Advisory Board met on October 4th, and had a pre-meeting presentation on the NSMHA Strategic Plan 2006-2009 by Greg Long. The Advisory Board selected a nominating committee for

2006 officers. The Advisory Board will be updating their handbook. Marie stated she held an Advocacy Training on October 11 for advocates and Advisory Board members. The Advisory Board heard reports from Chuck Benjamin, Chuck Davis and county advisory boards, as well as approved all contracts before the Board today. The Advisory Board approved a motion to invite the Department of Developmental Disabilities to come make a presentation at a future date.

8. Report from the Executive/Personnel Committee

Chair Shelton stated there was an Executive Personnel Committee meeting today and discussed the RFQ. Chair Shelton said that it is his belief that Senator Hargrove did not intend for the RFQ to be so difficult and will share that information at the Mental Health Task Force meeting next week.

9. Report from the Quality Management Oversight Committee

♦ Committee recommending approval of revised clinical guidelines – Motion # 05-078

Wendy Klamp stated QMOC did meet in September. She said the committee is in the midst of preparing the Quality Management Plan for 2006. QMOC is asking that the Board of Directors approve the revised Clinical Guidelines. Wendy provided a synopsis of the changes to the Clinical Guidelines for the Board. She said the guidelines have been reviewed and approved by NSMHA Medical Director, Keith Brown. Chair Shelton asked if there was a motion to approve the revised Clinical Guidelines effective November 1st, 2005. Ms. Delahunt made a motion to approve as written, seconded by Ms. Sgrignoli, no further discussion, all in favor, **motion carried**.

10. Report from the Planning Committee

♦ Strategic Plan 2006 – 2009 Presentation

Greg Long directed everyone to Tab 1 of the meeting packet, stating the presentation handout as well as the draft NSMHA Strategic Plan 2006-2009. Mr. Long made a PowerPoint presentation on the draft plan. Mr. Long said he really appreciated the efforts of everyone involved in the Strategic Planning process. He discussed the NSMHA Service Priorities Survey and the community forums that were held. Mr. Long said the forums had very different issues in every county. Mr. Long said the NSMHA Planning Committee reviewed all the different sources of information and came up with six priorities that could be funded as well as seven priorities that would be developed if and when funding becomes available. He said the NSMHA Planning Committee and staff would continue working on these priorities and developing programs. Mr. Long discussed in detail the priorities that the NSMHA Planning Committee is recommending funding for. Mr. Long reviewed the Administrative Priorities outlined in the draft NSMHA Strategic Plan 2006-2009. A brief question and answer period followed.

Mr. Benjamin asked if NSMHA was asking for approval of the State-only funding priorities and Mr. Long stated yes. Mr. Dahlstedt made a motion (**#05-088**) to approve the State-only funding priorities recommended in the draft Strategic Plan 2006-2009 for \$1,000,000 for services to low-income persons, \$400,000 for housing development services, \$390,000 for additional Designated Crisis Responders, \$842,000 for transition services to people in jail, \$500,000 for services to children in their schools and homes and \$110,000 for flex funds, seconded by Ms. LaBrash, all in favor, **motion carried**. Mr. Long was thanked for his report.

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

Mr. Benjamin reported on the contracts before the Board today as well as the ones that will be acted on in December. He discussed the Washington Medicaid Integration Project (WMIP) and potential funding losses to NSMHA and stated NSMHA would be monitoring this very closely. He said the WMIP enrollment has been decreasing every month. Mr. Benjamin discussed the RFQ and said that NSMHA would be responding and said that the mandates in the RFQ could be done, but not easily and would most likely require a budget

adjustment. He referenced NSMHA having to do the billing as outlined in the RFQ and said that NSMHA would have to hire additional staff or software to accomplish this. He discussed the Integrated Crisis Response project and the detox facility. He discussed the Federal Medicaid alert emails he has been sending to people. Mr. Benjamin reminded everyone of the NSMHA Recovery Conference and Board of Directors Retreat scheduled for January 11 and 12, 2006. Mr. Benjamin informed the group of the Substance Abuse and Mental Health Services Administration (SAMHSA) Transformation Grant. Mr. Benjamin also informed the group that Skagit County Human Services is sponsoring a confidentiality training in November stating the sign-up form was in the meeting packet. Mr. Benjamin was thanked for his report.

12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer

The September financial statements show our revenue budget is in line with expectations. The DDD grant is \$6 under budget. The Expanded Community Services (ECS) is \$126,969 under budget (see next note). The expenditures all have positive variances except for insurance and miscellaneous expense. Insurance is a timing difference. Miscellaneous has a negative variance of \$5,959. The \$66,000 budget reduction passed at the May 2005 Board of Directors meeting is shown in red as an administrative reserve on the NSMHA operating budget.

The Enhanced Community Services (ECS) contracts have been changed. The Older Adult contract has been cancelled as of June 30, 2005. The state Aging and Adult Services Administration (AASA) are contracting directly with the providers for these services. The MHD ECS contract reduced the monthly payment from \$54,368 to \$15,630. The new amount represents the state only portion of ECS service.

The WMIP started October 1, 2005. We received a total deduction of \$192,749.22. Unfortunately MHD did not send us a list of WMIP eligibles like they promised so we cannot determine the actual population.

We are currently responding to the RFQ process. There are many proposed changes. The biggest change for the fiscal and contracting is negotiating, contracting and paying all hospital inpatient claims directly.

A brief discussion took place on the ECS funding. Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee

Mr. Dahlstedt moved approval of the Consent Agenda, motion # 05-079, seconded by Ms. LaBrash, all in favor, **motion carried.**

14. Consent Agenda – Chair Shelton

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.

Motion # 05-079

To review and approve North Sound Mental Health Administration's claims paid from September 1, 2005 through September 30, 2005 in the amount of \$3,412,046.31. Payroll for the month of September in the amount of \$76,054.85 and associated employer paid benefits in the amount of \$21,114.61.

15. Action Items Not Yet Reviewed by the Board

Motion # 05-080

To review and approve NSMHA-UBH-04, Amendment 1. United Behavioral Health provides medical director services for NSMHA. The amendment extends the term of the contract to 12/31/06. Total maximum consideration is amended as follows: Maximum consideration in section II.A shall not exceed \$30,000 for 2004, \$30,000 for 2005 and \$30,000 for 2006, for a total maximum consideration of \$90,000.

A motion to approve was made by Ms. Delahunty, seconded by Ms. LaBrash, all in favor, **motion carried.**

Motion # 05-081

To review and approve contract number NSMHA-ISLAND-JAIL SERVICES-05-06. The purpose of the contract is to implement, in Island County, the Jail Services program approved by the legislature and funded, with specific terms and conditions, through NSMHA's contract with MHD. The term of the contract is September 1, 2005 to August 31, 2006. Total consideration is \$45,000.

A motion to approve was made by Mr. Dahlstedt to approve motions 05-081, 05-082, 05-083, 05-084 and 05-085 for Jail Services contracts with the counties, seconded by Ms. Delahunty, all in favor, **motion carried.**

Motion # 05-082

To review and approve contract number NSMHA-SAN JUAN-JAIL SERVICES-05-06. The purpose of the contract is to implement, in San Juan County, the Jail Services program approved by the legislature and funded, with specific terms and conditions, through NSMHA's contract with MHD. The term of the contract is September 1, 2005 to August 31, 2006. Total consideration is \$45,000.

Approved under motion 05-081.

Motion # 05-083

To review and approve contract number NSMHA-SKAGIT-JAIL SERVICES-05-06. The purpose of the contract is to implement, in Skagit County, the Jail Services program approved by the legislature and funded, with specific terms and conditions, through NSMHA's contract with MHD. The term of the contract is September 1, 2005 to August 31, 2006. Total consideration is \$85,530.

Approved under motion 05-081.

Motion # 05-084

To review and approve contract number NSMHA-SNOHOMISH -JAIL SERVICES-05-06. The purpose of the contract is to implement, in Snohomish County, the Jail Services program approved by the legislature and funded, with specific terms and conditions, through NSMHA's contract with MHD. The term of the contract is September 1, 2005 to August 31, 2006. Total consideration is \$491,795.

Approved under motion 05-081.

Motion # 05-085

To review and approve contract number NSMHA-WHATCOM-JAIL SERVICES-05-06. The purpose of the contract is to implement, in Whatcom County, the Jail Services program approved by the legislature and funded, with specific terms and conditions, through NSMHA's contract with MHD. The term of the contract is September 1, 2005 to August 31, 2006. Total consideration is \$135,422.

Motion # 05-086

To authorize the NSMHA Executive Director to enter into Contract #NSMHA-MAGILL-PSC-2006, between NSMHA and Sam Magill. NSMHA is purchasing consulting and facilitation services related to the 2006 Recovery and Resiliency Conference and the 2006 Board of Directors Retreat. The term of the contract is November 1, 2005 to January 31, 2006. Maximum Consideration is \$7,800.

A motion to approve was made by Mr. Dahlstedt, seconded by Ms. Delahunt, all in favor, **motion carried.**

Motion # 05-087

To review and approve NSMHA-Radosevich-04, amendment 2. This contract is for legal services provided by Davis Wright Tremaine, primarily for WMIP litigation. Total maximum consideration is increased from \$25,000 to \$44,000.

A motion to approve was made by Mr. Dahlstedt, seconded by Ms. LaBrash, all in favor, **motion carried.**

16. Introduction Items

The following contracts/items for approval will be introduced at the October 13, 2005 meeting of the Board of Directors for review.

Action will be taken on the follow item at the November 10, 2005 Board of Directors meeting.
NSMHA Strategic Plan 2006-2009

Action will be taken on the following items at the December 8, 2005 Board of Directors meeting.

NSMHA Proposed Budget 2006
NSMHA-APN-Medicaid Contract
NSMHA-APN-State Mental Health Contract
NSMHA-SEA MAR-Medicaid Contract
NSMHA-SEA MAR-State Mental Health Contract
NSMHA-ISLAND COUNTY-Administrative Services Contract
NSMHA-SAN JUAN COUNTY-Administrative Services Contract
NSMHA-SKAGIT COUNTY-Administrative Services Contract
NSMHA-SNOHOMISH COUNTY-Medicaid Contract
NSMHA-SNOHOMISH COUNTY-State Mental Health Contract
NSMHA-WHATCOM COUNTY-Administrative Services Contract
NSMHA-VOLUNTEERS OF AMERICA-Medicaid Contract
NSMHA-VOLUNTEERS OF AMERICA-State Mental Health Contract

17. Executive Session

None.

18. Other

A discussion took place about Molina and the state contracting with them while they are under review for insider training by Federal Commerce Commission. Mr. Dahlstedt recommended sharing this information with legislators when the next session begins. Mr. Benjamin committed to drafting a document for such purposes and stated that he felt the message would go further if it was shared by the county elected officials of our region and members of the Board agreed.

19. Adjournment – Chair

Chair Shelton adjourned the meeting at 2:35 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting November 10, 2005, at 1:30 p.m. in the NSMHA Conference Room, 117 N. 1st Street, Suite 8, Mount Vernon, WA

**Report to NSMHA Board of Directors
Quality Management Oversight Committee
October 27, 2005**

Summary by Committee Chair Gary Williams

1. **Trauma Workgroup Recommendations.** NSMHA staff will be developing a training module for the next NSMHA Training Committee meeting. The trauma tool was developed to be used by outpatient/inpatient (E&T) staff when they sense that trauma is an issue with an individual. Whatcom Counseling & Psychiatric Clinic (WCPC) has used the tool in a pilot study and it was found to be very helpful. Wendy Klamp requested that in the attachment, number 7 from the Treatment Guidelines should be stricken. The committee requested that WCPC be invited to present their findings on the tool, to QMOC. Dr. LaMarr commented that Native people have a side issue of multi-generational trauma that needs to be addressed. Terry Clark agreed and noted she has also seen this with families outside of Native culture. Gary noted that other cultures such as that of Pacific Islanders, deal with trauma in very different ways.

Action

A motion was made to approve the trauma committee recommendations and forward the recommendations to the Board of Directors (with the changes of striking item #7 in the trauma guidelines and adding the two points on multi-generational trauma) seconded, and carried. (See Attached Trauma Committee Recommendations)

2. **Six Month Ombuds Report**

Along with a slide presentation, Chuck Davis passed out a percentage breakout of complaint data as well as the Ombuds analysis of the data and recommendations for change. Gary asked for a breakout by county. Consumer rights are the number one cause for complaints, and Access complaints were the second, often because people who call Access have just been turned away from DDD. Chuck noted concern with what is happening with children's issues, DDD will wash people out quickly if their IQ is too high and if it is difficult to find help for these people. Julie stated that she would like to have a discussion with Chuck about her experiences with children in the region. Gary asked if the five points in the Ombuds summary were recommendations for action items and Chuck affirmed that they were.

Action

A motion to take the recommendations to the NSMHA Quality Management Committee (QMC) was made, seconded, and carried. Greg noted that the Planning Committee has just made certain recommendations that would affect this, and the motion was amended to take the recommendations to the Planning Committee as well as QMC.

Deborah Moskowitz voiced concern that older adults are underserved, and made a motion to take this issue to QMC as well. The motion was seconded and carried. (See Attached Ombuds Report)

3. **Performance Improvement Project (PIP) – Restraint and Seclusion at the Freestanding Evaluation & Treatment Centers (E&Ts)**

Wendy explained that our contract mandates that the RSN must have four ongoing PIP's which are currently:

1. Consumer satisfaction and treatment planning,
2. Improving data quality,
3. The mortality review,
4. Restraint and Seclusion at the Freestanding E&Ts.

Action

The Committee voted to formally adopt the fourth PIP, which originated due to a death that occurred at one of the E&T's earlier in the year and intends to reduce injury and the possibility of death at the E&T's. A motion to accept this PIP for submission to External Quality Review Organization (EQRO) was made, seconded, approved. (See NSMHA Performance Improvement Project #4 Restraint and Seclusion at the Freestanding E&T's)

4. **NSMHA Critical Incident Policy**

Debra Jaccard stated that she would like to approve, if possible, the Critical Incident policy. Debra noted that the latest changes to the policy have been highlighted. A motion to accept the revised Critical Incident policy was made, seconded, and carried.

Action

The Committee moved to accept the revised NSMHA Critical Incident Policy.