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**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
July 13, 2006
1:30 PM**

AGENDA

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1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett**
3. **Approval of Minutes– Chair Gossett (motion #06-055)**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
 - Productivity Report from Providers
7. **Report from the Advisory Board – Charles Albertson, Chair**
8. **Report from the Executive/Personnel Committee – Mike Shelton, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**
10. **Report from the Planning Committee – Janelle Sgrignoli, 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 – Kirke Sievers, Chair**
 - ITA Filing Fees Update

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14. Consent Agenda – Dave Gossett, Chair

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 # 06-056

To review and approve North Sound Mental Health Administration's claims paid from June 1, 2006 through June 30, 2006 in the amount of \$(will be available at the meeting). Payroll for the month of June 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).

15. Action Items

Motion # 06-057

To approve the DSHS-NSMHA PATH Contract Amendment. This Amendment corrects an administrative error; total fiscal impact is a decrease of \$20.00 (twenty dollars).

Motion #06-058

To review and approve NSMHA-Keith Brown Personal Service Contract for NSMHA Medical Director. The term of this contract is (will be available at the meeting). Maximum consideration is \$(will be available at the meeting).

16. Introduction Items

Motion #06-059

To review the NSMHA-APN-Medicaid Contract. The term of this contract is September 1, 2006 through June 30, 2007. Maximum consideration is \$(will be available at the meeting).

Motion #06-060

To review the NSMHA-APN State Mental Health Contract. The term of this contract is September 1, 2006 through June 30, 2007. Maximum consideration is \$(will be available at the meeting).

Motion #06-061

To review the NSMHA-Island-Jail Services Contract 06-07. Maximum consideration is \$(will be available at the meeting).

Motion #06-062

To review the NSMHA-San Juan-Jail Services Contract 06-07. Maximum consideration is \$(will be available at the meeting).

Motion #06-063

To review the NSMHA-Skagit-Jail Services Contract 06-07. Maximum consideration is \$(will be available at the meeting).

Motion #06-064

To review the NSMHA-Snohomish-Jail Services Contract 06-07. Maximum consideration is \$(will be available at the meeting).

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Motion #06-065

To review the NSMHA-Whatcom-Jail Services Contract 06-07. Maximum consideration is \$(will be available at the meeting). .

Motion #06-066

To review the NSMHA-Sea Mar-FBG Contract. The term of this contract is October 1, 2006 through September 30, 2007. Maximum consideration is \$(will be available at the meeting).

Motion #06-067

To review the NSMHA-Snohomish-FBG Contract. The term of this contract is October 1, 2006 through September 30, 2007. Maximum consideration is \$(will be available at the meeting).

Motion #06-068

To review the NSMHA-Whatcom-FBG Contract. The term of this contract is October 1, 2006 through September 30, 2007. Maximum consideration is \$(will be available at the meeting).

Motion #06-069

To review the NSMHA-Tulalip-FBG Contract. The term of this contract is October 1, 2006 through September 30, 2007. Maximum consideration is \$(will be available at the meeting).

17. Adjournment – Chair

NOTE: The next Board of Directors meeting August 10, 2006, at 1:30 p.m. in the NSMHA Conference Room

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**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
June 8, 2006
1:30 PM**

MINUTES

Members Present:

Dave Gossett, Snohomish County Council member, NSMHA Board of Directors Chair
Mike Shelton, Island County Commissioner
Ken Dahlstedt, Skagit County Commissioner
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Gary Williams, designated alternate for Whatcom County Council member, Ward Nelson
Kirke Sievers, Snohomish County Council member
Barbara LaBrash, designated alternate for San Juan County Council member, Bob Myhr
Charles Albertson, NSMHA Advisory Board
Dr. June LaMarr, The Tulalip Tribes
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
Dave Somers, Snohomish County Council member

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Annette Calder, Charissa Fuller

Guests Present:

Nancy Scott, Andy Byrne, Jess Jamieson, Tom MacIntyre, Chuck Davis, Brad Furlong, Mavis Betz, Brian Paxton

1. Call to Order; Introductions – Chair Gossett

Chair Gossett opened the meeting at 1:30, welcomed those present and introductions were made.

2. Revisions to Agenda – Chair Gossett

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

3. Approval of Minutes– Chair Gossett

A motion was made (**motion #06-050**) to approve the minutes of May 11, 2006 by Mr. Shelton, seconded by Ms. Sgrignoli, all in favor, **motion carried**.

4. Comments & Announcements from the Chair

Chair Gossett said there was a letter received that he feels everyone should know about and he read it into the record. The letter was regarding Chuck Benjamin being nominated for the Hero Award given by the Washington Community Mental Health Council. A copy of the letter is attached to the file copy of these minutes as part of the official record.

5. Reports from Board Members

None.

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6. Comments from the Public

- Skagit County regarding ITA filing fees – Nancy Scott, Skagit County Clerk, stated she is here to answer any questions the Board has around the ITA filing fees. She said it is an issue that is out of all of our control and needs to be decided by the legislature. She said that this is something that should have been charged for all along. 48% of the filing fee goes directly to the State and helps with funding. She said everyone wants and gets a piece of this filing fee. She said that the bills are devastating and needs to be resolved and she is mandated by the voters of the county that she collect this fee. Mr. Sievers asked why when filing if the fee is not collected, why is the filing accepted? Ms. Scott explained that she knows it would be a hardship for the RSN to send a \$200 check with each filing. Chair Gossett said that he appreciates Ms. Scott's willingness to work together on this, however, we each received legal opinions that do not match; discussion followed. Chair Gossett said that he shares Ms. Scott's opinion that the legislature needs to resolve this and said we will take it forward to the next legislative session.
- Chuck Davis, Ombuds, addressed the Board regarding paperwork required by clinicians and how the issue has progressed since he addressed this Board in April. He stated at this Board's request he discussed this with providers and assembled a lengthy list of documents used by clinicians. He directed everyone to the flow chart in the meeting packet, stating NSMHA did a really great job of putting this flow chart together and reviewed it with everyone. Mr. Davis said potentially you could find any of these documents in a clients file. He said much time is taken during intake and the first several sessions filling out documents when time should be spent on communicating and building a therapeutic alliance. He said the documents take time to complete and do not include any letters or calls that a clinician may have to make. Mr. Davis said obviously the situation worsens as clinicians caseloads increase. He said that Ombuds support NSMHA's efforts on paperwork reduction.

Mr. Benjamin thanked Mr. Davis for bringing this issue forward. Mr. Benjamin said that 69% of the forms are State and/or federally required, 30% are provider forms and 1% are NSMHA forms. Mr. Benjamin said he is encouraged that the State's Mental Health Task Force has taken on this concern as well and have charged the MHD Director to focus on this. Mr. Benjamin said he would share this information with the Mental Health Task Force. Mr. Benjamin said perhaps providers could look at ways to streamline their own paperwork requirements.

Mr. Dahlstedt suggested that this document be used along with time estimates for completing the forms, including copies of all the forms required for an average client, and present that information to the legislature with the question that if every time you meet with a client you have all this paperwork how much time are you actually going to have to address their needs. Mr. Dahlstedt said this is a good document as many people are visual and it helps to lay it out like this. He said our legislators may be the same way and if we send them a nice packet they would clearly understand that when we ask to streamline paperwork requirements why we are asking for this. Chair Gossett asked Mr. Benjamin to follow up on that, and he agreed to do so.

7. Report from the Advisory Board – Charles Albertson, Chair

Charles Albertson reported:

- Bill Waters provided a pre-meeting presentation concerning clubhouses.
- Chuck Benjamin introduced Charissa Fuller, new Quality Specialist.
- The minutes from May 2006 were approved.

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- Margaret Rojas mentioned that Pete Fiegal would be coming back to Washington in June.
- Charles Albertson provided copies of a letter concerning another meeting on “atypical medicines” occurring June 21st. The letter stated concerns or wishes to support open access should be sent to: Dr. Daniel Lessler, Washington State Health Care Authority, PO Box 91132, Seattle, WA 98111-9232.
- The Executive Director gave his report.
- The Finance Committee report was given and motion carried to forward to the Board of Directors for approval.
- The Executive Committee report was given and the committee voted to cancel July’s meeting and conduct a special Advisory Board meeting on July 11th to vote on the Federal Block Grant plan and follow up with a site visit to Compass Health Whidbey Island, Alchemy and Cookie Creations. Charles Albertson stressed the importance of attending this special meeting.
- There was not a QMOC report because the meeting was canceled.
- Chuck Davis presented his Ombuds report.
- Chuck Benjamin presented the Consent Agenda, Board of Directors June Action Items, May Action items not previously reviewed by the Advisory Board and June introduction items.
- Greg Long and James Mead brought before the Advisory Board a request to change the name of the “MATCH” policy (previously know as “High Intensity Treatment” or “HIT”). No decision was reached and it was tabled until next month.
- The various county representatives gave their respective County Advisory Board reports.
- Nancy Jones was present for County Coordinators and stated there was not a report, as they did not meet.
- There were some requests made for possible pre-meeting discussions.
- The meeting was adjourned at 2:54 p.m.

Mr. Albertson was thanked for his report.

8. Report from the Executive/Personnel Committee – Mike Shelton, Chair

Mike Shelton reported:

- The committee met today and spoke about the ITA filing fee issue and committed to working the next legislative session to get this resolved
- Tribal representation on the Board of Directors, and Mr. Benjamin sent a letter to the tribes regarding representation.

9. Report from the Quality Management Oversight Committee – Gary Williams, Chair

Gary Williams reported:

- QMOC did not meet in May due to the lack of board members able to attend to run the meeting.
- QMOC is recommending updating the Clinical Guidelines to include PTSD modality. A motion was made (**motion #06-051**) to include the PTSD modality in the Clinical Guidelines by Mr. Shelton, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

Mr. Williams was thanked for his report.

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10. Report from the Planning Committee – Janelle Sgrignoli, Chair

Janelle Sgrignoli reported:

- The Planning Committee has not met since the last meeting of this Board. The contracting committee is meeting to review the process and come up with recommendations, and will be reporting to the Planning Committee in July. The Planning Committee is holding a special meeting tomorrow afternoon regarding planning for the use of Federal Block Grant funds.

Ms. Sgrignoli was thanked for her report.

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

Chuck Benjamin reported:

- Sent draft contracts to the APN for the PIHP and State Mental Health Contract and has heard back from APN stating they agree with the draft contracts and will take them to their respective boards for approval. Will get back to us prior to this Board will need to take any action.
- Sad to report that Wendy Klamp is no longer with the NSMHA and a recruiting process will begin to fill that important position.
- New area administrator of the Children's Administration and working closely with us to rejuvenate the Children's Policy Executive Team (CPET).
- Fairfax Hospital issue, again they want more money. There are Capital Funds available to start up for children's services. There is a proposal for a Children's Evaluation and Treatment Center and Children's Administration is supportive of this. Looking at changing the Mukilteo E&T into a children's E&T and then move the adults E&T to the Bailey Center, making it a 16 bed facility and also closer to other adult services. This would give us 12 individual rooms for children if we turn the Mukilteo facility into a children's E&T. Has sent proposal to King County to see if they want to be included in this proposal. If they do not want to join, we have an alternate proposal of making 5 beds ITA and 7 beds voluntary, and believes a partnership is viable and would benefit both RSN's.
- Authorization of Services workgroup in process and working closely with the providers; going well.
- Productivity issue still being looked at. Hopes to bring a status report to this Board next month.
- ITA/Secure Detox pilot, running smoothly with minor issues being resolved quickly.
- Federal Block Grant funding meeting being held by the Planning Committee to decide how to spend the additional \$325,000 of funding North Sound will receive
- Exemplary Service Awards nominations process going on right now
- Annual Poster Contest underway again, and getting statewide recognition
- Recovery Around the Sound newsletter is out and encouraged all to pick up a copy.
- Welcomed Charissa Fuller to the NSMHA as a Quality Specialist.

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The Federal Block Grant and Path Grant have negative variances balances that are timing differences. The expenditures are in line with expectations.
- The excess revenue over expenditures of \$1,098,088 represents a larger lag in billing than usual. Most of those funds are contracted for but just have not been billed. The jail services

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contracts represents \$344,123 of the total. The state funds hospital rate proviso represents \$373,725.

- The state has been busy with the WMIP (Washington Medicaid Integration Partnership) program. They have increased the number of WMIP enrollees from 1,860 in April to 2,680 in June of this year.
- The new Federal Block Grant distribution from the state was announced in May. The North Sound will receive an additional \$317,205. The bad news is the timeline on planning for the funds is less than two months.
- We are applying for a capital grant for an adolescent E&T from the state in the amount of \$269,500. This is a start up grant. The proposal came to us on May 5, 2006 and is due tomorrow, June 9, 2006.
- We have filed our annual report with the state auditors in a timely manner and it is now available for review and comments.

Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee – Kirke Sievers, Chair

Kirke Sievers reported:

- ITA Filing Fees – Thoroughly discussed the issue.
- APN utilization monitoring hopes to have it on track by next month, 90% there.
- Authorized Signors on Bank Account – a motion was made (**motion #06-052**) to update the authorized signors on the NSMHA bank accounts as follows:

To name authorized signatures on the NSMHA's account at Skagit County effective June 9, 2006 as follows:

Whatcom County Council member, L. Ward Nelson

Skagit County Commissioner, Kenneth Dahlstedt

Snohomish County Council member, Kirke Sievers

NSMHA Executive Director, Charles R. Benjamin

NSMHA Deputy Director, Greg C. Long

NSMHA Executive Assistant, Annette M. Calder

The authorized signors shall have the authorization privileges for disbursements over petty cash accounts, vouchers and payroll. Motion to approve by Mr. Sievers, seconded by Mr. Williams, all in favor, **motion carried**.

Mr. Sievers was thanked for his report.

14. Consent Agenda – Dave Gossett, Chair

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 # 06-053

To review and approve North Sound Mental Health Administration's claims paid from May 1, 2006 through May 31, 2006 in the amount of \$3,490,564.23. Payroll for the month of May in the amount of \$68,347.06 and associated employer paid benefits in the amount of \$21,957.02.

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Motion to approve the consent agenda by Mr. Sievers, seconded by Ms. LaBrash, all in favor, **motion carried.**

15. Action Items

Motion # 06-043

To review DSHS Contract # 0569-79682, Amendment 4, State Mental Health Contract. This amendment removes the requirements for incentive funds and liquidated damages. The State-only funds payments are also increased for the months of July and August 2006. In addition to the information provided at the May meeting, the increased funding for July and August have further increased and new funding for the Integrated Crisis Pilot Program for a case manager has been added for the months of July and August.

Motion #06-044

To review DSHS Contract # 0569-79567, Amendment 4, Prepaid Inpatient Health Plan. This amendment includes minor changes to the data certification requirements and process. Changes also include increases to the Medicaid and Washington Medicaid Integration Partnership (WMIP) Per Member Per Month (PMPM) rates as well as add definitions for Supported Employment.

Mr. Shelton moved approval of **motions 06-043 and 06-044**, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

Motion # 06-054

This is a technical change to rectify an error/oversight in the Volunteers of America (VOA) Crisis Services Contract. This change brings the VOA Contract into alignment with the Snohomish County and APN Contracts. The specific change is to delete mandatory Crisis/DCR outreaches to specified facilities and place the screen responsibility on the VOA Crisis Triage Clinicians to determine when outreaches are necessary. VOA, APN, and Snohomish County staffs are in agreement about this change.

Mr. Shelton moved approval, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

16. Executive Session

Chair Gossett said there would be an Executive Session today to deal with personnel matters and would take approximately 15 minutes. Executive Session began at 2:15 p.m.

17. Reconvene

The meeting was reconvened at 2:28 p.m. Chair Gossett said there was no further business to conduct today.

18. Adjournment – Chair

The meeting was adjourned at 2:28 p.m.

Respectfully submitted,

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting June 8, 2006, at 1:30 p.m. in the NSMHA Conference Room