

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
November 9, 2006
1:30 PM**

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett**
3. **Approval of Minutes– Chair Gossett (motion #06-116)4-8**
 - **To review and approve the minutes of the October 12, 2006**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
 - **Ombuds Presentation**
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**
 - **Recommendations from the Planning Committee**
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
 - **Presentation on 2007 Proposed NSMHA Operating Budget**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 1**

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

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 # 06-117

To review and approve North Sound Mental Health Administration's claims paid from October 1, 2006 through October 31, 2006 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).

15. Action Items

Motion # 06-118

To review and approve NSMHA-MHD-PATH #0669-05079 Amendment I to change the general terms and conditions to match those in the state and federal contracts, replacing existing General Terms and Conditions pages 2-6 with new General Terms and Conditions pages 2-8.

Motion # 06-119

To review and approve NSMHA-MHD-PATH #0669-05075 Amendment I to change the general terms and conditions to match those in the state and federal contracts, replacing existing General Terms and Conditions pages 2-6 with new General Terms and Conditions pages 2-8.

Motion # 06-120

To review and approve NSMHA-MHD-MHBG #0669-05915 Amendment I to change the general terms and conditions to match those in the state and federal contracts, replacing existing General Terms and Conditions pages 2-6 with new General Terms and Conditions pages 2-8.

16. Introduction Items

Motion # 06-121

To introduce North Sound Mental Health Administration NSMHA-SAN JUAN COUNTY-ADMIN-07 Contract. There is no significant change to the contract language and no monetary change to this contract.

Motion # 06-122

To introduce North Sound Mental Health Administration NSMHA-SKAGIT COUNTY-ADMIN-07 Contract. There is no significant change to the contract language and no monetary change to this contract.

Motion # 06-123

To introduce North Sound Mental Health Administration NSMHA-ISLAND COUNTY-ADMIN-07 Contract. There is no significant change to the contract language and no monetary change to this contract.

Motion # 06-124

To introduce North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-SMH-07 Contract. There is no significant change to the contract language and total funding increase/decrease is still being negotiated/defined and will be available prior to the December 2006 meeting for this contract period.

Motion # 06-125

To introduce North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-MEDICAID-07 Contract. There is no significant change to the contract language and total funding increase/decrease is still being negotiated/defined and will be available prior to the December 2006 meeting for this contract period.

Motion # 06-126

To introduce North Sound Mental Health Administration NSMHA-WHATCOM COUNTY-ADMIN-07 Contract. There is no significant change to the contract language and no monetary change to this contract.

17. Adjournment – Chair

NOTE: The next Board of Directors meeting December 14, 2006, at 1:30 p.m. in the NSMHA Conference Room

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
October 12, 2006
1:30 PM**

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council; NSMHA Chair of the Board
Ken Dahlstedt, Skagit County Commissioner
Mike Shelton, Island County Commissioner
Bob Myhr, San Juan County Council
Kirke Sievers, Snohomish County Council
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Gary Williams, designated alternate for Whatcom County Council member, Ward Nelson
Marie Jubie, NSMHA Advisory Board Member

Staff Present: Chuck Benjamin, Greg Long, Bill Whitlock, Margaret Rojas, Kurt Aemmer, Laura Davis, Angela Fraser-Holtz, Debra Jaccard, Annette Calder

Guests: Dale Jarvis, Tom Sebastian, Janice George, Michael Watson, Andy Byrne

1. Call to Order; Introductions

Chair Gossett called the meeting to order at 1:30 and welcomed everyone; introductions were made.

2. Revisions to Agenda

Chair Gossett asked if there were any revisions to the agenda

3. Approval of Minutes– Chair Gossett

A motion was made by Mr. Sievers to approve the minutes of the September 12, 2006, seconded by Ms. Sgrignoli, all in favor, **motion carried (motion #06-104)**.

4. Comments & Announcements from the Chair

Chair Gossett stated there would be an announcement under the Executive Personnel Committee Report.

5. Reports from Board Members

None

6. Comments from the Public

None

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

In Charles Albertson's absence, Marie Jubie reported the following:

- Approved the minutes

- Received a report on the Children’s Policy Executive Team
- Update on the Planning Committee
- Recruiting members for the Advisory Board
- Jess Jamieson to retire from Compass Health
- County Advisory Board Reports
- Transformation Grant Update

Ms. Jubie was thanked for her report.

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

Mike Shelton reported:

- Discussed the change in requirements for the Risk Reserve; \$900,000 in excess reserves and Mr. Shelton made a motion to distribute \$450,000 to providers on monthly basis on first month after all deliverables are received and accepted, retain \$450,000 to cover inpatient claims, seconded by Mr. Sievers, all in favor, **motion carried (06-014)**.
- Proposed that the contracting and funding subcommittee make presentation at the next Board Meeting (November 9th) would like to have a work session that morning. Mr. Shelton invited all interested parties, including County Coordinators and providers, to attend the work session, to begin at 9:00. Chair Gossett asked everyone to pencil that into their calendars

Mr. Shelton was thanked for his report.

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

Janelle Sgrignoli chaired the last meeting of QMOC and reported:

- Monthly Quality Management report distributed and reviewed
- Letter from Richard Kellogg, MHD distributed and reviewed
- Approved the combining of QMC and QMOC policy subcommittees, which has since had its first meeting
- Presentation from Tom Sebastian

Ms. Sgrignoli was thanked for her report.

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

Ms. Sgrignoli reported:

- The Planning Committee met yesterday and reviewed the contracting and funding as well as clinical design
- Discussed the Children’s Policy Executive Team
- PACT proposal reviewed and the Planning Committee is recommending an RFQ be let across our Region for proposals. Motion by Ms. Sgrignoli that the Board approves an RFQ for the PACT Program, seconded by Mr. Sievers and opened for discussion. Chair Gossett called for the vote, all in favor, **motion carried (motion 06-015)**.
- Dale Jarvis made a comprehensive presentation on the Funding / Contracting work group and Clinical Design work group. Mr. Jarvis distributed copies of his PowerPoint Presentation and the North Sound Mental Health Administration Clinical Design (copy attached to the official record). A question and answer period followed and Mr. Jarvis was thanked for his presentation.

Ms. Sgrignoli was thanked for her report.

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

Chuck Benjamin reported:

- Introduced Kurt Aemmer, Laura Davis and Angela Fraser-Holtz, new Quality Specialists
- Stated Children’s Policy Executive Team (CPET) is moving along, Randy Hart of Children’s Services is the Chair, Chuck Benjamin is the vice-Chair and Michael Tyers of JRA is the Parliamentarian.
- Discussed the Federal Block Grant projects that have been awarded and briefly noted the recipients
- Children’s Evaluation and Treatment Center in partnership with King County, still looking for a suitable location for the facility; difficult due to zoning issues and it being a locked facility. Compass Health is proposing the use of the Aurora House but that decreases capacity for residential services. This is NOT a good option. Awaiting plan from Compass Health. This needs to be put on the fast track.
- Stated the 2007 Budget is being introduced to the Board of Directors today, and a presentation will be made at the November Advisory Board meeting, with action by this Board in December.

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The Federal Block Grant has a negative variance that should be timing a difference in the amount of \$143,168. All other revenues are within expectations. The small tools and advertising and maintenance have a negative variance in the amount of \$4,465, \$2,442 and \$10,229 respectively. Budget transfers will have to be done to cover the negative variance. The negative insurance variance is only a timing difference. The Agency / County / other services have a negative variance of \$2,867,488. This is due to the increased revenues being passed through. These are permanent variances and will have to be addressed with a budget amendment in December. All other expenditures are in line with expectations.
- The State made an error in the September payment and paid us the WMIP (Washington Medicaid Integration Partnership) payment instead of deducting it from our payment. The payment was an additional \$403,451.32 in Medicaid revenue. The funds were deducted from the October payment.
- The excess revenue over expenditures of \$1,618,528 represents a larger lag in billing than usual. Most of those funds are contracted for but just have not been billed at this time. There is \$448,470 in hospital rate proviso. The jail services revenues over expenses are \$484,892. We received \$100,000 in PACT start up funds.
- The MHD fiscal field reviewers have completed their preliminary field work and have only a few minor issues. Most of the issues have been resolved by changing contract language and additional sub-recipient monitoring. They also said to reduce the Medicaid risk reserve \$960,542.

Mr. Whitlock was thanked for his report.

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

In Kirke Sievers absence, Gary Williams reported:

- Finance Committee met today and reviewed all expenditures, payroll, benefits and the Consent Agenda.

Mr. Williams was thanked for his report.

14. Consent Agenda – Dave Gossett, Chair

Mr. Shelton moved approval of the Consent Agenda, seconded by Ms. Sgrignoli, all in favor, **motion carried.**

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 # 06-105

To review and approve North Sound Mental Health Administration's claims paid from September 1, 2006 through September 30, 2006 in the amount of \$3,888,697.25. Payroll for the month of September in the amount of \$78,152.83 and associated employer paid benefits in the amount of \$30,134.03.

Motion # 06-106

To review and approve contract NSMHA-COMPASS 06-07 providing support groups for developmentally disabled persons who may or may not be enrolled in the North Sound network. The two groups will focus on anger management strategies. The maximum consideration for this contract is \$10,000.00.

Motion # 06-107

To review and approve contract NSMHA-WCPC 06-07 providing support groups for developmentally disabled persons who may or may not be enrolled in the North Sound network. The group will focus on anger management strategies. The maximum consideration for this contract is \$5,000.00.

15. Action Items

Motion # 06-108

To review and approve contract amendment NSMHA-REHABCO 06-07 to include cleaning services in additional office space. The amendment will increase the contract by \$240.00 for maximum consideration of \$13,104.00.

Mr. Williams moved approval of motion **06-108**, seconded by Mr. Myhr, all in favor, **motion carried.**

Motion # 06-109

To review and approve contract amendment NSMHA-CCSNW 06-07 correcting the monthly payment to \$3,980.00 for maximum consideration of \$47,764.50 from August 16, 2006 through June 30, 2007.

Mr. Shelton moved approval of motion **06-109**, seconded by Mr. Myhr, all in favor, **motion carried.**

16. Introduction Items

Motion # 06-010

To review and approve NSMHA-APN-FBG 06-07 contract Amendment I to correct language not applicable to Federal Block Grant Funds and correct the fiscal amount of the contract reducing the funding by \$222.00 for maximum consideration of \$472,645.00.

Motion # 06-011

To review and approve NSMHA-Tulalip Tribes-FBG 06-07 contract Amendment I to correct language not applicable to Federal Block Grant Funds and add language specifically to Federal Block Grant Funding.

Motion # 06-012

To review and approve NSMHA-Snohomish County-FBG 06-07 contract Amendment I to correct language not applicable to Federal Block Grant Funds and add language specifically to Federal Block Grant Funding.

Motion # 06-013

To introduce the recommended 2007 NSMHA Operating Budget.

17. Adjournment – Chair

Chair Gossett adjourned the meeting at 2:22 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting November 9, 2006, at 1:30 p.m. in the NSMHA Conference Room