

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
December 14, 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 #06-128)5-9
 - To review and approve the minutes of the November 9, 2006
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from the Public
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
 - Motion #06-127 from the Planning Committee on Contracting and Funding
11. Report from the Executive Director – Chuck Benjamin, Executive Director
12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 1

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

- **Motion # 06-113**

To review and approve the recommended 2007 NSMHA Operating Budget.

- **Motion # 06-136**

To review and approve supplemental appropriations to the 2006 NSMHA Budget, Amendment 1

Increase Revenue 3386401 Intergovernmental Medicaid funds \$2,800,000.00

Increase Expense 5641041 Provider Professional Services \$2,800,000.00

This budget adjustment is needed for an increase in revenues and expenditures. The reason for increase in revenue has to do with a change in DSHS/MHD business practices. Starting in March 2006 the 18 month inpatient close outs were no longer deducted from the RSN revenues. The funds were paid to the RSN's and then the RSN paid DSHD/MAA the final bill. Starting in September 2006 the monthly estimated inpatient fees were no longer deducted from the RSN revenues. They were paid to the RSN's and the RSN had to reimburse DSHS each month for inpatient billings.

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 # 06-121

To review and approve 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 review and approve 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 review and approve 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 # 06-125

To review and approve North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-MEDICAID-07 Contract. There is no significant change to the contract language and total funding for this contract period is \$189,611.

Motion # 06-126

To review and approve 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.

Motion # 06-130

To review and approve North Sound Mental Health Administration's claims paid from November 1, 2006 through November 30, 2006 in the amount of \$(will be available at the meeting). Payroll for the month of November 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 # 06-124**

To review and approve 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 total funding considerations for this contract period is \$1,737,972.

16. Action Items Not Previously Introduced**Motion # 06-131**

To review and approve NSMHA-SKAGIT MEDIATION-07 Contract. This is the Ombuds-QRT contract and there are no significant language changes to the contract. Maximum consideration for this contract is \$119,995.27, a reduction of \$9,825.73.

Motion # 06-132

To review and approve NSMHA-SEA MAR-MEDICAID-BRIDGE CONTRACT-07. This contract extends the Sea Mar Medicaid contract through June 30, 2007 on a prorated budget. The maximum amount for this contract is \$250,000.

Motion # 06-133

To review and approve NSMHA-SEA MAR-SMH-BRIDGE CONTRACT-07. This contract extends the Sea Mar SMH contract through June 30, 2007 on a prorated budget. The maximum amount for this contract is \$50,000.

Motion # 06-134

To review and approve NSMHA-VOA-MEDICAID-CONTRACT 07. There are no significant language changes to this contract. The maximum consideration for this contract is \$878,589. An increase of \$116,232 is due to the transfer of Access to VOA.

Motion # 06-135

To review and approve NSMHA-VOA-SMH-CONTRACT 07. There are no significant language changes to this contract. The maximum consideration for this contract is \$970,536. An increase of \$70,306 due to the transfer of Access to VOA.

Motion # 06-137

To review and approve NSMHA-JARVIS-PSC-06-AMENDMENT(1). This amendment extends the contract by 2 months through December 31, 2006. There are no significant changes to contract language in the amendment. The maximum consideration for this amendment is \$20,000.

Motion # 06-138

To introduce NSMHA-JARVIS-PSC-07. This contract begins January 1, 2007 ends December 31, 2007. This is a consulting contract on the implementation and monitoring of the NSMHA system redesign. The maximum consideration for this contract is \$20,000.

Motion # 06-139

To review and approve NSMHA-RAINTREE-CONTRACT-04-05-AMENDMENT(2). This extends the contract for 12 months for an end date of December 31, 2007. The contract is a Software License and Hosting Services Agreement; there are no significant language changes to this contract. The maximum consideration for this contract amendment is \$104,125; total maximum for this contract is \$308,330.

Motion # 06-140

To review and approve NSMHA-RAINTREE SBIS-CONTRACT-04-05-AMENDMENT(2). This extends the contract for 12 months for an end date of December 31, 2007. The contract is compensation for staffing a 1.2 FTE at Raintree for technical, project and programming support. There are no significant language changes to this contract. The maximum consideration for this contract amendment is \$12,533.50; total maximum for this contract is \$122,134.

Motion # 06-141

To review and approve NSMHA-VOA-DDD-05-07 AMENDMENT(1). There is no significant language change to the contract. The maximum consideration for this contract is \$10,120. This is a 1% increase based on the new DDD vendor rates.

Motion # 06-142

To review and approve NSMHA-APN-DDD-05-07 AMENDMENT(1). There is no significant language change to the contract. The maximum consideration for this contract is \$348,934. This is a 1% increase based on the new DDD vendor rates.

Motion # 06-143

To review and approve NSMHA-WCPC-PURCHASE CONTRACT 07. This is a one time contract for WCPC to buy multi media equipment for the Rainbow Center to develop promotional materials. This is an Advisory Board action to use a portion of their remaining 2006 funds to support the development of a Clubhouse. Maximum consideration is \$4,069.47.

17. Introduction Items

None

18. Adjourn

NOTE: The next Board of Directors meeting January 11, 2007 at 1:30 p.m. in the NSMHA Conference Room

DRAFT

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

MINUTES

Board Members Present:

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

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Margaret Rojas, Annette Calder

Guests:

Chuck Davis, Andy Byrne, Tom MacIntyre, Tom Sebastian, Janice George, Mike Watson, Donna Konicki

1. Call to Order; Introductions – Chair Gossett

Chair Gossett opened the meeting at 1:30 p.m. and welcomed everyone; introductions were made.

2. Revisions to Agenda – Chair Gossett

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

3. Approval of Minutes– Chair Gossett (motion #06-116)

Chair Gossett asked if there were any changes or revisions to the October minutes. Motion to approve as presented by Mr. Sievers, seconded by Mr. Myhr, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

Chair Gossett stated that he thought the work session this morning went very well and thanked everyone for their efforts in putting it together and participating.

5. Reports from Board Members

Chair Gossett asked if there were any reports from Board members. Maile Acoba said the Skagit County Triage Center is scheduled to open in April 2007. Also from the 1/10 of 1% sales tax for mental health, Skagit County is funding a pro-tem commissioner for mental health court, creating a family dependency treatment court, as well as design and develop a community benefits plan to provide vouchers for those without Medicaid.

Gary Williams said the grand opening for the Whatcom Triage Facility will be held on November 29th at 1:00 and will begin full operation on December 4th. He stated it is a beautiful facility and will be sending out invitations to the opening.

Charles Albertson said Rainbow Center is working towards being a certified clubhouse.

6. Comments from the Public

Chuck Davis reported on the Ombuds complaint and dispute resolution. He distributed handouts and made a comprehensive PowerPoint presentation (copy attached to file as part of the official record). Chuck Davis said the final Ombuds report showed a total of 191 complaints. With grievances and fair hearings included, the number rises to 197. The Ombuds report broke out NSMHA provider agencies' complaints and non-NSMHA agencies' complaints separately. Access complaints (27) were highest in number, followed by Physicians & Meds complaints (26), Dignity & Respect complaints (23), Emergency Services complaints (22), Housing complaints (20), and Consumer Rights complaints (20). Chuck expressed concerns about the high number of Dignity & Respect complaints, and medications management issues. A question and answer period followed. Chuck Davis was thanked for his report.

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

Charles Albertson reported:

- The November 7th meeting of the NSMHA Advisory Board was rescheduled to November 14th due to potential flooding of the Skagit River.

Charles was thanked for his report.

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

Mike Shelton reported:

- The committee met today; reviewed and approved a policy for the Executive Director to sign contract amendments while following a procedural process without Board of Director approval. This is very limited in that the Executive Director is only going to approve contract amendments that do not have a significant impact; either fiscally or by scope of work.

Mr. Shelton was thanked for his report.

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

Gary Williams reported:

- QMOC met last month, reviewed policies 1703 and 1701 and approved them unanimously. He stated the Policy Subcommittee is meeting regularly and reviewing policies. QMOC received a presentation from Betty Scott on the WRAP (Wellness, Recovery Action Plan) program.

Mr. Williams was thanked for his report.

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

Janelle Sgrignoli reported:

- The Planning Committee met last Friday and had a presentation from Dale Jarvis on the Finance and Contracting design. The Planning Committee agreed to move forward with the recommendation of the Finance and Contracting Subcommittee. Ms. Sgrignoli made a motion to introduce the proposed Finance and Contracting design for action at the December meeting of this Board, seconded by Mr. Shelton, all in favor, **motion carried. (motion # 06-127).**
- Mr. Long added the NSMHA let the RFP for the PACT (Program for Assertive Community Treatment) program last Friday and is looking forward to the process.

Ms. Sgrignoli was thanked for her report.

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

Chuck Benjamin made a PowerPoint presentation on the proposed 2007 NSMHA Operating Budget (copy attached to file as part of the official record). Questions and answers took place and 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 mostly be a timing difference in the amount of \$198,586. The DDD (Division of Developmental Disabilities) variance of \$29,625 is a timing variance. All other revenues are within expectations. The advertising and insurance are timing variances in the amount of \$10,543 and \$203. The Small Tools as well as Repairs and Maintenance have a negative variance in the amount of \$4,537 and \$10,377 respectively. A budget transfer will have to be done to cover the negative variance. The Agency/County/Other Services have a negative variance of \$2,517,280. 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.
- Part of the reason the RSN is showing more revenue and expense is due to a change in the way DSHS accounts for the Inpatient Funds. Starting in March 2006 we have been receiving and paying the inpatient funds. Prior to March 2006, the State deducted the Inpatient Funds from our monthly payment. To make matters more confusing, the State changed our contract in September 2006 to a “pay as the bills are received” by DSHS/MAA. We have received only four inpatient claims so far for September.
- The State has deducted \$2,251,663.66 during 2006 for the WMIP (Washington Medicaid Integration Partnership). The funds were deducted from the January through October payments.
- The excess revenue over expenditures of \$2,523,939 represents a larger lag in billing than usual. Some 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 \$571,438. We received \$100,000 in PACT (Program for Assertive Community Treatment) start-up funds. Two months of inpatient funds have been received in the amount of \$1,440,000 and have not been billed or paid yet.

Mr. Whitlock was thanked for his report.

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

Kirke Sievers reported:

- The Finance Committee met today, reviewed the financial statements, monthly vouchers and payroll. Mr. Sievers thanked Bill Whitlock for his hard work, stating he is instrumental in keeping

things moving smoothly at NSMHA and said he doesn't believe we could do it without Bill. Everyone applauded Mr. Sievers compliment of Mr. Whitlock.

- Mr. Sievers moved approval of the Consent Agenda, seconded by Mr. Shelton, 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 # 06-117

To review and approve North Sound Mental Health Administration's claims paid from October 1, 2006 through October 31, 2006 in the amount of \$3,543,314.69. Payroll for the month of October in the amount of \$82,117.40 and associated employer paid benefits in the amount of \$30,339.14.

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.

Mr. Shelton made a motion to approve **motions 06-118, 06-119, and 06-120**, seconded by Mr. Myhr, all in favor, **motion carried.**

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

Chair Gossett adjourned the meeting at 2:15 P.M.

Respectfully submitted:

Annette Calder
Executive Assistant

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