

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
January 11, 2007
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 #07-001)4-9**
 - To review and approve the minutes of the December 14, 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**
 - Recommendation on PACT (motion #07-002)
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**
 - Recommended revision to Capital Reserve Policy

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 # 06-030

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

None

16. Introduction Items

To introduce for review NSMHA-ISLAND-JAIL SERVICES-06-07 Amendment 1. For the advance of surplus funding from the previous contract period NSMHA-ISLAND-COUNTY-JAIL SERVICES-06 in the amount of \$18,515 for total maximum consideration of \$56,015 for the current contract period.

To introduce for review NSMHA-SAN JUAN-JAIL SERVICES-06-07 Amendment 1. For the advance of surplus funding from the previous contract period NSMHA-SAN JUAN-COUNTY-JAIL SERVICES-06 in the amount of \$41,513.40 for total maximum consideration of \$79,013.40 for the current contract period.

To introduce for review NSMHA-SKAGIT-JAIL SERVICES-06-07 Amendment 1. For the advance of surplus funding from the previous contract period NSMHA-SKAGIT-COUNTY-JAIL SERVICES-06 in the amount of \$40,743.04 for total maximum consideration of \$100,196.04 for the current contract period.

To introduce for review NSMHA-SNOHOMISH-JAIL SERVICES-06-07 Amendment 1. For the advance of surplus funding from the previous contract period NSMHA-SNOHOMISH-COUNTY-JAIL SERVICES-06 in the amount of \$420,410.79 for total maximum consideration of \$762,268.79 for the current contract period.

To introduce for review NSMHA-WHATCOM-JAIL SERVICES-06-07 Amendment 1. For the advance of surplus funding from the previous contract period NSMHA-WHATCOM-COUNTY-JAIL SERVICES-06 in the amount of \$128,789.16 for total maximum consideration of \$222,924.16 for the current contract period.

17. Adjourn

NOTE: The next Board of Directors meeting February 8, 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
December 14, 2006
1:30 PM**

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council member; NSMHA Chair of the Board of Directors
Mike Shelton, Island County Commissioner
Kirke Sievers, Snohomish County Council member
Ward Nelson, Whatcom County Council member
Ken Dahlstedt, Skagit County Commissioner
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Marie Jubie, NSMHA Advisory Board
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen

Staff Present:

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

Guests:

Jess Jamieson, Mike Watson, Andy Byrne, Deborah Moskowitz, Dale Jarvis

1. Call to Order; Introductions

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

2. Revisions to Agenda

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

3. Approval of Minutes

Chair Gossett asked if there were any changes to the minutes of November 9th; there were none. A motion was made by Mr. Sievers to approve the minutes as presented, seconded by Ms. Sgrignoli, all in favor, **motion carried. (motion #06-128)**

4. Comments & Announcements from the Chair

None

5. Reports from Board Members

Chair Gossett asked if there were any reports from Board members; there were none.

6. Comments from the Public

None

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

Marie Jubie reported the following in Charles Albertson's absence:

- The Advisory Board met on December 5th and had their annual potluck lunch.
- Reviewed contracts before the Board today and is recommending approval on all
- PACT proposals discussed
- Chuck Benjamin is the Fraud and Abuse officer of NSMHA
- Discussed participation on the Mental Health Transformation Grant committee

Ms. Jubie was thanked for her report.

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

Mike Shelton stated the group met today but had nothing to report:

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

Gary Williams reported:

- QMOC met on November 22nd and reviewed motion 06-088 regarding the Executive Director being authorized to approve internal policies and the group wanted to clarify that the policy review subcommittee is not to review policies that are internal to NSMHA.
- QMOC moved to retire two of the current PIPs (Performance Indicator Projects) and NSMHA staff will review and make recommendations to establish new PIPs for the future.

Mr. Williams was thanked for his report.

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

Janelle Sgrignoli reported:

The Planning Committee met on December 8th and reviewed children's issues, children's E&T, crisis services, and a tribal services request that NSMHA staff are following up on. Ms. Sgrignoli stated two PACT proposals were received and are being reviewed tomorrow by the PACT Evaluation Committee. The Planning Committee will be working on housing issues in our Region in 2007. Ms. Sgrignoli thanked Jim King for leading the Contracting and Funding Subcommittee and said she is recommending approval of motion **06-127** to release the RFQ in January 2007, seconded by Mr. Sievers, all in favor, **motion carried**.

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

Chuck Benjamin stated he would limit his report today to the proposed NSMHA 2007 Budget and asked if anyone had any questions on that; there were none. Chuck said the other item he would have reported on is the Contracting and Funding recommendation that has already been acted on.

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 timing a difference in the amount of \$2,006. The advertising is timing variances in the amount of \$643. The small tools and Repairs and Maintenance have a negative variance in the amount of \$35,448 and \$14,862 respectively. A budget transfers will have to be done to cover the negative variance. The Agency / County / other services have a negative variance of \$2,754,686. This is due to the increased revenues

being passed through and a change in our payment model. The Agency / County /other services variances will be addressed with a budget amendment in today's meeting. The administrative budget will need some transfers with between line items. It is not expected to go over budget.

- 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 pay the inpatient funds. Prior to March 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 not paid any current inpatient claims so far for September to December. This is the main reason we are asking for a budget amendment in the amount of \$2,800,000.
- The State has deducted \$2,788,449 during 2006 for the WMIP (Washington Medicaid Integration Partnership). The funds were deducted from the January to November payments.
- The excess revenue over expenditures of \$3,849,906 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 \$468,454. We received \$100,000 in PACT start up funds. Children's inpatient funds in the amount of \$272,000. Three months of inpatient funds received in the amount of \$2,160,000 and no bills paid yet. The administrative budget is under budget by \$192,749 and interest is \$137,174.

Mr. Whitlock was thanked for his report.

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

Mr. Sievers reported the Finance Committee met today and reviewed expenses, payroll, and approved all claims. Mr. Sievers said he was bringing two motions forward.

- **Motion # 06-113** To review and approve the recommended 2007 NSMHA Operating Budget. Mr. Sievers moved approval of motion **06-113**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.
- **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.

Mr. Sievers moved approval of motion **06-136**, seconded by Mr. Nelson, all in favor, **motion carried**.

Mr. Sievers said he wanted to notify the Board that Skagit County has not submitted bills for the ITA court services. Mr. Sievers is asking that the Board authorize Mr. Whitlock and Mr. Benjamin to inform Skagit County what it is NSMHA needs in order to pay the bills, and if the requested information is not received, NSMHA will not pay.

Mr. Sievers moved approval of the consent agenda (motions **06-121, 06-122, 06-123, 06-125, 06-126, 06-130**), seconded by Mr. Shelton, all in favor, **motion carried**.

14. Consent Agenda – Dave Gossett, Chair

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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 \$3,416,538.82. Payroll for the month of November in the amount of \$80,915.11 and associated employer paid benefits in the amount of \$29,985.77.

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.

Mr. Shelton moved approval of motion **06-124**, seconded by Mr. Sievers, all in favor, **motion carried**.

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.

Mr. Sievers moved approval of motion **06-131**, seconded by Mr. Nelson, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of motion **06-132**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

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.

Mr. Sievers moved approval of motion **06-133**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

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.

Moved to approve motions **06-134** and **06-135** by Mr. Dahlstedt, seconded by Mr. Sievers, all in favor, **motion carried**.

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.

Mr. Shelton moved approval of motions **06-137** and **06-138**, seconded by Ms. Sgrignoli, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of motion **06-139**, seconded by Mr. Sievers, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of motion **06-140**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of motion **06-141**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of motion **06-142**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of motion **06-143**, seconded by Mr. Sievers, all in favor, **motion carried**.

17. Introduction Items

None

18. Public Comment

Jess Jamieson announced Compass Health has been awarded \$1 million dollars towards building an apartment complex in Mount Vernon

19. Adjourn

Chair Gossett adjourned the meeting at 2:08 p.m.

Respectfully submitted,

Annette Calder
Executive Assistant

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