

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
May 31, 2007
1:30 PM**

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Vice Chair Dahlstedt**
2. **Revisions to Agenda – Vice Chair Dahlstedt**
3. **Approval of Minutes– Vice Chair Dahlstedt(motion #07-029) 5-9**
 - To review and approve the minutes of the April 12, 2007
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
 - Ombuds Report
7. **Report from the Advisory Board – James Mead, Chair**
8. **Report from the Executive/Personnel Committee – Mike Shelton, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**
 - Quality Management Plan Integrated Report, 1st Biennial Quarter
10. **Report from the Planning Committee – Janelle Sgrignoli, Chair**
 - Recommendation on RFQ Awards (**Motion # 07-030**)
 - Recommendation on RFP for future Federal Block Grant Funds
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 1**
 - 2006 Budget Amendment (**Motion 07-031**)

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

14. Consent Agenda – Ken Dahlstedt, Vice 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 # 07-032

To review and approve North Sound Mental Health Administration’s claims paid from April 1, 2007 through April 30, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of April 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

Motion # 07-033

To introduce for review NSMHA-ISLAND COUNTY-JAIL SERVICES-06-07 Amendment 2 for an extension of the contract period for a new contract end date of September 30, 2007 for an additional \$11,250 for a total maximum on this contract of \$67,265. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-034

To introduce for review NSMHA-SAN JUAN COUNTY-JAIL SERVICES-06-07 Amendment 2 for an extension of the contract period for a new contract end date of September 30, 2007 for an additional \$11,250 for a total maximum on this contract of \$88,632.68. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-035

To introduce for review NSMHA-SKAGIT COUNTY-JAIL SERVICES-06-07 Amendment 3 for the extension of the contract period for a new contract end date of September 30, 2007 for an additional \$17,836 for a total maximum on this contract of \$118,032.04. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-036

To introduce for review NSMHA-SNOHOMISHCOUNTY-JAIL SERVICES-06-07 Amendment 2 for an extension of the contract period for a new contract end date of September 30, 2007 for an additional \$102,557 for a total maximum on this contract of \$864,824.79. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-037

To introduce for review NSMHA-WHATCOM COUNTY-JAIL SERVICES-06-07 Amendment 2 for an extension of the contract period for a new contract end date of September 30, 2007 for an additional

\$94,135 for a total maximum on this contract of \$323, 692. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-038

To introduce for review NSMHA-APN-FBG-07 Amendment 1 this amendment is reducing the contract amount by \$34,035.16, from the original contract amount of \$472,645. The reduction amount was provided by the APN as identified FBG funds that would not be allocated under the provisions of this contract, by the contract end date, September 30, 2007. The monetary reduction will result in a reduction of 237.07 hours of services for adults and a reduction in 205.53 hours of service for children. This will deduct \$12,784.16 in adult services and \$21,251 in children's services from their FBG allocation. For a total reduced maximum consideration for this contract of \$438,609.84.

Motion # 07-039

To introduce for review NSMHA-NORTHWEST EDUCATION SERVICE DISTRICT 189-FBG-07 Amendment 1 is being funded through the reallocation of under-spent funds by current FBG grantees, this will allow NSMHA to fully fund the planning and development of a school based Day Treatment Program. Financial consideration for this amendment is \$14,767 for a total maximum on this contract of \$40,000.

Motion # 07-040

To introduce for review NSMHA-EVERETT HOUSING AUTHORITY HOPE PROJECT-FBG-07 is being funded through the reallocation of under-spent funds by current FBG grantees, this will fund additional FTE hours to provide in home intervention and clinical services to older adults in Snohomish County. Maximum financial consideration for this contract is \$16,224.

Motion # 07-041

To introduce for review NSMHA-JARVIS-PSC-07 Amendment 1 for an additional financial consideration of \$25,000 for a total maximum on this contract of \$45,000. This amount is to cover bills received after the expenditure of original contract amount and to cover the additional consultation services required for the ongoing implementation of the Request for Qualifications (RFQ).

Motion # 07-042

To introduce for review NSMHA-MAGILL-PSC-07 for the consultation and facilitation services of Sam Magill for the Board of Director's Retreat during the month of September, 2007. Maximum consideration for this contract is \$8,500. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-043

To introduce for review NSMHA-APN-MEDICAID-06-07 Amendment 1 for the extension of the contract period for a new contract end date of September 30, 2007. The financial consideration for this amendment period is \$9,833,834.50. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-044

To introduce for review NSMHA-APN-SMHC-06-07 Amendment 1 for the extension of the contract period for a new contract end date of September 30, 2007. The financial consideration for this amendment period is \$4,191,564. New language on the Co-Occurring GAIN SS screening, Incident Reporting and Crisis Intervention requirements of SB 1456, Marty Smith's law is added to the contract through this amendment.

Motion # 07-045

To introduce for review NSMHA-SEA MAR-MEDICAID-06 Amendment 2 for the extension of the contract period for a new contract end date of September 30, 2007. The financial consideration for this amendment period is \$125,000. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-046

To introduce for review NSMHA-SEA MAR-SMHC-06 Amendment 2 for the extension of the contract period for a new contract end date of September 30, 2007. The financial consideration for this amendment period is \$25,000. New language on the Co-Occurring GAIN SS screening and Incident Reporting are added to the contract through this amendment.

Motion # 07-047

To introduce for review DSHS-NSMHA-PIHP-06-07 AMENDMENT 2 for the purpose of bridging the existing Medicaid contract for a new end date of September 30, 2007. The maximum consideration for this bridge amendment is undetermined at this time.

Motion # 07-048

To introduce for review DSHS-NSMHA-SMHC-06-07 AMENDMENT 3 for the purpose of bridging the existing Medicaid contract for a new end date of September 30, 2007. The maximum consideration for this bridge amendment is undetermined at this time.

Motion # 07-049

To introduce for review NSMHA-CCS-PSC-06-07 AMENDMENT 3 for the purpose of bridging the existing case management contract for the pilot project for a new end date of September 20, 2007. The maximum consideration for this bridge amendment is \$11,940.

17. Adjourn

NOTE: The next Board of Directors meeting will be held on June 14, 2007 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
April 12, 2007
1:30 PM**

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council Member, NSMHA Chair of the Board of Directors
Ward Nelson, Whatcom County Council Member
Kirke Sievers, Snohomish County Council Member
Ken Dahlstedt, Skagit County Commissioner
Barbara LaBrash, designated alternate for San Juan County Council Member, Bob Myhr
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
James Mead, NSMHA Advisory Board Chair
Andrew Davis, NSMHA Advisory Board Member

Staff Present:

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

Guests:

Deborah Moskowitz, Gary Williams, Andy Byrne

1. Call to Order; Introductions – Chair Gossett

Chair Gossett opened the meeting at 1:30 p.m. and welcomed everyone.

2. Revisions to Agenda – Chair Gossett

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

3. Approval of Minutes– Chair Gossett (motion #07-017)

Chair Gossett asked if there were any revisions to the minutes of February 8, 2007; there were none. Mr. Sievers moved approval of the February 8, 2007 minutes, seconded by Mr. Nelson, all in favor, **motion carried (07-017)**.

4. Comments & Announcements from the Chair

Chair Gossett stated he had three items to report on:

- He would be asking Annette to try to reschedule the May 10th NSMHA Board of Directors Meeting due to an out-of-state conference that many members are attending,
- The RFQ Committee is working hard and will be making recommendations to the Board in May for action in June, and
- The NSMHA Tribal Conference is May 2 & 3, at the Skagit Resort in Bow.

5. Reports from Board Members

Chair Gossett asked if there were any reports from Board members. Ken Dahlstedt said the Skagit County Triage Center will be opening on the 17th and has 12 beds. Alcohol revenues and the 1/10 of 1% sales tax are helping to pay for this.

6. Comments from the Public

Chair Gossett asked if there were any comments from the public; there were none.

7. Report from the Advisory Board – James Mead, Chair

Mr. Mead reported the Advisory Board met on April 10th and:

- Did a site visit at Rainbow Center and the new Triage Center in Whatcom County in March,
- Discussed the Mental Health Transformation Grant,
- Received the County Coordinators report,
- Discussed the County Wellness Action Plan,
- Complementing NSMHA on WRAP services (Wellness Recovery Action Plan) as this coming workshop is the 1st approved by the Mental Health Transformation Grant,
- Received the Executive Directors report, and
- Mary Good recommended purchasing T-shirts with the Vision of Hope logo on it.

Mr. Mead was thanked for his report.

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

In Mr. Shelton's absence, Chair Gossett reported the committee met today but didn't have anything to report.

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

Mr. Williams reported the Quality Management Oversight Committee met last on March 28th:

- Reviewed the Exhibit N report that goes to the State, and the State has changed the requirements somewhat since the last report, some of the item included in the report were:
 - Reviewing the Status of the current trauma project in the Region,
 - Continuity of Care, and
 - Eating Disorders.

Mr. Williams was thanked for his report.

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

Ms. Sgrignoli reported:

- Planning Committee met on April 6th and are recommending reallocating Federal Block Grant funds that were originally designated for a Children's E&T, and
- Discussed original FBG funding awards and recipients are way behind on billing. Ms. Sgrignoli asked for the Board to send a strongly worded letter to the recipients regarding the under billing, group discussion followed.

Mr. Nelson made a motion to move all introductory items to action items, seconded by Mr. Sievers, all in favor, **motion carried (07-027)**.

Mr. Nelson made a motion to send the letters to FBG funding recipients regarding billing, seconded by Mr. Sievers, all in favor, **motion carried (07-028)**.

Ms. Sgrignoli was thanked for her report.

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

Mr. Benjamin reported:

- Discussed staff, consumers, advocates and other cross systems representation on the RFQ committee and thanked all for their dedication to this important project as well as all the time and hard work they have put in on this.
- SEIU (Service Employees International Union) employees are striking today. In our Region this affects Whatcom Counseling & Psychiatric Clinic and Compass Health. Both agencies had developed contingency plans and are staffing with management staff today; it is a one day strike; group discussion followed on what would happen if a longer strike took place and what responsibilities the providers have during such an occurrence.
- Thanked the Planning Committee for their hard work on the RFQ and the FBG funding reallocation.
- Planning a meeting with our counties prosecuting attorneys to see if we can develop some language acceptable to all parties as we need to have consistent language across all contracts. This would also assist in executing contracts in a timelier manner.

Mr. Benjamin was thanked for his report.

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

Mr. Whitlock reported:

- State budget issues. The additional inpatient costs for State only clients are being debated in the Senate and the House. The House budget is trying to cover the entire estimated increase of \$5.4 million while the Senate is only trying to cover part of the costs, \$1.9 million. There is a proposed 3.2% vendor rate increase of \$17.7 million.
- One issue not being discussed at the legislature is the Medicaid Hospital Rate increase for mental health services. DSHS is reducing the physical hospital rates and increasing the psychiatric rates to make up the difference. They use the term “all rates adjusted for budget neutrality”. It may be budget neutral at the State level. However, this will increase the costs to the RSN’s. The State calculated a \$4,318,960 increase state-wide. The North Sound Mental Health Administration calculated an additional increase of \$1,453,078. The North Sound is 13% of the state Medicaid population and this would equate to an \$11.1 million increase state-wide. We provided our calculation to the state in March.
- We have completed our annual review of Snohomish County, Lake Whatcom and Sea Mar Community Health Centers; there were no findings.

Mr. Whitlock was thanked for his report.

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

Mr. Sievers reported:

- The committee met today, reviewed the vouchers and payroll for February and March,
- Reviewed issues Mr. Whitlock discussed today,
- Discussed ITA costs, now at \$150,000, and
- Thanked the RFQ Committee for all of their work.

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 #07-018

To review and approve North Sound Mental Health Administration's claims paid from February 1, 2007 through February 28, 2007 in the amount of \$4,284,441.45. Payroll for the month of February in the amount of \$91,244.26 and associated employer paid benefits in the amount of \$37,147.06.

Motion # 07-019

To review and approve North Sound Mental Health Administration's claims paid from March 1, 2007 through March 31, 2007 in the amount of \$3,788,126.36. Payroll for the month of March in the amount of \$91,120.80 and associated employer paid benefits in the amount of \$36,648.15.

Mr. Dahlstedt moved approval of the Consent Agenda, seconded by Mr. Sievers, all in favor, **motion carried.**

14. Introduction Items

All introductory items moved to action items by motion 07-027 above

15. Action Items

Motion # 07-020

To introduce for review NSMHA-Parker-Dennison Associates, Ltd.-PSC-07 contact for Locus/Calocus (**Level of Care Utilization System for Psychiatric and Addiction Services** and the **Child and Adolescent Level of Care Utilization System**) training to commence on June 11th -13th 2007. The contract includes consultation/training professional fees and travel related expenses for a maximum consideration of \$8,945.

Mr. Dahlstedt moved approval of **motion #07-020**, seconded by Mr. Nelson, all in favor, **motion carried.**

Motion # 07-021

To introduce for review NSMHA-NAMI SKAGIT-FBG-07 contract. This is an expenditure of reallocated Federal Block Grant (FBG) funds for the planning and development of a clubhouse and/or drop-in center in Skagit County. This is one time funding for a maximum amount of \$10,000.

Motion # 07-022

To introduce for review NSMHA-SKAGIT COUNTY-FBG-07 contract. This is an expenditure of reallocated Federal Block Grant (FBG) funds for the start up of a case manager position at the Skagit County Behavior Health Crisis Clinic, this position is funded at 80% of the original request. This is one time funding for a maximum amount of \$8,000.

Motion # 07-023

To introduce for review NSMHA-WCPC-FBG-07 contract. This is an expenditure of reallocated Federal Block Grant (FBG) funds for the start up of a case manager position at the Whatcom County Behavior Health Triage Clinic and for the educational materials used to conduct public education efforts, develop and print brochures and flyers to be placed in the community, this proposal is funded at 80% of the original request. This is one time funding for a maximum amount of \$25,000.

Motion # 07-024

To introduce for review NSMHA-Northwest Educational Service District 189-FBG-07 contract. This is an expenditure of reallocated Federal Block Grant (FBG) funds for the planning and development of a day treatment program for school age children with mental illness. This proposal is funded at 63% of the original request. The maximum amount for this contract is \$25,233.

Motion # 07-025

To introduce for review NSMHA-Senior Services of Snohomish County-FBG-07 contract. This is an expenditure of reallocated Federal Block Grant (FBG) funds for part-time (.5 FTE) Mental Health Specialist to conduct Geriatric Depression Scale assessments on older adults living in Snohomish County. The maximum consideration for this contract is \$15,267.

Motion # 07-026

To introduce for review NSMHA-Snohomish County Human Services-FBG-07 contract. This is an expenditure of reallocated Federal Block Grant (FBG) funds for a the purpose of hiring a consultant to plan and develop a Geriatric Mental Health Access Project for a cross-system older adult mental health delivery system in Snohomish County. The maximum consideration for this contract is \$17,500.

Chuck Benjamin provided a brief description of motions 07-021, 07-022, 07-023, 07-024, 07-025, 07-026.

Mr. Nelson **moved approval of motions 07-021, 07-022, 07-023, 07-024, 07-025, and 07-026**, seconded by Ms. LaBrash, all in favor, **motion carried**.

16. Adjourn

Chair Gossett adjourned the meeting at 2:10 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting will be held on May 31, 2007 at 1:30 p.m. in the NSMHA Conference Room