

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
October 12, 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 #07-128) ..... 3-10
  - To review and approve the minutes of the September 13, 2007
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from the Public
7. Report from the Advisory Board – James Mead, Chair
8. Report from the Executive/Personnel Committee -
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.....Tab 1
13. Report from the Finance Committee – Kirke Sievers, Chair
14. Consent Agenda – Dave Gossett, Chair

<p>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.</p>
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**Motion #07-118**

To review and approve North Sound Mental Health Administration’s claims paid from August 1, 2007 through August 31, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of August 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).

**Motion #07-135**

To review and approve North Sound Mental Health Administration's claims paid from September 1, 2007 through September 30, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of September 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****16. Introduction Items****Motion # 07-129**

To review and approve NSMHA-WHATCOM-PATH-07-09 for the provision of an integrated system of PATH services, activities and housing to accommodate the local needs of Homeless individuals in the North Sound Region. This agreement begins October 15, 2007 through June 30, 2009. The maximum consideration for this contract is \$42,250.

**Motion # 07-130**

To review and approve NSMHA-COMPASS-PATH-07-09 for the provision of an integrated system of PATH services, activities and housing to accommodate the local needs of Homeless individuals in the North Sound Region. This agreement begins October 15, 2007 through June 30, 2009. The maximum consideration for this contract is \$129,003.

**Motion # 07-131**

To review and approve DSHS-NSMHA-PATH-COMPASS-07-09 for the provision of an integrated system of PATH services, activities and housing to accommodate the local needs of Homeless individuals in the North Sound Region. This agreement begins October 15, 2007 through June 30, 2009. The maximum consideration for this contract is \$129,003.

**Motion # 07-132**

To review and approve DSHS-NSMHA-PATH-WHATCOM-07-09 for the provision of an integrated system of PATH services, activities and housing to accommodate the local needs of Homeless individuals in the North Sound Region. This agreement begins October 15, 2007 through June 30, 2009. The maximum consideration for this contract is \$42,250.

**Motion # 07-133**

To review and approve NSMHA-SNOHOMISH-SMH-07 Amendment 2 for the purpose of capital improvements to the Mukilteo Evaluation and Treatment Center. This allocation was approved and recommended by the Planning Committee to the Board of Director's on September 13, 2007. The contract amendment shall not exceed \$130,000 for a total maximum on this contract of \$1,867,972.

**Motion # 07-134**

To review and approve NSMHA-VOA-DDD-07-09 for the provision of crisis stabilization services for people with Developmental Disabilities through the Crisis Line and Crisis Triage Services. The duration of this agreement is October 15, 2007 through June 30, 2009. Total maximum consideration for this contract is \$17,535.

**Motion # 07-135**

To present for review the 2008 North Sound Mental Health Administration Operating Budget.

**17. Adjourn**

NOTE: The next Board of Directors meeting will be held on Thursday, November 8, 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  
September 13, 2007  
1:30 PM**

**MINUTES**

**Board Members Present:**

Dave Gossett, Snohomish County Council member, NSMHA Board of Directors Chair  
Kirke Sievers, Snohomish County Council member  
John Dean, Island County Commissioner  
Gary Williams, designated alternate for Whatcom County Council member Ward Nelson  
Barbara LaBrash, designated alternate for San Juan County Council member, Bob Myhr  
Janelle Sgrignoli, designated alternate for Snohomish County Executive Aaron Reardon  
Chris Tobey, designated alternate for Skagit County Commissioner, Ken Dahlstedt  
James Mead, NSMHA Advisory Board Chair  
Andrew Davis, NSMHA Advisory Board Vice Chair

**Staff Present:**

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

**Guests:**

Mike Price, Mike Watson, Deborah Moskowitz

**1. Call to Order; Introductions – Chair Gossett**

Chair Gossett opened at 1:30 and introductions were made. Chair Gossett welcomed new member Commissioner John Dean of Island County.

**2. Revisions to Agenda – Chair Gossett**

None

**3. Approval of Minutes– Chair Gossett**

Chair Gossett asked if there were any changes to minutes of August 9, 2007; there were none. Mr. Sievers moved approval, seconded by Ms. Sgrignoli, all in favor, **motion carried (motion #07-117)**.

**4. Comments & Announcements from the Chair**

Chair Gossett announced the annual NSMHA Board of Directors Retreat will be held on October 11<sup>th</sup> and 12<sup>th</sup> in La Conner. He urged Board Members to be there and read the tentative agenda.

Chair Gossett stated the annual NSMHA Recovery Conference would be held on Wednesday, September 26<sup>th</sup> at McIntyre Hall in Mount Vernon and encourage everyone to attend.

**5. Reports from Board Members**

Janelle Sgrignoli announced that Snohomish County has hired a new Mental Health Coordinator; after review the County decided to promote from within Snohomish County and Susan Schoeld was selected.

## **6. Comments from the Public**

Mike Watson addressed the Board of Directors and thanked the Board for considering Lake Whatcom Center for the PACT Program. He attended the Whatcom NAMI meeting and they are thrilled about this. Very happy to have opportunity to have this program.

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

James Mead reported:

- The Advisory Board met on September 11, 2007, and approved the July & August minutes.
- Greg Long introduced Cindy Ainsley as the new NSMHA Quality Manager.
- Reports were received from:
  - County Coordinators
  - Executive Director
  - Advisory Board Finance Committee
  - Advisory Board Executive Committee
  - Quality Management Oversight Committee
  - Ombuds
- Chuck Benjamin reviewed the items coming before the Board of Directors for approval and the Advisory Board made a motion to approve all the items. The motion was seconded and approved.
- The individual county representatives gave their respective County Advisory Board reports.
- Margaret mentioned the Poster Contest will be officially kicked off at the Recovery and Resiliency Conference, September 26<sup>th</sup> and information will be sent out October 1<sup>st</sup>.
- Joan Lubbe commended the North Sound Mental Health Administration on all the work they have done in the region and especially the work done by Chuck Benjamin.

Mr. Mead was thanked for his report.

## **8. Report from the Executive/Personnel Committee -**

Chair Gossett announced that with Mike Shelton leaving the Chair position will be filled by John Dean or Ken Dahlstedt.

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

Gary Williams reported:

- The meeting was convened at 12:34, August 22, 2007.
- The July minutes were approved.
- Greg announced the hiring of Cindy Ainsley as the new Quality Manager for North Sound Mental Health Administration (NSMHA). He announced the new inpatient authorization process started August 1<sup>st</sup>.
- Sandy Whitcutt gave a policy subcommittee report.
- Diana Striplin gave the Exhibit N report.
- The committee reviewed the Charter and Clinical Redesign.
- Sandy advised the committee of the progress regarding Integrated Crisis Response System (ICRS) Committee policies.
- The Utilization Review report, Community Health Clinics Survey report and Medication Management Policies and Procedures were deferred.
- Charissa Fuller reviewed the ICRS NSMHA Training Module draft with the committee and suggestions were made for improvement.
- The meeting was adjourned at 2:30 and the next meeting will be re-scheduled due to the NSMHA Resiliency and Recovery

Mr. Williams was thanked for his report.

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

Janelle Sgrignoli reported:

- The Planning Committee met last week and is recommending \$1.1 million dollars from the Capital Reserve to be designated to improvements, upgrades, transition capacity issues, etc. Ms. Sgrignoli made a motion (**#07-126**) to accept the Planning Committee’s recommendation for use of Capital Funds, seconded by Mr. Sievers, all in favor, **motion carried**.

Ms. Sgrignoli was thanked for her report.

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

Chuck Benjamin reported on:

- Transition plans for providers are moving forward, have run into some minor glitches and budgetary restraints, but have been able to work through them all. Thanked the providers for all of their hard work and collaboration on this.
- Three agencies bid for a drop-in agency in Snohomish County, although Sunrise Services dropped out so they could start one in Skagit County. Compass Health and bridgeways decided to not work together on the drop in center so Compass Health will start it alone.
- PACT (Program for Assertive Community Treatment), reported on programs starting and staff being hired and trained.
- Stated Cindy Ainsley started on Monday as NSMHA’s new Quality Manager
- RSN Certification Audit by MHD on September 17 and 18
- The RFQ for Short-Term High Intensity Treatment services in Snohomish County will be re-let this month.
- Welcomed John Dean to the Board and stated

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- We do not have financial statements or bills to approve this month due to computer access issues with Skagit County and unhealthy accountants.
- We have completed the RFQ proposals and converted into budgets and contracts.
- Regarding the Capital Fund proposal, the \$88,000 remaining will be passed onto the APN per contract.

Mr. Whitlock was thanked for his report.

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

Kirke Sievers stated the committee met today, but due to staff illness did not have the monthly claims to process and this would be done next month.

## **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 #07-118**

To review and approve North Sound Mental Health Administration’s claims paid from August 1, 2007 through August 31, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of August

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).

**Motion #07-093**

To review and approve the NSMHA-Island-Jail Services Contract 07-08. The purpose of this contract is to ensure the coordination and provision of outpatient mental health services for those coming out of jail. The term of this contract is July 1, 2007 through June 30, 2008. Maximum consideration is for this contract is \$90,000.

**Motion #07-094**

To review and approve the NSMHA-San Juan-Jail Services Contract 07-09. The purpose of this contract is to ensure the coordination and provision of outpatient mental health services for those coming out of jail. The term of this contract is July 1, 2007 through June 30, 2009. Maximum consideration is for this contract is \$90,000.

**Motion #07-095**

To review and approve the NSMHA-Skagit-Jail Services Contract 07-09. The purpose of this contract is to ensure the coordination and provision of outpatient mental health services for those coming out of jail. The term of this contract is July 1 1, 2007 through June 30, 2009. Maximum consideration is for this contract is \$171,060.

**Motion #07-096**

To review and approve the NSMHA-Snohomish-Jail Services Contract 07-09. The purpose of this contract is to ensure the coordination and provision of outpatient mental health services for those coming out of jail. The term of this contract is October 1, 2007 through June 30, 2009. Maximum consideration is for this contract is \$720,940.

**Motion #07-097**

To review and approve the NSMHA-Whatcom-Jail Services Contract 07-09. The purpose of this contract is to ensure the coordination and provision of outpatient mental health services for those coming out of jail. The term of this contract is October 1, 2007 through June 30, 2009. Maximum consideration is for this contract is \$270,884.

**Motion #07-115**

To review and approve contract NSMHA-LAKE WHATCOM-PACT-07-09. The contract is for the provision of a half a PACT team in Whatcom County. This is a fidelity based program funded through state only funds. The term of this contract is September 13, 2007 to June 30, 2009. Funding for this program is from the Program for Alternative Living (PALS) savings. The distribution is as follows;

Start up funding	\$175,000
12 month funding	\$700,000
8 month funding	\$466,667

The maximum consideration for this contract \$1,341,667

Mr. Williams moved that motion 07-118 be removed from the Consent Agenda to be held until next month, seconded by Mr. Dean, all in favor, **motion carried (#07-127)**.

Mr. Williams moved approval of the Consent Agenda, seconded by Mr. Sievers, all in favor, Consent Agenda **passed unanimously**. (Motions **07-093, 07-094, 07-095, 07-096, 07-097, 07-115**).

## **15. Action Items**

### **Motion #07-098**

To review and approve NSMHA-COMPASS-DDD-07-09 effective 10/01/07 to 6/30/09. This contract is to improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. The term of this contract is October 1, 2007 to June 30, 2009. Maximum consideration for this contract shall not exceed \$628,346.

Mr. Williams moved approval, seconded by Ms. Sgrignoli, all in favor, **motion carried.**

### **Motion #07-099**

To review and approve contract NSMHA-COMPASS HEALTH-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by Compass and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$16,603,692.

### **Motion #07-100**

To review and approve contract NSMHA-COMPASS HEALTH-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by Compass and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding is for this contract is \$9,879,200.

### **Motion #07-101**

To review and approve contract NSMHA-bridgeways-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by bridgeways and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this \$690,730.

### **Motion #07-102**

To review and approve contract NSMHA-bridgeways-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by bridgeways and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding is for this contract is \$179,886.

### **Motion #07-103**

To review and approve contract NSMHA-SUNRISE SERVICES-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by Sunrise and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$882,438.

### **Motion #07-104**

To review and approve contract NSMHA-SUNRISE SERVICES-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by Sunrise and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding is for this contract is \$599,458.

**Motion #07-105**

To review and approve contract NSMHA-CATHOLIC COMMUNITY SERVICES-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid children and youth enrollees based on the transition plan mutually agreed upon by Catholic Community Services and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$2,297,876.

**Motion #07-106**

To review and approve contract NSMHA-CATHOLIC COMMUNITY SERVICES-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid children and youth population and for the provision of non-Medicaid covered mental health services Medicaid children and youth enrollees based on the transition plan mutually agreed upon by Catholic Community Services and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding is for this contract is \$213,665.

**Motion #07-107**

To review and approve contract NSMHA-SEA MAR-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by Sea Mar and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$644,133.

**Motion #07-108**

To review and approve contract NSMHA-SEA MAR-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by Sea Mar and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding is for this contract is \$135,824.

**Motion #07-109**

To review and approve contract NSMHA-INTERFAITH-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by Interfaith and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$226,533.

**Motion #07-110**

To review and approve contract NSMHA-INTERFAITH-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by Interfaith and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$59,343.

**Motion #07-111**

To review and approve contract NSMHA-LAKE WHATCOM-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by Lake Whatcom and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$626,711.

**Motion #07-112**

To review and approve contract NSMHA-LAKE WHATCOM-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by Lake



Whatcom and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$1,242,927.

**Motion #07-113**

To review and approve contract NSMHA-WHATCOM COUNSELING AND PSYCHIATRIC CLINIC (WCPC)-MEDICAID-07-09. The contract is for Medicaid covered mental health services to Medicaid enrollees based on the transition plan mutually agreed upon by WCPC and NMSHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$3,618,277.

**Motion #07-114**

To review and approve contract NSMHA- WHATCOM COUNSELING AND PSYCHIATRIC CLINIC (WCPC)-SMHC-07-09. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees based on the transition plan mutually agreed upon by WCPC and NSMHA. The term of the contract is October 1, 2007 to June 30, 2009. Estimated annual funding for this contract is \$1,926,573.

**Motions #07-099 thru #07-114** Chuck explained these are all the new provider contracts under the new system; similar to what we did 10 years ago, but better. Motion to approve by Mr. Williams, seconded by Ms. Sgrignoli, all in favor, **motion carried.**

**16. Introduction Items**

**Motion # 07-119**

To review for approval NSMHA-NAMI-FBG-06-07(1)AMENDMENT for the purpose of expending unspent FBG funds in the total amount of \$30,000 to provide a 4 month lease on the new drop in center facility in Skagit County. The maximum consideration for this contract is \$45,000.

**Motion # 07-120**

To review for approval for NSMHA-WCPC-FBG-07 for the purpose of expending unspent FBG funds in the total amount of \$15,000 to provide for the allowable purchase of appliances to improve the kitchen facility at the Rainbow Center. The maximum consideration for this contract is \$15,000.

**07-119 – 07-120** Chuck explained this is a re-allocation already approved by the state so the money can be expended, Mr. Sievers moved approval, seconded by Mr. Tobey, all in favor, **motion carried.**

**Motion #07-121**

To review for approval DSHS-NSMHA-PIHP-0769-26002-07-09 for the provision of Medicaid services to enrollees of the North Sound Region. This agreement takes effect October 1, 2007 through September 30, 2009. Following the end of the annual legislative session, MHD will offer an amendment with the proposed rates for the next Fiscal Year. There is no maximum consideration for this contract as the rates are based on per member per month amounts.

**Motion #07-122**

To review for approval DSHS-NSMHA-SMHC-0769-26028-07-09 for the provision of state funded services to citizens of the North Sound Region. This agreement takes effect October 1, 2007 through September 30, 2009. Following the end of the annual legislative session, MHD will offer an amendment with the proposed rates for the next Fiscal Year. The estimated funding for this contract is \$ 40,777,852.

Chuck provided an overview of 07-121 and 07-122, Ms. LaBrash moved approval, seconded by Mr. Williams, all in favor, **motion carried.**

**Motion #07-123**

To review and approve DSHS-NSMHA-DDD-07-09 for the provision of crisis prevention and stabilization services to developmentally disabled individuals in the North Sound Region. This agreement takes effect October 1, 2007 through June 30, 2009. The estimated funding for this contract is \$628,346.

**Motion #07-124**

For approval of NSMHA-WCPC-DDD-07-09. This contract is to improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. The term of this contract is October 1, 2007 to June 30, 2009. Maximum consideration shall not exceed \$628,346

Chuck provided explanations for 07-123 and 07-124, Mr. Williams moved approval, seconded by Ms. LaBrash, all in favor, **motion carried.**

**Motion #07-125**

To introduce for review DSHS-NSMHA-MHBG-07-08. This contract is for the provision of services under the Federal Block Grant funding, the term of this agreement is October 1, 2007 through September 30, 2008. The estimated maximum consideration for this contract is \$983,871.

Chuck provided an overview and Ms. LaBrash moved approval, seconded by Ms. Sgrignoli, all in favor, **motion carried.**

Mr. Williams noted state meeting in Burien on September 28<sup>th</sup> on Criminal Justice and Mental Health (GAINS work) is an important conference and will most likely lead to legislation.

**17. Adjourn**

With no further business the meeting was adjourned at 1:57 p.m.

NOTE: The next Board of Directors meeting will be held on FRIDAY, October 12, 2007, at 1:30 p.m. in the Wild Iris Conference Room in La Conner, Washington.