

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
November 8, 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 #07-139) 4-8
 - To review and approve the minutes of the October 12, 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
 - Recommendation on Children’s Short-term High Intensity Treatment
11. Report from the Executive Director – Chuck Benjamin, Executive Director
 - Proposed NSMHA 2008 Operating Budget Presentation
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

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| <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 #07-140

To review and approve North Sound Mental Health Administration’s claims paid from October 1, 2007 through October 31, 2007 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

Staff recommends moving Introduction Items **07-141, 07-142, 07-143, 07-144 and 07-145** to Action Items.

16. Introduction Items

Motion # 07-141

To introduce for review/approval of NSMHA-ISLAND-ADMIN-08 contract. The contract is for administrative services. The term of the contract is January 1, 2008 through December 31, 2008. Maximum consideration is \$60,288.

Motion # 07-142

To introduce for review/approval of NSMHA-SKAGIT-ADMIN-08 contract. The contract is for administrative services. The term of the contract is January 1, 2008 to December 31, 2008. Total consideration is \$64,805.

Motion # 07-143

To introduce for review/approval of NSMHA-WHATCOM-ADMIN-08 contract. The contract is for administrative services. The term of the contract is January 1, 2008 through December 31, 2008. Maximum consideration is \$73,982.

Motion # 07-144

To introduce for review/approval of NSMHA-SAN JUAN-ADMIN-08 contract. The contract is for administrative services. The term of the contract is January 1, 2008 through December 31, 2008. Maximum consideration is \$52,024.

Motion # 07-145

To introduce for review NSMHA-SKAGIT MEDIATION-08 contract. This is the Ombuds-QRT contract. The term of this contract is January 1, 2008 through December 31, 2008. Maximum consideration for this contract is \$144,581.

Motion # 07-146

To introduce for review NSMHA-VOA-SMHC-08-09 contract. The contract is for the provision of crisis line and inpatient certification services to the non-Medicaid population. The term of the contract is January 1, 2008 through June 30, 2009. Maximum consideration is unavailable at this time.

Motion # 07-147

To introduce for review NSMHA-VOA-MEDICAID-08-09 contract. The contract is for the provision of crisis line and inpatient certification services to Medicaid enrollees. The term of the contract is January 1, 2008 through June 30 2009. Maximum consideration is unavailable at this time.

Motion #07-148

To introduce for review the North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-MEDICAID-08-09 Contract. The term of the contract is January 1, 2008 through June 30, 2009. Estimated annual funding for this contract is unavailable at this time. Maximum consideration for this contract period is unavailable at this time.

Motion # 07-149

To introduce for review the North Sound Mental Health Administration NSMHA-SNOHOMISH COUNTY-SMHC-08-09 Contract. The contract is for the provision of Involuntary Treatment Act Crisis Services to all citizens of Snohomish County. The term of the contract is January 1, 2008 through June 30, 2009. Estimated annual funding is for this contract is unavailable at this time. Maximum consideration for this contract period is unavailable at this time.

Motion # 07-150

To introduce for review contract NSMHA-RAINTREE-08-09 for the purpose of the purchases of Concurrent User Licenses; Software Upgrades, Maintenance, and Technical and Staff Support; and ASP services. The term of this contract is January 1, 2008 through June 30, 2009. Maximum consideration for this contract is unknown at this time.

17. Adjourn

NOTE: The next Board of Directors meeting will be held on Thursday, December 13, 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
October 12, 2007
1:30 PM**

Minutes

Board Members Present:

Dave Gossett, Snohomish County Council, NSMHA Board of Directors Chair
Ken Dahlstedt, Skagit County Commissioner
Bob Myhr, San Juan County Council
Kirke Sievers, Snohomish County Council
John Dean, Island County Commissioner
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
James Mead, NSMHA Advisory Board Chair

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Annette Calder

Guests:

Brian Sullivan, Susan Schoeld, Andy Byrne

1. Call to Order; Introductions

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

2. Revisions to Agenda

Chair Gossett stated all introduction items 07-129 through 07-134 to Action Items.

3. Approval of Minutes

Chair Gossett asked if there were any changes or additions to the minutes; there were none. Mr. Sievers moved approval of the September 13, 2007 minutes, seconded by Mr. Myhr, all in favor, **motion carried (motion #07-128)**.

4. Comments & Announcements from the Chair

Chair Gossett thanked NSMHA staff and County Coordinators for planning the retreat we just concluded and felt it was very productive; stating he has heard very positive things from people who attended. Chair Gossett wanted staff and County Coordinators to know their efforts were appreciated.

5. Reports from Board Members

None

6. Comments from the Public

None

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

James Mead reported:

- The Advisory Board met on October 9, 2007, and approved the September minutes.
- The Advisory Board voted to move the November meeting to the 9th and it will be a site visit to Western State Hospital.
- 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.
- The Advisory Board approved the revised By-Laws.

Mr. Mead was thanked for his report.

8. Report from the Executive/Personnel Committee – Ken Dahlsted, Chair

Mr. Dahlstedt reported that a joint meeting of the Executive/Personnel Committee and the Finance Committee took place today to review the NSMHA 2008 Proposed Operating Budget.

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

Gary Williams reported:

- The meeting was convened at 12:35, October 4, 2007.
- The August minutes were approved.
- Cindy Ainsley provided an update on policies that have gone through the Quality Management Committee/Quality Management Oversight Committee Policy Subcommittee.
 - Policy 1519.00 – approved as written
 - Policy 1558.00 – approved as written
- Tom Yost gave an updated report on the Community Health Clinics Survey.
- Margaret Rojas presented Policy 1718.00 – Integrated Crisis Secure Detox Pilot and the committee approved the policy.
- Cindy Ainsley presented Revision 2 of the QMOC Charter and the committee approved and accepted Revision 2.
- Sandy gave the January-June 2007 Utilization Review Report.
- Charissa mentioned the Regional Training Plan (RTP) is being updated. The committee mentioned the 2006-07 plan was never approved and voted to retroactively approve the 2006-07 plan.
- Kurt Aemmer gave the 2007 first and second quarter Critical Incident report.
- Medication Management Policies and Procedures were deferred.
- Meeting adjourned at 2:18 and the next meeting will be October 24th.

Mr. Williams moved approval of the amended QMOC charter, seconded by Mr. Sievers, all in favor, **motion carried (#07-137)**.

10. Report from the Planning Committee

Janelle Sgrignoli reported the Planning Committee did not meet in October and will meet again in November.

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

Chuck Benjamin reported that he very much enjoyed the Board Summit and felt it was a good session with providers on Thursday afternoon. He feels if we keep the collaboration and communication going it should benefit all of us.

12. Report from the Finance Officer

Bill Whitlock reported:

- The revenues are in line with the budgets. However, the Federal Block Grants have a negative variance of \$273,632. The PACT (Program for Assertive Community Treatment) has a negative variance of \$157,085 and PATH (Projects for Assistance in Transition from Homelessness) has a negative variance of \$40,760. All of these are timing variances at this time. The PALS (Program for Assisted Living) was not part of the original budget. The Jail Service negative variance of \$3,117 is a permanent variance. The administrative expenditures are in line with current budget. The Agency/County/other service provider's expenditures have a budget variance of \$6,705,202. Most of the variance is due to inpatient expense from last year and the current year. We started the "pay as we go" inpatient system in September 2006. We did not receive any expenses until January 2007.
- The RSN has a few remaining fiscal issues to work on in the RFQ process. We need to determine what the right level of Medicaid and Non-Medicaid funding to be in the mental health services in a residential setting. We need to set a day support reimbursement rates. The regional CHAP rates need to be reviewed. We are working setting appropriate outreach reimbursement rates.
- The MHD fiscal auditors will be here the week of October 22, 2007 for their annual review.

Mr. Whitlock was thanked for his report.

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

Kirke Sievers reported:

The Finance Committee met today with the Executive/Personnel Committee and reviewed the NSMHA 2008 Proposed Operating Budget. The Finance Committee reviewed the claims and payroll for August and September and are recommending approval of all.

Mr. Sievers made a motion to designate the administration to look at the lease of the building and additional space, seconded by Mr. Dahlstedt, all in favor, **motion carried (# 07-138)**.

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 \$4,377,108.31. Payroll for the month of August in the amount of \$97,961.56 and associated employer paid benefits in the amount of \$38,693.38.

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 \$5,331,397.05. Payroll for the month of September in the amount of \$99,936.65 and associated employer paid benefits in the amount of \$39,627.01.

15. Action 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.

Mr. Sievers moved approval of motions **07-129, 07-130, 07-131, and 07-132**, seconded by Ms. Sgrignoli, all in favor, **motion carried**.

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.

Mr. Sievers moved approval of motion **07-133**, seconded by Mr. Dean, all in favor, **motion carried**.

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.

Mr. Myhr moved approval of motion **07-134**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

16. Introduction Items

Motion # 07-136

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

Mr. Benjamin stated the budget will be on the NSMHA website by Monday, October 15th. A presentation will be made by Chuck Benjamin at the November 8th Board of Directors meeting.

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.