

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
December 13, 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 #07-155)4-8**
 - **To review and approve the minutes of the November 8, 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 –**
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>

Motion #07-156

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

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 will be available at the Board meeting.**

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 will be available at the Board meeting.**

Motion #07-148

To review and approve 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 will be available at the Board meeting.**

Motion # 07-149

To review and approve 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 will be available at the Board meeting.**

Motion # 07-150

To review and approve 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 \$253,200.

Motion # 07-157

To approve the Recommended NSMHA 2008 Operating Budget.

16. Introduction Items

Motion #07-158

To introduce for review/approval NSMHA-HR BALANCE-PSC-08 for the provision of Human Resource Consultation. The term of this agreement is January 1, 2008 through December 31, 2008. Maximum consideration for the contract is \$10,000.

Motion #07-159

To introduce for review/approval NSMHA-REHABCO-PSC-08 for the provision of janitorial and cleaning services. The term of this agreement is January 1, 2008 through December 31, 2008. The maximum consideration for this agreement is \$6,588.

Motion #07-160

To introduce for review/approval of MHD-NSMHA-PIHP-07-09 AMENDMENT 1 for the provision of technical corrections and new "Termination of RSN Function" language impacting the RSNs. The effective date of this Amendment is January 1, 2008 through September 30, 2009. There is no increase or decrease to the fiscal provisions of this contract.

Motion #07-161

To introduce for review/approval of MHD-NSMHA-SMHC-07-09 AMENDMENT 1 for the provision of technical corrections and new "Termination of RSN Function" language impacting the RSNs. The effective date of this Amendment is January 1, 2008 through September 30, 2009. There is no increase or decrease to the fiscal provisions of this contract.

17. Adjourn

NOTE: The next Board of Directors meeting will be held on Thursday, January 10, 2008, 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
November 8, 2007
1:30 PM**

MINUTES

Board Members Present:

Kirke Sievers, Snohomish County Council member
Bob Myhr, San Juan County Council
Gary Williams, designated alternate for Whatcom County Council member, Ward Nelson
James Mead, NSMHA Advisory Board Chair
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
Maile Keli'ipio-Acoba, designated alternate for Skagit County Commissioner, Ken Dahlstedt

Staff Members Present:

Chuck Benjamin, Bill Whitlock, Annette Calder, Greg Long, Shari Downing

Guests:

Chuck Davis, Jenny Billings

1. Call to Order; Introductions

Kirke Sievers called the meeting to order at 1:30, and welcomed everyone. Introductions were made. Mr. Sievers stated this would be his last meeting as a member of this Board.

2. Revisions to Agenda

None

3. Approval of Minutes

Mr. Sievers asked if there were any changes or additions to the minutes; there were none. Ms. Sgrignoli moved approval of the October 12, 2007 minutes, seconded by Mr. Myhr, all in favor, **motion carried (#07-139)**.

4. Comments & Announcements from the Chair

None

5. Reports from Board Members

Bob Myhr stated on behalf of all members of the Board he was presenting a plaque to Mr. Sievers. Mr. Myhr read aloud: Kirke Sievers: With gratitude and appreciation for your service to the North Sound Regional Support Network. Your unwavering advocacy has helped us maintain our Vision of Hope and provide Paths to Recovery. Thanks to your inspiring efforts, persons with mental illness have benefited throughout our Region and throughout the State of Washington. Everyone applauded.

Mr. Myhr thanked Mr. Sievers for all his years of service to this Board and presented him with a glass engraved plaque and a University of Washington Huskies pennant. Chuck Benjamin noted the pennant was from Bill Whitlock. Bill noted the pennant was from the late 1940's or early 1950's. Mr. Sievers

thanked the Board and staff for the presentation discussed how things have changed in his time here; how it is not contentious anymore, noting that in the old days Board meetings would last 4 to 5 hours and would have in upwards of 100 people present. He stated there have been 5 or 6 Executive Directors of NSMHA during his time on the Board and that he feels the Board has made a good choice with Chuck as Executive Director; thanking him for his hard work.

Janelle Sgrignoli addressed the Board stating she has worked for and with Kirke for many years and is feeling two losses here today. One as his fellow Board member and secondly as her council member from her district in Snohomish County; and personally thanked him for all his efforts.

6. Comments from the Public

Chuck Davis presented the Fall 2007 Ombuds report. He distributed some statistics and made a very comprehensive PowerPoint presentation (all handouts attached to the file copy as part of the official record). Chuck Davis fielded questions throughout his presentation.

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

James Mead stated the NSMHA Advisory Board is holding their meeting tomorrow, November 9th and will be visiting Western State Hospital. Mr. Mead noted the Wellness Recovery Action Plans has received an additional \$30,000 in grants to continue training. Mr. Mead was thanked for his report.

8. Report from the Executive/Personnel Committee

The Executive/Personnel Committee did not meet this month.

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

Gary Williams reported:

- QMOC met on October and approved the previous meetings minutes.
- QMOC approved policy 1519 (Provider Enrollee Communications) as written.
- QMOC approved policy 1558 (Mental Health Specialist) as written.
- Chair Williams noted that he has to withdraw from the policy subcommittee, despite his belief in its value, due to time constraints.
- Tom Yost presented his findings on the Community Health Clinics, which originated out of a request from the QMOC to determine the relationships providers have with community health clinics.
- QMOC approved policy 1718 (Integrated Crisis Secure Detox Pilot) as written.
- Cindy Ainsley distributed two suggested revisions of the QMOC charter. QMOC approved Revision #2 charter, wherein more providers will attend, while the number of consumers and advocates will need to also increase to maintain the proper equilibrium of providing a venue for consumer voice at the QMOC meetings.
- Sandy Whitcutt presented a six-month report of all Utilization Reviews done from January-June 2007.
- Charissa Fuller reviewed the 2006-2007 Regional Training Plan plan and QMOC retroactively approved the 2006-2007 Training Plan.
- Kurt Aemmer went through the Critical Incident Review Committee report from the first and second quarter of 2007.
- Meeting adjourned at 2:18 p.m.

Mr. Williams was thanked for his report.

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

Janelle Sgrignoli reported:

The Planning Committee met on Friday, November 2, and received a presentation from LKI on the Children's Short-term High Intensity Treatment. Ms. Sgrignoli moved a recommendation to the Board to approve NSMHA entering into negotiations with LKI, seconded by Mr. Williams, all in favor, **motion carried (#07-151)**.

Ms. Sgrignoli was thanked for her report.

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

Chuck Benjamin made a comprehensive PowerPoint presentation on the Proposed NSMHA 2008 Operating Budget. Some questions and answers took place during the presentation. Mr. Sievers asked Mr. Benjamin to extend thanks on behalf of the Board of Directors to the division managers and staff as the Board knows how much hard work goes into preparing the Budget and staying within our funding constraints. Mr. Sievers thanked Mr. Benjamin for his presentation.

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

Bill Whitlock reported:

- The revenues are in line with the budgets. However, the Federal Block Grants have a negative variance of \$132,756. The PACT (Program for Assertive Community Treatment) has a negative variance of \$130,002 and PATH (Projects for Assistance in Transition from Homelessness) has a negative variance of \$71,101. All of these are timing variances at this time. The block grants have a timing variance and permanent variance of around \$60,000. The PALS (Program for Assisted Living) was not part of the original budget. The Jail Service negative variance of \$4,156 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 \$7,557,606. 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 calculate a day support reimbursement rate. The regional CHAP rates need to be reviewed. We are working setting appropriate outreach reimbursement rates.
- The MHD fiscal auditors were here last month for their annual review. We have not received final report. The auditors have identified some issues. They did recommend the Board of Directors pass a resolution to set up inpatient reserves for Medicaid and the State contract compliance. We will probably be switching to cash basis compliance reporting in order to keep up with all the changes made by the state last year.
- We are asking the Board to pass a budget amendment for nine million dollars. This will increase the State funds, Medicaid revenues and increase the Agency/County/ other services expense.

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 and approved all claims before the Board today. Mr. Sievers stated the Finance Committee had three motions to bring before the Board today:

Mr. Myhr moved **Motion #07-152** – To increase the State funds revenue by \$3,000,000, the Medicaid revenue by \$6,000,000, and the inpatient expenditures by \$9,000,000 in the NSMHA 2007 budget, seconded by Ms. Sgrignoli, all in favor, **motion carried**.

Mr. Myhr moved **Motion #07-153** - To set up inpatient reserves to comply with the Medicaid and State fund contracts. To allow the NSMHA staff to add increases from revenues and pay monthly inpatient expenses to the State; seconded by Mr. Williams, all in favor, **motion carried.**

Mr. Myhr moved **Motion #07-154** - approval to authorize the Executive Director to negotiate and additional 5 years to add to our lease and to include parking, seconded by Mr. Williams, all in favor, **motion carried.**

14. Consent Agenda

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 #07-140

To review and approve North Sound Mental Health Administration's claims paid from October 1, 2007 through October 31, 2007 in the amount of \$4,347,961.38. Payroll for the month of October in the amount of \$103,626.97 and associated employer paid benefits in the amount of \$41,127.70.

Ms. Sgrignoli moved approval of motion **07-140**, seconded by Mr. Myhr, all in favor, **motion carried.**

15. Action Items

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

Mr. Myhr moved approval of motions **07-141, 07-142, 07-143, 07-144 and 07-145**, seconded by Ms. Delahunt, all in favor, **motion carried**.

16. Introduction Items

Motion # 07-146

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Motion # 07-147

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Motion #07-148

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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

With no further business, Mr. Sievers adjourned the meeting at 2:16 p.m. with well wishes to NSMHA.

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.