

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
January 10, 2008
1:30 PM**

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Dahlstedt**
2. **Revisions to Agenda – Chair Dahlstedt**
 - **Staff request all Introduction Items be moved to Action Items**
3. **Approval of Minutes– Chair Dahlstedt (motion #08-001)3-8**
 - **To review and approve the minutes of the December 13, 2007**
4. **Comments & Announcements from the Chair**
 - **Poster and Poem Contest judging will be held today**
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 –**
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 – Ken Dahlstedt, 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 #08-002

To review and approve North Sound Mental Health Administration's claims paid from December 1, 2007 through December 31, 2007 in the amount of \$4,258,525.07. Payroll for the month of December in the amount of \$101,932.24 and associated employer paid benefits in the amount of \$39,701.46.

15. Action Items

Motion # 08-003

To introduce for review/approval DSHS-NSMHA-WRAP-08 for the purpose of WRAP trainings in the North Sound Region. This funding is through the Mental Health Transformation Grant Project. The term of this agreement is January 16, 2008 through September 30, 2008 for a maximum consideration of \$15,000.

Motion #08-004

To introduce for review/approval NSMHA-BROWN MD-PSC-08 for the purpose of Medical Director Consultation Services to NSMHA and VOA. The term of this agreement is February 1, 2008 through December 31, 2008 for a maximum consideration of \$35,000.

Motion #08-005

To introduce for review/approval NSMHA-MEAD-WRAP-PSC-08 for the purpose of WRAP trainings in the North Sound Region. The funding for this contract is through the Mental Health Transformation Grant Project. The term of this agreement is January 16, 2008 through September 30, 2008 for a maximum consideration of \$15,000.

16. Introduction Items

17. Adjourn

NOTE: The next Board of Directors meeting will be held on Thursday, February 14, 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
December 13, 2007
1:30 PM**

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council member; NSMHA Board of Directors Chair
Ken Dahlstedt, Skagit County Commissioner
Ward Nelson, Whatcom County Council member
John Dean, Island County Commissioner
Bob Myhr, San Juan County Council member
Sharie Freemantle, designated alternate for Snohomish County Council member, Kirke Sievers
Gary Williams, designated alternate for Whatcom County Executive, Pete Kremen
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
James Mead, NSMHA Advisory Board Chair

Staff Present:

Chuck Benjamin, Bill Whitlock, Annette Calder,

Guests:

Jenny Billings

1. Call to Order; Introductions – Chair Gossett

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

2. Revisions to Agenda – Chair Gossett

Chair Gossett stated the Introduction Items would be moved to Action Items at the request of NSMHA staff.

3. Approval of Minutes– Chair Gossett

Chair Gossett asked if there were any changes or additions to the minutes of the November 8, 2007; there were none. Motion to approve by Mr. Dean, seconded by Mr. Myhr, all in favor, motion carried. **(motion #07-155)**

4. Comments & Announcements from the Chair

Chair Gossett stated he hoped everyone has a great holiday season and appreciated everyone's hard work, knowing that all are busy now and will work hard to finish this meeting early.

5. Reports from Board Members

Chair Gossett asked if there were any reports from Board members; Dahlstedt looking forward to the new year of having Snohomish County follow the good stead to join the other counties in implementing the 1/10th of 1% sales tax for mental health.

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

James Mead reported:

- The Advisory Board had their annual holiday potluck prior to the regular meeting.
- The meeting was held December 4, 2007.
- The November minutes were approved as written.
- Reports given by:
 - County Coordinator – Anne Deacon
 - Presentation on the proposed 2008 NSMHA Budget – Chuck Benjamin
 - Finance Committee – Mary Good
 - Approved the expenditures to go to Board of Directors for approval
 - Approved the recommendations of the 2008 Advisory Board budget
 - Executive Director's – Chuck Benjamin
 - Approved the 2008 NSMHA proposed budget
 - Executive Committee – Charles Albertson
 - Nomination Committee was formed and recommendations for new officers
 - Recommendations for new officers presented to the full Advisory Board a
 - A motion was made to accept recommendations from the Nomination Committee, seconded and accepted. James Mead will serve another term as Chair and Andrew Davis will serve another term as Vice Chair.
 - Quality Management Oversight Committee – Mary Good
 - Ombuds Snapshot – Chuck Davis
 - Individual County Advisory Board reports.
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 3:12 and the next meeting will be January 8, 2008.

Mr. Mead was thanked for his report.

8. Report from the Executive/Personnel Committee -

Ken Dalhstedt stated the committee met today and discussed staff development, the RFQ transition, the Children's RFQ being released for the second time, and some general housekeeping issue.

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

Gary Williams reported:

- The meeting was convened at 12:35, November 28, 2007.
- The October 24th minutes were approved with corrections.
- Several announcements were made.
- Reports given:
 - Request for Qualifications (RFQ) Implementation
 - Policy Subcommittee
 - Consumer Representation – for QMOC committee
 - Contingency Planning – regarding fee for service model
- QMOC orientation binders will be updated.
- Floor was opened for discussion.
- Meeting was adjourned at 2:05 and the December meeting was canceled. Next meeting will be January 23, 2008.

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 7th,
- discussed the new outpatient system and letting consumers know of choices in providers;
- PACT program,
- grants available for Children's programs,
- consumer information and data collection costs for Jails Services program is exorbitant and discussions with Sound Data are taking place,

Ms. Sgrignoli was thanked for her report.

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

Chuck Benjamin reported:

- RFQ Transition is going well and wants to give a lot of credit to the providers for their collaboration in moving forward; provided examples of cooperation of providers in this process
- Data indicates there are more people in service with more hours of service being provided; seeing the benefits of the modified fee for service model. Data indicates that providers were accurate when saying the clinicians did have the productivity, although previous data didn't support this.
- Sound Data costs for Jail Services data collection
- Lot of work by NSMHA staff, providers, county staff and consumers that have assisted in getting us to where we are today, more consumer choice in three of our counties
- Thanked board for helping us move forward.

Mr. Benjamin was thanked for his report. John Dean thanked Chuck for working with Sound Data to help reduce costs for Island County's data collection.

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

Bill Whitlock reported:

- The revenues are in line with the budgets. However, the PATH (Projects for Assistance in Transition from Homelessness) has a negative variance of \$85,372. The Jail Services budget has a negative variance of \$5,194 that is a permanent variance. The following are timing variances at this point in time: DDD (Department of Developmental Disabilities) \$69,836, PACT (Program for Assertive Community Treatment) \$102,919. The PALS (Program for Assisted Living Skills) was not part of the original budget. The administrative expenditures are in line with the current budget. The Agency/County/other service provider's expenditures have a negative budget variance of \$499,524. We added the inpatient expenditure line in this month's budget as a separate line.
- The bottom line is \$18,732 under budget. This is a little to close to determine if we need to do a budget increase. If we need to do a budget adjustment we will come back to the Board in February or March of 2008.
- We are asking the Board to pass a budget for 2008 as presented in October.

Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee – Bob Myhr

Mr. Myhr said the finance committee met, reviewed the vouchers, payroll and renovations plans. He commented that this organization runs very well with much thanks to Bill for this complex work.

Mr. Myhr moved approval of **Motion #07-156** - Finance Committee moves approval of the addendum to the current office lease between Westcom Properties, Inc. and NSMHA. The addendum extends the current lease until January 31, 2015 and includes an additional 1,650 square feet as well as a deposit for renovations to the new space; seconded by Mr. Nelson, all in favor, **motion carried**.

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.

Mr. Nelson moved approval of the Consent Agenda, seconded by Ms. Sgrignoli, all in favor, **motion carried.**

Motion #07-157

To review and approve North Sound Mental Health Administration's claims paid from November 1, 2007 through November 30, 2007 in the amount of \$5,086,364.28. Payroll for the month of November in the amount of \$102,870.82 and associated employer paid benefits in the amount of \$40,835.57.

15. Action Items

Motion # 07-136

To approve the Recommended NSMHA 2008 Operating Budget.

Mr. Benjamin provided an overview, Mr. Nelson moved approval, seconded by Mr. Myhr, all in favor, **motion carried.**

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 for this contract is \$1,131,948.

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 for this contract is \$1,904,052.

Mr. Benjamin provided details for motions **07-146 and 07-147**, Mr. Nelson moved approval of motions **07-146 & 07-147**, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

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 is \$372,142.

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 is \$2,818,698.

Mr. Whitlock explained due to 18 month contract and unknown costs for 2009, there may be amendments later to these contracts.

Mr. Benjamin provided details for motions **07-148 and 07-149**, Mr. Nelson moved approval of motions **07-148 & 07-149**, seconded by Mr. Dean, all in favor, **motion carried**.

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.

Mr. Benjamin provided an explanation and Mr. Nelson moved approval of motion # **07-150**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

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.

Mr. Dean moved approval of motion **07-158**, seconded by Mr. Williams, all in favor, **motion carried**.

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.

Ms. Sgrignoli moved approval of motion #**07-159**, seconded by Mr. Williams, all in favor, **motion carried**.

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.

Mr. Benjamin provided an explanation of motions **07-160 & 07-161**. Mr. Nelson moved approval of **07-160 & 07-161**, seconded by Mr. Williams, all in favor, **motion carried**.

Motion #07-162

To review and approve the surplus of equipment listed below:

- HP Color Laser Jet printer #4550N, and
- Norstar Meridian Phone System plus 22 phones.

Mr. Nelson moved approval of motion **07-162**, seconded by Mr. Dahlstedt, all in favor, **motion carried**.

17. Adjourn

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

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.