

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
March 13, 2008
1:30 PM**

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Dahlstedt**
2. **Revisions to Agenda – Chair Dahlstedt**
3. **Approval of Minutes– Chair Dahlstedt (motion #08-018)3-8**
 - **To review and approve the minutes of the February 14, 2008**
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 – Dave Gossett, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**
10. **Report from the Planning Committee – Regina Delahunt, 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 – Ward Nelson, Chair**
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 #08-019

To review and approve North Sound Mental Health Administration’s claims paid from February 1, 2008 through February 29, 2008 in the amount of \$(will be available at the meeting). Payroll for the month of February 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 #08-013

To introduce for review NSMHA-L.K.I. SERVICES-MEDICAID-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract will be presented at the Board of Directors meeting.

Motion #08-014

To introduce for review NSMHA-L.K.I. SERVICES-STATE-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract will be presented at the Board of Directors meeting.

16. Introduction Items

Motion # 08-020

To introduce for review/approval NSMHA-JET COMPUTER SUPPORT-PSC-08 for the purpose of Information System Consultation and Analysis. The term of the contract is April 1, 2008 through December 31, 2008. The maximum consideration for the contract is \$49,000.

Motion #08-021

To introduce for review/approval MHD-NSMHA-WRAPAROUND-SMHC-07-09 for the provision of Wraparound services in Skagit County. The term of this agreement is April 1, 2008 through June 30, 2009. The maximum consideration for this contract is 325,270.

Motion #08-022

To introduce for review/approval NSMHA-SKAGIT COMMUNITY ACTION AGENCY-OMBUDS-08-09 for the purpose of regional Ombuds services. The contract is moving from Skagit County to Community Action for the remainder of its term, April 1, 2008 through June 30, 2009. The maximum consideration will be presented at the Board of Director's meeting.

17. Adjourn

NOTE: The next Board of Directors meeting will be held on Thursday, April 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
February 14, 2008
1:30 PM**

MINUTES

Board Members Present:

Ken Dahlstedt, Skagit County Commissioner, Chair of the NSMHA Board of Directors
Bob Myhr, San Juan County Council member
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
James Mead, NSMHA Advisory Board Chair
Andrew Davis, NSMHA Advisory Board Vice Chair
Anne Deacon, designated alternate for Snohomish County Executive, Aaron Reardon
Sharie Freemantle, designated alternate for Snohomish County Council member, Dave Gossett
Jackie Henderson, designated alternate for Island County Commissioner, John Dean
Gary Williams, designated alternate for Whatcom County Council member, Ward Nelson

Staff Present:

Chuck Benjamin, Bill Whitlock, Margaret Rojas, Annette Calder

Guests:

Andy Byrne, Marie Jubie, Russ Sapienza, Kay Burbridge, Sue Boyle, Beth Plush, Kristen Stout, Frank Campbell, Louise Keyser, David Stout, Linda Quigley, Daniel Hubbard

1. Call to Order; Introductions – Chair Dahlstedt

Ken Dahlstedt opened the meeting at 1:30 and welcomed those present; introductions were made.

2. Revisions to Agenda – Chair Dahlstedt

None

3. Approval of Minutes– Chair Dahlstedt

Chair Dahlstedt asked if there were any revision or additions to the minutes of January 10, 2008; there were none. Mr. Myhr moved approval, seconded by Mr. Williams, all in favor, **motion carried (08-009)**.

4. Comments & Announcements from the Chair

Chair Dahlstedt read some correspondence into the record:

- A thank you letter from Rainbow Center for the new appliances they have courtesy of the NSMHA Advisory Board.
- Letter of commendation for Janelle Sgrignoli and Certificate of Appreciation read into the record. A celebration for Janelle Sgrignoli announced to be held on March 6th at United Way in Everett.

Chair Dahlstedt stated committee assignments/membership lists would be handed out prior to the end of the meeting today.

5. Reports from Board Members

Regina Delahunt announced that Gary Williams will retire in May of this year. Gary noted this was a difficult decision but has decided to retire. Chair Dahlstedt congratulated Gary and Chuck stated that Gary will be missed.

Chair Dahlstedt presented the Poster and Poem Contest winners with certificates and gift cards.
NSMHA Poster and Poem Contest Winners:

In the poster category:

1st Prize went to Terry Ann Gallagher of Island County for her piece entitled Contrary to Common Belief.

2nd Prize went to Kristen Stout of Snohomish County for her piece entitled Who Were We?

Directors Award went to Frank Campbell of Island County for his piece entitled Treatment Tree.

In the poem category:

1st Prize went to Jeannette Anderson of Skagit County for her piece entitled Epitomy.

2nd Prize went to Daniel Hubbard of Snohomish County for his piece entitled The Watchers.

Directors Award went to Andrew Davis of Whatcom County for his piece entitled The Desert at Night

All winners made a brief statement about their piece and thanked NSMHA and the Board of Directors.

Bob Myhr noted that San Juan Council set up a special committee for researching the 1/10th of 1% tax in San Juan County. Commissioner Dahlstedt noted he thought that was great and said that Maile Keli-ipio of Skagit County would be a great resource if San Juan County wanted to talk to her.

6. Comments from the Public

None

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

James Mead reported:

- The meeting was held February 5, 2008
- The January minutes were approved as written.
- TerryAnn Gallagher requested input from members regarding her presentation on “co-ed lodging” at the community hospitals.
- The groundbreaking ceremony invitation for the new Milwaukee Apartments in Skagit County, February 13th was issued.
- Reports given by:
 - There was no County Coordinator present for a report
 - Executive Director – Chuck Benjamin
 - Chuck presented all members with Certificates of Appreciation for the past year’s service
 - Finance Committee – Mary Good
 - Approved the 2007 and beginning 2008 expenditures to go to Board of Directors for approval
 - Approved trip for Marie, Andrew and Russ to go testify before the legislature, February 13th.
 - Approved the sponsorship of 12 scholarships to the Tribal Conference.
 - Approved the securing of a bus and block of 20 rooms for the state Behavioral Health Conference, June 11-13.
 - Executive Committee – James Mead

- Nominations for the Planning Committee representatives were fulfilled and there is still a need for one representative for Quality Management Oversight Committee (QMOC)
 - Quality Management Oversight Committee – Mary Good
 - Ombuds Monthly Snapshot will continue to be available for review but Chuck Davis will only be present to give a quarterly report
 - Chuck Benjamin mentioned introductory items being brought before the Board of Directors, Thursday
 - Individual County Advisory Board reports.
 - TerryAnn gave a presentation regarding co-ed habitation in the community hospital mental health wards
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 2:40 and the next meeting will be March 4, 2008.

Mr. Mead was thanked for his report.

8. Report from the Executive/Personnel Committee – Dave Gossett, Chair

Bob Myhr reported the Executive/Personnel Committee did meet today and Chuck Benjamin will report.

Chuck Benjamin reported on the Request for Qualifications stating that NSMHA built in a lot of Childrens' Wraparound Services to include family voice and stakeholder involvement. He noted that NSMHA applied for the State grant and it was awarded to us. NSMHA also applied for a federal grant to accomplish the same thing. In the State Grant the focus was Skagit County and the federal Grant would be region-wide. With this there is an opportunity to have leadership training on Childrens' Wraparound Services building systems of care April 24-25 in Washington DC.

Mr. Myhr moved approval of out of state travel, seconded by Mr. Williams, all in favor, **motion carried (#08-015)**.

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

Gary Williams reported:

- The meeting was convened at 12:35, January 23, 2008.
- The November minutes were approved with corrections.
- Reports given:
 - Request for Qualifications (RFQ) Implementation
 - Policy Subcommittee
 - Integrated Crisis Response System (ICRS) Policies
 - Quality Management Work Plan – approved by the committee for forwarding to the NSMHA Advisory Board and Board of Directors for approval
 - Exhibit N
 - Consumer Representation Update (deferred due to time restraints)
 - Updates on Fidelity Programs (deferred)
- Floor was opened for discussion.
- Meeting was adjourned at 2:30 pm and the next meeting will be February 27, 2008.

Mr. Williams provided an overview of the Quality Management Plan noting that QMOC approved the plan at their last meeting. Mr. Williams moved approval of the NSMHA Quality Management Plan, seconded by Ms. Deacon, all in favor, **motion carried (08-016)**.

Mr. Williams was thanked for his report.

10. Report from the Planning Committee – Regina Delahunt, Chair

Regina Delahunt reported:

The Planning Committee met on February 1st, heard updates on the state and federal grants, updates on the PACT programs, children’s wraparound services, and the Dale Jarvis report. The Planning Committee passed a motion about crisis services and detention rates across our counties. A workgroup will be set up to review detention rates and whether this is good care or if the high detention rates are infringing on clients rights. County Coordinators will be included in this workgroup. The next Planning Committee meeting will start looking at Federal Block Grant funding.

Ms. Delahunt was thanked for her report.

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

Chuck Benjamin reported:

- Vision of Hope; have a lot to be thankful for and hopeful for especially around the providers coming together and working hard to make this system transition work.
- Recognition of the Advisory Board noting that all of their efforts are on their own time. If it wasn’t for the Advisory Board, we wouldn’t be as far along as we are on a lot of stuff.
- NSMHA staff for their hard work.
- Noted the County Coordinators are working hard.
- Two staff changes,
 - .5 FTE Tribal Liaison, Shannon Solar, already on staff as an Administrative Secretary and working with Shannon to draw clear lines between the two job functions
 - Accounting Tech – Darrell Heiner, previously employed by NSMHA and has returned to work here again
- System of transformation update and allocating unspent funding, next provider meeting on March 11th.
- PACT program in Snohomish County; some concerns and an audit is currently being conducted on this program.
- Fraud and Abuse Complaint regarding authorizations, financial conflict of interest, confidentiality. None of the allegations seem to have any merit from NSMHA’s investigation.
- Welcomed Cindy Hart and Anne Deacon in their alternate delegate roles on the Board of Directors.

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The Stillaguamish Tribe and Lake Whatcom Center audits have been conducted. Both audits were completed and there are no findings.

Mr. Whitlock was thanked for his report

13. Report from the Finance Committee – Ward Nelson, Chair

Mr. Williams reported the committee met and reviewed the monthly claims and payroll and are recommending approval of all.

14. Consent Agenda – Ken Dahlstedt, Chair

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Mr. Williams moved approval of the Consent Agenda, seconded by Ms. Henderson, all in favor, **motion carried (motion 08-010)**.

Motion #08-010

To review and approve North Sound Mental Health Administration's claims paid from January 1, 2008 through January 31, 2008 in the amount of \$4,496,348.12. Payroll for the month of January in the amount of \$111,326.90 and associated employer paid benefits in the amount of \$43,589.34.

15. Action Items

Chair Dahlstedt noted that motions **08-011** and **08-012** would be moved to Action Items.

Motion # 08-011

To introduce for review/approval NSMHA-RAINTREE-04-05 AMENDMENT 3 for the purpose of final payment for services through December 31, 2007. The consideration for this amendment is \$22,804 for a maximum consideration on this contract of \$331,134.

Mr. Williams moved approval, seconded by Mr. Myhr, all in favor, **motion carried (08-011)**.

Motion #08-012

To introduce for review/approval NSMHA-JARVIS-PSC-06-07(AMENDMENT 2) for the provision of consultation services through December 31, 2007. The consideration for this amendment is \$1,509.62 the maximum consideration on this agreement is \$46,509.62.

Mr. Myhr moved approval, seconded by Ms. Deacon, all in favor, **motion carried (08-012)**.

16. Introduction Items

Mr. Benjamin provided an overview of the introduction items. These items will be Action Items in March.

Motion #08-013

To introduce for review NSMHA-L.K.I. SERVICES-MEDICAID-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract is unknown at this time.

Motion #08-014

To introduce for review NSMHA-L.K.I. SERVICES-STATE-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract is unknown at this time.

Chair Dahlstedt asked if there was any other business. James Mead raised concerns about the Drop-In Center in Snohomish County. Mr. Mead made a motion requesting that the NSMHA Executive Director

set up an ad hoc committee to review this issue and potentially reduce their funding as they're not meeting capacity. Motion seconded by Mr. Williams and opened for discussion. Chuck noted that he has been in contact with Compass Health regarding this and has asked for a corrective action plan with timelines. Mr. Benjamin noted that he is also doing this with Compass Health regarding the Clubhouse as well.

Chuck Benjamin proposed a friendly amendment: that there be a follow up report at the March meeting of this Board. Friendly amendment accepted.

Motion to read: NSMHA Executive Director to set up an Executive Committee to review the Drop-In Center in Snohomish County to see if they are compliant with their contract and potentially reduce the funding if not in compliance. Findings from the Executive Committee are to be reported to this Board at the March 13th meeting.

Chair Dahlstedt called for the vote, all in favor, **motion carried. (#08-017).**

17. **Adjourn**

Thanked everyone for attending. The meeting was adjourned at 2:25 p.m.

NOTE: The next Board of Directors meeting will be held on Thursday, March 13, 2008, at 1:30 p.m. in the NSMHA Conference Room.