

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
May 8, 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 #08-034)3-8
 - To review and approve the minutes of the April 10, 2008
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from the Public
 - Ombuds Report – Chuck DavisTab 1
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
 - Federal Block Grant Status Report
12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 2
13. Report from the Finance Committee – Ward Nelson, Chair
14. Consent Agenda – Ken Dahlstedt, 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 #08-035

To review and approve North Sound Mental Health Administration's claims paid from April 1, 2008 through April 30, 2008 in the amount of \$4,779,106.96. Payroll for the month of April in the amount of \$114,813.76 and associated employer paid benefits in the amount of \$45,276.86.

15. Action Items

Motion #08-036

To review and approve NSMHA-SUNRISE SERVICES-COMMUNITY SUPPORT-SMHC-08-09 for the provision of individual intensive in-home community support. This agreement will provide services for two individuals needing intensive in-home support. The term of this agreement is May 12, 2008 through June 30, 2009. The estimated maximum consideration for this agreement is \$109,503.37.

Motion #08-037

To review and approve NSMHA-SUNRISE SERVICES-COMMUNITY SUPPORT-MEDICAID-08-09 for the provision of individual intensive in-home community support. This agreement will provide services for two individuals needing intensive in-home support. The term of this agreement is May 12, 2008 through June 30, 2009. The estimated maximum consideration for this agreement is \$116,369.91.

Motion #08-038

We move to pay up to \$7,500 for LKI's software licensing fees, programming and training to Sound Data. This IS hook up and licensing fees were not considered in the original RFQ. During the negotiations, NSMHA offered up to \$7,500 to assist in covering some of these expenses. Any additional costs will be the responsibility of LKI.

16. Introduction Items

None

17. Adjourn

NOTE: The Board of Directors will not meet in June. The next meeting will be held on Thursday, July 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
April 10, 2008
1:30 PM**

MINUTES

Board Members Present:

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

Staff Present:

Chuck Benjamin, Bill Whitlock, Tom Yost, Greg Long, Annette Calder

Guests:

Mike Manley

1. Call to Order; Introductions

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

2. Revisions to Agenda

None

3. Approval of Minutes

Chair Dahlstedt asked if there were any changes or revisions to the minutes of the March 13, 2008. Commissioner Dean moved approval; Ms. Delahunt seconded and suggested changing introduction items, #16, to read: Ms Delahunt moved to introduce the draft housing plan. Chair Dahlstedt called for the vote, all in favor, **motion carried (#08-025)**. The minutes were approved with the noted change.

4. Comments & Announcements from the Chair

Chair Dahlstedt announced the NSMHA Tribal Conference taking place on June 4th and 5th. Chair Dahlstedt stated this would be Gary's last meeting, noting it has been a pleasure working with him and wished him well in his retirement. Regina noted that there will be a retirement celebration and everyone will be invited once a date is selected.

5. Reports from Board Members

Chair Dahlstedt asked if there were reports from Board members. Gary Williams informed the Board of the review of the Whatcom County Triage Center that took place last week and provided an overview of the review. He noted the place for our consumers is not in jail.

6. Comments from the Public

Chair Dahlstedt asked if there were any comments from the public. Andrew Davis stated that he is working with an organization that is trying to pass House Resolution 676 to provide universal non profit healthcare for all. He stated the organization is showing the movie “Sicko” at the Mount Baker High School Library at 7:00 on April 18th; inviting all to attend.

7. Report from the Advisory Board

James Mead reported:

- The meeting was held April 1, 2008
- The March minutes were approved as written
- County Coordinator – Rebecca Clark
- Comments/Correspondence from the Chair – Chair Mead
- New Business – Chair Mead
- Reports given by:
 - Executive Director – Margaret Rojas on behalf of Chuck Benjamin
 - Finance Committee – Mary Good
 - Executive Committee – James Mead
 - Quality Management Oversight Committee – Mary Good
 - Ombuds/Quality Review Team Semi-annual Report – Chuck Davis
- Margaret Rojas acknowledged action items that had been brought before the Board of Directors, Thursday, March 13, 2008. She also made known action items that would go before the Board of Directors, Thursday, April 10, 2008.
- Individual County Advisory Board reports
- Additional comments from the public
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 3:15 pm and the next meeting will be May 6, 2008.
- James specifically addressed Comments from the Public in regard to the NSMHA Housing Plan presentation that the Advisory Board received.
 - Tom made a motion that the NSMHA Advisory Board enthusiastically supports the NSMHA initiative in developing a Housing Plan with stated goals and staffing support. However, given the conservatively stated scope of the growing need (currently, 917 homeless mentally ill folks in our region) and the recognized basic need for a stable residential setting as a pre-condition of recovery from Serious Mental Illness, we encourage the Governing Board and NSMHA leadership to increase the following specifically stated goals by a factor of 10 – to **700** new slots of supported housing services in the first 2 years, **250** additional slots each subsequent year for 3 years and **200** new mental health Adult Residential Treatment Facilities (ARTF) beds in the region. If we only plan to address the present need over the next 32 years (which the presented plan would suggest), we will not be sufficiently aggressive in our advocacy on behalf of those who depend on us taking up their cause, seconded and motion carried.

Mr. Mead noted that the motion above exceeds the requirements of the entire state and the funding requirements would exceed what NSMHA could afford. Chair Dahlstedt thanked Mr. Mead for his report.

8. Report from the Executive/Personnel Committee

Bob Myhr reported:

The Executive/Personnel Committee met today and discussed status of the provider transition and some personnel issues. Mr. Myhr stated the Executive/Personnel Committee is bringing forward a motion to

amend NSMHA Personnel Policy and Procedure 4.11.1 to add a sentence for domestic partner relationships to read: "For the purposes of this bereavement policy, recognized domestic partner relationships qualify for in-law status." To become effective May 1st. Motion by Mr. Myhr, seconded by Mr. Williams, and Chair Dahlstedt explained that when domestic partner benefits were recognized it wasn't until a staff member experienced a death of a family member that NSMHA realized we hadn't covered all of the NSMHA Policies & Procedures that are affected by this. Chair Dahlstedt called for the vote, all in favor, **motion carried (#08-032)**.

9. Report from the Quality Management Oversight Committee

Gary Williams reported:

- The meeting was held March 26, 2008.
- The February minutes were approved as written.
- Announcements
 - Triage and Jail Diversion presentation April 4th in Burien
 - Gary Williams retiring in May
 - Snohomish County Program for Assertive Treatment (PACT) under new leadership
 - External Quality Review Organization here October 20-24th
- Reports given at the meeting
- Floor was opened for discussion.
- The next meeting will be April 23, 2008

Mr. Williams was thanked for his report.

10. Report from the Planning Committee

Regina Delahunt stated the Planning Committee has not met since the last Board meeting and will meet again on April 18th. She stated that a presentation on NSMHA Housing Plan will be made by Tom Yost, NSMHA Planning Specialist.

Mr. Yost directed everyone to Tab 1 of the meeting packet and provided a comprehensive PowerPoint presentation to the group. Mr. Yost handed out a flyer announcing two workshops that NSMHA is sponsoring. Chair Dahlstedt stated he also serves on other boards like many others do, one of which is Community Action Board that works with people who are low income with special needs; such as housing. Chair Dahlstedt discussed the possibility of agencies working together and creating a road-map of how people go from being on the streets to getting housing so people to know where to turn. Chair Dahlstedt said he believes this is an area that NSMHA and Community Action could work together.

Gary Williams complimented Tom Yost and NSMHA staff for the hard work that went into this. He said the NSMHA plan incorporates some of the best practices, etc. Chuck Benjamin added that NSMHA has been discussing the housing plan with the County Coordinators for some time now and will move forward with discussions with counties on their efforts.

Mike Manley also complimented Mr. Yost and NSMHA staff on this plan. He referenced recommendation #6 referring to counties and specifically Snohomish County. Mr. Manley said the legal authority for leadership on projects such as this lies with the cities, stating the cities define and dictate the success and/or failure of projects such as this. Chair Dahlstedt agreed that the cities need to step up and be part of the solution. He also appreciated Mr. Yost bringing up the 1/10th of 1% tax could be used to help fund this.

Ms. Delahunt asked now where we are on this from sending it out for comment. Mr. Yost said we have received several interesting comments and they should be taken into consideration as we move forward

with this plan. One comment was about women who are single, pregnant and homeless. Mr. Yost said that is certainly a population to consider when moving forward.

Mr. Williams stated there is a dynamic between inpatient care, supervised living and community placement. If we release folks from the hospitals to greenhouse or Lake Whatcom Center, there is no where to release them. When this happens you see a change in the number of Section 8 vouchers. When there is enough housing things seem to move along just fine. When there is a lack of housing that is when things back up. Housing is a critical thread that runs through our whole service delivery system that impacts folks.

Mr. Yost was thanked for his report. Mr. Williams moved approval of the NSMHA Housing Plan, seconded by Ms. Delahunt, all in favor, motion carried (#08-033).

11. Report from the Executive Director

Chuck Benjamin reported:

- System Change from managed care to modified fee for service and we are now calling it Transformation. It is going well and that is due to the collaboration of providers and NSMHA. We are now in the midst of determining a methodology of how to distribute any unspent funds. Providers have until tomorrow, April 11 to provide feedback on the proposed methodology. More detail will be provided to the Board next month.
- Wraparound Systems of Care Grant, some action items on our agenda today. State is really playing this up and there will be a kick-off on April 21 in Olympia. Evaluators from University of Washington will be present and provide feedback to us.
- Program for Assertive Community Treatment (PACT) 100 in Snohomish County and 50 in Whatcom County. Whatcom doing good, experiencing some difficulties in Snohomish County, performed an audit, issued a corrective action and corrective action plan submitted. Lead of program replaced and moving forward in a good way.
- Moving forward on the IS RFQ: retained Jet Computer Systems and that started April 1st. NSMHA will continue to update the Board as this progresses and is hoping to bring a recommendation to this Board in October.
- Federal Block Grant Status Report: Good news is we are at 30% expenditure (should be at 42% at this time) although this is the best we have done in recent years. We continue to meet with the providers. Chuck has asked providers to go back and review their grant and determine if they will spend all of their allocated funding and let NSMHA know as soon as possible. He said if there is a contractor who cannot expend all of their funding then it could be allotted to a contractor that is spending all of their funding. Chuck said in the future, if a contractor applies for Federal Block Grant funding a review of their previous spending will be conducted to see how their expenditures went in the past.

Mr. Benjamin was thanked for his report.

12. Report from the Finance Officer

Bill Whitlock reported:

- The March revenues are in line with the budgets. However, the Federal Block Grant has a negative variance of \$68,467. This is a timing variance and should become positive some time out during the year. The RSN operating budget has some negative variances in Supplies, Small Tools, and Advertising. These are also timing variances.
- The Agency/County/other service provider's expenditures have a negative budget variance of \$1,646,433. Most of this should be accruals from 2007.
- We have completed our first fee for service adjustment. See the attached payment document information.

- Next month final financial statements for 2007 will be brought to the Board.

Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee

Gary Williams reported the Finance Committee met today, reviewed all claims, payroll and benefits before the Board today and recommend approval of all.

14. Consent Agenda – Ken Dahlstedt, 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 #08-026

To review and approve North Sound Mental Health Administration's claims paid from March 1, 2008 through March 31, 2008 in the amount of \$3,935,944.13. Payroll for the month of March in the amount of \$113,651.70 and associated employer paid benefits in the amount of \$45,984.03.

Mr. Williams moved approval of motion **08-026**, seconded by Mr. Myhr, all in favor, **motion carried (08-026)**.

15. Action Items

Motion #08-027

To approve NSMHA-CCSNW-SMHC-07-09 AMENDMENT 2 for the provision of Children's Wraparound Services in Skagit County. The term of this amendment shall be April 1, 2008 through June 30, 2009. Funding for this amendment is blended with NSMHA state funding, Children's Administration and Skagit County funding. Funding for fiscal year 2008 is \$55,211 and funding for fiscal year 2009 is \$336,931 for a maximum consideration for this amendment of \$392,142.

Mr. Benjamin recommended combining motions **08-027** and **08-028** as they are for the same program.

Motion #08-028

To approve SKAGIT COUNTY-NSMHA-WRAPAROUND-08 for the provision of Children's Wraparound Services in Skagit County. The term of this amendment shall be April 1, 2008 through December 31, 2008. Maximum funding for fiscal year 2008 is \$25,000.

Mr. Myhr moved approval of motions **08-027 & 08-028**, seconded by Mr. Dean, all in favor, **motions carried**.

Motion #08-029

To approve SNOHOMISH COUNTY-NSMHA-MEMORANDUM OF UNDERSTANDING (MOU) for the provision of a Children's Crisis Team in Snohomish County. The term of this MOU is May 1, 2008 through June 30, 2009. Maximum consideration for this Agreement (MOU) is \$125,000.

Mr. Benjamin recommended combining motions **08-029 & 08-030** as they are for the same program.

Motion #08-030

To approve DSHS-DCFS-NSMHA-08-09 for the provision of a Children's Crisis Team in Snohomish County. The term of this Agreement is April 10, 2008 through June 30, 2009. The maximum consideration for this Agreement is \$606,662.

Mr. Dean moved approval of motions **08-029 & 08-030**, seconded by Ms. Delahunt, all in favor, **motions carried.**

16. Introduction Items

Motion #08-031

To approve DSHS-DCFS-NSMHA-WRAPAROUND-08-09 for the provision of Children's Wraparound Services in Skagit County. The term of this amendment shall be April 1, 2008 through December 31, 2008. Maximum funding for this Agreement is \$50,000.

Mr. Benjamin discussed the legislative session for the State and going into session they said no new money; don't ask for money. However, they did put new money into the system for non=Medicaid services and NSMHA's portion will be approximately \$1.2 million and we'll start working with the committees to see where to allocate that new funding.

17. Adjourn

Mr. Myhr made a motion to adjourn, seconded by Ms. Delahunt, all in favor, motion carried. Chair Dahlstedt adjourned the meeting at 2:47 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting will be held on Thursday, May 8, 2008, at 1:30 p.m. in the NSMHA Conference Room.