

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

AGENDA

Page #/Tab

1. Call to Order; Introductions – Chair Dahlstedt
2. Executive Session to discuss potential litigation – Chair Dahlstedt
3. Revisions to Agenda – Chair Dahlstedt
4. Approval of Minutes– Chair Dahlstedt (motion #08-055)3-11
 - To review and approve the minutes of the May 8, 2008
 - To review and approve the minutes of the Special Meeting held June 12, 2008
5. Comments & Announcements from the Chair
6. Reports from Board Members
7. Comments from the Public
8. Report from the Advisory Board – James Mead, Chair
9. Report from the Executive/Personnel Committee – Dave Gossett, Chair
10. Report from the Quality Management Oversight Committee – Anne Deacon, Chair
11. Report from the Planning Committee – Regina Delahunt, ChairTab 1
 - Recommendation on allocation of new State Funds
 - Introduction of Federal Block Grant funding recommendations
12. Report from the Executive Director – Chuck Benjamin, Executive Director
13. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 2
14. Report from the Finance Committee – Ward Nelson, Chair
15. 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 #08-056

To review and approve North Sound Mental Health Administration's claims paid from May 1, 2008 through May 31, 2008 in the amount of \$6,927,945.20. Payroll for the month of May in the amount of \$114,927.96 and associated employer paid benefits in the amount of \$45,131.94.

Motion #08-057

To review and approve North Sound Mental Health Administration's claims paid from June 1, 2008 through June 30, 2008 in the amount of \$4,431,914.66. Payroll for the month of June in the amount of \$111,124.38 and associated employer paid benefits in the amount of \$45,131.94.

16. Action Items

Motion #08-058

To approve NSMHA-T.R.I.P.-SMHC-WRAPAROUND-08-09 for the provision of parent partner administrative functions for the Skagit County Wraparound Pilot Program. The term of this Agreement is July 10, 2008 through June 30, 2009 for a maximum consideration of \$40,000.

17. Introduction Items

None

18. Adjourn

NOTE: The next meeting will be held on Thursday, August 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
May 8, 2008
1:30 PM**

MINUTES

Board Members Present:

Ken Dahlstedt, Skagit County Commissioner, NSMHA Board of Directors Chair
Ward Nelson, Whatcom County Council member
Bob Myhr, San Juan County Council member
Jackie Henderson, designated alternate for Island County Commissioner, John Dean
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

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Michael White, Sean Powell, Shannon Solar, Annette Calder

Guests:

Chuck Davis, Gary Williams, Maile Keli'ipio-Acoba, Andy Byrne

1. Call to Order; Introductions – Chair Dahlstedt

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

2. Revisions to Agenda – Chair Dahlstedt

Chair Dahlstedt asked if there were any revisions to the agenda. Chuck Benjamin stated and Executive Session will be held on potential litigation and should take about 15 minutes at the end of the meeting.

3. Approval of Minutes– Chair Dahlstedt

Chair Dahlstedt asked if there were any changes or revisions to the minutes of the April 10, 2008; there were none. Motion to approve by Mr. Myhr, seconded by Mr. Nelson, all in favor, **motion carried (#08-034)**.

4. Comments & Announcements from the Chair

Chuck Benjamin asked Gary Williams to approach the table. Chair Dahlstedt presented Gary with an engraved plaque and read it into the record. “Gary Williams, thank you for being a strong, progressive, hardworking, caring and effective advocate for people with mental illnesses for 40 years. Thanks to your inspiring efforts, persons with mental illness have benefited in Whatcom County, the North Sound Region and throughout the State of Washington. Presented May 8, 2008, with our gratitude and appreciation for all you have done.” Applause and standing ovation for Gary followed.

Chuck Benjamin presented the picture board created by staff to Gary. Gary recounted his experiences as staff and county coordinator in relation to NSMHA over the 17 year existence of the RSN. Gary thanked everyone. Regina announced a retirement party for Gary will be held on June 17th in Bellingham; invitations will be sent out.

5. Reports from Board Members

Chuck Benjamin stated the annual NSMHA Tribal Conference would be held on June 4 & 5, 2008 at the Skagit Resort. Mr. Myhr stated he attended last year and it was a wonderful event. Mr. Myhr also stated San Juan County is working on 1/10 of 1% sales tax. Chair Dahlstedt asked if Snohomish County and Whatcom County were looking at it as well and it was noted that they are.

6. Comments from the Public

Chuck Davis, Ombuds, directed the group to Tab 1 of the meeting packet and provided a comprehensive PowerPoint Presentation on the Ombuds Report for Spring 2008. Questions and answers took place throughout the presentation. Mr. Davis was thanked for his report.

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

James Mead reported:

- The meeting was held May 6, 2008
- The April minutes were approved as amended
- County Coordinator report provided by Gary Williams
- Comments received from the Public
- Reports given by:
 - Executive Director –Chuck Benjamin
 - Finance Committee – Mary Good
 - Executive Committee – James Mead
 - Quality Management Oversight Committee – Mary Good
 - Ombuds Snapshot – Chuck Davis
- Individual County Advisory Board reports were received
- Additional comments from the public
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 3:15 pm. The Advisory Board voted to cancel the regular June meeting and try to arrange a visit to the Skagit County Mental Health Court. The next meeting will be July 1, 2008.

Mr. Mead was thanked for his report.

James Mead added 1/10th of 1% in Snohomish County and stated he attended the Snohomish County Council meeting yesterday and was asked to testify before the council on the 1/10th of 1%. After the testimony Council member Dave Gossett asked the council to form a commission for Snohomish county Council oto work on the 1/10th of 1% and asked that Janelle Sgrignoli to lead the commission and also asked for James Mead to work on that commission. Chair Dahlstedt said it has been two years since Skagit County implemented the tax and said it has really been a huge success in Skagit County and is meeting a lot of needs. He said that he has not heard even one complaint from citizens about the tax. He said he knows in each county it is different and that he gives each county a hard time about that, but it has proven very beneficial in Skagit County.

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

Commissioner Dahlstedt stated the committee met but had nothing to report.

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

Anne Deacon reported:

- The meeting was held April 23, 2008.
- The March minutes were approved as written.

- New Snohomish County Program for Assertive Community Treatment (PACT) team leader was introduced.
- The Mental Health Division will audit North Sound Mental Health Administration June 23-26.
- External Quality Review Organization here October 20-24th.
- Skagit Wraparound Pilot began April 1st with ramp up process.
- Snohomish County Short-Term High Intensity Services will begin May 1st.
- Jet Computer consultants will conduct stakeholder meeting in late May.
- Ombuds has moved to new location.
- Housing training will be held April 30th.
- A walk through was done on the QMOC orientation binders.
- A “thank you” and acknowledgement of Gary Williams’ service was conducted.
- Andrew Davis will be a new member from Whatcom County Advisory Board.
- Floor was opened for discussion.
- The next meeting will be May 28, 2008.

Ms. Deacon was thanked for her report.

Ward Nelson moved approval of consolidating QMOC and QMC, seconded by Bob Myhr, all in favor, motion carried (#08-039).

Mr. Nelson moved to nominate Anne Deacon as Chair of QMOC, seconded by Ms. Henderson, all in favor, motion carried (#08-040). Chuck Benjamin said we do need to appoint another board member to QMOC.

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

Regina Delahunt reported:

- Met on April 18 and discussed FBG funds and the next round of applications to the state. NSMHA submitting a similar plan to the state as we did last year. After we find out how much money is available to us from the state we will let an RFQ to apply for the funds.
- Reviewed the current FBG contract expenditures and stated that as usual our contractors are not spending the money as quickly as it should be. The Planning Committee passed a motion to send a letter to all FBG recipients about the status of their contracts by June 1st for the Planning Committee to review and reallocate as necessary. Also that the letter would state the inability to spend the money will be taken into consideration at the next round of applications.
- Discussed the new 1.2 Million of state only funds that will come to NSMHA.
- Access to Crisis services and single point of entry. An ad hoc committee was formed to review this.

Ms. Delahunt was thanked for her report.

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

Chuck Benjamin reported:

- Short term high intensity in Snohomish County just started and we’ll have to provide some assistance as this is a new provider.
- Wraparound in Skagit County; trainings will take place in May and June.
- Construction proceeding with minor modifications needed.
- Snohomish County PACT team; some changes made and going very well. New team leader hired and things are progressing nicely.
- PACT in Whatcom County is doing very well.

- Tribal Conference June 4 & 5, 2008 at the Skagit Resort.

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The April revenues are in line with the budgets. However, the Federal Block Grant has a negative variance of \$21,793. This is a timing variance and should become positive some time out during the year. The RSN operating budget has some negative variances in Advertising in the amount of \$2,806; these are also timing variances.
- The Agency/County/Other Service Provider's expenditures have a negative budget variance of \$2,464,980. Most of this should be accruals from 2007.
- We are in the process of adjusting our second fee for service adjustment. See the attached payment document information.
- Interfaith passed their first audit.
- We have a budget transfer for the 2007 year end.

Mr. Whitlock was thanked for his report.

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

Mr. Nelson said the Finance Committee met today, reviewed all claims and expenditures, discussed the change to the construction budget. Mr. Whitlock said that the change in the construction budget would come out of the 2008 capital budget.

Discussion took place on the ITA (Involuntary Treatment Act) fees and the exorbitant costs.

Mr. Nelson made a motion (#08-041) to increase appropriations in the amount of \$2,800,000. Increase use of fund balance \$2,800,000. Increase Agency/County and other service expense by \$2,400,000. Increase Inpatient payment expense by \$400,000. Please transfer \$65,000 from salaries to machinery and equipment. Seconded by Ms. Deacon, all in favor, **motion carried.**

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 #08-035

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.

Mr. Nelson moved approval of motion **08-035**, seconded by Ms. Deacon, all in favor, **motion carried.**

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.

Chuck Benjamin asked to move **08-036** and **08-037** be moved together and provided an explanation. Mr. Nelson moved both, seconded by Ms. Henderson, and opened for discussion.

Anne Deacon asked what kind of clinical expertise we have brought to the table in coming to this decision. Greg Long said we consulted with NSMHA's medical director as well as the medical director at Western State Hospital and feel this is a good move. Mr. Long said this is similar to what DDD has done with their intensive community support program and both people this affects is the best option for them, and that they do not need to be in an inpatient setting.

Anne thanked Greg for his explanation and said that she has nothing better to offer and believes we should support this. James Mead asked if the staff working with the individuals are trained in working with people who self harm. Greg stated that Compass Health will work with Sunrise Services as well in serving these clients. Sunrise Services has done similar work with DDD clients.

Mr. Nelson had several questions and both Anne Deacon and Greg Long addressed them. NSMHA feels this is a reasonable approach for dealing with these clients, they will be monitored closely and this is the best option we have for treating them at this time as Western State Hospital is discharging them as they continue to harm themselves while hospitalized.

Chair called for the vote, 4 in favor, 1 opposed, 1 abstention, **motion carried (08-036 and 08-037)**.

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.

Chair called for the vote, 4 in favor, 1 opposed, 1 abstention, **motion carried (08-036 and 08-037)**.

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.

Chuck Benjamin and Bill Whitlock provided explanation for this motion. Mr. Nelson moved **08-038**, seconded by Ms. Deacon, all in favor, **motion carried**.

16. Introduction Items

None

17. Executive Session

Chair Dahlstedt announced the Board of Directors would go into Executive Session for approximately 10 minutes to review historical context regarding payments to the Skagit County Prosecuting Attorney for Involuntary Treatment Act hearings. Executive Session began at 3:00; the Board reconvened at 3:10.

Mr. Nelson made a motion to allow Chuck Benjamin to do review of historical perspective and prospective and legal fees related to involuntary detentions to be brought back to the Board in July, seconded by Mr. Myhr, all in favor, **motion carried (#08-042)**.

18. Adjourn

The meeting was adjourned at 3:12 p.m.

Respectfully submitted,

Annette Calder
Executive Assistant

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
June 18, 2008
11:30 AM**

SPECIAL MEETING MINUTES

Present:

Ken Dahlstedt, Skagit County Commissioner, NSMHA Chair of the Board
Chuck Benjamin, NSMHA Executive Director
Annette Calder, NSMHA Executive Assistant

Via Telephone:

Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
John Dean, Island County Commissioner
Barbara LaBrash, designated alternate for San Juan County Council Member, Bob Myhr
Dave Gossett, Snohomish County Council Member
Ward Nelson, Whatcom County Council Member

1. Call to Order; Introductions – Chair Dahlstedt

Chair Dahlstedt called the meeting to order at 11:35 a.m. and stated the purpose of this Special Meeting of the Board of Directors is to approve amended PIHP (Prepaid Inpatient Health Plan) and SMHC (State Mental Health Contract) contracts from the Mental Health Division, approve the Skagit County Community Action Agency contract for Ombuds Services, and approve the amendment of nine (9) Federal Block Grant contracts. The Board will also have an Executive Session to discuss potential litigation.

2. Action Items

Motion #08-043

To approve the MHD-NSMHA-PIHP-07-09 AMENDMENT 2 for the provision of Medicaid services in the North Sound Region. This Amendment provides for new legislative initiatives and requirements along with updated State Plan Rates, b-3 Waiver rates and WMIP rates.

Motion #08-044

To approve the MHD-NSMHA-SMHC-07-09 AMENDMENT 2 for the provision of state funded services in the North Sound Region. This Amendment provides for new legislative initiatives and requirements and additional state funding. The increase in state funding is \$1,322,700 for a total maximum on this Agreement of \$42,100,522.

Chuck Benjamin provided an explanation of motions 08-043 and 08-044. Mr. Gossett moved approval of **08-043** and **08-044**, seconded by Mr. Nelson, all in favor, **motion carried**.

Motion #08-045

To amend the start date and maximum funding of the NSMHA-SCCAA-OMBUDS-07-09 Agreement to allow for costs incurred by the Skagit County Community Action Agency in the month of March, 2008. The requested amended start date is March 16, 2008 and the requested additional costs incurred are \$2,357, for a maximum consideration on this Agreement of \$187,267.

Chuck provided an overview of 08-045. Mr. Nelson moved approval of motion **08-045**, seconded by Mr. Gossett, all in favor, **motion carried**.

Chuck provided explanations for motions **08-046** and **08-047**. Mr. Nelson suggested moving the motions in order of funding reduction and then funding increase; all agreed.

Motion #08-047

Approve NSMHA-COMPASS SNOHOMISH-FBG-07-08 AMENDMENT 4 for a reduction in funding of \$23,000 to be transferred to Compass Health North for adult and older adult hospital diversion services. The reduction amount under this amendment is \$23,000, for a reduced total maximum on this Agreement of \$131,035.

Mr. Nelson moved approval of **08-047**, seconded by Ms. LaBrash, all in favor, **motion carried**.

Motion #08-046

Approve NSMHA-COMPASS SKAGIT-FBG-07-08 AMENDMENT 2 for the additional funding of \$23,000 to be used for adult and older adult hospital diversion services. The amount provided under this amendment is \$23,000, for a total maximum on this Agreement of \$97,000.

Ms. Delahunt moved approval of motion **08-046**, seconded by Mr. Nelson, all in favor, **motion carried**.

Motion #08-048

Approve NSMHA-NW YOUTH SERVICES-FBG-07-08 AMENDMENT 1 for a reduction in funding of \$10,000 to transfer to a Federal Block Grant needing additional funds to continue providing services through September 30, 2008. The reduction amount under this amendment is \$10,000, for a reduced total maximum on this Agreement of \$26,640.

Motion #08-049

Approve NSMHA-STILLIGUAMISH-FBG-07-08 AMENDMENT 1 for a reduction in funding of \$18,000 to transfer to a Federal Block Grant needing additional funds to continue providing services through September 30, 2008. The reduction amount under this amendment is \$18,000, for a reduced total maximum on this Agreement of \$17,000.

Chuck Benjamin provided an explanation for the contract reductions in motions 08-048 and 08-049. Mr. Nelson moved approval of **08-048** and **08-049**, seconded by Mr. Dean, all in favor, **motion carried**.

Chuck Benjamin provided explanations for the funding shifts in motions **08-050** through **08-054**, explaining that this is just shifting funds amongst programs to ensure that we expend all funding allocated within the contract timelines.

Motion #08-050

Approve NSMHA-CCSNW-FBG-07-08 AMENDMENT 1 for the additional funding of \$4,760 to be used to continue providing outreach services in east Skagit County. The amount provided under this amendment is \$4,760 for a total maximum on this Agreement of \$22,760.

Motion #08-051

Approve NSMHA-HOPE OPTIONS-FBG-07-08 AMENDMENT 2 for the additional funding of \$1,200 to be used to purchase a laptop computer for use in this program. The amount provided under this amendment is \$1,200 for a total maximum on this Agreement of \$34,200.

Motion #08-052

Approve NSMHA-CURRY-PSC-08 AMENDMENT 1 for the additional funding of \$2,000 to be used to for additional consultation and training on eating disorders. The amount provided under this amendment is \$2,000 for a total maximum on this Agreement of \$7,000.

Motion #08-053

Approve NSMHA-SUN COMMUNITY SERVICES-FBG-07-08 AMENDMENT 1 for the additional funding of \$9,500 to be used for the continuation of housing and case management support services in Whatcom County through September 30, 2008. The amount provided under this amendment is \$9,500 for a total maximum on this Agreement of \$57,500.

Motion #08-054

Approve NSMHA-T.R.I.P.-FBG-07-08 AMENDMENT 1 for the additional funding of \$10,540 to be used to continue providing parent support and partnering. The amount provided under this amendment is \$10,540 for a total maximum on this Agreement of \$48,411.

Mr. Nelson moved approval of increased funding for motions **08-050, 08-051, 08-052, 08-053** and **08-054** as presented, seconded by Mr. Gossett, all in favor, **motion carried.**

3. Introduction Items

None

4. Executive Session

Chair Dahlstedt stated the Board would go into Executive Session to discuss potential litigation and would resume the meeting in approximately 15 minutes. Executive Session began at 11:44 a.m.

The meeting resumed at 11:58 a.m. and Chair Dahlstedt stated that the Board of Directors authorizes the Executive Director follow up with the issue related to potential litigation, contact the appropriate parties and bring an assessment to the July 10, 2008 Board meeting for the Board of Director to review and recommend further action.

5. Adjourn

The meeting was adjourned at 12:00.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next meeting will be held on Thursday, July 10, 2008, at 1:30 p.m. in the NSMHA Conference Room.