

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
September 11, 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 #08-089) .....3-9**
  - **To review and approve the minutes of August 14, 2008**
4. **Comments & Announcements from the Chair**
  - **Feedback regarding motion #08-059 in regards to the Skagit Prosecuting Attorney’s request**
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 – Cindy Ainsley, Quality Manager**
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>
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**Motion #08-090**

To review and approve North Sound Mental Health Administration’s claims paid from July 1, 2008 through July 31, 2008 in the amount of \$4,900,283.51. Payroll for the month of July in the amount of \$109,906.32 and associated employer paid benefits in the amount of \$45,903.74.

## **15. Action Items**

### **Motion #08-091**

To approve DSHS-MHD-NSMHA-MHBG-08-09 for the provision of Federal Block Grant services throughout the region. The term of this Agreement is October 1, 2008 through September 30, 2009 for a maximum consideration of \$980,670.

### **Motion #08-092**

To approve NSMHA offering to its employees the option to participate in the Deferred Compensation Program offered by the Washington State Department of Retirement Systems. There is no cost to NSMHA to participate in or offer this program.

## **16. Introduction Items**

None

## **17. Adjourn**

NOTE: The next meeting will be held on Thursday, October 9, 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  
August 14, 2008  
1:30 PM**

**MINUTES**

**Board Members Present:**

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

**Staff Present:**

Chuck Benjamin, Bill Whitlock, Greg Long, Cindy Ainsley, Annette Calder

**Guests:**

Andy Byrne, Sue Boyle

**1. Call to Order; Introductions – Chair Dahlstedt**

Dahlstedt called the meeting to order and welcomed everyone; introductions were made.

**2. Revisions to Agenda – Chair Dahlstedt**

None

**3. Approval of Minutes– Chair Dahlstedt**

Mr. Gossett moved approval of the minutes of July 10, 2008, seconded by Mr. Dean, all in favor, **motion carried (#08-063).**

**4. Comments & Announcements from the Chair**

None

**5. Reports from Board Members**

None

**6. Comments from the Public**

Sue Boyle, member of NAMI Skagit, however not speaking on behalf of NAMI Skagit today, she is here to congratulate Whatcom County on passing the 1/10<sup>th</sup> of 1% tax and following the lead of Island and Skagit Counties. Ms. Boyle stated that she was dismayed to learn that a Whatcom County Council member, who is also a member of the NSMHA Board of Directors, voted against the 1/10<sup>th</sup> of 1%. Ms. Boyle stated this individual should know the good this money would do and thought that he of all people would know the need for this funding. Ms. Boyle stated that if he had educated himself on how other counties are using this money he would have understood the importance of passing this funding. She stated if he had talked to the Island and Skagit County elected officials and Human Services staff he would know the good this money

has done. She said if other counties need information on how this money can be used, she is sure that Skagit County Human Services would be happy to mail it to them. Ms. Boyle said she is angry that this elected official voted against it and is going to call for the resignation of this individual if he remains on the board and let someone who understands the needs of the mentally ill take his place on the Board.

Commissioner Dahlstedt thanked Sue Boyle for her comments.

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

James Mead reported:

- The Advisory Board met on August 5,
- All motions before the board today were approved,
- County Coordinators report was received,
- Reports from Finance Committee, Executive Committee and QMOC reports were received,
- Received a quarterly snapshot report from the Ombuds,
- Co-occurring Disorders conference in September

Mr. Mead was thanked for his report.

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

Dave Gossett reported that they met today and discussed the Skagit County Prosecutors issue and also said they discussed holding the Board Retreat in October. Mr. Gossett asked Board members to review their calendars for October to see if they could attend a retreat in October. Chuck Benjamin added that NSMHA usually tries to hold the retreat around the Board meeting.

#### **9. Report from the Quality Management Oversight Committee – Anne Deacon, Chair**

Cindy Ainsley reported:

- Ken Stark was announced as new Snohomish County Human Services Director.
- Both Whatcom and Snohomish Counties are actively discussing the 1/10 of 1% Sales Tax Initiative
- Compass Health (Snohomish and Skagit) have made presentations recently to QMOC regarding their Trauma Projects. WCPC presented last year.
- 8 Policies passed
- Policy 1536 initially passed, but an outdated version had inadvertently been voted upon; therefore this policy will return to QMOC on August 27 for revote.
- A request was made by QMOC member for reports on demographics regarding ethnicity and penetration rates for the region. These will be reviewed at next QMOC.
- A request was made by a QMOC member for statistics to take to legislators regarding cost of hospitalization versus cost of outpatient programs for individuals.
- CHAP Audit is happening in collaboration with CA. This is a retrospective audit of 2006 and 2007 records.
- The CIRC Semi-Annual Report was presented.

Ms. Ainsley was thanked for her report.

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

Regina Delahunt stated that the Planning Committee did not meet in August.

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

Chuck Benjamin reported:

- State Auditors are here for the annual audit of NSMHA
- Short Term High Intensity Program, going well, some have graduated from treatment and have been successful in diverting children from the hospital
- Skagit County Wraparound going well and have been reviewed by the Mental Health Division and have been told NSMHA's is the most organized and doing well. MHD will be reporting to the legislature on the Wraparound programs.
- Subcommittee of the Planning committee is working on the detention rates in this region; the Skagit Prosecutors office and Public Defenders office were represented at the meeting and the meeting went well. NSMHA received calls from Judge Needy and Court Commissioner Lerner asking to be involved in future meetings.
- Federal System of Change Grant, NSMHA should hear something in September if we were successful in receiving this grant.
- Snohomish County PACT, not full and working with them to get up to speed on this. Discussed the Fidelity audit.
- Whatcom County PACT; program is full and doing well.
- Federal Block Grant contracts, NSMHA staying on top of this, recipients are spending their money. Reallocated some and will be spent by September 30<sup>th</sup>.
- Recovery Conference will be held on October 14<sup>th</sup> here in Skagit County.

Chuck was thanked for his report.

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

Bill Whitlock reported:

- The July revenues are in line with the budgets. However, the FBG (Federal Block Grant) and PATH (Project for Assistance in Transition from Homelessness) grants have negative variances of \$182,422 and \$49,353. We think these are timing variance and should become positive some time during the year. The RSN operating budget has some negative variances in repair and maintenance in the amount of \$3,573 and in capital in the amount of \$8,482. These are probably permanent variances and will need a budget adjustment before the year end.
- The Agency/County/other service providers' expenditures have a negative budget variance of \$2,200,602. Our revenues are over budget by just over 42 million and our expenses are over budget just over \$1.4 million. There is a \$2.2 million expenditure variance in the Agency/County/other service providers' expenditures.
- The RSN paid the state back unspent Jail Funds from June 30, 2007 in the amount of \$663,818.52 and the children's E&T funds in the amount of \$272,000 in July 2008. This will reduce our investments and interest income.
- We are currently under review by the State Auditors office. We have had a few minor adjustments so far. We do expect some recommendations but no findings as of this time.
- The Mental Health Division has told us the actuary study will be conducted next year on the state fiscal year 2009 data (July 1, 2008 to June 30, 2009).

Mr. Whitlock was thanked for his report.

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

Ken Stark reported the committee met today, reviewed all claims before the Board and recommends 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 #08-064**

To review and approve North Sound Mental Health Administration's claims paid from July 1, 2008 through July 31, 2008 in the amount of \$5,997,541.42. Payroll for the month of July in the amount of \$111,189.75 and associated employer paid benefits in the amount of \$45,409.18.

Mr. Gossett moved approval, seconded by Mr. Dean, all in favor, **motion carried.**

#### 15. Action Items

Mr. Benjamin provided explanations for motions **08-065** through **08-085**, stating that these are the contracts for the Federal Block Grant funds that the Planning Committee presented last month.

##### **Motion #08-065**

To approve NSMHA-COMPASS HEALTH-SKAGIT-FBG-08-09. The purpose of the contract is to provide outreach, medication management, GAX assessments and short term therapy for adults and older adults at risk of hospitalization in Skagit County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$123,249.

##### **Motion #08-066**

To approve NSMHA-COMPASS HEALTH-SNOHOMISH-FBG-08-09. The purpose of the contract is for transition services from inpatient facilities into outpatient for adults and families in Snohomish County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$104,786.

##### **Motion #08-067**

To approve NSMHA-COMPASS HEALTH-SKAGIT-FBG-08-09. The purpose of the contract is to provide outreach, medication management, GAX assessments and short term therapy for adults and older adults at risk of hospitalization in Skagit County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$123,249.

##### **Motion #08-068**

To approve NSMHA-COMPASS HEALTH-SNOHOMISH-FBG-08-09. The purpose of the contract is for transition services from inpatient facilities into outpatient for adults and families in Snohomish County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$104,786.

##### **Motion #08-069**

To approve NSMHA-COMPASS HEALTH-ISLAND-FBG-08-09. The purpose of the contract is to provide prevention of children/youth hospitalization and out of home placements. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$40,000.

**Motion #08-070**

To approve NSMHA-EVERETT HOUSING AUTHORITY HOPE OPTIONS-FBG-08-09. The purpose of the contract is for an Intervention Specialist working with vulnerable adults with mental illness in Snohomish County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$35,435.

**Motion #08-071**

To approve NSMHA-SAN JUAN COUNTY HEALTH AND COMMUNITY SERVICES-FBG-08-09. The purpose of the contract is for mental health services in the school setting for children and families in San Juan County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$20,000.

**Motion #08-072**

To approve NSMHA-SENIOR SERVICES OF SNOHOMISH COUNTY-FBG-08-09. The purpose of the contract is for in-home Geriatric Depression Screening for adults over 60 years in Snohomish County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$38,650.

**Motion #08-073**

To approve NSMHA-SNOHOMISH COUNTY HUMAN SERVICES-FBG-08-09. The purpose of the contract is short-term case management and prevention services for people with high utilization of emergency services in Snohomish County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$66,000.

**Motion #08-074**

To approve NSMHA-TULALIP TRIBES-FBG-08-09. The purpose of the contract is to provide holistic traditional and mental health services to children and families. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$81,840.

**Motion #08-075**

To approve NSMHA-TRAINING RESOURCES IN PARTNERSHIP-FBG-08-09. The purpose of the contract is to provide parent support/empowerment groups and individual coaching. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$48,411.

**Motion #08-076**

To approve NSMHA-WHATCOM COUNSELING AND PYSCHIATRIC CLINIC-DD-FBG-08-09. The purpose of the contract is to provide a skill building group with people with developmental disabilities. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$5,000.

**Motion #08-077**

To approve NSMHA-WHATCOM COUNSELING AND PYSCHIATRIC CLINIC GATEKEEPER - FBG-08-09. The purpose of the contract is to provide the elder Gatekeeper project providing mental health and support services to at-risk older adults in Whatcom County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$33,309.

**Motion #08-078**

To approve NSMHA-WHATCOM COUNSELING AND PYSCHIATRIC CLINIC RAINBOW-FBG-08-09. The purpose of the contract is to provide payment for the lease on the new facility for Clubhouse

activities; the lease payment is for .72 portion of a 12 month lease agreement. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$26,422.

**Motion #08-079**

To approve NSMHA-WHATCOM COUNSELING AND PYSCHIATRIC CLINIC-OUTREACH-FBG-08-09. The purpose of the contract is to provide outreach and engagement services to the un-enrolled in acute care settings and at the Behavioral Health Triage in Whatcom County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$106,000.

**Motion #08-080**

To approve NSMHA-CATHOLIC COMMUNITY SERVICES SKAGIT-FBG-08-09. The purpose of the contract is to provide outreach services for children in the elementary and middle school in the eastern geographic area of Skagit County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$24,500.

**Motion 08-081**

To approve NSMHA-NORTHWEST YOUTH SERVICES-FBG-08-09. The purpose of the contract is to provide an expansion of mental health services to children/youth and families in Whatcom County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum of \$36,640.

**Motion #08-082**

To approve NSMHA-STILLAGUAMISH TRIBE-FBG-08-09. The purpose of the contract is to provide an expansion of mental health services and life skills training. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$20,000.

**Motion #08-083**

To approve NSMHA-SUN COMMUNITY SERVICES-FBG-08-09. The purpose of the contract is to provide housing and mental health supports to consumers discharged from inpatient facilities and jails. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration for this contract is \$57,500.

**Motion #08-084**

To approve NSMHA-SEA MAR-FBG-08-09. The purpose of the contract is to provide integrated care in a health care setting in Whatcom County. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$54,077.

**Motion #08-085**

To approve NSMHA-*bridgeways*-FBG-08-09. The purpose of the contract is to provide staff, support services, related utilities, and other services to include transportation to/from housing appointments required to adequately provide intensive support services. The duration of the contract is October 1, 2008 through September 30, 2009 with a maximum consideration of \$ 44,851.

Mr. Dean moved approval of motions **08-065, 08-066, 08-067, 08-068, 08-069, 08-070, 08-071, 08-072, 08-073, 08-074, 08-075, 08-076, 08-077, 08-078, 08-079, 08-080, 08-081, 08-082, 08-083, 08-084, 08-085**, seconded by Mr. Gossett, all in favor, **motion carried.**

**Motion #08-086**

To approve NSMHA-MCPP CONSULTING-PSC-08 for the provision of consulting services on the NSMHA redesign, to include clinical, financial and data consultation. The duration of this Agreement is August 14, 2008 through December 31, 2008 for a maximum consideration of \$17,500.



Mr. Myhr moved approval, seconded by Mr. Dean, all in favor, **motion carried.**

**Motion #08-087**

To approve NSMHA-MAXWELL-PSC-08 for the provision of keynote and workshop services for the 2008 Recovery Conference on October 14, 2008. The duration of this Agreement is October 13, 2008 through October 15, 2008 for a maximum consideration of \$6,000.

Mr. Stark moved approval, seconded by Mr. Gossett, all in favor, **motion carried.**

**Motion #08-088**

To establish a process for Requests for Proposals (RFP) and Requests for Qualifications (RFQ) to be reviewed and approved by the NSMHA Planning Committee, then recommended to the NSMHA Board of Directors for action.

Mr. Benjamin stated this is a recommendation of the State Auditors Office to have a policy established for RFP's and RFQ's.

Mr. Myhr moved approval of motion **08-088**, seconded by Mr. Gossett, all in favor, **motion carried.**

Mr. Benjamin noted the NSMHA is in the process of developing its 2009 budget and will also develop a budget including a 5% reduction in anticipation of decreased state funding.

Mr. Stark stated based on what Mr. Benjamin just stated he wanted to note that although he moved approval of the contract for motion 08-088, he personally has never found anyone worth paying \$6,000 and hopes that NSMHA gets value for their money. Mr. Myhr stated this also includes travel expenses.

Commissioner Dahlstedt said that in reference to Sue Boyle's comments about the 1/10<sup>th</sup> of 1% tax, he said that Skagit was one of the first counties to implement it and would be happy to share the information with Snohomish County. Dave Gossett said that Snohomish County already has the Skagit County information and used that to help build their plan.

**16. Introduction Items**

None

**17. Adjourn**

Chair Dahlstedt thanked everyone for coming. The meeting was adjourned at 2:04 p.m.

Respectfully submitted:

Annette Calder  
Executive Assistant

NOTE: The next meeting will be held on Thursday, September 11, 2008, at 1:30 p.m. in the NSMHA Conference Room.