

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
November 20, 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 #08-111) .....3-8
  - To review and approve the minutes of October 9, 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 – Cindy Ainsley, Quality Manager
  - Recommendation to approve amended Clinical Guidelines (motion #08-112)..... Tab 1
10. Report from the Planning Committee – Regina Delahunt, Chair
11. Report from the Executive Director – Chuck Benjamin, Executive Director
  - 2009 NSMHA Proposed Operating Budget ..... Tab 2
12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 3
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 #08-113**

To review and approve North Sound Mental Health Administration's claims paid from October 1, 2008 through October 31, 2008 in the amount of \$5,156,208.90. Payroll for the month of October in the amount of \$117,627.57 and associated employer paid benefits in the amount of \$46,999.96.

**15. Action Items**

**Motion #08-114**

To approve NSMHA-Vroon Vandenberg LLC-08-09 for the provision of Wraparound training and coaching throughout the region utilizing Federal Block Grant funding. The duration of this Agreement is December 1, 2008 through September 30, 2009 for a maximum consideration of \$6,000.

**Motion #08-115**

To approve NSMHA-HR Balance-09 for the provision of Human Resources consultation services. The duration of this Agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$15,000.

**Motion #08-116**

To approve NSMHA-Dr Brown-09 for the provision of Medical Director consultation services. The duration of this Agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$35,000.

**Motion #08-117**

To approve NSMHA-LWC-PSC-08-09 for the provision of janitorial services at the NSMHA. The term of this agreement is November 24, 2008 through December 31,2009, for a maximum consideration of \$13,013.

**16. Introduction Items**

None

**17. Adjourn**

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
October 9, 2008  
1:30 PM**

**MINUTES**

**Board Members Present:**

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

**Staff Present:**

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

**Guests:**

Jeannette Griffin, Jerry Schneider, 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**

None

**3. Approval of Minutes– Chair Dahlstedt (motion #08-094 )**

- **To review and approve the minutes of September 11, 2008**

Mr. Gossett moved approval of the September 11, 2008 minutes, seconded by Mr. Dean, all in favor, **motion carried.**

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

Ken Dahlstedt noted comments and announcements from the Chair will be stated during the Executive Committee report.

**5. Reports from Board Members**

Barbara LaBrash said San Juan County is taking the 1/10<sup>th</sup> of 1% sales tax to the County Council on November 4<sup>th</sup> and hopefully the County Council move forward with setting a hearing date at that time.

**6. Comments from the Public**

None

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

James Mead reported:

- The meeting was held October 7, 2008
- The September minutes were approved as amended
- County Coordinator – Susan Schoeld
- Ombuds Six-Month PowerPoint Presentation – Chuck Davis
- Comments from the Public
- Comments/Correspondence from the Chair – Chair Mead
- New Business – Chair Mead
- Reports given by:
  - Executive Director – Margaret Rojas
  - Finance Committee – Mary Good
  - Executive Committee – Charles Albertson
  - Quality Management Oversight Committee – Mary Good
- Items being brought to the Board of Directors – Chuck Benjamin
- Individual County Advisory Board reports
- Additional comments from the public
- Other Business
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 2:50 pm. The next meeting is scheduled for November 4<sup>th</sup> in the NSMHA Conference Room.

Mr. Mead was thanked for his report.

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

Dave Gossett reported:

- Reviewed FBG expenditures, noting that NSMHA did not have final numbers yet, although the last report shows more than 79% of funds have been spent based on last report, still awaiting the final report. Looks like we will spend the majority of the funding.
- The NSMHA Board of Directors Retreat will coincide with February 2009 meeting. The Retreat will take place on Wednesday, February 11<sup>th</sup> and the morning of Thursday, February 12<sup>th</sup>, followed in the afternoon by the regular monthly Board of Directors meeting. Location to be determined.
- A new Chair needs to be appointed for QMOC and June LaMarr has agreed to chair the committee. Mr. Gossett moved approval of appointing June LaMarr QMOC Chair, 2<sup>nd</sup> by Mr. Dean, all in favor, **motion carried (#08-109)**.
- The November meeting of this Board coincides with the Washington State Association of Counties (WSAC) annual meeting which many members of this board are attending. NSMHA will move the regular monthly meeting of the Board of Directors to November 20<sup>th</sup>.

Mr. Gossett was thanked for his report.

## 9. Report from the Quality Management Oversight Committee –

Cindy Ainsley reported:

- The meeting was held September 24, 2008.
- The August minutes were approved as amended.
  - New QMOC Chair will be Dr. June LaMarr
  - Child Abuse Training, October 29<sup>th</sup> & 30<sup>th</sup> – contact Rebecca Peck with Samish Tribe to register at 360-293-6404 ext. 128 or rpeck@samishtribe.nsn.us
  - External Quality Review Organization (EQRO) coming October 20-24<sup>th</sup>

- Snohomish County Program for Assertive Community Treatment (PACT) is looking for referrals
- Lake Whatcom PACT was chosen by Washington Institute for Mental Health Research (WIMHR) to participate in a pilot program and additional training
- An audit of Critical Incidents was conducted by the Mental Health Division at North Sound Mental Health Administration (NSMHA) and Compass Health
- Training October 8<sup>th</sup> at Compass Health, Everett, for managers and leaders in clinical treatment and employment services program in mental health agencies
- The new Clubhouse in Whatcom County will be called “Harmony House”.
- Reports given at the meeting
  - QMOC Policy Subcommittee
  - Integrated Crisis Response Services (ICRS) Policy Subcommittee
  - Clinical Practice Guidelines
  - Demographics/Penetration Rates for Minority Populations
  - First Routine Services
  - NSMHA Snapshot and
  - Utilization Review Response Times
- The next meeting will be October 22<sup>nd</sup> in the NSMHA Conference Room South from 12:30 to 2:30 pm.

Ms. Ainsley was thanked for her report.

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

- **Recommendation on the IS Study**

Regina Delahunt stated the Planning Committee met on October 3<sup>rd</sup> and the meeting focused on the IS Study report by JET Computer. She introduced Jeannette Griffin of JET Computer and she addressed the Board of Directors about the IS Review process and report. Jeannette noted the report is lengthy, and said most of the recommendations are noted in the Executive Summary. She said the recommendations are broken into three sections; communications, relationships and policy/procedural changes recommended.

Ms. Delahunt said the Planning Committee passed a motion to form a workgroup to review the IS Study Recommendations and moved approval, seconded by Dave Gossett, all in favor, **motion carried (motion #08-095)**.

The Planning Committee also reviewed the NSMHA State-only Funds plan and recommended funding two more projects, one for ongoing job coaching (\$10,400) and Rehabilitation Case Management (\$9,360). Ms. Delahunt noted there is enough State-Only Funding to cover these projects.

Ms. Delahunt moved approval of the specialized State Plan Services with the addition an asterisk stating how the per hour rate was determined, seconded by Ken Stark, all in favor, **motion carried (#08-110)**.

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

- **2009 NSMHA Proposed Operating Budget**

Chuck reported that he would be brief today, that his report was limited to the presentation of the 2009 NSMHA Operating Budget, noting there would be a change to the organizational chart, and one fiscal staff reclassification, and that was the only personnel change. He said the NSMHA budget is still within the 5.42% allowed by the Board of Directors. Chuck will provide a formal presentation of the budget at the November 20<sup>th</sup> meeting of 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 September revenues are in line with the budgets. However, the FBG (Federal Block Grant), PATH (Project for Assistance in Transition from Homelessness) and DDD (Division of Developmental Disabilities) grants have negative variances of \$77,896 and \$89,764 respectively. We think these are timing variances and should become positive some time during the year. The RSN operating budget has some negative variances in insurance of \$9,379; repair and maintenance \$14,673; and in capital in the amount of \$6,815. These are permanent variances and will need a budget adjustment before year end.
- The Agency/County/Other Service Provider's expenditures have a negative budget variance of \$3,021,334. Our revenues are over budget by over \$2.6 million and our expenses are over budget just over \$2.2 million. There is a \$3 million expenditure variance in the Agency/County/Other Service Provider's expenditures.
- The RSN has an audit finding for lack of adequate knowledge in financial statement preparation. We also had two recommendations. The first recommendation was around cash receipting, and the second was on filing Federal Block Grant interim reports in a timely manner.
- We have audited Snohomish County and had no findings.
- Regarding the 2009 Budget, NSMHA's has a contingency plan of 10% budget reduction from the State starting in July 2009, or an overall reduction of 5% for the year 2009.

Mr. Whitlock was thanked for his report.

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

Ken Stark noted the committee met, reviewed the claims paid, payroll and benefits as well as time cards.

## 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 #08-096

To review and approve North Sound Mental Health Administration's claims paid from September 1, 2008 through September 30, 2008 in the amount of \$5,144,014.68. Payroll for the month of September in the amount of \$115,843.71 and associated employer paid benefits in the amount of \$41,760.57.

Mr. Stark moved approval of motion #08-096, seconded by Mr. Gossett, all in favor, **motion carried.**

## 15. Action Items

### Motion #08-097

To approve DSHS-MHD-NSMHA-PATH 0869-47522-08-10 for the provision of outreach and engagement to the homeless population in Snohomish County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$129,003.

### Motion #08-098

To approve DSHS-MHD-NSMHA-PATH 0869-47525-08-10 for the provision of outreach and engagement to the homeless population in Whatcom County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$42,250.

**Motion #08-099**

To approve NSMHA-COMPASS HEALTH-PATH-08-10 for the provision of outreach and engagement to the homeless population in Snohomish County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$129,003.

**Motion #08-100**

To approve NSMHA-Whatcom Counseling and Psychiatric Clinic-PATH-08-10 for the provision of outreach and engagement to the homeless population in Whatcom County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$42,250.

Mr. Gossett moved approval of motions **08-097, 08-098, 08-099** and **08-100**, seconded by Mr. Dean, all in favor, **motion carried.**

**Motion #08-101**

To approve the updated Tribal 7.01 Plan

Mr. Stark moved approval of motion **#08-101**, seconded by Mr. Gossett, all in favor, **motion carried.**

**Motion #08-102**

To approve NSMHA-ISLAND COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$60,288.

**Motion #08-103**

To approve NSMHA-SAN JUAN COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$52,024.

**Motion #08-104**

To approve NSMHA-SKAGIT COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$64,805.

**Motion #08-105**

To approve NSMHA-WHATCOM COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$73,982.

Gossett **08-102, 08-103, 08-104** and **08-105**, seconded by Ms. LaBrash, all in favor, **motion carried.**

**Motion #08-106**

To approve NSMHA-CCSNW-SMHC-07-09 AMENDMENT 3 for the provision of Wraparound services in Skagit County. This agreement amends the funding computation for the fidelity model pilot by increasing the funding \$127,910 for a maximum consideration on the pilot of \$493,439.

Mr. Stark moved approval of motion **08-106**, seconded by Ms. Delahunt, all in favor, **motion carried.**

**Motion #08-107**

To approve King County-NSMHA Evaluation and Treatment Agreement for the provision of payment for Involuntary Treatment Act mental health services for North Sound residents detained by a King County Designated Mental Health Professional in King County. Effective date of Agreement is July 1, 2008. Payment is calculated on a fee for service basis, per diem rate is currently \$555.33.

**Motion #08-108**

To approve NSMHA-King County Evaluation and Treatment Agreement for the provision of payment for Involuntary Treatment Act mental health services for King County residents detained by a NSMHA Designated Crisis Responder/Designated Mental Health Professional in the five county region. Effective date of Agreement is July 1, 2008. Payment is calculated on a fee for service basis, per diem rate is currently \$555.33.

Mr. Gossett moved approval of motions **08-107** and **08-108**, all in favor, **motion carried.**

**16. Introduction Items**

None

**17. Adjourn**

Chair Dahlstedt adjourned the meeting at 1:08 p.m.

Respectfully submitted,

Annette Calder  
Executive Assistant