

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
December 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 #08-118).....3-6**
 - **To review and approve the minutes of November 20, 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**
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..... Tab 2**
 - **Motion #08-119 to amend the 2008 Operating Budget**
 - **Motion #08-120 to approve the 2009 Operating Budget**
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 #08-121

To review and approve North Sound Mental Health Administration's claims paid from November 1, 2008 through November 30, 2008 in the amount of \$4,552,194.81. Payroll for the month of November in the amount of \$114,559.04 and associated employer paid benefits in the amount of \$46,294.74.

15. Action Items

Motion #08-122

To approve NSMHA-TRIWEST-PSC-08-09 for the provision of consultation services on the resubmission of the SAMHSA Systems of Care Grant. The term of this Agreement is November 28, 2008 through January 31, 2009 for a maximum consideration of \$18,375.

Motion #08-123

To approve NSMHA-LWC-PSC-08 Amendment 1 for the provision of janitorial services. This Amendment modifies the maximum consideration for a total of \$14,097.46.

16. Introduction Items

None

17. Adjourn

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
November 20, 2008
1:30 PM**

MINUTES

Board Members Present:

Ken Dahlstedt, Skagit County Commissioner, NSMHA Board of Directors Chair
Ward Nelson, Whatcom County Council member
John Dean, Island County Commissioner
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

Staff Present:

Chuck Benjamin, Bill Whitlock, Cindy Ainsley, Annette Calder

Guests:

Chuck Davis

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 to the minutes of October 9, 2008, there were none. Mr. Nelson moved approval, seconded by Mr. Dean, all in favor, **motion carried (#08-111)**.

4. Comments & Announcements from the Chair

None

5. Reports from Board Members

John Dean noted that Island County has two new commissioners.

Barbara LaBrash informed the group that San Juan County was holding a hearing on December 2nd for the 1/10 of 1% sales tax increase.

Ken Dahlstedt stated Skagit County also had a new commissioner; Ron Wesen.

Ken Stark said that Snohomish County Council is also holding a hearing on the 1/10th of 1% sales tax on December 3rd.

6. Comments from the Public

Chuck Davis, Ombuds addressed the Board on the 6 month semi-annual Ombuds report. He provided a detailed PowerPoint presentation. Questions and answers took place. Mr. Davis was thanked for his report.

7. Report from the Advisory Board

No member present to report.

8. Report from the Executive/Personnel Committee

Barbara LaBrash reported the Executive/Personnel Committee met today, discussed Yakima County E&T wanting to bill NSMHA but NSMHA will not be signing the agreement. Discussed Federal Block Grants and said recipients utilized 94% of funding available. Ms. LaBrash was thanked for her report.

9. Report from the Quality Management Oversight Committee

Cindy Ainsley reported:

- The meeting was held October 22, 2008.
- The September minutes were approved as amended.
- Announcements
 - External Quality Review Organization (EQRO) representatives will be present for the Ombuds presentation and exit interview will occur this afternoon
 - Jonathan Vander Schuur introduced Sea Mar's new program manager for their Bellingham office, Sarah Addison
 - The committee voted whether to have the November and December meetings due to occurring close to the holidays. The committee decided to conduct the November meeting but cancel the December meeting.
- Reports given at the meeting
 - QMOC Policy Subcommittee
 - Integrated Crisis Response Services (ICRS) Policy Subcommittee
 - Ombuds Semi-annual Report
 - Community Mental Health Agencies Serving Sex Offenders
 - State's New Children's Mental Health Program
 - Snohomish Program for Assertive Community Treatment (PACT) Referrals/Intensive Services Grid
 - Community Mental Health Specialists (CMHS) Assessments
 - Calls to Scheduler Voicemail and
 - Capacity Template
- The next meeting will be November 26th in the NSMHA Conference Room South from 12:30 to 2:30 pm.

Cindy noted that QMOC had reviewed and recommended for approval of the updated Clinical Guidelines. Mr. Nelson moved approval, seconded by Ms. LaBrash, all in favor, **motion carried (#08-112)**.

Ms. Ainsley was thanked for her report.

10. Report from the Planning Committee

Regina Delahunt reported:

- The meeting was held November 7, 2008.
- The October minutes were approved as written.
- Announcements

- Federal Block Grant Request for Qualifications Release Schedule for 2009-2010
- Reports given at the meeting
 - North Sound Information System Workgroup Charter and Next Steps
 - North Sound Mental Health Administration Applying for Substance Abuse, Mental Health Services Administration (SAMHSA) System of Change Grant
 - Strategic Planning Process
 - Policy on Frequency of Contract for Services and
 - Updates on Other Pending Matters
 - New Outpatient System Implementation
 - Program for Assertive Community Treatment (PACT)
 - Western State Hospital (WSH) Changes
 - Children's Policy Executive Team (CPET)
- The next meeting will be December 5th in the NSMHA Conference Room North at 11 am.

Ms. Delahunt was thanked for her report.

11. Report from the Executive Director

- **2009 NSMHA Proposed Operating Budget**

Chuck Benjamin made a comprehensive presentation on the 2009 Proposed NSMHA Operating Budget. Questions and answer took place.

Chair Dahlstedt asked if Board members would be ready to act on the budget in December, all indicated yes. Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The October revenues are in line with the budgets. However, the FBG (Federal Block Grant), PATH (Project for Assistance in Transition from Homeless) and DDD (Division of Developmental Disabilities) grants have negative variances of \$271,726, \$81,852 and \$29,922 respectively. We think the Path and DDD budgets are timing variances and should become positive by the end of the year. We have submitted the final Federal Block Grant billing for the Federal year end. We did not expend over \$55,000 on the Federal Block Grant. The RSN operating budget has some negative variances in insurance \$7,879, repair and maintenance in the amount of \$15,131 and capital in the amount of \$5,982. 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 \$3,498,932. Our revenues are over budget by just over \$3.3 million and our expenses are over budget by \$2.85 million.
- We are still waiting on our audit report from the State Auditors. They completed their field work in August.
- The North Sound is in the process of reviewing the one year data for the RFQ. We will be releasing the information next month along with some recommendations.

Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee

Ward Nelson reported the Finance Committee met today, reviewed all expenditures before the Board, and is recommending approval. Mr. Nelson was thanked for his report.

14. Consent Agenda – Ken Dahlstedt

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 #08-113

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.

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

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.

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

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.

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

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.

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

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.

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

16. Introduction Items

None

17. Adjourn

The meeting was adjourned at 2:55 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant