

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
February 12, 2009
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 (motions 09-001 & 09-002)**
 - **To review and approve the minutes of December 11, 2008.....6-10**
 - **To review and approve the minutes of January 29, 2009.....11**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – Andrew Davis, Chair**
8. **Report from the Executive/Personnel Committee – Dave Gossett, Chair**
9. **Report from the Quality Management Oversight Committee – June La Marr, Chair**
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>

Motion #09-003

To review and approve North Sound Mental Health Administration’s claims paid from December 1, 2008 through December 31, 2008 in the amount of \$4,364,654.30. Payroll for the month of November in the amount of \$116,123.21 and associated employer paid benefits in the amount of \$47,404.10.

Motion #09-004

To review and approve North Sound Mental Health Administration’s claims paid from January 1, 2009 through January 31, 2009 in the amount of \$5,800,568.74. Payroll for the month of January in the amount of \$115,990.46 and associated employer paid benefits in the amount of \$47,462.28.

15. Action Items

Motion #09-005

To approve DSHS-MHD-NSMHA-PIHP-07-09 AMENDMENT 3 for the provision of the Prepaid Inpatient Health Plan. This Amendment provides for the reduction in Medicaid rates as follows:

State Plan Rates:

Eligible Rates	Oct. 07 to June 08	July 08 to Sept. 08	Oct. 08 to Jan. 09	Feb. 09 to June 09
Non-Disabled Children	\$10.96	\$11.22	\$11.22	\$10.81
Disabled Children	\$74.05	\$75.90	\$77.06	\$77.01
Non-Disabled Adults	\$13.88	\$14.19	\$14.19	\$13.90
Disabled Adults	\$113.45	\$115.71	\$115.71	\$114.57

Washington Medicaid Integration Project Rates:

WMIP Rates	Oct. 07 to June 08	July 08 to Sept. 08	Oct. 08 to Jan. 09	Feb. 09 to June 09
Disabled Adults	\$111.65	\$113.56	\$113.56	\$112.42
Non-Disabled Adults	\$13.69	\$13.96	\$13.96	\$13.67

There is no reduction in B-3 Waiver Rates.

Delete sections to remove all requirements to complete and report Consumer Outcomes with the use of the Telesage Outcome Assessment Instrument as of February 1, 2009.

Motion #09-006

To approve DSHS-MHD-SMHC-07-09 AMENDMENT 3 for the provision of decreasing the amount of state only funding the NSMHA receives. The total reduction for this contract Amendment is \$1,156,686 for a reduced total maximum on this contract of \$40,944,866.

Delete all requirements related to the Integrated Crisis Response Pilot Program as of March 1, 2009.

Delete Integrated Crisis Response from Exhibit E. Beginning on the first business day of March 2009, the Integrated Crisis Response Program is eliminated.

Delete the following sections to remove all requirements to complete and report Consumer Outcomes with the use of the Telesage Outcome Assessment Instrument as of February 1, 2009.

Motion #09-007

To approve NSMHA-ISLAND-ADMIN-09 AMENDMENT 1 for the purpose of a funding reduction of 5.42% to Island County's mental health administrative services contract. For State Fiscal year 2009 reductions, February 1 through June 30, 2009, this Agreement is reduced by \$3,268 for a total maximum of \$57,020.

Motion #09-008

To approve NSMHA-SAN JUAN-ADMIN-09 AMENDMENT 1 for the purpose of a funding reduction of 5.42% to San Juan County's mental health administrative services contract. For State Fiscal year 2009 reductions, February 1 through June 30, 2009, this Agreement is reduced by \$2,820 for a total maximum of \$49,204.

Motion #09-009

To approve NSMHA-SKAGIT-ADMIN-09 AMENDMENT 1 for the purpose of a funding reduction of 5.42% to Skagit County's mental health administrative services contract. For State Fiscal year 2009 reductions, February 1 through June 30, 2009, this Agreement is reduced by \$3,512 for a total maximum of \$61,293.

Motion #09-010

To approve NSMHA-SNOHMISH-SMHC-09 AMENDMENT 1 for the purpose of a funding reduction of 5.42% to Snohomish County's State mental health contract Administrative Services. For State Fiscal year 2009 reductions, February 1 through June 30, 2009, this Agreement is reduced by \$7,432 for a total maximum of \$2,941,266.

Motion #09-011

To approve NSMHA-WHATCOM-ADMIN-09 AMENDMENT 1 for the purpose of a funding reduction of 5.42% to Whatcom County's mental health administrative services contract. For State Fiscal year 2009 reductions, February 1 through June 30, 2009, this Agreement is reduced by \$4,010 for a total maximum of \$69,972.

Motion #09-012

To approve NSMHA-ISLAND-JAIL SERVICES-07-09 AMENDMENT 1 for the purpose of a fund reduction in the amount of \$15,000, to reduce the maximum consideration to \$75,000 for the remaining term of this Agreement.

Motion #09-013

To approve NSMHA-SAN JUAN-JAIL SERVICES-07-09 AMENDMENT 1 for the purpose of a fund reduction in the amount of \$15,000, to reduce the maximum consideration to \$75,000 for the remaining term of this Agreement.

Motion #09-014

Pursuant to the requirements of RCW 4.96, NSMHA appoints Charles R. Benjamin, Executive Director as Agent to Receive Claims for Damages on behalf of North Sound Mental Health Administration located at 117 N 1st Street, Suite 8, Mount Vernon, WA; office hours 8 a.m. to 5 p.m. Monday-Friday. This information shall be recorded with the Skagit County Auditor.

Motion #09-015

To authorize NSMHA to reduce Medicaid services between February 1 and June 30, 2009 by \$299,000, and Non-Medicaid services by \$1,151,706 in accordance with spreadsheet provided.

Motion #09-016

To authorize NSMHA to evaluate where to make future reductions in adults program for adaptive living (PALS), adults non-Medicaid Outpatient Services and to terminate Clubhouse funding effective July 1, 2009 in addition NSMHA is directed to evaluate the reduction of costs regarding mandated services in the following areas: Emergency and Crisis Services in Snohomish County, Access, Crisis Triage, and Inpatient Certification programs.

Motion #09-017

To approve NSMHA-bridgeways-SMHC-07-09 AMENDMENT 1 to adjust non-Medicaid funding by an increase of the funding allocation by \$2,499 for a maximum consideration on this Agreement of \$317,300

Motion #09-018

To approve NSMHA-CCSNW-SMHC-07-09 AMENDMENT 4 to adjust non-Medicaid funding by a reduction the funding allocation by \$1,251 for a maximum consideration on this Agreement of \$435,061

Motion #09-019

To approve NSMHA-CCSNW-PIHP-07-09 AMENDMENT 1 to adjust Medicaid funding by an increase of the funding allocation by \$35,076 for a maximum consideration on this Agreement of \$5,156,910

Motion #09-020

To approve NSMHA-Compass Health-PIHP-07-09 AMENDMENT 1 to adjust Medicaid funding by a reduction in the funding allocation by \$65,165 for a maximum consideration on this Agreement of \$29,708,150

Motion #09-021

To approve NSMHA-Compass Health-SMHC-07-09 AMENDMENT 1 to adjust non-Medicaid funding by a reduction in the funding allocation by \$66,328 for a maximum consideration on this Agreement of \$15,222,980

Motion #09-022

To approve NSMHA-Sea Mar-PIHP-07-09 AMENDMENT 1 to adjust Medicaid funding by an increase of the funding allocation by \$26,250 for a maximum consideration on this Agreement of \$1,153,482

Motion #09-023

To approve NSMHA-Sea Mar-SMHC-07-09 AMENDMENT 1 to adjust non-Medicaid funding by an increase of the funding allocation by \$1,503 for a maximum consideration on this Agreement of \$239,192

Motion #09-024

To approve NSMHA-Sunrise Services-SMHC-07-09 AMENDMENT 2 to adjust non-Medicaid funding by a reduction in the funding allocation by \$249 for a maximum consideration on this Agreement of \$986,875

Motion #09-025

To approve NSMHA-WCPC-PIHP-07-09 AMENDMENT 1 to adjust Medicaid funding by a reduction in the funding allocation by \$33,576 for a maximum consideration on this Agreement of \$5,685,494

Motion #09-026

To approve NSMHA-WCPC-SMHC-07-09 AMENDMENT 1 to adjust non-Medicaid funding by a reduction in the funding allocation by \$501 for a maximum consideration on this Agreement of \$2,628,650

16. Introduction Items

None

17. Adjourn

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
December 11, 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
Dave Gossett, Snohomish County Council member
Ken Stark, designated alternate for Snohomish County Executive Aaron Reardon
June LaMarr, The Tulalip Tribes
James Mead, NSMHA Advisory Board Chair

Staff Present:

Chuck Benjamin, Bill Whitlock, Annette Calder

Guests:

Otis Gulley

1. Call to Order; Introductions – Chair Dahlstedt

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

2. Revisions to Agenda – Chair Dahlstedt

None

3. Approval of Minutes– Chair Dahlstedt

Chair Dahlstedt asked if there were any changes to the minutes of November 20, 2008; there were none. Mr. Gossett moved approval, seconded by Mr. Dean, all in favor, **motion carried (#08-118)**.

4. Comments & Announcements from the Chair

None

5. Reports from Board Members

Bob Myhr announced San Juan County passed the 1/10th of 1% sales tax with help from Chuck Benjamin, James Mead and other representatives from North Sound.

Dave Gossett said he is extremely pleased that Commissioner Dahlstedt will no longer be able to harass him because the day after San Juan passed the 1/10th of 1% sales tax Snohomish County also passed the tax.

6. Comments from the Public

Otis Gulley addressed the Board and stated in 1984 he was diagnosed with mental illness. In 2003 he became involved with NSMHA. He stated he is very excited about the 1/10th of 1% and he is really proud that the counties of North Sound have all passed the sales tax.

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

- The meeting was held December 9, 2008
- The November minutes were approved as written
- County Coordinator – Barbara LaBrash via telephone
 - Barbara mentioned that San Juan and Snohomish Counties have passed the 1/10 of 1% sales tax initiative – now all five counties within the region have passed the initiative
- Ombuds Snapshot – Chuck Davis and Susan Lange
- Comments from the Public
- Comments/Correspondence from the Chair – None – Chair absent
- New Business – Mary Good
 - Nominating Committee brought forth officer recommendations – Andrew Davis will be the new Chair and Arthur Jackson will be the new Vice Chair
 - Marie Jubie is seeking individuals interesting in making trips to Olympia with her to advocate
- Reports given by:
 - Executive Director – Margaret Rojas
 - Finance Committee – Mary Good
 - Approved a charter bus for Martin Luther King Day to go to Olympia and advocate/educate legislators
 - Executive Committee – Charles Albertson
 - Quality Management Oversight Committee – Mary Good
- Items being brought to the Board of Directors – Greg Long
- 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 3 pm. The next meeting is scheduled for January 6, 2009, in the NSMHA Conference Room.

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

Dave Gossett reported:

- NSMHA is resubmitting for the SAMHSA grant and partnering with the Tulalip Tribes.
- Reviewed job performance for the Executive Director and wish that they could give a better raise but considering the economic conditions the Executive Personnel committee is recommending a 3% raise starting January 1, 2009, consistent with what other employees are receiving. Mr. Gossett moved approval, seconded by Mr. Stark, all in favor, **motion carried (#08-125)**.

9. Report from the Quality Management Oversight Committee – June La Marr, Chair

- The meeting was held November 26, 2008.
- The October minutes were approved as amended.
- Announcements
 - Both Programs for Assertive Community Treatment (PACT) teams are looking for referrals.
 - Public hearings will be held for San Juan (December 2nd) and Snohomish (December 3rd) regarding sales tax initiative.
 - Discussions have been held with provider Information Systems regarding encryption signature.
 - North Sound Mental Health Administration (NSMHA) is concerned about the number of self-injurious cases in the region.
 - No December meeting
 - A de-certification report will be coming out soon and individuals contacted that have not taken action.
 - Compass Health Milwaukee Apartments will have open house December 4th at 1 pm.

- Sea Mar opening new office in Lynnwood December 4th at 9 am – 19707 44th Ave. W, Suite 101.
- Reports given at the meeting
 - Comments from Chair – June LaMarr
 - QMOC Policy Subcommittee – Cindy Ainsley
 - Integrated Crisis Response Services (ICRS) Policy Subcommittee – none given
 - Utilization Review Response Times and Certified Mental Health Specialists (CMHS) Assessment discussions were postponed until January.
 - Adult Schizophrenia Guideline reviewed and discussed – decided a workgroup would get together and bring back recommendations to QMOC
 - Confidentiality Opinion reviewed and discussed
 - Employment and Recovery
 - Opened floor for discuss
- The next meeting will be January 28, 2009, in the NSMHA Conference Room South from 12:30 to 2:30 pm.

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

The committee did not meet since the last Board meeting.

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

Chuck Benjamin said he didn't have much to address today, he is wishing everyone a happy holiday season. Regarding the budget, it is on the agenda for approval today, and said it is really a preliminary budget. He will be establishing a budget review committee to review NSMHA's budget once the governor's budget is released. Regarding the FBG funding from the last cycle; contractors spent all but 4.4%. Chuck personally thanked James Mead for all of his work and said that a lot of people have benefited from James commitment.

Chair Dahlstedt suggested that Chuck put together a press release about our 5 county region and all counties passing the sales tax.

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

Bill Whitlock reported:

- The November 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 \$271,543, \$71,655, and \$74,463 respectively. We think the PATH and DDD budgets are timing variances and should become positive by the end of the year. The DDD grant is two months behind in billings. We will be under budget for the FBG a minimum of \$55,000. The RSN operating budget has a few negative variances in small tools of \$53,844 and insurance \$6,379, repair and maintenance in the amount of \$21,707 and capital in the amount of \$5,147. These are permanent variances and will need a budget adjustment before year end. The bottom line is in the operations budget is \$46,524 under budget.
- The Agency/County/Other Service Providers expenditures have a negative budget variance of \$3,781,740. Our revenues are over budget by just over \$4.4 million and our expenses are over budget by \$2.9 million.
- We are asking for a \$5 million budget amendment to the 2008 budget. \$4 million is for the revenue and expense budget. \$1 million is for the Skagit County timing differences.
- We will receive our audit report on Monday, December 15, 2008 per the state auditors.
- The recommended 2009 budget is being presented today for adoption. Although Mr. Benjamin provided a comprehensive presentation at the November Board meeting, highlights of the budget are :

- There are minor changes in personnel. The Accounting Tech is being reclassified to Accounting Specialist. This will allow for cross training and the ability to do each others work.
- The Data Analyst will be supervised by the Executive Director. This move was recommended by NSMHA's Human Resources consultant.
- The IS Administrator will also be supervised directly by the Executive Director. This move comes from the Information Systems study recommendations.
- We have added a Flexible Spending Account option to our Employee Benefits Package. This should result in a small decrease in benefits costs to the agency.
- Our Revenues and Expenditures are based on current funding levels. When we know the actual amount of funding cuts we will come back to the Board for a budget amendment.

Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee – Ken Stark

- Motion #08-119 to amend the 2008 Operating Budget; Mr. Stark moved approval, seconded by Mr. Gossett, all in favor, **motion carried.**
- Motion #08-120 to approve the 2009 Operating Budget; Mr. Stark moved approval, seconded by Mr. Gossett, all in favor, **motion carried.**
- Motion #08-124 to approve \$8,000 for sound masking and partitions; Mr. Stark moved approval, seconded by Mr. Myhr, 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 #08-121

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.

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

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.

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

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.

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

16. Introduction Items

None

17. Adjourn

Chair Dahlstedt personally thanked all the other counties for passing the 1/10th of 1% sales tax, knowing that he did harass and badger other member counties about the sales tax as Skagit was the first county to pass the tax. He feels it is very important that we thank our tax payers for passing this tax to enhance care to people with mental illness. Chair Dahlstedt thanked everyone for coming.

The meeting was adjourned 2:15 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

North Sound Mental Health Administration
Emergency meeting of the Board of Directors
January 29, 2009
3:30 p.m.

Board Members Present:

Rebecca Clark, designated alternate for Skagit County Commissioner Ken Dahlstedt

Board Members Participating Via Telephone:

Dave Gossett, Snohomish County Council

Ward Nelson, Whatcom County Council

John Dean, Island County Commissioner

Bob Myhr, San Juan County Council

Regina Delahunt, designated alternate for Whatcom County Executive Pete Kremen

Ken Stark, designated alternate for Snohomish County Executive Aaron Reardon

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Annette Calder

Guests:

Brad Furlong

1. Open the Meeting

The meeting was opened at 3:30 p.m. and introductions were made. The purpose of the meeting is for the Board of Directors to enter into Executive Session for approximately 30 minutes for the purpose of discussing potential litigation with possible action to follow. The Board of Directors went into Executive Session at 3:34 p.m.

2. Resume the Meeting

The meeting resumed at 4:02 p.m. and no action was taken.

3. Adjourn

The meeting was adjourned at 4:03 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant