

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
September 9, 2010  
1:30 PM**

**AGENDA**

Page #/Tab

1. **Call to Order; Introductions – Chair Myhr**
2. **Revisions to Agenda – Chair Myhr**
3. **Approval of Minutes– Chair Myhr motion #10-088**
  - **To review and approve the minutes August 12, 2010..... 5-11**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – Arthur Jackson, Chair**
8. **Report from the Executive/Personnel Committee – Dave Gossett, Chair**
9. **Report from the Quality Management Oversight Committee – Anne Deacon, Chair**
10. **Report from the Planning Committee – Regina Delahunt, Chair**
  - **To approve budgets for providers for cost allocations**
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 – Ken Stark, Chair**
14. **Consent Agenda – Finance Committee**

<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 #10-089**

To review and approve North Sound Mental Health Administration’s claims paid from August 1, 2010 through August 31, 2010 in the amount of \$4,682,273.96. Payroll for the month of August in the amount of \$109,670.89 and associated employer paid benefits in the amount of \$43,601.67.

## 15. Action Items

### **Motion #10-070**

To approve NSMHA-SENIOR SERVICES of SNOHOMISH COUNTY-FBG-10-11 for the provision of geriatric screening and short term mental health intervention to older adults in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$39,800.

### **Motion #10-071**

To approve NSMHA-EVERETT HOUSING AUTHORITY/HOPE OPTIONS-FBG-10-11 for the provision of stabilizing housing and short term mental health intervention to older adults and adults at risk of homelessness in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$47,138.

### **Motion #10-072**

To approve NSMHA-SKAGIT COUNTY HUMAN SERVICES-FBG-10-11 for the provision of an Outreach-Intervention Specialist to work with the homeless population in Skagit County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

### **Motion #10-073**

To approve NSMHA-OPPORTUNITY COUNCIL WHATCOM COUNTY-FBG-10-11 for the provision of a case management position for people with mental illness who were homeless and are applying for and securing housing in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$49,200.

### **Motion #10-074**

To approve NSMHA-SEA MAR-FBG-10-11 for the provision of integrating mental health and physical health in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

### **Motion #10-075**

To approve NSMHA-BRIDGWAYS-FBG-10-11 for the provision of an outreach special at the Sparrow House transitional housing project in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$65,560.

### **Motion #10-076**

To approve NSMHA-SNOHOMISH COUNTY HUMAN SERVICES-FBG-10-11 for the provision of short term case management for those ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$70,000.

### **Motion #10-077**

To approve NSMHA-WHATCOM COUNSELING & PSYCHIATRIC CLINIC-GATEKEEPER PROJECT-FBG-10-11 for the provision of Elder Gatekeeper Services, an Evidence Based Practice, in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$44,352.

**Motion #10-078**

To approve NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-GLADSTONE PROJECT-FBG-10-11 for the provision of employing a Peer Counselor to work with individuals in the Gladstone House in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$24,752.

**Motion #10-079**

To approve NSMHA-SUN COMMUNITY-FBG-10-11 for the provision of urgent transitional housing for people with mental illness in Whatcom County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$57,500.

**Motion #10-080**

To approve NSMHA-SUNRISE SERVICES-PEER CONNECTIONS CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

**Motion #10-081**

To approve NSMHA-STILLAGUAMISH TRIBE-FBG-10-11 for the provision of mental health services to Tribal and non-Tribal members ineligible for other mental health services in Snohomish County. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$20,000.

**Motion #10-082**

To approve NSMHA-COMPASS HEALTH-FBG-10-11 for the provision of transitional mental health services for those ineligible for other mental health services in Snohomish and Skagit Counties. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$186,564

**Motion #10-083**

To approve NSMHA-TULALIP TRIBES-FBG-10-11 for the provision of outreach and engagement to Tribal members, adult and youth at risk, by providing traditional healing, ceremonies and opportunities for growth in Tribal culture. The term of the Agreement is October 1, 2010 through September 30, 2011. The maximum consideration of this Agreement is \$81,840.

**Motion #10-084**

To approve NSMHA-COMPASS HEALTH-PEER (Bailey) CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

**Motion #10-085**

To approve NSMHA-WHATCOM COUNSELING & PSYCHIATRIC-RAINBOW PEER CENTER-FBG-10-11 for the provision of center operations moving in the direction of peer driven and peer run services. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration for this Agreement is \$73,511.

**Motion #10-090**

To approve NSMHA-Opportunity Council-FBG-10-11 for the provision of a Youth Housing Transition and Job Placement project in Whatcom County. The maximum consideration for this Agreement is \$40,805.

**Motion #10-091**

To approve NSMHA-DBHR-MHBG-10-11 for the provision of Mental Health Block grant funding. This funding is used for innovative services not covered by Medicaid and/or Medicaid services provided to non-Medicaid individuals. The term of this Agreement is October 1, 2010 through September 30, 2011. The maximum consideration on this Agreement is \$1,098,134.

**Motion #10-092**

To approve NSMHA-CH OUTREACH-FBG-09-10 Amendment 1 for the purpose of reducing this agreement by \$70,000 to be transferred to Federal Black Grant projects that requested additional funding for the current fiscal year. The new maximum consideration for this Agreement is \$116,564.

**Motion #10-093**

To approve NSMHA-SNOHOMISH COUNTY-SMHC-09-11 for the purpose of reducing this agreement by \$75,000. The funding will be transferred to Compass Health for the sole purpose hiring of a consultant to support and guide the process of converting the Crisis Stabilization Respite program into a Triage and ultimately into a Crisis Stabilization Unit. The new maximum consideration on this Agreement is \$3,228,361.

**Motion #10-094**

To approve NSMHA-COMPASS HEALTH-SMHC-09-11 for the provision of transferring funding from Snohomish County to Compass for the purpose of hiring at FTE (full time equivalent) staff to oversee and coordinate the transition of crisis stabilization to a triage center to a crisis stabilization unit in Snohomish County. This amendment shall increase Compass Health SMHC contract by \$75,000.

**16. Introduction Items**

**17. Adjourn**

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING**

**August 12, 2010**

**1:30 PM**

**MINUTES**

**Board Members Present:**

Bob Myhr, San Juan County Council member, NSMHA Board of Directors Chair  
Ken Stark, designated alternate for Snohomish County Executive, Aaron Reardon  
Anne Deacon, designated alternate for Whatcom County Council member, Kathy Kershner  
June LaMarr, designated alternate for Sheryl Fryberg, The Tulalip Tribes  
Jackie Henderson, designated alternate for John Dean, Island County Commissioner  
Ken Dahlstedt, Skagit County Commissioner  
Sharie Freemantle, designated alternate for Dave Gossett, Snohomish County Council member

**Staff Present:**

Chuck Benjamin, Greg Long, Bill Whitlock, Annette Calder

**Guests:**

Janelle Sgrignoli, Dean Wight, Mike Manley, Jean Gorton

**1. Call to Order; Introductions**

Chair Myhr called the meeting to order at 1:35 and welcomed everyone; introductions were made. Chair Myhr welcomed Janelle, former NSMHA Board member.

**2. Revisions to Agenda**

Ken Stark stated adding motion #10-086 to change banks for petty cash, advanced travel and flexible spending account per a recommendation of the State Auditors.

**3. Approval of Minutes– Chair Myhr motion #10-059**

Chair Myhr asked if there were any revisions to the minutes of July 8, 2010; there were none. Mr. Dahlstedt moved approval, seconded by Mr. Stark, all in favor, **motion carried.**

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

None

**5. Reports from Board Members**

Ken Stark mentioned that Council member Cooper is no longer a Snohomish County Council member is now the mayor of Edmonds and therefore needs to be replaced on our Board.

**6. Comments from the Public**

None

**7. Report from the Advisory Board**

Arthur not present due to surgery. Chuck noted the Advisory Board approved the Federal Block Grant proposals and NSMHA realignment that will be presented later today.

**8. Report from the Executive/Personnel Committee**

Bob Myhr noted he and Chuck met today but there was nothing to report.

## 9. Report from the Quality Management Oversight Committee

Anne Deacon reported:

- The meeting was held July 28, 2010, and the June summary was approved as written
- The following announcements were made:
  - Changes are coming from MHD regarding Critical Incident Reporting – unknown at this time when they will be implemented
  - Fred mentioned the “Dignity and Respect” Workgroup is seeking a County Coordinator to set in on this workgroup.
  - David from Sea Mar said they are looking for a new Program Director for their Mount Vernon office and they have hired two new therapists – one in Lynnwood and one in Monroe.
- The following Quality Issues were discussed:
  - Update on Sharing Individual Provider Data with all Providers – this was passed with the element of advance notification to providers before being distributed.
  - Update on Core Performance Indicators – this will be added to August agenda for further discussion of data
  - Update on Clinical Guidelines – “Differential Diagnosis Guideline for Childhood and Adolescent Behavioral Disturbances” approved as amended. “Guidelines to Person-Centered Recovery” passed with amendment to include accurate reference information.
  - Criteria for policies that “Comply With” or are “Consistent With” NSMHA policies.
  - Special Population Consultation Chart Review – passed with recommendation to changed timeline to 90 day and run recommendation through Department of Behavioral Health and Recovery (DBHR).
  - Intensive Outpatient Program (IOP)/Program of Assertive Community Treatment (PACT)
  - The following policies were reviewed and approved:
    - 1504.00 – Intake Evaluations for Ongoing Services
    - 1540.00 – Discharge from Treatment
    - 1529.00 – Children’s Long-Term Inpatient Program (CLIP) Care Coordination
- Kathy McNaughton requested assistance with Department of Health credentialing for new hires.
- The next meeting will be August 25, 2010, from 1-3.

Brief discussion ensued on the credentialing process by the Department of Health. Anne was thanked for her report.

## 10. Report from the Planning Committee

Anne Deacon reported:

- The Planning Committee met on August 6<sup>th</sup>
- New representative from the Advisory Board, Candy Trautman, Island County
- Presentation from Whatcom Counseling and Psychiatric Clinic regarding funding for the PATH grant (Program for Assistance in Transition from Homelessness)
- Federal Block Grant proposals reviewed and recommended for approval
- Planning Committee approve RFP for FBG funds let last Friday
- Crisis System Workgroup
- Next meeting on Thursday, September 2<sup>nd</sup>

Anne was thanked for her report.

### 11. Report from the Executive Director

Chuck Benjamin made a PowerPoint Presentation on the NSMHA Leadership Team Development and NSMHA Realignment (copy attached to the file as part of the official record). Questions and answers followed.

Chuck asked the Board to adopt the report as presented. Moved approval by Anne Deacon, seconded by Ken Dahlstedt, all in favor, **motion carried (#10-087)**.

Chair Myhr noted about two weeks ago he asked Chuck to let him know how San Juan County could lobby for funding to the legislature. He said that although Chuck was away, NSMHA staff quickly produced a document for San Juan County to use for this purpose. He encouraged other counties to do the same if they wanted to lobby the legislature for funding.

### 12. Report from the Finance Officer

Bill Whitlock reported:

- The Federal Block Grant and PATH (Project for Assistance in Transition from Homelessness) grant were low, \$331,786 and \$50,197. We think these are timing variance. The DDD billings are also behind with a timing variance of \$119,685. State funds have a permanent negative variance of \$725,491. Interest revenue was lower than budgeted due to the low interest rates. The negative variance is \$41,871. Overall the revenues were a little higher in 2010 due to the low forecast of Medicaid funding in the NSMHA budget.
- There are some issues with the current financial statements. Inpatient billings for May, June and July are not included in the information provided. We received the bills for May and June last week. However we still do not have the claim information to reconcile the bills. In addition the amounts on the bills were a lot lower than normal. We also are missing \$533,419 in Medicaid funds from June. The actual payment was lower than the remittance. This is part of the provider one implementation problems.
- The state fiscal auditors exit was 8/10/10. No findings. Recommendations were around Journal entry review, Federal Block grant billing and reports. We are required to change our bank accounts from Chase. They are not an acceptable public depository in this state.

Bill was thanked for his report.

### 13. Report from the Finance Committee

Ken Stark reported the committee met today, reviewed all claims, payroll and Federal Block Grant motions before the Board today, and is recommending approval of all.

He noted he also had a motion to bring forward. Mr. Stark moved approval of NSMHA changing banks for our Petty Cash, Advanced Travel and employee Flexible Spending Account from Chase Bank to Skagit State Bank, seconded by Ms. Deacon, and opened for discussion. This is based on a recommendation of the State Auditor's since Chase Bank is not on the federally approved depository list. All signors will remain the same, Chuck Benjamin, Executive Director, Greg Long, Deputy Director and Annette Calder, Executive Assistant. Chair called for the vote, all in favor, **motion carried (#10-086)**.

### 14. Consent Agenda – Finance Committee

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 #10-060**

To review and approve North Sound Mental Health Administration's claims paid from July 1, 2010 through July 30, 2010 in the amount of \$4,817,497.97. Payroll for the month of July in the amount of \$108,829.54 and associated employer paid benefits in the amount of \$52,463.44.

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

**15. Action Items**

**General Assistance-Unemployable/Disability Lifeline Amendment:**

**Motion #10-061**

To approve NSMHA-INTERFAITH-GAU-09-10 AMENDMENT 1 for the provision of allocating nine (9) more GAU Level 2 slots. This amendment will increase the consideration of this Agreement by \$1,800 per month for nine (9) additional slots at \$200 per slot beginning July 28, 2010, for a total of 15 slots. A new maximum consideration on this Agreement is \$25,200 through December 31, 2010.

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

**FBG Amendments:**

**Motion # 10-062**

To approve NSMHA-BRIDGWAYS-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$9,000 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$74,650. The term of this agreement expires on September 30, 2010.

**Motion #10-063**

To approve NSMHA-COMPASS HEALTH-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$13,516 of unspent federal block funding to their current Peer Center block program. The new maximum consideration on this agreement is \$87,027. The term of this agreement expires on September 30, 2010.

**Motion #10-064**

To approve NSMHA-HOPE OPTIONS-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$2,700 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$39,838. The term of this agreement expires on September 30, 2010.

**Motion #10-065**

To approve NSMHA-SNOHOMISH COUNTY-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$9,000 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$79,000. The term of this agreement expires on September 30, 2010.

**Motion #10-066**

To approve NSMHA-SEA MAR-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$2,250 of unspent federal block funding to their current block program. The new maximum consideration on this agreement is \$72,250. The term of this agreement expires on September 30, 2010.

**Motion #10-067**

To approve NSMHA-SUNRISE SERVICES-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$22,517 of unspent federal block funding to their current Peer Center block program. The new maximum consideration on this agreement is \$96,028. The term of this agreement expires on September 30, 2010.



**Motion #10-068**

To approve NSMHA-WCPC-FBG-09-10 Amendment 1 for the provision of allotting one time funding of \$22,517 of unspent federal block funding to their Peer Center block program. The new maximum consideration on this agreement is \$96,028. The term of this agreement expires on September 30, 2010.

**Motions 10-062 through 10-068 moved by Mr. Stark, seconded by Mr. Dahlstedt, all in favor, motion carried.**

**Motion #10-069**

To approve NSMHA-WCPC-PATH-09-12 Amendment 1 for the provision of one time funding of \$47,111, this is inclusive of \$31,254 (current loss estimated) in non-match funding shortfall and \$15,857 past loss in non-match that has not been realized by WCPC. The new maximum consideration on this agreement is \$91,461. The term of this Agreement is October 1, 2009 through June 30, 2012.

Ms. Deacon moved approval, seconded by Mr. Dahlstedt, and opened for discussion. Jackie Henderson asked why WCPC would apply for a grant knowing there was not enough money to do it. Dean addressed the Board stating at the time WCPC applied for the grant, Whatcom County was assisting with costs. Also the grant funding amount has never gone up, but associated costs have gone up. Since the time of applying for the grant, the state has handed the responsibility for it to the RSNs. Dean's rationale is it is the only homeless outreach program in Whatcom County and it brings people into services whereas they would not have engaged in services previously until hospitalized. He is asking for bridge funding until they can figure out how to make up for the shortfall in funding. Further discussion followed and Chair Myhr called for the vote, all in favor, **motion carried.**

**16. Introduction Items**

*NSMHA has released an RFP for \$50,805 of FBG funding those awarded contracts will be presented to the BOD in September.*

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**17. Adjourn**

Chair Myhr adjourned the meeting at 2:43 P.M.

Respectfully submitted:

Annette Calder  
Executive Assistant