

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

February 12, 2015

1:30 PM

AGENDA

1. **Call to Order; Introductions – Chair Dahlstedt**
2. **Revisions to the Agenda – Chair Dahlstedt**
3. **Approval of Minutes of January 8,2015, Motion #15-07–Chair Dahlstedt..... 5-11**
4. **Comments & Announcements from the Chair**
5. **Report from Board Members**
6. **Comments from the Public**
7. **Compliance Officer Semi-Annual Report Tab 1**
8. **Report from the Advisory Board – Mark McDonald, Chair..... Tab 2**
9. **Committee Reports Tab 3**
Quality Management Oversight Committee – Anji Jorstad, Chair
Planning Committee – Anne Deacon, Chair
10. **Report from the Executive/Personnel Committee –Chair Dahlstedt**
11. **Report from the Executive Director..... Tab 4**
12. **Report from the Finance Officer Tab 5**
13. **Report from the Finance Committee – Ken Stark, Chair**
14. **Consent Agenda – Finance Committee, Motion #15-08**

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, the item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

To review and approve the North Sound Mental Health Administration's claims paid from January 1, 2015 through January 31, 2015 in the amount of \$5,174,045.23. Payroll for the month of January in the amount of \$171,926.18 and associated employer benefits in the amount of \$85,076.26.

15. Action Items

2013-2016 Strategic Plan Dashboard

Motion #15-09

To approve the 2013-2016 Strategic Plan and the proposed deliverables for 2015 as presented.

Electronic Health Record

Motion #15-10

NSMHA-CCSNW EHR-PSC-12-13 Amendment 1 for the purpose of covering unanticipated costs of implementation of an Electronic Health Record system. The increase in funding is \$259,370 for a new maximum consideration of \$321,340, with an end date of December 31, 2014.

Utilization Management

The following amendment is to increase staffing to Volunteers of America (VOA) by three (3) FTE to increase capacity in the Utilization Management department. Adding these three (3) positions will allow 24/7 coverage and decrease the demand for Triage Clinicians to fill in for UM, freeing up the Triage clinicians to focus solely on Triage calls. The need for the capacity is due to the increase in abandonment rates. The target for call abandonment rates is less than 5%, currently VOA is at 5% and rising.

Motion #15-11

To approve the following contract amendments:

NSMHA-VOA-MEDICAID-13-15 Amendment 3

NSMHA-VOA-SMHC-13-15 Amendment 4

Contract details for motion #15-11:

NSMHA-VOA-MEDICAID-13-15 Amendment 3 for the purpose of increasing Medicaid funding for the increased capacity in the Utilization Management function. The increase in funding is \$141,210.16 for a new maximum consideration of \$4,009,673.58, with the term of the agreement remaining the same, October 1, 2013 through September 30, 2015.

NSMHA-VOA-SMHC-13-15 Amendment 4 for the purpose of increasing State funding for the increased capacity in the Utilization Management function. The increase in funding is \$13,965.84 for a new maximum consideration of \$664,017.16, with the term of the agreement remaining the same, October 1, 2013 through September 30, 2015.

Illness Recovery Management Training:

The following amendment is to provide additional Illness Recovery Management Training in the North Sound.

Motion #15-12

NSMHA-GINGERICH-PSC-15 Amendment 1 for the purpose of increasing the number of training and consultation events to accommodate an additional 50 participants. The increase to this

agreement is \$10,400 for a new maximum consideration of \$21,400 with the term of the agreement being extended for a new end date of June 30, 2016.

NSMHA Medical Director Services:

The following amendment is to increase the number of hours and the availability of Keith Brown, M.D. our consulting psychiatrist.

Motion #15-13

NSMHA-BROWN-PSC-15 Amendment 1 for the purpose of increasing the hours and availability of consulting services to NSMHA. The increase to this agreement is \$24,000 for a new maximum consideration of \$60,000. The term of the agreement remains the same, January 1, 2015 through December 31, 2015.

Training

The following amendment is to increase training opportunities for our contracted providers in Assessing and Managing Suicide Risk (AMSR), Clinical Supervision Training, Adult Mental Health First Aid (AMHFA) and Youth Mental Health First Aid (YMHFA).

Motion #15-14

NSMHA-COMPASS HEALTH-PSC-14-15 Amendment 2 for the purpose of increasing the funding on this agreement in the amount of \$39,115 for a new maximum consideration of \$74,448. The term of the agreement extending by six (6) months from March 14, 2014 through December 31, 2015.

Legal Services

Legal Service Agreement (LSA) with Ken Kagan PLLC for legal services on HIPAA and privacy policy issues that arise.

Motion #15-15

KAGAN-NSMHA-LSA-15 for the purpose of providing consultation on legal matters pertaining to HIPAA and privacy policy issues and/or compliance. The hourly rate for attorney services is \$375 per hour. This agreement will remain in effect until one or both parties terminate.

Reclassification of NSMHA staff positions

NSMHA has had difficulty recruiting a Database Programmer and is concerned that the salary range set is too low to recruit qualified candidates. In the recent salary survey NSMHA's classification for programmer is well below the market value. We are requesting the Developer Analyst and Database Programmer positions be reclassified from Range 21 to Range 19.

Range 21 salary steps- \$57,329 –\$69,725

Range 19 salary steps-\$65,001 -\$79,057

NSMHA recommends the reclassification of all Programmer positions, from Range 21 to Range 19.

Motion #15-16

To reclassify the NSMHA Programmer positions from salary Range 21 to salary Range 19.

- Advertise the Database Administrator position at \$65,000-\$68,292 DOE

- Reclassify the Developer Analyst Programmer position from Range 21 Step D to Range 19 step A

NSMHA is requesting the part-time Western State Liaison position be moved to a full time position. Currently the position is a .67 FTE and will move to a 1.0 FTE. The salary range will remain the same at Range 22.

Motion #15-17

To move the Western State Liaison position from a .67 FTE to a 1.0 FTE with the salary remaining at Range 22.

16. Introduction Items

The following amendments are to increase funding to Compass Health Whatcom due to a shortfall occurring after the merger of Whatcom Counseling and Psychiatric Clinic. This is one time funding.

NSMHA-COMPASS HEALTH-WHATCOM-MEDICAID-13-15 Amendment 4 for the purpose of increasing Medicaid funding by \$348,197 for a new maximum consideration of \$7,954,837, with the term of this agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-COMPASS HEALTH-WHATCOM-SMHC-13-15 Amendment 4 for the purpose of increasing State funding by \$34,437 for a new maximum consideration of \$2,311,810.69, with the term of this agreement remaining the same October 1, 2013 through September 30, 2015.

17. Adjourn

Next Meeting: March 12, 2015

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

January 8, 2015
1:30 PM

MINUTES

Board Members Present:

Ken Dahlstedt, Skagit County Commissioner, NSMHA Chair of the Board of Directors
Ken Stark, designated alternate for Snohomish County Executive, John Lovick
Jackie Henderson, designated alternate for Island County Commissioner, Jill Johnson
Jackie Mitchell, designated alternate for Whatcom County Councilmember Ken Mann
Barbara LaBrash, designated alternate for San Juan County Councilmember Jamie Stephens
Sharie McLemore, designated alternate for Snohomish County Councilmember, Stephanie Wright
Mark McDonald, NSMHA Advisory Board Chair

NSMHA Staff Present:

Joe Valentine, Greg Long, Bill Whitlock, Annette Calder

Guests:

Chuck Davis, Tonya Bieche, Kim Olander

1. Call to Order; Introductions

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

2. Revisions to the Agenda

Chair Dahlstedt announced that a motion would be added under Action Items today.

3. Approval of Minutes of December 11, 2014

Chair Dahlstedt asked if there were any changes to the December minutes; there were none. Ken Stark moved approval of the December 11, 2014 meeting minutes, seconded by Barbara LaBrash, all in favor, **motion carried, #15-01.**

4. Comments & Announcements from the Chair

Chair Dahlstedt reported on the joint meeting with the Port of Skagit, City of Sedro Woolley

5. Report from Board Members

Ken Stark said interviews are being held for his position on January 23rd and are hoping to have the successful candidate hired by March 1 so they have opportunity to shadow Ken for a month.

6. Comments from the Public

Greg Long, Deputy Director noted that he would be retiring tomorrow and thanked the Board of Directors for the opportunity of have worked here for the last 18 years, noting it was a rewarding

experience that he valued more than any other job he had ever held. Greg was thanked by the Board for his service and wished well in his future endeavors.

7. Ombuds Semi Annual Report

Chuck Davis and Kim Olander Mayer presented the Ombuds report for the period of April 1 – September 30, 2014. A copy of the presentation and report is included behind Tab 1 and is part of the official record. Discussion took place on people who contact Ombuds who are covered by Apple Health; ensuring that people access the system through their assigned health plans and reporting to the Health Care Authority when the health plans are directing people to start with the RSN, etc. Chuck and Kim were thanked for their report.

8. Report from the Advisory Board

Mark McDonald stated the Advisory Board met on Tuesday, January 7 and a report is included behind Tab 2. Mark was thanked for his report.

9. Committee Reports

Quality Management Oversight Committee

Planning Committee

Joe noted that both the Quality Management Oversight Committee and the Planning Committee have met since the last meeting of this Board.

10. Report from the Executive/Personnel Committee

The Executive/Personnel Committee met prior to this meeting today and will have a motion to add under Action Items later in the meeting.

11. Report from the Executive Director

Joe directed the group to Tab 3 and reviewed the Executive Director's report with the Board. Joe noted we have directions available to the retirement celebration for Greg Long this afternoon if anyone needed directions. Discussion took place on moving forward with forming a Limited Liability Corporation. Joe was thanked for his report.

12. Report from the Finance Officer

Bill Whitlock directed the group to Tab 4 and reviewed the December Financial Report with the Board. Discussion took place on the substantial increase in funding, noting that the population has grown and so have the needs for services, working to increase provider workforce and capacity, etc. Bill was thanked for his report.

13. Report from the Finance Committee – Ken Stark, Chair

Ken Stark stated the Finance Committee met today prior to this meeting and reviewed all claims and payroll before the Board today. Ken Stark moved approval of motion #15-02, seconded by Jackie Henderson, all in favor, **motion carried, #15-02.**

14. Consent Agenda – Finance Committee, Motion #15-02

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, the item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

To review and approve the North Sound Mental Health Administration's claims paid from December 1, 2014 through December 31, 2014 in the amount of \$8,824,323.12. Payroll for the month of December in the amount of \$146,659.83 and associated employer benefits in the amount of \$81,059.00.

15. Action Items

Joe noted that a motion for a contract with Sunrise Services, (NSMHA-SUNRISE SERVICES-PSC-13 Amendment 1), was passed last month with Amendment number listed as 2 on the contract. The correct Amendment number is 1. There are no changes to the term or funding of the contract.

Fee for Service Increases & Increases of Provider Caps

The following contract amendments include the Fee for Service (FFS) rate increase and for some providers raising their cap on services to account for increased demand for services in the region.

Motion #15-03

To approve the following contract amendments:

NSMHA-BRIDGWAYS-MEDICAID-13-15 Amendment 1
NSMHA-CCSNW-MEDICAID-13-15 Amendment 3
NSMHA-CENTER FOR HUMAN SERVICES-MEDICAID-13-15 Amendment 1
NSMHA-COMPASS HEALTH WHATCOM-MEDICAID-13-15 Amendment 3
NSMHA-INTERFAITH-MEDICAID-13-15 Amendment 2
NSMHA-LAKE WHATCOM CENTER-MEDICAID-13-15 Amendment 2
NSMHA-COMPASS HEALTH-MEDICAID-13-15 Amendment 4
NSMHA-COMPASS HEALTH-SMHC-13-15 Amendment 3
NSMHA-NWESD 189-MEDICAID-13-15 Amendment 2
NSMHA-NWESD 189-SMHC-13-15 Amendment 2
NSMHA-SUNRISE SERVICES-MEDICAID-13-15 Amendment 2
NSMHA-SUNRISE SERVICES-SMHC-13-15 Amendment 2
NSMHA-SEA MAR-MEDICAID-13-15 Amendment 3
NSMHA-SEA MAR-SMHC-13-15 Amendment 3

Joe provided an overview of motion #15-03 summarizing what each contract is for. Jackie Henderson moved approval of motion #15-03, seconded by Ken Stark, all in favor, **motion carried, #15-03.**

Contract details for Motion #15-03:

NSMHA-BRIDGWAYS-MEDICAID-13-15 Amendment 1 for the purpose of increasing the Medicaid Fee for Service rates in the budget for an increase to this contract of \$10,917. The new

maximum consideration is \$689,733, with the term of the agreement remaining the same, October 1, 2013 through September 30, 2015.

NSMHA-CCSNW-MEDICAID-13-15 Amendment 3 for the purpose of increasing the Medicaid Fee for Service rates in the budget for an increase to this contract of \$90,000. The new maximum consideration is \$5,787,624, with the term of the agreement remaining the same, October 1, 2013 through September 30, 2015.

NSMHA-CENTER FOR HUMAN SERVICES-MEDICAID-13-15 Amendment 1 for the purpose of increasing the Medicaid Fee for Service rates in the budget for an increase to this contract of \$4,590. The new maximum consideration is \$919,566, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-COMPASS HEALTH WHATCOM-MEDICAID-13-15 Amendment 3 for the purpose of increasing the Medicaid Fee for Service rates in the budget for an increase to this contract of \$104,004. The new maximum consideration is \$7,710,752, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-INTERFAITH-MEDICAID-13-15 Amendment 2 for the purpose of increasing the Medicaid Fee for Service rates in the budget for an increase to this contract of \$24,444. The new maximum consideration is \$1,272,284, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-LAKE WHATCOM CENTER-MEDICAID-13-15 Amendment 2 for the purpose of increasing the Medicaid Fee for Service rates in the budget for an increase on this contract of \$43,470. The new maximum consideration is \$4,565,490, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-COMPASS HEALTH-MEDICAID-13-15 Amendment 4 for the purpose of increasing the Medicaid Fee for Service rates in the budget and increasing the cap on funding for expansion in Snohomish County and San Juan County, specifically to Lopez and Orcas Islands and continuing the Inpatient Transition Team services. The increase to this contract is \$1,451,004 for a new maximum consideration of \$35,222,340, with the term of the agreement remaining the same, October 1, 2013 through September 31, 2015.

NSMHA-COMPASS HEALTH-SMHC-13-15 Amendment 3 for the purpose of increasing state funding for expansion in Snohomish County and San Juan County, specifically to Lopez and Orcas Islands and continuing Inpatient Transition Team services. The increase to this contract is \$7,677 for a new maximum consideration of \$6,996,145, with the term of the agreement remaining the same, October 1, 2013 through September 31, 2015.

NSMHA-NWESD 189-MEDICAID-13-15 Amendment 2 for the purpose of increasing the Medicaid Fee for Service rates in the budget and increasing the cap on funding for expansion into Marysville, where the ESD has received a grant to provide mental health services in the school district. This funding will augment the grant by providing services to NSMHA qualified children/youth. The contract is increased by \$97,254 for a new maximum consideration of \$1,138,674, with the term of agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-NWESD 189-SMHC-13-15 Amendment 2 for the purpose of increasing state funding for expansion into Marysville, where the ESD has received a grant to provide mental health services in the school district. This funding will augment the grant by providing services to NSMHA qualified children/youth. The contract is increased by \$5,247 for a new maximum consideration of \$95,595, with the term of agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-SUNRISE SERVICES-MEDICAID-13-15 Amendment 2 for the purpose of increasing the Medicaid Fee for Service rates in the budget and increasing the cap on funding for expansion into Whatcom and Island County and the expansion of Intensive Outpatient Services in Skagit County. The contract is increased by \$1,915,335 for a new maximum consideration of \$10,411,047, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-SUNRISE SERVICES-SMHC-13-15 Amendment 2 for the purpose of increasing state funding for flex funding, expansion into Whatcom County and expansion of Intensive Outpatient Services in Skagit County. The contract is increased by \$83,970 for a new maximum consideration of \$1,304,077, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-SEA MAR-MEDICAID-13-15 Amendment 3 for the purpose of increasing the Medicaid Fee for Service rates in the budget and increasing the cap on funding for Island, Skagit and Snohomish County services. The contract is increased by \$485,100 for a new maximum consideration of \$4,619,692, with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

NSMHA-SEA MAR-SMHC-13-15 Amendment 3 for the purpose of increasing the state funding for Island, Skagit and Snohomish County services. The contract is increased by \$6,885 for a new maximum consideration of \$481,515 with the term of the agreement remaining the same October 1, 2013 through September 30, 2015.

Authorized Signatory

Motion #15-04

To approve adding Lisa Grosso, Operations Manager as a signing authority (replacing Greg Long) on NSMHA's accounts at Skagit County Auditor's and Treasurer's offices and also the bank accounts at Skagit State Bank: Petty Cash, Advanced Travel and the employee Flexible Spending Account. This addition is for the interim until the Deputy Director position is refilled. The designated NSMHA signatories shall have the authorization privileges for disbursements over Petty Cash, Advanced Travel and Flexible Spending accounts, vouchers, payroll and investing. Other authorized signors remain the same: Joe Valentine, Executive Director and Annette Calder, Executive Assistant.

Joe explained the need for motion #15-04 to the Board. Ken Stark moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-04.**

Integrated Dual Diagnosis Disorder Treatment

Motion #15-05

This contract is to continue providing Integrated Dual Diagnosis Disorder Treatment (IDDT) in Skagit County. This is an evidence based practice for individuals with mental health and substance abuse (co-occurring) disorders.

Joe summarized motion #15-05 for the Board. Barbara LaBrash moved approval, seconded by Ken Stark, all in favor, **motion carried, #15-05.**

Contract details for motion #15-05:

NSMHA-SUNRISE SERVICES-IDDT-13-14 Amendment 1 for the purpose of extending the contract and to provide the Medicaid and State funding through September 30, 2015. The increase in funding is \$261,000 for a new maximum consideration of \$1,058,900 with a new expiration date of September 30, 2015.

Temporary Reclassification of Staff

Motion #15-06

To approve the temporary assignment of the Washington State Hospital Liaison Coordinator from Range 21 Step E to Range 20 Step D, the assignment and increase in pay will terminate once a new Deputy Director is hired and supervision is transferred back to the Deputy Director.

Joe explained the need for motion #15-06 and it was noted that this is a time-limited reclassification that will be removed when a new Deputy Director is hired. Ken Stark moved approval of motion #15-06, seconded by Jackie Henderson, all in favor, **motion carried, #15-06.**

16. Introduction Items

Joe addressed the Introduction items with the Board of Directors.

2013-2016 Strategic Plan Dashboard

To review and accept the 2013-2016 Strategic Plan and the proposed deliverables for 2015.

Joe reviewed the Strategic Plan Dashboard with the Board of Directors. Discussion took place on Peer training, recruiting counselors from colleges and universities, finding out if colleges and universities would give credit for trainings we have provided.

Electronic Health Record

NSMHA-CCSNW EHR-PSC-12-13 Amendment 1 for the purpose of covering unanticipated costs of implementation of an Electronic Health Record system. The increase in funding is \$259,370 for a new maximum consideration of \$321,340, with an end date of December 31, 2014.

Joe explained the request to increase funding for Catholic Community Services in regard to implementing their Electronic Health Record system.

The following introduction item is to increase staffing to Volunteers of America (VOA) by three (3) FTE to increase capacity in the Utilization Management department. Adding these three (3) positions will allow 24/7 coverage and decrease the demand for Triage Clinicians to fill in for UM, freeing up the Triage clinicians to focus solely on Triage calls. The need for the capacity is due to the

increase in abandonment rates. The target for abandonment rates is less than 5%, currently VOA is at 5% and rising.

Joe discussed the proposed amendments to the Volunteers of America Medicaid and SMHC contracts and noted these contracts would be Action Items at the next meeting.

NSMHA-VOA-MEDICAID-13-15 Amendment 3 for the purpose of increasing Medicaid funding for the increased capacity in the Utilization Management function. The increase in funding is \$141,210.16 for a new maximum consideration of \$4,009,673.58, with the term of the agreement remaining the same, October 1, 2013 through September 30, 2015.

NSMHA-VOA-SMHC-13-15 Amendment 4 for the purpose of increasing State funding for the increased capacity in the Utilization Management function. The increase in funding is \$13,965.84 for a new maximum consideration of \$664,017.16, with the term of the agreement remaining the same, October 1, 2013 through September 30, 2015.

17. Adjourn

Chair Dahlstedt stated the next meeting would be held on February 12, 2015. The meeting was adjourned at 2:33.

Respectfully submitted:

Annette Calder
Executive Assistant

Next Meeting: February 12, 2015