

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

November 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 October 8, 2015, Motion #15-102 – Chair Dahlstedt.....5-11
4. Comments & Announcements from the Chair
5. Report from Board Members
6. Comments from the Public
7. Compensation Works Report.....Tab 1
8. Report from the Advisory Board – Mark McDonald, Chair .....Tab 2
9. Committee Reports .....Tab 3
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 Mann, Chair
14. Consent Agenda – Finance Committee, Motion #15-103

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 October 1, 2015 through October 31, 2015 in the amount of \$11,391,017.13. Payroll for the month of October in the amount of \$175,179.67 and associated employer benefits in the amount of \$109,336.33.

**15. Action Items**

**Skagit County Interlocal Agreements**

This agreement is being revised to increase the funding NSMHA is providing to Skagit County for accounting services, such as investments, disbursements, payroll processing and account payables. The current amount NSMHA pays the County is \$2,500 monthly. We propose to increase the amount by \$1,000 to \$3,500 monthly. This increase is due to the growth NSMHA is currently experiencing and will continue to experience in 2016.

**Motion #15-104**

To approve SKAGIT COUNTY-NSMHA-INTERLOCAL AGREEMENT for the purpose of providing services in support of NSMHA business operations. The monthly payment for services will be \$3,500 per month beginning on January 1, 2016.

**Skagit Interlocal ITA Agreement**

This agreement is to provide for the Involuntary Treatment Act (ITA) court services in Skagit County. The case rate for the services is set at \$950 per case.

**Motion #15-105**

To approve SKAGIT COUNTY-NSMHA-INTERLOCAL AGREEMENT 15-16 for the purpose of providing the ITA court in Skagit County, an estimated 549 cases for the agreement period. The estimated maximum consideration on this agreement is \$521,444.55 and the term of the agreement is September 18, 2015 through August 31, 2016.

**Motion #15-106**

Move to increase the annual appropriations by \$10,500,000

Increase Revenue Medicaid \$10,500,000

Increase Expenses NSMHA operating budget Small Tools \$105,000

Increase Expenses NSMHA operating budget Operating Rentals & Leases \$39,055

Increase Expenses NSMHA operating budget Capital Equipment \$380,000

Increase Expenses Agency/County/Other Services \$6,475,945

Increase Expenses Inpatient Payments \$3,500,000

**16. Introduction Items**

**Proposed NSMHA 2016 Operating Budget Presentation.....Tab 6**

**MTM Services**

This agreement is to engage MTM services in consultation with NSMHA and its network providers to conduct a gap analysis. The analysis will be assessing Access processes through the first appointment; The consultation will encompass a data capture and process flow chart to determine where gaps occur in the process.

MTM-NSMHA-CONSULTATION AGREEMENT-15-16 for the purpose of determining whether NSMHA should implement processes that will improve engagement and prescription services in the

region. The maximum consideration is up to \$ with the term of the agreement January 1, 2016 through December 31, 2016.

### **Professional Service Contracts**

- Continuation of Dr. Brown's consultation services
- Continuation of Turner HR consultation services
- Continuation of Lake Whatcom housing for Western State Hospital/community hospital discharges
- Consumers Voices are Born (CVAB) will be managing the regional Peer Network and conducting a Certified Peer Counselor training

NSMHA-BROWN-PSC-16 for the purpose of providing ongoing psychiatric consultation to NSMHA staff. The maximum consideration for this contract is \$60,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-TURNER HR-PSC-16 for the purpose of providing ongoing Human Resource consultation to NSMHA. The maximum consideration for this contract is \$7,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-LWC-HOUSING-PSC-16 for the purpose of providing transitional housing to individuals discharging from psychiatric inpatient and Western State Hospital to Whatcom County. The maximum consideration on this contract is \$36,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-CVAB-PSC-15-16 for the purpose of implementing a regional peer network and conducting a regional Certified Peer Counselor training. The maximum consideration on this agreement is \$30,000 with the term of the agreement January 1, 2016 through December 31, 2016.

### **County Administrative Contracts**

NSMHA-ISLAND COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$260,697 with a term of January 1, 2016 through December 31, 2016.

NSMHA-SAN JUAN COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$261,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-SKAGIT COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$392,412 with a term of January 1, 2016 through December 31, 2016.

NSMHA-WHATCOM COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with

mental illness. Funding for this Agreement is \$395,376 with a term of January 1, 2016 through December 31, 2016.

## **17. Adjourn**

Next Meeting: December 10, 2015

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

**October 8, 2015  
1:30 PM**

**MINUTES**

**Board Members Present:**

Jill Johnson, Island County Commissioner, NSMHA Board of Directors Vice Chair  
Jamie Stephens, San Juan County Council member  
Cammy Hart-Anderson representing Snohomish County Executive John Lovick  
Mark McDonald, NSMHA Advisory Board Chair  
Rebecca Clark representing Skagit County Commissioner Ken Dahlstedt, NSMHA Board Chair  
Regina Delahunt representing Whatcom County Executive, Jack Louws

**Board Members Via Telephone:**

David Kincheloe joined the meeting via telephone at 1:53 p.m.

**Staff Present:**

Joe Valentine, Bill Whitlock, Betsy Kruse, Annette Calder

**Guests:**

Brad Furlong, NSMHA Legal Counsel

**1. Call to Order; Introductions**

Vice Chair Johnson opened the meeting and welcomed everyone; introductions were made.

**2. Revisions to the Agenda**

Vice Chair Johnson asked if there were any revisions to the agenda, there were none.

**3. Approval of Minutes of September 10, 2015**

Vice Chair Johnson asked if there were any changes to the minutes of September 10<sup>th</sup>, Cammy Hart Anderson moved approval, seconded by Regina Delahunt, all in favor, **motion carried, #15-92.**

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

Vice Chair Johnson said Brad Furlong was here to address the Board regarding the Joint County Authority Operating Agreement (located behind Tab 6) creating the North Sound Behavioral Health Organization. Brad provided some background for the Board and said that the State Attorney General's office, Public Employees Retirement System (PERS), Enduris (NSMHA's liability carrier), and the Department of Social and Health Services Division of Behavioral Health and Recovery (DSHS/DBHR) have all agreed that an LLC can be used to transition from a Regional Support Network to a Behavioral Health Organization. The organization will remain a government entity and employees can still pay into the PERS retirement system. Brad shared that the current Interlocal Agreement that we operate under did not create a real entity and moving forward creates a

Limited Liability Corporation providing a more formal, defined structure for North Sound. If the Board approves the operating agreement today, the document will be sent to each county's prosecuting attorney's office for approval. It is our hope that all counties will have taken action to approve the operating agreement by the end of November. Documents would then be filed and NSMHA would become a LLC on January 1, 2016. The LLC protects the counties in the event that any judgement against NSMHA/NSBHO will not extend to the counties, only against the organization. Tribes would still have a non-voting seat on the Board Group discussion took place throughout and Brad was thanked for his presentation.

#### **5. Report from Board Members**

Vice Chair Johnson asked if there were any comments from Board Members. Cammy Hart Anderson reported that Snohomish County reached out to Becky Williams, HIPAA lawyer at Davis Wright Tremaine that NSMHA contracts with and she will be doing a training for Snohomish County.

US Healthvest plans to open a 120 bed facility in Smokey Point in 2017.

#### **6. Comments from the Public**

None

#### **7. Report from the Advisory Board**

Mark McDonald informed the group the Advisory Board report was behind Tab 1, the group met on Tuesday and is working on their nominating committee, working on advocacy, addressing legislative issues, and identifying priorities. Discussion took place on how priorities were identified. Mark was thanked for his report.

#### **8. Committee Reports**

The Committee Reports are located behind Tab 2.

#### **9. Report from the Executive/Personnel Committee**

Executive Committee met prior to this meeting and reviewed action items before the Board today.

#### **10. Report from the Executive Director**

Joe directed the group to Tab 3 and reviewed the Executive Director report with the Board, noting we held the 3<sup>rd</sup> BHO Provider Workshop on September 11<sup>th</sup> to continue working on establishing rates. A lot of work needs to take place between now and April 1<sup>st</sup> to be ready to convert to a BHO. Discussion on the North Sound E&T opening and comments received so far. Discussion took place on the Opioid epidemic and what is being seen in different counties. Joe was thanked for his report.

#### **11. Report from the Finance Officer**

Bill Whitlock directed the group to Tab 4 and reviewed the Finance Officers report with the Board. Bill said a budget adjustment would be coming before the Board in November as we are currently over budget for the year. Bill also noted that the 2016 Proposed Operating Budget is being introduced today and is located behind Tab 8. A presentation on the proposed budget will be made

at the November meeting. Bill was thanked for his report.

## **12. State Auditors Report**

Bill stated the State Auditors Report is located behind Tab 5; noting two minor issues and no findings. Joe added the Auditors were very complimentary of Bill and staff, and noted it's quite an accomplishment to complete the audit with no findings considering the size of our budget. Vice Chair Johnson said that is very impressive considering how complicated our funding is.

## **13. Report from the Finance Committee**

Jamie Stephens reported the committee met before this meeting and reviewed all claims and payroll as well as motions before the Board today. Jamie Stephens moved approval of the Consent Agenda, #15-93, seconded by Rebecca Clark, all in favor, **motion carried, #15-93.**

## **14. Consent Agenda – Finance Committee, Motion #15-93**

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 September 1, 2015 through September 30, 2015 in the amount of \$6,448,801.37. Payroll for the month of September in the amount of \$176,158.31 and associated employer benefits in the amount of \$99,226.74.

## **15. Action Items**

### **DBHR**

The agreement is to establish a local Family Youth System Partner Roundtable (FYSPRT) in the North Sound. Establishing a FYSPRT is a new state contract requirement related to settlement of the TR lawsuit.

#### **Motion #15-94**

To approve DSHS-DBHR-NSMHA-FYSPRT-15-16 for the purpose of establishing a Family Youth System Partner Roundtable (FYSPRT) in the North Sound Region. The maximum consideration on this agreement is \$37,500 for a term of October 1, 2015 through March 31, 2016.

Joe discussed need for motion #15-94 with the Board. Rebecca Clark moved approval, seconded by Jamie Stephens, all in favor, **motion carried, #15-94.**

### **County Administration Contracts:**

The following contract amendments are for the purpose of:

- Pass through the Housing Assistance through Peer Support (HARPS) funding for housing vouchers to all five (5) counties

**Motion #15-95**

To approve the following contract amendments:

- NSMHA-ISLAND COUNTY-ADMIN-15 Amendment 1
- NSMHA-SAN JUAN COUNTY-ADMIN-15 Amendment 1
- NSMHA-SKAGIT COUNTY-ADMIN-15 Amendment 2
- NSMHA-WHATCOM COUNTY-ADMIN-15 Amendment 1

Joe provided an explanation for motion #15-95. Cammy Hart Anderson moved approval, seconded by Rebecca Clark, all in favor, **motion carried, #15-95.**

**Contract details for Motion #15-95:**

NSMHA-ISLAND COUNTY-ADMIN-15 Amendment 1 for the purpose of allocating the funding for HARPS vouchers in the amount of \$15,750 for a new maximum consideration of \$225,066 with the term of the agreement remaining the same, January 1, 2015 through December 31, 2015.

NSMHA-SAN JUAN COUNTY-ADMIN-15 Amendment 1 for the purpose of allocating the funding for HARPS vouchers in the amount of \$3,150 for a new maximum consideration of \$210,258 with the term of the agreement remaining the same, January 1, 2015 through December 31, 2015.

NSMHA-SKAGIT COUNTY-ADMIN-15 Amendment 2 for the purpose of allocating the funding for HARPS vouchers in the amount of \$23,400 for a new maximum consideration of \$317,472 with the term of the agreement remaining the same, January 1, 2015 through December 31, 2015.

NSMHA-WHATCOM COUNTY-ADMIN-15 Amendment 1 for the purpose of allocating the funding for HARPS vouchers in the amount of \$40,275 for a new maximum consideration of \$364,569 with the term of the agreement remaining the same, January 1, 2015 through December 31, 2015.

**State Contracts**

**Motion #15-96:**

To approve NSMHA-SNOHOMISH COUNTY-SMHC-13-15 Amendment 4 for the purpose of allocating the funding for the HARPS vouchers in the amount of \$213,637.50 for a new maximum consideration of \$6,412,011.10 with the term of the agreement remaining the same October 1, 2013 through March 31, 2016.

Joe said this motion is similar to 15-95 noting that Snohomish County is a provider so they have a different type of contract than the other counties for this service. Jamie Stephens moved approval, seconded by Rebecca Clark, all in favor, **motion carried, #15-96.**

**Professional Service Contracts**

The following contracts with the five (5) counties are intended to support the planning of future behavioral health facilities in the North Sound Region. With the impending closure of the E&T and Pioneer Center North it is imperative we begin this work now.



**Motion #15-97:**

To approve the following Professional Service Contracts:

- NSMHA-ISLAND COUNTY-PSC-15-16
- NSMHA-SAN JUAN COUNTY-PSC-15-16
- NSMHA-SKAGIT COUNTY-PSC-15-16
- NSMHA-SNOHOMISH COUNTY-PSC-15-16
- NSMHA-WHATCOM COUNTY-PSC-15-16

Joe explained motion #15-97. Regina Delahunt moved approval, seconded by Jamie Stephens, all in favor, **motion carried, #15-97.**

**Contract details for Motion #15-97:**

NSMHA-ISLAND COUNTY-PSC-15-16 for the purpose of coordinating with NSMHA on the planning and implementation of the Behavioral Health Organization (BHO) in the region. The consideration on this agreement is \$80,000 with the term of the agreement October 1, 2015 through December 31, 2016.

NSMHA-SAN JUAN COUNTY-PSC-15-16 for the purpose of coordinating with NSMHA on the planning and implementation of the Behavioral Health Organization (BHO) in the region. The consideration on this agreement is \$80,000 with the term of the agreement October 1, 2015 through December 31, 2016.

NSMHA-SKAGIT COUNTY-PSC-15-16 for the purpose of coordinating with NSMHA on the planning and implementation of the Behavioral Health Organization (BHO) in the region. The consideration on this agreement is \$120,000 with the term of the agreement October 1, 2015 through December 31, 2016.

NSMHA-SNOHOMISH COUNTY-PSC-15-16 for the purpose of coordinating with NSMHA on the planning and implementation of the Behavioral Health Organization (BHO) in the region. The consideration on this agreement is \$120,000 with the term of the agreement October 1, 2015 through December 31, 2016.

NSMHA-WHATCOM COUNTY-PSC-15-16 for the purpose of coordinating with NSMHA on the planning for the Behavioral Health Organization (BHO) in the region. The consideration on this agreement is \$120,000 with the term of the agreement October 1, 2015 through December 31, 2016.

**County Capital Interlocal Agreements**

The following agreements are for the explicit purpose of capital expenditures for the development of at least three (3) 16 bed facilities; one or two facilities in each of the following counties: Skagit, Snohomish and Whatcom. One of these facilities will involve the re-location of the North Sound E&T in Sedro Woolley. The other facilities will replace the beds that will be lost when Pioneer Center North closes in June 2018.

**Motion #15-98:**

To approve the following Interlocal Agreements:

- NSMHA-SKAGIT COUNTY-INTERLOCAL-15-17
- NSMHA-SNOHOMISH COUNTY-INTERLOCAL-15-17

## NSMHA-WHATCOM COUNTY-INTERLOCAL-15-17

Joe discussed motion #15-98 with the Board. Jamie Stephens moved approval, seconded by Regina Delahunt and opened for discussion. Vice Chair Johnson called for the vote, all in favor, **motion carried, #15-98.**

### **Contract details for Motion #15-98:**

NSMHA-SKAGIT COUNTY-INTERLOCAL-15-17 for the purpose of capital expenditures in the development of one or two 16 bed facilities in Skagit County. The maximum consideration on this agreement is \$3,500,000 with the term of October 1, 2015 through June 30, 2017.

NSMHA-SNOHOMISH COUNTY-INTERLOCAL-15-17 for the purpose of capital expenditures in the development of a 16 bed facility in Snohomish County. The maximum consideration on this agreement is \$2,500,000 with the term of October 1, 2015 through June 30, 2017.

NSMHA-WHATCOM COUNTY-INTERLOCAL-15-17 for the purpose of capital expenditures in the development of a 16 bed facility in Whatcom County. The maximum consideration on this agreement is \$2,500,000 with the term of October 1, 2015 through June 30, 2017.

### **North Sound Interlocal Agreement**

The following agreement is an update to our current Interlocal Agreement with the five (5) counties. This agreement allows NSMHA to transition to a Behavioral Health Organization and to form a Limited Liability Company (LLC) to support this transition. The Interlocal approved at the NSMHA Board of Director's meeting will be forwarded to the five (5) County Council/Commissioner Boards for ratification.

### **Motion #15-99:**

To approve the Interlocal Agreement as presented to be forwarded on to the five (5) County Council/Commissioner Boards for ratification.

Jamie Stephens moved approval, seconded by Cammy Hart Anderson, all in favor, **motion carried, #15-99.**

### **BHO Plan**

The plan is in final draft and will be in final form by the submission date of October 30, 2015. NSMHA staff has worked tirelessly on the document and have developed a plan that describes our current network infrastructure and how that will translate into assuming the service provisions for Substance Use Disorder services in the region.

### **Motion #15-100:**

To approve the NSMHA BHO plan for submittal to DBHR on October 30, 2015.

Joe directed the group to Tab 7 and reviewed the BHO Plan Executive Summary with the Board. Regina Delahunt moved approval, seconded by Jamie Stephens, all in favor, **motion carried, #15-100.**

**Staffing**

**Motion #15-101:**

To approve the hiring of the Administrative Support Team Supervisor in November 2015 and reclassifying the position from Range 24 (\$49,326-\$59,992) to Range 23 (\$51,963-\$63,199).

Joe explained motion # 15-101. Jamie Stephens moved approval, seconded by Regina Delahunt, all in favor, **motion carried, #15-101.**

**16. Introduction Items**

**Proposed NSMHA 2016 Operating Budget .....Tab 8**

**Skagit County Interlocal Agreement**

This agreement is being revised to increase the funding NSMHA is providing to Skagit County for accounting services, such as investments, disbursements, payroll processing and account payables. The current amount NSMHA pays the County is \$2,500 monthly. We propose to increase the amount by \$1,000 to \$3,500 monthly. This increase is due to the growth NSMHA is currently experiencing and will continue to experience in 2016.

SKAGIT COUNTY-NSMHA-INTERLOCAL AGREEMENT for the purpose of providing services in support of NSMHA business operations. The monthly payment for services will be \$3,500 per month beginning on January 1, 2016.

**17. Adjourn**

Vice Chair Johnson thanked everyone for coming and noted the next meeting is scheduled for November 12, 2015, and adjourned the meeting at 2:40 p.m.

Respectfully submitted:

Annette Calder  
Executive Assistant