

**Advisory Board**

**Pre-meeting**

**January 8, 2013**

**12:15**

**by**

**DeAnn Gibbs & Josie Boggs**

**Pioneer Human Services**

**Skagit County STEP Program**

**&**

**Jail Transitions Program**

# NORTH SOUND MENTAL HEALTH ADMINISTRATION ADVISORY BOARD MEETING

## Revised Agenda

January 8, 2013  
1:00 PM

1. Call to Order - Introductions, Chair
2. Revisions to the Agenda, Chair TAB 1
3. Comments from the Public
4. Approval of the December Meeting Minutes, Chair TAB 2
5. Executive/Finance Committee Report
6. Standing Board of Directors Committee Reports
  - a. Planning Committee (no meeting)
  - b. Quality Management Oversight Committee (no meeting)
7. Old Business TAB 3
  - a. Pre-meeting Historic Review
  - b. Conference Costs Breakdown
  - c. Setting Agenda Items
  - d. Minutes Format
  - e. By-Laws
8. Executive Director Report TAB 4
9. Action Items Being Brought To The Board of Directors TAB 5
  - a. Action Items (available at meeting)
  - b. Introduction Items
10. New Business TAB 6
  - a. NSMHA Guiding Principles
  - b. 2013 Site Visits
11. Comments from County Advisory Board Representatives TAB 7
  - a. Island
  - b. San Juan
  - c. Skagit
  - d. Snohomish
  - e. Whatcom
12. Other Business
13. Adjournment

NOTE: The next Advisory Board meeting will be February 5, 2013, in the NSMHA Conference Room due to the holiday.

DRAFT not yet approved by Advisory Board

**North Sound Mental Health Administration (NSMHA)  
MENTAL HEALTH ADVISORY BOARD  
December 4, 2012  
1:00 – 3:00**

<b>Present:</b>	<b>Island:</b> <i>Candy Trautman</i> <b>Skagit:</b> <i>Joan Lubbe</i> <b>Snohomish:</b> <i>CarolAnn Sullivan, Megan Anderson and Fred Plappert</i> <b>Whatcom:</b> <i>Mark McDonald, David Kincheloe, Russ Sapienza</i>
<b>Excused Absence:</b>	<b>Skagit:</b> <i>Susan Ramaglia</i> <b>Whatcom:</b> <i>Larry Richardson</i>
<b>Staff:</b>	<i>Margaret Rojas, Greg Long, Bill Whitlock and Rebecca Pate</i>
<b>Guests:</b>	<i>Marilyn Plappert and Chuck Davis</i>

**MINUTES**

TOPIC	DISCUSSION	ACTION
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<b>CALL TO ORDER AND INTRODUCTIONS</b>		
Chair Trautman	The Chair convened the meeting at 1:02 and introductions were made.	Informational
<b>REVISIONS TO THE AGENDA</b>		
Chair Trautman	The Chair asked for any revisions to the agenda and Megan added she would like the By-Laws moved to the top of the agenda as they were carried over from the last meeting. Candy stated they are on the currently agenda and she will not rule on that change.	Informational
<b>COMMENTS FROM THE PUBLIC</b>		
Chair Trautman	The Chair asked for any comments from the public. No comments were made.	Informational
<b>OMBUDS SNAPSHOT (bi-monthly)</b>		
Chuck Davis	The Ombuds snapshot was reviewed by Chuck Davis. Greg suggested having Diana come and do a presentation at a pre-meeting if members had more issues they would like clarification on.	Informational
<b>APPROVAL OF MINUTES</b>		
Chair Trautman	Mark made a motion to approve the November minutes as amended, seconded and motion carried with one abstention.	Informational Motion carried
<b>EXECUTIVE/FINANCE COMMITTEE REPORT</b>		
Fred Plappert	<p>Fred stated the recommended 2013 Advisory Board budget is being presented to the full Board with recommended changes from committee. Candy called for the vote and motion carried.</p> <p>Fred brought forward expenditures from committee for recommendation to the Board of Directors for approval. Candy called for the vote and motion carried.</p> <p>Candy stated the committee discussed “unanticipated transportation costs” that result in costs occurring due to unforeseen requests with timelines that prevent full Board approval. Megan suggested an allotted amount be called out in advance and Fred stated this would be considered in January. Meagan made a motion that Finance take this under advisement and bring back to the full Board in January, seconded and motion carried.</p>	<p>Informational</p> <p>Motion carried</p> <p>Motion carried</p> <p>Motion carried</p>

	<p><i>Executive Committee</i></p> <p>Candy stated the 2013 Requests for Qualifications (RFQ) evaluations will be taking place in February/March. Candy, Mark and Fred will be participating in these evaluations.</p> <p>Candy and Mark attended Illness Management Recovery (IMR) training. Mark gave a brief report on IMR. Greg added four to six agencies will be sponsored for consultation training throughout the coming year.</p> <p>Candy and Mark also attended “Improving the Care of Suicide Patients” seminar by the University of Washington at Swedish Hospital Cherry Hill Campus. Candy and Mark gave a brief report on this seminar.</p> <p>Greg mentioned a new law that will take affect in 2014 that will require all healthcare professionals to have six hours of suicide prevention training every four years.</p>	
<b>STANDING BOARD OF DIRECTORS COMMITTEE REPORTS</b>		
	<b>Planning Committee</b>	
	Report was included in members packets for their review. David made a motion for members to review both the Planning and QMOC briefs on their own, seconded and motion carried.	Informational Motion carried
	<b>Quality Management Oversight Committee (QMOC) Report</b>	
	Report was included in members packets for their review.	Informational
<b>OLD BUSINESS</b>		
Chair Trautman	There was nothing to discuss.	Informational
	<b>Executive Director’s Report</b>	
	There was not a report as Joe was not present.	Informational
<b>ACTION ITEMS BEING BROUGHT TO THE BOARD OF DIRECTORS</b>		
Margaret Rojas	<p>Margaret mentioned the revised memorandum had all the actions items listed and asked if anyone had any questions.</p> <p><b>ACTION ITEMS</b></p> <p><b><u>Executive Committee Personnel Motions:</u></b></p> <p><b>The new position and reclassifications listed below are included in the 2013 NSMHA budget.</b></p> <p>To approve the newly created position of Programmer/Developer Analyst to provide the technical expertise to develop programming that will interface with the electronic health records of the Health Care Plans and NSMHA providers.</p> <p>To approve two reclassifications to reflect the additional job responsibilities and performance expectations, the two reclassifications are as follows:</p> <p>Administrative Assistant position is reclassified as Administrative Assistant Coordinator; this position will coordinate the work of the support staff team.</p> <p>Quality Specialist position is reclassified as Quality Specialist Coordinator of child/youth/family Policy and Programming, this position will lead the region’s child/youth system redesign and ongoing monitoring/evaluation of the children’s system of care.</p>	Informational

**COUNTY CONTRACTS**

**The following contracts are the County Administration contracts. The term of the contracts has been extended by one additional year to allow time for the counties to expend the housing fund balance allocation. The total funding encompasses the county administration funds and the housing funds.**

NSMHA-ISLAND COUNTY-ADMIN-13-14 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 \$216,950 for a term of January 1, 2013 through December 31, 2014.

NSMHA-SAN JUAN COUNTY-ADMIN-13-14 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 \$1,035,137.33 for a term of January 1, 2013 through December 31, 2014.

NSMHA-SKAGIT COUNTY-ADMIN-13-14 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 \$350,534.67 for a term of January 1, 2013 through December 31, 2014.

NSMHA-WHATCOM COUNTY-ADMIN-13-14 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 \$477,718.67 for a term of January 1, 2013 through December 31, 2014.

**MEDICAL CARE SERVICES (MCS)-COMMUNITY HEALTH PLAN OF WASHINGTON (CWHP) PROVIDER CONTRACTS**

**The following contracts are ongoing contracts serving Non-Medicaid individuals identified within a Community Health Clinic in need of mental health services. Individuals will receive short term mental healthcare/apply for ongoing RSN services.**

NSMHA-COMPASS HEALTH-CHPW MCS-13 for the provision of passing through funding for mental health services to individuals who are on Medical Care Services, this is a limited benefit that allows for stabilization and access to NSMHA services when/if eligible. The maximum consideration for this agreement, based on 29 slot allocations, for an amount up to \$69,600 for a term of January 1, 2013 through December 31, 2013.

NSMHA-INTERFAITH-CHPW MCS-13 for the provision of passing through funding for mental health services to individuals who are on Medical Care Services, this is a limited benefit that allows for stabilization and access to NSMHA services when/if eligible. The maximum consideration for this agreement, based on 9 slot allocations, for an amount up to \$21,200 for a term of January 1, 2013 through December 31, 2013.

NSMHA-SEA MAR-CHPW MCS-13 for the provision of passing through funding for mental health services to individuals who are on Medical Care Services, this is a limited benefit that allows for stabilization and access to NSMHA services when/if eligible. The maximum consideration for this agreement, based on 23 slot allocations, for an

	<p>amount up to \$55,200 for a term of January 1, 2013 through December 31, 2013.</p> <p><b><u>PROVIDER CONTRACTS-FUND BALANCE</u></b>  <b>This funding was allocated during the Fund Balance RFP in September.</b></p> <p>NSMHA-SUNRISE SERVICES-IDDT-13-14 for the provision of funding an Integrated Dual Disorder Treatment (IDDT) program, an Evidence Based Practice, in Skagit County. The maximum consideration for this Agreement is \$757,900 for a term of January 1, 2013 through December 31, 2014.</p> <p><b>This funding allocation, which is Medicaid only, is being allocated to those providers that are over serving and not being compensated due to the CAP limit. This funding will raise the CAP limit on the following contracts.</b></p> <p>NSMHA-INTERFAITH-MEDICAID-11-13 AMENDMENT 3 for the provision of allocating additional Medicaid funding to increase Interfaith’s funding CAP by \$8,000 per month. The new maximum consideration on the Agreement is \$722,137 the term of the Agreement remains the same.</p> <p>NSMHA-LAKE WHATCOM-MEDICAID-11-13 AMENDMENT 3 for the provision of allocating additional Medicaid funding to increase Lake Whatcom’s funding CAP by \$11,000 per month. The new maximum consideration on the Agreement is \$1,537,893 the term of the Agreement remains the same.</p> <p>NSMHA-SUNRISE SERVICES-MEDICAID-11-13 AMENDMENT 3 for the provision of allocating additional Medicaid funding to increase Sunrise Service’s funding CAP by \$19,000 per month. The new maximum consideration on the Agreement is \$2,976,124 the term of the Agreement remains the same.</p> <p>2013 NSMHA Operating budget</p> <p>David made motion to recommend to the Board of Directors for approval of all action items, seconded and motion carried.</p>	<p>Motion carried</p>
<p><b>NEW BUSINESS</b></p>		
<p>Chair Trautman</p>	<p><u>Clarification for San Juan County whether we will allow only phone attendance</u>  Candy stated this came about due to the difficulties of San Juan to find a representative. Candy asked if San Juan County representative would be allowed to attend via telephone only. Discussion followed. David made a motion to allow San Juan representative to call in for meetings temporarily until By-Laws are revised, if necessary, at next retreat Advisory Board will assess how it works along with research into the RCWs to ensure it complies with current laws, Joan seconded and discussion followed. Megan stated she objected to the motion, Megan stated she would research law and rules and provide information to members in January. Further discussion followed. Candy suggested tabling the motion until the next meeting. Candy called for the vote. The motion carried with six yes, one no and one abstention.</p> <p><u>Pre-meetings for 2013</u>  Having a Peer Counselor come to speak and the Skagit Reach for site visit. It was requested to put pre-meeting presentations, site visits and date for the Board retreat on the January agenda. It was requested that</p>	<p>Informational</p> <p>Motion carried</p> <p>Rebecca provide list of last two</p>

	NSMHA provide a list of pre-meetings for last two years at the January meeting. Possible sites mentioned include Mental Health Court, Western State Hospital (WSH) and/or one of the residential facilities.	years pre-meetings
<b>COMMENTS FROM COUNTY ADVISORY BOARD REPRESENTATIVES</b>		
Island	Candy they met yesterday and recently conducted Crisis Intervention Training (CIT) for 30-35 individuals.	Informational
San Juan	A brief was submitted by Barbara LaBrash and included in members packets for their review.	Informational
Skagit	A brief was submitted by Rebecca Clark and included in members packets for their review.	Informational
Snohomish	A brief was submitted by Nancy Jones and included in members packets for their review.  Fred mentioned they had a combined meeting and voted as County mental health board not to meet jointly with the Substance Abuse Board but will continue to meet monthly. Fred mentioned Jill Dace passed.	Informational
Whatcom	A brief was submitted by Whatcom and included in members packets for their review.  David mentioned they have combined the Boards and will continue to meet monthly with a smaller group. He stated they will see how the new structure changes the dynamic. They are looking for nominees, if interested. Russ said on December 11 <sup>th</sup> Whatcom NAMI will have holiday party for members and prospective members from 6-8 pm at Leopold Ballroom on Cornwall. They will also have education forum with Dr. Smith on Thursday, December 9 <sup>th</sup> from 7-9 at St. Luke's Education Center.	Informational
<b>OTHER BUSINESS</b>		
Chair Trautman	<p><u>Setting Agenda Items</u> Candy stated Executive Committee discussed this and the process will be one week prior to packet development an agenda items request will be made. Items would be submitted no later than one week prior to meeting. Megan would like to address the structure of the meeting agenda. Megan stated she would email suggestions for feedback. This will be added under Old Business for January.</p> <p><u>Minutes Format</u> Candy stated this was discussed in Executive Committee and Megan stated she would also like to email suggestions for feedback. This will be added under Old Business for January.</p> <p><u>By-Laws</u> Candy asked for Megan's feedback. Megan stated she would email out suggestions for feedback. This will be added under Old Business for January.</p> <p>Emails should be sent to Rebecca and she will distribute to Board members.</p>	<p>Informational</p> <p>Add to January agenda</p> <p>Add to January agenda</p> <p>Add to January agenda</p>
<b>ADJOURNMENT</b>		
Chair Trautman	A motion was made to adjoun the meeting, seconded and motion carried. The meeting was adjourned at 2:47 The next meeting will be January 8, 2013.	Informational Motion carried

## PRE-MEETING HISTORICAL REVIEW

1. **February 2011** – Compass Health FBG funds
2. **April 2011** – PRISM Projects – Compass Health & Whatcom Counseling & Psychiatric Clinic
3. **June 2011** – New Member Orientation
4. **September 2011** – 2001 Utilization Reviews brief
5. **October 2011** – Program for Assertive Community Treatment (PACT) – Compass Health & Lake Whatcom Center
6. **February 2012** – Mobile Outreach Teams (MOT) – Skagit & Whatcom Counties
7. **April 2012** – Dignity & Respect
8. **May 2012** – Consumer Voices Are Born (CVAB) – Skagit REACH Center
9. **June 2012** – Novartis Pharmaceutical & Psychiatric Advance Directives (PADs)
10. **July 2012** – Retreat
11. **September 2012** – Senior Services of Snohomish County & Geriatric Depression Screening Project
12. **October 2012** – Consumer Voices Are Born (CVAB) – Skagit REACH Center – FBG funding
13. **November 2012** – Greg Winter – Opportunity Council, Riannon Bardsley – Northwest Youth Services, Mike Parker – Catholic Community Services and Gail deHoog – Whatcom County Health Department



## ADVISORY BOARD CONFERENCE COSTS 2011 & 2012

CONFERENCE	ATTENDEES	ROOMS	REGISTRATIONS	MILEAGE REIMBURSEMENT	SNACKS/ MEALS	BUS CHARTER	GRAND TOTAL
Co-Occurring Disorders (COD) Conference 2011	7	1,577.16	1,300.00		345.69	2,320.00	\$5,542.85
COD 2012	4	701.04	560.00	231.16	139.76		\$1,631.96
Behavioral Healthcare Conference (BHC) 2011	14	2,764.76			151.48	2,320.00	\$5,236.24
BHC 2012	14	3,154.46			867.06	2,100.00	\$6,121.52
Tribal Conference 2011	7	196.16	875.00				\$1,071.16
Tribal Conference 2012	4		320.00	53.53			\$373.53
Systems of Care (SOC) Conference 2011	4		316.00	56.61			\$372.61
SOC 2012	5		445.00	110.55			\$555.55

# ADVISORY BOARD BY LAWS

## ARTICLE I: PURPOSE

The purpose of the North Sound Mental Health Administration (NSMHA) Advisory Board is to provide independent advice to the North Sound Mental Health Administration Board of Directors and provide independent feedback to local jurisdictions and service providers.

Additionally, it is the purpose of the Advisory Board to advocate for the people we serve in the community, at the local Advisory Board, at the State Legislature and in Congress. It is our objective to promote the mission of NSMHA, *“Improving the mental health and wellbeing of the individuals and families in our communities”*. The North Sound Mental Health Administration Advisory Board is established in compliance with the **Interlocal Agreement Establishing A Mental Health Regional Support Network for Island, San Juan, Skagit, Snohomish and Whatcom Counties** executed in October 1989, and in compliance with the provisions of RCW, chapter 71.05, 71.24, 71.34, and applicable federal laws and regulations.

## ARTICLE II: DUTIES

The duties of the North Sound Mental Health Administration Advisory Board shall be:

1. To provide oversight activities in order to advise the North Sound Mental Health Administration Board of Directors concerning the planning, delivery and evaluation of those mental health services which promote recovery and resilience and are the responsibility of the North Sound Mental Health Administration.
2. To provide a medium for public testimony regarding mental health concerns which are the responsibility of the North Sound Mental Health Administration. The Advisory Board will cover the cost of transportation to enable consumers to appear to give testimony.
3. To review and provide comment on all North Sound Mental Health Administration Strategic Plans, Quality Assurance Plans, and service delivery plans and budgets, which relate to mental health services before such plans and budgets are acted on by the North Sound Mental Health Administration Board of Directors.
4. To ensure the needs of all consumers within the region are met (including, but not limited to, the needs of people with special needs, the elderly, the disabled, children/youth, Native Americans, Gay, Lesbian, Bisexual, and Transgender (GLBT) individuals, and individuals who are low income), within the plans established by the North Sound Mental Health Administration Board of Directors.

5. To conduct site visits of North Sound Mental Health Administration service providers, special interest groups, Department of Social and Health Services (DSHS) agencies, private sector service providers, hospitals, and community programs. Site visits are designed to provide North Sound Mental Health Advisory Board members with first-hand information to provide informed recommendations to the North Sound Mental Health Administration Board of Directors.
6. To assist the North Sound Mental Health Administration with dissemination of information to the public who reside within the five (5) counties of the North Sound Mental Health Administration.
7. To perform such other duties as the North Sound Mental Health Administration Board of Directors, Department of Social and Health Services, and/or Mental Health Division may require.

ARTICLE III: MEMBERSHIP

1. The North Sound Mental Health Administration Advisory Board shall consist of twenty-one (21) members representing the five counties that make up the region, and three (3) regional Tribal members, as follows:
 

Island County	(3)	Three
San Juan County	(2)	Two
Skagit County	(3)	Three
Snohomish County	(8)	Eight
Whatcom County	(5)	Five
Tribes	(3)	Three
2. Each representative from each county shall have one vote. The three (3) regional tribal representatives shall share one vote.
3. Length of term and rotation of membership shall be determined by the code of each individual county which is party to the North Sound Mental Health Administration.
4. At least one (1) member from each county will be a voting member on that county's local Mental Health Advisory Board.
5. Fifty-one percent (51%) (WAC 388-865-0222 (2)), of the North Sound Mental Health Administration Advisory Board membership will be comprised of people who are consumers, family and foster-family members, or caregivers, including youths, older adults, or people with a disability, and/or parents of children who are emotionally disturbed, with at least one (1) representative from each county being a consumer. A representative from law enforcement shall be a member of the board.

6. The Mental Health Advisory Board will be representative of the demographic character of the region and of the ethnicity and broader cultural aspects of consumers being served.

#### ARTICLE IV: APPOINTMENT

1. Representatives of each county which is party to the North Sound Mental Health Administration Advisory Board shall be appointed according to each county's officially stipulated method of appointment.

#### ARTICLE V: OFFICERS

1. Officers of the North Sound Mental Health Administration Advisory Board shall include a Chair and a Vice-Chair. The Vice-Chair shall assume the office of Chair at the end of the Chair's term/s.
2. Term of office shall be for one (1) two (2)-year term, with the opportunity for re-nomination to serve one (1) additional year, for a maximum of three (3) consecutive years per person.
3. A slate of candidates shall be presented annually by the Nominating Committee at the November Advisory Board meeting. Elections, with nominations from the floor, shall occur at each December meeting. Officers shall assume duties beginning with the January meeting of the following year.

#### ARTICLE VI: COMMITTEES

1. Standing committees of the North Sound Mental Health Administration Advisory Board shall be:
  - a. Executive-Finance, and
  - b. Nominating.
2. The Executive-Finance Committee shall consist of the Chair, Vice-Chair, Chair Emeritus of the Advisory Board, and other members-at-large (not to exceed two), appointed by the Chair. Efforts will be made to ensure that at least one member of the Executive-Finance Committee has experience and/or understanding of financial management.
3. The Executive-Finance Committee shall convene to hear pressing matters of business which may arise during the interval between regularly scheduled Advisory Board meetings. The committee will review and make recommendations regarding all Advisory Board fiscal expenditures. Any decision made by the Executive Committee shall be subject to the ratification of the full Board at its next regularly scheduled meeting. The Executive-Finance Committee

shall review the by-laws once each calendar year for the purpose of amending them if necessary.

4. Members of the Nominating Committee shall be appointed by the Chair.
5. The Chair may establish and appoint members to Ad-Hoc Committees, as the need arises.
6. Committee appointments to the NSMHA Board of Directors Standing Committees shall be made by the Chair each January at the regular meeting of the NSMHA Advisory Board. The two standing committees are (a) Planning and (b) Quality Management Oversight. Membership appointments for each standing committee shall be in accordance with the respective standing committee charter.

#### ARTICLE VII: MEETINGS

1. The North Sound Mental Health Administration Advisory Board shall meet at least ten (10) times each year at a date and time mutually agreeable to the members of that Board. Any regularly scheduled meeting may be canceled at the discretion of the Chair.
2. Special meetings may be called by the Chair, as needed, and/or as requested by a minimum of one (1) member from each of three (3) of the five (5) counties which are party to the North Sound Mental Health Administration, by contacting the Chair. Special meetings shall be called within five (5) working days of the request, following notice of at least forty-eight (48) hours to all members of the Advisory Board.
3. Digital Conferencing, by phone or any other technological means will be granted twice to each member during a single calendar year. Exceptions may be granted by the Chair.
4. Committee meetings shall be held at the discretion of the Committee Chair.
5. *Robert's Rules of Order* shall govern all proceedings of the North Sound Mental Health Administration Advisory Board and committees, insofar as the *Rules* do not conflict with, or are not inconsistent with, the provision of these By-Laws.
6. The Board shall comply with the State of Washington Open Meetings Act (RCW 42.30).

#### ARTICLE VIII: QUORUM

1. The presence of at least fifty percent (50%) of the appointed representatives and at least three (3) of the five (5) counties which are party to the North Sound Mental Health Administration, shall constitute a quorum.
2. The Executive Committee quorum shall consist of a simple majority of the Executive Committee members.
3. Members of the Advisory Board attending via Digital Conferencing, by phone or any other technological means, shall be counted as present in determining the constitution of a quorum.

#### ARTICLE IX: RESIGNATION/TERMINATION

1. Following the absence of an Advisory Board member, a member of the Advisory Board's Executive-Finance Committee will contact that absentee member to ascertain their continued status on the Advisory Board.
2. After three (3) consecutive unexcused absences, or five (5) nonconsecutive unexcused absences per calendar year, the Chair, when possible, will request that the absent member be excused from the Board and that another person from the same county be appointed by the county authority as a representative to the NSMHA Advisory Board.

# NORTH SOUND MENTAL HEALTH ADMINISTRATION

Advisory Board

January 8, 2013

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**AGENDA ITEM:** 2013 Mental Health Block Grant (MHBG) Process

**REVIEW PROCESS:** Planning Committee () **Advisory Board ()** Board of Directors ()

**PRESENTER:** Margaret Rojas

**COMMITTEE ACTION:** Action Item () **FYI & Discussion ()** FYI Only ()

**SIGNIFICANT POINTS OR EXECUTIVE SUMMARY:**

Every other year NSMHA has released a Request for Proposals (RFP) for the \$1,750,000 of MHBG funding. In previous years we haven't had a strategic process to allocate the MHBG funding. Our intention for the upcoming contract cycle is to align the MHBG funding with our strategic priorities.

**OBJECTIVE:**

Ensure the MHBG funding is used to augment the direction our strategic plan and priorities. NSMHA will conduct a survey asking participants to prioritize the strategic priorities, which in turn, will be used to guide the development of the MHBG RFP.

**BACKGROUND:**

Previously, MHBG funding was allocated based on the proposals that were submitted and geographic distribution. The State has provided loose guidance in the form of Criterion/National Outcome Measures/Transformational Activities, all are worthy categories, but for NSMHA there was never a focus on which of the over 12 categories were strategic to our region.

**PREVIOUS ACTION(S) TAKEN:**

N/A

**CONCLUSIONS/ACTION REQUESTED:**

N/A

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

Draft Survey

## MEMORANDUM

DATE: January 2, 2013  
TO: NSMHA Advisory Board  
FROM: Joe Valentine, Executive Director  
RE: January 10, 2013, Board of Director's Agenda

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There is nothing at this time. If anything changes, a revised memorandum will be available at the meeting regarding item going before the NSMHA Board of Directors at the January 10, 2013, meeting:

cc: Joe Valentine, Executive Director  
County Coordinators  
NSRSN Management Team



## **NSMHA GUIDING PRINCIPLES**

NSMHA has adopted the following “guiding principles” for all discussions relating to NSMHA business. These principles were originally developed by the Quality Management Oversight Committee (QMOC) as a commitment to respectful communication and shared decision making.

As a member of a NSMHA Board or Committee we agree to the following Guiding Principles:

- ◆ **Help create an atmosphere that is SAFE.**
- ◆ **Maintain an atmosphere that is OPEN.**
- ◆ **Manage your BEHAVIOR, be mindful of how you respond to others, understand intent v. impact, and be responsible for your words and actions.**
- ◆ **Demonstrate RESPECT and speak with RESPECT toward each other at all times.**
- ◆ **LISTEN, people feel respected when they know you’re listening to their point of view.**
- ◆ **Practice CANDOR and PATIENCE.**
- ◆ **Accept a minimum level of TRUST so we can build on that as we progress.**
- ◆ **Be SENSITIVE to each other’s role and perspectives.**
- ◆ **Promote the TEAM approach toward quality assurance.**
- ◆ **Maintain an OPEN DECISION-MAKING PROCESS.**
- ◆ **Actively PARTICIPATE at meetings.**
- ◆ **Be ACCOUNTABLE for your words and actions.**
- ◆ **Keep all stakeholders INFORMED.**