

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
March 10, 2005
1:30 PM**

AGENDA

Page #

1. **Call to Order; Introductions – Chair**
2. **Revisions to Agenda – Chair**
3. **Approval of January Minutes – Chair.....4-7**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from Public**
 - APN presentation on the Automation of the Access Line
7. **Report from Advisory Board – Marie Jubie, Chair**
8. **Report from Executive/Personnel Committee**
9. **Report from QMOC – Gary Williams, Chair**
10. **Report from Planning Committee**
11. **Report from Executive Director – Chuck Benjamin, Executive Director**
12. **Report from Finance Officer – Bill Whitlock, Fiscal Officer**
13. **Report from Finance Committee**
14. **Consent Agenda – Chair**

<p>All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one action of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.</p>

Motion # 05-007 To review and approve North Sound Mental Health Administration’s claims paid from January 1, 2005 to January 31, 2005 in the amount of \$(*will be available at the meeting*). Payroll for the month of January in the amount of \$(*will be available at the meeting*) and associated employer paid benefits in the amount of \$(*will be available at the meeting*).

Motion #05-008 – To approve the NSMHA-Sea Mar-04-05 contract, Amendment 2. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-009 – To approve the NSMHA-VOA-04-05 contract, Amendment 2. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-010 – To approve the NSMHA-Snohomish-04-05 contract, Amendment 2. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-011 – To approve the NSMHA-San Juan-04-05 contract, Amendment 2. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-012 – To approve the NSMHA-Skagit-04-05 contract, Amendment 3. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-013 – To approve the NSMHA-Island-04-05 contract, Amendment 3. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-014 – To approve the NSMHA-Whatcom-04-05 contract, Amendment 3. The purpose of the amendment is to reflect changes made to NSMHA’s contract with the state, including providing updated funding information based on decisions of the NSMHA Board.

Motion #05-015 – To name authorized signatures on the NSMHA’s account at Skagit County effective March 11, 2005 as follows:

Whatcom County Council member	L. Ward Nelson
Skagit County Commissioner	Kenneth Dahlstedt
Snohomish County Council member	Kirke Sievers
NSMHA Executive Director	Charles R. Benjamin
NSMHA Deputy Director	Greg C. Long
NSMHA Quality Manager	Wendy Klamp

The authorized signors shall have the authorization privileges for disbursements over petty cash accounts, vouchers and payroll.

Motion #05-016 – To approve NSMHA-MHD-FBG #0469-59965, Amendment 1. The purpose of the amendment is to clarify the federal grant number associated with the contract.

15. Action Items Not Yet Reviewed by the Board

Motion #05-017– To approve the NSMHA-MHD-PATH Contract #0569-69142. The contract provides a grant award of \$32,386 to provide services to the homeless in Whatcom County.

Motion #05-018 – To approve the NSMHA-WCPC-04-05 (PATH) contract. The contract provides grant funding to Whatcom Counseling to provide services to the homeless in Whatcom County.

Motion #05-019 – To approve NSMHA-Siniard-04-05 PSC contract. The contract allows for a payment of \$487.50 for services provided in January 2005. This is the amount over the \$5,000 limit that can be authorized by the Executive Director.

Motion #05-020 – To approve NSMHA-HR Balance-2005-PSC contract. The contract establishes NSMHA’s Human Resources consulting services for the remainder of 2005.

Motion #05-021 - To be introduced by Finance Committee: To approve the NSMHA budget reduction. The purpose of this reduction is to meet CMS, BBA rules, and our limited available State-only funds.

16. Introduction Items

None.

17. Whatcom Integration Network presentation as requested by the Board of Directors (10 minutes)

18. DSHS – Washington Medicaid Integration Project (40 minute presentation followed by questions/answers)

19. Adjournment – Chair

NOTE: The next Board of Directors meeting April 14, 2005, at 1:30 p.m. in the NSMHA Conference Room, 117 N. 1st Street, Suite 8, Mount Vernon, WA

**North Sound Mental Health Administration
BOARD OF DIRECTORS MEETING
Skagit Casino Resort
Bow, Washington
January 13, 2005
1:30 pm**

MINUTES

Members Present:

Mike Shelton, Island County Commissioner, NSMHA Board of Directors Chair
Dave Gossett, Snohomish County Council
Ward Nelson, Whatcom County Council
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
June LaMarr, The Tulalip Tribes
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
Marie Jubie, NSMHA Advisory Board Chair
Chris Tobey, alternate for Skagit County Commissioner, Ken Dahlstedt
Barbara LaBrash, designated alternate for San Juan County Commissioner, Rhea Miller

Staff Present:

Chuck Benjamin, Greg Long, Annette Calder, Bill Whitlock, Deirdre Ridgway, Wendy Klamp, Sharri Dempsey, Chuck Davis, Sandy Whitcutt, Debra Jaccard

Guests:

Charles Albertson, Mike Manley, Andy Byrne, Nancy Jones, Linda Siniard, Susan Ramaglia, Sue Boyle, Richard Hughes, Joan Dudley, Jess Jamieson, Gary Williams, Jackie Henderson, Chuck Roxin, Claudia D'Allegri, Ken Dahlstedt, Karen Kipling, Maile Acoba

1. Call to Order; Introductions

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

2. Revisions to the Agenda

Chair Shelton announced the Board would be going into Executive Session for approximately 15 minutes to discuss personnel issues. He said there would not be an announcement after the Executive Session. Present were the Board members noted above, Chuck Benjamin, Deirdre Ridgway, Linda Siniard and Richard Hughes.

3. Approval of December Minutes

Chair Shelton asked if there were any changes to the December minutes; there were none. Motion by Mr. Nelson, seconded by Ms. Delahunt, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

Chair Shelton thanked everyone for participating in the Board of Directors Retreat.

5. Reports from Board Members

Mr. Nelson announced that Whatcom County Executive Pete Kremen wrote a letter regarding the shortage of mental health funding. He stated that he hoped other Counties officials did the same.

Barbara LaBrash announced that Compass Health and San Juan County were having an open house on January 29, 2004 in Friday Harbor; all are invited to attend.

6. Comments from the Public

Sue Boyle, Skagit NAMI, addressed the Board regarding the letter submitted to the Board of Directors regarding funding cuts.

7. Report from the Advisory Board

Marie Jubie stated the Advisory Board had a pre-meeting presentation from Wally Walsh regarding Traumatic Brain Injury. The November Advisory Board minutes were approved and they heard from Chuck Benjamin, Executive Director, regarding the Recovery Conference and WMIP. The Advisory Board passed all claims presented and lowered their budget by 5%. Marie said she will remain Chair for 2005 and Charles Albertson will be vice chair.

8. Report from the Executive/Personnel Committee

Dave Gossett stated there was nothing to report.

9. Report from the Quality Management Oversight Committee

Gary Williams stated that the QMOC didn't meet in December.

10. Report from the Planning Committee

Dave Gossett distributed a one-page summary from the NSMHA Planning Committee with recommendations to the Board on funding and service reductions. He explained the process the Planning Committee conducted prior to presenting these recommendations. Dave reviewed the Planning Committee recommendations with the Board and audience. A brief question and answer period followed.

Mr. Gossett made a motion to accept the recommendations of the Planning Committee, seconded by Mr. Nelson, opened for discussion, chair Shelton called for the vote, all in favor, **Motion Carried.**

11. Report from the Executive Director

Chuck Benjamin reported that Shirley Conger, Ombuds has resigned. He noted that this is a big loss for NSMHA and he is sad to see her go. He noted that Judy Susia will be resigning this year also and moving to Texas. He said that Sharri Dempsey has also resigned. He said he is sad to see these people go and their good work will be missed. Chuck thanked everyone for their hard work and participation in the Recovery Conference and Board of Directors Retreat. He said that he would like the NSMHA to come up with a proposal for the legislature on how to move forward due to the funding cuts and restrictions.

Mr. Nelson made a motion to work towards a project to propose to the legislature on integration of services and locating alternative funding mechanisms, seconded by Ms. Delahunt, all in favor, **Motion Carried.**

12. Report from the Finance Officer

Bill Whitlock addressed the Board regarding the following information:

- The revenues are close to budget. Federal grants and the DDD are on budget for the year. The PHP revenue (Federal matched revenue) was close to projection in December and NSMHA paid back \$1.13 million to DSHS. The administrative expenditures are within the budget except for small tools and repairs. Overall, the administrative expenses are under

budget. We will let the Board know if we need to adjust the budget adjustment for the provider, county expense.

- The CMS (Centers for Medicaid and Medicare Services) is requiring the State to come up with a new funding system that will have separate rates for Medicaid clients, non-Medicaid clients, and Federal Block Grant services. This should be in effect by July 1, 2005.
- The Federal CMS auditors completed their audit the second week of December. They were here to make sure we are complying with all of the federal mandates.

13. Report from the Finance Committee

Ward Nelson moved approval of the consent agenda, seconded by Mr. Gossett, all in favor, **Motion Carried.**

14. Consent Agenda

Motion # 05-001 To review and approve North Sound Mental Health Administration's claims paid from December 1, 2004 to December 31, 2004 in the amount of \$4,866,305.60. Payroll for the month of November in the amount of \$73,732.20 and associated employer paid benefits in the amount of \$32,676.74.

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 motion 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.

15. Action Items

Motion 05-002 To approve the NSMHA-COMPASS-PATH, Amendment 1 to include approved language privacy protection as required by law.

Mr. Nelson moved approval of motion 05-002, seconded by Mr. Gossett, and opened for discussion. Chair Shelton called for the vote, all in favor, **Motion Carried.**

16. Action Items Not Yet Reviewed by the Board of Directors

Motion 05-003 To approve the NSMHA-MHD Contract, Amendment 3, which authorizes continued use of Medicaid Savings through June 30, 2005

Chuck Benjamin informed the Board of Director that motion 05-003 has not been reviewed by the Advisory Board yet but recommended approval of this motion. Bill Whitlock added that the good news is that NSMHA will not receive a \$414,000 funding cut during the first six months of 2005. Motion to approve by Mr. Gossett, seconded by Mr. Nelson, all in favor, **Motion Carried.**

17. Introduction Items

None.

Mr. Gossett noted that the February 10th meeting might be a conflict for many Board Members due to it being a designated lobbying day for the counties. It was decided that NSMHA staff would select a date and poll the Board of Directors.

18. Adjourn

Chair Shelton adjourned the meeting at 2:38 p.m.

Respectfully submitted,

Annette Calder
Administrative Coordinator

NOTE: The date for the February 2005 meeting of the NSMHA Board of Directors will be determined and advertised at a later date.