

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

Skagit Valley Casino Resort

Bow, WA

January 12, 2005

1:30 PM

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett..... 1-2**
3. **Approval of December Minutes – Chair Gossett3-9**
Motion # 06-001
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – Chair**
8. **Report from the Executive/Personnel Committee – Dave Gossett, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**
10. **Report from the Planning Committee – Dave Gossett, Chair**
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
Revised 2006 Budget Presentation
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer**
13. **Report from the Finance Committee**
14. **Consent Agenda – Chair Gossett**

<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 # 06-002

To review and approve North Sound Mental Health Administration's claims paid from December 1, 2005 through December 31, 2005 in the amount of \$3,183,270.15. Payroll for the month of December in the amount of \$72,248.43 and associated employer paid benefits in the amount of \$33,368.92.

15. Action Items

Motion #06-003

To review and approve the NSMHA-RAINTREE-SBIS-04-05 Amendment 1. This amendment extends the contract through December 31, 2006 and the maximum consideration of this amendment is \$12,533.50; total maximum consideration not to exceed \$109,600.50

Motion #06-004

To review and approve the NSMHA-RAINTREE-04-05 Amendment 1. This amendment extends the contract through December 31, 2006 and the maximum consideration of this amendment is \$104,125.00; total maximum consideration not to exceed \$240,215.00

Motion #06-005

To review and approve the Amended Agreement Letter between NSMHA and Davis, Wright, Tremaine, LLP. Total maximum consideration for the agreement goes from \$44,000 to \$47,000; for a total increase of \$3,000.

Motion #06-006

Amendment 4 to the NSMHA-VOA-04-05 contract with Volunteers of America for the period of January 1, 2004 to December 31, 2005. This amendment increases the Inpatient Certification from \$69,456 to \$91,005; this is an increase of \$21,594. This is for the start up costs for the hospital certification program agreed to by North Sound Mental Health Administration but not included in the amended contract. Total consideration for the contract will go from \$1,938,934 to \$1,960,483.

16. Introduction Items

17. Adjournment – Chair

NOTE: The next Board of Directors meeting February 9, 2005, at 1:30 p.m. in the NSMHA Conference Room

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
December 8, 2005
1:30 PM**

MINUTES

Members Present:

Mike Shelton, Island County Commissioner; NSMHA Board of Directors Chair
Dave Gossett, Snohomish County Council
Ken Dahlstedt, Skagit County Commissioner
Kirke Sievers, Snohomish County Council
Bob Myhr, San Juan County Commissioner
Gary Williams, designated alternate for Whatcom County Council member Ward Nelson
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Marie Jubie, NSMHA Advisory Board Chair
June LaMarr, The Tulalip Tribes

Staff Present:

Chuck Benjamin, Greg Long, Annette Calder, Margaret Rojas, Bill Whitlock, Debra Jaccard, Wendy Klamp

Guests:

Deborah Moskowitz, Mike Manley, Terry Clark, Barbara LaBrash, Andy Byrne

1. Call to Order; Introductions – Chair Shelton

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

2. Revisions to Agenda – Chair Shelton

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

3. Approval of November Minutes – Chair Shelton

Chair Shelton asked if there were any changes to the minutes of November 10, 2005; there were none. A motion to approve the minutes of November 10, 2005, as written by Mr. Sievers, seconded by Mr. Williams, all in favor, **motion carried (#05-112)**.

4. Comments & Announcements from the Chair

Chair Shelton announced that this would be his last meeting as Chair of the NSMHA Board of Directors. He stated that the Nominating Committee nominated Dave Gossett for Chair and Ken Dahlstedt as vice Chair. A motion was made by Mr. Sievers to approve the recommendations for Chair and Vice Chair, seconded by Mr. Myhr, all in favor, **motion carried. (Motion #05-128)**.

5. Reports from Board Members

None.

6. Comments from the Public

Margaret Rojas addressed the Board of Directors regarding the packets of note cards for everyone to use for personal and professional use and stated that the bio of the author of the poster is on the back of the card.

7. Report from the Advisory Board – Marie Jubie, Chair

Marie Jubie reported on the December 6th Advisory Board meeting. Ms. Jubie stated:

- ◆ Chuck Benjamin gave a comprehensive PowerPoint presentation on the 2006 NSMHA budget at the pre-meeting.
- ◆ The November meeting minutes were approved.
- ◆ The Recovery Conference will be taking place January 11 at the Skagit Resort.
- ◆ Sue Boyle from Mount Vernon discussed the possibility of a clubhouse in Skagit County and Chuck Benjamin stated that all clubhouses have to follow the International Center of Clubhouse Development (ICCD) guidelines.
- ◆ The Advisory Board Retreat was discussed and a sign up sheet was distributed. This retreat will take place in February or March.
- ◆ The proposed 2006 Advisory Board budget was discussed and minor changes were made. A motion was made and carried to bring it to the Board of Directors for approval.
- ◆ The Advisory Board passed a motion to fund the NAMI bus for Martin Luther King Day in January in Olympia.
- ◆ A motion was passed for the Chair to write a letter voicing concerns about consumer participation and/or lack of participation in the RFQ selection process and to cc the letter to Richard Kellogg (the new MHD division director), CMS, Kari Burrell and Senators Hargrove and Cody.
- ◆ Wendy Klamp gave the QMOC report.
- ◆ Chuck Benjamin presented all the numerous consent agenda items being brought before today's meeting for Advisory Board recommendations. The Advisory Board recommended all presented except for MHD Contract #0569-79682, Amendment 1. The Advisory Board objected to the removal of the Telesage incentive and the addition of the state hospital incentive.
- ◆ The represented counties each gave their individual local Advisory Board reports.
- ◆ Mike Manley provided the County Coordinator report. He also mentioned an event occurring in Snohomish County all day Monday, December 12, to assist consumers with clarification of Medicare Part D and signing them up with the best plan for them.

Ms. Jubie was thanked for her report.

8. Report from the Executive/Personnel Committee – Dave Gossett, Chair

Dave Gossett reported that Executive/Personnel Committee is in the process of conducting the annual review of the Executive Director and would complete that in early 2006.

9. Report from the Quality Management Oversight Committee – Gary Williams, Chair

Gary Williams addressed the Board of Directors regarding the items recommended for approval from QMOC.

Motion #05-120

To review and approve the 2006 NSMHA Quality Management Plan as recommended by the NSMHA Quality Management Oversight Committee. Motion made by Mr. Williams, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

Motion #05-121

To review and approve the NSMHA Clinical Eligibility and Care Standards as recommended by the NSMHA Quality Management Oversight Committee. Mr. Williams made a motion to approve, seconded by Mr. Gossett, all in favor, **motion carried**.

Motion #05-122

To review and approve the Complaint, Grievance, Appeal and Fair Hearing Policies as recommended by the NSMHA Quality Management Oversight Committee. Mr. Williams made a motion to approve, seconded by Mr. Gossett, all in favor, **motion carried**.

Mr. Williams made a motion (**#05-129**) requesting that NSMHA staff review with provider agencies the impacts upon children and families who have been excluded from mental health services as a result of state mandated changes in the Clinical Eligibility and Care Standards. The NSMHA staff further assesses the potential cost for restoring services at the previous level for those impacted by previous change in eligibility. Seconded by Mr. Gossett and opened for discussion. Chair Shelton called for the vote, all in favor, **motion carried**.

10. Report from the Planning Committee – Dave Gossett, Chair

Dave Gossett reported that the committee did not meet last month but will meet early in the New Year to discuss RFQ, Jail Services Project and the Involuntary Detox Program.

11. Report from the Executive Director – Chuck Benjamin, Executive Director

- ◆ 2006 NSMHA Proposed Budget Presentation (Tab 1 of the meeting packet)
Chuck Benjamin made a very comprehensive PowerPoint presentation on the recommended 2006 Operating Budget for the NSMHA and answered questions from the Board of Directors as well as the audience throughout and after the presentation.

Mr. Benjamin was thanked for his report.

12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer

Bill Whitlock reported:

- ◆ The November financial statements show our revenue is not in line with expectations. The DDD grant is \$1 under budget. The Expanded Community Services (ECS) is \$183,355 under budget. The Prepaid Healthcare Payment (PHP) revenue is \$344,131 lower than anticipated. The expenditures all have positive variances except for small tools, which has a negative variance of \$243 and miscellaneous expense variance of \$3,742. The \$66,000 budget reduction passed at the May Board of Directors meeting is shown in red as an administrative reserve on the NSMHA operating budget.
- ◆ The ECS contracts have been changed. The Older Adults contract was cancelled June 30, 2005. The State Aging and Adult Services Administration are contracting directly with the providers for these services. The MHD ECS contract reduced the monthly payment from \$54,368 to \$15,630. The new amount represents the State-only portion of the Expanded Community Services.
- ◆ The Washington Medicaid Integration Partnership (WMIP) started October 1, 2005. We received a deduction in November of \$184,902.49. Total WMIP cost for the two months \$377,651.71.
- ◆ The Fiscal Committee will recommend a new risk reserve level. It is also expected to ask the Board to eliminate the risk reserve payback passed in December 2004.

Mr. Whitlock was thanked for his report.

13. Report from the Finance Committee

Mr. Dahlstedt made a motion (**#05-130**) to change the NSMHA risk reserve level to 5.2%. This would set the NSMHA estimated risk reserve to \$2,478,298. Seconded by Mr. Sievers, all in favor, **motion carried**.

Mr. Dahlstedt made a motion (**#05-131**) to eliminate our risk reserve deduction payback from the APN contract that was approved by motion #04-067 in December of 2004. This would stop the deduction of \$23,761.89 per month starting in January 2006, second by Mr. Williams, all in favor, **motion carried**.

Mr. Sievers moved approval of the Consent Agenda, (**motion #'s 05-127, 05-096, 05-097, 05-098, 05-099, 05-100, 05-101, 05-102, 05-103, 05-104, 05-105, 05-106, 05-107, and 05-125**), seconded by Mr. Williams, all in favor, **motion carried**.

14. Consent Agenda – Chair Shelton

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 #05-127

To review and approve North Sound Mental Health Administration's claims paid from November 1, 2005 through November 30, 2005 in the amount of \$3,080,763.46. Payroll for the month of November in the amount of \$70,659.54 and associated employer paid benefits in the amount of \$21,036.45.

Motion # 05-096

To review and approve contract number NSMHA-APN-MEDICAID-06. The contract is for Medicaid covered mental health services to Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$21,622,230.

Motion # 05-097

To review and approve contract number NSMHA-APN-SMH-06. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$9,950,072.89.

Motion # 05-098

To review and approve contract number NSMHA-SEA MAR-MEDICAID-06. The contract is for Medicaid covered mental health services to Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$500,000.

Motion # 05-099

To review and approve contract number NSMHA-SEA MAR-SMH-06. The contract is for the provision of mental health services to the non-Medicaid population and for the provision of non-Medicaid covered mental health services Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$100,000.

Motion # 05-100

To review and approve contract number NSMHA-VOA-MEDICAID-06. The contract is for crisis line and inpatient certification services to Medicaid enrollees. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$529,894.

Motion # 05-101

To review and approve contract number NSMHA-VOA-SMH-06. The contract is for crisis line and inpatient certification services to the non-Medicaid population. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$759,618.

Motion # 05-102

To review and approve contract number NSMHA-SNOHOMISH-MEDICAID-06. The contract is for Medicaid covered administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$226,248.

Motion # 05-103

To review and approve contract number NSMHA-SNOHOMISH-SMH-06. The contract is for involuntary crisis services and non-Medicaid covered administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$1,628,482.

Motion # 05-104

To review and approve contract number NSMHA-ISLAND-ADMIN-06. The contract is for administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$60,288.

Motion # 05-105

To review and approve contract number NSMHA-SKAGIT-ADMIN-06. The contract is for administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$64,805.

Motion #05-106

To review and approve contract number NSMHA-WHATCOM-ADMIN-06. The contract is for administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$73,982.

Motion # 05-107

To review and approve contract number NSMHA-SAN JUAN-ADMIN-06. The contract is for administrative services. The term of the contract is January 1, 2006 to December 31, 2006. Total consideration is \$52,024.

Motion #05-125

To review and approve contract number NSMHA-SKAGIT-MEDIATION-06. The contract is for Ombuds and Quality Review Team (QRT) services for 2006. The term of the contract is January 1 to December 31, 2006. Maximum consideration is \$129,821.

15. Action Items

Motion #05-108

To review and approve the NSMHA operating budget for 2006. Mr. Gossett moved approval of motion 05-108, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

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

Motion #05-113

To review and approve contract number NSMHA-APN-FBG-06. The contract is for the provision of non-Medicaid services in accordance with state approved uses of Federal Block Grant funds. The term of the contract is January 1, 2006 to September 30, 2006. Total grant funding awarded to APN for federal fiscal year 2006 is \$472,867. Maximum consideration under this contract is \$472,867 less the amount expended by APN between October 1 and December 31, 2005.

Motion #05-114

To review and approve contract number NSMHA-SNOHOMISH-FBG-06. The contract is for the provision of non-Medicaid services in accordance with state approved uses of Federal Block Grant funds. The term of the contract is January 1, 2006 to September 30, 2006. Total grant funding awarded to APN for federal fiscal year 2006 is \$66,000. Maximum consideration under this contract is \$66,000 less the amount expended between October 1 and December 31, 2005.

Motion #05-115

To review and approve contract number NSMHA-WHATCOM-FBG-06. The contract is for the provision of non-Medicaid services in accordance with state approved uses of Federal Block Grant funds. The term of the contract is January 1, 2006 to September 30, 2006. Total grant funding awarded to APN for federal fiscal year 2006 is \$18,309. Maximum consideration under this contract is \$18,309 less the amount expended between October 1 and December 31, 2005.

Motion #05-116

To review and approve contract number NSMHA-SEA MAR-FBG-06. The contract is for the provision of non-Medicaid services in accordance with state approved uses of Federal Block Grant funds. The term of the contract is January 1, 2006 to September 30, 2006. Total grant funding awarded to APN for federal fiscal year 2006 is \$26,984. Maximum consideration under this contract is \$26,984 less the amount expended between October 1 and December 31, 2005.

Motion #05-117

To review and approve contract number NSMHA-TULALIP-FBG-06. The contract is for the provision of non-Medicaid services in accordance with state approved uses of Federal Block Grant funds. The term of the contract is January 1, 2006 to September 30, 2006. Total grant funding awarded to APN for federal fiscal year 2006 is \$81,840. Maximum consideration under this contract is \$81,840 less the amount expended between October 1 and December 31, 2005.

Motion made by Mr. Gossett to approve motions **05-113, 05-114, 05-115, 05-116 and 05-117**, seconded by Mr. Dahlstedt, all in favor, **motion carried**

Motion #05-118

To review and approve contract number NSMHA-McCALLUM-PSC-06-07. The contract is for human resources consulting services for 2006 and 2007. The term of the contract is January 1, 2006 to December 31, 2007. Total consideration is \$8,350 for 2006 and \$8,350 for 2007 for a total maximum consideration of \$16,700.

Motion to approve by Mr. Dalhstedt, seconded by Mr. Gossett, all in favor, **motion carried**.

Motion #05-119

To review and approve contract number NSMHA-REHABCO-PSC-06-07. The contract is for janitorial services. The term of the contract is January 1, 2006 through December 31, 2007. Total consideration is \$6,336 for 2006 and \$6,528 for 2007, for a total maximum consideration of \$12,864.

Motion to approve by Mr. Gossett, seconded by Mr. Myhr, all in favor, **motion carried.**

Motion #05-123

To review and approve contract number NSMHA-SVCR-RECOVERY-06. The contract is for facilities for the 2006 Recovery Conference and 2006 Board of Directors Retreat. The contract is for the events to be held January 10 and 11, 2006. Costs are dependent on the number of attendees and maximum consideration is \$22,000.

Mr. Gossett moved approval of motion # 05-123, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

Motion #05-124

To review and approve contract number NSMHA-SVCR-TRIBAL-06. The contract is for facilities for the 2006 Tribal Conference. The contract is for the events to be held May 2, 3, and 4, 2006. Costs are dependent on the number of attendees and maximum consideration is \$27,000. It is expected that costs will be recovered through conference fees.

Motion to approve 05-124 by Mr. Gossett, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

Motion #05-126

To review and approve Amendment 1 to DSHS Mental Health Block Grant Contract # 0569-84342-01. The amendment is to the scope of work and there is no financial impact. The contract was originally approved at the Special meeting of the Board of Directors on September 27, 2005 by motion #05-076. Total consideration remains \$666,000.

Mr. Gossett moved approval of motion #05-126, seconded by Mr. Dahlstedt, all in favor, **motion carried.**

17. Adjournment – Chair

Chair Shelton adjourned the meeting at 2:57 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting January 12, 2005, at 1:30 p.m. in the Skagit Resort in Bow, WA