

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
June 8, 2006
1:30 PM**

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett**
3. **Approval of Minutes– Chair Gossett (motion #06-050).....3-11**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
 - Skagit County regarding ITA filing fees
7. **Report from the Advisory Board – Charles Albertson, Chair**
8. **Report from the Executive/Personnel Committee – Mike Shelton, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**
 - Recommendations on Clinical Guidelines adding PTSD modality (motion #06-051).....Tab 1
10. **Report from the Planning Committee – Janelle Sgrignoli, Chair**
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer..... Tab 2**
13. **Report from the Finance Committee – Kirke Sievers, Chair**
 - ITA Filing Fees
 - Authorized Signers on Bank Account (motion #06-052)

14. Consent Agenda – Dave Gossett, Chair

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 # 06-053

To review and approve North Sound Mental Health Administration's claims paid from May 1, 2006 through May 31, 2006 in the amount of \$(will be available at the meeting). Payroll for the month of May 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).

15. Action Items

Motion # 06-043

To review DSHS Contract # 0569-79682, Amendment 4, State Mental Health Contract. This amendment removes the requirements for incentive funds and liquidated damages. The State-only funds payments are also increased for the months of July and August 2006. In addition to the information provided at the May meeting, the increased funding for July and August have further increased and new funding for the Integrated Crisis Pilot Program for a case manager has been added for the months of July and August.

Motion #06-044

To review DSHS Contract # 0569-79567, Amendment 4, Prepaid Inpatient Health Plan. This amendment includes minor changes to the data certification requirements and process. Changes also include increases to the Medicaid and Washington Medicaid Integration Partnership (WMIP) Per Member Per Month (PMPM) rates as well as add definitions for Supported Employment.

Motion # 06-054

This is a technical change to rectify an error/oversight in the Volunteers of America (VOA) Crisis Services Contract. This change brings the VOA Contract into alignment with the Snohomish County and APN Contracts. The specific change is to delete mandatory Crisis/DCR outreaches to specified facilities and place the screen responsibility on the VOA Crisis Triage Clinicians to determine when outreaches are necessary. VOA, APN, and Snohomish County staffs are in agreement about this change.

16. Executive Session

17. Reconvene

18. Adjournment – Chair

NOTE: The next Board of Directors meeting June 8, 2006, 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
May 11, 2006
1:30 PM**

MINUTES

Members Present:

Dave Gossett, Snohomish County Council, NSMHA Chair of the Board of Directors
Ward Nelson, Whatcom County Council member
Bob Myhr, San Juan County Council member
Mike Shelton, Island County Commissioner
Dr. June LaMarr, The Tulalip Tribes
Charles Albertson, NSMHA Advisory Board Chair
Dr. Chris Tobey, designated alternate for Skagit County Commissioner, Ken Dahlstedt
Sharie Freemantle, designated alternate for Snohomish County Council member, Kirke Sievers
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen

Staff Present:

Chuck Benjamin, Greg Long, Bill Whitlock, Margaret Rojas, Annette Calder

Guests:

Mike Manley, Chuck Davis, Michelle Hall, Janet Lutz-Smith, Andy Byrne, Pamala Benjamin, Janice George, Deborah Moskowitz, Vera Wildauer, Bob Warnecke, Julie O'Brien, Charla Hattendorf

1. Call to Order; Introductions – Chair Gossett

Chair Gossett called the meeting to order at 1:30 p.m. and welcomed everyone; introductions were made.

2. Revisions to Agenda – Chair Gossett

Chair Gossett said the Board would be having an Executive Session for Personnel matters and would be added at the end of the agenda.

3. Approval of Minutes– Chair Gossett (motion #06-037)

A motion was made to approve the minutes of April 13, 2006 by Mr. Nelson, seconded by Dr. Tobey, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

None.

5. Reports from Board Members

None.

6. Comments from the Public

Andy Byrne, Executive Director of Whatcom Counseling and Psychiatric Clinic and he is here today representing the Associated Provider Network (APN). He said he is here to make a comment on the policies and procedures, understanding that he will have opportunity to do so during the Quality Management and Oversight Committee (QMOC) report. Mr. Byrne said regarding motion 06-040 for NSMHA's amended budget and additional staffing request, the APN had previously submitted an Impact Statement but would like to add that the additional staffing request is based on Request For Qualifications (RFQ), Balanced Budget Act (BBA), etc. and it is a fine rationale. He heard from the Director of the Mental Health Division (MHD) the upcoming contract starting September 1, 2006 won't be based so much on the Request For Qualifications (RFQ) and individual responses to the RFQ, but will be based on the Request For Proposal (RFP) and is simply asking the Board to take that under consideration when acting on additional staffing requirement based on RFQ as it would be unfortunate to beef up the FTE's based on the requirements of the RFQ and then later find out there are fewer requirements. When you add FTEs it is difficult later to back off on that. Mr. Byrne said APN is urging the Board to delay on additional staffing until the draft contract is received from MHD and look at that time to see what is really needed. Mr. Byrne thanked Board for opportunity to address them.

Mike Manley of Snohomish County Human Services said at the last Board meeting comments were received from Mr. Brad Reading regarding his son dealing with Snohomish County Involuntary Treatment Act (ITA) and Advanced Directives. When Mr. Reading contacted Snohomish County ITA it was handled in an unfortunate manner. Mr. Manley said it is upsetting to hear of situations like this, and that Snohomish County Human Services took this as an opportunity to do a quick job of learning. The ITA supervisor has spoken extensively with Mr. Reading to gain understanding of the situation with their family and how an Advanced Directive is to be utilized for their family. This was also used as an opportunity for ITA staff to have extensive training around Advanced Directives. Mr. Manley said he also took this as an opportunity to review the statute for Mental Health Advanced Directives. He said it is modeled after the idea of the Medical Advanced Directive. Snohomish County did learn that ITA activities are specifically excluded from the provisions of the Mental Health Advanced Directive process due to it being involuntary. Nevertheless, it is important to accommodate a person going through the ITA process and will try to do so at every opportunity. Mr. Nelson asked how that applies with regard to law enforcement. Mr. Manley said provisions of Mental Health Advanced Directive do not apply to ITA investigation and decision making process, but more so applicable to treatment decisions and where they receive treatment.

Julie O'Brien addressed the Board of Directors stating she is a member of NAMI Whidbey Island, a Compass Health Board member and also the mother of a consumer. She is here to address the increased staffing request by NSMHA. Services have faced several cuts over the last few years to programs, services and staffing across our Region. Whidbey Island has lost all crisis respite, all staffed residential care, and the Alchemy program is withering and may be lost soon as well. It is hard to watch the RSN add to their staff when we've seen over the last few years cuts in staffing across the board and tightening of belts in every service provider across the Region stating it is hard to understand how that can happen. Ms. O'Brien said she believes any increased funding should be applied to direct services for the consumers. She said she can't understand how anything less than that can be fair. She doesn't understand how we can provide Quality Assurance for things that we cannot provide. She thanked the Board for their time.

7. Report from the Advisory Board – Charles Albertson, Chair

Charles Albertson reported on the last meeting of the NSMHA Advisory Board:

- Randy Burge, Regional Administrator of DDD provided a pre-meeting presentation on eligibility of services.
- Minutes were approved.
- Joan Lubbe advised the group there were several articles in the Skagit Valley Herald about mental health
- Marie Jubie attended the health fair at Edmonds Community College
- James Mead contacted Spirit K105.3 radio station regarding Mental Health Month and asked for Public Service Announcements during the month of May. Asked Churches to include in their newsletters
- Secure Crisis Detox pilot project opened on April 17th, with the 4 northern counties and Snohomish County to join at the end of May or beginning of June.
- Access transition from Compass Health to VOA took place on May 1st, and went very well.
- QMOC held an all day work session on April 26th to review policies and make recommendations to the Board of Directors
- Contract negotiations between NSMHA and APN to start in May, with Marie Jubie and James Mead representing the Advisory Board at the negotiations
- The Exemplary Service Awards will take place soon
- Mary Good reported all expenses were reviewed and are recommended for approval
- Reviewed motions before the Board today

Mr. Albertson was thanked for his report.

8. Report From Ombuds – Chuck Davis

Chuck Davis, Ombuds provided a PowerPoint presentation to the Board on Ombuds activity for the last quarter. Copies of the presentation and quarterly report were included in the meeting packet. A question and answer period followed. Mr. Davis was thanked for his report.

9. Report from the Executive/Personnel Committee – Mike Shelton, Chair

Mike Shelton reported:

- Reported that letters have been received from two separate tribes regarding representation on the NSMHA Board of Directors and voting rights. Each tribe would like to have their own voting member on the Board. Chair Shelton said NSMHA received letters from the Sauk-Suiattle Tribe and the Samish Tribe. Historically there have been two tribal seats on the board sharing one vote. Mr. Shelton asked if there were any questions about this. Mr. Nelson said when this was raised in the past the Board looked at contributions and financial liability. Mr. Shelton said representation on this board is based on the number of people represented proportionally. Part of the issue is the risk that each county assumes and the other is the number of people in each county and tribe. Mr. Nelson said to assess the Tribes request, he doesn't know the contribution levels, and in the past afforded one vote due to number of persons served. Mr. Nelson said he understands the issue of representation and said that ultimately the counties representation would need to be reassessed as well, but wants to know if the tribes will assume part of the risk. He said if the tribes are coming on as a representative then they should assume part of the risk that counties to pay for as well. Mr. Benjamin said the letter only states that the tribes want one voting seat per tribe. The Interlocal Agreement would need to be revisited and revised. Chair Gossett said to clarify, the one

vote the tribes currently have is not tied to any one tribe, and any tribe can sit on the Board they just have a cumulative vote of one. Brief discussion followed.

- Authorization of Services: Mr. Shelton stated NSMHA received a corrective action from the Mental Health Division (MHD), regarding Authorization of Services and that function can no longer be delegated to a provider (CMHA). Historically, this had been done by the RSN, then it was delegated to providers but is no longer allowed after October 2005 and MHD wants NSMHA to take that responsibility over again. Mr. Long said that MHD thinks it is a conflict of interest for providers to authorize services and then re-authorize services. Mr. Long said that the NSMHA used to do this and said it takes a considerable amount of time. It was asked how many authorizations and re-authorizations were done annually and Mr. Benjamin said approximately 10,000 per year. Mr. Long said we are hoping to do this in an electronic fashion to reduce the amount of paperwork involved and speed up the process. He said that the timeline is much tighter than it used to be and doing it electronically would help to speed up the process. Mr. Myhr asked if files are available electronically, and Mr. Long replied they are not in their entirety, but some information is available electronically. After some discussion Mr. Benjamin said that NSMHA will collaborate with the providers to see how to best accomplish this. Ms. Wildauer asked how much funding went to the providers to do this when it was delegated to them five years ago because she feels this will be used to justify additional staff positions. Mr. Benjamin said he doesn't know. Mr. Long said that all available funding goes to the providers under this capitated system. Mr. Byrne said he has experience with this in private insurance. Mr. Shelton said he would like people to keep in mind that the RSN is not just coming up with additional requirements ourselves, they are determined by others.

10. Report from the Quality Management Oversight Committee – Dr. June LaMarr

Chair Gossett thanked Dr. LaMarr for her hard work and involvement in this process.

- Overview Presentation – Chuck Benjamin

Mr. Benjamin gave a comprehensive PowerPoint Presentation on the policy review process. He said that he hopes we do not lose sight of our Vision of Hope. Mr. Benjamin provided a history of policy development for the NSRSN/NSMHA and APN's involvement. He said policy development was driven by the Balanced Budget Act, External Quality Review, the Mental Health Division contract and the Request For Qualifications. Mr. Benjamin stated APN questioned 17 policies of over 160 policies. NSMHA believes 16 of the 17 being disputed have a legal reference showing the requirement. Mr. Benjamin said NSMHA staff has spent an extensive amount of hours around this. Mr. Benjamin said all policies are externally mandated, not developed at the whim of NSMHA.

- Recommendations on Policies (**motion #06-038**) – See Attachment I under Tab 2

Dr. June LaMarr addressed the Board regarding this process and the hard work of committee members. She stated that Gary Williams did a great job facilitating the meeting and keeping the process moving. Dr. LaMarr asked Janet Lutz-Smith, QMOC member to share her views of the process with the Board of Directors. Ms. Lutz-Smith thanked Dr. LaMarr for her efforts on this and also thanked Mr. Benjamin for the presentation made stating that it is very important for everyone to realize where we have come from. She stated she was present for the entire work session and feels everyone present was qualified, competent and thoroughly reviewed each policy offering thoughtful recommendations on each. She said that many of the concerns raised by APN were understood by the committee, but not within the control of the RSN being mandated externally by the Federal and State governments.

- Mr. Byrne addressed the Board stating he was a former NSMHA Board member and former Chair of QMOC, elaborating on the process of formally identifying representatives of various stakeholder groups and membership of the Quality Management Oversight Committee. Mr. Byrne thanked Mr. Benjamin for his presentation stating that he was going to keep it because it really does spell out very well the philosophical principles this Region has operated on in terms of Quality Management. He thanked NSMHA for respect and collaboration shown during this tense and stressful time. He said action taken today is tied in a direct line to the contract negotiations that took place in January. Disagreement continues to be in the details of the policies, not the State and Federal requirements tied to them. While in spirit they agree, they do have a contract that implies, maybe explicitly states, that policies will stay within identified State and Federal requirements. He urged the Board to remember that and their original list of issues presented by APN still stands. Again, it's not a matter of APN taking umbrage when there is a clear requirement; they are contesting those that exceed requirements. He said perhaps the RFQ is not the best document to follow. He noted APN members present from various agencies today. Mr. Byrne thanked the Board for opportunity to address them. He stated he understands per contract that action today is not subject to dispute resolution and APN is not contesting good ideas, and certainly not contesting whether consumers deserve high quality services.
- Chair Gossett opened the comments to Board members and asked Mr. Benjamin to address the group. Mr. Benjamin said he attended an all day contracting meeting yesterday with MHD and there are not any substantial changes from the RFQ requirements to the RFP draft contract from MHD. Mr. Nelson asked for further clarification. He said looking at this he sees that QMOC, NSMHA and APN agreed on some policies as asked for clarification; discussion followed.

Chair Gossett called for the vote, Mr. Nelson moved to accept the report and its recommendations from the QMOC committee, seconded by Mr. Myhr, Chair Gossett opened the motion for discussion and then called for the vote, all in favor, **(motion # 06-038) motion carried.**

11. Report from the Planning Committee – Janelle Sgrignoli, Chair

Janelle Sgrignoli reported:

- The Planning Committee met on Friday, May 5th, and established a workgroup to review the contracting history and process, and plans to have recommendations to this Board in September. Children's crisis services were discussed and the Children's Crisis workgroup will continue to meet and have asked the County Coordinators to get involved in that process. She said there are models from Clark and Pierce counties that the group will be reviewing to see if there is something from those models that can be incorporated into the North Sound to help us deal with the issue around Children's crisis services. Ms. Sgrignoli said the County Coordinators have asked the Planning Committee to look into Adult Residential Services and the Planning Committee has asked the County Coordinators to draft an issue paper so it is clear on what they are asking for. The committee will look at the Strategic Plan to see where new money should be spent; also seeing if all needs defined in the plan have been met and what to work on next, within funding requirements. The group also amended Charter and it is located under Tab 3 in the meeting packet. Ms. Sgrignoli reviewed Charter with the group and the Planning Committee is recommending approval of the Charter.

Motion to adopt the revised Planning Committee Charter by Ms. Sgrignoli, seconded by Mr. Nelson, all in favor, **motion carried. Motion 06-046**

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

Chuck Benjamin reported:

- Mr. Benjamin thanked Charles Albertson as he covered 7 things in his report that Mr. Benjamin was going to report on and also thanked Mr. Shelton as he covered one item in his report. Mr. Benjamin discussed the ITA filing fees by Skagit County and NSMHA is waiting to pay until legal advice is received. He informed the Board about Fairfax Hospital and the fact that Fairfax is planning to close ITA services at the end of May. He said he discussed this morning with Richard Kellogg, Director of MHD, about facilitating a meeting with Fairfax on this. He doesn't believe we will come to resolution with Fairfax because we are not happy with their services. We currently do not have any other facility to send ITA'd adolescents to, and it is not a good thing that we have to send kids so far away. NSMHA and King County are looking at other alternatives for services for kids. Mr. Benjamin said that Compass Health is looking at the Luther Child Center as and Evaluation and Treatment Center for Children.

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The Federal Block Grant, PATH and DDD have negative variances balances that are timing differences. The ECS (Enhanced Community Services) has a negative variance of \$8,336. All other revenues are within expectations. The expenditures are in line with expectations except repairs and maintenance which has a negative variance of \$904.
- The excess revenue over expenditures of \$1,621,400 represents a larger lag in billing than usual. Most of those funds are contracted for but just have not billed.
- We are asking for a budget transfer in the 2005 budget year. An increase in capital of \$14,000 and a decrease in salaries and wages of \$14,000. This is due to the purchase of three computer servers being more than \$7,500 each. Capital Reserve, transfer \$20,000 to unreserved fund balance to cover year end vacation balances.
- The State is currently proposing changes in the inpatient payment and reconciliation process. One of the proposals is to change from the 18-month reconciliation process to a pay-as-the-bills-are-received process by the State. This also means the inpatient funds would be sent to the RSN's and we would have to carry the reserves until all bills for that month would be paid.
- Mr. Benjamin said that WSAC and ACHS putting together costs of filing fees and will take that to the legislature in January with support from the County Clerks and the Mental Health Division. Mr. Benjamin said our attorney has taken a firm position that we are not responsible for the filing fees. Mr. Nelson asked if we are responsible for court costs. Mr. Benjamin said it is undetermined at this time, Mr. Nelson wants that determined and Mr. Benjamin said we have received a bill for court costs from Skagit County and believes it would behoove us to include that in our legislative agenda; discussion followed.

Chair Gossett made a motion to pay neither court costs or filing fees as long as our attorney believes there is a legal questions as to whether we should not be paying them and seek legislative relief through WSAC, seconded by Mr. Myhr, all in favor, **motion carried. (Motion # 06-047)**

Mr. Whitlock was thanked for his report.

14. Report from the Finance Committee – Ward Nelson

Mr. Nelson reported the committee met today and reviewed claims, payroll and expenses. Mr. Nelson said the Finance Committee is bringing forth two motions:

- Mr. Nelson made a motion to transfer \$14,000 from Salaries and Wages to Machinery and Equipment in the NSMHA 2005 Budget, seconded by Mr. Myhr, (**motion #06-045**) all in favor, **motion carried**.
- Mr. Nelson made a motion (**Motion #06-048**) to transfer \$20,000 from capital reserve to the unreserved fund balance to cover all vacation overages, seconded by Ms. Delahunt, all in favor, **motion carried**.

15. Consent Agenda – Dave Gossett, Chair

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 # 06-039

To review and approve North Sound Mental Health Administration's claims paid from April 1, 2006 through April 30, 2006 in the amount of \$2,843,148.43. Payroll for the month of April in the amount of \$66,330.74 and associated employer paid benefits in the amount of \$21,973.90.

Motion to approve by Mr. Nelson, seconded by Ms. Delahunt, all in favor, **motion carried**.

16. Action Items

Motion # 06-026 (Placeholder)

To review and approve contract with Skagit County for ITA court services and related cost for involuntary commitment/chemical dependency pilot project. The monies for this are provided from the pilot project; not NSMHA funding.

This item was skipped as information was not received by the date and time of the meeting.

Motion #06-040

To review and approve NSMHA's 2nd amended budget and additional staffing requests. This prioritizes remaining additional staff requested and new Corrective Action Plan on Authorizations from MHD to meet RFQ and additional MHD requirements. See Attachment II.

Motion by Mr. Nelson to approve, seconded by Ms. Sgrignoli, and opened for discussion. Mr. Shelton said in relation to Mr. Byrne's comments, do the RFP and RFQ requirements differ in ways that we could staff it differently? Mr. Benjamin said not from the meeting he attended yesterday. Mr. Nelson said there is enough money to fund the 1st priority, to fund others will have to come up with a carve-out from APN. Chair Gossett clarified that instead of 4.75% administration cost would be 5.24%; and Mr. Whitlock explained it would be an increase of \$139,000.

Mr. Nelson asked if the remaining positions would cover all the additional requirements plus the Corrective Action Plan from MHD. Mr. Benjamin said no, but he is not comfortable with asking for another person. Mr. Nelson asked if the last two Quality Specialists could be phased in after we see the

new contract. Mr. Benjamin said yes, in September, but the dollar figures you are looking at are starting now. Mr. Benjamin said according to the MHD spreadsheet, the North Sound Mental Health Administration funding will be going up 6.99%. Mr. Benjamin said our overall revenue is going up \$6.9 million, with 4.75% for administration. Chair Gossett asked if those funds are already designated by the Planning Committee, and Mr. Whitlock stated the funds are designated through end of August 2006 and then we need to see new contract and any requirements attached to that. Mr. Myhr asked if the figures were annualized taking everything into consideration. Mr. Whitlock said these figures are based on six-months, if they were annualized the total would drop slightly. Ms. Delahunt asked for clarification on the Customer Service position; brief discussion followed.

Chair Gossett asked if there was any other discussion, he said there was discussion about delaying the 4th position until September. Mr. Nelson said he was willing to amend the motion to have positions 1 through 3 to start on July 1st, delaying the 4th position until October 1, moving to approve NSMHA's 2nd amended budget and additional staffing requests as amended; motion seconded by Dr. Tobey, Chair Gossett called for the vote, 9 in favor, one opposed, **motion carried.**

Motion #06-041

To review and approve the NSMHA-Magill-PSC-06, Contract Amendment #1. This amendment deals with changes to the duration and scope of work to include consultation, facilitation and leadership coaching. The maximum consideration of this amendment is \$5,000; total maximum consideration not to exceed \$12,800.

Motion moved by Mr. Nelson to open the discussion. Mr. Nelson asked what the coaching was about and if NSMHA had looked at other facilitators. Chair Gossett explained that this was a recommendation by the Executive/Personnel Committee, seconded by Mr. Myhr, all in favor, **motion carried.**

Motion # 06-042

To review the Working Capital Advance Agreement from DSHS Division of Finance. The total amount Advanced remains the same as last year at \$110,426.

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

17. Introduction Items

Motion # 06-043

To review DSHS Contract # 0569-79682, Amendment 4, State Mental Health Contract. This amendment removes the requirements for incentive funds and liquidated damages. The State-only funds payments are also increased for the months of July and August 2006.

Motion #06-044

To review DSHS Contract # 0569-79567, Amendment 4, Prepaid Inpatient Health Plan. This amendment includes minor changes to the data certification requirements and process. Changes also include increases to the Medicaid and Washington Medicaid Integration Partnership (WMIP) Per Member Per Month (PMPM) rates as well as add definitions for Supported Employment.

18. Executive Session

Chair Gossett stated the Board would be in Executive Session at 3:30 for approximately 10 minutes and the session is regarding personnel issues with action after the meeting reconvenes. The Board reconvened at 3:35p.m. Mr. Shelton moved to increase the salary of Executive Director by 6% not to include any

COLA (cost of living allowance), seconded by Ms. Delahunt and Chair Gossett noted for the record that there has never been an increase in salary of this Executive Director in the more than five years he has been here, all in favor, **motion carried.** (Motion # 06-049)

19. Adjournment – Chair

Chair Gossett adjourned the meeting at 3:37 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting June 8, 2005, at 1:30 p.m. in the NSMHA Conference Room