

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
NSMHA Conference Room
Mount Vernon, WA
October 12, 2006
1:30 PM**

AGENDA

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1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett**
3. **Approval of Minutes– Chair Gossett (motion #06-104)**
 - To review and approve the minutes of the September 12, 2006
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
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**
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**
13. **Report from the Finance Committee – Kirke Sievers, Chair**

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 # 06-105

To review and approve North Sound Mental Health Administration's claims paid from September 1, 2006 through September 30, 2006 in the amount of \$(will be available at the meeting). Payroll for the month of September 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 # 06-106

To review and approve contract NSMHA-COMPASS 06-07 providing support groups for developmentally disabled persons who may or may not be enrolled in the North Sound network. The two groups will focus on anger management strategies. The maximum consideration for this contract is \$10,000.00.

Motion # 06-107

To review and approve contract NSMHA-WCPC 06-07 providing support groups for developmentally disabled persons who may or may not be enrolled in the North Sound network. The group will focus on anger management strategies. The maximum consideration for this contract is \$5,000.00.

15. Action Items

Motion # 06-108

To review and approve contract amendment NSMHA-REHABCO 06-07 to include cleaning services in additional office space. The amendment will increase the contract by \$240.00 for maximum consideration of \$13,104.00.

Motion # 06-109

To review and approve contract amendment NSMHA-CCSNW 06-07 correcting the monthly payment to \$3,980.00 for maximum consideration of \$47,764.50 from August 16, 2006 through June 30, 2007.

16. Introduction Items

Motion # 06-010

To review and approve NSMHA-APN-FBG 06-07 contract Amendment I to correct language not applicable to Federal Block Grant Funds and correct the fiscal amount of the contract reducing the funding by \$222.00 for maximum consideration of \$472,645.00.

Motion # 06-011

To review and approve NSMHA-Tulalip Tribes-FBG 06-07 contract Amendment I to correct language not applicable to Federal Block Grant Funds and add language specifically to Federal Block Grant Funding.

Motion # 06-012

To review and approve NSMHA-Snohomish County-FBG 06-07 contract Amendment I to correct language not applicable to Federal Block Grant Funds and add language specifically to Federal Block Grant Funding.

Motion # 06-013

To introduce the recommended 2007 NSMHA Operating Budget.

17. Adjournment – Chair

NOTE: The next Board of Directors meeting November 9, 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
September 14, 2006
1:30 PM**

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council member, NSMHA Chair of the Board
Mike Shelton, Island County Commissioner
Barbara LaBrash, designated alternate for San Juan County Council member, Bob Myhr
Kirke Sievers, Snohomish County Council
Dave Somers, Snohomish County Council
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon
Dr. Chris Tobey, designated alternate for Skagit County Commissioner, Ken Dahlstedt
Gary Williams, designated alternate for Whatcom County Council member, Ward Nelson
Marie Jubie, NSMHA Advisory Board member

Staff Present:

Chuck Benjamin, Greg Long, Margaret Rojas, Tom Yost, Sean Powell, Annette Calder

Guests:

Tom Sebastian, Barbara Mauer, Mike Manley, Janice George, Michelle Feller, Theresa Poalucci, David Poalucci, Laura Fall, Kristin Stout, Andy Byrne

1. Call to Order; Introductions – Chair Gossett

Chair Gossett opened the meeting at 1:30 p.m., welcomed everyone and introductions were made.

2. Revisions to Agenda – Chair Gossett

None

3. Approval of Minutes– Chair Gossett (motion #06-084)

To review and approve the minutes of the July 13, 2006 regular meeting and August 15, 2006 Special Meeting of the NSMHA Board of Directors.

Mr. Shelton moved approval of motion **06-084**, seconded by Mr. Williams, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

None

5. Reports from Board Members

None

6. Comments from the Public

- Poster Contest Winners Presentation
 - Chair Gossett introduced Kristin Stout, 1st prize winner, resident of Snohomish County, provided a brief summary of the artist's history and stated Ms. Stout would receive a \$500 first prize. Chair Gossett congratulated Ms. Stout and presented her with a certificate. Ms. Stout introduced her sister and thanked the Board, stating it was a pleasure to participate in the contest and said recovery is well worth the effort.
 - Chair Gossett introduced 2nd prize winner, Michelle Feller, provided a brief summary of the artist's history stated she would receive \$200 for 2nd prize and announced that Ms. Feller also won the Directors Award of \$50. Chair Gossett presented Ms. Feller with certificates for 2nd place and the Directors Award. Ms. Feller thanked Board and introduced her parents.
 - A second Director's Award recipient, Megan Haferkamp, could not be present today, her certificate and award will be mailed to her. Chair Gossett said the Poster Contest is one of the better things we do each year, and is very pleased that we continue to hold the contest every year as it is a great way for the consumers to demonstrate their illness and how they have dealt with it in a way that the every-day average person can understand.

- Productivity Report from APN

Tom Sebastian directed group to the APN productivity report in the meeting packet. Mr. Sebastian said APN shares NSMHA's concerns around productivity, maximizing service hours, documentation, how it affects actuarial rates, etc. He said each APN provider has its own mechanism for monitoring and evaluating productivity. He directed everyone to the second page of the report and reviewed the sample provided by Compass Health. Mr. Sebastian said APN is trying to find ways to maximize productivity and measure over time to determine how to best use resources. Questions and answers followed. Ms. Mauer stated it is better to state services provided in hours rather than percentages and stated you can average about 1,000 hours of service per clinician. Mr. Sebastian said that he hopes to bring some numbers forward next month. Mr. Benjamin said he had a conversation with Mr. Jamieson about having APN staff and NSMHA staff work together on this project. Mr. Benjamin suggested Greg Long, Dennis Regan and Bill Whitlock from NSMHA. Mr. Sebastian said he would check with APN and get back to NSMHA. Mr. Sebastian was thanked for his report.

- Presentation by MCPP, Barbara Mauer

Barbara Mauer addressed the group regarding the system design process (clinical as well as financial) that NSMHA and providers are working on. She directed the group to the materials in the meeting packet, stating this is everything that the Clinical Design Group received last Friday and said she would be going over the high points. She provided an overview of the group structure, charge and agreements. Ms. Mauer stated the data has been revised since last Friday as it was discovered some data had been miscoded and overstated the system services. NSMHA is spending less per capita than other RSNs on ITA and Crisis Services. Ms. Mauer reviewed the service delivery statistics with the group and discussed the dilemma everyone faces in managed care settings being how many people to serve and how much services they get. Questions and answers followed. Ms. Mauer said the Planning Committee will come back to the Board in a month with recommendations on how to move forward. Ms. Mauer was thanked for her report.

- Report from the Advisory Board – Charles Albertson, Chair
Ms. Jubie reported on the Advisory Board meeting in Mr. Albertson’s absence.
 - The Advisory Board met on September 5th,
 - approved the minutes of their previous meeting,
 - approved the motions before the Board today,
 - had a site visit at the secure detox,
 - going to Kennewick to go to Consumer Conference today.
 - Had presentation from Barbara LaBrash, San Juan County Coordinator,
 - participated in interviews for MHD,
 - legislative forums held in Everett and Bellingham attended by Advisory Board members.
 - Working on Mental Health Transformation Grant Consumer Group – Washington Health Empowerment Network. At VOA, through transformation Grant will have a recovery and resiliency program, would like people to come.
 - Chuck Benjamin said some Advisory Board members had vocalized their dissatisfaction due to this Board taking action on items that had not yet been reviewed by the Advisory Board and Chuck explained that due to the short timeline given by MHD this Board had to take action.

Ms. Jubie was thanked for her report.

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

Mr. Shelton stated he had nothing to report from the Executive/Personnel Committee meeting today.

8. Report from the Quality Management Oversight Committee (QMOC) – Gary Williams, Chair

Mr. Williams reported:

- QMOC established a policy subcommittee and the first meeting is next Monday. This process will increase the opportunity for input and clarification, strengthening the policy development and approval process.
- Mr. Williams made a presentation on Exhibit N with a recommendation for approval from QMOC. Mr. Williams moved to approve motion **06-085**, seconded by Ms. LaBrash, all in favor, **motion carried**.

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

Ms. Sgrignoli reported:

- The Planning Committee met on September 1st, conducted business and discussed the contracting and finance workgroups which the Board heard about from Ms. Mauer. It was suggested at the Planning Committee the reason we are doing this is so the system is consumer driven and consumers will have choice. The Planning Committee will be meeting monthly until this process is completed. There is a lack of residential beds in this Region and RSN staff will develop a generic plan for this Region, then forward to the County Coordinators, and when finalized to this Board. The Planning Committee has also received a funding request from the Stilliguamish tribe and is still working on that.

Ms. Sgrignoli was thanked for her report.

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

Mr. Benjamin reported:

- Introduced two new employees, Sean Powell and Tom Yost. Sean working in Information Systems and Accounting, Tom working in Planning.

- Thanked all providers for their hard work in the service authorization process
- Children's E&T, only difficulty at this point is securing a location; working with Snohomish County and Compass Health on this.
- Working with APN on Contract Deliverables, there were over thirty overdue and now down to two that are not acceptable and one that is still under review.
- Working with Compass Health regarding the stolen PHI
- Working on 2007 NSMHA Operating Budget and will be introduced to the Board in October
- Issue with Quality Management Oversight Committee in that neither Board representative can attend the September 27th meeting and asked if there is another Board member who can cover this meeting; Janelle Sgrignoli volunteered.
- Chuck said he would be giving a PowerPoint Presentation to provide an overview of Federal Block Grant (FBG) Requirements. Provided overview of current FBG contracts, recent issue with APN not being able to spend FBG funds and how that issue was resolved. Said we had an increase of \$318,000 in Federal Block Grant funds. He said it would really behoove us to gear some FBG dollars to gaps that are identified by the system design process that is currently underway. He is asking for recognition by Board that we need to really keep on top of FBG contracts and that an RFP process should be used for all FBG funds in the next funding cycle for 10/01/07. Brief discussion followed.

Mr. Benjamin was thanked for his report.

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

Mr. Sievers reported in Mr. Whitlock's absence.

- Mr. Sievers reported that the Finance Committee reviewed all the vouchers, payroll, State Audit, MHD Audit, new phone system, etc. Mr. Sievers said Mr. Whitlock did a great job as usual and that he could not be here this afternoon due to a recent medical procedure.

12. Report from the Finance Committee – Kirke Sievers, Chair

Mr. Sievers moved approval of the consent agenda (**motions 06-068 through 06-095**), seconded by Ms. Sgrignoli, all in favor, **motion carried**.

13. Consent Agenda – Dave Gossett, Chair

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Motion # 06-086

To review and approve North Sound Mental Health Administration's claims paid from July 1, 2006 through July 31, 2006 in the amount of \$4,058,473.29. Payroll for the month of June in the amount of \$73,873.33 and associated employer paid benefits in the amount of \$29,762.78.

Motion # 06-087

To review and approve North Sound Mental Health Administration's claims paid from August 1, 2006 through August 31, 2006 in the amount of \$3,505,822.28. Payroll for the month of June in the amount of \$75,506.73 and associated employer paid benefits in the amount of \$27,918.20.

Motion #06-088

To authorize the Executive Director to approve policies that have reached consensus through NSMHA's established system.

Motion #06-089

NSMHA-Sea Mar FBG #06-07 amendment to the scope of work to include the additional money awarded to hire a full time bi-lingual MHP for the integration of physical and mental health care at the Bellingham clinic. The additional funding is \$25,000.00 for a total of \$51,984.00

Motion #06-090

NSMHA-Whatcom County #06-07 FBG amendment to the scope of work to include the additional money awarded to the elder-gatekeeper program. The additional monies will enhance the project by providing an increase in outreach and engagement services for the elderly at risk. The additional funding is \$15,000.00 for a total of \$33,309.00.

Motion #06-091

To approve the contract # 06-07 NSMHA-bridgeways FBG for the federal fiscal contract year 06-07. This ongoing grant will increase the number of consumers served in the Unit 9 project transitioning patients from Western State Hospital back into the community. The total funding is \$26,000.00

Motion #06-092

To approve the contract # 06-07 NSMHA-Whatcom County Rainbow Center FBG for the federal fiscal contract year 06-07. This ongoing grant will be used to expand hours of operation of the Rainbow Center to include evenings and weekends which will meet the requirements of the ICCD certification. The total funding is \$39,000.00.

Motion #06-093

To approve the contract # 06-07 NSMHA-Compass Health FBG for the federal fiscal contract year 06-07. This one time grant is for Compass Health to fund one bed for adolescents who are not covered by Medicaid in the 12 bed Adolescent E&T Facility. Total funding for the grant is \$141,000.00

Motion #06-094

To approve the contract # 06-07 NSMHA-Training Resources in Partnership FBG for the federal fiscal contract year 06-07. This ongoing grant is to fund parent support groups in three (3) counties, the project will provide Parent Partners to families in the catchment area. The total funding for this grant is \$37,000.00.

Motion #06-095

To approve the contract # 06-07 NSMHA-San Juan County Health and Community Services FBG for the federal fiscal contract year 06-07. This ongoing grant will be used to provide mental health assessments, short-term counseling, and consultation services to uninsured and underinsured school age children and their families. The total funding for this project is \$20,000.00.

14. Action Items**Motion #06-096**

To amend the NSMHA-CCSNW Chemical Dependency Case Management Contract for chemical dependency case management services. This contract was passed by motion 06-081 on August 15, 2006

and the purpose of this amendment is to extend the duration of the contract from December 31, 2006 to June 30, 2007

Mr. Benjamin provided a brief overview. Mr. Shelton moved approval of motion **06-096**, seconded by Mr. Williams, all in favor, **motion carried**.

Motion #06-097

To amend NSMHA-MHD PATH Grant Contract # 0569-82559 Amendment #03. This amendment extends the contract period for 9 months for a new contract end date of June 30, 2007. Section 8.a(5) of the original contract is amended to the following text, "the final invoice for services under this Agreement must be received by MHD no later than August 15, 2007".

Ms. Delahunt moved approval of motion **06-097**, seconded by Ms. LaBrash, all in favor, **motion carried**.

Motion #06-098

To amend NSMHA-Compass Health PATH Grant 05-06 Amendment #03. This amendment extends the contract period for 9 months for a new contract end date of June 30, 2007. There is no financial consideration with this amendment.

Motion #06-099

To amend NSMHA-Whatcom Counseling & Psychiatric Clinic PATH Grant 05-06 Amendment #03. This amendment extends the contract period for 9 months for a new contract end date of June 30, 2007. There is no financial consideration with this amendment.

Ms. LaBrash moved approval of motions **06-098 and 06-099**, seconded by Mr. Sievers, all in favor, **motion carried**.

Motion #06-100

To review and approve NSMHA-DSHS-PATH contract 0669-05075 with a term of October 1, 2006 through June 30, 2008 and maximum consideration of \$129,003.00. PATH funds are used for outreach and services to persons in Snohomish County who are chronically homeless and mentally ill.

Ms. LaBrash moved approval of motion **06-100**, seconded by Mr. Williams, **motion carried**.

Motion #06-101

To review and approve NSMHA-DSHS-PATH contract 0669-05079 with a term of October 1, 2006 through June 30, 2008 and a maximum consideration of \$42,250.00. PATH funds are used for outreach and services to persons in Whatcom County who are chronically homeless and mentally ill.

Motion #06-102

To review and approve NSMHA-Compass Health-PATH Contract 06-08, starting October 1, 2006 through June 30, 2008 with a maximum consideration of \$129,003.00. PATH funds are used for outreach and services to persons in Snohomish County who are chronically homeless and mentally ill.

Motion #06-103

To review and approve NSMHA-WCPC-PATH Contract 06-08, starting October 1, 2006 through June 30, 2008 with a maximum consideration of \$42,250.00. PATH funds are used for outreach and services to persons in Whatcom County who are chronically homeless and mentally ill.

Chair Gossett asked if there were any comments on motions 06-101, 06-102, and 06-103. Ms. Jubie asked that the Board monitor the use of this contract in Snohomish County.

Ms. LaBrash moved approval of motions **06-101, 06-102, and 06-103**, seconded by Ms. Sgrignoli, all in favor, **motion carried**.

15. Introduction Items

None

16. Adjournment – Chair

Chair Gossett thanked everyone for coming adjourned the meeting at 2:58 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

NOTE: The next Board of Directors meeting October 12, 2006, at 1:30 p.m. in the NSMHA Conference Room