

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
February 14, 2008  
1:30 PM**

**AGENDA**

Page #/Tab

1. Call to Order; Introductions – Chair Dahlstedt
2. Revisions to Agenda – Chair Dahlstedt
  - Staff request all Introduction Items be moved to Action Items
3. Approval of Minutes– Chair Dahlstedt (motion #08-009) .....3-7
  - To review and approve the minutes of the January 10, 2008
4. Comments & Announcements from the Chair
  - Poster and Poem Contest winners presentation
5. Reports from Board Members
6. Comments from the Public
7. Report from the Advisory Board – James Mead, Chair
8. Report from the Executive/Personnel Committee – Dave Gossett, Chair
9. Report from the Quality Management Oversight Committee – Gary Williams, Chair
  - 2008-2009 Quality Management Plan Recommendation
10. Report from the Planning Committee – Regina Delahunt, Chair
11. Report from the Executive Director – Chuck Benjamin, Executive Director
12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 1
13. Report from the Finance Committee – Ward Nelson, Chair
14. Consent Agenda – Ken Dahlstedt, 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>
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**Motion #08-010**

To review and approve North Sound Mental Health Administration's claims paid from January 1, 2008 through January 31, 2008 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).

**15. Action Items**

**16. Introduction Items**

**Motion # 08-011**

To introduce for review/approval NSMHA-RAINTREE-04-05 AMENDMENT 3 for the purpose of final payment for services through December 31, 2007. The consideration for this amendment is \$22,804 for a maximum consideration on this contract of \$331,134.

**Motion #08-012**

To introduce for review/approval NSMHA-JARVIS-PSC-06-07(AMENDMENT 2) for the provision of consultation services through December 31, 2007. The consideration for this amendment is \$1,509.62 the maximum consideration on this agreement is \$46,509.62.

**Motion #08-013**

To introduce for review NSMHA-L.K.I. SERVICES-MEDICAID-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract is unknown at this time.

**Motion #08-014**

To introduce for review NSMHA-L.K.I. SERVICES-STATE-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract is unknown at this time.

**17. Adjourn**

NOTE: The next Board of Directors meeting will be held on Thursday, March 13, 2008, 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  
January 10, 2008  
1:30 PM**

**MINUTES**

**Board Members Present:**

Ken Dahlstedt, Skagit County Commissioner; NSMHA Board of Directors Chair  
Ward Nelson, Whatcom County Council  
Dave Gossett, Snohomish County Council  
Jackie Henderson, designated alternate for Island County Commissioner, John Dean  
Barbara LaBrash, designated alternate for San Juan County Council member, Bob Myhr  
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen  
June LaMarr, The Tulalip Tribes  
James Mead, Advisory Board Chair

**Staff Present:**

Chuck Benjamin, Bill Whitlock, Margaret Rojas, Annette Calder

**Guests:**

Jenny Billings, Anne Deacon, Cindy Hart, Gary Williams, Andy Byrne

**1. Call to Order; Introductions – Chair Dahlstedt**

Chair Dahlstedt opened the meeting at 1:38; welcomed everyone and introductions were made.

**2. Revisions to Agenda – Chair Dahlstedt**

Chair Dahlstedt noted that NSMHA staff has requested that all Introduction Items be moved to Action Items.

**3. Approval of Minutes– Chair Dahlstedt**

Chair Dahlstedt asked if there were any changes or revisions to the minutes of December 13, 2007; there were none. Mr. Gossett moved approval of motion #08-001, seconded by Mr. Nelson, all in favor, **motion carried.**

**4. Comments & Announcements from the Chair**

Chair Dahlstedt announced the Poster and Poem Contest judging will be held today and encouraged everyone to participate in the judging.

**5. Reports from Board Members**

James Mead stated Janelle was a very active member of this Board and suggested that a plaque and a letter of commendation for Janelle Sgrignoli is in order, motion by Mr. Mead, seconded by Ms. Henderson, all in favor, **motion carried. (#08-008)**

Barbara LaBrash said that John Linde has been appointed superior court judge and the San Juan County Council has authorized San Juan County to form a task force to research the 1/10<sup>th</sup> of 1% sales tax.

## **6. Comments from the Public**

Anne Deacon introduced the interim director for the Snohomish County Human Services Department, Cindy Hart. Anne stated that the Snohomish County Executive's office is working on appointing a designated alternate for their position on the NSMHA Board of Directors.

## **7. Report from the Advisory Board – James Mead, Chair**

James Mead reported:

- The meeting was held January 8, 2008
- The December minutes were approved with changes.
- New Officers for 2008 were approved – James Mead, Chair and Andrew Davis, Vice Chair
- Reports given by:
  - There was no County Coordinator present for a report
  - Executive Director – Chuck Benjamin
  - Finance Committee – Mary Good
    - Approved the expenditures to go to Board of Directors for approval
  - Executive Committee – James Mead
  - Quality Management Oversight Committee – Mary Good – no report December meeting was canceled
  - Ombuds Monthly Snapshot will continue to be available for review but Chuck Davis will only be present to give a quarterly report
  - Chuck Benjamin mentioned introductory items being brought before the Board of Directors, Thursday
  - Individual County Advisory Board reports.
  - TerryAnn gave a presentation regarding co-ed habitation in the community hospital mental health wards
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 2:55 and the next meeting will be February 5, 2008.

Mr. Mead was thanked for his report.

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

Dave Gossett reported:

- The Executive/Personnel Committee met today and discussed the committee appointments and are as follows: Planning Committee: Regina Delahunt, Chair; Mike Copper, John Dean
- QMOC: Gary Williams, Chair; June LaMarr, Anne Deacon
- Executive/Personnel: Dave Gossett, Chair; Bob Myhr, Ken Dahlstedt
- Finance: Ward Nelson, Chair; Aaron Reardon, Brian Sullivan

Mr. Gossett was thanked for his report.

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

Gary Williams reported QMOC didn't meet in December and will meet later this month. Mr. Williams was thanked for his concise report.

## **10. Report from the Planning Committee – Regina Delahunt, Chair**

Regina Delahunt reported the Planning Committee didn't meet in January and the December meeting has already been reported on. Ms. Delahunt was thanked for her brief report.

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

Chuck Benjamin reported:

- Discussed the System Change that took place on October 1. NSMHA is still managing the front-door of Access. NSMHA feels that we will not manage the front door indefinitely and the providers will have to start marketing their own services. Looking at mid February to stop managing the front door. All providers have been very collaborative, both existing and new providers. All working together to ensure smooth transition. Chuck stated NSMHA truly appreciates the collaborative effort on this.
- Wraparound Services for Children, Bill 1088 approved an RFP for Children's services. The disappointing part is the fiscal side of the Bill as they have not allotted enough funding to implement the fidelity based services fully with the funding constraints. NSMHA submitted a proposal to implement this in one county. NSMHA's proposal asked for approximately 50% of total funding for this project. Awaiting feedback from the state.
- System Change federal grant from SAMHSA (Substance Abuse Mental Health Services Administration) that NSMHA is looking at applying for. A meeting is being held tomorrow with cross system partners to see if we can participate in this and sustain the funding requirements over time.
- Program for Assertive Community Treatment (PACT) one in Snohomish County started in July with a 100 bed capacity (currently about 20 enrolled), one in Whatcom County started in November with a 50 bed capacity (currently 10 enrolled). NSMHA is going to continue to monitor these programs to ensure compliance. Ward Nelson asked if the programs were designed similarly. Chuck stated both programs are designed under the Fidelity Standards.
- NSMHA is supporting the NAMI day trip to Olympia on Martin Luther King Jr. Day to educate legislators.
- Attended the Division of Vocational Rehabilitation (DVR) training this morning regarding the changes coming up for DVR. He said it was nice to be part of this collaborative cross system effort.
- Change in the Ombuds; one has resigned and Skagit County will be advertising to fill that position. Also looking at moving where the Ombuds are housed.
- An issue has been raised by the prosecuting attorney in Skagit County that he wants a full time prosecutor to do the court work for our programs paid for by mental health; Skagit County and NSMHA do not think that a fulltime position is needed for this work. Brief discussion followed on associated costs.
- Gary Williams stated the mentally ill offender program funding has been substantially reduced and a brief discussion ensued.

Mr. Benjamin was thanked for his report.

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

Bill Whitlock reported:

- The December 2007 revenue has the following variances. The timing variances are: Federal Block Grants (FBGs) in the amount of \$57,681 and Department of Developmental Disabilities (DDD) in the amount of \$99,758. Permanent variances are PATH (Projects for Assistance in Transition from Homelessness) in the amount of \$65,061, Jail Services in the amount of \$6,233 and the Detox Pilot \$9. The PALS (Program for Assisted Living Skills) was not part of the original budget. The administrative expenditures are in line with current budget. The Agency/County/Other Service Provider's expenditures have a negative budget variance of \$1,337,582.

- The NSMHA 2008 bottom line is over budget by \$589,024. We have reconciled the bills through November. We have some outstanding grant and County billings from December to account for. We are asking for a budget amendment for \$1,200,000. This will leave just over \$600,000 for additional expense accruals.

Mr. Whitlock was thanked for his report.

### 13. Report from the Finance Committee – Ward Nelson, Chair

Ward Nelson reported:

- The committee met today and reviewed all claims and payroll before the board today.
- The finance committee is recommending approval of a budget amendment for 2007 to increase by 1.2 million dollars, seconded by Mr. Gossett, all in favor, **motion carried (#08-006).**
- The finance committee has updated the authorized signers for the bank accounts, seconded by motion 08-007, seconded by Ms. Delahunt, all in favor, **motion carried (#08-007).**

Mr. Nelson was thanked for his report.

### 14. Consent Agenda – Ken Dahlstedt, 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 #08-002

To review and approve North Sound Mental Health Administration’s claims paid from December 1, 2007 through December 31, 2007 in the amount of \$4,258,525.07. Payroll for the month of December in the amount of \$101,932.24 and associated employer paid benefits in the amount of \$39,701.46.

Mr. Gossett moved approval of the Consent Agenda, seconded by Ms. LaBrash, all in favor, **motion carried (08-002).**

### 15. Action Items

#### Motion # 08-003

To introduce for review/approval DSHS-NSMHA-WRAP-08 for the purpose of WRAP trainings in the North Sound Region. This funding is through the Mental Health Transformation Grant Project. The term of this agreement is January 16, 2008 through September 30, 2008 for a maximum consideration of \$15,000.

Mr. Benjamin provided an explanation for motions 08-003 and 08-005, and stated that Mr. Mead was successful in getting an additional \$15,000 from the Mental Health Transformation Grant. Ms. LaBrash moved approval of motions 08-003 and 08-005, seconded by Mr. Gossett, all in favor, **motion carried.**

#### Motion #08-004

To introduce for review/approval NSMHA-BROWN MD-PSC-08 for the purpose of Medical Director Consultation Services to NSMHA and VOA. The term of this agreement is February 1, 2008 through December 31, 2008 for a maximum consideration of \$35,000.

Mr. Benjamin explained that this contract is with our Medical Director and also to assist volunteers of America who performs one of our delegated functions, Nelson, Henderson, all in favor, Motion carried.

**Motion #08-005**

To introduce for review/approval NSMHA-MEAD-WRAP-PSC-08 for the purpose of WRAP trainings in the North Sound Region. The funding for this contract is through the Mental Health Transformation Grant Project. The term of this agreement is January 16, 2008 through September 30, 2008 for a maximum consideration of \$15,000.

Mr. Benjamin provided an explanation for motions 08-003 and 08-005, and stated that Mr. Mead was successful in getting an additional \$15,000 from the Mental Health Transformation Grant. Ms. LaBrash moved approval of motions 08-003 and 08-005, seconded by Mr. Gossett, all in favor, **motion carried.**

**16. Introduction Items**

All introduction items were moved to Action items.

**17. Adjourn**

Commissioner Dahlstedt's stated that this week the 3 Skagit County Commissioners, 3 Island County Commissions and 5 Snohomish County Council members met in the Snohomish County Council Chambers to review 3 Republican candidates to fill the position vacated by Chris Stroh's resignation. It was a very positive meeting and unanimously recommended the appointment of Norma Smith so she can start working on Monday.

Chair Dahlstedt asked everyone to make sure they voted in Poster and Poem contest before leaving.

The meeting was adjourned at 2.22.

Respectfully submitted:

Annette Calder  
Executive Assistant

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