

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
October 9, 2008  
1:30 PM**

**AGENDA**

Page #/Tab

1. **Call to Order; Introductions – Chair Dahlstedt**
2. **Revisions to Agenda – Chair Dahlstedt**
3. **Approval of Minutes– Chair Dahlstedt (motion #08-094 ) .....4-8**
  - **To review and approve the minutes of September 11, 2008**
4. **Comments & Announcements from the Chair**

NOTE: The next meeting is scheduled to be held on Thursday, November 13. This conflicts with the annual WSAC/ACHS meeting. Who plans to attend? Do we need to reschedule or cancel the November Board meeting?
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 – Cindy Ainsley, Quality Manager**
10. **Report from the Planning Committee – Regina Delahunt, Chair**
  - **Recommendation on the IS Study (motion #08-095)**
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
  - **2009 NSMHA Proposed Operating Budget .....Tab 1**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 2**
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 #08-096**

To review and approve North Sound Mental Health Administration's claims paid from September 1, 2008 through September 30, 2008 in the amount of \$5,144,014.68. Payroll for the month of September in the amount of \$115,843.71 and associated employer paid benefits in the amount of \$41,760.57.

**15. Action Items**

**Motion #08-097**

To approve DSHS-MHD-NSMHA-PATH 0869-47522-08-10 for the provision of outreach and engagement to the homeless population in Snohomish County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$129,003.

**Motion #08-098**

To approve DSHS-MHD-NSMHA-PATH 0869-47525-08-10 for the provision of outreach and engagement to the homeless population in Whatcom County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$42,250.

**Motion #08-099**

To approve NSMHA-COMPASS HEALTH-PATH-08-10 for the provision of outreach and engagement to the homeless population in Snohomish County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$129,003.

**Motion #08-100**

To approve NSMHA-Whatcom Counseling and Psychiatric Clinic-PATH-08-10 for the provision of outreach and engagement to the homeless population in Whatcom County. The term of this Agreement is October 10, 2008 through June 30, 2010 for a maximum consideration of \$42,250.

**Motion #08-101**

To approve the updated Tribal 7.01 Plan

**Motion #08-102**

To approve NSMHA-ISLAND COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$60,288.

**Motion #08-103**

To approve NSMHA-SAN JUAN COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$52,024.

**Motion #08-104**

To approve NSMHA-SKAGIT COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$64,805.

**Motion #08-105**

To approve NSMHA-WHATCOM COUNTY-ADMINISTRATION-09 Agreement for the provision of mental health administrative services in collaboration with NSMHA. The term of this agreement is January 1, 2009 through December 31, 2009 for a maximum consideration of \$73,982.

**Motion #08-106**

To approve NSMHA-CCSNW-SMHC-07-09 AMENDMENT 3 for the provision of Wraparound services in Skagit County. This agreement amends the funding computation for the fidelity model pilot by increasing the funding \$127,910 for a maximum consideration on the pilot of \$493,439.

**Motion #08-107**

To approve King County-NSMHA Evaluation and Treatment Agreement for the provision of payment for Involuntary Treatment Act mental health services for North Sound residents detained by a King County Designated Mental Health Professional in King County. Effective date of Agreement is July 1, 2008. Payment is calculated on a fee for service basis, per diem rate is currently \$555.33.

**Motion #06-108**

To approve NSMHA-King County Evaluation and Treatment Agreement for the provision of payment for Involuntary Treatment Act mental health services for King County residents detained by a NSMHA Designated Crisis Responder/Designated Mental Health Professional in the five county region. Effective date of Agreement is July 1, 2008. Payment is calculated on a fee for service basis, per diem rate is currently \$555.33.

**16. Introduction Items**

None

**17. Adjourn**

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
September 11, 2008  
1:30 PM**

**MINUTES**

**Board Members Present:**

Ken Dahlstedt, Skagit County Commissioner, NSMHA Chair of the Board  
Bob Myhr, San Juan County Council member  
Dave Gossett, Snohomish County Council member  
Ken Stark, designated alternate for Snohomish County Executive, Aaron Reardon  
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen  
James Mead, NSMHA Advisory Board Chair  
June LaMarr, The Tulalip Tribes  
John Dean, Island County Commissioner

**Staff Present:**

Chuck Benjamin, Bill Whitlock, Cindy Ainsley, Annette Calder

**Guests:**

Aaron Burkhalter

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

Chair Dahlstedt opened the meeting and asked for a moment of silence in reference to September 11, 2001, and the recent tragedy in Skagit County. Chair Dahlstedt welcomed everyone and introductions were made.

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

Chair Dahlstedt asked if there were any revisions to the agenda; there were none.

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

Chair Dahlstedt asked if there were any revisions to the minutes of August 14, 2008; there were none. Mr. Gossett moved approval, seconded by Mr. Stark, all in favor, **motion carried (#08-089)**.

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

Chair Dahlstedt asked for feedback regarding motion #08-059 in regards to the Skagit Prosecuting Attorney's request.

Bob Myhr said this is not a big issue for San Juan County, but wanted to know what other counties felt about this. Chuck Benjamin stated this would impact Whatcom County the most.

Regina Delahunt said that Whatcom County is not willing to support fees for the Skagit County court costs.

Dave Gossett said this was discussed at the Snohomish County Council and although it would not really impact Snohomish County, they felt everyone would have to agree.

John Dean said the Island County would not be interested in paying for the ITA services.

Chuck Benjamin said NSMHA will have to wait for a response from the Skagit county Prosecutor who has previously stated he would conduct hearing through today and then, based on action of this Board, would determine his next steps.

Chuck noted that this Board agreed to solicit funding from the legislature for funding. Chuck said he could communicate to Mr. Weyrich that the Board is not willing to fund this but is willing to continue collaborating on this issue for funding.

Commissioner Dahlstedt said he talked to Mr. Weyrich today and he said that in light of the events in Skagit County last week he has had his hand full and that he is patiently waiting for response from NSMHA to his public records request. Annette noted that she responded yesterday and Chuck added that the delay was waiting for the attorneys to review their billings and redact any attorney/client privileged information.

## **5. Reports from Board Members**

Bob Myhr said San Juan County is working on the 1/10<sup>th</sup> of 1% sales tax.

Dave Gossett stated that Snohomish County has received the report from their task force and are in the process of reviewing the report and will move forward from their.

Ken Dahlstedt noted that was great news and stated that this tax has been very beneficial in Skagit County.

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

None

## **7. Report from the Advisory Board**

James Mead reported:

- The meeting was held September 9, 2008
- The August minutes were approved as amended
- Report from the County Coordinators delivered by Margaret Rojas via email from Rebecca Clark
- Ombuds Snapshot Report – Chuck Davis and Susan Lange
- Comments from the Public
- Comments/Correspondence from the Chair – Chair Mead
- New Business – Chair Mead
- Reports given by:
  - Executive Director – Margaret Rojas
  - Finance Committee – Mary Good
  - Executive Committee – Charles Albertson
  - Quality Management Oversight Committee – Mary Good
- Items previously brought/being brought to the Board of Directors – Margaret Rojas
- Individual County Advisory Board reports
- Additional comments from the public
- Other Business
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 3:00 pm. The next meeting is scheduled for October 7 in the NSMHA Conference Room.

Mr. Mead was thanked for his report.

## **8. Report from the Executive/Personnel Committee**

Dave Gossett reported:

- Continuing to monitor the Federal Block Grant expenditures and the recipients are a little behind but all have assured NSMHA that they will expend their full allotments.

Mr. Gossett was thanked for his report.

## **9. Report from the Quality Management Oversight Committee**

Cindy Ainsley reported:

- The meeting was held August 27, 2008.
- The July minutes were approved as amended.
- Heard announcements regarding:
  - Recovery Conference, October 14<sup>th</sup>, in McIntyre Hall at Skagit Valley College
  - Eating Disorders Training, September 10-12
  - External Quality Review Organization (EQRO) coming October 20-24th
- Reports given at the meeting from:
  - QMOC Policy Subcommittee; passed four policies
  - Integrated Crisis Response Services (ICRS) Policy Subcommittee; rich discussion.
  - Exhibit N presentation on report received and noted complaints are at a stable place
  - Demographics/Penetration Rates for Minority Populations, Clinical Practice Guidelines, and NSMHA Snapshot were postponed to next meeting due to time constraints.
- The next meeting will be September 24, 2008, in the NSMHA Conference Room South from 12:30 to 2:30 pm.

Ms. Ainsley was thanked for her report.

## **10. Report from the Planning Committee**

Regina Delahunt reported:

- A moment of silence was held for the victims of the shooting tragedy in Skagit County, where an individual with mental illness in distress killed 6 persons, including a Skagit County Deputy. Community reaction to the tragedy discussed.
- Policy 1574 - State Only Funding Mental Health Services, was reviewed and the committee recommended changes to the policy which will be reviewed by the Board of Directors.
- The committee approved the Housing Development Leverage Fund Guidelines, which concern the \$25,000 NSMHA has set aside to be used collaboratively with other entities to assist in housing development.
- The committee was informed that they will soon receive a report which summarizes the IS study that NSMHA has had conducted by an independent agency, Jet Computer.
- The NSMHA Strategic Plan was discussed as the last specific plan was done three years ago. How to develop the process on collecting feedback on what should be in the Strategic Plan will be discussed at NSMHA County Coordinators Meeting.
- Discussion was held on data showing the significantly higher incidence of involuntary detentions done in Skagit and Whatcom Counties in comparison with other counties.
- NSMHA updated that meetings have been held with service providers to ensure they are monitoring the front-door and back-door to services.
- Discussion was held on funding cuts that have hit Children's Administration, who as a result can not fund Children's High Intensity treatment at the same level next year as they have been doing, therefore NSMHA or Snohomish County will need to increase funding.

- Discussion on PACT in Snohomish and Whatcom counties was held. Both had successful fidelity reviews, but Snohomish program is under corrective action by NSMHA, one of the main concerns being too few referrals.
- Discussion on WSH was held noting that WSH is getting tougher on admissions for persons that are demented or character disordered.

Ms. Delahunt noted there is an action item under tab 2 of the meeting packet, the State-only Funding Policy #1574. Ms. Delahunt moved approval, seconded by Mr. Stark, and opened for discussion. Mr. Stark asked if NSMHA had any sense of whom our people are that are ending up in King County. Mr. Benjamin said that we would have to do further analysis, but the best guess is that these people are from southern Snohomish County and are ending up in King County. Chair Dahlstedt called for the vote, all in favor, **motion carried (08-093)**. Ms. Delahunt was thanked for her report.

### **11. Report from the Executive Director**

Chuck Benjamin reported:

- Noted that this has been a very busy time considering the recent tragedy and our
- Announced new hire Catherine
- Noted that he attended the Mental Health Planning Advisory Council (MHPAC) yesterday and had an award to present to Ken Stark from the MHPAC; the “Way To Go” award for all of his hard work.
- Announced the Recovery Conference in October.

Mr. Benjamin was thanked for his report.

### **12. Report from the Finance Officer**

Bill Whitlock reported:

- The July revenues are in line with the budgets. However, the FBG (Federal Block Grant) and PATH (Project for Assistance in Transition from Homeless) grants have negative variances of \$182,442 and \$49,353. We think these are timing variances and should become positive some time during the year. The RSN operating budget has some negative variances in repair and maintenance in the amount of \$3,573 and in capital in the amount of \$8,482. These are probably permanent variances and will need a budget adjustment before year end.
- The Agency/County/other service provider’s expenditures have a negative budget variance of \$2,200,602. Our revenues are over budget by just over \$2 million and our expenses are over budget just over \$1.4 million. There is a \$2.2 million expenditure variance in the Agency/County/other service provider’s expenditures.
- The RSN paid the state back unspent Jail funds from 6/30/07 in the amount of \$663,818.52 and the children’s E&T funds in the amount of \$272,000 in July 2008. This will reduce our investments and interest income.
- We are currently under review by the State Auditors office. We have had a few minor adjustments so far. We do expect some recommendations but no findings as of this time.
- The Mental Health Division has told us the actuary study will be conducted next year on state fiscal year 2009 data (July 1, 2008 to June 30, 2009).

Mr. Whitlock was thanked for his report.

### **13. Report from the Finance Committee**

Ken Stark reported:

- The committee met today, reviewed all expenditures and claims before the Board and recommends approval of all.

Mr. Stark 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 #08-090**

To review and approve North Sound Mental Health Administration's claims paid from August 1, 2008 through August 31, 2008 in the amount of \$4,900,283.51. Payroll for the month of August in the amount of \$109,906.32 and associated employer paid benefits in the amount of \$45,659.94.

Ms. Delahunt moved approval, seconded by Mr. Mhyr, all in favor, **motion carried (08-090)**.

#### 15. Action Items

##### **Motion #08-091**

To approve DSHS-MHD-NSMHA-MHBMG-08-09 for the provision of Federal Block Grant services throughout the region. The term of this Agreement is October 1, 2008 through September 30, 2009 for a maximum consideration of \$980,670.

Mr. Benjamin explained the purpose of this contract. Mr. Gossett moved approval, seconded by Mr. Stark, all in favor, **motion carried (08-091)**.

##### **Motion #08-092**

To approve NSMHA offering employees the option to participate in the Deferred Compensation Program offered by the Washington State Department of Retirement Systems. By adding this program to the NSMHA benefits package it offers choice to the employees that participate in the deferred compensation program. There is no cost to NSMHA to participate in or offer this program.

Mr. Benjamin stated adding this program would offer employees choice between the State and the Hartford. Mr. Stark moved approval, seconded by Mr. Gossett, all in favor, **motion carried (08-092)**.

#### 16. Introduction Items

None

#### 17. Adjourn

Chair Dahlstedt adjourned the meeting at 2:08 p.m.

Respectfully submitted:

Annette Calder  
Executive Assistant

NOTE: The next meeting will be held on Thursday, October 9, 2008, at 1:30 p.m. in the NSMHA Conference Room.