



North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish & Whatcom Counties
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MEMORANDUM

TO: NSMHA BOARD OF DIRECTORS, ALTERNATES, AND INTERESTED PARTIES
FROM: CHUCK BENJAMIN, EXECUTIVE DIRECTOR
SUBJECT: BOARD OF DIRECTOR PACKETS
DATE: 9/24/03

As approved by the Executive Committee of the Board Directors, the NSMHA Board of Directors packet has been revised and reduced. On the agenda you will find the motion numbers, scope of work, dollar amount, (when applicable) and length of each contract. If you would like to refer to the full version of each item, you may do so in the Advisory Board Packet located on the web site at

<http://nsmha.org/Boards/A Board Packet.htm>

For further needs or requests please contact Shari Downing at 360-416-7013 or email Shari_Downing@NSRSN.org

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

117 North 1st Street, Suite 8

Mt. Vernon, WA.

October 9, 2003

1:30 PM

Agenda

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of September Minutes – Chair
4. Comments & Announcements from Chair
5. Reports from Board Members
6. Comments from Public
7. Report from Advisory Board – Janet Lutz-Smith, Chair
8. Report from Executive/Personnel Committee – Dave Gossett, Chair
9. Report from QMOC – Andy Byrne, Chair
10. Report from Planning Committee – Dave Gossett, Chair
11. Report from Executive Director – Chuck Benjamin, Executive Director
12. Report from Finance Officer – Bill Whitlock
13. Report from Finance Committee – Mike Shelton
14. Consent Agenda – Chair

Motion # 03-052 To review and approve NSMHA claims paid from August 1, 2003 to August 31st, 2003 in the amount of \$4,314,221.09. Payroll for the month of August in the amount of \$70,857.64 and associated employer paid benefits in the amount of \$21,256.01.

<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 motion 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>

15. Action Items –

Motion # 03-053 To approve the NSMHA Revised Complaint and Grievance Policy

Motion # 03-054 To approve the NSMHA revised Critical Incident Policy

Motion # 03-055 To approve the North Sound Mental Health Administrations Administrative, Fiscal and Quality Assurance/Improvement Contract Compliance Monitoring Policy and Procedure

Motion # 03-056 To approve the NSMHA Quality Management Oversight Committee (QMOC) membership structure and charter revisions

Motion # 03-057 To approve the revision to the NSMHA Advisory Board Financial Policies & Procedures.

These P & P's originally approved by Board of Directors in 2001 have been modified to include Child Care as a reimbursable expense when Advisory Board Members, Advocates and Consumers need child care in order to participate/attend Advisory Board Meetings, Board of Director Meetings and/or organized NSMHA activities requesting/requiring their presence/participation

Motion # 03-058 To approve the North Sound Mental Health Administration s Quality Management Department Integrated Report for 3rd Biennial Report 2002-2003 January 1, 2003 through June 30, 2003.

The Integrated Report provides an overall summary of Quality Management activities performed in accordance with the 2002-2003 Work Plan. The 3rd Biennial Quarter 2002-2003 Integrated Report addresses NSMHA Quality Management activities performed between January 1 and June 30, 2003.

16. Emergency Action Items – None

17. Item for Discussion

18. Executive Session – Chair

19. Reconvene – Chair

20. Adjournment – Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, November 13, 2003 at the North Sound Mental Health Administration, Mount Vernon, WA at 1:30 p.m.

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

117 North 1st Street, Suite 8

Mt. Vernon, WA.

September 11, 2003

1:30 PM

Minutes

Present:

Mike Shelton, Island County Commissioner

Rhea Miller, San Juan County Commissioner

Sharrie Freemantle, designated alternate for Snohomish County

Melinda Trujillo, designated alternate for The Tulalip Tribes

Jim Teverbaugh, designated alternate for Snohomish County Executive Bob Drewel

Andy Byrne, designated alternate for Whatcom County Executive Pete Kremen

Dave Gossett, Snohomish County Council

Kirke Sievers, Snohomish County Council

Staff Present:

Chuck Benjamin, Beckie Bacon, Chuck Davis, Shirley Conger, Annette Calder, Shari Downing, Sharri Dempsey, Greg Long, Bill Whitlock, Terry McDonough, Wendy Klamp,

Guests:

Stephen Taylor, Gretchen Williams, Chris Johnson, Steve Hoglund, Joan Dudley, Patricia Sanborn, Andy Anderson, Jeff Dyer, Jere LaFollette, Terry Clark

1. Call to Order; Introductions – Chair

The meeting was opened at 1:30 by Vice Chair Shelton and introductions were made.

2. Revisions to Agenda – Chair

Vice Chair Shelton moved the Executive Session to take place after comments from the public. He stated today is September 11th, an infamous day in the history of our Country and asked that we recognize this day by a moment of silence. Vice Chair Shelton thanked everyone.

He stated another change to the agenda is that the State Auditors Office has asked to make an announcement. Mr. Johnson of the State Auditor's Office read a letter of recognition to NSMHA for five consecutive years of audits without a finding. Vice Chair Shelton asked that Mr. Johnson express the Board of Director's thanks to the State Auditor's office for recognizing NSMHA staff.

3. Approval of July Minutes – Chair

Mr. Teverbaugh stated two clarifications: the July meeting Janelle Sgrignoli represented Mr. Drewel, Snohomish County Executive, not Snohomish County Council. The second item, Mr. Teverbaugh referenced page 9 of the minutes, about training at The Village, 2nd line, "would policy setting direction for our Region and would like representation from the Board of Directors", and asked for clarification on what that statement meant. Chuck Benjamin said it should read: "could be a policy setting direction" rather than would. Chuck said it related to case management, - Mr. Teverbaugh thanked Mr. Benjamin for the clarification. Motion to approve with noted change, 2nd, all in favor, **motion carried.**

4. Comments & Announcements from Chair

Vice Chair Shelton announced the NSMHA Arts and Crafts Fair would be held on September 20, 10:00 – 4:00, at this office building. Vice Chair Shelton acknowledged the poster contest and announced the winners. Third Place Winner, Shari Christian received a \$50 gift certificate and certificate of appreciation. Second Place Winner, Victoria Peloquin, received a \$200.00 gift certificate and certificate of appreciation. First Place Winner Penelope Sabin, received a \$500 gift certificate and certificate of appreciation. Vice Chair Shelton presented the certificates of appreciation and gift certificates to the winners. He thanked them participating in the contest and congratulated them on winning.

Vice Chair Shelton announced the NSMHA Employee of the Quarter as Sharri Dempsey. Vice Chair Shelton read the certificate aloud and presented Sharri Dempsey with her certificate and the perpetual plaque.

5. Reports from Board Members

Rhea Miller said it was very impressive to get the letter from the State Auditor and wanted to thank staff, and in particular, Bill Whitlock, for their hard work.

Vice Chair Shelton stated that next Thursday, September 18th, the new facility in Coupeville will hold a dedication ceremony and invitations were distributed.

6. Comments from Public

Jere LaFollette addressed the group about the display set up from the Skagit Vegetable Trials and introduced Dr. Andy Anderson, the Director of the program. He stated there has been a group of consumers that have worked there all summer. He asked Jeff Dyer to address the Board.

Jeff Dyer stated the group also works at the Farmer's Market on Saturdays. He said there are different varieties of fruits and ask folks to evaluate to the products. He introduced Steve Taylor and Gretchen Williams who also work there. Others addressed the group about what a great experience it has been to be involved in this project and learning about soil, temperatures, etc. Jeff announced that they had pumpkins to give out and distributed them to everyone attending the meeting. Everyone was appreciative of the presentation and gifts of pumpkins.

Terry Clark, Compass Health, shared exciting news of another new facility in Marysville and distributed a handout. She explained that it is a multi-use building, with 18 studio units as well as programs located in the building as well. She stated in Snohomish County the Housing Authorities are very in touch with the housing needs of the mentally ill and have been very helpful in getting this project underway. She stated Common Ground was also very helpful in this process as well. She said the opening should occur in late January and invitations will be sent out.

7. Executive Session - Chair

Vice Chair Shelton stated the Board of Directors will go into Executive Session now regarding personnel issues, and the Executive Session will last approximately 30 minutes. Everyone present except the Board of Directors and the Executive Director left the room. Executive Session started at 1:55.

8. Reconvene – Chair

The meeting was reconvened at 2:25. Mr. Gossett noted that Executive Director performance evaluation was done earlier in the year, and made a Motion to adjust the Executive Directors contract effective July 1, 2003, the Executive Director will receive a 4% salary increase, and in 2004 he will get COLA along with

other employees and will receive an additional 10 days of vacation for the 2003-2004 contract period. Motion seconded, all in favor, **motion carried**.

9. Report from Advisory Board – Janet Lutz-Smith, Chair

No one was present from the Advisory Board to provide a report.

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

Mr. Gossett said he had an action item to bring forward from the Executive Personnel Committee. Chuck Benjamin addressed the Board of Directors regarding the NSMHA's contract with Marty Driggs. Due to the need for additional staff resources for the contracting process we are in, NSMHA will enlarge contract with Marty Driggs. Ms. Driggs is the former administrator of Chelan Douglas RSN, and is currently working with MHD regarding the rewriting of WACs. He stated Ms. Driggs is very knowledgeable in contracting and we may need up to 54 days of services to write contracts. The rate for Ms. Driggs is \$62 per hour, with a maximum on contract of \$26,660. The NSMHA also has to develop a fraud and abuse policy and Ms. Driggs would do that. Ms. Driggs will also assist Wendy Klamp with Business Associate Agreements with providers. A motion was made to authorize Chuck Benjamin to sign a contract with Marty Driggs for a maximum allowance of \$26,660 as described in contract. The motion was seconded, all in favor, **motion carried**.

11. Report from QMOC – Andy Byrne, Chair

Andy Byrne stated QMOC met on August 20th and advised the Board of Directors of the action items from QMOC. The WCPC corrective action, the 3rd Biennial Quarter Integrated Report, and proposed restructure of the QMOC membership and charter. He distributed the revised charter and membership. Mr. Byrne said the major difference is in membership, mainly a reduction in NSMHA staff members and increasing consumers, provider staff and advocates representation. The changes on QMOC are recommended to take effect on January 1, 2004. He recommended approval to the Board of Directors, and the motion was seconded for discussion. Jim Teverbaugh stated he would like the opportunity to think this motion through prior to recommending approval and asked the Board of Directors if the motion could be tabled until the next regularly scheduled meeting. Moved and seconded to table the QMOC Charter changes until the next meeting. Kirke Sievers recommended changing NSRSN to NSMHA in the document distributed by Mr. Byrne. Motion to table, seconded, all in favor, **motion carried**.

Terry McDonough presented a PowerPoint Presentation to the Board on the NSMHA Integrated Report for the Third Biennial Quarter (January 1 – June 30, 2003) and distributed handouts on the presentation as well as copies of the 3rd Biennial Quarter Integrated Report. Mr. McDonough was thanked for his report.

12. Report from Planning Committee – Dave Gossett, Chair

Dave Gossett stated the Planning Committee met on July 29th and recommended to the Board of Directors that a pilot outreach program be designed for the Medicaid eligible Hispanic population and will be presented to the Board of Directors at the next meeting. Also of concern to the Board of Directors, is tracking services and impacts on the system of the Russian population. Greg Long is still trying to figure out how to count this as Russian ethnicity is not tracked in the mental health system, and will come back to the Board of Directors with results. Mr. Gossett also stated the new Strategic Planning process would begin in October or November. Mr. Gossett also mentioned that a group of consumers and staff are going to The Village in Long Beach, California for training next week.

13. Report from Executive Director – Chuck Benjamin, Executive Director

- Chuck Benjamin asked everyone to keep Marcia Gunning in thoughts and prayers.
- He thanked the NSMHA Management Team and all NSMHA staff for hard work and pulling together and going the extra mile to get everything done in a professional and timely manner. Mr.

Benjamin said the NSMHA is also looking at streamlining processes. He noted the Office Manager position will be abolished and reorganization will take place among the Support Staff. Mr. Benjamin wanted to give a lot of credit to Support Staff for making the effort and recommendations on how to streamline.

- Mr. Benjamin noted his disappointed from the June 17th Stakeholders Meeting in that this year they didn't hear consumer voice at the meeting. He learned many things that he didn't know from the presentations made there, but felt the meeting didn't value consumer voice.
- Raintree was implemented on July 7th, some glitches but working through them.
- The NSMHA QM process going along well. He recognized that the Tribes, MHA, and APN are really working well together to develop protocols around interfacing tribal mental health services. Also protocols to initiate inpatient services.
- MHD has devised mechanism to prepare for next actuarial study in 2005, has created committees to oversee this. Steering Committee, Data Committee, Model Design, Unit Cost (of services for Medicaid) and also Unit Cost for non-Medicaid services – feels we have good representation on these committees, a very important committee. Biggest thing he wants to say is there is a lot of work to be done around CMS, State officials and MHA are not having success dealing with CMS, and explained how CMS is trying to use the old medical model and squeeze in fee-for-service and he hopes that once we produce a position paper perhaps stakeholders can persuade CMS to change ways.
- NSMHA is in the process of revising our Standards of Care in a very collaborative process with providers and advocates at the table. Our contract negotiations have started with APN. He stated Janet Lutz-Smith and Marie Jubie of Advisory Board are on the NSMHA negotiation team.
- The third annual Recovery Conference will take place on January 7th, and will follow that evening with the Board of Directors Retreat until noon on the 8th and then the Board of Directors meeting will follow in the afternoon.
- Chuck presented the book produced from the QRT Poem and Story contest, and credited Sharri Dempsey, Sharon Schell of Schell Design, Shaun VanDyken of Premier Graphics donated a lot of time and services to get this book done. Chuck asked the Board to write a letter of thanks for their hard work in getting this done. A really nice job and we owe gratitude to all consumers who have submitted stories and poems for this publication.

14. Report from Finance Officer – Bill Whitlock

Bill Whitlock addressed the Board of Directors regarding revenues and expenses. The NSMHA is receiving more State grants than anticipated. The problem with the Federal Grants is the FEMA money has been put in this category. The funds are from the State, not the Federal Government. Expense variances are due to publications and timing issues, by end of year it will be worked out. Agency expenditures are over, but that is due to revenues being over. We will have to have another budget adjustment. Next issue is a local match issue. Last February the State said we had a budget cut of \$486,000 in our 2003 biennium. We also were not receiving a 5% increase over prior years. As a result, we got to use our local match dollars to apply for extra Federal dollars. We received \$1.88 per person. It appears we might have been overpaid by the State in fiscal year 2003 by either \$820,106.61 or \$325,096.61. Bill said the State might take money back. Regarding the Actuary Reports, all meetings and work is to be done by January; it may help our funding, but it also may destroy it. Discussion took place about fair distribution of state only dollars throughout RSNs in the State.

15. Report from Finance Committee – Mike Shelton

Vice Chair Shelton reported that the Finance Committee recommended approval of the consent agenda. Motion to approved, seconded, all in favor, **motion carried**.

16. Consent Agenda – Chair

Motions 03-045 and 03-046, moved, seconded, all in favor, motion carried.

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 motion 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.

17. Action Items –

The following motions were moved and approved as follows:

Moved **03-047**, seconded, all in favor, **motion carried**.

Moved **03-048**, seconded, all in favor, **motion carried**.

Moved **03-049**, seconded, all in favor, **motion carried**.

Moved **03-050**, seconded, discussion, called for the question, all in favor, **motion carried**.

Moved **03-051**, seconded, discussion, called for the question, 7 for, 0 against, 1 abstention, **motion carried**.

18. Emergency Action Items -

None.

19. Item for Discussion

None.

20. Adjournment – Chair

Adjourned at 3:35 p.m.

NOTE: The next Board of Directors meeting is scheduled for Thursday, October 9, 2003 at the North Sound Mental Health Administration, Mount Vernon, Washington at 1:30 p.m.

Respectfully submitted,

Annette Calder

MEMORANDUM

DATE: September 22, 2003
TO: NSRSN Advisory Board
FROM: Chuck Benjamin, Executive Director
RE: October 11, 2003 Board of Director's Agenda

Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the October 11, 2003 NSRSN Board Meeting.

CONSENT AGENDA

1. To approve the NSMHA Revised Complaint and Grievance Policy
2. To approve the NSMHA revised Critical Incident Policy
3. To approve the North Sound Mental Health Administrations, Fiscal and Quality Assurance/Improvement Contract Compliance Monitoring Policy and Procedure.
4. To approve the NSMHA Quality Management Oversight Committee (QMOC) membership structure and charter revisions.
5. To approve the NSMHA Advisory Board Financial Policies & Procedures.

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6. To approve the North Sound Mental Health Administration s Quality Management Department Integrated Report for 3rd Biennial Report 2002-2003 January 1, 2003 through June 30, 2003.

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ACTION ITEMS

EMERGENCY ACTION ITEMS

None

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.

CC: NSRSN Board of Directors
Charles R. Benjamin
County Coordinators
NSRSN Management Team