



# North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish & Whatcom Counties  
117 N. 1<sup>st</sup> Street, Suite 8 • Mount Vernon, WA 98273-2858  
360.416.7013 • 800.684.3555 • Fax 360.416.7017 • TTY 360.419.9008 • <http://nsrsn.org>

---

## MEMORANDUM

---

**TO:** NSMHA BOARD OF DIRECTORS, ALTERNATES, AND INTERESTED PARTIES  
**FROM:** CHUCK BENJAMIN, EXECUTIVE DIRECTOR  
**SUBJECT:** BOARD OF DIRECTOR PACKETS  
**DATE:** 10/24/03

---

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](mailto:Shari_Downing@NSRSN.org)

**North Sound Mental Health Administration**

**BOARD OF DIRECTORS MEETING**

117 North 1<sup>st</sup> Street, Suite 8

Mt. Vernon, WA.

November 13, 2003

1:30 PM

**Agenda**

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of October 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  
The Village Long Beach, CA Janet Lutz-Smith and Marie Jubie
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 31<sup>st</sup>, 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.

**Motion # 03-059** To review and approve NSMHA claims paid from September 1, 2003 to September 30<sup>th</sup>, 2003 in the amount of \$3,393,757.54. Payroll for the month of September in the amount of \$70,448.94 and associated employer paid benefits in the amount of \$21,328.29.

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.

15. Action Items – None

**Motion # IN-023** To introduce Community Mental Health Program Services Contract # NSMHA-APN-04-05 between the North Sound Mental Health Administration and Associated Provider Network, effective January 1, 2004 through December 31, 2005. Estimated funding is \$78,118,931.

**Motion # IN-024** To introduce Integrated Crisis Response Services Contract #NSMHA-VOA-04-05 between North Sound Mental Health Administration and Volunteers of America, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,875,018.

**Motion # IN-025** To introduce Community Mental Health Program Services - Hispanic Contract #NSRSN-SeaMar-04-05 between North Sound Mental Health Administration and SeaMar Community Health Centers, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,069,764.

**Motion # IN-026** To introduce Interagency Agreement #NSMHA-Snohomish-04-05 between North Sound Mental Health Administration and Snohomish County for County-specific Administration, Development, Planning, Clinical Utilization Management Services, Crisis/ITA Services, E & T Loan and Maintenance Services, Community Team for Children Services, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$2,662,587.

**Motion # IN 027** To Introduce North Sound Mental Health Administration's 2004 Operating Budget.

**Motion # IN 028** To introduce the NSMHA's "Standards of Care Manual "

*NSMHA clinical staff facilitated a "Standards of Care Manual" review work group. This work group consisted of NSMHA staff and consumer/advocate. They met with various stakeholders including providers and allied systems. The result is a revised clinical manual, the NSMHA Standards of Care Manual (Eligibility and Clinical Care Standards).*

**Motion # IN 029** To introduce Interagency Agreement #NSMHA-Skagit-04-05 between North Sound Mental Health Administration and Skagit County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$159,025.

**Motion # IN 030** To introduce Interagency Agreement #NSMHA-San Juan-04-05 between North Sound Mental Health Administration and San Juan County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$102,517.

**Motion # IN 031** To introduce Interagency Agreement #NSMHA-Whatcom-04-05 between North Sound Mental Health Administration and Whatcom County for County-specific Administration, Development, Planning and Geriatric Peer Support, MICA Services and other Direct Community

Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$276,628.

**Motion # IN 032** To introduce Interagency Agreement #NSMHA-Island-04-05 between North Sound Mental Health Administration and Island County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$112,085.

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, December 11, 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 1<sup>st</sup> Street, Suite 8

Mt. Vernon, WA.

October 9, 2003

1:30 PM

**MINUTES**

**Present:**

Chair Ward Nelson, Whatcom County Council

Rhea Miller, San Juan County Commissioner

Maile Acoba, alternate for Ted Anderson Skagit County Commissioner

Kirke Sievers, Snohomish County Council

Jim Teverbaugh, alternate for Bob Drewel, Snohomish County Executive

Sharrie Freemantle, alternate for John Koster, Snohomish County Council

Dave Gossett, Snohomish County Council

Gayle Jones, The Tulalip Tribes

**Staff Present:**

Chuck Benjamin, Greg Long, Annette Calder, Sharri Dempsey, Bill Whitlock, Gary Williams, Wendy Klamp

**Guests Present:**

Larry Harris, Jere LaFollette, Tom MacIntyre

**1. Call to Order, Introductions – Chair**

Chair Nelson opened the meeting at 1:30 pm and welcomed those present.

**2. Revisions to Agenda – Chair**

None.

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

Mr. Gossett made a motion to approve the September minutes, seconded by Mr. Teverbaugh, all in favor, **motion carried.**

**4. Comments & Announcements from Chair**

Chair Nelson stated the Board of Directors is sending letters of recognition to Sharon Schell, of Schell Design Group, and also to Shaun VanDyken of Premier Graphics for their help in publishing the NSMHA Faces of Recovery book. The Board of Directors signed the letters and books to be sent thanking them for all their efforts and collaboration in getting the books published and for the fabulous job both firms did.

**5. Reports from Board Members**

None.

## **6. Comments from Public**

Jere LaFollette addressed the Board of Directors about the annual United Way campaign stating that United Way helps fund many of the mental health agencies. Jere thanked everyone and the Counties for their support and help with the campaign this year. He said it is a great program and makes a real important contribution to our mental health agencies that would otherwise become the responsibility of the agencies and counties.

## **7. Report from Advisory Board – Janet Lutz-Smith, Chair**

None.

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

Mr. Gossett addressed the Board stating the Executive Director has been doing staffing evaluations and as a result is recommending streamlining and staffing reclassifications. Mr. Benjamin presented two new job descriptions to the Executive Personnel Committee. The Executive Personnel Committee is recommending approval of the following job descriptions:

Administrative Coordinator replaces the Office Manager. Motion to approve, seconded, all in favor, **motion carried.**

Lead Quality Specialist reclassified as Quality Manager, motion to approve, seconded, all in favor, **motion carried.**

## **9. Report from QMOC – Andy Byrne, Chair**

Andy Byrne was not present. Wendy Klamp stated there was not a QMOC meeting last month and said there is still the motion for the revised charter.

## **10. Report from Planning Committee – Dave Gossett, Chair**

Mr. Gossett reported that the Planning Committee has not met since the last Board of Directors meeting and advised the group of the trip to The Village in Long Beach, California. A report will be given about the trip to The Village at the November 2003 Board of Directors meeting.

Mr. Gossett also reported that during contract negotiations with Sea Mar it was discovered there are services they provide that are unreported. NSMHA staff will be working with SeaMar to resolve this reporting issue. The issue regarding under-service to Latino people may be resolved through this process.

Mr. Gossett also reported that the Statewide Prevalence Study will be released at the end of October and stated that the North Sound Region is under funded for mental health services based on the number of mentally ill people in our Region.

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

Chuck Benjamin stated he would make a PowerPoint presentation today on the 2004 NSMHA Budget and the Contract Negotiations with providers and counties. A copy of the presentation is attached to the file copy of the minutes. The public process for review of the NSMHA 2004 Budget and Contracts is 60 days and will be acted on at the December meeting of the Board of Directors.

Jere LaFollette addressed the Board of Directors and stated that the APN Negotiation Team really appreciated the contract negotiation process, and felt it was meaningful and cooperative. He thanked the NSMHA staff for their hard work during this process. Chair Nelson thanked both negotiation teams for

their hard work and efforts to make this work and come out with a good product. Mr. Teverbaugh noted support staff involvement and thanked Annette Calder for assisting during the negotiations.

#### **12. Report from Finance Officer – Bill Whitlock**

Bill Whitlock reported that the motion for expenditures would have to be postponed until the November meeting, as the Finance Committee did not meet today. Mr. Whitlock reported that interest revenue is low by \$9,195, and the Federal Block Grants variance is a timing issue. Variances for Administration should even out by the year-end. The Agencies/Providers, Counties and Other Services expenditures are over budget by \$1,547,073. A budget amendment will be needed.

#### **13. Report from Finance Committee – Mike Shelton**

None, the Finance Committee did not meet today.

#### **14. Consent Agenda – Chair**

**Motion # 03-052** To review and approve NSMHA claims paid from August 1, 2003 to August 31<sup>st</sup>, 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.

- a. 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.

#### **15. Action Items –**

**Motion # 03-053** To approve the North Sound Mental Health Administration's Revised Complaint and Grievance Policy. Motion to approve, seconded, all in favor, **motion carried**.

**Motion # 03-054** To approve the North Sound Mental Health Administration's revised Critical Incident Policy. Motion to approve, seconded, all in favor, **motion carried**.

**Motion # 03-055** To approve the North Sound Mental Health Administration's Administrative, Fiscal and Quality Assurance/Improvement Contract Compliance Monitoring Policy and Procedure. Motion to approve, seconded, all in favor, **motion carried**.

**Motion # 03-056** To approve the North Sound Mental Health Administration's Quality Management Oversight Committee (QMOC) membership structure and charter revisions. Motion to approve, seconded, discussion, Chair Nelson called for the vote, all in favor, **motion carried**.

**Motion # 03-057** To approve the revision to the North Sound Mental Health Administration's Advisory Board Financial Policies & Procedures. Motion to approve, seconded, all in favor, **motion carried**.

*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*

Rhea Miller thanked staff for all of the hard work that went into developing these policies.

**Motion # 03-058** To approve the North Sound Mental Health Administration's Quality Management Department Integrated Report for 3<sup>rd</sup> Biennial Report 2002-2003 January 1, 2003 through June 30, 2003. Motion to approve, seconded, all in favor, **motion carried**.

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

**Motions IN-024 through Motion IN-027** were moved for introduction, seconded, all in favor, **motion carried**. Chuck Benjamin noted these items would not be acted on until December 2003.

**Motion # IN-023** To introduce Community Mental Health Program Services Contract # NSMHA-APN-04-05 between the North Sound Mental Health Administration and Associated Provider Network, effective January 1, 2004 through December 31, 2005. Estimated funding is \$78,118,931.

**Motion # IN-024** To introduce Integrated Crisis Response Services Contract #NSMHA-VOA-04-05 between North Sound Mental Health Administration and Volunteers of America, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,875,018.

**Motion # IN-025** To introduce Community Mental Health Program Services - Hispanic Contract #NSRSN-SeaMar-04-05 between North Sound Mental Health Administration and SeaMar Community Health Centers, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$1,069,764.

**Motion # IN-026** To introduce Interagency Agreement #NSMHA-Snohomish-04-05 between North Sound Mental Health Administration and Snohomish County for County-specific Administration, Development, Planning, Clinical Utilization Management Services, Crisis/ITA Services, E & T Loan and Maintenance Services, Community Team for Children Services, MICA Services and other Direct Community Services, effective January 1, 2004 through December 31, 2005. Maximum consideration shall not exceed \$2,662,587.

**Motion # IN 027** To Introduce North Sound Mental Health Administration's 2004 Operating Budget.

## **16. Emergency Action Items**

None

## **17. Item for Discussion**

Larry Nelson, Compass Health Board of Directors Chairperson stated the Whidbey Island Clinic has opened and said that a plaque thanking Island County Commissioner Mike Shelton is being mounted in the new facility. Mr. Harris thanked Chuck Benjamin for attending the dedication and wanted to let the Board of Directors know Compass Health really appreciated the efforts of Commissioner Shelton in getting this facility opened.

## **18. Executive Session – Chair**

None.

## **19. Reconvene – Chair**

None.



**20. Adjournment – Chair**

The meeting was adjourned at 2:22 p.m.

Respectfully submitted,

Annette Calder

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.