

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

March 11, 2004

Conference Room

117 N 1st Street, Suite 8

Mt. Vernon, Washington 98273

1:30 PM

Agenda

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of February Minutes – Chair
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from Public
7. Report from Advisory Board – Marie Jubie, 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 # 04-007 To review and approve NSMHA claims paid from January 1, 2004 to January 31, 2004 in the amount of *\$unavailable*. Payroll for the month of January in the amount of *\$unavailable*, and associated employer paid benefits in the amount of *\$unavailable*.

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 # 04-008 To review and approve the North Sound Mental Health Administration's 2004-2005 Quality Management Plan. It is the intent of NSMHA to develop a quality management program in conformance with the Washington State Mental Health Division, (MHD) and Federal Requirements as well as with the Standards of the Health Insurance Portability and Accountability Act, (HIPAA). The NSMHA Quality Management Plan is a regional document, focusing on the integrated review components that include NSMHA contracted service provider's roles and responsibilities concerning quality assurance/improvement issues.

16. Introduction Items

Motion # IN-006 To introduce NSMHA-Whatcom-04-05 Amendment 1 (one). The contract between the North Sound Mental Health Administration (NSMHA) and Whatcom County is hereby amended as follows: Effective January 1, 2004, the Consumer Oriented Projects Funding shall be extended through December 31, 2004. Maximum consideration for this amendment shall not exceed \$36,068.00.

Motion # IN-007 To introduce NSMHA-Skagit-04-05 Amendment 1 (one). The contract between the North Sound Mental Health Administration and Skagit County is hereby amended as follows: Effective January 1, 2004, the Consumer Oriented Projects Funding shall be extended through December 31, 2004. Maximum consideration for this amendment shall not exceed \$12,936.00.

Motion # IN-008 To introduce NSMHA-Island-04-05 Amendment 1 (one). The contract between North Sound Mental Health Administration and Island County is hereby amended as follows: Effective January 1, 2004, the Consumer Oriented Projects Funding shall be extended through December 31, 2004. The maximum consideration for this amendment shall not exceed \$9,634.76.

17. Emergency Action Items – None

18. Items for Discussion

19. Executive Session – Chair

20. Reconvene – Chair

21. Adjournment – Chair

NOTE: The next Board of Directors meeting will be Thursday, March 11, 2004, at 1:30 p.m. in the NSMHA Conference Room at 117 N First Street Suite 8, Mount Vernon.

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

February 12, 2004
Conference Room
117 N 1st Street, Suite 8
Mt. Vernon, Washington 98273
1:30 PM

MINUTES

Present:

Mike Shelton, Island County Commissioner
Dave Gossett, Snohomish County Council
Ward Nelson, Whatcom County Council
Jim Teverbaugh, designated alternate for Snohomish County Executive Aaron Reardon
Rhea Miller, San Juan County Commissioner
Andy Byrne, designated alternate for Whatcom County Executive Pete Kremen
Marie Jubie, NSMHA Advisory Board Chair
Sheryl Fryberg, The Tulalip Tribes
Kirke Sievers, Snohomish County Council
Ken Dahlstedt, Skagit County Commissioner

Staff Present:

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

Guests:

Janelle Sgrignoli, Brad Furlong, Gayle Jones, Jess Jamieson, Rick Sucee, Rhodora Mann, Mary Good

1. Call to Order; Introductions – Chair

Chair Shelton called the meeting to order at 1:30 p.m. and welcomed those present. Introductions were made.

2. Revisions to Agenda – Chair

Chair Shelton noted that due to scheduling conflicts for Board members, revisions would be made to the agenda and Action Items will be first on the agenda. Mr. Nelson made a motion to approve the consent agenda; seconded by Mr. Gossett, **motion carried.** It was stated that the Advisory Board approved Introductory Items 2, 3, and 4; and those items would now be moved to Action Items.

Moved approval of Action Item 04-004, seconded, all in favor, **motion carried.**

Mr. Teverbaugh moved approval of IN-002, now Action Item 04-005, seconded by Mr. Gossett, all in favor, **motion carried.**

Mr. Nelson moved approval of IN-003, now Action Item 04-006, seconded by Mr. Byrne, all in favor, **motion carried.**

Mr. Nelson moved approval of IN-004, now Action Item 04-007, seconded by Ms. Miller, all in favor, **motion carried.**

3. Executive Session – Chair

Chair Shelton announced the Board would go into Executive Session for approximately 45 to 60 minutes regarding potential litigation. Executive Session began at 1:35 p.m.

4. Reconvene – Chair

Chair Shelton reconvened the meeting at 2:50. No action was taken from the Executive Session.

5. Approval of January Minutes – Chair

Ms. Miller made a motion to approve the January minutes, seconded by Mr. Nelson, all in favor, **motion carried.**

6. Comments & Announcements from the Chair

Chair Shelton announced that the Board of Directors Retreat originally scheduled for January has now been tentatively rescheduled for April 8 & 9 at the Skagit Valley Resort. The Board of Directors meeting will be held on April 8th in the afternoon. He asked that everyone check their schedules to see if those are conflicting dates and let the NSMHA know. If the proposed dates for the Board of Directors Retreat do not work well for the majority, another time will be found to hold the Retreat.

Chair Shelton also presented to Ward Nelson a framed poster, the winning poster from the NSMHA “What Recovery Means To Me” 2003 poster contest to represent the appreciation of the Board for Mr. Nelson’s service as NSMHA Board of Directors Chair in 2003. A plaque will also be presented to Mr. Nelson. Chair Shelton also stated that Mr. Nelson has had his military duty activated, and this may be his last meeting for a while. Information will be provided as soon as Mr. Nelson knows exactly what is going on regarding his military duty.

7. Reports from Board Members

None.

8. Comments from Public

Jess Jamieson addressed the Board of Directors regarding lay-offs at Compass Health and APN. He said it was very difficult and felt that both Bob LeBeau and Jere LaFollette contributed significantly to the mental health system. He said that both of them helped this Region get to where it is today. He personally thanked them both for all they contributed.

Chair Shelton asked that on behalf of the Board of Directors, could letters of appreciation be drafted to both Jere and Bob, and the Board unanimously agreed. The letters will go out under the signature of Mr. Shelton on behalf of the entire Board of Directors.

9. Report from Advisory Board – Marie Jubie, Chair

Marie Jubie reported that the NSMHA Advisory Board sent a letter opposing the Washington Medicaid Integration Project (WMIP). Tom Richardson is now the Chair of the Advisory Board Planning Committee. The Advisory Board also is sending a letter of appreciation to Jere LaFollette. The Advisory Board filled all their positions on the NSMHA Quality Management Oversight Committee (QMOC). The Advisory Board also heard a presentation on employment from Mike Watson of Lake Whatcom Residential Treatment Center and Barb McFadden from Compass Health. The Advisory Board also approved the consent agenda and action items.

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

In Mr. Gossett's absence, Chuck Benjamin stated there was nothing to report from the Executive/Personnel Committee meeting today.

11. Report from QMOC – Andy Byrne, Chair

Andy Byrne reported that QMOC met under the new configuration, with a much broader representation from consumers, Advisory Board members and advocates. He will present the list of new members at the March Board of Directors meeting. He noted that another member is needed from the NSMHA Board of Directors on QMOC. QMOC recommended approval of the NSMHA Quality Management Plan 2004-2005 to the Board of Directors. Copies of the QM Plan were available for anyone interested.

12. Report from Planning Committee – Dave Gossett, Chair

Greg Long reported that the NSMHA Planning Committee met on January 29, 2004. The committee decided to sharpen the focus of the Crisis System Review and directed NSMHA to focus on the Crisis System in Snohomish County, and then a longer period of time will be spent looking at the Crisis System as a whole. The crisis system work group met twice in January and is working on developing background and other information on the crisis system. The Planning Committee decided to postpone the strategic planning process for this Region until the WMIP is decided.

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

Chuck Benjamin reported the following:

- NSMHA is still under a corrective action plan with MHD regarding crisis services. NSMHA is also looking at ITA and Emergency Services in Snohomish County along with the Planning Committee and Executive Committee regarding resources and services.
- Vision of Hope and Paths to Recovery – Chuck stated he went to Olympia with Marie Jubie to address legislators regarding the WMIP project. He was very impressed that legislators, even from outside our Region know Marie and felt the meetings they attended were very productive and informative. Chuck was glad to have Marie with him at those meetings.

- Chuck submitted an editorial to the Everett Herald outlining the potential impacts of WMIP in Snohomish County. February 17, 2004 is the next WMIP stakeholders meeting in Everett, being held at the Everett PUD, from 2:30 to 5:30. NSMHA would like as many stakeholders there as possible. At the first stakeholders meeting in January people were turned away due to limited space. The PUD holds approximately 300 people. Gayle Jones thanked this Board of Directors because the Tribes have great representation here and are in the forefront on this project in this Region and will be impacted. The tribes were not included in this proposal and under the conditions of the Centennial Accord, tribes are supposed to be. Gayle said that just this week they received an invitation to meet regarding the WMIP. Tribes are thankful for this supportive environment.
- Chuck attended the Mental Health Planning and Advisory Council yesterday and Karl Brimmer distributed a DSHS document that critiques the White Paper that NSMHA had produced by MCCP Healthcare. Chuck feels that DSHS has missed the point of the paper. The three criteria listed at the January meeting for exclusion were: 1) anyone who has been institutionalized, 2) anyone who has been involved with law enforcement, and 3) anyone who is chronically, gravely mentally ill. That means they (WMIP) are not taking the most in need. We are serving these individuals and spending over \$10 million per year on that, as they are the ones most in need.
- Ratable Reduction: The Governor vetoed the administrative cap, but left in the rate reduction. Chuck feels we are receiving a favorable response from Legislators on this issue.
- Providers, Counties, Advocates, Consumers have all been strongly represented in Olympia regarding the WMIP and Ratable Reduction. Chuck stated it is good that there is such strong representation from our Region and we are being heard.

14. Report from Finance Officer – Bill Whitlock

Bill Whitlock said financial statements would be available in March. He said the report is due on Tuesday, February 17, 2004. Bill also stated that the Budget Adjustment was passed.

15. Report from Finance Committee – Mike Shelton

Chair Shelton said IN-005 would be carried forward to the March meeting of the Board of Directors.

16. Consent Agenda – Chair

The Consent Agenda was approved under item number 2; see above.

Motion # 04-001 - To review and approve NSMHA claims paid from December 1, 2003 to December 31st, 2003 in the amount of \$3,584,919.96. Payroll for the month of December in the amount of \$65,336.31, and associated employer paid benefits in the amount of \$30,747.61.

Motion # 04-002 - To review and approve the new NSMHA Contracts Manager job description. The NSMHA is currently looking to fill the Contracts Manager position. The Contracts Manager position provides leadership and coordination with the contract planning,

audits, and policy and procedure within the NSMHA. This position will provide human services support for the NSMHA and supervisory function of some staff.

Motion # 04-003 - To review and approve the NSMHA Receptionist Job Description. The NSMHA is currently looking to fill the Receptionist position. This position performs a variety of routine reception, data entry and support staff duties.

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17. Action Items

Approved under item number 2; see above.

Motion # 04-004 To review and approve the 2003 budget appropriations in the amount of \$632,000. Recognize state PHP revenue in the amount of \$632,000, and agency/county expenses in the amount of \$632,000.

18. Introduction Items

Dealt with under item number 2; see above.

Motion # IN-002 - To introduce Professional Services Agreement between North Sound Mental Health Administration and MCPPP Healthcare Consulting INC, Contract # NSMHA-MCPPP-03-04. Snohomish County has been selected to be the pilot site for the demonstration project for Washington State without its agreement. The NSMHA is concerned about the project for it may take 10-25% of the Island, San Juan, Skagit, Snohomish and Whatcom Counties mental health funding to serve 5% of its Medicaid eligible population (up to 6,000 covered lives). In order to best evaluate the impact of this demonstration project, NSMHA is requesting analysis of the Washington State Medicaid Integration Project and the five model/prototype Integration Projects currently underway in other state. This Agreement shall take effect December 1, 2003 and shall continue in full force and effect through June 30, 2004. Maximum consideration for this agreement is \$16,000.

Motion # IN-003 - To introduce the contract amendment between NSMHA and Community Works Consulting. The contract between the North Sound Mental Health Administration (NSMHA) and Community Works Consulting is hereby amended as follows: Term of the contract is extended one year to December 31, 2004. Maximum consideration shall remain the same at \$26,600

Motion # IN-004 - To introduce the ECS for Older Adults & People with Disabilities Within the North Sound Region Contract. The contractors, Compass Health in Snohomish County & Whatcom Counseling Psychiatric Clinic in Whatcom County, shall provide behavioral health services for the Department of Social and Health Services (DSHS) Expanded Community Services (ECS) Phase VI program eligible residents relocating from Western State Hospital (WSH) and/or specifically designated individuals that DSHS shall identify as being eligible for services under the terms and conditions of this contract. The goal of the program is to reduce the number of older adults and disabled people residing at WSH and/or prevent older adults and disabled people from losing their community placements and going to WSH. Maximum consideration of this contract shall not exceed \$164,250/year.

Motion # IN-005 To introduce the North Sound Mental Health Administration's 2004-2005 Quality Management Plan.

19. Emergency Action Items – None

None.

20. Items for Discussion

None.

21. Adjournment – Chair

The meeting was adjourned at 3:19 p.m.

Respectfully submitted,

Annette Calder
Administrative Coordinator

NOTE: The next Board of Directors meeting will be Thursday, March 11, 2004, at 1:30 p.m. in the NSMHA Conference Room at 117 N First Street Suite 8, Mount Vernon.