

**North Sound Mental Health Administration**

**BOARD OF DIRECTORS MEETING**

April 8, 2004

Skagit Resort

5984 N Darrk Lane

Bow, Washington 98232

1:30 PM

**Agenda**

1. Call to Order; Introductions – Chair
2. Revisions to Agenda – Chair
3. Approval of March 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 \$3,842,942.10. Payroll for the month of January in the amount of \$68,500.34 and associated employer paid benefits in the amount of \$18,702.35.

**Motion # 04-013** To review and approve NSMHA claims paid from February 1, 2004 to February 29, 2004 in the amount of \$ *unavailable*. Payroll for the month of February 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 - None

16. Introduction Items

**Motion # IN-009** To introduce the revised residential section of the NSMHA Clinical Eligibility and Care Standards. We have had requests from our Ombuds and providers regarding the need for clarification within the Residential Section. This section will be brought into closer alignment with the related licensing WAC's (388-76, 388-78A and 246-325).

**Motion # IN-010** To introduce NSMHA-MCPP-03-04 amendment 01. 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 and is requesting additional funding for analysis of the Washington State Medicaid Integration Project and the five model/prototype Integration Projects currently underway in other states. This agreement will be in effect December 1, 2003 through June 30, 2004. Maximum consideration for this amendment shall be \$ 25,000.

**Motion # IN-011** To introduce NSMHA-APN-ECS-GMU-03 amendment 01. This amendment will extend the current ECS-GMU contract with APN through June 30, 2005. Maximum consideration for this amendment shall not exceed \$492,300 in State ADSA ECS funds.

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, May 13, 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**

March 11, 2004  
Conference Room  
117 N 1<sup>st</sup> Street, Suite 8  
Mt. Vernon, Washington 98273  
1:30 PM

**MINUTES**

**Present:**

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

**Staff Present:**

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

**Guests:**

Linda Ford, Jere LaFollette, Bob LeBeau, Mary Good, Gayle Jones, Russ Hardison, Larry Harris

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

Chair Shelton opened the meeting at 1:30 p.m. and welcomed those present; introductions were made. Greg Long noted that he was sitting in for Chuck Benjamin, Executive Director, as he is ill today.

**2. Revisions to Agenda – Chair**

None.

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

A motion was made by Ms. Miller to approve the minutes as written, seconded by Mr. Byrne, **Motion Carried Unanimously.**

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

Chair Shelton stated that he had some awards and plaques of recognition to present today. The first was the NSMHA Employee of the Quarter award for October to December 2003. Shari Downing, Administrative Secretary was the recipient. Chair Shelton read the certificate and presented it to Shari along with the perpetual plaque and congratulated her.

Chair Shelton stated that Ward Nelson has been called to active duty and cannot be present today. A plaque recognizing his service as Chair of the NSMHA Board of Directors for 2003 will be delivered to his office in Whatcom County. Chair Shelton read the certificate and said he will update the Board of Directors on Ward's status as information becomes available.

Chair Shelton said he had two more plaques to present. He said the first plaque was for Jere LaFollette and said he met Jere approximately 10 years ago while Jere was the Executive Director of Skagit Mental Health and took over the reigns of mental health services in Island County. When the NSRSN contracted with the APN, Jere became the Executive Director of the APN. Jere is well known in this area for his efforts in mental health and certainly has the respect of all people who have ever been associated with him. On behalf of the NSMHA Board of Directors, Chair Shelton presented a plaque to Jere asking him to please accept the thanks of the Board of Directors for all of his hard work. Jere thanked everyone and stated it has been his pleasure to work with the people in mental health over all of these years and this Region really shines in terms of dedication and accomplishments for a strong mental health system.

Chair Shelton stated the second plaque he has is for Bob LeBeau. He said when he first met him; Bob was the interim Executive Director of this RSN at a particularly difficult time for this RSN. Chair Shelton said he had worked closely with Bob at that time and very much appreciated his professional manner and the way he conducted business during that difficult time. Bob went on to work at the APN and is well recognized as an ardent supporter of mental health issues in this region and has been closely involved for many years. Chair Shelton presented a plaque to Bob LeBeau for his years of service to the RSN, mental health system and his steadfast belief in our public mental health philosophy. Bob thanked the Board for the honor and said he feels truly blessed to have been involved with this system and the great people here.

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

Rhea said the hospital district on San Juan Island voted to proceed with the possibility of the alcohol recovery center and mental health facility to co-locate on the campus with the hospital district in Friday Harbor. There was uncertainty initially about the possibility of co-locating and this is a huge step forward.

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

None.

#### **7. QRT Client Satisfaction Annual Report FY 2003 – Beckie Bacon**

Beckie Bacon made a comprehensive presentation to the Board of Directors for the 4<sup>th</sup> quarter 2003 as well as the 2003 annual overview. She distributed handouts to the Board of Directors and reviewed them with the Board. A question and answer period followed. Terry McDonough also answered some questions for the Board of Directors. Beckie was thanked for her report and Terry was also thanked.

#### **8. Report from Advisory Board – Marie Jubie, Chair**

Ms. Jubie reported that the Advisory Board needs some more members and is working in that direction. She said the Advisory Board had a pre-meeting presentation from Diana Striplin and Kathy Reim on the NSMHA Gay, Lesbian, Bi-Sexual and Transgender Committee, stating it was a great presentation. Marie stated she would be attending the GLBT committee to discuss the Advisory Board with them. She said the Advisory Board no longer has a planning committee, but rather an agenda committee. A resolution was passed by the Advisory Board to look at contracted providers other than the APN.

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

Dave Gossett reported that a waiver of the personnel policies around using vacation time for Michael White to allow him to extend his vacation time through the end of the year as staff resignation has prevented him from taking his vacation time. The NSMHA is requesting that he not use his time at present. A motion was made to allow vacation extension through the end of 2004, seconded and the **Motion Carried Unanimously**.

Dave Gossett stated that Chuck Benjamin, Executive Director has requested permission to investigate potential litigation regarding the Washington Medicaid Integration Project, discussion followed. A motion was made to allow investigation, seconded, all in favor, **Motion Carried Unanimously**.

**10. Report from QMOC – Andy Byrne, Chair**

Mr. Byrne addressed the Board regarding membership on QMOC, as they still need another Board Member on QMOC. Andy informed the group of reports heard at the last QMOC meeting. He also addressed the Board regarding the QMOC Roster and distributed copies (attached to the file copy as part of the official record), and reviewed it with the group. He asked the Board to appoint another representative from the Board of Directors, as QMOC is a Board Committee and also asked that the Board adopt the QMOC roster. Jim Teverbaugh offered to take the Board position on QMOC and Gayle Jones as The Tulalip Tribes Representative. A motion was made and seconded to approve the QMOC roster, all in favor, **Motion Carried**.

Andy addressed the Board of Directors regarding approving the 2004-2005 NSMHA Quality Management Plan and recommended approval.

**11. Report from Planning Committee – Dave Gossett, Chair**

Dave Gossett addressed the Board regarding the NSMHA Planning Committee, stating the next Planning Committee meeting would take place on April 29<sup>th</sup>. He said that currently the Planning Committee is working on evaluating crisis services in Snohomish County. Jim Teverbaugh asked if the request for information put out by NSMHA on crisis services was still due on March 17<sup>th</sup>? Dave Gossett said he couldn't remember the exact date, but that the information is expected to be submitted; discussion followed.

**12. Report from Executive Director – Greg Long, Deputy Director**

Greg Long addressed the Board regarding the annual Board of Directors Retreat scheduled for April 8 and 9 at the Skagit Resort in Bow, and distributed the attendance questionnaire. He also noted the annual Tribal Conference will be held on April 29 and 30 at the Skagit Resort in Bow, Washington and distributed information on the conference. He said the Trauma Committee would meet for the first time on March 22<sup>nd</sup>. The Trauma Committee was formed from the contract negotiation process.

WMIP – he stated that the likely outcome from the legislature is that DSHS will be directed to report back to the legislature in September with a plan of how they are going to take care of the direct consequences of the WMIP. DSHS will most likely be allowed to go ahead with the plan depending on what they present to the legislature in September. It is believed it will be passed by the legislature today and still requires Governor Locke's approval. Greg thanked Snohomish County and everyone else who has worked very hard on this project. He feels progress has been made and we need to continue to work on this to influence the WMIP project. Jim Teverbaugh stated that Snohomish County has been working with their lobbyist to build language around the proviso. Greg said we feel good about this effort. Sharri Dempsey stated that she has emailed Snohomish County that the Tribes have never been consulted on a

government-to-government level, which is not in compliance with the Centennial Accord, and legal action could be taken around that issue alone. Discussion took place on the WMIP project and what could happen in September. Rhea reiterated that the process does violate the Centennial Accord. Greg said that Chuck Benjamin would like authority from the Board of Directors to write to DSHS about the inconsistencies and misrepresentations they have done around this project as NSMHA feels these issues need to be challenged. Sheryl Fryberg noted that last fall DSHS presented WMIP to the Indian Policy Advisory Committee and misrepresented the WMIP; also noting that they have never contacted the tribes again since the meeting last fall. Dave Gossett suggested copying those present at the meeting, the governor, the statewide Mental Health Advisory Council; the Board authorized NSMHA to write letters regarding the inconsistencies and misrepresentations on this project.

Greg addressed the Board regarding CMS and allowed usage of Medicaid funding and the need for more State-only dollars. He said this puts our providers and perhaps the RSN at risk. More details will be provided in the next month. NSMHA is very concerned about the potential impacts of this and it is of grave concern; discussion followed.

Larry Harris addressed the Board on how WMIP and CMS are going to affect providers. Compass Health doesn't know what they as an agency are going to do and how these things will affect consumers too.

Greg informed the Board of Directors that from the Federal Government a new process is coming into effect in April where the mental health system will be reviewed by an external quality review organization, which is a process similar to accreditation. Many staff are involved in this process and are attending meetings and conference calls to be sure we are trained on this and able to meet the demands from this process. This is a great demand on staff as many policies and procedures will have to be written, this has increased the staff workload significantly.

There will be a NSMHA Management Retreat on March 19<sup>th</sup> to address all of the things we are facing.

**13. Report from Finance Officer – Bill Whitlock**

Bill Whitlock addressed the Board of Directors and provided financial information and status of revenues and expenditures. Bill explained the budget adjustment was due to different accounting practices between Skagit County and the NSMHA. The budget motion 04-004 passed in February for a \$632,000 budget increase and was not used for expenses as we promised last month. The unexpended budget amount is around \$935,923. The Federal match went up to 53% up from 51%. The State wants to reduce the amounts of state funds paid to the RSN's. They will backdate the adjustments to November 2003. This could cost us around \$900,000. Bill noted that the Finance Committee meeting did not take place today so the consent agenda would need to be postponed until next month.

**14. Report from Finance Committee – Mike Shelton**

There was not a finance committee meeting today.

**15. Consent Agenda – Chair**

*Tabled at this time.*

**Motion # 04-007** To review and approve NSMHA claims paid from January 1, 2004 to January 31, 2004 in the amount of \$3,842,942.10. Payroll for the month of January in the amount of \$68,500.34 and associated employer paid benefits in the amount of \$18,702.35.

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## 16. 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.

Moved approval by Ms. Miller, seconded by Mr. Teverbaugh, discussion followed. Mr. Teverbaugh informed the Board that he had been involved in the first QM Plan and feels that we have come light years since the first plan was written and feels this is a very high quality document. Chair Shelton called for the vote, all in favor, **Motion Carried**.

**Motion # 04-009** To review and approve the request to surplus excess properties. Attached is a list and description of items with property tag numbers. Property will first be offered to our service providers.

Moved approval by Ms. Miller, seconded by Mr. Gossett, all in favor, **Motion Carried**.

## 17. 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.

Greg Long noted that the Advisory Board moved approval of motion IN-006 now motion number 04-010. Motion to approve by Ms. Miller, seconded by Mr. Gossett, all in favor, **Motion Carried**.

**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.

Moved approval of IN-007 by Mr. Gossett, seconded by Mr. Byrne, now motion number 04-011, all in favor, **Motion Carried**.

**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.

Motion by Mr. Byrne, Mr. Gossett seconded IN-008 now 04-012, all in favor, **Motion Carried**.

**18. Emergency Action Items**

None.

**19. Items for Discussion**

None.

**20. Executive Session – Chair**

None.

**21. Reconvene – Chair**

None.

**22. Adjournment – Chair**

Meeting adjourned at 3:12 p.m.

Respectfully submitted,

Annette Calder  
Administrative Coordinator

NOTE: The next Board of Directors meeting will be Thursday, April 8, 2004, at 1:30 p.m. at the Skagit Resort in Bow, WA.