



# North Sound Mental Health Administration

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

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**Date:** April 4, 2007

**To:** NSMHA Board of Directors

**From:** Annette Calder, Executive Assistant

**Re:** April 12, 2007, NSMHA Board of Directors Meeting

Attached is the April 12, 2007 NSMHA Board of Directors meeting packet. Although there are not any items listed under Action Items, this is an important meeting as action will be requested from Board Committees on a couple of items.

There will be a recommendation from the Planning Committee to reallocate \$140,000 of Federal Block Grant funds. The Federal Block Grant funding must be expended by September 30, 2007, or we will forfeit the remainder of the funding; no carry over, no exceptions.

Action will also be requested on the Parker Dennison contract, listed under Introduction Items, for the LOCUS/CALOCUS trainings (**Level of Care Utilization System for Psychiatric and Addiction Services** and the **Child and Adolescent Level of Care Utilization System**) for provider staffs across the Region.

I am looking forward to seeing you on the 12<sup>th</sup>. Please let me know if you plan to attend, and if not, will a designee be attending on your behalf.

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
April 12, 2007  
1:30 PM**

**AGENDA**

Page #/Tab

1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett**
3. **Approval of Minutes– Chair Gossett (motion #07-017) .....4-8**
  - To review and approve the minutes of the February 8, 2007
4. **Comments & Announcements from the Chair**
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 – Mike Shelton, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**
10. **Report from the Planning Committee – Janelle Sgrignoli, Chair**
  - Recommendation on reallocating Federal Block Grant funds
11. **Report from the Executive Director – Chuck Benjamin, Executive Director**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 1**
13. **Report from the Finance Committee – Kirke Sievers, Chair**

#### 14. Consent Agenda – Dave Gossett, 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 # 07-018**

To review and approve North Sound Mental Health Administration's claims paid from February 1, 2007 through February 28, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of February in the amount of \$(will be available at the meeting) and associated employer paid benefits in the amount of \$(will be available at the meeting).

##### **Motion # 07-019**

To review and approve North Sound Mental Health Administration's claims paid from March 1, 2007 through March 31, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of March in the amount of \$(will be available at the meeting) and associated employer paid benefits in the amount of \$(will be available at the meeting).

#### 15. Action Items

None

#### 16. Introduction Items

##### **Motion # 07-020**

To introduce for review NSMHA-Parker-Dennison Associates, Ltd.-PSC-07 contact for Locus/Calocus (**Level of Care Utilization System for Psychiatric and Addiction Services and the Child and Adolescent Level of Care Utilization System**) training to commence on June 11th -13th 2007. The contract includes consultation/training professional fees and travel related expenses for a maximum consideration of \$8,945.

#### 17. Adjourn

NOTE: The next Board of Directors meeting will be held on May 10, 2007 at 1:30 p.m. in the NSMHA Conference Room

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
February 8, 2007  
1:30 PM**

**MINUTES**

**Board Members Present:**

Dave Gossett, Snohomish County Council member, Chair of NSMHA Board of Directors  
Mike Shelton, Island County Commissioner  
Ward Nelson, Whatcom County Council member  
Kirke Sievers, Snohomish County Council member  
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon  
Gary Williams, designated alternate for Whatcom County Executive, Pete Kremen  
Barbara LaBrash, designated alternate for San Juan County Council member, Bob Myhr  
James Mead, NSMHA Advisory Board Chair  
Andrew Davis, NSMHA Advisory Board representative

**Staff Present:**

Chuck Benjamin, Greg Long, Bill Whitlock, Margaret Rojas, Annette Calder

**Guests:**

Tom Sebastian, Deborah Moskowitz, Chuck Davis, Barbara Andrews

**1. Call to Order; Introductions**

Chair Gossett opened the meeting at 1:30, welcomed everyone and introductions were made.

**2. Revisions to Agenda**

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

**3. Approval of Minutes**

Chair Gossett asked if there were any revisions to the minutes of January 11, 2007; there were none. Mr. Nelson moved to accept the minutes as presented, seconded by Mr. Sievers, all in favor, **motion carried (#07-011)**.

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

Chair Gossett stated he did not have any comments at this time.

## 5. Reports from Board Members

Chair Gossett asked if there were any reports from Board Members. Gary Williams stated the Whatcom County Triage Center has been up and running for over one month now and is hearing very favorable comments regarding the collaboration between substance abuse, mental health and law enforcement.

## 6. Comments from the Public

Barbara Andrews addressed the Board stating she is from the Training Resources In Partnership (TRIP) program; one of the recipients of the Federal Block Grant funds. Ms. Andrews said that she is running parent support groups in our Region, noting that the Oak Harbor group is now up and running, and doing well. Those participating are happy with the progress and resources. Ms. Andrews stated she wanted to let the Board know how it was going and thanked them for the grant to start the parent support group. Next step is to start group in Anacortes and then another perhaps in Concrete.

Deborah Moskowitz from Ombuds wanted to bring attention to HB 1996 and SB 5850, both to redesign ombudsman services and how RSN ombudsman would be affected by this in moving them into Long-term Care Ombudsman through the State. She encouraged Board members to review the bills and offer comments to the House and Senate. Ms. Moskowitz noted there are grave concerns around this and how it will impact consumers. Ms. Moskowitz provided copies of the bills and they are attached to the file copy as part of the official record. Brief discussion followed, and Chuck Benjamin asked the Board to consider taking an official position on this and he can share that message throughout the State and legislature of how it would hurt our consumers if RSN ombuds were moved to the State's Long-term Care Ombuds office.

Ward Nelson made a motion that the Executive Director draft a response on behalf of the Board of Directors to be shared with the legislature that NSMHA is against this legislation, seconded by Barbara LaBrash, and opened for discussion. Mike Shelton added a friendly amendment that the letters be directed to the leaders of each committee, and it was accepted, Chair Gossett called for the vote, all in favor, **motion carried (07-015)**.

## 7. Report from the Advisory Board – James Mead, Chair

James Mead reported:

- The Advisory Board will meet next week
- Informed the group of the Legislative Dinner the Advisory Board attended this week

Mr. Mead was thanked for his report.

## 8. Report from the Executive/Personnel Committee – Mike Shelton, Chair

Mike Shelton reported:

- The Executive/Personnel Committee met today and NSMHA is letting the RFQ for mental health outpatient services.
- As a result of MHD stating they will not have new contracts ready for July 1<sup>st</sup>, instead October 1<sup>st</sup>, this moves the dates for the new contracts with providers to start on October 1<sup>st</sup>. NSMHA will provide bridge-contracts from July 1 to October 1.

Mr. Shelton was thanked for his report.

Janelle Sgrignoli made a motion to move the date of contracting from the RFQ from July 1 to October 1, seconded by Ward Nelson, all in favor, **motion carried. (07-016)**

### **9. Report from the Quality Management Oversight Committee – Gary Williams, Chair**

Gary Williams reported:

- QMOC met in January and a subcommittee was established to review state and federal guidelines to determine if there is a need for residential councils in residential facilities.
- Regional staff provided a variety of updates on current activities such as PACT (Program for Assertive Community Treatment), GAIN SS (Global Appraisal of Individual Needs Short-Screener), RFQ (Request For Qualifications), EQRO (External Quality Review Organization) process, etc.
- QMOC has established a policy subcommittee to review policies and make recommendations to QMOC ensuring that policies are what is needed and that there is consensus on the policies.

Mr. Williams was thanked for his report.

### **10. Report from the Planning Committee – Janelle Sgrignoli, Chair**

Ms. Sgrignoli stated the Planning Committee did not meet this month.

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

Chuck Benjamin reported:

- The RFQ has been released and there will be a bidders conference this Friday to answer questions.
- Informed the Board that the State is looking at changing the Mentally Ill Offenders regulations and stated when this first happened approximately 5 years ago, it was going to raise our insurance to \$75,000 per client and there is only \$10,000 funding provided for each client. At that time, it was decided to have the APN do this function and their insurance doubled. NSMHA has been in contact with our insurer to discuss what will happen if the State forces the RSN's to take this function back. It could be that the Washington Governmental Entity Pool may drop us. He will keep the Board updated as this unfolds; brief discussion followed.
- Discussed the Legislative Dinner he attended with the Advisory Board and updated the Board of Directors on the different meetings they had, support shown, etc.
- Urging the State to forgive the E&T loan as the balloon payments are taking money out of outpatient services. Senator Brandland is on the Capital Committee and has asked for information on this issue so he can take this up with the Capital Committee. Discussed how other RSN's are being funded for their E&T's and NSMHA is footing the entire bill for our E&T's.

Mr. Benjamin was thanked for his report.

### **12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer**

Bill Whitlock reported:

- December financial is about 96% complete we are waiting for the rest of the billings and to adjust deferred revenue. The Federal block grant billings are low \$11,752 and the ECS is \$27 lower than projected. The NSMHA operating budget will need to have some transfers due to some negative variances. The Personal Benefits are over budget by \$11,396, the small tools are over by \$49,604 and the repairs and maintenance is over by \$14,789. Most of the variances have to do with adding additional clinical personnel and related costs.
- We will need a budget adjustment for the Agency/County /Other services. Currently we are over budget \$230,013. This is mainly due to increased inpatient funds and associated expenses. We will wait to do a budget amendment until we have received most or all of the bills. Most of the changed in additional revenue and expense is related to the state changing the inpatient process twice during 2006.
- The excess revenue over expense is \$4,694,590. This is due to various reasons. The first is inpatient reserve funds not yet billed in the amount of \$2,880,000. Jail service funds received this year and

not yet spent \$483,247. The RSN has received funds that will be paid out in 2007. Hospital rate proviso in the amount of \$448,470. PACT start up funds in the amount of \$100,000. Children's inpatient start up funds \$272,000. Interest revenue less advisory budget in the amount of \$162,015. The administration budget is under by \$126,742. These amounts represent \$4,472,474 of total excess revenue. The balance will be accounted for when we adjust our deferred revenue for funds received under contract but not yet billed.

Mr. Whitlock was thanked for his report.

### 13. Report from the Finance Committee – Kirke Sievers, Chair

Kirke Sievers reported:

- The Finance Committee met today, reviewed timecards, expenditures, and all claims before the Board today.
- Mr. Sievers moved the Consent Agenda, seconded by Mr. Shelton, all in favor, **motion carried. (07-012)**

Mr. Sievers was thanked for his report.

### 14. Consent Agenda – Dave Gossett, Chair

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#### Motion # 07-012

To review and approve North Sound Mental Health Administration's claims paid from January 1, 2007 through January 31, 2007 in the amount of \$4,867,764.97. Payroll for the month of January in the amount of \$93,702.65 and associated employer paid benefits in the amount of \$36,628.22.

#### 15. Action Items

Chair Gossett noted that all introduction items would be moved to action items today and thus eliminating the need for a meeting in March 2007.

#### Motion # 07-013

To introduce for review and action the Program for Assertive Treatment (PACT) contract NSMHA-COMPASS HEALTH-PACT-07-09 with maximum funding of \$2,866,465. This is actually a consortium of Compass Health, bridgeways and Sunrise Services.

Mr. Nelson moved approval of motion **07-013**, seconded by Sgrignoli, all in favor, **motion carried.**

#### Motion # 07-014

To introduce for review and action NSMHA-APN-FBG-06-07 AMENDMENT 2, this amendment allows the APN to provide the second part of the Criterion, Goal and Objective in Island, San Juan, Skagit and Whatcom Counties and defines the hourly rates per agency for the FBG Grant. There is no fiscal impact of this amendment.

Ward Nelson moved approval of Motion **07-014**, seconded by Ms. Sgrignoli, all in favor, **motion carried.**

**16. Adjourn**

Chair Gossett adjourned the meeting at 2:04 p.m.

Respectfully submitted:

Annette Calder  
Executive Assistant

NOTE: The next Board of Directors meeting will be held on April 12, 2007 at 1:30 p.m. in the NSMHA Conference Room