

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
April 10, 2008  
1:30 PM**

**AGENDA**

Page #/Tab

1. Call to Order; Introductions – Chair Dahlstedt
2. Revisions to Agenda – Chair Dahlstedt
3. Approval of Minutes– Chair Dahlstedt (motion #08-025) .....3-7
  - To review and approve the minutes of the March 13, 2008
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from the Public
  - Ombuds Report – Chuck Davis .....Tab 1
7. Report from the Advisory Board – James Mead, Chair
8. Report from the Executive/Personnel Committee – Dave Gossett, Chair
9. Report from the Quality Management Oversight Committee – Gary Williams, Chair
10. Report from the Planning Committee – Regina Delahunt, Chair
  - Presentation on NSMHA Housing Plan, Tom Yost..... Tab 2
11. Report from the Executive Director – Chuck Benjamin, Executive Director
  - Federal Block Grant Status Report
12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 3
13. Report from the Finance Committee – Ward Nelson, Chair
14. Consent Agenda – Ken Dahlstedt, Chair

<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 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.</p>
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**Motion #08-026**

To review and approve North Sound Mental Health Administration’s claims paid from March 1, 2008 through March 31, 2008 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**

**Motion #08-027**

To approve NSMHA-CCSNW-SMHC-07-09 AMENDMENT 2 for the provision of Children's Wraparound Services in Skagit County. The term of this amendment shall be April 1, 2008 through June 30, 2009. Funding for this amendment is blended with NSMHA state funding, Children's Administration and Skagit County funding. Funding for fiscal year 2008 is \$55,211 and funding for fiscal year 2009 is \$336,931 for a maximum consideration for this amendment of \$392,142.

**Motion #08-028**

To approve SKAGIT COUNTY-NSMHA-WRAPAROUND-08 for the provision of Children's Wraparound Services in Skagit County. The term of this amendment shall be April 1, 2008 through December 31, 2008. Maximum funding for fiscal year 2008 is \$25,000.

**Motion #08-029**

To approve DSHS-DCFS-NSMHA-WRAPAROUND-08-09 for the provision of Children's Wraparound Services in Skagit County. The term of this amendment shall be April 1, 2008 through December 31, 2008. Maximum funding for this Agreement is \$50,000.

**Motion #08-030**

To approve SNOHOMISH COUNTY-NSMHA-MEMORANDUM OF UNDERSTANDING (MOU) for the provision of a Children's Crisis Team in Snohomish County. The term of this MOU is May 1, 2008 through June 30, 2009. Maximum consideration for this Agreement (MOU) is \$125,000.

**Motion #08-031**

To approve DSHS-DCFS-NSMHA-08-09 for the provision of a Children's Crisis Team in Snohomish County. The term of this Agreement is April 10, 2008 through June 30, 2009. The maximum consideration for this Agreement is \$625,000.

**ACRONYM KEY**

**DSHS** - DEPARTMENT OF SOCIAL AND HEALTH SERVICES

**DCFS** - DIVISION OF CHILD AND FAMILY SERVICES

**CCSNW** - CATHOLIC COMMUNITY SERVICES NORTHWEST

**WRAPAROUND** - IS WRAPAROUND

**SMHC**- STATE MENTAL HEALTH CONTRACT

**NSMHA**- NORTH SOUND MENTAL HEALTH ADMINISTRATION

**16. Introduction Items**

None

**17. Adjourn**

NOTE: The next Board of Directors meeting will be held on Thursday, May 8, 2008, 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  
March 13, 2008  
1:30 PM**

**Minutes**

**Board Members Present:**

Ken Dahlstedt, Skagit County Commissioner, NSMHA Chair of the Board  
Ward Nelson, Whatcom County Council member  
John Dean, Island County Commissioner  
Bob Myhr, San Juan County Council member  
Regina Delahunt, designated alternate for Whatcom County Executive Pete Kremen  
Anne Deacon, designated alternate for Snohomish County Executive Aaron Reardon  
June La Marr, The Tulalip Tribes  
James Mead, NSMHA Advisory Board Chair  
Andrew Davis, NSMHA Advisory Board Vice Chair

**Via Telephone:**

Sharie Freemantle, designated alternate for Snohomish County Council member, Dave Gossett

**Staff Present:**

Greg Long, Bill Whitlock, Margaret Rojas, Annette Calder, Tom Yost

**Guests:**

Gary Williams

**1. Call to Order; Introductions**

Chair Dahlstedt opened the meeting at 1:30, welcomed those present and introductions were made.

**2. Revisions to Agenda**

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

**3. Approval of Minutes**

Chair Dahlstedt asked if there were any revisions to the minutes of the February 14, 2008; there were none. Bob Myhr moved approval of the February 14, 2008 minutes, seconded by John Dean, all in favor, **motion carried** (motion #08-018).

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

Chair Dahlstedt read correspondence into the record; a thank you from Janelle Sgrignoli, and a letter from Whatcom County Mental Health Advisory Board regarding the state and federal grants for Wraparound Childrens' services.

**5. Reports from Board Members**

None

**6. Comments from the Public**

None

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

James Mead reported:

- The meeting was held March 4, 2008
- The February minutes were approved as amended
- County Coordinator – Jackie Henderson
- Comments from the Public
- Comments/Correspondence from the Chair – Chair Mead
- New Business – Chair Mead – none mentioned
- Reports given by:
  - Executive Director – Chuck Benjamin
  - Finance Committee – Mary Good
  - Executive Committee – James Mead
  - Quality Management Oversight Committee – Mary Good
  - Ombuds/Quality Review Team
- Chuck Benjamin mentioned introductory items being brought before the Board of Directors, Thursday, March 13, 2008
- Individual County Advisory Board reports
- Additional comments from the public
- A motion was made to adjourn the meeting, seconded and motion carried. Meeting was adjourned at 2:53 pm and the next meeting will be April 1, 2008.

Mr. Mead was thanked for his report.

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

None

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

Gary Williams reported:

- The meeting was convened at 12:35, February 27, 2008.
- The January minutes were approved with corrections.
- Several announcements were made one being Gary Williams will be retiring in May and QMOC is looking for a new Chair.
- Reports given:
  - System Design Update/Managing the front door
  - Seclusion and Restraint PIP Update (deferred)
  - Policy Subcommittee
  - ICRS Policy Subcommittee
  - Semi-annual Critical Incident Review Committee (CIRC)
  - Complaint & Grievance (deferred)
  - Status Updates on Performance Improvements (deferred)
- Floor was opened for discussion.
- Meeting was adjourned at 2:30 pm and the next meeting will be March 26, 2008.

Mr. Williams was thanked for his report.

## **10. Report from the Planning Committee – Regina Delahunt, Chair**

Regina Delahunt reported:

- Met on March 7<sup>th</sup> and much of the meeting was spent on a presentation and discussion of the Housing Plan. The Planning Committee approved the plan.
- Federal block Grant funds in the amount of \$873 was allocated to the TRIP (Training Resources In Partnership) program.
- Next round of FBG funding is approaching and the NSMHA will submit the application
- Recommendation to hire JET for the IS RFQ
- Update on Snohomish PACT and requested a corrective action plan
- Handling of Less Restrictive Orders and short term work group established to look into this

Ward Nelson requested that the Board of Directors do not approve the Housing Plan today and send to each county's housing authority and county governments for input and comments as it will affect each county. Regina suggested having Tom Yost, NSMHA Planning Specialist present this to the Board in April. Greg stated NSMHA staff will distribute the plan as requested.

John Dean requested an electronic copy and Greg said the Board of Directors would be emailed copies of the draft plan.

Ms. Delahunt was thanked for her report.

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

Greg Long, Deputy Director reported:

- Distributed a grid of provider programs that are contracted with NSMHA. The grid shows with agencies contract for which services.
- Greg discussed the new fee for service system and explained how the process is going. Recently a 10% variance was discussed with providers and asked them to comment within 30 days.
- Reported on Wraparound services and noted the contracts are on the agenda today for State wraparound services
- Federal Grant for Wraparound; have been informed the feds will review it in mid-April
- Short-term High Intensity Children's Crisis and Outpatient Services, a collaborative effort of Children's Services, Snohomish County and NSMHA. Planned to start April 1<sup>st</sup>.
- On the PACT (Program for Assertive Community Treatment) programs in Whatcom and Snohomish counties. NSMHA will be auditing the PACT Programs soon.
- Open House for Poster and Poem contest going on across the hall
- Tribal Conference is coming up and noted that board members James Mead and June LaMarr will be presenting at the conference this year.

Mr. Long was thanked for his report.

## **12. Report from the Finance Officer**

Bill Whitlock reported:

- The construction has started for the remodel project.

- The February revenues are in line with the budgets. However, the Federal Block Grant has a negative variance of \$29,371. The PATH (Projects for Assistance in Transition from Homelessness) has a negative variance of \$28,542. The miscellaneous revenue also has a negative variance of \$2,483. These are all timing variances and should work themselves out during the year. The RSN operating budget has some negative variances in Supplies, Small Tools, Advertising, Repairs and Maintenance. These are also timing variances.
- The Agency/County/Other Service Provider's expenditures have a negative budget variance of \$1,525,831. Most of this should be accruals from 2007
- We will be asking the board for a budget transfer next month when we have final information from 2007.
- We have completed the audit of Whatcom Counseling and Psychiatric Clinic. There are no fiscal findings for the audits.

Mr. Whitlock was thanked for his report.

### **13. Report from the Finance Committee – Ward Nelson, Chair**

Ward Nelson reported the Finance Committee met today, reviewed all claims and payroll before the Board today and is recommending approval of all.

### **14. Consent Agenda – Ken Dahlstedt, 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 #08-019**

To review and approve North Sound Mental Health Administration's claims paid from February 1, 2008 through February 29, 2008 in the amount of \$6,038,920.18. Payroll for the month of February in the amount of \$112,929.51 and associated employer paid benefits in the amount of \$45,573.39.

Mr. Nelson moved approval of motion 08-019, seconded by Mr. Dean, all in favor, **motion carried.**

### **15. Action Items**

#### **Motion #08-013**

To introduce for review NSMHA-L.K.I. SERVICES-MEDICAID-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract will be presented at the Board of Directors meeting.

Greg Long presented motions 08-013 and 08-014. Mr. Nelson moved approval of motion **08-013**, seconded by Ms. Deacon, all in favor, **motion carried.**

#### **Motion #08-014**

To introduce for review NSMHA-L.K.I. SERVICES-STATE-SHORT-TERM HIGH INTENSITY CHILDREN'S CRISIS AND OUTPATIENT SERVICES-08-09 for the provision of a children/youth crisis team in Snohomish County. The contract start date is April 1, 2008. The maximum consideration on this contract will be presented at the Board of Directors meeting.

Mr. Nelson moved approval of motion **08-014**, seconded by Ms. Deacon, all in favor, **motion carried**.

Chair Dalhstedt asked if any of the Introduction Items needed to be moved to Action Items. Greg Long stated staff would like to have 08-020 moved to Action Items and Margaret Rojas said all Introduction Items could be moved.

Mr. Nelson stated at almost every meeting staff is requesting moving introduction items to action items and is confused as to why staff doesn't just put these items under Action. Discussion followed and Annette stated that for as long as she has been employed with NSMHA the process has been to introduce items one month and then act on them the next month, however the staff would be fine with changing this process if that is the preference of the Board, there is not a written policy regarding this.

Mr. Nelson made a motion that from this point forward, any items that need to be acted on, be placed under ACTION ITEMS on the agenda so that Board Members and the general public know what items will be acted on each meeting. Seconded by Mr. Dean, opened for discussion, chair called for the vote, all in favor, **motion carried (#08-023)**.

#### **Motion # 08-020**

To introduce for review/approval NSMHA-JET COMPUTER SUPPORT-PSC-08 for the purpose of Information System Consultation and Analysis. The term of the contract is April 1, 2008 through December 31, 2008. The maximum consideration for the contract is \$49,000.

Moved by Mr. Nelson, seconded by Mr. Myhr, all in favor, **motion carried**.

#### **Motion #08-021**

To introduce for review/approval MHD-NSMHA-WRAPAROUND-SMHC-07-09 for the provision of Wraparound services in Skagit County. The term of this agreement is April 1, 2008 through June 30, 2009. The maximum consideration for this contract is 325,270.

Moved by Mr. Nelson, seconded by Mr. Dean, all in favor, **motion carried**.

#### **Motion #08-022**

To introduce for review/approval NSMHA-SKAGIT COMMUNITY ACTION AGENCY-OMBUDS-08-09 for the purpose of regional Ombuds services. The contract is moving from Skagit County to Community Action for the remainder of its term, April 1, 2008 through June 30, 2009. The maximum consideration will be presented at the Board of Director's meeting.

Moved by Mr. Nelson, seconded by Mr. Myhr, all in favor, **motion carried**.

### **16. Introduction Items**

Motions 08-020, 08-021, and 08-022 all moved to Action Items.

Greg formally introduced the 2008 NSMHA Housing Plan, Ms. Delahunt moved approval of the draft plan, seconded by Mr. Nelson, all in favor, **motion carried (#08-024)**.

### **17. Adjourn**

Chair Dahlstedt adjourned the meeting at 2:15.

NOTE: The next Board of Directors meeting will be held on Thursday, April 10, 2008, at 1:30 p.m. in the NSMHA Conference Room.