

# North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties  
*Improving the mental health and well being of individuals and families in our communities*

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## NSMHA Advisory Board Retreat

July 10, 2012

1. Welcome/Information/modification to the agenda (9AM)
2. NAMI Convention Highlights (9:30PM)
3. AB By-Laws (9:45AM)
  - a. Review
  - b. Term limits
    - i. Extension clause
  - c. Committee appointments
    - i. Define committees & number of appointees in By-laws
4. AB Membership (10:00AM)
  - a. Recruitment discussion
    - i. Law enforcement participation
    - ii. Tribes invitation

Break: 10:30-10:45

5. Committee Discussion Form (10:45- 11:15AM)
  - a. What information is needed to make the information meaningful?
  - b. Feedback on its content & usefulness
6. Strategic Analysis (11:15AM)
  - a. NSMHA process
  - b. current plan
  - c. Strategic plan development process
  - d. Identifying Critical Issues
  - e. Identifying Strategic Goals
7. Lunch (12:15)
8. AB Meeting (separate agenda) (1:15PM)

9. Budgeting/RFQ (1:30PM)

- a. Overview -State process
  - i. Medicaid & State funding
  - ii. Types of allocations
- b. NSMHA budgeting process
  - i. Budget issues
    - 1. Healthy Options
    - 2. Dual Eligible
    - 3. Affordable Care Act
  - ii. Budget priorities
    - 1. Required services
    - 2. Identified gaps in service
    - 3. County identified needs
- c. Request for Qualifications Development (2PM)
  - i. Assessing the needs
    - 1. Alignment with strategic direction
  - ii. Developing the service criteria
  - iii. Evaluation process
  - iv. Contracting process
- d. Contract development/monitoring
  - i. Overview

10. Summarize (3:30PM)

11. Other Agenda Items

- a.
- b.

# ADVISORY BOARD BY LAWS

## ARTICLE I: PURPOSE

The purpose of the North Sound Mental Health Administration (NSMHA) Advisory Board is to provide independent and objective advice to the North Sound Mental Health Administration Board of Directors and provide independent feedback to local jurisdictions and service providers.

Additionally, it is the purpose of the Advisory Board to advocate for the people we serve in the community, at the local Advisory Board, at the State Legislature and in Congress. It is our mission to promote Recovery and Resiliency in our region. The North Sound Mental Health Administration Advisory Board is established in compliance with the **Interlocal Agreement Establishing A Mental Health Regional Support Network for Island, San Juan, Skagit, Snohomish and Whatcom Counties** executed in October 1989, and in compliance with the provisions of RCW, chapter 71.05, 71.24, 71.34 and applicable federal law and regulations.

## ARTICLE II: DUTIES

The duties of the North Sound Mental Health Administration Advisory Board shall be:

1. To provide oversight regarding North Sound Mental Health Administration's activities and to advise the North Sound Mental Health Administration Board of Directors concerning the planning, delivery and evaluation of those mental health services which promote recovery and resilience and are the responsibility of the North Sound Mental Health Administration.
2. To provide a medium for public testimony regarding mental health concerns which are the responsibility of the North Sound Mental Health Administration. The Advisory Board will cover the cost of transportation to enable consumers to appear for testimony.
3. To review and provide comment on all North Sound Mental Health Administration Strategic Plans, Quality Assurance Plans and service delivery plans and budgets, which relate to the mental health services before such plans and budgets are acted on by the North Sound Mental Health Administration Board of Directors.
4. To ensure the needs of all consumers within the region, including, but not limited to, people with special needs, the elderly, the disabled, children, Native Americans, Gay Lesbian Bisexual and Transgender (GLBT) and those who are low income are met within the plans established by the North Sound Mental Health Administration Board of Directors.
5. To conduct site visits of North Sound Mental Health Administration service providers, special interest groups, Department of Social and

Health Service (DSHS) agencies, private sector service providers, hospitals and community programs. Site visits are designed to provide North Sound Mental Health Advisory Board members with first hand information to provide informed recommendations to the North Sound Mental Health Administration Board of Directors.

6. To assist the North Sound Mental Health Administration with dissemination of information to the public who reside within the five (5) counties of the North Sound Mental Health Administration.
7. To perform such other duties as the North Sound Mental Health Administration Board of Directors, Department of Social and Health Services and/or Mental Health Division may require.

### **ARTICLE III: MEMBERSHIP**

1. The North Sound Mental Health Administration Advisory Board shall consist of twenty-one (21) members representing each county as follows:

Island County	(3)	Three
San Juan County	(2)	Two
Skagit County	(3)	Three
Snohomish County	(8)	Eight
Whatcom County	(5)	Five

2. Length of term and rotation of membership shall be determined by the code of each individual county party to the North Sound Mental Health Administration.
3. At least one (1) member from each county will be a voting member on that county's local Mental Health Advisory Board.
4. Fifty-one (51%) percent (WAC 388-865-0222), (2) of the North Sound Mental Health Administration Advisory Board membership will be comprised of people who are, consumers, family and foster family members or caregivers, including youths, older adults, or people with a disability and/or parents of children who are emotionally disturbed, with at least one (1) representative from each county being a consumer. A representative from law enforcement shall be included in membership to the board.
5. The Mental Health Advisory Board will be representative of the demographic character of the region and the ethnicity and broader cultural aspects of consumers being served.

### **ARTICLE IV: APPOINTMENT**

1. Representatives of each county party to the North Sound Mental Health Administration Advisory Board shall be appointed according to each county's usual and customary method of appointment.

## **ARTICLE V: OFFICERS**

1. Officers of the North Sound Mental Health Administration Advisory Board shall include a Chair and a Vice-Chair.
2. Term of office shall be for one (1) year with the opportunity for re-nomination to serve one (1) additional term for a maximum of two (2) consecutive terms per person.
3. A slate of candidates shall be presented by the Nominating Committee annually at the November Advisory Board meeting. Elections, with nominations from the floor, shall occur at each December meeting. Officer shall assume duties beginning with the following January meeting.

## **ARTICLE VI: COMMITTEES**

1. Standing committees of the North Sound Mental Health Administration Advisory Board shall be: Executive, Nominating, and Finance.
2. The Executive Committee shall consist of the Chair, Vice-Chair, and other members-at-large (not to exceed three), appointed by the Chair.
3. The Executive Committee shall convene to hear pressing matters of business which may arise during the interval between regularly scheduled Board meetings. Any decision made by the Executive Committee shall be subject to the ratification of the full Board at its next regularly scheduled meeting. The Executive Committee shall review the by-laws once each calendar year.
4. Nominating Committee members shall be appointed in accordance with Roberts Rules of Order.
5. The Chair may establish and appoint members to Ad-Hoc Committees as the need arises.
6. Committee appointments to the NSMHA Board Committees shall be made each January at the regular meeting of the NSMHA Advisory Board by the Chair.

## **ARTICLE VII: MEETINGS**

1. The North Sound Mental Health Administration Advisory Board shall meet at least ten (10) times each year at a date and time mutually agreeable to members of the Board. Any regularly scheduled meeting may be canceled at the discretion of the Chair for cause.
2. Special meetings may be called by the Chair as needed and/or as requested by a minimum of one (1) member from each of three (3) of the five (5) counties party to the North Sound Mental Health Administration, by way of contact with the Chair. Special meetings shall be called within five (5) working days of the request following notice of at least forty-eight (48) hours of each member of the Advisory Board.

3. Telecommuting/video conferencing will be permitted if a board member is further than 90 minutes away, or is sick, hospitalized or caring for a family member. Two teleconferencing/video conferencing will be allowed during a calendar year. Exceptions may be granted by the Chair.
4. Committee meetings shall be held at the discretion of the Committee Chair.
5. Roberts Rules of Order shall govern all proceedings of all meetings of the North Sound Mental Health Administration Advisory Board and committees, insofar as they do not conflict or are inconsistent with the provision of these By-Laws.
6. The Board shall comply with the State of Washington Open Meetings Act.

#### **ARTICLE VIII: QUORUM**

1. The presence of at least fifty (50%) percent of the total appointed representatives from at least three (3) of the five (5) counties party to the North Sound Mental Health Administration shall constitute a quorum.
2. The Executive Committee quorum shall consist of a majority of the Executive Committee members.
3. Teleconference/video conference attendance shall be considered in the constitution of a quorum.

#### **ARTICLE IX: RESIGNATION/TERMINATION**

1. The Advisory Board Executive Committee will contact absentee members to ascertain their continued status on the Advisory Board.
2. After three (3) consecutive unexcused absences or 5 unexcused absences per calendar year, the Chair, when possible, will request that another member from the same county be appointed by the county authority as a representative to the NSMHA Advisory Board.

# NSMHA Advisory Board 2012

Updated 7/5/2012

COUNTY	MEMBER	PHONE/FAX	APPTS	EMAIL
<b>ISLAND</b>				
Census: 74,200; No. Appointees: 3				
Appointed 5/24/2010 Term ends 6/30/2013	<b>Candace Trautman</b> NSMHA Advisory Board 1025 Aqua Vista Lane Camano Island, WA 98282	(360) 387-5665	Planning QMOC Ad Board Chair Executive Chair	<a href="mailto:philandcandy@wavecable.com">philandcandy@wavecable.com</a>
	<b>VACANCY</b>			
	<b>VACANCY</b>			
<b>SAN JUAN</b>				
Census: 12,493; No. Appointees: 2				
Appointed: Term ends:	<b>VACANCY</b>			
Appointed: 1/14/2009 Term ends: 1/2012	<b>VACANCY</b>			
<b>SKAGIT</b>				
Census: 99,357; No. Appointees: 3				
Appointed 1/8/07 Term ends 12/31/12	<b>Joan Lubbe</b> 1300 Curtis Burlington, WA 98233	(360) 708-7673	Planning QMOC	None – mail materials
Appointed: 2/2/10 Term ends: 2/2/12	<b>Susan Ramaglia</b> PO Box 1508 Anacortes, WA 98221	(360) 588-8229	QMOC	<a href="mailto:ramaglia@comcast.net">ramaglia@comcast.net</a>
Appointed 12/6/11 Term ends 12/6/14 Resigned 4/24/12	<b>VACANCY</b>			

## NSMHA Advisory Board 2012

SNOHOMISH				
Census: 587,783; No. Appointees: 8				
Appointed 3 yr term Term expires 10/2012	<b>Fred Plappert</b> 3315 Lombard #205 Everett, WA 98201	(425)-303-9848	QMOC Finance Chair Executive	<a href="mailto:fpaxpro@frontier.net">fpaxpro@frontier.net</a>
Appointed 3 yr term Term expires 1/31/14	<b>Carolann Sullivan</b> 27701 15th Avenue NE Arlington, WA 98223	(360) 435-3612		<a href="mailto:lowe_004@yahoo.com">lowe_004@yahoo.com</a>
Appointed 3 yr term Term expires	<b>VACANCY</b>			
Appointed 3 yr term Term expires	<b>VACANCY</b>			
Appointed 3 yr term Term expires	<b>VACANCY</b>			
Appointed 3 yr term Term expires	<b>VACANCY</b>			
Appointed 3 yr term Term expires	<b>VACANCY</b>			
Appointed 3 yr term Term expires	<b>VACANCY</b>			
WHATCOM				
Census: 156,830; No. Appointees: 5				
Appointed 3 yr term 1/1/10-12/31/13	<b>Russell S. Sapienza</b> 1201 North Garden Bellingham, WA 98225	(360) 738-3189 (360) 752-2577 wk		<a href="mailto:sapienza64@yahoo.com">sapienza64@yahoo.com</a>
Appointed 3 yr term 9/7/10 – 9/7/13	<b>Mark McDonald</b> 1101 McKenzie Ave. #305 Bellingham, WA 98225	(360) 734-2042	Ad Brd Vice Chair QMOC Finance/Exec	<a href="mailto:arrozo222@yahoo.com">arrozo222@yahoo.com</a>
Appointed 3 yr term Term expires 5/22/14	<b>Larry Richardson</b> 715 Garden St. N #202 Bellingham, WA 98225	360-672-4277		<a href="mailto:richardl1@yahoo.com">richardl1@yahoo.com</a>
Appointed 3 yr term Term expires 6/2014	<b>David Kincheloe</b> 1015 Otis St. #110 Bellingham, WA 98225	(360) 961-8611	QMOC	<a href="mailto:dkincheloe@gmail.com">dkincheloe@gmail.com</a>
Appointed 3 yr term	<b>VACANCY</b>			



# NSMHA Discussion Form for Planning Committee 07/20/2012

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**AGENDA ITEM:** Planning Committee Charter – Membership & Voting Member Designation

**PRESENTER:** Lisa Grosso

**COMMITTEE ACTION:** Action Item (X ) FYI & Discussion ( ) FYI Only ( )

**SIGNIFICANT POINTS OR EXECUTIVE SUMMARY:**

OBJECTIVE: At the May Planning Committee meeting held on 6/1/2012, the membership asked for a review and update of the Charter to add clarification as to voting membership. In addition, the Chair asked for a listing of the actual names of those appointed to membership positions.

BACKGROUND

1. 05/2006 The Planning Committee Charter was reviewed and significantly revised and approved by the Advisory Board and Board of Directors
2. 09/2011 The Planning Committee reviewed and updated the Charter to add clarification as to quorum for voting purposes.
3. 06/2011 A review of the Planning Committee Charter history was conducted by Lisa Grosso, Operations Manager and Staff Lead for the Planning Committee, and found as follows:
  - a. That the update to the Charter made to add clarification language to define committee quorum in 09/2011 was done so on an outdated copy of the Charter from 1999.
  - b. Determined that the Planning Committee Charter from 05/2006, approved by the Advisory Board and Board of Directors, was found to already include designation of voting membership.

REQUEST: Request Planning Committee update their 2006 approved Charter to update both quorum and further define voting membership.

**CONCLUSIONS/RECOMMENDATIONS:**

Recommend the Planning Committee review the DRAFT updated Charter from 05/2006, approved by the Advisory Board and Board of Directors, for which the following suggested changes have been made:

1. Incorporation of clarification language to define committee quorum approved by the Planning Committee 09/2011
2. Consider the addition of further clarifying language to define voting membership as members appointed as representatives of the Advisory Board

**ATTACHMENTS:**

DRAFT Planning Committee Charter as described above  
NSMHA Planning Committee Membership List as of 06/01/2012

# NORTH SOUND MENTAL HEALTH ADMINISTRATION ADVISORY BOARD RETREAT

## Agenda

**July 10, 2012  
1:00 PM**

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of the June Meeting Minutes, Chair – 5 minutes
4. Correspondence and Comments from the Chair – 5 minutes
5. New Business:
  - a. Statewide Consumer Network Conference
  - b. Advisory Board Agenda Format
  - c. 2013 Budget
6. Old Business
7. Items Previously Brought Forward To The Board of Directors – July meeting CANCELED
  - a. Consent Agenda
  - b. Action Items
  - c. Introduction Items
8. Other Business
9. Adjournment

NOTE: The next Advisory Board meeting will be August 14, 2012, in the NSMHA Conference Room.

**NORTH SOUND MENTAL HEALTH ADMINISTRATION**  
**PRELIMINARY REVENUE AND EXPENSE STATEMENT for MAY 2012 \***

<u>REVENUES</u>	2012	YTD	YTD	Variance	2011	YTD	YTD	Variance
	Budget	Budget	Actual	Favorable (Unfavorable)	Budget	Budget	Actual	Favorable (Unfavorable)
Intergovernmental Revenues								
Federal Block	\$ 1,100,750	\$ 458,646	\$ 399,709	\$ (58,937)	\$ 1,098,134	\$ 457,556	\$ 280,187	\$ (177,369)
Path	179,791	74,913	66,917	(7,996)	179,791	74,913	35,508	(39,405)
DDD	359,055	149,606	89,764	(59,842)	359,055	149,606	89,764	(59,842)
Local	0	0	107,259	107,259	0	0	191,122	191,122
ECS	187,500	78,125	78,125	0	0	0	69,730	69,730
PALS	1,154,327	480,970	480,970	0	1,442,818	601,174	536,325	(64,849)
PACT	0	0	144,790	144,790	1,300,000	541,667	347,633	(194,034)
Jail Services	0	0	310,920	310,920	747,216	311,340	318,051	6,711
State Funds	19,557,964	8,149,152	8,100,769	(48,383)	16,164,449	6,735,187	6,523,367	(211,820)
Medicaid	41,240,667	17,183,611	18,622,284	1,438,673	35,716,691	14,881,955	18,247,987	3,366,032
Total Intergovernmental Revenues	63,780,054	26,575,023	28,401,507	1,826,485	57,008,154	23,753,398	26,639,674	2,886,277
Misc. Revenue	20,000	8,333	14,733	6,400	20,000	8,333	13,561	5,228
Interest Revenues	50,000	20,833	14,538	(6,295)	50,000	20,833	11,760	(9,073)
<b>TOTAL REVENUES</b>	<b>\$63,850,054</b>	<b>\$26,604,189</b>	<b>\$28,430,778</b>	<b>\$ 1,826,589</b>	<b>\$57,078,154</b>	<b>\$23,782,564</b>	<b>\$26,664,995</b>	<b>\$ 2,882,431</b>

**EXPENDITURES**

Regular Salaries	\$ 1,512,358	\$ 630,149	\$ 599,474	\$ 30,675	\$ 1,331,084	\$ 554,618	\$ 556,230	\$ (1,612)
Personnel Benefits	780,161	325,067	289,892	35,175	652,656	271,940	279,563	(7,623)
Office, Operating Supplies	42,746	17,811	10,594	7,217	35,745	14,894	5,318	9,576
Small Tools	20,784	8,660	1,140	7,520	22,784	9,493	754	8,739
Professional Services	297,431	123,930	35,351	88,579	182,804	76,168	34,059	42,109
Communications	51,100	21,292	11,436	9,856	44,020	18,342	10,922	7,420
Travel	55,612	23,172	21,228	1,944	35,733	14,889	6,224	8,665
Advertising	6,000	2,500	1,571	929	4,000	1,667		1,667
Operating Rentals & Leases	145,110	60,463	61,001	(539)	145,038	60,433	58,664	1,769
Insurance	29,000	12,083		12,083	28,500	11,875		11,875
Utilities	7,500	3,125	2,703	422	7,500	3,125	2,212	913
Repairs & Maintenance	19,915	8,298	10,227	(1,929)	18,614	7,756	1,408	6,348
Miscellaneous	30,500	12,708	6,526	6,182	24,300	10,125	10,539	(414)
Machinery & Equipment	0	0		-	0	0		-
Administrative Reserve	0	0		-	0	0		-
Subtotal - Administration	2,998,217	1,249,257	1,051,143	198,114	2,532,778	1,055,324	965,893	89,431
Agency/County/other Services	49,851,837	20,771,599	19,967,057	804,542	45,545,376	18,977,240	18,984,502	(7,262)
Inpatient Payments	11,000,000	4,583,333	4,810,544	(227,211)	9,000,000	3,750,000	4,561,003	(811,003)
<b>TOTAL EXPENDITURES</b>	<b>\$63,850,054</b>	<b>\$26,604,189</b>	<b>\$25,828,744</b>	<b>\$ 775,445</b>	<b>\$57,078,154</b>	<b>\$23,782,564</b>	<b>\$24,511,398</b>	<b>\$ (728,834)</b>

Excess of Revenues Over (Under) Expenditure.

\$ 2,602,034

\$ 2,153,597

\* THIS IS AN UNAUDITED STATEMENT

**North Sound Mental Health Administration (NSMHA)  
MENTAL HEALTH ADVISORY BOARD**

**June 5, 2012**

**1:00 – 3:00**

<b>Present:</b>	<b>Island:</b> <i>Candy Trautman</i> <b>Skagit:</b> <i>Susan Ramaglia and Joan Lubbe</i> <b>Snohomish:</b> <i>Fred Plappert</i> <b>Whatcom:</b> <i>David Kincheloe, Larry Richardson and Mark McDonald</i>
<b>Excused Absence:</b>	<b>Snohomish:</b> <i>CarolAnn Sullivan</i> <b>Whatcom:</b> <i>Russ Sapienza</i>
<b>Absent:</b>	<b>Whatcom:</b> <i>Hill Cummings</i>
<b>Staff:</b>	<i>Joe Valentine, Greg Long, Margaret Rojas, Julie de Losada and Rebecca Pate</i>
<b>Guests:</b>	<i>Chuck Davis</i>

**MINUTES**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
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<b>CALL TO ORDER AND INTRODUCTIONS</b>		
Chair Trautman	The meeting was convened at 1:10 and introductions were made.	Informational
<b>REVISIONS TO THE AGENDA</b>		
Chair Trautman	The Chair asked for any revisions to the agenda and Candy added Systems of Care Institute (SOCI) scholarships under new business and conferences under old business.  Candy thanked Novartis Pharmaceutical for their pre-meeting presentation on Psychiatric Advance Directives.	Informational
<b>APPROVAL OF MINUTES</b>		
Chair Trautman	The Chair asked for any revisions to the minutes and Larry made a motion to approve as written, seconded and motion carried.	Informational Motion carried
<b>OMBUDS REPORT</b>		
Chuck Davis	Chuck reviewed the snapshot report included in the members manila folders. He added they will be reporting every other month and he will be reporting today on some suggestions from the Chair.	Informational
<b>COMMENTS AND CORRESPONDENCE FROM THE CHAIR</b>		
Chair Trautman	Candy stated she has nothing to report other than she attended the Tribal Conference.	Informational
<b>NEW BUSINESS</b>		
Chair Trautman	Candy mentioned the Executive Committee discussed the August meeting coinciding with SOCI and it has been tentatively changed to August 14 <sup>th</sup> but may be canceled if the Board of Directors August meeting is cancelled. Joan made a motion that the September meeting be changed to September 11 <sup>th</sup> , seconded and motion carried.  The Chair mentioned it was requested that Julie de Losada come before the Board and give a brief summary regarding the SOCI, August 6 & 7. Rebecca stated registration will be done by her as a group versus online because it has to be done a little differently.	Informational  Motion carried

	<p>Julie was present at 1:40 to give a summary. She mentioned this event is to coordinate systems designed to serve children/youth/families with the best services possible. She said they want to ensure cultural competence and evaluate how services are provided to ensure they are being done consistently throughout the region. She stated if any additional funding could be given towards scholarships it would be appreciated. She said it has been learned that many of the children receiving treatment have experienced a trauma at some point in their life. Fred amended his original motion regarding SOCI to be handled as conferences are normally done (i.e., advisory board, consumers/advocates), David seconded and motion carried. Rebecca asked the Board if any scholarships are left can she just let Julie use them. The Board approved this option. Rebecca will send out an email to see if any other Advisory Board members wish to attend before letting Julie know of scholarships.</p>	
<p><b>OLD BUSINESS</b></p>		
<p>Chair Trautman</p>	<p>Candy mentioned lunch orders for the retreat need to be sent to Rebecca no later than June 22<sup>nd</sup>.</p> <p>Margaret mentioned two entities will not be able to expend their MHBG funds and are returning those funds to NSMHA to be re-allocated to other entities.</p> <p>She announced a call was put out for the use of the fund balance and NSMHA received requests for more than the approximately \$57,000 available. She distributed and reviewed the Leadship Team recommendations highlighted on the handout with the Advisory Board and presented the requests for the Advisory Board to recommend approval by the Board of Directors. David made a motion to accept the Leadership Team recommendations, Fred seconded and motion carried.</p> <p>Joe said this could be one thing to discuss at the retreat for criteria to consider in the event future fund balance becomes available.</p> <p>Candy reminded the Board that the Washington Behavioral Healthcare Conference (BHC) and the National Alliance for Mentally Ill (NAMI) National Conference are upcoming in June. Rebecca acknowledged all attendees for the BHC have confirmed so now she is just waiting to see if any cancellations occur. Registrations for Candy, Fred, Mark and Margaret for the one day attendance to the NAMI National Conference will be done this week.</p>	<p>Informational</p> <p>Motion carried</p>
<p><b>MONTHLY COMMITTEE REPORTS</b></p>		
<p><b>Executive Director's Report</b></p>		
<p>Joe Valentine</p>	<p>Joe presented at last month's meeting a draft proposal for forming a "Regional Health Alliance". This month he will be presenting a more specific proposal to the Board of Directors. In the members</p>	<p>Informational</p>

	<p>manila folders is a handout regarding the proposal. Joe stated NSMHA is focusing on taking baby steps first and focus on the things that are already required, which has to do with implementation of the Healthy Options managed care. Effective July 1<sup>st</sup> DSHS will be moving everyone in Healthy Options Program (primary families on welfare) into the managed care plans. The state is contracting with five (5) managed care organizations to coordinate and provide both health care and behavioral health services, including a specific amount of hours for mental health and chemical dependency services. He acknowledged NSMHA will still offer services to individuals that qualify for Regional Support Network (RSN) Services. He mentioned if these individuals come to NSMHA and are not eligible for RSN services but are eligible for benefits under the plan NSMHA is to refer them to the plan. He said NSMHA is proposing to initially focus the efforts of a Regional Health Alliance on 1) monitoring the implementation of healthy options in our region, 2) see if data can be pulled together from all the different systems (i.e., healthcare, mental health, chemical dependency, emergency rooms and law enforcement, etc) to identify high utilizers and begin to work on plans to coordinate between the different systems to focus on these individuals. He said monitoring implementation of Health Options would be useful since the state wants to expand the concept of people receiving care from the managed care companies to include dual eligibles (Medicare and Medicaid). Discussion followed.</p>	
	<p><b>Finance Committee</b></p>	
<p>Fred Plappert</p>	<p>The committee brought a recommendation forward to send expenditures to the Board of Directors for approval, seconded and motion carried.</p> <p>The committee recommended approval of Mark’s requested transportation and meal reimbursement to attend the National Institute on Drug Abuse Clinical Trials Network at the UW, seconded and motion carried.</p>	<p>Informational Motion carried</p> <p>Motion carried</p>
	<p><b>Executive/Agenda Committee</b></p>	
<p>Chair Trautman</p>	<p>Margaret stated the committee discussed several topics for the retreat and the following were mentioned:</p> <ul style="list-style-type: none"> <li>• ITA process/court costs</li> <li>• Review office/committee responsibilities</li> <li>• Brainstorming ways to encourage people to become members of the Advisory Board</li> <li>• Overview of how the proposals process works and is evaluated (audits)</li> <li>• Contract process</li> <li>• By-Laws review and</li> <li>• Budget for 2013</li> </ul>	<p>Informational</p> <p>Send out info</p>

	<p>Rebecca will send an email out requesting individuals to let her know if they need a ride to the retreat. She will also send out information with directions to the Northwest Educational School District.</p>	<p>for retreat attendance &amp; directions to NWESD</p>
	<p><b>Quality Management Oversight Committee (QMOC) Report</b></p>	
	<p>The Board opted to review the QMOC brief on their own.</p> <p><b>Clinical Forums</b>  A recommendation came from the last Ombuds report to form a regional clinical forum to discuss the common core issues of difficult to treat consumers. In the Ombuds report it was noted that it is difficult to resolve some complaints with consumers that are highly symptomatic. This discussion will be brought forward to the next agenda when Ombuds can be present for a full discussion before moving forward.</p> <p><b>Routine UR</b>  Quality Specialists from NSMHA go to provider agencies to review charts to see if clients are getting the correct level of services. The reviewer then writes a letter to the agency with any areas to address and the agency has 30 days to respond. This can go up to 60 days on a case by case basis. This topic is to remind providers to respond and bring closure to any cases past the 60 day timeline.</p> <p><b>Healthy Options</b>  Beginning July 1, 2012 five managed care organizations in this region will contract with the State to provide services under the Healthy Options/Basic Health program. One of the organizations approached NSMHA to manage the mental health portion for them. Provider agencies expressed their concerns and questions of this proposal and it will be discussed at the next Integrated Provider Meeting.</p> <p><b>Contract Amendments</b>  A near final draft of the contract language changes that will come from the State on the first on July was reviewed. The state will be pushing more outreach services and assessments to nursing homes, adult family homes and homes to prevent hospitalization of mental health consumers with dementia.</p> <p><b>Specialized Services</b>  Policy 1522 is to address out of network service referrals; as these situations arise provider agencies need to arrange and manage care for consumers. NSMHA recommends sending consumers to an independent specialist for an expert assessment when they may require long-term out of network services. It also outlines that out of network providers must be properly credentialed.</p>	<p>Informational</p>

	<p><b>Housing Complaints</b> Consumer complaints about issues outside of our jurisdiction such as housing and payee services need to be dealt with at the provider agency and not Ombuds or NSMHA. NSMHA has asked for the complaint contact at each agency for these non-RSN issues.</p> <p><b>Parent Initiated Treatment</b> This new RCW offers parents more control to initiate care without the minors consent. This is to initiate voluntary inpatient treatment for kids ages 13-18.</p>	
<b>ITEMS BROUGHT TO THE BOARD OF DIRECTORS</b>		
	<b>Introduction and Action Items</b>	
Joe Valentine	<p>Joe mentioned the following Mental Health Block Grant (MHBG) motions will be going before the Board of Directors for approval:</p> <p>To recommend approval of NSMHA-SAN JUAN HUMAN &amp; COMMUNITY SERVICES-MHBG-11-12, AMENDMENT 1 for the purpose of reducing the allocation of funding to San Juan County by \$12,000. The term of this Agreement remains effective through September 30, 2012, with a new maximum consideration of \$17,000.</p> <p>To recommend approval of NSMHA-ISLAND COUNTY-MHBG-11-12, AMENDMENT 1 for the purpose of reducing the allocation of funding to Island County by \$45,078. The term of this Agreement remains in effect through September 30, 2012, with a new maximum consideration of \$14,422.</p> <p>To recommend approval of the MHBG excess funding projects determined by the Advisory Board at the June 5, 2012, meeting to the Board of Directors as contract amendments to the successful MHBG project requests.</p> <p>Joe reviewed the recommendations of expenditures for the fund balance re-allocation. Discussion followed. Joe mentioned he would appreciate any criteria recommendations by Advisory Board members for future endeavors. He said a motion proposal needs to be approved by the Board of Directors by the end of June. He said the Request for Proposals (RFP) will be out in July. Further discussion followed. Fred made a motion to accept all items brought forth in the consent/action section, David seconded and motion carried.</p>	<p>Informational</p> <p>Motion carried</p>
<b>COMMENTS FROM COUNTY ADVISORY BOARD MEMBERS</b>		
Island	Candy said they did not have a meeting; however, they did have three meetings regarding .1 of 1% funds. She stated they have made decisions regarding programs for the funds, which will go before the County Coordinators next Wednesday. They came up with two new programs to support school programs already in place: 1) early childhood mental health professional and 2) WA,	Informational



	<p>L&amp;E, court system for mentorship coordinator for youth and adults that are already in drug court and may need extra help for re-entry into the community or finding a job.</p>	
<p>San Juan</p>	<p>Barbara LaBrash submitted the following report:</p> <p>I am sad to report that Rashi Gupta, Policy Director of the Washington State Association of Counties (WSAC) and staff to the Association of County Human Services, is leaving her position to become the Vice President of Governmental Affairs at Amerigroup, a private health care firm that specializes in serving high needs individuals who are enrolled in the public health care system. Her last day at WSAC was May 24<sup>th</sup>. We appreciate that both the HSAB and the County Council sent thank you letters to Rashi.</p> <p>County Coordinators, North Sound Mental Health Administration (NSMHA) staff, and other key stakeholders met to discuss how to distribute the fund balance at NSMHA. We discussed concepts and rationale, specifically looking at one-time only funded projects and pilots. Housing supports continue to be near the top of the list for counties and we have discussed with Compass Health the need for housing vouchers, especially for folks who are coming out of the hospital or jail. This was followed by a NSMHA Planning Committee meeting to further review the fund balance allocation process.</p> <p>I have been working with District Court on the Federal Block Grant. Some funds are being returned to NSMHA this year to make good faith effort to ensure that the funds are fully utilized region-wide.</p> <p>A committee meeting of Human Services Advisory Board (HSAB) was held to review and discuss the 1/10<sup>th</sup> funds. The Committee requested progress reports from the programs funded under the RFP in 2011 to be reviewed in early June. Reports have been requested from providers by June 5<sup>th</sup>.</p>	<p>Informational</p>
<p>Skagit</p>	<p>Susan gave the following report:</p> <p>Community Services has solicited proposals for a housing case manager to work with clients enrolled in the Community Action's Chronic Homeless program. The case manager will help keep clients stable and in treatment so that they can maintain housing and wellness.</p> <p>Community Services has also released an RFP for a new Children's School-Connected Behavioral Health Services. Proposals will be taken until June 18, 2012.</p> <p>Community Services launched LYNCS (Linking Youth Needing Community Services) Program to serve youth aged 13-18 with Care Coordination plans. The program will target youth who have</p>	<p>Informational</p>

	been involved in mental health or chemical dependency treatment, or court systems. Contact Jolene McEachran at 419-3420 for additional information.	
Snohomish	<p>Fred gave the following report:</p> <p>The Snohomish County District Court Judges have approved a plan for a Mental Health Court. The County Council's Law and Justice Committee have recommended approval to the County Council. A Mental Health Court Team is meeting weekly to write protocols, design the legal forms, determine specifics. The Human Services Department will release an RFI (Request for Interest) on Wednesday, June 6th. This RFI will determine a provider agency to subcontract to provide the Mental Health Court Liaison. The Mental Health Court is a pilot program with funding from the .1 of 1% CD/MH Sales Tax. It is anticipated that it will start in September in Everett District Court.</p> <p>The .1 of 1% CD/MH Sales Tax Advisory Board is recommending to the County Council that Reserve Funds be released in 2013. This will involve an RFP process in late Fall of this year. The Sales Tax Advisory Board is also recommending that some of the funding currently allocated to a Housing Revolving Loan fund be converted to in the Housing Program be converted to short-term housing vouchers (and added to the already existing Housing Voucher program).</p> <p>County staff are working on the 2013 Human Services Budget that will be submitted to the County Executive by early July.</p> <p>The Snohomish County Mental Health Advisory Board heard a presentation on Healthcare Reform at the May meeting. County staff are very involved in trying to understand and shape Health Care Reform and have been meeting with State officials, as well as various insurance companies.</p>	Informational
Whatcom	David stated they had no meeting so there was no report. Larry mentioned his term is expiring and Rebecca stated she will contact Anne Deacon about re-appointment.	Informational Contact Anne about LR appt.
<b>COMMENTS FROM THE PUBLIC</b>		
Chair Trautman	There was no one present for public comment.	Informational
<b>OTHER BUSINESS</b>		
Chair Trautman	Larry mentioned Whatcom has not had any Crisis Intervention Training (CIT) for some time and he would like to see it happen again. He added he has spoken with several law enforcement individuals and they know nothing about CIT. It was mentioned funding and time appears to be the problem; however, he feels time and funds need to be allocated for law enforcement to attend CIT. Joe stated this should be kept on the radar because this impacts all resources.	Informational
<b>ADJOURNMENT</b>		

DRAFT not yet approved by Advisory Board

Chair Trautman	A motion was made to adjourn the meeting, seconded and motion carried. The meeting was adjourned at 3:06. The next meeting will be July 10, 2012, and <b>this will be the Annual Retreat held at Northwest Educational School District in Anacortes.</b>	Informational
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*SAVE the DATE*

*H O P E*

*and*

*Self-Advocacy*

*Statewide Consumer Network  
Conference for individuals  
With mental health challenges or  
co-occurring disorders  
THEMSELVES*

*Saturday, the fourth of August  
two thousand and twelve  
From 9:30 am until 5:00 pm*

*MENTAL HEALTH ACTION*

*To be held at  
NAVOS mental health solutions  
1010 South 146<sup>th</sup> Street  
Burien, WA 98168*

*Space is limited  
RSVP required for LUNCH  
206.933.4080 or 1.855.436.9727  
WAConsumerConference@gmail.com*

*Funding provided by SAMHSA  
Statewide Consumer Network Grant*

# NORTH SOUND MENTAL HEALTH ADMINISTRATION ADVISORY BOARD MEETING

## Agenda

### Date

**1:00 PM**

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of the ?? Meeting Minutes, Chair – 5 minutes
4. Ombuds Report
5. Correspondence and Comments from the Chair – 5 minutes
6. New Business:
7. Old Business
8. Monthly Committee Reports
  - a. Executive Director – 5 minutes
  - b. Finance Committee – – 5 minutes
  - c. Executive Committee/Agenda Committee — 5 minutes
  - d. Quality Management Oversight Committee (QMOC)– 5 minutes
9. Items To Be Brought Forward To The Board of Directors
  - a. Consent Agenda
  - b. Action Items
  - c. Introduction Items
10. Comments from County Advisory Board Representatives – 15 minutes
  - a. Island
  - b. San Juan
  - c. Skagit
  - d. Snohomish
  - e. Whatcom
11. Comments from Public – 5 minutes
12. Other Business
13. Adjournment

NOTE: The next Advisory Board meeting will be ??, in the NSMHA Conference Room.

**January 1 through December 31, 2012**

		All Conferences	Board Development	Advisory Board Expenses	Advisory Board Misc Expenses	Consumer Transportation	
	Total	Project # 1	Project # 2	Project # 3	Project # 4	Project # 5	
Budget	28,590 0.00	13,972.00	750.00	13,018.00	100.00	750.00	
Under / (Over) Budget	28,590.00	13,972.00	750.00	13,018.00	100.00	750.00	0.00

**January 1 through December 31, 2013**

		All Conferences	Board Development	Advisory Board Expenses	Advisory Board Misc Expenses	Consumer Transportation	
		Project # 1	Project # 2	Project # 3	Project # 4	Project # 5	
Total	28,590						
Budget	0.00						
Under / (Over) Budget	28,590.00						

FYI, the following items went before the Board of Directors for approval, June 14<sup>th</sup>:

To approve NSMHA-HOPE OPTIONS-MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to Everett Housing Authority Hope Options by \$8,000. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$44,184.

To approve NSMHA-OPPORTUNITY COUNCIL ADULT-MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to Opportunity Council by \$2,250. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$49,150.

To approve NSMHA-OPPORTUNITY COUNCIL YOUTH-MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to Opportunity Council by \$1,050. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$47,950.

To approve NSMHA-SENIOR SERVICES of SNOHOMISH COUNTY-MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to Senior Services by \$10,444. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$51,444.

To approve NSMHA-SKAGIT COUNTY-MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to Skagit County by \$7,000. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$59,550.

To approve NSMHA-SNOHOMISH COUNTY-MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to Snohomish County by \$20,000. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$79,850.

To approve NSMHA-WHATCOM COUNSELING & PSYCHIATRIC (WCPC) RAINBOW RECOVERY MHBG-11-12 AMENDMENT 1 for the purpose of increasing the allocation of funding to WCPC by \$8,334. The term of this Agreement remains in effect through September 30, 2012 with a new maximum consideration of \$158,334.

### **CHILDREN'S ADMINISTRATION**

*(NSMHA has been notified the contracts listed below are in process, however, at this time we do not have the actual funding allocations, the amounts listed are estimates based on the previous agreement)*

To approve NSMHA-DSHS-NSMHA-SKAGIT WRAPAROUND PILOT-12-13 for the purpose of funding the fidelity wraparound pilot in Skagit County. The term of this Agreement is July 1, 2012 through June 30, 2013. The estimated maximum consideration for this Agreement is \$153,400.

To approve NSMHA-DCFS-NSMHA-SKAGIT WRAPAROUND PILOT-12-13 for the purpose of funding the fidelity wraparound pilot in Skagit County. The term of this Agreement is July 1, 2012 through June 30, 2013. The estimated maximum consideration for this Agreement is \$80,000.



To approve NSMHA-DCFS-NSMHA-INTENSIVE WRAPAROUND-12-13 for the purpose of funding the fidelity wraparound pilot in Skagit County. The term of this Agreement is July 1, 2012 through June 30, 2013. The estimated maximum consideration for this Agreement is \$729,960.

**County**

To approve NSMHA-SKAGIT COUNTY-NSMHA-SKAGIT WRAPAROUND PILOT-12-13 for the purpose of funding the fidelity wraparound pilot in Skagit County. The term of this Agreement is July 1, 2012 through June 30, 2013. The maximum consideration for this Agreement is \$36,000

**Medicaid**

To approve NSMHA-COMPASS HEALTH-MEDICAID-11-13 AMENDMENT 1 for the purpose of amending the budget to include a \$4,481 monthly rental payment for the Evaluation & Treatment Center and to increase the residential Greenhouse budget by \$9,042. The term of this Agreement remains in effect and the new maximum consideration is \$24,380,634.

**State**

To approve NSMHA-COMPASS HEALTH-SMHC-11-13 AMENDMENT 1 for the purpose of amending the budget to include a \$1,494 monthly rental payment for the Evaluation & Treatment Center and to increase the residential Greenhouse budget by \$27,124. The term of this Agreement remains in effect and the new maximum consideration is \$10,978,326.