

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING**

January 9, 2014
1:30 PM

AGENDA

Page/Tab#

1. Call to Order; Introductions – Chair Dahlstedt
2. Revisions to Agenda – Chair Dahlstedt
3. Approval of Minutes of December 11, 2013; Motion #14-001
4. Comments & Announcements from the Chair
5. Reports from Board Members
6. Comments from the Public
7. Report from the Advisory Board – Mark McDonald, Chair
8. Report from the Executive/Personnel Committee – Chair Dahlstedt
9. Report from the Quality Management Oversight Committee – Rebecca Clark, Chair
10. Report from the Planning Committee – Anne Deacon, Chair
11. Report from the Executive Director1
12. Report from the Finance Officer 2
13. Report from the Finance Committee – Ken Stark, Chair
14. Consent Agenda – Finance Committee Motion #14-002

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.
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To review and approve North Sound Mental Health Administration’s claims paid from December 1, 2013 through December 31, 2013 in the amount of \$ (will be provided at the meeting). Payroll for the month of December in the amount of \$ (will be provided at the meeting) and associated employer paid benefits in the amount of \$ (will be provided at the meeting).

15. Action Items

Motion #14-003

SNOHOMISH COUNTY-NSMHA-INTERLOCAL AGREEMENT-2014 for the purpose of funding the Snohomish County Triage Center operated by Compass Health. The consideration on this Agreement is \$494,000 for a term of January 1, 2014 through December 31, 2014.

Motion #14-004

To amend the rates which NSMHA uses to reimburse counties for **ITA Judicial Costs**. The new rates are based on the updated cost information provided by the counties using the criteria for allowable costs that have been provided by DSHS-DBHR. The new rates are to go into effect January 1, 2014.

16. Introduction Items

17. Discussion Items

Compliance Program Integrity Training for Healthcare Boards and Committees..... 3

An overview by the Office of Inspector General of the role of Healthcare Boards, Trustees and Committees in promoting Compliance together with an overview of the NSMHA Compliance Program.

Presentation of the 2013 Annual Progress Report on the 2013-2016 NSMHA Strategic Plan..... 4

The 2013 Annual Progress Report summarizes the progress made on NSMHA's 4 highest Strategic Goals and the key tasks being proposed for 2014. A draft of the report was reviewed by the Planning Committee in December and the final attached report by the Advisory Board on January 7th. Board members are invited to suggest any changes or additions to NSMHA's priorities.

18. Adjourn

Next Meeting: February 13, 2014

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING**

December 12, 2013

1:30 PM

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council member, NSMHA Board of Directors Chair

Jill Johnson, Island County Commissioner

Ken Stark, designated alternate for Snohomish County Executive, John Lovick

Jennifer Kingsley, designated alternate for Skagit County Commissioner, Ken Dahlstedt

Jamie Stephens, San Juan County Council member

Candy Trautman, NSMHA Advisory Board Chair

Mark McDonald, NSMHA Advisory Board Vice Chair

Staff Present:

Joe Valentine, Bill Whitlock, Greg Long, Margaret Rojas, Jessie Ellis, Marta Hammond, Annette Calder

Guests:

Chuck Davis, Kim Olander, Barbara LaBrash, Karen Parnell

1. Call to Order; Introductions – Chair Gossett

2. Revisions to Agenda – Chair Gossett

Ken Dahlstedt stated he wanted to thank Dave Gossett and those members leaving our board. Ken went on to say “Dave has provided a great deal of leadership, and there is no one more committed to the health and wellbeing of the citizens in our five counties. He took the lead in his own county to promote the 1/10th of 1% sales tax; Ken personally thanked Dave and said it has been a privilege to work with him.”

Joe said NSMHA wanted to thank Dave as well, noting that Dave has been on the board for almost as long as there has been an RSN; Dave was appointed in March of 1991. Joe presented Dave with a plaque which read: *Recognizing your 22 years of service to the North Sound Regional Support Network. Your unwavering advocacy has helped us to maintain our vision of hope and provide paths to recovery. Thanks to your inspiring efforts persons with mental illness have benefited throughout our region and throughout the State of Washington.* Everyone applauded.

Dave thanked everyone and said that when he started, mental health was not even on his radar and it has been very gratifying to do this work; it has been a pleasure.

3. Approval of Minutes of November 14, 2013; Motion #13-075

Chair Gossett asked if there were any changes to the minutes of November 14, 2013; there were none.

Ken Stark moved approval of motion #13-075, seconded by Jill Johnson, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

Chair Gossett said it has been a good 22 years.

5. Reports from Board Members

Chair Gossett asked if there were any reports from Board members; there were none.

6. Comments from the Public

None

7. Ombuds Report

Chuck Davis and Kim Olander made a presentation of the Fall 2013 Ombuds Report and reviewed the materials located behind Tab 1 in the meeting packet which will become part of the official record. Chuck and Kim were thanked for their report.

8. Report from the Advisory Board

Mark McDonald reported the Advisory Board met on December 3, 2013 and received reports from the Executive Director, Counties, Planning Committee and QMOC. The next meeting will be held on January 7, 2014. The Advisory Board brief is attached to the file copy as part of the official record. Mark was thanked for his report.

Candy added that Mark will be the new Chair as of January 2014.

9. Report from the Executive/Personnel Committee – Chair Gossett

Chair Gossett reported the Executive/Personnel Committee met prior to this meeting, and were briefed on things that are on the agenda today as well as discussed changing the charters for Planning Committee and QMOC so that County Coordinators can chair the committees.

10. Report from the Quality Management Oversight Committee

Greg Long introduced two NSMHA staff, Jessica Ellis, Adult Care Coordinator (overseeing PACT, doing WSH screenings, etc.) and Marta Hammond, RN who will serve as the Health Care Integration Coordinator and will work with the community health centers and health plans to better coordinate care for people. Greg welcomed both Jessie and Marta to NSMHA.

Greg reported that QMOC met on December 11th and reviewed the Draft State plan for Wraparound with Intensive Services, reviewed the Recovery and Resiliency Plan, approved policy 1703 regarding the duration of crisis services, the development of a Regional Training Plan and approved the 2012-2014 Quality Management Plan. The QMOC meeting brief is attached to the file copy as part of the official record. Greg was thanked for his report.

11. Report from the Planning Committee

Lisa Grosso reported the Planning Committee met on December 6th and reviewed the status of the CMS issue, received a progress report on the NSMHA Strategic Plan, reviewed the 2014 State Funding Reductions as well as a status update on the Crisis System Redesign. A copy of the Planning Committee Brief is attached to the file copy as part of the official record. Lisa was thanked for her report.

12. Report from the Executive Director

Joe Valentine directed the group to Tab 2 and reported on the CMS letter and the status of that, provided a legislative update, discussed the planning for a NSMHA roll-out of the WISe program, ITA Diversion Projects, Crisis Service Redesign, and also the 2014 RSN Rates. Joe's report is part of the meeting packet and official record.

The Board will need to begin discussing if it wants the five counties as part of the Interlocal to submit a proposal to become the Behavioral Health Organization (BHO) for the North Sound region once the state issues the RFP. Ken Dahlstedt asked Joe to work with Ken Stark and the County Mental Health and CD coordinators to develop a white paper with a proposed position on the BHO to present to the County Councils/County Commissions in our Region. Joe was thanked for his report.

13. Report from the Finance Officer

Bill Whitlock directed the group to Tab 3 and reviewed the December 12, 2013 Financial Notes, the Revenue and Expense Statement for November 2013 as well as the November Warrants with the Board. Bill's report is part of the meeting packet and official record. Bill was thanked for his report.

14. Report from the Finance Committee

Ken Stark reported the Finance Committee met today, reviewed payroll and claims before the Board today and moved approval of the consent agenda, motion **#13-076**, seconded by Jill Johnson, all in favor, **motion carried**.

15. Consent Agenda – Finance Committee Motion #13-076

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.

To review and approve North Sound Mental Health Administration's claims paid from November 1, 2013 through November 30, 2013 in the amount of \$7,039,812.47. Payroll for the month of November in the amount of \$127,509.76 and associated employer paid benefits in the amount of \$64,205.01.

16. Action Items

DSHS

We have not received the following contracts from DBHR, nor do we know the exact funding allocations. We anticipate the arrival being middle to late December. We request the Executive Director have the authority to sign said contracts upon arrival, if there are any negative funding changes that would jeopardize ongoing services the Executive Director shall notify the Board of Directors prior to signing.

Motion #13-077

To authorize the Executive Director to sign the following contracts upon receipt from DSHS:

DSHS-DBHR-NSMHA-PIHP-14-15

DSHS-DBHR-NSMHA-SMHC-14-15

Contract specifics will be presented to the Board of Directors for formal approval at the next regularly scheduled meeting following receipt of the contracts.

Joe provided an explanation of motion #13-077. Ken Stark moved approval of motion **#13-077**, seconded by Jennifer Kingsley, all in favor, **motion carried**.

DSHS-DBHR-NSMHA-PIHP-14-15 for the provision of allocating Medicaid funding for Mental Health Outpatient services in the North Sound Region. The funding for this Agreement is not available at this time, with the term of the Agreement January 1, 2014 through June 30, 2015.

DSHS-DBHR-NSMHA-SMHC-14-15 for the provision of allocating Medicaid funding for Mental Health Outpatient services in the North Sound Region. The funding for this Agreement is not available at this time, with the term of the Agreement January 1, 2014 through June 30, 2015.

Interlocal Agreement

Motion #13-078

To approve the **WHATCOM COUNTY-NSMHA-INTERLOCAL-14** for the purpose of providing funding for the Whatcom County Triage Center in the amount of \$45,756 and Rainbow Recovery Center in the amount of \$ 172,033 both of which are operated by WCPC. The total funding for this Agreement is \$217,789 with a term of January 1, 2014 through December 31, 2014.

(The Whatcom County funding for the Triage Center is already included in the WCPC budget for 2014, no amendment is necessary)

Joe provided an explanation of motion #13-078. Jamie Stephen moved approval of motion #13-078, seconded by Jill Johnson, all in favor, **motion carried**.

State

The following amendment is needed to pass through the Whatcom County funds for the Rainbow Recovery Center. The funding is added to the state funded mental health outpatient contract with Whatcom Counseling & Psychiatric Clinic (WCPC).

Motion #13-079

To approve the contract: **NSMHA-WCPC-SMHC-13-15 Amendment 2** for the provision of increasing funding for the Rainbow Recovery Center in the amount of \$ 172,033. A total increase to this Agreement from Whatcom County is \$172,033 for a new maximum consideration on this Agreement of \$8,412,001; the term of this Agreement remains the same, October 1, 2013 through September 30, 2015.

Joe provided an explanation for motion # 13-079. Jennifer Kingsley moved approval of motion **#13-079**, seconded by Ken Stark, all in favor, **motion carried**.

Professional Service Agreements

The following Professional Service Agreements are for our contracted medical director consultation services and contracted human resources consultation services. These are our current vendors and staff recommends continuing contracting for these services with these vendors.

Motion #13-080

To approve the following Professional Service Agreements:

NSMHA-BROWN MD-PSC-14

NSMHA-TURNER HR SERVICES-PSC-14

Joe provided an explanation of motion #13-080. Ken Stark moved approval of motion **#13-080**, seconded by Candy Trautman, all in favor, **motion carried**.

NSMHA-BROWN MD-PSC-14 contract for the provision of Medical Director Consultation services. Funding for this Agreement is \$36,000 with a term of January 1, 2014 through December 31, 2014.

NSMHA-TURNER HR SERVICES-PSC-14 for the provision of human resources consultation. Funding for this Agreement is \$15,000 with a term of January 1, 2014 through December 31, 2014.

DD Crisis Services

The funding on the following Agreements was calculated for a 2 year cycle and not the 9 month term of the agreements. The funding is reduced to reflect the 9 month term of the contract which aligns with the NSMHA Developmental Disabilities Administration (DDA) contract.

Motion #13-081

To approve the following contract amendments:

NSMHA-COMPASS HEALTH-DD CRISIS-13-14 Amendment 1

NSMHA-VOA-DD CRISIS-13-14 Amendment 1

Joe provided an explanation for motion #13-081. Jennifer Kingsley moved approval of motion **#13-081**, seconded by Jill Johnson, all in favor, **motion carried**.

NSMHA-COMPASS HEALTH-DD CRISIS-13-14 Amendment 1 for the purpose of correcting the maximum consideration on this agreement. The new maximum consideration is \$247,180.59 with the term of the agreement remaining the same, October 1, 2013 through June 30, 2014

NSMHA-VOA-DD CRISIS-13-14 Amendment 1 for the purpose of correcting the maximum consideration on this agreement. The new maximum consideration is \$7,515 with the term of the agreement remaining the same, October 1, 2013 through June 30, 2014

NSMHA 2014 Recommended Operating Budget

The NSMHA 2014 Proposed Operating Budget was developed and shared via the following timeline:

- Preliminary review & recommendation of Board of Directors Finance Committee 10/10/13
- Introduction to the Board of Directors 10/10/13
- Distribution to:
 - Advisory Board 10/11/13
 - Interested Public and Stakeholders 10/11/13
 - Available on NSMHA Website 10/11/13
- Review and recommendation of the Advisory Board 11/05/13
- Review at the Board of Directors meeting 11/14/13
- Review and approval by Advisory Board 12/03/13
- Review and recommendation of all stakeholders Up to 12/12/13
- Recommended Budget presented for Board adoption 12/12/13

Our original 2014 budget proposal had an estimated state funds cut in the amount of \$2,964,571. During the budgeting process we received a contract amendment from DSHS/DBHR with an updated state funds reduction in the amount of \$3,108,172. The additional reduction of \$143,601 in state funds revenue and associated expenses are reflected in the revised budget proposal.

Motion #13-082

To approve the NSMHA 2014 Recommended Operating Budget.

Joe provided an overview of motion **#13-082**. Jill Johnson moved approval, seconded by Jennifer Kingsley, all in favor, **motion carried**.

Revisions to NSMHA Personnel Policies and Procedures

Some revisions have been made to the NSMHA Personnel Policies and Procedures to bring them in line with the Affordable Care Act, Fair Labor Standards Act, and some general clarifications.

Motion #13-083

To approve the revisions to the NSMHA Personnel Policies and Procedures as presented.

Joe discussed the changes to the NSMHA Personnel Policies and Procedures included in motion **#13-083**. Jennifer Kingsley moved approval of motion **#13-083**, seconded by Ken Stark, all in favor, **motion carried**.

17. Introduction Items

None

18. Adjourn

Dave Gossett shared the story of how he was appointed to the Board of Directors of the NSRSN. The meeting was adjourned at 2:35 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

Next Meeting: January 9, 2014