

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
January 14, 2016
1:30 PM**

AGENDA

1. **Call to Order; Introductions – Chair Dahlstedt**
2. **Revisions to the Agenda – Chair Dahlstedt**
3. **Approval of Minutes of December 10, 2015, Motion #16-01 – Chair Dahlstedt 3-8**
4. **Comments & Announcements from the Chair**
5. **Report from Board Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – David Kincheloe, Chair Tab 1**
8. **Committee Reports Tab 2**
9. **Report from the Executive Director Tab 3**
10. **Report from the Finance Officer Tab 4**
11. **Report from the Finance Committee – Ken Mann, Chair**
12. **Consent Agenda – Finance Committee, Motion #16-02**

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, the item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

To review and approve the North Sound Mental Health Administration’s claims paid from December 1, 2015 through December 31, 2015 in the amount of \$11,614,020.34. Payroll for the month of December in the amount of \$186,472.46 and associated employer benefits in the amount of \$109,655.54.

13. Action Items

Professional Service Contracts

The amendment below is to provide the following consultation services:

- Facilitation of Leadership Team and All Staff Retreats
- Follow up meetings and
- Executive Coaching with the Leadership Team

Motion #16-03

NSMHA-MAGILL-PSC-15 Amendment 1 for the purpose of extending the end date of the contract by 12 months and increasing the funding by \$15,000 for a new maximum consideration of \$24,900 with a new end date of December 31, 2016.

Lake Whatcom Janitorial

The following contract is for janitorial services at our new office facility. NSMHA Leadership Team received four (4) bids and determined Lake Whatcom Center (LWC) employment services is the preference, the bid was competitive and LWC employs individuals with lived experience, which aligns with our strategic goal of improving employment amongst peers.

Motion #16-04

NSMHA-LWC-PSC-16 for the purpose of providing janitorial services at the new office facility. The estimated maximum consideration on this agreement is \$41,000 with the term of this agreement January 18, 2016 through December 31, 2016.

Motion #16-05

Compensation Works

NSMHA-COMPENSATION WORKS-PSC-15 Amendment 1 for the purpose of increasing the funding by \$2,500 for consultation on the classifying and leveling of positions. The new maximum consideration on this agreement is \$17,500 with a new end date of March 31, 2016.

Compass Health Training Contract

The following contract is a partnership with Compass Health to bring regional trainings to our provider network. The Regional Training Committee has reviewed and approved the trainings funded by this contract.

Motion #16-06

NSMHA-COMPASS HEALTH-PSC-16 for the purpose of partnering with Compass Health on the provision of regional training opportunities. The maximum consideration on this contract is \$43,958 with the term of February 1, 2016 through December 31, 2016.

14. Introduction Items

NSMHA will be developing administrative contracts with new Substance Use Disorder providers to facilitate the infrastructure to prepare for contracting with NSMHA.

The providers identified for potential contracts are as follows:

- Phoenix Recovery Services
- Therapeutic Health Services
- Evergreen Recovery Services

15. Adjourn

Next Meeting: February 11, 2016

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
BOARD OF DIRECTORS MEETING
December 10, 2015
1:30 PM**

MINUTES

Board Members Present:

Ken Dahlstedt, Skagit County Commissioner, NSMHA Board of Directors Chair
Jill Johnson, Island County Commissioner, NSMHA Board of Directors Vice Chair
Cammy Hart Anderson representing Snohomish County Executive, John Lovick
Barbara LaBrash representing San Juan County Council member, Jamie Stephens
Regina Delahunt, representing Whatcom County Executive, Jack Louws
Robert Knoll, representing Snohomish County Council member, Brian Sullivan
Mark McDonald, NSMHA Advisory Board Chair
David Kincheloe, NSMHA Advisory Board Vice Chair

Board Members Present Via Telephone:

Alessandra Durham, representing Snohomish Council member, Ken Klein

Staff Present:

Joe Valentine, Bill Whitlock, Betsy Kruse, Margaret Rojas, Matt Rudow, Annette Calder

Guests:

Chuck Davis

1. Call to Order; Introductions

Jill Johnson called the meeting to order, welcomed everyone and introductions were made.

2. Revisions to the Agenda

None

3. Approval of Minutes of November 12, 2015

Vice Chair Johnson asked if there were any changes to the minutes of November 12, 2015; there were none. Mark McDonald moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-109.**

4. Comments & Announcements from the Chair

Jill Johnson noted Chair Dahlstedt was delayed and she was filling in until he arrived.

5. Report from Board Members

Matt Rudow, attorney was in Washington DC for 7 years and moved back to Washington state last year, very happy to be here.

Cammy Hart Anderson noted that Fairfax Monroe delayed opening until December 30th, and will have 34 beds with 16 beds being designated for ITA.

Chair Dahlstedt joined the meeting.

6. Comments from the Public

None

7. Ombuds Report

Chuck Davis, Ombuds provided an overview of the Fall 2015 Ombuds report, located behind Tab 1 in the meeting packet. Chuck was thanked for his report.

8. Report from the Advisory Board – Mark McDonald, Chair

Mark McDonald announced the Advisory Board report is located behind Tab 2, the Board met on December 1st and David Kincheloe will be Chair for 2016 and Carol Ann Sullivan will be Vice Chair. Mark noted the Advisory Board still has concerns about Rainbow Center in Bellingham. Joe added that as a result of the concerns raised by the Advisory Board, NSMHA will shorten the contracts, developing guidelines for the three peer centers to ensure that they are recovery oriented.

Joe said he wanted to publicly thank Mark for his service to the Advisory Board and all that they had accomplished under his leadership.

9. Committee Reports

Joe announced that the Planning Committee and Quality Management Oversight Committee have not met since the last meeting of this Board.

10. Report from the Executive/Personnel Committee – Chair Dahlstedt

Chair Dahlstedt announced the committee assignments from 2015 would roll over to 2016 as follows:

Chair: Ken Dahlstedt, Skagit County

Vice Chair: Jill Johnson, Island County

Executive/Personnel Committee: Ken Dahlstedt, Jill Johnson and 1 vacancy to fill

Finance Committee: Ken Mann, Jamie Stephens, Cammy Hart Anderson

Planning Committee: Anne Deacon

Quality Management Oversight Committee: Anji Jorstad

11. Report from the Executive Director

Joe directed the group to Tab 3 and reviewed the Executive Director report with the Board which included State and Legislative updates, State review of BHO Plans, BHO Planning update, Interlocal Agreement – LLC transition, North Cascades Behavioral Health facilities relocation efforts, North Sound Accountable Community of Health and the Western State Hospital Waiting list.

Joe noted that San Juan, Skagit and Whatcom counties have all approved the Interlocal Agreement for our conversion to a LLC. It is on the agenda for Island County next week. Cammy added that Snohomish County is scheduled to address it this month and there is no indication that there will be any concerns or delay at this time.

12. Report from the Finance Officer

Bill Whitlock directed the group to Tab 4 and reviewed the Finance Officer's report and addressed changes in the recommended budget from when originally presented in October; noting the change in the Parent Partner from an employee to a contractor and due to uncertainty in revenue. Bill was thanked for his report.

13. Report from the Finance Committee

Cammy Hart Anderson reported the Finance Committee met prior to this meeting and reviewed payroll and claims. Cammy Hart-Anderson moved approval of the Consent Agenda, motion #15-110, seconded by Jill Johnson, all in favor, **motion carried, #15-110.**

14. Consent Agenda – Finance Committee, Motion #15-110

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, the item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

To review and approve the North Sound Mental Health Administration's claims paid from November 1, 2015 through November 30, 2015 in the amount of \$7,162,331.39. Payroll for the month of November in the amount of \$180,984.97 and associated employer benefits in the amount of \$105,457.62.

15. Action Items

NSMHA 2016 Recommended Operating Budget

Motion #15-111

To approve the Recommended NSMHA 2016 Operating Budget as presented.

Joe noted the Advisory Board recommended approval of the 2016 Operating Budget. Jill Johnson moved approval, seconded by Cammy Hart-Anderson, all in favor, **motion carried.**

MTM Services

This agreement is to engage MTM services in consultation with NSMHA and its network providers to conduct a gap analysis. The analysis will be assessing Access processes through the first appointment; the consultation will encompass a data capture and process flow chart to determine where gaps occur in the process.

Motion #15-112

MTM-NSMHA-CONSULTATION AGREEMENT-15-16 for the purpose of determining whether NSMHA should implement processes that will improve engagement and prescription services in the region. The maximum consideration is up to \$32,120 with the term of the agreement January 1, 2016 through December 31, 2016.

Joe provided an explanation for motion #15-112. Cammy Hart Anderson moved approval, seconded by Regina Delahunt, all in favor, **motion carried, #15-112.**

Professional Service Contracts

- Continuation of Dr. Brown's consultation services
- Continuation of Turner HR consultation services
- Continuation of Lake Whatcom housing for Western State Hospital/community hospital discharges
- Consumers Voices are Born (CVAB) will be managing the regional Peer Network and conducting a Certified Peer Counselor training

Motion #15-113

To approve the following Professional Service Contracts:

NSMHA-BROWN-PSC-16

NSMHA-TURNER HR-PSC-16

NSMHA-LWC-HOUSING-PSC-16

NSMHA-CVAB-PSC-15-16

David Kincheloe moved approval of motion #15-113, seconded by Regina Delahunt, opened for discussion and Chair Dahlstedt called for the vote, all in favor, **motion carried, #15-113.**

Contract details for Motion #15-113:

NSMHA-BROWN-PSC-16 for the purpose of providing ongoing psychiatric consultation to NSMHA staff. The maximum consideration for this contract is \$60,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-TURNER HR-PSC-16 for the purpose of providing ongoing Human Resource consultation to NSMHA. The maximum consideration for this contract is \$7,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-LWC-HOUSING-PSC-16 for the purpose of providing transitional housing to individuals discharging from psychiatric inpatient and Western State Hospital to Whatcom County. The maximum consideration on this contract is \$36,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-CVAB-PSC-15-16 for the purpose of implementing a regional peer network and conducting a regional Certified Peer Counselor training. The maximum consideration on this agreement is \$30,000 with the term of the agreement January 1, 2016 through December 31, 2016.

County Administrative Contracts

Motion #15-114

To approve the following contracts:

NSMHA-ISLAND COUNTY-ADMIN-16

NSMHA-SAN JUAN COUNTY-ADMIN-16

NSMHA-SKAGIT COUNTY-ADMIN-16

NSMHA-WHATCOM COUNTY-ADMIN-16

Joe explained motion #15-114 noting that Snohomish County is on a different cycle as they are also a provider and their administrative funding is included in their provider contracts. Barbara LaBrash moved approval, seconded by Regina Delahunt, all in favor, **motion carried, #15-114.**

Contract details for Motion #15-114

NSMHA-ISLAND COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$260,697 with a term of January 1, 2016 through December 31, 2016.

NSMHA-SAN JUAN COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$261,000 with a term of January 1, 2016 through December 31, 2016.

NSMHA-SKAGIT COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$392,412 with a term of January 1, 2016 through December 31, 2016.

NSMHA-WHATCOM COUNTY-ADMIN-16 for the provision of coordination and collaboration with the county in respect to the delegated functions and housing services for individuals with mental illness. Funding for this Agreement is \$395,376 with a term of January 1, 2016 through December 31, 2016.

Rainbow Center

This is an amendment to provide continued funding to the Rainbow Recovery Center.

Motion #15-115

To approve WHATCOM COUNTY-NSMHA-INTERLOCAL-14-15 Amendment 2 for the purpose of providing the funding for the Rainbow Recovery Center in Whatcom County. The maximum consideration is \$100,000 with a term of January 1, 2016 through December 31, 2016.

Joe discussed motion #15-115 noting this was to accept the funding from Whatcom County to fund Rainbow Center. David Kincheloe moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-115.**

Fund Balance

This is to set aside 2015 excess Medicaid Fund Balance for services outlined in our BHO Plan submitted to the State October 30, 2015.

Motion #15-116

The NSMHA Board of Directors moves to commit \$12 million Medicaid dollars of the 2015 fund balance for the following areas:

- 1) Behavioral Health Organization planning and infrastructure development.
- 2) Pay for projected expenditures in excess of projected revenues during the first two years of operating the Substance Use Disorder system in the North Sound region.

Joe discussed the Fund Balance with the Board and noted the spending plan spreadsheet is included behind Tab 5. Barbara LaBrash moved approval, seconded by Jill Johnson, all in favor, **motion carried, #15-116.**

Telepsychiatry Service Provider

NSMHA has released a Request for Proposals (RFP) to solicit qualified organizations to establish a Telepsychiatry Network in the North Sound Region. NSMHA is requesting the Executive Director have the authority to enter into a contractual agreement with the successful bidder at the conclusion of the RFP.

Motion #15-117

To authorize the Executive Director to contract with the successful bidder at the conclusion of the RFP for Telepsychiatry Services.

Joe discussed motion #15-117. David Kincheloe moved approval, seconded by Jill Johnson, all in favor, **motion carried, #15-117.**

Designated Mental Health Professional

NSMHA is amending this contract to add funding for an additional DMHP.

Motion #15-118

To approve NSMHA-SNOHOMISH COUNTY-SMHC-13-15 Amendment 5 for the purpose of allocating the funding for the addition of another DMHP in the amount of \$97,309 for a new maximum consideration of \$1,284,228 with the term of the agreement remaining the same October 1, 2013 through March 31, 2016.

Joe and Cammy discussed motion #15-118 with the group. Jill Johnson moved approval, seconded by Barbara LaBrash, all in favor, **motion carried, #15-118.**

16. Introduction Items

Compensation Works

NSMHA-COMPENSATION WORKS-PSC0-15 Amendment 1 for the purpose of increasing the funding by \$2,500 for consultation on the classifying and leveling of positions. The new maximum consideration on this agreement is \$17,500 with a new end date of March 31, 2016.

17. Adjourn

Chair Dahlstedt thanked everyone for their participation and hard work, wished all a happy holiday season and noted the next meeting would be held on Thursday, January 14, 2016.

Respectfully submitted:

Annette Calder
Executive Assistant

Next Meeting: January 14, 2016