

**NORTH SOUND BEHAVIORAL HEALTH ORGANIZATION
COUNTY AUTHORITIES EXECUTIVE COMMITTEE**

July 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 June 9, 2016, Motion #16-70 – Chair Dahlstedt 5-9**
4. **Comments & Announcements from the Chair**
5. **Reports from Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – David Kincheloe, Chair Tab 1**
8. **Committee Reports**
9. **Report from the Executive Director Tab 2**
10. **Report from the Finance Officer Tab 3**
11. **Report from the Governance Operations Committee**
 - **Consent Agenda – Ken Mann – Motion # 16-71**

All matters listed with the Consent Agenda have been distributed to each Member for reading and study, are considered to be routine, and will be enacted by one action of the Executive Committee 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 Member.

To review and approve the North Sound Mental Health Administration’s claims paid from June 1, 2016 through June 30, 2016 in the amount of \$7,816,230.74. Payroll for the month of June in the amount of \$221,175.47 and associated employer benefits in the amount of \$178,481.55.

12. Action Items

Ratification

The following motions are being presented to the North Sound BHO Executive Committee for ratification. The contracts went into effect when signed by all parties (“effective date”) and are fully enforceable. These contracts will terminate if not ratified by the Executive Committee at their next regular meeting after the contracts effective date.

County Administrative Contracts

Island, San Juan, Skagit & Whatcom will be receiving the allocation of the Housing Assistance with Peer Supports (HARPS) funding for housing vouchers. This funding is for individuals with SUD/Mental Health

disorders who are homeless exiting inpatient treatment facilities. Snohomish County has chosen to allocate their HARPS voucher funds to Compass Health.

All five (5) counties are receiving additional Medicaid funding. The funding will be used to plan, collaborate and coordinate with the North Sound BHO in service delivery in the respective counties.

Motion #16-72

To ratify the following contracts:

- NORTH SOUND BHO-ISLAND COUNTY-ADMINISTRATION-16 Amendment 1
- NORTH SOUND BHO-SAN JUAN COUNTY-ADMINISTRATION-16 Amendment 1
- NORTH SOUND BHO-SKAGIT COUNTY-ADMINISTRATION-16 Amendment 1
- NORTH SOUND BHO-SNOHOMISH COUNTY-MEDICAID-16 Amendment 1
- NORTH SOUND BHO-WHATCOM COUNTY-ADMINISTRATION-16 Amendment 1

Contract details for motion #16-72:

NORTH SOUND BHO-ISLAND COUNTY-ADMINISTRATION-16 Amendment 1 for the purpose of planning, collaborating and coordinating service delivery in Island County. The increase to this contract is \$56,124 with a new maximum consideration of \$316,821 with the term remaining the same January 1, 2016 through December 31, 2016.

NORTH SOUND BHO-SAN JUAN COUNTY-ADMINISTRATION-16 Amendment 1 for the purpose of planning, collaborating and coordinating service delivery in San Juan County. The increase to this contract is \$42,993 with a new maximum consideration of \$303,993 with the term remaining the same January 1, 2016 through December 31, 2016.

NORTH SOUND BHO-SKAGIT COUNTY-ADMINISTRATION-16 Amendment 1 for the purpose of planning, collaborating and coordinating service delivery in Skagit County. The increase to this contract is \$71,280 with a new maximum consideration of \$463,692 with the term remaining the same January 1, 2016 through December 31, 2016.

NORTH SOUND BHO-SNOHOMISH COUNTY-MEDICAID-16 Amendment 1 for the purpose of planning, collaborating and coordinating service delivery in Snohomish County. The increase to this contract is \$572,880 with a new maximum consideration of \$3,407,088 with the term remaining the same April 1, 2016 through March 31, 2018.

NORTH SOUND BHO-WHATCOM COUNTY-ADMINISTRATION-16 Amendment 1 for the purpose of planning, collaborating and coordinating service delivery in Whatcom County. The increase to this contract is \$98,109 with a new maximum consideration of \$493,485 with the term remaining the same January 1, 2016 through December 31, 2016.

Professional Service Contracts

Evergreen Recovery Center; this contract is to provide start-up funding for the expansion of SUD residential services in Skagit County. This building needs major renovations in order to meet the Department of Health licensing requirements. To provide start-up funding for Evergreen Recovery Center to open a 16 bed detox unit in the City of Lynnwood. Currently there is not sufficient capacity for detox services in the North Sound Region. This facility would be the second detox in our Region.

Motion #16-73

To ratify the following contract:

- NORTH SOUND BHO-EVERGREEN RECOVERY CENTER-PSC-16
- NORTH SOUND BHO-EVERGREEN DETOX CENTER-PSC-16

Contract details for motion #16-73:

NORTH SOUND BHO-EVERGREEN RECOVERY CENTER-PSC-16 for the purpose of building renovation and program development of a SUD residential service program in Skagit County. The maximum consideration on this contract is \$2,300,000 with a term of July 1, 2016 through March 31, 2017.

NORTH SOUND BHO-EVERGREEN DETOX CENTER-PSC-16 for the purpose of building renovation and program development of a SUD detox service program in Snohomish County. The maximum consideration on this contract is \$1,585,000 with a term of July 1, 2016 through March 31, 2017.

HARPS, Triage, Residential and Outpatient

Compass Health is receiving the allocation for HARPS team funding and the voucher funds from Snohomish County. Compass Health is receiving additional funds for the increase in cost of doing business at both triage/crisis centers. Compass Health BHSC and Medicaid contracts are being amended to increase funding for the residential facilities in Snohomish County. A contract to provide funds to re-establish a facility in Island County for mental health outpatient services.

Motion #16-74:

To ratify the following contracts:

NORTH SOUND BHO-COMPASS HEALTH-HARPS-16-18 Amendment 1

NORTH SOUND BHO-COMPASS HEALTH-TRIAGE-16-18 Amendment 1

NORTH SOUND BHO-COMPASS HEALTH-BHSC-16-18 Amendment 1

NORTH SOUND BHO-COMPASS HEALTH-MEDICAID-16-18 Amendment 1

NORTH SOUND BHO-COMPASS HEALTH-PSC-16

Contract details for Motion #16-74:

NORTH SOUND BHO-COMPASS HEALTH-HARPS-16-18 Amendment 1 for the purpose of providing housing assistance to individuals who are homeless discharging from inpatient facilities. The maximum consideration on this contract is \$625,296 for 12 months of the 21 month term of July 1, 2016 through March 31, 2018.

NORTH SOUND BHO-COMPASS HEALTH-TRIAGE-16-18 Amendment 1 for the purpose of providing crisis stabilization services in Snohomish and Whatcom Counties. The increase to the contract is \$1,514,704 for a new maximum consideration of \$9,563,976 with the term remaining the same April 1, 2016 through March 31, 2018.

NORTH SOUND BHO-COMPASS HEALTH-BHSC-16-18 Amendment 1 for the purpose of increasing the funding to this contract by \$191,151.86 for a new maximum consideration of \$10,597,447.98 with the term of the contract remaining the same, April 1, 2016 through March 31, 2018.

NORTH SOUND BHO-COMPASS HEALTH-MEDICAID-16-18 Amendment 1 for the purpose of increasing the funding to this contract by \$616,672 for a new maximum consideration of \$53,074,672 with the term of the contract remaining the same, April 1, 2016 through March 31, 2018.

NORTH SOUND BHO-COMPASS HEALTH-PSC-16 for the purpose of building renovation and relocation of mental health services in Island County. The maximum consideration on this contract is \$301,866 with a term of July 1, 2016 through December 31, 2016.

Authorized Signatories

Motion #16-75

To approve adding Michael White, IT Administrator, as a signing authority on North Sound BHO's accounts at Skagit County Auditor's Office, Skagit County Treasurer's Office and the bank accounts at Skagit State Bank for: Petty Cash, Advanced Travel and the employee Flexible Spending Account. The designated North Sound BHO signatories shall have the authorization privileges for disbursements over Petty Cash, Advanced Travel and Flexible Spending accounts, vouchers, payroll and investing. Other authorized signors remain the same: Joe Valentine, Executive Director, Elizabeth Ann Kruse, Deputy Director and Lisa Grosso, Operations Manager and Margaret Rojas, Contracts Manager.

13. Discussion Item

14. Adjourn

Next meeting: September 8, 2016

**NORTH SOUND BEHAVIORAL HEALTH ORGANIZATION
COUNTY AUTHORITIES EXECUTIVE COMMITTEE**

June 9, 2016
1:30 PM

MINUTES

Committee Members Present:

Ken Dahlstedt, Skagit County Commissioner, North Sound BHO Executive Committee Chair
Ken Mann, Whatcom County Council member
Jamie Stephens, San Juan County Council member
Cammy Hart-Anderson, representing Snohomish County Executive, Dave Somers
Regina Delahunt, representing Whatcom County Executive, Jack Louws
Jackie Henderson, representing Island County Commissioner, Jill Johnson
Robert Knoll, representing Snohomish County Council member, Brian Sullivan
Tyler Verda, representing Snohomish County Council member, Hans Dunshee
Geoffrey Thomas, representing Snohomish County Council member, Stephanie Wright

Staff Present:

Joe Valentine, Betsy Kruse, Bill Whitlock, Sharon Toquinto, Annette Calder

Guests:

None

1. Call to Order; Introductions – Chair Dahlstedt

Chair Dahlstedt opened the meeting and welcomed everyone; introductions were made.

2. Revisions to the Agenda – Chair Dahlstedt

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

3. Approval of Minutes of May 12, 2016

Chair Dahlstedt asked if there were any changes to the minutes of May 12, 2016; there were none. Geoffrey Thomas moved approval, seconded by Ken Mann, all in favor, **motion carried, #16-63.**

4. Comments & Announcements from the Chair

Chair Dahlstedt announced that during the filing period no one filed to run against him and this will be his 5th term, noting that no one in the history of Skagit County has had 5 terms as Commissioner.

5. Reports from Members

Cammy Hart Anderson announced that they released an RFP to solicit an architect to modify an existing facility to become a behavioral health residential facility designed in such a manner that it could change use depending on future needs.

Jamie Stephens noted he is participating in a stakeholder group convened by Representatives McBride and Nealey regarding public records reform, and hopefully the outcome will be recommendations that streamline the public records request process and make it more effective.

6. Comments from the Public

None

7. Report from the Advisory Board

Chair Dahlstedt noted that the Advisory Board report is located behind Tab 1. Joe added that the Advisory Board is holding its annual retreat on July 5th. The Advisory Board is also sponsoring the Poster and Poetry contest again and submissions are due in August.

8. Committee Reports

It was noted the Quality Management Oversight Committee (QMOC) report was located behind Tab 2.

9. Report from the Executive Director

Joe directed the group to Tab 3 and reviewed the Executive Director report with the group. His report included updates on the Governor's Behavioral Health Integration Workgroup and its 3 subcommittees. Joe reviewed the progress report on the group he chairs, the Crisis & Non-Medicaid Services Subcommittee.

Joe also reported on Behavioral Health Facilities Planning and reviewed the PowerPoint from the community stakeholder meeting held on June 3rd, Opioid Addiction Reduction Plan, the External Quality Review of our agency by Qualis, and the New BHO Mission, Vision and Values. Discussion took place throughout and Joe was thanked for his report.

10. Report from the Finance Officer

Bill Whitlock directed the group to Tab 4 and reviewed the May Financial Notes with the committee, discussing the revenues, expenditures, fund balances and issues with Western State Hospital. Bill asked the group to turn to Tab 7 and reviewed the Budget Adjustment for the 2015 operating budget with the committee. Bill also addressed the annual financial statements, noting the fund balance has increased. Bill was thanked for his report.

11. Report from the Governance Operations Committee

- **Consent Agenda – Ken Mann – Motion # 16-64**

All matters listed with the Consent Agenda have been distributed to each Member for reading and study, are considered to be routine, and will be enacted by one action of the Executive Committee 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 Member.

To review and approve the North Sound Mental Health Administration's claims paid from May 1, 2016 through May 31, 2016 in the amount of \$12,130,010.18. Payroll for the month of May in the amount of \$225,010.81 and associated employer benefits in the amount of \$135,842.57.

Ken Mann reported the Governance Operations Committee met today, reviewed all claims paid and payroll before the committee today and moved approval of the Consent Agenda, seconded by Jamie Stephens, all in favor, **motion carried, #16-64.**

Chair Dahlstedt said the committee also reviewed the budget motion 16-69, the financial statements, under RCW 42.30.110(g) had an Executive Session to review the performance of the Executive Director and will address this under motion #16-67.

12. Action Items

Ratification

The following motion is being presented to the North Sound BHO Executive Committee for ratification. The contracts went into effect when signed by all parties ("effective date") and are fully enforceable. These

contracts will terminate if not ratified by the Executive Committee at their next regular meeting after the contracts effective date.

Behavioral Health State Contract

Snohomish County is requesting additional funding for a Supervisor Position in the ITA program due to an increased workload.

Motion #16-65

To ratify the following contract:

NORTH SOUND BHO-SNOHOMISH COUNTY-BHSC-16-18

Joe discussed motion #16-65. Ken Mann moved approval, seconded by Jackie Henderson, all in favor, **motion carried, #16-65.**

Contract details for Motion #16-65:

NORTH SOUND BHO-SNOHOMISH COUNTY-BHSC-16-18 for the purpose of increasing funding by \$317,160 for a new maximum consideration of \$5,022,751.50 with the term of the contract remaining April 1, 2016 through March 31, 2018.

North Sound BHO Pay Structure

Based on the market survey completed by the consulting firm of Compensation Works, the North Sound BHO is recommending the approval and implementation of the salary grid for all staff.

Motion #16-66

To approve the recommended salary structure for implementation on July 1, 2016.

Joe noted this was introduced last month, the compensation survey tried to align pay for our positions with the market and our budget can accommodate the increase.

Jackie Henderson moved approval, seconded by Ken Mann, and opened for discussion; Jamie Stephens noted that he was glad the organization did this and had an outside firm do this as it helps to ensure the agency stays competitive. Chair Dahlstedt called for the vote, all in favor, **motion carried, #16-66.**

Pay Structure for Executive Director

At the direction of the Executive Committee, the consulting firm of Compensation Works provided recommendations on Executive pay based on a market analysis. At the request of the Executive Committee the North Sound BHO has developed minimum, mid-point and maximum compensation ranges based on the work of the consultant. The proposals have been provided to the Governance Operations Committee for review.

Motion #16-67

To approve the Governance Operations Committee's recommendation on Executive pay based on the work of the consultant for implementation on July 1, 2016.

Chair Dahlstedt said the Governance Operations Committee is recommending implementing proposal #2, \$140,000.04 annually starting July 1st for one year and proposal #3 would be considered the next year. Jamie Stephens added that this agency needs to be prepared for the future and ensure pay is commensurate with director positions of this nature. Cammy Hart-Anderson moved approval, seconded by Ken Mann, all in favor, **motion carried, #16-67.**

Staffing Request

The North Sound BHO IS/IT team has identified a need for a Data Integrity Analyst to work specifically with the data submissions to the state to ensure data is timely, without error and reconciled prior to submission. The budget impact of adding this position is negligible for the remainder of 2016. This position will be placed on the new pay scale at Grade 35 with a range of \$60,576-\$76,674.

Motion #16-68

To approve the recommendation of the North Sound BHO in developing a new position of Data Integrity Analyst.

Joe discussed the need for this position. Cammy Hart Anderson moved approval, seconded by Jackie Henderson, all in favor, **motion carried, #16-68.**

Budget Amendment

This is to recognize payments for the new office lease and the proceeds from a long term note with the new landlord. Attached is a copy of our financial report called Statement of Revenue, Expenditures and Changes in Fund Balance. It shows Other Financing Sources proceeds from a long term note in the amount of \$306,656.

Motion #16-69

To approve the following transfers of funds in the NSMHA 2015 Operating Budget

Decreasing Salaries in the amount of \$100,000
Decreasing Personnel Benefits in the amount of \$100,000
Decreasing Professional Services in the amount of \$124,656
Increasing Debt Service \$18,000
Increasing Machinery and Equipment \$306,656

Bill noted this moves funding between categories in the North Sound operating budget. Cammy Hart Anderson moved approval of motion #16-69, seconded by Jamie Stephens, all in favor, **motion carried, #16-69.**

13. Discussion Item

North Sound BHO will be developing a Request for Qualifications for an expansion of SUD services. The RFQ will encourage applicants to become dually certified and be innovative in service delivery. The expansion will accomplish the following:

- Diversify the geographic availability of services
- Acquire specialty service providers
- Increase access to Opiate Substitution Treatment
- Increase access to Recovery Housing
- Increase access to withdrawal management services, and
- Increase overall access to outpatient services.

Joe and Sharon addressed the committee about the reason for letting the RFQ and group discussion took place. Jackie Henderson added that at the County Coordinators meeting last week it was discussed about how to be more innovative in service delivery, how to incentivize providers to serve remote or underserved areas, etc. Group discussion took place on recovery housing, models and/or options for recovery housing. Jackie Henderson suggested adding to the RFQ for providers to work with the counties on housing efforts.

14. Adjourn

Chair Dahlstedt thanked everyone for attending and adjourned the meeting at 2:30 p.m.

Respectfully submitted:

Annette Calder
Executive Assistant

Next meeting: July 14, 2016