

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

June 14, 2012
1:30 PM

AGENDA

Page #/Tab

1. **Call to Order; Introductions – Chair Kershner**
2. **Revisions to Agenda – Chair Kershner**
3. **Approval of Minutes– Chair Kershner Motion #12-015**
 - **To review and approve the minutes May 10, 2012..... 5-11**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – Candy Trautman, Chair**
8. **Report from the Executive/Personnel Committee – Dave Gossett, Chair**
9. **Report from the Quality Management Oversight Committee – Anne Deacon, Chair**
10. **Report from the Planning Committee – Regina Delahunt, Chair.....Tab 1**
Motion #12-016

Move to encumber \$7,500,000 for special projects (\$3,126,265 in state funds and \$4,373,735 in Medicaid funds) as outlined by the priority categories below. NSMHA staff will commence with a procurement process as prescribed by the agency purchasing policies as soon as possible using one of the methods shown in the table below. For funds that will be distributed through an RFP process, a committee will review and rank the proposals received. The actual allocation of funds to proposals received for each of the categories may have to change depending on the mix of state and Medicaid funds that would be allowed/needed to fund the proposals. These recommendations will be brought to the Board of Directors for approval and contracting.
11. **Report from the Executive Director – Joe Valentine, Executive Director**
12. **Report from the Finance Officer – Bill Whitlock, Fiscal Officer Tab 2**
13. **Report from the Finance Committee – Ken Stark, Chair**

14. Consent Agenda – Finance Committee Motion #12-017

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 May 1, 2012 through May 31, 2012 in the amount of \$3,665,386.14. Payroll for the month of May in the amount of \$121,761.36 and associated employer paid benefits in the amount of \$56,692.20.

15. Action Items

Motion #12-018

To approve the following:

To reimburse Compass Health \$107,548.56 for 18 months of E&T rental (1/1/11 to 6/30/12) to Snohomish County facilities department and \$61,664.76 for 12/16th of the last 18 months of the Green House rental (1/1/11 to 6/30/12) to Snohomish County facilities department.

Motion #12-019

To approve the following:

To add the monthly rental fee of \$5,975 to the E&T payment contract. Adjust the annual Green House budget to \$834,166 based on 16 beds. Convert the PACT, Aurora House, Haven House and Green House to daily rates, to be reconciled two months after the month of service. The daily rates are as follows; PACT \$43.67, Aurora House \$181.63, Haven House \$116.42, Green House \$150.35 starting July 1, 2012. Total Medicaid contract \$24,380,634. Total state funds contract \$10,978,326.

Motion #12-020

To approve the following **Mental Health Block Grant (MHBG) Contracts:**..... Tab 3

NSMHA-SAN JUAN HUMAN & COMMUNITY SERVICES-MHBG-11-12 AMENDMENT 1

NSMHA-ISLAND COUNTY-MHBG-11-12 AMENDMENT 1

NSMHA-HOPE OPTIONS-MHBG-11-12 AMENDMENT 1

NSMHA-OPPORTUNITY COUNCIL ADULT-MHBG-11-12 AMENDMENT 1

NSMHA-OPPORTUNITY COUNCIL YOUTH-MHBG-11-12 AMENDMENT 1

NSMHA-SENIOR SERVICES of SNOHOMISH COUNTY-MHBG-11-12 AMENDMENT 1

NSMHA-SKAGIT COUNTY-MHBG-11-12 AMENDMENT 1

NSMHA-SNOHOMISH COUNTY-MHBG-11-12 AMENDMENT 1

**NSMHA-WHATCOM COUNSELING & PSYCHIATRIC (WCPC) RAINBOW RECOVERY
MHBG-11-12 AMENDMENT 1**

To approve NSMHA-SAN JUAN HUMAN & 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.

To approve 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.

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.

Motion #12-021

To approve the following **CHILDREN'S ADMINISTRATION Contracts:**

NSMHA-DSHS-NSMHA-SKAGIT WRAPAROUND PILOT-12-13

NSMHA-DCFS-NSMHA-SKAGIT WRAPAROUND PILOT-12-13

NSMHA-DCFS-NSMHA-INTENSIVE WRAPAROUND-12-13

(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.

Motion #12-022

County Contract:

To approve the 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

Motion #12-023

Medicaid Contract:

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.

Motion #12-024

State Mental Health Contract:

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.

16. Introduction Items

17. Adjourn

Next Meeting: July 12, 2012

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

**May 10, 2012
1:30 PM**

MINUTES

Board Members Present:

Dave Gossett, Snohomish County Council member, NSMHA Board of Directors Vice Chair
Jamie Stephens, San Juan County Council
Helen Price-Johnson, Island County Commissioner
Ken Dahlstedt, Skagit County Commissioner
Ken Stark, designated alternate for Snohomish County Executive, Aaron Reardon
Regina Delahunt, designated alternate for Whatcom County Executive, Jack Louws
Anne Deacon, designated alternate for Kathy Kershner, Whatcom County Council member
June LaMarr, designated alternate for Sheryl Fryberg, The Tulalip Tribes
Candy Trautman, NSMHA Advisory Board Chair
Mark McDonald, NSMHA Advisory Board Vice Chair

Staff Present:

Joe Valentine, Bill Whitlock, Greg Long, Barbara Jacobson, Margaret Rojas, Annette Calder

Guests:

Chuck Davis, Kim Olander-Mayer, Dean Wight, Mike Manley, Scott Hohne, Mr. Hohne, Gretchen Peterson, Terry Ann Gallagher, Emily Wilcox, Richard Baillie, Troy Husband

1. Call to Order; Introductions

Chair Gossett called the meeting to order at 1:30. Chair Gossett welcomed everyone and introductions were made.

2. Revisions to Agenda

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

3. Approval of Minutes

Chair Gossett asked if there were any changes or additions to the minutes of the March 8th Board of Directors meeting; there were none. Mr. Dahlstedt moved approval of the March 8th minutes, seconded by Ms. Price-Johnson, all in favor, **motion carried, #12-009.**

4. Comments & Announcements from the Chair

Chair Gossett presented certificates and prizes to the winners of the Poster and Poetry Contest. Chair Gossett welcomed the winners of the Poster and Poetry contest. Chair Gossett noted that Marc Wynn, 1st place winner of the poster contest could not be here today, but he read a statement from Mr. Wynn.

Chair Gossett announced Scott Hohne was the first prize winner of the poetry contest and presented him with a certificate and his prize. Scott said a few words about his poem and his father read the poem for the group.

Second prize poster contest winner, Gretchen Peterson, was presented a certificate and her prize by Chair Gossett. Gretchen thanked everyone. Terry Ann Gallagher won second prize in the poetry contest, Chair Gossett presented her certificate and prize. Terry Ann thanked everyone and read her poem to the group.

Emily Wilcox, Executive category poster winner, was presented her certificate and prize by Chair Gossett. Emily said a few words about her poster. Richard Baillie, Executive category poetry winner, was presented a certificate and his prize by Chair Gossett. Richard read his poem to the group.

Chair Gossett thanked and congratulated the winners and announced that the first prize in each category will be printed.

5. Reports from Board Members

None

6. Comments from the Public

Dean Wight, Executive Director of Whatcom Counseling and Psychiatric Clinic addressed the Board regarding the Fund Balance distribution process. Dean said the issue is if the money is not obligated by June 30th the state could take the funds back. Dean said he wanted to note that the statement by NSMHA staff recommending that these funds not be used for services provided prior to now. Dean noted a reduction in inpatient claims contributed to the fund balance as the RSN predictions were high even, though we closed an Evaluation and Treatment center. Dean stated that this is in part due to outpatient providers working to reduce hospitalizations. Dean asked the Board not rule out allocations for services provided prior to this date as rates that were set by the RSN 5 years ago have not increased, despite the fact that costs have increased. Dean asked that the Board not rule out entirely the possibility of using some of the funds for retro-active payments, as about 60% of the fund balance is Medicaid funds, etc. As an alternative to giving the dollars back to the state, to please consider the possibility that the providers be recognized for their efforts in calendar year 2011 by allocating some of the funds for retro-active payments.

Kim Olander-Mayer and Chuck Davis provided a comprehensive PowerPoint presentation of the Ombuds Spring 2012 Report. Kim said if there is any information the Board would like to see included in this report to please let them know. Kim explained the report key for the group. Questions and answers took place throughout the presentation. A copy of the presentation is attached to the file copy as part of the official record. Chuck and Kim were thanked for their report.

7. Report from the Advisory Board

Candy Trautman reported:

- The Advisory Board met on May 1st and the following items were discussed:
 - Upcoming Conferences – Tribal, Behavioral Healthcare and NAMI National.
 - They welcomed the new NSMHA Executive Director, Joe Valentine.
 - David Kincheloe gave a brief report regarding Integration of Healthcare in Whatcom County.
 - Margaret reviewed Mental Health Block Grant (MHBG) Expenditures.
 - The Advisory Board will hold a retreat July 10th at the Northwest Educational School District Building in Anacortes. A major topic will be recruiting membership.
 - County vacancies were discussed.
 - Jeannette Anderson resigned from the Advisory Board effective April 24th.
- The following reports were given:
 - Executive Directors
 - Finance Committee

- Executive Committee
 - Quality Management Oversight Committee (QMOC)
 - Individual County Representative
 - The Fund Balance was introduced and reviewed.
 - Attended two Open Houses recently, Skagit County Care Center and REACH in Mount Vernon
- Candy was thanked for her report.

8. Report from the Executive/Personnel Committee

Dave Gossett reported:

- The Executive/Personnel Committee met today and have a couple of items to address
- Fund Balance issue will be addressed under the Executive Directors report
- Chair of the Board is looking at some committee assignments and there may be action on that in the future

9. Report from the Quality Management Oversight Committee

Anne Deacon reported:

- QMOC met on April 25th
- Allen-Marr Settlement Review: The “Allen-Marr reviews” grew out of a settlement reached in a class-action lawsuit. The suit was brought on behalf of people held in state psychiatric hospitals who have developmental disabilities and who have not been able to return to their communities for lack of necessary services. In NSMHA’s region there are 40 people who are members of this “class”. The reviews are to ensure that there is real coordination of care between DDD, mental health and other services. One of the cases is reviewed each quarter to look at this. Tom Yost gave this annual report; and from this report will come recommendations for providers to address.
- Second Opinion Report: Kurt presented the report on the second opinions that were requested and completed in the third and fourth quarters of 2011. He noted that there were 14 requests and all were scheduled and completed within the 30 day timeframe that is required in the WACs.
- Critical Incident Report: Kurt presented the report on critical incidents that were received in the third and fourth quarters of 2011; 22 incidents were reported. Critical incidents are reported by provider agencies when a consumer in the region is involved in something such as violent act or is a victim of abuse or neglect. Tracking these incidents allows the state and the region to look at any trends and to be aware of these types of things.
- CA/LOCUS Inter-rater Reliability Development Process: The Child & Adolescent Level of Care Utilization System (CALOCUS) and Level of Care Utilization System (LOCUS) are the tools we use in the region (adopted in 2007) to make consistent decisions in matching treatment resources to individuals’ needs. Clinicians using these tools are tested annually and NSMHA will now have an online tool where they can test and be scored without supervisors having to oversee the process; saving provider’s time and resources.
- LR (Less Restrictive Order)/CR’s (Conditional Release) - Inpatient/Outpatient provider procedures: Policy 1562 – Monitoring of Less Restrictive Orders was discussed and reviewed as there were recent questions from providers regarding coordination with inpatient facilities and DMHP (Designated Mental Health Professional) offices for persons placed on less restrictive orders. NSMHA has requested that providers let them know of any cases where they have had issues around the coordination between inpatient facilities and the providers.
- Policy 1723.00 – Outreach and Involuntary Investigations for Residents of Licensed Care Facilities: This is a new policy for coordinating with licensed care facilities when they have requested an investigation to prevent risk of discharge from the facility or hospitalization of the consumer. It also addresses the resident being able to discharge back to their facility. This policy was approved by QMOC to go forward.

Anne was thanked for her report.

10. Report from the Planning Committee

Regina Delahunt reported:

- The Planning Committee met on April 30th
- Fund Balance Proposals:
 - Discussion on the fund balance proposal summary centered on deciding if this was the best approach to determining allocation and the categories and priorities were discussed as well. There is \$4.4 million in Medicaid and \$3.1 million in State only funds to allocate; the State only funds are much more flexible.
 - The committee would like one time, pilot and ongoing funding columns to be considered and when weighing proposals look at those that have more than one outcome and make sure that there is funding in several categories. The Planning Committee also wants to look at what the counties can bring to the table to leverage funding; particularly in the housing piece. The nine priorities work for the group; though it should be in a document that is more of a general recommendation of the programs or services; then later the allocations can be refined to specific programs or providers.

Regina was thanked for her report.

11. Report from the Executive Director

Joe Valentine reported:

- He is excited to be in this position and appreciated the opportunity the Board gave him to do this. Joe said this is an exciting time and both the risks and opportunities are pretty high right now.
- Acknowledged Greg for the leadership he provided during the transition, he did not miss a beat. There is a lot going on and Greg made sure that things continued to move forward and Joe noted that he really appreciates that.
- Acknowledged the staff, said they have been wonderful in briefing him and getting him up to speed, making sure things kept moving forward. Joe said he has met one-on-one with almost all staff members and is very appreciative of their depth of knowledge and backgrounds. There is a lot of knowledge here.
- Stakeholder meetings: Doing meet and greet meetings with board members, county coordinators, human service directors, provider CEO's and other stakeholders; has a very ambitious schedule for accomplishing this.
- Is soliciting advice and feedback on how do we position NSMHA to be a player in healthcare reform, as there are 3 different things going on simultaneously right now;
 - The state contracting with 5 managed care organizations as of July 1st and the state has required MOU's between health plans and RSN's. Greg and Joe have been actively participating in the state discussions on what should be included in the MOU's. Joe noted that he recommended at the state RSN meeting that we work collectively on a common template. As our staff dig into what this agreement would look like it is raising more and more questions about how will we make sure that people do not fall through the cracks as they move between the RSN system and managed care plans.
 - The state is encouraging counties to agree to have the Dual Eligibles in their counties be enrolled in capitated managed care plans. Those are people that receive both Medicare and Medicaid, and are also the population that have the greatest needs and greatest costs.
 - NSMHA identified its interest in pursuing the idea of establishing a regional healthcare alliance that would give the five counties leverage in dealing with the five health plans as we move towards managed care. Joe will be soliciting ideas about that. Discussed at Executive Committee what we hope to accomplish with that. Joe will work with the County Coordinators and hopes to bring ideas back in the next month or so with a recommendation. We are going to have to figure out how to do this while everything is changing around us.

- How to obligate \$7.5 million dollars of fund balance reserves. Directed the group to Tab 2 of the meeting packet and reviewed it with the Board. He noted that this has been vetted with the Planning Committee, Advisory Board, County Coordinators and staff. The bottom line is that by the end of June we have to have a Board motion that obligates this money. NSMHA received over 19 million dollars in proposals for 7.5 million dollars of funding. Staff is proposing that we will come back to the Board in June with a recommendation to allocate a certain amount of money for some or all of these categories.

Following that, a simple RFP process for one time funding, with conditions included. Proposals will have to clearly identify how money will be used on a one-time basis and how the proposal will be supported after the one-time funding. Another condition would be how the proposal supports evidence based practices. Some funding will be set aside to fund Supported Employment as the state will discontinue funding this July 1st. A little money will be set aside for Dignity and Respect training. One of the priority areas that we all agree on is housing services. County Coordinators agreed that it doesn't make sense to chop the money up into pieces, but rather look at it from a regional perspective and see what other funding sources we can leverage.

NSMHA acknowledges the rates need to be addressed and staff is doing an analysis of this. NSMHA will address this as a part of future development processes. Joe said he discussed this in Executive Committee and one of the critical areas of emphasis that was raised was the Triage Centers. We need to keep in mind that we need to maintain that system. Joe asked the Board if they had any comment on this. Helen Price Johnson had a question regarding retro-active payments, stating that Joe made a clear case about going forward, but didn't address for her why not look back? Joe said if we increase retroactively, then we need to know that we have the money going forward and we do not know that we will have it in order to sustain the increase. It would be better to increase base rates. He said that it is a real iffy time with not knowing our Medicaid rates and how much of our Medicaid funding will go to the Managed Care Plans. Joe noted that the state budgeting process is volatile in that they threaten cuts in the fall and then restore the cuts later.

- Noted that NSMHA has a vacant Quality Specialist position that is approved and funded in our budget for 2012 and NSMHA is going to move forward and fill that position.

Joe was thanked for his report.

12. Report from the Finance Officer

Bill Whitlock reported:

- This is for the April 10, 2012 Financial Report. The Federal Block Grant and DDD (Division of Developmental Disabilities) are low. They have negative variances of \$53,586 and \$59,843 respectively. The state funds have a negative variance of \$27,397 and might be a timing variance, we cannot tell at this time. We received more Medicaid revenue than projected in 2012. This may increase our fund balance issue.
- On the expense side, we have a negative variance of \$469 in the Operating Rentals and Lease and a \$1,577 variance in the Repair and Maintenance budget. At this point, we anticipate these to be timing issues. The inpatient payment budget has a negative variance of \$270,818. We cannot tell at this point if this is a timing or permanent negative variance.
- The State Budget has been passed. The legislators eliminated the B-3 services payment in the Medicaid contract. That represents \$249,090 annually to this Region, or a \$124,545 cut this year starting July 1, 2012.
- We are asking the Board to transfer funds in the 2011 budget. Please transfer \$26,500 out of Professional Services and \$5,000 in Salaries and Wages, \$21,500 into Personnel Benefits in the NSMHA Operating Budget. We would also ask the Board to transfer \$2,800,000 out of Agency/County/Other Services and transfer \$2,800,000 into Inpatient Services payments. This information was sent out in the Board packet.

Bill asked if there were any questions. Mark McDonald asked if any other services that were funded by B-3 were being cut, and Bill said no. Bill was thanked for his report.

13. Report from the Finance Committee

Ken Stark reported:

- The committee met today
- Reviewed all claims paid for March and April.
- The committee is recommending a budget transfer for the 2011 NSMHA Operating Budget by motion **#12-010**. Ken Stark moved 12-010, seconded by Helen Price Johnson, all in favor, **motion carried**.
- Ken Stark moved approval of the consent agenda Motion **#12-011**, seconded by Jamie Stephens, all in favor, **motion carried**.

Motion#12-010

To authorize the following transfers for 2011 NSMHA Operating Budget:

Decrease professional services \$26,500

Increase salaries and wages \$5,000

Increase benefits and taxes \$21,500

Decrease Agency/County/Other Services \$2,800,000

Increase Inpatient Expenditures \$2,800,000

14. Consent Agenda – Finance Committee Motion #12-011

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 March 1, 2012 through March 31, 2012 in the amount of \$ 4,779,942.32. Payroll for the month of March in the amount of \$135,318.28 and associated employer paid benefits in the amount of \$57,644.47.

To review and approve North Sound Mental Health Administration's claims paid from April 1, 2012 through April 30, 2012 in the amount of \$4,537,582.44. Payroll for the month of April in the amount of \$112,010.62 and associated employer paid benefits in the amount of \$58,944.49.

15. Action Items

Motion #12-012

To approve adding Joe Valentine, Executive Director as an authorized signor (replacing Charles Benjamin) on NSMHA's accounts at Skagit County Auditor's and Treasurer's offices and also the bank accounts at Skagit State Bank: Petty Cash, Advanced Travel and the employee Flexible Spending Account. The authorized signors 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: Greg Long, Deputy Director and Annette Calder, Executive Assistant.

Moved for approval by Mr. Stark, seconded by Mr. Stephens, all in favor, **motion carried, #12-012**.

Motion #12-013

To approve having the NSMHA Credit Card reissued in the name of Joe Valentine (replacing Charles Benjamin).

Approval moved by Mr. Stark, seconded by Ms. Trautman, all in favor, **motion carried, #12-013.**

Motion #12-014

To authorize reimbursement to Joe Valentine for relocation expenses up to \$5,000.

Approval moved by Mr. Stark, seconded by Mr. Dahlstedt, all in favor, **motion carried, #12-014.**

16. Introduction Items

None

17. Adjourn

The meeting was adjourned at 2:30.

Respectfully submitted:

Annette Calder
Executive Assistant

Next Meeting: June 14, 2012

NSHMA Fund Balance Motion

Move to encumber \$7,500,000 for special projects (\$3,126,265 in state funds and \$4,373,735 in Medicaid funds) as outlined by the priority categories below. NSMHA staff will commence with a procurement process as prescribed by the agency purchasing policies as soon as possible using one of the methods shown in the table below. For funds that will be distributed through an RFP process, a committee will review and rank the proposals received. The actual allocation of funds to proposals received for each of the categories may have to change depending on the mix of state and Medicaid funds that would be allowed/needed to fund the proposals. These recommendations will be brought to the Board of Directors for approval and contracting.

Proposed Allocation of Funds to Priority Categories

Category	Recommended Funding	Method of Allocation
Decrease Utilization of Inpatient Services	980,000	RFP
Increase Housing Options	2,000,000	Distributed proportionately to counties. Each county will develop a specific proposal based on criteria jointly developed by NSHMA and County Coordinators.
Prepare for Health Care Reform Implementation	1,000,000	RFP
Enhance Emergency Services	2,000,000	RFP
Support and Enhance Triage Services	500,000	Distributed proportionately to counties in the same manner as Housing Option Funding
Support Recovery and Consumer Oriented Services	20,000	Set aside for a contract with a specific vendor for "Dignity and Respect Training
Enhance Outpatient Services	500,000	Set aside for a rate increase to be implemented in the next contract period.
Maintain Supported Employment Services	500,000	Set aside to maintain existing services for a 2 year period.
Total	7,500,000	

TAB 1

North Sound Mental Health Administration

Warrants Paid

May 2012

Type	Date	Num	Name	Amount
Bill Pmt -Check	05/11/2012	361673	A-1 Mobile Lock & Key	-75.74
Bill Pmt -Check	05/11/2012	361674	AA Dispatch	-91.74
Bill Pmt -Check	05/11/2012	361829	Aemmer, Kurt R	-66.08
Bill Pmt -Check	05/11/2012	361702	AT&T	-1,261.06
Bill Pmt -Check	05/11/2012	361751	Bilson, Dan G.	-33.30
Bill Pmt -Check	05/11/2012	361710	Bridgeways	-67,417.00
Bill Pmt -Check	05/11/2012	361696	Calder, Annette M	-14.05
Bill Pmt -Check	05/11/2012	361719	Catholic Community Services	-362,640.25
Bill Pmt -Check	05/11/2012	361694	Chovanec, Angel	-160.00
Bill Pmt -Check	05/11/2012	361736	Comcast	-206.90
Bill Pmt -Check	05/11/2012	361739	Compass Health	-1,738,415.58
Bill Pmt -Check	05/11/2012	361743	Consumer Voices are Born	-36,100.93
Bill Pmt -Check	05/11/2012	361749	Culligan Water Inc	-42.00
Bill Pmt -Check	05/11/2012	361819	deLosada, Julie	-228.08
Bill Pmt -Check	05/11/2012	361776	Express Personal Services	-131.11
Bill Pmt -Check	05/11/2012	361797	Independent Stationers Inc	-16.70
Bill Pmt -Check	05/11/2012	361798	InfoCare, Inc.	-177.21
Bill Pmt -Check	05/11/2012	361800	Interfaith Comm Health Center	-32,066.25
Bill Pmt -Check	05/11/2012	361752	Kincheloe, David	-88.80
Bill Pmt -Check	05/11/2012	361831	Lake Whatcom Center	-255,603.48
Bill Pmt -Check	05/11/2012	361971	Lunch Box	-226.46
Bill Pmt -Check	05/11/2012	361847	Lynda.com	-1,750.00
Bill Pmt -Check	05/11/2012	361854	McDonald, Mark	-93.24
Bill Pmt -Check	05/11/2012	361967	McDonough, Terry M	-84.94
Bill Pmt -Check	05/11/2012	361682	Myrick, Alex J	-658.23
Bill Pmt -Check	05/11/2012	361887	NSRSN (Petty Cash)	-584.62
Bill Pmt -Check	05/11/2012	361894	Opportunity Council	-7,495.02
Bill Pmt -Check	05/11/2012	361903	Pioneer Center North	-43,251.49
Bill Pmt -Check	05/11/2012	361910	Puget Sound Energy	-455.57
Bill Pmt -Check	05/11/2012	361917	Richoh USA	-231.55
Bill Pmt -Check	05/11/2012	361926	Sea Mar Counseling Services	-129,662.00
Bill Pmt -Check	05/11/2012	361933	Senior Services of Snohomish County	-3,417.00
Bill Pmt -Check	05/11/2012	361835	Sigler, Laurie	-31.08
Bill Pmt -Check	05/11/2012	361952	Snohomish County Clerk	-17,710.00
Bill Pmt -Check	05/11/2012	361953	Snohomish County Human Services	-212,091.26
Bill Pmt -Check	05/11/2012	361956	Sound Recycling	-41.10
Bill Pmt -Check	05/11/2012	361961	Staples Business Advantage	-40.09
Bill Pmt -Check	05/11/2012	361965	Sunrise Services Inc	-225,616.69
Bill Pmt -Check	05/11/2012	361809	Valentine, Joe	-119.77
Bill Pmt -Check	05/11/2012	361991	WA State Consolidated Tech Svcs (DIS)	-695.55
Bill Pmt -Check	05/11/2012	362006	Whatcom Counseling/Psych Clinic	-374,694.16
Bill Pmt -Check	05/11/2012	362007	Whatcom County Health Dept.	-49,397.52
Bill Pmt -Check	05/11/2012	362005	Whatcom County Superior Court	-7,590.00
Bill Pmt -Check	05/11/2012	361922	Whitcutt, Sandy	-68.53

TAB 2

North Sound Mental Health Administration
Warrants Paid
May 2012

Bill Pmt -Check	05/11/2012	361868	White, Michael	-141.79
Bill Pmt -Check	05/11/2012	362013	Wilson Picture Framing	-449.59
Bill Pmt -Check	05/18/2012	362075	Bridgeways	-2,674.35
Bill Pmt -Check	05/18/2012	362255	Brown, Keith, MD	-3,000.00
Bill Pmt -Check	05/18/2012	362198	Cascade Park Gardens	-435.00
Bill Pmt -Check	05/18/2012	362095	Catholic Community Services	-900.00
Bill Pmt -Check	05/18/2012	362117	Compass Health	-6,606.00
Bill Pmt -Check	05/18/2012	362121	Consumer Voices are Born	-21,431.84
Bill Pmt -Check	05/18/2012	362861	Dell Marketing	-302.95
Bill Pmt -Check	05/18/2012	362173	Express Personal Services	-93.65
Bill Pmt -Check	05/18/2012	362048	Fraser, Angela	-137.65
Bill Pmt -Check	05/18/2012	362287	Grosso, Lisa L	-153.55
Bill Pmt -Check	05/18/2012	362305	Kipling, Mark	-1,371.96
Bill Pmt -Check	05/18/2012	362306	McDonald, Mark	-31.08
Bill Pmt -Check	05/18/2012	362983	Office Depot	-34.52
Bill Pmt -Check	05/18/2012	362398	Richoh USA	-1,027.41
Bill Pmt -Check	05/18/2012	362414	San Juan County Human Services	-12,158.53
Bill Pmt -Check	05/18/2012	362449	Skagit County Human Services	-15,847.33
Bill Pmt -Check	05/18/2012	362470	Staples Business Advantage	-19.45
Bill Pmt -Check	05/18/2012	362478	Sun Community Services	-4,916.67
Bill Pmt -Check	05/18/2012	362494	Tulalip Tribes	-7,165.68
Bill Pmt -Check	05/18/2012	362507	US Bank Purchase Card	-2,450.76
Bill Pmt -Check	05/18/2012	362236	Valentine, Joe	-5,000.00
Bill Pmt -Check	05/18/2012	362515	Volunteers of America	-835.00
Bill Pmt -Check	05/18/2012	362066	Whitlock, Bill	-29.25
Bill Pmt -Check	05/23/2012	IGT	Skagit County Auditor	-2,500.00
Bill Pmt -Check	05/29/2012	IGT	Skagit County Clerk	-4,830.00
				-3,665,386.14
				-3,665,386.14
				-3,665,386.14

NSMHA Board of Directors DISCUSSION FORM

AGENDA ITEM: Mental Health Block Grants (MHBG) Allocations

PRESENTER: Joe Valentine

BOARD ACTION: Approval of Contract Amendments

Action Item (X) FYI & Discussion () FYI only ()

SIGNIFICANT POINTS OR EXECUTIVE SUMMARY:

Every year NSMHA surveys the current MHBG providers to determine whether the funding they have been allocated will be expended by the end of the contract period, which is 9/30/12. MHBG funds are not carried over between fiscal years.

This year Island & San Juan County returned \$57,078 in funding due to start up delays on their projects. A request was sent out to current providers to

The criteria used to determine where to allocate the funding was based on the following:

1. Onetime expenses;
2. Goods/materials;
3. History of exhausting previous MHBG funding.

The Advisory Board, who is required by state contract to be involved in the approval of the MHBG plan for the region, reviewed the proposed allocations recommended by NSMHA staff and is recommending approval to the Board of Directors.

CONCLUSIONS/RECOMMENDATIONS:

The Board of Directors approves the motions for the MHBG allocations recommended by NSMHA & the Advisory Board to expend the excess MHBG funding.

TIMELINES:

The amendments will be in effect on July 1, 2012

ATTACHMENTS:

MHBG Excess Funding Spreadsheet

TAB 3

Provider	County	Funding Request	Funded	Total Grant Funding	Description
Hope Options	Snohomish	8,000	8,000	44,184	Funding will be used for as flex funding to help approximately 30 additional clients achieve housing stability and improved mental health as a result of funding availability designated to that goal.
Opportunity Council-Adults	Whatcom	2,250	2,250	49,150	Costs were estimated based on past experience of the flex funds needs of clients in similar programs at an average of \$75 per client per program year. The project will serve 30 unduplicated individuals per year.
Opportunity Council-Youth	Whatcom	1,050	1,050	47,950	Costs were estimated based on past experience of the flex funds needs of clients in similar programs at an average of \$75 per client per program year. The project will serve 14 unduplicated youth per year. With 14-15 intensive hours per week.
Senior Services	Snohomish	10,444	10,444	51,444	The additional funds will be used to hire a .5 FTE clinician for the period June 1 st through September 30 th to provide in-home screening and counseling to 15 older adults who score 14 or above on the Geriatric Depression Scale. We currently have a waiting list of 12 clients who may be eligible for this service.
Skagit County	Skagit	7,000	7,000	59,550	Additional dollars will be used to fund one full time employee (1.0 FTE). We are currently funded for .8 FTE and the increase in funds would return STEP to its previous capacity. Five additional individuals will be served.
Snohomish County	Snohomish	20,000	20,000	79,850	The additional funds would increase performance indicators as follows: 34 additional clients served for a contract total of 142; and 162 additional hours of service provided for a contract total of 671.
Whatcom Counseling & Psychiatric	Whatcom	13,000	8,334	158,334	\$8,000 to assist in covering the costs of food and hygiene supplies that are higher than we had anticipated in our original proposal. We are also requesting \$2,178 to replace the chairs at the Center, we're asking for \$2,822 towards the purchase of a new networked printer and two new computers workstations, including monitors
Totals Non-Funded Requests		61,744	57,078		
Compass Health	Snohomish	30,000	0	150,000	Additional funding will allow us to continue to provide the same level of services to the increasing number of individuals who come to the Center for support, fellowship, and recovery.
Sun Community	Whatcom	10,000	0	59,000	Additional funding will be used for staff wages and medical benefits.
Tulalip Tribes	Snohomish	57,078	0	65,000	The additional funding will be used to extend weekend classes on carving, traditional paddling and canoe pulling; prepare for canoe journey and materials;
		158,822	57,078		