

# TRSN Regional Governing Board - Meeting Minutes

ORIGINAL

Friday, January 22, 2010 – Historic Lewis County Courthouse, Chehalis, WA

**FACILITATOR:** Bud Cuffel

**MEMBERS PRESENT:** Bud Cuffel (Pacific County), Donna Karvia and Ron Averill, (Lewis County) and Lisa Marsyla (Wahkiakum County)

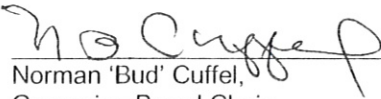
**GUESTS PRESENT:** Judy Baskett, (Advisory Board Lewis), Nicki Thomas, Pat Renfro (Wahkiakum County), Coralee McDonald (Lewis County), Alicia Gillispie (QRT, QMC Lewis), Sue Killillay (CMHC Director) and Chris Holmes (Wahkiakum CMHS Manager)

**STAFF PRESENT:** Brian Cameron (Fiscal Manager), Jan Kaschmitter (Quality Manager), Trinidad Medina (IS Administrator) and Heather Maxell (QRT Coordinator) and

AGENDA ITEM	DISCUSSION	LEADER	Decisions, Actions, Assignments
CALL TO ORDER AND INTRODUCTIONS	Bud called the meeting to order at 10:08 a.m.	Bud	
ANNOUNCEMENTS AND PUBLIC COMMENTS	<ul style="list-style-type: none"> <li>Bud welcomed Ron Averill as new Governing Board Member and announced the retiring of Donna Karvia</li> <li>Guests Coralee McDonald, Lewis County and Pat Renfro, Wahkiakum County prospective TRSN Advisory Board prospective candidates attending to observe the RSN process.</li> <li>Nicki attended Governor's Committee and provided handouts on a variety of issues. See Nicki for f/u. Nicki also brought proposed AB bylaws.</li> <li>Jon Dearmore, Eric Cummins, Bill Hardy and Sandy Everman unable to attend.</li> <li>Sue announced Eric Cummings could not come due to the death of longtime Willapa BH Fiscal Manager, Karen Caldwell. Donna asked that a card be generated by TRSN.</li> </ul>	Bud	
ADOPTION OF THE AGENDA	Adoption of Agenda M/S/P <ul style="list-style-type: none"> <li>Brian clarified per Bill Hardy – Please pass consent agenda policy and procedures and save Action Item policies to review until next meeting when Bill can be there.</li> </ul>	Donna	
ADVISORY BOARD RECOMMENDATIONS	<ul style="list-style-type: none"> <li>Two River Landing E&amp;T Contract</li> <li>The reappointment of Kat and Pam to QRT</li> <li>The Consent Agenda Policy and procedures be adopted</li> </ul>		
CONSENT AGENDA	<ul style="list-style-type: none"> <li>Updated / New TRSN Policy and Procedures was approved by the board – Ron said he likes the strike out and underline to identify changes.</li> </ul>		
APPROVAL OF MINUTES	<ul style="list-style-type: none"> <li>Nicki raises issue of food and after discussion, the GB reaffirmed that "some healthy (non perishable snacks) that could be held over from mtg to mtg could be provided". M/S/P Lisa/Donna/Passed with update to minutes. <b>MSP</b></li> </ul>		
REPORTS	AB Reports – Judy - Wish Donna a fond farewell, all her work is very much	Judy	

ADVISORY BOARD	appreciated. Report of 2 potential members listed above, have 3, 2 present and hoping for 7 members. Hope that 2010 will be a positive year.		
QRT	<p>Heather – QRT report, Allied Provider Survey discussed, and Speak out aggregate report. Nicki would like AB to get a county by county breakdown of the AP survey. Jan discusses efforts to improve value in CSS and AP surveys as well as f/u on CSS crisis issues (see below). Donna – suggestion boxes should be either RSN or Provider – after brief discussion it was decided that the suggestion boxes would be provider based.</p> <ul style="list-style-type: none"> <li>Donna suggested and Ron agreed that the Governing Board could write a little of support of the allied provider survey that might help convince entities to participate. It was suggested that Sandy, Heather and Jan might be able to coordinate.</li> </ul>	Heather	
OMBUDS SERVICES	Theresa unable to attend.		
TREASURER'S REPORT	<p>Brian detailed the <b>December</b> Voucher Approval sheet <b>Batch Number 2010-06</b> as well as the <b>January</b> Voucher Approval sheet <b>Batch Number 2010-07</b> which were emailed to the Board members before the meeting. The vouchers were approved as follows: <b>MSP</b></p> <ul style="list-style-type: none"> <li><b>December Voucher Batch 2010-06 - \$642,438.83</b></li> <li><b>January Voucher Batch 2010-07 - \$762-769.35</b></li> </ul> <p>Brian presented R&amp;E Updated per Bud's request Lisa/Donna/Passed</p> <p>Brian asked for examples of reports and Bud said he would have one sent to Brian that Bud likes.</p>	Brian	
ADMINISTRATOR REPORT	<p>Bill out ill. Brian briefed on:</p> <ul style="list-style-type: none"> <li>Governors buy-back budget</li> <li>Bill continued work with EQRO reports</li> <li>Provider contract review update and scheduling</li> </ul>	Brian	
QUALITY MANAGER	<p>Jan reiterated report provided during QRT discussion about efforts of RSN and providers to brainstorm ways to add value to CSS and APS surveys. Recommendations will be provided/discussed at QMC on 1/26/10. Jan also reported that the RSN and providers have been working on a response to QRT request for f/u on the CSS related to crisis services which will also be provide and discussed at QMC on 1/26/10. PIPs and QAPIs are moving forward, some delay in progress due to emergent client needs.</p>	Jan	
ACTION ITEMS	<p>Two Rivers Landing E&amp;T – Ron said he will require all future contracts be reviewed by a legal and risk specialist. Lisa/Donna/Passed</p> <p>Brian – Reserve Fund Balance Amendment. Lisa/Donna/Passed</p>		

	<p>Review policies: consent agenda policies M/S/P Lisa/Ron/Passed</p> <p>Action Item Policies will be held over till February: Bud asked for AB comments/recommendations for changes. Judy provided comments for each policy below.</p> <p>4014 – AB was OK with, Trinidad reports Policy was created due to a recommendation by EQRO. TRSN has been updating other IS policies which will be presented within the few months. Brian clarified new EQRO and Contract requirements TRSN will be adding additional policies and procedures in the future. Ron questioned the need to include all languages. TRSN representatives clarified number and specific languages are called out in the DSHS contract and referred to in this language.</p> <p>8004 – Nicki requested that frequency be added to policy. Discussion about the possibility of implementing reference matrix for activities and timeframes located in a separate policy.</p> <p>8005 – ok</p> <p>8007 – what determines as needed Will need to defend use of “may” instead of “will” in last paragraph.</p> <p>Timeliness issues need to be addressed, i.e. quarterly, annual, etc.</p> <p>Concerns related to implementation of 2<sup>nd</sup> opinions.</p> <p>8008 – Ron made recommendation to use the term “<b>Clinical</b>” Utilization review instead of utilization review.</p> <p>3021 – no comments</p> <p>5002 – Nicki requested to add verbiage that the QM Plan will be approved by the AB. Donna suggested the language: “as reviewed by AB”</p> <p>Bud suggested because of time constraints, we hold off on any further P&amp;P review.</p> <p>Sue asked, regarding new and updated policies, weather providers agencies would be required to recreated P &amp; Ps, adopted and/or be held to requirements of each. Brian said he would seek clarification from Bill Hardy.</p> <p>Kat/Pam reappointed to QRT. Donna/Lisa/Passed</p> <p>Donna recommended that GB should have access to applications and for AB applicants and be able to review them. When someone is re-applying, it should be opened up to the community at large and communicated public as part of a written process. Discussed and same should be true for QRT members. Ron clarified the role of Governing Board usually requires it to provide evidence of due diligence in communicating to the public when GB approves such motions.</p>		
<b>OLD BUSINESS</b>	None		
<b>NEW BUSINESS</b>	None		
<b>EXECUTIVE SESSION</b>	No Executive session needed.		

<b>ADJOURNMENT</b>	Bud adjourned the meeting at 1:00 p.m. Respectfully submitted,  Norman 'Bud' Cuffel, Governing Board Chair	Bud	
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Submitted by Jan Kaschmitter, Quality Manager, Brian Cameron, Fiscal Manager and Trinidad Medina, IS Administrator

**ORIGINAL**