

TRSN Regional Governing Board / Advisory Board  
Meeting Minutes  
Friday, July 22, 2011 – Timberlands RSN, Cathlamet, WA

**FACILITATOR:** Ron Averill

**MEMBERS PRESENT:** Ron Averill (Lewis County Commissioner), Lisa Ayers (Pacific County Commissioner), Lisa Marsyla via telephone (Wahkiakum County Commissioner), Joannie Bjorge (Wahkiakum Advisory Board Law Enforcement Representative) and Steve Clark (Lewis County Advisory Board Representative)

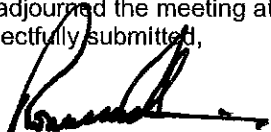
**GUESTS PRESENT:** Eric Cummins (Willapa Behavioral Health Executive Director) and Sue Killillay via telephone (Cascade Mental Health Care Executive Director),

**STAFF PRESENT:** Bill Hardy (Administrator), Brian Cameron (Fiscal Manager), Sandy Everman (Executive Coordinator)

AGENDA ITEM	DISCUSSION	LEADER	Decisions, Actions, Assignments
<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	Ron called the meeting to order at 9:35 am and introductions followed	Ron	
<b>ANNOUNCEMENTS &amp; PUBLIC COMMENTS</b>	Lisa Marsyla, Governing Board Secretary-Treasurer is on vacation and Sue Killillay, Cascade MHC Director is ill so they both will be participating via telephone.		
<b>ADOPTION OF THE AGENDA</b>	Ron asked if there were any changes to the agenda, hearing none he called for the motion. Lisa Ayers moved to accept the July 22 <sup>nd</sup> agenda as presented. <b>MSP</b>	Ron	<b>MSP (Ayers / Marsyla)</b>
<b>APPROVAL OF MINUTES</b>	Lisa Ayers moved to approve the <b>May 13, 2011 Governing Board / Advisory Board minutes as presented. MSP</b>  <ul style="list-style-type: none"> <li>• Lisa Marsyla requested it would be beneficial to define the '<i>Lisa's</i>' in the recording of the minutes, Sandy noted moving forward that will be the process.</li> </ul>	Ron	<b>MSP (Ayers / Marsyla)</b>
<b>ACTION ITEMS</b>	<b>The first four (4) Action Items were time sensitive contracts that required review / approval via email to which contracts would be ratified at the July 22<sup>nd</sup> meeting. The review / approval emails are attached to these original July 22, 2011 minutes.</b>  <ol style="list-style-type: none"> <li><b>1. Ratify DSHS / DBHR STATE AMENDMENT NO. 0969-74937-06</b> – per attached June 30, 2011 email. Lisa Ayers moved to <b>ratify DSHS / DBHR State Amendment No. 0969-7437-06. MSP</b></li> <li><b>2. Ratify DSHS / DBHR PIHP AMENDMENT NO. 0969-75019-05</b> – per attached June 30, 2011 email. Lisa Ayers moved to <b>ratify DSHS / DBHR PIHP Amendment No. 0969-75019-05. MSP</b></li> <li><b>3. Ratify GRAYS HARBOR ELMA HOME CARE CONTRACT</b> - per attached June 14, 2011 email. Lisa Ayers moved to <b>ratify the Grays Harbor Elma Home Care Contract. MSP</b></li> <li><b>4. Ratify DSHS OFFENDER RE-ENTRY COMMUNITY SAFETY PROGRAM (ORCSP) CONTRACT NO. 1169-28545</b> – per attached June 17, 2011 email. Lisa Ayers moved to <b>ratify the DSHS ORCSP Contract No. 1169-28545. MSP</b></li> </ol>		<b>MSP (Ayers / Marsyla)</b>  <b>MSP (Ayers / Marsyla)</b>  <b>MSP (Ayers / Marsyla)</b>  <b>MSP (Ayers / Marsyla)</b>

	<p>5. <b>Revised TRSN POLICY 8006 – LIABILITY FOR PAYMENT</b> – Bill noted the main policy change was to add <i>'debts of any Prepaid Inpatient Health Plan operated by a Regional Support Network, or any facility / agency that receives Federal Funds in the event of the facilities / entities'</i> per the recent EQRO review. Lisa Ayers moved to approve revised TRSN POLICY 8006. MSP</p> <p>6. <b>Revised TRSN POLICY 1006 – TRAVEL POLICY</b> – Brian stated per the May 13<sup>th</sup> meeting Lisa Ayers recommended with Ron and Lisa Marsyla concurring that <i>'itemized'</i> should be inserted in front of <b>receipts</b> in bullet one and two under submission of travel expense vouchers. Lisa Ayers moved to approve the revised TRSN POLICY 1006. MSP</p> <p>7. <b>TWO RIVERS LANDING CONTRACT</b> – Brian noted Two Rivers Landing is an E&amp;T, which TRSN has used for child inpatient needs; the only contract change is the bed rate increased from \$742 to \$706. Lisa Ayers moved to approve the <b>Two Rivers Landing Contract</b>. MSP</p> <p>8. <b>Mental Health Block Grant (MHBG) No. 1069-12028-01</b> – Brian reviewed the contract details, Lisa Ayers moved to approve the <b>DSHS MHBG No. 1069-12028-01</b>. MSP Governing Board members requested agency updates, Brian stated a MHBG progress report is due on August 1<sup>st</sup> at which time he will updated the Board members. Sue stated Cascade MHC would be able to spend the MHBG funds before the deadline.</p> <p>9. <b>PROTOCOL SERVICES CONTRACT</b> – Brian stated the ProtoCall contract changes include: takes language that ties payment to meeting service levels; increases the base calls from 300 to 450, which will save TRSN money; sets a performance level and if not met, provides for credits to TRSN in months when TRSN does not hit the 450 call quota. ProtoCall also provided updated licensing and insurance information, which was requested. Lisa Ayers moved to approve the <b>ProtoCall Services Contract</b>. MSP</p> <p>10. <b>DSHS ROADS TO COMMUNITY LIVING CONTRACT</b> – Brian stated this contract provides access for services to be provided to clients discharging from institutions if the client is 21 or younger, or 65 and older. Lisa Ayers moved to approve the <b>Roads to Community Living Contract</b>. MSP</p> <p>11. <b>Revised GLENN LIPPMAN, MD CONTRACT</b> – Bill stated the following contract changes; pulls out language that contractor will provide second opinion, this has not been needed and creates a liability; allows TRSN insurance to cover professional liability for this contractor, per TRSN insurance carrier, Enduris, this service is covered by TRSN's insurance with no extra charge; adds TRSN's updated Business Associate Agreement and changes the contract period from August 1, 2011 to July 31, 2015. The Board members wish TRSN would contract with a Washington State doctor to fulfill the DSHS Contract Medical Director</p>		<p>MSP (Ayers / Marsyla)</p> <p>MSP (Ayers / Marsyla)</p> <p>MSP (Ayers / Marsyla)</p> <p>MSP (Ayers / Marsyla)</p> <p>Brian stated a MHBG progress report is due on August 1<sup>st</sup> at which time he will updated the Board members.</p> <p>MSP (Ayers / Marsyla)</p> <p>MSP (Ayers / Marsyla)</p>
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	<p>requirement. The Board requested Bill to follow up with other RSNs to see whom they contract with for Medical Director services and how they address the insurance issue. The contract states each party has the right to terminate the contract upon thirty (30) days written notice to the other party in the event either party determines to terminate the contract. The Board voiced their reservations. Lisa Ayers moved with reservations to approve the <b>Glenn Lippman, MD Contract</b> stating the Board requested Bill to research a Washington State Medical Director with insurance and meets DSHS Contract requirements. <b>MSP</b></p> <p><b>12. TRSN RESOLUTION NO. 5 - 2011 ACTING ADMINISTRATOR</b> –Bill reviewed the resolution which states, in the absence of the Administrator the Fiscal Manager is authorized to perform the duties of the Administrator, except for hiring, firing and discipline of TRSN employees and the Governing Board by motion may approve salary surcharges for the Fiscal Manager or an other TRSN employee while performing job functions of the Administrator. This resolution is relevant as Bill is retiring on August 31<sup>st</sup>. Lisa Ayers moved to approve <b>TRSN Resolution No. 5 – 2011 Acting Administrator</b> with the commencement of Brian Cameron, Fiscal Manager attending all RSN meetings. <b>MSP</b></p> <ul style="list-style-type: none"> <li>• Ron asked for an update on the Administrator hiring process, Sandy noted too few qualified applicants have applied even after Bill refined the posting. The Administrator posting states to <i>submit applications by August 1<sup>st</sup> but the position is open until filled</i>. The posting continues for another month on the National Council for Community Behavioral Healthcare and the Washington Community Mental Health Council websites. Lisa Marsyla requested a special Governing Board meeting in August regarding TRSN personnel issues. By consensus, the Board requested Sandy to schedule the August Special Governing Board meeting per the Governing Board member schedules.</li> </ul> <p><b>13. CASCADE MENTAL HEALTH CARE, WILLAPA BEHAVIORAL HEALTH and WAHIAKUM COUNTY MENTAL HEALTH SERVICES updated DSHS PIHP / STATE CONTRACT MODIFICATIONS</b> – Brian gave an overview of the provider contract modifications handout with the Board. Ron asked Sue if she had any problems with the modifications, Sue said no she thought they were very good. Lisa Ayers moved to approved <b>CMHC, WBH and WCMHS updated DSHS PIHP and STATE Contract Modifications. MSP</b></p>		<p>The Board requested Bill to follow up with other RSNs to see whom they contract with for Medical Director services and how they address the insurance issue.</p> <p><b>MSP (Ayers / Marsyla)</b></p> <p><b>MSP (Ayers / Marsyla)</b></p> <p>The Board requested Sandy to schedule the August Special Governing Board meeting per the Governing Board member schedules.</p> <p><b>MSP (Ayers / Marsyla)</b></p>
<b>OLD BUSINESS</b>	<b>Administrator Hiring Follow-up</b> – Ron noted the Administrator hiring follow up was addressed under Action Item # 12, Resolution 5-2011- Acting Administrator.	Ron	
<b>NEW BUSINESS</b>	<b>Quality Manager Position Status</b> – Bill announced <b>Trish Young</b> has accepted the TRSN Quality Manager position and will start Monday, August 15 <sup>th</sup> . Trisha is a Child Mental Health Specialist from Lewis County that currently works for a provider in Longview.	Bill	
<b>Treasures Report</b>	Brian reviewed the vouchers, <b>June 2011, Batch Number 2010-24, July 2011, Batch Number 2012-01</b> with line item detail and narrative handouts; the detailed handouts were emailed to the Board for review before the meeting.	Brian	

	<ul style="list-style-type: none"> <li>• <b>June 2011, Batch Number 2010-24</b> in the amount of <b>\$800,167.45</b></li> <li>• <b>July 2011, Batch Number 2012-01</b> in the amount of <b>\$ 598,745.06</b></li> </ul> <p>Lisa Ayers moved to approve the <b>June 2011, Batch Number 2010-24 and July 2011, Batch Number 2012-01 as presented. MSP</b></p> <p>The <b>Revenue and Expenditure Report</b> was reviewed and discussed per the detailed handout. Lisa Ayers moved to approve the <b>Revenue and Expenditure Report, Budget July 1, 2009 to June 30, 2011 updated June 2011</b> as presented. <b>MSP Ron and Lisa Ayers voted, Lisa Marsyla abstained from voting, as she was unable open the email attachment with detailed documentation that Brian sent.</b></p> <p>Brian noted it was decided not to do a medication yet but plan to prior to the end of August to include additional information that we have received and after doing more analysis and meeting with Lisa Marsyla and Lisa Ayers.</p>		<p><b>MSP (Ayers / Marsyla)</b></p> <p><b>MSP (Ayers / Averill)</b> <b>Marsyla abstained</b></p>
<b>Administrator Report</b>	Bill stated the TRSN should receive the EQRO Draft Report in September and reviewed the Dashboard Reports.	Bill	
<b>Ombuds Services</b>	Theresa was unable to attend the meeting.		
<b>Quality Review Team</b>	Heather was unable to attend the meeting. QRT reports were included.		
<b>EXECUTIVE SESSION</b>	N/A		
<b>ADJOURNMENT</b>	<p>Ron adjourned the meeting at 11:42 am. Respectfully submitted,</p>  <p>Ron Averill, Governing Board Chair</p> <p style="text-align: right;">9.9.11 Date</p>	Ron	

*Submitted by Sandy Everman, TRSN Executive Coordinator*

**ORIGINAL**