

TRSN Regional Governing Board / Advisory Board Minutes

Friday, September 9, 2011 – Timberlands RSN, Cathlamet, WA

ORIGINAL

FACILITATOR: Ron Averill

MEMBERS PRESENT: Ron Averill (Lewis County Commissioner), Lisa Ayers (Pacific County Commissioner), Lisa Marsyla (Wahkiakum County Commissioner) and Joannie Borge (Wahkiakum County Advisory Board Law Enforcement Representative)

MEMBER EXCUSED: Steve Clark (Lewis County Advisory Board Representative)

GUESTS PRESENT: Eric Cummins (Willapa Behavioral Health Executive Director), Chris Holmes (Wahkiakum CMHS Manager) and Sue Killillay via telephone (Cascade Mental Health Care Executive Director),

STAFF PRESENT: Brian Cameron (Interim Administrator / Fiscal Manager), Sandy Everman (Executive Coordinator) Trisha Young (Quality Manager) and Heather Maxwell (QRT Coordinator)

AGENDA ITEM	DISCUSSION	LEADER	Decisions, Actions, Assignments
CALL TO ORDER & INTRODUCTIONS	Ron called the meeting to order at 9:33 am followed by introductions.	Ron	
ANNOUNCEMENTS & PUBLIC COMMENTS	Sue Killillay, Cascade MHC Director attended via telephone due to illness.	Sandy	
ADOPTION OF THE AGENDA	Ron requested the addition under the New Business section, third bullet, Discuss Board meeting locations <i>to add Governing Board and Advisory Board meeting times and locations</i> . Ron called for the motion Lisa Marsyla moved to approve the September 9, 2011 agenda as modified. MSP	Ron	MSP (Marsyla / Ayers)
APPROVAL OF MINUTES	<p>Lisa Marsyla moved to approve the July 22, 2011 Governing Board / Advisory Board minutes with the following corrections:</p> <ul style="list-style-type: none"> • Lisa Ayers noted in Action Item #7 on page 2 the dollar amounts were reversed and should be \$706 to \$742 bed rate costs. • Lisa Marsyla noted in the last paragraph of the Treasurer's Report on page 4 the word <i>medication</i> should be modification. <p>Lisa Marsyla moved to approve the July 22, 2011 Governing Board / Advisory Board minutes as amended. MSP</p> <p>Lisa Marsyla moved to approve the August 31, 2011 Special Governing Board minutes as presented. MSP</p>	Ron	<p>MSP (Marsyla / Ayers)</p> <p>MSP (Marsyla / Ayers)</p>
ACTION ITEMS	<p>1. DSHS DBHR 2011 – 2013 Mental Health Block Grant (MHBG) No. 1169-35523 – Brian highlighted the MHBG contact renewal points:</p> <ul style="list-style-type: none"> • purpose is to fill service gaps in the community that other funding sources will not allow by contract; special targeting Non-Medicaid seriously mental ill and seriously emotionally disturbed clients; • Amount is the same as last year \$100,384; • Each provider including Shoalwater Bay Indian Tribe provided project information to send with the application for the grant. The application is incorporated into the contract by reference so project language will be held to for each Subcontract; Changes to contract – note as much as predicted. <p>Ron asked for the motion, Lisa Ayers moved to approve DSHS DBHR 2011 – 2013 MHBG No. 1169-35523. MSP</p>	Brian	MSP (Ayers / Marsyla)

2. TRSN BUDGET AMENDMENT – Brian highlighted the TRSN Budget Update:

Increased Revenue:

- Increase Operating Revenues by approximately \$18,000 per month based on contract amounts;
- Add approximately \$200,000 of Operating Reserves to available Operating Funds;
- Add Unpaid paid hospital Encumbered reserves amounts for prior period to available Operating Funds;

Increased Expenses:

- Added Judicial Expense Amount in second year;
- Compensated Absence – Accrued Vacation;
- Contingency Expense;
- TRSN Desktop and Computer Expense;
- Health Care Reform required – Meaningful Use software for providers;
- Providers contract amounts with increased COLA and Project amounts;
- Add prior period hospital expense line item that reconciles against encumbered revenue reserve above;
- Electronic Health Record software upgrades;
- Hospital and Residential Expenses based on projected amounts if hospital bills were correct.

Decrease Expense

- TRSN Personnel and Administrative costs;

Lisa Marsyla moved to extend the **TRSN Budget Amendment deadline to Friday, October 14, 2011. MSP**

MSP (Marsyla / Ayers)

OLD BUSINESS

Mental Health Block Grant (MHBG) Update and Progress Report – Per the May 13th Governing Board discussion regarding the reallocation of MHBG funds if not expended. The Board by consensus requested Brian to present an update of the MHBG status for six months October – July Services; the chart below reflects the MHBG update.

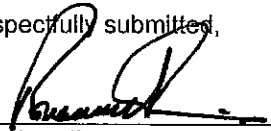
Ron

MHBG status for six months October – July Services	Total funds	Expended to July	Amount left to expend	Target to date
Shoalwater Bay Indian Tribe	\$2,500	\$2,500	0	100..%
Cascade Mental Health Care	\$52,717	\$20,291	\$32,426	38.5%
Wahkiakum County Mental Health	\$8,472	\$5,055	\$3,417	59.7%
Willapa Behavioral Health	\$22,016	\$19,724	\$2,292	89.6%
TRSN Residential FBG	\$11,681	\$11,681	0	100.0%
TRSN Behavioral Health Conf FBG	\$3,000	\$1,433	\$1,568	47.8%
TOTAL	\$100,386	\$60,684	\$39,702	60.5%

The Governing Board expressed frustration that Cascade MHC had not expended the MHBG funds allocated, as MHBG funds are use or lose. Sue commented she did not have the paperwork and needed to check with staff regarding billing issues. The Board asked WCMHS and WBH their current MHBG status and if they had any issues with billing. Eric stated Willapa BH had no issues with billing and has now expended 100% of their MHBG funding. Chris stated Wahkiakum CMHS has no issues with billing but they are lagging by one month but will spend 100% by the end of the month. Ron requested

	Sue meet with Brian to reconcile the MHBG funding issues. Lisa Marsyla moved to allocated \$10,000 from Cascade MHC to redistribute to whoever can use the MHBG funds before the deadline. MSP		MSP (Marsyla / Ayers)
NEW BUSINESS	<p>DSHS DBHR 2011- 2013 STATE CONTRACT / DSHS DBHR 2011- 2013 PIHP CONTRACT – Brian reported the DSHS DBHR contracts are expected before October 1st and will require a quick turn around. Anticipated changes are:</p> <ul style="list-style-type: none"> • Added language as result of negotiations tied to the child lawsuit that incorporates "intensive outpatient" services for children with "wrap-around" type services, child and family team approach; • Coordination with Child Long Term Inpatient Care (CLIP Programs) • Screening with DBHR approved tools like Child Adolescent Needs and Strengths Tool (CANS); • Network sufficiency and capacity certification; • Added performance measurements related to child services; • Required child and family crisis resources available; • Residential requirements tied to crisis respite beds; • No budget or funding cuts yet in this contract. 	Brian	
OLD BUSINESS	<p>DISCUSS GOVERNING BOARD & ADVISORY BOARD MEETING TIME / PLACE and HOW TO HANDLE FUTURE BOARD MEETINGS - The Governing Board feels the current joint meeting situation does not give equal time or voice to the Advisory Board. Alternative options were discussed; Sue suggested possible Skype meeting and Joannie stated that the Go To Meeting / Skype formats are good informational formats but are difficult for decision-making discussions. Governing and Advisory Board agreed by consensus that bringing lunches back to the meetings would be a positive benefit in order to increase Advisory Board membership.</p> <p>Ron stated he was interested in returning to the past format when the Advisory Board met from 9:30 to noon with a joint working lunch at noon and the Governing Board meeting from 12:30 pm to 2:30 pm. Lisa Marsyla felt a different meeting location might be considered as not to interfere with TRSN daily business. It was mentioned the main reason the current TRSN location was selected was due to adequate in house meeting space as well as the available conference room upstairs for Governing Board executive sessions.</p> <p>Currently the Advisory Board has three (3) active members; the Boards discussed several methods of recruiting representatives in order fill the Lewis, Pacific and Wahkiakum representative vacancies. Sandy stated currently TRSN has a very active Quality Review Team (QRT) and feels some QRT members might be interested in serving on the TRSN Advisory Board. Enabling dual membership on QRT and Advisory Board would be an asset for both groups. The TRSN QRT Policy 5000A, 1.3 currently reads <i>Non-Eligibility - members of the following groups are not eligible to be part of QRT due to a potential conflict of interest: contracted provider agencies and their Board, TRSN Advisory Board or TRSN Governing Board.</i> Heather agreed some QRT members might be interested in serving on the Advisory Board and other RSNs have dual role members. Lisa Marsyla moved to amend TRSN QRT Policy 5000A 1.3 to allow QRT members dual membership in order to serve as Advisory Board members. MSP</p>	Ron	
Treasures Report	Brian reviewed the vouchers, August 2011, Batch Number 2012-02, September 2011, Batch Number 2012-03 with line item detail and narrative handouts; the detailed handouts were emailed to the Board for review before the meeting.	Brian	MSP (Marsyla / Ayers)

	<ul style="list-style-type: none"> • August 2011, Batch Number 2012-02 in the amount of \$689,698.21 • September 2011, Batch Number 2012-03 in the amount of \$683,400.78 <p>Lisa Marsyla moved to approve the August 2011, Batch Number 2012-02 as presented. MSP</p> <p>Lisa Marsyla moved to approve the September 2011, Batch Number 2012-03 as presented. MSP</p> <p>The Revenue and Expenditure Report was reviewed and discussed per the detailed handout. Lisa Ayers moved to approve the Revenue and Expenditure Report, Budget July 1, 2011 to June 30, 2013 updated August 21, 2011 as presented. MSP</p>		<p>MSP (Marsyla / Ayers)</p> <p>MSP (Marsyla / Ayers)</p> <p>MSP (Ayers / Marsyla)</p>
<p>Administrator Report</p>	<p>Brian highlighted his written Administrator report:</p> <p>Review by DSHS of TRSN Incident reporting process and management -</p> <ul style="list-style-type: none"> • TRSN doing very well and incidents need to be reported within one (1) business day; • Increased requirements to train and implement; • Grievance and Complaints. <p>Update of Federal review of Washington State Fraud & Abuse program and sampling of associated entities –</p> <ul style="list-style-type: none"> • Guide to Federal review • Training <p>Update Plan for Children Mental Health Redesign – Wraparound services for children.</p> <p>Update on new requirement by Medicaid concerning Non-Emergent Care 3 admits per year.</p> <p>Sample report of contract Performance Measurement review</p> <ul style="list-style-type: none"> • Added Corrective Action in contracted • TRSN commitment to perform better and hold providers to contract <p>Update of TRSN review of providers use of Minority Consult documentation – Great Improved.</p> <p>Update on Regional Authority meetings in Thurston and Clark Counties.</p> <p>Healthy Options Procurement Update – Not to include RSN populations</p> <p>Plans for Agency contracts Federal Block Grant, Biennial contract, Roads to Recovery.</p> <p>Add project specification to contract.</p> <p>Provider Fiscal Reviews and Provider Administrative Reviews planned for November.</p>	<p>Brian</p>	
<p>Quality Manager Report</p>	<p>Trisha is organizing as she gets familiar with team process, she highlighted items from her written report below:</p> <ul style="list-style-type: none"> • CLIP conference call • QMC meeting August 16th • Tour of Wahkiakum Mental Health Services • Meeting with Hospital Liaison • Met with QRT Coordinator • Attended QRT meeting • Home and Community Service Referrals (2) <p>Reviewed:</p> <ul style="list-style-type: none"> • Policies and Procedures • Employee Handbook • Bylaws • Interlocal 	<p>Trisha</p>	

	<ul style="list-style-type: none"> • DSHS / DBHR State and PIHP contracts • DSHS / DBHR Mental Health Block Grant • All provider contracts, State, PIHP and MHBG • Quality Management / Quality Improvement Plan and Matrix • Resource Management Plan • Utilization tool • PIPs • EQRO report 		
Ombuds Services	<p>Theresa did not attend the meeting. The Governing Board inquired why they no longer received the monthly Ombuds report. Sandy stated the previous administrator felt the reports were too detailed, someone might be identified and so only, the previous administrator and previous quality manager received the reports. The Board disagrees and wants the monthly Ombuds Services report to be distributed as in the past in order to identify possible needs and issues within the TRSN region.</p> <p>In addition, Lisa Marsyla would like to add Provider Agency reports to their agenda, Ron and Lisa Ayers agreed. .</p>	Ron	<p>Monthly Ombuds Reports</p> <p>Monthly Provider Agency Reports</p>
Quality Review Team	The July and August QRT reports were included as well as the QRT Biennial Quarterly Report, January through June 2011. Heather stated the QRT Speakout would be Tuesday, September 13 th at the PUD office in Raymond located at 405 Duryea Street. The QRT is still working on a place for the Long Beach event as well as one for East Lewis County.	Heather	
EXECUTIVE SESSION	Ron recessed the regular meeting at 12:00 pm to enter into an executive session to evaluate TRSN administer applicants qualification for no more than thirty (30) minutes. Present: Ron Averill, Lisa Ayers and Lisa Marsyla. No action was taken.	Ron	
Regular Meeting Reconvened	<p>Ron reconvened the regular Governing Board meeting at 12:30 p.m. Lisa Marsyla on behalf of the Governing Board directed the following actions to be done by TRSN staff.</p> <ul style="list-style-type: none"> • Schedule a Special Governing Board meeting on Friday, October 14th to approve contracts and conduct Administrator interviews with the five (5) to six (6) applicants chosen by the Governing Board. • Contract portion of the Governing Board meeting will be from 9:30 am to 11:00 pm with ½-hour interviews with 15 minute break periods. The Governing Board interviews will start at noon. Send other applicants a thank you for applying for the administrator position letter. • The Governing and Advisory Boards will meet together on Friday, November 18th the regular scheduled meeting and continue the discussion of future meeting plans. 	Ron	
ADJOURNMENT	<p>Ron adjourned the meeting at 12:34 pm.</p> <p>Respectfully submitted,</p>  <p>Ron Averill, Governing Board Chair</p> <p style="text-align: right;">12.13.11 Date</p>	Ron	

Submitted by Sandy Everman, TRSN Executive Coordinator

ORIGINAL