

# GREATER COLUMBIA BEHAVIORAL HEALTH, LLC. BH-ASO

## Executive Committee Meeting – **MINUTES**

DECEMBER 5, 2019 – 9:00 A.M.

GCBH OFFICE, 101 N. EDISON -- KENNEWICK, WASHINGTON

CHAIRMAN: SHON SMALL

ATTENDANCE: GREG TOMPKINS; BOB KOCH; SHON SMALL; KAREN RICHARDSON; JIM BELL; JOEL CHAVEZ; CINDY ADAMS; CHARLES AMEREIN;  
CHRIS SEUBERT; DIMITA WARREN; MIKE BERNEY; JODI DALY; RON ANDERSON; SHEREL WEBB

#	Item/Folder	Discussion	Discussion Leader	<b>ACTION</b>
1.	<b>Call to Order</b>	The meeting was called to order by Chairman, Commissioner Shon Small at 9:04 a.m.	Shon Small	
2.	<b>Introductions</b>		Shon Small	
3.	<b>Agenda Changes</b>	Executive Committee for evaluation of Co-Directors positions.	Shon Small	
4.	<b>Previous Executive Committee Minutes</b>	Approve November 7, 2019 Executive Committee Minutes.	Shon Small	<b>Chris Seubert moved to approve the November 7, 2019 Executive Committee Minutes as written; Charles Amerein seconded. Motion carried.</b>
5.	<b>Warrants/ Vouchers</b>	<ol style="list-style-type: none"> <li>1. BHO -- Current Warrants and Vouchers are still pending final fiscal closure. Karen will be issuing two final checks for Medicaid dollars and State only dollars as directed by the Executive Committee at last month's meeting.</li> <li>2. ASO – November 2019 – Warrants and Vouchers \$1,448,476.19</li> </ol>	Shon Small	<b>Bob Koch moved to approve the ASO Warrant Review and Approval of \$1,448,476.19 as presented for the month ending November 30, 2019; Greg Tompkins seconded. Motion carried.</b>
6.	<b>Contracts</b>	<p><b>Contracts for Approval:</b> Seeking authorization for Chairman's signature of the attached Contracts list when revised to final contract format. (Required to be in effect January 1, 2020.)</p> <p>A revised list of contracts was issued at the meeting due to last minute amendments for a grant contract that needs signed to process payment. Karen noted receipt of the fifth and hopefully final version of the GCBH contract with the HCA. There are 37 contracts on the list, most of which GCBH currently uses. The only new additions are the one ENT we usually use and inpatient hospitalization.</p> <p><b>PSA Jet Computer Support 2019 Amendment Compensation Amount:</b> Seeking authorization for Chairman to sign on behalf of the Committee.</p>	Karen Richardson	<p><b>Charles Amerein moved to approve authorizing the Chairman to sign the contracts per attachment on the Committee's behalf when revised to final contract format; Chris Seubert seconded. Motion carried.</b></p> <p><b>Charles Amerein moved to approve authorizing the Chairmen to sign the PSA Jet Computer Support 2019 Amendment</b></p>

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		<p>Kelly Nortrom of Jet Computers has been doing all GCBH IT work and the time covered on the previous PSA was approximately a month short. This amendment will address the remainder of the year. Next year the simplification resulting from using Raintree should result in a significant reduction in Jet Computer Support needed.</p>			<p><b>Compensation Amount as presented; Greg Tompkins seconded. Motion carried</b></p>
7.	<p><b>ASO &amp; BHO Updates</b></p>	<p><b>Fiscal &amp; Administrative Updates – Karen Richardson</b></p> <ol style="list-style-type: none"> <li>1. <b>The BHO Spend-Down Close-Out Status:</b> Still no close out direction from HCA, but there will be two checks sent on the Executive Committee's approval, including one for State Funding and one for Medicaid.</li> <li>2. <b>IT Update:</b> Kelly has continued working with Raintree on data, and all is on schedule for testing in December and going live in January as required.</li> <li>3. <b>Financials:</b> November numbers were reviewed. Karen noted a fluctuating balance for the billings due to outstanding invoices and/or data.</li> <li>4. <b>HCA/MCO ASO Updates and Contracts:</b> An RFI to be the clearinghouse for supplemental data was resubmitted to all MCOs, and there has been no response. Updates will be provided as available.</li> <li>5. <b>Resolution #20-02: Establishing Fiscal Bank Accounts:</b> This is a bank requirement necessary to establish those accounts and also identifies signers on the accounts. It was noted that checks will require both co-director's signatures.</li> </ol> <p><b>Clinical, QM, Compliance &amp; State Meetings Update – Sindi Saunders</b></p> <ol style="list-style-type: none"> <li>1. <b>State Updates:</b> Sindi is currently at the State meeting and will provide an update next month. She shared with Karen that she attended and was very impressed with the recent county commissioner's conference, noting we were the only ASO with three commissioners in attendance. Karen noted that Brad Banks, our legislative consultant, is agreeable to visit the GCBH Executive Committee if desired.</li> </ol> <p><b>Compliance Issues:</b> Karen noted on Sindi's behalf that no compliance concerns were identified.</p>			<p><b>Bob Koch moved to approve Resolution # 20-02 to Establish Fiscal Bank Accounts as presented; Greg Tompkins seconded. Motion carried.</b></p>
8.	<p><b>Legal Updates</b></p>	<p><b>Update on Operating Agreement:</b> Jim reported that we are where we need to be with the update on the</p>	Jim Bell		

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		Operating Agreement. He will make getting it out for final signature a priority.		
9.	<b>Committee Reports</b>	<p>1. <b>Clinical Crisis Providers Committee</b> (Dimita Warren) No November meeting Review reports</p> <p>2. <b>Funding &amp; Fiscal Operations Committee, FFOC</b> (Steve Ghiglione) No November meeting.</p> <p>3. <b>MIS Committee</b> (Kelly Nortrom) No November meeting.</p> <p>4. <b>QMOC Committee</b> (Sindi Saunders) no report since Sindi is at State.</p> <p>5. <b>Behavioral Health Advisory Board (BHAB):</b> Meeting on December 17, 2019</p> <p>Meetings scheduled for December include FYSPRT, BHAB, MIS, Clinical Crisis Providers and QMOC. In light of the funding remaining the same, the Fiscal and Financial Operations Committee may not need to meet unless there is anything significant to report. We have no updates, but there is still hope for the State to provide ITA funding.</p>		
10.	<b>Public Comments</b>	It was noted that King county appears to be attempting to transplant some of their homeless population to other counties. An uptick in King County residents in our area is a possible result.		
11.	<b>Other Business</b>	<p>Due to January's Executive Committee meeting scheduled for the day after the New Year holiday, the consensus was it should be rescheduled to the following week, January 9, 2020. If the agenda is light, the January meeting may be canceled.</p> <p>Jim Bell explained the need to have an election for a new Chairman in light of Chairman Small's resignation, noting he will remain Chairman until he is replaced. Commissioner Small had no objection, and the issue was tabled for the time being.</p> <p>GCBH legal council, Jim Bell, called for an Executive Session under RCW 42.30.110G for approximately 30 minutes. The regular meeting was suspended at 9:46 a.m. for Executive Session.</p>	Shon Small	Bob Koch moved to offer wages of \$130,000 annually for both co-directors retroactive to November 1, 2019 with a review scheduled

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		The Executive Session ended and the regular meeting resumed at 10:05 a.m. It was noted no decisions or actions were made or taken during Executive Session.			for July of 2020; Chris Seubert seconded. Motion carried.
12.	<b>Adjournment</b>	The meeting was adjourned at 10:07 a.m. As discussed, the next scheduled meeting date of January 2, 2020 has been rescheduled to the following week of January 9, 2020 if warranted.	Shon Small		