



Thurston-Mason Behavioral Health Organization (TMBHO) Agenda Setting Meeting

Date:	June 9, 2017	Time:	9:00am
Location:	Thurston County Courthouse, 2000 Lakeridge Drive SW, Bldg 1, Room 280		
Staff Contact/ Author:	Tina Gehrig, Clerk Phone: 360-867-2509		
Commissioners:	Terri Jeffreys, TMBHO Chair John Hutchings, Commissioner		
Thurston-Mason Behavioral Health Organization:	Mark Freedman, Administrator Joe Avalos, Chief Operating Officer Sherri Nehl, Human Resources Manager		
Preview of June 9th Regular BHO Agenda 3a-3g	<p>One additional item needs to be added to the agenda. The item is a resolution and services agreement for the retirement plan ICMA.</p> <ul style="list-style-type: none"> • 3a – The voucher list for the month of May 2017 totals \$3,925,562.39. • 3b – Hardened Triage Facility Contract with Department of Corrections. This contract is for the funds to renovate the facility purchased in Mason County for the Mason County triage facility. • 3c – Service agreement with Paycom for payroll and HR services software. One concern was noted from the legal review related to release of confidential information. Staff will follow-up to see what other companies in the State of Washington utilize Paycom. The Board is comfortable approving the service agreement as long we can assure the protection of confidential information. • 3d – Execute Navia Benefit Solutions Agreement This pertains to the Flexible Spending Arrangement. Navia will be able to carry over current employees with a possible 2 week blackout period. There were no legal concerns with the agreement. • 3e – Execute master application for TMBHO becoming a WCIF participating employer. This request is to approve the application for TMBHO to continue the same benefits for vision, dental, and life insurance provision. • 3f – ICMA This agreement relates to the continuation of employees participation in the deferred compensation retirement plan. ICMA is willing to continue to offer the plan, but the fees may be slightly higher due to the smaller number of employees. 		
HR Items • Management Team position	A copy of the management team job descriptions was distributed for Board review and feedback. The Board would like to schedule a meeting to discuss the job descriptions with		

<p>descriptions</p> <ul style="list-style-type: none"> • Benefits Update • HR Progress update 	<p>the consultants as a group prior to the July 14th meeting.</p> <p>The HR consultants are working on the individual job descriptions, completing a market analysis, compensation plan, etc. Staff will be moving towards a performance based pay system rather than a step increase. The first task is to hire the TMBHO Administrator and then the other management positions can be hired. Staff will present a resolution at the July meeting which will be held in Shelton.</p> <p>The benefit package is nearly complete. Most coverages will carry over from current. The next tasks for the HR Manager to complete are: developing policies and procedures, employee handbook, mission/vision/value, etc. Robin Campbell asked about the expected date for termination or revision of the Administrative Services Agreement with the County. She would like adequate time to be given to Public Health & Social Services since leasing of the space will be a fairly significant budget issue.</p>
<p>Timeline to 2020</p>	<p>A separation agreement needs to be completed prior to amending the Administrative Services Agreement.</p> <p>The next steps on the timeline include: separation agreement (August), licensed facility operational (October) as well as selection of fiscal software; IT infrastructure set-up; and hiring of BHA Clinical Director and staff.</p>

I certify this is a true and correct copy of the original document maintained in the Office of the Thurston-Mason Behavioral Health Organization.

ATTEST:


 Tina Gehrig, Clerk of the Board

Date: 7/20/17



GOVERNING BOARD

Bud Blake, Chair
Thurston County District Three

Terri Jeffreys, Co-chair
Mason County District Three

John Hutchings, Commissioner
Thurston County District One

Thurston-Mason Behavioral Health Organization Governing Board
Minutes for June 9, 2017
Thurston County Courthouse, Bldg 1 Room 280

1. **10:00 a.m. Call Meeting to Order**

In Attendance: Terri Jeffreys, Vice-Chair; John Hutchings, Commissioner; Mark Freedman, BHO Administrator; Joe Avalos, BHO Chief Operating Officer; Sherri Nehl, Human Resources Manager; and Tina Gehrig, Clerk of the BHO Board

Vice-Chair Jeffreys called the meeting to order at 10:12 a.m.

a) **Approval of Agenda**

One item was added to the agenda: Agreement and resolution with ICMA for the deferred compensation retirement plan.

Vice-Chair Jeffreys moved to approve the revised agenda. Commissioner Hutchings seconded the motion. The motion carried.

b) **Approval of Minutes**

Vice-Chair Jeffreys moved to approve the May 12 and 18, 2017 meeting minutes. Commissioner Hutchings Blake seconded the motion. The motion carried.

2. **Opportunity for the Public to Address the Board**

n/a

3. **Action Items**

a) **Description:** Approve Thurston-Mason BHO voucher list for May, 2017

Action: Commissioner Hutchings moved to approve the Thurston-Mason BHO voucher list in the amount of \$3,925,562.39 for the period May 1-31, 2017. Vice-Chair Jeffreys seconded the motion. The motion carried.

b) **Description:** Hardened Triage Facility Contract with Department of Commerce

Action: Commissioner Hutchings moved to approve the contract between Thurston-Mason BHO and the Department of Commerce for funding for the Mason County Triage Facility from July 01, 2015 through June 30, 2019, for a total maximum consideration not to exceed \$984,969; and authorize the Administrator of Thurston-Mason BHO to execute the contract and any future amendments that do not change the amount or duration by more than 15%. Vice-Chair Jeffreys seconded the motion. The motion carried.

c) **Description:** Execute Service Agreement with Paycom for Payroll and HR services Software

Action: Commissioner Hutchings moved to authorize the Thurston-Mason BHO Administrator to execute the Service Agreement with Paycom, a payroll and HR services software

platform, for an estimated annual cost of \$8,303.40, with an effective start date of August 1, 2017, upon satisfactory conclusion of employee data security protocols.

Move to authorize the Thurston-Mason BHO Administrator to execute the following additional authorizations and agreements with Paycom: Funding Authorization Agreement, Check Signing Agreement, Tax Information Authorization, Reporting Agent Authorization, Indemnity and release concerning IRS form 1095-C, and Power of Attorney for Unemployment Insurance.

Vice-Chair Jeffreys seconded the motion. The motion carried.

- d) Description: Execute Navia Benefit Solutions Administrative Service Agreement
Action: **Commissioner Hutchings moved to authorize the Thurston-Mason BHO Administrator to execute the Navia benefit solutions Administrative Service Agreement and the Direct Debit & Credit Authorization Agreement. Coverage will be effective August 1, 2017. Vice-Chair Jeffreys seconded the motion. The motion carried.**
- e) Description: Execute master application for TMBHO to become a WCIF participating
Action: **Commissioner Hutchings moved to authorize the Thurston-Mason BHO Administrator to execute the Master Application for 2017 WCIF coverage, the Business Associate Agreement, and the Application to become a WCIF Participating Employer. Coverage will be effective August 1, 2017. Vice-Chair Jeffreys seconded the motion. The motion carried.**
- f) Description: Resolution and Administrative Service Agreement between TMBHO and ICMA Retirement Corporation
Action: **Commissioner Hutchings moved to approve a resolution approving and adopting the deferred compensation plan administered by the ICMA Retirement Corporation for a plan start date of August 1, 2017.**

Move to authorize the Thurston-Mason BHO Administrator to execute the ICMA Retirement Corporation Administrative Services Agreement.

Vice-Chair Jeffreys seconded the motion. The motion carried.

4. Updates

- Mark Freedman presented to the Olympia City Council re: implementation of the LEAD program.
- Staff continues to work with Providence re: the transition at the E&T and the affect that will have on the ER. As of June 14th the E&T will stop taking new clients.
- One of the TMBHO program assistant positions has been filled and the person starts next Friday.
- Staff did a follow-up on a recent concern about the Crisis Triage Center being filled with jail inmates. The majority were in fact from the ER and were voluntary admissions.

- Grays Harbor will not be renewing their opiate substitution treatment contract with Evergreen Treatment Services effective July 2017. Staff are working with Great Rivers BHO to effectively manage the influx of clients who will not have services.

Adjournment

Commissioner Hutchings moved to adjourn the meeting. Vice-Chair Jeffreys seconded the motion. The motion carried. The meeting adjourned at 10:44am.

THURSTON-MASON BEHAVIORAL HEALTH ORGANIZATION GOVERNING BOARD
Thurston County, Washington

ATTEST:



BUD BLAKE, Chair



Tina Gehrig, Clerk of the Board

Date: 8/10/17



TERRI JEFFREYS, Vice Chair



JOHN HUTCHINGS, Commissioner

