

Governing Board & Annual Meeting

1:00 PM – 3:30 PM December 4, 2017

PLEASE NOTE! Executive Session (Board Members Only) 1-1:40PM.

Non-board-members calling in, please call at 1:40PM.

Refreshments available near meeting room for our partners during Executive Session.

We appreciate your patience!

Confluence Technology Center 285 Technology Center Way #102 Wenatchee, WA 98801	Conference Dial-in Number: (408) 638-0968 or (646) 876-9923 Meeting ID: 429 968 472# Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/429968472>
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<u>Time:</u>	<u>Agenda Item:</u>	<u>Proposed Action:</u>	<u>Attachments:</u>
1:00 PM	Executive Session		
1:40 PM	Introductions - Barry Kling <ul style="list-style-type: none"> Board Roll Call Review of Agenda & Declaration of Conflicts Public Comment 	Discussion	Agenda
1:50 PM	Approval of November Minutes - Barry Kling	Motion to Approve: Minutes	Minutes
1:55 PM	Treasurer's Report - Sheila Chilson <ul style="list-style-type: none"> Monthly Financial Report Annual Budget Approval 	Motion to Approve: <ul style="list-style-type: none"> Financial Report Annual Budget 	Financial Report & Annual Budget
2:05 PM	Executive Director's Update - Senator Parlette	Information	Newsletter
2:15 PM	Annual Meeting/Board Elections - Barry Kling <ul style="list-style-type: none"> Board Elections Officer Elections 	Election of Board Members and Officers	
2:30 PM	BHO Update - Tamara Burns	Informational	
2:35 PM	Staff / Project Updates <ul style="list-style-type: none"> Project Plan Application & Transitions /Diversion Workgroup – John Schapman FIMC & Opioid Workgroup – Christal Eshelman Data – Caroline Tillier 	Discussion	
2:55 PM	Whole Person Care Collaborative - Peter Morgan	Discussion Approve CCMI Costs	Summary of CCMI/CSI Visit



North Central Accountable Community of Health

3:15 PM	Pathways Community HUB - Christal Eshelman	Discuss Next Steps	
3:25 PM	Governing Board Round Table - All Members	Discussion	
3:30 PM	Adjourn		

Governing Board Meeting Minutes

11/6/2017 1:00 PM – 3:30 PM

Confluence Technology Center, Wenatchee

Board Attendance: Tim Hoekstra, Sheila Chilson, Barry Kling, Bruce Buckles, Ray Eickmeyer, Jesus Hernandez, Kayla Down, Rick Hourigan **Phone:** Doug Wilson, Nancy Nash Mendez, Mike Beaver, Molly Morris, Brooklyn Holton, Senator Warnick, Kevin Abel **Absent:** Theresa Sullivan, Tyler Paris

Public Attendance In Person: Caroline Tillier, John Schapman, Christal Eshelman, Dulcye Field, Deb Miller Charity Bergman, Clarice Nelson, Tamara Burns, Rachel Petro, Beck Demers, Kris Davis, Tessa Timmons, Ryan Stillman, Kathleen Nelson, Winnie Adams, Tamara Burns, Laurel Lee, Christine Quinata, Caitlin Safford, Andrea Bennett, Ken Sterner, Gwen Cox, Anne Crain, Linda Parlette **Phone:** Darlene Darnell, Laina Mitchell, Stacey Kellogg, Samantha Zimmerman

Minutes: Teresa Davis

- Conflicts of Interest: None
- Public Comment: None
- ❖ **Approval of Minutes:** Ray Eickmeyer moved to approve October 2nd minutes as written, Sheila Chilson seconded the motion, no further discussion, motion passed
- ❖ **Treasurer's Report – Sheila Chilson:** Sheila went over the September financials broken in to SIM and Demonstration dollars. This is an interest bearing account, staff is unsure of the constraints Design dollars form the Demonstration related to collecting the interest on total funds – need to check with HCA on this. **Jesus Hernandez moved to approve the September financial report as presented, Ray Eickmeyer seconded the motion, no further discussion, motion passed**

Executive Director's Report – Linda Parlette:

- Each Board member received a card about her husband's celebration of life.
- Have been interviewing candidates for the communications, policy and CHI connections position. Backgrounds are being checked will advise Board when decision has been made.
- Annual Meeting in December: Board Terms – Initial appointments are staggered. We need to make a decision on when the initial Board terms expire. Either on the date that the member was appointed to the board or at the annual meeting. Decided initial 1 year terms will expire this year in December and will need to be reappointed at the annual meeting. Discussion ensued, replacement of a leaving member will be finishing prior member's term, then will be reappointed.
- ❖ **Ray Eickmeyer moved to make the terms start and end in December at the annual meeting with the exception of resignations, Tim Hoekstra seconded the motion, clarification that sector appointees will also expire at this time, no further discussion, motion passed.**

BHO Update – Tamara Burns:

- Less than two months until the BHO is dissolved, inventorying is still taking place
- Continue to work on Parkside - on target to be up and running by March 2018
- Will be working with ABHS about what else we can do with the extra space and what programs can be expanded.
- All staff is currently staying, 3 staff will be staying for an additional 3 months.
- Reserves will go back to DBHR, Tamara will look at the amount of that we are sending back, Judy Warnick asked Tamara to let her know what the amount it and what she could do to help.
- Suggestion to ABHS to come and present at a future board meeting

FIMC Update – Christal Eshelman

- Advisory committee is winding down, 1 advisory meeting left.
- Still have a couple of workgroups going, IT/EHR and Consumer Engagement.
- Early Warning System workgroup will continue through June of next year to monitor to the system.
- Okanogan will be transitioning to FIMC in 2019

Board Nomination – Barry Kling: Michelle Price from the NCESD.

- She will have a large impact on Social Determinants of Health
- Would like to keep Winnie's replacement at NCESD (Cathy Meuret) involved in the NCACH.

❖ **Sheila Chilson moved to accept the nomination of Michelle Price to the NCACH Governing Board, Rick Hourigan seconded the motion, no further discussion, motion passed.**

Program Manager Update - John Schapman

- November 16th Proposal: Close to 200+ pages; working with a copy editor for the final application to ensure consistency and language makes sense. Copy editor will receive document Thursday am, and send back to NCACH staff next Monday (leaving two days for final edits).
- Budget -
 - Project Management/Administration (contractors to work with partnering providers, administrative expenses from the ACH will come out of the Design funds, which are not allocated on this spreadsheet).
 - Provider Engagement, Participation, Implementation (specific to funds for WPCC, partnering providers, including planning and implementation beyond clinical – Pathways, care coordination organizations for any of the six projects, etc.).
 - Provider Performance, Quality Incentives (pay for performance metrics allocation, WPCC, etc.).
 - Health System & Capacity Building (reserved for partnering providers work on interoperability, IT structures, etc.).
- NCACH will continue to look at overall work as an overall budget, inclusive of SIM, integration incentives and Design Phase I and II dollars. It is not detailed in this way for the November application, but will continue to be discussed at the Board level in the approach taken thus far.
- After the November submission, there will be a 3-4 day process working with HCA for missed work to be included; following that, the first week of December and around Christmas, there will be a write back period to correct any weak sections.
- Preliminary Recommended Approaches for Target Populations – recognizing these are the broadest categories and populations, which will be refined ahead of the Supplemental Workbook to be turned in mid-2018; wanting the workgroups to look at the data and ensure these are the most appropriate.

Update on Tribal Resolutions – Molly Morris

- Included in the Packet, highlighting North Central and WA State resolutions, priorities and annual convention conversations.
- Molly offered to do a quarterly report recognizing Tribal new priorities, facilities and communications to date for the Board.

Websites to find more info: www.ncai.org www.colvilletribes.com www.atnitribes.org

WPCC Update – Peter Morgan

We now have contracts with CSI and CCMI and they are onsite this week doing some planning and site visits with a few providers. Will have decisions around collaborative design within the next two months. They will also be helpful in proposal writing to make sure that our concepts align with the collaborative model.

Pathways Community HUB – Barry Kling: Barry went over the issues that we have been having in getting information on the Pathways HUB. The Board previously approved \$25,000 to contract with Care Coordination Systems (CCS). There was some confusion as to whether Healthy Generations (HG) or CCS was the source of this package. Instead of giving us a contract, they want to come and sit with us for an intensive training session. We did get a proposal at the price of \$75,000 from HG. CCS gave a proposal at the price tag of \$40,000 which is essentially the first part of the HG contract. There is concern from ACH's around the state that HG may not be equipped to handle this work. Barry's previous email was sent out in favor of the larger proposal but with recent issues, he is more inclined to recommend contracting with CCS. Many Board Members do not feel comfortable authorizing a contract prior to getting a demo and more explanation of the deliverables.

- Jesus suggested a technical meeting and Demo with CCS for what will be provided and what this looks like prior to signing an agreement
- CCS proposal: suggestion to amend #2 to not include specific health care providers; need to see more details around what is expected; Barry suggested to have a retreat of the Board/staff/CCS individuals with Demo, etc.
- Re-stated action (no motion needed): Engage CCS to do an in-person presentation for the NCACH Board on the software ahead of executing a contract, up to the prior-authorization of \$25,000. Aim to get this done as soon as possible, without any changes to the November project proposal submission to the HCA.
- Group will start a list of questions including questions from IT people in their organizations for Bob Harnach, Kayla has a list already started from the MCO sector.

Sheila noted that Board members should make this presentation/retreat a priority on calendars.

Caitlin Safford from Amerigroup said that she has heard Bob Harnach's presentation and suggested having Bob come in person for at least a two hour session vs. a webinar. Other ACH's have paid his travel expenses.

Workgroup updates - John Schapman

- Transitional Care / Diversion and Opioid Workgroups had first meetings in November, next meetings will be scheduled in in December.

HIT/HIE Draft Charter – Caroline Tillier: Caroline reviewed the draft charter, this is in addition to the current IT EHR workgroup already established (which includes Behavioral Health Providers and MCO's) This new group will include a lot of the same members and adding the primary care.

❖ **Jesus Hernandez moved to approve the HIT/HIE Charter as written, Bruce Buckles seconded the motion, no further discussion, motion passed.**

Focus group on addressing the Social Determinants of Health: We want to convene a focus group of those providers to explore how the demonstration can be supportive to social services organizations. More info to come on that.

Meeting adjourned and Board Members moved into an Executive Session at 3:27 by Barry Kling

SIM Funds Report on NCACH Expenditures to Date

Fiscal Year: Feb 1, 2017 - Jan 31, 2018

	Budgeted Allocation	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Totals YTD	% Expended YTD to Budget	Comments
Salary & Benefits	\$ 407,378.36	40,958.85	40,285.52				\$ 276,986.02	68.0%	
Office Supplies	\$ 13,337.48	318.78	1,037.55				\$ 5,212.38	39.1%	
Computer Hardware	\$ 10,119.12						\$ 9,949.80	98.3%	
Legal Services	\$ 5,880.40	152.75					\$ 6,526.15	111.0%	
Travel/Lodging/Meals	\$ 7,000.00	846.18	674.48				\$ 4,749.74	67.9%	
Website Redesign	\$ 5,000.00	150.00					\$ 3,821.59	76.4%	
Advertising	\$ -	286.36					\$ 1,268.10		Job ads.
Meeting Expense	\$ 4,000.00	428.99	1,060.97				\$ 5,300.98	132.5%	Mainly meeting room rental costs.
Other Expenditures	\$ -						\$ 20,310.24		WPC speaker expense, stationary printing, office furniture
Misc. Contracts (CORE)	\$ 23,650.00						\$ -	0.0%	
Misc. Contracts (CHIs)	\$ 36,000.00						\$ 12,000.00	33.3%	
Subtotal	\$ 512,365.36	\$ 43,141.91	\$ 43,058.52	\$ -	\$ -	\$ -	\$ 346,125.00	67.6%	
15% Hosting fee to CDHD	\$ 76,854.80	6,471.29	6,458.78	0.00	0.00	0.00	\$ 51,918.75	67.6%	Includes space, computer network & support, fiscal, etc.
Meal Expenses - not charged a hosting fee							\$ 412.20		
Grand total	\$ 589,220.16	\$ 49,613.20	\$ 49,517.30	\$ -	\$ -	\$ -	\$ 398,455.95	67.6%	

Total Funds Received	\$ 480,296
Amendment 6 - funds available up to \$55k	\$ 27,405
Amendment 5 - amount TBD (up to \$392k)	\$ 392,000
Total SIM Funds	\$ 899,702
Budgeted Amount	\$ 589,220.16
Total Uncommitted Funds	\$ 310,481.69

% of Fiscal Year 75%

Demonstration Funds Report on NCACH Expenditures to Date

Fiscal Year: Jan 1, 2017 - Dec 31, 2017

	Budgeted Allocation	Sep-17	Oct-17	Nov-17	Dec-17	Totals YTD	% Expended YTD to Budget	Comments
Salary & Benefits	\$ 27,464.00					9,141.02	33.3%	
Legal Services	\$ 4,000.00					-	0.0%	
Travel/Lodging/Meals	\$ 5,000.00	289.69	115.02			404.71	8.1%	
Website	\$ 1,500.00					-	0.0%	
Admin (HR/Recruiting)	\$ 1,500.00		250.00			250.00	16.7%	
Advertising/Community Outreach	\$ 5,000.00	71.53				418.15	8.4%	
Insurance	\$ 3,000.00					3,892.39	129.7%	
Meeting Expense	\$ 5,000.00					-	0.0%	
Other Expenditures	\$ 15,000.00					378.11	2.5%	B&O Tax
Misc. Contracts (CHIs)	\$ 30,000.00					-	0.0%	
Subtotal	\$ 97,464.00	\$ 361.22	\$ 365.02	\$ -	\$ -	\$ 14,484.38	14.9%	
15% Hosting fee to CDHD	\$ 14,619.60	54.18	54.75	-	-	2,172.66	14.9%	Includes space, computer network & support, fiscal, etc.
Grand total	\$ 112,083.60	\$ 415.40	\$ 419.77	\$ -	\$ -	\$ 16,657.04	14.9%	

Total Funds Received (Starting July 2017)	\$ 6,000,000.00
Budgeted Amount (July - December 2017)	\$ 112,083.60
Total Uncommitted Dollars	\$ 5,887,916.40

% of Fiscal Year 83%

NC ACH Funding & Expense Summary Sheet

	Contract/Amendment Date	Funds Received	Funds to be Received	Expended to Date	Funds Remaining
Original Grant Contract K1437		\$ 99,831.63		\$ 99,831.63	\$ -
Amendment #1		\$ 150,000.00		\$ 150,000.00	\$ -
Amendment #2		\$ 330,000.00		\$ 256,416.47	\$ 73,583.53
Amendment #3 (\$50k Special Allocation)		\$ 15,243.25		\$ 15,243.25	\$ -
Workshop Registration Fees/Misc Revenue		\$ 19,155.00		\$ 19,155.00	\$ -
Amendment #4 (FIMC Advisory Comm. Spcl Allocation 2016)		\$ 15,040.00		\$ 6,783.41	\$ 8,256.59
Amendment #5*			TBD		\$ -
Amendment #6** (FIMC Adv Comm Spcl Alloc 2017)		\$ 28,874.84	\$ 26,125.16	\$ 27,594.60	\$ 27,405.40
Original Contract K2296 - Demonstration Phase 1		\$ 1,000,000.00		\$ 16,657.04	\$ 983,342.96
Original Contract K2296 - Demonstration Phase 2		\$ 5,000,000.00			\$ 5,000,000.00
Totals		\$ 6,658,144.72	\$ 26,125.16	\$ 591,681.40	\$ 6,092,588.48

* Amendment 5 will provide additional funds when needed for a total of \$872K through 1/31/2019.

** Revenue outstanding. Funding is monthly cost reimbursement.

2015-16 Report	99,831.63	2015-16 Expenses	\$ 99,832.00
2016-17 Report	480,000.00	2016-17 Expenses	\$ 76,736.40
SIM Report	\$ 78,313.09	SIM YTD	\$ 398,455.95
DEMO Report	\$ 6,000,000.00	DEMO YTD	\$ 16,657.04
	<u>\$ 6,658,144.72</u>		<u>\$ 591,681.39</u>
Variance	\$ -		\$ 0.01

Report to the Board re: Site Visit from CCMI & CSI.

Many of you were able to meet Connie Davis from CCMI when she attended the WPCC meeting on November 6th and gave a presentation on their services, on the history and purpose of Learning Collaboratives, and on their goals for the design phase.

On November 7th, Roger Chaufournier and Kathy Reims from CSI joined Connie for 3 days of design meetings with our NCACH team. The goal of the visit was for our teams to work together and to understand each other's approaches, skills, goals, and assumptions to come up with an approach(s) to a Learning Collaborative that would meet our needs. Connie, Roger, and Kathy also had a chance to conduct site visits and meet with the leadership teams of the following organizations to better understand their perspectives:

- Cascade Medical Center
- Catholic Charities (Wenatchee)
- Columbia Valley Community Health (Wenatchee)
- Confluence Health (Wentachee)
- Family Health Centers (Brewster)
- Grant Integrated Services
- Lake Chelan Community Hospital
- Moses Lake Community Health Centers

While we weren't able to meet with all the provider organizations, they experienced a cross section of size, organization type, behavioral health and primary care, and geographic distribution. With the organizations' permission, the consultants were given the Qualis PCMH-A and MeHAF evaluations for these organizations ahead of time to better prepare them for the visits.

The meetings were organized to optimize information sharing and two-way education. The schedule of the 3 days and topics covered are listed in the attached table. As a result of the visit, Roger, Kathy & Connie were able to better understand the background on the Demonstration Project, the WPCC, and our approach to funding improvement in provider organizations. We also described all 6 of the NCACH projects and their relationship to the WPCC. In return, the NCACH team learned about many different tools and processes that could be used to set up and run a Learning Collaborative. The agenda included a demonstration of CSI's web-based portal to share information among providers, approaches to measurement and reporting, and possibilities for incorporating local resources (*e.g. Qualis, AIMS Center, local experts, etc.*) into the process. Our NCACH team emerged with a much better understanding of the options available and the implications of some of the various design choices.

Overall we were impressed with Roger, Kathy & Connie's knowledge, organization, commitment to our project. They demonstrated a willingness to understand us and tailor an approach that meets our needs. Both they and we emerged with a list of follow up items and work to be completed in the next two weeks before our next check in.

Submitted by: Peter Morgan

CCMI/CSI Agenda for Site Visit November 6-9

	Monday November 6	Tuesday November 7	Wednesday November 8 Roger	Wednesday November 8 Kathy	Wednesday November 8 Connie and Peter	Thursday November 9	
6:00:00 AM			Travel Time				
6:30:00 AM							
7:00:00 AM							
7:30:00 AM							
8:00:00 AM		Travel Time	Moses Lake Community Center	Moses Lake Community Center	Travel	Catholic Community Services	
8:30:00 AM		Cascade Medical Center - Leavenworth			Lake Chelan Community Hospital		
9:00:00 AM			Grant Integrated Services - Moses Lake	Grant Integrated Services - Moses Lake		Travel	
9:30:00 AM		Travel Time			Travel		
10:00:00 AM		Introductions and Context	Travel Time (possibly one more site visit)			Behavioral Health: AIMS center to join via webinar at 10AM	
10:30:00 AM							
11:00:00 AM	WPCC meeting Connie to attend/present	Fundamentals of Design	Family Health Centers - Brewster (10:15-11:45)			Coaching: Existing supports, needs	
11:30:00 AM			Site Visit Debrief				
12:00:00 PM			Lunch, reconvene				Working Lunch: NCACH aims
12:30:00 PM		Working Lunch: Measurement requirements, support	All: Site Visit Debrief				
1:00:00 PM							
1:30:00 PM							
2:00:00 PM			Design Options				Design: Timeline and work planning
2:30:00 PM		Confluence - Wenatchee					
3:00:00 PM							
3:30:00 PM		Travel Time					
4:00:00 PM			Design Supports and Structure				Next steps, Action Items
4:30:00 PM		Columbia Valley Community Health - Wenatchee					
5:00:00 PM							Adjourn
5:30:00 PM		Adjourn	Adjourn				