

**MEMORANDUM**

**TO:** NSRSN Advisory Board Members and  
All Interested Parties

**FROM:** Rae A. Benjamin, NSRSN Office Manager

**RE:** **Meeting Information**

**DATE:** May 10, 1999

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Please note the next meeting of the NSRSN Advisory Board will be held on:

**Tuesday May 18, 1999**  
**Public Utility District Office – Meeting Room**  
**1415 Freeway Drive**  
**Mount Vernon, WA**  
**9:15 a.m.**

The Advisory Board Packet is attached for your review. I look forward to seeing you there.

**For Special Disability accommodation needs, please call Rae at (360)416-7013 ext, 22 at least 48 hours in advance.**

**NORTH SOUND REGIONAL SUPPORT NETWORK  
ADVISORY BOARD MEETING**

**PUBLIC UTILITY DISTRICT OFFICE – MEETING ROOM  
1415 FREEWAY DRIVE  
MOUNT VERNON, WA 98273  
MAY 18, 1999  
9:15 a.m.**

**AGENDA**

1. Call to Order; Introductions - Chair
2. Revisions to the Agenda - Chair
3. Approval of April 1999 Minutes - Chair
4. Comments from the Public - Chair
5. Correspondence - Chair
6. Comments from the Chair
7. Executive Director's Report
  - a. Contract Update – Merle Adrian, NSRSN Executive Director
  - b. Current Board Motions Presentation - Marcia Gunning, NSRSN Contract Compliance/ Fiscal Manager
  - c. RFP Committee Report – Greg Long, Assistant Director/Planner
8. Other Business
9. Adjournment

**NOTE:** The next Advisory Board meeting will be June 15<sup>th</sup> at Public Utility District Office, 1415 Freeway Drive, Mt. Vernon beginning at 9:15 a.m.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
ADVISORY BOARD MEETING  
Skagit Valley College - Board Room  
Administrative Annex  
2405 East College Way  
Mount Vernon, WA 98273  
April 13, 1999**

**MINUTES**

**Members Present:**

Jim King, Chair

**Mary Good, Vice Chair**

Charles Albertson

**Dave Ashton**

Dan Bilson

Joan Bowers

**Connie Buckley**

Mae Covert

**Lorelei Coy**

Kay Day

**Hy Rosenfeld**

Eileen Rosman

Dean Stupke

**Chris Walsh**

**Josselyn Winslow**

**Members Absent:**

Amy Ayers, Laura Crawford, Pat Littlewood, John Patchamatla

**NSRSN Staff Present:**

Merle D. Adrian, Rae Benjamin, Sharri Dempsey, Robin Grupper, Marcia Gunning, Cathey Heighton, Bernie Hilgart, Greg Long, Sandy Lucero, Francene Thompson

**Guests:**

Roy Walker, Northwest AAA

Steve Reinig, BDS

Jere LaFollette, APN

Bob LeBeau, APN

Kris Laaninen, CMHS

Fran Collison, APN

Griff Covert

**1. Call to Order; Introductions**

Mary Good called the meeting to order at 9:18 a.m. Introductions were made around the room.

**2. Revisions to the Agenda**

There were none.

### **3. Approval of March 1999 Minutes**

A motion was made, seconded and carried to approve the March 16, 1999, minutes as presented.

### **4. Comments from the Public**

- Roy Walker, Northwest Regional Council, extended an invitation to attend a community forum focusing on mental health issues for senior citizens and people with disabilities on April 27 at 9:00 a.m. at the Burlington Community/ Senior Center. A flyer was made available to interested parties.
- Kay Day stated that she received calls from Mr. LeBeau of APN and a call from someone at DSHS Adult Consumer Protection Agency to inform her that a complaint had been filed against her stating that she abused a consumer (her son). She stated her anger about this. She stated that she believes the complaint originated within the RSN or APN and is being used to intimidate her or have her removed from the Advisory Board. Mr. LeBeau stated that he did not believe that the complaint originated from APN; Mr. Adrian stated the same regarding the NSRSN.

Josselyn Winslow mentioned that there are similar problems when trying to advocate for people with dementia and that related process and system issues need to be addressed.

### **5. Correspondence**

Jim King stated that he had received two pieces of correspondence:

- A notice of the National Summit of Mental Health Consumers and Survivors, April 25-29, in Portland Oregon. Call for conference speakers. Purpose of conference is for consumers and survivors to share their stories.
- A letter from NSRSN regarding NSRSN contracts negotiation with APN, VOA, and Sea Mar. He requested that an advocate or consumer volunteer to participate in the negotiations. He stated that he thought it would require a 10 to 15-hour commitment this month. If anyone was interested, he or she should respond by leaving him a voicemail at 708-9012.

### **6. Comments from the Chair**

Jim King stated that he had asked Mary Good to chair the opening of the meeting to allow Mary to gain experience as a chairperson and showing the public that consumers can have leadership opportunities on the Advisory Board.

## 7. Executive Director's Report

- d. Contracts Framework and Principles Report – Merle Adrian, NSRSN Executive Director, stated that the contracting process would be based on the completed Framework document. Regarding negotiations with APN, four representatives from the NSRSN (Merle Adrian, Marcia Gunning, a County Coordinator and a member of the Advisory Board) would negotiate with a four-person team from APN. The VOA and Sea Mar contracts will be negotiated differently, staff to staff. He expects that all contracts will be introduced in May, with full approval to be requested at the June Board of Directors meeting.
- e. MIS Status Report - Bernie Hilgart, NSRSN Interim MIS Manager, reviewed the MIS Quality Control/Quality Assurance Plan presented to the Board last month.

Jim King asked if the three questions from their last meeting had been addressed/answered:

- What is the percentage of the total RSN budget specified for MIS?
- What is the statute of limitation for consumer records retention?
- Where does information go after it is submitted to MHD?

Mr. Hilgart stated that MIS allocation is below one percent of the total budget. He also stated that he would be attending a meeting that afternoon to confirm record-keeping requirements for consumer data. Lastly, he stated that information submitted to MHD goes no further.

A motion was made, seconded and carried to approve the MIS proposal.

Mr. Hilgart then went on to discuss the proposed changes in FY 1999-2000 MIS funding allocations.

Dan Bilson asked for a proposal explaining how the funds will be reallocated as well as our plan for handling new MIS requirements.

- f. Current Board Motions - Marcia Gunning, NSRSN Contract Compliance/ Fiscal Manager, reviewed two introductory items that are going to the Board this month:

- Approved use of the NSRSN Executive Director Signature Stamp
- Suicide prevention training for the Tribes

### **Ms. Gunning then reviewed APN's monthly mental health services and funding and services data reports (contract to date).**

Kay Day asked for a definition of "service" and requested a more detailed breakdown by types of services. Merle Adrian stated that APN would be presenting a breakdown at the next Board and Advisory Board meeting.

Mr. Bilson asked for explanations of the graph showing revenues going up and services going down. Jere LaFollette, APN, stated that the graph may not be accurate in that information being reported has been changed. He stated APN's desire to work together to develop a system to meet everyone's needs.

Dan Bilson stated that he created a list of statistics he would like information on, including: population by county, name of organization, average service time, etc. Staff agreed to assure that Mr. Bilson's request was addressed.

Lastly, a request for a report regarding the length of stay at WSH was made.

Ms. Gunning then reviewed the financial reports for January and February.

Ms. Gunning also reviewed the NSRSN Resolution for maintaining the current level of state funding for mental health care that was forwarded to the Legislature.

Ms. Gunning also mentioned that contract performance review reports for APN, Sea Mar and VOA had been finalized.

- g. QRT Biannual Report – Francene Thompson, NSRSN OCA Manager, stated that the QRT Biannual Report had been completed. Ms. Thompson said that most of the feedback they received was positive. Some concerns that were noted include taking too long to receive service, increased homelessness, lack of community residential options, and poor communication with jails. She also mentioned that she would like to increase the number of consumers that QRTs interview.

Lorelei Coy asked if the NSRSN was going to hire another QRT person. She said the QRT and Ombuds services are important and we need to make sure they are not set up to fail. Ms. Thompson stated that the hours of current employees will continue to be monitored and reviewed.

Hy Rosenfeld stated that he thought the QRT survey questions were difficult to understand. He also thought that "yes" or "no" answers probably didn't give very helpful information and suggested using a scale to determine satisfaction. Merle Adrian and Francene Thompson both voiced the need to have more people involved in designing the survey so the information gathered would be more useful.

Dan Bilson asked about the number of calls for help reported—were they increasing or decreasing? Ms. Thompson said the Ombuds program has received an increase in the number of calls and that she is gathering data on what other Ombuds are doing.

Charles Albertson stated that he believes there is a need for open avenues of suggestion to NSRSN that are not confrontational. Ms. Thompson stated that there is still a need to education people as to how Ombuds can help. Chris Walsh asked if a list of confidentiality problems could be developed. Lorelei Coy wondered if

volunteer services could be used (maybe past consumers) to provide assistance. Ms. Thompson stated that they are considering these options.

Jim King asked if QRT are talking to cross systems contacts/agencies (DDD, jails, aging, substance abuse). He also asked if there was anyone who wanted to be part of the VOA audit April 27-28. Chris Walsh and Lorelei Coy volunteered to participate. (Lorelei will need transportation.)

Dan Bilson requested that the NSRSN obtain a copy of the confidentiality lawsuit ruling against the Mayor of Mountlake Terrace (regarding information requirements from contractors). Mr. Adrian said he would personally call Dave Gossett to request the information. Steve Reinig mentioned the information may also be available through the Municipal Research Corporation.

- h. RFP Sub-Committee Update – Greg Long, NSRSN Assistant Director/Planner, reported that the Stakeholder meeting to gather input for consumer-oriented projects, held at the Rainbow Center in Whatcom County, went well. It was requested that a copy of the ideas generated during this meeting be sent to all Advisory Board members. Stakeholder meetings for the other four counties will be held in the next few weeks. The Sub-Committee has proposed an RFP schedule and determined that funding should be made available for technical assistance.

Mr. Long also passed out a proposal and budget for Case Manager Training. APN would like to expand the committee and develop an annual, regional training plan. APN would like to partner with the Washington Institute to present training in two areas: (1) crisis management and (2) customer services special conduct.

- i. 7.01 Plan Presentation – Sharri Dempsey, Native American Liaison, presented the 7.01 Plan, explaining its mission, definition and how the NSRSN is working to implement the plan. Copies of the presentation were passed out.

Dan Bilson requested a list of the mental health providers on each reservation. Ms. Dempsey stated a brochure was being developed for Native Americans and that this information would be included in the brochure. Ms. Dempsey stated that copies would be made available to the Advisory Board at the next meeting. These brochures will be located at NSRSN provider agencies. Mae Covert suggested that copies be distributed through consumer/advocate groups as well.

Jim King stated that MHD had criticized the Advisory Board for not having tribal representation and asked Ms. Dempsey if she thought tribal members should be on the Advisory Board. She stated that she agreed and had started the process of trying to get tribal representation.

Ms. Dempsey mentioned the efforts to obtain training for the tribes to learn how to access care for their people. April 29 is the first session in Upper Skagit. She will mail the details of the training to the Advisory Board members.

**10. Advisory Board Budget**

Jim King stated that the Budget Sub-Committee (Mary Good, Dan Bilson and Jim King) would like to hear members' ideas for inclusion in the Advisory Board budget and requested that members leave their ideas on his voicemail (718-9012).

**11. Other Reports**

Jim King stated that he had received a fax from Steve Adams stating that he had encountered problems with system in trying to get someone to spend some time with him. Mr. Adrian stated he had in fact talked with Mr. Adams. Mr. King stated that since Mr. Adams was here, they could talk further later.

**12. Other Business**

Lorelei Coy stated that the Washington Protective Advocacy had moved to Edmonds.

Lorelei Coy mentioned that the HIV/AIDS Consortium of Snohomish County is presenting a workshop on HIV/AIDS Mental Health on April 27-28 in Mt. Vernon. The University of Washington is presenting a workshop May 11-12. She has more information if people are interested.

**13. Adjournment**

As there was no other business, Chair King adjourned the meeting at 11:14 a.m.

Respectfully submitted,

Merle D. Adrian  
Executive Director



## MEMORANDUM

DATE: May 7, 1999  
TO: NSRSN Advisory Board  
FROM: Marcia Gunning  
Contracts Compliance/Fiscal Manager  
RE: May 27<sup>th</sup> NSRSN Board Motions

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Attached please find for your review and comment the following that will be brought forth at the May 27, 1999 NSRSN Board Meeting:

### **CONSENT AGENDA**

NONE

### **ACTION ITEMS**

1. **Motion #99-016** to approve NSRSN Policy and Procedure regarding use of the Executive Director's Signature Stamp.
2. **Motion #99-017** to authorize NSRSN Executive Director to enter into professional services contract with Scott Graham for the purpose of providing three (3) suicide intervention trainings on behalf of the NSRSN, Associated Provider Network and the Eight Tribes within the NSRSN geographic area. Maximum consideration shall not exceed \$8,720.00.

*Please note this Motion has been revised from the original Introductory Motion. This has become jointly sponsored by NSRSN and APH and the number of trainings planned has been reduced from four (4) to three (3).*

### **MOTIONS NOT YET REVIEWED BY ADVISORY BOARD**

1. To introduce Contract #NSRSN-APN-99-10-MC-01, a managed care/full risk contract between NSRSN and Associated Provider Network for Outcome-Based Community Mental Health Program Services effective 7/1/99 – 6/30/2001.
2. To introduce Contract #NSRSN-VOA-99-MC contract between NSRSN and Volunteers of America for Outcome-Based Integrated Crisis Line, Crisis Triage and Crisis Outreach Dispatch Services effective 7/1/99 – 6/30/2001.

3. To introduce Contract #NSRSN-Seamar-99-MC-01 between NSRSN and Seamar for Outcome-Based Community Mental Health Program Services specifically addressing the mental health needs of our Hispanic population effective 7/1/99 – 6/30/2001.
4. To introduce Contract #NSRSN-Island-99-01 between NSRSN and Island County for Administration, planning, local oversight, etc., services effective 7/1/99-6/30/2001.
5. To introduce Contract #NSRSN-San Juan-99-02 between NSRSN and San Juan County for administration, planning, local oversight, etc, services effective 7/1/99-6/30/2001.
6. To introduce Contract #NSRSN-Skagit-99-03 between NSRSN and Skagit County for administration, planning, local oversight, etc, services effective 7/1/99-6/30/2001.
7. To introduce Contract #NSRSN-Snohomish -99-04 between NSRSN and Snohomish County effective 7/1/99-6/30/2001 for:
  - Administration, planning, local oversight, etc, services
  - Snohomish County ITA Services
  - Snohomish County QA Utilization/Clinical Support/Services
  - Snohomish Evaluation & Treatment Facility Loan and Maintenance
  - Federal Block Grant Services – Community Team for Children
8. To introduce Contract #NSRSN-Whatcom-99-05 between NSRSN and Whatcom County for:
  - Administration, planning, local oversight, etc, services
  - Federal Block Grant Services – Outreach to Geriatric Mentally Ill
 effective 7/1/99-6/30/2001.
9. To introduce contract #NSRSN-Tulalip-TT-FBG between NSRSN and Tulalip Tribes for Traditional Healing Mental Health Services effective 7/1/99 – 6/30/2001.
10. To introduce contract NSRSN-SA-99 between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 7/1/99 through 12/31/99.
11. To introduce Contract #NSRSN-BDS-99-MIS between NSRSN and Behavioral Data Systems for Management Information Services effective 7/1/99 through 6/30/2001.
12. To introduce the Planning Committee's recommended Draft Request for Proposal (RFP) and process for funding consumer oriented projects as designated by NSRSN Board Motion #98-066.

I look forward to discussing these items in detail with all of you at the May 18, 1999 Advisory Board Meeting. If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.

cc: Merle Adrian  
 County Coordinators  
 NSRSN Management Team

# NORTH SOUND REGIONAL SUPPORT NETWORK

## NSRSN Board of Directors Approval Form

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 14, 1999

**Action Requested:** The NSRSN Board is asked to approve  
**Motion #99-016**

**Approval Date:** May 27, 1999

**Source of Request:** Rae A. Benjamin, Office Manager

**Motion:** To approve Policy and Procedure regarding use of the Executive Director's Signature Stamp

**Background:** The attached Policy and Procedure has been developed and, and upon Board approval, shall be implemented by NSRSN staff.

**Fiscal Implications:** None

**Attachment(s):** Yes

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ Further Review Required

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Executive Director (Signature)

# **NORTH SOUND REGIONAL SUPPORT NETWORK**

## **POLICY & PROCEDURE**

### **USE OF EXECUTIVE DIRECTOR SIGNATURE STAMP**

#### **POLICY:**

This shall set forth guidelines for the use of the NSRSN Executive Director's signature stamp by its employees.

The use of the Executive Director's signature stamp will only be granted in emergency situations when the Director is unavailable. In all situations, every attempt must be made to obtain the Executive Director's permission. In the event that the Director is not available, the Office Manager or the Assistant Director/Planner are the only employees of the NSRSN with the authority to use the signature stamp. In the event that these three (3) individuals are not available, the Chair and Vice Chair of the Board of Directors are authorized to sign documents.

#### **USE:**

The use of the NSRSN Executive Director's signature stamp is to maximize efficiency of NSRSN business. Use of signature stamp is restricted to NSRSN business only, and shall be utilized only when the Executive is out of the office and/or unavailable to personally sign NSRSN documents. Such use shall only be granted in emergency situations. Whenever possible, it is desirable to obtain the permission of the Executive Director.

#### **RESPONSIBILITY:**

The Office Manager shall retain the signature stamp in a secured location within his/her office. In the event of the unavailability of the Office Manager, the Assistant Director/Planner shall be authorized to grant use of the signature stamp.

## **PROCEDURE:**

The following procedures are to be followed each time the signature stamp is used:

- 1) Employee requesting use of the signature stamp will bring all pertinent documentation to the Office Manager for review with the attached form completed. The form indicates:
  - a) Date
  - b) Nature of Document
  - c) Monetary value of document (when applicable)
  - d) Name of requesting employee
  - e) Nature of emergency
  - f) Executive Director's permission received (Yes/No)
  - g) Initials of person authorizing use
- 2) Office Manager (Assistant Director/Planner), after thoroughly review of documentation, will obtain verbal permission from the Executive Director, if possible. If Executive Director is not available to verbally authorize, Office Manager (Assistant Director/Planner) will make the final decision.
- 3) Office Manager (Assistant Director/Planner) will remove the stamp from its secured location and apply to the documentation and return it to the secured location upon completion of the task.
- 4) Office Manager will inform Executive Director immediately upon return to the office of all incidents involving use of signature stamp without verbal authorization.
- 5) Office Manager will maintained completed form and pertinent documentation in a secured location within his/her office.

## SIGNATURE STAMP APPROVAL

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DOCUMENT NAME: \_\_\_\_\_

MONETARY VALUE (WHEN APPLICABLE): \_\_\_\_\_

NATURE OF EMERGENCY: \_\_\_\_\_

EXECUTIVE DIRECTORS PERMISSION: YES NO

INITIALS OF APPROVING AUTHORITY: \_\_\_\_\_

# NORTH SOUND REGIONAL SUPPORT NETWORK

## NSRSN Board of Directors Approval Form

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** November 19, 1998

**Action Requested:** The NSRSN Board is asked to approve  
**Motion #99-017**

**Approval Date:** May 27, 1999

**Source of Request:** Sharri Dempsey, Tribal Liaison

**Motion:** To authorize NSRSN Executive Director to enter into professional services contract with Scott Graham for the purpose of providing three (3) suicide intervention trainings on behalf of the NSRSN, Associated Provider Network and the Eight Tribes within the NSRSN geographic area. Maximum consideration shall not exceed \$8,720.00.

**Background:** Initial meetings with all the Tribes have identified a substantial increase in completed suicides and suicide attempts by Native Americans in 1999. The request is for two (2) training sessions to be provided by NSRSN at Tribal sites and one training session to be provided by Associated Provider Network for the Swinomish Tribe. This project will require a cooperative, jointly coordinated effort between the NSRSN and APN. These trainings will provide needed demonstration projects upon which to base future offerings. Minimum attendance per training is twenty (20) Tribal community participants. NSRSN funding commitment toward APN's training project will not exceed \$800 (a portion of their total cost). NSRSN training will not exceed \$3,960.00 each.

**Fiscal Implications:** Maximum of \$8,720.00. Funding from NSRSN Reserves

**Attachment(s):** Yes

**Executive Recommendations:** XXXX **Approve** \_\_\_\_\_ **No Recommendation**  
\_\_\_\_\_ **Further Review Required**

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Executive Director (Signature)

**REDLINED VERSION**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**

NSRSN Board of Directors Approval Form

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** November 19, 1998

**Action Requested:** The NSRSN Board is asked to approve  
**Motion #99-017**

**Approval Date:** May 27, 1999

**Source of Request:** Sharri Dempsey, Tribal Liaison

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**Fiscal Implications:** Maximum of \$8,720.00. Funding from NSRSN Reserves

**Attachment(s):** Yes

**Executive Recommendations:** XXXX **Approve** \_\_\_\_\_ **No Recommendation**  
\_\_\_\_\_ **Further Review Required**

\_\_\_\_\_  
Executive Director (Signature)



**NORTH SOUND REGIONAL SUPPORT NETWORK  
AND  
SCOTT GRAHAM  
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is entered into between NORTH SOUND REGIONAL SUPPORT NETWORK/PREPAID HEALTH PLAN ("NSRSN"), 419 South First Street, Suite 200, Mount Vernon, Washington 98273, and

WHEREAS THE NSRSN requires Tribal Suicide Prevention Training AND WHEREAS Scott Graham has successfully worked with NW Indian Tribes and is willing and capable of providing quality and culturally competent training IT IS THE PURPOSE OF THIS AGREEMENT for the NSRSN to contract with SCOTT GRAHAM to provide Tribal Suicide Prevention Training.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

**I. Terms and Conditions**

- A. Term. This Agreement shall take effect May 10, 1999 and shall continue in full force and effect through November 1, 1999.
- B. Termination. This Agreement may be terminated in whole or in part by either party for any reason by giving 30 calendar days written notice to the other party.
  - 1. Loss of Funding. In the event funding from any source is withdrawn, reduced or limited in any way after the effective date of this Agreement and prior to termination, NSRSN may terminate this Agreement by written notice, effective upon Contractor's receipt of written notice.
  - 2. Breach. This Agreement may be terminated for any breach by either party. The terminating party shall give the breaching party five calendar days written notice to cure the breach. Failure to cure shall cause this agreement to terminate immediately at the end of the five day period.
- C. Amendments. This Agreement may only be amended by written consent of both parties.
- D. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, rules and regulations in performing this Agreement, including, but not limited to, laws against discrimination, conflict of interest laws, and RCW 46.25; 46.29,71; 46.30; 46.32 and 46.72 to the extent applicable.

- E. Relationship of Parties. Contractor agrees that Contractor shall perform the services under this Agreement as an independent contractor and not as an agent, employee or servant of NSRSN. The parties agree that Contractor is not entitled to any benefits or rights enjoyed by employees of NSRSN. Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed upon services in accordance with the specifications set forth herein. NSRSN shall only have the right to ensure performance.
- F. Indemnification. Contractor shall assume the risk of, be liable for, and pay all damages, costs and expenses of NSRSN, its officers, officials and employees arising out of the performance of this Agreement, except to the extent caused by the negligence and/or willful misconduct of NSRSN. Contractor shall hold harmless, defend and indemnify NSRSN against all claims, losses, suits, costs, counsel fees, damages, or judgments or decrees by reason of damage to any property or business and/or any death, injury or disability to any person arising, directly or indirectly, by contract or any act, error or omission of Contractor (including Contractor's employees, agents, participants and volunteers). Contractor shall also indemnify NSRSN against injury to or claim brought by Contractor's employees.
- G. Resolution of Disputes.
1. The parties wish to provide for prompt, efficient, final and binding resolution of disputes or controversies which may arise under this Agreement and therefore establish this dispute resolution procedure.
  2. All claims, disputes and other matters in question between the parties arising out of, or relating to, this Agreement shall be resolved exclusively by the following dispute resolution procedure unless the parties mutually agree in writing otherwise:
    - a) The parties shall use their best efforts to resolve issues prior to giving written Notice of Dispute.
    - b) Within ten (10) working days of receipt of the written Notice of Dispute, the parties (or a designated representative) shall meet, confer, and attempt to resolve the claim within the next five working days.
    - c) The terms of the resolution of all claims concluded in meetings shall be memorialized in writing and signed by each party.
    - d) Arbitration. If the claim is not resolved, the parties shall proceed to arbitration as follows:
      - (1) The parties shall each select one person as arbitrator. Those two arbitrators shall agree on the selection of a third arbitrator.

- (2) The dispute shall be promptly resolved on the basis approved by any two of the three arbitrators.
- (3) If there is a delay of more than ten (10) days in the naming of any arbitrator, either party can ask the presiding judge of Skagit County to name any remaining arbitrator(s).
- (4) The prevailing party shall be entitled to recover from the other party all costs and expenses, including reasonable attorney fees. The arbitrators shall determine which party, if any, is the prevailing party.
- (5) The parties agree that in the absence of fraud by one of the parties, the arbitrators' decision shall be binding, final and not appealable to any court of law.
- (6) Unless the parties agree in writing otherwise, each unresolved claim shall be considered at an arbitration session which shall occur in Skagit County no later than thirty (30) days after the close of the meeting described in paragraph b) above.

3. The provisions of this section shall, with respect to any controversy or claim, survive the termination or expiration of this Agreement.
4. Nothing contained in this Agreement shall be deemed to give the arbitrators the power to change any of the terms and conditions of this Agreement in any way.

H. Records and Reports. Contractor shall maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. Contractor shall retain all books, records, documents and other material relevant to this Agreement for five years after its expiration and all payment for the contract have been made. The later of the two dates initiates the five-year time frame. All books, records, documents, reports and other data shall be subject to inspection, review and/or audit by NSRSN personnel or other parties authorized by NSRSN, DSHS, the Office of the State Auditor, and authorized federal officials during regular business hours and upon demand.

## II. Service Expectations

Contractor shall provide the following services fully described and incorporated herein as

Exhibit A:

- Three (3) Tribal Suicide Prevention Training

### III. Compensation

- A. Consideration. NSRSN shall pay to Contractor per the following fee schedule:
- \$3,960 per two (2) NSRSN sponsored trainings, when the minimum attendance of 20 is achieved.
  - \$800 for APN/Swinomish Tribe Suicide Prevention Training, when the minimum attendance of 20 is achieved.
- B. Payment Procedures. Contractor shall submit an invoice no later than the fifth day of the month following the month during which services are provided. Invoices shall be sent to:

North Sound Regional Support Network  
Attn.: Finance Manager  
419 S. First Street, Suite 200  
Mount Vernon, WA 98273-3806

### IV. Miscellaneous

- A. Assignments. Neither party may assign its rights or delegate its performance hereunder to any person or entity without the prior written consent of the other party or except as expressly permitted herein.
- B. Entire Agreement. This Agreement constitutes the entire agreement with respect to the subject matter hereof and there are no other agreements, written or oral, relating to the subject matter hereof.
- C. Headings. Paragraph headings are for convenience and reference only and shall have no effect upon the construction or interpretation of any party of this Agreement.
- D. Severability. If any provision of this Agreement is found by a court to be invalid, unenforceable or contrary to applicable law, the remainder of this Agreement or the application of such provision to persons or circumstances other than those to which it is held invalid, unenforceable or contrary to applicable law, shall not be affected and shall continue in full force and effect.
- E. Notices. All notices pertaining to this agreement shall be written and delivered by certified U.S. mail or by hand delivery to the address shown below. Notices shall be deemed served upon receipt. Notices transmitted by facsimile which are followed immediately by mailing shall be deemed received on the date of the facsimile transmission.
- F. Venue. This Agreement shall be construed, both as to validity and performance, and enforced subject to paragraph I.H, in accordance with the laws of the State of Washington. The venue of any action brought hereunder shall be Skagit County.

- G. Power to Execute. Both parties warrant they have the power and authorization to execute this Agreement and any other documents executed pursuant to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

**North Sound Regional Support  
Network**

**CONTRACTOR**

\_\_\_\_\_ Date  
\_\_\_\_\_  
Date  
Merle Adrian, Executive Director  
419 S. First Street, Suite 200  
Mount Vernon, WA 98273

\_\_\_\_\_  
Scott Graham

*Approved as to Form for NSRSN:*

Eugene H. Knapp, Jr.                      6/26/97  
*Attorney at Law*                              *Date*

**EXHIBIT A**

**NORTH SOUND REGIONAL SUPPORT NETWORK**

**TRIBAL SUICIDE PREVENTION TRAINING**

**GOAL:**

The primary goal of the suicide intervention training is to provide information to the student for the experiential processes regarding suicide interventions and prevention activities. Another goal is to provide knowledge and experience in concepts, strategies, and approaches in identifying, assessing, counseling, referring, and the prevention of suicide's destructive behaviors. The student who completes the two-day training will be able to understand and recognize the symptoms of suicide, understand basic concepts of suicide and destructive behaviors, understand cultural differences that could impact suicide and destructive behavior, counsel individuals with suicide ideation, make effective interventions with individuals having suicidal ideation, and learn how to collectively utilize community resources. The two-day course will be a combination of didactic information and experiential processes to provide the student with an opportunity to learn about the many dynamics surrounding suicide.

The break down in cost for each training is as follows:

Training fees for two trainers-	\$2,500.00
Organizer fee-	\$ 200.00
30 participant packets-	\$ 810.00
*Facility rental-	\$ 250.00
Refreshments-	\$ 200.00
Total per training	\$3,960.00
 Cost for two trainings =	 \$7,920.00

\*Cost for facility rental could vary depending on where the training is held.

Provision for three (3) two-day Tribal Suicide Prevention Workshops as follows:

- 1) At Swinomish Tribal Center, LaConner, WA in coordination with Associated Provider Network. Cost: \$800 (APN pays balance due, per their agreement with NSRSN.)
- 2) Two other Tribal locations within NSRSN geographic area. Minimum attendance: 20 per workshop.

## Suicide Intervention Workshop Factsheet

**What is IM?** A two-day training designed to provide participants with the skills to recognize the risk factors associated with suicide as well as to respond to and connect at-risk youth to persons capable of crisis intervention.

**What is the curriculum?** Created by Living Works Education, the workshop has five learning modules:

- **Introduction:** Sets the tone, norms and expectations of the learning experience.
- **Attitudes:** Sensitizes participants to their own attitudes toward suicide. Creates an understanding of the impact which attitudes have on the intervention process.
- **Knowledge:** Emphasizes the magnitude of suicidal behavior and provides participants with the knowledge and skills to recognize and assess the risk of suicide.
- **Intervention:** Presents a model for effective suicide intervention. Participants develop their skills through observation, supervised simulation experiences and role playing.
- **Resourcing/Networking:** Generates information about resources in the local community. Promotes a commitment of participants to building resources into helping networks.

**Who is the workshop for?** The workshop is suitable for all caregivers including health care professionals, nurses, teachers, counselors, school support staff, clergy and anyone who has significant contact with high-risk youth in the course of the day.

**Who teaches/sponsors the workshops?** During the first year of implementation of the Youth Suicide Prevention Program, 63 individuals across the state were trained to deliver the curriculum. They are from diverse backgrounds and professions, including mental health counselors, educators, nurses and child welfare workers.

## Be Aware of the Links Between Depression and Suicide

- Suicide is the third leading cause of death for 15-to-24 year olds and the sixth leading cause of death for 5-to-14 year olds.<sup>vii</sup>
- The risk of suicide among people with depression is approximately 30 times higher than the general population.<sup>viii</sup>
- Suicide is particularly likely when a depressive episode begins to lift. (The person may *feel* less tension after having made the decision to end his/her life.)<sup>ix</sup>
- People who drink alcohol in addition to be depressed are at a greater risk for suicide.<sup>x</sup>

### What Can Parents/Adults Do?

If parents/adults in a young person's life suspect a problem with depression, they should:

- Be aware of the behaviors that concern them and note how long the behaviors have been going on, how often and how severe they seem.
- See a mental health professional or the child's doctor for evaluation and diagnosis.
- Get accurate information from libraries, hotlines and other sources.
- Ask questions about treatments and services.
- Talk to other families in their community.
- Find family network organizations.

It is important for people who are not satisfied with the mental health care they are receiving to discuss their concerns with the provider, ask for information and seek help from other sources.

### Help Is Available

Early diagnosis and treatment are essential for children with depression. Children who exhibit symptoms of depression should be referred to, and further evaluated by, a child and adolescent psychiatrist, who can diagnose and treat depression in children and teenagers. The diagnostic evaluation may include psychological testing, laboratory tests and consultation with other medical specialists. The comprehensive treatment plan may include medical psychotherapy, ongoing evaluations and monitoring, and in some cases, psychiatric medication. Optimally, this plan is developed with the family, and whenever possible, the child or adolescent is involved in the decisions.

Campaign on Clinical Depression	1-800-228-1114
National Mental Health Association	1-900-969-NMHA
Depression Awareness, Recognition SAD Treatment (D/ART)	1-800-421-4211
National Depressive and Manic Depressive Association	1-800-82-NDNMA
National Alliance for the Mentally Ill (NAMI)	1-800-333-7636
American Academy of Child & Adolescent Psychiatry	1-800-950-NAMI

To locate a free and confidential depression screening site near you, call 1-800-573-4433

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<sup>vii</sup> National Mental Health Association, 1997,  
Center for Mental Health Services, U>S> Department of Health and Human Services, 1996

<sup>viii</sup> American Academy of Child & Adolescent Psychiatry, 1995

<sup>ix</sup> Center for Mental Health Services, April 4, 1997

<sup>x</sup> American Association of Suicidology, 1997