

## MEMORANDUM

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

**FROM:** Rae Benjamin, Office Manager

**RE:** Meeting Information

**DATE:** October 16, 2000

---

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

**Tuesday, October 17, 2000  
North Sound Regional Support Network  
Conference Room  
117 North 1<sup>st</sup> Street, Suite 8  
Mount Vernon, WA  
1:00 PM**

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

**For Special Disability accommodation or transportation needs, please call me at (360) 416-7013, ext. 222 at least 48 hours in advance, if possible.**

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

**North Sound Regional Support Network  
Conference Room  
117 North First Street, Suite 8  
Mount Vernon, WA  
October 17, 2000  
1:00 PM**

**AGENDA**

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of September 2000 Minutes, Chair – 5 minutes
4. Comments from the Public - 10 minutes
5. Correspondence and Comments from the Chair, Chair – 5 minutes
6. New Business – 5 minutes
  - a) Consent Agenda, Sharon Lucas, Interim Executive Director
  - b) Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager
  - c) Motions Yet To Be Approved, Sharon Lucas, Interim Executive Director
7. Old Business
  - a. Executive Director's Report, Sharon Lucas, Interim Executive Director – 5 minutes
  - b. Staff Reports – 20 minutes
    - RFP/Consumer-Oriented Projects Report
      - Skagit Valley College Supported Education Program, Sunshine Allen – 10 minutes
    - Update on Federal Block Grant requests, Marcia Gunning
    - QRT Quarterly Report – Dolores Holtcamp & Beckie Bacon
    - DMIO Report – Francene Thompson

- c. Advisory Board Updates, Dan Bilson, Chair – 5 minutes
- 8. Subcommittee Reports – 10 minutes
  - Budget 2001 Work Group Report
  - Children’s Committee
  - Site Visitation Committee
  - In-service Committee
- 9. Comments from County Advisory Board Representatives – 5 minutes
- 10. Comments from Consumers and Public – 5 minutes
- 11. Other Business – 5 minutes
- 13. Adjournment

**NOTE:** The next Advisory Board meeting will be November 7, 2000, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

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

**North Sound Regional Support Network  
Conference Room  
117 North First Street, Suite 8  
Mount Vernon, WA  
August 15, 2000  
1:00 PM**

**MINUTES**

**Members Present:**

Dan Bilson, Chair	Betsy Rogers
Lorelei Coy	Eileen Rosman
Mary Good	Dean Stupke
Janet Lutz-Smith	Josselyn Winslow

**Members Absent:**

Amy Ayers	Joan Lubbe
Mae Covert	Chris Walsh
Kay Day	

**Members Excused:**

Chuck Albertson	Debbie Hollo
Dave Ashton	John Patchamatla

**NSRSN Staff Present:**

Rae Benjamin, Sharri Dempsey, Marcia Gunning, Dolores Holtcamp, Greg Long, Sharon Lucas, Betsy Niemann, Debbie Page, Francene Thompson

**Guests:**

Connie Anderson, Gregory Gerst, Nancy Jones, Marie Jubie, Jere LaFollette, Debbie Malchionne, Richard Mayberry, Dorothy Melcer, Bruce Paquette Jane Relin, Annie Stroklund, Brant Tasty

**1. Call to Order; Introductions, Chair**

The meeting was called to order at 1:00 PM. As there was no quorum for the meeting, no action can be taken. Any recommendations from the Chair will be unofficial.

Introductions were made.

## **2. Revisions to the Agenda, Chair**

The Finance Committee's report on the Advisory Board's 2001 Proposed Budget was moved forward under Item #6 on the current agenda.

## **3. Approval of July 2000 Minutes, Chair**

A motion was made and seconded to approve the July minutes. Motion carried.

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

Anne Stroklund distributed information on her work with the Tapestry project which will develop a statewide consumer-based website. She is hoping this will be up and available by the end of the year. Ms. Stroklund is seeking to network with this RSN and others for financial support. This request was referred to the Budget and Finance Committee for review.

Greg Long stated that Ken Morgan from Community Mental Health had contacted him regarding an invitation for the Tulip Players to do a presentation at the Wenatchee Community Fair which is sponsored by the Chelan Douglas RSN. Chelan Douglas will cover transportation costs and Community Mental Health will let them use their van. Mr. Morgan was asking for an additional \$300 for lodging for one night and meals for the Tulip Players. This request will be addressed during Agenda Item #6.

Josselyn Winslow reported on a meeting in Indianapolis for the National Association of Mental Health Commissioners. Discussion followed.

## **5. Correspondence and Comments from the Chair**

Mr. Bilson commented on the following:

- Procedure for requesting support staff services
- State-wide Request for Proposals received in July
- Letter to Jane Relin, Whatcom Counseling & Psychiatric Center
- Letter to Peter Jensen regarding a white paper on a screening program for teachers to refer children
- Thank you from Dennis Braddock
- QRT report scheduled for the October meeting
- Executive Director search
- Crisis review workgroup

## 6. New Business

### a. Consent Agenda, Sharon Lucas, Interim Executive Director

1. To review and approve NSRSN claims paid from July 1, 2000 to July 30, 2000. Total dollar amount of warrants paid in July 2000 \$3,038,746.52. Total July payroll of \$68,633.93, and associated benefits of \$25,673.18.
2. To authorize the NSRSN Executive Director to enter into contract amendment NSRSN-CAT-99 Amendment 1 with The Consumer Advocate Team (CAT), effective August 10, 2000 through February 28, 2001.
3. To authorize the NSRSN Executive Director to sign the September 27, 2000 Letter of Intent from the Mental Health Division for FFY 2000 Federal Block Grant Supplemental Award and enter into a Contract with State of Washington Mental Health Division for the FFY 2000 FBG Programs: Co-Occurring Disorders Training, Geriatric Peer Counseling, Family Connections Program, Rainbow Center Consumer Provider Project, Mentally Ill Awareness and Visions for Tomorrow Project, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$150,669 in Federal Block Grant Funding.
4. To authorize the NSRSN Executive Director to enter into contract #NSRSN-CMHS-SJC-MICA-00 with Community Mental Health Services – San Juan County for “Co-Occurring Disorders Training Services”, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$19,480 in Federal Block Grant Funding.
5. To authorize the NSRSN Executive Director to enter into contract #NSRSN-CMHS-SKA-GERI-00 with Community Mental Health Services – Skagit County for “Geriatric Peer Counseling services” effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$18,164 in Federal Block Grant Funding.
6. To authorize the NSRSN Executive Director to enter into contract #NSRSN-SNOHOMISH-FCP-00 with Snohomish County Human Services for “Family Connections Program Services”, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$25,000 in Federal Block Grant Funding.
7. To authorize the NSRSN Executive Director to enter into contract #NSRSN-WCPC-Rainbow-CTP-00 with Whatcom Counseling & Psychiatric Clinic – Rainbow Center for “Rainbow Center Consumer Provider Staff Training Project”, effective October 1, 2000 through

September 30, 2001. Maximum consideration shall not exceed \$43,025 in Federal Block Grant Funding.

8. To authorize the NSRSN Executive Director to enter into contract #NSRSN-NAMI-Visions-00 with NAMI Washington for "Mentally Ill Awareness course and Visions for Tomorrow Project", effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$45,000 in Federal Block Grant Funding.

Mr. Bilson will make an unofficial recommendation for approval of the Consent Agenda to the Board of Directors.

- b. Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager

There were no Action Items.

- c. Motions Yet Approved – Sharon Lucas, Interim Executive Director

To introduce the NSRSN/Tribal 2000 7.01 Plan, Amendment 1 for Board comment and review.

Ms. Lucas referred Advisory Board members to the NSRSN/Tribal 2000 7.01 Plan, Amendment 1 for their review.

- d. Budget 2001 Work Group Report – Betsy Rogers

Ms. Rogers reported on the following:

- Cookie Creations had received the \$2,400 from the Advisory Board.
- Committee recommends approval and payment of Advisory Board vouchers;
- Committee recommends approval of the Advisory Board's 2001 Budget to the Board of Directors.

The Executive Committee of the Advisory approved the request for \$300 for travel expenses for the Tulip Club and designated these funds be paid out of Budget Item #8.

## **7. Old Business**

- a. Executive Director's Report, Sharon Lucas, Interim Executive Director

Ms. Lucas gave a brief report on the status of the Executive Director search and commented on the interview process. She stated that Board of Directors was interested in having member's thoughts on what questions to be asked.

Please forward questions to Ms. Lucas and she will get these out to the interview committees. Advisory Board members will be mailed resumes of candidates. Other interested parties were instructed to call the RSN to request copies. Discussion followed.

Ms. Lucas updated members on the MHD audit that is scheduled for October 23 stating MHD will be conducting a licensing audit of Whatcom Counseling & Psychiatric Center, Community Mental Health, and Compass Health. Discussion followed.

b. Staff Reports

- RFP/Consumer-Oriented Projects Report, Marcia Gunning

Ms. Gunning stated that all 19 consumer projects were in place and all are turning in their reports and bills on time. The contract for the Tulip newsletter was being executed and the money would be available by the first of October. She announced that Cookie Creations had purchased their van.

- Update on Federal Block Grant requests – Marcia Gunning

Ms. Gunning stated that the Consent Agenda included the grant awards for the five approved projects. North Sound RSN was the RSN with the most dollars awarded.

- Caseload Study, Francene Thompson

Ms. Thompson stated that data problems have stood in the way of a good analysis on quality of care. A plan will be implemented and quarterly reports will be given. She thanked APN for taking the lead on this issue. Discussion followed.

- LOC Manual for Non-clinical individuals – Sharri Dempsey

Ms. Dempsey stated that a draft of the condensed version of the Level Of Care manual was under review by the Management Team and would be out soon.

- PTSD Training – Sharri Dempsey

Ms. Dempsey stated that Jennifer Clarke would conduct a tribal training on PTSD on Monday, October 16 from 9:00 AM until Noon in the NSRSN Conference Room. She invited interested parties to attend.



- Hospital developmental disabilities ward, Sharri Dempsey

Debbie Page reported for Ms. Dempsey on developmental disabled patients at Western State Hospital. Ms. Page distributed a report on this topic. Discussion followed.

- Ombuds Quarterly Report – Betsy Niemann

Ms. Niemann distributed the Ombuds Quarterly Report and gave a brief presentation on the highlights. Discussion followed.

c. Advisory Board Updates, Dan Bilson, Chair

Mr. Bilson stated he would skip this agenda item as he had reported earlier in the meeting.

## **8. Subcommittee Reports**

- Finance Committee

Members discussed the Advisory Board Budget category for Consumer Projects and parameters for selecting and overseeing projects.

- Site Visitation Committee

An agenda was distributed for the September 26 site visitation. The group will be going to the Martin Center for lunch and a tour and will continue to Visions. A sign-up sheet was also distributed for interested members.

- Children's Workgroup

The workgroup members commented on APN's plan for development of comprehensive, acute mental health services for children. Mr. LaFollette was asked to give a presentation at the next Advisory Board meeting.

- Advisory Board In-Service

Ms. Coy asked members to pick up a copy of Amanda Madorno's summary from the most recent in-service training. She stated that the committee would like to have an in-service on parliamentary procedure.

Ms. Coy also thanked staff for making arrangements for transportation to a consumer conference in Vancouver, WA and Portland, OR.

**9. Comments from County Advisory Board Representatives**

No reports were given.

**10. Comments from Consumers and Public**

There were no further comments.

**11. Other Business**

There was no other business.

**12. Adjournment**

The meeting was adjourned at 3:25 PM.

A handwritten signature in black ink that reads "Rae Benjamin". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

Rae Benjamin

## MEMORANDUM

DATE: October 16, 2000

TO: NSRSN Advisory Board

FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager

RE: October 25, 2000 NSRSN Board of Director's Agenda

---

Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the October 25, 2000 NSRSN Board Meeting.

### **CONSENT AGENDA**

1. To review and approve NSRSN claims paid from September 1, 2000 to September 31, 2000. Total dollar amount of warrants paid in September 2000 \$(not available at this time). Total September payroll of \$(not available at this time), and associated benefits.
2. To authorize NSRSN Interim Executive Director to enter into contract amendment, contract #NSRSN-Central elementary-CP-00 with Sedro Woolley School District, effective October 1, 2000 through July 31, 2001. Maximum consideration shall remain unchanged at \$30,000.

*This amendment modifies the Statement of Work by: 1) replacing the 2 hours per week on-site mental health worker to consult with families and staff regarding how to access mental health resources with 2 hours per week of classroom training. The mental health worker will provide training to educate children on important social skills; AND 2) to reduce the parenting classes offered from 60 to 30 hours and add 30 hours for weekly student groups. There will be 2 student groups offered per quarter with topics such as anger management.*

### **ACTION ITEMS**

1. To accept the NSRSN/Tribal 2000 7.01 Plan, Amendment 1.

*The NSRSN/Tribal 7.01 Plan, Amendment 1 incorporates changes brought forward by the Tribes within the NSRSN. This amended 7.01 Plan has been unanimously approved by the Tribes and is being recommended for approval by the NSRSN Quality Management Oversight Committee.*

2. To authorize the NSRSN Executive Director to enter into contract #NSRSN-PSC-UBH-00 with United Behavioral Health for Medical Director Consultation Services, effective November 1, 2000 through October 31, 2001. Maximum consideration shall not exceed \$30,000 in Federal Block Grant Funding.

*The NSRSN entered into a professional services agreement with UBH for Medical Director Consultation Services effective November 1, 1999 through October 31, 2001. NSRSN staff are recommending that the NSRSN continue to contract for Medical Director Consultation Services through UBH for another year. Please note that the only change to the existing contract is in maximum consideration. Actual utilization of Medical Director Services during the first year was less than estimated, therefore maximum consideration for the coming year has been modified from \$42,000 to \$30,000.*

### **ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD**

1. To introduce the NSRSN Preliminary Proposed 2001 Annual Administration Budget.

*The proposed NSRSN 2001 Annual Administrative Budget and related materials are being introduced to the NSRSN Board of Directors at their October 25, 2000 meeting. The Preliminary Proposed Budget will be available for public review and comment beginning October 25, 2000.*

2. To introduce the NSRSN Advisory Board Preliminary Proposed 2001 Budget.

*The proposed Advisory Board 2001 Budget, as recommended by Advisory Board Action at their September Meeting is being introduced to the NSRSN Board of Directors at their October 25, 2000 Meeting. The NSRSN Board of Directors through Motion 98-066 allocated 5% of NSRSN Inpatient Savings to Consumer Projects. The Advisory Board Budget allocation comes from this funding source.*

3. To introduce NSRSN Mental Health Services Contract Schedule Policy, as follows:

As the NSRSN contracts with State of Washington Department of Social and Health Services Mental Health Division for the provision of Integrated Mental Health Services on a fiscal year biennial basis (July through June), AND as the NSRSN sub-contracts with one or more qualified Mental Health Agencies to provide quality mental health services in compliance with Federal, State and NSRSN requirements, it shall be the policy of the NSRSN to sub-contract the Integrated Community Mental Health Program(s) on a calendar 2-year cycle (January through December).

*The NSRSN has historically been working with the MHD in reviewing and negotiating biennial contracts while simultaneously developing and negotiating contracts with Mental Health Providers. This policy would allow the NSRSN staff to*

*focus first on the State contract and negotiations with MHD and then provide adequate time to develop and negotiate contracts with service providers that at a minimum meet MHD's expectations.*

In addition, attached please find the NSRSN monthly Mental Health Services and Funding Report that was presented to the Board at their September 25, 2000 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: NSRSN Board of Directors  
Sharon Lucas  
County Coordinators  
NSRSN Management Team

Attachments