

## MEMORANDUM

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

**FROM:** Rae Benjamin, Office Manager

**RE:** Meeting Information

**DATE:** December 5, 2000

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

**Tuesday, December 5, 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.

**For Special Disability accommodation or transportation needs, please call the NSRSN at (360) 416-7013 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  
December 5, 2000  
1:00 PM**

**AGENDA**

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of November 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 – 60 minutes
  - a) Children's Acute Services Report, Jere LaFollette, APN – 10 minutes
  - b) Geriatric Services Report, Greg Long, NSRSN – 10 minutes
  - c) Election of Chair and Vice Chair for 2001, Chuck Albertson, Chair, Nominating Committee – 5 minutes
  - d) Consent Agenda, Chuck Benjamin, Executive Director – 5 minutes
  - e) Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes
  - f) Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
  - g) Advisory Board Finance Committee Recommendations, Betsy Rogers, Chair – 5 minutes
  - h) Discussion about Blue Sheets, Dan Bilson, Chair – 10 minutes

- i) Tentative 2001 Advisory Board meeting schedule, Chuck Benjamin, Executive Director - 5 minutes
7. Old Business
  - a. Executive Director's Report, Chuck Benjamin, Executive Director – 5 minutes
  - b. Staff Reports – 15 minutes
  - c. Advisory Board Updates, Dan Bilson, Chair – 5 minutes
8. Subcommittee Reports – 10 minutes
  - Finance Committee 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
12. Adjournment

**NOTE:** The next Advisory Board meeting will be January 25, 2001, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

**PLEASE NOTE THAT THIS WILL BE A JOINT MEETING WITH THE NSRSN BOARD OF DIRECTORS.**

**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**

**MINUTES**

**Members Present:**

Dan Bilson, Chair	Joan Lubbe
Dave Ashton	Janet Lutz-Smith
Chuck Albertson	Betsy Rogers
Lorelei Coy	Eileen Rosman
Mary Good	Chris Walsh
Debbie Hollo	Josselyn Winslow
Marie Jubie	

**Members Absent:**

Amy Ayers	Kay Day
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**Members Excused:**

John Patchamatla	Dean Stupke
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**NSRSN Staff Present:**

Beckie Bacon, Rae Benjamin, Melissa DeCino, Sharri Dempsey, Marcia Gunning, Greg Long, Sharon Lucas, Betsy Niemann, Mike Page, Francene Thompson

**Guests:**

Sandra Free, Gregory Gerst, Lynette Henak, Nancy Jones, Jere LaFollette, Jane Relin

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

The meeting was called to order at 1:00 PM. Introductions were made.

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

There were no revisions.

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

A request was made to change Debbie Hollo from Absent to Excused. A motion was made and seconded to approve the corrected November minutes. Motion carried.

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

Betsy Rogers commented on the funds for a continuing education conference on Child Advocacy in the 21<sup>st</sup> Century. Ms. Rogers will be available after the meeting for questions.

Josselyn Winslow commented on rate changes that will effect people on Medicaid and in assisted living and adult family homes. A legislative committee meeting will be held on November 16 at 11:00 AM in Burlington to address issues.

Chuck Albertson stated that Tom Richardson is interested in giving a presentation to the Advisory Board on the Blueprint for Mental Health. This will be discussed under New Business.

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

Mr. Bilson reported on and members discussed the following:

- Tapestry Project Mission Statement;
- The Western State Hospital visitation on November 15. Ms. Dempsey distributed the sign-up sheet;
- JLARC Preliminary Hearing on November 16 at 10:00 AM. Ms. Dempsey distributed the sign-up sheet;
- Potluck lunch for the Christmas Party;
- Order form for the Legislative Bill booklet;
- Next Board and Advisory Board meeting;
- Letter regarding cutbacks of front line staff at Community Mental Health Services;
- Dolores Holtcamp letter (staff will follow up); and
- Contact for a consumer in California.

### **6. New Business**

a. Consent Agenda, Sharon Lucas, Interim Executive Director

1. To review and approve NSRSN claims paid from October 1, 2000 to October 31, 2000. Total dollar amount of warrants paid in October 2000

*\$(not available at this time)*. Total October payroll of *\$(not available at this time)*, and associated benefits.

**A motion was made and seconded to recommend approval to the Board of Directors of the Consent Agenda. Motion carried.**

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

1. To authorize 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).

**A motion was made and seconded to recommend approval of the Motion to the NSRSN Board of Directors. Discussion followed. Ms. Gunning will select some dates to provide a briefing session and to receive input to the current contract from interested Advisory Board members. Motion carried.**

c. Motions Yet To Be Reviewed – Sharon Lucas, Interim Executive Director

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

**The Advisory Board Finance Committee moved to withdraw the 2001 Advisory Board Budget as presented in September and to support the NSRSN's 2001 Preliminary Proposed Budget, increasing the Advisory Board line item from \$20,000 to \$30,000. Discussion followed. Motion carried with one nay.**

3. To authorize the Executive Director to enter into contract #NSRSN-APN-99-10-01, Amendment 6 between North Sound Regional Support Network and the Associated Provider Network for CHAP services effective January

1,2001 through June 30,2001. Maximum consideration shall not exceed \$345,462.

4. To approve the NSRSN Planning Committee's Plan for utilizing Inpatient Emergency Pool (IPEP) for FY 2001.
5. To introduce NSRSN Planning Committee's recommended 2001-2003 Goals and Objectives.

d. Advisory Board Finance Committee

**A motion was made and seconded to recommend approval of Advisory Board expense vouches in the amount of \$3,283.98. Discussion followed. Motion carried.**

e. Discussion of Blue Sheets

Mr. Bilson asked members to study the Blue Sheets and bring comments to the next meeting. This item will be placed on the agenda in December.

f. D. Holtcamp Letter

**A motion was made to send a letter of appreciation to Ms. Holtcamp for sharing this information. Discussion followed. Motion carried with one abstention.**

g. Recommendation regarding Skagit CMHS Case Manager cutbacks

Previously discussed.

h. Transfer of Advisory Board budget balances to Consumer Projects

Previously discussed.

**7. Old Business**

a. Nominating Committee

The committee nominated Dan Bilson as Chair and Eileen Rosman as Vice Chair for 2001. Nomination will be taken from the floor at the December meeting.

b. Blueprint for Mental Health

Tom Richardson will make a presentation at a future Advisory Board Meeting. Sharri Dempsey will propose some dates for Advisory Board consideration.

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

Ms. Lucas had no report stating that this would be her last Advisory Board meeting with the NSRSN.

- d. Ombuds, RSN, Provider Responsibilities - Melissa DeCino, Nancy Johnson, Betsy Niemann

Due to time constraints, the Ombuds presented their Quarterly Report. See attached. It was suggested that these reports be moved up in the future agendas.

- e. Advisory Board Updates, Dan Bilson, Chair

None.

## **8. Subcommittee Reports**

- Finance Committee – Betsy Rogers, Chair

It was announced that there would be no December Advisory Board Finance Committee meeting. The Committee is looking into the feasibility of providing childcare to encourage younger consumers to attend meetings.

- Children's Workgroup – Janet Lutz-Smith, Chair

A report was given on advocacy for children with mental health issues. Discussion followed. Mr. Bilson commended the Committee on their work.

- In-service Committee

The committee will check into the possibility of an in-service training to introduce simplified Robert's Rules of Order.

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

Reports were given from representatives of the Whatcom and Snohomish County Advisory Boards.

## **10. Comments from Consumers and Public**

Lynette Henak addressed the Advisory Board regarding her situation. Discussion followed.



**11. Other Business**

Mr. Bilson stated that the Blue Sheets would be mailed out.

The Advisory Board will meet with MHD on November 21 at 9:00 AM.

**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, flowing style.

Rae Benjamin

# MEMORANDUM

DATE: November 9, 2000

TO: NSRSN Advisory Board

FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager

RE: December 7, 2000 NSRSN Board of Director's Agenda

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Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the December 7, 2000 NSRSN Board Meeting.

## **CONSENT AGENDA**

1. To review and approve NSRSN claims paid from November 1, 2000 to November 30, 2000. Total dollar amount of warrants paid in November 2000 *\$(not available at this time)*. Total November payroll of *\$(not available at this time)*, and associated benefits.
2. To review and approve NSRSN claims paid from December 1, 2000 to December 31, 2000. Total dollar amount of warrants paid in December 2000 *\$(not available at this time)*. Total December payroll of *\$(not available at this time)*, and associated benefits.
3. To authorize NSRSN Executive Director to enter into Contract NSRSN-WCPC Rainbow-CP-00, Amendment 1 between the North Sound Regional Support Network (NSRSN) and Whatcom Counseling & Psychiatric Clinic (Rainbow Activity Center).

This amendment extends the current contract and terms through December 31, 2001. Maximum consideration remains unchanged at \$30,000.

## **ACTION ITEMS**

1. To authorize 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.*

***Please note: The Advisory Board discussed and recommended approval of this Motion at their November meeting. As the Board of Directors did not meet in November, this motion will be considered for action at their December 7, 2000 meeting.***

2. To authorize the NSRSN Recommended 2001 Annual Budget.
3. To authorize the NSRSN Advisory Board Proposed 2001 Budget.

***Please note that by Advisory Board Action on November 7, 2000, the Advisory Board has withdrawn their Preliminary Proposed 2001 Budget .***

4. To authorize the Executive Director to enter into contract #NSRSN-APN-99-10-01, Amendment 6 between North Sound Regional Support Network and the Associated Provider Network for CHAP services effective January 1,2001 through June 30,2001. Maximum consideration shall not exceed \$345,462.

*Current CHAP Statement of Work sunsets December 31, 2000.*

5. To approve the NSRSN Planning Committee's Plan for utilizing Inpatient Emergency Pool (IPEP) for FY 2001.

*The NSRSN must submit a plan detailing what this funding will purchase and how the planned expenditure implements Legislative intent as stated in the 2000 Supplemental Budget. The funds must be spent by June 30, 2001. MHD has based their funding allocation to the RSN's based on an inpatient hospital utilization formula. The NSRSN allocation is \$365,003. (\$273,752 IPEP and \$91,251 Match).*

6. To approve NSRSN Planning Committees recommended 2001-2003 Goals and Objectives.

*The NSRSN has been struggling with the development of outcomes for the last few years. NSRSN staff believes that if the NSRSN Board of Directors identifies the focus/direction of our Mental Health Service Delivery System for the next 2 to 5 years and adopts three to five system goals that address the overarching focus/direction identified, objectives to accomplish the goals and meaningful and measurable outcomes can be developed. Once the goals have been adopted, logical objectives and clear outcomes should follow.*

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

1. To introduce Contract NSRSN-Snohomish MICA-01, effective February 1, 2001 through July 30, 2002, with Snohomish County authorizing Snohomish County to use these funds to improve services to youth and adults with Co-Occurring disorders within Snohomish County by purchasing Chemical Dependency Specialist Case Manager Services, outreach services and engagement services to individuals who have been hospitalized in psychiatric units due to substance abuse and to purchase trainings and on-going case consultations to all Compass case management staff regarding dually diagnosed individuals and substance abuse symptoms and treatment strategies. Maximum consideration shall not exceed \$142,817.

If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**Central Elementary Family Resource Center  
Contract No. NSRSN-WCPC Rainbow-CP-00  
Amendment (1)**

The Above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Whatcom Counseling & Psychiatric Clinic (Rainbow Activity Center) is hereby amended as follows:

Term. The effective dates shall be extended to December 31, 2001.

Compensation. There shall be no increase or other change in compensation from that set forth in the original contract.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-WCPC RAINBOW-CP-00 THROUGH AMENDMENT (1) ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT  
NETWORK

WHATCOM COUNSELING & PSYCHIATRIC  
CLINIC

\_\_\_\_\_  
Charles R. Benjamin                      Date  
Executive Director

\_\_\_\_\_  
Jane Relin                                      Date  
Executive Director



## EXHIBIT G (6)

### NORTH SOUND REGIONAL SUPPORT NETWORK APN ESTIMATED CONTRACT FUNDING

The available amounts to APN from primary funding sources during the term of this Agreement shall be as follows:

**1. PHP Funding**

The RSN/PHP Title XIX funding from the State of Washington which the NSRSN is entitled to receive based on Medicaid recipients. Said amount shall vary monthly based on Medicaid rates, Service Area Population by type of Eligible Recipient, and the State of Washington's capitated consolidated calculation. Funding is based on the estimated PHP Title XIX Upper Payment Limit Payment 7/1/99 through 6/30/2001, less estimated State Consolidated Funds not required for Federal Title XIX Match, which amounts to approximately \$64,892,616 less NSRSN Board approved carve-outs.

**2. State Consolidated Funds not required for Federal Title XIX Match**

The Contractor shall provide medically necessary community mental health program services for the chronically mentally ill, severely emotionally disturbed and seriously disturbed adults, youth/children who are at risk for hospitalization, jail, losing their homes or access to basic human needs and not eligible for Medicaid.

**3. Federal Block Grant Funding**

**The Contractor shall provide medically necessary community mental health program services for the chronically mentally ill, severely emotionally disturbed and seriously disturbed adults, youth/children who are at risk for hospitalization, jail, losing their homes or access to basic human needs and not eligible for Medicaid. Maximum consideration shall not exceed \$640,274.**

**4. Inpatient Savings**

**Per Board Motion #98-066, the NSRSN shall distribute 85% the current NSRSN Inpatient Savings Fund Balance and any ongoing Inpatient Savings funds received from the Mental Health Division to Contractor. This funding shall be paid to the Contractor in the following manner:**

- 85% of the funds accumulated to date for payment to Contractor shall be paid out in 24 equal monthly payments,
- 85% of monthly State Inpatient Savings payments received by NSRSN shall be paid out each month to contractor,
- 85% of any monthly State reconciliation's (additions or deductions) received by NSRSN for Inpatient Services will be added or deducted from Contractor's monthly payment.

**5. NSRSN Carveout – CHAP Services**

NSRSN shall purchase Children's Hospital Alternative Program Services for 43 children per month as described required in Exhibit I of this Agreement for a nine (9) month period of time at \$1,339.00 per month per child. Effective March 1, 2000 NSRSN shall purchase Children's Hospital Alternative Program Services for 43 children per month as described required in Exhibit I-A of this Agreement for a fifteen (15) month period of time at \$1,339.00 per month per child. Total payment to Contractor for the 24 month period shall not exceed \$1,381,840.

**6. NSRSN Reserves**

**NSRSN shall distribute a portion NSRSN Unreserved Undesignated Reserves and Undesignated Interest earned on NSRSN Reserves to Contractor in the following manner:**

- 85% of the interest accrued on accumulated Inpatient Savings funds (at 6/30/99) and Unreserved Undesignated Fund Balance (at 6/30/99) shall be paid out to Contractor in 24 equal monthly payments,
- 100% of Unreserved Undesignated fund balance at 12/31/98 less 1999 Adopted Budget Allocation (\$306,573 - \$34,260) shall be paid out to Contractor in 24 equal monthly payments.

**7. SAMSHA Grant No 1 KD1 Funds**

The Contractor shall provide Gatekeeper Model of Case Finding of At risk Older Adults services as described in Exhibit J of this Contract, Amendment (2) for a twelve month period, July 1, 1999 through June 30, 2000. Total payment to contractor shall not exceed \$13,266 (100% of the Grant funds available to the NSRSN for the 12 month time period.

The estimate is not a guaranty. The available amount from funding sources is subject to change at the discretion of the State of Washington. Funding is subject to increase, decrease or termination, and may be deducted, withheld or recouped by NSRSN at any time. NSRSN reserves the right to adjust carve-outs upon a good faith determination of necessity by the NSRSN Board of Directors.

The following Table represents NSRSN Estimated Funding, Carve-outs, and APN Annual Payment:

**APN ESTIMATED FUNDING TABLE**

7/1/1999 – 6/30/2001

DESCRIPTION	1999-2001 ANNUALIZED ESTIMATED \$	TOTAL ESTIMATE BIENNIAL \$
<b>NSRSN PHP Outpatient:</b>		
1. Estimated PHP/Title 19 Payment	31,366,308	62,732,616
2. Estimated State Consolidated Funding not required for Federal Match	1,080,000	2,160,000
Less: E & T	0	0
Inpatient Certification	0	0
Total Estimated PHP Outpatient Funding	32,446,308	64,892,616
<b>Additional Funding:</b>		
1. E & T	0	0
2. Inpatient Certification	0	0
3. Federal Block Grant	513,270	1,026,540
4 Designated Reserves:		
. Inpatient Savings – 85% estimated Fund Balance at 6/30/99	526,073	1,052,147
. Inpatient Savings – 85% Monthly Estimated Payment	918,000	1,836,000
<i>* Note: estimated payments (based on APN invoicing) to APN at 6/30/99 = \$336,000</i>		
5. SAMSHA Grant (At risk Older Adults)	13,266	13,266
6. Unreserved Undesignated Reserves		
. Unreserved Undesignated Fund Balance – 100% of estimated NSRSN Undesignated Fund balance at 12/31/98 less 1999 Budget allocation.	136,156	272,313
. Interest Earned – 85% Estimated Accumulated Interest Earned from NSRSN Undesignated Fund Balance and Inpatient Savings at 6/30/99	27,444	54,888
. Unreserved Undesignated Fund Balance		



DESCRIPTION	1999-2001 ANNUALIZED ESTIMATED \$	TOTAL ESTIMATE BIENNIAL \$
Total Estimated Additional Funding	2,134,209	4,255,154
Total Estimated NSRSN Funding	34,580,517	69,147,770
<b>Estimated NSRSN/PHP Carve-outs</b>		
1. NSRSN Operating Budget - 4.75% County Payments from NSRSN Operating Budget (annual): Island       \$13,064 San Juan     \$47,492 Skagit       \$18,064 Snohomish   \$50,000 Whatcom     \$ -0-	1,541,200	3,082,400
2. MIS • BDS • SeaMar • VOA • APN	93,050 11,656 9,409 130,734.5	186,099 23,312 18,818 261,469
3. Snohomish Co. Crisis ITA	639,003	1,278,006
4. Snohomish Co. E & T Loan and Maintenance	71,175	142,350
5. VOA Triage/Care Crisis Response	518,976	1,037,952
6. Snohomish Co. CMH, QA Utilization/Clinical Services	362,429	724,858
7. Western State Liaison	0	0
8. San Juan Co. CMH	2,508	5,016
9. Island Co. CMH	36,924	73,848
10. Skagit Co. CMH	41,521	83,042
11. Whatcom Co. CMH	93,642	187,284
12. Department of Vocational Rehabilitation (APN Allocation Request)	129,300	258,600
13. Sedro Woolley E & T Lease	81,880	163,760
14. CHAP Services (43 served mos x \$1,339)	690,924	1,381,848
15. Board Designated Mental Health Services Projects: • Island       \$ 12,085 • San Juan     \$ 2,517 • Skagit       \$ 39,855 • Snohomish   \$ 142,817 • Whatcom     \$ 52,726	125,000	250,000
16. SEA MAR	471,240	942,480
Total NSRSN/PHP Carve-outs	5,050,722	10,101,444
<b>Carve-out Payments to APN</b>		
CHAP Services - July 1, 1999 – September 30, 1999	172,731	172,731
- October 1, 1999 – December 31, 1999	172,731	172,731
- January 1, 2000 – March 31, 2000	172,731	172,731
- April 1, 2000 - December 31, 2000	<u>172,731</u>	518,193
- January 1, 2001 – June 30, 2001		<u>345,462</u>
Total	690,924	1,381,848
MIS Carveout Allocation	130,734.50	261,469

DESCRIPTION	1999-2001 ANNUALIZED ESTIMATED \$	TOTAL ESTIMATE BIENNIAL \$
<b>Estimated Federal Block Grant Carve-outs</b>		
1. SEA MAR – Whatcom, Skagit	26,984	53,968
2. Tulalip Tribes	81,840	163,680
3. Snohomish County – Community Team for Children	66,000	132,000
4. Whatcom County – Geriatric Peer Support	18,309	36,618
Total FBG Carve-outs	193,133	386,266
Estimated Annual APN Payment	30,158,320	60,303,377
Average Monthly APN Payment	2,512,641	