

## MEMORANDUM

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

**FROM:** Melinda Bouldin, Office Manager

**RE:** Meeting Information

**DATE:** February 9, 2001

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

**Tuesday, February 13, 2001  
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 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  
February 13, 2001  
1:00 PM**

**AGENDA**

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of January 2001 Minutes, Chair – 5 minutes
4. Comments from the Public – 10 minutes
5. Correspondence and Comments from the Chair, Chair – 5 minutes
6. Old Business
  - a. QRT Report – Dolores Holtcamp
  - b. Executive Director's Report, Chuck Benjamin, Executive Director – 5 minutes
  - c. Annual Service Report – Blue Sheets
  - d. Sub Committee Reports
    - 1) Ad Hoc committee report on Level of Care manual update
    - 2) Finance – Betsy Rogers – 2 minutes
    - 3) Children's – Janet L. Smith – 2 minutes
    - 4) In-service – Lorelei Coy – 2 minutes
    - 5) Citizens Concerns – Dave Ashton – 2 minutes
    - 6) Ethnic Minorities – John Patchmatla – 2 minutes
    - 7) Executive Committee – Dave Ashton – 2minutes
    - 8) Older Adults – Josselyn Winslow – 2 minutes
    - 9) PACT / Clubhouse – Chuck Albertson – 2 minutes
    - 10) Ombuds Liaison – Joan Lubbe – 2 minutes
    - 11) Site Visitations – Eileen Rosman – 2 minutes

7. Consent Agenda

- a. Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes
- b. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
- c. Advisory Board Update, Chair – 5 minutes

8. New Business

9. Comments from County Advisory Board Representatives – 15 minutes

- a. Island
- b. San Juan
- c. Skagit
- d. Snohomish
- e. Whatcom

10. Comments from Public – 5 minutes

11. Other Business

- a. From Counties
- b. Request for Agenda Items

12. Adjournment

**NOTE:** The next Advisory Board meeting will be March 13, 2001, 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  
January 16, 2001 ■ 1:00 PM

## Minutes

### Members Present:

Dan Bilson, Chair	Dave Ashton
Chuck Albertson	Lorelei Coy
Kay Day	Mary good
Marie Jubie	Janet Lutz-Smith
John Patchamatla	Betsy Rogers
Eileen Rosman	

### Members Absent:

Amy Ayers  
Carol Howe  
Dean Stupke

### Members Excused:

Debbie Hollo  
Joan Lubbe  
Chris Walsh  
Josselyn Winslow

### NSRSN Staff Present:

Charles R. Benjamin, Melinda Bouldin, Sharri Dempsey, Marcia Gunning, Greg Long, Francene Thompson, Dolores Holtcamp, Beckie Bacon

### Guests:

Nancy Jones, Bob Vanderway, Jere Lafollette, Ken Richardson, Betty Scott

## 1. Call to Order; Introductions, Chair

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

## 2. Revisions to the Agenda, Chair

A revised agenda was distributed. Chair Bilson asked for any further revisions. Francene Thompson will report in the place of the Ombuds report, item 6.a.

## 3. Approval of December 2000 Minutes, Chair

**Item 8, page 6: strike the word "are" in the last sentence.**

Motion: It was moved, seconded and carried to approve the December 2000 Minutes as written with the recommended amendment.

#### 4. Comments from the Public

None

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

Chair Bilson met with Chuck Benjamin and expressed his hopes for improvement in services for the region. Chair Bilson attended NAMI Legislation Day in Olympia. A new sub committee was created, the Children's Mental Health Committee. At the meeting in Olympia, Rep. Mary Lou Dickerson expressed concern about the age of students addressed in the "Becca Bill". Chair Bilson expressed the importance of the RSN establishing a closer link to Mr. Baldarama at the MHD.

#### 6. Old Business

##### a. QUALITY ASSURANCE MANAGER'S REPORT, FRANCENE THOMPSON

- Ms. Thompson provided a handout titled "*Average Hours and Standardized Hours of Service for Clients Receiving Services During Month*". The report shows people are receiving more hours of service than previously thought. Average group hours are not as good.
- The question was raised "do consumers want more group services?". Ms. Thompson indicated that not all people are able to function in a group setting. She further indicated that better measurement methods are needed.
- A concern was raised that consumers need to make the choice. Some groups are good for all, some aren't.
- A concern was raised indicating a need for staffing information, ratio of participants to staff.
- Jere LaFollette from the APN reminded the group that many good projects are not captured in the system, an example being Rainbow Center.

##### b. EXECUTIVE DIRECTOR'S REPORT, CHUCK BENJAMIN

- Mr. Benjamin looks forward to a good things in the coming year. Input is needed from all individuals and groups so that there can be a collaborative relationship.
- All of us are very busy. Many projects in the works, i.e. LOC manual, MHD contract, grievances, audits, 2001 Quality Management plan, offering support to both boards and committees.
- Mr. Benjamin stated that he believes our plan for use of inpatient emergency funds has been approved.
- Mr. Benjamin stressed the importance of everyone working together toward a common goal in the same context as QMOC. There is a strong need for respect, candor, patience, trust, sensitively, accountability, and the need for all participants to feel safe. All stakeholders must be kept informed.
- We need to define "functional independence" as it is part of our audit. Mr. Benjamin proposed that there be monthly meetings composed of Ombuds, QRT, Ms. Dempsey, and himself in order to achieve this goal.

Another concern was voiced over the VOA Crisis Line, and the need to maintain the level of service consumers are accustomed to. Mr. Benjamin explained that the Crisis Line will be streamlined and will be able to maintain an increased level of operation.

c. **BETTY SCOTT, EARLY INTERVENTION SCREENING, MENTAL HEALTH TESTING**

Ms. Scott provided handouts from NAMI. She spoke about the Youth Depression Screening Program, which has been piloted by Columbia University. She has an upcoming meeting with the Bellingham School District to present the pilot program to them. The program uses a self-assessment approach. Ms. Scott stressed the importance of educators working with mental health professionals. Mr. Patchamatla volunteered to be the Advisory Board representative to work with her.

d. **SUB-COMMITTEE REPORTS**

- **Ad Hoc committee report on Level of Care manual update**

The committee has yet to meet or elect a chair. Marie Jubie will give the committee report at the next meeting. Lorelei Coy will be added to the committee.

- **Finance Committee, Betsy Rogers, Chair**

Recommend payment of Advisory Board vouchers in November totaling \$2657.58.

**Motion: It was moved, seconded, and carried to recommend approval of the Advisory Board's November vouchers to the Board of Directors.**

There was a recommendation to request summary of consumer oriented projects to date.

Regarding fiscal policies and procedures, the committee will review and make suggested changes to Judy Susia by January 26, 2001.

- **Children's Committee, Janet Lutz-Smith, Chair**

Ms. Lutz-Smith provided a handout regarding Children's Services and reviewed and commented on all six objectives found on page 14 of the draft NSRSN Strategic Plan 2000-3.

Eileen Rosman wishes to attend Snohomish Acute Services Coordinating Team and will contact Linda Vaughan about cross-system activities for children.

RSN staff input is desired, Greg Long to be RSN representative and will provide

updates on Executive Level Policy Coordination within the region as well as information about crisis residential efforts carried on jointly with DCFS.

The committee will also discuss utilization of new funding available from MHD between now and June 30, 2001 to assist with children's hospitalization issues.

Janet Lutz-Smith expressed the importance of educating the Board in the area of children's treatment options and will contact Dr. Brown to do a presentation on child therapy. There may also be future contact made to a homeopath regarding the link between nutrition and mental well-being. A suggestion was made to have a presentation done by the Principal of the Discovery School in Bellingham regarding special programs. Ms. Thompson will be working with the committee on these projects.

Discussion included the need to perform focused audits of children's charts and files and bring reports of those activities back to the Advisory Board. Further discussion included the need for a "Kid's Help Line" similar to an Australian program.

- **In-Service Committee, Lorelei Coy, Chair**

Ms. Coy requested the Finance Committee make a short inservice in February. Mary Jubie and John Patchamatla will present information on Roberts Rules of Order. Dave Ashton will present a short inservice on the Homeless before the March Advisory Board meeting.

- **Citizen's Concerns, Dave Ashton, Chair**

Mr. Ashton expressed concern over the migration of mental health consumers from one locality to another. Medication is a real issue with these people. Several women have been placed in a men's mission. He suggests the RSN, VOA, and APN need to be aware of these people and flag names of those receiving services.

- **Ethnic Minorities, John Patchamatla, Chair**

Mr. Patchamatla will report at a later meeting on an outreach program to children in grades K through 12.

- **Executive Committee, Dave Ashton, Chair**

No report was given

- **Older Adults, Josselyn Winslow, Chair**

No report was given

- **PACT/Clubhouse, Charles Albertson**

Clubhouse is looking at a new model to meet needs of consumers.

- **Ombuds Liaison, Joan Lubbe, Chair**

No report was given

- **Site Visitations, Eileen Rosman**

No report was given. There is a plan for future visit to Seattle Children's Home and Compass children's program. These visits will be reported on at a future meeting.

- **Ad Hoc Committee for Consolidation of Sub Committees, Chuck Albertson, Chair**

Mr. Albertson provided a handout indicating possible re-structuring of sub committees. After discussion, it was determined that more work is needed. Mr. Benjamin and Ms. Dempsey offered to assist the Ad Hoc committee in formation of the list. A more in depth presentation will be made at the next Advisory Board Meeting.

e. **CONSENT AGENDA**

Mr. Benjamin directed the Board to the Revised memo from Marcia Gunning. Expenditures presented for Board of Directors approval is standard operating procedure for the Board of Directors meetings, and it is felt that only unusual or extreme items need to be brought to the Advisory Board.

**Motion: It was moved, seconded and carried to concur that only extreme expenditures be presented to the Advisory Board.**

f. **CHUCK BENJAMIN, EXECUTIVE DIRECTOR**

No further report was given.

g. **ACTION ITEMS, MARCIA GUNNING, CONTRACTS COMPLIANCE/FINANCIAL SERVICES MANAGER**

- 1) To authorize NSRSN Executive Director to enter into 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 (mental health and substance abuse) 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 mental health and substance abuse issues 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.

**Motion: It was moved and seconded to recommend approval of the Action Item to the NSRSN Board of Directors. After discussion, the motion carried, with one abstention.**

- 2) To authorize NSRSN Executive Director to enter into contract with department of Developmental Disabilities (DDD) for add-on supports and services for people with mental health and developmental disabilities, effective January 1, 2001 through July 31, 2001. Maximum consideration shall not exceed \$225,000.

**Motion: It was moved and seconded to recommend approval of the Action Item to the NSRSN Board of Directors. After discussion, the motion carried.**

- 3) To authorize NSRSN Executive Director to enter into contract NSRSN-APN-99-10-01 Amendment 6 with the Associated Provider Network for enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness, effective January 1, through July 31, 2001. Maximum consideration shall not exceed \$225,000.

**Motion: It was moved and seconded to recommend approval of the Action Item to the NSRSN Board of Directors. After discussion, the motion carried**

h. MOTIONS YET TO BE APPROVED, CHUCK BENJAMIN, EXECUTIVE DIRECTOR

Greg Long, Assistant Director was to have made a presentation on the Strategic Plan 2000-3, however, due to time constraints, this has been tabled until the February meeting.

i. Advisory Board Update, Chair Bilson

No report given

## 7. New Business

- a. Surplus and donated equipment.

Mr. Benjamin reiterated the policy regarding the declaration of surplus equipment and donation of such items. Regarding NSRSN contract CAT-99 between NSRSN and Marla Elder-Koplitz, it was suggested that the NSRSN declare surplus computer equipment as follows: CPU 00492, Monitor 00111,

and printer 00581. It was further suggested that this equipment be donated to Ms. Elder-Koplitz.

**Motion: It was moved and seconded to recommend approval of the surplus of computer equipment outlined in Contract CAT-99 and subsequent donation of the equipment to Marla Elder-Koplitz. After discussion, the motion carried.**

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

There were no comments made

## **9. Comments from Public**

There were no comments from the public.

## **10. Other Business**

There was no other business.

## **11. Adjournment**

The meeting was adjourned at 3:18 PM.

Respectfully submitted,

Melinda Bouldin  
Office Manager

**NOTE:** The next Advisory Board meeting will be at 1:00 PM, February 13, 2001, in the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

## MEMORANDUM

DATE: January 23, 2001  
TO: NSRSN Advisory Board  
FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager  
RE: February 22, 2001 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 February 22, 2001 NSRSN Board Meeting.

### **CONSENT AGENDA**

1. To name authorized signatures on the NSRSN's account at Skagit County effective February 22, 2001, as follows:
  - Board Chair, Rhea Miller
  - Skagit County Commissioner, Kenneth Dahlstedt
  - Snohomish County Council, Kirke Sievers,
  - NSRSN Executive Director; Charles R. Benjamin
  - NSRSN Assistant Director/Planner, Greg Long
  - NSRSN Office Manager , Melinda Bouldin

The authorized signors shall have authorization privileges for disbursements over petty cash accounts, vouchers and payroll.

### **ACTION ITEMS**

1. To approve the NSRSN 2001-2003 Strategic Plan

*The NSRSN Planning Committee has conducted an indepth process to determine service priorities within our 5-county region. The Strategic Plan was presented as an introductory item at the January 25, 2001 Board Meeting and will be presented at the February 13, 2001 Advisory Board Meeting. The NSRSN Strategic Plan was distributed to the Advisory Board at their January meeting.*

2. To approve the NSRSN 2001 Plan for Older Adults

*Greg Long, NSRSN Assistant Director and Planner, presented and distributed copies of the NSRSN Older Adults Report/Plan at the December Board Meeting. The NSRSN Planning Committee recommends the Board of Directors approve the 2001 Plan for Older Adults.*

3. To authorize NSRSN Executive Director to enter into contract #NSRSN-PSC-MAGILL-01 between North Sound Regional Support Network and Sam Magill Consulting for 2001 Board Conference Consultation and Facilitation Services effective February 20 through February 25, 2001. Maximum consideration shall not exceed \$3,750.

*The NSRSN annual Board, Advisory Board, County Coordinator and selected NSRSN staff retreat is scheduled for February 22 and 23, 2001. Once again, Sam Magill has agreed to design and facilitate this event.*

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

1. To introduce the NSRSN Proposed 2001 Quality Management Plan

*The Quality Management Oversight Committee (QMOC) formed a sub-committee to review the 2000 Quality Management Plan, develop the 2001 NSRSN QM Plan, and identify accomplishments and current NSRSN practices. This sub-committee presented the recommended draft to the QMOC Committee in January 2001, who unanimously recommends this document to the Board.*

2. To introduce Contract DSHS 0069-41455, Amendment (2) between State of Washington Mental Health Division and North Sound Regional Support Network for Emergency Inpatient Funding Allocation and Services, effective January 1, 2001 through July 31, 2001. Maximum consideration shall not exceed \$273,752 in Inpatient Emergency Funding and \$91,251 in NSRSN match funding for a total of \$365,003.

*Per Board motion 00-059, the NSRSN staff developed the attached plan for utilizing Inpatient Emergency Pool (IPEP). The NSRSN Plan has been approved. The above referenced contract Amendment (2) allocates the Emergency Inpatient funds to the NSRSN to implement said plan, as described in the Amendment Statement of Work, Exhibit A.*

3. To introduce NSRSN Functional Independence Definition and Policy

*On January 19, 2001 the NSRSN Advisory Board, Executive Director, Quality Review Team, Ombuds and Office of Consumer Affairs Manager had a working retreat to design the first draft of NSRSN's Functional Independence Definition and Policy. The NSRSN Personnel Committee will also be reviewing this document and will also be recommending the Board adopt the "NSRSN Functional Independence Definition and Policy" in March 2001.*

4. To introduce Interlocal Agreement and by-laws for the Washington Counties Insurance Pool.

*The NSRSN currently provides employee benefits through the Washington Counties Insurance Fund. Due to the medical insurance provider's 30-40% increase in premiums for 2001, the members explored alternatives. By signing the interlocal agreement the NSRSN would join other members in forming the Washington Counties Insurance Pool. In doing so the medical benefits premium increase would be lowered to 20% from 2000 premiums.*

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  
Charles R. Benjamin  
County Coordinators  
NSRSN Management Team