

Per Advisory Board request made on November 6, 2001, Advisory Board members are asked to bring this packet to the meeting. Notebooks will no longer be provided on meeting day.

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

**North Sound Regional Support Network
Conference Room
117 North First St., Suite 8
Mt. Vernon, WA 98273
May 21, 2002
1:00 PM**

Agenda

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of April 2002 Minutes, Chair – 5 minutes
4. Comments from the Public
5. Correspondence and Comments from the Chair – 5 minutes
6. Old Business
 - a. Executive Director's Report - Chuck Benjamin – 5 minutes
 - b. Finance Committee – Mary Good – 5 minutes
 - c. Strategic Plan Committee –
 - d. Activities and Liaison Committee – Charles Albertson
 1. Site Visitations for 2002
 2. County Advisory Board Liaison Reporting
 3. Consumer-Run Projects
7. Items To Be Brought Forward To The Board of Directors – Marcia Gunning, Contracts Compliance & Financial Services Manager
 - a. Consent Agenda
 - b. Action Items
 - c. Emergency Action Items
 - d. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes

8. New Business - 10 minutes
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. Request for Agenda Items
12. Adjournment

NOTE: The next Advisory Board meeting will be June 18, 2002, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

MEMORANDUM

Revised 5/8/02

DATE: April 30, 2002

TO: NSRSN Advisory Board

FROM: Marcia Gunning
Contracts Compliance & Financial Services Manager

RE: May 23, 2002 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 May 23, 2002 NSRSN Board Meeting.

CONSENT AGENDA

NONE

ACTION ITEMS

NONE

EMERGENCY ACTION ITEMS

1. To authorize Contract NSRSN-Magill-PSC-02 between the North Sound Regional Support Network and Sam Magill Consulting effective June 1, 2002 through December 31, 2002. Maximum consideration shall not exceed \$14,250 (less APN payment of \$4,125) Adjusted Maximum Consideration to NSRSN shall not exceed \$10,125.

This contract includes consultation and facilitation services for the NSRSN 2002 Vision of Hope...Pathway to Recovery Conference and Board Retreat and for consultation and facilitation services that will support and assist the North Sound Regional Support Network and its Provider Network in creating effective interactions and structures that use all the talent available in a way that builds effective working relationships, encourages commitment, health, collaboration, mutual accountability and aspirations for the future so that quality Recovery based model system of care is embraced and routinely provided within the North Sound Regional Support Network. The APN will be reimbursing the NSRSN for ½ of the costs associated with the NSRSN/Provider Conference/Retreat (\$4,125).

2. To professional services contract #NSRSN-Pjones-TC-02 between the NSRSN and Pam James effective April 24 & 25, 2002. Maximum consideration shall not exceed \$700.00, which includes travel.

This contract purchases professional speaking/facilitation services at the NSRSN 2002 Tribal Conference.

3. To authorize professional services contract #NSRSN-Clocust-TC-02 between the NSRSN and Carol Locust effective April 24 & 25, 2002. Maximum consideration shall not exceed \$1,800.00, which includes travel.

This contract purchases professional speaking/facilitation services at the NSRSN 2002 Tribal Conference.

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

1. To introduce contract 0169-00339, Amendment 3 between the State of Washington Mental Health Division and the North Sound Regional Support Network, effective July 1, 2002 through June 30, 2003.

This amendment includes the language changes from MHD's original Amendment 2 that the NSRSN Board authorized on 3/7/02 (Motion 02-007). In addition this amendment implements 1) the State Legislatures Reserve Reduction (\$486,180), 2) Case Rate increase one-time payment of \$591,343 in State funds, and 3) increases the NSRSN federal Medicaid PMPM rate by \$1.98 for FB03. Estimated increase in funding as a result of this amendment is \$1,166,257.

2. To introduce North Sound Regional Support Network's Complaints, Grievance and Fair Hearing Policy and Procedure.

This policy and procedure has been under development for the past year and is brought forward after extensive participation and review by NSRSN staff and stakeholders.

3. To introduce North Sound Regional Support Network Critical Incident Policy and Procedure.

This policy and procedure has been under development for the past year and is brought forward after extensive participation and review by NSRSN staff and stakeholders.

4. To introduce contract NSRSN-Raintree-ISSB-02 between the North Sound Regional Support Network and Raintree Systems, Inc, effective 7/1/02 through 12/31/03. Maximum consideration for this 18-month contract shall not exceed \$124,800.

With this contract Raintree becomes the NSRSN's Management Information Systems Service Bureau. They will provide:

- *.2 FTE Technical Support person responsible for file transfers to Washington state and maintain user accounts.*
- *.4 FTE Project Manager / Client Liaison to manage report requests and the ongoing training needs of the Raintree liaison. Works with the Programmer to document report specifications.*
- *.4 FTE Programmer for ongoing database maintenance, documenting report specifications and writing reports to such specifications.*

5. To introduce contract NSRSN-VOA-DD Crisis-02, Amendment 1 between the North Sound Regional Support Network and Volunteers of America, extending the current contract through June 30, 2003. Maximum consideration of this Amendment shall not exceed \$10,020. Maximum consideration for the entire term of this agreement shall not exceed \$20,040.

As of March 19, 2002 the NSRSN and DSHS-DDD have a fully executed contract for DDD Crisis Services through June 30, 2003. This contract amendment will enable the NSRSN to continue to reimburse VOA for specialized DDD Crisis Line Triage Services (\$835 per month) through the end of the biennium.

6. To introduce contract NSRSN-APN-DD Crisis-02, Amendment 1 between the North Sound Regional Support Network and The Associated Provider Network, extending the current contract through June 30, 2003. Maximum consideration of this Amendment shall not exceed \$366,903. Maximum consideration for the entire term of this agreement shall not exceed \$714,605.

As of March 19, 2002 the NSRSN and DSHS-DDD have a fully executed contract for DDD Crisis Services through June 30, 2003. This contract amendment will enable the NSRSN to continue to reimburse APN for the specialized DDD Crisis Services they are providing through the end of the biennium.

7. To introduce the NSRSN's 2002 Enhanced Case Management Plan.

The NSRSN's Strategic Plan identified the need to study Enhanced Case Management Programs in the year 2001. Advocates nationally and regionally have called for development of ACT Programs. This has taken on added significance because the Mental Health Division of the State of Washington has decided to reduce the number of hospital beds by 120 during this biennium.

The NSRSN conducted a workgroup whose members included consumers, advocates, NSRSN QRT and Ombuds representation, service providers, county representation and NSRSN staff. The group met four (4) times and reviewed national and state models of enhanced case management as well as the current types of case management available in the North Sound Region. This Committee reviewed the ACT Program Standards, the PACE Program, and the Village Program as national models of best practice. The NSRSN greatly appreciates the time and commitment of these and many other individuals in assisting with the development of the proposed NSRSN Enhanced Case Management Plan.

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

North Sound Regional Support Network

NAME: ADVISORY BOARD

MEMBERS PRESENT: EILEEN ROSMAN, DAN BILSON, IAN BROOKS, MARY GOOD, BOB HART, DWIGHT HINTON, MARIE JUBIE, JOHN PATCHAMATLA, DEAN STUPKE, CHRIS WALSH

MEETING DATE: APRIL 16, 2002

MEETING TIME: 1:00 P.M.

MEETING LOCATION: NSRSN

MEMBERS EXCUSED: CHUCK ALBERTSON, JACK BILSBOROUGH, KAY DAY, JANET LUTZ-SMITH

KEY CONTACT: EILEEN ROSMAN

PREPARED BY: MELINDA BOULDIN

MEMBERS ABSENT: JOAN LUBBE, JAMES VEST

STAFF: BECKIE BACON, CHUCK BENJAMIN, MELINDA BOULDIN, SHIRLEY CONGER, SHARRI DEMPSEY, MARCIA GUNNING, ANNE HOFFMAN, WENDY KLAMP, GREG LONG

GUESTS: OTIS GULLEY, JERE LAFOLLETE, KEN RICHARDSON, MARSHA MURRAY, DARLYN SULLIVAN, JILL DACE

MINUTES

Item #	Item	Discussion	Discussion Leader	Decision(s) Made, Action Taken, Assignments Given
1	Call to Order, introductions	Chair Rosman convened the meeting at 1:05. Sharri Dempsey offered a pre-meeting presentation regarding accomplishments of the AB in 2001. In honor of the late Lorelei Coy, Chair Rosman asked the group to observe a moment of silence. She then announced that Vice Chair Lutz-Smith had had open-heart surgery and asked everyone to think positive thoughts.	Eileen Rosman	
2	Revisions to the Agenda	None	Eileen Rosman	
3	Approval of Minutes	Chair Rosman called for approval of the February minutes.	Eileen Rosman	Motion: It was moved, seconded and approved to accept the February minutes as presented.
4	Comments from the Public	Marla Elder-Koplitz announced the CAT team is up and running, and provided information about an open house.	Eileen Rosman	

		<p>Otis Gulley spoke to the group about living on the bright side of his illness; that DBT builds skills and strengths, it is important to understand the medication issue, and the importance of proper medication, and that each person needs to reach their personal best. He touted two movies, "I Am Sam", and "A Beautiful Mind". He shared that although he had recently experienced several setbacks, he has learned to keep going. He takes responsibility for his setbacks.</p> <p>4 a. Raintree Presentation</p> <p>Ms. Sullivan offered a live demonstration of sample screens which will be a part of the new Raintree software slated for implementation July 1. Ken Richardson offered a brief description of the makeup of Sound Data System. Ms. Sullivan spoke of the impacts HIPAA legislation has on software development, as well as sharing patient information while still maintaining confidentiality. A brief question and answer period followed.</p>	Darlyn Sullivan	<p>A future presentation will be offered when closer to start date.</p>	
5	Correspondence and Comments from the Chair	<p>Chair Rosman announced the need for Advisory Board members to serve as representatives on the QMOC.</p>	Eileen Rosman	<p>QMOC representatives: Dan Bilson, Marie Jubie, Mary Good, Ian Brooks. Alternate: Dwight Hinton, three vacancies.</p>	
6	Old Business	<p>Chair Rosman announced a site visitation to Seattle Children's Home is being planned for May, probably near the end of the month. She presented a draft copy of the Orientation Manual offered by Sharri Dempsey. Chair Rosman requested that staff names be added to the organizational chart.</p>		<p>NSRSN staff will add staff names to the Organizational Chart.</p>	
		6.a Executive Director's Report	Chuck Benjamin		

Mr. Benjamin offered a brief analysis on the state budget and how the deficit will affect services provided by the NSRSN. There was a brief question and answer period following. Chris Walsh commented that we need to be mindful that mental health did better than lots of Human Services programs. We can't give up, just need to start over! Mr. Benjamin attended the statewide Ombuds/QRT training, which was beneficial, however the lodging conditions were deplorable. He announced Maile Acoba as the replacement for JoAnn Angevine who retired. He attended the State Mental Health Advisory Counsel on March 23rd. The audit exit interview revealed the need to better track Federal Block Grant dollars. Linda Vaughan doing a superb job as Raintree implementation liaison. Mr. Benjamin will be taking the QM transition plan to the Board of Directors, which will maintain current staffing levels while staying within the budget. Thanked Jim Teverbaugh for assisting financially. Pleased to announce the return of Anne Hoffman to the NSRSN Ombuds office. Melissa DeCino has moved to the QRT office, Shirley Conger hired as new

Ombuds. Chuck Albertson is taking the lead on the "media gang" project, centered around development of production of a video and stigma reduction issues. The upcoming Tribal Conference, slated for 4/24 and 4/25 has over 200 registered. In honor of Lorelei Coy, announced the Memorial Library with a plaque and flowers purchased through staff donations.

6.b Finance Committee

Ms. Good reported that the Committee approved the expenditures presented, approved minutes from prior meeting. Marcia Gunning shared a report put together by staff at the request of the Advisory Board. The report outlined payments to providers made in 1999, 2000, and 2001.

6.c Strategic Plan Committee

Mary Good

Dwight Hinton will take the lead in maintaining the Lorelei Coy Memorial Library.

Motion: It was moved, seconded, and approved to recommend the Board of Directors approve the Advisory Board expenditures as presented.

No report

6.d Activities and Liaison Committee

Minutes were distributed from the special meeting held in March. Mary Good thanked Melinda Bouldin and Sharri Dempsey for putting together the Orientation manual. All members will get a book. A prototype will remain in the Library.

Dan Bilson announced a presentation coming up on May 9 at the St. Joseph South campus. The presentation will cover Schizophrenia. He also asked the Board to give consideration to having at least one Advisory Board meeting in the evening to make the meetings more available to a wider audience. Mr. Bilson also noted that the counties need to be made aware that a primary problem for consumers is getting sufficient dental services. He found Pierce County Annual Report interesting.

Dwight Hinton reported that the Rainbow Center is looking for funding promised to them for their showers. It was recommended that he speak with Gary Williams to research this issue. The Rainbow Center has hired a part-time janitor.

7.a Consent Agenda

Eileen Rosman

Marcia Gunning

Ms. Gunning outlined the three consent items listed in her memo. 1. To authorize NSRSN Executive director to enter into contract #NSRSN-Gingold-02 between the North Sound Regional Support Network and Lane, Powell, Spears & Lubersky - Jeffery Gingold for specialized health care legal services and HIPAA expertise. Maximum consideration shall not exceed \$10,000. 2. To authorize the following line-item transfer amounts in the NSRSN 2001 Operating Budget: 1. \$6,200 from Administrative Budget - Professional Services to \$2,400 office & operating supplies and \$3,800 machinery & equipment.
2. \$23,740 from Advisory Board Professional Services to \$1,600 office & operating supplies, and \$140 communications and \$12,700 Travel and \$9,300 miscellaneous
3. \$9,100 from Agency, County and Other Services Line Item (MIS Services) to \$9,100 MIS machinery & equipment.

7.b Action Items

To approve the NSRSN 2002 Annual 7.01 Plan.

7.c Emergency Action Items

Marcia Gunning

Marcia Gunning

Motion: It was moved, seconded and approved to recommend the Board of Directors approve the Consent Agenda as presented.

Motion: It was moved, seconded, and approved to recommend the Board of Directors approve the motion as presented.

1. To authorize the NSRSN Executive Director to enter into contract #NSRSN-MCPP-ITS-01, Amendment 1, between the NSRSN and MCPP Healthcare Consulting Inc. **2.** To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 03, between the NSRSN and DSHS-MHD for Expanding Community Services July 2002 Funding Allocation, effective May 1, 2002 through June 30, 2003. Maximum consideration shall not exceed \$564,655. **3.** To authorize the NSRSN Executive Director to enter into contract # NSRSN-APN-02-03, Amendment 1 between the North Sound Regional Support Network and Associated Provider Network for Expanding Community Services, effective May 1, 2002 through June 30, 2003. Maximum consideration shall not exceed \$564,655.

Motion: It was moved, seconded, and approved to recommend the Board of Directors approve the Emergency Action items as presented.

8 New Business

7.d Motions Yet to be Approved

There were none

Chuck Benjamin

Eileen Rosman

Beckie Bacon presented the QRT Quarterly Report, outlining strengths and weaknesses of the systems according to feedback from consumer surveys. Discussion followed.

9 Comments from County Advisory Board Reps.

9.a No report

Eileen Rosman

9.b San Juan County

No report

Dean Stupke

9.c Skagit County

Mary Good

		<p>Mary Good reported that the new County Coordinator for Skagit County is Maile Acoba. The SCM HAB approved a \$200 request for support of NAMI, and a request to assist in subsidizing the Supported Education project. A request from Sharri Dempsey for \$100/month for support of Sunshine Allen's travel expenses related to her work at SVC was denied.</p>			
		<p>9.d Snohomish County</p> <p>Marie Jubie reported the crisis response system meeting in March was good, and enjoyed a good turnout. NAMI annual picnic will occur in July or August. The Board approved three new grants, PATH, CARS, and a remodel of Bethany Apartments,</p>	Marie Jubie		
		<p>9.e Whatcom County</p> <p>In Mr. Albertson's absence, Dwight Hinton reported that on April 11 a forum was held to discuss the issue of a triage facility for Whatcom County. Bellingham police also participated. Dan Bilson reported that 20 persons participated in family to family training, which ends in June. More funding is needed. Work is progressing in the effort to obtain a dental hygienist for 65 LWC residents.</p>	Chuck Albertson		
10	Comments from Public		Eileen Rosman		
11	Other Business	<p>Otis Gulley shared that he met with Jess Jamieson on February 4, where they discussed the letter Otis had written to legislators regarding the budget. Mr. Gulley received six responses.</p>	Eileen Rosman		
		<p>11.a Request for Agenda Items</p> <p>none</p>			

12	Adjournment	3:50 Handouts: Additional handouts for the QRT quarterly report Draft ECS contract with APN Draft ECS MHD contract with NSRSN ECS statement of work Report on Payments to Providers Activities and Liaison meeting minutes Invitation to Lorelei Coy gathering at VOA in Everett Centennial Accord Future Requested Presentations: Strength Based Treatment Best Practice Case Management	Eileen Rosman		
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