

North Sound Regional Support Network

MENTAL HEALTH SERVICES FOR ISLAND, SAN JUAN, SKAGIT, SNOHOMISH & WHATCOM COUNTIES

419 S. 1st Street, Ste. 200 / Mount Vernon, WA 98273-3806 / (360) 416-7013 / Fax (360) 416-7017

MEMORANDUM

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
RE: Meeting Information
DATE: January 14, 1999

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

**Thursday, January 28, 1999
SKAGIT VALLEY COLLEGE
Administration - Annex
2405 E. College Way
Mt. Vernon, WA
1:30 p.m.**

Please place the enclosed postcards on your dashboards and park in areas designated as "SP" or student parking as indicated on the enclosed map. I look forward to seeing you there.

Attached is the following:

Agenda
December Minutes

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
BOARD OF DIRECTORS
SKAGIT VALLEY COLLEGE
ADMINISTRATIVE ANNEX
2405 EAST COLLEGE WAY
Mount Vernon, WA
January 28, 1999
1:30 p.m.**

AGENDA

1. Call to Order; Introductions
2. Revisions to the Agenda
3. Comments from the Public
4. Approval of the December Minutes
5. Comments from the Chair
6. Election of Board Chair
7. Report from the Advisory Board
8. Ombuds Report
9. QMOC Report – Chuck Benjamin, Chair
10. Report from the Executive Director
 - a. Marcia Gunning – Explanation of Action and Introductory Items
 - b. Michael White, NSRSN Staff - NSRSN Web Site – <http://nsrsn.org>
11. Report from the Fiscal Officer
12. Consent Agenda

All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one motion of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

The NSRSN Board of Directors moves to approve:

- A. Motion #99-01** to review and approve NSRSN claims paid from November 15th to November 30th, 1998. Check numbers 2556 to 2630, in the total amount of \$4,313,149.70. To review and approve payments from the Skagit County Treasurer for the month of December in the amount of \$2,596,278.24. December payroll total earnings of \$53,833.34 and associated employer paid benefits.
- 13. Action Items
 - A. Motion #99-02** to approve the NSRSN 7.01 Plan (Native American Tribal Liaison)
- 14. Introductory Items
 - A. #99-IN01** to introduce the NSRSN's Quality Assurance Oversight Committee's (QMOC) 1999 Plan for Board comments and review.
- 15. Executive Session
- 16. Reconvene
- 17. Announcements

The next meeting of the Board of Directors is February 25, 1999 1:00 p.m. at Skagit Valley College, Board Room – Administrative Annex. Please note the change in time from 1:30 to 1:00 PM.
- 18. Adjournment

**NORTH SOUND REGIONAL SUPPORT NETWORK
BOARD OF DIRECTORS MEETING
Best Western CottonTree Conference Center
Mount Vernon, WA
December 17, 1998
1:30 p.m.**

MINUTES

Board Members Present:

Chairman Bob Hart
Chuck Benjamin, Alternate for Pete Kremen, Whatcom County Executive
Sharri Dempsey, The Tulalip Tribes
Dave Gossett, Alternate for Rick Larsen, Snohomish County Council
Jim King, Chair, NSRSN Advisory Board
Rhea Miller, Commissioner, San Juan County
Susan Neely, Alternate for Barbara Cothorn, Snohomish County Council
Ward Nelson, Whatcom County Council
Gary Ramey, Stillaguamish Tribes
Mike Shelton, County Commissioner, Island County
Kirke Sievers, Snohomish County Council
Joe Valentine, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members Present:

Merle D. Adrian, Rae Benjamin, Marcia Gunning, Cathey Heighton, Darrell Heiner,
Dolores Holtcamp, Judy Kennedy, Greg Long, Debbie Page, Mike Page, Bill Whitlock,

County Staff:

Linda Morris, Jim Teverbaugh, Gary Williams

Guests:

Dan Bilson, Lorelei Coy, Steve Daggett, Mary Good, Jess Jamieson, Kris Laaninen, Jere LaFollette, Rodney Lund, Steve Reinig, James Vest, Dean Wight, Josselyn Winslow

1. Call to Order; Introductions

The meeting was called to order by Chair Hart at 1:32 p.m. All those present introduced themselves.

2. Revisions to the Agenda:

Mr. Hart stated that there were two (2) changes to the Agenda. The first is to add the Quality Management Oversight Committee report as Item #10b. The second was to add the proposed 7.01 Plan to #14: Introductory Item, D: #98-IN18.

3. Comments from the Public

- Dean Wight, Finance Director of Associated Provider Network (APN) stated he was concerned about the increased PHP funds carveout (4.26% to 4.75%) as recommended in the proposed NSRSN 1999 Budget. He estimated that this would result in the equivalent loss of five (5) Case Managers that could have been added to APN staff. He stated the largest part of the increase was to fund Administrative Reserves of over \$200,000. He asked that a way be found to keep the 1999 Budget at the same funding levels as 1998.

He also noted that the Governor's 1999 Budget had recommended decreased funding for RSN's, which would mean less money for providers. He felt this would add to the difficulty of the current funding situation and foresaw problems that will be encountered in approximately six (6) months.

Kirke Sievers asked how many Case Managers were now on staff at APN. Mr. Wight did not have an exact figure but estimated currently four to five hundred system wide.

- Dan Bilson, Advisory Board member, spoke concerning information he received at an APN meeting suggesting that Whatcom County has lost a total of seventeen residential care beds. At the same time, APN is sitting on funds to replace them.

Mr. Bilson heard that these funds might be transferred by APN out of Whatcom County to another county. He also stated that consumers were being released from jails with no housing being provided. He said that the RCW states that Case Managers shall provide housing, food and coordinate and provide medication as needed. Mr. Bilson felt that the APN was not providing services and duties as stated in the RCW.

- Lorelei Coy gave a presentation with a "sparkling" Christmas Tree. She said that the tree represented 9,000 consumers that the NSRSN serves. She offered it as a thank you from those consumers as well as from her and James Vest.
- Jere Lafayette, CEO of APN, responded to Dan Bilson's comments regarding the loss of residential beds in Whatcom County. Mr. LaFollette stated that due to circumstances beyond their control, the State of Washington, Dept. of Health, had closed down the Homestead and another facility had changed their

licensing which eliminated residential beds. These events were not due to anything that APN has or has not done.

He assured Mr. Bilson and the Board, that as soon as the funds were approved from Inpatient Savings, they would move quickly to develop bed availability. The approach APN is trying to use is to assure that consumers in any county needing supported living will not have to leave their communities to find residential supported living.

- Rodney Lund of NAMI in Whatcom County, asked if the proposed location for Board meetings was ADA certified. He asked that the certification be made available. Mr. Adrian said he would gladly re-address the issue.

Mr. Lund was also concerned with caseloads for Case Managers in the NSRSN region. He asked whether or not WAC standards were still listed at 20 consumers to each Case Manager. He felt that most Case Managers currently had many more than that. Marcia Gunning, Contracts Compliance/Fiscal Manager for the NSRSN, said there had been many changes to the WAC and her last review of them did not show a ratio. She will re-address that issue and make sure that Mr. Lund received copies of any such documentation.

- Gary Williams, County Coordinator for Whatcom County, spoke regarding the APN transfer of beds in the past. He stated that Whatcom County is suffering from extreme shortages of housing/beds and is asking APN for prior notification, "in draft form," of any such changes they will be proposing in the future.
- Dean Wight asked that the Board re-classify Introductory Items #98-IN15 and #98-IN16, to be Action Items at this meeting.
- In response to Mr. Williams' earlier statements regarding notification of future changes, Jere LaFollette stated that he would get the information to Mr. Williams as soon as it is available and anyone else that requested it.
- Dan Bilson read a memo written to Chuck Benjamin, Director of Whatcom County Health Dept., from Gary Williams regarding the reported shortage of beds/housing. He stated, "This shortage of housing options appears to be affecting the full continuum of mental health care. There is a reported fourteen-person waiting list for admission to Lake Whatcom Residential Treatment Center. The continuing reports of delay are less than optimal discharge plans for area inpatients in this because of the lack of housing."
- Lorelei Coy stated that a lot of consumers in Whatcom County have not been involved in the APN planning process and have not been given the opportunity to have input on these bed/housing changes. She would hope that APN include them in decision making.

4. Approval of November Minutes

There were two (2) corrections. Fred Fragner (guest) and Marcia Gunning (NSRSN staff) had been omitted as attending the November Board meeting. A motion was made, seconded and carried to approve the November minutes as corrected.

5. Comments from the Chair

- Chair Hart stated that this would be his last meeting as Chair of the NSRSN Board of Directors. He thanked everyone for his/her support and involvement. He felt that there had been significant accomplishments this past year and commended staff and members of the Board for focusing on the critical issues in the mental health field. He also wished everyone a very happy holiday season.
- In honor of Fred Fragner, past Chairman of the NSRSN Advisory Board who has recently retired, Chair Hart read a letter of thanks. Staff will send the letter and a plaque to Mr. Fragner in appreciation of his many years of service to the mental health field.

6. Nomination Committee & Elections

- Joe Valentine, Chair of the Nomination Committee made up of Mike Shelton and Chuck Benjamin, reported on their meeting held in November. He offered for nomination the following: Chair - Kirke Sievers, Snohomish County Council and Vice Chair - Rhea Miller, San Juan County Commissioner. Both of these individuals had been contacted and had agreed to accept these nominations. Committee Chair Valentine thanked the Nomination Committee for their work.

Chair Hart noted that the actual elections will take place at the January meeting and that he needed a motion to accept the Committee's report. A motion was made, seconded and carried.

7. Report from the Advisory Board

- Jim King, Chair of the Advisory Board, reported on the events of the last month. There was no written report.
 1. Mr. King was re-nominated as Chair for the NSRSN 1999 Advisory Board. Also nominated was Mary Good for Vice Chair.
 2. Two (2) members retired from the Advisory Board in December. Fred Fragner from Whatcom County and Judy Van Deen from Island County;

3. There are two (2) vacancies for membership on the Advisory Board at this time. One for San Juan County and one for Whatcom County. Several people have shown an interest in filling these vacancies. Mr. King's goal is to fill the Advisory Board with objective, unbiased members who can give voice and empowerment to consumers in the mental health community.
4. All Action Items, with the exception of Motion #98-083, were recommended for approval. The unendorsed Action Item deals with a \$5,000 professional services contract for the development and facilitation of a team proposal for stakeholders in multi-day retreats. The Advisory Board had unanimously rejected this motion.

Mr. Valentine asked Mr. King if the Advisory Board vetoed the whole idea or were there pieces that were acceptable? Mr. King stated that there was opposition to the cost of the proposal and the Advisory Board felt this project compromised their independent voice. Lastly, they were already volunteering much personal time to RSN work.

5. A Legislative Committee has been formed. Lorelei Coy is Chairperson. Committee members include Dan Bilson and Laura Crawford. They have established priorities approved by the Advisory Board, and will bring these to the attention of the State Legislature.

8. Ombuds Report

- Cathey Heighton, NSRSN Ombuds for Snohomish County, gave a report for the months of July, August and September. This report was inclusive of Ombuds Robin Grupper's information. Ms. Heighton noted that both Ombuds have been working over their allotted .8 FTE time in order to make sure that all cases are handled properly.

9. Report from the Executive Director

Merle Adrian, Executive Director for the NSRSN, reported on activities occurring in the last month.

1. Governor Gary Locke's proposed 1999 budget recommends decreasing the amounts funded to RSN's. The distribution of any such decreases is to be formulated by the Mental Health Dept. and the RSNs. Any one wishing a copy of the Governor's Budget may contact NSRSN staff.

2. Contracts with APN and other providers will expire July 1, 1999. A schedule is in process to help guide new contract activities.
3. Planning Committee meetings are continuing. Y2K compliance and an RFP process for consumer oriented projects will be the focus of future meetings.
4. A 1999 NSRSN Board Retreat is in the development stages. More information will be offered when available. This is not to be confused with Motion #98-083.
5. No selection has yet been made from the applicants for Manager: Office of Consumer Affairs.
6. NSRSN has contracted with Bev Miller to serve as Interim Quality Assurance/Clinical Manager. NSRSN will enlist Ms. Miller's services until the position has been filled or for ninety (90) days. Whichever comes first.
7. The Interlocal Agreement Work Group met in December. After reviewing requested information, a final report to the Board will be provided.
8. County Coordinators' JoAnn Angevine, Linda Morris, Barbara LaBrash, Jim Teverbaugh and Gary Williams, continue to assist the NSRSN. They have provided much needed assistance and counsel on regional policies and procedures. He also thanked Jill Dace (Snohomish County) for her support and leadership in the regional development of the Crisis Response Program.
9. Ombuds Robin Grupper has requested and been granted an Administrative Leave. The time frame is approximately two (2) to four (4) weeks. Mike Page, Resource Manager for San Juan and Island Counties, has been reassigned to fill that temporary vacancy.
10. The firm of Deloitte and Touche has been contracted to evaluate Behavioral Data Systems (BDS) which is NSRSN's Management Information Service provider. A final report has been promised for January 31, 1999.
11. The Quality Management Oversight Committee named Chuck Benjamin as Chair of the Quality Assurance Plan Sub-committee. This Sub-committee will update the current Quality Assurance Plan and report to the Board at the February meeting.

12. A 7.01 Plan written by the NSRSN Tribal Advisory Committee has been finalized as required by DSHS. This plan will be offered as an Introductory Item at today's Board meeting.
13. He presented figures from the Governor's FY 1998-99 Budget (actual) through the new biennium (proposed) as follows:

a.	FY 1998-1999 (actual funding)	\$329,890,000
b.	FY 1999-2000 (proposed)	\$315,291,000
c.	FY 2000-2001 (proposed)	\$324,133,000

10. Planning Committee Report

a. E & T Sub-committee – Chuck Benjamin, Chair

Chair Benjamin thanked the Sub-committee for their work, time and effort. The Sub-committee met five (5) times between September and October and heard presentations from the APN, ARC's, ChARC's, and three (3) area hospitals.

This Sub-committee recommended to the Planning Committee that the North Sound E & T should remain open at this time. It also recommended the formation of another sub-committee to look at the needs of the acute service population of the NSRSN. Acute service population includes children, adults and geriatric.

Jere LaFollette asked whether there would be a committee to look at each group separately or would they be studied together. Chair Benjamin felt the intent was to be done comprehensively by one sub-committee.

b. QMOC Committee – Chuck Benjamin, Chair

A Sub-committee has been formed to evaluate the 1998 Work Plan and to formulate the 1999 Work Plan based on that evaluation. Several meetings have been held. Time lines have been established for completion. Those time lines are as follows:

1. December 23rd the rough draft will be completed;
2. January 7th the draft will be finalized;
3. January 13th it will then be forwarded to the full QMOC;
4. January 28th a presentation to the NSRSN Board as an Introductory Item;
5. February 19th it will be presented to the Regional Advisory Board;
6. Throughout February, County Coordinators will make presentations to their local Advisory Boards;

7. February 25th presented to the NSRSN Board of Directors as an Action Item.

11. Report from Fiscal Officer

- Bill Whitlock presented reports on Revenue, Expenditures and changes in Fund Balances for November 1998. He stated that there were several Consent Agenda Items to be voted on today that would finalize allocations for 1998.
- Mr. Whitlock informed the Board that Catholic Community Services in Bellingham and Mount Vernon had been audited. Reports will be issued in the near future.
- Chuck Benjamin commented from the report that agency provider services were funded during 1997 at \$26,818,543 and for 1998 at almost \$30,000,000 (an increase of approximately \$3,000,000). Mr. Benjamin asked that in the future, Mr. Whitlock break down the funds given to the agencies on a monthly basis. Mr. Whitlock agreed to provide that report monthly.
- A motion was made, seconded and carried to approve the report given by Bill Whitlock, Fiscal Officer.

12. Consent Agenda

A motion was made, seconded and carried to approve the Consent Agenda Items as presented. There were none opposed.

13. Action Items

- A. **Motion #98-077** to approve Contract #9869-13763, Amendment 1, between the State of Washington and the NSRSN for Integrated Mental Health Services from March 1, 1998 – June 30, 1999 and Medicaid Outpatient Rate revisions (increases) effective 7/1/97 – 6/30/99.
 - Marcia Gunning explained that by approving this Motion, new funding in the amount of \$345,000 (through November of this year) would be forthcoming from the State. A motion was made, seconded and carried to approve Motion #98-077.
- B. **Motion #98-081** to review and approve the NSRSN's 1999 Recommended Budget and Organization Development Plan.
 - Merle Adrian, Executive Director for NSRSN, presented the 1999 Proposed Budget. He explained the process followed for requesting approval beginning with the Introduction to the Board in November and ending with this Action Item at this meeting

- He requested an increase in funding from 4.26% to 4.75% out of PHP. An Organizational Chart was provided showing all positions (new, combined and eliminated) with annual pay amounts and job descriptions.
- Mr. Adrian provided information on funding levels for other RSN's throughout the state showing that the NSRSN remained at appropriate levels.
- He presented scenarios based on five (5%) percent reductions in PHP.
- He requested two (2) new positions. Those were:
 1. Secretary/Transcribing Typist
 2. Information Systems Manager
- He stated that in balancing NSRSN needs, limiting the Budget at 4.75% of PHP, some compromises were made. He had recommended trimming back the original MIS Manager position from a 1FTE to a 0.6 FTE, and the Consumer Affairs Manager down to 0.75 FTE.
- The Clinical Director position was eliminated and merged with the Quality Assurance Manager. He also noted that a reserve had been established for a 1 FTE Native American Liaison in the amount of \$59,974.
- Jim King, Chairperson for the NSRSN Advisory Board, reported to the Board that the Advisory Board had wholeheartedly endorsed and supported this Budget. The only comments or concerns voiced was the Ombuds position which they would have liked to see increased from its 1.6 FTE to 2.0 FTE or 3.0 FTE. They also thanked Mr. Adrian and his staff for all their hard work over the last year.
- Mike Shelton asked why a MIS Manager was needed at this time and, since the firm Deloitte and Touche was auditing Behavioral Data Systems (BDS), would that audit affect the added MIS Manager?

Mr. Adrian stated that the audit findings would not impact the new MIS Manager position as the audit was designed to validate the intent to which BDS has successfully managed data information reports to the state for NSRSN. The MIS Manager is responsible for directing/coordinating development and production activities of information systems including policies and controls to insure: data accuracy, security, legal/regulatory compliance; to perform advanced

level analyst functions and to maintain, design, write specifications, applications and programs in support of the NSRSN.

- Mr. Valentine asked if the proposed budget (including a .75 FTE Consumer Affairs Manager and a .6 FTE Information Systems Manager) had reserves sufficient to absorb a future five (5%) percent reduction? Mr. Adrian answered no; the RSN would have to cut approximately \$79,000 to realize a five (5%) percent savings.
- Mr. Valentine agreed that the MIS Manager position was a necessity, but asked if this position would provide some capacity to reduce contracted costs? Mr. Adrian stated that this was as yet an unknown, but there were such possibilities.
- Guest, Josselyn Winslow, asked if the requested 2.5% Cost of Living Allowance (COLA) was figured into the budget? Mr. Adrian answered affirmatively and stated that there is a requirement that the COLA is broken out separately for Board consideration.
- Ward Nelson and Dave Gossett suggested a Salary Study be completed in 1999, as one had not been done prior due to staff turnover. Mr. Nelson felt that in regards to the new positions, a permanent salary schedule should not be adopted until the Personnel Committee has completed this study. Mr. Gossett stated persons hired after a certain date needed to understand that the structure might change. However, those persons could also be “grandfathered” at their current rate. Mr. Adrian suggested that the Personnel Committee make this a priority for 1999.
- Rhea Miller suggested that the NSRSN look at its administrative structure to ensure it had not set itself up for failure” by not having enough or the right positions. Ms. Miller said she appreciated the detail of information and work done on the budget.
- Gary Ramey was very concerned regarding the downsizing to 0.75 FTE Consumer Affairs Manger and cutting the MIS Manager to 0.6 FTE. He felt adequate staff was necessary and had misgivings as to whether or not they could be found. He commended Mr. Adrian for his diligence in this matter.

Chuck Benjamin agreed with Ms. Miller that we need to base our decisions on fact and that tougher times are coming with more consumers needing services. Mr. Benjamin felt it was extremely important to get a database of information so good decisions could be made. He strongly proposed that the MIS position be changed to 1 FTE, even if it were for only six (6) months.

Mr. Shelton asked how many consumers used the system beginning in 1998 and are currently using it? Jess Jamieson, CEO of Compass Health, related there was a definite increase each year from 1994 on but he could not give a percentage or amount of increase. Steve Reinig from BDS, said that a report would be delivered to the RSN in the next several days that would detail the information requested. Mr. Adrian offered to submit this information to the Board at its next meeting.

Mr. Shelton stated that the dollars available to the system have increased, but APN reports that Case Managers' caseloads have increased to manage more consumers. He expressed concern that the system has grown faster than funding will allow.

Jerry LaFollette stated that the total MHD cap for administration is 25% (providers, RSNs & APN). APN budgets \$600,000 to manage its \$30 million, which he felt to be relatively small administrative costs. He said there have been significant improvements in services. He continually receives requests for more services and the key to all of this is to do more with less.

Mr. Benjamin suggested a sub-committee of the NSRSN Board, Advisory Board, RSN Staff, APN, consumers and advocates to look at where and how the money is being spent and why consumers are not satisfied.

Rodney Lund addressed program accountability and how information is managed. He felt that the increased caseloads of front line clinicians would drive standards of care downward. There is a limit to caseloads that can be effectively managed. He is hearing both from clinicians and consumers of the tremendous amount of paperwork required. He is concerned that public funds are going for more paperwork and less care for the individual.

Dave Gossett made a motion to accept the Proposed 1999 Budget as presented. It was seconded by Kirke Sievers. In further discussion, it was left to the Executive Director to decide on needs concerning the MIS position and other concerns addressed. Chuck Benjamin asked that the MIS position, when filled, needs to address and evaluate what is needed by the NSRSN to provide quality data in order that so sound decisions can be made.

Chair Hart called for the vote on Motion #98-081. The motion carried with none opposed.

- C. **Motion #98-082** to establish a work group/committee to review the NSRSN Advisory Board request to authorize the Ex-Officio Board

members (Advisory Board Chair and Vice Chair) voting privileges on the NSRSN Board of Directors.

Some members stated that legalities related to voting membership of Advisory Board members is a significantly large issue needing to be researched before establishing a work group/committee. Jim King, Chair of the Advisory Board, noted that there would also need to be changes in the Interlocal Agreement to affect this change and that is exactly what the work group/committee would address.

A motion was made, seconded and carried to approve this motion. There were none opposed.

- D. **Motion #98-083** to authorize the NSRSN to enter into a Professional Service Agreement with Sam Magill, Consultant, for the development of a consultation and facilitation services team proposal. The team will address multi-day retreats for all Stakeholders as outlined in the attached Proposal. Maximum fiscal consideration shall not exceed \$5,000.

Mr. Adrian noted that this motion had been modified from the original introductory item. The scope and amount were decreased from \$45,000 to \$5,000.

Linda Morris stated the proposal would enhance communication between all Stakeholders through a clearer understanding of issues and problems.

After discussion, Mr. Valentine presented a motion to refer Motion #98-083 back to the Advisory Board for the purpose of reviewing ways to enhance consumer voice throughout the region. It was seconded and carried with none opposed.

- E. **Motion #98-084** to authorize the NSRSN Executive Director to enter into a 90-day Professional Service Agreement for interim MIS Specialist Consultant Services. Maximum consideration shall not exceed \$16,000.

A motion was made and seconded with no discussion. Motion #98-084 was approved with none opposed.

- F. **Motion #98-085** to authorize the NSRSN to enter into a 90-day Professional Service Agreement for interim Native American liaison services. Maximum consideration shall not exceed \$16,000.

A motion was made and seconded with no discussion. Motion #98-085 was approved with none opposed.

14. Introductory Items

- A. **#98-IN15** to introduce contract #NSRSN-APN-10-01, Amendment 5, between NSRSN and APN for mental health services utilizing 85% of Inpatient Savings Dollars fund balance as of November 1, 1998 and ongoing Inpatient Savings Dollars received from the State Mental Health Division, per Substitute Motion #98-066.
- B. **#98-IN16** to introduce contract #NSRSN-VOA-98-MC, Amendment 1, between NSRSN and VOA for enhanced mental health crisis line/triage services utilizing 10% of Inpatient Savings Dollars fund balance as of November 1, 1998 and ongoing Inpatient Savings Dollars received from the State Mental Health Division, per Substitute Motion #98-066.
- C. **#98-IN17** to introduce the Consumer Advocate Team (CAT) Proposal. This proposal is for funding and administrative support for a demonstration project within Snohomish County to provide consumer transportation, advocacy and warm line services. Maximum funding request is \$9,860. NSRSN staff recommends that funding for this proposal come from the Designated Unreserved fund balance which has been designated per Motion #98-066 for innovative consumer oriented projects.

Dave Gossett asked that #98-IN17 is referred to the Planning Committee RFP Sub-committee. Jim King provided information to the Board that this had been in process for approximately 18 months already.

- The Board was reminded that they have been asked by APN to consider Introductory Items, #98-IN15 and #98-IN16, as Action Items.

Jim King stated that this Board needed to be consistent in its process concerning all items brought before it.

A discussion concerning process ensued.

Mr. Shelton stated these motions have been recommended by the Planning Committee as it recognized the need for these funds to be out in the communities helping consumers. He felt enough time had been spent in process and given the opportunity to act, the Board should give it a high priority. A thirty (30) day delay would be disrespectful of consumers' wishes and needs. JoAnn Angevine stated her agreement. She also stated that this could be considered an emergency.

Mr. Valentine suggested that in the future, any item that has been approved by a motion such as this one, that the Executive Director be given the authority to negotiate final contracts.

Mike Page, Resource Manager for Island and San Juan Counties, supported APN's contention that this is an emergency and stated that he agreed this should be acted on immediately.

Mike Shelton moved to approve Introductory Items #98-IN15 and #98-IN16 as Action Items. Rhea Miller seconded the motion.

In further discussion, Lorelei Coy asked if it had to be voted on all at once or can each be voted on separately? Chair Hart stated that the motion included both items. Jim King questioned if this was being considered an emergency? Chair Hart replied affirmatively.

Chair Hart called for the vote. The motion carried with one (1) abstention.

- D. **98-IN18** to introduce the NSRSN 7.01 Plan attached. Board action will be sought in January 1999.

15. Executive Session

There was none.

16. Reconvene

There was none.

17. Correspondence

Mr. Adrian informed the Board that the address and dates of the 1999 Board meetings were behind Tab 17.

18. Announcements

The next meeting of the Board of Directors was announced for January 28, 1999 at the Cranberry Tree Restaurant beginning at 1:30 p.m.

19. Adjournment

As there was no further business, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Signed, Merle D. Adrian
Executive Director

**NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form**

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: January 20, 1999

Action Requested: The NSRSN Board is asked to approve **MOTION #99-01**

Approval Date: January 28, 1999

Source of Request: Bill Whitlock, Fiscal Officer

Motion: To review and approve NSRSN claims paid from November 15th to November 30th, 1998. Check numbers 2556 to 2630, in the total amount of \$4,313,149.70. To review and approve payments from the Skagit County Treasurer for the month of December in the amount of \$2,596,278.24. December payroll total earnings of \$53,833.34 and associated employer paid benefits.

Background: Reviewed by Bob Hart and Kirke Sievers January 28, 1999.

Fiscal Implications: The current estimates of the final expenditures are not anticipated to exceed the annual budget.

Attachment(s): Yes

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle Adrian
Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form**

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: January 20, 1999

Action Requested: The NSRSN Board is asked to approve **MOTION #99-02**

Approval Date: January 28, 1999

Source of Request: Marcia Gunning, Contract Compliance/Fiscal Manager

Motion: To approve the NSRSN 7.01 Plan.

Background: The NSRSN 7.01 Plan was introduced at the December 17th, Board Meeting (#98-IN18). Per the NSRSN MHD Integrated Contract, NSRSN must recognize the unique legal status of Indian Nations and Tribes and comply with DSHS policy 7.01, "The Department's commitment to planning and service delivery to American Indian Governments and communities."

Fiscal Implications: Would result in the hiring of a Tribal Liaison reducing the Administrative Reserves account by \$59,974, including benefits.

Attachment(s): Yes

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle Adrian .
Executive Director (Signature)

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Introduction Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: January 20, 1999

Introduction: #99-IN01 to introduce the NSRSN's 1999 Quality Management Plan for Board comments and review.

Board Action Request Date: The Quality Management Plan will be brought forward as an Action Item at the February 25th, Board of Directors meeting.

Source of Request: Quality Management Oversight Committee (QMOC)

Background Information: The QMOC formed a sub-committee to review the 1998 QM Plan, develop the 1999 NSRSN QM Plan, and identify accomplishments and current NSRSN practices. This sub-committee presented the recommended draft to the QMOC Committee who unanimously recommends this document to the Board.

Attachment(s): Yes

Executive Recommendations: Approve No Recommendation
 Further Review Required

Signed, Merle Adrian
Executive Director (Signature)