

MEMORANDUM

TO: NSRSN Board of Directors
FROM: Rae A. Benjamin, Office Manager
RE: Meeting Information
DATE: July 16, 1999

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

Thursday, July 22, 1999

**Catholic Community Services NW
1133 Railroad Avenue, Suite 100
Bellingham, WA 98225-5007**

1:00 p.m.

I look forward to seeing you there.

Attached are the following:

Agenda
June Minutes
Attachments

**NORTH SOUND REGIONAL SUPPORT NETWORK
BOARD OF DIRECTORS**

**CATHOLIC COMMUNITY SERVICES NW
1133 RAILROAD AVENUE, SUITE 100
BELLINGHAM, WA 98225-5007**

**July 22, 1999
1:00 p.m.**

AGENDA

- 1. Call to Order; Introductions – Chair**
- 2. Revisions to the Agenda – Chair**
- 3. Comments by an APN Agency – 10 minutes**
 - Catholic Community Services NW, Kathy McNaughton
- 4. Approval of June Minutes – Chair**
- 5. Comments & Announcements from the Chair – 5 minutes**
- 6. Report from the Advisory Board, Jim King – 5 minutes**
- 7. Report from the Executive Director, Merle Adrian – 5 minutes**
- 8. Personnel Committee Report, Rhea Miller, Chair – 5 minutes**
- 9. Interlocal Work Group Committee Report, Ward Nelson, Chair – 5 minutes**
- 10. Planning Committee Report, Robert Hart, Chair – 5 minutes**
- 11. Report from the Fiscal Officer, Bill Whitlock – 5 minutes**
- 12. Comments from the Public – 15 minutes**

13. Consent Agenda, Merle Adrian

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 the Consent Agenda:

- A. **Motion #99-038** to review and approve NSRSN claims paid from June 1 to June 30, 1999. Total dollar amount of warrants paid in June: \$2,686,565.97. Total June payroll of \$56,981.80, and associated benefits.

14. Action Items, Merle Adrian

- A. **Motion #99-039** to authorize Contract #NSRSN-BDS-99-MIS, contract between NSRSN and Behavioral Data Systems for Management Information Services effective 8/1/99 – 6/30/2001.
- B. **Motion #99-040** to authorize Software License and Support Agreement between NSRSN and BDS for End-User (NSRSN) License and Software Support Services effective 8/1/99 – 6/30/2001.
- C. **Motion #99-041** to authorize the Executive Director to enter into a lease for NSRSN office space at 117 West First Street, Suites 7, 8 and 9, Mount Vernon, WA 98273, effective 11/1/99 – 10/31/2004.

15. Motions Not Yet Reviewed by the Advisory Board, Merle Adrian

- A. **#99-IN25** to introduce the revised Laptop Computer Policy and Procedure.
- B. **#99-IN26** to introduce the Travel Advance Policy and Procedure.
- C. **#99-IN27** to introduce the revised Inventory and Asset Disposal Policy.

These NSRSN Administrative Policies will be presented as Consent Agenda Items at the August NSRSN Board Meeting.

- D. **#99-IN28** to introduce Professional Services Contract NSRSN-UBH-PSMD-99 between NSRSN and United Behavioral Health for Medical Director Consultation Services.
- E. **#99-IN29** to introduce Management Information System Funding Carve-out Redistribution recommendation.

- F. **#99-IN30** to introduce 1999-2001 Biennium Contract between NSRSN and State of Washington – Department of Vocational Rehabilitation (DVR) for employment services to NSRSN consumers.
- G. **#99-IN31** to introduce authorizing the Executive Director to enter into a professional services contract for NSRSN staff planning and training consultation and facilitation services

16. Executive Session

17. Reconvene

18. Adjournment

NOTE: The next Board of Directors meeting is August 19, 1999, and will be held at Compass Health, 4526 Federal Street in Everett. A map will be mailed with the Board Packet in mid August.

NORTH SOUND REGIONAL SUPPORT NETWORK BOARD OF DIRECTORS MEETING

Skagit Valley College Board Room

Administrative Annex

2405 East College Way

Mount Vernon, WA 98273

June 24, 1999 – 1:00 p.m.

MINUTES

Board Members Present:

Kirke Sievers, Chair

Rhea Miller, Vice Chair

Chuck Benjamin, Alternate for Pete Kremen, Whatcom County Executive

Rae Anne Cleveland, The Tulalip Tribes

Barbara Cothorn, Snohomish County Council

Dave Gossett, Alternate for Barbara Cothorn, Snohomish County Council

Bob Hart, Skagit County Commissioner

John Hooper, Alternate for Ward Nelson, Whatcom County Council

Jim King, Chair NSRSN Advisory Board

Rick Larsen, Snohomish County Council

Linda Morris, Alternate for Mike Shelton, Island County Commissioner

Gary Ramey, Stillaguamish Tribes

Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

County Staff:

JoAnn Angevine, Skagit County Coordinator

Gary Williams, Whatcom County Coordinator

NSRSN Staff Members Present:

Merle D. Adrian, Rae Benjamin, Marcia Gunning, Darrell Heiner, Dolores Holtcamp,

Greg Long, Sandy Lucero, Terry McDonough, Debbie Page, Mike Page, Diana Striplin,

Bill Whitlock

Guests:

Charles Albertson, Ane Berrett, Fran Collison, Lorelei Coy, Joan Dudley, Mary Evitt,

Gregory Gerst, Josefa Gonzalez, Karen Kipling, Kris Laaninen, Bob LeBeau, Joan

Lubbe, Rodney Lund, Vicki McCarty, Julia Ortiz, Darcy Page, Steve Reinig, Jane Relin,

Thomas Robinson, Gilbert Saparto, James Vest, Dean Wight, Josselyn Winslow

1. Call to Order; Introductions

The meeting was called to order by Chair Kirke Sievers at 1:00 p.m. Chair Sievers thanked the NSRSN Advisory Board for the use of their newly purchased sound system.

2. Revisions to the Agenda

No revisions to the agenda were requested.

3. Comments from the Public

- David Torretta, former Special Education Director for the Sedro-Woolley School District, voiced his concerns regarding Community Mental Health Services (CMHS) program. He stated that the NSRSN Advisory Board had listened carefully to his concerns and letters and a petition signed by 46 citizens. He stated that he was pleased with the summary Jim King, NSRSN Advisory Board Chair, prepared summarizing his and others concerns.

He stated that at CMHS's public forum on June 21, concerns had been expressed regarding heavy case manager caseloads. He stated that he believes that needs of clients, in general, are not being met and suggested that the Board may want to wait to vote on the new biennial contracts until all recommendations had been submitted from the Advisory Board and other interested parties.

Rick Larsen commented that Mr. Torretta had made some broad statements and asked for specific examples of impacts on clients and how needs were not being met.

Mr. Torretta replied that a November 1998 memo from Kris Laaninen stated that staff had been reduced by 45 FTEs. He stated that it was not only upsetting to lose that many staff, but at the same time some of those funds were reallocated to increase administrative salaries.

- Josefa Gonzalez, SeaMar, stated that mental health services are important to every community, whether Native American, Mexican American, Hispanic or other populations. She stated that SeaMar in Whatcom County is meeting the needs of these special populations because their staff is bi-lingual and addresses cultural differences.
- Josselyn Winslow, NSRSN Advisory Board member, stated that she had attended the CMHS-sponsored community forum on June 21. She stated that the CMHS Board of Directors presented a summary of what had been happening and then opened the meeting to questions. Ms. Winslow stated her surprise that CMHS did not have open meetings on a regular basis. She wondered if new contracts could require providers to hold public meetings where people could ask questions and get complete, factual information.

4. Comments by an APN Agency

Ane Berrett, Clinical Director at the Martin Center in Bellingham, described their work in a children's acute care residential facility. Ms. Berrett stated that the Martin Center is one of five programs in Washington that serves children's acute needs in a residential facility.

Ms. Berrett stated that most of the children in their facility have been impacted by incredible loss, including failed placements or loss of family and may have psychiatric issues, mood disorders, or drug/alcohol issues.

Children between the ages of 8 and 18 may stay at the Martin Center for six to twelve months, working on skills that will help them be successful when they were discharged.

The treatment model is based on a relationship developmental model. Initially, staff works with children/families to develop relationships and help them learn to build trust. During the second stage, children begin to take responsibility for their new skills. At the third stage, children are encouraged to initiate re-integration back into their community.

A strength-based model is also used to help children re-integrate into and be involved with their communities by helping them develop skills in recreation, socialization, vocation, drug/alcohol, legal, cultural and spiritual. A recreation specialist works with each child.

Before a child is discharged, a discharge plan is developed that addresses the child's/family's strengths and will help them succeed at re-integration.

5. Approval of May 1999 Minutes

A motion was made, seconded and carried to approve the May 27, 1999, minutes as presented. There were none opposed.

6. Comments and Announcements from the Chair

Chair Sievers stated that the July 22 Board of Directors Meeting would be held at Lake Whatcom and Residential Treatment Center and that maps were now available. He stated that the committees would meet as usual. Lunch would be provided for Board members at noon. The Board meeting would start at 1:00 p.m.

Chair Sievers acknowledged the arrival of additional members of the public and provided an opportunity for them to speak.

- Tom Richardson, advocate for people with serious mental illnesses, stated that he wanted to bring to the Board's attention a growing awareness and concern throughout the RSN regarding two particular issues:

1. Client to clinician ratio is now in excess of 40:1. An intimate, personal relationship is needed for people to recover from mental illness. There is no possibility with these ratios.
2. Violation of the spirit, maybe the law, regarding the openness of provider subcontracts.

He suggested that perhaps both of these issues could be addressed through new contracting requirements.

- Josefa Gonzalez, SeaMar, suggested holding public forums other than a Board of Directors meetings where consumers or others could speak.
- Charles Albertson, consumer and advocate, stated that as consumers become more empowered, they are more able to say what they don't like about services. Consumers are saying they like their case management, but don't like the cuts. Consumers find their contact with case managers extremely valuable. Rather than maintaining consumers at the lower end of the recovery spectrum, where they are most likely to complain, it may look good on paper, but the reality is that when we get a population of consumers that is very unhappy with treatment, they are probably doing better in the long run.
- Rodney Lund asked for confirmation that the July meeting location would be ADA-compliant. Mr. Adrian stated that the meeting and lunch locations were confined to areas that were accessible.
- Kay Day commented that she would like to publicly thank VOA and SeaMar for their good work.

Chair Sievers asked that in the future agenda item #3, Comments from the Public, be moved just after item #12, Report from the Fiscal Officer, in order to allow enough time for the public to arrive and be heard.

Chair Sievers stated that the August 26 Board of Directors meeting would be changed as there would not be a quorum. He stated that he would get information out regarding another suitable date.

7. Report from the Advisory Board

Jim King, Chair of the Advisory Board, stated that Advisory Board members are working very hard and becoming powerful stakeholders. He commended their dedication to countless hours of volunteerism and working in sometimes adversarial conditions.

Mr. King stated that at last month's meeting there was a brief presentation from APN on Mentally Ill Chemically Abusing (MICA) services and a presentation from Adult Protective Services. The Advisory Board had tabled their decision regarding sponsoring an Independent Customer Satisfaction Survey.

Regarding the discussion of the new biennial contracts, the Advisory Board had voted to recommend them to the Board by a vote of eight "yeas," five "nays," and one abstention. Mr. King stated that some members felt that three weeks was not enough time to review the contracts and get all questions answered. He stated that Mr. Adrian had arranged additional meetings to discuss issues and answer questions.

Mr. King stated he had forwarded a memo to Board members regarding a petition, letters from the community, letters from an APN affiliate and three front page news articles from a local paper. He stated that Board had also been provided with APN's staffing analysis.

Mr. King stated that letters and newspaper articles continue to come in and that he will distribute them to Board members after Advisory Board members have seen them. The Advisory Board is reviewing all the information and will make an independent recommendation to the Board of Directors next month. He further stated that, "At this time, there appears to be an overwhelming amount of community information coming forward telling us there that something is terribly wrong with our system. Client satisfaction and community safety is our utmost responsibility. We must get to the bottom of these allegations. As a member of this Board, I strongly support Merle Adrian and Council member Kirke Sievers and their decision to do an urgent review of our system." The Advisory Board will make an independent decision regarding their review. Mr. King asked that Marcia Gunning, NSRSN, and Dave Gossett, Snohomish County, review APN's labor analysis and provide their comments to the Advisory Board.

Finally, Mr. King stated that the next Advisory Board meeting would be held at the American Red Cross in Everett on July 13. Everyone was encouraged to attend and it was noted that Chair Sievers would attend.

8. Report from the Executive Director

Merle Adrian stated that a written report was available for the Board's review.

Mr. Adrian stated that he would like to use his time to provide an overview of the recent contracting process and to thank the many people had been involved in the goals, process, and development of the new contracts. Mr. Adrian stated that work started six months ago by building on work that had been done by previous administrations. A contracts principles and framework was developed by NSRSN staff, County Coordinators and the Advisory Board Chair. Providers affirmed these principles. Negotiations were carried out by teams committed to upholding these principles. Contracts were reviewed by County Coordinators, and introduced to the Board of Directors, Advisory Board, local County Advisory Boards and made available to the public. These contracts were a result of a process that allowed thoughtful input and were commended by NSRSN's legal counsel. Mr. Adrian thanked everyone who had been a part of contract development.

9. Personnel Committee Report

Rhea Miller, Personnel Committee Chair, stated that there was no report this month.

10. Interlocal Work Group Committee Report

John Hooper, Alternate for Ward Nelson, Interlocal Work Group Committee Chair, stated that there was no report this month.

Barbara Cothorn commented that an additional conference call was being arranged to discuss the Interlocal agreement and that a report would be ready after that.

11. Y2K/Disaster Preparedness Community Forum Report

Greg Long, NSRSN Assistant Director/Planner, stated that the NSRSN had sponsored a Y2K community forum earlier that month. He thanked the participating providers for making their presentations.

Rhea Miller stated that as a member of the panel she was struck by what has been done so far and what still needs to be done in order to help consumers prepare for Y2K/disasters.

Mr. Long stated that by July 1, compliance statements were required from all providers and that the NSRSN would review agencies for compliance.

12. Report from the Fiscal Officer

Bill Whitlock, NSRSN Fiscal Officer, presented the June Financial Statement, stating that PHP revenues continue to be approximately \$90,000 less per month than anticipated. However, inpatient dollars are up and the overall administrative budget is in line.

13. Consent Agenda

- A. **Motion #99-021** to review and approve NSRSN claims paid from May 1 to May 31, 1999. Total dollar amount of warrants paid in May: \$2,862,585.31. Total May payroll of \$57,595.12, and associated benefits.

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

14. Action Items

- A. **Motion #99-022** to authorize Contract #NSRSN-APN-99-10-MC-01, a managed care, full risk contract between NSRSN and Associated Provider Network for Outcome-Based Community Mental Health Program Services effective 7/1/99 – 6/30/2001.

Merle Adrian noted that the Children's Hospitalization Alternative Program (CHAP) was a carve-out and that certain parts of its statement of work had been moved to crisis services, therefore Exhibits A and I had been revised to reflect the change. Additionally, CHAP beds had decreased from 56 to 43, therefore Exhibit G (funding table) had also been revised.

Chuck Benjamin asked if the topic of open meetings, which had been brought up during the public comments, had been addressed in the contracts. Ms. Gunning responded that this was the first time she was made aware that this was an issue. Mr. Adrian and Mr. King, who had been part of the negotiating team, agreed. Mr. Adrian stated that the issue could be taken to legal counsel for an opinion and that the Board could then determine if it wanted to pursue further action.

Gary Ramey stated that he believed the NSRSN was doing a pretty good job helping consumers with thought disorders but believed more needed to be done regarding reactive disorders (PTSD, domestic violence, etc). He stated he would be pressing the Board in the coming months to leverage funds for perpetrator treatment, support organizations that use volunteers, and to better collaborate with school systems. Mr. Ramey stated that he was painfully aware of caseloads, but the alternative was turning people away who needed help. He stated that a solution may be to partner with DASA or other agencies.

Rhea Miller stated that the amount of public input was heartening. She stated that current efforts were to focus on consumers and work with local providers to provide the services that were needed. She went on to say that more work is needed at a preventative level, especially regarding resources for children.

Jess Jamieson stated that APN's Management Council was supportive of its contract and believed APN could deliver. Mr. Jamieson acknowledged Mr. Adrian's leadership during the contracting process.

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

- B. **Motion #99-023** to authorize Contract #NSRSN-VOA-99-MC, contract between NSRSN and Volunteers of America for Outcome-Based Integrated Crisis Line, Crisis Triage and Crisis Outreach Dispatch Services effective 7/1/99 – 6/30/2001.

Jim King stated that he personally felt good about the work VOA does.

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

- C. **Motion #99-024** to authorize Contract #NSRSN-SeaMar-99-MC-01, contract between NSRSN and SeaMar for Outcome-Based Community Mental Health Program Services specifically addressing the mental health needs of our Hispanic population effective 7/1/99 – 6/30/2001.

Merle Adrian stated that approximately half of SeaMar's services benefit non-Hispanics.

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

- D. **Motion #99-025** to authorize Contract #NSRSN-Island-99-01, contract between NSRSN and Island County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.

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

- E. **Motion #99-026** to authorize Contract #NSRSN-San Juan-99-02, contract between NSRSN and San Juan County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.

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

- F. **Motion #99-027** to authorize Contract #NSRSN-Skagit-99-03, contract between NSRSN and Skagit County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.

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

- G. **Motion #99-028** to authorize Contract #NSRSN-Snohomish-99-04, contract between NSRSN and Snohomish County effective 7/1/99 – 6/30/2001 for:

- Administration, planning, local oversight, etc., services
- Snohomish County ITA Services
- Snohomish County QA Utilization/Clinical Support/Services
- Snohomish Evaluation and Treatment Facility Loan and Maintenance
- Federal Block Grant Services – Community Team for Children

A motion was made, seconded and carried to approve the motion as presented. There were none opposed. Jim Teverbaugh abstained.

- H. **Motion #99-029** to authorize Contract #NSRSN-Whatcom-99-05, contract between NSRSN and Whatcom County effective 7/1/99 – 6/30/2001 for:

- Administration, planning, local oversight, etc., services
- Federal Block Grant Services – Outreach to Geriatric Mentally Ill

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

- I. **Motion #99-030** to authorize Contract #NSRSN-Tulalip-TT-FBG, contract between NSRSN and Tulalip Tribes for Traditional Healing Mental Health Services effective 7/1/99 – 6/30/2001.

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

- J. **Motion #99-031** to authorize Contract #NSRSN-SA-99, contract between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 7/1/99 to 12/31/99.

Jim King noted that he appreciated the fact that this organization provides jobs for consumers.

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

- K. **Motion #99-032** to approve the consumer-oriented projects RFP process as developed and recommended by the NSRSN Planning Committee.

Greg Long stated that legal counsel had advised that any discussion regarding the RFP should be done in Executive Session but that Board members could vote in open session.

Chair Sievers stated they would do so and vote publicly after the Executive Session.

- L. **Motion #99-033** to authorize NSRSN Executive to enter into a professional services contract for the purpose of providing technical assistance to consumers, family members, and advocates in the preparation of grant proposals to the NSRSN for consumer-oriented demonstration projects. Maximum consideration shall not exceed \$20,000.

Chair Sievers stated this motion would be tabled as well and discussed in Executive Session.

- M. **Motion #99-034** to authorize Contract #NSRSN-BDS-MIS-96-01, amendment (02) between NSRSN and Behavioral Data Systems for Management Information Services. This Amendment extends the current contract for one month, through July 31, 1999.

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

- N. **Motion #99-035** to authorize Software License and Support Agreement, amendment (01) between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services. Amendment (01) extends the current contract for one month, through July 31, 1999.

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

- O. **Motion #99-036** to authorize Integrated Contract 98-69-13763, Amendment (3) between NSRSN and State of Washington MHD. Amendment 3 extends the current Integrated Contract through September 30, 1999.

Chuck Benjamin questioned if the amendment changed the contract or increased funding. Ms. Gunning stated that there were no new dollars and that the amendment only extended the current agreement.

Merle Adrian stated that future MHD contracts are under question as negotiations are currently under way to determine how the \$6.1 million supplement will be distributed to Regional Support Networks. Additionally, discussions are also ongoing regarding the allocation of beds at Western State Hospital.

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

- P. **Motion #99-037** to authorize Gatekeeper Model Contract 9769-13307, Amendment (3) between NSRSN and State of Washington MHD. Amendment 3 extends the current Gatekeeper Model Contract for three (3) months, through September 30, 1999.

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

15. **Motions Not Yet Reviewed by the Advisory Board**

Chair Sievers introduced the following items and stated that they would be offered for action at the July Board of Directors meeting:

- A. **#99-IN22** to introduce Contract #NSRSN-BDS-99-MIS, contract between NSRSN and Behavioral Data Systems for Management Information Services effective 8/1/99 – 6/30/2001.
- B. **#99-IN23** to introduce Software License and Support Agreement between NSRSN and BDS for End-User (NSRSN) License and Software Support Services effective 8/1/99 – 6/30/2001.

- C. **#99-IN24** to approve the Executive Director to enter into a lease for NSRSN office space at 117 West First Street, Suites 7, 8 and 9, Mount Vernon, WA 98273, effective 11/1/99 – 10/31/2004.

Chair Sievers noted site breakdowns were attached for review. He stated that he and anyone who was interested would be touring the proposed and alternative sites on July 9 from 9:00 to 11:00 a.m.

16. **Executive Session**

Chair Sievers dismissed the public at 2:45 p.m. in order to hold an Executive Session to discuss the proposed Consumer-Oriented Projects Request for Proposal (RFP) (Motions #99-032 and #99-033).

17. **Reconvene**

The meeting was reconvened at 3:02 p.m.

- Chair Sievers asked for a motion. **Motion #99-032** with an amendment to include, "Special population bidders' conferences will be scheduled as deemed necessary" was made.

Jim King stated that he appreciated Joe Valentine's leadership in chairing the Consumer-Oriented Projects RFP Committee.

Chuck Benjamin commended Whatcom County and NSRSN staff for providing leadership to the region in seeking consumer input in developing the process and RFP.

A motion was made, seconded and carried to approve the motion as amended. There were none opposed.

- Regarding Motion **#99-033**, a motion was made, seconded and carried to approve the motion as presented. There were none opposed.

18. **Adjournment**

As there was no further business, Chair Sievers adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Merle D. Adrian
Executive Director

NSRSN Staff Activities Reports

NSRSN STAFF ACTIVITIES REPORT
JULY 22, 1999

| TOPIC | PROGRESS |
|---|--|
| Office Manager's Report – Rae Benjamin | |
| Office Relocation | The Relocation Committee's recommendation for the future site of the NSRSN office space is being presented to the Board of Directors at its July 22, 1999 meeting. The Committee has recommended the Carnation Building at 117 North First Street, Mount Vernon, WA. Two proposals for this site are being offered to the Board for consideration. Proposal A is for 4,450 square feet of space to include approximately 1,100 square feet for a conference room that will accommodate Board of Directors and Advisory Board meetings. Proposal B is for the 4,050 square feet of space which includes approximately 550 square feet of space for a conference room. |
| Secretary-Transcribing Typist | Twenty-seven resumes have been received for the Secretary position. Staff are currently interviewed selected candidates and will make the final selection by the July Board meetings. Anticipated start date is August 9, 1999. |

NSRSN STAFF ACTIVITIES REPORT
JULY 22, 1999

| TOPIC | PROGRESS |
|--|---|
| Consumer Affairs/Tribal Liaison Report – Sharri Dempsey | |
| | <ul style="list-style-type: none"> ◆ Thirty-eight (38) applications were received for the open Quality Review Team member position. We are now in the process of interviewing the top twelve (12) applicants. The target date for hiring a new Quality Review Team member is August 6, 1999. ◆ A contest has been set up for naming the Consumer/NSRSN quarterly newsletter. Contest forms have been distributed to NSRSN staff, Advisory Board members and others. With several weeks left in the contest, many suggestions have already been submitted. An Advisory Board Member, County Coordinator, Consumer and NSRSN employees not participating in the contest will select the winning entry. The contest winner will receive a hand-made Victorian lampshade donated by Sharri Dempsey. ◆ The Office of Consumer Affairs (Ombuds and Quality Review Team) retreat on July 8th went very well. This working retreat provided an opportunity for building relationships and furthering development of the 12-month work plan. ◆ The “Native American Mental Health Specialist” final draft will be completed at the NSRSN/Tribal Meeting on July 26. This meeting will be held at the NSRSN office. ◆ The Nooksack Tribe has been the first to submit a signed Memorandum of Understanding. I believe other Tribes will follow this lead. ◆ A Tribal/Consumer/Provider workshop is being planned for the middle of October. The Associated Provider Network is coordinating efforts with the NSRSN Tribal Liaison to produce a joint-effort workshop that will look at issues around “Grief and Loss.” |

NSRSN STAFF ACTIVITIES REPORT
JULY 22, 1999

| TOPIC | PROGRESS |
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| Contracts Compliance/Fiscal Report – Marcia Gunning | |
| | <ul style="list-style-type: none">• Successfully developed and negotiated Medical Director Consultation Services Agreement between NSRSN and United Behavioral Health, which are being introduced to the Board this month.• Successfully developed Consumer Oriented Projects Workshops and Consultation Services contract with Sam MaGill Consulting, Board Motion 99-033• Successfully negotiated Employment Services Agreement between Department of Vocational Rehabilitation (DVR) and the NSRSN, which is being introduced to the Board this month.• Completed MIS Funding Carve-out Redistribution Recommendation, which is being introduced to the Board this month.• Developed Contracts and Fiscal Department year 2000 annual plan.• Continue to develop and fine tune NSRSN system to reconcile Inpatient and Inpatient Savings payments.• Developed RFP 99-01 Instruction Review and Contract Requirement Presentations to occur at Bidder's Conferences.• Continue to work with Consumer Advocate Team in executing and implementing their Contract with the NSRSN for Warm Line Services, Brochure and Newsletter publication and Transportation services. |

NSRSN STAFF ACTIVITIES REPORT
JULY 22, 1999

| TOPIC | PROGRESS |
|---|--|
| Assistant Director/Planner's Report – Greg Long | |
| <p>Consumer-Oriented Projects</p> | <p>The Consumer-Oriented Projects RFP was released on June 30, 1999 and was advertised in all newspapers in the region. It is available on the web at nrsn@nrsn.org. NSRSN is asking that all people who have interest in the RFP register with the NSRSN so any updates can be directed to them.</p> <p>The NSRSN is contracting with Sam Magill and his colleagues to provide support to consumers in developing proposals. He will be focusing on working with consumers in developing successful partnerships with community agencies to develop proposals and carry out successful projects. He will provide group workshops and individual consultations for consumers, family members, advocates, and community agencies.</p> <p>There are mandatory bidders' conferences in each county. Bidders must attend one of these conferences to be allowed to submit a proposal. The conferences are scheduled as follows:</p> <ul style="list-style-type: none"> • 7/19/99 Snohomish County • 7/27/99 Whatcom County • 7/28/99 Island County • 7/29/99 San Juan County • 8/3/99 Skagit County <p>The RFP is due September 15, 1999</p> |
| <p>Y2K & Disaster Preparedness</p> | <p>NSRSN has received in many Y2K Compliance Plans from providers. Some provider plans are still outstanding so these organizations will be prompted. These responses are being analyzed. Letters of clarification will go out due to the wide variation in the detail and nature of responses.</p> |
| <p>Assistant Director/Planner 1999-2000 Work Plan Department Plan</p> | <p>Work plan for the coming year is being developed and will be submitted to NSRSN Management Team in late July. Objectives included NSRSN Strategic Plan revision, follow-up on Children's Acute Services Recommendations, completion of Older Adult Acute Services Planning Process, completion of Consumer-Oriented Projects process, continuation of Y2K/Disaster Preparedness planning, grant development, etc.</p> |

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NSRSN STAFF ACTIVITIES REPORT
JULY 22, 1999

| TOPIC | PROGRESS |
|--|---|
| Clinical/Quality Assurance Report – Francene Thompson | |
| Clinical/Quality Management | <ul style="list-style-type: none"> ◆ Work focused on Critical Incident Policies and Procedures and coordination with provider agencies implementing the revised process. The quality management department receives a variety of critical incident reports each month which are frequently followed up with investigations and reports designed to identify systems quality issues and areas for improvement. ◆ An Urgent review of the Mukilteo Evaluation and Treatment Center was conducted, focusing on provision of timely physical exams to consumers, programming for patients during their hospitalization, and identification and implementation of individualized care for special needs consumers. A corrective plan was developed with follow-up to ensure implementation of steps to improvement in quality of services at the facility. ◆ Coordination with the Contracts Department has resulted in development of a statement of work for a contracted Medical Director for NSRSN, and generation of a Hospital Agreements format for use throughout the region. ◆ Continuing collaboration with DCFS has included participation in the DCFS Oversight Committee, case planning for individual children, identification and resolution of several systems problems, and building of a better relationship. ◆ In response to concerns raised by consumers, advocates, and other interested citizens, an Urgent Review has begun to explore the relationship between quality of care and case load size, with the development of an advisory committee to support and guide staff in completion of this project. Results of this study will be shared with the Quality Management Oversight Committee at the end of the month. |
| Resource Management | <ul style="list-style-type: none"> ◆ Resource Managers have completed the CHAP Program Review and are in the process of preparing reports of this focused review activity. ◆ Level I Concurrent Reviews have been completed and report writing is underway. ◆ The Team is working on the Clinical/Quality Department’s Annual Plan as well as long term goals and objectives. ◆ Preparations for the Crisis Services Review Process are being finalized. |

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: July 14, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-038.**

Approval Date: July 22, 1999

Source of Request: Bill Whitlock, Fiscal Officer

Motion: To review and approve NSRSN claims paid from June 1 to June 30, 1999. Total dollar amount of warrants paid in June: \$2,686,565.97. Total May payroll of \$56,981.80 and associated benefits.

Background: Reviewed by Bob Hart and Kirke Sievers July 22, 1999.

Fiscal Implications: We do not anticipate exceeding the annual budget in any category at this time.

Attachment(s): Available for review is a listing of warrants issued between June 1 and June 30, 1999, original expense documentation for all expenditures, time sheets for May and Skagit County payroll reports.

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

Executive Director (Signature)

| Exp. Yr. | Batch # | Seq # | Batch Date | Vendor # | Vendor Name | Amount | Sk GL Code | Date Paid | Warrant # | RSN Exp. | Description |
|----------|--------------------|-------|------------|----------|-------------------------------------|----------|------------|-----------|-----------|----------|----------------------------|
| | 12220 | 1 | 36306 | 16423 | Adrian, Merle | 357.76 | 5014310 | 36315 | 46146 | | Travel |
| | 12220 | 2 | 36306 | 14983 | Fred Pryor Seminars | 99 | 5014910 | 36315 | 46084 | | Seminar |
| | 12220 | 3 | 36306 | 11402 | GTE (Phone) | 79.66 | 5014230 | 36315 | 46087 | | Telephone |
| | 12220 | 4 | 36306 | 16923 | Hilgart, Bernie | 70.53 | 5014310 | 36315 | 46020 | | Travel |
| | 12220 | 5 | 36306 | 14198 | IKON Office Solutions | 889.31 | 5014510 | 36315 | 46102 | | Copier Rental |
| | 12220 | 6 | 36306 | 16552 | Island County Health Dept. | 8333.34 | 5044124 | 36315 | 46106 | | March & April 99 |
| | 12220 | 7 | 36306 | 17086 | Littlewood, Patricia | 30 | 5014310 | 36315 | 46186 | | Travel |
| | 12220 | 8 | 36306 | 11006 | Lane, Powell, Spears, Lubersky | 150 | 5014110 | 36315 | 46132 | | Professional Services |
| | 12220 | 9 | 36306 | 11006 | Lane, Powell, Spears, Lubersky | 263.67 | 5014110 | 36315 | 46132 | | Professional Services |
| | 12220 | 10 | 36306 | 11006 | Lane, Powell, Spears, Lubersky | 212.76 | 5014110 | 36315 | 46132 | | Professional Services |
| | 12220 | 11 | 36306 | 11006 | Lane, Powell, Spears, Lubersky | 239.06 | 5014110 | 36315 | 46132 | | Professional Services |
| | 12220 | 12 | 36306 | 17027 | Manisses Communications Group, Inc. | 80.95 | 5013110 | 36315 | 46142 | | Office Supplies |
| | 12220 | 13 | 36306 | 14266 | Office Depot | 203.58 | 5013110 | 36315 | 46175 | | Office Supplies |
| | 12220 | 14 | 36306 | 14266 | Office Depot | 121.6 | 5013110 | 36315 | 46175 | | Office Supplies |
| | 12220 | 14 | 36306 | 14266 | Office Depot | 260.63 | 5013510 | 36315 | 46175 | | Small Tools |
| | 12220 | 15 | 36306 | 14508 | The Lunch Box | 123.53 | 5013110 | 36315 | 46270 | | Office Supplies |
| | 12220 | 16 | 36306 | 17089 | The Travelers | 676 | 5014610 | 36315 | 46273 | | Insurance |
| | 12220 | 17 | 36306 | 16863 | White, Michael | 63.7 | 5014310 | 36315 | 46149 | | Travel |
| | 12220 Total | | | | | 12255.08 | | | | | |
| | 12322 | 1 | 36313 | 13589 | AirTouch Cellular | 16.33 | 5014230 | 36321 | 46387 | | Cell Phone |
| | 12322 | 2 | 36313 | 13589 | AirTouch Cellular | 162.45 | 5014230 | 36321 | 46387 | | Cell Phone |
| | 12322 | 3 | 36313 | 13589 | AirTouch Cellular | 10.58 | 5014230 | 36321 | 46387 | | Cell Phone |
| | 12322 | 4 | 36313 | 13589 | AirTouch Cellular | 122.24 | 5014230 | 36321 | 46387 | | Cell Phone |
| | 12322 | 5 | 36313 | 13589 | AirTouch Cellular | 16.93 | 5014230 | 36321 | 46387 | | Cell Phone |
| | 12322 | 6 | 36313 | 16439 | Behavioral Data Systems | 11201.61 | 5044183 | 36321 | 46402 | | May 99 |
| | 12322 | 7 | 36313 | 17092 | Copy Source | 925.33 | 5014910 | 36321 | 46434 | | Copies |
| | 12322 | 8 | 36313 | 10953 | DSHS/DVR | 64650 | 5044184 | 36321 | 46446 | | Voc. Rehab. Jan. - June 99 |
| | 12322 | 9 | 36313 | 16470 | Holtcamp, Dolores | 136.18 | 5014310 | 36321 | 46444 | | Travel |
| | 12322 | 10 | 36313 | 16429 | Heiner, Darrell | 14 | 5013110 | 36321 | 46439 | | Office Supplies |
| | 12322 | 11 | 36313 | 16210 | Northwest Link | 16.47 | 5014230 | 36321 | 46329 | | June Web Page |
| | 12322 | 12 | 36313 | 12558 | Northwest Youth Services | 3511 | 5044124 | 36321 | 46520 | | June 1999 |
| | 12322 | 13 | 36313 | 14266 | Office Depot | 281.48 | 5013510 | 36321 | 46521 | | Small Tools |
| | 12322 | 14 | 36313 | 12702 | PIP Printing | 159.33 | 5013110 | 36321 | 46534 | | Office Supplies |
| | 12322 | 15 | 36313 | 13892 | Sea Mar Counseling Services | 38500 | 5044124 | 36321 | 46566 | | June 1999 |
| | 12322 | 15 | 36313 | 13892 | Sea Mar Counseling Services | 1832 | 5044182 | 36321 | 46566 | | June 1999 FBG |
| | 12322 | 15 | 36313 | 13892 | Sea Mar Counseling Services | 416.67 | 5044182 | 36321 | 46566 | | June 1999 FBG |
| | 12322 | 16 | 36313 | 15607 | Volunteers of America | 49652 | 5044185 | 36321 | 46598 | | June 1999 |
| | 12322 Total | | | | | 171624.6 | | | | | |
| | 12451 | 1 | 36320 | 10187 | Alliance | 781.59 | 5013110 | 36328 | 46890 | | Office Supplies |
| | 12451 | 2 | 36320 | 16438 | Associated Provider Network | 25135.79 | 5044185 | 36328 | 47495 | | Crisis Beds |
| | 12451 | 3 | 36320 | 16439 | Behavioral Data Systems | 4977.53 | 5044183 | 36328 | 46945 | | May 99 Comm. Lines |
| | 12451 | 4 | 36320 | 16425 | Benoit, Linda | 240.5 | 5014310 | 36328 | 47193 | | Travel |
| | 12451 | 5 | 36320 | 10672 | City Cab, Inc. | 162 | 5014310 | 36328 | 46998 | | Travel |
| | 12451 | 6 | 36320 | 15321 | Compass Health | 9.31 | 5034910 | 36328 | 47014 | | Ombuds Miscellaneous |
| | 12451 | 7 | 36320 | 15321 | Compass Health | 2.17 | 5034910 | 36328 | 47014 | | Ombuds Miscellaneous |

| | | | | | | | | | |
|--------------------|----|-------|-------|---------------------------------------|------------|---------|-------|-------|------------------------|
| 12451 | 8 | 36320 | 11810 | WA ST Dept. of Info. Services | 689.35 | 5014230 | 36328 | 47456 | Communications |
| 12451 | 9 | 36320 | 16468 | Express Personnel Services | 680.75 | 5014110 | 36328 | 47072 | Professional Services |
| 12451 | 10 | 36320 | 16468 | Express Personnel Services | 281.03 | 5014110 | 36328 | 47072 | Professional Services |
| 12451 | 11 | 36320 | 16468 | Express Personnel Services | 262.29 | 5014110 | 36328 | 47072 | Professional Services |
| 12451 | 12 | 36320 | 16468 | Express Personnel Services | 614.62 | 5014110 | 36328 | 47072 | Professional Services |
| 12451 | 13 | 36320 | 14983 | Fred Pryor Seminars | 79 | 5014910 | 36328 | 47088 | Miscellaneous |
| 12451 | 14 | 36320 | 11402 | GTE (Phone) | 16.78 | 5014230 | 36328 | 46892 | Communications |
| 12451 | 15 | 36320 | 16923 | Hilgart, Bernie | 57.9 | 5013110 | 36328 | 46949 | Office Supplies |
| 12451 | 16 | 36320 | 16582 | Managed Care Performance | 3000 | 5014110 | 36328 | 47425 | Professional Services |
| 12451 | 17 | 36320 | 14266 | Office Depot | 75.45 | 5013110 | 36328 | 47276 | Office Supplies |
| 12451 | 18 | 36320 | 14266 | Office Depot | 14.53 | 5013110 | 36328 | 47276 | Office Supplies |
| 12451 | 18 | 36320 | 14266 | Office Depot | 619.84 | 5013510 | 36328 | 47276 | Small Tools |
| 12451 | 19 | 36320 | 12702 | PIP Printing | 67.81 | 5033110 | 36328 | 47304 | Ombuds Office Supplies |
| 12451 | 20 | 36320 | 14036 | Puget Sound Energy | 158.13 | 5014700 | 36328 | 47316 | Utilities |
| 12451 | 21 | 36320 | 14036 | Puget Sound Energy | 78.6 | 5014700 | 36328 | 47316 | Utilities |
| 12451 | 22 | 36320 | 16718 | Skagit Valley College - Food Services | 43.12 | 5014510 | 36328 | 47360 | Rentals |
| 12451 | 23 | 36320 | B0692 | West Isle Air | 68 | 5014310 | 36328 | 47471 | Travel |
| 12451 | 24 | 36320 | 16475 | Whatcom County Health Dept. | 7803.5 | 5044124 | 36328 | 47477 | May 99 |
| 12451 | 24 | 36320 | 16475 | Whatcom County Health Dept. | 1525.75 | 5044182 | 36328 | 47477 | May 99 FBG |
| 12451 | 25 | 36320 | 16941 | Whidbey Telephone Company | 105.06 | 5014230 | 36328 | 47478 | Communications |
| 12451 | 26 | 36320 | 16941 | Whidbey Telephone Company | 38.25 | 5014230 | 36328 | 47478 | Communications |
| 12451 | 27 | 36320 | 16423 | Adrian, Merle | 101.15 | 5014310 | 36328 | 47221 | Travel |
| 12451 | 28 | 36320 | 17124 | Good, Mary | 28 | 5014310 | 36328 | 47213 | Advisory Board Travel |
| 12451 Total | | | | | 47717.8 | | | | |
| 12577 | 1 | 36326 | 16438 | Associated Provider Network | 247759.58 | 5044180 | 36328 | 47495 | June 99 E&T |
| 12577 | 1 | 36326 | 16438 | Associated Provider Network | 26678.08 | 5044182 | 36328 | 47495 | June 99 FBG |
| 12577 | 1 | 36326 | 16438 | Associated Provider Network | 1057.83 | 5044181 | 36328 | 47495 | June 99 CHAP |
| 12577 | 1 | 36326 | 16438 | Associated Provider Network | 8571 | 5044181 | 36328 | 47495 | June 99 CHAP |
| 12577 | 1 | 36326 | 16438 | Associated Provider Network | 2155677.95 | 5044124 | 36328 | 47495 | June 99 PHP |
| 12577 Total | | | | | 2439744.44 | | | | |
| 12616 | 1 | 36327 | 14158 | Cascade Natural Gas | 25.95 | 5014700 | 36335 | 47621 | Utilities |
| 12616 | 2 | 36327 | 14158 | Cascade Natural Gas | 31.92 | 5014700 | 36335 | 47621 | Utilities |
| 12616 | 3 | 36327 | 16437 | Checker Cab Co, | 7 | 5014310 | 36335 | 47632 | Advisory Board Travel |
| 12616 | 4 | 36327 | 12360 | City of Mt. Vernon | 198.71 | 5014700 | 36335 | 47638 | Utilities |
| 12616 | 5 | 36327 | 13158 | Community Mental Health Services | 22.6 | 5034910 | 36335 | 47644 | Ombuds Copies |
| 12616 | 6 | 36327 | 16468 | Express Personnel Services | 529.04 | 5014110 | 36335 | 47671 | Professional Services |
| 12616 | 7 | 36327 | 16468 | Express Personnel Services | 606.84 | 5014110 | 36335 | 47671 | Professional Services |
| 12616 | 8 | 36327 | 16468 | Express Personnel Services | 157.68 | 5014110 | 36335 | 47671 | Professional Services |
| 12616 | 9 | 36327 | 11402 | GTE (Phone) | 0 | 5014110 | 36335 | error | Error |
| 12616 | 10 | 36327 | 11402 | GTE (Phone) | 156.79 | 5014230 | 36335 | 47691 | Telephone |
| 12616 | 11 | 36327 | 16428 | Heighton, Cathey | 353.28 | 5034310 | 36335 | 47624 | Ombuds Travel |
| 12616 | 12 | 36327 | 11818 | Insta-Signs, Inc. | 10.78 | 5024910 | 36335 | 47709 | QRT Misc. |
| 12616 | 13 | 36327 | 16503 | LKB Partnership | 3700.31 | 5014510 | 36335 | 47742 | July 99 Rent |
| 12616 | 14 | 36327 | 16531 | NSRSN (Petty Cash) | 174.05 | 5014310 | 36335 | 47782 | Travel |
| 12616 | 14 | 36327 | 16531 | NSRSN (Petty Cash) | 54.34 | 5014230 | 36335 | 47782 | Communications |
| 12616 | 14 | 36327 | 16531 | NSRSN (Petty Cash) | 7.69 | 5014910 | 36335 | 47782 | Miscellaneous |

| | | | | | | | | |
|--------------------|----|-------|-------------------------------------|------------|---------|-------|-------|-------------------------|
| 12616 | 15 | 36327 | 16921 Dempsey, Sharri | 32.21 | 5023110 | 36335 | 47831 | Quality Office Supplies |
| 12616 | 15 | 36327 | 16921 Dempsey, Sharri | 205.01 | 5014310 | 36335 | 47831 | Travel |
| 12616 | 16 | 36327 | 14266 Office Depot | 86.86 | 5013110 | 36335 | 47783 | Office Supplies |
| 12616 | 17 | 36327 | 14266 Office Depot | 0.02 | 5013110 | 36335 | 47783 | Office Supplies |
| 12616 | 18 | 36327 | 14266 Office Depot | 0.02 | 5013110 | 36335 | 47783 | Office Supplies |
| 12616 | 19 | 36327 | 12917 Rural Skagit Sanitation, Inc. | 17 | 5014700 | 36335 | 47540 | Utilities |
| 12616 | 20 | 36327 | 13388 Service Alternatives | 450 | 5014810 | 36335 | 47830 | May 99 Cleaning |
| 12616 | 21 | 36327 | 16580 Skagit County Human Services | 4166 | 5044124 | 36335 | 47834 | May 99 |
| 12616 | 22 | 36327 | 13208 Skagit Systems | 26.9 | 5013110 | 36335 | 47845 | Office Supplies |
| 12616 | 23 | 36327 | 13208 Skagit Systems | 86.22 | 5013110 | 36335 | 47845 | Office Supplies |
| 12616 | 24 | 36327 | 13294 State Auditor's Office | 916.5 | 5014110 | 36335 | 47857 | Professional Services |
| 12616 | 25 | 36327 | 17145 Swinomish Tribal Community | 700.33 | 5044124 | 36335 | 47867 | Professional Services |
| 12616 Total | | | | 12724.05 | | | | |
| I.F. | | 36341 | Skagit County Auditor | 2500 | 5014110 | 36341 | I.F. | Professional Services |
| I.F. Total | | | | 2500 | | | | |
| Grand Total | | | | 2686565.97 | | | | |

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: July 14, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-039.**

Approval Date: July 22, 1999

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

Motion: To authorize Contract #NSRSN-BDS-99-MIS, contract between NSRSN and Behavioral Data Systems for Management Information Services effective 8/1/99–6/30/2001.

Background: Current contract, as amended, sunsets 7/31/99. The NSRSN and BDS have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Fiscal Implications: Maximum consideration for the duration of this contract shall not exceed \$179,500.

Attachment(s): Contract #NSRSN-BDS-99-MIS

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

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: July 14, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-40.**

Approval Date: July 22, 1999

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

Motion: To authorize Software License and Support Agreement between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services effective 8/1/99–6/30/2001.

Background: Current contract with BDS sunsets 7/31/99. The NSRSN and BDS have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Fiscal Implications: Maximum consideration for the duration of this contract shall not exceed \$4,950.

Attachment(s): Software License and Support Agreement

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

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: July 14, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-041**.

Approval Date: July 22, 1999

Source of Request: Rae Benjamin, Office Manager

Motion: To authorize the Executive Director to enter into a lease for NSRSN office space at 117 North First Street, Suites 7, 8 and 9, Mount Vernon, WA 98273, effective 11/1/99–10/31/2004.

Background: Current lease will expire October 31, 1999. A relocation committee was formed to locate alternative sites. Committee also investigated the possibility of acquiring space from Counties, constructing new building, and lease purchase.

Fiscal Implications: Maximum consideration for the first year of this five (5) year lease would not exceed \$57,849.96. Subsequent years' rent to be adjusted based on the Average Price Index.

Attachment(s): Five (5) Year Lease with Timothy B. White Properties, Comparison of Sites and Recommendation of Committee

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

Executive Director (Signature)

Memorandum

TO: NSRSN Board of Directors

FROM: Rae Benjamin

DATE: July 16, 1999

SUBJECT: Office Relocation

Attached please find a table indicating all sites visited during the Relocation Committee's search for new office space. At last month's meeting, a recommendation was made to the Board of Directors for the Carnation Building at 117 North First Street in Mt. Vernon. A five (5) year lease was also introduced at this meeting.

Site visits were made on July 9, 1999 and additional information was requested. As a result, the attached table has been modified to reflect those requests. The information on all sites has been changed to include the total cost after remodeling. The cost for all sites includes water, sewer, garbage, taxes, and maintenance. The NSRSN would be responsible for utilities, telephone and network wiring, liability insurance, and janitorial costs within its own space.

Additionally, two proposals were requested for the recommended site. Both proposals are represented on the table. Proposal A encompasses approximately 4,450 square feet of space to include 1,100 square feet for a Conference Room. Proposal B is for approximately 4,050 square feet of space, of which 576 square feet is for a Conference Room. The Committee is now presenting these Proposals to the Board for their consideration.

I would like to thank the Board Members, the Management Team and the Relocation Committee for their input and assistance.

| CRITERIA | SITE #1 CARNATION BUILDING PROPOSAL A | SITE #1 CARNATION BUILDING PROPOSAL B | SITE #2 FORMER WSU SPACE | SITE #3 FORMER THRIFTY FOODS*** | SITE #4 FORMER SOC. SEC. OFFICE | CURRENT OFFICE SPACE |
|---------------------------|--|--|---|--|--|-------------------------------------|
| Address | 117 S. First Street | 117 S. First Street | College Way | College Way | College Way | 419 S. First St. |
| Parking | Plenty | Plenty | Plenty | Limited | Plenty | Limited |
| ADA Compliant | Will Build | Will Build | Will Build | Yes | Will Build | Yes |
| Intra-Gov. Hook Up | Yes | Yes | No | No | No** | Not at this time |
| First Floor Space | Yes | Yes | Yes | Yes | Yes | No |
| I-5 Access | Easy | Easy | Easy | 2.5 Miles | Easy | Easy |
| Conf./Board Room | Large | Large | Small | Small | Medium | Very Small |
| Lease Term * | 5 Years | 5 Years | 5 Years Min. | 5 Years Min. | 5 Years Min. | 5 Years |
| Square Footage | 4450 | 4050 | 3370 | 3600 | 4200 | 3916 |
| Sq. Foot/Person | 203.18 | 184.09 | 153.18 | 163.64 | 190.91 | 178.00 |
| Total Rent/Sq. | \$13.00 remodeled | \$13.00 remodeled | \$13.75 remodeled | \$12.00 as is | \$13.25 remodeled | \$14.00 |
| Monthly Rental | \$4,820.83 | \$4,387.50 | \$3,861.46 | \$3,600 | \$34,637.50 | \$4,569 |

*** Shaded site is no longer available.

* Right to Terminate clause will be written into any contract.

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Introduction Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: July 14, 1999

Introduction: #99-IN25 to introduce the revised Laptop Computer Policy and Procedure.

Board Action Request Date: August 19, 1999

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

Background Information:

Attachment(s): Red-lined Draft of the Revised Laptop Computer Policy

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

Executive Director (Signature)

NORTH SOUND REGIONAL SUPPORT NETWORK

POLICY & PROCEDURE

USE OF LAPTOP COMPUTERS

POLICY:

This shall set guidelines for the use of NSRSN laptop computers by its employees and/or agents.

PROCEDURE:

The NSRSN shall provide laptop computers for use by employees/agents who:

- 1. Require computer capability but are not assigned a permanent desktop computer; or
 - 2. Require the use of a computer to conduct regional business while traveling for the NSRSN
- Employees/agents assigned laptop computers shall agree to abide by the requirements outlined in this policy by signing below and returning this acknowledgment to the designee of the NSRSN Executive Director ~~Office Manager~~, who shall maintain all laptop computer assignment records.

USE:

The use of NSRSN laptop computers is to maximize efficiency of NSRSN business, and restricted to NSRSN **business use only**. Those employees/agents assigned an NSRSN laptop computer shall ensure its security at all times. NSRSN laptop computers shall not be connected to county Internet or data exchange connections.

RESPONSIBILITY:

Should the assigned laptop computer be lost, broken, or destroyed ~~while performing NSRSN business~~, immediate notification shall be given to the designee ~~Office Manager~~.

The employee/agent agrees to responsibly handle and maintain the assigned laptop. Failure to do so resulting in the laptop computer being lost, stolen, broken or destroyed will become the employee's/agent's responsibility for replacement and/or repair.

EMPLOYEE'S/AGENT'S ABSENCE FROM OFFICE:

At all times, laptop computers shall be returned to the ~~designee NSRSN Fiscal Officer~~ in the event of the employee's/agent's extended absence from work (vacation, medical leave, etc.). Upon return to work, the employee/agent may retrieve the laptop by contacting the ~~Office Manager~~ designee.

Upon request from the designee or termination of employment all equipment shall be returned to the NSRSN. Any failure to do so will result in a lien against and a right to withhold any and all funds payable to person/agency from the NSRSN.

Effective Date:

By: _____
Merle D. Adrian

~~~~~  
I have read and agree to abide by the foregoing NSRSN Policy on Use of Laptop Computers.

\_\_\_\_\_  
Signature Date

Laptop Number: \_\_\_\_\_ Date Returned: \_\_\_\_\_

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** July 14, 1999

**Introduction:** #99-IN26 to introduce the Travel Advance Policy and Procedure.

**Board Action Request Date:** August 19, 1999

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

**Background Information:**

**Attachment(s):** Draft Travel Advance Policy and Procedure

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

# **NORTH SOUND REGIONAL SUPPORT NETWORK**

## **POLICY & PROCEDURE**

### **TRAVEL ADVANCE POLICY**

#### **POLICY:**

This policy applies to all money advanced for travel expenses incurred for overnight or out of county or state travel while on North Sound Regional Support Network business.

The NSRSN will establish an Advance Travel Revolving Fund to be used for advancing money for travel purposes. It will be used to defray necessary costs incurred while performing official duties when such costs would be a hardship on the involved elected Officials, delegates, employees, consumers or advocates.

#### **USE:**

The Advance Travel Revolving fund will be used solely for travel advances not direct payments to vendors. It will not be used for personal loans, pre-registration fees, direct payments of airline tickets, or reimbursements to employees or officers for travel already incurred.

#### **RESPONSIBILITY:**

Requests for travel advances must be approved by the Executive Director, Office Manager or designated member of the Board, prior to the advance being issued.

#### **PROCEDURE:**

##### **1. Release of Advance Travel Funds**

Advances for travel will be released only in the three day period preceding travel. No advance of any kind may be made to an elected official, delegate, employee, consumer or advocate at any time when he/she is delinquent in accounting for or repaying a prior advance.

##### **2. Settlement of Travel Advances**

Settlement of advances will be made on or before the 10th day following the end of the month the advance was issued. The person receiving the funds will file an expense voucher with the fiscal section. If the traveler's actual expense is less than the amount of the advance received, his/her voucher will be accompanied by the unexpended portion of the advance in the form of personal check or cash. If the traveler's expenses are in excess of the amount advanced, the excess will be reimbursed by the NSRSN in the normal course of business.

### 3. Default In Repayment of Advance

Any default in accounting for or repaying the advance shall render the full amount, which is unpaid immediately due and payable, with interest at the rate of 10% per annum from the date of default until repayment is received. To protect against any losses on account of advances, the NSRSN will have a prior lien against, and a right to withhold any and all funds payable or which become payable to any elected official, delegate, employee, consumer or advocate to whom such advance has been given.

### 4. Unauthorized Expenditure of Advance Travel Funds

No advance shall be considered for any purpose as a personal loan to such elected official, delegate, employee, consumer or advocate and any unauthorized expenditure of such funds shall be considered a misappropriation of funds.

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** July 14, 1999

**Introduction:** #99-IN27 to introduce the Inventory and Asset Disposal Policy and Procedure.

**Board Action Request Date:** August 19, 1999

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

**Background Information:**

**Attachment(s):** Draft Inventory and Asset Disposal Policy and Procedure

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

## **Inventory Policy**

1. North Sound Regional Support Network will follow R.C.W. 36.32.210 regarding asset record keeping and reporting. The NSRSN will annually conduct a full and complete inventory of all capital assets in accordance with the standards established by the state auditor.
2. All items must have an initial cost, or value if donated, of \$1,000 or greater, unless the item is deemed to be a high-risk asset. The initial cost includes shipping, and applicable taxes. Items must also have an estimated life greater than one year.
3. The condition of each asset will be noted during the annual inventory.
4. For purposes of inventory identification, component parts used as a single work unit shall be added together and treated as a single inventory item.
5. Computers shall be broken down into three different groups; monitors; printers; keyboard, mouse, speakers and central processor unit.
6. Each item included in the property inventory shall be identified with a numeric asset identification tag, unless an item is impractical to tag.

## **Asset Disposal Policy**

1. In addition to the requirements of R.C.W. 36.32.210, asset dispositions will be handled in the following manner. Each item shall include the reason for disposal, the date, and type of disposal.
  - a. Items purchased with grant funds will be disposed of in the manner set forth by the granting agency.
  - b. Items with no residual value shall be discarded as junk.
  - c. Items disposed of by trade-in for a like replacement product shall be recorded as a trade-in. The trade-in value shall be noted on the vendor invoice and added to the acquisition cost of the like item acquired.
  - d. Items to be disposed of at auction shall record the sale price of the item on inventory records.
  - e. Items may be disposed of by donation at the discretion of the Executive Director. The NSRSN Advisory Board will decide to whom the items will be donated. The inventory records will be adjusted to show who the items were donated to.

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** July 14, 1999

**Introduction:** **#99-IN28** to introduce Professional Services Contract NSRSN-UBH-PSMD-99 between NSRSN and United Behavioral Health for Medical Director Consultation Services.

**Board Action Request Date:** August 19, 1999

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

**Background Information:**

**Attachment(s):** Professional Services Contract NSRSN-UBH-PSMH-99

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

# DRAFT

## PROFESSIONAL SERVICES AGREEMENT NORTH SOUND REGIONAL SUPPORT NETWORK AND UNITED BEHAVIORAL HEALTH CONTRACT # NSRSN-PSC-UBH-99

THIS AGREEMENT is entered into between NORTH SOUND REGIONAL SUPPORT NETWORK/PREPAID HEALTH PLAN , 419 South 1st Street, Mount Vernon, Washington 98273 (“NSRSN”), and UNITED BEHAVIORAL HEALTH (“UBH” OR CONTRACTOR”), \_\_\_\_\_ San Francisco, CA

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

### I. Terms and Conditions

- A. Term. This Agreement shall take effect September 1, 1999 and shall continue in full force and effect through August 31, 2000.
- B. Termination. This Agreement may be terminated in whole or in part by either party for any reason by giving THIRTY (30) calendar days written notice to the other party.
  1. Loss of Funding. In the event funding from any source is withdrawn, reduced or limited in any way after the effective date of this Agreement and prior to termination, NSRSN may terminate this Agreement by written notice effective upon Contractor’s receipt of written notice. The parties may re-negotiate under new funding limitations and conditions.
  2. Breach. This Agreement may be terminated for any breach by either party. The terminating party shall give the breaching party five calendar days written notice to cure the breach. Failure to cure shall cause this agreement to terminate immediately at the end of the five (5) day period.
- C. Amendments. This Agreement may only be amended by written consent of both parties.
- D. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, rules and regulations in performing this Agreement,

including, but not limited to, laws against discrimination and conflict of interest laws.

- E. Relationship of Parties. Contractor agrees that Contractor shall perform the services under this Agreement as an independent contractor and not as an agent, employee or servant of NSRSN. The parties agree that Contractor is not entitled to any benefits or rights enjoyed by employees of NSRSN. Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed upon services in accordance with the specifications set forth herein. NSRSN shall only have the right to ensure performance.
- F. Indemnification. Contractor and its subcontractors shall assume the risk of, be liable for, and pay all damages, costs and expenses of NSRSN and the member counties (including their officers, officials and employees) arising out of the performance of this Agreement, except to the extent caused by the negligence and/or willful misconduct of NSRSN. Contractor and its subcontractors shall hold harmless, defend and indemnify NSRSN and member counties against all claims, losses, suits, costs, counsel fees, damages, or judgments or decrees by reason of damage to any property or business and/or any death, injury or disability to any person arising, directly or indirectly, by contract or any act, error or omission of Contractor (including Contractor's employees, agents, subcontractors, participants and volunteers). Contractor and its subcontractors shall also indemnify NSRSN against injury to or claim brought by Contractor's or its subcontractor's employees.

The Contractor's obligation described above shall include, but not be limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission by the Contractor, the Contractor's employees, agents, subcontractor's participants and volunteers.

The Contractor further agrees to be responsible for all costs incurred by NSRSN and member counties to secure their rights under this hold harmless and indemnification clause. These costs include, but are not limited to, reasonable attorney's fees.

- G. Resolution of Disputes.
1. The parties wish to provide for prompt, efficient, final and binding resolution of disputes or controversies which may arise under this Agreement and therefore establish this dispute resolution procedure.
  2. All claims, disputes and other matters in question between the parties arising out of, or relating to, this Agreement shall be

resolved exclusively by the following dispute resolution procedure unless the parties mutually agree in writing otherwise:

- a) The parties shall use their best efforts to resolve issues prior to giving written Notice of Dispute.
- b) Within ten (10) working days of receipt of the written Notice of Dispute, the parties (or a designated representative) shall meet, confer, and attempt to resolve the claim within the next five working days.
- c) The terms of the resolution of all claims concluded in meetings shall be memorialized in writing and signed by each party.
- d) Arbitration. If the claim is not resolved, the parties shall proceed to arbitration as follows:
  - (1) The parties shall each select one person as arbitrator. Those two arbitrators shall agree on the selection of a third arbitrator.
  - (2) The dispute shall be promptly resolved on the basis approved by any two of the three arbitrators.
  - (3) If there is a delay of more than ten (10) days in the naming of any arbitrator, either party can ask the presiding judge of Skagit County to name any remaining arbitrator(s).
  - (4) The prevailing party shall be entitled to recover from the other party all costs and expenses, including reasonable attorney fees. The arbitrators shall determine which party, if any, is the prevailing party.
  - (5) The parties agree that in the absence of fraud by one of the parties, the arbitrators' decision shall be binding, final and not appealable to any court of law.
  - (6) Unless the parties agree in writing otherwise, each unresolved claim shall be considered at an arbitration session which shall occur in Skagit County no later than thirty (30) days after the close of the meeting described in paragraph b) above.

3. The provisions of this section shall, with respect to any controversy or claim, survive the termination or expiration of this Agreement.
  4. Nothing contained in this Agreement shall be deemed to give the arbitrators the power to change any of the terms and conditions of this Agreement in any way.
  5. Any required advance expenses ordered by the arbitrator and connected with the arbitration proceedings will be paid equally by the parties subject to the later arbitrator's decision which may change the percentage of advance expenses to be paid by either party.
  6. If the underlying contract is for employment, any termination clause takes precedence over any other clause in the contract including the dispute resolution clause.
- H. Records and Reports. Contractor shall maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. Contractor shall retain all books, records, documents and other material relevant to this Agreement for five years after its expiration and all payment for the contract have been made. The later of the two dates initiates the five-year time frame. All books, records, documents, reports and other data shall be subject to inspection, review and/or audit by NSRSN personnel or other parties authorized by NSRSN, DSHS, the Office of the State Auditor, and authorized federal officials during regular business hours and upon demand.

## II. **Compensation**

- A. Consideration: Cost reimbursement shall be made only if NSRSN has a fully executed contract on file.

NSRSN shall pay to Contractor \$135 per hour For Medical Director Consultation Services. Maximum consideration shall not exceed \$42,120 for the duration of this Agreement, as described in Exhibit A.

- B. Payment Procedures. Contractor shall submit an invoice by the tenth (10<sup>th</sup>) of the month after the month in which services were provided. Invoice shall document actual hours worked daily. Pre-approved travel shall be reimbursed only when a Travel Expense Voucher has been submitted along with Invoice for the time period of the submitted invoice. Failure to submit an invoice by the tenth (10<sup>th</sup>) may delay payment for one (1) month.

No invoices will be accepted thirty (30) days after the service. Contractor shall submit a final billing for this Agreement no later than fifteen (30) days after the contract expiration date.

Invoices for services completed but contractually authorized in a retroactive manner must be submitted within fifteen (15) days after the execution of the appropriate contract.

Until notified otherwise, Contractor shall submit all requests for reimbursement to:

North Sound Regional Support Network  
Attn.: Finance Manager  
419 S. First Street, Suite 200  
Mount Vernon, WA 98273-3806

- C. Reimbursed Expenses. Contractor shall be reimbursed for mileage when using personal car on NSRSN business at the standard NSRSN reimbursement rate which shall conform to the currently published mileage rate for business travel deductions set by the Internal Revenue Service for all business related travel. Mileage usage documentation shall be attached to the monthly invoice when applicable. The reimbursement request shall be itemized on the monthly invoice.

### III. **Service Expectations**

- A. Contractor shall remain a Board certified MD in psychiatry and have a Washington State Medical license during the term of this Agreement.
- B. Contractor shall provide services as set forth in Exhibit A attached.
- C. Contractor shall abide by the requirements of Section 1128A(b) of the Act prohibiting Contractors and other providers from making payments directly or indirectly to physicians or other providers as an inducement to reduce or limit services provided to recipients.

### IV. **Miscellaneous**

- A. Assignments. Neither party may assign its rights or delegate its performance hereunder to any person or entity without the prior written consent of the other party.
- B. Entire Agreement. This Agreement constitutes the entire agreement with respect to the subject matter hereof and there are no other agreements, written or oral, relating to the subject matter hereof.

- C. Headings. Paragraphs headings are for convenience and reference only and shall have no effect upon the construction or interpretation of any party of this Agreement.
- D. Severability. If any provision of this Agreement is found by a court to be invalid, unenforceable or contrary to applicable law, the remainder of this Agreement or the application of such provision to persons or circumstances other than those to which it is held invalid, unenforceable or contrary to applicable law, shall not be affected and shall continue in full force and effect.
- E. Notices. All notices pertaining to this agreement shall be written and delivered , by certified U.S. mail or by hand delivery to the addresses shown below. Notices shall be deemed served upon receipt, or three days after postmark if mailed. Notices transmitted by facsimile which are followed immediately by mailing shall be deemed received on the date of the facsimile transmission.
- F. Venue. This Agreement shall be construed, both as to validity and performance, and enforced, subject to Paragraph I.H, in accordance with the laws of the State of Washington. The venue of any action brought hereunder shall be Skagit County.
- G. Power to Execute. Both parties warrant they have the power and authorization to execute this Agreement and any other documents executed pursuant to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

**FOR NSRSN:**

**FOR CONTRACTOR:**

\_\_\_\_\_ Date  
Merle Adrian, Executive Director

\_\_\_\_\_ Date

Approved as to Form for NSRSN:  
Basic Form approved by Eugene H. Knapp, Jr. 6/26/97  
Attorney at Law

\_\_\_\_\_ EIN No. / Social Security No  
Date

**EXHIBIT A**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**MEDICAL DIRECTOR CONSULTATION SERVICES**

**PURPOSE:**

To provide timely medical consultation services for the NSRSN including clinical and contracting staff communications, doctor to doctor communications, medical necessity review and recommendations, service denial review, grievance issues, medication review, medical practice guidelines, and staff in-service trainings.

**DUTIES AND RESPONSIBILITIES:**

1. Provide medical consultation to NSRSN clinical staff and contracting clinical staff as requested by NSRSN;
2. Consult directly with other physicians as required to represent the NSRSN in clinical disputes, and provide liaison with NSRSN Service Area physicians and agencies as requested;
3. Facilitate medical director's meeting between NSRSN and NSRSN provider agencies on a regularly scheduled basis. These meetings shall discuss policy and procedural issues, clinical standards and best practices, provide feedback and consultation to the NSRSN and to the providers on said issues, and be a forum for debating important clinical and policy issues as the field of psychiatry and managed care evolves;
4. Provide consultation to NSRSN Quality Assurance/Quality Improvement Department and to the Quality Management Oversight Committee (QMOC). Attend QMOC meetings, as scheduled;
5. Establish criteria and procedure for Medical Director review of Critical Incidents, and consult with NSRSN staff regarding Critical Incident Reviews and Urgent Reviews;
6. Establish criteria and procedure for Medical Director review of clinical cases;
7. Provide Professional Testimony as requested by NSRSN in judicial proceedings and clinical consultations in NSRSN grievance proceedings;
8. Provide consultation to the NSRSN Executive Director and staff, regarding such issues as clinical standards, policies, procedures and best practices;

9. Assist the NSRSN with reviewing and assessing the NSRSN Level of Care Manual and clinical questions regarding medical necessity, inpatient admissions, length of stay questions and determinations, service type, duration, service limitations, exceptional needs cases, quality assurance and outcomes, etc., and make recommendations;
10. Provide in-service training for staff on managed care and general clinical issues in order for staff to understand direct service versus care management in a managed care world and to remain current on managed care issues,
11. Provide brief phone consultations within one hour of initial request made via phone/fax by NSRSN staff with extended conversations, if necessary, the same day. Phone consultations shall be available 24 hours per day, 7 days per week.
12. Conduct clinical reviews of contracted provider clinical records as requested.

**AVAILABILITY:**

312 Hours for the duration of Contract

- 26 hours per month average
- 6 hours per week average

Monday through Friday 8 a.m. to 5:00 p.m., except phone consultations which shall be provided on an as need basis 24 hours per day, 7 days per week.

**MINIMUM QUALIFICATIONS:**

1. Board certified MD in psychiatry
2. Current Washington State Medical License

**KNOWLEDGE SKILLS AND ABILITIES:**

1. Working knowledge of adult and child mental health clinical issues
2. Working knowledge of State of Washington Publicly Funded Mental Health System
3. Familiarity of the of North Sound Regional Support Network

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** July 14, 1999

**Introduction:** **#99-IN29** to introduce Management Information System Funding Carve-out Redistribution recommendation.

**Board Action Request Date:** August 19, 1999

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

**Background Information:** See Attached

**Attachment(s):** Yes

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

**NSRSN**  
**INFORMATION SYSTEMS (IS) CARVEOUT AND**  
**DISBURSEMENT FORMULA RECOMMENDATION**  
1999-2001 BIENNIUM

The attached spreadsheet documents NSRSN MIS carveout for the 1999-2001 biennium, NSRSN BDS 23 month contract budget and options 1 – 3 for distributing the remaining carveout (\$303,600).

- Option 1 distributes the funds available based on a percentage of the estimated 1999 – 2001 Biennial funding for APN, VOA and Seamar.
- Option 2 distributes the funds available based on the percentage of concurrent users for APN, VOA and Seamar.
- Option 3 distributes the funds available based on what APN, VOA and Seamar have indicated their NSRSN related timeshare and software support contracted BDS budgets will be.

The Management Team supported my recommendation to bring forth the recommendation that funds available for distribution be allocated using option 3.

- By allocating the available funds using this method, each provider would receive 78% of the NSRSN related Timeshare (system administration) and software support funding they have indicated will be required as they enter into contracts with BDS.

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** July 14, 1999

**Introduction:** **#99-IN30** to introduce 1999-2001 Biennium Contract between NSRSN and State of Washington – Department of Vocational Rehabilitation (DVR) for employment services to NSRSN consumers.

**Board Action Request Date:** August 19, 1999

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

**Background Information:** This biennial contract maintains same terms and funding as 1997-1999 Biennium Contract. Maximum NSRSN consideration for the term of this agreement is \$258,600.

**Attachment(s):** Biennium Contract between NSRSN and State of Washington – Department of Vocational Rehabilitation (DVR)

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

CONTRACT NO. \_\_\_\_\_

**INTERAGENCY  
AGREEMENT  
BETWEEN**

**NORTH SOUND REGIONAL SUPPORT NETWORK**

**AND**

**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**THIS AGREEMENT**, pursuant to Chapter 39.34 RCW and all relevant and associated statutes, is made and entered into by and between NORTH SOUND REGIONAL SUPPORT NETWORK (RSN) and the DEPARTMENT OF SOCIAL AND HEALTH SERVICES (DSHS).

**THE PURPOSE OF THIS AGREEMENT IS TO PROVIDE** services that will enhance employment outcomes for eligible persons with severe disabilities.

**IN CONSIDERATION OF THE MUTUAL PROMISES AND OTHER CONSIDERATION RECITED IN THIS AGREEMENT, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

**1. STATEMENT OF WORK**

DSHS and the RSN shall furnish the necessary personnel ~~and, materials and/or~~ services and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit "A" attached hereto and incorporated herein. Unless otherwise specified, DSHS and the contractor ~~the~~ shall be responsible for performing all fiscal and program responsibilities as set forth in Exhibit "A."

**2. TERMS AND CONDITIONS**

All rights and obligations of the parties to this agreement shall be subject to and governed by the terms and conditions contained in the text of this ~~A~~ agreement.

**3. ~~PERIOD DURATION~~ OF PERFORMANCE**

Subject to its other provisions, the period of performance of this agreement shall commence on July 1, 1999, ~~and~~ be completed on June 30, 2001, unless terminated sooner as provided herein.

#### **4. CONSIDERATION AND PAYMENT**

Consideration for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed \$258,600. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount.

#### **5. BILLING PROCEDURE**

The RSN pay to DSHS \$ 258,600. These funds shall be state and/or local funds containing no federal match.

The RSN shall pay DSHS by four direct cash transfer transactions of \$64,650 no later than 12/31/99, 6/30/00, 12/31/00, and 6/30/01.

#### **6. NONDISCRIMINATION**

During the performance of this Contract, the parties shall comply with all federal and state nondiscrimination laws and regulations. \_\_\_\_\_

#### **7. RECORDS MAINTENANCE**

- a. DSHS and NORTH SOUND REGIONAL SUPPORT NETWORK shall each maintain books, records, documents and other evidence which sufficiently and properly reflects all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by the law. DSHS shall retain all books, records, documents, and other material relevant to this agreement for six years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
- b. Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to seek a court order prohibiting disclosure. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

#### **ADVANCEMENTS**

- ~~\_\_\_\_\_ a. \_\_\_\_\_ Upon the approval of the director of financial management, an advancement in the amount of \_\_\_\_\_ is appropriated.~~
- ~~\_\_\_\_\_ b. \_\_\_\_\_ An advance made under RCW 39.34.150 shall be available no longer than the period of the appropriation from which it is made. When the actual costs of materials and services have been determined, and in no event later than the lapsing of the appropriation, any unexpended balance of the advance shall be returned to the agency for credit to the fund or account from which it is made.~~

**8. CONTRACT ADMINISTRATION**

- a. The Program Manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.
- b. The Program Manager for DSHS is: **Judy Abbott, 840 N. Broadway, Everett, WA. 98201-1290 Phone: 425-339-4868.**
- c. The Program Manager for the RSN is: **Merle Adrian, 419 South 1<sup>st</sup> Street, Mount Vernon, WA. 98273 Phone: 360-416-7013.**

**9. RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by NORTH SOUND RSN. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

**10. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**11. INDEMNIFICATION**

The RSN shall defend, protect, hold harmless and indemnify DSHS and its affiliates, their respective agents, contractors, subcontractors, employees, officers, directors, and other representatives from and against all claims, suits or actions arising from any services under this agreement at the direction of the County/RSN.

DSHS, its affiliates, their respective agents, contractors, subcontractors, employees, officers, directors, and their representative shall defend, protect, hold harmless and indemnify the RSN, its officers or employees from and against all claims, suits or actions arising from any negligent acts or omissions by DSHS, its affiliates, their respective agents, contractors, subcontractors, employees, officers, directors, and other representative while performing services under this agreement at the direction of DSHS.

In the event that the parties are found to be jointly negligent for any acts or omissions arising under this Agreement, then each party shall be responsible for its sole proportionate share.

**12. INSURANCE**

DSHS certifies it is self-insured for all exposure to tort liability, general liability, property damage liability, and vehicle liability as provided by Chapter 43.19, Revised Code of Washington.

The RSN certifies that either a) it is self insured and shall cover losses for which it is found liable up to \$1,000,000 per occurrence and \$2,000,000 aggregate, or b) it shall maintain commercial liability insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate and shall provide evidence of such insurance to DSHS within fifteen (15) days of execution of this Agreement.

**13. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**14. TERMINATION**

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**15. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

**16. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the RSN or DSHS may terminate the contract under the "Termination" clause, subject to renegotiation under those new funding limitations and conditions.

## **17. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **18. GOVERNANCE**

- a. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.
- b. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:
  - Applicable state and federal law;
  - Statement of Work (Exhibit A); and
  - Any other provision of this Agreement, including Exhibits and other materials incorporated by reference.

## **19. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising hereunder, shall not be assigned or delegated by either party, in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

## **20. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

**21. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirement of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

**22. INTEGRATION**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

**23. ASSURANCES**

The parties agree that all activity pursuant to this Agreement will be in accordance with all applicable current or future federal, state and local laws, rules and regulations.

**THIS AGREEMENT**, consisting of 9 pages, including all Exhibits, is executed by the persons signing below who warrant that they have the authority to execute this Agreement.

**NORTH SOUND REGIONAL  
SUPPORT NETWORK**

**DEPARTMENT OF SOCIAL AND  
HEALTH SERVICES**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date

**APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL**

## STATEMENT OF WORK

### Goals:

To make available to eligible persons the necessary Vocational Rehabilitation Services (VRS) to enhance employment outcomes.

To serve approximately 150 persons referred by the NORTH SOUND REGIONAL SUPPORT NETWORK and who are determined eligible by DSHS.

### **DSHS shall:**

1. Accept applications; determine eligibility; determine nature and scope of services; develop individualized program of services; and monitor plan progress for Vocational Rehabilitation programs and services, in conjunction with all applicable federal and state rules and regulations.
2. Commit funding upon determination of eligibility--provided appropriate funds are available--to help the person prepare for and realize stability in employment according to his/her mutually-agreed upon Individual Plan for Employment (IPE).
3. Provide VRS so that persons with severe disabilities achieve stable employment stability, so long as measurable progress is being made toward IPE objectives.
4. Review every 90 days the progress of each person with appropriate involvement from the person, significant others, and the vendor.
5. Define the priority access to VRS funds which are consistent with state and federal regulations governing program access and share those priorities with NORTH SOUND REGIONAL SUPPORT NETWORK, persons with disabilities, families, vendors, and the general public.
6. Report every 90 days the following information:
  - a) Names of applicants.
  - b) Names of eligible persons.
  - c) Names of persons with IPEs.
  - d) Names of persons closed employed.
  - e) Services purchased for each person, listed by service, vendor and amount spent.

**NORTH SOUND REGIONAL SUPPORT NETWORK shall:**

1. Participate in making referrals of persons seeking employment--including Individual Employment (IE) and/or Group Supported Employment (GSE) to DSHS.
2. Participate in the coordination of resources, including Social Security Work Incentives, for long-term follow-along on behalf of persons with disabilities.
3. Encourage and assist vendors in providing employment services which lead to employment for people with severe disabilities.

**DSHS and North Sound Regional Support Network shall:**

1. Participate in any training deemed appropriate to carry out the intent of this interagency agreement.
2. Designate members for an implementation and monitoring team to review this agreement quarterly and report on the progress and effectiveness of the interagency agreement.

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** July 14, 1999

**Introduction:** **#99-IN31** to introduce authorizing the Executive Director to enter into a professional services contract for NSRSN staff planning and training consultation and facilitation services.

**Board Action Request Date:** August 19, 1999

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

**Background Information:**

**Attachment(s):**

**Executive Recommendations:** \_\_\_\_\_Approve\_\_\_\_\_No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)