

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Rae A. Benjamin, NSRSN Office Manager
RE: Meeting Information
DATE: October 31, 2000

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

**Thursday, October 26, 2000
North Sound Regional Support Network
Conference Room
117 North First Street, Suite 8
Mt. Vernon, WA
1:30 PM**

The Board of Directors Packet is attached for your review. I look forward to seeing you there.

For Special Disability accommodation needs, please call Rae at (360) 416-7013, ext. 222 at least 48 hours in advance, if possible.

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

**North Sound Regional Support Network
Conference Room
117 North First Street, Suite 8
Mt. Vernon, WA
October 26, 2000
1:30 PM**

AGENDA

1. Call to Order; Introductions – Chair
2. Revisions to the Agenda – Chair
3. Approval of September and October's Special Meeting Minutes – Chair **(TAB 1)**
4. Comments & Announcements from the Chair
 - Employee of the Quarter
5. Board Discussion – Chair

*"How did you first become aware of the world of mental health--an event?
the news? a friend??-- and how has your perspective changed over
time?"*
6. Comments from the Public
 - NAMI Blueprint
7. Report from the Advisory Board – Dan Bilson, Chair
8. Report from Executive/Personnel Committee – Dave Gossett, Chair
9. Report from the Planning Committee – Bob Hart, Chair
10. Report from QMOC Committee – Chuck Benjamin, Chair
11. Report from the Executive Director – Sharon Lucas, Interim Executive Director
 - NSRSN Staff Activities Reports **(TAB 2)**
 - CHAP Update – Linda Benoit & Linda Vaughan
12. Report from the Fiscal Officer – Bill Whitlock, Fiscal Officer **(TAB 3)**

13. Consent Agenda – Sharon Lucas, Interim Executive Director

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:

Motion #00-044 To review and approve NSRSN claims paid from September 1, 2000 to September 31, 2000. Total dollar amount of warrants paid in September 2000 \$2,956,586.55 Total September payroll of \$65,792.54 and associated benefits of \$16,973.51. **(TAB 4)**

Motion #00-045 To authorize NSRSN Interim Executive Director to enter into contract amendment, contract #NSRSN-Central Elementary-CP-00 with Sedro Woolley School District, effective October 1, 2000 through July 31, 2001. Maximum consideration shall remain unchanged at \$30,000. **(TAB 5)**

Motion #00-048 To approve the North Sound Regional Support Network Critical Incident Policy – revised, as attached for immediate implementation. **(TAB 6)**

Motion #00-049 To name authorized signatures on the NSRSN's account at Skagit County, effective November 13, 2000, as follows: **(TAB 7)**

1. NSRSN Board Member, Robert Hart
2. NSRSN Executive Director, Charles R. Benjamin
3. NSRSN Assistant Director/Planner, Greg Long

The authorized signors shall have authorization privileges for disbursements over petty cash warrants and payroll.

14. Action Items

Motion #00-046 To approve the NSRSN/Tribal 2000 7.01 Plan, Amendment 1. **(TAB 8)**

Motion #00-047 To authorize the NSRSN Executive Director to enter into contract #NSRSN-PSC-UBH-00 with United Behavioral Health for Medical Director Consultation Services, effective November 1, 2000 through October 31, 2001. Maximum consideration shall not exceed \$30,000. **(TAB 9)**

15. Motions Not Yet Reviewed by the Advisory Board

Motion #00-IN13 To introduce the NSRSN Preliminary Proposed 2001 Annual Administration Budget. **(TAB 10)**

Motion #00-IN14 To introduce the NSRSN Advisory Board Preliminary Proposed 2001 Budget. **(TAB 11)**

Motion #00-IN15 To introduce NSRSN Mental Health Services Contract Schedule Policy, as follows: **(TAB 12)**

As the NSRSN contracts with State of Washington Department of Social and Health Services Mental Health Division for the provision of Integrated Mental Health Services on a fiscal year biennial basis (July through June), AND as the NSRSN sub-contracts with one or more qualified Mental Health Agencies to provide quality mental health services in compliance with Federal, State and NSRSN requirements, it shall be the policy of the NSRSN to sub-contract the Integrated Community Mental Health Program(s) on a calendar 2-year cycle (January through December).

Motion #00-IN16 To introduce the Snohomish County CDMHP request.

16. Executive Session

17. Reconvene

18. Adjournment

NOTE: The next Board of Directors meeting is scheduled for Thursday, November 16, 2000, at the North Sound Regional Support Network, 117 North 1st Street, Suite 8, Mt. Vernon, WA, 98273 at 1:30 PM.

PLEASE NOTE THIS IS ONE WEEK EARLIER THAN USUAL DUE TO THE THANKSGIVING HOLIDAY.

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

**NSRSN Conference Room
117 N. First Street, Suite 8
Mt. Vernon, WA
September 28, 2000
1:30 PM**

MINUTES

Board Members Present:

Rhea Miller, Chair, San Juan County Commissioner
Ward Nelson, Vice Chair, Whatcom County Council
Dan Bilson, Chair, NSRNS Advisory Board
Marianna Connor, Alternate for Bob Drewel, Snohomish County Executive
Dave Gossett, Alternate for Rick Larson, Snohomish County Council
Bob Hart, Skagit County Commissioner
Joe Johnson, Nooksack Tribe
Gary Nelson, Snohomish County Council
Gary Ramey, Tulalip Tribes
Kirke Sievers, Snohomish County Council
Bill Thorn, Alternate for Mike Shelton, Island County Commissioner

NSRSN Staff Members:

Rae Benjamin, Sharri Dempsey, Marcia Gunning, Dolores Holtcamp, Greg Long,
Sharon Lucas, Betsy Niemann, Francene Thompson

County Staff:

Jo Ann Angevine

Guests:

Tom Ashley, Jack Bilsborough, Lorelei Coy, Gregory Gerst, Jess Jamieson, David
Jefferson Marie Jubie, Bob LeBeau, Kathleen Marshall, Jane Relin, Anne Stroklund,
Josselyn Winslow, George Wuse

1. Call to Order; Introductions – Chair

Rhea Miller called the meeting to order at 1:37 PM. Introductions were made.

2. Revisions to the Agenda – Chair

There were no revisions to the agenda.

3. Approval of August Minutes – Chair

Joe Johnson asked that the minutes be amended to reflect his comments on the stigma of mental illness, with no reference to law enforcement. The minutes will be corrected.

**A motion was made and seconded to approve the minutes as amended.
Motion carried**

4. Comments & Announcements from the Chair

The Chair stated that there would be a brief Executive Session to discuss litigation issues.

5. Board Discussion – Chair

The Chair reviewed the protocols for the question:

"Who are my heroes when it comes to mental health issues?"

Ms. Conner stated that her true heroine happened to be a consumer who is currently a member of the Snohomish County and the NSRSN Advisory Boards. This consumer displayed a sense of bravery when she publicly addressed a point of order for the NSRSN that is different from how we operate now. It was encouraging to see the process working and the professional response of the NSRSN.

Mr. Bilson reported that he has several heroes but his current hero is Peter Jensen, lead psychiatrist at Columbia University, who developed a nationwide program that will enable the school systems to diagnosis mental illness in children.

Ms. Miller feels that Tom Richardson is her local hero because when he wants something done, he gets the information to her so she can try to get something done on mental health issues. Ms. Miller also mentioned Judith Herman, author of "Trauma and Recovery" as another of her heroes.

Mr. Gossett stated that his local hero is a member of both the Snohomish County Advisory Board and the NSRSN Advisory Board. This individual has continued to work with the womens, infants, and children's program and at the same time, has helped a relative who has developed mental illness as an older adult.

Mr. Johnson stated that his heroes have no names as they are represented by the helpers and helpees on both sides of mental illness. A helper can sit down and open their mind to listen to another person sitting across from them who is discussing their mental illness. At the same, the helpee (consumer) must open up to a total stranger and this takes a great deal of courage.

Ms. Lucas stated that she met a man 8 years ago when he was 38. He moved to Seattle without a job and a shopping bag full of medications. He had a bipolar disorder and had lived with his mother for 15 years. His Seattle family helped him get an Associates degree and he became gainfully employed.

Gary Nelson was on the Board of the Lutheran Child Care Center when he made a visit. As he walked through the center, the staff collectively became his hero because of the care they were giving to the extremely mentally hurt children at the center.

Ward Nelson stated that he had raised his children to be their own hero. However as he has become involved with the NSRSN, he has developed tremendous respect for the consumers who have no family to give them reference. If he had to chose one hero, it would be Rodney Lund, an advocate bar none. It was Rodney who got him interested in participating in mental health issues at the NSRSN.

6. Comments from the Public

Anne Stroklund addressed the Board regarding the Tapestry Project which is a consumer based website for Washington state consumers. She received a grant for \$2,000 to cover startup costs and will continue to look for other grants. It is hoped the project will begin January 1, 2001.

Josselyn Winslow gave a brief report on her trip to Indianapolis earlier this month to participate on a panel for the Older Adult Mental Health Consumer Alliance.

Ms. Winslow also distributed a brochure from the Alzheimer Society of Washington for their 14th Annual Conference to be held October 19 and 20. Copies will be left in the reception area.

Lorelei Coy thanked Sharri Dempsey for her assistance in making travel arrangements to a consumer conference in Vancouver, WA and Portland, OR. Ms. Coy gave a brief report and distributed documents from the conference.

Jess Jamieson reported that Cookie Creations had received a national award as the best consumer run business in the United States. Two consumers traveled to Washington D.C. to receive the \$5,000 award. Mr. Jamieson thanked Board members for supporting Cookie Creations.

Mr. Jamieson announced an open house at Compass on October 5, 2000 and invited all interested parties.

Mr. Jamieson also reported that Community Mental Health Services had finished their 90 day recovery plan and that he would be meeting with staff and sending out a report card. They are on schedule with their recovery program and have put the next 90 day plan into action. He thanked everyone for their support.

7. Report from the Advisory Board – Dan Bilson, Chair

Mr. Bilson reported on:

- Advisory Board site visit to two (2) Whatcom County youth facilities
- Award of \$300 to the Tulip Players for travel to Chelan/Douglas RSN Community Festival
- A request of the children's workgroup for more information on the children's crisis study
- Debbie Page's presentation of the three-year plan for developmental disability patients at Western State Hospital
- Mae Covert resignation from the Snohomish County and NSRSN Advisory Board

Mr. Bilson brought forth from the Advisory Board a recommendation that the NSRSN Board of Directors approve the September Consent Agenda.

8. Report from Executive/Personnel Committee – Dave Gossett, Chair

Mr. Gossett reported that the Personnel Committee had completed their salary survey and would bring a recommendation to the next Board meeting.

Mr. Gossett reviewed with Board members the process for the Executive Director search. He offered options to the Board for the selection of the final candidate.

A motion was made and seconded to authorize the Board Interview Committee to make an offer to the final candidate. Motion carried.

Mr. Gossett stated that resumes of all candidates were available for anyone interested in reviewing them. He thanked Jamie Marsden and Sharon Lucas for all their assistance in this process.

9. Report from Planning Committee – Bob Hart, Chair

Ward Nelson reported for Mr. Hart on the activities of the Strategic Planning Committee stating that the committee had met twice since the last Board meeting. Nine priorities have been selected:

- Crisis services
- Dual diagnosis/MICA services
- Housing
- Children's services
- Older adult services
- Services for homeless mentally ill
- Services for ethnic and special populations
- Services to people in the criminal justice system
- Intensive case management

A draft of the plan will be presented to the Planning Committee on October 16 and will come to the Board at a later date.

10. Report from QMOC Committee – Chuck Benjamin, Chair

Greg Long reported on the following in Mr. Benjamin's absence:

- Caseload Study Workgroup progress
- Presentation on the scope and purpose of NSRSN Administrative Audits
- Presentation on the DMIO program
- Progress of the CHAP program

11. Report from the Executive Director – Sharon Lucas, Interim Executive Director

Ms. Lucas briefly reviewed the staff activities reports under Tab 2 of the notebooks.

Ms. Lucas reported that MHD Audit will begin on October 23 with a team arriving on October 17 to conduct a three day review of agency personnel files. She thanked Ms. Gunning and her audit team for their work on the three (3) agency audits already completed.

Ms. Lucas stated that the RSN is making efforts to work with DCFS around services for high-need children. The two agencies will be able to forge working relationships that will serve these children better. The 4-E waiver is being designed as a way to pool money to provide timely, better and more appropriate services to children. Discussion followed.

Ms. Lucas gave a brief report on \$270,000 in state funds to be used for alternatives to hospitalization. Discussion followed.

She also reported on data integrity issues explaining the improvements made over the last two (2) months.

The Finance Committee began its discussions regarding the 2001 Administrative Budget which will be introduced at the October 26 Board meeting.

12. Report from the Fiscal Officer – Bill Whitlock, Fiscal Officer

Ms. Gunning reported on the following in Mr. Whitlock's absence:

- APN audit
- August financial statements
- Total professional services and administrative services budget
- Federal financial participation match
- MHD's Proposed Preliminary Budget

13. Consent Agenda – Sharon Lucas, Interim Executive Director

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.

Motion #00-035 To review and approve NSRSN claims paid from August 1, 2000 to August 31, 2000. Total dollar amount of warrants paid in August 2000 \$ 3,163,899.55. Total August payroll of \$67,611.17, and associated benefits of \$16,022.85.

Motion #00-036 To authorize the NSRSN Executive Director to enter into contract amendment NSRSN-CAT-99 Amendment 1 with The Consumer Advocate Team (CAT), effective August 10, 2000 through February 28, 2001.

The NSRSN in collaboration with our county members and service providers submitted thirteen (13) responses to MHD’s 2000 Federal Block Grant Proposal. Five (5) of these proposals were awarded funding. It is anticipated that the MHD will have submitted the final contract and statements of work to the NSRSN prior to our September Board Meeting. Therefore the following have been placed on the consent agenda; one (1) contract between the NSRSN and State of Washington – MHD, and five (5) contracts between the NSRSN and county/provider award recipient which enable the NSRSN to pass through the FBG funds and administer the services to be purchased:

Motion #00-037 To authorize the NSRSN Executive Director to sign the September 27, 2000 Letter of Intent from the Mental Health Division for FFY 2000 Federal Block Grant Supplemental Award and enter into a contract with the State of Washington Mental Health Division for the FFY 2000 FBG Programs: Co-Occurring Disorders Training, Geriatric Peer Counseling, Family Connections Program, Rainbow Center Consumer Provider Project, Mentally Ill Awareness and Visions for Tomorrow Project, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$150,669 in Federal Block Grant Funding.

Motion #00-038 To authorize the NSRSN Executive Director to enter into contract #NSRSN-CMHS-SJC-MICA-00 with Community Mental Health Services – San Juan County for “Co-Occurring Disorders Training Services”, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$19,480 in Federal Block Grant Funding.

Motion #00-039 To authorize the NSRSN Executive Director to enter into contract #NSRSN-CMHS-SC-GPC-00 with Community Mental Health – Skagit County for “Geriatric Peer Counseling”, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$18,164 in Federal Block Grant Funding.

Motion #00-040 To authorize the NSRSN Executive Director to enter into contract #NSRSN-SNOHOMISH-FCP-00 with Snohomish County Human Services for “Family Connections Program Services”, effective November 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$25,000 in Federal Block Grant Funding.

Motion #00-041 To authorize the NSRSN Executive Director to enter into contract #NSRSN-WCPC-Rainbow-CTP-00 with Whatcom Counseling & Psychiatric Clinic – Rainbow Center for “Rainbow Center Consumer Provider Staff Training Project”, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$43,025 in Federal Block Grant Funding.

Motion #00-042 To authorize the NSRSN Executive Director to enter into contract #NSRSN-NAMI-Visions-00 with NAMI Washington for “Mentally Ill Awareness Course and Visions for Tomorrow Project”, effective October 1, 2000 through September 30, 2001. Maximum consideration shall not exceed \$45,000 in Federal Block Grant Funding.

A motion was made and seconded to approve the Consent Agenda. Motion carried.

14. Action Items – Sharon Lucas, Interim Executive Director

Emergency Motion #00-043 To authorize the NSRNS Interim Executive Director to confirm that the North Sound Regional Support Network will participate in the Inpatient Emergency Pool (IPEP) for fiscal year 2001 by signing the September 20, 2000 Confirmation Letter and submitting to State of Washington Mental Health Division.

A motion was made and seconded to approve the motion. Motion carried.

15. Motions Not Yet Reviewed by the Advisory Board – Sharon Lucas, Interim Executive Director

Motion #00-IN11 To introduce the NSRSN/Tribal 2000 7.01 Plan, Amendment 1 for Board comment and review.

Motion #00-IN12 To introduce contract #NSRSN-PSC-UBH-00 with United Behavioral Health for Medical Director Consultation Services, effective

November 1, 2000 through October 31, 2001. Maximum consideration shall not exceed \$30,000 in Federal Block Grant Funding

16. Other Business

There was none.

17. Executive Session

The Board called an Executive Session at 3:00 PM for approximately 30 minutes to discuss litigation issues.

18. Reconvene

The meeting reconvened at 3:05 PM.

19. Adjournment

The meeting was adjourned at 3:05 PM.

Rae Benjamin

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

**Rehabco, Inc. Conference Room
117 N. First Street, Suite 8
Mt. Vernon, WA
October 5, 2000
12:20 PM**

MINUTES

Board Members Present:

Rhea Miller, Chair, San Juan County Commissioner
Dave Gossett, Alternate for Rick Larson, Snohomish County Council
Bob Hart, Skagit County Commissioner
Mike Shelton, Island County Commissioner
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

1. Call to Order; Introductions – Chair

Rhea Miller called the meeting to order at 12:20 PM.

2. Executive Session

The meeting went into Executive Session at 12:20 PM to evaluate qualifications of candidates for Executive Director. Executive Session is expected to end at approximately 4:00 PM.

3. Reconvene

The meeting was reconvened at 3:58 PM.

4. Adjournment

The meeting was adjourned at 3:58 PM.

Rae Benjamin

NSRSN STAFF ACTIVITIES REPORT
October 26, 2000

TOPIC	PROGRESS
Assistant Director/Planner – Greg Long	
Planning Committee	The Planning Committee reviewed a draft of the draft Strategic Plan for 2000-3, the Older Adults Mental Health Report, a draft of mental health system goals and ITA funding.
MHD Audit Preparation	All departments at the NSRSN are preparing for the MHD Audit. The audit will be a combined provider agency licensing audit and NSRSN audit. The audit begins October 23, 2000 and will last for nearly a month.
Sexual Minorities Workgroup	A workgroup led by Quality Manager Diana Striplin is planning community forums for February-March 2000 to gather input on improving services to sexual minorities.
Level of Care Manual Revision	A workgroup led by Quality Manager Linda Vaughan is meeting to revise the Level of Care Manual for the new contract. The focus is on assuring that high need consumers get the type and intensity of services they need.
Grievances	Staff is working on improving the NSRSN grievance procedure. A sub-committee of QMOC will be working with NSRSN to improve our grievance protocols, procedures and processes.

NSRSN STAFF ACTIVITIES REPORT
October 26, 2000

TOPIC	PROGRESS
Clinical/Quality Assurance – Francene Thompson	
Clinical/Quality Management	<ul style="list-style-type: none"> • Preparation for the MHD Integrated Review continues with increased clarification from the State Mental Health Division regarding format and scheduling of the audit process which is expected to last for approximately one month. Staff are preparing answers to questions submitted by MHD, gathering documentation, and planning with provider agencies for the case presentations that will occur during the audit. • Quality Management staff have completed the Crisis System Review, held preliminary meetings with Providers, and identified areas targeted for desired quality improvements. Providers will be asked to provide a plan to respond to key review findings. • The NSRSN Critical Incident Policy and Procedure has been reviewed with Seamar and Volunteers of America, and agreements reached regarding processes to be utilized by those agencies in reporting critical incidents to NSRSN. • Level of Care Manual Revision meetings are being convened with participation from NSRSN staff, providers, consumers and advocates in preparation for the 2001-2002 biennial contract with the State. • NSRSN's Continuous Quality Improvement Program application is being submitted to the State Department of Health this month. The program will maximize NSRSN's ability to respond to systems problems, process critical incidents, and make the quality management changes necessary to implement an effective program of quality improvement. • Confidentiality laws are the focus of QM attention here at NSRSN and throughout the state as changes in State and Federal law require that we revisit current practices and make changes necessary to insure strict compliance with legal requirements. NSRSN is participating with a State work group charged with leading the way in this endeavor. • Several members of the Quality Management Team are attending the CARF Behavioral Health Conference, "Improving Performance by Measuring Outcomes," in Seattle on October 13 and 14th. The conference will feature training in establishing and measuring outcomes, as well as emphasis on the development of treatment plans that embrace the outcomes focus.

NSRSN STAFF ACTIVITIES REPORT
October 26, 2000

TOPIC	PROGRESS
Consumer Affairs/Tribal Liaison – Sharri Dempsey	
<p>Tribal Liaison</p>	<ul style="list-style-type: none"> ▪ The Post Traumatic Stress Disorder will be held on October 16, 2000. The reservations for this three-hour training was filled to capacity very quickly. We have received reservations from all eight tribes, schools, legal systems and mainstream treatment programs. Further report will be available during the October 26, 2000 Board of Directors Meeting. ▪ The eight tribes and NSRSN will be sponsoring a 1ST annual tribal statewide mental health conference. The focus will be “Healing the Tribal Youth”. We have already obtained several great speakers, such as Tom Broughton, MD, Child Psychiatrist, former pediatrician with thirty years of practice in tribal settings, Henry Levine, MD, Board Certified Forensic Psychiatrist and twenty years experience working with the Lummi Nation, Steve Bogan, DASA Youth Treatment Coordinator and Co-Occurring specialist. The training will be held on April 25th and 26th, 2000 at the new Upper Skagit Hotel Casino. There will be more updates on the progress of our FIRST ANNUAL TRIBAL MENTAL HEALTH CONFERENCE.
<p>Office of Consumer Affairs</p>	<ul style="list-style-type: none"> ▪ The Advisory Board had their first official site-visit on the 26th of September. They went by shuttle from Mt. Vernon to Bellingham. While in Bellingham the Advisory Board visited the Martin Center, (CLIP facility) and Seamars’ Visions, Co-Occurring treatment program for young women ages 14-18 years of age. The Advisory Board learned a lot about youth treatment in Region III and we are all looking forward to the next site visit in November.

NSRSN STAFF ACTIVITIES REPORT
October 26, 2000

TOPIC	PROGRESS
Contract Compliance/Financial Services – Marcia Gunning	
MHD Audit:	<ul style="list-style-type: none"> Working with MHD Admin/Clinical/Licensing Audit Team, APN and its members (Community Mental Health, Compass and Whatcom Counseling & Psychiatric Clinic) and NSRSN staff in preparing, coordinating and facilitating MHD audit scheduled 10/17/00 through 11/17/00.
NSRSN 2001 Budget:	<ul style="list-style-type: none"> Finalized 2001 Preliminary Proposed NSRSN Administrative Budget. The Proposed budget is being introduced to the Board on October 26, 2000.
Washington Counties Insurance fund:	<ul style="list-style-type: none"> Working with other members of Washington Counties Insurance Fund to analyze benefits of changing to an intergovernmental insurance pool. This action is a result of the Washington Counties Insurance Fund health insurance carrier increasing their rates for 2001 by a minimum of 30%.
2001 Quality Management Plan:	<ul style="list-style-type: none"> Participating on a focused subcommittee of the QMOC Quality Management Plan Subcommittee to review and develop the initial draft of the 2001 NSRSN Quality Management Plan. This proposed draft will be presented to Quality Management Plan Committee for review and final draft preparation. Final draft 2001 QM Plan will be presented to QMOC for review with QMOC presenting to NSRSN Board their recommended 2001 Quality Management Plan for Board ratification.
Measuring Outcomes:	<ul style="list-style-type: none"> Attended CARF Behavioral Health Seminar; “Improving Performance by Measuring Outcomes” on October 13, 2000 in Seattle.

NSRSN STAFF ACTIVITIES REPORT
October 26, 2000

TOPIC	PROGRESS
Information Services / Information Technology – Michael White and BDS Liaison Christine Austin	
CIS Workgroup	Held monthly meeting with workgroup which continues to make efforts at data improvement.
Key Indicators Report	Progress continues on programming report queries and preparing for draft report presentation to Management Team.

NSRSN STAFF ACTIVITIES REPORT
October 26, 2000

TOPIC	PROGRESS
Office Manager's Report – Rae Benjamin	
Support Staff Vacancies	Advertisements are being placed in the 5 county newspapers for the position of Office Manager/Executive Secretary and Secretary/Receptionist. It is expected that the Secretary/Receptionist position will be filled before the end of November. The Office Manager/Executive Secretary position will not be filled until after the arrival of the new Executive Director.
Meetings	Office Manager attended a special meeting of Washington Counties Insurance Fund (WCIF) on October 10, 2000. The purpose of the meeting was to discuss the increasing cost of insurance premiums and investigating the possibility of self-insuring. WCIF distributed an Interlocal Agreement that would require the signature of employers.

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-044**

Approval Date: October 26, 2000

Source of Request: Bill Whitlock, Fiscal Officer

Motion: To review and approve NSRSN claims paid from September 1, 2000 to September 31, 2000. Total dollar amount of warrants paid in September 2000 \$ 2,956,586.55. Total September payroll of \$65,792.54, and associated benefits of \$16,973.51.

Background: Will be reviewed by Kirke Sievers, Bob Hart and Ward Nelson on October 26, 2000.

Fiscal Implications: We do not anticipate exceeding the annual budget.

Attachment(s): No

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-045**

Approval Date: October 26, 2000

Source of Request: Marcia Gunning Contracts Compliance/ Financial Services Manager

Motion: To authorize NSRSN Interim Executive Director to enter into contract amendment, contract #NSRSN-Central Elementary-CP-00 with Sedro Woolley School District, effective October 1, 2000 through July 31, 2001. Maximum consideration shall remain unchanged at \$30,000.

Background: This amendment modifies the Statement of Work by: 1) replacing the 2 hours per week on-site mental health worker to consult with families and staff regarding how to access mental health resources with 2 hours per week of classroom training. The mental health worker will provide training to educate children on important social skills; AND 2) to reduce the parenting classes offered from 60 to 30 hours and add 30 hours for weekly student groups. There will be 2 student groups offered per quarter with topics such as anger management.

Fiscal Implications: We do not anticipate exceeding the annual budget.

Attachment(s): Yes

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-048**

Approval Date: October 26, 2000

Source of Request: Marcia Gunning Contracts Compliance/ Financial Services Manager

Motion: To approve the North Sound Regional Support Network Critical Incident Policy – revised, as attached for immediate implementation.

Background: NSRSN's Critical Incident Policy was in need of updating and modification. A focused workgroup consisting of NSRSN staff and providers performed an extensive review. The result is the attached Policy, Procedure Flow Chart (Attachment 1), Reporting Form (Attachment 2), Selective Review Process (Attachment 3). The Revised NSRSN Critical Incident Policy and related attachments have the unanimous approval of QMOC and the NSRSN Advisory Board.

Fiscal Implications: None.

Attachment(s): Yes

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-049**

Approval Date: October 26, 2000

Source of Request: Rae Benjamin, Office Manager/Executive Secretary

Motion: To name authorized signatures on the NSRSN's account at Skagit County, effective November 13, 2000, as follows:

1. NSRSN Board Member, Robert Hart
2. NSRSN Executive Director, Charles R. Benjamin
3. NSRSN Assistant Director/Planner, Greg Long

The authorized signors shall have authorization privileges for disbursements over petty cash warrants and payroll.

Background: Continuation of 1996 State Auditors Schedule of Findings

Fiscal Implications: None.

Attachment(s): None.

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-046**

Approval Date: October 26, 2000

Source of Request: Sharri Dempsey, Office of Consumer Affairs/Tribal Liaison

Motion: To approve the NSRSN/Tribal 2000 7.01 Plan, Amendment 1.

Background: The NSRSN/Tribal 7.01 Plan, Amendment 1 incorporates changes brought forward by the Tribes within the NSRSN. This amended 7.01 Plan has been unanimously approved by the Tribes and is being recommended for approval by the NSRSN Quality Management Oversight Committee.

Fiscal Implications: We do not anticipate exceeding the annual budget.

Attachment(s): Yes

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-047**

Approval Date: October 26, 2000

Source of Request: Marcia Gunning Contracts Compliance/ Financial Services Manager

Motion: To authorize the NSRSN Executive Director to enter into contract #NSRSN-PSC-UBH-00 with United Behavioral Health for Medical Director Consultation Services, effective November 1, 2000 through October 31, 2001. Maximum consideration shall not exceed \$30,000.

Background: The NSRSN entered into a professional services agreement with UBH for Medical Director Consultation Services effective November 1, 1999 through October 31, 2000. NSRSN staff is recommending that the NSRSN continue to contract for Medical Director Consultation Services through UBH for another year. Please note that the only change to the existing contract is in maximum consideration. Actual utilization of Medical Director Services during the first year was less than estimated, therefore maximum consideration for the coming year has been modified from \$42,000 to \$30,000.

Fiscal Implications: We do not anticipate exceeding the annual budget.

Attachment(s): No

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Introduction Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Introduction: **Motion #00-IN13** To introduce the NSRSN Preliminary Proposed 2001 Annual Administration Budget.

Board Action Request Date: December 7, 2000

Source of Request: Marcia Gunning, Contracts Compliance/Financial Services Manager

Background Information: The proposed NSRSN 2001 Annual Administrative Budget and related materials are being introduced to the NSRSN Board of Directors at their October 26, 2000 meeting. The Preliminary Proposed Budget will be available for public review and comment beginning October 26, 2000.

Attachment(s): No

Executive Recommendations: Approve No Recommendation
XXXX Further Review Required

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Introduction Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Introduction: **Motion #00-IN14** To introduce the NSRSN Advisory Board Preliminary Proposed 2001 Budget.

Board Action Request Date: December 7, 2000

Source of Request: Marcia Gunning, Contracts Compliance/Financial Services Manager.

Background Information: The proposed Advisory Board 2001 Budget, as recommended by Advisory Board Action at their September Meeting is being introduced to the NSRSN Board of Directors at their October 26, 2000 Meeting. The NSRSN Board of Directors through Motion 98-066 allocated 5% of NSRSN Inpatient Savings to Consumer Projects. The Advisory Board Budget allocation comes from this funding source.

Attachment(s): No

Executive Recommendations: Approve No Recommendation
XXXX Further Review Required

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Introduction Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Introduction: **Motion #00-IN15** To introduce NSRSN Mental Health Services Contract Schedule Policy, as follows:

As the NSRSN contracts with State of Washington Department of Social and Health Services Mental Health Division for the provision of Integrated Mental Health Services on a fiscal year biennial basis (July through June), AND as the NSRSN sub-contracts with one or more qualified Mental Health Agencies to provide quality mental health services in compliance with Federal, State and NSRSN requirements, it shall be the policy of the NSRSN to sub-contract the Integrated Community Mental Health Program(s) on a calendar 2-year cycle (January through December).

Board Action Request Date: November 16, 2000

Source of Request: Marcia Gunning, Contracts Compliance/Financial Services Manager.

Background Information: The NSRSN has historically been working with the MHD in reviewing and negotiating biennial contracts while simultaneously developing and negotiating contracts with Mental Health Providers. This policy would allow the NSRSN staff to focus first on the State contract and negotiations with MHD and then provide adequate time to develop and negotiate contracts with service providers that at a minimum meet MHD's expectations.

Attachment(s): No

Executive Recommendations: Approve No Recommendation
XXXX Further Review Required

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Introduction Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: October 31, 2000

Introduction: **Motion #00-IN16** A request to approve adding \$62,000 to Snohomish County annual allocation, effective January 1, 2001, in order to add a full-time CDMHP due to increased ITA Detentions and ITA Investigations workload.

Board Action Request Date: November 16, 2000

Source of Request: Snohomish County as forwarded to the Planning Committee in March, 2000.

Background Information: In Snohomish County, the volume of requests for ITA Investigations has increased from 2479 in 1998 to 3354 in 2000 (projected). The volume of ITA Detentions has increased from 651 to 702 in the same period. Snohomish County's CDMHP staffing has remained constant over the period at 6 FTE.

Financial Implications: Staff recommends that Snohomish County's ITA carve-out from the PHP be increased by the recommended amount. An alternative is to fund calendar year 2001(only) with a portion of the NSRSN 2000 interest earnings.

Attachment(s): Issue Paper prepared by NSRSN staff for the Planning Committee (10/19/00).

Executive Recommendations: Approve No Recommendation
XXXX Further Review Required

Sharon Lucas, Interim Executive Director

