

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Melinda Bouldin, NSRSN Office Manager
RE: Meeting Information
DATE: February 9, 2001

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

**Thursday, February 22, 2001
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 Melinda 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
February 22, 2001
1:30 PM**

AGENDA

1. Call to Order; Introductions – Chair
2. Revisions to the Agenda – Chair
3. Approval of January Minutes – Chair
4. Comments & Announcements from the Chair
5. Board Discussion – Chair
 - “What event (or book, or article) in the mental health arena has most recently caught my attention and why?”*
6. Comments from the Public
7. Report from the Advisory Board – Dan Bilson, Chair
8. Report from Executive/Personnel Committee – Dave Gossett, Chair
9. Report from the Planning Committee –
10. Report from QMOC Committee – Andy Byrne, Chair
11. Report from the Executive Director – Chuck Benjamin, Executive Director
 - NSRSN Staff Activities Reports
12. Consent Agenda – Chuck Benjamin, 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 #01-006 To review and approve NSRSN claims paid from January 1, 2001 to January 31, 2001. Total dollar amount of warrants paid in January 2001 (unavailable at this time). Total January payroll of (unavailable at this time) and associated benefits in the amount of (unavailable at this time).

Motion #01-007 To name authorized signatures on the NSRSN's account at Skagit County effective February 22, 2001 as follows:

- Board Chair, Rhea Miller
- Skagit County Commissioner, Kenneth Dahlstad
- Snohomish County Council, Kirke Sievers,
- NSRSN Executive Director; Charles R. Benjamin
- NSRSN Assistant Director/Planner, Greg Long
- NSRSN Office Manager , Melinda Bouldin

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

Motion #01-008 To authorize NSRSN Executive Director to enter into contract #NSRSN-CMH PEER-CP-00, Amendment 1 between NSRSN and Community Mental Health Services, extending the terms of current contract through February 28, 2002. All other terms, including maximum consideration to remain unchanged.

This contract is one of the 18 Consumer Oriented Projects awards. The funds allocated, \$29,412, is used to hire mental health consumers to provide Peer Counseling services. To date this program has hired four (4) mental health consumers who are providing peer counseling to approximately 25 consumers.

(attachment)

Motion #01-009 To authorize Contract DSHS 0069-41455, Amendment (2) between State of Washington Mental Health Division and North Sound Regional Support Network for Emergency Inpatient Funding Allocation and Services, effective January 1, 2001 through July 31, 2001. Maximum consideration shall not exceed \$273,752 in Inpatient Emergency Funding and \$91,251 in NSRSN match funding for a total of \$365,003.

Per Board motion 00-059, the NSRSN staff developed the attached plan for utilizing Inpatient Emergency Pool (IPEP). The NSRSN Plan has been approved. The above referenced contract Amendment (2) allocates the Emergency Inpatient funds to the NSRSN to implement said plan, as described in the Amendment Statement of Work, Exhibit A. RFQ 01-01 Children's Crisis Care Center and RFQ 01-02 Adolescent Co-Occurring Residential Recovery Program were published 1/31/01. Responses are due to NSRSN by 5:00 p.m. on 2/28/01.

13. Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager

Motion #01-003 (held from January Meeting) to authorize NSRSN Executive director to enter into contract with department of Developmental Disabilities (DDD) for add-on supports and services for people with mental health and developmental disabilities, effective January 1, 2001 through July 31, 2001. Maximum consideration shall not exceed \$225,000.

This contract implements phase II of DDD/MHD collaborative work plan “Supports and Services for People with Developmental Disabilities and Mental Illness” agreement signed by MHD and DDD 11/23/99. DDD, NSRSN Staff and APN have been meeting to design enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness. The service expectations will be subcontracted to APN.

Motion #01-004 (held from January Meeting) to authorize NSRSN Executive Director to enter into contract NSRSN-APN-99-10-01 Amendment 6 with the Associated Provider Network for enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness, effective January 1, through July 31, 2001. Maximum consideration shall not exceed \$225,000.

This contract purchases the service expectations outlined in the NSRSN/DDD contract (see item 2 above) that implements phase II of DDD/MHD collaborative work plan “Supports and Services for People with Developmental Disabilities and Mental Illness” agreement signed by MHD and DDD 11/23/99. DDD, NSRSN Staff and APN have been meeting to design enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness.

Motion #01-009 To approve the NSRSN 2001-2003 Strategic Plan

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

Motion #01-010 To approve the NSRSN 2001 Plan for Older Adults

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

Motion #01-011 To authorize NSRSN Executive Director to enter into contract #NSRSN-PSC-MAGILL-01 between North Sound Regional Support Network and Sam MaGill Consulting for 2001 Board Conference Consultation and Facilitation Services effective February 20 through February 25, 2001. Maximum consideration shall not exceed \$3,750.

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

14. Motions Not Yet Reviewed by the Advisory Board – Rhea Miller, Chair

Motion #IN-003 To introduce the NSRSN Proposed 2001 Quality Management Plan

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

Motion #IN-004 To introduce NSRSN Functional Independence Definition and Policy

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

Motion #IN-005 To introduce Interlocal Agreement and by-laws for the Washington Counties Insurance Pool.

The NSRSN currently provides employee benefits through the Washington Counties Insurance Fund. Due to the medical insurance provider's 30-40% increase in premiums for 2001, the members explored alternatives. By signing the interlocal agreement the NSRSN would join other members in forming the Washington

Counties Insurance Pool. In doing so the medical benefits premium increase would be lowered to 20% from 2000 premiums.

15. Executive Session - Chair

16. Reconvene - Chair

17. Adjournment - Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, March 22, 2001, at the North Sound Regional Support Network, 117 North 1st Street, Suite 8, Mt. Vernon, WA, 98273 at 1:30 PM.

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

**NSRSN Conference Room
117 N. First Street, Suite 8
Mt. Vernon, WA
January 25, 2001
1:30 PM**

MINUTES

Board Members Present:

Rhea Miller, Chair, San Juan County Commissioner
Mike Ashley, Snohomish County Council
Dan Bilson, Chair, NSRSN Advisory Board
Andy Byrne, Alternate for Pete Kremen, Vice Chair, Whatcom County Council
Ken Dahlstedt, Skagit County Commissioner
Dave Gossett, Alternate for Rick Larson, Snohomish County Council
Susan Neely, Alternate for Kirke Sievers, Snohomish County Council
Ward Nelson, Vice Chair, Whatcom County Council
Mike Shelton, Island County Commissioner
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members:

Chuck Benjamin, Beckie Bacon, Melinda Bouldin, Sharri Dempsey, Marcia Gunning,
Anne Hoffman, Dolores Holtcamp, Greg Long, Francene Thompson, Bill Whitlock, Gary
Williams

Guests:

Charles Albertson, Mary Ellen Burton, Lerelei Coy, Claudia D'Allegri,
Sandra Free, Mary Good, Jackie Henderson, Jess Jamieson, David Jefferson, Bill
Kenny, Barbara LaBrash, Jere LaFollette, Vicki McCarty, Julia Ortiz, Betsy Rogers,
Debra Smith

1. Call to Order; Introductions – Chair

Rhea Miller called the meeting to order at 1:30 PM. Introductions of new members Mike Ashley and Ken Dahlstedt were made.

2. Revisions to the Agenda – Chair

Chair Miller stated public comments would be asked for before adjournment.

3. Approval of December Minutes – Chair

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

4. Comments & Announcements from the Chair

Chair Miller read a letter of commendation from Hank Balderrama, MHD for Melissa DeCino, NSRSN Ombuds.

Chair Miller announced Beckie Bacon, QRT as NSRSN Employee of the Quarter for October through December 2000.

Chair Miller read Board committee assignments for 2000 and asked for volunteers to fill vacant slots. If members do not express their preference, assignments will be made by Chair Miller.

5. Board Discussion – Chair

The Chair reviewed the protocols for the question:

““What are your top goals for mental health services as you see your role as a member of the NSRSN Board for 2001?”

Jim Teverbaugh stated two goals, first urging the board members to ask themselves “so what now?”. There is a need to look at outcomes and assessment, define the bar and then raise it. Secondly, there is a need to develop services and resources not in place, support the Strategic Plan, and do a better job finding diversified housing for consumers, improving consumer care in the correction system, and look at multi system issues.

Mike Shelton supported the JLARC recommendation for becoming an outcome based system. He stated that he was overwhelmed by others’ perceptions of the mental health process and that the system has become very complicated. Mr. Shelton also feels that the administrative side doesn’t need to be as difficult as it is. There is a great need to simplify the system. It is understood that mental health care is not going to receive any more funding, so we must do the best we can with what we have.

Dan Bilson stated his wish for higher quality service for children from birth to age 18. Additionally, Mr. Bilson showed the Board a stack of reports and files he has received over the years. He feels that for all of the good information that is disseminated, the trickle down to consumers is not apparent.

Ward Nelson pledged he would make a better attempt to attend the meetings that he schedules.

Chair Miller stated that in spite of the current fiscal crisis, we must provide stability to the mental health consumer. She will continue to advocate for consumers with trauma-based disorders.

Ken Dahlstedt stated the need for increased public awareness in the area of mental illness. There needs to be a real effort to gain public support for mental health care.

Mike Ashley shared that he had spent many years in direct care working with children of all ages. He recognizes the tragedy of lack of mental health care and the hard work entailed in providing quality care. What are the personal costs for both the provider and the consumer?

Andy Byrne shared a "Charlie Brown" story which illustrated the need for simplification of goals and how those goals are met. Look at where we've been and ask ourselves "so what?".

6. Comments from the Public

Vicki McCarty, representing the Alzheimer Society of Washington, spoke of the great need to keep Alzheimer patients in their own homes or a place where they have been and feel comfortable. She is advocating for acquiring funding for Alzheimer research and patient care. Ms. McCarty provided hand-outs from the advocacy forum held on January 18, 2001 sponsored by Northwest Regional Council.

Ward Nelson asked if Alzheimer Disease is classified as a mental illness; Ms. McCarty answered "yes".

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

Mr. Bilson reported on:

- NAMI Legislative day in Olympia. Rep. Dickerson expressed concern over 13 year olds having right to refuse needed medical service as addressed the "Becca Bill". Rep. Dave Quall promised to work with Mary Lou to move the age back to 18.
- Referred to the Quality Assurance report given by Ms. Francene Thompson. A concern was raised that staffing information was needed regarding the ratio of staff to participants.
- Executive Director Benjamin reported on collaboration, support for boards and committees, stakeholder information dissemination, and the need to address the State audit report. He proposed monthly meetings composed of Ombuds, QRTs, Ms. Dempsey and Mr. Benjamin with the purpose of defining "Functional Independence".
- Stable funding system for VOA is needed, as the VOA crisis line is at

the heart of emergency services. Inpatient savings dollars fluctuate and do not provide a stable funding source.

- Betty Scott, President of NAMI – Whatcom County, gave a presentation of an early screening program as piloted by Dr. Peter Jensen and Columbia University. The program would be used in school systems and appears to be a success in New York. The state of Washington offers limited child psychiatric service.
- The Children’s Committee is sending Eileen Rosman to the Snohomish County Acute Services Coordination Team. Linda Vaughan will be contacted regarding cross-system activities for children. Reports are expected on new MHD funding for children’s hospitalization issues. Discussion included the need to focus on children’s charts and files and included the need for a “Kid’s Help Line” similar to an Australian program.
- Inservice education is planned for February and March for those wishing and able to attend.
- Mr. Ashton pointed out the need for migrant mentally ill persons being helped, especially with needed medication, by the RSN, VOA and the APN.
- Future Advisory Board visitations are being planned for Seattle Children’s Home and Compass children’s programs.
- A motion carried to concur that only extreme or unusual expenditures be presented to the Advisory Board.
- A motion carried to recommend approval of the six month extension of MICA-01 with Snohomish County – Maximum cost of \$142,817.
- A motion for addition to the DDD contract, to add on supports, recommend approval 1/1/01 to 7/1/01 not to exceed \$225,000.
- Mr. Benjamin suggested declaring surplus a computer, monitor, and printer which had been part of the CAT-99 contract. Said equipment was then donated to Marla Elder-Kopitz. A motion passed approving the donation.
- Dr. Rennick was conducting a workshop at the education center at the Elk’s Club on January 25, 2001.

Jim Teverbaugh asked if the VOA funding suggestion came out of Advisory Board discussion and suggested that the Board of Directors pursue the designation of a line item for this rather than inpatient saving dollars. He further commented on the need to be very cautious when giving away public dollars, as was the case in the surplus and gifting of the computer items to Ms. Elder-Kopitz.

Executive Director Benjamin reiterated that all policies and procedures were closely adhered to when this action was taken.

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

Committee Chair Gossett reported that the committee is looking at policies dealing with QRT and Ombuds with regard to Functional Independence.

9. Report from Planning Committee

No report was given.

10. Report from QMOC Committee – Andy Byrne, Chair

Committee Chair Byrne reported that the committee had met on January 17, 2001. At that meeting, the group “reconfirmed their vows” and examined their goals and how to proceed. The group has come a long way. They moved to forward their Quality Management plan to both the Advisory Board and Board of Directors. They will meet every other month in the future.

11. Report from the Executive Director – Chuck Benjamin, Executive Director

Mr. Benjamin reported briefly on the following:

- MHD Audit: Mr. Benjamin reported that overall, the audit shows performance improvement. He thanked staff, providers and both boards for their support and hard work. Although some deficiencies were found, all providers are implementing corrective action plans and the NSRSN is doing all it can to assist.
- Noted were 16 areas of deficiency in clinical care with three community mental health providers and one E&T. These providers are working on Corrective Action Plans and the NSRSN has offered our assistance. The MHD will be back in March to conduct a follow-up audit.

In the area of Case Presentation, all providers met at least minimum qualifications; a few exceeded.

One E & T rated 100% compliant.

All recommendations noted in the 1999 Administrative Review were addressed and improved.

One highlight of the report was that with regard to Quality Management; there were no recommendations made.

In summary, Mr. Benjamin stated that overall the NSRSN received good marks.

- Mr. Benjamin announced that the QRT and Ombuds retreat was a big success. Members of the Advisory Board, Ms. Dempsey, and Mr. Benjamin were in attendance. Common goals were established, including development of Functional Independence policies. There will be monthly meetings including QRTs, Ombuds and Advisory Board members.
- RFQs are going out for the Children's Mental Health Crisis Center and the Adolescent MICA Residential Recovery Program.
- The NSRSN is also working with the MHD on making a smooth transition with regard to decreased hospital beds, WAC revisions, and the DMIO program.
- With regard to the VOA Crisis Line, Mr. Benjamin stated that he has been assured that even though there is a decrease in funding, contract obligations will still be met.

12. Consent Agenda – Chuck Benjamin, 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 #01-001 To review and approve NSRSN claims paid from December 1, 2000 to December 31, 2000. Total dollar amount of warrants paid in December 2000 \$3,179,888.63. Total December payroll of \$70,027.79 and associated benefits in the amount of \$23,560.58.

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

13. Action Items – Chuck Benjamin, Executive Director

Motion #01-002 to approve Contract NSRSN-Snohomish MICA-01, effective February 1, 2001 through July 30, 2002, with Snohomish County authorizing Snohomish County to use these funds to improve services to youth and adults with Co-Occurring disorders within Snohomish County by purchasing Chemical Dependency Specialist Case Manager Services, outreach services and engagement services to individuals who have been hospitalized in psychiatric units due to mental health and substance abuse and to purchase trainings and on-going case consultations to all Compass case management staff regarding dually diagnosed individuals and substance abuse symptoms and treatment strategies. Maximum consideration shall not exceed \$142,817.

Moved, seconded, all in favor, motion carried.

Motion #01-003 to authorize NSRSN Executive Director to enter into contract with Department of Developmental Disabilities **HELD UNTIL FEBRUARY MEETING.**

Motion #01-004 to authorize NSRSN Executive Director to enter into contract NSRSN-APN-99-10-01 Amendment 6 with the Associated Provider Network **HELD UNTIL FEBRUARY MEETING.**

**14. Emergency Action Item – Marcia Gunning, Contracts Compliance
/Financial services Manager**

Motion #01-005 Agreement for Legal Services – to authorize the NSRSN Executive Director to enter into agreement for legal services with Bradford Furlong effective 02/01/01.

Mr. Furlong addressed the group in regard to his background and experience relative to the RSN.

Moved, discussion, seconded, all in favor, motion carried.

**15. Motions Not Yet Reviewed by the Advisory Board – Chuck Benjamin,
Executive Director**

Motion #00-IN01 to introduce the NSRSN 2001-2003 Strategic Plan

Board Member Nelson made a Power Point presentation, and distributed accompanying printed information.

Motion #00-IN02 to introduce professional services contract between NSRSN and Sam Magill for 2001 Board Conference Consultation Services.

Chair Miller reiterated that the retreat is a fine experience. It will be held on February 22nd and 23rd.

16. Executive Session

There was none.

17. Public Comment

Vicki McCarty announced a fundraising mall walk for Alzheimer Disease.
Chair Miller announced that there would be a reception immediately following adjournment to announce the four winners of the Exemplary Service Awards.

18. Adjournment

The meeting adjourned at 2:55 p.m.

Respectfully submitted,

Melinda Bouldin

NSRSN STAFF ACTIVITIES REPORT
Contract Compliance & Financial Services Department
February 2001

TOPIC	PROGRESS
<p>Fiscal Year-End:</p> <p>Inpatient Reconciliation:</p> <p>MHD Licensing Review Re-Visit:</p> <p>Request for Qualifications Published:</p> <p>Mental Health Licensing Request Review:</p>	<ul style="list-style-type: none"> • Finalizing 2000 year-end financial processing; contracts reconciliation, quarterly and year-end financial reports to MHD, etc. • Continue to develop and fine tune NSRSN system to reconcile Inpatient and Inpatient Savings payments with MHD and MAA. We are running into irregularities and concerns with State Payment system. Working with MHD and other RSN's to develop processes. • Coordinating and preparing for MHD Licensing Review Re-visit at Community Mental Health, Compass Health and Whatcom Counseling & Psychiatric Clinic. The Re visit is scheduled March 19 through 22, 2001. • Developed and published two Request for Qualifications on January 31, 2001. <ul style="list-style-type: none"> ○ RFQ 01-01 = Children's Crisis Residential Care Center (6 – 10 Bed short-term (no more than 14 days) crisis facility for children within the NSRSN service area.) ○ RFQ 01-02 = Adolescent/Youth Co-Occurring Disorder (MICA) Residential Recovery Program (start-up costs for 6-bed residential recovery program within NSRSN service area.) • Baker Street Ministries (BSM) has applied to the NSRSN and MHD for certification as a Community Support Services Provider. <p>Marcia Gunning and Francene Thompson conducted a mini on-site review of the agency in order to determine their ability to comply with minimum mental health WAC standards. The site visit included inspecting the following:</p> <ol style="list-style-type: none"> 1. A Tour of Physical Facility (s) - Four sites were visited. 2. Agency Policies and Procedures 3. Written Statements Describing Organizational Structure and Objectives 4. Personnel File Review of Mental Health Staff 5. Case Record Review of Three Adolescents at Potters House

NSRSN STAFF ACTIVITIES REPORT
February 22, 2001

TOPIC	PROGRESS
Assistant Director/Planner's – Greg Long	
Proposed Western State Hospital Bed Reductions	NSRSN staff have participated in three meetings and two rapid studies on the needs of consumers who would be released from the State Hospital if the proposed Governor's Budget is passed by the legislature. Modifications in the proposal are going to the Governor and Legislator this week.
Co-occurring Disorder Training	The Mental Health Division (MHD) and the Division of Alcohol and Substance Abuse (DASA) have contracted to provide 16 days of training on Co-occurring Disorders (Substance Abuse and Mental Illness) by June 30, 2000. The trainings are being scheduled now and announcements will go out to clinicians shortly.
4-E Waiver	NSRSN and Snohomish County had a daylong meeting with DCFS focusing on improving services to children covered by Title 4E. A workgroup is finalizing definitions of the criteria that would select children for this special project that will have more flexible funding.
DDD Mental Health Service Expansion	The Division of Developmental Disabilities is expanding services to individuals with developmental disabilities and mental illnesses as part of the statewide agreed order. DDD is contracting with APN to do planning on improving crisis services for DDD consumers.
Sexual Minority Workgroup	NSRSN staff, Diana Striplin and Greg Long are working with Earl Long, DASA Regional Manager to develop training for Managers on developing systems and services that will better serve sexual minorities.

NSRSN STAFF ACTIVITIES REPORT
February 22, 2001

TOPIC	PROGRESS
Management Information Systems – Christine Austin and Michael White	
Reconciliation with manual counts and database Counts	Continued working on written instructions for how to fill out the Involuntary Detention Report, varying definitions is the main reason why our hand counts are not matching our electronic counts.
Procedures for balancing activities from agencies to RSN were documented	Verification continues between agencies and RSN. Report comparing ratio of accuracy is now part of a monthly routine and is presented to Management Team and CIS group.
CIS Meeting will be this month	The data coordinators met as the Consumer Information Services Group, on January 23, 2001. A new data element of the month was introduced. This month the providers were asked to look specifically at the activity codes, how they translate to the RSN, and are they matching the RSN definitions.
Data Element of the Month	How the activity codes are translated from the providers to the RSN, are they rolling up properly, are further definitions needed, and what are our current code definitions, are they sufficient or do they need to be revised. Some minor changes are being made to the definitions, from September 1998. The new definitions will be incorporated into the data dictionary.
Meetings	Regular participation in Management Team meetings by both Michael and Christine. Michael attended ISDEC meetings. ISDEC has been meeting twice a month to make progress on Performance Indicator's. Several core data changes are being discussed and can be expected as required by July 2001. Christine met with Diana Striplin to analyze the data and develop an on going report for tracking outreach services. Christine also met with Marsha Murray on several issues, including special population tracking requirements.
Crisis Plans	Christine participated in a Crisis Plan work group. The work group was lead by Linda Benoit. A copy of the proposed future screen layout has been developed. Cross system tracking is a new features in the proposed on-line Crisis Plan.

NSRSN STAFF ACTIVITIES REPORT
February 22, 2001

TOPIC	PROGRESS
Tribal Liaison/Office of Consumer Affairs	
OCA Retreat	The January 19, 2001 OCA Retreat which included Ombuds, QRT, Advisory Board Committee Members, Executive Director and OCA Manager was a tremendous success. There has come from this working retreat a draft version of FUNCTIONAL INDEPENDENCY POLICY. The other grand piece to the retreat was the opening up about ourselves and understanding all our humanness. This retreat produced much more than just policy; it provided understanding amongst the people present.
Tribal Liaison	State wide Indian Policy quarterly meeting was held on January 10 th and 11 th . I was asked to share how the North Sound RSN is currently working with the tribes in Region III. From this presentation tribes throughout the state are calling and asking for more information on how the consultation and collaboration got started, and has produced such good results. The only answer is “the North Sound Regional Support Network has been open and willing to listen to the tribal concerns and acted accordingly”.

NSRSN STAFF ACTIVITIES REPORT
February 22, 2001

TOPIC	PROGRESS
Office Manager	Melinda Bouldin
Employee Assistance Program	Have received contract for services through the State. The model chosen provides flexibility of service venues for our staff, as staff live everywhere from Blaine to Seattle and all points in between. There is no limit on visits per year. I am currently scheduling a training session for Managers and another for all staff. Managers will learn how to spot potential problems and be proactive with regard to staff. Staff will learn about the program and how to access it.
Change in Insurance	Beginning April 1, 2001, Regence will no longer be the NSRSN's medical insurance company. The Washington Counties Insurance Fund (WCIF) will become self-insured and will now be known as The Washington Counties Insurance Pool (WCIP). A benefits fair has been scheduled for all current Regence subscribers where the plans will be introduced, explained, and employees may choose what best fits their family.
Resignation/ Posting	Receptionist/Secretary Elaine Price has resigned her position effective January 26, 2001. The position has been posted in newspapers throughout the five-county region, with the closing date being February 7, 2001. A temporary worker has been brought in to fill the position in the interim.
Support Staff	Support Staff continue their diligent work in support of the Agency. They have completed two major publishing projects, namely the newsletter and publications supporting the Tribal Conference, as well as continued support and organization for the Management Team and all employees and committees of the NSRSN. I continue to be grateful for their help and sustained collegiality.

NSRSN STAFF ACTIVITIES REPORT
February 22, 2001

TOPIC	PROGRESS
Quality Management – Francene Thompson	
NSRSN Quality Management Plan 2001	<ul style="list-style-type: none"> The NSRSN Quality Management Plan 2001 was completed and presented to QMOC in January. QMOC requested a number of minor changes and approved the plan as amended, passing it on to the Advisory and Governing Boards with recommendations for endorsement.
Data Systems Coordination	<ul style="list-style-type: none"> The NSRSN Clinical/Quality Manager is attending meetings of ISDEC (MHD’s Information Systems Data Evaluation Committee) in conjunction with the MHD Performance Indicators Group to develop standards for performance and outcome based contracts for the next biennial contracting period. The Quality Management Team continues to work with NSRSN’s MIS Department to produce more meaningful utilization management reports.
Caseload Study	<ul style="list-style-type: none"> The QMOC Caseload Study Subcommittee received the latest version of APN’s case management work load report, analyzed the data presented and made recommendations for presentation of the report to QMOC in March, 2001.
Mental Health Division Outcomes Committee	<ul style="list-style-type: none"> The Clinical/Quality Manager is representing NSRSN at MHD statewide committee meetings convened to respond to JLARC’s recommendations about outcome based contracting. The product of this work group will be incorporated into contracting for the 2001-2003 biennium.
Potential New Provider Program Review	<ul style="list-style-type: none"> Quality Management teamed with the Contracts/Fiscal Manager to review the Baker Street Ministries in Snohomish County following their request for mental health licensing from MHD. A recommendation was made by NSRSN that MHD consider the agency for such licensing.

**NORTH SOUND REGIONAL SUPPORT NETWORK
CONTRACT AMENDMENT**

**COMMUNITY MENTAL HEALTH
CONTRACT # NSRSN-CMH PEER-CP-00**

Amendment (1)

The Above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Community Mental Health is hereby amended as follows:

Term. The effective dates shall be extended to February 28, 2002.

Compensation. There shall be no increase or other change in compensation from that set forth in the original contract. Maximum consideration shall not exceed \$29,412.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-CENTRAL ELEMENTARY-CP-00 THROUGH AMENDMENT (1) ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET HEREIN.

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT
NETWORK

COMMUNITY MENTAL HEALTH

Charles R. Benjamin
Executive Director

Date

Jess Jamieson
Executive Director

Date

