

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Melinda Bouldin, NSRSN Office Manager
RE: Meeting Information
DATE: March 12, 2001

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

**Thursday, March 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
March 22, 2001
1:30 PM**

AGENDA

- 1. Call to Order; Introductions – Chair**
- 2. Revisions to the Agenda – Chair**
- 3. Approval of Minutes – Chair**
- 4. Comments & Announcements from the Chair**
- 5. Board Discussion – Chair**

“What comes to mind when you think beyond simply providing mental health services for people with mental illness, to creating opportunities for recovery?”

- 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**
- 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 #01-014 To review and approve NSRSN claims paid from February 1, 2001 to February 28, 2001. Total dollar amount of warrants paid in February 2001 (unavailable). Total February payroll of (unavailable) and associated benefits in the amount of (unavailable)

Motion #01-015 Transfer the following amounts in the NSRSN 2000 administrative budget. Transfer \$55,900 from Salaries, and \$6,300 to office and operating supplies, \$3,200 to small tools, \$43,000 to professional services, \$1,600 to communications, \$1,600 to travel, \$200 to machinery and equipment. (See attachment)

Transfer the following amounts in the NSRSN 2000 Advisory Board budget. Transfer \$12,500 from professional services, and \$1,100 to office and operating supplies, \$300 to communications, \$10,400 to travel, \$700 to miscellaneous. (See attachment)

Motion #01-016 To authorize NSRSN Executive director to enter into contract NSRSN-Compass consumer Group-CP-00, Amendment 1 between NSRSN and Compass Health, modifying the line item budget.. All other terms, including maximum consideration to remain unchanged.

This contract is one of the 18 Consumer Oriented Projects awards. Total funding allocation is \$30,000. The Consumer Group is requesting that \$2,400 from their communications line item and 3,500 from their Miscellaneous – Activities line item be transferred to their salaries and benefits line item in order to purchase additional activities staff and computer trainer time. Please refer to attached.

Motion #01-017 To authorize NSRSN Executive Director to enter into contract NSRSN-Snohomish-99-04, Amendment 1 between NSRSN and Snohomish County, increasing Snohomish County Budget for ITA Services \$31,000 effective January 1, 2001 through June 30, 2001.

Per Board Motion 00-057, effective January 1, 2001 Snohomish County was awarded \$62,000 annually in order to add 1 FTE CDMHP due to increased ITA workload. This amendment implements board motion for the current contract period.

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

Motion #01-003 (held from January & February Meetings) 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. (Advisory Board action occurred January 16, 2001. NSRSN still waiting contract.)

Motion #01-004 (held from January & February Meetings) 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. (Advisory Board action occurred January 15, 2001. NSRSN still waiting contract from DDD in order to develop contract with APN)

Motion #01-011 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 #01-018To approve 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 #01-019To approve 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 has also reviewed this document and will also be recommending the Board adopt the "NSRSN Functional Independence Definition and Policy" in March 2001.

Motion #01-020 To authorize the NSRSN Board Chair to sign the Washington Counties Insurance Pool Agreement and by-laws.

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.

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

Motion #IN-006 To introduce the NSRSN Advisory Board Financial Policies and Procedures.

The Advisory Board Finance Committee developed the proposed Financial Policies and Procedures and presented them to the full Advisory Board at their March 13, 2001 Advisory Board Meeting. These policies and procedures were developed to assist Advisory Board Members. The policies and procedures comply with NSRSN financial policies and procedures.

Motion #IN-007 To introduce the Lead Quality Review Team Job Description.

The Executive Director and Office of Consumer Affairs Manager have worked with the Quality Review Team to develop the proposed NSRSN's Lead Quality Review Team Job Description. The NSRSN Personnel Committee will be reviewing this Job Description and will present their recommendation at their April, 2001 Board Meeting.

Motion #IN-008 To introduce the NSRSN Credit Card Policy

NSRSN Board Finance Committee and staff have been discussing the need for an NSRSN Credit Card Account. The Board Finance Committee has worked with NSRSN staff to develop the NSRSN Credit Card Account Policy being introduced at the March 22, 2001 Board Meeting. The NSRSN has been unable to purchase Information Technology Services, ie. encryption services, etc., as a monthly charge to a credit card account is the only mode of payment. In addition, as the NSRSN does not have a credit card account, reserving and paying for lodging, etc., while on NSRSN business (conferences, trainings, etc) requires staff to use their own credit

cards (if available). NSRSN investigated the possibility of a “debit/check card” account and were informed that this type of account is only issued to individuals.

Motion #IN-009To introduce contract between NSRSN and the NSRSN Selection Committee’s recommended recipient of RFQ 01-01, Children’s Residential Crisis Center.

This introduction item is a placeholder. The Selection Committee meets on March 8 to hear the three respondents presentations, ask questions and come up with their recommendation.

15. Executive Session - Chair

16. Reconvene - Chair

17. Adjournment - Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, April 26, 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
February 22, 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, Whatcom County Executive
Ken Dahlstedt, Skagit County Commissioner
Dave Gossett, Alternate for Gary Nelson, Snohomish County Council
Ward Nelson, Vice Chair, Whatcom County Council
Mike Shelton, Island County Commissioner
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive
Kirke Sievers, Snohomish County Commissioner

NSRSN Staff Members:

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

Guests:

Mary C. Good, John Manning, Barbara LaBrash, Marie Jubie, Jane Relin, Jere
LaFollette, Lorelei Coy

1. Call to Order; Introductions – Chair

Rhea Miller called the meeting to order at 1:35 PM. Introductions were made of all present.

2. Revisions to the Agenda – Chair

None

3. Approval of December Minutes – Chair

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

The December minutes were amended to reflect election of the Chair and Vice Chair for 2001. A motion was made and seconded to approve the December 2000 minutes as amended. Motion carried.

4. Comments & Announcements from the Chair

Chair Miller:

- Explained the Board Retreat schedule.
- Called attention to the brochure for the upcoming “Year of the Tribal Child” conference to be held April 25 and 26, 2001.
- Announced Sexual Diversity training, and called for attendees on March 29, 2001 in Mt. Vernon, and April 11, 2001 in Everett.
- Made Committee assignments:

Finance Committee: Kirke Sievers, Ward Nelson (Chair), and Kenneth Dahlstedt

Interlocal Work Group: Joe Johnson, Ward Nelson, Gary Nelson

Executive Personnel Committee: Rhea Miller, Dave Gossett, Mike Ashley

Planning Committee: Ward Nelson, Mike Shelton, Dan Bilson

Tribal Committee: Della Hill, Rhea Miller

Quality Management Committee: Andy Byrne, Dave Gossett, Gary Nelson

- Announced a short Executive Session regarding litigation

5. Board Discussion – Chair

The Chair reviewed the protocols for the question:

“What event (or book, or article) in the mental health arena has most recently caught my attention and why?”

Dave Gossett expressed concern over ongoing budget difficulties, and the probability there will not be enough money for valuable services. He feels the lawmakers have a difficult decision ahead of them and he hopes they are not short-sighted.

Ward Nelson attended a conference in Washington D.C. Learned of a Mental Health Court being used in other parts of the country and wants to learn more about how it works for us locally.

Dan Bilson expressed concern over the Becca Bill, and recommended a sub-committee of the Board be formed to address this issue. He is concerned about children in abusive situations. Mr. Bilson also stated he had read a book entitled "Manual on Mental Illness" which gives a hopeful approach to mental illness.

Jim Teverbaugh shared that he had read a report by the Superintendent of Public Instruction on how we should be approaching children with behavioral illness. He also cited a Surgeon General's report. The mental health system is improperly configured; built for adults, not serving children well.

Mike Shelton spent time in Olympia with legislators speaking with them regarding the budget crisis. The allocation of resources is the issue. We seem to find dollars for other non-human issues. He also expressed concern that it is difficult for the mentally ill to advocate for themselves. Legislators will listen to others in lofty positions, but not a mental health consumer. We need to re-evaluate our country's thinking. We need to be unrelenting advocates for people unable to advocate for themselves. The ideal situation would be increased dollars with few strings attached.

Chair Miller shared that she had listened to a radio program (NPR) where a mother of a son with schizophrenia had lost her retirement money and all her other resources while trying to care for her son. The mother was advocating for mental health parity. Chair Miller was down in Olympia and spoke with the Director of Health who said she would entertain taking Mental Health care away from DSHS and giving it to the Health Department, although there is "zero" chance of this happening. Chair Miller felt positive, however, that they were able to have an open conversation about the issue.

Mike Ashley spoke of two inspirational books he read, "Creativity" and "A Grief Observed". He strongly recommends these books to anyone providing mental health care or advocating for mental health care.

Ken Dahlstedt was also in Olympia looking over budget. Groups in force make a statement, however, our consumers rely on us, can't advocate effectively for themselves. Mental Health is hardly ever mentioned.

Chuck Benjamin shared that we are currently looking at WAC revisions and thanked Marcia Gunning and the Management Team for all their hard work in studying the revisions and making comments to be forwarded to the legislature. He feels that the MHD didn't hear what JLARC said and doesn't have confidence that the proposed MHD – RSN contract will be better.

On a positive side, Mr. Benjamin further stated that he attended a largely attended meeting including attendees from school districts, DCFS, Jere Lafollette, and others who are looking at forming a Regional Children's Policy Executive Committee. There is an increased need for cross-system involvement. He feels positive that this is a move forward, and is encouraged by this cross-system collaborative involvement.

6. Comments from the Public

An unknown speaker from the audience (*did not sign in*) spoke of the issue of bed closing at Western State Hospital. She shared strong feelings that consumers should live in their own communities, in the least restrictive environment possible. This is what patients prefer. She encouraged all to attend a talk being given by Dr. Richard Powers when he is in the area on April 5, 2001.

Lorelei Coy expressed concern over the Intensive Case Management portion of the Strategic Plan. She commended the Planning Committee for their hard work. She expressed concern over the issue of consumer choice. She would like more than two consumers on the Planning Committee.

Cecilia Boyle spoke of residential housing. She cares for 19-59 year old men and women. She referenced the same radio program Chair Miller spoke of. There is a gaping hole in that there are no day programs for adult mentally ill. She asked for information, and was introduced to Sharri Dempsey, OCA Manager.

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

Mr. Bilson reported on:

- An inservice covering Parliamentary Procedure which directly preceded the February 13th Advisory Board Meeting.
- Eileen Rosman volunteered to serve on the RFQ review committee for RFQ-01, Children's Crisis Center.
- Status of Consumer Projects will be summarized at the March meeting by Marcia Gunning.
- Ann Hoffman gave a quarterly Ombuds report at the February 13th Advisory Board meeting.
- QRT Final 2000 Report was presented by Beckie Bacon at the February 13th Advisory Board meeting. A motion was made to support the QRTs and recommend the Board of Directors do the same.
- Executive Director Benjamin gave a report on the success of the Ombuds / QRT retreat. He reported a potential monetary increase over four years if JLARC's recommendations are followed.
- The Advisory Board recommends approval of their December expense vouchers.

- Mr. Ashton expressed concern over lack of support for ADHD children and their family members. Eileen Rosman agreed to provide the name of a contact person in Whatcom Co. who may assist.
- Strong concern was voiced over the intensive case management portion of the Strategic Plan. A recommendation was made that the Board of Directors assure a heavy influence of consumer voice in this area.
- A motion was approved to recommend the Strategic Plan with the aforementioned concerns.
- A motion was approved to recommend approval of the Plan for Older Adults.
- A motion was approved to recommend approval of the contract with Sam Magill.
- Marie Jubie was appointed to fill Ms. Coy's vacant position on the Executive Committee of the Advisory Board.
- A motion was approved recommending the Board of Directors consider inviting the Executive Committee of the Advisory Board to the 2002 Board Retreat.

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

Committee Chair Gossett reported that the committee has reviewed the Job Description for the QRT Lead position and will forward it on to the Advisory Board.

The Committee also reviewed the draft Functional Independence policy which will also be forwarded to the Advisory Board.

9. Report from Planning Committee

Ward Nelson reported of an upcoming meeting of the Committee which would include the following items for discussion: Development of a plan for new senior housing, homeless mentally ill, Intensive Case Management, criminal justice and the Older Adults Plan.

10. Report from QMOC Committee – Andy Byrne, Chair

Andy Byrne reported that the Committee would next meet on March 21, 2001. The Quality Management Plan would be presented at today's meeting.

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

Mr. Benjamin reported briefly on the following:

- Collaborative projects involving many agencies and individuals including but not limited to the year end fiscal report, in-patient care costs

- RFQ review on March 8, 2001
- Baker Street Ministries licensure; the NSRSN did sign off and send to MHD
- Working on 4-E Waiver funding and programs with DCFS, finalizing criteria
- Greg Long and Diana Striplin are working with the Sexual Minority Work Group to formulate upcoming trainings
- Michael White and Christine Austin continue their progress on the MIS, identifying data elements used for improving outcome measurement
- Success of the OCA retreat and the introduction of the Functional Independence Policy
- Sharri Dempsey's presentation in January at a statewide Tribal meeting where she outlined the strides made by the NSRSN in regard to service to our Tribal population.
- Melinda Bouldin continues work on implementation of the Employee Advisory Service. Trainings are scheduled for Management Team and all staff.
- Interlocal Agreement for self-insurance through the Washington Counties Insurance Group (formerly Washington Counties Insurance Fund) in order to keep insurance premium increases to a minimum.
- Resignation of Elaine Price, Secretary/Receptionist.
- Support Staff have produced two major publications, the Newsletter and Tribal Conference Pamphlet
- Francene Thompson's work on the Quality Management plan scheduled for presentation at this meeting
- MHD revisit March 19 through march 23
- Continued hard work by the QRTs
- Board Retreat scheduled for February 22 and 23. Mr. Benjamin thanked Sharri Dempsey and Melinda Bouldin for their hard work in coordinating the retreat..

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 #01-006 To review and approve NSRSN claims paid from January 1, 2001 to January 31, 2001. Total dollar amount of warrants paid in January 2001 \$3,184,188.74. Total January payroll of \$72,971.84 and associated benefits in the amount of \$24,331.22

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.

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 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.

Motion #01-013 To authorize NSRSN Executive Director to enter into contract #NSRSN – Tulalip – CP – 00, Amendment 1 between the NSRSN and the Tulalip Tribes.

This amendment extends the contract six months and modifies the line items within the projects budget. Maximum consideration remains unchanged at \$30,000. This contract was awarded from the Consumer Oriented Projects RFP process.

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

13. Action Items – Chuck Benjamin, Executive Director

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.
(held – have not received documentation)

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)

Motion #01-011 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. **(held until March)**

Motion #01-012 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.

Moved, seconded, all in favor, motion carried.

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

Motion #00-IN03 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.

Francene Thompson gave a PowerPoint presentation introducing the Quality Management Plan. Questions and discussion followed.

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. Financial Report – Bill Whitlock, Fiscal Officer

Mr. Whitlock presented December's and January's financial statements. He announced the need for a budget transfer in March.

Regular session adjourned to Executive Session.

16. Executive Session

The Board went into Executive Session at 2:50 p.m.

17. Reconvene / Public Comment

The Board of Directors reconvened at 3:08 p.m. There was no public comment.

18. Adjournment

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Melinda Bouldin

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

TOPIC	PROGRESS
Fiscal Year-End:	<ul style="list-style-type: none"> Finalized 2000 year-end financial processing; contracts reconciliation. Financial Reports were submitted to MHD on time.
Inpatient Reconciliation:	<ul style="list-style-type: none"> Meeting with APN to discuss NSRSN/APN inpatient certification, payment and reconciliation system. We are running into irregularities and concerns with State Payment system.
MHD Licensing Review Re-Visit:	<ul style="list-style-type: none"> 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.
MHD 2001-03 Biennium Contract:	<ul style="list-style-type: none"> Reviewed and provided comments to MHD on Draft 2 of the MHD/RSN 01-03 Biennium Contract
WAC Revisions:	<ul style="list-style-type: none"> Reviewed and provided comments to MHD on WAC 388-865. This is a new WAV that combines WAC 275-54, 55 and 57 into one WAC. There are considerable changes.
Request for Qualifications:	<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.) Received 3 responses. Selection Committee heard presentations and individually rated each respondent. Final recommendation is being introduced to Board at todays meeting 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.) NSRSN has pulled this RFQ due to technical concerns. The RFQ was republished on _____.
Administrative On-site Review:	<ul style="list-style-type: none"> Conducted Administrative on-site review of SeaMar March 12 – 14. NSRSN reviewers: Marcia Gunning, Francene Thompson, Delores Holtcamp and Bill Whitlock
Management Retreat:	<ul style="list-style-type: none"> Participated in NSRSN Management Retreat on March 7, 2001

NSRSN STAFF ACTIVITIES REPORT

March 22, 2001

TOPIC	PROGRESS
Quality Management – Francene Thompson	
<p>NSRSN Quality Management Plan 2001</p> <p>Participation with the JLARC Committee in developing outcomes</p> <p>Systems Improvement Group</p> <p>Level of Care Manual Revision</p> <p>NAMI/NSRSN/APN Community Forum on services to Dangerous Mentally Ill Offenders (DMIO's)</p>	<ul style="list-style-type: none"> • The NSRSN Quality Management Plan 2001 was approved by the Quality Management Oversight Committee and recommended for Board approval as amended. The Plan went to the Advisory Board and Board of Directors as an introduction item in February and will be considered for adoption during March, 2001. • The NSRSN Clinical/Quality Manager attended a meeting with the JLARC Committee which presented recent research on outcomes and quality assurance in both private and public sector mental health services. Emphasis was on consumer participation, utilization of consumer questionnaires in determining appropriateness of treatment modalities, early predictors of successful outcome attainment, and utilization management. NSRSN will be participating in ongoing work with JLARC as mental health systems are brought into line with the requirements of legislative intent. • NSRSN is also working with a statewide Mental Health Division initiative to bring about systems improvements that reduce redundancies in quality assurance monitoring, examine national accreditation as an avenue to streamline QM/QA operations, and assure adherence to nationally recognized best practice models. This work group will be producing policies and procedures that will facilitate movement toward compliance with HCFA requirements and JLARC recommendations in contracting for the 2001-2003 biennium. • The Resource Management Team continues its work of coordinating with the NSRSN Quality Management Team in making changes in the NSRSN Level of Care Manual in order to coincide with contracting for the next biennium. Emphasis in the new manual will move away from process and procedure and toward clearer definition of consumer benefit packages, as well as focus on issues of medical necessity, eligibility, and appropriateness of services. • NSRSN joined with Whatcom County NAMI to present a public panel discussion on the DMIO program as it is being implemented in North Sound. The forum appeared to accomplish a great deal in allaying people's fears and bringing an understanding of the fact that these offenders are individuals who truly need our services, and for whom we can acquire additional funding to better meet their complicated needs.

NSRSN STAFF ACTIVITIES REPORT
March 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.
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 Indicators. Several core data changes are being discussed and can be expected as required by July 2001
Crisis System Review	Christine and Michael worked with Diana and Greg on further evaluating the Crisis Review Data.

NSRSN STAFF ACTIVITIES REPORT
Office Manager / Support Staff
March 2001

TOPIC	PROGRESS
Management Retreat	➤ Participated in the Management Retreat on March 7, 2001
Hiring	➤ Shari Gilseth was hired as the NSRSN 1.0 FTE Secretary / Receptionist to replace Elaine Price who resigned. Shari began on February 28, 2001.
Employee Advisory Service	➤ Training was held for managers on Monday, March 5, 2001. Future all staff training will be held at a staff meeting.
Board Retreat	➤ Assisted in organization of the Board Retreat and attended same.
RFQ	➤ Logged receipt of RFQ proposals, set timeline for presentations, and prepared scoring packets for selection committee.
Tribal Conf. Reg.	➤ Judy Susia continues her work as registrar / vendor coordinator for the Tribal Conference schedule for April 25, and 26.
Sexual Diversity Training	➤ Annette Calder is coordinating invitations/registrations for the two upcoming Sexual Diversity Trainings.
MHD/DASA Co-Occurring Disorder Training	➤ Annette is also working collaboratively with MHD and DASA in coordination of the Co-Occurring Disorder trainings.

NSRSN STAFF ACTIVITIES REPORT

March 22, 2001

TOPIC	PROGRESS
Assistant Director/Planner's – Greg Long	
Earthquake Damage to Western State Hospital	The Forensic Unit of Western State Hospital was severely damaged by the recent earthquake leading to the closing of this 230-bed unit. Admissions to Western State Hospital have been closed. NSRSN staff is working with staffs from MHD, WSH, community hospitals, and the E & Ts to increase bed availability in the community to reduce the number of people going to Western State Hospital.
Planning Committee	Planning Committee met to review the work plans for the coming year. Preliminary staff reports will be going to the Planning Committee on Housing, Homelessness, and Intensive Case Management in late April.
Co-Occurring Disorder Training	The NSRSN is sponsoring in cooperation with Region 3 DASA sixteen days of Co-Occurring Disorder Trainings across the North Sound Region. This training is paid for by the Divisions of Mental Health and Alcohol and Substance Abuse and is conducted by trainers from the Washington Institute.
Children's Regional Executive Team	The NSRSN in collaboration with the APN and the Division of Children and Family Services is initiating an effort aimed at establishing a region-wide executive coordinating group. The purposes of this group include better coordination of services across systems and overcoming limitations in services from categorical funding.
Grievances	The NSRSN has handled three grievances. The NSRSN is establishing an administrative hearing process for grievances in which parties to the grievance present their argument to a NSRSN Grievance Committee.
Audit Assistance Preparation to WCPC	Six NSRSN staff reviewed clinical records to assist the Whatcom County Psychiatric and Counseling Clinic prepare for their re-audit by the Mental Health Division in late March.