



North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish & Whatcom Counties
117 N. 1st Street, Suite 8 • Mount Vernon, WA 98273-2858
360.416.7013 • 800.684.3555 • Fax 360.416.7017 • TTY 360.419.9008 • <http://nsrsn.org>

MEMORANDUM

TO: NSMHA BOARD OF DIRECTORS, ALTERNATES, AND INTERESTED PARTIES
FROM: CHUCK BENJAMIN, EXECUTIVE DIRECTOR
SUBJECT: BOARD OF DIRECTOR PACKETS
DATE: 8/27/2003

As approved by the Executive Committee of the Board Directors, the NSMHA Board of Directors packet has been revised and reduced. On the agenda you will find the motion numbers, scope of work, dollar amount, (when applicable) and length of each contract. If you would like to refer to the full version of each item, you may do so in the Advisory Board Packet located on the web site at

<http://nsmha.org/Boards/A Board Packet.htm>

For further needs or requests please contact Shari Downing at 360-416-7013 or email Shari_Downing@NSRSN.org

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

117 North 1st Street, Suite 8
Mt. Vernon, WA.
September 11, 2003
1:30 PM

Agenda

	<u>Page</u>
1. Call to Order; Introductions – Chair	
2. Executive Session - Chair	
3. Reconvene – Chair	
4. Revisions to Agenda – Chair	1-3
5. Approval of July Minutes – Chair	4-10
6. Comments & Announcements from Chair	
7. Reports from Board Members	
8. Comments from Public	
9. Report from Ombuds – Poster Contest	
10. Report from Advisory Board – Janet Lutz-Smith, Chair	
11. Report from Executive/Personnel Committee – Dave Gossett, Chair	
12. Report from QMOC – Andy Byrne, Chair	
13. Report from Planning Committee – Dave Gossett, Chair	
14. Report from Executive Director – Chuck Benjamin, Executive Director	
15. Report from Finance Officer – Bill Whitlock	
16. Report from Finance Committee – Mike Shelton	
17. Consent Agenda – Chair	

Motion # 03-045 To review and approve NSMHA claims paid from June 1, 2003 to June 31st, 2003 in the amount of \$3,847,236.81. Payroll for the month of June in the amount of \$72,896.14 and associated employer paid benefits in the amount of \$22,246.11.

Motion # 03-046 To review and approve NSMHA claims paid from July 1, 2003 to July 31st, 2003 in the amount of \$3,431,524.45. Payroll for the month of July in the amount of \$72,826.84 and associated employer paid benefits in the amount of \$ 31,764.59.

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.

18. Action Items –

Motion # 03-047 To authorize NSMHA Executive Director to enter into contract 0369-29684 between NSMHA and DDD effective 7/1/03 to 6/30/05. Maximum consideration shall not exceed \$736,739.76.

This contract continues the Department of Social and Health Services Division of Developmental Disabilities (DDD) and Mental Health Division Collaborative Work Plan – improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. Via this contract DDD is purchasing enhanced services for DDD clients. The funding breaks down as follows:

Crisis stabilization services = 19,099.42/month = \$458,386.08/biennium

Medication monitoring = \$5,380.16/ month = \$129,123.84/biennium

Psychiatric/medication consultation services = \$6,217.91/month = \$149,229.84/biennium

Motion # 03-048 To authorize NSMHA Executive Director to enter into contract NSRSN-APN-DDD-02, Amendment 3, between NSMHA and APN effective 7/1/03 to 6/30/05. Maximum consideration of this Amendment shall not exceed \$716,699.76.

This contract continues the Department of Social and Health Services Division of Developmental Disabilities (DDD) and Mental Health Division Collaborative Work Plan – improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. Via this contract DDD is purchasing enhanced services for DDD clients.

Motion # 03-049 To authorize NSMHA Executive Director to enter into contract NSRSN-VOA-DD-Crisis-02, Amendment between NSMHA and Volunteers of America effective 7/1/03 to 6/30/05. Maximum consideration of this Amendment shall not exceed \$20,040.

This contract continues the Department of Social and Health Services Division of Developmental Disabilities (DDD) and Mental Health Division Collaborative Work Plan – improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. Via this contract DDD is purchasing enhanced services for DDD clients.

Motion # 03-050 To authorize NSMHA Executive Director to enter into Crisis Services Consultation Contract for NSMHA’s WCPC project. Maximum consideration shall not exceed \$20,000.

The consultation requested by the North Sound Mental Health Administration (NSMHA) is for Whatcom Counseling and Psychiatric Clinic (WCPC), Bellingham, WA and the NSMHA. The goal of the consultation is to obtain an independent review of WCPC and the Emergency Crisis Services Department that will lead to the improvement of crisis services for Whatcom County.

Motion # 03-051 To approve Consumer to Provider Training Program request that NSMHA Advisory Board pay \$9.04 per hour for J. Marsh's 300-hour internship at the Rainbow Center as a Behavioral Health Specialist Aid. Maximum consideration will not exceed \$2,712. Internship start date is August 25, 3003

Motion # IN-017 To introduce NSMHA Revised Complaint and Grievance Policy

Motion # IN-018 To introduce NSMHA revised Critical Incident Policy

Motion # IN-019 To introduce the North Sound Mental Health Administrations Administrative, Fiscal and Quality Assurance/Improvement Contract Compliance Monitoring Policy and Procedure

Motion # IN-020 To introduce NSMHA Quality Management Oversight Committee (QMOC) membership structure and charter revisions

Motion # IN-021 To introduce the revision to the NSMHA Advisory Board Financial Policies & Procedures.

These P & P's originally approved by Board of Directors in 2001 have been modified to include Child Care as a reimbursable expense when Advisory Board Members, Advocates and Consumers need child care in order to participate/attend Advisory Board Meetings, Board of Director Meetings and/or organized NSMHA activities requesting/requiring their presence/participation.

Motion # IN-022 To introduce North Sound Mental Health Administration s Quality Management Department Integrated Report for 3rd Biennial Report 2002-2003 January 1, 2003 through June 30, 2003.

The Integrated Report provides an overall summary of Quality Management activities performed in accordance with the 2002-2003 Work Plan. The 3rd Biennial Quarter 2002-2003 Integrated Report addresses NSMHA Quality Management activities performed between January 1 and June 30, 2003.

19. Emergency Action Items - None

20. Item for Discussion

21. Adjournment – Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, October 9,2003 at the North Sound Mental Health Administration, Mount Vernon, WA at 1:30 p.m.

North Sound Mental Health Administration

BOARD OF DIRECTORS MEETING

117 North 1st Street, Suite 8

Mt. Vernon, WA.

July 10, 2003

1:30 PM

MINUTES

Present:

Ward Nelson, Chair, Whatcom County Council

Mike Shelton, Island County Commissioner

Rhea Miller, San Juan County Commissioner

Ted Anderson, Skagit County Commissioner

Janelle Sgrignoli, Alternate for Bob Drewel, Snohomish County Council

Gayle Jones, Tulalip Tribes

Dave Gossett, Snohomish County Council

Andy Byrne, Alternate for Pete Kremen, Whatcom County Executive

NSMHA Staff Present:

Chuck Benjamin, Annette Calder, Shirley Conger, Melissa DeCino, Sharri Dempsey, Shari Downing, Marcia Gunning, Wendy Klamp, Greg Long, Bill Whitlock

Guests:

Joan Dudley, Larry Harris, Jere LaFollette, Julia Ortiz, Diana Traxler

1. Call to Order; Introductions - Chair

Chair Nelson called the meeting to order at 1:00 p.m., and introductions were made.

2. Revisions to Agenda

Chair Nelson stated there is one emergency action item today, the contract with MHD.

3. Approval of the Minutes

Chair Nelson asked if there were any changes to the minutes, there were none. Motion to approve the minutes of June 12, 2003, seconded, all in favor, **motion carried.**

4. Comments & Announcements from the Chair

None.

5. Reports from Board Members

Mike Shelton reported that the new mental health facility in Island County is operational and Compass Health has moved in. It is a great facility, and Compass raised additional money to make this happen.

6. Comments from the Public

Jere LaFollette spoke about the new facility in Island County and thanked Mike Shelton for his efforts in getting this new facility in place.

Report from Ombuds – Poster Contest

Shirley Conger, Ombuds, asked members of the Board of Directors to vote on posters. Shirley distributed the rules and sticker dots for voting on the posters. The Board of Directors took a short break to vote. Ombuds will tabulate the votes and report the results at the end of this meeting.

7. Report from the Advisory Board – Janet Lutz-Smith, Chair

A report was not given, as there were no members of the Advisory Board present.

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

Rhea Miller stated that the committee recommends canceling the August 14th, 2003, NSMHA Board of Directors meeting and asked for approval from the Board. Motion, seconded, all in favor, **motion carried**.

9. Report from QMOC – Andy Byrne, Chair

Andy Byrne stated QMOC cancelled their July meeting. The committee did meet in June and heard the audit report for the Supervised Living Program. There were some corrective actions and during the re-audit of the program it passed with flying colors. It was decided to form a subcommittee to review the purpose and membership of QMOC. This subcommittee will meet next week and findings will be brought to this Board with recommendations at a later date.

10. Report from the Planning Committee – Dave Gossett, Chair

Mr. Gossett stated that there would be a presentation by Greg Long on Underserved Populations today. The next meeting of the Planning Committee will be held on July 29th, from 10:00-12:00. He also stated a contract has been signed with Fairfax Hospital.

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

Mr. Benjamin reported on the following:

- ✓ Thanked Sharri Dempsey, Ombuds and Support Staff for all of the work on the Poster Contest and stated we have some very talented people in our Region.
- ✓ NSMHA submitted a Corrective Action Plan on the Crisis Response System and are in the process of assessing the system.
- ✓ DSHS is having a Stakeholders meeting in Everett on July 17th and DSHS is looking for community input. Sharri Dempsey is putting together a trip for folks who want to go.
- ✓ State Budget: Mental health fared better than some other human service programs in the State. NSMHA staff are still concerned about the Medicaid eligibility changing.
- ✓ Raintree has been implemented and “went live” on July 7th. NSMHA will be working with APN and Sound Data on the implementation.
- ✓ System Review and voting on changes to the APN contract today. NSMHA has received a letter from the APN Management Council supporting the changes NSMHA recommended.
- ✓ Integration of the new NSMHA Quality Management Committee is going well.
- ✓ Chuck apologized for the number of emergency action items today, stating NSMHA has been waiting for the information from the State and a lot of that just arrived yesterday. It is out of our control unfortunately.
- ✓ He welcomed Marcia Gunning back to work.
- ✓ The Office Manager/Executive Secretary position is now vacant and NSMHA Management Team is looking at restructuring the NSMHA staff. Recommendations will be brought to this Board in September.

Chair Nelson asked that in the future the NSMHA change from “Emergency Action Items” to “Action Items without Advisory Board Review” as the title better represents what is taking place as these types of items are not considered “Emergency Action Items” in other areas of the government.

12. Report from the Finance Officer – Bill Whitlock

Bill addressed the State Contract, stating gross payments to be received for fiscal year 2004 will be \$48,827,000.00, which represents an increase of 1.6 million of what we have received in prior years. For 2005 we should receive about \$49,000,000.00, which represents just under a \$2,000,000.00 increase over current funding. Bill stated it looks like a lot of money but we need to take into account the inpatients costs have gone up and we have an increased population to serve with the cost of services rising. This will use up the increases in funding. Some questions we have with the State budget will hopefully be answered next week. There have been some increases in the population and some changes in eligibility. Also, children under 175-to-200% of the poverty level will now have to pay premiums; and some may be kicked out of service. The bottom line is we will still have to serve these people if they have needs. Hopefully we will have better information at the next Board meeting.

Revenue-under Federal Block Grant, it shows that we receive \$500,000.00 more than anticipated. This is because of the FEMA settlement, and will be forwarded to APN for children’s projects. Interest is a little low and wage expenditures are more than anticipated. This was due to Mike Page’s retirement in the first part of the year, our operating lease is pre-paid, these variances are timing issues and the figures will work themselves out by the end of the year. We are over on Miscellaneous due to the large amount of printing we’ve done due to the HIPPA notices, our newsletters, and brochures. The bottom line is we’re still on budget.

13. Report from the Finance Committee – Mike Shelton

Mr. Shelton felt it was important to note that the increase in funding is a deceiving thing, a false economy, especially since the Medicaid eligibility has changed, it doesn’t mean these folks go away. Motion to change our authorized signers (will be **motion # 03-043**), deleting the Office Manager and adding Sharri Dempsey on our accounts at Skagit County and Bank of America, seconded, all in favor, **motion carried**.

14. Consent Agenda – Chair

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.

A motion was made to approve the consent agenda items 03-032, 03-034, 03-035, seconded, all in favor, **motion passed unanimously**.

15 Action Items

Motion # 03-033 PGS 14-35 To review and approve North Sound Mental Health Administration’s Improving Services to Underserved Populations in the North Sound Region. Greg made a PowerPoint presentation to the Board on Underserved Populations and distributed handouts. Much discussion took place on the Eastern European/Russian population and Greg stated the way the State gathers information, Eastern Europeans/Russians are included in the Caucasian population. Greg was thanked for his report.

Julia Ortiz of Sea Mar addressed the Board about serving Spanish-speaking people. Sea Mar provides medical, dental, holistic healing, mental health services, etc. Said most Hispanics served are under the age of 18. Most adult Hispanics are here illegally, or haven’t been here five years or more to be eligible for an entitlement program. She spoke about the data and how it is gathered, stating most Spanish speaking people in western Washington are getting excellent services as compared to other states in the nation.

There was a motion for approval of the report, seconded and opened for discussion. The Board would like statistics on the Eastern European/Russian population in our Region. Chair called for the vote, the Planning Committee will bring the report back to the next meeting with updated information on the Eastern European/Russian population, all in favor, **motion carried**.

16. Emergency Action Items -

Motion # 03-036 PGS 105-114 To review and approve behavioral health services contract # 0361-27515 with the Department of Social and Health services (DSHS) and NSMHA for Expanded Community Services (ECS) *Phase VI program eligible residents relocating from Western State Hospital. The effective dates of this Contract shall be July 1, 2003 through June 30, 2005. Maximum contract amount shall be \$657,900.00*
Moved approval by Miller, seconded by Anderson, called for vote, all in favor, motion carried.

Motion # 03-037 PGS 115-117 To review and approve behavioral health services contract # 0269-09037 Amendment 02 with the Department of Social and Health services (DSHS) and NSMHA is hereby amended as follows:

- *Develop and circulate a minimum of three (3) video tapes for training staff at assisted living centers and supervised living homes regarding individualized care to older adults with mental illness and adults with physical disabilities and mental illness. (Copies of these tapes will be provided to DSHS that remains proprietary rights and may distribute to other parties).*
- *Training and development costs associated with the startup of Whatcom Crisis Triage Center.*
- *Fees and related expenses for consumers, advocates, administrators, and clinicians to attend immersion training at the Village program in Long Beach, California. Funding is increased by \$33,352.00 for this contract amendment. Maximum consideration for this contract shall not exceed \$334,252.00.*

Motion # 03-038 PGS 118-119 To review and approve NSRSN-APN-ECS-02 Amendment 03
Effective July 1 2003 to December 31, 2003. This amendment will continue funding the current fifteen (15) ECS slots. The rate for July 2003 is \$54,234. The rate for August 2003 to December 2003 is \$54,368 per month. This will provide a minimum of 15x184 ECS days. Maximum consideration for this amendment shall be \$326,074 in State ECS funds.

Motion # 03-039 PGS 120-121 To review and approve NSMHA ECS-GMU-03 Amendment (1).
Effective July 1, 2003 to December 31, 2003 continue funding of the current twenty (20) ECS/GMU 20 slots, the rate for July 2003 to December 31, 2003 is \$45/day/person for 184 days. Provide a minimum of (20 x 184) ECS days for this Amendment. Maximum consideration for this Amendment shall be \$165,600 in State ECS Funds.

Motion # 03-040 PGS 122-124 To review and approve NSRSN-WHATCOM-02 Amendment (3)
Effective July 1, 2003 to September 30, 2003 for on-site training at the Crisis Triage Center in Yakima for staff of the new Triage Center in Whatcom County.
Central Washington CMHC has indicated a willingness to make available key staff to provide the aforementioned Training and Consultation at the Yakima crisis triage center.

Estimated Budget:

- | | |
|-------------------------------------|-----------------|
| • Replacement Staff and Benefits | \$ 3,000 |
| • Travel including meal and lodging | \$ 3,000 |
| • Professional Services | <u>\$ 9,000</u> |
| Total | \$15,000 |

Motion # 03-041 PGS 125-127 To review and approve NSMHA-Village-1 Agreement for Professional Services. *This Agreement shall take effect July 1, 2003 and shall continue in full force and effect through September 30, 2003. Contractor agrees to provide three days of intensive training to 10 participants and two consumers on September 15, 16, & 17. This “Immersion Training” will focus on the principles of psychosocial rehabilitation, assertive community treatment (ACT), and community integration and their practical applications. Maximum Consideration for the term of this Agreement shall be \$7,500.00.*

Motion to approve 03-036 through 03-041, seconded, and opened for discussion. Andy Byrne said in two motions, 03-037 and 03-040 that reference is made to the “Whatcom County Crisis Triage Center” and it should be edited because that entity doesn’t exist. The motions affected should read as follows:

Amendment to Motion # 03-040 to read: To review and approve NSRSN-WHATCOM-02 Amendment (3) Effective July 1, 2003 to September 30, 2003. On-site training at the Crisis Triage Center in Yakima for staff of the Crisis Response, Crisis Respite and Social Detoxification programs in Whatcom County.

Amendment to Motion # 03-037 to read: “training and development costs for the proposed Whatcom County Crisis Triage Center”, accepted as friendly amendment, Chair Nelson called for the vote, all in favor, **motion carried.**

Chair Nelson called for the vote on the motion to approve 03-036 through 03-041 with friendly amendments to 03-037 and 03-040 (noted above), all in favor, **motion carried.**

Motion # 03-042 PGS 128-138 To review and approve NSMHA-Tulalip-TT-FBG-03 *It is the purpose of this agreement to purchase Native American traditional healer services and to enhance collaboration with and make reasonable efforts to obtain and use non-clinical resources in the community, to maximize services to recipients, and educate the community regarding mental illness to diminish stigma. This agreement shall take effect July 1, 2003 through June 30, 2005. Maximum consideration shall not exceed \$163,680 in Federal Block Grant funds.*

It was moved, seconded, and opened for discussion. Sharri Dempsey stated the Business Associate Agreement for HIPAA not in there, but will be added, Chair Nelson called for the vote, all in favor, **motion passed unanimously.** Chair Nelson stated the placeholder is to be withdrawn.

This is a Placeholder for NSMHA-DDD CONTRACT: We expect there to be no significant changes in the contract requirements of funding. We were told that funding amounts for 2004 would remain the same as 2003.

Crisis Stabilization:	\$229,193
Medication Monitoring:	\$74,615
Psychiatric Consultation:	<u>\$64,562</u>
Total	\$368,370

Additionally, we expect to hear soon about the MH/MHD training dollars that Region 3 DDD should be receiving for 2004. It is out of those monies that APN is reimbursed \$1,500.00 annually for the quarterly newsletter. They hope to be able to do that again in 2004.

Commissioner Miller brought forward a motion from the Personnel/Executive Committee, stating that the Board of Directors are required to get the contract with DSHS signed. Commissioner Miller moved **motion # 03-044** authorizing the signing of the contract, motion seconded, all in favor, **motion carried.**

17. Item for Discussion

Sharri Dempsey distributed handouts and posters for the Mental Health Fair and asked Board members to take them back to their respective counties. Ms. Dempsey addressed the Board regarding the mental health fair on Saturday, September 20th, craft fair/fundraiser. Booths are free and all vendors will keep their proceeds. There will be music, food, crafts, etc. Providers and advocates are also helping with this effort. This has been a fun and collaborative process.

Shirley Conger presented the winning poster. There was a tie for second place and Shirley asked the Board of Directors to vote again. First Place receives a \$500 gift certificate to the store of their choice, Second Place receives a \$250 gift certificate to the store of their choice and Third Place receives the Director's Award of \$50.

Chuck Benjamin and Greg Long addressed the Board about training at The Village, Integrated Service Agency in Long Beach, California. Chuck Benjamin stated this training would be a policy setting direction for our Region and we would like to have some representation from the Board of Directors. Greg informed the Board the training will be held on September 15-17 and will include consumers and provider staff from our Region. It is a Recovery Model and PACT/ACT model program. Board members interested in attending should contact Greg Long.

18. Executive Session

None.

19. Reconvene

None.

20. Adjournment

Meeting adjourned at 2:54 p.m.

NOTE: The next Board of Directors meeting is scheduled for Thursday, September 11, 2003, at the North Sound Mental Health Administration, Mount Vernon, WA at 1:30 p.m.

Respectfully submitted,

Annette Calder

MEMORANDUM
Revised

DATE: August 21, 2003
TO: NSRSN Advisory Board
FROM: Chuck Benjamin, Executive Director
RE: September 11, 2003 Board of Director's Agenda

Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the September 11, 2003 NSRSN Board Meeting.

CONSENT AGENDA

ACTION ITEMS

1. To authorize NSMHA Executive Director to enter into contract 0369-29684 between NSMHA and DDD effective 7/1/03 to 6/30/05. Maximum consideration shall not exceed \$736,739.76.

This contract continues the Department of Social and Health Services Division of Developmental Disabilities (DDD) and Mental Health Division Collaborative Work Plan – improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. Via this contract DDD is purchasing enhanced services for DDD clients. The funding breaks down as follows:

Crisis stabilization services = 19,099.42/month = \$458,386.08/biennium

Medication monitoring = \$5,380.16/ month = \$129,123.84/biennium

Psychiatric/medication consultation services = \$6,217.91/month = \$149,229.84/biennium

2. To authorize NSMHA Executive Director to enter into contract NSRSN-APN-DDD-02, Amendment 3, between NSMHA and APN effective 7/1/03 to 6/30/05. Maximum consideration of this Amendment shall not exceed \$716,699.76.

This contract continues the Department of Social and Health Services Division of Developmental Disabilities (DDD) and Mental Health Division Collaborative Work Plan – improve short-term, episodic crisis prevention, interventions and stabilization mental health services to registered DDD clients. Via this contract DDD is purchasing enhanced services for DDD clients.

3. To authorize NSMHA Executive Director to enter into contract NSRSN-VOA-DD-Crisis-02, Amendment between NSMHA and Volunteers of America effective 7/1/03 to 6/30/05. Maximum consideration of this Amendment shall not exceed \$20,040.

This contract continues the Department of Social and Health Services Division of Developmental Disabilities (DDD) and Mental Health Division Collaborative Work Plan – improve short-term, episodic crisis

prevention, interventions and stabilization mental health services to registered DDD clients. Via this contract DDD is purchasing enhanced services for DDD clients.

4. To authorize NSMHA Executive Director to enter into Crisis Services Consultation Contract for NSMHA's WCPC project. Maximum consideration shall not exceed \$20,000.

EMERGENCY ACTION ITEMS

None

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

1. To authorize NSMHA Executive Director to enter into Crisis Services Consultation Contract for NSMHA's WCPC project. Maximum consideration shall not exceed \$20,000.
2. To approve Consumer to Provider Training Program request that NSMHA Advisory Board pay \$9.04 per hour for J. Marsh's 300-hour internship at the Rainbow Center as a Behavioral Health Specialist Aid. Maximum consideration will not exceed \$2,712. Internship start date is August 25, 2003
3. To introduce NSMHA Revised Complaint and Grievance Policy
4. To introduce NSMHA revised Critical Incident Policy
5. To introduce North Sound Mental Health Administrations, Administrative Fiscal and Quality Assurance/Improvement Contract Compliance Monitoring Policy and Procedure.
6. To introduce NSMHA Quality Management Oversight Committee (QMOC) membership structure and charter revisions.
7. To introduce the revision to the NSMHA Advisory Board Financial Policies & Procedures. These P & P's originally approved by Board of Directors in 2001 have been modified to include Child Care as a reimbursable expense when Advisory Board Members, Advocates and Consumers need child care in order to participate/attend Advisory Board Meetings, Board of Director Meetings and/or organized NSMHA activities requesting/requiring their presence/participation.
8. To introduce North Sound Mental Health Administrations Quality Management Department Integrated Report for 3rd Biennial Report 2002-2003 January 1, 2003 through June 30, 2003.

The Integrated Report provides an overall summary of Quality Management activities performed in accordance with the 2002-2003 Work Plan. The 3rd Biennial Quarter 2002-2003 Integrated Report addresses NSMHA Quality Management activities performed between January 1 and June 30, 2003.

If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.

cc: NSRSN Board of Directors
Charles R. Benjamin
County Coordinators
NSRSN Management Team

