

MEMORANDUM

TO: NSRSN Advisory Board Members and
All Interested Parties

FROM: Rae Benjamin, Office Manager

RE: Meeting Information

DATE: June 5, 2000

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

**Tuesday June 13, 2000
North Sound Regional Support Network
Conference Room
117 North 1st Street, Suite 8
Mount Vernon, WA
1:00 PM**

PLEASE NOTE CHANGE IN TIME

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

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

**NORTH SOUND REGIONAL SUPPORT NETWORK
ADVISORY BOARD MEETING**

**North Sound Regional Support Network
Conference Room
117 North First Street, Suite 8
Mount Vernon, WA
June 13, 2000
1:00 PM**

AGENDA

1. Call to Order; Introductions, Chair – 5 minutes
 - Introduction of Interim Executive Director
2. Revisions to the Agenda, Chair
3. Approval of May 2000 Minutes, Chair – 5 minutes
4. Comments from the Public, Chair – 10 minutes
5. Correspondence, Chair – 5 minutes
 - a) Report on Steve Daggett
6. Comments from the Chair
7. Old Business
 - b) Executive Director's Report, Greg Long, Acting NSRSN Executive Director – 10 minutes
 - c) Finance Committee, Dan Bilson, Chair
 - Budget 2000 Work Group Report – 10 minutes
 - Six Consumers to NAMI Conference – 5 minutes
 - d) QMOC Report
 - Critical Incident Subcommittee, Francene Thompson – 5 minutes
 - Caseload Study, Francene Thompson – 5 minutes
 - e) RFP/Consumer-Oriented Projects Report, Marcia Gunning
 - f) High Turnover among Operations-Level Provider Staff
 - g) Confidentiality Ruling, Sharri Dempsey
 - h) Access to Housing, Sharri Dempsey
 - i) Update on Federal Block Grant requests – 5 minutes
8. Subcommittee Reports
10. Comments from County Advisory Board Representatives
10. Comments from Consumers and Public

11. New Business
 - a) Consent Agenda, Greg Long, Acting Executive Director – 5 minutes
 - b) Action Items, Greg Long, Acting Executive Director – 5 minutes
 - c) Motions Yet To Be Approved, Greg Long, Acting Executive Director – 5 minutes
13. Other Business
14. Adjournment

NOTE: The next Advisory Board meeting will be July 18, 2000, at the NSRSN Conference Room, 117 N. First, Suite 8, Mount Vernon.

**NORTH SOUND REGIONAL SUPPORT NETWORK
ADVISORY BOARD MEETING**

North Sound Regional Support Network
Conference Room
117 North 1st. Street, Suite 8
Mount Vernon, WA
May 16, 2000
9:15 AM

MINUTES

Members Present:

Dan Bilson, Chair	John Patchamatla
Mae Covert	Betsy Rogers
Lorelei Coy	Eileen Rosman
Kay Day	Dean Stupke
Mary Good	Josselyn Winslow
Joan Lubbe	

Members Absent:

Chris Walsh

Members Excused:

Chuck Albertson
Dave Ashton
Amy Ayers
Janet Lutz-Smith

NSRSN Staff Present:

Beckie Bacon, Rae Benjamin, Sharri Dempsey, Dolores Holtcamp, Nancy Johnson, Greg Long, Betsy Niemann, Ardis Moa, Judy Susia

Guests:

Debbie Hollo, Nancy Jones, Marie Jubie, Jere LaFollette, Jane Relin

1. Call to Order; Introductions – Chair

Chair Bilson called the meeting to order at 9:20 AM. Introductions were made around the room.

2. Revisions to the Agenda – Chair

There were no revisions to the agenda.

3. Approval of April 2000 Minutes – Chair

The following changes were noted to the April minutes:

Page 9: Next to last paragraph. Change the second sentence to read, “It was decided to involve the Executive Committee in the recommendation and to present a new draft to the Advisory Board on May 26”.

Page 9: Draft 2000 Budget, second bullet. Delete “required”.

Page 10: Item ‘g’, Consumer-to-Provider Educational Project. Change total to \$3,900.

A motion was made, seconded, and carried unanimously to approve the minutes of the April meeting as corrected.

4. Comments from the Public - Chair

Mr. Bilson expressed disappointment that there were no comments from the public and encouraged all in attendance to provide input.

Jere LaFollette gave a brief report on Cookie Creations stating that a special meeting was held in Coupeville two (2) weeks ago and was well attended. Participants discussed the strength of Cookie Creations, the new contract, the expansion of production, and increasing the number of consumers as business partners. The question of business ownership and wages was raised and consumers recognize that there are times when profits are low. The meeting was positive, with a continued strong commitment to develop the business and increase production. Another business has approach Cookie Creations with their intent to donate equipment worth several thousands dollars when they close. Mr. LaFollette stated that a more detailed presentation would be forthcoming.

Mr. Stupke raised a question about transportation of consumers to Cookie Creations. No transportation is provided at this time; however, consumers use the public transit system, and the ferry system has made special arrangements for passes.

Ms. Day asked what the outlet for this product were and if it were only available on Whidbey Island. There are currently 2 to 3 stores on Whidbey Island, and Cookie Creations has the capability for expansion through use of a van purchased through the consumer RFP process.

Wal-Mart is donating \$1000 and will distribute the cookies in their store.

Ms. Rosman asked if the two-month subsidy was enough. She feels that Cookie Creations needs additional funding for four to eight months or they are being

setting up for failure. Mr. Long informed the group that there might be a request for a presentation at next Advisory Board meeting for the purpose of discussing this issue. Discussion followed. A workgroup will be created regarding the handing of funds for this business.

Ms. Day asked about the possibility of having Consumer-Oriented Project award recipients come to Advisory Board meetings to present updates. NSRSN staff will arrange for presentations at future meetings.

Ms. Coy expressed discomfort over Cookie Creations' request for additional dollars after working on RFP process. She stated that the basic requirement of the RFP was that proposals be for viable businesses, and she has a hard time understanding why the Advisory Board is being asked to subsidizing a business. She stressed the fact that this is not the role of the Advisory Board.

A workgroup will be established to discuss financial questions of this type and come up with possible recommendations.

Ms. Winslow cited a case that went to Supreme Court in Georgia. She stated that under the American with Disabilities Act (ADA) people have the right to live in the least restrictive setting. There is a need to look at people in institutions and nursing homes. Washington State has established a planning board that will work to see what can be done to prepare the state for these changes.

Ms. Winslow informed the members of the newly formed American Older Adult Mental Health Group. She stated that 18 states participated in a meeting in Washington DC in which John Piacitelli was elected as President of the group. More information will follow as it becomes available.

5. Correspondence – Chair

Mr. Bilson directed attention to correspondence in the pocket of the front cover of the binders regarding Merle Adrian's employment.

6. Comments from the Chair

- A mediator has been agreed upon regarding the disputed bed allotment at Western State Hospital. Mediation is set for June 2 and 8.
- The RFP/Ombuds Workgroup scheduled for Wednesday, May 10 had been postponed. Mr. Bilson had asked Hy Rosenfeld, Long Term Care Ombuds, to attend.
- Advisory Board members were excused from today's meeting.

- Mr. Bilson discussed a request for support of six consumers from Whatcom County who are interested in attending the State NAMI Convention in Ellensburg on August 4 and 5. This will be referred to the finance workgroup which will meet immediately following today's meeting.

7. Old Business

a) Executive Director's Report – Greg Long, Acting NSRSN Executive Director

Mr. Long stated that the Personnel Committee would begin searching for an interim and a permanent Executive Director through an outside agency. The Advisory Board will be kept informed of their progress. He thanked everyone for their patience as the RSN goes through this process.

He stated that June 8 has been set for mediation regarding the Western State Hospital bed census. Information will be provided when available.

The RSN and DCFS are working with APN to remedy problems with the CHAP program. There will be significant changes in this program in Skagit, Island and San Juan Counties. APN is scheduled to issue a report in the near future. Once received this report will be distributed to Advisory Board members.

Federal Block Grants in the amount of \$1 million are available through the Mental Health Division for new programs. At this time, the NSRSN has received over 10 proposals that will be reviewed and submitted to MHD by Friday, May 19th. Once the awards are made, the proposals will come to the Advisory Board and Board of Directors for approval.

The NSRSN will have a final meeting regarding the Older Adult Mental Health Services Plan on Friday, May 19 from 1:00 to 3:00 PM. Copies of the plan are available upon request.

b) Finance Committee – Dan Bilson

- Budget 2000 Work Group Report

Mr. Bilson distributed copies of the 2000 Proposed Advisory Board Budget, which runs from July 1 through December 31, 2000.

A motion was made, seconded and carried to consider the 2000 budget as presented.

Discussion followed regarding:

- ✓ Correction in Column 3 to \$500 per person

- ✓ Correction in Column 6 to remove the stars as these funds will come from 1999 budget.
- ✓ **Motion was made, seconded and carried to leave Column 7 as it is and not deal with the county advisory boards.**
- ✓ Change Column 8 to read Public and Consumer Participation in any NSRSN business.
- ✓ Combine Columns 7 and 10
- ✓ Col. 11 discussion followed the need for a .5 FTE staff person. Job Description will be developed and distributed to members by the end of the week.

A Motion was made and seconded to vote on the budget as presented proposed by the workgroup. Ayes – 6, Opposed – 3, Abstain – 1. Motion carried.

A motion was made and seconded to encourage disbursement of flexible funds in Column 6 in a timely manner by authorizing the Advisory Board Executive Committee to approve disbursement with a report to the full Advisory Board at their next meeting. Motion carried.

c) QMOC Report

- Critical Incident Subcommittee

Mr. Long stated that this committee has not met in past quarter but will meet Friday, May 19 at 8:30 AM.

- Outcomes Subcommittee

No report as subcommittee has not met.

- Quality Management Plan 2000 Subcommittee

The subcommittee has worked hard on the 2000 Quality Management Plan, which was presented to and approved by QMOC at its last meeting. The Plan is being introduced to the Board of Directors this month. A presentation will be made at the June 13 Advisory Board meeting.

- Caseload Study

This committee will reconvene this committee in the near future.

- Other

No other reports.

d) Tribal Report – Sharri Dempsey, OCA Manager/Tribal Liaison

The Tribal meetings are generally held on the second Monday with the next meeting scheduled for June 12 from 10:00 to 12:00. All are invited.

The tribes were very pleased with Mr. Long's presentation of the NSRSN Strategic Plan at the May 8th tribal meeting. Ms. Dempsey reviewed the key areas of concern to the tribes.

e) Ombuds Quarterly Report

Mr. Bilson stated that there is a good base and foundation but now the reports need a comparison month-to-month, county-to-county, etc. Staff will develop this type of report with the assistance of the MIS dept. Ms. Dempsey asked that members look at the reports and call her with ideas and suggestions.

Ms. Dempsey reported that there are 2.1 FTEs total with 2 Ombuds at 32 hours per week and 1 Ombuds at 20 hours per week. The department is now operating on a regional basis.

A question was raised regarding demographics and how this information is obtained. Ms. Dempsey stated that this is a voluntary disclosure and the reports indicate only those who choose to identify themselves.

Mr. Patchamatla invited the Ombuds to come to the Asian Pacific Islander group meeting. The next meeting is Friday, May 19 and Saturday, May 20 and he distributed a copy of their flyer.

f) Ombuds RFP Work Group – Preliminary Report

To be rescheduled

g) RFP/Consumer-Oriented Projects Report

No report at this time

h) New Meeting Time

A motion was made and seconded to meet from 1:00 PM to 3:00 PM on the Tuesday of the week preceding the Board of Director's meeting with subcommittees meeting in the morning. Motion carried.

The Management Team will work to develop forms to assist the workgroups in this process.

i) **High Turnover among Operations-Level Provider Staff**

Mr. Long reported that a letter from NAMI of Whatcom County regarding high turnover was received by the NSRSN. A meeting was held in Whatcom County to discuss the key issues. These issues include caseload size, burdensome paperwork requirements, high staff turnover, and low compensation of pay. The NSRSN has and will continue to study caseload issues. A paperwork workgroup has been formed to study this issue. King County is on the verge of releasing a report on high staff turnover and staff will follow up to see how our region compares with what King County is doing. The RSN is aware of low wages, as it is a systematic problem. Funding levels have led to lower wages. This issue is more visible due to unions. The NSRSN will continue to monitor these issues.

A motion was made, seconded and carried to copy Greg Long's report and forward it to the Advisory Board.

8. Subcommittee Reports

Ms. Coy gave a report on the Advisory Board In-Service follow up. A committee was established to assist in planning this follow up. Members include Dan Bilson, Eileen Rosman, Mary Good, Debbie Hollo, Kay Day and Lorelei Coy.

Ms. Coy also commended the Snohomish County Advisory Board for their progress in developing a retreat that will be held on June 2nd in Everett. They have hired Amanda Madorno as facilitator. Snohomish County delegates to this Advisory Board are invited to attend the retreat.

9. Comments from County Advisory Board Representatives

No reports given

10. Comments from Consumers and Public

Marie Jubie reported that her homeless situation has been resolved. She stated that she had to go back and forth between agencies as there is no one point of access for obtaining housing. Ms. Dempsey will conduct a case study to look at the process and find ways to circumvent this process. The Advisory Board will make a recommendation to the Department of Social and Health Services.

11. New Business

- a) Consent Agenda – Greg Long, Acting Executive Director

Motion #00-020 to review and approve NSRSN claims paid from April 1, 2000 to April 30, 2000. Total dollar amount of warrants paid in April 2000 \$2,693,921.41. Total April payroll of \$65,609.70 and associated benefits in the amount of \$26,243.79.

Motion #00-021 to name Greg Long as an authorized signor on the NSRSN's account at Skagit County.

Discussion occurred regarding the appropriateness of Advisory Board members approving motions. Their role is to recommend approval to the Board of Directors.

Members asked that only significant changes to the monthly expenditures be reported to the Advisory Board.

- b) Action Items – Greg Long, Acting Executive Director

Motion #00-022 to authorize the NSRSN Executive Director to enter into Contract Amendment NSRSN-Skagit-99-03 amendment 1, effective June 1, 2000 through June 31, 2001, with Skagit County authorizing Skagit County to purchase from a licensed, certified and qualified service provider(s) Co-Occurring Disorder (MICA) Services in order to meet the needs of the most at risk mentally ill and chemically abusing adults in Skagit County. Maximum consideration shall not exceed \$39,855.

The Advisory Board recommends approval of this contract to the Board of Directors.

A motion was made, seconded and carried to recommend approval of Motion #00-022 to the Board of Directors.

- c) Motions Yet To Be Approved – Greg Long, Acting Executive Director

Motion #00-IN06 to introduce the NSRSN's Quality Management Oversight Committee's (QMOC) 2000 Quality Management Plan for Board comment and review.

Motion #00-IN07 To introduce contract #0069-43015 between the Mental Health Division and NSRSN for implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2000 through June 31, 2001.

Motion #00-IN08 To introduce contract #NSRSN-APN-99-10-01 Amendment 6 effective July 1, 2000 through June 31, 2001. This contract amendment requires APN to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Motion #00-IN09 To introduce contract #NSRSN-SEA MAR-99 Amendment 2 effective July 1, 2000 through June 31, 2001. This contract amendment requires Seamar to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

12. Other Business

Announcements were distributed for:

- Summit 2000 Meeting
- Shaping Partnerships for Recovery Program
- Oregon Conference in August

13. Executive Session

There was none.

14. Adjournment

The meeting adjourned at 12:15 PM.

Respectfully submitted,



Rae Benjamin
Office Manager

MEMORANDUM

DATE: June 5, 2000
TO: NSRSN Advisory Board
FROM: Marcia Gunning
Contracts Compliance & Financial Services Manager
RE: June 13, 2000 NSRSN Board Agenda

Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the June 22, 2000 NSRSN Board Meeting.

CONSENT AGENDA

1. To review and approve NSRSN claims paid from May 1, 2000 to May 30, 2000. Total dollar amount of warrants paid in May 2000 \$ (not available at this time). Total May payroll of \$ (not available at this time), and associated benefits.

ACTION ITEMS

1. To approve the NSRSN's 2000 Quality Management Plan.

The Quality Management Oversight Committee (QMOC) formed a sub-committee to review the 1999 QM Plan, develop the 2000 NSRSN QM Plan, and identify accomplishments and current NSRSN practices. This sub-committee presented the recommended draft to the QMOC Committee who unanimously recommends this document to the Board.

2. To authorize the NSRSN Interim Executive Director to enter into contract #0069-43015 between the Mental Health Division and NSRSN for implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2000 through June 30, 2001.

Substitute Senate Bill 5011, Dangerous Mentally Ill Offenders, becomes effective July 1, 2000. The contract implements this piece of legislation. Payments are based on a capitated "fee for service" method: \$6,000 per DMIO for outreach and planning that is to begin 3 months prior to their release and first 3 months of service; and \$700 Medicaid, \$900 Non-Medicaid for each month DMIO is receiving services after the initial 6 month payment for up to 54 months.

3. To authorize the NSRSN Interim Executive Director to enter into contract #NSRSN-APN-MIO-00 effective July 1, 2000 through June 30, 2001.

This contract requires APN to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011). Payments are based on a capitated "fee for service" method: \$5,715 per DMIO for outreach and planning that is to begin 3 months prior to their release and first 3 months of service; and \$667 Medicaid, \$857 Non-Medicaid for each month DMIO is receiving services after the initial 6 month payment for up to 54 months.

4. To authorize the NSRSN Interim Executive Director to enter into contract #NSRSN-SEA MAR-MIO-00 effective July 1, 2000 through June 30, 2001.

This contract requires Seamar to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).). Payments are based on a capitated "fee for service" method: \$5,715 per DMIO for outreach and planning that is to begin 3 months prior to their release and first 3 months of service; and \$667 Medicaid, \$857 Non-Medicaid for each month DMIO is receiving services after the initial 6 month payment for up to 54 months.

5. To approve the Advisory Board Proposed 2000 Budget (July 1, 2000 through December 31, 2000).

This Budget was unanimously approved by the Advisory Board at their May 16, 2000 meeting to be brought forward to the Board of Directors for consideration. Please note that this is a 6-month budget.

In addition, attached please find the following that were presented to the Board at the May 25, 2000.

:

- NSRSN 1999 Unaudited Financial Statements
- Preliminary Financial Statement January through April 2000
- NSRSN 1999 Annual Report
- NSRSN monthly mental health services and funding report

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
Sharon Lucas
County Coordinators
NSRSN Management Team