

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

**Volunteers of America**

**2802 Broadway**

**Everett, WA**

**June 19, 2001**

**1:00 PM**

*Please note change of venue!*

**AGENDA**

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of May 2001 Minutes, Chair – 5 minutes
4. Comments from the Public – 10 minutes
5. Correspondence and Comments from the Chair – 5 minutes
6. Old Business
  - a. Executive Director's Report - Chuck Benjamin – 5 minutes
  - b. Sub Committee Reports
    - 1) Finance – Betsy Rogers – 2 minutes
    - 2) Children's – Janet Lutz-Smith – 2 minutes
    - 3) In-service – Lorelei Coy – 2 minutes
    - 4) Citizens Concerns – Dave Ashton – 2 minutes
    - 5) Ethnic Minorities – John Patchmatla – 2 minutes
    - 6) Executive Committee – Eileen Rosman – 2 minutes
    - 7) Older Adults – Josselyn Winslow – 2 minutes
    - 8) Activity Center – Chuck Albertson – 2 minutes
    - 9) Ombuds Liaison – Joan Lubbe – 2 minutes
    - 10) Site Visitations – Eileen Rosman – 2 minutes
  - c. Committee Restructure – Chuck Albertson – 10 minutes
7. Items To Be Brought Forward To The Board of Directors
  - a. Consent Agenda, Marcia Gunning, Contracts Compliance/Financial Manager
  - b. Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes

- c. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
- 8. New Business
- 9. Comments from County Advisory Board Representatives – 15 minutes
  - a. Island
  - b. San Juan
  - c. Skagit
  - d. Snohomish
  - e. Whatcom
- 10. Comments from Public – 5 minutes
- 11. Other Business
  - a. Request for Agenda Items
- 12. Adjournment

**NOTE:** The next Advisory Board meeting will be July 17, 2001, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon

# MEMORANDUM

## REVISED

DATE: May 30, 2001

TO: NSRSN Advisory Board

FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager

RE: June 28, 2001 NSRSN Board of Director's Agenda

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Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the June 28, 2001 NSRSN Board Meeting.

### **CONSENT AGENDA**

1. To authorize NSRSN Executive Director to enter into contract NSRSN-APN-DDD Crisis-01, Amendment 1 with the Associated Provider Network. This amendment provides APN with \$6,000 to purchase two lap top computers for MH/DDD Prescribers in order to enhance crisis services to individuals with developmental disabilities and mental illness. Maximum consideration of this amendment is \$6,000. Maximum consideration of this contract is \$73,206.32.

*DDD contract with NSRSN included \$6,000 for crisis response services support needs. It was the original intent of DDD that these dollars be used to purchase two lap top computers for MHD/DDD Prescribers. This amendment delegates the dollars to APN to purchase and provide the lap top computers to the appropriate staff.*

### **ACTION ITEMS**

1. To authorize NSRSN Executive Director to enter into the 2001-2003 Biennium Integrated Mental Health Inpatient/Outpatient Contract with DSHS-Mental Health Division, effective July 1, 2001 through June 30, 2003.

*Placeholder. The NSRSN is currently working with MHD and other RSN's to finalize the 2001-2003 Biennium Contract.*

2. To authorize NSRSN Executive Director to enter into Contract NSRSN-APN-99-01, Amendment 7, between NSRSN and Associated Provider Network, extending the current managed care, full risk contract for Outcome-Based Community Mental Health Program Services contract for 6 months, through December 31, 2001. Consideration for this 6-month extension shall be as described in attached Exhibit G-7.
3. To authorize NSRSN Executive Director to enter into Contract NSRSN-SEAMAR-99-01, Amendment 2, between NSRSN and Seamar, extending the current contract for Outcome-Based Community Mental Health Program Services specifically

addressing the mental health needs of our Hispanic population for 6 months, through December 31, 2001. Consideration for this 6-month extension shall be \$254,940.

4. To authorize NSRSN Executive Director to enter into Contract NSRSN-Island-99-01, Amendment 2, between the NSRSN and Island County, extending the current contract County for Administration, planning, local oversight, MICA, etc., services for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$28,021. Maximum consideration shall not exceed \$140,106.
5. To authorize NSRSN Executive Director to enter into Contract NSRSN-San Juan-99-02, Amendment 1, between the NSRSN and San Juan County, extending the current contract for Administration, planning, local oversight services, etc., for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$25,000. Maximum consideration shall not exceed \$125,000.
6. To authorize NSRSN Executive Director to enter into Contract NSRSN-Skagit-99-03, Amendment 2, between the NSRSN and Skagit County, extending the current contract for Administration, planning, local oversight, MICA services, etc., for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$39,757. Maximum consideration shall not exceed \$198,782.
7. To authorize NSRSN Executive Director to enter into Contract NSRSN-Snohomish-99-04, Amendment 2 between the NSRSN and Snohomish County, extending the current contract for:
  - Administration, planning, local oversight, etc., services
  - Snohomish County ITA Services
  - Snohomish County QA Utilization/Clinical Support/Services
  - Snohomish Evaluation and Treatment Facility Loan and Maintenance
  - Federal Block Grant Services – Community Team for Children
  - MICA Services – July 1-December 31, 2001 onlyfor 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$625,303. Maximum consideration shall not exceed \$3,037,028.50.
8. To authorize NSRSN Executive Director to enter into Contract NSRSN-Whatcom-99-05, Amendment 2, between the NSRSN and Whatcom County, extending the current contract for Administration, planning, local oversight, etc., services for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$69,158. Maximum consideration shall not exceed \$289,810.
9. To authorize NSRSN Executive Director to enter into Contract NSRSN-Rehabco-PS-01, between the NSRSN and Rehabco, Inc. for Office Cleaning/Janitorial Services, effective July 1, 2001 through June 30, 2003. Maximum consideration shall not exceed \$11,544.

*Current contract with Rehabco, Inc. sunsets June 30, 2001. Janitorial and Office Cleaning Services are performed by consumers. This agreement purchases these services according to the following fee schedule:*

- *July 1, 2001 to June 30, 2002:*

*\$475.00 per month*

*Maximum consideration shall not exceed \$5,700.00.*

- *July 1, 2002 to June 30, 2003: A 2.5% vendor rate increase shall take effect:  
\$487.00 per month.*

*Maximum consideration shall not exceed \$5,844.00*

11. To authorize NSRSN Executive Director to enter into contract NSRSN-Tulalip-TT-FBG-01 between NSRSN and Tulalip Tribes for Traditional Healing Mental Health Services effective July 1, 2001 through June 30, 2003. Maximum consideration shall not exceed \$163,680 in Federal Block Grant Funds.

*Current contract with Tulalip Tribes sunsets on June 30, 2001. This contract will continue to fund Tulalip Tribes Traditional Healing Program for two years.*

12. To authorize NSRSN Executive Director to enter into the NSRSN Executive Director to enter into contract between the Mental Health Division and NSRSN for the ongoing implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2001 through June 30, 2003.

***Placeholder.*** *NSRSN entered into a contract with MHD for these services on July 1, 2000. This agreement sunsets June 30, 2001. RSN's have repeatedly requested that MHD remove the DMIO requirements from the 2001-2003 Biennium contracts and contract separately. This introduction item is in anticipation that MHD has followed through on RSN's recommendations. 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.*

13. To authorize NSRSN Executive Director to enter into the NSRSN Executive Director to enter into contract #NSRSN-APN-MIO-01 effective July 1, 2001 through June 30, 2003.

***Placeholder.*** *This contract requires APN to perform specific elements of the contract between MHD and NSRSN, which continues to implement 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.*

14. To authorize the NSRSN Executive Director to enter into contract #NSRSN-SEA MAR-MIO-01 effective July 1, 2000 through June 30, 2001.

***Placeholder.*** *This contract requires Seamar to perform specific elements of the contract between MHD and NSRSN, which continues to implement 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.*

**ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD**

1. To introduce request for NSRSN Board of Directors to allocate \$4,032 from the NSRSN Inpatient Savings Designated Fund Balance-Consumer Projects for two consumers to complete the Consumer-To-Provider Training Program. Total funding request per consumer = \$2,016. Maximum consideration would not exceed \$4,032.

*This program provides intensive training at Tacoma Community College to mental health consumers throughout the State. Two consumers from the NSRSN have been selected to participate this quarter. The students complete a 300-hour field placement after completion of the course-work. The NSRSN is being asked to fund the field study at \$6.72 per hour for the 300 hours.*

2. To introduce Contract #NSRSN-SEAMAR Visions-MICA-01 between North sound Regional Support Network and Sea Mar Community Health Centers for Adolescent/Youth Co-occurring Residential Recovery Program Services.

*NSRSN published RFQ #01-02 (A) and had one respondent – Sea Mar Community Health Center - Visions. A review by NSRSN Management determined that this Response met all requirements stipulated in the RFQ. Attached is the Draft contract for the prescribed services currently in negotiations with Sea Mar – Visions.*

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

Item #           Item   Discussion   Discussion Leader   "Decision(s) Made,  
Action Taken, Assignments Given"

1           "Call to Order, introductions"           The meeting was called to  
order at 1:10 due to the fact that a pre-meeting presentation ran late.  
Dan Bilson

2           Revisions to the Agenda   None   Dan Bilson

3           Approval of April 2001 Minutes           "Dave Ashton asked that the  
April minutes reflect that he was ""excused"" rather than absent" Dan  
Bilson           "Motion: It was moved, seconded and carried to approve the  
April 2001 Minutes as written with the recommended amendment."

4           Comments from the Public           Dan Bilson

          "Jere Lafollette introduced Rosemary Lea as the new  
Director of Quality Management for APN. He spoke further of the ""No  
Wrong Door"" initiative, which is intended to improve cross system  
collaboration. Mr. Lafollette provided the group with hand outs of the  
Design Team's report. Betsy Rogers informed the group about a crisis  
situation with a foster family who accessed crisis service through APN,  
were referred to CMH and are very pleased with the result."

5           Correspondence and Comments from the Chair           Chair Bilson  
provided Advisory Board members with a draft policy intended to smooth  
out communication with the NSRSN. He called for the members to look it  
over and make comments to any member of the Executive Committee. He  
requested that those going to Lacey let Sharri Dempsey know a.s.a.p.  
so she may make transportation and lunch arrangements. Chair Bilson  
called for volunteers to update Advisory Board By-laws.           Dan Bilson  
          Members are to comment on draft policy before the next Advisory  
Board Meeting.           Volunteers are needed to  
examine/update by-laws.

6           Old Business           6.a Executive Director's Report           Chuck  
Benjamin

Chuck Benjamin

"Mr. Benjamin reported that he had served on a DCFS interview panel for two area administrators, one for Everett and one for Monroe. He feels confident that the candidate selected will benefit the region and the relationship with DCFS. Mr. Benjamin announced that BDS will be out of business as of June 30th. The search process has begun and he reiterated his feeling that it is important to have one system for the RSN and all providers. The NSRSN has been assessed liquidated damages in the amount of \$14,000 for January and roughly \$4000 for February. Mr. Benjamin has written a strongly worded letter to Karl Brimmer expressing the NSRSN's objection to this action. A letter has been sent to the APN regarding CHAP payback. A DMIO policy with the APN is in the works. A June 4th work session has been planned to discuss the roles, responsibilities, and future plans for Resource Managers. Participants will include members of the Advisory Board, Board of Directors, County Coordinators, Resource Managers, Francene Thompson, Greg Long, and Mr. Benjamin. A contract has been sent to Compass for the RFQ-01, "

"Children's Crisis Center. RFQ-02 has been re-let, May 15th at 5:00 p.m. is the deadline for submissions. Mr. Benjamin asked that the notebooks provided for Advisory Board members be left behind after the meeting. "

6.b Committee Restructure Chuck Albertson

Mr. Albertson recommended voiced concern over the delay in approval of the Committee Restructure proposal. Volunteers were encouraged to stay after the meeting to work on this.

6.c Explanation of Blue Sheets "Francene Thompson, Jere LaFollette"

"Ms. Thompson and Mr. LaFollette provided handouts and offered explanation of the 12% decrease in numbers served from March 2000 to March 2001. Clarification is needed in the area of "open charts" and "those receiving services". Public outreach and education is needed to let people know what services are available. Mr. LaFollette stated there has been and increased effort in data integrity over the last year at APN. He also reminded the group that group treatment settings have an affect on data, and facilities such as Rainbow Center and others are not documented."

6.d Sub Committee Reports

Finance Committee Mary Good

Mary Good reported the 2001 budget was decreased to seven categories. The Committee recommends the Board of Directors fund \$4032 for the Consumer to Provider program. The Committee also recommends payment of vouchers in the amount of \$1874.83. The deadline for sign-up for the Behavioral Health Conference is today. Ms. Good and Ms. Rogers reported that they felt the Finance Committee workshop on relationship building was very good. "Motion: It was moved,

seconded and carried to recommend payment of vouchers totaling \$1874.83, and to recommend the Board of Directors fund \$4032 for the Consumer to Provider program."

Children's Committee Janet Lutz-Smith

"Janet Lutz-Smith reported the Committee was focusing on children's services in the Strategic Plan. They are partially finished with their review. Ms. Lutz-Smith reported the establishment of a county level acute services team which is very effective. She reported an increase in coordination of services is needed, perhaps a group could be formed including County Coordinators to work on this. Mr. Benjamin offered to communicate with County Coordinators." Mr. Benjamin will communicate with County Coordinators regarding coordination of services.

In-service Committee

No report

Citizens Concerns Dave Ashton

Dave Ashton reports an ongoing problem with consumers obtaining services.

Ethnic Minorities John Patchamatla

John Patchamatla inquired as to the status of scheduling an upcoming meeting for the purpose of discussing minority outreach. Mr. Benjamin will contact Becky Diaz. Mr. Benjamin will contact Becky Diaz and set up Minority Outreach meeting.

Executive Committee Dan Bilson

Chair Bilson referred to a draft policy distributed to all members to address the issue of efficient communication with NSRSN staff. Members were asked to review the policy and make comments to any member of the Executive Committee. Members were asked to review the draft policy. Approval will be requested at the June meeting.

Older Adults Josselyn Winslow

"Josselyn Winslow spoke with Greg Long about collaborating efforts with Northwest Regional Council. Mr. Benjamin and Victoria Doerper have met to discuss collaboration between agencies, with a presentation to be made to both groups. It was suggested a meeting be arranged between Mr. Benjamin, Ms. Doerper, Rhea Miller, Ms. Winslow, a representative of Snohomish County, and Chair Bilson" Mr. Benjamin will coordinate scheduling of meeting to plan collaborative efforts between Advisory Board and NWRC.

Activity Center Chuck Albertson

"Chuck Albertson reported that the Activity Center had been awarded two contracts, one for Peer Education and Outreach for street outreach, and funding for renovation of restrooms. Whatcom County funded both."

Ombuds Liaison

No report

Site Visitations

No report

7 Consent Agenda Marcia Gunning

7 Items To Be Brought Forward to the Board of Directors 7.a

Consent Agenda Marcia Gunning

Ms. Gunning reports there are no unusual Consent Agenda  
Items

7.b Emergency Action Items Marcia Gunning

"Ms. Gunning referred members to Tab 4 of their notebooks,  
Emergency Action Items. She explained the potential contract with PCI  
(BDS going out of business) but that there was not paperwork as yet.  
It is hoped there will be a contract before the Board of Directors meet  
on May 24, 2001. The other Emergency Item is the VOA DD Crisis 01  
contract for enhanced crisis/triage services. " "Motion: It was

moved, seconded and carried to recommend Board of Directors approval of the VOA DD Crisis 01 contract."

7.c Action Items Marcia Gunning

There were none reported

7.d Motions Yet To Be Approved Chuck Benjamin

Members were referred to the Introduction Items in their packets. Members were asked to review Introduction Items prior to the June meeting.

8 New Business Dan Bilson

A brief discussion took place regarding the pre-meeting presentation done "Motion: It was moved, seconded and carried to recommend the Board of Directors make carve out item to VOA, Scenario #1 as presented by VOA."

by Karen Kipling on behalf of the VOA. Three funding scenarios were presented.

9 Comments from 9.a Island County

County Advisory No Report

Board Reps. 9.b San Juan County Dean Stupke

"Dean Stupke reported that he had attended a workshop led by David Troniak (sp?) who stressed that loneliness is one of the biggest disabilities, and also that people don't have special needs, rather the same needs as everyone else. Janet Lutz-Smith requested more information."

9.c Skagit County Mary Good

Mary Good reported that there was an overlap in discussion between both Advisory Boards' meetings. Nothing new to report.

9.d Snohomish County Marie Jubie

Marie Jubie reported that Greg Long and Terry McDonough joined the

Snohomish County meeting where information about concurrent review process and results of Compass' concurrent review was shared. Ms. Jubie further reported that NAMI is now housed in the Bailey Center. Also discussed were Crisis Services. Jill Dace offered an informative orientation on the historical data and formation of the RSNs. Jack Bilsborough offered NAMI state convention information.

9.e Whatcom County Chuck Albertson

Chuck Albertson referred to his earlier report (Activity Center 6.d.8) Dave Ashton added that there had been a lot of discussion of the CHAP Program.

10 Comments from Dan Bilson

Public

"Beckie Bacon announced that she was participating in a fundraising walk for mental health on May 19th and asked for pledges.

Josselyn Winslow stated there is much interest in the "No Wrong Door" issue."

11 Other Business 11.a From Counties Dan Bilson

There was none

11.b Request for Agenda Items NSRSN staff will design a

The June meeting will be held at the Snohomish County office on Colby; prototype business card for directions will be mailed. There will be a morning visitation to the Broadway Advisory Board approval. facility and Haven House. Mr. Albertson reiterated the importance of taking action on the Committee Restructure issue in June. There was discussion about the June subcommittees meeting on alternate day as the main meeting will be off-site. A request was made for the NSRSN staff to provide business cards for AB members.

12 Adjournment The meeting adjourned at 3:00 p.m. Dan Bilson

Handouts: Approved Financial Policies and Procedures  
NAMI Convention Information  
No Wrong Door report  
Blue Sheet Analysis  
Can I Plan Now for the Mental Health Treatment I would Want  
If I Were in Crisis?  
NAMI Community Forum information  
VOA Pre-meeting materials  
Future  
Presentations: Tour of Compass Broadway Program  
Role of CDMHP  
Best Practice  
Case Management  
Strength Based Treatment