

**NORTH SOUND MENTAL HEALTH ADMINISTRATION
ADVISORY BOARD MEETING**

**North Sound Mental Health Administration
Conference Room
117 North First St., Suite 8
Mt. Vernon, WA 98273
June 3, 2003
1:00 PM**

Agenda

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of March 2003, April 2003 and May 2003 Minutes, Chair – 5 minutes
4. Comments from the Public
5. Correspondence and Comments from the Chair – 5 minutes
6. Unfinished Business
 - a. Executive Director's Report - Chuck Benjamin – 5 minutes
 - b. Finance Committee – Mary Good – 5 minutes
 - c. Strategic Plan Committee – Janet Lutz-Smith
 - d. Activities and Liaison Committee
 - i. Site Visitations for 2003
 - ii. Consumer-Run Projects-County Reports
 - e. QMOC Report – Mary Good – 5 minutes
7. Items To Be Brought Forward To The Board of Directors – Charles Benjamin
 - a. Consent Agenda
 - b. Action Items
 - c. Emergency Action Items
 - d. Motions Yet to be Approved
8. New Business - 10 minutes
9. Comments from County Advisory Board Representatives – 15 minutes
 - a. Island
 - b. San Juan
 - c. Skagit
 - d. Snohomish

e. Whatcom

10. County Coordinator Report

11. Comments from Public – 5 minutes

12. Other Business

a. Request for Agenda Items

13. Adjournment

NOTE: The next Advisory Board meeting will be July 1, 2003, at the NSMHA Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

**North Sound Mental Health Administration
MENTAL HEALTH ADVISORY BOARD**

March 4, 2003

Present: John Patchamatla, Jim King, Janet Lutz-Smith, Marie Jubie, Dean Stupke, Ian Brooks, Eileen Rosman, Chris Walsh, James Vest, Mary Good, Joan Lubbe
Absent: Kay Day, Laura Whitter
Excused: Bob Hart
Staff: Beckie Bacon, Charles Benjamin, Chuck Davis, Sharri Dempsey, Marcia Gunning, Wendy Klamp, Greg Long, Debra Russell, Annette Calder
Guests: Gail Barron, Laurel Britt, Molly Houlihan, Janet Kloc, Jere LaFollette, Patricia Little

MINUTES

TOPIC	DISCUSSION	ACTION
CALL TO ORDER, INTRODUCTIONS		
Chair Lutz-Smith	Chair Lutz-Smith convened the meeting at 1:20 pm, and introductions followed. Ms. Lutz-Smith began the meeting by reading an inspiring quote.	Informational
REVISIONS TO THE AGENDA		
Chair Lutz-Smith	There were no revisions to the March 4, 2003 Advisory Board agenda.	Informational
APPROVAL OF MINUTES		
Chair Lutz-Smith	The January 2003 minutes of the Advisory Board meeting were approved.	Informational
COMMENTS FROM THE PUBLIC		
Gail Barron	Ms. Barron (Whidbey Island NAMI) addressed the group about better access to crisis services.	Sharri Dempsey will follow-up on developing a plan for protocol and education.
Jere LaFollette	Mr. LaFollette commented on Ms. Barron's concerns and informed the group about community education efforts to date. Mr. LaFollette informed the group about emergency contact numbers printed on business cards with important needed telephone numbers by county.	Ms. Dempsey stated she would be happy to meet with Ms. Barron following the Advisory Board meeting.
CORRESPONDENCE AND COMMENTS FROM THE CHAIR		
Chair Lutz-Smith	Bulletin initiated from meeting minutes has gone out to the County Advisory Boards. The feedback has been that the County Advisory Boards would like further information about this report. It would be	Janet Lutz-Smith and Sharri Dempsey will meet to outline what will be included in the

helpful if we could include action items and bulletins. educational information received on this report.

UNFINISHED BUSINESS

Chuck Benjamin	<p>Executive Director's Report</p> <p>Mr. Benjamin reported that during his trip to Washington DC, he learned of some alarming concepts floating around that could very well destroy our Mental Health System. The federal government is looking at a new way to offer Medicaid funds. This program is geared to states that are currently suffering financial austerity, and our state is one. What the federal government is offering for the first 6 or 7 years is a lot more dollars, but with consequences. In years 8, 9, and 10, the federal government will be looking at what the dollars were used for and how many people were served. States who have taken advantage of this funding may have to pay back money to the federal government. From year 11 onward the federal funding may be capped at the 2002 budget level. Implementing this program would have a devastating impact on public mental healthcare. The program is not mandated, so the public still has a voice with the legislature. Mr. Benjamin stated he would keep the Advisory Board informed about our state regarding this program.</p>	Informational
Mary Good	<p>Finance Committee Report</p> <p>Ms. Good recommended passing a motion for December 2002 expenditures to be forwarded to the Board for approval.</p>	10 in favor 1 abstention, motion carried.
Chair Lutz-Smith	<p>Strategic Plan Committee</p> <p>Ms. Lutz-Smith reported that the group had met this morning. They heard a report from Greg Long on:</p> <ul style="list-style-type: none">▪ Crisis Intervention Training (CIT) planning for Snohomish County.▪ The NSMHA is working with HCS to expand geriatric support for older adults coming out of Western State Hospital.▪ June 1, 2003 is the projected "live" date for the new Raintree software. Clinical records will then be electronic and tracked through the entire provider network system.▪ Children's services at Fairfax are being decreased. Mr. Long added that the Division of Children's Administration is cutting 100 beds some of the beds cut will be our CHAP beds.	Informational

All were encouraged to express their interest in participating in the Strategic Planning, Paper

Reduction and Recovery Committees. Also, there are vacancies for Advisory Board members on the QMOC committee. Anyone interested should contact Sharri Dempsey.

All were encouraged to be active on committees. Recommendation was made to provide some kind of reminder a few days prior to each meeting. It was also recommended to look into phone conferencing to accommodate members who cannot be physically present for a meeting.

NSMHA staff will provide reminders for upcoming meetings. The possibility of phone conferencing will be investigated.

Sharri Dempsey	<p>Activities and Liaison Committee Ms. Dempsey encouraged more involvement of Advisory Board members in liaison activities and committees. The next "All Aboard" may be to visit some Tribal Behavior Health Program. Ms. Dempsey will check with Tribes for their approval.</p>	Informational
Charles Benjamin	<p>Consumer Run Projects Mr. Benjamin stated counties have had meetings on how to use the Consumer Project funds. There was a discussion about requirements and criteria on how the funds can be utilized.</p>	Informational
Mary Good	<p>QMOC Report Ms. Klamp provided the committee with the Quality Management report for the month of January 2003. Ms. Gunning presented the 2002 Integrated Review results. Ms. Klamp provided an update on HIPAA.</p>	Both reports were approved.

ITEMS TO BE BROUGHT FORWARD TO THE BOARD OF DIRECTORS

Marcia Gunning	<p>Action Items A motion was made to recommend the following action items to the Board of Directors:</p> <ul style="list-style-type: none"> ▪ NSMHA 2003-2004 Staff Training Plan ▪ NSMHA 2003-2004 Regional Staff Training Plan 	10 in favor 1 abstention, motion carried.
Marcia Gunning	<p>Emergency Action Items A motion was made to recommend the following emergency action items to the Board of Directors:</p> <ul style="list-style-type: none"> ▪ Contract 0169-0339, Amendment 6 between DSHS Mental Health Division and NSMHA to give one ECS Phase V slot back to the state to avoid penalties for non-use. ▪ Contract NSRSN-APN-ECS-02 between NSMHA and APN to reduce ECS allocation from 3 to 2 Phase V slots. ▪ Contract NSRSN-PCI-User-01 Amendment (4) to extend the current contract with PCI through June 03, 2003. 	All in favor, motion carried unanimously.
Marcia Gunning	<p>Introduction Items A motion was made to recommend the following introduction items to the Board of Directors:</p>	All in favor.

- NSMHA 2002-2003 Quality Management Plan Update.
- NSMHA Information and Portability Accountability Act (HIPAA) Policy and Procedure Manual.
- NSMHA Lead Quality Specialist be appointed as Privacy Officer and modified Lead Quality Specialist Job Description.
- Business Associates Agreement, Contract NSMHA-INFOC-BA-03 between NSMHA and InfoCare for the storage of NSMHA off-site business records.

NEW BUSINESS

There was no new business.

COMMENTS FROM COUNTY ADVISORY BOARD REPRESENTATIVES

Island	Ms. Rosman was unable to attend the last Island Mental Health Board meeting and asked Mr. Benjamin to elaborate on the meeting. Mr. Benjamin stated he gave the same System Review presentation at the last Island County Advisory Board & NAMI meeting. There was a lot of interest in the information shared, but he has not received feedback from Island County Board or NAMI members yet.	Informational
San Juan	Mr. Stupke stated Mr. Benjamin gave the System Review presentation at the last San Juan Advisory Board meeting. The presentation was well received.	Informational
Skagit	Mr. Benjamin met with Skagit County yesterday regarding family, provider and youth training. There will be an open house tomorrow for the new Skagit County Human Services facility.	Informational
Snohomish	Ms. Jubie reported that she has been going to Olympia every week talking about human services needs. She also thanked the NSMHA for her Exemplary Service Award for 2002. James Vest reported, as representative from Snohomish County that he had attended a special transportation needs committee, which is partnering with other organizations in advocating for a transportation effort for those with special needs.	Informational

COUNTY COORDINATOR REPORT

No report.

COMMENTS FROM PUBLIC

Gail Barron	Ms. Barron shared her concerns about increasing incidents of brain disorders. Ms. Barron feels	Informational
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pollution can contribute to chemical imbalances resulting in increased brain disorders. It was stated that Senator Reardon is in charge of pollution issues and would be a good contact.

OTHER BUSINESS

Request for Agenda Items
Chair Lutz-Smith Ms. Lutz-Smith reported that Eileen Rosman will no longer be serving on the Advisory Board. Ms. Rosman was thanked for her time and dedication to the NSMHA Advisory Board. Ms. Rosman thanked the Board for allowing her to participate and their dedication to the mental health system. Informational

ADJOURNMENT

Chair Lutz-Smith Ms. Lutz-Smith announced that Marie Jubie would be chairing the April 1, 2003 Advisory Board meeting do to her vacation. Informational

The meeting adjourned at 3:10 pm.

**North Sound Mental Health Administration
MENTAL HEALTH ADVISORY BOARD**

April 1, 2003

Present: Marie Jubie, Mary Good, Jim King, Joan Lubbe, Beverly Porter, Dean Stupke, Chris Walsh
Absent: Jack Bilsborough, Ian Brooks, Kay Day, Robert Hart, Janet Kloc, James Vest
Excused: Janet Lutz-Smith, John Patchamatla
Staff: Charles Benjamin, Beckie Bacon, Shirley Conger, Sharri Dempsey, Wendy Klamp, Greg Long, Debra Russell, Bill Whitlock
Guests: Laurel Britt, Fay Buchanan, Kathy Harris, Nancy Jones, Jere LaFollette, Patricia Little, Jane Relin

MINUTES

TOPIC	DISCUSSION	ACTION
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CALL TO ORDER, INTRODUCTIONS

Chair Jubie (alternate)	Chair Jubie convened the meeting at 1:10 pm, and introductions followed. It was noted that there was no quorum. Four counties were represented, but not enough representatives from each one. Chair Jubie encouraged regular attendance in order to conduct business.	Informational
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REVISIONS TO THE AGENDA

Chair Jubie (alternate)	The April 1, 2003 Advisory Board agenda was reviewed, but could not be approved due to lack of quorum.	Informational
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APPROVAL OF MINUTES

Chair Jubie (alternate)	The March 2003 minutes of the Advisory Board meeting were reviewed, but could not be approved due to lack of quorum. The minutes will be brought to the May meeting for review and approval.	Informational
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COMMENTS FROM THE PUBLIC

Beckie Bacon	Ms. Bacon distributed the Quality Review Team (QRT) report for 1 st quarter 2003. The 4 th quarter and 2002 annual overview reports were	Informational
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completed. The final decision-making stage of the Poem & Story contest (written by consumers) is in progress. Reviews and revisions of all 2003 forms, documents, survey materials, etc. have been completed. A copy of the full report is filed with minutes. Ms. Bacon also circulated a “wish list” from Sun Community Services for food, clothing and household items for Sun House. These items will be distributed to adult family housing, respite and residential programs.

Sharri Dempsey Ms. Dempsey reported that the next “All Aboard” will be going to King County Mental Health Court. The date and time will be announced in the near future. Informational

CORRESPONDENCE AND COMMENTS FROM THE CHAIR

Chair Jubie (alternate) Chair Jubie commented on the need for more participation with counties and presence in Olympia to support Mental Health Issues. Informational

HIPAA PRESENTATION

Wendy Klamp Ms. Klamp gave a presentation of the Health Insurance Portability Privacy Act (HIPAA) that has become a federally mandated law as of 4/14/03. This law ensures the confidentiality of patient records and information. All providers and agencies are required to have written authorization from consumers on what information can be disclosed and to whom. A mailing of Privacy Notices have been sent to all consumers in our system to advise them of the new law and their rights. Informational

The HIPAA policies have been thoroughly reviewed by a qualified attorney to avoid violations of patient rights and any applicable laws. Mr. King expressed his concern that the HIPAA policies were not reviewed by Mental Health advocates. Mr. Benjamin agreed to send a letter to the Director of Resource Advocacy to ensure an opportunity for review by Washington Protection and Advocacy.

OMBUDS REPORT

Shirley Conger Ms. Conger gave a PowerPoint presentation and provided handouts for the quarterly Ombuds complaint data report. The report was broken out by number of cases, source of cases, demographics, cultural/ethnic group and county. There was a total of 88 cases reported. There were no grievances for 1st quarter 2003. A copy of the full report is filed with minutes. Informational

UNFINISHED BUSINESS

Chuck Benjamin **Executive Director's Report**
Mr. Benjamin reported that implementation of Raintree is pending. There will be training for end-users prior to implementation. Informational

The NSMHA 2002-2004 7.01 Plan has been developed in compliance with the Department of Social and Health Services requirements.

The 3rd Annual Tribal Conference will be held on May 1 & 2, 2003 at the Skagit Resort. All are encouraged to attend and publicize the event.

Whatcom Counseling and Psychiatric Clinic recently went through their MHD licensing and certification review. They were recognized for their outstanding audit resulting in a score of 96.

Mary Good **Finance Committee Report**
No recommendations for approval could be made for payment of expenses due to lack of quorum. Ms. Good stated that there needs to be more Advisory Board members serving on the Finance Committee. Informational

Greg Long **Strategic Plan Committee**
Mr. Long gave a report on the Strategic Plan Committee. The Strategic Plan Committee met today to discuss children's issues related to Fairfax. Rehab services, CHAP and the ECS geriatric program were also addressed. All Advisory Board members were welcomed to attend Strategic Plan Committee meetings, which Informational

are held at 11:00 a.m. the day that Advisory Board meets.

Chair Jubie (alternate)	Activities and Liaison Committee It was noted that there is a need for more Advisory Board members on the Activities and Liaison Committee.	Informational
Sharri Dempsey	Site Visitations for 2003 There will be visits to the Tulalip tribe in August. There will be education on how families help heal each other from trauma that has occurred on the reservations.	Informational
Charles Benjamin	Consumer Run Projects No report at this time.	Informational
Mary Good	QMOC Report HIPAA and the proposed System Review were presented to QMOC. The NSMHA Jail Episode of care review was discussed. Benchmarks have not yet been set and NSMHA may want to look at using MHD's (90%) for WAC compliance as a guideline.	Informational

ITEMS TO BE BROUGHT FORWARD TO THE BOARD OF DIRECTORS

Chuck Benjamin	Action Items The following were action items to be brought forth to the Board of Directors: <ul style="list-style-type: none">• To authorize NSMHA 2002-2003 Quality Management Plan Updates.• To authorize North Sound Mental Health Administration Health Information and Portability Accountability Act (HIPAA) Policy and Procedure Manual.• To recommend the North Sound Mental Health Administration Lead Quality Specialist be appointed NSMHA Privacy Officer and to introduce an updated Lead Quality Specialist Job Description that has been modified to incorporate the required HIPAA Privacy Officer job responsibilities.
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- To authorize Business Associates Agreement, Contract No. NSMHA-INFOC-BA-03 between North Sound Mental Health Administration and InfoCare, Inc. for storage of NSMHA off-site business records. This Agreement shall become effective May 1, 2003. It is estimated that the initial set-up costs shall not exceed \$125 and the ongoing monthly costs to be approximately \$38.75 per month.

- To authorize the North Sound Mental Health Administration to amend the agreement for legal services. To authorize the North Sound Mental Health Administration amend the agreement for legal services. NSMHA agrees to reimburse Attorney at a rate of \$375.00 an hour for specialized health care legal services.

Emergency Action Items

Chuck Benjamin There were no emergency action items.

Introduction Items

Chuck Benjamin There were no introduction items.

NEW BUSINESS

Greg Long Mr. Long noted that many people are concerned/affected by the war at this time. He spoke with Karen Kipling, and they are currently working with groups to decrease stress. Families with family members in the armed forces living on base seem to be taken care of adequately within the military system. Family and friends living off base are requiring more help, but there does not seem to be a major impact on the mental health system at this time.

COMMENTS FROM COUNTY ADVISORY BOARD REPRESENTATIVES

Island	No report.	Informational
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San Juan	Mr. Stupke reported on the Compass Board meeting. He was impressed with their budget and service report and how concurrent it was. He felt it indicated that they have a good program in place. Mr. Stupke recommended that Mr. Benjamin look into how they manage data.	Informational
Skagit	No report.	Informational
Snohomish	Community is looking at a clubhouse for consumers. Restructuring of NAMI and Washington is being embraced.	Informational
Whatcom	Ms. Relin reported that a new program has been created to help house mentally ill and felons who cannot obtain housing. The program is sponsored by "State Partners in Crisis". An apartment building with 7 studio apartments and 2 one-bedroom units will be available for use.	Informational

COUNTY COORDINATOR REPORT

Nancy Jones	Ms. Jones reported that the big issue with the state mental health budget is that there is a six million dollar deficit within the state. Closure at Western will not happen this year, but will in 2004.	Informational
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COMMENTS FROM PUBLIC

Chair Jubie (alternate)	Discussion ensued regarding Advisory Board attendance and participation. The Advisory Board Bylaws were distributed for review. It was noted that there must be a presence of at least 50% of the appointed representatives from at least four of the five counties for a quorum. Regular business cannot be conducted without a quorum. The need for attendance and participation was again encouraged.	Informational
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OTHER BUSINESS

Chair Jubie (alternate)	Request for Agenda Items There were no agenda items requested.	Informational
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ADJOURNMENT

Chair Jubie (alternate)	Meeting adjourned at 2:45 p.m.	Informational
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**North Sound Mental Health Administration
MENTAL HEALTH ADVISORY BOARD**

May 6, 2003

Present: Chuck Albertson, Jack Bilsborough, Ian Brooks, Mary Good, Marie Jubie, Jim King, Janet Kloc, Joan Lubbe, Janet Lutz-Smith, John Patchamatla, Beverly Porter, James Vest, Chris Walsh

Absent: Kay Day

Excused: Dean Stupke

Staff: Chuck Benjamin, Beckie Bacon, Shirley Conger, Shari Dempsey, Melissa DeCino, Wendy Klamp, Greg Long, Debra Russell

Guests: Gail Barron, Dan Bilson, Kelly Foster, Jere LaFollette, Patricia Little

MINUTES

TOPIC	DISCUSSION	ACTION
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CALL TO ORDER, INTRODUCTIONS

Chair Lutz-Smith	Chair Lutz-Smith convened the meeting at 1:12 p.m., and introductions followed. It was noted that there was no quorum. Chair Lutz-Smith encouraged regular attendance in order to conduct business. Four members voted to adjourn due to lack of quorum, but six opposed. The meeting continued.	Informational
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REVISIONS TO THE AGENDA

Chair Lutz-Smith	The May 6, 2003 Advisory Board agenda was reviewed, but could not be approved due to lack of quorum.	Informational
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APPROVAL OF MINUTES

Chair Lutz-Smith	The March and April 2003 minutes of the Advisory Board meeting were reviewed, but could not be approved due to lack of quorum. The minutes will be brought to the June meeting for review and approval. It was noted that Ian Brooks and Janet Kloc were excused rather than absent for the April 2003 meeting. This will be brought to the June 2003 meeting for approval.	Informational
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COMMENTS FROM THE PUBLIC

Melissa DeCino	Winners of the Poem and Story Contest were announced. There were honorable mentions and all will be published in a book. There will be an award ceremony at the June 2003 Board of Directors	Informational
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meeting.

Jere LaFollette	Jere commented on the positive feedback regarding community education and the Poem and Story contest. He announced that there will be stigma reduction education for the public on mental illness and a craft fair in the fall.	Informational
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CORRESPONDENCE AND COMMENTS FROM THE CHAIR

Chair Lutz-Smith	A letter has been sent to the Island County Commissioner to recruit Advisory Board members. Guest, Patricia Little announced that she has applied for appointment as a member of the Advisory Board.	Informational
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UNFINISHED BUSINESS

Chuck Benjamin	Executive Director's Report Mr. Benjamin emphasized the need to focus on the Vision of Hope and Path to Recovery. He announced that the Board of Directors approved the NSMHA System Review and phase I of the Quality Management integrated implementation. Per Advisory Board request, the HIPAA Policies and Procedures were sent to WAPUS for review and comments. They thanked us for seeking the Advisory Board's opinion, but could not provide legal recommendations. They encouraged us to consult with our legal council. The Board of Directors approved utilizing FEMA settlement funding for Children's Services in the amount of \$495,010. Mr. Benjamin stated that the go-live date for Raintree is July 1, 2003. At the last Advisory Board meeting, there were reports of consumers being terminated due to budget cuts. This should not be happening and Mr. Benjamin asked that he be informed of any cases. Sharri Dempsey was recognized for all of her efforts on the 7.01 plan and the successful Tribal Conference. Bridgeways was also recognized for their successful audit and Vicki Hoffman was commended for her efforts to make the audit a success.	Informational
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Mary Good	Finance Committee Report No recommendations for approval could be made for payment of expenses due to lack of quorum.	Informational
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Chair Lutz-Smith	Strategic Plan Committee Chair Lutz-Smith promoted a conference on "Mental Health in Unstable Times", June 25-27, 2003. Registration deadline for the conference is May 23. Greg Long provided an update on the Fairfax Hospital draft contract. Contract negotiations for the next two	Informational
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years will be starting soon.

	Activities and Liaison Committee	
Chair Lutz-Smith	It was noted that there is a need for more Advisory Board members on the Activities and Liaison Committee.	Informational
Sharri Dempsey	Sharri announced that the All Aboard bus will be leaving for the King County Mental Health Court on May 7 at 8:00 a.m. Several Advisory Board members have signed up and others were encouraged to participate.	Informational
	Site Visitations for 2003	
Charles Benjamin	No report.	Informational
	Consumer Run Projects	
Charles Benjamin	No report.	Informational
	QMOC Report	
Mary Good	No report.	Informational

ITEMS TO BE BROUGHT FORWARD TO THE BOARD OF DIRECTORS

	Consent Agenda	
Chuck Benjamin	None.	Informational
	Action Items	
Chuck Benjamin	The 7.01 Plan, Quality Management Integrated Report and Draft Mental Health Services for People with Mental Illnesses Coming into Contact with the Criminal Justice System will be submitted to the Board of Directors for review and approval.	Informational
	Emergency Action Items	
Chuck Benjamin	None.	Informational
	Introduction Items	
Chuck Benjamin	The PCI Contract extension through September 30, 2003 will be introduced to the Board of Directors.	Informational

NEW BUSINESS

Chair Lutz-Smith	No new business.	Informational
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COMMENTS FROM COUNTY ADVISORY BOARD REPRESENTATIVES

Island	No report.	Informational
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San Juan	No report.	Informational
Skagit	The level of care manual is being revised with MHD's recommendations on what diagnoses needed to be treated. Mr. Benjamin will email copies of the draft to Advisory Board members.	Informational
Snohomish	There will be a NAMI picnic in the near future. Advisory Board members were encouraged take that opportunity to promote new membership for the Advisory Board.	Informational
Whatcom	There was no quorum. A level of care manual was discussed.	Informational

COUNTY COORDINATOR REPORT

Chuck Benjamin	No report.	Informational
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COMMENTS FROM PUBLIC

Chair Lutz-Smith	None.	Informational
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OTHER BUSINESS

Chair Lutz-Smith The guidelines for defining a quorum was discussed. It was considered that it may be to the Advisory Board's advantage to revise the Bylaws to match the Board of Directors. The Advisory Board Bylaws will be reviewed at the next Bylaws Committee.

Chair Lutz-Smith	Request for Agenda Items It was requested to have a copy of the job description for the County Coordinator provided at the next Advisory Board meeting. Mr. Benjamin will be doing a presentation next month on Access standards.	Informational
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ADJOURNMENT

Chair Lutz-Smith	Meeting adjourned at 2:35 p.m.	Informational
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MEMORANDUM

DATE: May 15, 2003
TO: NSMHA Advisory Board
FROM: **Charles R. Benjamin**
Executive Director
RE: June 12, 2003 NSMHA 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 June 12, 2003 NSMHA Board Meeting.

CONSENT AGENDA

1. To approve contract no. NSRSN-PCI-User-01 Amendment (5) between the North Sound Regional Support Network, dba North Sound Mental Health Administration (NSMHA) and PCI Network Solutions, Inc., a Washington Corporation (the "contractor") is hereby amended as follows:

The effective dates of this Agreement shall be extended through September 30, 2003. Maximum consideration of this amendment shall be \$15,125.01 (\$5,041.67 per month). Maximum consideration for the term of this Agreement shall not exceed \$136,125.09.

ACTION ITEMS

EMERGENCY ACTION ITEMS

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

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

cc: NSMHA Board of Directors
County Coordinators
NSMHA Management Team

**NORTH SOUND REGIONAL SUPPORT NETWORK
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-PCI-User-01
Amendment (5)**

The above-referenced Contract between the North Sound Regional Support Network, dba North Sound Mental Health Administration (NSMHA) and PCI Network Solutions, Inc., a Washington Corporation (the "contractor") is hereby amended as follows:

The effective dates of this Agreement shall be extended through September 30, 2003.

Maximum consideration of this amendment shall be \$15,125.01 (\$5,041.67 per month).

Maximum consideration for the term of this Agreement shall not exceed \$136,125.09.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-PCI-User-01 THROUGH AMENDMENT FIVE (5) ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

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

NORTH SOUND MENTAL HEALTH
ADMINISTRATION

PCI NETWORK SOLUTIONS, INC.

Charles R. Benjamin,
Executive Director

Date

Craig Bellusci,
President

Date