

MEMORANDUM

TO: NSRSN Advisory Board Members and
All Interested Parties

FROM: Rae Benjamin, Office Manager

RE: Meeting Information

DATE: August 3, 2000

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

Tuesday, August 15, 2000
North Sound Regional Support Network
Conference Room
117 North 1st Street, Suite 8
Mount Vernon, WA
1:00 PM

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
August 15, 2000
1:00 PM**

AGENDA

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of July 2000 Minutes, Chair – 5 minutes
4. Comments from the Public - 10 minutes
 - Sharon Matthews, Rainbow Center
5. Correspondence and Comments from the Chair, Chair – 5 minutes
6. Old Business
 - a. Executive Director's Report, Sharon Lucas, Interim Executive Director – 5 minutes
 - b. Staff Reports – 10 minutes
 - RFP/Consumer-Oriented Projects Report, Marcia Gunning
 - High Turnover among Operations-Level Provider Staff, Greg Long
 - Update on Federal Block Grant requests, Marcia Gunning
 - Caseload Study, Francene Thompson
 - Hospital developmental disabilities ward, Sharri Dempsey
 - c. Advisory Board Updates, Dan Bilson, Chair – 10 minutes
 - Budget 2001 Work Group Report
 - Request from counties for list of mental health providers
 - Case Manager's Training in four counties
 - Congratulatory letter to Dennis Braddock
 - CAT Team Funding
 - Meeting Time
7. Subcommittee Reports – 5 minutes
8. Comments from County Advisory Board Representatives – 5 minutes

10. Comments from Consumers and Public – 5 minutes
11. New Business – 5 minutes
 - a) Consent Agenda, Sharon Lucas, Interim Executive Director
 - b) Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager
 - c) Motions Yet To Be Approved, Sharon Lucas, Interim Executive Director
12. Other Business – 5 minutes
13. Adjournment

NOTE: The next Advisory Board meeting will be September 19, 2000, at the NSRSN Conference Room, 117 N. First Street, 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
July 18, 2000
1:00 PM

MINUTES

Members Present:

Dan Bilson, Chair	Joan Lubbe
Dave Ashton, Vice Chair	Janet Lutz-Smith
Chuck Albertson	John Patchamatla
Lorelei Coy	Betsy Rogers
Mary Good	Eileen Rosman
Debbie Hollo	Dean Stupke

Members Absent:

Amy Ayers	Kay Day
Mae Covert	Chris Walsh

Members Excused:

Josselyn Winslow

NSRSN Staff Present:

Beckie Bacon, Rae Benjamin, Melissa DeCino, Sharri Dempsey, Marcia Gunning, Dolores Holtcamp, Nancy Johnson, Greg Long, Sharon Lucas, Francene Thompson, Bill Whitlock

Guests:

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

1. Call to Order; Introductions, Chair – 5 minutes

Chair, Dan Bilson, called the meeting to order at 1:03 PM. Introductions were made around the room.

Mr. Bilson congratulated Marie Jubie on her appointment to the Snohomish County Advisory Board.

2. Revisions to the Agenda, Chair – 5 minutes

The Centurian Newsletter was added under Item #12, "Other Business".

3. Approval of June 2000 Minutes, Chair – 5 minutes

Corrections were made the June 2000 Minutes.

A motion was made and seconded to approve the minutes of the June meeting as corrected. Motion carried.

4. Comments from the Public, Chair – 10 minutes

Marla Elder-Koplitz gave a report on the progress of the CAT Team. She distributed a letter to Advisory Board members and will mail copies to the NSRSN Board of Directors. Funding for the CAT Team for a second year will be discussed under new business.

Marie Jubie thanked the Advisory Board of sending her and Mary Good to Behavior Health Care Conference and read an excerpt from the recovery model seminar.

5. Correspondence, Chair – 5 minutes

Mr. Bilson thanked Ms. Elder-Koplitz for her report.

The Chair read a letter from NAMI of Yakima County regarding additional funding and commented that funding should be provided for assisting consumer participation at these conferences.

Mr. Bilson reported on the request from the Rainbow Center administration regarding an advance of funds for consumers to attend the Yakima conference. He reported that the request had been approved for up to \$1,200 but may only be about \$600. The registration fee was waived for these consumers as they would be making a presentation at the conference.

Mr. Bilson requested that staff obtain information regarding the development of a developmental disabilities ward. Ms. Dempsey will prepare a letter to Western State Hospital.

Copies of correspondence regarding the distribution of federal block grant dollars were distributed to Advisory Board members. Marcia Gunning distributed chart regarding the distribution of those funds.

Ms. Coy asked that copies of news clippings from Oregonian be distributed to Advisory Board. Rae Benjamin will provide copies at the next meeting.

6. Comments from the Chair – 5 minutes

Mr. Bilson directed members to review the Advisory Board By-Laws. The By-Laws state that nine (9) visitations of provider agencies are required per year. Janet Lutz-Smith is the Chair of the Visitation Committee and she will arrange for a meeting to develop guidelines regarding visitations. Jere LaFollette of APN offered assistance in coordinating these visitations.

Mr. Bilson raised the issue of Advisory Board vacancies and repeat absences. Discussion followed.

7. Old Business

a. Executive Director's Report, Sharon Lucas, Interim Executive Director – 10 minutes

Ms. Lucas reported that the Board of Directors approved funding for Cookie Creations. They also approved the Advisory Board 2000 budget with the exception of support staff.

Ms. Gunning commented on Compass Health administrative audit and the positive changes that have occurred over the last two (2) years.

Ms. Lucas updated the Advisory Board on the Executive Director search stating that San Juan County Human Resources has placed advertisements in the Sunday newspapers. The deadline for application is September 1. Copies can be obtained by calling the NSRSN.

The NSRSN, APN and DCFS met last week to discuss the transfer of CHAP services to Catholic Community Services.

The Board of Directors has decided to pursue the Washington State Hospital bed allocation issue and the attorneys have begun collecting information.

Mr. Long gave a brief update on the Dangerous Mentally Ill Offender's meeting that occurred on July 26. Ten (10) people attended representing MHD, DD, DASA, Department of Corrections, three (3) RSNs, a CDMHP from Pierce County, and a provider from King County. Of the clients reviewed, two (2) were approved for the program. This meeting will occur on a monthly basis.

Ms. Lucas gave a report on the Joint Legislative Audit and Review Committee (JLARC). This committee of the state legislature will study mental health

issues this year. JLARC's progress report is available in the reception area of the NSRSN for any who would like a copy. It is expected their preliminary report will be available in November.

The Board of Director's meeting for July has been cancelled.

b. Finance Committee, Dan Bilson, Chair

The committee met and discussed 2001 budget. A subgroup was formed to establish policies & procedures for each category. A recommendation will be made at next month's Advisory Board meeting.

Requests for payments were reviewed. Mr. Bilson stated that requests for advances or reimbursement take approximately 2 weeks, but this can be expedited in emergency situations.

- Budget 2001 Work Group Report – 10 minutes

A meeting was scheduled from 10:00 AM to 12:00 Noon on August 9, 2000 in the NSRSN Conference Room.

c. RFP/Consumer-Oriented Projects Report, Marcia Gunning – 5 minutes

Ms. Gunning reported that all 19 have contracts are in place. Terry Simmons' woodshop project has been finalized and Mr. Simmons will move in this month, with the first lease payment due August 1. The workshop is located at 1783 Anderson Road, Mt. Vernon.

d. High Turnover among Operations-Level Provider Staff, Greg Long – 5 minutes

Mr. Long reported that the NSRSN has been in touch with King County which is in the process of conducting a study on this issue. At this time, their report has not been finalized and is not available to the public. He will be talking with the Washington Institute regarding other studies that may have been conducted and will continue to provide updates as they are available.

e. Update on Federal Block Grant requests, Greg Long – 5 minutes

Ms. Gunning referred to a chart previously distributed. Five (5) out of thirteen (13) of the proposals submitted were funded. The state will be contacting the RSN and contracts will be developed for those projects.

f. Caseload Study, Francene Thompson – 5 minutes

Ms. Thompson gave a brief report on the caseload study stating that the RSN needs to analyze all aspects of this issue, including level of care, open versus closed cases, type of service, etc. Attention is being paid to the level of care of consumers, as a caseload size of 20 Level 3s is an average size caseload. She stated that CMHS has been aggressively looking at this issue.

- g. Request from counties for list of mental health providers, Dan Bilson – 5 minutes

Mr. Bilson directed Advisory Board members to get lists from their respective counties and send them to Eileen Rosman.

- h. Case Manager's Training in four counties, Dan Bilson – 5 minutes

Mr. Bilson referred this back to Jere LaFollette, APN, for comment.

Mr. LaFollette stated that areas for training had been identified and a training manual was developed and distributed to APN agencies for implementation. He will make copies available and prepare a presentation for the next Advisory Board meeting.

8. Subcommittee Reports – 5 minutes

Ms. Coy reported that there would be a follow-up to the February in-service. The in-service scheduled for August 15 from 10:00 AM until Noon at the NSRSN would be facilitated by Amanda Madorno. Muffins and coffee will be available during the morning retreat with lunch served at Noon. The regular Advisory Board meeting would follow at 1:00 PM. An agenda will be included in next month's board packet, along with homework for the in-service.

As the In-service will conflict with the Advisory Board Finance Committee, a special meeting was set for August 9 from 10:00 AM – 12:00 Noon in the NSRSN Conference Room.

Mr. Bilson will ask each committee chair for a report at next month's meeting.

9. Comments from County Advisory Board Representatives – 5 minutes

Skagit County – There will be no meeting in July.

Whatcom County – There will be no regular meeting in July. The RFP committee met last week regarding MICA and an annual budget review meeting is scheduled for next Monday from Noon to 4:00 PM.

San Juan County – Representatives from the RSN attended the San Juan County meeting and gave good report.

Snohomish County – There will be no meeting in August.

A question was raised as to whether the Advisory Board would revisit the meeting time during their next meeting. This will be placed under Old Business.

10. Comments from Consumers and Public – 10 minutes

No further comments.

11. New Business – 10 minutes

a. Consent Agenda, Sharon Lucas, Interim Executive Director – 5 minutes

To review and approve NSRSN claims paid from June 1, 2000 to June 30, 2000. Total dollar amount of warrants paid in June 2000 of \$3,138,915.12. Total May payroll of \$80,551.99, and associated benefits of \$16,215.34.

To authorize NSRSN Interim Executive Director to enter into contract amendment #0069-41455, (1) with State of Washington Mental Health Division effective June 1, 2000 through June 30, 2001.

Discussion followed.

Motion was made and seconded that the Advisory Board recommend that the Board of Directors approve the Consent Agenda. Motion carried.

b. Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes

There were none.

c. Motions Yet To Be Approved, Sharon Lucas, Interim Executive Director – 5 minutes

There were none.

d. Hospital developmental disabilities ward information

Previously discussed.

e. Congratulatory letter to Dennis Braddock

NSRSN staff will draft a letter.

- f. NAMI request for financial assistance for NAMI Washington Convention 2000

Previously discussed.

- g. CAT extension

A recommendation was made that recipients request an extension through the end of this year. Ms. Gunning will send a letter to Marla Elder-Koplitz regarding this issue which will be brought back at the next Advisory Board meeting.

12. Other Business – 5 minutes

Ms. Coy reviewed key issues in the Centurion Newsletter and indicated copies could be made available for interested individuals.

Level of care manual for consumers - NSRSN staff will work on a summary and prepare a report for the next meeting.

13. Adjournment

The meeting was adjourned at 3:03 PM.

Rae Benjamin
Office Manager

MEMORANDUM

DATE: July 31, 2000
TO: NSRSN Advisory Board
FROM: Marcia Gunning
Contracts Compliance & Financial Services Manager
RE: August 27, 2000 NSRSN 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 August 27,2000 NSRSN Board Meeting.

CONSENT AGENDA

1. To review and approve NSRSN claims paid from July 1, 2000 to July 31, 2000. Total dollar amount of warrants paid in June 2000 \$ (not available at this time). Total June payroll of \$ (not available at this time), and associated benefits.

ACTION ITEMS

None

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

None

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