

**Per Advisory Board request made on November 6, Advisory Board members are asked to bring this packet to the meeting. Notebooks will no longer be provided on meeting day.**

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

**North Sound Regional Support Network  
Conference Room  
117 North First St., Suite 8  
Mt. Vernon, WA 98273  
February 19, 2002  
1:00 PM**

**Agenda**

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of January 2002 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. Finance Committee – Mary Good – 5 minutes
  - c. Strategic Plan Committee –
  - d. Activities and Liaison Committee -
7. Items To Be Brought Forward To The Board of Directors – Marcia Gunning, Contracts Compliance & Financial Services Manager
  - a. Consent Agenda
  - b. Action Items
  - c. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
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. Comments from Public – 5 minutes

11. Other Business

- a. Request for Agenda Items

12. Adjournment

**NOTE:** The next Advisory Board meeting will be March 19, 2002, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

## ***North Sound Regional Support Network***

**NAME:** ADVISORY BOARD

**MEMBERS PRESENT:** EILEEN ROSMAN, CHUCK ALBERTSON, DAVE ASHTON, JACK BILSBOROUGH, DAN BILSON, KAY DAY (elected not to be seated at table, spoke as private citizen) MARY GOOD, JIM KING, MARIE JUBIE, JANET LUTZ-SMITH, JOHN PATCHAMATLA, DEAN STUPKE, CHRIS WALSH

**MEETING DATE:** JANUARY 15, 2002

**MEETING TIME:** 1:00 P.M.

**MEETING LOCATION:** NSRSN

**MEMBERS EXCUSED:** LORELEI COY, BOB HART, JOSELYN WINSLOW

**MEMBERS ABSENT:** JOAN LUBBE, JAMES VEST

**KEY CONTACT:** EILEEN ROSMAN

**PREPARED BY:** MELINDA BOULDIN

**STAFF:** CHUCK BENJAMIN, MELINDA BOULDIN, SHARRI DEMPSEY, MARCIA GUNNING, ANNE HOFFMAN, GREG LONG

**GUESTS:** OTIS GULLEY, NANCY JONES, JILL DACE, NIELS ESKELSEN, BRIAN EMORY

## MINUTES

Item #	Item	Discussion	Discussion Leader	Decision(s) Made, Action Taken, Assignments Given
1	<b>Call to Order, introductions</b>	Chair Bilson called the meeting to order at 1:05, turned the meeting over to Eileen Rosman. Chuck Benjamin thanked Dan Bilson for his two-year commitment and presented him with a plaque. He thanked Mr. Bilson for remaining on the board.	Dan Bilson	<b>Motion: It was moved, seconded and approved to accept the December minutes as presented.</b>
2	<b>Revisions to the Agenda</b>	Chair Rosman announced that Committee structure would be discussed under New Business	Eileen Rosman	
3	<b>Approval of December 2001 Minutes</b>		Eileen Rosman	
4	<b>Comments from the Public</b>	<p>Nancy Jones introduced Jill Dace who will serve as County Coordinator for Snohomish County for the next eight months while Ms. Jones takes a leave of absence. She also announced that Lorelei Coy had suffered a recurrence of cancer.</p> <p>Otis Gulley, Snohomish County client of Compass Health, offered assistance to the Board in helping others. He hopes to become involved in whatever way he would be most useful.</p>	Eileen Rosman	

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		<p>Jere LaFollette spoke of the \$1 billion budget shortfall. Many programs are protected, however, Human Services historically the last considered. Consistency with priorities is needed system-wide. Need to have consistent voice in letting legislature know what is needed. He urged all stakeholders to collaborate. Kay Day responded that Jere is always interested in helping consumers. Need to treat most seriously ill first, and demonstrate consequence of not doing so! Dan Bilson announced that January 21, 2002 is NAMI Day in Olympia. There will be a bus from Whatcom County going, anyone interested needs to call him. Sharri Dempsey offered an update on the PTSD training, and that BJ Cooper would offer a pre-meeting presentation before the February meeting.</p>		
5	<b>Correspondence and Comments from the Chair</b>	<p>Chair Rosman distributed a get well card for Lorelei Coy and requested that anyone interested could sign it.</p>	Eileen Rosman	
6	<b>Old Business</b>	<p><b>6.a Executive Director's Report</b>  Mr. Benjamin spoke of the budget shortfall and discussed the impact of loss of funding to an already underfunded system. He spoke about the DSHS possibly being allowed to have a waiting list for consumers, and also the possibility of a co-pay which would be a barrier to proper follow up on consumers taking their meds. Although there are differences in the concerns shared by RSNs statewide, he urges the RSNs to come together on as many issues as possible to send a strong message to the legislature.</p> <p><b>6.b Finance Committee</b></p>	<p>Chuck Benjamin</p> <p>Mary Good</p>	

Item #	Item	Discussion	Discussion Leader	Decision(s) Made, Action Taken, Assignments Given
7		<p>Ms. Good reported that the Committee approved expenditures for November and December, as well as their minutes. Discuss 2002 budget. Transportation guidelines was held until next month. Distributed Financial Policies and Procedures. Proposed changing meeting times for committees.</p>		<p><b>Motion: It was moved, seconded, and approved to have Finance Committee meet at 10:00 and the Strategic Planning Committee at 11:00 beginning in February.</b></p>
		<p><b>6.c Strategic Plan Committee</b>  Janet Lutz-Smith reported that the Committee worked on clarification and reorganization of the committees so that there is compliance with the by-laws. Chuck Albertson resigned from QMOC. Mr. Benjamin explained that the Advisory Board needs to name four primary members for QMOC, with four Alternates. Marie Jubie and Dan Bilson will continue, others to be named later.</p>	Eileen Rosman	
		<p><b>6.d Activities and Liaison Committee</b>  No report</p> <p><b>7.a Consent Agenda</b></p>	Marcia Gunning	
		<p>Ms. Gunning outlined the three consent items listed in her memo. 1. Extension of the Swinomish Contract, 2. Expanding Community Services Contract, and 3. Sam Magill contract amendment.</p>		<p><b>Motion: It was moved, seconded and approved to recommend the Board of Directors approve the Consent Agenda as presented.</b></p>
		<p><b>7.b Action Items</b>  To approve the NSRSN Confidentiality Policy.</p>	Marcia Gunning	<p><b>Motion: It was moved, seconded, and approved to recommend the Board of Directors approve the motion as presented.</b></p>

Item #	Item	Discussion	Discussion Leader	Decision(s) Made, Action Taken, Assignments Given
8	<p data-bbox="243 516 405 545"><b>New Business</b></p> <p data-bbox="243 813 520 870"><b>County Advisory Board Reps.</b></p>	<p data-bbox="541 326 915 355"><b>7.c Motion Yet To Be Approved</b></p> <p data-bbox="541 375 1331 461">Ms. Gunning announced the three introduction items, the 2002-2003 Quality Management Plan, Federal Block Grant contract amendment, and the APN Federal Block Grant Contract.</p> <p data-bbox="541 565 1352 805">Dan Bilson asked for information on Critical Incidents reports. Mr. Benjamin said that reports would be given quarterly to the QMOC. Janet Lutz-Smith asked whether or not there was a procedure for non-members to join the APN. Jere LaFollette gave a brief history. There is nothing to prohibit anyone from joining as long as they meet criteria. Management Council decides when new members can join. Jim King pointed out that they are incorporated, not a "club". APN is an LLC, owned by non-profit member agencies.</p> <p data-bbox="541 813 695 842"><b>9.a</b> No report</p> <p data-bbox="541 889 789 919"><b>9.b San Juan County</b></p> <p data-bbox="541 927 653 956">No report</p> <p data-bbox="541 980 753 1010"><b>9.c Skagit County</b></p> <p data-bbox="541 1018 1352 1130">Jim King substituting for Bob Hart, reported that the Skagit County group had approved millage dollars to go to Older Adult Services, discussed the jail diversion project, and JoAnn Angevine's retirement on March 31, 2002. Future leadership is uncertain.</p> <p data-bbox="541 1149 810 1179"><b>9.d Snohomish County</b></p>	<p data-bbox="1360 326 1535 355">Marcia Gunning</p> <p data-bbox="1360 521 1524 550">Eileen Rosman</p> <p data-bbox="1360 857 1524 919">Eileen Rosman Dean Stupke</p> <p data-bbox="1360 980 1461 1010">Jim King</p> <p data-bbox="1360 1149 1493 1179">Marie Jubie</p>	

Item #	Item	Discussion	Discussion Leader	Decision(s) Made, Action Taken, Assignments Given
10	Comments from Public	<p>Jack Bilsborough visited Mae Covert. He reported that comments and statistics currently compare to those he heard in 1985. Has anyone see a report of how many consumers receive services from private system? An unknown guest recommended the Surgeon General's website. Ms. Jubie reported that four people wish to join the AB, Mike Manley spoke about budget reductions at the last Snohomish County meeting.</p> <p><b>9.e Whatcom County</b></p> <p>Chuck Albertson reported that their group had discussed juvenile detention, services to juveniles, and administration of these issues. There was a lively discussion. Dan Bilson went on a "ride-around" with a CDMHP.</p>	<p>Chuck Albertson</p> <p>Eileen Rosman</p>	
11	Other Business	<p>Otis Gulley, disturbed by what he had heard about funding woes, stated the need for a long-term solution. People are numb to the reality, and many intellectual people are out there who don't yet have the skills to help. The DBT program has provided those skills to him. There is hope, it will take time.</p>	<p>Eileen Rosman</p>	
12	<p>Adjournment</p> <p>Handouts:</p> <p>Future Requested Presentations:</p>	<p><b>11.a Request for Agenda Items</b></p> <p>none</p> <p>2:45 p.m.</p> <p>New NSRSN Brochure</p> <p>Committee Structure</p> <p>Meeting notes: APN/NSRSN Planning Group (Training)</p> <p>Strength Based Treatment</p> <p>Best Practice</p> <p>Case Management</p>	<p>Eileen Rosman</p>	



**MEMORANDUM**  
**REVISED 2/5/02**

DATE: February 5, 2002

TO: NSRSN Advisory Board

FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager

RE: March 7, 2002 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 March 7, 2002 NSRSN Board Meeting.

**CONSENT AGENDA**

1. To authorize the NSRSN Executive Director to rescind Board Motion #01-070, authorizing contract 0169-45577, amendment 01 between DSHS – DDD and the NSRSN for Crisis Prevention, Intervention and Stabilization services AND to enter into revised contract #0169-45577. Amendment 1. This amendment extends the contract end date to 6/30/03 and increases the financial consideration by \$734,645. Maximum consideration not to exceed \$819,521.32.

*The initial contract for these services sunset June 30, 2001. NSRSN, working with DDD Region 3 staff, submitted new 2001-2003 biennial contract to State DDD. This contract was rescinded in September 2001, as at the State DDD level it was decided to amend the sunset contract instead of entering into a new agreement. The NSRSN Board authorized entering into the contract amendment at their September 20, 2001 Board Meeting. Due to staff changes and mandated Legislative rate increases, DDD did not fully execute the initial contract amendment. Attached is a revised amendment. This amendment increases the financial consideration by approximately \$9,762. The amendment continues to fund the implementation of phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD.*

2. To authorize the NSRSN Executive Director to enter into contract #0069-44106, Amendment 1, between the NSRSN and Mental Health Division for Federal Block Grant 2001 awards, effective October 1, 2001 through September 30, 2002. Maximum consideration of this amendment is \$97,000. Maximum consideration of this contract is \$247,669.

*NSRSN Service Providers independently responded to MHD's FBG 2001 RFP. As a result, FBG funds for 6 proposals within the NSRSN service area were funded.*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

*MHD is now requiring that they contract with the NSRSN for these services. As each provider is a member of APN, the NSRSN will contract with APN for these service expectations.*

3. To authorize the NSRSN Executive Director to enter into Contract #NSRSN-APN-FBG 01, between the North Sound Regional Support Network and the Associated Provider Network for specific FBG 2001 Services, effective October 31, 2001 through September 30, 2002. Maximum consideration for this contract shall not exceed \$97,000.

*The NSRSN is contracting with APN in order for the following services to be provided by the indicated agency:*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

### **ACTION ITEMS**

1. To approve the NSRSN 's 2002-2003 Quality Management Plan. **(available at the NSRSN)**

*The NSRSN QMOC Committee finalized their recommended 2002-2003 Quality Management Plan at their December 19, 2001 Meeting. At which time QMOC unanimously moved to recommend approval of the 2002-2003 Plan to the NSRSN Board of Directors.*

### **EMERGENCY ACTION ITEM**

To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 02, between the NSRSN and DSHS-MHD.

*The attached amendment is being presented to all 14 RSN's with the stipulation that MHD will only execute and return the amendments if all 14 RSN's execute and return the amendments to MHD before 2/25/02. The RSN administrator's have been working with*

*MHD on negotiating the contract changes. NSRSN staff recommendation will be presented at the February 19<sup>th</sup> Advisory Board and March 7<sup>th</sup> Board of Director Meetings.*

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

1. To introduce the NSRSN 2002 Annual 7.01 Plan.

**The Proposed 7.01 Plan has been developed with the 8 Tribes within the NSRSN Service Area and is being introduced to the Board of Directors on March 7, 2002 as their recommended 2002 Plan.**

2. To introduce contract NSRSN-Gingold-02 between the North Sound Regional Support Network and Lane, Powell, Spears & Lubersky - Jeffery Gingold for specialized health care legal services and HIPAA expertise. Maximum consideration shall not exceed \$10,000.

*Per NSRSN Financial Policies, any professional services must be purchased via a contract and approved by the Board of Directors. Therefore, the NSRSN is requesting the attached Agreement be approved in order for the NSRSN staff to purchase specialized health care legal opinions, as the needs arise.*

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