

**Per Advisory Board request made on November 6, 2001, 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  
April 16, 2002  
1:00 PM**

**Agenda**

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of February 2002 Minutes, Chair – 5 minutes
4. Comments from the Public
  - a. Raintree Presentation
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 – Charles Albertson
    1. Site Visitations for 2002
    2. County Advisory Board Liaison Reporting
    3. Consumer-Run Projects
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. Emergency Action Items
  - d. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
8. New Business - 10 minutes
  - a. QRT Quarterly Report

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 May 21, 2002, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

Item #	Item	Discussion	Discussion Leader	Decision(s) Made, Action Taken, Assignments Given
1	<b>Call to Order, introductions</b>	Chair Rosman called the meeting to order at 1:15, following a pre-meeting presentation offered by B.J.. Cooper.	Eileen Rosman	
2	<b>Revisions to the Agenda</b>	Chair Rosman announced the addition of 7. b, an Emergency Action Item, and 7.c, a presentation on the Quality Management Plan. Under New Business, By-Law revision would be discussed	Eileen Rosman	
3	<b>Approval of January 2001 Minutes</b>	Mr. Bilson pointed out an incomplete sentence in the minutes and inquired as to why Kay Day's lengthy comments were not included. Ms. Bouldin explained that Ms. Day had been asked to provide a copy of her comments, however she wanted to clean them up before providing them.	Eileen Rosman	<b>Motion: It was moved, seconded and approved to accept the January minutes as presented.</b>
4	<b>Comments from the Public</b>	Chair Rosman commended B.J.. Cooper on her thorough presentation. Jere LaFollette asked whether or not we had developed a link between our own clubhouses? This would provide more communication between consumers. Marie Jubie stated that there are efforts to link clubhouses. Dwight Hinton agreed that there should be more interaction between consumer groups. There is too much isolation.	Eileen Rosman	
5	<b>Correspondence and Comments from the Chair</b>	Janet Lutz-Smith suggested this would be a good topic for Activities Center committee. Chuck Benjamin stated that he understood Rainbow Center working on report which would be useful to the committee.  Chair Rosman announced that Jim Bloss would be Jack Bilsborough's replacement as Jack is excused for the next few meetings. Dean Stupke and Lorelei Coy were both excused. Ms. Rosman read an email from Jim Bloss regarding NAMI goals for 2002.	Eileen Rosman	

Ms. Rosman announced that the February Board of Directors meeting had been moved to March 7. There is a good possibility that the Board will elect to cancel their March 28 meeting. There was discussion about whether or not the Advisory Board wished to meet in March?

**6.a Executive Director's Report**

Mr. Benjamin reviewed the items listed in agenda item 7: The DD contract amendment, Federal Block Grant contract, APN Federal Block Grant contract, Quality Management Plan, Emergency contract amendment with MHD, and two introduction items, the 7.01 Plan, and an Agreement for Legal Services (Jeff Gingold) for assistance with HIPAA issues and specialized healthcare legal services. There is continued work in the areas of: Follow-through on the Recovery Conference, and implementation of software with the assistance of Linda Vaughan who will be the lead for implementation. Mr. Benjamin attended a presentation at APN to see where they are with their software; he stated that the Providers really have their act together, and Raintree personnel are very professional. He reminded all of the Tribal Conference in April, Trauma Based Disorder training on February 21 and 22, work continues on the Complaint, Grievance, and satisfaction surveys.

Work continues also on the "Ready for Discharge" issue relating to liquidated damages. MHD is working hard on developing a process. CMH has asked MHD for more specifics in their submission for the Medicaid Waiver. HCS has changed their rate structure which will greatly impact the NSRSN. The ECS issue remains up in the air. Mr. Benjamin distributed a flyer announcing the Open House for the new forensic unit at WSH.

**6.b Finance Committee**

Mary Good reported that the Committee had reviewed the 2002 AB budget. They elected to eliminate the equipment category from the budget. They requested approval of the full Advisory Board. At the January meeting two months' expenses were approved, none at the February meeting.

**6.c Strategic Plan Committee**

**Motion: It was moved, seconded and approved to cancel the March Advisory Board Meeting.**

Chuck Benjamin

**Chris Walsh, Marie Jubie and Joan Lube volunteered to work with RSN staff and Providers on HCS cost shifting issue.**

Mary Good

**Motion: It was moved, seconded, and approved to accept the proposed removal of the equipment category from the budget.**

Janet Lutz-Smith

Janet Lutz-Smith reported that at that morning's meeting new AB members Dwight Hinton and Ian Brooks attended. Greg Long offered a report covering the RSN planning activities. Ms. Lutz-Smith encouraged all to become involved in areas of interest. It was moved and seconded to add another committee, "Consumer-Run Projects". During discussion Bob Hart stated that he felt this could be a sub-committee rather than changing the structure by adding another committee. He recommended the Activities and Liaison Committee take this on. Greg Long suggested setting up meetings through the RSN rather than setting up a committee. More discussion revolved around what was actually needed/wanted with this request?

Chuck Albertson made a motion to allow committee chairs to appoint others to attend committee meetings. Chuck Benjamin clarified that interested parties are always welcome to attend all committee meetings. The motion was withdrawn.

#### **6.d Activities and Liaison Committee**

Will meet in March

#### **7.a Consent Agenda**

Ms. Gunning reviewed Consent Agenda items listed in her memo to the Advisory Board: 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.

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.

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.

#### **7.b Action Items**

**Motion: It was moved, seconded, and approved (with 1 abstention) to establish a Consumer-Run Projects area within the Activities and Liaison Committee. This will take place at the April meeting.**

Eileen Rosman

Marcia Gunning

**Motion: It was moved, seconded, and carried to recommend Board of Director approval of the Consent Agenda as presented.**

Marcia Gunning

Motion: It was moved, seconded, and approved to recommend the Board of Directors approve the motion as presented.

Motion: It was moved, seconded and approved to recommend the Board of Directors approve the motion as presented.

Motion: It was moved, seconded and approved to accept the Advisory Board By-Laws with recommended changes.

Marcia Gunning

Eileen Rosman

Eileen Rosman

Dean Stupke

Mary Good

Ms. Gunning reviewed the Emergency Action Item. To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 02, between the NSRSN and DSHS-MHD.

Ms. Gunning reviewed the Action Item. 1. To approve the NSRSN 's 2002-2003 Quality Management Plan. After the vote, Bob Hart commented that he has seen great improvement in the past 10 years.

**7.c Motion Yet To Be Approved**

Ms. Gunning reviewed the items not yet reviewed by the Board: 1. To introduce the NSRSN 2002 Annual 7.01 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.

Janet Lutz-Smith directed all to the recommended revisions to NSRSN Advisory Board By-Laws. It was moved and seconded to accept the changes. Discussion occurred. Chuck Benjamin recommended looking at making committee assignments in December rather than January. Marcia Gunning made a recommendation about "quorum" in Article 6 #2; should read "...other members, not more than three..." It was further recommended that Article 8 #2 read "...Quorum shall consist of majority" rather than 51%. Also, the GLBT was omitted from Article 2 #4.

**9.a Island County**  
No report

**9.b San Juan County**  
No report

**9.c Skagit County**

**8 New Business**

**9 Comments from County Advisory Board Reps.**

Mary Good reported that the group had met on February 11. There had been discussion about the statewide survey conducted (by Mary) on behalf of the NSRSN Advisory Board. There had been discussion around children and CCS. Next meeting will be March 11 with a potluck for JoAnn Angevine.

**9.d Snohomish County**

Marie Jubie reported that the group had met on February 11. Linda Vaughan discussed the SOC Manual, followed by a question and answer period. Greg Long spoke about budget difficulties. Jill Dace spoke about consumer project dollars.

**9.e Whatcom County**

Chuck Albertson announced that Ian Brooks and Dwight Hinton were elected to the Board. NW Care Advocates made a presentation. Janet Lutz-Smith reported that the WMHAB had recently undergone an extensive revision to their by-laws. Dan Bilson also added that Our Savior Lutheran Church offered a home for one month transitional housing. Also working with Lydia House to move into other housing. (Part of Interfaith Coalition) He also attended a homeless meeting where a representative from MHD reported that funding had doubled for Shelter Plus Care Program making 66 units available.

**Comments from the Public**

Dan Bilson reported that he has been requested to ask for information about WSH usage, specifically, the question of usage at WSH doubling in the past year. He offered the following motion: I move that the Advisory Board send a letter to the hospital requesting a chart review be made of the highest (10) ten users from the NSRSN. This review should focus on the role of medication compliance and changes in these meds for repetitive clients. If Medication compliance is a factor, then what plans are there to assist clients to be more compliant following their most recent hospitalization?

Marie Jubie

Chuck Albertson

**Motion: It was moved, seconded, and approved (1 no, 2 abstentions) to send a letter to WSH requesting information on recidivism and medication non-compliance.**

Chuck Benjamin recommended a review be done by NSRSN staff liaisons.

<p><b>11</b></p> <p><b>Other Business</b></p>	<p>Dan Bilson made the following motion, which received a second:          Recommend to the Board of Directors that any new money or RFP from the State that may be received for 2002 we recommend that the homeless mentally ill be given priority consideration for outreach and housing.          Discussion followed around focusing on one group, and giving that group priority. Discussion suggested that each individual situation receive assessment. With the consent of the second, Mr. Bilson withdrew the motion. Janet Lutz-Smith added that the Planning Committee will be working on the homeless issue.</p>	<p>Eileen Rosman</p>
<p><b>12</b></p> <p><b>Adjournment</b></p>	<p><b>11.a Request for Agenda Items</b>          None</p> <p>Ms. Rosman adjourned the meeting at 3:16.</p>	<p>Eileen Rosman</p>
<p><b>Handouts:</b></p>	<p>2002 AB Expenditure Allocation Recommendation          Flyer for Open House of the new Forensic Unit at WSH          QM Plan synopsis          Flyer announcing public forum on Snohomish County Integrated Crisis Response System</p>	
<p><b>Future Requested Presentations:</b></p>	<p>Strength Based Treatment          Best Practice          Case Management</p>	

# MEMORANDUM

Revised 3/29/02

DATE: March 13, 2002  
TO: NSRSN Advisory Board  
FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager  
RE: April 25, 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 April 25, 2002 NSRSN Board Meeting.

## **CONSENT AGENDA**

1. To authorize NSRSN Executive director to enter into 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. ie; HIPAA Opinions, Specialized Health Care Legal Opinions, etc.*

2. To authorize the following line-item transfer amounts in the NSRSN 2001 Operating Budget:
  1. \$6,200 from Administrative Budget - Professional Services to \$2,400 office & operating supplies and \$3,800 machinery & equipment.
  2. \$23,740 from Advisory Board Professional Services to \$1,600 office & operating supplies, and \$140 communications and \$12,700 Travel and \$9,300 miscellaneous
  3. \$9,100 from Agency, County and Other Services Line Item (MIS Services) to \$9,100 MIS machinery & equipment.

## **ACTION ITEMS**

1. To approve the NSRSN 2002 Annual 7.01 Plan.

**The Proposed 7.01 Plan has been developed with the 8 Tribes within the NSRSN Service Area. The Board is being asked to approve 2002 Plan.**

## **EMERGENCY ACTION ITEMS**

1. To authorize the NSRSN Executive Director to enter into contract #NSRSN-MCPP-ITS-01, Amendment 1, between the NSRSN and MCPP Healthcare Consulting Inc.

*The NSRSN is requesting the above referenced contract with Managed Care Performance Group (Dale Jarvis) for IS/IT consultation be extended through 12/31/02. There is a balance of approximately \$11,000 on this contract and it has become evident that there will be on-going IS issues that will come up from time to time through our implementation of Raintree of which Dale's expert IS/IT knowledge would be of great benefit to the NSRSN.*

2. To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 03, between the NSRSN and DSHS-MHD for Expanding Community Services July 2002 Funding Allocation, effective May 1, 2002 through June 30, 2003. Maximum consideration shall not exceed \$564,655.

*Please note that FBG funds will also be awarded to the NSRSN for implementation of these services, however at this time the total dollar amount is unknown.*

*Expanding Community Services funding is provided by the Washington Legislature to assist in the provision community residential and support services for persons whose treatment needs constitute substantial barriers to community placement and who no longer require active psychiatric treatment at an inpatient hospital level of care, no longer meet the criteria for inpatient involuntary commitment, and who are clinically ready for discharge from Western State Hospital. This contract amendment represents Phase 2 Expanding Community Services funding in order for the NSRSN to transition 13 long term patients from the Adult Psychiatric Unit (APU) wards into appropriate community services.*

3. To authorize the NSRSN Executive Director to enter into contract # NSRSN-APN-02-03, Amendment 1 between the North Sound Regional Support Network and Associated Provider Network for Expanding Community Services, effective May 1, 2002 through June 30, 2003. Maximum consideration shall not exceed \$564,655.

*Expanding Community Services funds for transitioning 13 long-term APU residents and the associated statements of work will be contracted to APN members:*

<u>Provider</u>	<u># Clients</u>	<u>\$ Awarded</u>
Community Mental Health Services	3	\$130,305
Compass Health	6	\$260,610
Lake Whatcom Treatment Center	4	\$173,740

*Please note that FBG funds will also be awarded to the providers for implementation of the three programs, above. However, at this time the total dollar amount is unknown.*

## **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.

cc: NSRSN Board of Directors  
Charles R. Benjamin  
County Coordinators





## ***AGREEMENT FOR LEGAL SERVICES***

Whereas, North Sound Regional Support Network (hereinafter "client") wishes to engage Lane, Powell, Spears & Lubersky - Jeffrey Gingold (hereinafter "attorney") to render specialized healthcare legal services, the following agreement for legal services is hereby made:

1. Client agrees reimburse Attorney at a rate of \$350.00 an hour for specialized healthcare legal services. Attorney will bill client on a monthly basis (unless otherwise agreed) for attorney's fees. Maximum consideration for the term of this Agreement shall not exceed \$10,000.
2. No funds have been received as a retainer for use by the attorney to pay fees and costs. Any funds received on retainer to cover attorney fees will be deposited to the Law Office of Lane, Powell, Spears & Lubersky Trust Account and charges and expenses will be removed from the trust account within seven days after the date of any billing, unless the client notifies the attorney that there is a question or dispute about the billing or wishes not to have the trust money applied. No money will be removed from the trust account for payment of attorney fees or expenses when a dispute exists. At other times, the attorney may advance funds from the trust account upon notice to the client. All trust account funds will be accounted for by the attorney in the monthly billing statements.
3. The attorney agrees to use his best efforts in providing legal opinions and representation of the client, but cannot guarantee any result. Client agrees to provide attorney with full information concerning the legal and factual issues presented and to cooperate fully in the representation.
4. The attorney agrees to keep the client informed as to major developments in the case and will not settle or compromise a claim or lawsuit without permission of the client.
5. This Agreement shall take effect January 1, 2002 and shall continue in full force and effect until such time as either party chooses to terminate this Agreement. This Agreement may be terminated in whole or in part by Client for any reason at any time or by Attorney by giving 30 calendar days written notice to Client where the Attorney's continued representation of the client does not violate the Washington Rules of Professional Conduct.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
CHARLES R. BENJAMIN, Executive Director  
North Sound Regional Support Network  
117 North 1<sup>st</sup> Street, Suite 8  
Mount Vernon, WA 98273

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Jeffery Gingold, Attorney At Law  
Lane, Powell, Spears & Lubersky  
1420 5<sup>th</sup> Avenue, Suite 4100  
Seattle, WA 98101-2338  
206 223-7955

Approved as to form: 1/24/01  
Bradford E. Furlong, Attorney At Law

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-NSRSN-MCPP-ITS-01  
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and MCPP Healthcare Consulting, Inc. is hereby amended as follows:

1. The effective dates shall be extended for 12 months, through December 31, 2002.
2. Maximum consideration shall remain unchanged at \$34,500.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-MCPP-ITS-01 THROUGH AMENDMENT ONE (1) 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 REGIONAL SUPPORT  
NETWORK

MCPP HEALTHCASRE CONSULTING, INC.

\_\_\_\_\_  
Charles R. Benjamin  
Executive Director

Date

\_\_\_\_\_  
Dale Jarvis,  
Director Finance & Information

Date