

**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  
December 3, 2002  
1:00 PM**

**Agenda**

1. Call to Order - Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of November 2002 Minutes, Chair – 5 minutes
4. Comments from the Public
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 – Janet Lutz-Smith
  - d. Activities and Liaison Committee –
    1. Site Visitations for 2002
    2. 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. Meeting Dates for 2003?
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 January 14, 2003, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.



## *Winter Potluck*

*December 3rd prior to the  
Regular Meeting at 11:45*

*During the meal, PowerPoint  
Presentation  
will be offered by*

*Sharri Dempsey*

- *The 2002 Advisory Board  
Activities and Budget*

**North Sound Regional Support Network**  
**MENTAL HEALTH ADVISORY BOARD**

November 12, 2002

**Present:** Jack Bilborough, Dan Bilson, Ian Brooks, Mary Good, Bob Hart, Dwight Hinton, Marie Jubie, Joan Lubbe, Eileen Rosman, Dean Stupke, James Vest, Chris Walsh  
**Absent:** Kay Day, Janet Lutz-Smith  
**Excused:** Charles Albertson, John Patchamatla  
**Staff:** Beckie Bacon, Chuck Benjamin, Melinda Bouldin, Shirley Conger, Charles Davis, Sharri Dempsey, Marcia Gunning, Wendy Klamp, Greg Long  
**Guests:** Jere LaFollette, Molly Houlihan, Diana Linares Sandritter,

**MINUTES**

TOPIC	DISCUSSION	ACTION
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**CALL TO ORDER, INTRODUCTIONS**

Chair Rosman	Chair Rosman convened the meeting at 1:15. She announced that Charles Albertson and John Patchamatla were excused from the meeting. Introductions were made of all.	Informational
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**REVISIONS TO THE AGENDA**

Chair Rosman	Chair Rosman added "Nominating Committee" to New Business, Mr. Bilson announced that he also had a motion to add under New Business. He also had a motion to add to Old Business.	Informational
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**APPROVAL OF MINUTES**

Chair Rosman	It was moved and seconded to accept the October minutes as presented. Mr. Hart recommended the following revisions to the minutes: Under the Skagit County Report, the rescheduled meeting date should be November 4 <sup>th</sup> , and Bob Gilchrist was introduced at the new <i>Assistant Director for Catholic Community Services</i> .	The motion to accept the revised minutes passed unanimously.
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**COMMENTS FROM THE PUBLIC**

Jere LaFollette	Mr. LaFollette passed along his appreciation to Bob Hart who hosted an event for those who worked on the vegetable trial project.	Informational
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Dan Bilson	<p>Mr. Bilson announced that Charles Albertson has named Laura Witter as a new representative from Whatcom County to serve on the Regional Advisory Board. Charles will serve as her alternate.</p> <p>Mr. Bilson recommends Mary Moller as a good speaker on the topic of Recovery. He recited her address as 5998 N. Hwy 291, #5, Nine Mile Falls, WA 99026</p>	<p>Informational</p> <p>Mr. Benjamin reminded Mr. Bilson that official notification of this change is needed from the Whatcom County MH Advisory Board.</p>
Sharri Dempsey	<p>Mr. Dempsey reminded the group that an All Aboard is scheduled for November 18<sup>th</sup> to Cookie creations and Alchemy Upholstery. Another trip is planned for November 26 to the Stakeholder meeting at SeaTac.</p>	<p>Informational</p>
Mary Good	<p>Ms. Good reminded everyone that the Winter Potluck would take place prior to the regular meeting on December 3<sup>rd</sup>. A flyer was distributed.</p>	<p>Informational</p>
Dwight Hinton	<p>Mr. Hinton thanked Melinda Bouldin for putting together the very professional looking bulleted summary of actions taken at the last meeting.</p>	<p>Informational</p>

**CORRESPONDENCE AND COMMENTS FROM THE CHAIR**

Chair Rosman	<p>Chair Rosman announced that Mr. Stupke needed to leave the meeting early to catch a ferry. She also needed to leave early, and thanked everyone for sending her a thoughtful card.</p>	<p>Informational</p>
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**OLD BUSINESS**

Chuck Benjamin	<p><b>Executive Director’s Report</b></p> <p>Mr. Benjamin reported that:</p> <ul style="list-style-type: none"> <li>• He maintains his Vision of Hope</li> <li>• Raintree “go live” date set at December 2, 2002</li> <li>• The Regional Training Committee is moving forward under the leadership of Wendy Klamp</li> <li>• Sharri Dempsey, Beckie Bacon and Jere LaFollette are among those working on a Regional Trauma Committee.</li> </ul>	<p>Informational</p>
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- Board of Directors Retreat is slated for the evening of December 4<sup>th</sup> and the morning of December 5<sup>th</sup>. The AB Executive Committee is invited to attend.
- ECS program is going well. Recognition needs to go to Debbie Page and Santiago Iscoa for pulling this together. Because of the success of the program, we are now able to pursue some geriatric ECS beds.
- Performance Indicator meeting was held with Telesage on October 24. Questions still remain, but the meeting went well. He thanked Jess Jamieson for his involvement in the project and reminded everyone that this is a pilot project.
- The Board of Directors will vote on meeting date change for 2003 at their November 14 meeting. If they change their meeting date to the second Thursday, the Advisory Board would need to change their meetings to the first Tuesday.
- Among the various action items on the agenda, Mr. Benjamin pointed out that action is requested on the county consumer oriented projects agreements totaling approximately \$172,000. He also pointed out that if both Boards approve the establishment of a Capital Projects Fund, the Advisory Board would have a say in how the money is spent.

**Finance Committee Report**

Mary Good

Ms. Good reported that the committee had approved September expenditures and discussed their \$25,000 proposed 2003 budget.

The motion passed unanimously.

It was moved and seconded to recommend Board approval of the September expenditures.

Greg Long

**Strategic Plan Committee**

Informational

In Ms. Lutz-Smith's absence, Mr. Long reported that the committee had met and reviewed the ECS program and will be working on developing the geriatric portion. The Special Populations workgroup met, and a survey is going out regarding this. The Criminal Justice workgroup is also in progress, and among other topics, is working on how the CIT program can be implemented statewide.

Charles Albertson      **Activities and Liaison Committee**      Informational

In Mr. Albertson's absence, Mr. Bilson reported that Mr. Albertson is still working on funding for his "media gang" project.

Dan Bilson

Mr. Bilson brought forth a motion: I move that the NSRSN administration request copies of the articles in the Spokane Review entitled "30 year Monopoly of Mental Health Ends". The author is Jonathan Martin. Information is available by calling 1-800-789-0029 and requesting connection to the archives. I further request that this article be copied and distributed to all Advisory Board and Board of Directors members as soon as possible. The motion received a second.

The motion passed with two abstentions.

Mr. Benjamin will obtain the requested materials.

Mr. Bilson stated that this request was originally made in June 2002. Mr. Benjamin stated that Rafaela Ortiz of the Spokane RSN would be sending him a packet of information including this article.

Chair Rosman

Chair Rosman distributed the duties and responsibilities of Advisory Boards.

## **CONSENT AGENDA**

Marcia Gunning

### **Consent Agenda**

Ms. Gunning referred to her memo dated November 5, 2002.

It was moved and seconded to approve supplemental appropriations for the 2002 budget in the amount of \$4,469,625.

The motion passed with one abstention.

Marcia Gunning

**Action Items**

It was moved and seconded to authorize the Executive Director to enter into Contract # NSRSN-PSC-UBH-01 Amendment (1) between the NSRSN and United Behavioral Health for Medical Director and Consultation Services effective November 1, 2001 through December 31, 2003. Maximum consideration of this amendment is \$28,000. Total maximum consideration shall not exceed \$58,000.

The motion passed unanimously.

It was moved and seconded to authorize the Executive Director to enter into Contract # CONTRACT NO. NSRSN-Raintree-02, Amendment (1) between the NSRSN and Raintree Systems Inc. This amendment extends the sunset date to December 31, 2003 and purchases 2003 Concurrent User Licenses; Software Upgrades, Maintenance, and Technical Support; and ASP services. Maximum consideration of this Amendment is \$17,875. Total maximum consideration shall not exceed \$90,920.

The motion passed unanimously.

It was moved and seconded to pass the following motions with one vote:

To authorize the Executive Director to enter into contract # NSRSN-ISLAND-02, Amendment 1 between the NSRSN and Island County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$10,000. Total maximum consideration shall not exceed \$122,805.

To authorize the Executive Director to enter into contract # NSRSN-SAN JUAN-02, Amendment 1 between the NSRSN and San Juan County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$5,000. Total maximum consideration shall not exceed \$107,517.



To authorize the Executive Director to enter into contract # NSRSN-SKAGIT, Amendment 1 between the NSRSN and Skagit County for Consumer Oriented Projects and reduction in PHP Carveout as a result of bringing Quality Specialist currently housed at Skagit County Human Services to the NSRSN Office. Total maximum consideration of this amendment shall not exceed \$16,287. Total Maximum consideration of this contract shall not exceed \$175,312.

To authorize the Executive Director to enter into contract # NSRSN-SNOHOMISH-02, Amendment 2 between the NSRSN and Snohomish County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$95,060. Total maximum consideration shall not exceed \$2,717,607.

The motion passed unanimously.

To authorize the Executive Director to enter into contract #NSRSN-Whatcom-02, Amendment 2 between the NSRSN and Whatcom County for Consumer Oriented Projects. This amendment is effective December 1 2002. Maximum consideration of this amendment is \$36,068. Total maximum consideration shall not exceed \$311,271.

It was moved and seconded to authorize an exception to NSRSN Financial Policy 22. Reimbursement for Travel NSRSN Staff 22.2 B. Meals. by approving an expenditure of \$144.30 for the Consumer Poster contest Awards Luncheon at Calico Cupboard.

The motion passed unanimously.

It was moved and seconded to authorize the NSRSN Reserve Reduction Implementation Allocation Plan.

The motion passed unanimously.

It was moved and seconded to authorize the Executive Director to enter into contract #0269-09037, Amendment 1 Between the State of Washington Mental Health Division and NSRSN for Federal Block Grant funds in order to implement Expanded Community Services- Phase V. Maximum consideration for this amendment is \$21,000. Total maximum consideration shall not exceed \$301,000.

The motion passed unanimously.

It was moved and seconded to authorize the Executive Director to enter into Contract #-169-00339, amendment 5 between the State of Washington Mental Health Division and NSRSN for Expanded Community Services-Phase V Services. Maximum consideration for this amendment is \$64,617

The motion passed unanimously.

It was moved and seconded to authorize the Executive Director to enter into Contract #NSRSN-APN-ECS-02, Amendment 1 between the NSRSN and Associated Provider Network. Maximum consideration for this amendment is \$85,617.

The motion passed unanimously.

It was moved and seconded to authorize the Executive Director to enter into Contract # NSRSN-TULALIP-CP-00, Amendment (2) between the North Sound Regional Support Network and Tulalip Tribes, extending the sunset date to December 31, 2002. Maximum consideration remains unchanged at \$30,000.

The motion passed unanimously.

It was moved and seconded to establish a Capital Fund. Any unexpended dollars at year-end reconciliation shall roll over into the Capital Fund. Capital Fund Projects may include, but are not limited to:

- Purchase of hardware and/or software for the development and implementation of regional on-line clinical records;
- Building or acquiring increased residential and/or E&T capacity;
- Building or acquiring regional triage center(s);
- Building or acquiring increased Activity Center capacity; and/or
- NSRSN Evaluation & Treatment Facility Loan and/or Lease payments

The motion passed unanimously.

Any and all expenditures from the Capital Fund shall require approval from the NSRSN Board of Directors.

Marcia Gunning

### **Emergency Action Items**

It was moved and seconded to authorize the Executive Director to enter into Contract between Whatcom County and North Sound Regional Support Network for 2002 NSRSN Recovery: Vision of Hope Conference. Maximum consideration remains unchanged at \$2,000.

The motion passed unanimously.

**Introduction Items**

1. To introduce the NSRSN Recommended 2003 Operating Budget.

*The NSRSN presented to the Board of Directors on October 24, 2002 the Preliminary Proposed 2003 Operating Budget. The Recommended Budget will be available on November 14, 2002 for final board adoption on December 5, 2002.*

2. To introduce a request to surplus woodworking equipment repossessed after the closure of “Skagit Woodshop”, a consumer-run business funded by NSRSN Consumer Oriented Projects dollars and dispose of said items at public auction.
3. To introduce a request to allocate all revenue collected as a result of disposing of the wood working equipment at public auction to consumer oriented projects.
4. To introduce the revised NSRSN Mission Statement: “We join together to enhance our community’s mental health and support recovery for people with mental illness served in the North Sound region, through high quality culturally competent services”

*This statement was developed by the workgroup formed by the Planning Committee, including stakeholders from throughout the Region.*

5. To introduce the proposed name change for the North Sound Regional Support Network: “North Sound Mental Health Administration”.

*This proposed name change was developed by a workgroup formed by the Planning Committee, including stakeholders from throughout the Region.*

6. To introduce contract # NSRSN-BTTG-02 between the North Sound Regional Support Network and Behavioral Technology Transfer Group for Children's DBT professional clinical training for up to 150 clinicians and supervisors, effective December 15, 2002 through June 30, 2003. Maximum consideration shall not exceed \$13,000.

## **NEW BUSINESS**

Chair Rosman

Chair Rosman reported that the Nominating Committee had met and recommends Janet Lutz-Smith for 2003 Chair, and Marie Jubie as Vice-Chair for 2003.

Dan Bilson

Mr. Bilson thanked Mary Good for her hard work on the 2001 Statewide Advisory Board Survey. Questions came out of that survey relative to other RSNs' Ombuds and QRT programs. As a result, Mr. Bilson offered the following motion:

To authorize the Chair write to the Mental Health Division of DSHS and request information on the following;

1. The number of paid Ombuds and QRTs in every RSN in Washington State.
2. The number of QRTs paid in each RSN
3. The number of volunteers only in any RSN
  
4. Review of 255RSB5400 relative to provisions of Ombuds and/or QRT representatives in each RSN –
  - a. Are there any minimum numbers of QRTs or Ombuds required?
  - b. If there is none, are there recommendations based on Medicaid eligibles in each RSN?

The motion passed with two abstentions.

## **COMMENTS FROM COUNTY ADVISORY BOARD REPRESENTATIVES**

Eileen Rosman,  
Island

Ms. Rosman reported that they heard Mr. Benjamin's presentation on the MHD audit of the NSRSN.

Informational

Dean Stupke, San Juan	None	Informational
Bob Hart, Skagit	Mr. Hart reported that the group had met on November 4 <sup>th</sup> . They approved Chris Toby and Steve Hayes as new members, as well as three consumers, Xanadu Daniels, Nick Bart, and a third person. Mr. Hart was elected Chair.	Informational
Marie Jubie, Snohomish	Ms. Jubie reported the County council will begin to attend their meetings. Nancy Jones was welcomed back. The group heard a presentation by Marla Elder-Koplitz on the CAT program. Funding for consumer-oriented projects was discussed, as was the MHD audit of the NSRSN.	Informational
Charles Albertson, Whatcom	In Mr. Albertson's absence, Mr. Bilson offered the report. Charles Albertson and Dwight Hinton continue working on the Peer Support program. Ian Brooks added that the head of housing authority will be discussing the high rises in Bellingham and stipulations on admittance. There is concern that this valuable housing resource may be lost. Mr. Hinton added that lengthy discussion took place regarding folks being discharged from jail without basic resources and no direction. The peer counselors at Rainbow Center are developing packets that will be given to these folks, containing personal care items as well as bus schedules, important phone numbers and the like. Beckie Bacon, on behalf of the OCA, offered to donate tote bags and planners to this project.	Informational

**COUNTY COORDINATOR REPORT**

None

**COMMENTS FROM THE PUBLIC**

Jack Bilsborough	Statewide, NAMI is doing a lot of networking. There is much anguish about many RSNs statewide, but Mr. Bilsborough pointed out that this RSN is not like any other! Many RSNs don't have what we have, and although we are not perfect, we should be very proud of what we have in the North Sound Region!
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**OTHER BUSINESS**

None

**ADJOURNMENT**

Chair Rosman 2:45

**FUTURE REQUESTED PRESENTATIONS**

Strength Based Treatment, Best Practice, Case Management

**The next meeting is scheduled for Tuesday, December 3, 2002 at 1:00 p.m. in the NSRSN Conference Room at 117 N. 1<sup>st</sup> St., Ste. 8, Mount Vernon, WA 98273**

Respectfully submitted,

Melinda Bouldin  
Office Manager

# MEMORANDUM

DATE: November 15, 2002

TO: NSRSN Advisory Board

FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager

RE: December 5, 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 December 5, 2002 NSRSN Board Meeting.

## **CONSENT AGENDA**

### **ACTION ITEMS**

7. To adopt the NSRSN Recommended 2003 Operating Budget.

*The NSRSN presented to the Board of Directors on October 24, 2002 the Preliminary Proposed 2003 Operating Budget. The Recommended Budget is being is being presented final board adoption on December 5, 2002.*

8. To authorize the surplus of woodworking equipment repossessed after the closure of "Skagit Woodshop", a consumer-run business funded by NSRSN Consumer Oriented Projects dollars and no longer needed tables and dispose of said items at public auction.
9. To authorize allocating all revenue collected as a result of disposing of the wood working equipment and tables at public auction to consumer oriented projects.
10. To authorize the revised NSRSN Mission Statement: "We join together to enhance our community's mental health and support recovery for people with mental illness served in the North Sound region, through high quality culturally competent services"

*This statement was developed by the workgroup formed by the Planning Committee, including stakeholders from throughout the Region.*

11. To authorize the proposed name change for the North Sound Regional Support Network: "North Sound Mental Health Administration".

*This proposed name change was developed by a workgroup formed by the Planning Committee, including stakeholders from throughout the Region.*

12. To authorize contract # NSRSN-BTTG-02 between the North Sound Regional Support Network and Behavioral Technology Transfer Group for Children's DBT professional clinical training for up to 150 clinicians and supervisors, effective December 15, 2002 through June 30, 2003. Maximum consideration shall not exceed \$13,000.

*This is a 2-day training provided by the organization from Seattle who first implemented DBT Training nation-wide.*

## **EMERGENCY ACTION ITEMS**

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

1. To introduce contract between the NSRSN and Aging and Adult Services Division - Home Care Services (HCS). Maximum consideration for this contract will not exceed \$328,500.

*This is a placeholder for contract currently being developed by HCS that implements ECS Phase VI – Geriatric services. The contract will be for 20 individuals, 5 discharged from WSH and 15 to divert from WSH. NSRSN contract will be to provide expanded mental health services at \$45 per day per client.*

2. To introduce contract #NSRSN-APN-ECS-02, Amendment 2 between the NSRSN and APN for expanded mental health services to ECS Phase VI - Geriatric consumers. Maximum consideration will not exceed \$328,500.

*This is a placeholder for contract with APN as a result of the contract between HCS and NSRSN currently being developed by HCS that implements ECS Phase VI – Geriatric services. The contract will be for 20 individuals, 5 discharged from WSH and 15 to divert from WSH. NSRSN will contract with APN to provide expanded mental health services at \$45 per day per client.*

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



**North Sound Regional Support Network  
AGREEMENT FOR PROFESSIONAL SERVICES  
Agreement #NSRSN-BTTG-02**

Whereas, North Sound Regional Support Network (hereinafter "NSRSN") wishes to engage Behavioral Technology Transfer Group ("contractor") to render specialized professional clinical training to clinicians and supervisors within the North Sound Regional Support Network provider system, the following agreement professional services agreement is hereby made:

1. This Agreement shall take effect December 15, 2002 and shall continue in full force and effect through June 30, 2003.
2. Contractor agrees to provide two days of training on the theory and technology of Dialectical Behavioral Therapy (DBT) focusing on children to up to 150 clinicians and supervisors within the NSRSN service area. The training shall take place in Snohomish or Skagit County, Washington.

Training Objectives and Outcomes are:

- To increase knowledge about the DBT treatment for children and youth.
  - To increase skills to intervene with children and families to prevent escalation of outbursts and teach/develop self-management skills in children and youth.
  - To decrease the number of children/adolescents who are being hospitalized due to difficult to manage behaviors.
3. Workshop Logistics - All costs and preparations associated with hosting this workshop in Snohomish or Skagit County, Washington will be incurred solely by the NSRSN. These costs include, but are not limited to, training site room rental, catering, continuing education and audiovisual equipment.
  4. Video/Audio Taping - The NSRSN recognizes and agrees that Contractor has a strict no taping policy for all aspects of the training and consultations provided by Contractor trainers. The NSARSN further recognizes and agrees that taping without permission will result in a violation of patient confidentiality.
  5. Participant List - The NSRSN agrees to provide Contractor with a complete list of participants at the training. This list will include Name, Degree(s), Employer Agency, mailing address, phone, fax and email. The NSRSN agrees to send this information to Contractor three days prior to the training event.
  6. NSRSN agrees to reimburse contractor per the following:
    - Contractor shall be paid only if NSRSN has a fully executed contract on file.
    - Contractor shall submit an invoice by the tenth (10th) of the month after the month in which services were provided. Invoice shall document name and date of training and actual travel expenses (mileage, meals with receipts, lodging receipt if applicable).

- Travel expenses will be reimbursed per the following:
  1. Meal Limits – Breakfast \$8; Lunch \$10; Dinner \$18.
  2. Mileage when using personal car at \$.365 per mile.
  3. Lodging – Actual expense at single room rate.
  
- Failure to submit an invoice by the tenth (10th) may delay payment for one (1) month.
  
- Contractor shall submit all requests for reimbursement to:
 

North Sound Regional Support Network  
 Attn.: Finance Manager  
 117 North 1<sup>st</sup> Street, Suite 8  
 Mount Vernon, WA 98273-3806

7. Maximum Consideration for the term of this Agreement shall be:	
2 days of DBT Training with 2 trainers	\$12,500.
Travel and Meals	<u>500.</u>
<b>MAXIMUM CONSIDERATION SHALL NOT EXCEED</b>	<b>\$13,000.</b>

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

\_\_\_\_\_  
 Steve Cranfill, CEO  
 Behavioral Technology Transfer Group  
 4556 University Way NE, Suite 222  
 Seattle, WA 98105

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

hbest@behavioraltech.com  
 (Tax ID 91-185145)