

**NORTH SOUND REGIONAL SUPPORT NETWORK
BOARD OF DIRECTORS
SKAGIT VALLEY COLLEGE – BOARD ROOM
ADMINISTRATIVE ANNEX
2405 EAST COLLEGE WAY
Mount Vernon, WA 98273
February 25, 1999
1:00 p.m.**

AGENDA

1. Call to Order; Introductions
2. Revisions to the Agenda
3. Comments from the Public – 20 minutes
4. Comments from APN Providers – 10 minutes
5. Approval of January Minutes
6. Announcements & Comments from the Chair
7. Report from the Executive Director – 15 minutes
8. Provider Contracts Performance Report – Marcia Gunning, Contracts Compliance/Fiscal Manager – 15 minutes
9. Report from the Fiscal Officer – 5 minutes
10. Consent Agenda

All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one motion of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

The NSRSN Board of Directors moves to approve:

- A. **Motion #99-03** to review and approve NSRSN claims paid from January 1st, through January 31, 1999. Total dollar amount of warrants input in December and paid in January was \$166,417.85. Total dollar amount of

warrants input in January and paid in January was \$2,606,921.56. Total January payroll was \$60,411.88 and associated benefits.

- B. **Motion #99-04** to Authorize Contract No. 9769-13307, Amendment #2, between the State of Washington-DSHS and North Sound Regional Support Network, for a six (6) month extension (Jan. 1, 1999 – July 30, 1999) for the Gatekeeper Model of Case-Finding of At-Risk Older Adults, Grant #1 P79 SM52214-01. Maximum consideration for duration of Contract shall not exceed \$12,570.00. See attached.
 - C. **Motion #99-05** To authorize Contract #NSRSN-APN-98-10-01, Amendment #6, between NSRSN and APN for Gatekeeper Model of Case-Finding of At-Risk Older Adults, a six (6) month extension (January 1, 1999 – June 30, 1999). Maximum consideration of this Contract Amendment is \$1,410.00. Maximum consideration for the duration of Contract shall not exceed \$12,570.00.
 - D. **Motion #99-06** to authorize Contract No. 9869-13763, Amendment #2 between the State of Washington-MHD and North Sound Regional Support Network. This Contract Amendment; 1) Corrects typographical error found by MHD (Risk Reserve level should be 5.9%, not 10%); 2) Increases NSRSN consideration and payment as a result of implementation of 2SSB-6214 by increasing age 21 or older disabled rate to \$122.69 and increasing state consolidated funds by \$5,525.00 per month; 3) Removes specific language from Contract as MHD is not prepared at this time to implement Mental Health Specialists Referral Resource System.
11. Action Item – Presentation by Chuck Benjamin, QMOC Chair – 10 minutes
- A. **Motion #99-07** to review and approve the 1999 Quality Management Plan as presented to the Board of Directors as Introductory Item #99-IN01 at the January 28th, 1999 Board meeting.
12. Executive Session
13. Reconvene
14. Adjournment

NOTE: The next Board of Directors meeting is March 25th at the Skagit Valley College - Annex Building in the Boardroom beginning at 1:00 p.m.

**NORTH SOUND REGIONAL SUPPORT NETWORK
BOARD OF DIRECTORS MEETING**

Skagit Valley College Board Room

Administrative Annex

2405 East College Way

Mount Vernon, WA 98273

January 28, 1999

1:30 p.m.

MINUTES

Board Members Present:

Chair, Bob Hart

Barbara Cothorn, Snohomish County Council

Sharri Dempsey, The Tulalip Tribes

John Hooper, Alternate for Pete Kremen, Whatcom County Executive

Rick Larsen, Snohomish County Council

Rhea Miller, Commissioner for San Juan County

Ward Nelson, Whatcom County Council

Gary Ramey, The Stillaguamish Tribes

Mike Shelton, Commissioner for Island County

Kirke Sievers, Snohomish County Council

Joe Valentine, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members Present:

Merle D. Adrian, Rae Benjamin, Robin Grupper, Marcia Gunning, Cathey Heighton,

Darrell Heiner, Bernie Hilgart, Dolores Holtcamp, Judy Kennedy, Greg Long, Francene

Thompson, Michael White, Bill Whitlock

County Staff:

Linda Morris

Jim Teverbaugh

Guests:

Dan Bilson, Rod Elin, Mary Good, Dave Gossett, Jess Jamieson, Kris Laaninen, Jere

LaFollette, Joan Lubbe, Rodney Lund, Vicki McCarty, Jane Relin, Steve Reinig, John

Rietz, Betsy Rogers, Wally Tribuzio, Chris Walsh

1. Call to Order; Introductions

The meeting was called to order by Chair Hart at 1:30 p.m. Those present introduced themselves.

2. Revisions to the Agenda

The Chair added a Planning Committee/RFP Sub-committee Report as Item 9a.

3. Comments from the Public

Kris Laaninen, Executive Director of Community Mental Health, thanked Kirke Sievers for visiting Community Mental Health Service facilities over the past month.

Dan Bilson asked everyone to call their state legislators and request support for the Mental Health Parity Insurance Bill.

4. Approval of the December Minutes

A motion was made, seconded and carried to approve the minutes as presented.

5. Comments from the Chair

This was Mr. Hart's last meeting as Chairman of the NSRSN Board of Directors. He thanked those who continued to work to support the mentally ill in our region and asked that we continue to assure that all clients in this five (5) county region receive timely and appropriate care.

6. Election of Board Chair and Vice Chair

Mr. Hart asked for nominations from the floor for Chairman of the Board. Kirke Sievers was nominated. As there were no other nominations, the floor was closed. A motion was made seconded and carried to elect Kirke Sievers as Chair. There were none opposed.

Mr. Hart then turned the meeting over to the newly elected Chair who led the remainder of the meeting.

Mr. Sievers presented Mr. Hart with a plaque expressing the Board's appreciation for his service over the past two (2) years.

Mr. Sievers then asked for nominations from the floor for Vice Chair. Rhea Miller was nominated. As there were no others, nominations were closed. A motion was made, seconded and carried to elect Rhea Miller as Vice Chair. There were none opposed.

Chair Sievers commented that the main thing he had noted during his visits to APN facilities, was the loyal, dedicated and caring staff at work. He asked that a "thank you" be taken back to the clinical staff regarding this.

Mr. Sievers then told the members of the Board of changes he would like to make in the monthly Board meetings. Jere LaFollette, CEO from APN, will be provided fifteen minutes to “showcase” one of their agencies. A staff person from their chosen agency will be invited to speak. This will provide information to the Board members and help keep them updated on current events.

Mr. LaFollette thanked Mr. Sievers for his visitations of the various agencies. He felt that the opportunity to have a staff person from each agency speak to the Board would be beneficial to all.

7. Report from the Advisory Board

Mary Good, Vice Chair of the NSRSN Advisory Board, read a report on her visit to the Insurance Parity Conference held in Olympia on January 18th and 19th. It was well attended by NSRSN consumers and advocates.

Ms. Good also told the Board that the January Advisory Board had been cancelled to allow those wishing to attend, the opportunity to travel to Olympia for that conference.

8. Ombuds Report

Francene Thompson, newly employed NSRSN Manager: Office of Consumer Affairs, provided a summary of the fourth quarter report from the Ombuds. Included in that report were issues that Ms. Thompson felt were important in formulating a work plan for 1999.

She noted that she would be looking into the Ombud’s caseloads and staffing needs to formulate creative ways of addressing their work.

Ms. Thompson will be in the field speaking with consumers and advocates and offered to meet with interested Board members at their convenience regarding her work.

Board member Barbara Cothorn asked if Ms. Thompson would be addressing “parity” issues related to findings of other Ombuds. Ms. Thompson affirmed that she would.

9. QMOC Report

Merle Adrian provided this report as Mr. Benjamin, QMOC Chair, was out of town. Mr. Adrian summarized the 1999 Quality Management Plan that was presented to the Board as an Introductory Item. He applauded the work done by the QMOC Committee and staff.

a. Planning Committee: RFP Sub-committee Report

Joe Valentine, Chair of the RFP Sub-committee, reported that this Sub-committee was the result of Motion #98-066. The charge of the Sub-committee is to make recommendations to the Board regarding use of funds that have been set aside for innovative and consumer oriented projects.

There have been two (2) Sub-committee meetings to date. Several issues have been addressed: 1) Critical issues of importance to consumers/advocates; and 2) Input from consumers and family members on projects for which they would like to see the money used. It was agreed that local Advisory Boards would host stakeholder forums to receive input and then report back to the Sub-committee.

Mr. Valentine stated that the Sub-committee wanted to get these funds out as soon as possible and were working very hard at making this happen.

10. Report from the Executive Director

Merle Adrian addressed the following items:

- a. The Governor's Proposed 1999 Budget and a "Watch List" for following legislative bills and activities surrounding the budget were distributed.
- b. A proposed schedule for provider contracting processes that will expire July 1, 1999. This schedule was approved by the Planning Committee.
- c. At the request of the Planning Committee, a staff *White Paper* is being developed on Acute Care Service Needs of special populations in the North Sound Region.
- d. A Board Retreat is planned for March 4th and 5th. A location in La Conner has been chosen.
- e. Regarding staff, Francene Thompson has been selected to serve as Manager: Office of Consumer Affairs. Ms. Thompson has in-depth experience and knowledge of the mental health field.

Robin Grupper has returned from Administrative Leave. Mr. Adrian thanked Cathey Heighton, Mike Page and the Resource Managers for their support during her absence.

Bev Miller continues to serve as contracted Quality Assurance/Clinical Services Manager. Ms. Miller and the Resource Management Team have rewritten the Quality Management Plan,

updated job positions for that department, and tackled many other issues.

Bernie Hilgart has been contracted as NSRSN's Interim MIS Manager. Mr. Hilgart has vast knowledge in this field and a background in health care MIS. He has already provided much needed assistance regarding internal and external MIS issues.

The position of Tribal Liaison has not been filled to date. The interim contracted position is expected to be filled in February.

The positions of Secretary and IS Specialist have been advertised. Applications received are being reviewed with both of these positions expected to be filled by the end of February.

- f. The Interlocal Work Group has not met since December, however, they will meet in February. New materials have been requested and a report will be forwarded to the Board at the earliest possible date.
- g. A draft evaluation regarding the services of Behavioral Data Systems (BDS) will be completed by Deloitte and Touche by January 29th. The report will be reviewed by RSN staff and County Coordinators and presented to the Board in February.
- h. The Tribal Advisory Committee met in January and is presenting its recommended 7.01 Plan as an Action Item to the Board.
- i. NSRSN staff has developed data reports as requested by the Board at the last meeting. These reports track payments to APN and key service statistics regarding NSRSN services to consumers. This report will continue to be provided monthly.
- j. Staff is in the process of appropriating new office space. A report on staff's recommendations will be provided at the March Board meeting.
- k. The State Auditor's Report concerning the NSRSN's financial audit were distributed. Mr. Adrian noted improvements and thanked staff in the Financial Services Dept. and the Board's Finance Committee for their work. There were "no findings" by the State Auditor's Office.

Board member, Gary Ramey, commended NSRSN staff for the tremendous job done and told the Board this was only the second time in his career that a social service organization had "no findings" on their audit.

- l. A study proposal written by Linda Brown, RN, PhD. and Frederica O'Connor, RN, PhD., from the University of Washington was funded by the Washington Institute for Mental Illness Research and Training. The study is called "Development and Characteristics of the Managed Mental Health Care System in the North Sound Regional Support Network."
- m. Michael White, NSRSN's Information Systems Specialist, provided a visual presentation on the NSRSN's new Web Page. Mr. White designed and implemented this Web Page and exhibited its capabilities. He answered questions from Board members. The address for NSRSN's Web Page is: <http://nsrsn.org>

Marcia Gunning, NSRSN's Contracts Compliance/Fiscal Manager, thanked him for his expertise and hard work.

It was noted that this would afford everyone faster and easier access to the Board minutes and other relevant information.

Vice Chair, Rhea Miller, voiced her concern on the NSRSN's Y2K progress. Mr. Adrian assured her that providers and other community facilities were being addressed in the work of the Planning Committee. Barbara Cothorn noted that providers might want to assess the "anxiety" that will be created for consumers and be prepared to address the same.

Sharri Dempsey thanked staff for the newly created financial information regarding payments to APN. She asked for clarification concerning open cases and Marcia Gunning provided the explanation.

Barbara Cothorn asked if there was a particular reason for the September and October spike in the "number of clients in service". Ms. Gunning replied that she would be reporting any such trend. Chair Sievers asked that she report to the Board if a reason for the spike was found and Ms. Gunning affirmed she would.

11. Report from the Fiscal Officer

Bill Whitlock, NSRSN Fiscal Officer, stated there were no financial statements for the previous month. They will be presented next month along with year-end figures.

12. Consent Agenda

A motion was made, seconded and carried to approve the Consent Agenda Item as presented. There were none opposed.

13. Action Item

Motion #99-02 to approve the NSRSN 7.01 Plan.

Mr. Adrian explained that this is the Native American Tribal Liaison Plan that was presented as an Introductory Item at the December Board meeting.

A motion was made and seconded. There was no discussion. There was a call for the question and the motion carried with none opposed.

14. Introductory Item

#99-IN01 to introduce the NSRSN's 1999 Quality Management Plan for Board comment and review.

15. Executive Session

The Executive Session convened at 2:16 p.m.

16. Reconvene

The Executive Session reconvened at 2:30 p.m.

17. Announcements

The next Board of Directors meeting will be held on February 25th at the Skagit Valley College Board Room in the Annex Building beginning at 1:00 p.m. Please note the new and earlier time.

18. Adjournment

As there was no further business, the meeting was adjourned at 2:31 p.m.

Respectfully submitted,

Merle D. Adrian
Executive Director

**NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form**

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: February 16, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-03.**

Approval Date: February 25, 1999

Source of Request: Bill Whitlock, Fiscal Officer

Motion: To review and approve NSRSN claims paid from January 1st, through January 31, 1999. Total dollar amount of warrants input in December and paid in January was \$166,417.85. Total dollar amount of warrants input in January and paid in January was \$2,606,921.56. Total January payroll was \$60,411.88 and associated benefits.

Background: Reviewed by Bob Hart and Kirke Sievers on February 25, 1999.

Fiscal Implications: The first month of the annual budget is not expected to exceed total appropriations.

Attachment(s): Yes.

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle D. Adrian
Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form**

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: February 16, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-04**

Approval Date: February 25, 1999

Source of Request: Marcia Gunning, Contracts Compliance/Fiscal Manager

Motion: To authorize Contract No. 9769-13307, Amendment #2, between the State of Washington-DSHS and North Sound Regional Support Network, for a six (6) month extension (Jan. 1, 1999 -July 30, 1999) for the Gatekeeper Model of Case-Finding of At-Risk Older Adults, Grant #1 P79 SM52214-01. Maximum consideration for duration of Contract shall not exceed \$12,570.00. See attached.

Background: This Contract Amendment extends the current contract for six (6) months, and statement of work is slightly modified.

Fiscal Implications: None

Attachment(s): Yes

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle D. Adrian
Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form**

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: February 16, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-05.**

Approval Date: February 25, 1999

Source of Request: Marcia Gunning, Contract Compliance/Fiscal Manager

Motion: To authorize Contract #NSRSN-APN-98-10-01, Amendment #6, between NSRSN and APN for Gatekeeper Model of Case-Finding of At-Risk Older Adults, a six (6) month extension (January 1, 1999 – June 30, 1999). Maximum consideration of this Contract Amendment is \$1,410.00. Maximum consideration for the duration of Contract shall not exceed \$12,570.00.

Background: The Contract Amendment extends the current contract for six (6) months. Pass through dollars.

Fiscal Implications: None

Attachment(s): Yes

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle D. Adrian
Executive Director (Signature)

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: February 16, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-06.**

Approval Date: February 25, 1999

Source of Request: Marcia Gunning, Contracts Compliance/Fiscal Manager

Motion: To Authorize Contract No. 9869-13763, Amendment #2 between the State of Washington-MHD and North Sound Regional Support Network.

Background: This Contract Amendment; 1) Corrects typographical error found by MHD (Risk Reserve level should be 5.9%, not 10%); 2) Increases NSRSN consideration and payment as a result of implementation of 2SSB-6214 by increasing age 21 or older disabled rate to \$122.69 and increasing state consolidated funds by \$5,525.00 per month; 3) Removes specific language from Contract as MHD is not prepared at this time to implement Mental Health Specialists Referral Resource System.

Fiscal Implications: Yes, increase in funding. See attached reconciliation.

Attachment(s): Yes

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle D. Adrian
Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors Approval Form**

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: February 16, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-07**.

Approval Date: February 25, 1999

Source of Request: Chuck Benjamin, Chair of the Quality Oversight Committee

Motion: To review and approve the 1999 Quality Management Plan as presented to the Board of Directors as Introductory Item #99-IN01 at the January 28th, 1999 Board meeting.

Background: The Quality Management Oversight Committee formed a sub-committee to review the 1998 Quality Management Plan, develop the 1999 Quality Management Plan and identify accomplishments and current NSRSN practices. The sub-committee presented the recommended draft to the QMOC Committee who unanimously recommended this 1999 Quality Management Plan to the Board of Directors.

Fiscal Implications: None

Attachment(s): Yes

Executive Recommendations: XXXX Approve _____ No Recommendation
_____ Further Review Required

Signed, Merle D. Adrian
Executive Director (Signature)