

**PLEASE NOTE: THIS BOARD PACKET HAS BEEN  
CHANGED FROM THE ORIGINAL BOARD PACKET POSTED  
MAY 21, 1999.**

**MEMORANDUM**

**TO:** NSRSN Board of Directors  
**FROM:** Rae A. Benjamin, Office Manager  
**RE:** Meeting Information  
**DATE:** May 26, 1999

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Please note the May meeting of the NSRSN Board of Directors will be held on:

**Thursday, May 27, 1999  
SKAGIT VALLEY COLLEGE  
Administration - Annex  
2405 E. College Way  
Mt. Vernon, WA  
1:00 p.m.**

Please place the enclosed postcards on your dashboards and park in areas designated as "SP" or student parking as indicated on the enclosed map. I look forward to seeing you there.

Attached is the following:

Agenda  
April Minutes  
Attachments

# REVISED

## NORTH SOUND REGIONAL SUPPORT NETWORK

BOARD OF DIRECTORS  
SKAGIT VALLEY COLLEGE – BOARD ROOM  
ADMINISTRATIVE ANNEX  
2405 EAST COLLEGE WAY  
Mount Vernon, WA 98273

May 27, 1999

1:00 p.m.

### AGENDA

1. Call to Order; Introductions, Chair
2. Revisions to the Agenda, Chair
3. Comments from the Public – 15 minutes
4. Comments by an APN Agency – 10 minutes  
APN Member Agency Services in Jails and Criminal Justice System:
  - Cathy Coevetter, Whatcom County
  - Alan Weisser, Skagit County
  - Tom Sabastian, Snohomish County
5. Approval of April Minutes, Chair – **TAB 1**
6. Comments & Announcements from the Chair – 5 minutes
7. Report from the Advisory Board, Jim King –5 minutes
8. Report from the Executive Director, Merle Adrian – 5 minutes
9. Planning Committee Report, Bob Hart, Chair – 5 minutes
10. Ombuds Quarterly Report, Sharri Dempsey – 5 minutes
- ~~11. Personnel Committee Report, Rhea Miller, Chair – 5 minutes~~
12. Report from the Fiscal Officer, Bill Whitlock – 5 minutes – **TAB 2**

# REVISED

13. Consent Agenda, Chair – **TAB 3**

**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 the Consent Agenda:**

- A. **Motion #99-018** to review and approve NSRSN claims paid from April 1<sup>st</sup> to April 30<sup>th</sup> 1999. Total dollar amount of warrants paid in April: \$2,738,368.43. Total April payroll of \$57,879.32, and associated benefits.
- B. **Motion #99-019** to implement the Native American liaison position at a salary grade 20, starting May 12, 1999. Transfer \$59,974 from administrative reserve. Transfer \$9,163 to professional services, \$38,108 to wages and \$12,703 to employee benefits.
- ~~C. **Motion #99-020** to approve the creation of an Interim Medical Director position at a rate of \$150.00 per hour. This position would be temporary and work would be on an as-needed basis, maximum of five hours per week.~~

14. Action Items, Chair

- A. **Motion #99-016** to approve Policy and Procedure regarding use of the Executive Director's Signature Stamp – **TAB 4**
- B. **Motion #99-017** to authorize NSRSN Executive Director to enter into professional services contract with Scott Graham for the purpose of providing suicide intervention training to the Eight Tribes within the NSRSN geographic area. This project will involve a joint venture between the NSRSN and APN. – **TAB 5**

15. Motions Not Yet Reviewed by the Advisory Board, Merle Adrian – **TAB 6**

- A. **#99-IN05** to introduce Contract #NSRSN-APN-99-10-MC-01, a managed care, full risk contract between NSRSN and Associated Provider Network for Outcome-Based Community Mental Health Program Services effective 7/1/99 – 6/30/2001.

- B. **#99-IN06** to introduce Contract #NSRSN-VOA-99-MC, contract between NSRSN and Volunteers of America for Outcome-Based Integrated Crisis Line, Crisis Triage and Crisis Outreach Dispatch Services effective 7/1/99 – 6/30/2001.
- C. **#99-IN07** to introduce Contract #NSRSN-SeaMar-99-MC-01, contract between NSRSN and SeaMar for Outcome-Based Community Mental Health Program Services specifically addressing the mental health needs of our Hispanic population effective 7/1/99 – 6/30/2001.
- D. **#99-IN08** to introduce Contract #NSRSN-Island-99-01, contract between NSRSN and Island County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.
- E. **#99-IN09** to introduce Contract #NSRSN-San Juan-99-02, contract between NSRSN and San Juan County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.
- F. **#99-IN10** to introduce Contract #NSRSN-Skagit-99-03, contract between NSRSN and Skagit County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.
- G. **#99-IN11** to introduce Contract #NSRSN-Snohomish-99-04, contract between NSRSN and Snohomish County effective 7/1/99 – 6/30/2001 for:
- Administration, planning, local oversight, etc., services
  - Snohomish County ITA Services
  - Snohomish County QA Utilization/Clinical Support/Services
  - Snohomish Evaluation and Treatment Facility Loan and Maintenance
  - Federal Block Grant Services – Community Team for Children
- H. **#99-IN12** to introduce Contract #NSRSN-Whatcom-99-05, contract between NSRSN and Whatcom County effective 7/1/99 – 6/30/2001 for:
- Administration, planning, local oversight, etc., services
  - Federal Block Grant Services – Outreach to Geriatric Mentally Ill
- I. **#99-IN13** to introduce Contract #NSRSN-Tulalip-TT-FBG, contract between NSRSN and Tulalip Tribes for Traditional Healing Mental Health Services effective 7/1/99 – 6/30/2001.
- J. **#99-IN14** to introduce Contract #NSRSN-SA-99, contract between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 7/1/99 to 12/31/99.

# REVISED

- K. ~~#99-IN15~~ to introduce Contract #NSRSN-BDS-99-MIS, contract between NSRSN and Behavioral Data Systems for Management Information Services effective 7/1/99—6/30/2001.
- L. **#99-IN16** to approve the consumer-oriented projects RFP process as developed and recommended by the NSRSN Planning Committee.
- M. **#99-IN17** to authorize NSRSN Executive to enter into a professional services contract for the purpose of providing technical assistance to consumers, family members, and advocates in the preparation of grant proposals to the NSRSN for consumer-oriented demonstration projects. Maximum consideration shall not exceed \$20,000.
- N. **#99-IN18** to introduce Contract #NSRSN-BDS-MIS-96-01, amendment (02) between NSRSN and Behavioral Data Systems for Management Information Services. This Amendment extends the current contract for one month, through July 31, 1999. – **TAB 7**
- O. **#99-IN19** to introduce Software License and Support Agreement, amendment (01) between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services. Amendment (01) extends the current contract for one month, through July 31, 1999. – **TAB 8**
- P. **#99-IN20** to introduce Integrated Contract 98-69-13763, Amendment (3) between NSRSN and State of Washington MHD. Amendment 3 extends the current Integrated Contract through September 30, 1999. – **TAB 9**
- Q. **#99-IN21** to introduce Gatekeeper Model Contract 9769-13307, Amendment (3) between NSRSN and State of Washington MHD. Amendment 3 extends the current Gatekeeper Model Contract for three (3) months, through September 30, 1999. – **TAB 10**
16. Executive Session
17. Reconvene
18. Adjournment

**NOTE:** The next Board of Directors meeting is June 24th at the Skagit Valley College - Annex Building in the Board Room 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**

**April 22, 1999 – 1:00 p.m.**

## **MINUTES**

### **Board Members Present:**

Kirke Sievers, Chair

Rhea Miller, Vice Chair

Chuck Benjamin, Alternate for Pete Kremen, Whatcom County Executive

Mary Good, Vice Chair NSRSN Advisory Board

Dave Gossett, Alternate for Barbara Cothorn, Snohomish County Council

Bob Hart, Skagit County Commissioner

Della Hill, Alternate for Rae Anne Cleveland, The Tulalip Tribes

Jim King, Chair NSRSN Advisory Board

Linda Morris, Alternate for Mike Shelton, Island County Commissioner

Ward Nelson, Whatcom County Council

Gary Ramey, The Stillaguamish Tribes

Joe Valentine, Alternate for Bob Drewel, Snohomish County Executive

### **County Staff:**

JoAnn Angevine, Skagit County Coordinator

Jim Teverbaugh, Snohomish County Coordinator

Gary Williams, Whatcom County Coordinator

### **NSRSN Staff Members Present:**

Merle D. Adrian, Rae Benjamin, Robin Grupper, Michele Hare, Darrell Heiner, Dolores Holtcamp, Greg Long, Sandy Lucero, Terry McDonough, Debbie Page, Diana Striplin, Bill Whitlock

### **Guests:**

Fran Collison, Jess Jamieson, Kris Laaninen, Jere LaFollette, Bob LeBeau, Rodney Lund, Walt Meagher, Marsha Murray, Steve Reinig, Jane Relin, Josselyn Winslow

## **1. Call to Order; Introductions**

The meeting was called to order by Chair Kirke Sievers at 1:01 p.m.

## **2. Revisions to the Agenda**

No revisions to the agenda were requested.

## **3. Comments from the Public**

No comments from the public were made.

## **4. Comments by an APN Agency**

Jere LaFollette, CEO of APN, presented statistics addressing numbers of clients served, hours of service and the relationship between this data and quality of care. Handouts were made available. He stated that significant changes in data reporting criteria account for the perceived decline in service.

Chuck Benjamin noted that the graph representing "Total Adjusted Standardized Hours" still showed a marked decline over the past three months. Mr. LaFollette suggested that seasonal factors may account for the variance. He also stated that it would be important to compare the last six months with the same period last year.

Joe Valentine asked when the baseline would be stable in order to make comparisons in the future. Mr. LaFollette stated he thought the baseline would continue to shift according to changes required by the State.

Linda Morris commented that it may also be important to look at the number of clients not being served. Mr. LaFollette stated that APN agencies are currently seeing everyone requesting service. He said they would like to reduce the time between assessment and treatment to about ten or twelve days.

## **5. Approval of March 1999 Minutes**

A motion was made, seconded and carried to approve the March 25, 1999, minutes as presented. There were none opposed.

## **6. Announcements and Comments from the Chair**

Chair Sievers stated that he had asked the Contracts Negotiation team a few questions regarding the negotiations and was informed everything was going well and was on track. He told them to keep up the good work.

## **7. Report from the Advisory Board**

Jim King, Chair of the Advisory Board, stated that Mary Good was beginning to Chair part or all of the Advisory Board meetings and so would defer the Advisory Board report to her.

Mary Good then reported on the Advisory Board meeting as follows:

- a. Kay Day reported that an abuse complaint had been filed against her. She believed this was done to intimidate her and expressed her anger.
- b. The Advisory Board approved the NSRSN MIS Quality Assurance/Quality Improvement Plan.
- c. Sharri Dempsey, Native American Liaison, had presented the 7.01 Plan, explaining its mission, definition and how the NSRSN is working to implement the plan.
- d. The Northwest Regional Council will be sponsoring a community forum focusing on mental health issues for senior citizens and people with disabilities on April 27 at 9:00 a.m. at the Burlington Community/Senior Center.

## **8. Report from the Executive Director**

Merle Adrian presented a written report for the Board. The highlights include:

- a. RFP Sub-Committee—Joe Valentine reported that recommendations will be made to the Board by May or June. Stakeholder forums will be completed in the next couple of weeks. A special effort has been made to do outreach to get people to those meetings. The sub-committee is designing the RFP to make sure that projects are consumer-driven and are encouraging consumers/ advocates to team up with agencies to provide fiscal oversight of funded projects.
- b. Advisory Board Budget—Mr. Adrian reported that RSN staff and the Advisory Board are still working on the budget.
- c. Tribal Liaison—Mr. Adrian reported that the work in this area was highly successful. He mentioned that Sharri Dempsey was recently presented with an award/quilt by the eight tribes in this region for being “the most positive person in the human services arena in Indian Country”.
- d. MIS—Mr. Adrian stated that the Board would be asked to approve the MIS Quality Assurance/Quality Improvement Plan later in the meeting.
- e. Contract Negotiations—Mr. Adrian stated that contract negotiations are going well. He also stated that the formation of the negotiating team had moved quickly and publicly apologized for not keeping all County Coordinators as informed as well as they could have been.
- f. Support Staff—Mr. Adrian thanked and publicly recognized the efforts of NSRSN support staff including Rae Benjamin, Sandy Lucero, and Joan Johnson.



Rhea Miller commented that she appreciated the work that was being done by the Planning Committee regarding children's acute services.

Gary Ramey asked what would be happening as a result of the upcoming closure of the State MICA program. He is concerned about closing this inpatient program without having a viable alternative. Mr. Adrian stated the NSRSN was also concerned and working to assure alternative arrangements for mental health consumers.

**9. QMOC Report**

Chuck Benjamin, Whatcom County, reported that the QMOC held its first meeting for 1999 on April 14. He was pleased to report some consumers who participated last year came back. New consumers were represented as well, which is important in developing consumer-based products. QRT and Ombuds reports were also presented at the meeting. The QMOC will be working to establish baseline and outcome measures for the Work Plan and will report its findings to the Board.

**10. QRT Biannual Report**

Francene Thompson, NSRSN OCA Manager, stated that the QRT Biannual Report had been completed. Ms. Thompson stated that the report was based on feedback from seven of eleven agencies and that the feedback was mainly positive. She stated that this year she would like to survey more people from each site, instead of using the State minimum standard of two percent, to get a more accurate baseline. Ms. Thompson also highlighted issues related to cross-system contacts, under-served populations, continuing education for QRT and special areas of focus for QRT.

**11. Personnel Committee Report**

Dave Gossett, Snohomish County Council, reported that the Personnel Committee is looking at staff development and will present its recommendations to the Board at a future meeting.

**12. Report from the Fiscal Officer**

Bill Whitlock, NSRSN Fiscal Officer, stated that the NSRSN Annual Report was completed April 15, 1999.

Mr. Whitlock stated that the State auditors have nearly finished their audit. It is expected they will be completely finished in June or July. There are no anticipated findings at this time.

Mr. Whitlock stated that changes regarding grant notes, Y2K compliance and equity detail were made on the March financial statement. He also stated that inpatient revenues were higher than anticipated and the State PHP was lower than anticipated.

Chair Sievers expressed his appreciation for having the Annual Report completed on time.

**13. Consent Agenda**

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

**14. Action Items**

**Motion #99-14** to approve the NSRSN Management Information System Quality Assurance/Quality Improvement Plan.

Merle Adrian explained that this plan was distributed last month and reviewed with the Board. He also stated that the Advisory Board recommended approval at their meeting earlier in the month. A motion was made, seconded and carried to approve Motion #99-14.

**15. Motions Not Yet Reviewed by the Advisory Board**

- A. **#99-IN03** to review Policy and Procedure regarding use of the Executive Director's Signature Stamp.
- B. **#99-IN04** to authorize NSRSN Executive Director to enter into professional services contract with Scott Graham for the purpose of providing suicide intervention training to the Eight Tribes within the NSRSN geographic area.

Rhea Miller asked how the provider was chosen. Mr. Adrian responded that Mr. Graham was recommended by the tribes and Sharri Dempsey. Chuck Benjamin noted that the total was over \$10,000, and asked if an RFP was required. Mr. Adrian stated that an RFP was required and that a revised motion would be presented next month.

**16. Executive Session**

Chair Sievers dismissed the public at 1:50 p.m. in order to hold an Executive Session to discuss potential litigation.

**17. Reconvene**

The meeting was reconvened at 2:00 p.m. There were no further announcements or actions.

**18. Adjournment**

As there was no further business, Chair Sievers adjourned the meeting at 2:00 p.m.

Respectfully submitted,

Merle D. Adrian  
Executive Director

**NORTH SOUND REGIONAL SUPPORT NETWORK  
COMBINED STATEMENT OF REVENUES, EXPENDITURES  
PRELIMINARY STATEMENT FOR THE MONTH ENDED APRIL 1999**

	1999 Budget	YTD 1999 Budget	YTD 1999 Actual	Variance Favorable (Unfavorable)	1998 Budget
<b>REVENUES</b>					
Use of Designated Interest Fund Balance	842,078	280,693		(280,693)	
Intergovernmental Revenues					
Inpatient Savings	850,000	283,333	484,211	200,878	
Federal Grants	513,264	171,088	130,697	(40,391)	521,735
State PHP	33,386,728	11,128,909	10,750,211	(378,698)	32,970,784
Total Intergovernmental Revenues	34,749,992	11,583,331	11,365,119	(218,212)	33,492,519
Interest Revenues	180,000	60,000	71,888	11,888	180,000
<b>TOTAL REVENUES</b>	<b>35,772,070</b>	<b>11,924,023</b>	<b>11,437,007</b>	<b>(206,324)</b>	<b>33,672,519</b>
<b>EXPENDITURES</b>					
Regular Salaries	751,111	250,370	227,698	22,672	673,352
Personnel Benefits	258,638	86,213	66,415	19,798	196,757
Office, Operating Supplies	23,000	7,667	12,963	(5,296)	16,000
Small Tools	6,000	2,000	3,348	(1,348)	0
Professional Services	180,300	60,100	87,654	(27,554)	167,000
Communications	29,300	9,767	8,410	1,357	24,000
Travel	24,000	8,000	5,921	2,079	24,000
Advertising	8,500	2,833	1,657	1,176	5,500
Operating Rentals & Leases	66,845	22,282	18,530	3,752	65,169
Insurance	9,700	3,233	0	3,233	9,700
Utilities	6,900	2,300	1,789	511	6,900
Repairs & Maintenance	14,400	4,800	2,606	2,194	6,000
Miscellaneous	25,000	8,333	6,327	2,006	32,500
Machinery & Equipment	15,000	5,000	0	5,000	15,000
Administrative Reserve (a)	72,904	24,301	0	24,301	162,677

Subtotal - Administration	1,491,598	497,199	443,318	53,881	1,404,555
Agency Services	34,280,472	11,426,824	10,927,641	499,183	31,263,695 1
<b>TOTAL EXPENDITURES</b>	<u>35,772,070</u>	<u>11,924,023</u>	<u>11,370,959</u>	<u>553,064</u>	<u>32,668,250 1</u>
<b>FUND BALANCE</b>					
Excess of Revenues Over (Under) Expenditure.			66,048	66,048	0
Reserved Designated F.B. - Risk Reserve		0		0	824,269
Unreserved Designated F.B. - Interest		0		0	180,000
Fund Balance, January 1		0		0	0
<b>TOTAL FUND BALANCE</b>	<u>0</u>	<u>0</u>	<u>66,048</u>	<u>66,048</u>	<u>1,004,269</u>

**\* THIS IS AN UNAUDITED STATEMENT**

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-018**.

**Approval Date:** May 27, 1999

**Source of Request:** Bill Whitlock, Fiscal Officer

**Motion:** To review and approve NSRSN claims paid from April 1<sup>st</sup> to April 30<sup>th</sup> 1999. Total dollar amount of warrants paid in April: \$2,738,368.43. Total April payroll of \$57,879.32, and associated benefits.

**Background:** Reviewed by Bob Hart and Kirke Sievers May 27, 1999.

**Fiscal Implications:** We do not anticipate exceeding the annual budget in any category at this time.

**Attachment(s):** Available for review is a listing of warrants issued between April 1<sup>st</sup> and April 30<sup>th</sup> 1999, original expense documentation for all expenditures, time sheets for March and Skagit County payroll reports.

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

\_\_\_\_\_  
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:** May 18, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-019**.

**Approval Date:** May 27, 1999

**Source of Request:** Merle Adrian, Executive Director

**Motion:**

1. To allocate Native American liaison position at a salary grade 20, starting May 12, 1999.
2. Transfer \$59,974 from administrative reserve.
3. Transfer \$9,163 to professional services, \$38,108 to wages and \$12,703 to employee benefits.

**Background** This motion formally accomplishes the Board's prior motions by transferring funds from Administrative Reserve to Salaried Benefits and Professional Services. The 1999 NSRSN budget allocated \$59,974 in the Administrative Reserve to fund the Native American Liaison position as stipulated in the NSRSN 7.01 plan. The work was contracted for in March, April and May.

**Fiscal Implications:** The net impact on the 1999 administrative budget is no increase.

**Attachment(s):** None

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

\_\_\_\_\_  
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:** November 19, 1998

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-016**.

**Approval Date:** May 27, 1999

**Source of Request:** Rae Benjamin, Office Manager

**Motion:** To approve Policy and Procedure regarding use of the Executive Director's Signature Stamp

**Background:** The attached Policy and Procedure has been developed and, and upon Board approval, shall be implemented by NSRSN staff.

**Fiscal Implications:** None

**Attachment(s):** Yes

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ Further Review Required

\_\_\_\_\_  
Executive Director (Signature)



# REVISED

## NORTH SOUND REGIONAL SUPPORT NETWORK

### POLICY & PROCEDURE

#### USE OF EXECUTIVE DIRECTOR SIGNATURE STAMP

##### **POLICY:**

This shall set forth guidelines for the use of the NSRSN Executive Director's signature stamp by its employees.

The use of the Executive Director's signature stamp will only be granted in emergency situations when the Director is unavailable. In all situations, every attempt must be made to obtain the Executive Director's permission. In the event that the Director is not available, the Office Manager or the Assistant Director/Planner are the only employees of the NSRSN with the authority to use the signature stamp. In the event that these three (3) individuals are not available, the Chair and Vice Chair of the Board of Directors are authorized to sign documents.

##### **USE:**

The use of the NSRSN Executive Director's signature stamp is to maximize efficiency of NSRSN business. Use of signature stamp is restricted to NSRSN business only, and shall be utilized only when the Executive is out of the office and/or unavailable to personally sign NSRSN documents. Such use shall only be granted in emergency situations. Whenever possible, it is desirable to obtain the permission of the Executive Director.

##### **RESPONSIBILITY:**

The Office Manager shall retain the signature stamp in a secured location within his/her office. In the event of the unavailability of the Office Manager, the Assistant Director/Planner shall be authorized to grant use of the signature stamp.

##### **PROCEDURE:**

The following procedures are to be followed each time the signature stamp is used:

- 1) Employee requesting use of the signature stamp will bring all pertinent documentation to the Office Manager for review with the attached form completed. The form indicates:

# REVISED

- a) Date
  - b) Nature of Document
  - c) Monetary value of document (when applicable)
  - d) Name of requesting employee
  - e) Nature of emergency
  - f) Executive Director's permission received (Yes/No)
  - g) Initials of person authorizing use
- 2) Office Manager (Assistant Director/Planner), after thoroughly review of documentation, will obtain verbal permission from the Executive Director, if possible. If Executive Director is not available to verbally authorize, Office Manager (Assistant Director/Planner) will make the final decision.
  - 3) Office Manager (Assistant Director/Planner) will remove the stamp from its secured location and apply to the documentation and return it to the secured location upon completion of the task. The authorized person applying the stamp will initial the document immediately following the signature stamp.
  - 4) Office Manager will inform Executive Director immediately upon return to the office of all incidents involving use of signature stamp without verbal authorization.
  - 5) Office Manager will maintained completed form and pertinent documentation in a secured location within his/her office.

# REVISED

## SIGNATURE STAMP APPROVAL

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DOCUMENT NAME: \_\_\_\_\_

MONETARY VALUE (WHEN APPLICABLE): \_\_\_\_\_

NATURE OF EMERGENCY: \_\_\_\_\_

EXECUTIVE DIRECTORS PERMISSION: YES NO

INITIALS OF APPROVING AUTHORITY: \_\_\_\_\_

**Please attach completed form to documentation.**

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 10, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-017**.

**Approval Date:** May 27, 1999

**Source of Request:** Sharri Dempsey, Tribal Liaison

**Motion:** To authorize NSRSN Executive Director to enter into professional services contract with Scott Graham for the purpose of providing three (3) suicide intervention trainings on behalf of the NSRSN, Associated Provider Network and the Eight Tribes within the NSRSN geographic area. Maximum consideration shall not exceed \$8,720.00.

**Background:** Initial meetings with all the Tribes have identified a substantial increase in completed suicides and suicide attempts by Native Americans in 1999. The request is for two (2) training sessions to be provided by NSRSN at Tribal sites and one training session to be provided by Associated Provider Network for the Swinomish Tribe. This project will require a cooperative, jointly coordinated effort between the NSRSN and APN. These trainings will provide needed demonstration projects upon which to base future offerings. Minimum attendance per training is twenty (20) Tribal community participants. NSRSN funding commitment toward APN's training project will not exceed \$800 (a portion of their total cost). NSRSN training will not exceed \$3,960.00 each.

**Fiscal Implications:** Maximum of \$8,720.00. Funding from NSRSN Reserves

**Attachment(s):** Yes

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 10, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-017**.

**Approval Date:** May 27, 1999

**Source of Request:** Sharri Dempsey, Tribal Liaison

**Motion:** To authorize NSRSN Executive Director to enter into professional services contract with Scott Graham for the purpose of providing three (3) suicide intervention trainings on behalf of the NSRSN, Associated Provider Network and the to the Eight Tribes within the NSRSN geographic area. Maximum consideration shall not exceed \$8,720.00.

**Background:** Initial meetings with all the Tribes have identified a substantial increase in completed suicides and suicide attempts by Native Americans in 1999. The request is for four (4) two (2) training sessions to be provided by NSRSN at Tribal sites and one training session to be provided by Associated Provider Network for the Swinomish Tribe. This project will require a cooperative, jointly coordinated effort between the NSRSN and APN. These trainings will provide needed demonstration projects upon which to base future offerings. Maximum cost is \$3,960.00 per session. Minimum attendance per training is twenty (20) Tribal community participants. NSRSN funding commitment toward APN's training project will not exceed \$800 (a portion of their total cost). NSRSN training will not exceed \$3,960.00 each.

**Fiscal Implications:** Maximum of \$8,720.00 ~~\$15,840.00~~. Funding from NSRSN Reserves (~~sanction funds, i.e., E&T payment reduction~~)

**Attachment(s):** Yes

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK  
AND  
SCOTT GRAHAM  
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is entered into between NORTH SOUND REGIONAL SUPPORT NETWORK/PREPAID HEALTH PLAN ("NSRSN"), 419 South First Street, Suite 200, Mount Vernon, Washington 98273, and

WHEREAS THE NSRSN requires Tribal Suicide Prevention Training AND WHEREAS Scott Graham has successfully worked with NW Indian Tribes and is willing and capable of providing quality and culturally competent training IT IS THE PURPOSE OF THIS AGREEMENT for the NSRSN to contract with SCOTT GRAHAM to provide Tribal Suicide Prevention Training.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

**I. Terms and Conditions**

- A. Term. This Agreement shall take effect May 10, 1999 and shall continue in full force and effect through November 1, 1999.
  
- B. Termination. This Agreement may be terminated in whole or in part by either party for any reason by giving 30 calendar days written notice to the other party.
  - 1. Loss of Funding. In the event funding from any source is withdrawn, reduced or limited in any way after the effective date of this Agreement and prior to termination, NSRSN may terminate this Agreement by written notice, effective upon Contractor's receipt of written notice.
  
  - 2. Breach. This Agreement may be terminated for any breach by either party. The terminating party shall give the breaching party five calendar days written notice to cure the breach. Failure to cure shall cause this agreement to terminate immediately at the end of the five-day period.
  
- C. Amendments. This Agreement may only be amended by written consent of both parties.
  
- D. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, rules and regulations in performing this Agreement, including, but not limited to, laws against discrimination, conflict of interest laws, and RCW 46.25; 46.29,71; 46.30; 46.32 and 46.72 to the extent applicable.

- E. Relationship of Parties. Contractor agrees that Contractor shall perform the services under this Agreement as an independent contractor and not as an agent, employee or servant of NSRSN. The parties agree that Contractor is not entitled to any benefits or rights enjoyed by employees of NSRSN. Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed upon services in accordance with the specifications set forth herein. NSRSN shall only have the right to ensure performance.
- F. Indemnification. Contractor shall assume the risk of, be liable for, and pay all damages, costs and expenses of NSRSN, its officers, officials and employees arising out of the performance of this Agreement, except to the extent caused by the negligence and/or willful misconduct of NSRSN. Contractor shall hold harmless, defend and indemnify NSRSN against all claims, losses, suits, costs, counsel fees, damages, or judgments or decrees by reason of damage to any property or business and/or any death, injury or disability to any person arising, directly or indirectly, by contract or any act, error or omission of Contractor (including Contractor's employees, agents, participants and volunteers). Contractor shall also indemnify NSRSN against injury to or claim brought by Contractor's employees.
- G. Resolution of Disputes.
1. The parties wish to provide for prompt, efficient, final and binding resolution of disputes or controversies which may arise under this Agreement and therefore establish this dispute resolution procedure.
  2. All claims, disputes and other matters in question between the parties arising out of, or relating to, this Agreement shall be resolved exclusively by the following dispute resolution procedure unless the parties mutually agree in writing otherwise:
    - a) The parties shall use their best efforts to resolve issues prior to giving written Notice of Dispute.
    - b) Within ten (10) working days of receipt of the written Notice of Dispute, the parties (or a designated representative) shall meet, confer, and attempt to resolve the claim within the next five working days.
    - c) The terms of the resolution of all claims concluded in meetings shall be memorialized in writing and signed by each party.
    - d) Arbitration. If the claim is not resolved, the parties shall proceed to arbitration as follows:

- (1) The parties shall each select one person as arbitrator. Those two arbitrators shall agree on the selection of a third arbitrator.
- (2) The dispute shall be promptly resolved on the basis approved by any two of the three arbitrators.
- (3) If there is a delay of more than ten (10) days in the naming of any arbitrator, either party can ask the presiding judge of Skagit County to name any remaining arbitrator(s).
- (4) The prevailing party shall be entitled to recover from the other party all costs and expenses, including reasonable attorney fees. The arbitrators shall determine which party, if any, is the prevailing party.
- (5) The parties agree that in the absence of fraud by one of the parties, the arbitrators' decision shall be binding, final and not appealable to any court of law.
- (6) Unless the parties agree in writing otherwise, each unresolved claim shall be considered at an arbitration session which shall occur in Skagit County no later than thirty (30) days after the close of the meeting described in paragraph b) above.

3. The provisions of this section shall, with respect to any controversy or claim, survive the termination or expiration of this Agreement.
4. Nothing contained in this Agreement shall be deemed to give the arbitrators the power to change any of the terms and conditions of this Agreement in any way.

H. Records and Reports. Contractor shall maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. Contractor shall retain all books, records, documents and other material relevant to this Agreement for five years after its expiration and all payment for the contract have been made. The later of the two dates initiates the five-year time frame. All books, records, documents, reports and other data shall be subject to inspection, review and/or audit by NSRSN personnel or other parties authorized by NSRSN, DSHS, the Office of the State Auditor, and authorized federal officials during regular business hours and upon demand.



## II. Service Expectations

Contractor shall provide the following services fully described and incorporated herein as Exhibit A:

- Three (3) Tribal Suicide Prevention Training

## III. Compensation

A. Consideration. NSRSN shall pay to Contractor per the following fee schedule:

- \$3,960 per two (2) NSRSN sponsored trainings, when the minimum attendance of 20 is achieved.
- \$800 for APN/Swinomish Tribe Suicide Prevention Training, when the minimum attendance of 20 is achieved.

B. Payment Procedures. Contractor shall submit an invoice no later than the fifth day of the month following the month during which services are provided. Invoices shall be sent to:

North Sound Regional Support Network  
Attn.: Finance Manager  
419 S. First Street, Suite 200  
Mount Vernon, WA 98273-3806

## IV. Miscellaneous

A. Assignments. Neither party may assign its rights or delegate its performance hereunder to any person or entity without the prior written consent of the other party or except as expressly permitted herein.

B. Entire Agreement. This Agreement constitutes the entire agreement with respect to the subject matter hereof and there are no other agreements, written or oral, relating to the subject matter hereof.

C. Headings. Paragraph headings are for convenience and reference only and shall have no effect upon the construction or interpretation of any party of this Agreement.

D. Severability. If any provision of this Agreement is found by a court to be invalid, unenforceable or contrary to applicable law, the remainder of this Agreement or the application of such provision to persons or circumstances other than those to which it is held invalid, unenforceable or contrary to applicable law, shall not be affected and shall continue in full force and effect.

E. Notices. All notices pertaining to this agreement shall be written and delivered by certified U.S. mail or by hand delivery to the address shown



**EXHIBIT A**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**TRIBAL SUICIDE PREVENTION TRAINING**

**GOAL:**

The primary goal of the suicide intervention training is to provide information to the student for the experiential processes regarding suicide interventions and prevention activities. Another goal is to provide knowledge and experience in concepts, strategies, and approaches in identifying, assessing, counseling, referring, and the prevention of suicide's destructive behaviors. The student who completes the two-day training will be able to understand and recognize the symptoms of suicide, understand basic concepts of suicide and destructive behaviors, understand cultural differences that could impact suicide and destructive behavior, counsel individuals with suicide ideation, make effective interventions with individuals having suicidal ideation, and learn how to collectively utilize community resources. The two-day course will be a combination of didactic information and experiential processes to provide the student with an opportunity to learn about the many dynamics surrounding suicide.

The break down in cost for each training is as follows:

Training fees for two trainers-	\$2,500.00
Organizer fee-	\$ 200.00
30 participant packets-	\$ 810.00
*Facility rental-	\$ 250.00
Refreshments-	\$ 200.00
Total per training	\$3,960.00
 Cost for two trainings =	 \$7,920.00

\*Cost for facility rental could vary depending on where the training is held.

Provision for three (3) two-day Tribal Suicide Prevention Workshops as follows:

- 1) At Swinomish Tribal Center, LaConner, WA in coordination with Associated Provider Network. Cost: \$800 (APN pays balance due, per their agreement with NSRSN.)
- 2) Two other Tribal locations within NSRSN geographic area. Minimum attendance: 20 per workshop.

# Suicide Intervention Workshop Factsheet

**What is IM?** A two-day training designed to provide participants with the skills to recognize the risk factors associated with suicide as well as to respond to and connect at-risk youth to persons capable of crisis intervention.

**What is the curriculum?** Created by Living Works Education, the workshop has five learning modules:

- **Introduction:** Sets the tone, norms and expectations of the learning experience.
- **Attitudes:** Sensitizes participants to their own attitudes toward suicide. Creates an understanding of the impact which attitudes have on the intervention process.
- **Knowledge:** Emphasizes the magnitude of suicidal behavior and provides participants with the knowledge and skills to recognize and assess the risk of suicide.
- **Intervention:** Presents a model for effective suicide intervention. Participants develop their skills through observation, supervised simulation experiences and role-playing.
- **Resourcing/Networking:** Generates information about resources in the local community. Promotes a commitment of participants to building resources into helping networks.

**Who is the workshop for?** The workshop is suitable for all caregivers including health care professionals, nurses, teachers, counselors, school support staff, clergy and anyone who has significant contact with high-risk youth in the course of the day.

**Who teaches/sponsors the workshops?** During the first year of implementation of the Youth Suicide Prevention Program, 63 individuals across the state were trained to deliver the curriculum. They are from diverse backgrounds and professions, including mental health counselors, educators, nurses and child welfare workers.

## Be Aware of the Links Between Depression and Suicide

- Suicide is the third leading cause of death for 15-to-24 year olds and the sixth leading cause of death for 5-to-14 year olds.vii
- The risk of suicide among people with depression is approximately 30 times higher than the general population.viii
- Suicide is particularly likely when a depressive episode begins to lift. (The person may *feel* less tension after having made the decision to end his/her life.)ix
- People who drink alcohol in addition to be depressed are at a greater risk for suicide.

### What Can Parents/Adults Do?

If parents/adults in a young person's life suspect a problem with depression, they should:

- Be aware of the behaviors that concern them and note how long the behaviors have been going on, how often and how severe they seem.
- See a mental health professional or the child's doctor for evaluation and diagnosis.
- Get accurate information from libraries, hotlines and other sources.
- Ask questions about treatments and services.
- Talk to other families in their community.
- Find family network organizations.

It is important for people who are not satisfied with the mental health care they are receiving to discuss their concerns with the provider, ask for information and seek help from other sources.

### Help Is Available

Early diagnosis and treatment are essential for children with depression. Children who exhibit symptoms of depression should be referred to, and further evaluated by, a child and adolescent psychiatrist, who can diagnose and treat depression in children and teenagers. The diagnostic evaluation may include psychological testing, laboratory tests and consultation with other medical specialists. The comprehensive treatment plan may include medical psychotherapy, ongoing evaluations and monitoring, and in some cases, psychiatric medication. Optimally, this plan is developed with the family, and whenever possible, the child or adolescent is involved in the decisions.

Campaign on Clinical Depression	1-800-228-1114
National Mental Health Association	1-900-969-NMHA
Depression Awareness, Recognition SAD Treatment (D/ART)	1-800-421-4211
National Depressive and Manic Depressive Association	1-800-82 NDNMA
	1-800-333-7636

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vii National Mental Health Association, 1997,  
Center for Mental Health Services, U>S> Department of Health and Human Services,  
1996

viii American Academy of Child & Adolescent Psychiatry, 1995

ix Center for Mental Health Services, April 4, 1997

National Alliance for the Mentally Ill (NAMI)  
American Academy of Child & Adolescent Psychiatry

1-800-950-NAMI

To locate a free and confidential depression screening site near you, call 1-800-573-4433

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN05** to introduce Contract #NSRSN-APN-99-10-01, a managed care, full risk contract between NSRSN and Associated Provider Network for Outcome-Based Community Mental Health Program Services effective 7/1/99 – 6/30/2001.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with APN sunsets 6/30/99. The NSRSN and APN have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Estimated funding from all revenue sources for the biennium is \$58,233,026.

**Attachment(s):** Contract #NSRSN-APN-99-10-01

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN06** to introduce Contract #NSRSN-VOA-99-MC, contract between NSRSN and Volunteers of America for Outcome-Based Integrated Crisis Line, Crisis Triage and Crisis Outreach Dispatch Services effective 7/1/99 – 6/30/2001.

**Board Action**  
**Request Date:** June 24, 1999

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

**Background**  
**Information:** Current contract with VOA sunsets 6/30/99. The NSRSN and VOA have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Estimated funding from all revenue sources for the biennium is \$1,359,462.

**Attachment(s):** Contract #NSRSN-VOA-99-MC

**Executive**  
**Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)



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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN07** to introduce Contract #NSRSN-SeaMar-99-MC-01, contract between NSRSN and SeaMar for Outcome-Based Community Mental Health Program Services specifically addressing the mental health needs of our Hispanic population effective 7/1/99 – 6/30/2001.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with Sea Mar sunsets 6/30/99. The NSRSN and Sea Mar have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$996,448.

**Attachment(s):** Contract #NSRSN-SeaMar-99-MC-01

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN08** to introduce Contract #NSRSN-Island-99-01, contract between NSRSN and Island County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with Island County sunsets 6/30/99. The NSRSN and Island County have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$100,000.

**Attachment(s):** Contract #NSRSN-Island-99-01

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN09** to introduce Contract #NSRSN-San Juan-99-02, contract between NSRSN and San Juan County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with San Juan County sunsets 6/30/99. The NSRSN and San Juan County have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$100,000.

**Attachment(s):** Contract #NSRSN-San Juan-99-02

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN10** to introduce Contract #NSRSN-Skagit-99-03, contract between NSRSN and Skagit County for Administration, planning, local oversight, etc., services effective 7/1/99 – 6/30/2001.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with Skagit County sunsets 6/30/99. The NSRSN and Skagit County have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$119,170.

**Attachment(s):** Contract #NSRSN-Skagit-99-03

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN11** to introduce Contract #NSRSN-Snohomish-99-04, contract between NSRSN and Snohomish County effective 7/1/99 – 6/30/2001 for:

- Administration, planning, local oversight, etc., services
- Snohomish County ITA Services
- Snohomish County QA Utilization/Clinical Support/Services
- Snohomish Evaluation and Treatment Facility Loan and Maintenance
- Federal Block Grant Services – Community Team for Children

**Board Action**  
**Request Date:** June 24, 1999

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

**Background Information:** Current contract with Snohomish County sunsets 6/30/99. The NSRSN and Snohomish County have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$2,380,725.

**Attachment(s):** Contract #NSRSN-Snohomish-99-04

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** #99-IN12 to introduce Contract #NSRSN-Whatcom-99-05, contract between NSRSN and Whatcom County effective 7/1/99 – 6/30/2001 for:

- Administration, planning, local oversight, etc., services
- Federal Block Grant Services – Outreach to Geriatric Mentally Ill

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with Whatcom County sunsets 6/30/99. The NSRSN and Whatcom County have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$223,902.

**Attachment(s):** Contract #NSRSN-Whatcom-99-05

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** #99-IN13 to introduce Contract #NSRSN-Tulalip-TT-FBG, contract between NSRSN and Tulalip Tribes for Traditional Healing Mental Health Services effective 7/1/99 – 6/30/2001.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with Tulalip Tribes sunsets 6/30/99. The NSRSN and Tulalip Tribes have successfully negotiated the terms of this contract for the 1999-2001 biennium.

Maximum consideration for the duration of this contract shall not exceed \$163,680.

**Attachment(s):** Contract #NSRSN-Tulalip-TT-FBG

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN14** to introduce Contract #NSRSN-SA-99, contract between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 7/1/99 to 12/31/99.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Current contract with Service Alternatives sunsets 6/30/99. The NSRSN proposes entering into a new six-month contract ending 12/31/99.

Maximum consideration for the duration of this contract shall not exceed \$2,700.

**Attachment(s):** Contract #NSRSN-SA-99

**Executive Recommendations:** \_\_\_\_\_Approve\_\_\_\_\_No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)



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

**TO:** NSRSN Board of Directors  
**FROM:** Merle Adrian, Executive Director  
**DATE:** May 14, 1999

**Introduction:** #99-IN16 to approve the consumer-oriented projects RFP process as developed and recommended by the NSRSN Planning Committee.

**Board Action Request Date:** June 24, 1999

**Source of Request:** Greg Long, Planner/Assistant Director

**Background Information:** The NSRSN Board approved \$480,000.00 for consumer-oriented projects at the December 1998 meeting. A subcommittee of the NSRSN Planning Committee chaired by Joe Valentine met six times to develop the recommended RFP process. Community meetings were held in all five counties to inform consumers of these funds and to develop project ideas to clarify the RFP focus. An overview of the RFP's goals and objectives, as well as the actual RFP are attached.

**Attachment(s):** Consumer-Oriented Projects Request for Proposals (RFP) Process

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

# Consumer-Oriented Projects Request for Proposals (RFP) Process

At the December 1998 NSRSN Board Meeting, a consumer-oriented projects process was approved with funding in the amount of \$480,000. A Sub-Committee of the NSRSN Planning Committee has met six times from January 6, 1999 to May 5, 1999 to develop an RFP process. This Sub-Committee was led by Joe Valentine of the NSRSN Board and had eighteen members composed of consumers, advocates, and county/RSN staff. The Committee also oversaw the holding of five county meetings to inform consumers of this process and to gather information about desired consumer-oriented projects. The NSRSN Planning Committee chaired by Bob Hart will review this proposal at their May 18, 1999 meeting.

## Key Elements in the recommended Consumer-Oriented RFP Process

- Consumer, family, and advocate involvement in the development and implementation of this process will be emphasized and encouraged.
- The projects will be directed towards programs and services for NSRSN eligible or potentially eligible consumers.
- It is the intention that at least one proposal-funded project occur in each county.
- Proposal requests will be limited to a maximum of \$30,000. Smaller proposals are encouraged.
- Goals of the projects are to:
  - Educate and empower consumers
  - Demonstrate new or unavailable services
  - Decrease stigma about mental illness
  - Increase consumer job opportunities
- Proposals are to be used to demonstrate new, innovative, or unavailable services and programs. They cannot be used to fund services already contracted for by the NSRSN.
- Technical assistance will be given to assist consumers, families, and advocates in developing proposals. Partnerships will be encouraged in writing, developing and managing these projects.
- NSRSN contracted providers cannot directly bid on these funds on their own, but they can participate in partnerships with consumers, advocates, and community members.
- The length of projects would be determined by the proposer and would be negotiated in the contracting process.
- This is one-time funding with no guarantee of on-going funding.

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 14, 1999

**Introduction:** **#99-IN17** to authorize NSRSN Executive to acquire technical assistance to consumers, family members, and advocates in the preparation of grant proposals to the NSRSN for consumer-oriented demonstration projects via a Professional Services contract or temporary help. Maximum consideration shall not exceed \$20,000.

**Board Action Request Date:** June 24, 1999

**Source of Request:** Greg Long, Planner/Assistant Director

**Background Information:** The NSRSN approved approximately \$480,000.00 for consumer-oriented projects in December 1998. This request is in conjunction with the request for approval of the RFP process, which has been recommended by the NSRSN Planning Committee. This proposal allows the NSRSN to either enter into a Professional Services agreement or temporarily hire an individual to provide technical assistance to consumers, advocates, and family members on how to develop and manage their proposals. It is anticipated that this function would be required for three to six months.

**Attachment(s):** RFP Technical Assistance Coordinator job specifications

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

# **NSRSN RFP Technical Assistance Coordinator Job Specifications**

## **Responsibilities:**

RFP Technical Assistance Coordinator is responsible for the development of the consumer-oriented proposals for three months. This position supports and advises consumers, advocates, and family members in developing proposals and developing partnerships that lead to the development of successful proposals.

**Reports to:** NSRSN Planner/Assistant Director

## **Duties:**

- Plan and conduct Bidders' Conference/Technical Workshop in each county of region.
- Facilitate the coordination of potential bidders with appropriate proposal partners (corporations, community agencies, experienced individuals, etc.)
- Research and respond to questions and assists applicants in developing proposals as requested
- Effectively communicate the requirements of the RFP to consumers, advocates, and community members
- Provide staff support to the proposal rating/selection committee as assigned
- Coordinate proposal process with NSRSN staff and County staff as assigned
- Other duties as assigned

## **Qualifications:**

- Bachelor of Arts or equivalent degree
- Valid Washington State Driver's License and ability to provide own transportation
- Demonstrated expertise in successful grant writing and grants administration processes
- Demonstrated experience working successfully with individuals with mental health consumers, family members, and advocates
- Demonstrated experience in successfully working with community service agencies

**Employment Status:** Independent Contractor or temporary employee

**Duration of contract/employment:** Three months

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN18** to introduce Contract #NSRSN-BDS-MIS-96-01, amendment (02) between NSRSN and Behavioral Data Systems for Management Information Services. This Amendment extends the current contract for one month, through July 31, 1999.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** As current contract with BDS sunsets 6/30/99 and as the proposed contract is still being negotiated, NSRSN and BDS staff respectfully propose extending the current contract for one (1) month. It is believed that as both parties move forward in good faith a successfully negotiated contract will be completed for presentation at the June 1999 Board Meeting.

Maximum consideration for the duration of this contract shall not exceed \$19,335.

**Attachment(s):** Contract Amendment #RSN-MIS-96-06-01 (02)

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. RSN-MIS-96-06-01  
Amendment (02)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Behavioral Data Systems (BDS) is hereby amended as follows:

Term. This Agreement shall be extended for one (1) month days and shall continue in full force and effect through July 31, 1999.

Exhibit B – Budget shall be replaced by attached Exhibit B(2).

Maximum consideration July 1, 1999 through July 30, 1999 shall not exceed \$19,335.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

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

CONTRACTOR

\_\_\_\_\_  
Merle Adrian, Executive Director      Date  
419 S. First Street, Suite 200  
Mount Vernon, WA 98273

\_\_\_\_\_  
Craig Bellusci, President      Date  
7708 73<sup>rd</sup> Place NE  
Marysville, WA 98270

**Exhibit B (2)**

**Budget  
RSN-MIS-96-06-01**

Description	1 <sup>st</sup> year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1/1/99 - 6/30/99	7/1/99 – 7/31/99	Total
Database Administration . \$5,250 month for help-desk support of NSRSN and provider data entry and reporting functions.	63,000	63,000	63,000	31,500	5,250	225,750
General Administration . Weekly NSRSN meetings (rate: \$75/hour, est. 15 hours/month) . Software assessment (est. 60 hrs) . Rolling Plan development (Rate: \$75/hr, est. 6 hours/month) . Ongoing consultation (rate: \$95/hour)	13,500 4,500 5,400 unknown	13,500 0 5,400 unknown	13,500 0 5,400 Unknown	6,750 0 2,700 Unknown	1,125 0 450 Unknown	48,375 4,500 19,350 Unknown
Communications System . Phone line expenses (est. \$7,338 month) . Telecommunications equipment lease (Rate: \$2,432/month)	88,056 29,184	88,056 29,184	88,056 29,184	44,028 14,592	7,338 2,432	315,534 104,576
Supplemental Hard & Software . Access to additional RS/6000 and Informix License (Rate: \$2,240/month)	26,880	26,880	26,880	13,440	2,240	96,320
Additional Equipment/Software . As requested and approved by NSRSN and based on availability of funds.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
System Administration/Maintenance (Rate: \$500/month)	6,000	6,000	6,000	3,000	500	21,500
<b>TOTALS</b>	<b>236,520</b>	<b>232,020</b>	<b>232,020</b>	<b>116,010</b>	<b>19,335</b>	<b>835,905</b>

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN19** to introduce Software License and Support Agreement, amendment (01) between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services. Amendment (01) extends the current contract for one month, through July 31, 1999.

**Board Action**  
**Request Date:** June 24, 1999

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

**Background Information:** As current Software Agreement with BDS sunsets 6/30/99 and as the proposed Software Agreement is still being negotiated, NSRSN and BDS staff respectfully propose extending the current contract for one (1) month. It is believed that as both parties move forward in good faith a successfully negotiated Agreement will be completed for presentation at the June 1999 Board Meeting.

Maximum consideration for the duration of this contract shall not exceed \$1,133.

**Attachment(s):** Software Support Agreement Amendment (01)

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)



**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**SOFTWARE SUPPORT AGREEMENT  
Amendment (01)**

The above-referenced Agreement between the North Sound Regional Support Network (NSRSN) and Behavioral Data Systems (BDS) is hereby amended as follows:

Term. This Agreement shall be extended for one (1) month days and shall continue in full force and effect through July 31, 1999.

Maximum consideration July 1, 1999 through July 30, 1999 shall not exceed \$1,133.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

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

CONTRACTOR

\_\_\_\_\_  
Merle Adrian, Executive Director      Date  
419 S. First Street, Suite 200  
Mount Vernon, WA 98273

\_\_\_\_\_  
Craig Bellusci, President      Date  
7708 73<sup>rd</sup> Place NE  
Marysville, WA 98270

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN20** to introduce Integrated Contract 9869-13763, Amendment (3) between NSRSN and State of Washington MHD. Amendment 3 extends the current Integrated Contract through September 30, 1999.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Mental Health Division and NSRSN Administrators are continuing to negotiate the 1999-2001 biennium contract. It is believed that as both parties move forward in good faith a successfully negotiated Agreement will be completed prior to September 30, 1999.

**Attachment(s):** Integrated Contract 9869-13763, Amendment (3)

**Executive Recommendations:** \_\_\_\_\_ Approve \_\_\_\_\_ No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

**CONTRACT AMENDMENT**

The above-referenced Contract between the State of Washington Department of Social and Health Services (DSHS) Mental Health Division and North Sound Regional Support Network is hereby amended as follows:

Effective July 1, 1999 through September 30, 1999 the period of performance is extended.

**SECTION 16. CONSIDERATION AND PAYMENT - CONSOLIDATED FUNDING, FEDERAL BLOCK GRANT FUNDING, AND MEDICAID PAYMENTS:**

**CONSOLIDATED SERVICES:**

The Department shall pay to the Regional Support Network (RSN) the set rate of **\$1,327,083** per month in state funds during this three month interim. The set monthly rate for consolidated services shall be reduced or increased by the Department in an amount equal to the net computable state share of any payment and/or recoupment of payments for Medicaid services made for that month pursuant to the Contractor section of this contract. Total payment for consolidated services shall not exceed a maximum of **\$3,981,249** for the three month extension period of July 1, 1999 through September 30, 1999.

**FEDERAL BLOCK GRANT FUNDS:**

The funding is increased by **\$128,317** for the three month extension period of July 1, 1999 through September 30, 1999. The contractor may bill for cost allowable and allocable.

**CONTRACT NO. 9869-13763  
AMENDMENT NO. 3**

**MEDICAID PAYMENT:**

**Maximum  
Consideration Rate**

Enrolled Recipient Category July 1, 1999 through September 30, 1999

**Age less than 21 years:**

Categorically Needy	\$15.88
Disabled	\$54.89
Medically Needy	\$11.44
Expansion children	\$12.10

**Age 21 years or Older:**

Categorically Needy	\$15.00
Disabled	\$122.69
Medically Needy	\$11.81

**Maximum  
Consideration Rate**

Enrolled Recipient Category (INPATIENT) July 1, 1999 through September 30, 1999

**Age less than 21 years:**

<i>Non-Disabled</i>	\$2.69
<i>Disabled</i>	\$24.59

**Age 21 years or Older:**

<i>Non-Disabled</i>	\$2.31
<i>Disabled</i>	\$13.35

DSHS OCAM 11-11-96  
Contract Amendment  
North Sound RSN  
Amend. No. 3  
Page 2 of 3  
05/24/99 9:45 AM

**CONTRACT NO. 9869-13763  
AMENDMENT NO. 3**

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

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**

**DEPARTMENT OF SOCIAL AND  
HEALTH SERVICES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Contracts Consultant Date

DSHS OCAM 11-11-96  
Contract Amendment  
North Sound RSN  
Amend. No. 3  
Page 3 of 3  
05/24/99 9:45 AM

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

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** May 18, 1999

**Introduction:** **#99-IN21** to introduce Gatekeeper Model Contract 9769-13307, Amendment (3) between NSRSN and State of Washington MHD. Amendment 3 extends the current Gatekeeper Model Contract for three (3) months, through September 30, 1999.

**Board Action Request Date:** June 24, 1999

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

**Background Information:** Mental Health Division and NSRSN Administrators are continuing to negotiate the 1999-2001 biennium contract. It is believed that as both parties move forward in good faith a successfully negotiated Agreement will be completed prior to September 30, 1999.

**Attachment(s):** Gatekeeper Model Contract 9769-13307, Amendment (3)

**Executive Recommendations:** \_\_\_\_\_Approve\_\_\_\_\_No Recommendation  
XXXX Further Review Required

\_\_\_\_\_  
Executive Director (Signature)

STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

CONTRACT AMENDMENT

The above-referenced Contract between the State of Washington Department of Social and Health Services (DSHS) Mental Health Division and North Sound Regional Support Network is hereby amended as follows:

**(“GATEKEEPER MODEL OF CASE-FINDING OF AT -RISK-OLDER ADULTS”) SAMSHA GRANT NO. #1 P79 SM52214-01 effective July 1, 1999 through September 30, 1999 the period of performance has been extended.**

MAXIMUM CONSIDERATION SHALL REMAIN THE SAME.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

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

DEPARTMENT OF SOCIAL AND  
HEALTH SERVICES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Contracts Consultant Date