

## MEMORANDUM

**TO:** NSRSN Board of Directors  
**FROM:** Rae A. Benjamin, Office Manager  
**RE:** Meeting Information  
**DATE:** June 17, 1999

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

**Thursday, June 24, 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 are the following:

Agenda  
May Minutes  
Attachments

**NORTH SOUND REGIONAL SUPPORT NETWORK  
BOARD OF DIRECTORS  
SKAGIT VALLEY COLLEGE – BOARD ROOM  
ADMINISTRATIVE ANNEX  
2405 EAST COLLEGE WAY  
Mount Vernon, WA 98273  
June 24, 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  
    Martin Center, Catholic Community Services Northwest
  - Introduction – Bob LeBeau, APN
  - Staff of Martin Center
5. Approval of May Minutes - Chair
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. Personnel Committee Report, Rhea Miller, Chair – 5 minutes
10. Interlocal Work Group Committee Report, Ward Nelson – 5 minutes
11. Y2K/Disaster Preparedness Community Forum Report, Greg Long, Assistant Director/Planner – 5 minutes
12. Report from the Fiscal Officer, Bill Whitlock – 5 minutes

13. Consent Agenda, Merle Adrian

**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 #99-021** to review and approve NSRSN claims paid from May 1 to May 31, 1999. Total dollar amount of warrants paid in May: \$2,862,585.31. Total May payroll of \$57,595.12, and associated benefits.

11. Action Items, Merle Adrian

- A. **#99-022** to authorize 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. **#99-023** to authorize 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. **#99-024** to authorize 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. **#99-025** to authorize 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. **#99-026** to authorize 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. **#99-027** to authorize 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. **#99-028** to authorize 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. **#99-029** to authorize 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. **#99-030** to authorize 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. **#99-031** to authorize 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.
- K. **#99-032** to approve the consumer-oriented projects RFP process as developed and recommended by the NSRSN Planning Committee.
- L. **#99-033** 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.
- M. **#99-034** to authorize 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.
- N. **#99-035** to authorize 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.
- O. **#99-036** to authorize 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.
- P. **#99-037** to authorize 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.

12. Motions Not Yet Reviewed by the Advisory Board
  - A. **#99-IN22** to introduce Contract #NSRSN-BDS-99-MIS, contract between NSRSN and Behavioral Data Systems for Management Information Services effective 8/1/99 – 6/30/2001.
  - B. **#99-IN23** to introduce Software License and Support Agreement between NSRSN and BDS for End-User (NSRSN) License and Software Support Services effective 8/1/99 – 6/30/2001.
  - C. **#99-IN24** to approve the Executive Director to enter into a lease for NSRSN office space at 117 West First Street, Suites 7, 8 and 9, Mount Vernon, WA 98273, effective 11/1/99 – 10/31/2004.
13. Executive Session
14. Reconvene
15. Adjournment

**NOTE:** The next Board of Directors meeting is July 22, 1999 and will be held at the Lake Whatcom Residential Treatment Center, 3400 Agate Heights Road, Bellingham. A map will be mailed with the Board Packet in mid July.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
BOARD OF DIRECTORS MEETING  
Skagit Valley College Board Room  
Administrative Annex  
2405 East College Way  
Mount Vernon, WA 98273  
May 27, 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  
Rick Larsen, Snohomish County Council  
Mike Shelton, Island County Commissioner  
John Hooper, Alternate for Ward Nelson, Whatcom County Council  
Joe Valentine, Alternate for Bob Drewel, Snohomish County Executive

**County Staff:**

JoAnn Angevine, Skagit County Coordinator  
Linda Morris, Island County Coordinator  
Gary Williams, Whatcom County Coordinator  
Nancy Jones, Snohomish County HSD/MH

**NSRSN Staff Members Present:**

Merle D. Adrian, Rae Benjamin, Sharri Dempsey, Marcia Gunning, Cathey Heighton,  
Darrell Heiner, Dolores Holtcamp, Greg Long, Sandy Lucero, Francene Thompson, Bill  
Whitlock

**Guests:**

Joan Dudley, Jere LaFollette, Kerry Land, Bob LeBeau, Patti K. Lewis, Joan Lubbe,  
Rodney Lund, Steve Reinig, Jane Relin, Betsy Rogers, Bill Thorn, Allen Weisner

**1. Call to Order; Introductions**

The meeting was called to order by Chair Kirke Sievers at 1:00 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**

Cathy Coevetter, Manager of the Jail Mental Health Program in Whatcom County, stated that mental health services for those in jail have expanded. For example, last quarter 272 mental health services referrals from the jail were made, compared with 10 referrals for the previous year. Law enforcement, Public Defenders, Prosecutors and the Mental Health Providers are working hand in hand. A Mental Health professional is available five days a week to respond to referrals from nurses, requests from inmates and questions from corrections officers. That professional helps with transfers to Western State Hospital and testifies in court cases. They have also developed and distributed a wallet-sized telephone directory for use by law enforcement officers when referring people they think may benefit from mental health services.

Tom Sebastian, Director of Extended Care Services for Compass Health in Snohomish County, stated that the Snohomish County Jail has a specialized unit where those with mental health needs are placed. Two full-time Social Workers staff that unit, along with a contracted psychiatric prescriber who provides psychiatric evaluations and medications. Compass supports this unit by providing a staff person to do assessments and authorizations for services through a specialized access system for the jail. This mechanism allows Compass to be informed when an active consumer is incarcerated. Case Managers can quickly be made aware of the situation and begin to work with social workers and psychiatric staff to formulate a plan of care. A specialized treatment team for adults, coordinated by Nancy Jones, assures staff to address the needs of multi-system individuals.

**5. Approval of April 1999 Minutes**

A motion was made, seconded and carried to approve the April 22, 1999, minutes as presented. There were none opposed.

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

Chair Sievers expressed his thanks to those who worked on the contract negotiations with NSRSN providers.

He stated that the July meeting of this Board would be held at Lake Whatcom Residential Treatment Center in Bellingham and that maps would be made available to those wishing to attend.

Chair Sievers requested that Board members notify the RSN office if they would not be attending next month's meeting to insure a quorum in order that action could be taken on the proposed biennial provider contracts.

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

Jim King, Chair of the Advisory Board, deferred his report to Mary Good, Vice Chair. Ms. Good stated that the Advisory Board had approved recommending staff motions regarding use of Executive Director signature stamp and Tribal suicide-prevention training. Bob LeBeau had presented information regarding APN's MIS statistics. Merle Adrian had informed them of staffing changes. The Advisory Board had approved their annual budget, subject to re-discussing an item that had been tabled for consideration at their June meeting.

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

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

- a. The State Budget had been approved.
- b. All but one of the provider contracts has been negotiated and will be introduced to the Board today.
- c. The NSRSN has received the draft Integrated MHD review and has asked that minor findings be removed. The final document will be made available when it is received.
- d. APN/Compass Health sanctions around the CHAP program have been suspended for another 30 days.
- e. An Interlocal Work Group meeting is scheduled for June 3rd.
- f. APN monthly reports have been modified to reflect adjustments offered by APN at the Board's last meeting.
- g. NSRSN staff changes include the loss of Bernie Hilgart as MIS Manager. Sharri Dempsey is now Tribal Liaison and Interim Consumer Affairs Manager and Francene Thompson is responsible for the Quality Assurance/Clinical Department. Advertisements have been placed for Secretary and QRT positions.
- h. The NSRSN Office Relocation Recommendation, including all researched alternatives, will be introduced to the Board next month.



- i. Tribal Liaison/Consumer Affairs Department had conducted several training sessions.
- j. A Y2K/Disaster Preparedness public meeting forum will be held June 15 from 1:00 to 3:00 p.m. at the Mount Vernon Court House. NSRSN mental health providers will describe what they are doing to prepare for this situation.
- k. The Planning Committee will begin the process for updating the NSRSN strategic plan in the fall.

## **9. Planning Committee Report**

Bob Hart, Planning Committee Chair, deferred his report to Greg Long, NSRSN Assistant Director/Planner. Mr. Long stated that the Planning Committee and Consumer-Oriented Projects sub-committee had finalized and approved the RFP process and RFP, and that it was being introduced to the Board today.

Mr. Long also stated that the Y2K/Disaster Preparedness meeting would deal with both Y2K and disaster preparedness, as they were similar issues.

## **10. Ombuds Quarterly Report**

Sharri Dempsey, Tribal Liaison/Consumer Affairs Manager, presented the Ombuds First Quarter Report (January through March 1999), highlighting that there were 68 new cases, 341 individual complaint issues, 314 individual complaint resolutions, 3,495 duplicated contacts and 12 issues resolved by formal grievances.

Jim King asked if the Ombuds could be available next month to field questions about this data. He also stated that he is concerned about complaints not made for "fear of retaliation" and asked if the number had increased or decreased over the last few months. Cathey Heighton stated that the number had decreased from the last quarter.

Chuck Benjamin stated he would like to see an "unduplicated client" column in addition to the information presented in order to clearly see the number of clients with complaints.

## **11. Report from the Fiscal Officer**

Bill Whitlock, NSRSN Fiscal Officer, presented the May Financial Statement, stating that there were no alarming trends to report. Inpatient Savings Revenues were higher than anticipated and State PHP was lower than anticipated.

Mr. Whitlock stated that the State auditors had finished their work and there were no major findings.

Mr. Whitlock stated he met with Jim King and the Advisory Board to implement their proposed budget.

Mr. Whitlock stated that the Finance Department was currently working on reconciling NSRSN and State Inpatient information.

Chair Sievers commented on the staff's good work regarding the State Audit.

## 12. 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.

Merle Adrian stated that, regarding Motion #99-19, a new position was not being created.

- ~~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.~~

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

## 13. Action Items

- A. **Motion #99-016** to approve Policy and Procedure regarding use of the Executive Director's Signature Stamp.

Merle Adrian explained that the policy had been revised to include requiring the initials of the person using the stamp and keeping a record of when the stamp was used.

A motion was made, seconded and carried to approve Motion #99-016. There were none opposed.

- 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.

Merle Adrian explained that the policy had been revised. APN had agreed to partner with the NSRSN to fund the training sessions.

A motion was made, seconded and carried to approve Motion #99-017. There were none opposed.

#### 14. Motions Not Yet Reviewed by the Advisory Board

- 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.
- ~~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.~~

Regarding Motion #99-IN15, Mr. Adrian stated that due to circumstances beyond control, the BDS contract negotiations had not been completed. Motion #99-IN18 provides for a one-month extension. The new contract will be introduced at the June Board meeting.

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

Regarding Motion #99-IN16, Merle Adrian stated that the public process had been completed in each county.

- 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.
- 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.
- 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.
- 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.

Regarding Motion #99-IN20 and #99-IN21, Mr. Adrian stated that MHD had made a formal request to extend the current MHD/NSRSN contract for three months.

**15. Executive Session**

Chair Sievers dismissed the public at 1:35 p.m. in order to hold an Executive Session to discuss pending litigation.

**16. Reconvene**

The meeting was reconvened at 2:09 p.m. There were no further announcements or actions.

**17. Adjournment**

As there was no further business, Chair Sievers adjourned the meeting at 2:09 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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-021**.

**Approval Date:** June 24, 1999

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

**Motion:** To review and approve NSRSN claims paid from May 1 to May 31, 1999. Total dollar amount of warrants paid in May: \$2,862,585.31. Total May payroll of \$57,595.12, and associated benefits.

**Background:** Reviewed by Bob Hart and Kirke Sievers June 24, 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 May 1 and May 31, 1999, original expense documentation for all expenditures, time sheets for April and Skagit County payroll reports.

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

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

Exp. Yr.	Batch #	Seq #	Batch Date	Vendor #	Vendor Name	Amount	Sk	GL Code	Date Paid	Warrant
	11744	1	04/28/99	13589	AirTouch Cellular	76.53		5014230	05/07/99	442
	11744	2	04/28/99	13589	AirTouch Cellular	127.80		5014230	05/07/99	442
	11744	3	04/28/99	13589	AirTouch Cellular	16.37		5014230	05/07/99	442
	11744	4	04/28/99	13589	AirTouch Cellular	36.37		5014230	05/07/99	442
	11744	5	04/28/99	16921	Dempsey, Sharri	154.70		5014310	05/07/99	444
	11744	6	04/28/99	16921	Dempsey, Sharri	4,997.85		5014110	05/07/99	444
	11744	7	04/28/99	16468	Express Personnel Services	622.40		5014110	05/07/99	443
	11744	8	04/28/99	16468	Express Personnel Services	49.96		5014110	05/07/99	443
	11744	9	04/28/99	16468	Express Personnel Services	449.64		5014110	05/07/99	443
	11744	10	04/28/99	11402	GTE (Phone)	79.66		5014230	05/07/99	443
	11744	11	04/28/99	14350	Metrocall (AT&T Wireless Services)	41.51		5014230	05/07/99	443
	11744	12	04/28/99	11846	Morris, Linda	73.47		5013110	05/07/99	443
	11744	13	04/28/99	17013	Nico Mak Computing, Inc.	110.00		5013110	05/07/99	441
	11744	14	04/28/99	14266	Office Depot	700.69		5013510	05/07/99	441
	11744	15	04/28/99	16505	Pitney Bowes - Postage by Phone	600.00		5014230	05/07/99	441
	11744	16	04/28/99	13208	Skagit Systems	49.56		5013110	05/07/99	441
	11744	17	04/28/99	16718	Skagit Valley College - Food Services	43.12		5013110	05/07/99	444
	11744	18	04/28/99	16473	Snohomish County Human Svcs	134,430.00		5014124	05/07/99	444
	11744	19	04/28/99	13294	State Auditor's Office	10,753.60		5014110	05/07/99	441
	11744	20	04/28/99	16507	Wa. State Dept. of General Admin.	7,137.29		5014124	05/07/99	444
	11744	21	04/28/99	13835	Western Washington University	43.63		5013110	05/07/99	444
	11744	22	04/28/99	16863	White, Michael	21.45		5014310	05/07/99	443
	11744	23	04/28/99	16612	Whitlock, Bill	62.40		5014310	05/07/99	442
	<b>11744 Total</b>					<b>160,678.00</b>				
	11865	1	05/05/99	13589	AirTouch Cellular	12.32		5014230	05/13/99	445
	11865	2	05/05/99	16423	Adrian, Merle	278.64		5014310	05/13/99	448
	11865	3	05/05/99	16439	Behavioral Data Systems	11,201.61		5044183	05/13/99	445
	11865	4	05/05/99	16436	Benjamin, Rae	14.30		5014310	05/13/99	448
	11865	4	05/05/99	16436	Benjamin, Rae	50.50		5013110	05/13/99	448
	11865	5	05/05/99	16425	Benoit, Linda	402.42		5014310	05/13/99	447
	11865	6	05/05/99	17029	Buckley, Connie	88.40		5014310	05/13/99	446
	11865	7	05/05/99	10672	City Cab, Inc.	115.75		5014310	05/13/99	445
	11865	8	05/05/99	16921	Dempsey, Sharri	21.93		5013110	05/13/99	449
	11865	8	05/05/99	16921	Dempsey, Sharri	91.33		5014310	05/13/99	449
	11865	9	05/05/99	16468	Express Personnel Services	446.52		5014110	05/13/99	446
	11865	10	05/05/99	16468	Express Personnel Services	622.40		5014110	05/13/99	446

Exp. Yr.	Batch #	Seq #	Batch Date	Vendor #	Vendor Name	Amount	Sk	GL Code	Date Paid	Warrant
	11865	11	05/05/99	16428	Heighton, Cathey	453.46		5014310	05/13/99	445
	11865	13	05/05/99	14198	IKON Office Solutions	395.94		5014810	05/13/99	447
	11865	14	05/05/99	17030	King, Jim	62.11		5013110	05/13/99	447
	11865	15	05/05/99	17027	Manisses Communications Group, Inc.	449.00		5014910	05/13/99	447
	11865	16	05/05/99	14266	Office Depot	129.34		5013510	05/13/99	448
	11865	17	05/05/99	16210	Northwest Link	19.00		5014230	05/13/99	448
	11865	18	05/05/99	16430	Page, Michael	459.31		5014310	05/13/99	448
	11865	18	05/05/99	16430	Page, Michael	37.26		5013110	05/13/99	448
	11865	19	05/05/99	12702	PIP Printing	102.41		5013110	05/13/99	448
	11865	20	05/05/99	14036	Puget Sound Energy	166.86		5014700	05/13/99	448
	11865	21	05/05/99	14036	Puget Sound Energy	80.10		5014700	05/13/99	448
	11865	22	05/05/99	13208	Skagit Systems	10.67		5013110	05/13/99	445
	11865	23	05/05/99	17026	Wash. Behavioral Healthcare Conference	195.00		5014910	05/13/99	450
	11865	24	05/05/99	17026	Wash. Behavioral Healthcare Conference	195.00		5014910	05/13/99	450
	11865	25	05/05/99	16941	Whidbey Telephone Company	77.22		5014230	05/13/99	450
	11865	26	05/05/99	16941	Whidbey Telephone Company	51.52		5014230	05/13/99	450
	11865	27	05/05/99	16940	Gerst, Greg	185.90		5014310	05/13/99	447
	11865	28	05/05/99	B0692	West Isle Air	151.01		5014310	05/13/99	445
	<b>11865 Total</b>					<b>16,567.23</b>				
	11988	1	05/12/99	10187	Alliance	997.22		5013110	05/21/99	450
	11988	2	05/12/99	16439	Behavioral Data Systems	3,372.99		5044183	05/21/99	451
	11988	3	05/12/99	16437	Checker Cab Co,	132.40		5014310	05/21/99	451
	11988	4	05/12/99	12360	City of Mt. Vernon	140.41		5014700	05/21/99	451
	11988	5	05/12/99	11810	WA ST Dept. of Info. Services	995.21		5013110	05/21/99	455
	11988	5	05/12/99	11810	WA ST Dept. of Info. Services	819.37		5014230	05/21/99	455
	11988	6	05/12/99	11402	GTE (Phone)	17.32		5014230	05/21/99	452
	11988	7	05/12/99	16923	Hilgart, Bernie	547.57		5014310	05/21/99	451
	11988	8	05/12/99	16429	Heiner, Darrell	47.45		5014310	05/21/99	452
	11988	9	05/12/99	16582	Managed Care Performance	3,000.00		5014110	05/21/99	455
	11988	10	05/12/99	12558	Northwest Youth Services	3,511.00		5044124	05/21/99	453
	11988	11	05/12/99	12707	Pitney Bowes Inc.	105.64		5014810	05/21/99	454
	11988	12	05/12/99	16505	Pitney Bowes - Postage by Phone	600.00		5014230	05/21/99	455
	11988	13	05/12/99	13892	Sea Mar Counseling Services	40,748.67		5044182	05/21/99	454
	11988	14	05/12/99	13388	Service Alternatives	450.00		5014810	05/21/99	454



Exp. Yr.	Batch #	Seq #	Batch Date	Vendor #	Vendor Name	Amount	Sk	GL Code	Date Paid	Warrant
	11988	15	05/12/99	16580	Skagit County Human Services	4,166.00		5044124	05/21/99	454
	11988	16	05/12/99	16504	Tulalip Tribes	2,387.51		5044182	05/21/99	455
	11988	17	05/12/99	15607	Volunteers of America	49,652.00		5044185	05/21/99	455
	11988	18	05/12/99	16475	Whatcom County Health Dept.	1,525.75		5044182	05/21/99	455
	11988	18	05/12/99	16475	Whatcom County Health Dept.	7,803.50		5044124	05/21/99	455
	11988	19	05/12/99	16863	White, Michael	29.89		5014310	05/21/99	453
	11988	20	05/12/99	16863	White, Michael	52.63		5014310	05/21/99	453
	<b>11988 Total</b>					121,102.53				
	12056	1	05/17/99	16438	Associated Provider Network	2,109,156.7		5044124	05/21/99	455
						6				
	12056	2	05/17/99	16438	Associated Provider Network	247,759.58		5044180	05/21/99	455
	12056	3	05/17/99	16438	Associated Provider Network	26,678.08		5044182	05/21/99	455
	12056	4	05/17/99	16438	Associated Provider Network	1,057.83		5044181	05/21/99	455
	12056	5	05/17/99	16438	Associated Provider Network	8,571.00		5044181	05/21/99	455
	<b>12056 Total</b>					2,393,223.2				
						5				
	12104	1	05/19/99	14158	Cascade Natural Gas	36.10		5014700	05/27/99	456
	12104	2	05/19/99	14158	Cascade Natural Gas	29.53		5014700	05/27/99	456
	12104	4	05/19/99	16921	Dempsey, Sharri	14.73		5013110	05/27/99	458
	12104	4	05/19/99	16921	Dempsey, Sharri	114.73		5014310	05/27/99	458
	12104	5	05/19/99	16468	Express Personnel Services	451.24		5014110	05/27/99	457
	12104	6	05/19/99	16468	Express Personnel Services	399.68		5014110	05/27/99	457
	12104	7	05/19/99	16468	Express Personnel Services	575.72		5014110	05/27/99	457
	12104	8	05/19/99	16468	Express Personnel Services	324.74		5014110	05/27/99	457
	12104	9	05/19/99	16529	Gunning, Marcia	22.00		5014230	05/27/99	458
	12104	9	05/19/99	16529	Gunning, Marcia	113.92		5014310	05/27/99	458
	12104	10	05/19/99	11402	GTE (Phone)	186.85		5014230	05/27/99	457
	12104	11	05/19/99	16503	LKB Partnership	1,944.00		5014510	05/27/99	457
	12104	12	05/19/99	16503	LKB Partnership	3,700.31		5014510	05/27/99	457
	12104	13	05/19/99	14350	Metrocall (AT&T Wireless Services)	3.00		5014230	05/27/99	458
	12104	14	05/19/99	12661	Pitney Bowes Credit Corporation	279.21		5014510	05/27/99	458
	12104	15	05/19/99	17067	Rosenfeld, Hy	243.75		5014310	05/27/99	457
	12104	16	05/19/99	17067	Rosenfeld, Hy	121.88		5014310	05/27/99	457
	12104	17	05/19/99	12917	Rural Skagit Sanitation, Inc.	17.00		5014810	05/27/99	458
	12104	18	05/19/99	16719	San Juan County Human Services	2,072.71		5044124	05/27/99	458
	12104	19	05/19/99	16719	San Juan County Human Services	2,727.45		5044124	05/27/99	458

Exp. Yr.	Batch #	Seq #	Batch Date	Vendor #	Vendor Name	Amount	Sk	GL Code	Date Paid	Warrant
	12104	20	05/19/99	16719	San Juan County Human Services	5,002.16		5044124	05/27/99	458
	12104	21	05/19/99	16719	San Juan County Human Services	4,302.59		5044124	05/27/99	458
	12104	22	05/19/99	13208	Skagit Systems	13.94		5013110	05/27/99	456
	12104	23	05/19/99	16473	Snohomish County Human Svcs	52,206.17		5044185	05/27/99	459
	12104	23	05/19/99	16473	Snohomish County Human Svcs	5,931.25		5044180	05/27/99	459
	12104	23	05/19/99	16473	Snohomish County Human Svcs	5,500.00		5044182	05/27/99	459
	12104	23	05/19/99	16473	Snohomish County Human Svcs	22,658.00		5044181	05/27/99	459
	12104	23	05/19/99	16473	Snohomish County Human Svcs	48,134.58		5044124	05/27/99	459
	12104	24	05/19/99	13294	State Auditor's Office	1,344.20		5014110	05/27/99	459
	12104	25	05/19/99	16507	Wa. State Dept. of General Admin.	7,137.29		5044180	05/27/99	459
	12104	26	05/19/99	16474	Washington State Ferries	68.00		5014310	05/27/99	459
	12104	27	05/19/99	16863	White, Michael	49.33		5014310	05/27/99	458
	12104	28	05/19/99	16441	Williams, Gary	316.77		5014310	05/27/99	457
	12104	29	05/19/99	16441	Williams, Gary	484.82		5014310	05/27/99	457
	12104	30	05/19/99	16531	NSRSN (Petty Cash)	85.00		5014510	05/27/99	458
	12104	30	05/19/99	16531	NSRSN (Petty Cash)	23.57		5013110	05/27/99	458
	12104	30	05/19/99	16531	NSRSN (Petty Cash)	113.73		5014230	05/27/99	458
	12104	30	05/19/99	16531	NSRSN (Petty Cash)	15.11		5014910	05/27/99	458
	12104	31	05/19/99	16921	Dempsey, Sharri	1,749.24		5014110	05/27/99	458
	<b>12104 Total</b>					<b>168,514.30</b>				
	I.F	1	05/31/99		Skagit County Auditor	2,500.00		5014110	05/31/99	Transfe
	<b>I.F Total</b>					<b>2,500.00</b>				
	<b>Grand Total</b>					<b>2,862,585.3</b>				
										1

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

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

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-022.**

**Approval Date:** June 24, 1999

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

**Motion:** To approve 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.

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-023**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-024.**

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-025**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-026.**

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-027**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-028**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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

**Background:** 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.

**Fiscal Implications:** Maximum consideration for the duration of this contract shall not exceed \$2,380.725.

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

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

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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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-029**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-030**.

**Approval Date:** June 24, 1999

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

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

**Background:** 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.

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-031**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

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

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

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

**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:** June 14, 1999

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-032.**

**Approval Date:** June 24, 1999

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

**Motion:** To approve the consumer-oriented projects RFP process as developed and recommended by the NSRSN Planning Committee.

**Background:** 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 is attached.

**Fiscal Implications:** None

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

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

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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**  
**Approval Form**

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

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-033**.

**Approval Date:** June 24, 1999

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

**Motion:** 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.

**Background:** 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.

**Fiscal Implications:** Maximum consideration shall not exceed \$20,000.

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

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ 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**  
**Approval Form**

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

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-034.**

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

**Fiscal Implications:** 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:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ 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 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**  
**Approval Form**

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

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-035**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

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

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

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ 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 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**  
**Approval Form**

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

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-036**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

**Fiscal Implications:** None

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

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ 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  
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05/24/99 9:45 AM

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

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

**Action Requested:** The NSRSN Board is asked to approve **Motion #99-037**.

**Approval Date:** June 24, 1999

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

**Motion:** To authorize 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.

**Background:** 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.

**Fiscal Implications:** None

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

**Executive Recommendations:** XXXX Approve \_\_\_\_\_ No Recommendation  
\_\_\_\_\_ 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

DSHS OCAM 11-11-96  
Contract Amendment  
North Sound RSN  
(Gatekeeper) Amend. No. 3  
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**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**NSRSN Board of Directors**  
**Introduction Form**

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

**Introduction:** **#99-IN22** to introduce Contract #NSRSN-BDS-99-MIS, contract between NSRSN and Behavioral Data Systems for Management Information Services effective 8/1/99–6/30/2001.

**Board Action Request Date:** July 22, 1999

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

**Background Information:** Current contract, as amended, sunsets 7/31/99. The NSRSN and BDS have successfully negotiated the terms of this contract for the 1999-2001 biennium.

**Attachment(s):** Contract #NSRSN-BDS-99-MIS

**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:** June 14, 1999

**Introduction:** **#99-IN23** to introduce Software License and Support Agreement between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services effective 8/1/99–6/30/2001.

**Board Action Request Date:** July 22, 1999

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

**Background Information:** Current contract with BDS sunsets 7/31/99. The NSRSN and BDS have successfully negotiated the terms of this contract for the 1999-2001 biennium.

**Attachment(s):** Software License and Support Agreement

**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:** June 14, 1999

**Introduction:** **#99-IN24** to authorize the Executive Director to enter into a lease for NSRSN office space at 117 West First Street, Suite 7, 8 and 9, Mount Vernon, WA 98273, effective 11/1/99–10/31/2004.

**Board Action Request Date:** July 22, 1999

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

**Background Information:** Current lease will expire October 31, 1999. A relocation committee was formed to locate alternative sites. Committee also investigated the possibility of acquiring space from Counties, constructing new building, and lease purchase.

**Attachment(s):** Five (5) Year Lease with Timothy B. White Properties, Comparison of Sites and Recommendation of Committee

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

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

# Memorandum

TO: Merle Adrian  
FROM: Rae Benjamin  
DATE: June 17, 1999  
SUBJECT: Relocation Committee Recommendation

I, with the assistance of a staff relocation workgroup offer the following recommendation for relocation:

- Lease office space at the Carnation Building (see attached).

This site will cost the NSRSN \$61,054 per year, \$5,087.83 per month. The rent includes water/sewer/garbage/taxes/building insurance. The NSRSN would be responsible for liability insurance, telephone and network wiring, and janitorial services within our own office space. Costs for the current location totals \$54,828 per year, \$4,569 per month.

The Carnation Building offers the RSN the added benefit of a large conference room which can be used for all meetings including Advisory Board and Board of Directors. Additionally, when not in use, the RSN could rent this space to interested parties for a nominal charge to cover the cost of this additional space.

We also reviewed and rejected the following alternatives:

1. Lease of County Office Space
  - Inquiry made regarding available space
  - No space available in Counties.
2. Construct new building
  - \$12 per square foot to purchase the site, approximate cost - \$300,000 for 25,000 square foot lot (minimum required for a 4500 square foot building)
  - \$25-\$35 per square foot is estimated to prepare the site, approximate cost - \$625,000
  - Cost to build a new building is \$65-\$75 per square foot, approximate cost - \$292,500 for 4500 square foot building
  - Total cost - \$1,217,500, \$8,050 per month (7% interest, 30 years)
  - Current lease expires October 31, 1999
  - Interlocal Agreement would need to be changed
3. Lease/Purchase of potential site
  - Recommended Site, asking price is \$2,600,000, \$17,190 per month (7% interest, 30 years)
  - Income produced from existing businesses
  - Interlocal Agreement would need to be changed

I would like to take this opportunity to thank the committee members for their assistance

If you have any additional questions or concerns, please let me know.



<b>CRITERIA</b>	<b>RECOMMENDED SITE #1 CARNATION BUILDING</b>	<b>SITE #2 FORMER WSU SPACE</b>	<b>SITE #3 FORMER THRIFTY FOODS</b>	<b>SITE #4 FORMER SOC. SEC. OFFICE</b>
Address	117 S. First Street	College Way	College Way	College Way
Parking	Plenty	Plenty	Limited***	Plenty
ADA Compliant	Will Build	Will Build	Yes	Will Build
Intra-Gov. Hook Up	Yes	No**	No**	No**
First Floor Space	Yes	Yes	Yes	Yes
I-5 Access	Easy	Easy	2.5 Miles	Easy
Conf./Board Room	Large	Small	Small	Medium
Lease Term *	5 Years	5 Years Min.	5 Years Min.	5 Years Min.
Square Footage	4450	3370	3600	4200
Sq. Foot/Person	203.18	153.18	163.64	190.91
Triple Net Charges	None	\$3.50 - \$4.00	\$3.00	\$3.50 - \$4.00
Rent/Square Foot	\$13.00 completed	\$10.00 as is	\$9.00 as is	\$10.00 as is
Total Rent/Sq.	\$13.0 completed	\$13.50 - \$14.00 as is	\$12.00 as is	\$13.50 - \$14.00 as is
Monthly Rental (W/S/G/Taxes/Ins.	\$4,820.83	\$3,791 - \$3,932	\$3,600	\$4,725 - \$4,900

\* Right to Terminate clause will be written into any contract.

Site #2 unacceptable due to high triple net charges, no inter-government hook-up, and insufficient squ  
Site #3 unacceptable due to limited parking, very small conference room, no inter-government hook-up  
Site #4 unacceptable due to high triple net charges and no inter-government hook-up.