

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Rae A. Benjamin, NSRSN Office Manager
RE: Meeting Information
DATE: October 29, 1999

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

**Friday, November 12, 1999
Skagit Valley College
Administrative Board Room
2405 College Way
Mt. Vernon, WA
1:00 PM**

**PLEASE NOTE THE CHANGE IN DATE AND LOCATION.
DIRECTIONS ATTACHED**

The Board of Directors Packet is attached for your review. I look forward to seeing you there.

Please place the enclosed postcards on your dashboards and park in areas designated as "**SP**" (Student Parking) as indicated on the enclosed maps. I look forward to seeing you there.

For Special Disability accommodation needs, please call Rae at (360) 416-7013, ext. 22 at least 48 hours in advance.

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

**Skagit Valley College
Administrative Board Room
2405 College Way
Mt. Vernon, WA
November 12, 1999
1:00 PM**

AGENDA

1. Call to Order; Introductions – Chair
2. Revisions to the Agenda – Chair
3. Comments by an APN Agency – 10 minutes
 - To be Announced
4. Approval of October Minutes – Chair
5. Comments & Announcements from the Chair – 5 minutes
6. Report from the Advisory Board, Jim King/Mary Good - 5 minutes
7. Report from the Executive Director, Merle Adrian – 5 minutes
 - NSRSN Staff Activities Reports
8. Quality Management Oversight Committee Report, Chuck Benjamin, Chair – 5 minutes
9. Personnel Committee Report, Rhea Miller, Chair – 5 minutes
10. Planning Committee Report – Bob Hart, Chair – 5 minutes
11. Report from the Fiscal Officer, Bill Whitlock – 5 minutes
12. Comments from the Public – 15 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 #99-060** to review and approve NSRSN claims paid from October 1, 1999 to October 31, 1999. Total dollar amount of warrants paid in September: \$(not available at this time). Total October payroll of \$(not available at this time), and associated benefits.

14. Action Items, Merle Adrian

- a. **Motion #99-061** To authorize the Executive Director to enter into a Professional Services Contract with the successful bidder for cabling services for the new office after consultation and concurrence with the Board Chair. Maximum consideration shall not exceed \$18,000.
- b. **Motion #99-062** to authorize the Executive Director to purchase a Cannon Image Runner 600 copier on the state contract, at \$19,483.00, excluding taxes.
- c. **Motion #99-063** to authorize the NSRSN Executive Director to enter into professional services contracts with each RFP 99-01 NSRSN Planning Committee Recommended Recipient as described and allocated in the NSRSN Planning Committee Recommended Consumer-Oriented Projects (RFP-99-01) spreadsheet, attached. Maximum consideration for all 18 recommended proposals shall not exceed \$464,626.00 as allocated from the December 1998 NSRSN Board Substitute Motion #98-066 for Consumer-Oriented Projects.
- d. **Motion #99-064** to recommend future funding for Consumer-Oriented Projects

15. Motions Not Yet Reviewed by the Advisory Board

- a. **Motion #99-IN38** to introduce the proposed NSRSN 2000 Annual Administrative Budget and Organization Development Plan.

- b. **Motion #99-IN39** to introduce the North Sound Regional Support Network and State of Washington - Mental Health Division Integrated Inpatient and Outpatient Mental Health Services contract effective January 1, 2000 through June 31, 2001.

16. Executive Session

17. Reconvene

18. Adjournment

NOTE: The next Board of Directors meeting is Thursday, December 16, 1999, at 117 North First Street, Suite 8, Mt. Vernon, WA 98273.

Please note: This will be the first meeting in our new location. The meeting will begin at 12:00 Noon and arrangements will be made for a No-Host Lunch. Details will follow at a later date.

BOARD MINUTES

PLEASE NOTE

IN ORDER TO ENSURE THAT BOARD MEMBERS RECEIVE NOVEMBER BOARD PACKETS WITHIN THE TWO WEEK TIMEFRAME, IT WAS NECESSARY TO DISTRIBUTE THESE PACKETS PRIOR TO THE OCTOBER 28 BOARD MEETING.

HENCE, MINUTES ARE NOT AVAILABLE AT THIS TIME BUT WILL BE MAILED TO BOARD MEMBERS BY NOVEMBER 5, 1999.

NSRSN Staff Activities Reports

NSRSN STAFF ACTIVITIES REPORT

November 12, 1999

TOPIC	PROGRESS
Assistant Director/Planner's Report – Greg Long	
MHD Audit	<ul style="list-style-type: none"> The NSRSN has responded to the Mental Divisions issues about our data. The NSRSN believes that the issues are either resolved or will be remedied with the proposed actions. It is the NSRSN's hope that this will lead to no or minimal findings in our final audit report.
Children's Services	<ul style="list-style-type: none"> NSRSN staff are working with APN and DCFS staff in conducting case studies of the most disturbed children in the mental health system and a survey of stakeholders concerns about the handling these children. This is part of the Rural Health Systems Grant that APN received. Linda Vaughn and Linda Benoit are on teams interviewing clinicians throughout the region. Greg Long is coordinating the stakeholders meetings.
Information Services	<ul style="list-style-type: none"> Conversion to the new, version 2 of BDS software is scheduled for December 10. All provider agencies are coordinating this process. The NSRSN has completed the first round of data integrity improvement checks. The results were good with and the providers have already started the improvements that this process identified. This will be an ongoing process aimed at assuring and improving the quality of NSRSN Data. The NSRSN has started distributing the BDS's Crystal Reports to all providers.
Older Adult Services	<ul style="list-style-type: none"> NSRSN is completing is study of acute services for older adults. This study with recommendations will be presented to the NSRSN Planning Committee on December 2, 1999.

NSRSN STAFF ACTIVITIES REPORT

November 12, 1999

TOPIC	PROGRESS
Clinical/Quality Assurance Report – Francene Thompson	
Clinical/Quality Management	<ul style="list-style-type: none"> ◆ Work on the Caseload Study continues as additional data has been collected from APN and from latest Quality Review Team surveys. The Caseload Study Work Group met again to plan for inclusion of the new information. ◆ The Critical Incident Sub -Committee of QMOC continues to meet to work on clarification of roles and improvement in the process and procedures of reporting these events. Information from other RSN's throughout the state has been reviewed. Modifications in the procedure will center on our dedication to reducing duplication in the system. ◆ QMOC met again on October 27th, with a primary presentation by SeaMar of their quality management plan, as well as updates from a variety of committees and work groups. ◆ The Clinical/Quality team is actively engaged in working with the Washington Firm to analyze job activities and relationships between the QA Department and other members of the NSRSN organization. Emphasis is also being placed on identifying the ways in which NSRSN staff rely on and provide services to providers, governing bodies, funding sources and other providers of services to our consumers. ◆ Recent reviews of NSRSN Evaluation and Treatment Centers has resulted in formulation of plans for improved record keeping and oversight on the part of the Clinical/Quality Management Department. It is hoped that it will allow closer oversight of the vital operations of this very important part of our service system.

NSRSN STAFF ACTIVITIES REPORT

November 12, 1999

TOPIC	PROGRESS
Consumer Affairs/Tribal Liaison Report – Sharri Dempsey	
Tribal Liaison:	<ul style="list-style-type: none"> ◆ October 28, 1999 Tribal/NSRSN Meeting went well. The process has been started to re-write the 2000, 7.01 plan. The 7.01 plan in even years need to be completely re-written. This process is mandated by DSHS in the 1987 Memorandum of Agreement. ◆ The tribes have decided on the next tribal workshop; this workshop will be on Domestic Violence issues and were to turn for culturally appropriate help. ◆ Training for APN providers has been a continuing process. Employment issues and the need to hire American Indians/Alaskan Natives to help provide services to the tribal consumers seeking mental health care. This process is an element of the 1999, 7.01 plan.
Office of Consumer Affairs:	<ul style="list-style-type: none"> ◆ A Quality Review Team forum will be held on December 9, 1999 at 7:00 p.m. The purpose of this meeting will be to look at all the QRT survey questions, asking for suggested changes and further additions. The QRT and OCA are hoping this will help solidify and bring consumer input into the forefront of our survey process. ◆ We have received many kind words about our Newsletter “Around the Sound”, but it is time to start the work on the January 2000 issue. All articles will need to be received by December 10, 1999.

NSRSN STAFF ACTIVITIES REPORT

November 12, 1999

TOPIC	PROGRESS
Contract Compliance/Fiscal Report – Marcia Gunning	
Hospital Agreements:	<ul style="list-style-type: none"> Continuing to work with Hospitals on Working Agreements.
Washington Firm:	<ul style="list-style-type: none"> Intensive work with Management Team staff and Washington Firm regarding Department and staff products, services, expectations, etc.
Relocation:	<ul style="list-style-type: none"> Continuing to work with moving Committee on new office layout, design and wiring issues.
Medicaid Eligibles:	<ul style="list-style-type: none"> Continue to develop and fine tune NSRSN system to reconcile Medicaid eligibles with State MHD and MAA.
Inpatient Reconciliation:	<ul style="list-style-type: none"> Continue to develop and fine tune NSRSN system to reconcile Inpatient and Inpatient Savings payments with MHD and MAA. We are running into irregularities and concerns with State Payment system. Working with MHD and other RSN's to develop processes. Our efforts have resulted in savings to the NSARSN, in one instance alone the reconciliation saved us \$47,000.
MHD Contract: Annual Budget: Proposed State Funding:	<ul style="list-style-type: none"> Reviewed, analyzed and processed for presentation 1999 -2001 Biennium contract with MHD Continued development of proposed 2000 NSRSN Departmental and Administrative roll -up Budget Analyzed State MHD funding plan 5 for both inpatient and outpatient for the 1999 -2001 biennium, including NSRSN funding projections.
Monthly Meetings:	<ul style="list-style-type: none"> Participated in and/or facilitated various meetings/committees/workgroups throughout the month (ie., QMOC Oversight Committee, CHAP meetings with DCFS, weekly Management Team meetings, Crisis Response Protocol Workgroup, WA Firm Meetings, Meetings with APN, IS Meetings, Boarding Home Licensing issues with Snohomish County and APN, SunHealth Meetings)
Medical Society Mini - Internship:	<ul style="list-style-type: none"> Invited to and participated in Whatcom County Medical Society Mini -internship Program. This is a 2.5 day program for community leaders to work with community medical leaders in helping to learn and shape services in Whatcom County.

NSRSN STAFF ACTIVITIES REPORT

November 12, 1999

TOPIC	PROGRESS
Office Manager's Report – Rae Benjamin	
Office Relocation	<ul style="list-style-type: none">• Construction continues at the new location. Bids are being received for the telephone and network installation which include the option for fiber optic cables in order to connect to the Intra-government Network.• Office Manager has been in touch with the ADA consultant, who will make a site visit as the remodeling nears completion.• As noted in last month's report, the Contractor continues to project that the remodeling will be completed in time for the NSRSN to move at the end of November, 1999. The new address is 117 North First Street, Suite 8, Mt. Vernon, WA 98273. Formal notification will be mailed to all when the official move date is set.
Support Staff Projects	<ul style="list-style-type: none">• Support staff continue to work on the support staff projects in order to address issues such as preparation procedures for Board and Advisory Board packets, central filing system, records retention protocols, staff training, telephone and mail procedures, crisis protocols, etc.
Washington Firm	<ul style="list-style-type: none">• Intensive work continues with the Management Team and Washington Firm regarding department and staff products, services, and expectations.

NORTH SOUND REGIONAL SUPPORT NETWORK

NSRSN Board of Directors

Approval Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: October 29, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-060**

Approval Date: November 12, 1999

Source of Request: Bill Whitlock, Fiscal Officer

Motion: To review and approve NSRSN claims paid from October 1, 1999 to October 31, 1999. Total dollar amount of warrants paid in September: \$(not available at this time). Total October payroll of \$(not available at this time), and associated benefits.

Background: Reviewed by Bob Hart and Kirke Sievers November 12, 1999.

Fiscal Implications: We do not anticipate exceeding the annual budget.

Attachment(s): None. The list of warrants will not be available from Skagit until after November 12, 1999. These will be distributed as soon as they are received.

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: October 29, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-061**

Approval Date: November 12, 1999

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

Motion: To authorize the Executive Director to enter into a Professional Services Contract with the successful bidder for cabling services for the new office after consultation and concurrence with the Board Chair. Maximum consideration shall not exceed \$18,000.

Background: The bid for cable work under the state contract came in between ten and eighteen thousand dollars. The range of work quoted was from running copper wire to running copper wire and full fiber optics installed and tested. The price for fiber optic cable was not considered in the original moving budget. Currently we are asking for additional bids.

Fiscal Implications: The approved apportions are in the budget.

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: October 29, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-062**

Approval Date: November 12, 1999

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

Motion: To authorize the Executive Director to purchase a Cannon Image Runner 600 copier on the state contract, at \$19,483.00, excluding taxes.

Background: Current copier lease expires December 25th 1999. A committee was formed to look at the needs of the NSRSN and the products available. The copier chosen was the Canon Image Runner 600 digital copier. NSRSN Committee recommends purchasing the copier at a one (1) time cost of \$19,483, versus a three (3) year lease at \$998.00 per month for a total cost of \$35,928.

Fiscal Implications: Currently the NSRSN average cost for the copier lease is \$799.87. The lease or buy question is being sent to the Finance Committee. Estimated monthly lease of \$998.00 per month for three years or purchase of \$19,483 (all costs exclude tax).

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: October 29, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-063**

Approval Date: November 12, 1999

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

Motion: To authorize the NSRSN Executive Director to enter into professional services contracts with each RFP 99-01 NSRSN Planning Committee Recommended Recipient as described and allocated in the NSRSN Planning Committee Recommended Consumer-Oriented Projects (RFP-99-01) spreadsheet. Maximum consideration for all 18 recommended proposals shall not exceed \$464,626.00 as allocated from the December 1998 NSRSN Board Substitute Motion #98-066 for Consumer-Oriented Projects.

Background: The NSRSN Board allocated funding for Consumer-Oriented Projects in December, 1998. The NSRSN Planning Committee and its RFP Sub-Committee developed a Consumer-Oriented Projects RFP, conducted stakeholders' meetings and technical assistance workshops. The NSRSN Board approved the RFP in June, 1999. Thirty (30) responses/proposals were submitted prior to the September 15, 1999 closing date. A Rating Committee reviewed all 30 responses/proposals according to criteria published in the RFP and heard oral presentations. At their October 20, 1999 meeting, the Planning Committee, based on the recommendations of the Rating Sub-Committee, voted to recommend funding eighteen (18) proposals to the NSRSN Board.

Fiscal Implications: None

Attachment(s): Yes

Executive Recommendations: _____ **Approve** XXXX **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: October 29, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-064**

Approval Date: November 12, 1999

Source of Request: Greg Long, Assistant Director/Planner

Motion: To recommend future funding for Consumer-Oriented Projects

Background Information: NSRSN Planning Committee at its October 20, 1999 meeting moved to recommend to the NSRSN Board that funds be set aside for funding Consumer-Oriented Projects in the future. This motion accompanied the motion to fund the eighteen (18) Consumer-Oriented Projects. There was no recommendation from the Planning Committee as to the amount of funding to be allocated for these future and new Consumer-Oriented Projects. A new RFP process would be conducted for these projects.

Attachment(s): None

Executive Recommendations: XXXX Approve ___ No Recommendation
_____ 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: October 29, 1999

Introduction: **#99-IN38** to introduce the proposed NSRSN 2000 Annual Administrative Budget and Organization Development Plan.

Board Action Request Date: December 16, 1999

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

Background Information: It is anticipated that the proposed NSRSN 2000 Annual Administrative Budget and related materials will be introduced to the NSRSN Board of Directors at their November 12, 1999 meeting. The Proposed Budget will be available for distribution to enable public review and comment on the date it is submitted to the Board.

Attachment(s): None

Executive Recommendations: Approve XXXX No Recommendation
 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: October 29, 1999

Introduction: **#99-IN39** to introduce the North Sound Regional Support Network and State of Washington - Mental Health Division Integrated Inpatient and Outpatient Mental Health Services contract effective January 1, 2000 through June 31, 2001.

Board Action Request Date: December 16, 1999

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

Background Information: To-date the MHD has not distributed the above referenced contract to Mental Health Regional Support Networks. However it is their intent that the "final" contracts will be submitted to each RSN in order that they may be reviewed and processed prior to the projected effective date of January 1, 2000. Accordingly, it is anticipated that the NSRSN will be in receipt and have reviewed this contract prior to the November 12, 1999 Board Meeting so that formal introduction may occur on said date.

Attachment(s): None

Executive Recommendations: Approve XXXX No Recommendation
 Further Review Required

Executive Director (Signature)