

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Rae A. Benjamin, NSRSN Office Manager
RE: Meeting Information
DATE: December 6, 1999

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

**Thursday, December 16, 1999
Mount Vernon Police Department
Multipurpose Room
1805 Continental Drive
Mt. Vernon, WA
1:00 PM**

The Board of Directors Packet is attached for your review. 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**

**Mount Vernon Police Department
Multipurpose Room
1805 Continental Drive
Mt. Vernon, WA
December 16, 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
 - Video on Stigma Reduction, Compass Health
4. Approval of November Minutes – Chair
5. Comments & Announcements from the Chair – 5 minutes
 - Employee of the Month
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. Nominating Committee, Bob Hart, Chair – 5 minutes
9. Quality Management Oversight Committee Report, Chuck Benjamin, Chair – 5 minutes
10. Personnel Committee Report, Rhea Miller, Chair – 5 minutes
11. Planning Committee Report – Bob Hart, Chair – 5 minutes
12. Report from the Fiscal Officer, Bill Whitlock – 5 minutes
13. Comments from the Public – 15 minutes

14. 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 #99-065** To review and approve NSRSN claims paid from November 1, 1999 to November 30, 1999. Total dollar amount of warrants paid in October: \$(not available at this time). Total November payroll of \$(not available at this time), and associated benefits.

15. Action Items, Merle Adrian

- a. **Motion #99-066** To authorize the proposed NSRSN 2000 Annual Administrative Budget and Organization Development Plan.
- b. **Motion #99-067** To authorize the NSRSN Executive Director to enter into a contract between the North Sound Regional Support Network and State of Washington - Mental Health Division Integrated Inpatient and Outpatient Mental Health Services effective January 1, 2000 through June 31, 2001.
- c. **Emergency Motion #99-068** to authorize Contract #NSRSN-SA-99, amendment (01) between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 1/1/2000 to 6/30/2000.
- d. **Emergency Motion #99-069** to authorize the NSRSN Executive director to enter into contract amendment NSRSN-APN-99-10-01 (4) with Associated Provider Network that would extend the current Children's Hospital Alternative Program (CHAP) Services Statement of Work in APN's contract with the NSRSN through 3/31/2000. Maximum consideration for this three month extension would not exceed \$172,731.

16. Motions Not Yet Reviewed by the Advisory Board

None

17. Executive Session

18. Reconvene

19. Adjournment

NOTE: The next Board of Directors meeting is scheduled for Thursday, January 27, 2000, at **117 North First Street, Suite 8, Mt. Vernon, WA 98273.**

Please note: This will be the first meeting in our new location. Details will follow under separate cover by January 14, 2000.

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**

MINUTES

Board Members Present:

Kirke Sievers, Chair, Snohomish County Council
Rhea Miller, Vice Chair, San Juan County Council
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 Council
Jim King, Chair, NSRSN Advisory Board
Gary Ramey, Tulalip Tribe
Mike Shelton, Island County Council
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members:

Merle Adrian, Beckie Bacon, Rae Benjamin, Sharri Dempsey, Robin Grupper, Marcia Gunning, Darrell Heiner, Dolores Holtcamp, Greg Long, Wendy Jernegan, Francene Thompson, Bill Whitlock

County Staff:

Joanne Angevine, Barbara LaBrash

Guests:

Marianna Conner, Steve Daggett, Kris Laaninen, Jere LaFollette, Jane Relin, John Rietz

1. Call to Order; Introductions

Chair Sievers called the meeting to order at 1:07 p.m.

Mr. Sievers thanked the RSN staff and members of the audience for their assistance and understanding in facilitating the change in meeting date.

Marianna Conner was introduced to the Board. Ms. Conner was employed by Snohomish County and left, going into semi-retirement. She has been called back to take Joe Valentine's position until a replacement is hired.

Ms. Conner stated that it is nice to be back again. Jim Teverbaugh of Snohomish County has been designated as an alternate for Joe Valentine when Bob Drewell, Snohomish County Executive is not here. Ms. Conner gave an update on Mr. Drewel's recent surgery stating that he is doing very well. Mr. Drewel will be returning to his office in approximately one month. Mr. Teverbaugh and Ms. Conner are prepared to ensure Snohomish County's support of the NSRSN.

2. Revisions to the Agenda

There were no revisions made to the Agenda.

3. Comments by an APN Agency

- a. Jere LaFollette stated that today's discussion involves some of the efforts that are currently underway within APN agencies related to employment and work development efforts.

A chair had been brought into the meeting room and placed in the center of the room. The chair is an example of the work done by Alchemy Upholstery Program which is a consumer-owned business. This type of business is an innovative approach which places consumers in charge of operating their own business.

Alchemy Upholstery explained how they prepare an estimate for work done on pieces. These estimates take into consideration the amount of fabric, the type of furniture, the anticipated difficulty of work, etc. Representatives reported that most of the furniture they worked on is antique or older furniture that has value to family members.

They also described the volume of contracts for work and how such contracts were limited to the local area due to the lack of a van for transporting furniture. Alchemy Upholstering is one of the projects that will be funded through the consumer-oriented RFP which will enable them to purchase a van for transporting furniture.

Another example of one of these businesses is Cookie Creations which is a retail bakery and expresso shop. They have a wholesale outlet at a separate location that distributes bakery products to grocery stores throughout Island County. It is a very successful business for consumers and they put out a very fine product. Samples of cookies were distributed to Board Members and the audience.

There is also a program that is operated in many of APN's centers called Supported Employment. This program focuses on recruiting mental health consumers and securing training and placement in regular competitive employment situations with local businesses.

Donna Lipps and Bernie DeJonge from Community Mental Health Services (CMHS) were introduced to explain aspects of the Supported Employment Program. Ms. Lipps provided brochures outlining this program to Board members.

The program is located in Skagit County. They are an actual employment service currently working with two contracts, the Department of Vocational Rehabilitation (DVR) and the TANIF ("Welfare to Work") program of the Department of Social and Health Services (DSHS). These agencies make referrals to Supported Employment.

A copy of the curriculum for the Job Search Group was made available to Board Members. When a client is referred to them, an assessment is done of their needs in regards to employment. There are also two (2) books available for client review in the lobby at their location. These books have all the current employment placements and openings within Island and Skagit counties.

A question was raised regarding the percentage of PHP consumers served out of Broadway that are in some way involved with the services provided. It is estimated that around 50% of the consumers are involved as not all referrals are made from the two agencies mentioned earlier. Some referrals also come from case managers within the agency. The program is also being expanded to include Older Adult Services.

The Supported Employment program has also been working closely with Goodwill and Services for the Blind who have been teaching basic learning skills for clients with various disabilities.

Some placements that have occurred include:

- Walmart
- Washington State Ferry System
- Fast Food Agencies
- Retail Outlet Stores
- Local School Districts
- The Red Apple
- Within the agencies doing work assessments

Mr. Sievers recognized today's speakers and thanked them for coming to the meeting and bringing examples of the high quality products they offer the community.

- b. Jere LaFollette mentioned that the APN Operations and Quality Management Report for Integrated Mental Health Services to the North Sound Regional Support Network has been provided to the Advisory Board for Review. Mr. LaFollette distributed copies of this report to Board Members.

This annual report for the fiscal period ending June 30, 1999 describes the services provided by APN and summarizes accomplishments realized during the past year. Attachments include an APN Organizational Chart and a description of APN Committees and Subcommittees. The appendix of the APN annual report also includes a copy of the APN/NSRSN Contract Status Report for July 1, 1998 through June 30, 1999.

4. Approval of October Minutes

A Motion was made and seconded to accept the minutes of October 28, 1999 as written.

Motion carried.

5. Comments & Announcements from the Chair

Mr. Sievers stated that he would leave this portion of the agenda for Mr. Adrian to cover under Executive Director's report. He stated that he has been in contact regarding the move to the new location and at this time, everything does look favorable for a move at the end of November.

6. Report from the Advisory Board, Jim King

Mr. King announced that NAMI of Whatcom County was sponsoring a free public lecture on Child and Adolescent Brain Disorders. The lecture is sponsored by area physicians and St. Joseph's Hospital. The lecture will take place on Friday, November 19, 1999, from 4:00 to 6:00 p.m. at the St. Luke's Community Health Education Center. The guest speaker will be Dr. Peter Jensen.

Mr. King also mentioned that NAMI of Whatcom County has an outstanding newsletter available and encouraged all in attendance to peruse this periodical and offer feedback.

There continues to be participation of individuals from all the counties at Advisory Board meetings. When Mr. King started two years ago, there were generally six or seven people at each meeting. Now individuals are engaged and taking on difficult issues.

He stated that the Quality Review Team gave its report on client care in both Compass Health and the Mukilteo Evaluation & Treatment Center. Interviews conducted indicate that care is adequate and customers are satisfied.

An Independent Customer Satisfaction Survey of all the region's consumers has been discussed with the Advisory Board for the last six months. The argument for this survey is to have an unbiased, third party opinion on Customer Satisfaction. The argument against this survey is that it is duplication and not cost effective. Last month, the Advisory Board asked Mr. King to come to the Board of Directors and discuss this issue. Mr. King will make a presentation on the issue to the QMOC at its December meeting. There was also concern about where the funds would come from for this survey.

Mr. King stated that the Advisory Board approved all Motions.

Mr. King wanted to congratulate Board members for making money available for the consumer-oriented projects and also for its continued support of consumer empowerment. He wanted Board members to be aware of the positive feedback that this program has generating from the mental health communities. He was recently at SeaTac at a state meeting when he overheard a group of people praising the NSRSN and their commitment to making funds available for consumer empowerment.

7. Report from the Executive Director, Merle Adrian

Mr. Adrian gave his summary on the NSRSN Staff Activities Reports. He believes that the staff are becoming more and more focused and coordinating with the activities taking place in our communities. These reports were available for review.

8. Nominating Committee

Mr. Sievers asked for volunteers to be on the Nominating Committee . Chuck Benjamin, Bob Hart, Jim King and Gary Ramey volunteered for this committee and Mr. Sieves asked Mr. Hart to act as Chair. These individuals will decide on the date and time for their first meeting. Nominations will be made in December and will be voted on and effective in January.

9. Quality Management Oversight Committee Report, Chuck Benjamin, Chair

Mr. Benjamin was not able to attend the Critical Incident Subcommittee meeting as his presence was required at another meeting in SeaTac. Reports from Committee members indicated that the meeting went very well and the consumers and advocates were pleased with the atmosphere of involvement and safety that QMOC and the Critical Incident Subcommittee were able to create at these meetings.

Mr. Adrian stated that a couple of the subcommittees had met in addition to the Critical Incident Subcommittee, including the Case Manager Quality Care Subcommittee and a meeting between Mr. Adrian, Mr. Benjamin and APN regarding the Outcomes Subcommittee. Mr. Teverbaugh has agreed to take on the writing of the Year 2000 Quality Management Plan. He is looking for staff to assist in formulating this subcommittee.

Mr. Adrian also added to Mr. Benjamin's comment regarding safety at these meetings. A consumer who has participated on a number of the QMOC committees and subcommittees came to Ms. Thompson after the Critical Incident Subcommittee meeting. This consumer stated that, despite the contentious and difficult issues addressed that during the meeting, it was one of the safest meetings that she had been at and that we have made tremendous progress in this area.

The QMOC has also started an evaluation at the end of these meetings to see if important issues are being addressed properly. This evaluation will go a long way in measuring how well the Committee is doing. The discussion of evening meetings was raised but it became clear through the evaluation form that consumers would have a difficult time getting transportation to an evening meeting.

10. Personnel Committee Report, Rhea Miller, Chair

There was no report from this committee.

11. Planning Committee Report – Bob Hart, Chair

Since Mr. Hart was not at the last meeting, he asked Greg Long to report on this Committee. Mr. Long mentioned that later today the Board would be voting on the Consumer Oriented Projects. Much effort has gone into this project as far as consumers developing the projects and staff developing the proposals. He echoed Mr. King and Mr. Valentine's words by stating that everyone hopes that these projects will stimulate a new and higher level of consumer involvement and partnership throughout the North Sound region.

The Planning Committee will be meeting on December 2, 1999 to review the staff report on Acute Services for Older Adults. This is a fairly comprehensive report that we have been working on with the lead geriatric people from each of the agencies.

The Planning Committee is being developing a subcommittee for revising and updating of the Strategic Plan.

12. Report from the Fiscal Officer, Bill Whitlock

October Financial Statements are not ready for review at this time as the data has not been received from Skagit County.

There is a Substitute Motion for the warrants that has been put on the Consent Agenda.

13. Comments from the Public

There were no comments from the public.

14. 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: \$3,059,985.87. Total October payroll of \$62,745.60, and \$15,622.17 in associated benefits.

Motion was made, seconded and carried to approve this motion.

15. 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.

Ms. Gunning stated that the bid for cable work under the state contract came in at between \$10,000 and \$18,000. The range of work quoted includes running only copper wire or running copper and full fiber optics. The price for fiber optic cable was not considered in our original bid but was suggested by Board members. We are currently asking for and receiving additional bids.

Ms. Gunning explained that the network itself was not fiber optic ready, so there would be an additional cost involved in upgrading the network at this time.

The question of which type of wiring was covered by the \$18,000 bid was raised and the content of the motion was questioned. Mr. Whitlock stated that the motion was based on the original bid of \$19,000 which included fiber optic installation, taxes, diagnosis and permits. He mentioned that bids received since the first bid were much higher.

Mr. Adrian wondered if further study should be done on this proposal. Mr. Sievers brought up the issue of the cost to upgrade now versus future costs for this upgrade.

Discussion followed regarding the various advantages and disadvantages of fiber optic cable.

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

- 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.

Motion was made, seconded and carried to approve the motion.

- 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.

Motion was made, seconded and carried to approve the motion. There was one abstention.

- d. Motion #99-064** to recommend future funding for Consumer-Oriented Projects. The RSN staff are charged with putting together a proposal for the Board to consider. The proposal should carve out some monies for consumer oriented projects in the future and should also recommend the source of revenue.

Motion was made, seconded and carried to approve the motion as amended. There was one abstention.

e. **Motion #99-059** to authorize the NSRSN to implement the following Ombuds/QRT salary and staffing recommendations of the NSRSN August 18, 1999 Personnel Committee:

1. Adding a .5 Ombud position, making a total of 2.0 FTEs in the Ombuds department, effective September 1, 1999.
2. Increase Ombuds and QRT salaries to \$13.10 per hour, effective September 1st. This salary is the average salary for our RSN and two other comparable RSNs. The committee recognized that this may not be the final salary but would be in effect pending the results of a salary survey to be conducted for all RSN staff positions.

In order to implement the Personnel Committee Recommendations, effective 9/1/99, the Ombuds and QRT Salary Grade moves from Grade 40 to Grade 30. In addition, current Ombuds and QRT staff salary within Grade 30 shall be consistent with current step.

Robin Grouper	Grade 30, step D (\$14.11 per hour)
Becki Bacon	Grade 30, step 1 (\$12.18 per hour)
Dolores Holtcamp	Grade 30, step B (\$12.80 per hour)
Gail LaFleur	Grade 30, step 1 (\$12.18 per hour)

Motion was made, seconded and carried to approve the motion.

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

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

The budget was distributed to the Board and public for their review. Ms. Gunning stated that there was a conference call with the County Coordinators who made suggestions and recommendations which were implemented this morning.

Mr. Adrian stated that RSN staff would be available to come to each of the County Mental Health Advisory Boards to present the Budget and answer questions. He stated that Board members would welcome feedback between now and the December 16th Board meeting when the Budget will be presented for final action.

Public input will be available during the County Advisory Board meetings, the regional Advisory Board meeting and this Board's December meeting.

- 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.

Ms. Gunning presented a synopsis of Plan #5 of the State contract listing her concerns, the changes that will occur both in Medicaid eligible population and funding, and the errors that were found.

Our Medicaid eligible projections show that the RSN will get a significant increase in eligibles over the next two (2) years as the result of the Temporary Assistance to Needy Families (TANF) population which will now be determined to be Medicaid eligible.

The state has agreed to make every change that Ms. Gunning has discovered. She also discussed the terms and conditions and the Statement of Work.

Ms. Gunning also reviewed the changes in funding for both years of the State contract. Once the contract is signed, it will be retroactive to July 1, 1999.

Ms. Gunning offered the final contract to Board members once changes had been made. She stated that every County Coordinator would be getting a copy. Mr. Adrian stated that the RSN has made a commitment to make the entire contract available on the website and this will be accomplished once all the changes have been made.

Discussion followed regarding mitigating factors to the Funding Distribution Formula and Related Projections Analysis from MHD from the effects of I-695 legislation and the Legislative Audit Review Committee Finding.

The Board acknowledged Ms. Gunning's efforts and thanked her for putting these items together for the review of the Board, and also for the thoroughness and professionalism of these presentations.

17. Executive Session

There was none.

18. Reconvene

There was none.

19. Adjournment

With there being no further business, Chair Sievers adjourned the meeting at 2:07 p.m.

Respectfully submitted,

Rae Benjamin
Office Manager

NSRSN Staff Activities Reports

NSRSN STAFF ACTIVITIES REPORT
DECEMBER 16, 1999

TOPIC	PROGRESS
Assistant Director/Planner's Report – Greg Long	
Acute Services for Older Adults	<p>The NSRSN Planning Committee reviewed the NSRSN Staff Report on Older Adult Services. The report indicates that inpatient services are adequate. There is going to be a near tripling of the older adult population in the North Sound RSN in the next 20 years. Crisis and Outpatient Services need to be enhanced for this rapid growth in demand for older adult services.</p>
S.B. 5011	<p>NSRSN staff is participating in statewide planning for enhanced services for dangerous mentally ill offenders coming out of the corrections system. Last session, the legislature passed a bill to enhance mental health services for the 125 individuals released from the prison system each year that choose to participate in this program. The RSNs will receive approximately \$10,000 dollars per year under this program to purchase additional services and supports for individuals in this program.</p>
Information Systems Conversion	<p>NSRSN is overseeing the change to an improved version of its management system software. This change is scheduled to occur from December 17-22, 1999. The conversion is on schedule thanks to the collaboration and hard work of BDS and all of the Providers in the North Sound Region. This conversion should provide the NSRSN with better data and an easier system to use.</p>
Quality Management	<p>The Assistant Director is working with Quality Managers to clarify functions, roles and responsibilities. This work is based on the Service Level Agreements developed under the direction of the Washington Firm.</p>

NSRSN STAFF ACTIVITIES REPORT
DECEMBER 16, 1999

TOPIC	PROGRESS
Clinical/Quality Assurance Report – Francene Thompson	
Clinical/Quality Management	<ul style="list-style-type: none"> ◆ The Urgent Review of the Snohomish County Evaluation and Treatment Center was completed this month. Recommendations arising from this investigation include generation of an APN plan to resolve identified problems, ongoing monitoring of performance of specific quality improvement steps, and oversight of these activities by NSRSN Quality Management staff. The Urgent Review Report will be presented at QMOC, the NSRSN Advisory Board and the Board of Directors this month. ◆ The Critical Incident Subcommittee of QMOC has begun discussions of the policies and procedures presently in place. The committee is reanalyzing the purpose for Critical Incident reporting, identifying problems with the existing system, and moving toward the changes and enhancements that will improve the process in the future. ◆ The Case Management/Quality of Care Study was completed and recommendations from the Caseload Study Work Group include ongoing monitoring of the issue and incorporation into the NSRSN Quality Management Plan of this important utilization management parameter. ◆ NSRSN met with DDD to discuss ways in which they can better collaborate between the two systems. There is interest in developing a liaison position charged with systems improvements that will assure appropriate services to individuals experiencing both developmental disability and mental illness. ◆ The Quality Management Plan Subcommittee generating the plan for the year 2000 has met twice this month. It is currently reviewing last year's plan, analyzing how well 1999 goals were met, and determining which existing and new goals and objectives should be in the year 2000 plan. It is projected that the plan will be completed by January 31, 2000. ◆ The Clinical/Quality Manager continues to work closely with the Division of Child and Family Services, participating on the Children's Oversight Committee, and in the DCFS quality management process of reviewing child fatalities within our region. ◆ Our newly contracted Medical Director had his first meeting with us. Dr. Keith Brown is a Board Certified General, Child, and Forensic Psychiatrist. He is a welcome addition to NSRSN. ◆ Work continues with the Washington Firm, assisting in the development of crossdepartmental Service Level Agreements (defining job duties), revising our personnel policies and procedures, and implementing a new approach to the employee evaluation process.

NSRSN STAFF ACTIVITIES REPORT
DECEMBER 16, 1999

TOPIC	PROGRESS
Consumer Affairs/Tribal Liaison Report – Sharri Dempsey	
Tribal Liaison	<ul style="list-style-type: none"> ➤ NSRSN Tribal Meeting on November 30th has started the process for developing a year 2000 7.01 plan between the eight (8) tribes and the NSRN. There will be a four (4) hour development meeting on January 10, 2000 for the final consultation procedure with all eight (8) tribes. Following that meeting the 7.01 plan will go to the Advisory Board and onto the Board of Directors for adoption. ➤ The Tribes shared how much they appreciated this years 7.01 plan and the training (workshops), consultation and tribal meetings that were a product of the plan. ➤ On the November 30th meeting Tribes started putting together their concerns and needs for workgroups for 2000. Many of these workshops will cross consultation with other DSHS agencies. This process has become very helpful for the NSRSN. The development of these workshops have brought all agencies together in a way that looks at consumer needs and has helped lower existing barriers. ➤ The final workshop which was held on October 20, 1999, “Seamless Services for American Indian Youth” had over 120 participants. Those who participated included al DSHS divisions, private agencies and seven (7) tribes. There were a total of twenty-four (24) distinct agencies that took part in this training.
Office of Consumer Affairs	<ul style="list-style-type: none"> ➤ Advisory Board and many others have been invited to a “Quality Review Team Forum” for consultation and further development of the survey questions now used on surveys. This “QRT Forum” will be held on December 9, 1999 from 7:00 p.m. to 9:00 p.m. at the Days Inn Motel in Mount Vernon. ➤ The Quality Review Team will then receive training from an outcome speciäkt. This in-service training will be held on December 10, 1999. The input received during the public forum on the 9th of December and the information gained from the inservice will then be used to develop a revised survey tool. ➤ The next publication of “Around the Sound” will go to the printer on the 10th of January, 2000. The previous format will be used since positive feedback was received. The Office of Consumer Affairs does invite all input into the publication of our newsletter.

NSRSN STAFF ACTIVITIES REPORT
 Contract Compliance & Financial Services Department
 December 16, 1999

TOPIC	PROGRESS
Hospital Agreements: Washington Firm: Relocation: Medicaid Eligibles: Inpatient Reconciliation: MHD Contract: Annual Budget: QMOC Sub Committee: Staff Retreat: RFP 99-01 Awards: Tribal RCC Meeting: Advisory Board: Monthly Meetings:	<ul style="list-style-type: none"> • Continuing to work with Hospitals on Working Agreements. • Intensive work with Management Team staff and Washington Firm regarding Department and staff products, services, expectations, etc. • Continuing to work with moving Committee on new office layout, design and wiring issues. • Continue to develop and fine tune NSRSN system to reconcile Medicaid eligibles with State MHD and MAA. • 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. • Continue to work with MHD on 1999-2001 Biennium contract with MHD. Presented NSRSN/MHD contract and funding allocation analysis to Whatcom County Advisory board and offered to make the same presentation to each County Advisory board. Received and reviewed modified contract. • Presented NSRSN Preliminary 2000 Departmental and Administrative Budget to Whatcom County Advisory Board and offered to make the same presentation to each County Advisory board. • Participated in QMOC 1999 QM Plan Review and 2000 Plan Development Subcommittee. • Participated in 1.5day Staff Retreat • Begun contract development and negotiation process with the 18 RFP 99-01 award recipients. • Made presentation regarding NSRSN contracts, audit, etc. at RCC Tribal meeting. • Continue to work with Advisory Board Finance Committee in establishing process and priorities, budget, expenditure approval process, etc. • 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, UBH Medical Director)

NSRSN STAFF ACTIVITIES REPORT
DECEMBER 16, 1999

TOPIC	PROGRESS
Office Manager's Report – Rae Benjamin	
Office Relocation	<ul style="list-style-type: none"> • Construction continues at the new location. Contractor delays last month have changed the move date to mid January. Staff are projecting January 22 and 23, 2000 as the date for the move. • ADA consultant will make a site visit as the remodeling nears completion. • 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, mail procedures, crisis protocols, etc. Central telephone protocols and Mapping the Network projects have been completed and approved by the Management Team. These projects are currently being implemented.
Washington Firm	<ul style="list-style-type: none"> • Intensive work has been completed with Washington Firm regarding department and staff products, services, and expectations.
Employee of the Month Award	<ul style="list-style-type: none"> • An Employee of the Month Award program has been developed and it is expected that the first of these awards will be presented at the December Board meeting.
NSRSN Staff Retreat	<ul style="list-style-type: none"> • Support Staff participated in the Staff Retreat on November 22 and 23.
Janitorial Services	<ul style="list-style-type: none"> • An Emergency Motion is included in this month's Board Packet and has been mailed to Advisory Board members. This Motion will extend the current contract with Service Alternatives for six (6) through June 30, 2000. A Request For Proposal will be issued to obtain bids from interested agencies that employ consumers.

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: December 6, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-065**

Approval Date: December 16, 1999

Source of Request: Bill Whitlock, Fiscal Officer

Motion: To review and approve NSRSN claims paid from November 1, 1999 to November 30, 1999. Total dollar amount of warrants paid in October: \$(not available at this time). Total November payroll of \$(not available at this time), and associated benefits.

Background: Reviewed by Bob Hart and Kirke Sievers December 16, 1999.

Fiscal Implications: We do not anticipate exceeding the annual 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: December 6, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-066**

Approval Date: December 16, 1999

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

Motion: To authorize the proposed NSRSN 2000 Annual Administrative Budget and Organization Development Plan.

Background: The proposed NSRSN 2000 Annual Administrative Budget and related materials were introduced to the NSRSN Board of Directors at their November 12, 1999 meeting. The Proposed Budget has been available for public review and comment on November 12, 1999.

Fiscal Implications: The approved apportions are in the budget.

Attachment(s): Attachment A

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: December 6, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-067**

Approval Date: December 16, 1999

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

Motion: To authorize the NSRSN Executive Director to enter into a contract between the North Sound Regional Support Network and State of Washington - Mental Health Division Integrated Inpatient and Outpatient Mental Health Services effective January 1, 2000 through June 31, 2001.

Background: The 1999-2001 Biennium contract between MHD and the NSRSN has been reviewed and is currently being updated to correct errors and language request changes from NSRSN and the NSRSN Attorney. The MHD anticipates providing the NSRSN with a corrected version of the contract prior to the December, 1999 Board Meeting. In addition, this contract includes the 1997 Approved NSRSN Integrated Contract Application. Many of the attachments to that application, such as the Level of Care Manual, the Strategic Plan, and the Quality Management Plan, have been updated, expanded, improved, or replaced since 1997. Due to the definitive nature of such documents, permission has been requested and received from the MHD to replace those early versions with their revised counterparts.

Fiscal Implications: Please note that the funding formula and associated funding allocations have changed. The changes are retroactive to July 1, 1999.

Attachment(s): Attachment B

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: December 6, 1999

Action Requested: The NSRSN Board is asked to approve **Emergency Motion #99-068**

Approval Date: December 16, 1999

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

Motion: To authorize Contract #NSRSN-SA-99, amendment (01) between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 1/1/2000 to 6/30/2000.

Background: Current contract with Service Alternatives sunsets 12/31/99. The NSRSN proposes entering into Amendment (01) to extend the current contract for six-month and change address of NSRSN offices effective 2/1/2000. Amendment (01) will ending 06/30/2000.

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

Attachment(s): None

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

Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK
CONTRACT AMENDMENT**

**CONTRACT NO. RSN-PSC-SA-99
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Service Alternatives, Inc. is hereby amended as follows:

1. Service Alternatives, Inc. shall perform all work as described in Contract RSN-PSC-SA-99, Exhibit A at NSRSN Offices.
 - NSRSN Office Location through January 31, 2000 will be 419 South First Street, Suite 200 and 201, Mt. Vernon, Washington.
 - Effective February 1, 2000 NSRSN Office location will be 117 North First Street, Suite 8, Mt. Vernon, Washington.
2. The consideration to be paid by the NSRSN for the work to be provided by CONTRACTOR January 1, 1999 through June 30, 2000 shall be \$450 per month.
3. Maximum consideration of this Amendment shall not exceed \$2,700

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. RSN-PSC-SA-99 THROUGH AMENDMENT ONE (1) ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

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

SERVICE ALTERNATIVES, INC.

Merle Adrian, Executive Director Date

Authorized Signature Date

(Name of Authorized Signature Above – print or type)

NORTH SOUND REGIONAL SUPPORT NETWORK

NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Merle D. Adrian, Executive Director
DATE: December 6, 1999

Action Requested: The NSRSN Board is asked to approve **Motion #99-069**

Approval Date: December 16, 1999

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

Motion: To authorize the NSRSN Executive director to enter into contract amendment NSRSN-APN-99-10-01 (4) with Associated Provider Network that would extend the current Children's Hospital Alternative Program (CHAP) Services Statement of Work in APN's contract with the NSRSN through 3/31/2000. Maximum consideration for this three month extension would not exceed \$172,731.

Background: NSRSN and County Staff are continuing in collaboration with DCFS are continuing to work with APN and their CHAP Plan,. In addition APN and DCFS are continuing to develop the CHAP services to be purchased within the 1999-2001 Biennium. It is anticipated that the CHAP services statement of work and expectations will be implemented by April 1, 2000. This Amendment enables the NSRSN to continue to purchase CHAP services until the 1999-2000 Biennium contract(s) can be finalized.

Fiscal Implications: The approved apportions are in the budget.

Attachment(s): Contract Amendment

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

Executive Director (Signature)

**NORTH SOUND REGIONAL SUPPORT NETWORK
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-APN-99-10-01
Amendment (4)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and Associated Provider Network (APN) is hereby amended as follows:

1. The effective dates of Exhibit I – Children’s Hospital Alternative Program Statement of Work shall be extended through March 31, 2000.
2. Exhibit G shall be replaced by attached Amended Exhibit G (4)
3. Maximum consideration of this Amendment shall not exceed \$172,731.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-APN-99-10-01 THROUGH AMENDMENT FOUR ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH HEREIN.

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

ASSOCIATED PROVIDER NETWORK

Merle Adrian, Executive Director Date

Authorized Signature Date

(Name of Authorized Signature Above – print or type)

EXHIBIT G (4)

NORTH SOUND REGIONAL SUPPORT NETWORK

APN ESTIMATED CONTRACT FUNDING

The available amounts to APN from primary funding sources during the term of this Agreement shall be as follows:

1. PHP Funding

The RSN/PHP Title XIX funding from the State of Washington which the NSRSN is entitled to receive based on Medicaid recipients. Said amount shall vary monthly based on Medicaid rates, Service Area Population by type of Eligible Recipient, and the State of Washington's capitated consolidated calculation. Funding is based on the estimated PHP Title XIX Upper Payment Limit Payment 7/1/99 through 6/30/2001, less estimated State Consolidated Funds not required for Federal Title XIX Match, which amounts to approximately \$64,892,616 less NSRSN Board approved carve-outs.

2. State Consolidated Funds not required for Federal Title XIX Match

The Contractor shall provide medically necessary community mental health program services for the chronically mentally ill, severely emotionally disturbed and seriously disturbed adults, youth/children who are at risk for hospitalization, jail, losing their homes or access to basic human needs and not eligible for Medicaid.

3. Federal Block Grant Funding

The Contractor shall provide medically necessary community mental health program services for the chronically mentally ill, severely emotionally disturbed and seriously disturbed adults, youth/children who are at risk for hospitalization, jail, losing their homes or access to basic human needs and not eligible for Medicaid. Maximum consideration shall not exceed \$640,274.

4. Inpatient Savings

Per Board Motion #98-066, the NSRSN shall distribute 85% the current NSRSN Inpatient Savings Fund Balance and any ongoing Inpatient Savings funds received from the Mental Health Division to Contractor. This funding shall be paid to the Contractor in the following manner:

- 85% of the funds accumulated to date for payment to Contractor shall be paid out in 24 equal monthly payments,
- 85% of monthly State Inpatient Savings payments received by NSRSN shall be paid out each month to contractor,
- 85% of any monthly State reconciliation's (additions or deductions) received by NSRSN for Inpatient Services will be added or deducted from Contractor's monthly payment.

5. NSRSN Carveout – CHAP Services

NSRSN shall purchase Children's Hospital Alternative Program Services for 43 children per month as described required in Exhibit I of this Agreement for a nine (9) month period of time at \$1,339.00 per month per child. Total payment to Contractor shall not exceed \$518,193.

6. NSRSN Reserves

NSRSN shall distribute a portion NSRSN Unreserved Undesignated Reserves and Undesignated Interest earned on NSRSN Reserves to Contractor in the following manner:

- 85% of the interest accrued on accumulated Inpatient Savings funds (at 6/30/99) and Unreserved Undesignated Fund Balance (at 6/30/99) shall be paid out to Contractor in 24 equal monthly payments,
- 100% of Unreserved Undesignated fund balance at 12/31/98 less 1999 Adopted Budget Allocation (\$306,573 - \$34,260) shall be paid out to Contractor in 24 equal monthly payments.

7. SAMSHA Grant No 1 KD1 Funds

The Contractor shall provide Gatekeeper Model of Case Finding of At risk Older Adults services as described in Exhibit J of this Contract, Amendment (2) for a twelve month period, July 1, 1999 through June 30, 2000. Total payment to contractor shall not exceed \$13,266 (100% of the Grant funds available to the NSRSN for the 12 month time period.

The estimate is not a guaranty. The available amount from funding sources is subject to change at the discretion of the State of Washington. Funding is subject to increase, decrease or termination, and may be deducted, withheld or recouped by NSRSN at any time. NSRSN reserves the right to adjust carve-outs upon a good faith determination of necessity by the NSRSN Board of Directors.

The following Table represents NSRSN Estimated Funding, Carve-outs, and APN Annual Payment:

APN ESTIMATED FUNDING TABLE
7/1/1999 – 6/30/2001

DESCRIPTION	1999-2001 ANNUALIZED ESTIMATED \$	TOTAL ESTIMATED BIENNIAL \$
NSRSN PHP Outpatient:		
1. Estimated PHP/Title 19 Payment	31,366,308	62,732,616
1. Estimated State Consolidated Funding not required for Federal Match	1,080,000	2,160,000
Less: E & T	0	0
Inpatient Certification	0	0
Total Estimated PHP Outpatient Funding	32,446,308	64,892,616
Additional Funding:		
1. E & T	0	0
2. Inpatient Certification	0	0
3. Federal Block Grant	513,270	1,026,540
4 Designated Reserves:		
. Inpatient Savings – 85% estimated Fund Balance at 6/30/99	526,073	1,052,147
. Inpatient Savings – 85% Monthly Estimated Payment	918,000	1,836,000
<i>* Note: estimated payments (based on APN invoicing) to APN at 6/30/99 = \$336,000</i>		
5. SAMSHA Grant (At risk Older Adults)	13,266	13,266
6. Unreserved Undesignated Reserves		
. Unreserved Undesignated Fund Balance – 100% of estimated NSRSN Undesignated Fund balance at 12/31/98 less 1999 Budget allocation.	136,156	272,313
. Interest Earned – 85% Estimated Accumulated Interest Earned from NSRSN Undesignated Fund Balance and Inpatient Savings at 6/30/99	27,444	54,888
. Unreserved Undesignated Fund Balance		
Total Estimated Additional Funding	2,134,209	4,255,154
Total Estimated NSRSN Funding	34,580,517	69,147,770
Estimated NSRSN/PHP Carve-outs		
1. NSRSN Operating Budget - 4.75%		
County Payments from NSRSN Operating Budget (annual):	1,541,200	3,082,400
Island \$13,064		
San Juan \$47,492		
Skagit \$18,064		
Snohomish \$50,000		
Whatcom \$ -0-		
2. MIS		
• BDS	93,050	186,099
• SeaMar		23,312
• VOA	11,656	
• APN	9,409	18,818
	130,734.50	261,469
3. Snohomish Co. Crisis ITA	639,003	1,278,006

DESCRIPTION	1999-2001 ANNUALIZED ESTIMATED \$	TOTAL ESTIMATED BIENNIAL \$
4. Snohomish Co. E & T Loan and Maintenance	71,175	142,350
5. VOA Triage/Care Crisis Response	518,976	1,037,952
6. Snohomish Co. CMH, QA Utilization/Clinical Services	362,429	724,858
7. Western State Liaison	0	0
8. San Juan Co. CMH	2,508	5,016
9. Island Co. CMH	36,924	73,848
10. Skagit Co. CMH	41,521	83,042
11. Whatcom Co. CMH	93,642	187,284
12. Department of Vocational Rehabilitation (APN Allocation Request)	129,300	258,600
13. Sedro Woolley E & T Lease	81,880	163,760
14. CHAP Services (43 served mos x \$1,339)	690,924	1,381,848
15. Board Designated Mental Health Services Projects:	125,000	250,000
• Island \$ 12,085		
• San Juan \$ 2,517		
• Skagit \$ 39,855		
• Snohomish \$ 142,817		
• Whatcom \$ 52,726		
16. SEA MAR	471,240	942,480
Total NSRSN/PHP Carve-outs	5,050,722	10,101,444
Carve-out Payments to APN		
CHAP Services - July 1, 1999 – September 30, 1999	172,731	172,731
- October 1, 1999 – December 31, 1999	172,731	172,731
- January 1, 2000 – March 31, 2000	172,731	172,731
Total	518,193	518,193
MIS Carveout Allocation	130,734.50	261,469
Estimated Federal Block Grant Carve-outs		
1. SEA MAR – Whatcom, Skagit	26,984	53,968
2. Tulalip Tribes	81,840	163,680
3. Snohomish County – Community Team for Children	66,000	132,000
4. Whatcom County – Geriatric Peer Support	18,309	36,618
Total FBG Carve-outs	193,133	386,266
Estimated Annual APN Payment		
	29,985,590	59,439,722
Average Monthly APN Payment		
	2,531,934 (Estimate with CHAP)	