

# **PLEASE NOTE LOCATION CHANGE**

North Sound Regional  
Support Network  
Board of Director's Meeting  
for

**Thursday, May 25, 2000**

will be held at

**1:30 PM** at the

**San Juan Community  
Theatre & Arts Center**

100 Second Street  
Friday Harbor, WA

Please schedule your day to attend this meeting. Call Rhea at (360) 378-2898 with ideas on how to make this an interesting and exciting day on the Islands. Ferry schedules are attached. Arrangements can also be made to fly using the regular flight schedule or a charter service. Let us know how we can help assist you in making travel arrangements. Call Rae Benjamin at (360) 416-7013, ext. 222 for assistance or flight information.

# Mukilteo/Clinton (South Whidbey Island)

Crossing time: 20 minutes Daily

## Leave Mukilteo

<b>5:05</b> ■	<b>10:00</b>	3:00	8:00
<b>5:35</b> ■	<b>10:30</b>	3:30	8:25
<b>6:00</b>	<b>11:00</b>	4:00	9:00
<b>6:30</b> ■	<b>11:30</b>	4:30	9:25 ▼
<b>7:00</b>	<b>12:00</b>	5:00	10:00
<b>7:30</b> ■	12:30	5:30	10:20 ▼
<b>8:00</b>	1:00	6:00	11:00
<b>8:30</b>	1:30	6:30	12:00
<b>9:00</b>	2:00	7:00	<b>1:05</b>
<b>9:30</b>	2:30	7:35	

## Leave Clinton

<b>4:40</b> ■	<b>9:30</b>	2:30	7:30
<b>5:10</b> ■	<b>10:00</b>	3:00	8:00
<b>5:30</b>	<b>10:30</b>	3:30	8:30
<b>6:00</b> ■	<b>11:00</b>	4:00	8:55 ▼
<b>6:30</b>	<b>11:30</b>	4:30	9:30
<b>7:00</b> ■	<b>12:00</b>	5:00	9:50 ▼
<b>7:30</b>	12:30	5:30	10:30
<b>8:00</b>	1:00	6:00	11:30
<b>8:30</b>	1:30	6:30	<b>12:30</b>
<b>9:00</b>	2:00	7:00	

■ Monday Through Friday except Holidays.

▼ Saturday, Sunday and Holidays only.

Morning times are **bolded**

# Anacortes / San Juan Islands and Sidney, B.C.

## Westbound Daily

Leave Anacortes	Leave Lopez	Leave Shaw	Leave Orcas	Arrive Friday Harbor	Arrive Sidney
5:45	6:30	7:15 ▲	6:45 ↓	-----	-----
6:20	7:10	-----	-----	7:40	-----
-----	-----	7:05	7:25	8:15	-----
7:50 ■	No vehicles loaded for Orcas		9:00 ✱	9:45 <sup>De</sup> <sub>p</sub>	11:15
8:45	9:30 ▼	9:50 ▼	10:00 ↓	-----	-----
10:00	-----	-----	-----	11:05	-----
-----	10:10	10:35	10:55	11:40	-----
11:55	12:35 ↓	-----	-----	-----	-----
-----	1:30	1:05 ▲	12:50 ▲	2:10	-----
1:05	-----	2:00	2:10 ↓	-----	-----
2:00	2:50	-----	-----	3:20	-----
-----	4:00	3:35 ●	4:30	5:10	-----
4:10	5:00	5:20	5:30 ↓	-----	-----
5:00	-----	-----	-----	6:15	-----
5:45	-----	-----	6:45	7:25	-----
-----	7:00	6:35 ●	-----	7:50	-----
7:00	7:45	8:00	8:10 ↓	-----	-----
8:25 <sup>e</sup> <sub>x</sub> <sup>Fr</sup> <sub>i</sub>	9:15 <sup>ex</sup> <sub>i</sub> <sup>Fr</sup>	9:35 <sup>ex</sup> <sub>Fr</sub>	9:50 <sup>ex</sup> <sub>Fr</sub>	10:30 <sup>ex</sup> <sub>Fr</sub>	-----
8:25 <sup>Fr</sup> <sub>i</sub>	-----	-----	-----	9:40 <sup>Fr</sup>	-----
9:30 <sup>Fr</sup> <sub>i</sub>	10:15 <sup>Fr</sup> <sub>i</sub>	10:30 <sup>Fr</sup>	10:50 <sup>Fr</sup>	11:30 <sup>Fr</sup>	-----
9:30 <sup>Sa</sup> <sub>Su</sub>	10:15 <sup>Sa</sup> <sub>Su</sub>	10:30 <sup>Sa</sup> <sub>Su</sub>	10:40 <sup>Sa</sup> <sub>Su</sub> ↓	-----	-----
11:00 <sup>Fr</sup> <sub>i</sub>	11:55 <sup>Fr</sup> <sub>i</sub>	-----	12:25 <sup>Sa</sup> <sub>t</sub>	1:05 <sup>Sa</sup> <sub>t</sub>	-----

**Note: Vehicles, bicycles and kayaks not ticketed and in line at least 20 minutes prior to printed departure time MAY NOT be loaded.**

International Route      Inter-island Route

## Westbound Notes

Time shown is arrival time.

■ Priority for Sidney, B.C. vehicles ticketed and in line not later than **7:20 a.m.** **No vehicles destined for Orcas will be loaded;** foot passengers permitted.

\*Orcas vehicles destined to Friday Harbor may be limited due to loading limitations associated with international traffic; foot passengers permitted.

▲ Unloads westbound traffic on eastbound sailing.

◆ Priority loading, Saturday and Sunday only, for Friday Harbor vehicles ticketed and in line not later than **8:05 p.m.**

● Loads westbound traffic on eastbound sailing.

▼ No inter-island vehicles loaded.

## Anacortes / San Juan Islands and Sidney, B.C.

### Eastbound Daily

Leave Sidney	Leave Friday Harbor	Leave Orcas	Leave Shaw	Leave Lopez	Arrive Anacortes
	6:00	-----	-----	6:45	7:30
	6:15	7:15 ▲	7:00 ▼	-----	-----
	-----	7:05	7:15	7:45	8:25
	8:10	-----	-----	8:55	9:35
	8:35	9:25	9:40	10:00 ▼	-----
	-----	10:30	9:50 ▲	11:00	11:40
	11:35	-----	-----	-----	12:40
	-----	-----	-----	12:55	1:35
	12:00	12:50	1:05	1:25 ▼	-----
11:50	1:50 ■	-----	-----	-----	3:05
	-----	2:40	2:00 ●	-----	3:30
	2:30	3:20	3:35	3:55 ▼	-----
	4:05	-----	-----	4:45	5:25
	-----	5:50	5:20 ●	-----	6:40
	5:30	6:20	6:35	6:55 ▼	-----
	6:40	-----	-----	-----	7:55
	7:45	-----	-----	8:25	9:05

## MEMORANDUM

**TO:** NSRSN Board of Directors and All Interested Parties  
**FROM:** Rae A. Benjamin, NSRSN Office Manager  
**RE:** Meeting Information  
**DATE:** April 13, 2000

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

**Thursday, April 27, 2000  
North Sound Regional Support Network  
Conference Room  
117 North 1<sup>st</sup> Street, Suite 8  
Mt. Vernon, WA  
1:30 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. 222 at least 48 hours in advance, if possible.**

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

**North Sound Regional Support Network  
Conference Room  
117 North 1<sup>st</sup> Street, Suite 8  
Mt. Vernon, WA  
April 27, 2000  
1:30 PM**

**AGENDA**

1. Call to Order; Introductions – Chair
2. Revisions to the Agenda – Chair
3. Approval of March Minutes – Chair
4. Comments & Announcements from the Chair
5. Board Discussion – Chair  
  
“ What comes to mind when you think about the difference of approach between a mental illness focus and a mental health focus?”
6. Comments from the Public
7. Report from the Advisory Board – Dan Bilson, Chair
8. Report from Executive/Personnel Committee – Dave Gossett, Chair
9. Report from Planning Committee – Bob Hart, Chair
10. Report from QMOC Committee – Chuck Benjamin, Chair
11. Report from the Executive Director – Merle Adrian
  - NSRSN Staff Activities Reports
12. Report from the Fiscal Officer – Bill Whitlock
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:

**Motion #00-012** to review and approve NSRSN claims paid from March 1, 2000 to March 31, 2000. Total dollar amount of warrants paid in March 2000 *\$(not available at this time)*. Total March payroll of *\$(not available at this time)*, and associated benefits.

**Motion #00-013** to authorize the NSRSN Finance Department to make the following adjustments to the 1999 Budget:

- ❑ Transfer \$15,500 from Salaries to Machinery and Equipment,
- ❑ Transfer \$17,000 from County/Agency Professional Services to Other Improvements (leasehold),
- ❑ Transfer \$9,700 from County/Agency Professional Services to Machinery and Equipment.

14. Action Items – Merle Adrian

**Motion #00-014** to authorize implementation of the revised NSRSN Personnel Policies and Procedures Manual introduced at the March 23, 2000 Board of Director's Meeting.

**Motion #00-015** to authorize NSRSN Executive Director to enter into contract amendment NSRSN-Whatcom-99-05 Amendment 1, effective May 1, 2000 through June 31, 2001, with Whatcom County authorizing Whatcom County to proceed with an RFP to pilot an innovative Co-occurring Disorder (MICA) Program to serve the needs of the most at risk MICA clients in Whatcom County. Maximum consideration for this amendment shall not exceed \$52,726.

15. Motions Not Yet Reviewed by the Advisory Board – Merle Adrian

**Motion #00-IN05** to introduce Contract Amendment NSRSN-Skagit-99-03 Amendment 1, effective June 1, 2000 through June 31, 2001, with Skagit County authorizing Skagit County to subcontract with Community Mental Health for adult MICA services. Maximum consideration shall not exceed \$39,855.

16. Executive Session

17. Reconvene

18. Adjournment

**NOTE:** The next Board of Directors meeting is scheduled for Thursday, May 25, 2000, at the San Juan Community Theatre & Arts Center, 100 Second Street, Friday Harbor, WA.

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

**NSRSN Conference Room  
117 N. First Street, Suite 8  
Mt. Vernon, WA  
March 23, 2000  
1:30 PM**

**MINUTES**

**Board Members Present:**

Rhea Miller, Chair, San Juan County Council  
Ward Nelson, Vice Chair, Whatcom County Council  
Chuck Benjamin, Alternate for Pete Kremen, Whatcom County Executive  
Dan Bilson, Chair, NSRSN Advisory Board  
Dave Gossett, Alternate for Gary Nelson, Snohomish County Council  
JoAnn Angevine, Alternate for Bob Hart, Skagit County Council  
Kirke Sievers, Snohomish County Council  
Rick Larsen, Snohomish County Council  
Gary Ramey, Tulalip Tribes  
Mike Shelton, Island County Council

**NSRSN Staff Members:**

Merle Adrian, Rae Benjamin, Sharri Dempsey, Marcia Gunning, Greg Long, Ardis Moa,  
Francene Thompson, Bill Whitlock

**County Staff:**

Barbara LaBrash, Linda Morris

**Guests:**

Keith Brown, Karen Efron, Bill Kenny, Kris Laaninen, Jere LaFollette, Rodney Lund,  
Eileen Rosman, Josselyn Winslow,

**1. Call to Order; Introductions – Chair**

Rhea Miller called the meeting to order at 1:35 PM. Introductions were made.

**2. Revisions to the Agenda – Chair**

Mr. Adrian will ask the Board to look at an introductory motion at the end of today's meeting.



### **3. Approval of February Minutes – Chair**

A motion was made, seconded and carried to approve the minutes of the February Board of Director's meeting as written.

### **4. Comments & Announcements from the Chair**

Chair Miller stated she was very excited about the Board of Director's Mental Health Conference planned for March 23 and 24. She expressed her hope that everyone could be there and thanked the NSRSN staff and Sam Magill for their assistance in organizing the conference.

### **5. Board Discussion – Chair**

Chair Miller restated the protocols regarding dialog among Board members in discussing the following question:

**“In an ideal world, what is your idea of what Mental Health Services would look like?”**

Responses included the following:

Mr. Benjamin stated that in an ideal world, we would not need mental health services, however, this is not realistic as there are always people in need. He commented on the complications with the array of mental health, substance abuse, and developmental disabilities services. In an ideal world, there would be a blending of funding and services with a single point of entry for consumers.

Mr. Nelson expressed the desire that mental health would be paired with other disabilities such as substance abuse and developmental disabilities.

Mr. Gossett commented that his hope for an ideal system is that people would become more comfortable in acknowledging their mental illness and that stigma would be reduced.

Mr. Shelton stressed the hope that people would not try to define the mental health programs in our region. When federal dollars are passed down, he hoped that they flow in such a way as not to denigrate them in order for the region to deliver the best services. The onus would be on the region to develop a collaborative effort between local providers, advocacy groups, Advisory Boards and Boards of Directors to come with an open mind, recognizing the need for integration of services.

Mr. Bilson added that the ideal system would be one that has ample funds for research to find a cure.

Mr. Ramey would like mental health services to be seen as an asset that all have a right to receive. He would like to take the stigma out of mental health. He hoped that co-occurring disorders would be addressed in a team approach with cooperation and collaboration

Ms. Miller stated that she visited a clinic on the Flathead Nation that had a colorful waiting room and was a clinic where all services were provided. She would like to see the mental health system be incorporated into this type of setting where individuals could come and get all the help they needed in one place.

Mr. Larson emphasized the desire to have mental health issues become as common in everyone's everyday lives as they are in the consumer's life and stigma is taken away. He also stressed the importance of support services such as affordable housing which help the consumer function in their everyday life.

Mr. Sievers stated that he would like to see the existing bureaucratic system be reduced so that more money would go to consumers in the form of increased service levels.

Ms. Angevine stressed the idea that she would never hear the word "no" or that people "can't do it". The answer would always be "yes" and service would be exemplary.

Ms. Miller then opened the discussion up to the public for their comments.

## **6. Comments from the Public**

Josselyn Winslow stated that they were working hard to bring Alzheimer's Disease out of the closet. The Early Dementia support group started this week and she was with a group of people who are in early dementia. They have problems remembering some things but they have all the same cares and interests as others. Very few of these people or their families are willing to say that they have a memory problem or Alzheimer's Disease.

Ms. Winslow stated there is going to be a workshop in Bellingham on May 4<sup>th</sup> to educate the community. The fee is \$20 for family caregivers and \$35 for professional caregivers. Information will be distributed at a later date.

David Jefferson is currently working for a program called SeaMar Visions in Bellingham. The program is a Level 2 DASA certified secure program serving adolescent females, ages 14 to 17, with co-occurring disorders. There are about 18 patients in the program at this time. The program provides multiple services for these children. Sixty percent in the program participants have co-occurring disorders, 75% of the children come in with major medical problems and at least 80% come from the legal system. There is a full time mental health therapist, a full time registered nurse, and they contract with a psychiatrist and a nurse practitioner. The program does take 13 year olds if they are mature enough. He

is introducing himself and his program in an effort to get collaboration within the community. Mr. Jefferson distributed a brochure to the Board members and the audience.

**7. Report from the Advisory Board, Dan Bilson – Chair**

Six Advisory Board members will meet this Saturday in Mount Vernon in order to develop a plan for their 2000 Budget.

The Board heard a presentation from Community Mental Health Services regarding a subsidy of \$1,200 per month for Cookie Creations. After discussion, the Advisory Board made and seconded a motion to commit up to two months or \$2,400 subject to the submittal of a budget and marketing plan. The motion was approved.

The Advisory Board just received a request for training of a consumer in a position that was being offered by the Rainbow Center in Bellingham. The approximately cost for this training is \$1,750, which is about one-third of the actual cost. The Executive Committee will recommend to the Advisory Board that this be approved as it will provide a job for a consumer after the training.

The Advisory Board training subcommittee will be contacting the five counties to plan for a retreat training for the NSRSN region. There will also be a two-hour follow up retreat in August or September for the NSRSN Advisory Board. Mr. Bilson thanked Ms. Dempsey and Ms. Benjamin for their support at the Advisory Board retreat.

Lorelei Coy has been named to the Advisory Board Executive Committee.

The Advisory Board reviewed and recommended approval of the Consent Agenda and the Action Items.

**8. Report from Executive/Personnel Committee, Dave Gossett, Chair**

Mr. Gossett reported that the Personnel Policies & Procedure Manual is included for introduction at today's meeting.

The Committee has gathered the materials for the Executive Director's performance appraisal and will have a full report at the April Board meeting.

**9. Report from the Planning Committee – Bob Hart, Chair**

Mr. Nelson gave the Planning Committee report in Mr. Hart's absence.

He stated that the Strategic Planning Subcommittee of the Planning Committee has mailed out the survey cards and have received approximately 400 responses. Public forums will begin in April in each of the five counties.

The Planning Committee has reviewed and revised the report on mental health services for older adults and this will be coming forward in the next month.

The Committee has also been working on a request from Snohomish County to review the funding for involuntary treatment services. As a result of the request, a workgroup will be studying the funding of all involuntary treatment services throughout the region.

Mr. Adrian added that we have been unsuccessful in finding a Chair for the workgroup. Mr. Nelson and/or Mr. Hart will be selecting a Chair within the near future.

At the request of providers and the NSRSN, the Planning Committee reviewed and discussed whether providers should be on the Planning Committee. It was decided that they should be on the committee as non-voting members.

**10. Report from the Quality Management Oversight Committee – Chuck Benjamin, Chair**

Mr. Benjamin reported that the Committee discovered there was not enough time to cover all issues at each meeting. Members developed a new meeting format that separates major issues for presentation on a rotating basis. This format allows for more in-depth discussion around these major issues. A revised agenda was distributed to Board members indicating when reports would be made.

Mr. Benjamin commented on reports made by Francene Thompson, Karen Kipling, Greg Long, and Sharri Dempsey.

- The Case Manager Quality of Care Study continues to have significant issues that need to be resolved.
- An excellent presentation was made on VOA's Quality Management Plan which included a background of the VOA.
- A presentation was made regarding the RSN's response to MHD's 1999 Audit. The presentation was well done and the committee felt the RSN has addressed the concerns of MHD. For the first time, the NSRSN has received full certification from MHD.
- A brief overview of the 7.01 Plan for tribal relations was well done and informative.

The committee discussed the evaluation process which has been completed after each meeting. Members recommended that this evaluation be conducted quarterly.

Mr. Adrian acknowledged Mr. Benjamin for the work that he has done over the past 6 months in developing a safe environment for consumers, advocates, staff and providers. Mr. Benjamin also gave credit to committee members for their participation in developing the guiding principles.

**10. Report from the Executive Director, Merle Adrian**

- NSRSN Staff Activities Reports

Mr. Adrian distributed a letter that has been received from the Nooksack Tribe naming Mr. Joe Johnson to the NSRSN Board of Directors. A meeting of the Interlocal Workgroup will be scheduled.

As the result of work done by Ms. Dempsey and Ms. Susia of the NSRSN, a workshop on FAS/E was held on March 22 and was attended by over 70 people.

Mr. Adrian stated that as a result of a request by Board members, he attended a meeting with Marianna Conner, Jim Teverbaugh, Gary Williams, DSHS and MHD regarding the allocation of beds at Western State Hospital. At this time, we are awaiting a response from DSHS which is expected by March 24<sup>th</sup>.

Mr. Adrian introduced Keith Brown who is under a professional services contract to provide Medical Director services to the NSRSN. He distributed Dr. Brown's resume to the Board and stated that Dr. Brown has provided invaluable assistance to the QMOC and the RSN. Dr. Brown will discuss with the Board his perspective of the challenges and opportunities of a managed care system.

Dr. Brown listed common myths people have about managed care and provided information in an effort to dispel those myths. He also discussed the trends that are occurring in managed care today, including: best practice, looking at outcomes, and parity. He stated that more emphasis would be placed on provider profiling and looking at how providers perform and then contracting in ways that affect that performance.

**10. Report from the Fiscal Officer, Bill Whitlock**

Mr. Whitlock stated that this month's PHP payment did not include the TANF population and it is not expected that these dollars will come before June. A notice was received indicating that 18,000 people would be taken off the books as these individuals are on family planning services and are not eligible for medical or mental health services. He did state that while the numbers will be reduced by 18,000 on one hand, they would be increased by 90,000 on the other, without a corresponding increase in the dollars. Discussion followed.

Mr. Whitlock also reported to the Board a reduction in inpatient savings. Discussion followed regarding the ramifications of this reduction.

## 11. 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:

**Motion #00-008** to review and approve NSRSN claims paid from February 2000 to February 29, 2000. Total dollar amount of warrants paid in February 2000: \$2,965,036.53. Total February payroll of \$66,631.68 and associated benefits of \$17,794.04.

**Motion #00-009** to authorize NSRSN to develop and publish Request for Proposal (RFP) for janitorial services of NSRSN offices located at 117 N. First Street, Mount Vernon Washington and to authorize the NSRSN Executive Director to contract with the successful bidder (the bidder whose proposal is most advantageous to the NSRSN), effective July 1, 2000 through June 30, 2001.

**Motion #00-010** to authorize NSRSN Staff to solicit private foundations and other funding resources in order to secure funding for a Mobile FAS/E (Fetal Alcohol Syndrome/Fetal Alcohol Effects Disorders) Diagnostic Unit that would travel between the eight tribes within the NSRSN Service area.

**Motion #00-011** to authorize NSRSN Executive Director to enter into contract amendment NSRSN-MAGILL-99 (02) with Sam Magill Consulting for NSRSN Board Conference Consultation and Facilitation Services, effective March 1, 2000 through August 30, 2000. Maximum consideration for this amendment shall not exceed \$2,500.

A motion was made and seconded to approve the consent agenda. Motion carried.

## 12. Action Items, Merle Adrian

**Motion #00-006** to introduce contract amendment NSRSN-APN-99-10-01 (5) with Associated Provider Network for Children's Hospital Alternative Program Services (CHAP) effective April 1, 2000 through December 31, 2000. Maximum consideration for this nine (9) month statement of work would not exceed \$518,193

As a result of the concluded NSRSN/DCFS CHAP review, the NSRSN Review committee and staff recommend entering into a nine (9) month contract with APN for CHAP services as stated in attached Statement of

Work. The NSRSN CHAP Negotiating Team has successfully negotiated this CHAP Statement of Work with Associated Provider Network (APN).

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

**Motion #00-007** to introduce NSRSN Level of Care Manual Revision #1.

As stipulated in Contract NSRSN-APN-99-10-01, the NSRSN was to delegate hospital extension authority to APN upon approval of APN's Hospital Extension Plan. Effective January 1, 2000 the delegation of hospital extension authority was transferred to APN. The LOC Manual revision is made in order to be consistent with this delegated responsibility.

Motion was made and seconded to the approve Motion #00-007. Motion carried.

### **13. Motions Not Yet Reviewed by the Advisory Board**

**Motion #00-IN04** to introduce the revised NSRSN Personnel Policies and Procedures Manual.

The NSRSN Personnel Committee has reviewed the Revised NSRSN Personnel Policies and Procedures Manual, prepared by Rae Benjamin and The Washington Firm in December, 1999. It is anticipated that the Personnel Committee will introduce their recommended NSRSN Personnel Policies and Procedures Manual to the Board of Directors at their March 2000 meeting.

**Motion #00-IN05** to authorize NSRSN Executive Director to enter into contract amendment NSRSN-Whatcom-99-05 amendment 1, effective May 1, 2000 through June 31, 2001, with Whatcom County authorizing Whatcom County to proceed with an RFP to pilot an innovative Co-occurring Disorder (MICA) Program to serve the needs of the most at risk MICA clients in Whatcom County. Maximum consideration for this amendment shall not exceed \$52,726.

NSRSN Board of Directors carved \$250,000 from the 1999-2001 PHP revenue for Board authorized innovative/special projects. Whatcom County is requesting the Board authorize release of those dollars "allocated" for Whatcom County in order to let an RFP for Co-Occurring Disorders/MICA Services and enter into a contract with the successful respondent

### **14. Executive Session**

None.

### **15. Reconvene**

None.

**16. Adjournment**

Chair Miller adjourned the meeting at 3:00 p.m.

**Respectfully submitted,**

**/s**

**Rae Benjamin**





## NSRSN STAFF ACTIVITIES REPORT

April 27, 2000

TOPIC	PROGRESS
<b>Assistant Director/Planner – Greg Long</b>	
Strategic Planning Community Meetings	Nine Community Meetings will be held throughout all five counties to gain public input into the NSRSN's revision of its Strategic Plan. These meetings are being conducted jointly by county staff and NSRSN staff. Board Members are invited to attend meetings to hear constituents' ideas and concerns.
Strategic Planning Survey	NSRSN has distributed over 2400 Mental Health Needs Survey cards. At this time over 500 responses have been received. The top three priorities from the survey were crisis services, alcohol & drug/mental health, and safe, decent, affordable housing
Older Adults Mental Health Survey	The NSRSN Planning Committee has reviewed the draft plan and recommendations on mental health services for older adults. The report is now being circulated for public comment. It can be obtained from the NSRSN or on the NSRSN website at <a href="http://nsrsn.org">http://nsrsn.org</a> . Comments should be directed to Greg Long at the NSRSN.
Review of Effectiveness Clubhouses	Quality Manager Diana Striplin has completed a review of the literature on the effectiveness of clubhouses. Clubhouses are one of a number of psychosocial rehabilitation approaches. The Clubhouse model and several other approaches have positive outcomes. No one model of psychosocial rehabilitation can be documented to be significantly more effective at this time.
S.B. 5011: Services to Mentally Ill being released to the community from the corrections system.	NSRSN is participating on the Statewide planning group for this new program to serve mental ill individuals when they are being discharged from prison. \$10,000 in additional funding will be allocated to provide enhanced services to these individuals. The NSRSN has requested that one of its staff participate on the statewide screening committee for this program.

**NSRSN STAFF ACTIVITIES REPORT**  
**April 27, 2000**

<b>TOPIC</b>	<b>PROGRESS</b>
<b>Clinical/Quality Assurance – Francene Thompson</b>	
	Report to be distributed at April 27 meeting.

**NSRSN STAFF ACTIVITIES REPORT**  
**April 27, 2000**

<b>TOPIC</b>	<b>PROGRESS</b>
<b>Consumer Affairs/Tribal Liaison – Sharri Dempsey</b>	
<b>Office of Consumer Affairs</b>	<ul style="list-style-type: none"> <li>◆ Since May is “Mental Health Month” the Ombuds Department will be providing anti-stigma information. This information will be placed in school libraries. The sharing of brochures, bookmarkers and other general information about mental illness will be directed to elementary school age youth.</li> <li>◆ The Quality Review Team has used their new survey tool since February 2000. These changes will demonstrate trends and provide the QRT with weighted questions, which then will provide aggregate data. The first results will be presented by the end of April 2000.</li> <li>◆ The Ombuds Department has a new member (Betsy Niemann). Ms. Niemann spent several years working as Administrative Assistant to Dick Jones, DASA Administrator for Region 3. I am very excited and pleased to have Ms. Niemann on board and providing Ombuds assistance for consumers. Washington Protection Services was good enough to provide a private training for Ms. Niemann. This helped speed up the learning curve for Ms. Niemann.</li> </ul>
<b>Tribal Liaison</b>	<ul style="list-style-type: none"> <li>◆ The RSN/Tribal Meeting has been enlarged and changed to RSN/Tribal Health and Wellness meeting. All human service departments were invited to the April 5, 2000 meeting. The result was gratifying and the tribes stated they liked the overall aspect of focusing on Health and Wellness since all Tribal Human Services Departments work together for the benefit of the consumer. Tribes have always believed in holistic treatment and healing.</li> <li>◆ The next training workshop will be held on the 26<sup>th</sup> of April. This training will focus on a diagnosis, which generally accompanies the diagnosis of FAS/E <u>Attention Deficit Hyperactivity Disorder (ADHD)</u>.</li> </ul>

**NSRSN STAFF ACTIVITIES REPORT**  
**April 27, 2000**

<b>TOPIC</b>	<b>PROGRESS</b>
<b>Contract Compliance/Financial Services – Marcia Gunning</b>	
Year-End Finance:	<ul style="list-style-type: none"> <li>Finalized 1999 year-end financial processing; contracts reconciliation, quarterly and year-end financial reports to MHD, etc.</li> </ul>
Department Budgets:	<ul style="list-style-type: none"> <li>Implementing Departmental Budget system for the NSRSN. In prior years the NSRSN Administrative Budget was not by Department. Each Department Manager will be responsible for monitoring and adhering to their approved 2000 budget. We are in the process of implementing a system to report and monitor expenditures by department.</li> </ul>
SLA's and Salary Survey	<ul style="list-style-type: none"> <li>Intensive review, analysis and additional survey of Contracts, Financial Services and MIS staff job descriptions and related salaries. Finalized SLA's.</li> </ul>
Medicaid Eligibles:	<ul style="list-style-type: none"> <li>Continue to develop and fine tune NSRSN system to reconcile Medicaid eligibles with State MHD and MAA.</li> </ul>
Inpatient Sub-Committee	<ul style="list-style-type: none"> <li>Member of statewide RSN Inpatient sub-committee who will be meeting monthly to address inpatient payment and reconciliation issues that occur when RSN's dispute MAA payments and/or dispute RSN to RSN payment transfers, in order to bring recommendations forward to RSN Administrators.</li> </ul>
Inpatient Reconciliation:	<ul style="list-style-type: none"> <li>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 NSRSN.</li> </ul>
MHD Contract Committee:	<ul style="list-style-type: none"> <li>Active participant in MHD/RSN/Other stakeholder MHD Contract review for 2001-2003 Biennium. This is a monthly meeting.</li> </ul>
Janitorial Services RFP:	<ul style="list-style-type: none"> <li>Developed and published Request for Bids – Janitorial and Office Cleaning Services</li> </ul>
Administrative On-Site audit Preparation:	<ul style="list-style-type: none"> <li>Conducted ½ day on-site training. Developed NSRSN Admin Monitoring policies, procedures, review tools and training materials.</li> </ul>
Contract Development:	<ul style="list-style-type: none"> <li>Developed Whatcom County Contract Amendment I, Co-Occurring Disorders, Skagit County Contract Amendment 1, MICA services</li> </ul>
QMOC Sub- Committee:	<ul style="list-style-type: none"> <li>Participated in QMOC 1999 QM Plan Review and 2000 Plan Development Subcommittee.</li> </ul>
State Fiscal Auditors:	<ul style="list-style-type: none"> <li>State is currently performing their annual fiscal audit of the NSRSN. Department has worked extensively with the auditors during March and April.</li> </ul>
Advisory Board:	<ul style="list-style-type: none"> <li>Continue to work with Advisory Board Finance Committee in establishing process and priorities, budget, expenditure approval process, etc.</li> </ul>
Monthly Meetings:	<ul style="list-style-type: none"> <li>Participated in and/or facilitated various meetings/committees/workgroups throughout the month (i.e., QMOC, finance Committee meetings, MHD/RSN inpatient roundtable meetings, staff meetings, management team meetings, on-site audit committee meetings, etc.</li> </ul>

**NSRSN STAFF ACTIVITIES REPORT**  
**April 27, 2000**

<b>TOPIC</b>	<b>PROGRESS</b>
<b>Management Information Systems – Christine Austin</b>	
Meetings	Participated in SLA meetings and weekly Management Team meetings.
Web Site Committee	Participated in start up of Web Site Committee.
Weekly Status Report from MHD	Reviewed Weekly Status report each week for verification of data transmissions to State. Worked with BDS to reduce the number of errors. Recent reports reflect a reduction in errors.
Tribal Data	Provided a report for Sharri Dempsey for the Tribal Meeting. Reports from Sheri indicate the members appreciated the data provided. This data will now be provided regularly.
MIS Meeting	This meeting has turned out to be very well attended by APN, APN providers, NSRSN and NSRSN providers. It is providing a means for communication. The meetings have been kept brief, and regular. The past two meetings were held for special needs relating to the conversion to Version 2. This month the group defined goals and responsibilities as members for continued meetings.
Reports	The packet of standard reports provided by BDS each month was distributed to Management Team for their review and comments. The comments will be reviewed and summarized and presented to the Team as a whole.
Core Data Dictionary	Continued work on NSRSN Consumer Information System (CIS) Dictionary.

## NSRSN STAFF ACTIVITIES REPORT

**April 27, 2000**

<b>TOPIC</b>	<b>PROGRESS</b>
<b>Office Manager's Report – Rae Benjamin</b>	
Support Staff Projects:	<p>The support staff continue to meet on a weekly basis developing and implementing projects. The central database project is near completion and will allow weekly updates to the NSRSN address book to ensure current data is maintained. The support staff are working on designing and implementing a central filing system to facilitate document retrieval. Part of this process will be to develop an internal records retention policy and procedure for long-term record storage and/or disposal.</p> <p>A protocol has been developed for properly dealing with crisis calls received at the NSRSN. The procedure allows a staff member to talk with an individual in crisis while another staff person calls the Care Crisis Hotline. The two calls are then connected directly to each other without the individual in crisis being placed on hold.</p>
Board of Director's Mental Health Conference;	Office Manager participated in the Mental Health Conference held on March 23 and 24 at the Wild Iris Inn in LaConner.
Strategic Plan Public Forums:	Support staff have been instrumental in facilitating meetings in each of the five counties for public input on the Strategic Plan as being developed by a subcommittee of the Planning Committee.
Trainings:	<p>Support staff have been instrumental in facilitating a training on FAS/E which was held March 22 and was attended by approximately 70 people.</p> <p>Support staff are currently involved in a training on ADHD which will be held on April 26.</p>
Washington Firm projects:	<p>Support staff continue to refine and redefine their SLA's as part of the project to develop accurate job descriptions.</p> <p>The Personnel Policies &amp; Procedures have been completed and are being presented to the Board of Directors at the meeting on April 27<sup>th</sup>. Once approved, this document will be distributed to all Board and Advisory Board members and staff.</p>
Office Cleaning/Janitorial Services:	Assistance was provided in the development and publishing of Request for Bids for Janitorial and Office Cleaning Services

NORTH SOUND REGIONAL SUPPORT NETWORK  
NSRSN Board of Directors  
Approval Form

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** April 13, 2000

**Action Requested:** The NSRSN Board is asked to approve **Motion #00-012**

**Approval Date:** April 27, 2000

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

**Motion:** To review and approve NSRSN claims paid from March 1, 2000 to March 31, 2000. Total dollar amount of warrants paid in March 2000 *\$(not available at this time)*. Total February payroll of *\$(not available at this time)*, and associated benefits.

**Background:** Will be reviewed by Bob Hart, Ward Nelson and Kirke Sievers on April 27, 2000.

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

**Attachment(s):** None.

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

/s  
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:** April 13, 2000

**Action Requested:** The NSRSN Board is asked to approve **Motion #00-013**

**Approval Date:** April 27, 2000

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

**Motion:** To authorize the NSRSN Finance Department to make the following adjustments to the 1999 Budget:

- Transfer \$15,500 from Salaries to Machinery and Equipment,
- Transfer \$17,000 from County/Agency Professional Services to Other Improvements (leasehold),
- Transfer \$9,700 from County/Agency Professional Services to Machinery and Equipment.

**Background:** Final reconciliation of NSRSN Administrative Budget to Actual requires the above transfers between line items. Per NSRSN Fiscal Policies and Procedures, these line item transfers require Board approval.

**Fiscal Implications:** None

**Attachment(s):** No

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

/s  
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:** April 13, 2000

**Action Requested:** The NSRSN Board is asked to approve **Motion #00-014**

**Approval Date:** April 25, 2000

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

**Motion:** To authorize implementation of the revised NSRSN Personnel Policies and Procedures Manual.

**Background:** The NSRSN Personnel Committee has reviewed the Revised NSRSN Personnel Policies and Procedures Manual, prepared by The Washington Firm in December, 1999. The Personnel Committee introduced the attached NSRSN Personnel Policies and Procedures Manual with their recommendation for approval to the Board of Directors at their March 23, 2000 meeting.

**Fiscal Implications:** None

**Attachment(s):** Previously distributed under separate cover.

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

/s  
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:** April 13, 2000

**Action Requested:** The NSRSN Board is asked to approve Motion **#00-015**

**Approval Date:** April 27, 2000

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

**Motion:** To authorize NSRSN Executive Director to enter into contract amendment NSRSN-Whatcom-99-05 Amendment 1, effective May 1, 2000 through June 31, 2001, with Whatcom County authorizing Whatcom County to proceed with an RFP to pilot an innovative Co-occurring Disorder (MICA) Program to serve the needs of the most at risk MICA clients in Whatcom County. Maximum consideration for this amendment shall not exceed \$52,726.

**Background:** NSRSN Board of Directors carved \$250,000 from the 1999-2001 PHP revenue for Board authorized innovative/special projects. Whatcom County is requesting the Board authorize release of those dollars "allocated" for Whatcom County in order to let an RFP for Co-Occurring Disorders/MICA Services and enter into a contract with the successful respondent

**Fiscal Implications:** None - 2000 NSRSN Adopted Budget

**Attachment(s):** Letter of Request from Whatcom County and Contract Amendment #1

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

/s  
Merle D. Adrian  
Executive Director

March 17, 2000

Merle Adrian, Director  
NSRSN  
117 N. First Street, Suite 8  
Mt. Vernon, WA 98273-2858

Dear Merle:

I am notifying you, on behalf of Whatcom County, that I am requesting the NSRSN Executive Board to authorize Whatcom County to proceed with an RFP in the amount of \$52,726 to pilot an innovative COD/MICA program to serve the needs of the most at risk MICA consumers in Whatcom County.

The \$52,726 was the amount identified in Item #15 in Exhibit G, page 3 Estimated Contract Funding for Whatcom County.

Whatcom County Health and Human Services has completed a lengthy consumer, provider and advocate workgroup process to develop the principles for the proposed county COD/MICA RFP. I would be happy to submit a copy of the Whatcom County COD/MICA White Paper developed by this workgroup.

Sincerely,

Gary Williams  
Mental Health Program Specialist

Cc: Jackie Mitchell

**NORTH SOUND REGIONAL SUPPORT NETWORK  
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-WHATCOM-99-05  
Amendment (1)**

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

1. Whatcom County shall publish a Request for Proposal (RFP) for Innovative Co-Occurring Disorder Services to meet the needs of the most at risk mentally ill and chemically abusing adults in Whatcom County. Whatcom County shall enter into a contract with the respondent whose Co-Occurring Disorder Services would bring the most advantageous and innovative service program to Whatcom County.
2. Exhibit A shall be replaced by attached Amended Exhibit A-1, attached.
3. Maximum consideration of this amendment shall not exceed \$52,726. Total Maximum consideration of Contract shall not exceed \$276,628.

ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN CONTRACT NO. NSRSN-WHATCOM-99-05 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

WHATCOM COUNTY

\_\_\_\_\_  
Merle Adrian, Executive Director      Date

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
*(Name of Authorized Signature Above – print or type)*

**ATTACHMENT I-A**  
**NORTH SOUND REGIONAL SUPPORT NETWORK**  
**WHATCOM COUNTY BUDGET**

<b>REVENUE:</b>		
Administration, Development & Planning	\$187,284	PHP Carveout
Federal Block Grant Services	36,618	FBG
Co-occurring Disorder Program	<u>52,726</u>	PHP Carveout
	\$276,628	Total Revenues
<b>EXPENDITURE:</b>		
Administration, Development & Planning	\$187,284	
Federal Block Grant Services	36,618	
Co-occurring Disorder Program	<u>52,726</u>	
	\$276,628	Total Expenditures

# NORTH SOUND REGIONAL SUPPORT NETWORK

NSRSN Board of Directors

Introduction Form

**TO:** NSRSN Board of Directors  
**FROM:** Merle D. Adrian, Executive Director  
**DATE:** April 13, 2000

**Introduction:** **#00-IN005** To introduce Contract Amendment NSRSN-Skagit-99-03 Amendment 1, effective June 1, 2000 through June 31, 2001, with Skagit County authorizing Skagit County to subcontract with Community Mental Health for adult MICA services. Maximum consideration shall not exceed \$39,855.

**Board Action Request Date:** May 25, 2000

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

**Background Information:** CMHS has operated a MICA program within Skagit County for the past 10 years. Staff are dually certified mental health and chemical dependency counselors. In late 1998 the program lost staff and suffered a severe cutback in service. In March of 1999 the program hired a new dually qualified counselor who has worked for the last year to put the MICA program back on track. In the fall of 1999 a second dually qualified clinician was hired and full services to the MICA caseload were resumed. It has been the intent of Skagit County that the funds allocated to Skagit County from the Board Designated Mental Health Services Projects be provided to CMHS in order to assist their MICA Program.

**Attachment(s):** Letter of Request from Skagit County

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

/s  
Merle D. Adrian  
**Executive Director**

March 27, 2000

Merle Adrian, Executive Director  
North Sound Regional Support Network  
117 N. 1<sup>st</sup> St., Suite #8  
Mount Vernon, WA 98273-2858

Dear Merle:

On behalf of the Skagit County Mental Health Advisory Board, I am writing to request your help in securing Skagit County's portion of the "Board Designated Mental Health Service Projects" funds in the amount of \$39,855.00 as identified in Exhibit G(5) – Estimated Contract Funding for the period 1999-2001.

As you may know, Skagit County has had a MICA program for the past 10 years, operated by CMHS in full cooperation and conjunction with their mental health program, offering chemical dependency treatment services to dually diagnosed consumers. Staff at the MICA program are dually certified mental health/chemical dependency counselors.

In late 1998, the program lost staff and suffered a severe cutback in service. In March of 1999, the program hired a new, dually qualified counselor who has worked for the last year to put the MICA program back on track. In the Fall of 1999, a second dually qualified clinician was hired and full services to the MICA caseload were resumed.

At the time of hiring the second counselor, CMHS was promised financial assistance in order to augment services. The funds from the Board Designated MH Service Projects are intended for this purpose. Acquisition of these funds is critical to the continuation of this important treatment service. I would be happy to provide you and/or the Board of Directors of the NSRSN with an overview of this program. It is the only single site MICA program within the entire NSRSN.

I look forward to hearing from you on progress toward the securing of these funds.

Sincerely,

JoAnn Angevine

cc Bob Hart