

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Rae A. Benjamin, NSRSN Office Manager
RE: Meeting Information
DATE: June 10, 2000

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

**Thursday, June 22, 2000
North Sound Regional Support Network
Conference Room
117 North First 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 First Street, Suite 8
Mt. Vernon, WA
June 22, 2000
1:30 PM**

AGENDA

1. Call to Order; Introductions – Chair
2. Revisions to the Agenda – Chair
3. Approval of May Minutes – Chair
4. Comments & Announcements from the Chair
5. Board Discussion – Chair

“How do we get children the mental health care they need?”
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 the Planning Committee – Bob Hart, Chair
10. Report from QMOC Committee – Chuck Benjamin, Chair
11. Report from the Executive Director – Greg Long, Acting Director/Planner
 - NSRSN Staff Activities Reports
12. Report from the Fiscal Officer – Bill Whitlock, Fiscal Officer
13. Consent Agenda – Greg Long, Assistant Director/Planner

<p>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.</p>

The NSRSN Board of Directors moves to approve the Consent Agenda:

Motion #00-028 To review and approve NSRSN claims paid from May 1, 2000 to May 31, 2000. Total dollar amount of warrants paid in May 2000 \$ (not available at this time). Total May payroll of \$ (not available at this time) and associated benefits.

Motion #00-029 To authorize NSRSN Executive Director to enter into a professional services agreement between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services. This agreement would extend the current contract for another year and increase BDS's fee from \$3,300 for an 11-month period to \$3,816 for a 12-month period (an increase of \$216 per year or \$18/month).

14. Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager

Motion #00-023 to approve the NSRSN's Quality Management Oversight Committee's (QMOC) 2000 Quality Management Plan for Board comment and review.

Motion #00-024 to authorize the Executive Director to enter into contract #0069-43015 between the Mental Health Division and NSRSN for implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2000 through June 30, 2001.

Motion #00-025 to authorize the Executive Director to enter into contract #NSRSN-APN-99-10-01 Amendment 6 effective July 1, 2000 through June 30, 2001. This contract amendment requires APN to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Motion #00-026 to authorize the Executive Director to enter into contract #NSRSN-SEA MAR-99 Amendment 2 effective July 1, 2000 through June 30, 2001. This contract amendment requires SeaMar to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Motion #00-027 to approve the Advisory Board Proposed 2000 Budget (July 1, 2000 through December 31, 2000).

15. Motions Not Yet Reviewed by the Advisory Board – Marcia Gunning, Contracts Compliance/Financial Services Manager

16. Executive Session

17. Reconvene

18. Adjournment

NOTE: The next Board of Directors meeting is scheduled for Thursday, July 27, 2000, at the North Sound Regional Support Network, 117 North 1st Street, Suite 8, Mt. Vernon, WA, 98273 at 1:30 PM.

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

**San Juan Community Theatre & Arts Center
100 Second Street
Friday Harbor, WA
May 25, 2000
1:30 PM**

MINUTES

Board Members Present:

Rhea Miller, Chair, San Juan County Commissioner
Chuck Benjamin, Alternate for Pete Kremen, Whatcom County Executive
Dan Bilson, Chair, NSRSN Advisory Board
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive
Dave Gossett, Alternate for Gary Nelson, Snohomish County Council
Bob Hart, Skagit County Commissioner
Susan Neely, Alternate for Rick Larsen, Snohomish County Council
Gary Ramey, Tulalip Tribes
Mike Shelton, Island County Commissioner

NSRSN Staff Members:

Rae Benjamin, Sharri Dempsey, Marcia Gunning, Greg Long, Mike Page

County Staff:

JoAnn Angevine, Jackie Henderson, Barbara LaBrash, Linda Morris

Guests:

Emily Connery, Kay Day, Joan Dudley, Mary Good, Florence Harrison, Molly Houlihan, Carol Howe, Jess Jamieson, Bill Kenny, Kris Laaninen, Jere LaFollette, Sharon Lucas, John Manning, Jane Relin, Michelle Shober

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

The Chair stated that a few administrative items would be taken care of as we go through the agenda. She stated that an Executive session would be called during Item #8, Report for the Executive/Personnel Committee.

3. Approval of April Minutes – Chair

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

4. Comments & Announcements from the Chair

The Chair recognized that the NSRSN has been going through some challenging times and she has had the pleasure of getting to know people through this process. It is very gratifying to see so many committed to mental health issues.

5. Board Discussion – Chair

Ms. Miller reviewed the protocols for Board discussion of the question:

“I think the single greatest obstacle to implementing a ‘mental wellness’ approach is _____.”

Mr. Hart stated that he felt the greatest obstacle was the financial reimbursement structure of the mental health system.

Mr. Teverbaugh felt that the history and tradition of mental health was the largest obstacle. He stated that our thinking is disease-based and that moving toward a wellness or health promotion would involve a major paradigm shift. Mr. Teverbaugh is not sure we are ready to make such a shift, stating that there is a lot of work to do before we are ready to move to next level.

Ms. Miller responded that the greatest obstacle is the “ounce of prevention” available to children. She explained that it is impossible to get funding for children’s mental wellness issues.

Mr. Ramey stressed that the current approach is reactive, responding to what hurts. This approach looks at the illness rather than focusing on designing a system that will prevent illness 20 years down the line.

Mr. Shelton commented that the obstacle is the long term commitment to economics. He stated that consumer needs are different from our own needs and that when we are successful in the treatment part, we need to provide follow up to make sure the illness will not be recurring.

Mr. Benjamin agreed with previous statements made regarding early intervention and children’s mental health. He added that we can’t look at this issue in isolation but must look at all issues – substance abuse and developmental disabilities. He stated that the problem is the categorically nature of the funding. Mr. Benjamin also stated that we need to go into the communities (schools, churches, etc).

Mr. Bilson agreed with all Board members. He also feels that more money needs to be spent on research and looking for ways to cure or treat mental illness, stating that stigma causes isolation.

Ms. Miller opened the discussion up to the audience.

6. Comments from the Public

Carol Howe, Whatcom County, disclosed that she has fought this issue having two (2) sons with schizophrenia. She stressed that you can't prevent mental health like you can substance abuse; you can only treat it.

Kris Laaninen addressed the Board stating that Community Mental Health Services (CMHS) had circulated their funding reduction plan on May 24 and reviewed the basic principles. CMHS will meet with County Coordinators and the Board to reveal the plan in detail.

Molly Houlihan agreed with Mr. Teverbaugh's comments regarding the paradigm shift required in the change from mental health to mental wellness.

Jane Relin stated that May is national Mental Health Month and distributed buttons. There is a mental illness week in the Fall that brings attention to more severe problems.

Barbara LaBrash thanked all for coming to Friday Harbor for the Board meeting. She added when she thinks about mental health she thinks of the emphasis on the medical model. Wellness involves the whole picture: quality of life; society; etc. She stated that wellness is a costly approach and feels that we are not there yet and we could spend years getting to this way of thinking. She is inspired to hear people thinking about and asking this question.

Ms. Miller informed the audience that this issue was discussed at the recent Board of Director's Mental Health Conference and assured the audience that the NSRSN is not thinking of going backwards in their approach to mental health.

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

Mr. Bilson reported that the Advisory Board voted to change the time of their meetings to 1:00 to 3:00 PM, with committees and workgroups meeting in the morning.

He stated that the proposed Advisory Board 2000 Budget for July 1 through December 31 is being introduced at this meeting. The Advisory Board is currently working on the 2001 Proposed Budget and expects to distribute it in October.

Mr. Bilson reports on Advisory Board discussion regarding:

- Questions about their role;
- Monthly reporting on RFP contracts;
- Funding issues related to Cookie Creations;
- Tribal meetings;
- Snohomish County Advisory Board Retreat scheduled for June 2, 2000;
- Appointment of Debbie Hollo to the regional Advisory Board; and

- Emergency Intervention Conference in Seattle.

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

The meeting was closed for Executive Session at 2:00 PM in order for discussion of personnel matters.

Chair Rhea Miller reconvened the meeting at 2:30 PM.

- Search Initiation for Executive Director

Rhea Miller stated that the NSRSN Board of Directors was pleased to announce the hire of Interim Executive Director, Sharon Lucas, who will begin at the NSRSN on June 1, 2000.

Discussion followed regarding the necessary steps in searching for and hiring a regular, full-time Executive Director.

A motion was made and seconded to authorize Rhea Miller to appoint a search committee consisting of Board members, County Coordinators, and senior NSRSN management staff for the purpose of receiving bids from external firms to conduct a search for an Executive Director. Maximum consideration shall not exceed \$20,000. Motion carried.

Mr. Gossett stated that information was received from the Washington Firm regarding the salary survey. Discussion followed regarding the Management Information Systems Specialist (MIS) position.

A motion was made and second to bring in the Whatcom County MIS Manager to look at the NSRSN MIS Specialist position and make a salary recommendation for this position. Any salary change would be retroactive to June 1, 2000. Motion carried.

A motion was made and seconded to pay the bill from the Washington Firm to conduct the search for the Interim Executive Director. Motion carried.

9. Report from Planning Committee – Bob Hart, Chair

Mr. Hart stated that the Planning Committee has not met since the last meeting.

Public forums were held in each of the five counties with a special forum for the tribes on May 8th. The Strategic Planning subcommittee met to review the results of the survey and public input. A report will follow at a later date.

Mr. Nelson chaired a workgroup to review the mission statement and a recommendation will be made to the full Strategic Planning Subcommittee.

The Older Adults Services report will be presented next month.

10. Report from QMOC Committee – Chuck Benjamin, Chair

Mr. Teverbaugh reported the Quality Management Oversight Committee (QMOC) met on Thursday, May 18th and discussed the following issues:

- Volunteers of America's certification by American Association of Suicidology.
- Quarterly reviews of the Quality Management Plan to identify an address issues.
- Snohomish Evaluation & Treatment update.
- CHAP Update
- Ombuds activity report
- Older Adult Services

11. Report from the Executive Director – Greg Long, Acting Director/Planner

The Chair thanked Mr. Long for serving in the role of Acting Executive Director.

Mr. Long called attention to Staff Activity Reports in the Board packets.

He recognized the excellent work done by Michael White and Mike Page on the NSRSN's 1999 Annual Report as distributed to the Board members.

Mr. Long stated that the NSRSN submitted 13 proposal to the Mental Health Division in response to a Request for Proposals for Federal Block Grant funds in the amount of \$ 1 million. Further information will be distributed when it is received.

Associated Provider Network is working on developing a revised plan for CHAP Services. The NSRSN and Department of Children and Family Services will review this issue and a report will brought back to the Board in near future.

The mediation process with the Mental Health Division regarding the inappropriate allocation of beds at Western State Hospital is underway. The first mediation meeting is scheduled for June 2nd with a second meeting scheduled for June 8, 2000.

Mr. Long announced that an agreement has been reached with Rehabco Skagit Inc. for office cleaning/janitorial services. Rehabco is managed by Jim King and employs mental health consumers. The cost for janitorial services under the new contract will be less than the RSN is currently paying and the RSN will receive better service.

Mr. Long called attention to a letter from Josselyn Winslow regarding a national committee which was recently formed to advocate for older adult mental health issues. John Piacitelli, a leader in this state on older adult issues, will chair this committee.

Mr. Long discussed the need of someone from the Board to attend the mediation on June 8, 2000. This individual needs to have the authority to enter into an agreement on behalf of the NSRSN. Discussion followed.

A motion was made and seconded that Rhea Miller be authorized to enter into mediation and have the authority to act on behalf of the NSRSN Board of Directors. Motion carried.

12. Report from the Fiscal Officer – Marcia Gunning, Contracts Compliance/Financial Services Manager

Ms. Gunning distributed the NSRSN Unaudited Annual Report for 1999. She stated there were no findings, recommendations or management letters and complemented Bill Whitlock and Darrell Heiner on their work at the NSRSN. Once the report has been audited, it will be made available to the Board, Advisory Board, and the public. Individuals interested in receiving a copy can call the office or access it on the web page.

Ms. Gunning reviewed May Financial Sheets as supplied in the Board books.

She expressed frustrations in dealing with the funding source and ways of getting some reconsideration on this issue. RSN Staff will work to prepare a document for presentation to legislators.

13. Consent Agenda – Greg Long, Assistant Director/Planner

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 #00-020 to review and approve NSRSN claims paid from April 1, 2000 to April 30, 2000. Total dollar amount of warrants paid in April 2000 \$2,693,921.41. Total April payroll of 65,609.70 and associated benefits in the amount of \$26,243.79.

Motion #00-021 to name Greg Long as an authorized signor on the NSRSN's account at Skagit County.

Motion #00-021 was amended to name Sharon Lucas as an authorized signor on the NSRSN's account at Skagit County.

A motion was made and seconded to approve the Consent Agenda as amended. Motion carried.

14. Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager

Motion #00-022 to authorize the NSRSN Executive Director to enter into Contract Amendment NSRSN-Skagit-99-03 amendment 1, effective June 1, 2000 through June 30, 2001, with Skagit County authorizing Skagit County to purchase from a licensed, certified and qualified service provider(s) Co-Occurring Disorder (MICA) Services in order to meet the needs of the most at risk mentally ill and chemically abusing adults in Skagit County. Maximum consideration shall not exceed \$39,855.

A motion was made and seconded to approve Motion #00-022 as amended. Motion carried.

15. Motions Not Yet Reviewed by the Advisory Board – Marcia Gunning, Contracts Compliance/Financial Services Manager

Motion #00-IN06 to introduce the NSRSN's Quality Management Oversight Committee's (QMOC) 2000 Quality Management Plan for Board comment and review.

Motion #00-IN07 To introduce contract #0069-43015 between the Mental Health Division and NSRSN for implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2000 through June 30, 2001.

Motion #00-IN08 To introduce contract #NSRSN-APN-99-10-01 Amendment 6 effective July 1, 2000 through June 30, 2001. This contract amendment requires APN to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Motion #00-IN09 To introduce contract #NSRSN-SEA MAR-99 Amendment 2 effective July 1, 2000 through June 30, 2001. This contract amendment requires SeaMar to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Motion #00-IN10 To introduce the Advisory Board Proposed 2000 Budget (July 1, 2000 through December 31, 2000).

Attention was directed to the Dangerous Mental Ill Offender (DMIO) motions. Discussion occurred between the RSN and the County Coordinators and it was agreed that the RSN would go forth with this issue. The NSRSN is in violation of its Mission Statement. This issue represents a shift in the mental health system. The focus in working with DMIOs is to increase public safety, will is highly visible within our communities.

16. Other Business

Mr. Teverbaugh announced that Janelle Sgrignoli will serve as Acting Director of Snohomish County Human Services.

17. Executive Session

There was no additional Executive Session.

18. Reconvene

None.

19. Adjournment

The meeting was adjourned at 3:40 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rae Benjamin".

Rae Benjamin

NSRSN STAFF ACTIVITIES REPORT
June 22, 2000

TOPIC	PROGRESS
Assistant Director/Planner – Greg Long	
Western State Hospital Bed Target Mediation	The NSRSN has held two sessions with a mediator aimed at resolving the dispute in regards to the NSRSN's extremely low bed target. Chuck Benjamin put together a very persuasive Power Point presentation outlining the NSRSN's concerns about being charged liquidated damages. The results of this mediation process are not available at the time of this report.
Older Adults Mental Health Meeting	A community meeting was conducted to gather final input from allied systems serving older adults. This input was useful and is being incorporated into the final report on Mental Health Services for Older Adults. This will be presented to the next Planning Committee Meeting.
Children's Hospital Alternative Program (CHAP)	Multiple meetings have been occurring around CHAP. Currently, APN is developing a proposal around how CHAP can be provided more effectively in Skagit, Island, and San Juan Counties. A monitoring team is reviewing the revised CHAP in Snohomish County.

NSRSN STAFF ACTIVITIES REPORT

June 22, 2000

TOPIC	PROGRESS
Clinical/Quality Assurance – Francene Thompson	
Clinical/Quality Management	<ul style="list-style-type: none"> • NSRSN continues to work with the Joint Legislative Audit and Review Committee (JLARC) in compiling information regarding the manner in which the RSN's interface with the Mental Health Division and other DSHS divisions throughout the State. Focus continues around MIS functions and usefulness. Hopefully, recommendations will come from this project that allow the legislature to better understand the challenges and achievements of RSN's in meeting legislative intent. • QMOC activities this month have included additional meetings of the Critical Incident and Outcomes Subcommittees. The Critical Incidents group was able to identify numerous areas of agreement between current policies and procedures, and the new approach proposed by APN. Staff work on Outcomes issues continue, looking at proposed improvements in outcome measurement and broadening of local indicators to include comparisons to nation wide data. • Work on the monitoring and guidance of CHAP (Children's Hospital Alternative Programs) throughout the region continues, assuring that the new contract for these services is effectively implemented. • An On-Sight Administrative Review of Community Mental Health Services is underway, with visits to various service sites, review of the quality oversight mechanisms currently being implemented by the organization, and recommendations for quality improvements being developed. • Quality Management has begun meeting with the Division of Developmental Disabilities to formulate a formal working agreement designed to improve the quality of services to DD consumers throughout out system. It places special emphasis on the prevention of appropriate placement and/or retention of these consumers at State and local inpatient psychiatric settings. The plan will be completed by July 1, 2000.

NSRSN STAFF ACTIVITIES REPORT
June 22, 2000

TOPIC	PROGRESS
Consumer Affairs/Tribal Liaison – Sharri Dempsey	
Office of Consumer Affairs	<ul style="list-style-type: none"> ◆ OCA Department had their yearly retreat on June 8, 2000. The same format was used during 1999's retreat. Our one-day working retreat provided the time for QRT, Ombuds and Tribal to work together in formulating a yearly work plan for each department. This plan will be shared during the July, 2000 Board Meeting and Advisory Board meeting. The OCA departments will also share the wrap-up of the 1999 Work Plan. ◆ Job interviews for three Ombuds positions will start on June 9, 2000. There were 25 applicants for these positions. All interviews will be completed by the third week in June. ◆ Quality Review Team participated in the administrative audit of Community Mental Health. Marcia Gunning provided a manual and training before the audit. ◆ "Around the Sound Newsletter, Summer, 2000 addition was first shared during the June 13th Advisory Board Meeting.
Tribal Liaison	<ul style="list-style-type: none"> ◆ Tribal meeting held on June 12, 2000 went well. The attendance picked up and Linda Vaughn, Resource Manger with Snohomish County, presented "the Level of Care Manual" for tribal and asked for tribal input. ◆ The IS department provided quarterly statistics to the tribes. The statistics showed 283 American Indian mental health consumers were receiving treatment outside the tribal mental health departments. The breakout per county was pretty much indicative of the county population. ◆ There will be a tribal quarterly review of the 7.01 plan on July 26, 2000. The tribes will be looking for any changes that need to be made and how the NSRSN is accomplishing the points of the plan.

NSRSN STAFF ACTIVITIES REPORT
June 22, 2000

TOPIC	PROGRESS
Contract Compliance/Financial Services – Marcia Gunning	
Administrative On-site Audit	<ul style="list-style-type: none"> Conducted Administrative, Financial and quality Management Onsite Review of Community Mental Health, June 5-7 and June 12, 2000.
Department Budgets:	<ul style="list-style-type: none"> Finalized system to report and monitor expenditures by department. First Quarter Report will be finalized this month.
Medicaid Eligibles:	<ul style="list-style-type: none"> Continue to develop and fine tune NSRSN system to reconcile Medicaid eligibles with State MHD and MAA.
Inpatient Sub-Committee:	<ul style="list-style-type: none"> 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.
Inpatient Reconciliation:	<ul style="list-style-type: none"> Continue to develop and fine tune NSRSN system to reconcile Inpatient and Inpatient Savings payments with MHD and MAA. We are running into irregularities and concerns with State Payment system. Working with MHD and other RSN's to develop processes.
MHD Contract Committee:	<ul style="list-style-type: none"> Active participant in MHD/RSN/Other stakeholder MHD Contract review for 2001-2003 Biennium. This is a monthly meeting.
WSH Mediations:	<ul style="list-style-type: none"> Prepared and presented funding analysis, WSH liquidated damages analysis, inequitable allocation and resultant unavailability of community resources analysis, WSH capitation rate analysis, Inpatient bed usage and funding analysis, etc. to NSRSN Attorney and Mediation Team in preparation for pre-mediation meeting with Mediator. NSRSN Mediation Team Member at 6/8/00 Mediation with State.
Monthly Meetings:	<ul style="list-style-type: none"> 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, etc.
MHD Funding:	<ul style="list-style-type: none"> Worked with State MHD on revising RSN funding formulas
A-133 Audit:	<ul style="list-style-type: none"> Filed A-133 federal audit (mandatory grant filing) with the State
Consumer Oriented RFP	<ul style="list-style-type: none"> Contract with Terry Simmons fully executed.

NSRSN STAFF ACTIVITIES REPORT
June 22, 2000

TOPIC	PROGRESS
Management Information Systems – Christine Austin	
Visit to VOA	Karen Kipling extended an invitation to come and be available for questions from her staff relating to the MIS system. Michael White and myself answered questions and demonstrated additional options available within the software. This visit was only two hours and was very productive.
Web Site Advisory Group	Participated in finalizing the mission and purpose statement for the NSRSN web site.
Data Analysis and Distribution of Monthly Reports	The monthly reports were analyzed and then distributed to NSRSN management team and one copy each was given to APN, VOA and Sea Mar.
Core Data Dictionary	Continuing to define data definitions and research on current data elements to standardize.
Monthly MIS Meeting	This months meeting was very exciting as we had our first report from our ISDEC meeting. Many of the attendees expressed appreciation for the NSRSN's participation and representation.

NSRSN STAFF ACTIVITIES REPORT
June 22, 2000

TOPIC	PROGRESS
Office Manager's Report – Rae Benjamin	
Trainings	Support Staff were responsible for providing a presentation on the NSRSN network and how to create a logical folder structure for saving, finding and retrieving documents.
Janitorial Services	The negotiations with Rehabco, Skagit Inc. for janitorial services are complete and the contract is fully executed. Rehabco will begin providing janitorial services July 1, 2000.
Staffing	Advertisements for the vacant Secretary position approved in the 2000 Adopted Budget were placed in newspapers within each of the five counties. The RSN received 35 resumes from interested candidates. Letters were sent to all applicants indicating that the RSN was currently undergoing reorganization and once this was complete, interviews would be scheduled. It is anticipated that this position can be filled by September 1, 2000.

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-028**

Approval Date: June 22, 2000

Source of Request: Bill Whitlock, Fiscal Officer

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

Background: Will be reviewed by Bob Hart, Ward Nelson and Kirke Sievers on June 22, 2000.

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

Attachment(s): Yes.

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-029**

Approval Date: June 22, 2000

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

Motion: To authorize NSRSN Executive Director to enter into a professional services agreement between NSRSN and Behavioral Data Systems for End-User (NSRSN) License and Software Support Services. This agreement would extend the current contract for another year and increase BDS's fee from \$3,300 for an 11-month period to \$3,816 for a 12-month period (an increase of \$216 per year or \$18/month).

Background: Will be reviewed by Bob Hart, Ward Nelson and Kirke Sievers on June 22, 2000.

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

Attachment(s): Yes.

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

Sharon Lucas, Interim Executive Director

NORTH SOUND REGIONAL SUPPORT NETWORK

**END-USER LICENSE AND SOFTWARE SUPPORT
AGREEMENT**

WITH

BEHAVIORAL DATA SYSTEMS, INC.

July 1, 2000 TO JUNE 30, 2001

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EXHIBITS AND ATTACHMENTS

- Exhibit A Conditions
- Exhibit B Product List and Support Charges
- Exhibit C Contractor's Published Fee Schedule

**END-USER LICENSE AND SOFTWARE SUPPORT AGREEMENT BETWEEN
BEHAVIORAL DATA SYSTEMS, INC.
AND
NORTH SOUND REGIONAL SUPPORT NETWORK**

End-User License and Software Support Agreement ("Agreement") entered into as of 7/1/00 between Behavioral Data Systems ("BDS") and North Sound Regional Support Network ("NSRSN") ("Licensee").

BDS and Licensee agree that the following terms govern BDS's support of its software.

Statement of Agreement

BDS shall maintain the products specified on Exhibit B in good operating condition and provide telephone HelpDesk services to users throughout the term of this agreement. All software maintenance and telephone HelpDesk services provided as part of this agreement will be performed during the periods of coverage specified on Exhibit A in accordance with the terms and conditions herein.

All expenses incurred as a result of providing services requested by a Licensee outside the specified periods of coverage will be invoiced separately at BDS's standard rates as specified in Exhibit C.

Response Time

The response time is specified in Exhibit A. BDS shall provide an initial response to a request for support within the specified response time measured in working hours. Availability of BDS personnel and telephone answering service is limited to the specified periods of coverage.

Periods of Coverage

The periods of coverage are specified on Exhibit A and shall uniformly apply to all products covered by this agreement.

Duration of Agreement

The duration of this agreement is specified in Exhibit A.

Responsibilities of BDS

Remedial Maintenance

Remedial maintenance includes all actions required to diagnose and correct product deficiencies. At times, remedies may consist of temporary procedures to be followed by the Licensee during the period when a permanent remedy is being sought. Any program corrections will be supplied to the licensee electronically or on magnetic media, whichever the licensee prefers. Installation procedures will be provided with the program corrections to aid the licensee with installation.

Software Updates

Software update maintenance includes periodic product enhancements and corrections. Software updates will be supplied to the licensee electronically or on magnetic media, whichever the licensee prefers. Printed installation procedures will be provided with the magnetic media to aid the licensee with installation.

BDS may periodically release software versions containing significant new functional enhancements, or additional modules of the software. Major version updates, and additional module licenses may be purchased at any time.

Phone-In Help Desk Support

This support includes telephone access to experienced support representatives with all assistance from BDS provided over the telephone. The Licensee will be given a specific telephone number, which can be used to contact a trained support specialist to discuss product usage and provide advice relating to the software products covered by this agreement.

Conditions of Service

BDS's maintenance service is contingent upon proper use of the products by the Licensee as specified in the product documentation. BDS shall be under no obligation to furnish maintenance if the service is required due to causes other than proper and ordinary use as authorized or specified by BDS. Unauthorized alterations of the software by other than BDS software engineers shall relieve BDS of maintenance responsibilities.

BDS shall be under no obligation to furnish maintenance service under this agreement should repair be required because of:

- Improper use;
- Natural disasters such as flood or earthquake;
- Strikes, riots or acts of war or nuclear disaster;
- Repairs, maintenance, modifications, migration, or relocation and reinstallation made by other than BDS personnel or without BDS's supervision and approval.

Exclusions

BDS's maintenance service does not include:

- Operating supplies and consumables.
- Maintenance of products not specified in Exhibit B.
- Costs associated with upgrading non-BDS products.
- Costs associated with maintaining and upgrading customer customizations.

- Costs associated with software migration.

Responsibilities of the Licensee

The Licensee shall:

- Provide BDS modem access to the products during the specified periods of coverage to perform maintenance:
- Authorize and provide BDS with valid user accounts on the computer(s) housing the products.
- Provide BDS access to, and use of, all information and facilities determined necessary by mutual agreement of both parties to maintain the products. Because providing maintenance may necessitate accessing proprietary or classified information, BDS shall be responsible for keeping confidential all information indicated as such by the Licensee.
- Provide routine operator maintenance specified in the BDS technical and user documentation for the products.
- Maintain the computer hardware, operating system, and environment in accordance with ISO 9000, "Best Practices".

Relocation of Products

Products moved to a new location within the continental United States will continue to be serviced under this agreement. The Licensee shall be responsible for any loss or damage to the products due to relocation if Licensee moves product.

Charges

The charges specified are those currently in effect. These charges are subject to change by BDS upon each annual renewal of this agreement.

Charges for services performed outside the specified periods of coverage, and for services not covered by this agreement, will be invoiced separately at BDS's standard rates as specified in Exhibit C.

Unless otherwise stated, all charges are exclusive of federal, state or local taxes, now or hereafter enacted which apply to the charges, the agreement, the services rendered, or the materials supplied. Such taxes when applicable, will appear as separate additional items on the BDS invoice. Licensee shall provide BDS evidence of any applicable tax-exempt status.

Any resources used by BDS, outside the scope of normal problem resolution, i.e. issues related to data recovery or issues related to disaster recovery, will be charged to the Licensee. The amount charged will be based on BDS's standard rates as specified in Exhibit C.

Invoicing

Invoicing for maintenance and phone support charges will be as indicated in Exhibit B. Charges for other services will be invoiced as incurred. Charges are due and payable upon receipt of the invoice.

Invoices not paid within thirty (30) days of the invoice date are delinquent and subject to a service charge equal to 1.5% of the invoice amount.

Modifications

BDS may at its option, and at no charge to the Licensee, make modifications to improve the operation and/or reliability of its products.

Additions

The Licensee may add or delete compatible BDS products to this agreement at any time. Any such addition or deletion shall be subject to the terms and conditions stated herein. The charge will be adjusted accordingly.

Exhibits

The Exhibits checked below shall be attached and are hereby made a part of this agreement:

- Exhibit A Conditions
- Exhibit B Product List and Support Charges
- Exhibit C Ancillary Services

General

Neither party shall assign this agreement without prior written consent of both parties. Such consent shall not be unduly withheld.

Year 2000 Compliance Statement

BDS has tested its hardware, software, network and related equipment contracted for by Licensee and covered by this Agreement for year 2000 compliance and assures Licensee that BDS system will recognize dates for year 2000 and beyond and will remain functional after January 1, 2000. BDS shall not be responsible for inaccuracies, delays, interruptions or error caused by a third party supplying non-contractual services to BDS. In the event that a documented and reproducible Year 2000 related flaw in the software and hardware contracted for by Licensee is discovered, BDS shall use all reasonable efforts to correct such flaw in a timely manner.

Warranty

BDS warrants that the software product will perform substantially in accordance with the manufacturer's and BDS's published written materials and documentation for the duration of this Agreement, and any support services provided by BDS shall be substantially as described in applicable written materials and per this Agreement, and BDS technical support will make reasonable efforts to solve any problem issues.

The warranty provided hereunder shall be limited to the correction of any defective maintenance service by restoring the products to good operating condition and shall not include any incidental or consequential damages. In responding to any service request, BDS hereby warrants that it will utilize its best efforts to attempt to instruct NSRSN in proper use of BDS's system, to analyze, diagnose and correct software system problems, and to keep the software system and its documentation maintained, updated and functioning.

The forgoing warranty is exclusive and in lieu of all other warranties, whether written, oral or implied, including, without limitation, any warranty of merchantability or fitness for any particular purpose. BDS's entire liability to NSRSN for damages for any cause whatsoever, and regardless of the nature of the claim or the form or cause of action, whether sounding in contract or tort, for in any other theory of law, shall be limited to any actual contractual charges incurred hereunder by NSRSN over the period of the claimed default only

This agreement and attached exhibits represent the entire understanding of the parties. The terms and conditions of this agreement and attached exhibits supersede all other terms and conditions contained on any acknowledgment form, order, or other document issued by either the Licensee or BDS.

Licensees who allow their support agreement to expire, or who do not purchase a support agreement before the free support period expires, will be subject to an additional enrollment fee calculated at 50% of the annual maintenance price. To be reinstated, BDS must possess a signed support agreement, along with payment equivalent to one-half of one year's maintenance cost plus the current month' maintenance cost.

Agree to for:

In witness whereof, BDS and Licensee have each caused this Agreement to be signed and delivered by its duly authorized officer, all as of the date first set forth above.

Behavioral Data Systems

Licensee

By : _____
Name : Craig Bellusci
Title : President

By : _____
Name : _____
Title : _____

Date : __ / __ / ____

Date : __ / __ / ____

EXHIBIT A – CONDITIONS

- Duration: This agreement is effective for the period from: 7/1/00 through 6/30/2001.
- Location: Behavioral Data Systems, Inc.
1927 5th St.
Marysville, WA 98270
- Contact Person: Executive Director or designee
- Coverage Periods: Provided from 8:00AM to 12:00 PM and 1:00PM to 5:00 PM Pacific time, Monday through Friday, excluding the following holidays:
- New Year's Day
 - Martin Luther King Jr. Birthday
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day
- Holidays which fall on a Saturday or Sunday are taken on the following Monday.
- Response Time: BDS will acknowledge request for support within two (2) working hours of initial request and will provide a response to the Licensee's request for service with suggested resolution, including timeframes within eight (8) working hours.

EXHIBIT B – PRODUCT LIST AND SUPPORT CHARGES

Product List

<u>Description</u>	<u>Number of Simultaneous Users</u>
MCO Client Demographics/Service Activities	10 Users

Twelve (12) Month Maintenance Fee

The twelve (12) month maintenance fee for the software modules listed above is \$3,816.00.

Maintenance fees entitle the Licensee to free software upgrade and maintenance releases. They do not include ancillary support services.

Support Charges

The twelve (12) month support charge under this contract is \$3,816.00. Payments may be made annually, quarterly or monthly. Annual payments are due on the effective date of this contract. Quarterly payments in the amount of \$954.00 are due the first day of each quarter or monthly payments in the amount of \$318.00 are due on the first day of each month.

Payment Method

Check the appropriate line below for payment method.

Twelve Month _____

Quarterly _____

Monthly _____

EXHIBIT C – ANCILLARY SERVICES

Ancillary Services

Training – at License Site

Standard Class (Maximum 6 attendees)	\$1,000.00/day (8 hours)
Individuals	\$500.00/student/day
Licensee (pre-scheduled)	\$250.00/student/day

Note: Training referred to above excludes any and all training specified in Contract No. NSRSN-BDS-99-MIS.

Installation assistance: \$125.00/hour

Conversion assistance: \$125.00/hour

Configuration assistance: \$125.00/hour

Custom development: \$125.00/hour

Documentation:

Printed and mailed	\$50.00/manual
On diskette	\$20.00/diskette/manual
By e-mail	No charge

Note: One manual, in a format as requested by Licensee, shall be provided at no additional cost to NSRSN at signing of this Agreement and any time changes and/or updates occur that result in modifications to documentation.

All fees are exclusive of taxes, shipping, and out-of-pocket expenses including BDS employee travel expenses incurred in the performance of contracted services.

NORTH SOUND REGIONAL SUPPORT NETWORK
NSRSN Board of Directors
Approval Form

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-023**

Approval Date: June 22, 2000

Source of Request: Quality Management Oversight Committee

Motion To approve the NSRSN's Quality Management Oversight Committee's (QMOC) 2000 Quality Management Plan.

Background: The QMOC formed a sub-committee to review the 1999 QM Plan, develop the 2000 NSRSN QM Plan, and identify accomplishments and current NSRSN practices. This sub-committee presented the recommended draft to the QMOC Committee who unanimously recommends this document to the Board.

Fiscal Implications: None

Attachment(s): Distributed at May 25, 2000 Board of Director's meeting.

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

Sharon Lucas, Interim Executive Director

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

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-024**

Approval Date: June 22, 2000

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

Motion To authorize the Interim Executive Director to enter contract #0069-43015 between the Mental Health Division and NSRSN for implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2000 through June 30, 2001.

Background: Substitute Senate Bill 5011, Dangerous Mentally Ill Offenders, becomes effective July 1, 2000. The contract implements this piece of legislation. Payments are based on a capitated "fee for service" method: \$6,000 per DMIO for outreach and planning that is to begin 3 months prior to their release and first 3 months of service; and \$700 Medicaid, \$900 Non-Medicaid for each month DMIO is receiving services after the initial 6 month payment for up to 54 months.

Fiscal Implications: None

Attachment(s): Distributed at May 25, 2000 Board of Director's meeting.

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

Sharon Lucas, Interim Executive Director

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

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-025**

Approval Date: June 22, 2000

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

Motion To authorize the Executive Director to enter into contract #NSRSN-APN-DMIO-00, effective July 1, 2000 through June 30, 2001.

Background: This contract requires APN to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Fiscal Implications: None

Attachment(s): Distributed at May 25, 2000 Board of Director's meeting.

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

Sharon Lucas, Interim Executive Director

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

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-026**

Approval Date: June 22, 2000

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

Motion To authorize the Executive Director to enter contract #NSRSN-SEA MAR-DMIO-00, effective July 1, 2000 through June 30, 2001.

Background: This contract requires SeaMar to perform specific elements of the contract 0069-43015 between MHD and NSRSN which implements the Dangerous Mentally Ill Offender Legislation, Chapter 214, Laws 1999 (SSB 5011).

Fiscal Implications: None

Attachment(s): Distributed at May 25, 2000 Board of Director's meeting.

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

Sharon Lucas, Interim Executive Director

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

TO: NSRSN Board of Directors
FROM: Sharon Lucas, Interim Executive Director
DATE: June 10, 2000

Action Requested: The NSRSN Board is asked to approve **Motion #00-027**

Approval Date: June 22, 2000

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

Motion To approved the Advisory Board Proposed 2000 Budget
(July 1, 2000 through December 31, 2000).

Background: Attached for your review is the proposed Advisory Board
2000 Budget. This Budget was unanimously approved by
the Advisory Board at their May 16, 2000 meeting to be
brought forward to the Board of Directors for your
consideration. Please note that this is a 6-month budget.

Fiscal Implications: None

Attachment(s): Distributed at May 25, 2000 Board of Director's meeting.

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

Sharon Lucas, Interim Executive Director