

MEMORANDUM

TO: NSRSN Board of Directors and All Interested Parties
FROM: Melinda Bouldin, NSRSN Office Manager
RE: Meeting Information
DATE: July 11, 2001

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

**Thursday, July 26, 2001
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 Melinda 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
July 26, 2001
1:30 PM**

AGENDA

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

“Are you aware of any changes that "summertime" brings to mental health issues?”
- 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 – Ward Nelson, Chair**
- 10. Report from QMOC Committee – Andy Byrne, Chair**
- 11. Report from the Executive Director – Chuck Benjamin, Executive Director**
- 12. Report from the Finance Officer – Bill Whitlock**
- 13. Presentation of Poster Contest Winner – Sharri Dempsey**
- 14. MHD/NSRSN PHP Program Agreement – Marcia Gunning**
- 15. Consent Agenda – Rhea Miller, Chair**

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:

#01-061 To review and approve NSRSN claims paid from June 1, 2001 to June 30, 2001. Total dollar amount of warrants paid in June 2001 (unavailable). Total June payroll of (unavailable) and associated benefits in the amount of (unavailable).

16. Emergency Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager

#01-056 To authorize NSRSN Executive Director to enter into contract with Department of Developmental Disabilities (DDD) for add-on supports and services for people with mental health and developmental disabilities, effective JULY 1, 2001 through June 30, 2002. Maximum consideration shall not exceed \$357,724.

The initial contract for these services sunset June 30, 2001. This contract continues to fund the implementation of phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD

#01-057 To authorize NSRSN Executive Director to enter into contract NSRSN-APN-DD Crisis-02 with the Associated Provider Network for enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness, effective July 1, 2001 through June 30, 2002. Maximum consideration shall not exceed \$347,701.92

The initial contract for these services sunset June 30, 2001. This contract continues to purchase enhanced crisis prevention and intervention services outlined in the NSRSN/DDD contract that implements phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD.

#01-058 To authorize NSRSN Executive Director to enter into contract NSRSN-VOA-DD Crisis-2 with Volunteers of America for enhanced Crisis

Line/Triage services to individuals with developmental disabilities and mental illness, effective July 1, 2001, through July 31, 2002. Maximum consideration shall not exceed \$10,020.

The initial contract for these services sunset June 30, 2001. This contract continues to purchase specific 24-hour crisis line services outlined in the NSRSN/DDD contract that implements phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD.

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

#01-052 The NSRSN Board of Directors allocates \$4,032 from the NSRSN Inpatient Savings Designated Fund Balance-Consumer Projects for two consumers to complete the Consumer-To-Provider Training Program. Total funding request per consumer = \$2,016. Maximum consideration would not exceed \$4,032.

#01-053 To authorize the NSRSN Executive Director to enter into professional services contract NSRSN-MCPP-ITS-01 between the North Sound Regional Support Network and MCPP, Healthcare Consulting Group, Inc. for consultation and facilitation services with regards to Information Technology Services and NSRSN Children's Executive Council, effective July 1, 2001 through December 31, 2001. Maximum consideration shall not exceed \$34,500.

#01-054 To authorize the NSRSN Executive Director to enter into the 2001-2003 Biennium Integrated Mental Health Inpatient/Outpatient Contract with DSHS-Mental Health Division, effective August 17, 2001 through June 30, 2003.

#01-055 To authorize the NSRSN Executive Director to enter into Contract 0169-00339, Amendment 1 between State of Washington Mental Health Division and the NSRSN modifying Section 7.4 Financial Consideration to include the results of adding to the Z factor Country Borders (x2) to the NSRSN's funding formula.

The NSRSN discovered an error in the funding formula and have brought this error to the attention of MHD. MHD has indicated that they will recalculate the NSRSN's funding formula to include country borders x 2 counties (Whatcom and San Juan). The state's initial recalculation indicates an additional \$15,716 per year on the eligibles allocation. Using the 6-year phase-in FY 01 = \$2,226 and FY 03 = \$5,186.

#01-056 To approve the following language change to the NSRSN Personnel Policies and Procedures Manual retroactive to January 1, 2001. This change will clarify unclear language and ensure consistent application of the policy.

3.6 Advancement Within a Pay Range

Employee's progress horizontally through the steps of the salary range based on length of employment and satisfactory performance as determined by their supervisor(s).

Progression beyond Step A will normally occur according to the following schedule, with the actual increase prorated to the employee's anniversary date.

<u>STEP SCHEDULE</u>	<u>% INCREASE</u>
A. 6 Months	2.5%
B. 12 Months	2.5%
C. 24 Months	5.0%
D. 36 Months	5.0%
E. 48 Months	5.0%
F. 72 Months	(merit)

18. Motions Not Yet Reviewed by the Advisory Board – Rhea Miller, Chair

#IN-032 To introduce Contract #NSRSN-SVC Education-CP-01 between NSRSN and Skagit Valley College in order to maintain the supported education program serving Island and Skagit counties, effective July 1, 2001 through June 30, 2002. Maximum consideration shall not exceed \$15,000. Funding shall come from NSRSN designated Fund Balance – Inpatient Savings - Consumer Projects.

The SVC Supported Education Program was developed and successfully implemented during the 2000-2001 school year as a result of being awarded a Consumer Projects Grant from the NSRSN. In order to continue this project SVC is requesting \$15,000 from the NSRSN. An additional \$12,400 has been secured from the "Perkins fund and Chinook Enterprises". In addition \$4,701 in In-Kind Contributions will support this project.

19. Executive Session - Chair

20. Reconvene - Chair

21. Adjournment – Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, August 23, 2001, at the North Sound Regional Support Network, 117 North First Street, Suite, 8, Mt. Vernon, WA at 1:30 PM.

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

**NSRSN Conference Room
117 N. First Street, Suite 8
Mt. Vernon, WA
June 28, 2001
1:30 PM**

MINUTES

Board Members Present:

Rhea Miller, Chair, San Juan County Commissioner
Joanne Angevine, Alternate for Ken Dahlstedt, Skagit County Commissioner
Dan Bilson, Chair, NSRSN Advisory Board
Andy Byrne, Alternate for Pete Kremen, Whatcom County Executive
Regina Delahunt, Alternate for Ward Nelson, Whatcom County Council
Dave Gossett, Alternate for Gary Nelson, Snohomish County Council
Della Hill, Tulalip Tribes
Susan Neely, Alternate for Mike Ashley, Snohomish County Council
Kirke Sievers, Snohomish County Commissioner
Mike Shelton, Island County Commissioner
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members:

Chuck Benjamin, Beckie Bacon, Melinda Bouldin, Anne Hoffman, Marcia Gunning, Francene Thompson, Bill Whitlock

Guests:

Mary Good, Barbara LaBrash, Jere LaFollette, Eileen Rosman, Josselyn Winslow

- 1. Call to Order; Introductions – Chair**
Rhea Miller called the meeting to order at 1:30 PM. Introductions were made of all present.
- 2. Revisions to the Agenda – Chair**
Chair Miller stated that she hopes the Board will act on Motion #IN-027, moving it to the Action Item agenda. There was no objection from the Advisory Board.
- 3. Approval of May Minutes – Chair**

Chair Miller stated she was misquoted in her response to the question raised in agenda item 5 in the May minutes. Her response should read: "Chair Miller added that more money should go to awareness of risk factors to pre-empt the need for treatment". A motion was made and seconded to approve the May minutes as amended. Motion carried.

4. Comments & Announcements from the Chair

Chair Miller:

- Stated she appreciated the welcoming, homey feel she now experiences when she enters the NSRSN.
- Stated she was very impressed with the posters submitted in the poster contest.
- Announced the initial planning stages of a Board retreat and Recovery Model Summit planned for the fall.
- Urged all Advisory Board and Board members to stay and vote for their selection as winner of the poster contest. The winner will receive a \$500 gift certificate to the store of their choice.
- Announced Judy Susia as Employee of the Quarter, and read aloud her certificate.

5. Board Discussion – Chair

The Chair reviewed the protocols for the question:

"What is my most reliable source of information regarding mental health matters?"

Dan Bilson stated his most reliable source is primarily clients, along with NAMI National, Ombuds, QRTs, and NAMI local.

Jim Teverbaugh said it is really a horse race between what he has learned from consumers and families, and science. He's learned much from both.

Dave Gossett has learned very much from this organization, all facets of it.

Rhea Miller feels the public library is a good resource. She utilizes it to access books referenced in conversations she's had and conferences she attends. She also values people she trusts and has relationships with.

Mike Shelton stated that although he was not elected specifically to serve on the Board of Directors, he values his involvement. As a member, he has the opportunity to listen to others who are able to share knowledge and experience. He also utilizes good publications.

Joanne Angevine has gained a wealth of knowledge from the consumers and their family members with whom she has been involved for over 20 years.

Chuck Benjamin stated he couldn't pick one; it depends on the situation. He agrees with all sources previously named, but would add the County Coordinators. Staff and providers are a good source. If he were forced to pick only one source of information, it would be consumers.

6. Comments from the Public

Josselyn Winslow stated that her consumer project is about 50% complete. A nine week session starting on September 14th will focus on Early Dementia and Memory Loss. They expect a family from Anacortes to share their experiences. Ms. Winslow called for volunteers to participate and thanked the Board for this opportunity. The program is satisfying and helpful to many people

7. Report from the Advisory Board – Eileen Rosman, Vice Chair

Ms. Rosman reported:

- Information had been obtained at the Behavioral Health Conference about two new drugs for treatment of schizophrenia, Geodome and Zipesdome which provide success at about one half the cost of traditional drugs.
- Advisory Board Executive Committee requested a meeting with the Executive Committee of the Board of Directors to take place prior to the June Board meeting.
- Visitation to Compass health and VOA Crisis program prior to the June AB meeting in Everett was well attended and most comments were very favorable.
- Work on a revised manual of care is continuing.
- Director Chuck Benjamin gave a thorough, and as usual, good report.
- A motion was made, seconded, and carried to recommend payment of May vouchers in the amount of \$5122.48. Much of this amount was a result of the Behavioral health Conference.
- On July 17 there will be a presentation from noon to 12:45 on the role of the CDMHP prior to the regular Advisory Board meeting.
- Ms. Lorelei Coy presented collages of photos taken at past activities. Her work will be displayed in the NSRSN office. She received applause and verbal recognition for her efforts.
- Ms. Bouldin will reschedule the minority outreach meeting on behalf of Mr. John Patchamatla.
- Mr. Albertson said that all reports from the Behavioral Health Conference have been positive and expressed the Rainbow

Center's appreciation for the three funding scholarships they received.

- Chair Bilson reported that the Bellingham Fairhaven Lion's Club donated \$500 to the friends of the Rainbow Center.
- Ms. Dempsey will be arranging another visitation that will be to the Bellingham Rainbow Center and the Lighthouse Mission.
- It was moved and carried to recommend Board approval of the consent agenda. A motion was made and carried to recommend the Board move Item #2 from the Introduction to the Action Agenda on June 28th.
- Ms. Bouldin is facilitating a request to provide business cards to Advisory Board members.
- County Reports:
 - Skagit – Betsy Rogers spoke on under use of CHAP beds. The MHPs have asked to hire a psychiatrist for consultations. Skagit AB will be on vacation until September.
 - Snohomish – Marie Jubie is working on a display table at the NAMI Conference on September 14 & 15 in Everett at the Howard Johnson's Hotel. Jack Bilsborough is working on the conference with Skagit and Whatcom groups really helping. Ms. Dempsey will forward information to the Tribes.
 - Whatcom – Mr. Albertson attended audits at Whatcom Counseling and Lake Whatcom Center. Chair reported that Michelle Patience-Stall, community liaison with Fairfax Hospital, stated the hospital is interested in starting a children's service satellite in Whatcom County. Ms. Bouldin will draft a letter from Mr. Bilson, requesting more information.

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

Mr. Gossett provided an explanation of an added Introduction Item, which will clarify unclear language in the Personnel Policy and Procedure Manual. All members were provided with copies of the new language.

9. Report from Planning Committee – Ward Nelson, Chair

No report

10. Report from QMOC Committee – Andy Byrne, Chair

Mr. Byrne reported that the QMOC had met on June 20th and heard three reports:

- 2000 Jail Services report. This information will assist setup of

for this year's study. Mr. Byrne stated that the group elected to move back to monthly meetings enabling better planning and the ability to stay on top of projects.

- The QM team updated the tool for inpatient review. They anticipate having a draft ready this Fall, which will be used for fourth quarter reporting.
- Bob LeBeau, Rosemary Lea, and Alaric Bien provided a presentation on general system access.

11. Report from the Executive Director – Chuck Benjamin, Executive Director

Mr. Benjamin reported briefly on the following:

- The birth of his new grandson, Robert Austin Arcuri.
- Recommends the Board agree to move Introduction Item IN-027 to the Action Agenda. (RFQ – 01-02)
- Sharri Dempsey and Melinda Bouldin continue to work hard to support the Advisory Board. Many good things were said about the site visit to Compass and VOA in Everett.
- In collaboration with APN, Darrell Heiner and Marcia Gunning continue to work on reconciliation of bills. Many discrepancies are being found. Mr. Benjamin stated that this RSN is the only one looking at this issue.
- Host of staff is working on 4-E Waiver discussions with DCFS
- Greg Long and Diana Striplin continue their work with the Sexual Minority Work Group and coordinating regional training with DASA
- Francene Thompson is working hard with QMOC
- Many staff continue to work on revising the Level of Care Manual and we are in the process of obtaining consumer, family, advocate and provider feedback.
- Ombuds and QRT remain very busy. Mr. Benjamin drew attention to the hard work in putting together the poster contest.
- Apologized for Emergency Actions being added to the Agenda. Many items were just received from MHD and require immediate action.
- IS/IT Needs: Collaborative Plan to address our system needs. Many different levels of meetings. This is a big decision that needs to be made in a short amount of time.
- Along with support all of the above projects, NSRSN support staff are also working on a central filing system for the NSRSN.

12. Financial Report – Bill Whitlock

Mr. Whitlock provided the group with handouts outlining the agency's financial activity for the previous month. He outlined the issues of the WAC phase in, and the international border issue, which is now in the WAC but not the contract. It will be amended.

Kirke Sievers read **Emergency Introduction item #IN-030** into the record:

To introduce Contract 0169-00339, Amendment 1 between State of Washington Mental Health Division and the NSRSN modifying Section 7.4 Financial Consideration to include the results of adding to the Z factor Country Borders (x2) to the NSRSN's funding formula.

The NSRSN discovered an error in the funding formula and have brought this error to the attention of MHD. MHD has indicated that they will recalculate the NSRSN's funding formula to include country borders x 2 counties (Whatcom and San Juan). The state's initial recalculation indicates an additional \$15,716 per year on the eligibles allocation. Using the 6-year phase-in FY 01 = \$2,226 and FY 03 = \$5,186.

Jere LaFollette expressed his appreciation on behalf of providers for the finance department staff looking out for everyone's best interests, examining minute details found in WACs and contracts.

13. Consent Agenda – Chuck Benjamin, Executive Director

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.

Motion #01-034 To review and approve NSRSN claims paid from May 1, 2001 to May 31, 2001. Total dollar amount of warrants paid in May 2001 \$2,992,285.09 Total May payroll of \$74,801.27 and associated benefits in the amount of \$21,788.42

Motion #01-035 To authorize NSRSN Executive Director to enter into contract NSRSN-APN-DDD Crisis-01, Amendment 1 with the Associated Provider Network. This amendment provides APN with \$6,000 to purchase two lap top computers for MH/DDD Prescribers in order to enhance crisis services to individuals with developmental disabilities and mental illness. Maximum consideration of this amendment is \$6,000. Maximum consideration of this contract is \$73,206.32.

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

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

Motion #01-046 To authorize NSRSN Executive Director to rescind Board Motion #01-032, authorizing contract NSRSN-VOA-MC, Amendment 2, between NSRSN and Volunteers of America and authorize the NSRSN Executive Director to enter into the following corrected Contract NSRSN-VOA-MC, Amendment 2, between NSRSN and Volunteers of America. This Amendment increases funding to VOA for the month of June 2001 by \$20,000 as shown in the corrected Financial Provisions Consideration and Reimbursement section as follows:

Funding Source	6/1/01 – 6/30/01
PHP Carveout	\$43,248
PHP Carveout – IS Distribution	784
Estimated Inpatient Savings	<u>12,000</u>
Interest Fund Balance	<u>20,000</u>
<i>Total Estimated Funding:</i>	\$76,032

On May 24, 2001 Board action amended VOA contract by increasing funding by \$20,000. However, the funding source table as presented did not include estimated inpatient savings for the month of June. Though motion 01-032 is silent on inpatient savings earned for the month of June, it is and was the intent that 10% of the inpatient dollars for June 2001 be paid to VOA, as authorized per Board motion 98-066. In order to eliminate any confusion or misinterpretation, the NSRSN staff is requesting Motion 01-032 be rescinded and the above Amendment 2 be authorized.

Moved, seconded, all in favor, motion carried.

Motion #01-049 To authorize NSRSN Executive Director to enter into contract 0069-41455 Amendment 1 between State of Washington Mental Health Division and the NSRSN – General Terms and Conditions upon resolution of “PHP definition and Mutual Indemnification and Hold Harmless” language concerns. Amendment start date is July 1, 2001 through June 30, 2003.

The following General Terms and Conditions language has been modified:

- *PHP definition*
- *Billing limitations*
- *Debarment Certification*
- *Disputes*
- *Execution Amendment Waiver*
- *Mutual indemnification and hold harmless*

- *Inspections; maintenance and records*
- *Insurance*
- *Non-Discrimination*
- *Operation of General Terms and Conditions*
- *Order of precedence*
- *Single audit act*
- *Survivability*
- *Corrective Action/Compliance Review*
- *Termination due to Change in 1915(b) Mental Health Services Waiver*
- *Termination for default*
- *Termination procedure*

Moved, seconded, all in favor, motion carried.

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

Motion #01-036 To authorize NSRSN Executive Director to enter into the 1999-2001 Biennium Integrated Mental Health Inpatient/Outpatient Contract Amendment, extending the current contract with DSHS-Mental Health Division, to August 31, 2001.

~~To authorize NSRSN Executive Director to enter into the 2001-2003 Biennium Integrated Mental Health Inpatient/Outpatient Contract with DSHS-Mental Health Division, effective July 1, 2001 through June 30, 2003.~~

Moved, seconded, all in favor, motion carried.

Motion #01-037 To authorize NSRSN Executive Director to enter into Contract NSRSN-APN-99-01, Amendment 7, between NSRSN and Associated Provider Network, extending the current managed care, full risk contract for Outcome-Based Community Mental Health Program Services contract for 6 months, through December 31, 2001. Consideration for this 6-month extension shall be as described in attached Exhibit G-7.

Moved, seconded, all in favor, motion carried.

Motion #01-038 To authorize NSRSN Executive Director to enter into Contract NSRSN-SEAMAR-99-01, Amendment 2, between NSRSN and Seamar, extending the current contract for Outcome-Based Community Mental Health Program Services specifically addressing the mental health needs of our Hispanic population for 6 months, through December 31, 2001. Consideration for this 6-month extension shall be \$254,940.

Moved, seconded, all in favor, motion carried.

Motion #01-039 To authorize NSRSN Executive Director to enter into Contract NSRSN-Island-99-01, Amendment 2, between the NSRSN and Island County, extending the current contract County for Administration, planning, local oversight, MICA, etc., services for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$28,021. Maximum consideration shall not exceed \$140,106.

Moved, seconded, all in favor, motion carried.

Motion #01-040 To authorize NSRSN Executive Director to enter into Contract NSRSN-San Juan-99-02, Amendment 1, between the NSRSN and San Juan County, extending the current contract for Administration, planning, local oversight services, etc., for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$25,000. Maximum consideration shall not exceed \$125,000.

Moved, seconded, all in favor, motion carried.

Motion #01-041 To authorize NSRSN Executive Director to enter into Contract NSRSN-Skagit-99-03, Amendment 2, between the NSRSN and Skagit County, extending the current contract for Administration, planning, local oversight, MICA services, etc., for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$39,757. Maximum consideration shall not exceed \$198,782.

Moved, seconded, all in favor, motion carried.

Motion #01-042 To authorize NSRSN Executive Director to enter into Contract NSRSN-Snohomish-99-04, Amendment 2 between the NSRSN and Snohomish County, extending the current contract for:

- Administration, planning, local oversight, etc., services
- Snohomish County ITA Services
- Snohomish County QA Utilization/Clinical Support/Services
- Snohomish Evaluation and Treatment Facility Loan and Maintenance
- Federal Block Grant Services – Community Team for Children
- MICA Services – July 1-December 31, 2001 only

for 6 months, through December 31, 2001. Consideration for this 6-month period shall not exceed \$625,303. Maximum consideration shall not exceed \$3,037,028.50.

Moved, seconded, all in favor, motion carried.

Motion #01-043 To authorize NSRSN Executive Director to enter into Contract NSRSN-Whatcom-99-05, Amendment 2, between the NSRSN and Whatcom County, extending the current contract for Administration, planning, local oversight, etc., services for 6 months, through December 31, 2001.

Consideration for this 6-month period shall not exceed \$69,158. Maximum consideration shall not exceed \$345,785.

Moved, seconded, all in favor, motion carried.

Motion #01-044 To authorize NSRSN Executive Director to enter into Contract NSRSN-Rehabco-PS-01, between the NSRSN and Rehabco, Inc. for Office Cleaning/Janitorial Services, effective July1, 2001 through June 30, 2003. _Maximum consideration shall not exceed \$11, 544.

Moved, seconded, all in favor, motion carried.

Motion #01-045 To authorize NSRSN Executive Director to enter into contract #NSRSN-Tulalip-TT-FBG-01 between NSRSN and Tulalip Tribes for Traditional Healing Mental Health Services effective July 1, 2001 through June 30, 2003. Maximum consideration shall not exceed \$163,680 in Federal Block Grant Funds.

Moved, seconded, all in favor, motion carried.

Motion #01-046 To authorize NSRSN Executive Director to enter into the NSRSN Executive Director to enter into contract between the Mental Health Division and NSRSN for the ongoing implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2001 through June 30, 2003.

Moved, seconded, all in favor, motion carried.

Motion #01-047 To authorize NSRSN Executive Director to enter into the NSRSN Executive Director to enter into contract #NSRSN-APN-MIO-01 effective July 1, 2001 through June 30, 2003.

Moved, seconded, all in favor, motion carried.

Motion #01-048 To authorize the NSRSN Executive Director to enter into contract #NSRSN-SEA MAR-MIO-01 effective July 1, 2000 through June 30, 2001.

Moved, seconded, all in favor, motion carried.

Motion #01-050 (moved from Introduction Item #IN-027) To introduce Contract #NSRSN-SEAMAR Visions-MICA-01 between North sound Regional Support Network and Sea Mar Community Health Centers for Adolescent/Youth Co-occurring Residential Recovery Program Services.

Moved, seconded, all in favor, motion carried.

16. Motions Not Yet Reviewed by the Advisory Board – Rhea Miller, Chair

Chair Miller announced the following introduction items:

Motion #IN-026 To introduce request for NSRSN Board of Directors to allocate \$4,032 from the NSRSN Inpatient Savings Designated Fund Balance-Consumer Projects for two consumers to complete the Consumer-To-Provider Training Program. Total funding request per consumer = \$2,016. Maximum consideration would not exceed \$4,032.

Motion #IN-027 To introduce Contract #NSRSN-SEAMAR Visions-MICA-01 between North sound Regional Support Network and Sea Mar Community Health Centers for Adolescent/Youth Co-occurring Residential Recovery Program Services. **(moved to Action Agenda, Motion #01-050)**

Motion #IN-028 To introduce professional services contract NSRSN-MCCP-ITS-01 between the North Sound Regional Support Network and MCCP, Consulting Group for consultation and facilitation services with regards to Information Technology Services and NSRSN Children’s Executive Council. Maximum consideration shall not exceed \$34, 500.

Motion #IN-029 To introduce the 2001-2003 Biennium Integrated Mental Health Inpatient/Outpatient Contract with DSHS-Mental Health Division, effective August 17, 2001 through June 30, 2003.

MHD has notified the RSN’s that HCFA has announced a 60-day delay in the implementation of the new BBA (Balanced Budget Act) requirements. As a result of this delay, the State of Washington has an opportunity for the RSN’s to delay mandatory BBA compliance until at least August of 2002. This can be accomplished if the MHD 2001-2003 Biennium contracts are signed by August 16, 2001 with an effective date of August 17, 2001. The MHD has working very hard to try to get the “final” contracts out by June 22, 2001.

Once received the NSRSN will provide a synopsis of the new contract for Board and Advisory Board review.

17. Executive Session

There was none.

18. Reconvene / Public Comment

There was none

19. Adjournment

Chair Miller adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Melinda Bouldin

<p>North Sound Regional Support Network <i>Addendum to Minutes of the June 28, 2001 Board of Directors Meeting</i></p>
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An invalid motion number was given to an Emergency Action Item at June's meeting.

Emergency Action Item #01-046 To authorize NSRSN Executive Director to rescind Board Motion #01-032, authorizing contract NSRSN-VOA-MC, Amendment 2, between NSRSN and Volunteers of America and authorize the NSRSN Executive Director to enter into the following corrected Contract NSRSN-VOA-MC, Amendment 2, between NSRSN and Volunteers of America. This Amendment increases funding to VOA for the month of June 2001 by \$20,000 as shown in the corrected Financial Provisions Consideration and Reimbursement section as follows:

Funding Source
6/1/01 – 6/30/01

PHP Carveout	\$43,248	
PHP Carveout – IS Distribution	784	
Estimated Inpatient Savings		12,000
Interest Fund Balance		<u>20,000</u>
<i>Total Estimated Funding:</i>	\$76,032	

The correct motion number for this action is: #01-051

**NSRSN Staff Reports
July 2001**

Interdepartmental Collaborative Projects

SeaMar Administrative On-Sight Review

The Clinical/Quality Manager participated with the Fiscal/Contracts Manager and a member of the Quality Review Team in performing an administrative on-site audit of SeaMar Community Health Centers. Preliminary assessment of the finding of this review have been very positive and it is evident that this provider's participation with JCAHO (The Joint Commission on Accreditation of Health care Organizations) is extremely beneficial in their maintenance of high administrative and clinical standards.

NSRSN Staff participating: Marcia Gunning, Francene Thompson, QRT

PTSD Presentation.

QRT Beckie Bacon participated in the PTSD presentation with Dr. Mark Backlund, June 29th. The PTSD conference went very well; over 60 participants attended. There will be follow up work from the recommendations formulated during the conference.

NSRSN Staff participating: Beckie Bacon, Judy Susia, Sharri Dempsey

**NSRSN Staff Reports
July 2001**

Departmental Projects

Tribal Liaison

Sharri is putting together a cultural awareness training for providers. This will include:

- Drums
- Perception of shame vs. cultural appropriate actions
- Different traditional/cultural spiritual beliefs of the NW tribes
- Historical overview of grief and loss issues

Office of Consumer Affairs

QRT and Ombuds attended the Behavioral health Conference during June, 2001

The Poster Contest has been completed; winner will be presented awards during the July 26, 2001 Board of Director's meeting.

Finalized poster will be completed by the end of August and on sale during Mental Health week starting September 10, 2001.

QRT and Ombuds attended a two day training on Axis II Disorders

Ombuds have been very busy with outreach efforts during June they visited six different agencies to share about Ombuds services.

Office Manager/Support Staff

Melinda is building a health and safety program for staff. The plan will include:

- Emergency Preparedness
- First Aid / CPR training
- Bloodborne Pathogen training

Information has been gathered and will now be compiled and proposed to the Management Team. There is cost involved in some portions of the proposed plan.

Support Staff continue to support all managers and programs.

Contract Compliance & Financial Services Department

Inpatient Reconciliation

Continue to meet with APN to discuss NSRSN/APN inpatient certification, payment and reconciliation system. We continue to address irregularities and concerns with State Payment system.

2001-2003 Biennium Contract

Developed final review and comments.

2001-2003 Biennium PHP/Medicaid Funding

MHD has implemented a six-year phase in funding formula as the first step toward more equitable PHP/Medicaid funding between RSN's. Implementation begins 9/1/01. NSRSN has reviewed and analyzed this information. Estimated FY 2002 funding = \$42,702,436, this equates to approximately \$1,132,864 additional dollars over the 12 month period. As MHD has indicated that the new rates will become effective 9/1/01, the estimated 10 month increase is \$944,053. Estimated FY 2003 funding = \$43,748,102 an increase of \$2,175,530 from FY 2001 funding and an increase of \$1,045,666 from FY 2002 funding. Total estimated increase in funding for the 2001-2003 biennium = \$5,667,827.

2001-2003 Biennium FBG Funding

MHD has increased the NSRSN's FBG funding allocation by \$240,197, from \$1,046,271 to \$1,286,468.

WSH Emergency – FEMA

Continuing to work with MHD and FEMA in an effort to be reimbursed for the additional community hospital costs resulting from closures at WSH resulting from the 2/29/01 earthquake.

IV-E Waiver Project

Collaborative efforts between NSRSN, NSRSN Counties and DCFS continue to progress in the development of a IV-E Waiver Demonstration Project for high need. This collaborative work group is in the process of finalizing contract expectations.

Financial Audit

State of WA annual Financial Audit of NSRSN began July 9, 2001

Working Agreement

Collaborative efforts to modify existing working Agreement between NSRSN and Home and Community Care for Medicaid Personal Care Services is resulting in the development of protocols. It is our intent that this will be the first of many collaborative efforts that result in such documents.

Quality Management

Quality Management Oversight Committee

Because of the increasing amount of important work being processed by QMOC and the need for timely consideration and recommendations from that Committee, the existing every other month meeting schedule has been changed back to a monthly meeting frequency. Implementation of the current NSRSN Quality Management Plan requires a higher level of monitoring and integration of quality activities than in prior years.

Dangerous Mentally Ill Offender Program

At the end of the first year of implementation of our DMIO contract, NSRSN has worked with six consumers assigned by the State DMIO Committee. NSRSN has been very proactive in developing an aggressive Regional DMIO committee, as well as individual committees in each community where these mentally ill offenders have been brought into service. Housing has remained one of the most challenging issues confronting the program. None of the DMIOs currently served by NSRSN has seriously re-offended, although there have been a number of community supervision order violations which have resulted in varying degrees of sanction from the correctional system. The additional funding available for this program has been extremely valuable in meeting the needs of this special population and in effectively engaging participants in treatment. This program has done a great deal to bring the Department of Corrections, Chemical Dependency providers, and other allied systems into a closer working relationships which will be of great value in enhancing service coordination for all consumers receiving NSRSN services.

MEMORANDUM

REVISED

DATE: July 10, 2001

TO: NSRSN Advisory Board

FROM: *Marcia Gunning*
Contracts Compliance & Financial Services Manager

RE: July 26, 2001 NSRSN Board of Director's Agenda

Please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the July 26, 2001 NSRSN Board Meeting.

CONSENT AGENDA

EMERGENCY ACTION ITEMS

1. To authorize NSRSN Executive Director to enter into contract with Department of Developmental Disabilities (DDD) for add-on supports and services for people with mental health and developmental disabilities, effective JULY 1, 2001 through June 30, 2002. Maximum consideration shall not exceed \$357,724.

The initial contract for these services sunset June 30, 2001. This contract continues to fund the implementation of phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD.

2. To authorize NSRSN Executive Director to enter into contract NSRSN-APN-DD Crisis-02 with the Associated Provider Network for enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness, effective July 1, 2001 through June 30, 2002. Maximum consideration shall not exceed \$347,701.92

The initial contract for these services sunset June 30, 2001. This contract continues to purchase enhanced crisis prevention and intervention services outlined in the NSRSN/DDD contract that implements phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD.

3. To authorize NSRSN Executive Director to enter into contract NSRSN-VOA-DD Crisis-2 with Volunteers of America for enhanced Crisis Line/Triage services to individuals with developmental disabilities and mental illness, effective July 1, 2001, through July 31, 2002. Maximum consideration shall not exceed \$10,020.

The initial contract for these services sunset June 30, 2001. This contract continues to purchase specific 24-hour crisis line services outlined in the NSRSN/DDD contract that implements phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. Funding is pass-thru dollars from DDD.

ACTION ITEMS

1. The NSRSN Board of Directors allocates \$4,032 from the NSRSN Inpatient Savings Designated Fund Balance-Consumer Projects for two consumers to complete the Consumer-To-Provider Training Program. Total funding request per consumer = \$2,016. Maximum consideration would not exceed \$4,032.

This program provides intensive training at Tacoma Community College to mental health consumers throughout the State. Two consumers from the NSRSN have been selected to participate this quarter. The students complete a 300-hour field placement after completion of the course-work. The NSRSN is being asked to fund the field study at \$6.72 per hour for the 300 hours.

2. To authorize the NSRSN Executive Director to enter into professional services contract NSRSN-MCPP-ITS-01 between the North Sound Regional Support Network and MCPP, Healthcare Consulting Group, Inc. for consultation and facilitation services with regards to Information Technology Services and NSRSN Children's Executive Council, effective July 1, 2001 through December 31, 2001. Maximum consideration shall not exceed \$34,500.

Dale Jarvis has been working with APN on the review, analysis and processes required during APN's search for software. With the closure of BDS/PCI, the NSRSN is taking the lead on facilitating the process and timeline required to select and transition to new software over the next 12 months. This contract purchases the ongoing assistance of Dale Jarvis during this process, as well as facilitation services performed by Barbara Maurer at NSRSN's Children Executive Council. See attached Professional Services Agreement.

3. To authorize the NSRSN Executive Director to enter into the 2001-2003 Biennium Integrated Mental Health Inpatient/Outpatient Contract with DSHS-Mental Health Division, effective August 17, 2001 through June 30, 2003.

MHD has notified the RSN's that HCFA has announced a 60-day delay in the implementation of the new BBA (Balanced Budget Act) requirements. As a result of this delay, the State of Washington has an opportunity for the RSN's to delay mandatory BBA compliance until at least August of 2002. This can be accomplished if the MHD 2001-2003 Biennium contracts are signed by

August 16, 2001 with an effective date of August 17, 2001. The MHD has working very hard to try to get the "final" contracts out by June 22, 2001. Once received the NSRSN will provide a synopsis of the new contract for Board and Advisory Board review.

4. To authorize the NSRSN Executive Director to enter into Contract 0169-00339, Amendment 1 between State of Washington Mental Health Division and the NSRSN modifying Section 7.4 Financial Consideration to include the results of adding to the Z factor Country Borders (x2) to the NSRSN's funding formula.

The NSRSN discovered an error in the funding formula and have brought this error to the attention of MHD. MHD has indicated that they will recalculate the NSRSN's funding formula to include country borders x 2 counties (Whatcom and San Juan). The state's initial recalculation indicates an additional \$15,716 per year on the eligibles allocation. Using the 6-year phase-in FY 01 = \$2,226 and FY 03 = \$5,186.

5. To approve the following language change to the NSRSN Personnel Policies and Procedures Manual retroactive to January 1, 2001. This change will clarify unclear language and ensure consistent application of the policy.

3.6 Advancement Within a Pay Range

Employee's progress horizontally through the steps of the salary range based on length of employment and satisfactory performance as determined by their supervisor(s).

Progression beyond Step A will normally occur according to the following schedule, with the actual increase prorated to the employee's anniversary date.

<u>STEP SCHEDULE</u>	<u>% INCREASE</u>
A. 6 Months	2.5%
B. 12 Months	2.5%
C. 24 Months	5.0%
D. 36 Months	5.0%
E. 48 Months	5.0%
F. 72 Months	(merit)

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

To introduce Contract #NSRSN-SVC Education-CP-01 between NSRSN and Skagit Valley College in order to maintain the supported education program serving Island and Skagit counties, effective July 1, 2001 through June 30, 2002. Maximum consideration shall not exceed \$15,000. Funding shall come from NSRSN designated Fund Balance – Inpatient Savings - Consumer Projects.

The SVC Supported Education Program was developed and successfully implemented during the 2000-2001 school year as a result of being awarded a Consumer Projects Grant from the NSRSN. In order to continue this project SVC is requesting \$15,000 from the NSRSN. An additional \$12,400 has been secured from the "Perkins fund and Chinook Enterprises". In addition \$4,701 in In-Kind Contributions will support this project.

If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.

cc: NSRSN Board of Directors
Charles R. Benjamin
County Coordinators
NSRSN Management Team