

**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  
December 6, 2001  
1:30 PM**

**AGENDA  
REVISED 11/28/01**

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

*“What are your thoughts about the presence of the board question on the agenda these past two years?”*

- 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. Consent Agenda – Rhea Miller, Chair**

**Motion #01-088** To review and approve NSRSN claims paid from October 1, 2001 to October 31, 2001 in the amount of (unavailable). Payroll for the month of October in the amount of (unavailable), and associated benefits in the amount of (unavailable).

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

**Motion #01-075** To approve the NSRSN Recommended 2002 Annual Administration Budget.

*The proposed NSRSN 2002 Annual Administrative Budget and related materials were introduced to the NSRSN Board of Directors at their October 25, 2001 meeting. The Preliminary Proposed Budget was available for public review and comment beginning October 25, 2001*

**Motion #01-078** To approve Community Mental Health Program Services Contract # NSRSN-APN-02-03 between the North Sound Regional Support Network and Associated Provider Network, effective January 1, 2002 through December 31, 2003. Estimated funding is \$68,858,777.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium Mental Health Services Contract negotiated with the Associated Provider Network.*

**Motion #01-079** To approve Community Mental Health Program Services - Hispanic Contract #NSRSN-SeaMar-02-03 between North Sound Regional Support Network and SeaMar Community Health Centers, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$1,019,760.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium Mental Health Services Contract currently being negotiated with SeaMar.*

**Motion #01-080** To approve Integrated Crisis Response Services Contract #NSRSN-VOA-MC-02 between North Sound Regional Support Network and Volunteers of America, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$1,820,018.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium Mental Health Integrated Crisis Response Services Contract currently being negotiated with Volunteers of America.*

**Motion #01-081** To approve Interagency Agreement #NSRSN-Island-02-03 between North Sound Regional Support Network and Island County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2002

through December 31, 2003. Maximum consideration shall not exceed \$112,085.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Island County.*

**Motion #01-082** To approve Interagency Agreement #NSRSN-San Juan-02-03 between North Sound Regional Support Network and San Juan County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$102,517.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with San Juan County.*

**Motion #01-083** To approve Interagency Agreement #NSRSN-Skagit-02-03 between North Sound Regional Support Network and Skagit County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$159,025.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Skagit County.*

**Motion #01-084** To approve Interagency Agreement #NSRSN-Snohomish-02-03 between North Sound Regional Support Network and Snohomish County for County-specific Administration, Development, Planning, Clinical Utilization Management Services, Crisis/ITA Services, E & T Loan and Maintenance Services, Community Team for Children Services, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$2,644,033.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Snohomish County.*

**Motion #01-085** To approve Interagency Agreement #NSRSN-Whatcom-02-03 between North Sound Regional Support Network and Whatcom County for County-specific Administration, Development, Planning and Geriatric Peer Support, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$276,628.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Whatcom County.*

**Motion #01-086** To approve the NSRSN's "Standards of Care Manual" (Eligibility and Clinical Care Standards), as modified.

*During negotiations with APN, questions regarding the Standards of Care Manual were raised. As a result, a clinical review committee met to review APN's "concerns". As discussed at the NSRSN October Advisory Board, this Committee recommends the attached modifications to the NSRSN Standards of Care Manual. The Advisory Board Executive Committee moved to accept and forward QMOC's recommendations to the NSRSN Board of Directors at their December meeting, as QMOC will be reviewing the proposed revisions during their November Meeting.*

**Motion #01-087** To authorize NSRSN Executive Director to enter into contract # NSRSN-RAINTREE-MIS-02 Between the North Sound Regional Support Network and Raintree Systems, Inc for Information Systems Services, including technical support services, training support services, implementation and transition services, effective January 1, 2002 through December 31, 2003. Maximum consideration to be presented at the December 6, 2001 Board Meeting.

*The NSRSN IS/IT RFP 01-03 Evaluation Committee: Dale Jarvis, M CCP Consultant; Marcia Gunning, NSRSN Contracts Compliance & Financial Services Manager; Francene Thompson, NSRSN Clinical Quality Manager; Michael White, NSRSN Information Systems Specialist; and Bo Tunestam Snohomish County. IS/IT; recommended Raintree Systems, Inc. as the successful bidder. The NSRSN Board of Directors approved this selection and authorized the NSRSN to contract with Raintree, beginning November 8, 2001, to work with the NSRSN to develop an indepth needs assessment, implementation timeline and budget. The contract brought forward for action is the result of the completed needs assessment.*

**16. Introduction Item – Rhea Miller, Chair**

**Motion #IN-046** To introduce NSRSN 's Confidentiality Policy.

*The NSRSN staff has finalized an NSRSN Confidentiality Policy. This policy has been reviewed and approved by our attorney, Brad Furlong.*

**17. Executive Session - Chair**

**18. Reconvene - Chair**

**19. Adjournment – Chair**

**NOTE: The next Board of Directors meeting is scheduled for Thursday, January 24, 2002 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**

**North Sound Regional Support Network  
Conference Room  
117 North First Street, Suite 8  
Mt. Vernon, WA  
November 8, 2001  
1:30 PM**

**MINUTES**

**Present:**

Rhea Miller, Chair, San Juan County Commissioner  
Dan Bilson, Chair, NSRSN Advisory Board  
Andy Byrne, Alternate for Pete Kremen, Whatcom County Council  
JoAnn Angevine, Alternate for Kenneth Dahlstedt, Skagit County Commissioner  
Jackie Henderson, Alternate for Mike Shelton, Island County Commissioner  
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

**NSRSN Staff Members:**

Chuck Benjamin, Melinda Bouldin, Sharri Dempsey, Marcia Gunning, Greg Long, Bill Whitlock

**Guests:**

Jere LaFollette, Jess Jamieson

- 1. Call to Order; Introductions – Chair**  
Chair Rhea Miller called the meeting to order at 1:30.
- 2. Revisions to the Agenda – Chair**  
Chair Miller announced that nominations for Chair and Vice Chair would be heard following the QMOC report.
- 3. Approval of Minutes – Chair**  
It was moved, seconded and approved to accept the October minutes as presented.
- 4. Comments & Announcements from the Chair**  
Chair Miller reported briefly:

- Recovery Conference and Retreat were a great success; great consumer involvement
- It was good that APN was in attendance at the Retreat. A big year lies ahead!
- The next meeting of the Board of Directors will be December 6, 2001.

## 5. **Board Discussion – Chair**

Chair Miller posed the question to the Board members:

*"How will a proposed \$474,000,000 cut to DSHS affect county budgets?"*

Jim Teverbaugh stated that already stressed systems would become increasingly stressed. He anticipates an increase in homeless mentally ill and developmentally disabled consumers. There will be more back pressures on the system, increased number of people eliminated from programs when they don't meet eligibility requirements. Many different challenges lie ahead.

Andy Byrne agreed with Mr. Teverbaugh, adding that community based services will be hit hard; emergency rooms and hospitalizations are very expensive.

Chair Miller said that San Juan County elected officials discussed this issue. The prosecuting attorney, coroner, and jail budgets will increase. The "invisible" people will lose out and it takes a long time for the majority of the population to feel effects.

Jackie Henderson added that re-institutionalizing and re-hospitalization of consumers is very expensive. It is very difficult to get folks back out of these services. She worries that the DD program will be out of business. Nowhere left to cut.

Jim Teverbaugh stated that we are at a significant crossroads – to one side is darkness and despair, to the other, opportunity to re-examine how we offer services. It is an opportunity for good things to happen.

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

Jess Jamieson attended a meeting including people from the State and RSNs. When times are difficult people tend to dig in their heels and protect themselves. He feels the NSRSN will pull together as a region and his sense is that other RSNs do not collaborate as effectively as ours.

Jere LaFollette met with children's services programs where the focus was how to work more effectively with other programs. Challenges lie ahead, but it won't dampen enthusiasm.

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

Mr. Bilson reported:

- October AB minutes were approved on Nov. 6
- Recommend approval of AB expenditures, Finance Committee minutes approved for October
- Janet Lutz-Smith agreed to help coordinate sub-committee meeting schedule
- Approved motion to remove the In-service Committee
- Approved motion to recommend Board approval of the emergency budget allocation
- Approved motion abolishing the use of tabbed notebooks at future meetings
- James Vest volunteered to sit in on future meetings regarding Home and Community Services
- Bob hart volunteered to sit in on future meetings discussion the conversion to the new IS system
- Approved motion to send formal “thank you” to Board of Directors for inviting so many stakeholders to the Recovery Conference.

**8. Report from Executive/Personnel Committee – Dave Gossett, Chair**  
No report.

**9. Report from the Planning Committee – Ward Nelson, Chair**  
Greg Long reported that the Committee didn't meet, however, a meeting will be scheduled for late November or early December. The Enhanced Case Management group met and reviewed their draft report, which has consumer/advocate support. The RFP has been received for Expanded Community Services which will offer services to people put out of WSH; will keep group informed during the process. The NSRSN proposal will likely include 30 people- 8 geriatric folks and 22 adults, some of whom are chemically addicted.

Josselyn Winslow inquired as to whether or not effort would be made to bring folks back to their own communities? Greg answered yes, but many of these consumers have needs higher than what their community can support. Jim Teverbaugh asked if there would be room in the plan to offer services to people not at WSH? Greg hopes this will be seed money for a new program.

**10. Report from QMOC Committee – Andy Byrne, Chair**  
Mr. Byrne reported that the QMOC had not met since the last Board meeting. Their next meeting will be November 21.

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

Mr. Benjamin stated that three members are needed to serve on the nominating committee; should be elected officials. Chair Miller recommends Mike Shelton, Kirke Sievers, and Ken Dahlstedt.

Mr. Benjamin reported briefly on:

- “Vision of Hope”: Recovery Conference Held on November 1<sup>st</sup> - over 200 participants, more than 50% consumers/advocates/family members
- Overwhelming consensus to move toward Recover “concept”
- Sexual Minority Work Group conducting local forums (Island/SanJuan, Whatcom and Snohomish)
- Planning Committee sub-groups working on:
  - Homelessness
  - Enhanced Case Management
- Level of Care Manual (Standards of Care) going to QMOC this month
- Western State Hospital Bed Reductions
  - Enhanced Community Services funding may be in jeopardy
- IS/IT Needs: Collaborative Plan to address our system needs
- CMS site Visit (Formerly HCFA):
  - Entrance Interview: October 23 @ 7:30-8:00 AM
  - Public Meeting October 23 @ 7:00-9:00 Mt Vernon High School
  - We are awaiting the “aggregate” report from CMS to WA DSHA/MHD
- Prevalence Study (MHD)
- Outcome Measures (MHD) and local efforts
- Contract negotiations are progressing and were concluded this week with APN
  - Proceeding now with SeaMar and VOA
- NSRSN Reorganization
- Stakeholder Meeting on November 7 revealed that we are doing a lot of good things here. Other Advisory Board members from other regions praised the NSRSN and stated that they don’t feel they have a voice.

**Important issues facing us:**

- 4-E Waiver to better serve eligible children who are in need
- Outreach to our homeless population
- Quality Assurance and Quality Improvement
- Standards of Care
- Western State Hospital Bed Reductions
- Assessing consumer satisfaction
- WAC and MHD Contract requirements



- Prevalence Study and Performance Indicators
- Even more pressing is the potential budget reductions within DSHS and more directly MHD!
  - NSRSN setting up a Regional Budget Reduction Committee to develop an NSRSN response from stakeholder groups:
    - NSRSN/Counties
    - Consumers/Advocates/Family Members
      - Regional Advisory Board Chair
      - Regional Advisory Board Finance Committee Chair
      - NAMI representative
    - APN
    - VOA
    - SeaMar
    - Tribal

**12. Report from the Finance Officer – Bill Whitlock**

Mr. Whitlock had no financial report, but focused instead of the critical issue around the issue of insuring the DMIO program. The Finance Committee recommends terminating DMIO contracts.

A motion was made to terminate contracts with Department of Mental Health for DMIO program and further, to terminate APN and SeaMar DMIO contracts. The motion died for lack of second.

Discussion revolved around providers having the option to contract directly with the State. Mr. Benjamin pointed out that their rates would increase, too. After further discussion, Mr. Teverbaugh invited reintroduction of the motion.

**Motion # 01-087** It was moved, seconded, and carried that the NSRSN provide 30-day notice to DSHS of our intent to terminate our contract to provide DMIO services and cancel down-line contracts with APN and SeaMar for DMIO Services.

**13. Consent Agenda – Rhea Miller, Chair**

There was none.

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

***Motion #01-077 To authorize NSRSN Executive Director to enter into contract # NSRSN-RAINTREE-01 Between the North Sound Regional Support Network and Raintree Systems, Inc for Information Systems Needs Assessment and Implementation Services effective November 8, 2001 through December 31, 2001. Maximum consideration shall not exceed \$6,800.00.***

*The NSRSN IS/IT RFP 01-03 Evaluation Committee: Dale Jarvis, MCCP Consultant; Marcia Gunning, NSRSN Contracts Compliance & Financial Services Manager; Francene Thompson, NSRSN Clinical Quality Manager; Michael White, NSRSN Information Systems Specialist; and Bo Tunestam Snohomish County. IS/IT; have recommended Raintree Systems, Inc. as the successful bidder. The above referenced contract would enable Raintree to work with the NSRSN to develop an in-depth needs assessment, implementation timeline and budget.*

**Moved, and seconded to approve Motion #01-077, all in favor, motion carried.**

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

**Motion #01–076 as amended:** To authorize \$3,514,111 Emergency 2001 Budget Appropriations.

It is estimated that the NSRSN PHP Outpatient Revenues will be greater than originally budgeted/anticipated by approximately \$3,514,111. This Board Motion will enable the NSRSN to pay to our contracted providers the amount due to them on a timely basis.

PLEASE NOTE: *This will not increase the 2001 Administrative Budgeted Expenses.*

**Moved, and seconded to approve Motion #01-076, all in favor, motion carried.**

**ITEM INTRODUCED AT OCTOBER ADVISORY BOARD MEETING FOR DECEMBER ACTION**

**Motion #01-075** To introduce the NSRSN Preliminary Proposed 2002 Annual Administration Budget.

*The proposed NSRSN 2002 Annual Administrative Budget and related materials are being introduced to the NSRSN Board of Directors at their October 25, 2001 meeting. The Preliminary Proposed Budget will be available for public review and comment beginning October 25, 2001*

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

Chair Miller invited all to review:

**Motion # IN-037** To introduce Community Mental Health Program Services Contract # NSRSN-APN-02-03 between the North Sound Regional Support Network and Associated Provider Network, effective January 1, 2002 through December 31, 2003. Estimated funding is \$68,858,777.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium Mental Health Services Contract negotiated with the Associated Provider Network.*

**Motion #IN-038** To introduce Community Mental Health Program Services - Hispanic Contract #NSRSN-SeaMar-02-03 between North Sound Regional Support Network and SeaMar Community Health Centers, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$1,019,760.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium Mental Health Services Contract currently being negotiated with SeaMar.*

**Motion #IN-039** To introduce Integrated Crisis Response Services Contract #NSRSN-VOA-MC-02 between North Sound Regional Support Network and Volunteers of America, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$1,820,018.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium Mental Health Integrated Crisis Response Services Contract currently being negotiated with Volunteers of America.*

**Motion #IN-040** To introduce Interagency Agreement #NSRSN-Island-02-03 between North Sound Regional Support Network and Island County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$112,085.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Island County.*

**Motion #IN-041** To introduce Interagency Agreement #NSRSN-San Juan-02-03 between North Sound Regional Support Network and San Juan County for County-specific Administration, Development, Planning, MICA

Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$102,517.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with San Juan County.*

**Motion #IN-042** To introduce Interagency Agreement #NSRSN-Skagit-02-03 between North Sound Regional Support Network and Skagit County for County-specific Administration, Development, Planning, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$159,025.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Skagit County.*

**Motion #IN-043** To introduce Interagency Agreement #NSRSN-Snohomish-02-03 between North Sound Regional Support Network and Snohomish County for County-specific Administration, Development, Planning, Clinical Utilization Management Services, Crisis/ITA Services, E & T Loan and Maintenance Services, Community Team for Children Services, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$2,644,033.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Snohomish County.*

**Motion #IN-044** To introduce Interagency Agreement #NSRSN-Whatcom-02-03 between North Sound Regional Support Network and Whatcom County for County-specific Administration, Development, Planning and Geriatric Peer Support, MICA Services and other Direct Community Services, effective January 1, 2002 through December 31, 2003. Maximum consideration shall not exceed \$276,628.

*The NSRSN Staff are presenting for review and approval at the December 6, 2001 Board Meeting the 2001-2003 Biennium contract with Whatcom County.*

**Motion #IN-045** To introduce the NSRSN's "Standards of Care Manual" (Eligibility and Clinical Care Standards), as modified. **(TABLED)**

During negotiations with APN, questions regarding the Standards of Care Manual were raised. As a result, a clinical review committee met to review APN's "concerns". As discussed at the NSRSN October Advisory Board, this Committee recommends the attached modifications to the NSRSN

Standards of Care Manual. The Advisory Board Executive Committee moved to accept and forward QMOC's recommendations to the NSRSN Board of Directors at their December meeting, as QMOC will be reviewing the proposed revisions during their November Meeting.

**17. Executive Session - Chair**

None

**18. Reconvene - Chair**

**19. Adjournment – Chair**

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Melinda Bouldin