

**PLEASE NOTE: DATE AND VENUE CHANGE!!**

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

**Skagit Resort Hotel**

**Bow, WA**

**March 7, 2002**

**1:30 PM**

**AGENDA**

- 1. Call to Order; Introductions – Chair**
- 2. Revisions to the Agenda – Chair**
- 3. Approval of January Minutes – Chair**
- 4. Comments & Announcements from the Chair**
- 5. Comments from the Public**
- 6. Report from the Advisory Board – Eileen Rosman, Chair**
- 7. Report from Executive/Personnel Committee – Dave Gossett, Chair**
- 8. Report from the Planning Committee – Ward Nelson, Chair**
- 9. Report from the QMOC – Andy Byrne, Chair**
- 10. Report from the Executive Director – Chuck Benjamin, Executive Director**
- 11. Report from the Finance Officer – Bill Whitlock**
- 12. Consent Agenda – 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.

**Motion #02-006** To review and approve NSRSN claims paid from January 1, 2002 to January 31, 2002. Total dollar amount of warrants paid in January, (unavailable at this time) Total January payroll of (unavailable at this time) and associated benefits in the amount of (unavailable at this time).

**Motion #02-010** To authorize the NSRSN Executive Director to rescind Board Motion #01-070, authorizing contract 0169-45577, amendment 01 between DSHS

– DDD and the NSRSN for Crisis Prevention, Intervention and Stabilization services AND to enter into revised contract #0169-45577. Amendment 1. This amendment extends the contract end date to 6/30/03 and increases the financial consideration by \$734,645. Maximum consideration not to exceed \$819,521.32.

*The initial contract for these services sunset June 30, 2001. NSRSN, working with DDD Region 3 staff, submitted new 2001-2003 biennial contract to State DDD. This contract was rescinded in September 2001, as at the State DDD level it was decided to amend the sunset contract instead of entering into a new agreement. The NSRSN Board authorized entering into the contract amendment at their September 20, 2001 Board Meeting. Due to staff changes and mandated Legislative rate increases, DDD did not fully execute the initial contract amendment. Attached is a revised amendment. This amendment increases the financial consideration by approximately \$9,762. The amendment 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.*

**Motion #02-004** To approve contract #0069-44106, Amendment 1, between the NSRSN and Mental Health Division for Federal Block Grant 2001 awards, effective October 1, 2001 through September 30, 2002. Maximum consideration of this amendment is \$97,000. Maximum consideration of this contract is \$247,669.

*NSRSN Service Providers independently responded to MHD’s FBG 2001 RFP. As a result, FBG funds for 6 proposals within the NSRSN service area were funded.*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

*MHD is now requiring that they contract with the NSRSN for these services. As each provider is a member of APN, the NSRSN will contract with APN for these service expectations.*

**Motion #02-005** To approve Contract #NSRSN-APN-FBG 01, between the North Sound Regional Support Network and the Associated Provider Network for specific FBG 2001 Services, effective October 31, 2001 through September 30, 2002. Maximum consideration for this contract shall not exceed \$97,000.

*The NSRSN is contracting with APN in order for the following services to be provided by the indicated agency:*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
  - *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
  - *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
  - *Compass Health = Art Studio funded in the amount of \$15,000*
  - *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- CCSNW = Animal Therapy funded in the amount of \$7,000*

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

**Motion #02-003** To approve NSRSN’s 2002-2003 Quality Management Plan

The NSRSN QMOC Committee finalized their recommended 2002-2003 Quality Management Plan at their December 19, 2001 Meeting. At which time QMOC unanimously moved to recommend approval of the 2002-2003 Plan to the NSRSN Board of Directors.

**14. Emergency Action Item**

**Motion #02-007** To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 02, between the NSRSN and DSHS-MHD.

The attached amendment is being presented to all 14 RSNs with the stipulation that MHD will only execute and return the amendments if all 14 RSNs execute and return the amendments to MHD before 2/25/02. The RSN administrator’s have been working with MHD on negotiating the contract changes. NSRSN staff recommendation will be presented at the February 19th Advisory Board and March 7th Board of Director Meetings.

**15. Introduction Items – Chair**

**#IN-008** To introduce the NSRSN 2002 Annual 7.01 Plan.

*The Proposed 7.01 Plan has been developed with the 8 Tribes within the NSRSN Service Area and is being introduced to the Board of Directors on March 7, 2002 as their recommended 2002 Plan.*

**#IN-009** To introduce contract NSRSN-Gingold-02 between the North Sound Regional Support Network and Lane, Powell, Spears & Lubersky - Jeffery Gingold for specialized health care legal services and HIPAA expertise. Maximum consideration shall not exceed \$10,000.

*Per NSRSN Financial Policies, any professional services must be purchased via a contract and approved by the Board of Directors. Therefore, the NSRSN is requesting the attached Agreement be approved in order for the NSRSN staff to purchase specialized health care legal opinions, as the needs arise.*

**16. Executive Session - Chair**

**17. Reconvene - Chair**

## 17. Adjournment – Chair

**NOTE:** The next Board of Directors meeting is scheduled for Thursday, March 28, 2002 at the North Sound Regional Support Network, 117 North First Street, Suite, 8, Mount 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  
January 24, 2002  
1:30 PM**

### **MINUTES**

#### **Present:**

Ward Nelson, Chair, Whatcom County Council  
Mike Shelton, Vice Chair, Island County Commissioner  
JoAnn Angevine, Alternate for Kenneth Dahlstedt, Skagit County Commissioner  
Andy Byrne, Alternate for Pete Kremen, Whatcom County Council  
Sharrie Freemantle, Alternate for John Koster, Snohomish County Commissioner  
Dave Gossett, Alternate for Gary Nelson, Snohomish County Council  
Robin Hazen, Alternate for Kirke Sievers, Snohomish County Council  
Della Hill, The Tulalip Tribes  
Joe Johnson, Nooksack Indian Tribe  
Janet Lutz-Smith, Vice Chair, NSRSN Advisory Board  
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

#### **NSRSN Staff Members:**

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

#### **Guests:**

Tom McIntyre, Otis Gulley, Rodney Lund, Dan Bilson, Jane Relin, Brad Furlong

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

Chair Ward Nelson called the meeting to order at 1:30. Introductions were made of all present.

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

None

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

It was moved, seconded and approved to accept the December minutes as presented.

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

Chair Nelson:

- Announced Diana Striplin as NSRSN Employee of the Quarter for October through December 2001. He presented Ms. Striplin with a certificate and plaque.
- Thanked Rhea Miller for her years of service as Board Chair and presented her with a plaque. Della Hill presented Ms. Miller with a “Tree of Life” blanket on behalf of the Tribes and thanked her on their behalf for all she’s done.
- Announced a conflict with the February 28<sup>th</sup> meeting date for the next Board of Directors Meeting. This date coincides with a national conference, which will be attended by several stakeholders involved with the Board. It was proposed to move the meeting to March 7, 2002 at the Skagit Valley Resort in Bow. The Exemplary Service Awards ceremony will take place prior to the meeting.

It was moved seconded, and approved to reschedule the February meeting to March 7, 2002 at the Skagit Valley Resort in Bow.

- Announced the following upcoming events: Recovery Model: Learning from the Oregon Experience on February 21 at the Skagit Valley Resort, followed by a related clinical training on February 22 at the NSRSN. Day two is intended for supervising clinicians. Year of the Tribal Generations Conference on April 24 and 25 at the Skagit Valley Resort.
- Andy Byrne announced that QMOC membership is needed. Will be announced at February QMOC meeting.

#### **5. Comments from the Public – Chair**

Otis Gulley addressed the group. Otis identifies himself as a client from Compass Health. He stated his goal is to help the mental health network. He wants to be supportive. Chair Nelson encouraged his involvement.

Rodney Lund announced a film slated to be shown on January 27 on KIRO television about a woman with mental illness.

Jere LaFollette shared a copy of an article from the Anacortes American about the Geriatric Peer Counseling Program. He agrees with the article, which states the program is very successful and a good use of resources. He reiterated that the program offers extensive training for counselors.

Dan Bilson offered a “thank you” to Jere LaFollette for recognition of the challenges facing seniors. He encouraged Otis Gulley to remain involved. Mr. Bilson further stated that 32 passengers from Whatcom County took a bus to Olympia on January 21 to advocate for mental health services in light of the coming budget cuts.

#### **6. Report from the Advisory Board – Eileen Rosman, Chair**

In Ms. Rosman’s absence, Vice Chair Janet Lutz-Smith announced:

- NSRSN Advisory Board Member, Lorelei Coy, is ill with pancreatic cancer.
- Pleased with good attendance and public comment at meetings.
- Nancy Jones, Snohomish County, is on sabbatical for several months. Jill Dace will fill in.
- At their last meeting, the NSRSN Advisory Board Finance Committee reviewed their budget.
- The Strategic Plan Committee is busy working at having Advisory Board sub-committees fit in better with structure of the Strategic Plan.
- An Advisory Board orientation packet is in the works.

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

Mr. Gossett announced that the Committee is bringing forth a request for formal endorsement of the Vision of Hope concept heavily endorsed at the Recovery Conference last November.

It was moved, seconded and approved to formally endorse the following statement:

*“The essential goal upon which the North Sound Regional Support Network proceeds is that all people in Region III (Island, San Juan, Skagit, Snohomish and Whatcom Counties) who are affected by mental illness can recover. We believe that recovery does not necessarily mean the illness has been cured or the symptoms have been eliminated. Rather, a process by which a person with mental illness can recover self-esteem, self-worth, dreams, pride, choice, dignity, and life meaning.*”

Mr. Gossett stated that the Personnel Committee is proposing to abolish the Lead QRT and QRT positions and replace both with a new position “QRT and Ombuds Fill-In”. He assured the group this was really just a cross-training issue. Additionally, by abolishing the Lead QRT position, the NSRSN would realize approximately \$5,000 annually. A job description was written and has been reviewed by the Committee.

It was moved, seconded and approved to abolish the Lead QRT and QRT positions, and replace with a new position title of QRT / Ombuds Fill-In.

It was moved, seconded and approved to accept the job description for QRT / Ombuds Fill-In as presented to and reviewed by the Committee.

**8. Report from the Planning Committee – Ward Nelson, Chair**

Ward Nelson announced the Planning Committee had met on December 12, 2001. They discussed the homeless issue, the conversion to the new IS/IT system and HIPAA compliance. Also discussed were the issues of bed reduction and expanding community services in the Region.

**9. Report from QMOC Committee – Andy Byrne, Chair**

Mr. Byrne reported that the QMOC met on January 16, 2002. At that meeting, Paul Vanderveen offered a presentation on identifying workloads of clinical staff. Terry McDonough offered the 3<sup>rd</sup> Quarter Integrated

Report, which was approved, and Rosemary Lea offered an educational and informative presentation on Quality Improvement.

At the February QMOC meeting, they hope to formalize membership. There has been past confusion on primary and alternative members. This membership, as part of the Quality Management Plan, will be brought to the Board of Directors for approval at their next meeting on March 7.

Mr. Byrne introduced Terry McDonough who offered a PowerPoint presentation, which encapsulated the NSRSN Quality Management Plan 2002-2003. Mr. McDonough offered his contact information if anyone had questions about the plan.

#### **10. Report from the Executive Director – Chuck Benjamin, Executive Director**

Mr. Benjamin reported briefly on:

- Thanked the Board for its endorsement of the new theme.
- Thanked Otis Gulley for his involvement
- Appreciated the Board's acceptance of the QRT/Ombuds Fill-In position
- Announced Linda Vaughan as the new Raintree Coordinator. Additionally, there is still a need for a collaborative plan to address system needs.
- Thanked Terry McDonough for his QM Plan presentation
- Announced the upcoming Trauma training and the Tribal Conference
- Continued work in the area of NSRSN Stakeholder response to MHD's proposed budget reductions, Recovery Conference follow-up, 4-E waiver, QA and QI, and software implementation.
- Informed the group that once again, the MHD is holding the NSRSN up as a model. This time for Exhibit N, or complaint and grievance report. Diana Striplin spearheads this effort for us; however, it is truly an agency effort.

Mike Shelton stated his concern about some legislators being interested in getting rid of RSNs all together. He is alarmed that some RSNs seem to have an attitude that if the State wants to take over, let them have it! He doubts all legislators have an interest in mental health issues.

Jess Jamieson added that Providers are dialoging about the possibility of further fragmentation of an already fragmented system.

Mr. Shelton feels the RSNs need to speak with more unified voice. Providers need to also give their opinion to legislators, letting them know that things are working well in this Region.

Chair Nelson believes the NSRSN should draft a letter to local legislators so they can see what we're doing, how we're using dollars. Also, ask them to "look at their own house". Varied stakeholders would sign the letter.

It was moved, seconded and approved to authorize Chuck Benjamin to draft a letter to Region III legislators regarding proposed budget cuts.

#### **11. Report from the Finance Officer – Bill Whitlock**

Mr. Whitlock offered an explanation of his financial report included in member notebooks. He announced that the State Auditors would be here in the middle of February.

#### **12. Consent Agenda – Ward Nelson, Chair**

**Motion #02-001** To review and approve NSRSN claims paid from November 1, 2001 to November 30, 2001 and December 1, 2001 to December 31, 2001. Total dollar amount of warrants paid in November 2001 \$3,327,165.02. Total November payroll of \$73,6113.46 and associated benefits in the amount of \$19,976.38. Total dollar amount of warrants paid in December 2001 \$3,738,397.35. Total December payroll of \$68,892.22 and associated benefits in the amount of \$23,501391.

**Motion #02-002** To authorize the NSRSN Executive Director to enter into Contract NSRSN-Swinomish-CP-00, Amendment 1 between the NSRSN and Swinomish Tribal Community, extending the contract by two months, through February 28, 2002. Maximum consideration remains unchanged at \$29,768.

**Motion #01-091** To authorize the NSRSN Executive Director to enter into contract 0169-00339, Amendment 1 between the State of Washington Mental Health Division and the NSRSN for Expanding Community Services-Phase 1, effective December 1, 2001 through June 30, 2003. Maximum consideration shall not exceed \$69,000.

**Motion #01-092** To authorize NSRSN Executive Director to enter into contract NSRSN-MAGILL-PSC-RM01, Amendment 1 between the NSRSN and Sam Magill Consulting, Inc.

**Moved, and seconded to approve the consent agenda, all in favor, motion carried.**

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

**Motion #01-089** To approve NSRSN 's Confidentiality Policy.

**Moved, and seconded to approve Motion #01-089, all in favor, motion carried.**

#### **14. Motions Not Yet Reviewed by the Advisory Board – Ward Nelson, Chair**



**Motion #IN-001** To introduce NSRSN's 2002-2003 Quality Management Plan

*The NSRSN QMOC Committee finalized their recommended 2002-2003 Quality Management Plan at their December 19, 2001 Meeting. At which time QMOC unanimously moved to recommend approval of the 2002-2003 Plan to the NSRSN Board of Directors.*

**Motion #IN-002** To introduce contract #0069-44106, Amendment 1, between the NSRSN and Mental Health Division for Federal Block Grant 2001 awards, effective October 1, 2001 through September 30, 2002. Maximum consideration of this amendment is \$97,000. Maximum consideration of this contract is \$247,669.

*NSRSN Service Providers independently responded to MHD's FBG 2001 RFP. As a result, FBG funds for 6 proposals within the NSRSN service area were funded.*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

*MHD is now requiring that they contract with the NSRSN for these services. As each provider is a member of APN, the NSRSN will contract with APN for these service expectations.*

**Motion #IN-003** To introduce Contract #NSRSN-APN-FBG 01, between the North Sound Regional Support Network and the Associated Provider Network for specific FBG 2001 Services, effective October 31, 2001 through September 30, 2002. Maximum consideration for this contract shall not exceed \$97,000.

*The NSRSN is contracting with APN in order for the following services to be provided by the indicated agency:*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

**15. Executive Session - Chair**

Chair Nelson adjourned the Board to Executive Session for the discussion of personnel issues.

**16. Reconvene - Chair**

The meeting reconvened at 3:25.

**17. Adjournment – Chair**

The meeting was adjourned at 3:27 p.m.

Respectfully submitted,

Melinda Bouldin

**MEMORANDUM**

**REVISED 2/5/02**

DATE: February 5, 2002  
TO: NSRSN Advisory Board  
FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager  
RE: March 7, 2002 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 March 7, 2002 NSRSN Board Meeting.

**CONSENT AGENDA**

1. To authorize the NSRSN Executive Director to rescind Board Motion #01-070, authorizing contract 0169-45577, amendment 01 between DSHS – DDD and the NSRSN for Crisis Prevention, Intervention and Stabilization services AND to enter into revised contract #0169-45577. Amendment 1. This amendment extends the contract end date to 6/30/03 and increases the financial consideration by \$734,645. Maximum consideration not to exceed \$819,521.32.

*The initial contract for these services sunset June 30, 2001. NSRSN, working with DDD Region 3 staff, submitted new 2001-2003 biennial contract to State*

*DDD. This contract was rescinded in September 2001, as at the State DDD level it was decided to amend the sunset contract instead of entering into a new agreement. The NSRSN Board authorized entering into the contract amendment at their September 20, 2001 Board Meeting. Due to staff changes and mandated Legislative rate increases, DDD did not fully execute the initial contract amendment. Attached is a revised amendment. This amendment increases the financial consideration by approximately \$9,762. The amendment 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.*

3. To authorize the NSRSN Executive Director to enter into contract #0069-44106, Amendment 1, between the NSRSN and Mental Health Division for Federal Block Grant 2001 awards, effective October 1, 2001 through September 30, 2002. Maximum consideration of this amendment is \$97,000. Maximum consideration of this contract is \$247,669.

*NSRSN Service Providers independently responded to MHD's FBG 2001 RFP. As a result, FBG funds for 6 proposals within the NSRSN service area were funded.*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

*MHD is now requiring that they contract with the NSRSN for these services. As each provider is a member of APN, the NSRSN will contract with APN for these service expectations.*

4. To authorize the NSRSN Executive Director to enter into Contract #NSRSN-APN-FBG 01, between the North Sound Regional Support Network and the Associated Provider Network for specific FBG 2001 Services, effective October 31, 2001 through September 30, 2002. Maximum consideration for this contract shall not exceed \$97,000.

*The NSRSN is contracting with APN in order for the following services to be provided by the indicated agency:*

- *CMHS North Island Counseling = Elder Support Services funded in the amount of \$26,000*
- *CMHS Skagit = Consumer Owned Business funded in the amount of \$10,000*
- *Compass Health = Senior-to Senior Peer Support funded in the amount of \$34,000*
- *Compass Health = Art Studio funded in the amount of \$15,000*
- *CCSNW = Adventure Based Counseling funded in the amount of \$5,000*
- *CCSNW = Animal Therapy funded in the amount of \$7,000*

## **ACTION ITEMS**

1. To approve the NSRSN 's 2002-2003 Quality Management Plan.

*The NSRSN QMOC Committee finalized their recommended 2002-2003 Quality Management Plan at their December 19, 2001 Meeting. At which time QMOC unanimously moved to recommend approval of the 2002-2003 Plan to the NSRSN Board of Directors.*

### **EMERGENCY ACTION ITEM**

To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 02, between the NSRSN and DSHS-MHD.

*The attached amendment is being presented to all 14 RSN's with the stipulation that MHD will only execute and return the amendments if all 14 RSN's execute and return the amendments to MHD before 2/25/02. The RSN administrator's have been working with MHD on negotiating the contract changes. NSRSN staff recommendation will be presented at the February 19<sup>th</sup> Advisory Board and March 7<sup>th</sup> Board of Director Meetings.*

### **ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD**

1. To introduce the NSRSN 2002 Annual 7.01 Plan.

The Proposed 7.01 Plan has been developed with the 8 Tribes within the NSRSN Service Area and is being introduced to the Board of Directors on March 7, 2002 as their recommended 2002 Plan.

2. To introduce contract NSRSN-Gingold-02 between the North Sound Regional Support Network and Lane, Powell, Spears & Lubersky - Jeffery Gingold for specialized health care legal services and HIPAA expertise. Maximum consideration shall not exceed \$10,000.

*Per NSRSN Financial Policies, any professional services must be purchased via a contract and approved by the Board of Directors. Therefore, the NSRSN is requesting the attached Agreement be approved in order for the NSRSN staff to purchase specialized health care legal opinions, as the needs arise.*

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