

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
April 25, 2002**

1:30 PM

AGENDA

- 1. Call to Order; Introductions – Chair**
- 2. Revisions to the Agenda – Chair**
- 3. Approval of February (March 7) Minutes – Chair**
- 4. Comments & Announcements from the Chair**
- 5. Comments from the Public**
 - a. Raintree Presentation**
- 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**

<p>All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one motion of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.</p>

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, \$3,553,846.92
Total January payroll of \$72,024.29 and associated benefits in the amount of \$10,329.48 (**held from March 7 meeting**)

Motion 02-012 To review and approve NSRSN claims paid from February 1, 2002 to February 28, 2002. Total dollar amount of warrants paid in February (unavailable at this time) Total February payroll of (unavailable) and associated benefits in the

amount of (unavailable). To review and approve NSRSN claims paid from March 1, 2002 to March 31, 2002. Total dollar amount of warrants paid in March (unavailable at this time) Total March payroll of (unavailable) and associated benefits in the amount of (unavailable).

Motion 02-009 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.

Motion 02-011 To authorize the following line-item transfer amounts in the NSRSN 2001 Operating Budget:

1. \$6,200 from Administrative Budget - Professional Services to \$2,400 office & operating supplies and \$3,800 machinery & equipment.
2. \$23,740 from Advisory Board Professional Services to \$1,600 office & operating supplies, and \$140 communications and \$12,700 Travel and \$9,300 miscellaneous
3. \$9,100 from Agency, County and Other Services Line Item (MIS Services) to \$9,100 MIS machinery & equipment.

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

Motion 02-008 To approve the NSRSN 2002 Annual 7.01 Plan. (copies available at the NSRSN)

14. Emergency Action Items

Motion 02-013 To authorize the NSRSN Executive Director to enter into contract #NSRSN-MCPP-ITS-01, Amendment 1, between the NSRSN and MCPP Healthcare Consulting Inc.

The NSRSN is requesting the above referenced contract with Managed Care Performance Group (Dale Jarvis) for IS/IT consultation be extended through 12/31/02. There is a balance of approximately \$11,000 on this contract and it has become evident that there will be on-going IS issues that will come up from time to time through our implementation of Raintree of which Dale's expert IS/IT knowledge would be of great benefit to the NSRSN.

Motion 02-014 To authorize the NSRSN Executive Director to enter into contract #0169-00339, Amendment 03, between the NSRSN and DSHS-MHD for Expanding Community Services July 2002 Funding Allocation, effective May 1, 2002 through June 30, 2003. Maximum consideration shall not exceed \$564,655.

Please note that FBG funds will also be awarded to the NSRSN for implementation of these services, however at this time the total dollar amount is unknown.

Expanding Community Services funding is provided by the Washington Legislature to assist in the provision community residential and support services for persons whose

treatment needs constitute substantial barriers to community placement and who no longer require active psychiatric treatment at an inpatient hospital level of care, no longer meet the criteria for inpatient involuntary commitment, and who are clinically ready for discharge from Western State Hospital. This contract amendment represents Phase 2 Expanding Community Services funding in order for the NSRSN to transition 13 long term patients from the Adult Psychiatric Unit (APU) wards into appropriate community services. (A draft is enclosed; upon receipt of finalized language from MHD, final copy will be forthcoming)

Motion 02-015 To authorize the NSRSN Executive Director to enter into contract # NSRSN-APN-02-03, Amendment 1 between the North Sound Regional Support Network and Associated Provider Network for Expanding Community Services, effective May 1, 2002 through June 30, 2003. Maximum consideration shall not exceed \$564,655.

Expanding Community Services funds for transitioning 13 long-term APU residents and the associated statements of work will be contracted to APN members:

<u>Provider</u>	<u># Clients</u>	<u>\$ Awarded</u>
Community Mental Health Services	3	\$130,305
Compass Health	6	\$260,610
Lake Whatcom Treatment Center	4	\$173,740

Please note that FBG funds will also be awarded to the providers for implementation of the three programs, above. However, at this time the total dollar amount is unknown.(upon receipt of documentation for Motion 02-014, this amendment will be written and mailed out – no accompanying documentation in this packet)

15. Introduction Items – Chair

None

16. Executive Session - Chair

17. Reconvene - Chair

17. Adjournment – Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, May 23, 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**

**Skagit Valley Casino Resort
Bow, WA**

**March 7, 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
Dave Gossett, Alternate for Gary Nelson, Snohomish County Council
Ray Fryberg, Alternate for Della Hill, The Tulalip Tribes
Joe Johnson, Nooksack Indian Tribe
John Manning, Alternate for Rhea Miller, San Juan County Commissioner
Mary Good, Alternate for Eileen Rosman, NSRSN Advisory Board
Kirke Sievers, Snohomish County Council
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members:

Beckie Bacon, Chuck Benjamin, Melinda Bouldin, Annette Calder, Melissa DeCino, Sharri Dempsey, Marcia Gunning, Greg Long, Bill Whitlock

Guests:

Rodney Lund, Dwight Hinton, Charles Albertson, Tom MacIntyre, Dan Bilson, Sunshine Allen, Jere LaFollette, Otis Gulley

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

Chair Nelson announced that a time for open comment from the Board would occur after agenda item number 11. This open comment will become a permanent addition to the agenda.

3. Approval of Minutes – Chair

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

4. Comments & Announcements from the Chair

Chair Nelson:

- Shared a response from Paull Shin to our letter of February 5, 2002 regarding the proposed state budget and its impact on mental health services.
- Proclaimed the Exemplary Service Awards a success in spite of the weather.
- Announced the Tribal Conference on April 24 and 25

5. Comments from the Public – Chair

Otis Gulley addressed the group. He provided copies of a letter he had sent to legislators in this region. He received a response from Sen. Costa, Reps. Haugen, Pearson, and Sullivan. Mr. Gulley stated that his goal is to be a role model and example of what can happen when appropriate treatment is available. Lots of people don't understand medication issue.

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

In Ms. Rosman's absence, Mary Good substituted. She offered no report, but assured the Board that they would receive copies of the Advisory Board minutes.

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

Mr. Gossett announced that an offer of employment is being made to someone outside the agency for Lead Quality Specialist. The original restructure had provided that a Quality Specialist position would be cut if an "outsider" were hired for the Lead position. Since that time, assignments have changed, making it difficult to cut a position while maintaining adequate coverage. In April, Chuck Benjamin will be bringing options to the Personnel Committee. Mike Shelton stated that he doesn't support adding an FTE in the wake of budget cuts.

Mr. Gossett reported that in the area of Consumer Projects, RFPs have been let in the past. Some counties felt slighted. There is a proposal to possible allocate dollars directly to the counties which has its pros and cons. JoAnn Angevine stated that the subject had come up a month ago and at the County Coordinator meeting. She feels that letting the RFPs has been very positive, as the APN and RSN have stopped fighting. The allocation formula is not equitable in her opinion. She likes it the way it is; leave the RSN doing it. Chair Nelson instructed all to give this some thought and further discussion would take place in April. Mr. Teverbaugh agreed that it would be a good idea to discuss in April.

8. Report from the Planning Committee – Greg Long

Greg Long reported that the Committee had not met. Meetings are taking place regarding Expanding Community Services. New proposals will be submitted as a follow up to those submitted in late December. The RSN received a half-day consultation from Joe Marrone. There are future plans for further Employment Services training. The trainings are gratis.

9. Report from QMOC Committee – Andy Byrne, Chair

Mr. Byrne reported that Joe Johnson ably substituted for him as Chair of the February 20th meeting. A report will be sent out.

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

Mr. Benjamin reported briefly on:

- Attending the NACBHD conference in Washington, D.C. He was encouraged by others talking about recovery in mental health. He met Patrick Kennedy who is supporting the New Freedom Initiative – the Establishment of a National behavioral health commission.
- Keeping our collective thumb on the pulse of the legislature. Letters have impact.
- Senate budget doesn't include a rate reduction, but it does look at taking reserve funds. This is detrimental to consumer voice in our region. Our preference is a one time hit of risk reserves because a rate decrease would go on forever and provides a more drastic cut.
- Recruitment continues for QRT/Ombuds position
- Offering Lead QS job to Wendy Klamp
- 2004 1915(b) waiver renewal adds MHD requirements, which will be passed on to us.

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 were currently at the RSN. He reviewed year-end figures, clarifying the variances.

12. Reports from Counties and Tribes

Mike Shelton shared his joy in the collaborative effort between the County and Community Mental Health to build a new facility. They are in the design phase at this point.

Chair Nelson reported that he had attended a conference where HIPAA was discussed. This issue will have definite impacts on the cost of administering services.

Jim Teverbaugh reported that in spite of Nancy Jones' absence their unit is "taking care of business" and he has witnessed daily miracles by the WSH liaisons in getting people placed.

Andy Byrne reported that Whatcom County is pursuing widespread study of the behavioral healthcare crisis triage issue. The study has actually been completed, copies of the compiled results will be distributed. The unanimous statement was that rather than tweak the current system, stakeholders want to build a local crisis triage facility. Mr. Byrne wished to publicly thank the RSN for their participation, as well as APN. Mr. Teverbaugh acknowledged the inspiration he received from Whatcom County. This has given him hope for a like plan in Snohomish County.

Joe Johnson reported that the Nooksack Tribe is pursuing state certification. They are trying to get CD and MH to run parallel. The Tribe also participated in the Whatcom County triage study. He thanked Sharri Dempsey for her assistance in their certification efforts.

Mary Good reported that Advisory Board finances are looking OK. She further reported that B.J. Cooper had provided a pre-meeting presentation about a very successful clubhouse in Eastern Washington.

13. Consent Agenda – Ward Nelson, Chair

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, \$3,553,846.92 Total January payroll of \$72,024.29 and associated benefits in the amount of \$10,329.48

Motion pulled, no Finance Committee Meeting.

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.

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.

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.

Moved, and seconded to approve Motions 02-010, 02-004, and 02-005 of the consent agenda, all in favor, motion carried.

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

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

Moved, and seconded to approve Motion 02-003, all in favor, motion carried.

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

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

Moved, and seconded. After clarification by Ms. Gunning that the due date for reporting is March 29, 2002 (not 2/25/02) the motion passed unanimously.

16. Motions Not Yet Reviewed by the Advisory Board – Ward Nelson, Chair

#IN-004 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-005 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.

#IN-006 To authorize the following line-item transfer amounts in the NSRSN 2001 Operating Budget:

3. \$6,200 from Administrative Budget - Professional Services to \$2,400 office & operating supplies and \$3,800 machinery & equipment.
4. \$23,740 from Advisory Board Professional Services to \$1,600 office & operating supplies, and \$140 communications and \$12,700 Travel and \$9,300 miscellaneous
3. \$9,100 from Agency, County and Other Services Line Item (MIS Services) to \$9,100 MIS machinery & equipment.

16. Executive Session - Chair

There was none

17. Reconvene - Chair

18. Adjournment – Chair

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Melinda Bouldin

**NORTH SOUND REGIONAL SUPPORT NETWORK
CONTRACT AMENDMENT**

**CONTRACT NO. NSRSN-NSRSN-MCPP-ITS-01
Amendment (1)**

The above-referenced Contract between the North Sound Regional Support Network (NSRSN) and MCPP Healthcare Consulting, Inc. is hereby amended as follows:

1. The effective dates shall be extended for 12 months, through December 31, 2002.
2. Maximum consideration shall remain unchanged at \$34,500.

**ALL TERMS AND CONDITIONS OF PERFORMANCE OUTLINED IN
CONTRACT NO. NSRSN-MCPP-ITS-01 THROUGH AMENDMENT ONE (1)
ARE INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH
HEREIN.**

THIS AMENDMENT IS EXECUTED BY THE PERSONS SIGNING BELOW, WHO
WARRANT THAT THEY HAVE THE AUTHORITY TO EXECUTE THIS AMENDMENT.

NORTH SOUND REGIONAL SUPPORT
CONSULTING, INC.
NETWORK

MCPP HEALTHCASRE

Charles R. Benjamin
Executive Director

Date

Dale Jarvis,
Director Finance & Information

Date

AGREEMENT FOR LEGAL SERVICES

Whereas, North Sound Regional Support Network (hereinafter "client") wishes to engage Lane, Powell, Spears & Lubersky - Jeffrey Gingold (hereinafter "attorney") to render specialized healthcare legal services, the following agreement for legal services is hereby made:

1. Client agrees reimburse Attorney at a rate of \$350.00 an hour for specialized healthcare legal services. Attorney will bill client on a monthly basis (unless otherwise agreed) for attorney's fees. Maximum consideration for the term of this Agreement shall not exceed \$10,000.
2. No funds have been received as a retainer for use by the attorney to pay fees and costs. Any funds received on retainer to cover attorney fees will be deposited to the Law Office of Lane, Powell, Spears & Lubersky Trust Account and charges and expenses will be removed from the trust account within seven days after the date of any billing, unless the client notifies the attorney that there is a question or dispute about the billing or wishes not to have the trust money applied. No money will be removed from the trust account for payment of attorney fees or expenses when a dispute exists. At other times, the attorney may advance funds from the trust account upon notice to the client. All trust account funds will be accounted for by the attorney in the monthly billing statements.
3. The attorney agrees to use his best efforts in providing legal opinions and representation of the client, but cannot guarantee any result. Client agrees to provide attorney with full information concerning the legal and factual issues presented and to cooperate fully in the representation.
4. The attorney agrees to keep the client informed as to major developments in the case and will not settle or compromise a claim or lawsuit without permission of the client.
5. This Agreement shall take effect January 1, 2002 and shall continue in full force and effect until such time as either party chooses to terminate this Agreement. This Agreement may be terminated in whole or in part by Client for any reason at any time or by Attorney by giving 30 calendar days written notice to Client where the Attorney's continued representation of the client does not violate the Washington Rules of Professional Conduct.

Dated: _____

Dated: _____

CHARLES R. BENJAMIN, Executive Director
Law

Jeffery Gingold, Attorney At
Law

North Sound Regional Support Network
117 North 1st Street, Suite 8
Mount Vernon, WA 98273

Lane, Powell, Spears & Lubersky
1420 5th Avenue, Suite 4100
Seattle, WA 98101-2338
206 223-7955

Deleted: ¶

Approved as to form: 1/24/01
Bradford E. Furlong, Attorney At Law

\\shared\contract\2002\professional services\J Gingold
Agreement