

NORTH SOUND REGIONAL SUPPORT NETWORK BOARD OF DIRECTORS MEETING

**CottonTree Convention Center
2300 Market Street
Mt. Vernon, WA
December 5, 2002**

1:30 PM

Agenda

- 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. Reports from Board Members**
- 6. Comments from the Public**
- 7. Report from the Advisory Board – Eileen Rosman, Chair**
- 8. Report from Executive/Personnel Committee – Dave Gossett, Chair**
 - a. Election of Officers
- 9. Report from the QMOC – Andy Byrne, Chair**
- 10. Report from the Planning Committee – Dave Gossett, Chair**
- 11. Report from the Executive Director – Chuck Benjamin, Executive Director**
- 12. Report from the Finance Officer – Bill Whitlock**
- 13. Report from the Finance Committee – Mike Shelton**
- 14. 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.

There are no Consent Agenda items.

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

Motion 02-053 To adopt the NSRSN Recommended 2003 Operating Budget.

The NSRSN presented to the Board of Directors on October 24, 2002 the Preliminary Proposed 2003 Operating Budget. The Recommended Budget will be available on November 14, 2002 for final board adoption on December 5, 2002

Motion 02-070 To approve a request to surplus woodworking equipment repossessed after the closure of “Skagit Woodshop”, a consumer-run business funded by NSRSN Consumer Oriented Projects dollars and dispose of said items at public auction.

Please refer to attached list of repossessed equipment.

Motion 02-071 To approve a request to allocate all revenue collected as a result of disposing of the wood working equipment at public auction to consumer oriented projects.

Motion 02-072 To approve the revised NSRSN Mission Statement: “We join together to enhance our community’s mental health and support recovery for people with mental illness served in the North Sound region, through high quality culturally competent services”

This statement was developed by the workgroup formed by the Planning Committee, including stakeholders from throughout the Region.

Motion 02-073 To approve the proposed name change for the North Sound Regional Support Network: “North Sound Mental Health Administration”.

This proposed name change was developed by a workgroup formed by the Planning Committee, including stakeholders from throughout the Region.

Motion 02-076 To introduce contract # NSRSN-BTTG-02 between the North Sound Regional Support Network and Behavioral Technology Transfer Group for Children’s DBT professional clinical training for up to 150 clinicians and supervisors, effective December 15, 2002 through June 30, 2003. Maximum consideration shall not exceed \$13,000.

This is a 2-day training provided by the organization from Seattle who first implemented DBT Training nation-wide.

16. Emergency Action Items

Motion 02-075 To approve supplemental apportions for the NSRSN Tribal Conference. To recognize increase in revenue and miscellaneous expenditures of \$12,343.00. Total revenue from the conference was \$32,343.00. The original budget was \$20,000.00. This is part of the NSRSN operating and administrative budget.

17. Introduction Items – Chair

Motion IN-049 To introduce contract between the NSRSN and Aging and Adult Services Division - Home Care Services (HCS). Maximum consideration for this contract will not exceed \$328,500.

This is a placeholder for contract currently being developed by HCS that implements ECS Phase VI – Geriatric services. The contract will be for 20 individuals, 5 discharged from WSH and 15 to divert from WSH. NSRSN contract will be to provide expanded mental health services at \$45 per day per client.

Motion IN-050 To introduce contract #NSRSN-APN-ECS-02, Amendment 2 between the NSRSN and APN for expanded mental health services to ECS Phase VI - Geriatric consumers. Maximum consideration will not exceed \$328,500.

This is a placeholder for contract with APN as a result of the contract between HCS and NSRSN currently being developed by HCS that implements ECS Phase VI – Geriatric services. The contract will be for 20 individuals, 5 discharged from WSH and 15 to divert from WSH. NSRSN will contract with APN to provide expanded mental health services at \$45 per day per client.

18. Executive Session - Chair

19. Reconvene - Chair

20. Adjournment – Chair

NOTE: The next Board of Directors meeting is scheduled for Thursday, **January 9, 2003 at the North Sound Regional Support Network, 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
November 14, 2002
1:30 PM**

MINUTES

Present:

Ward Nelson, Chair, Whatcom County Council
Maile Acoba, Alternate for Kenneth Dahlstedt, Skagit County Commissioner
Andy Byrne, Alternate for Pete Kremen, Whatcom County Executive
Dave Gossett, Snohomish County Council
Melinda Trujillo, Alternate for Della Hill, the Tulalip Tribes
Marie Jubie, NSRSN Advisory Board
Mike Shelton, Island County Commissioner
Rhea Miller, San Juan County Commissioner
Kirke Sievers, Snohomish County Council
Jim Teverbaugh, Alternate for Bob Drewel, Snohomish County Executive

NSRSN Staff Members:

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

Guests:

Dan Bilson, Gary Ramey, Terry Clark, Jere LaFollette, Mary Good, Tom MacIntyre, Rod Elin

1. Call to Order; Introductions – Chair

Chair Nelson convened the meeting 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 October minutes.

4. Comments & Announcements from the Chair

Chair Nelson announced that the call for nominations for the 2002 Exemplary Service Awards had been mailed out. He distributed brochures for the Recovery Conference and announced the Board Retreat, which will immediately follow on the evening of December 4th and continue the morning of December 5th. The regular meeting of the Board of Directors will commence at 1:30 that same day. Chair Nelson and Vice-Chair Shelton will continue in their respective roles for 2003.

5. Reports from Board Members

Chair Nelson reported that a generous donation was received in Whatcom County from Alcoa. The funds are earmarked for services to juveniles.

Marie Jubie reported that discussion had taken place at the Snohomish County Mental Health Advisory Board regarding consumer oriented project monies, and how they may and may not be used. Venues are also being sought for a new consumer group being started in that county.

6. Comments from the Public – Chair

None

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

Marie Jubie reported that the Regional Advisory Board had approved Finance Committee report and recommended approval of their September bills. They heard a presentation of the 2003 NSRSN budget. Discussion took place about the ECS program, Special Populations workgroup, the CIT Program, and the MHD audit. The Advisory Board approved a motion to request NSRSN staff obtain a copy of an article in the Spokane Review regarding mental health service delivery, and also to draft a letter to DSHS about the status of paid and non-paid QRTs statewide. An “All Aboard” is planned for November 18 to Alchemy Upholstery and Cookie Creations, and also to the stakeholder meeting on November 26 in SeaTac.

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

Mr. Gossett distributed draft meeting dates for 2003, based on survey results.

It was moved, seconded and approved to meet monthly on the second Thursday in 2003.

Mr. Gossett reported that a work plan had been developed regarding follow up to the APN audit.

Regarding the Facing the Future document, several red flags were raised. It was moved, and seconded to authorize Chuck Benjamin to draft (for Chair Nelson’s signature) a letter to Secretary Braddock voicing this RSN’s concerns about the report.

Discussion took place. It was agreed that the report had been written with a “broad brush” without data to substantiate claims made therein.

Mr. Benjamin added that the new Freedom report talks about the public mental health system being in shambles, but acknowledges that the best run system is at the county level!

Mr. Teverbaugh feels the Facing the Future document is well done and well thought out. There are some authentic and true issues in the

document. We need to accept the truths in the document and not respond in “outrage”. We need to say what we want in the future.

Mr. Benjamin acknowledges this point, and assures our response will not be reactionary; rather it will highlight our strengths.

Chair Nelson is concerned that the report contains no numbers or data to support their statements.

Mr. Teverbaugh added that the issue of Prevention needs serious dialogue. Exciting research has come out regarding this.

Chair Nelson called for the vote. The motion passed.

9. Report from the Planning Committee – Dave Gossett, Chair

Mr. Gossett reported that the Mission Statement/Name Change workgroup is bringing forth their recommendations to the Board for approval in December. Discussion is also taking place on the ECS (geriatric beds) issue, and the Special Populations survey has been mailed out to stakeholders. Copies were distributed to the Board.

10. Report from QMOC Committee – Andy Byrne, Chair

Mr. Byrne reported that the QMOC had not met. The next meeting is scheduled for November 20, 2002.

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

Mr. Benjamin reported briefly on:

- Raintree implementation slated for December 2nd
- There will be a delay in the next two month’s reports due to the conversion to Raintree software
- Regional Training committee will be offering a progress report at a later date
- Sharri Dempsey, on behalf of the Regional Trauma Committee will offer a report about their regional activities
- ECS project is progressing; we will have 12 of our 13 WSH consumers back in the region by the end of the month. Mr. Benjamin praised Debbie Page and Santiago Iscoa for their hard work, and also the collaborative efforts of the APN, LWTC, CMHS, Compass Health and Greg Long
- NSRSN and APN are in continued discussion about GMU/ECS program
- MHD Performance Indicator “Pilot” is progressing. A meeting was held on October 24th with Telesage to review the questions. Concerns remain about the length of the survey as well as some of the questions. The worst questions have been removed.

- NS Mental Health Legislative Committee meets tomorrow at 9:00 followed by the NS Mental Health Summit Committee at 10:30.
- Recovery Conference is December 4th at the CottonTree in Mount Vernon.

Mr. Teverbaugh inquired as to whether or not there are any discussions planned about the revenue structure? Will statewide RSNs be asking questions as a group? Mr. Benjamin is hopeful this will happen and feels it is worthwhile getting the issue on the table for discussion.

12. Report from the Finance Officer – Bill Whitlock

Mr. Whitlock offered his report, summarizing variances in revenues and expenditures. He reported that the bottom line is that we are still under budget.

13. Report from the Finance Committee – Mike Shelton

Mr. Shelton reported that the Committee reviewed bills and expenditures, and recommends approval of the entire Consent Agenda.

14. Consent Agenda – Chair

It was moved and seconded to approve Motions 02-067 and 02-68. The motions were unanimously approved.

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

It was moved and seconded to approve Motion 02-054, UBH Contract amendment. The motion passed.

It was moved and seconded to approve Motion 02-055, Raintree Contract amendment. The motion passed.

It was moved and seconded to approve Motions 02-056, 02-057, 02-058, 02-059, and 02-60. The motion passed.

It was moved and seconded to approve Motion 02-061, exception to NSRSN Financial Policy 22 Reimbursement for Travel NSRSN Staff 22.2 B. Meals. Discussion followed. The total amount of the motion was \$144.30, which is \$44.30 over what is allowed by policy. The Board took up a collection, came up with \$44.30, and the motion was pulled.

It was moved and seconded to approve Motion 02-062, Reserve Reduction Implementation Allocation Plan. Discussion followed. Mr. Teverbaugh asked who had reviewed the plan? Ms. Gunning answered that the Board had had its review period, and Advisory Board and reviewed and approved it also. The motion passed.

It was moved and seconded to approve Motion 02-063, Contract 0269-0937, Amendment 1 between the MHD and the NSRSN for Federal Block Grand funds for EXC, Phase V. The motion passed.

It was moved and seconded to approve Motion 02-064, Contract #169-00339, amendment 5 between the MHD and the NSRSN for ECS, Phase V. The motion passed.

It was moved and seconded to approve Motion 02-065, Contract #NSRSN-APN-ECS Amendment 1 between NSRSN and the APN. The motion carried.

It was moved and seconded to approve Motion 02-066, authorizing contract NSRSN-Tulalip-CP-00, amendment 2 extending the sunset date to December 31, 2002. Discussion followed. Melinda Trujillo, representing Della Hill, explained that the request was made because of the temporary misplacement of records after an office move. She does not see this happening again. Chair Nelson stated that he appreciates the help and services offered by the Tribe and thanked Ms. Trujillo to attending the meeting. Mr. Benjamin added that the work had already been done. The motion passed.

It was moved and seconded to approve Motion 02-069, to establish a Capitol Fund. The motion passed.

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

It was moved and seconded to approve Motion 02-074, authorizing a contract between Whatcom County and the NSRSN 2002 NSRSN Recovery Conference in the amount of \$2,000. The motion passed.

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

Chair Nelson directed the group to review Introduction Items 30, 44, 45, 46, 47 and 48.

18. Executive Session - Chair

There was none

19. Reconvene - Chair

20. Adjournment – Chair

The meeting adjourned at 2:40.

Respectfully submitted,

Melinda Bouldin

MEMORANDUM

DATE: November 15, 2002

TO: NSRSN Advisory Board

FROM: Marcia Gunning
Contracts Compliance & Financial Services Manager

RE: December 5, 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 December 5, 2002 NSRSN Board Meeting.

CONSENT AGENDA

ACTION ITEMS

1. To adopt the NSRSN Recommended 2003 Operating Budget.

The NSRSN presented to the Board of Directors on October 24, 2002 the Preliminary Proposed 2003 Operating Budget. The Recommended Budget is being is being presented final board adoption on December 5, 2002.

2. To authorize the surplus of woodworking equipment repossessed after the closure of "Skagit Woodshop", a consumer-run business funded by NSRSN Consumer Oriented Projects dollars and no longer needed tables and dispose of said items at public auction.

Please refer to attached list of repossessed equipment and 6 "folding conference" tables.

3. To authorize allocating all revenue collected as a result of disposing of the wood working equipment and tables at public auction to consumer oriented projects.
4. To authorize the revised NSRSN Mission Statement: "We join together to enhance our community's mental health and support recovery for people with mental illness served in the North Sound region, through high quality culturally competent services"

This statement was developed by the workgroup formed by the Planning Committee, including stakeholders from throughout the Region.

5. To authorize the proposed name change for the North Sound Regional Support Network: "North Sound Mental Health Administration".

This proposed name change was developed by a workgroup formed by the Planning Committee, including stakeholders from throughout the Region.

6. To authorize contract # NSRSN-BTTG-02 between the North Sound Regional Support Network and Behavioral Technology Transfer Group for Children's DBT professional clinical training for up to 150 clinicians and supervisors, effective December 15, 2002 through June 30, 2003. Maximum consideration shall not exceed \$13,000.

This is a 2-day training provided by the organization from Seattle who first implemented DBT Training nation-wide.

EMERGENCY ACTION ITEMS

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

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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

North Sound Regional Support Network
AGREEMENT FOR PROFESSIONAL SERVICES
Agreement #NSRSN-BTTG-02

Whereas, North Sound Regional Support Network (hereinafter "NSRSN") wishes to engage Behavioral Technology Transfer Group ("contractor") to render specialized professional clinical training to clinicians and supervisors within the North Sound Regional Support Network provider system, the following agreement professional services agreement is hereby made:

1. This Agreement shall take effect December 15, 2002 and shall continue in full force and effect through June 30, 2003.
2. Contractor agrees to provide two days of training on the theory and technology of Dialectical Behavioral Therapy (DBT) focusing on children to up to 150 clinicians and supervisors within the NSRSN service area. The training shall take place in Snohomish or Skagit County, Washington.

Training Objectives and Outcomes are:

- To increase knowledge about the DBT treatment for children and youth.
 - To increase skills to intervene with children and families to prevent escalation of outbursts and teach/develop self-management skills in children and youth.
 - To decrease the number of children/adolescents who are being hospitalized due to difficult to manage behaviors.
3. Workshop Logistics - All costs and preparations associated with hosting this workshop in Snohomish or Skagit County, Washington will be incurred solely by the NSRSN. These costs include, but are not limited to, training site room rental, catering, continuing education and audiovisual equipment.
 4. Video/Audio Taping - The NSRSN recognizes and agrees that Contractor has a strict no taping policy for all aspects of the training and consultations provided by Contractor trainers. The NSARSN further recognizes and agrees that taping without permission will result in a violation of patient confidentiality.
 5. Participant List - The NSRSN agrees to provide Contractor with a complete list of participants at the training. This list will include Name, Degree(s), Employer Agency, mailing address, phone, fax and email. The NSRSN agrees to send this information to Contractor three days prior to the training event.
 6. NSRSN agrees to reimburse contractor per the following:
 - Contractor shall be paid only if NSRSN has a fully executed contract on file.
 - Contractor shall submit an invoice by the tenth (10th) of the month after the month in which services were provided. Invoice shall document name and date of training and actual travel expenses (mileage, meals with receipts, lodging receipt if applicable).
 - Travel expenses will be reimbursed per the following:
 1. Meal Limits – Breakfast \$8; Lunch \$10; Dinner \$18.
 2. Mileage when using personal car at \$.365 per mile.
 3. Lodging – Actual expense at single room rate.

- Failure to submit an invoice by the tenth (10th) may delay payment for one (1) month.
- a. Contractor shall submit all requests for reimbursement to:
 - North Sound Regional Support Network
 - Attn.: Finance Manager
 - 117 North 1st Street, Suite 8
 - Mount Vernon, WA 98273-3806

7. Maximum Consideration for the term of this Agreement shall be:	
2 days of DBT Training with 2 trainers	\$12,500.
Travel and Meals	<u>500.</u>
MAXIMUM CONSIDERATION SHALL NOT EXCEED	\$13,000.

Dated: _____

Dated: _____

 CHARLES R. BENJAMIN, Executive Director
 North Sound Regional Support Network
 117 North 1st Street, Suite 8
 Mount Vernon, WA 98273

 Steve Cranfill, CEO
 Behavioral Technology Transfer Group
 4556 University Way NE, Suite 222
 Seattle, WA 98105

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

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