

**1999 NORTH SOUND REGIONAL SUPPORT NETWORK
ADVISORY BOARD MEETING
Public Utility District Office
1415 Freeway Drive
Mount Vernon, WA 98273
February 16, 1999
9:15 a.m.**

MINUTES

Members Present:

Jim King, Chair
Mary Good, Vice Chair
Amy Ayers
Dan Bilson
Joan Bowers
Connie Buckley
Mae Covert
Laura Crawford

Pat Littlewood
John Patchamatla
Chris Walsh
Josselyn Winslow

Members Excused:

Kay Day
Joan Lubbe

Members Absent:

Dave Ashton
Lorelei Coy
Hy Rosenfeld

NSRSN Staff Present:

Merle D. Adrian, Rae Benjamin, Robin Grupper, Marcia Gunning, Judy Kennedy, Greg Long, Francene Thompson

Guests:

Chuck Benjamin and Griff Covert

1. Call to Order; Introductions

Chairman King called the meeting to order at 9:20 a.m. Introductions were made and Chair King welcomed the new members to the Advisory Board.

2. Revisions to the Agenda

There were none.

3. Approval of December Minutes

Pat Littlewood requested the December 1998 Advisory Board Minutes be corrected by adding Dean Stupke as a "Guest". A motion was made, seconded and carried to approve the December 1999 minutes as corrected.

4. Comments from the Public

- Connie Buckley asked that a committee be initiated to address children's issues. She volunteered to chair such a committee. Mr. Adrian reminded the group that the Planning Committee had requested that a *White Paper* be prepared by Staff on "Acute Care Needs of Special Populations Including Children." Ms. Buckley was invited to contact Greg Long, NSRSN Assistant Director/Planner, to participate in the development of children's acute care needs paper.
- Laura Crawford stated a *White Paper* on children's issues was not needed, as they were already known. She would prefer that their needs be met rather than writing another paper. Ms. Crawford further stated that as a Board member, she was concerned about an adolescent consumer who, 1) has been diagnosed with specialized needs; 2) is currently located at an out-of-state residential treatment facility; 3) whose insurance funds will soon exceed the allowable annual maximum; and 4) has been denied out-of-state payments. State CLIP (Children's Long Term Inpatient Program) authorized placement/payment in a State of Washington CLIP Facility. Because of the specialized needs of this consumer, and the safety of members of his family, the family feels that he should continue being treated in an out-of-state facility.

The family's next course of action will be to appeal to the legislature. Ms. Crawford asked for suggestions and ideas that may help with this case.

Ms. Crawford requested the name of the NSRSN's legal counsel and was told it is Mr. Eugene Knapp of Lane, Powell, Spears and Lubersky in Mount Vernon.

- Dan Bilson asked that a “Business Section” be added to the Agenda in order to discuss issues such as confidentiality.

5. Correspondence

- Staff reported that the NSRSN had subscribed to the publication, “Legislative Meeting Schedule,” as proposed by member Dan Bilson. They are being received weekly. Anyone wishing a copy is requested to call the NSRSN offices.
- Staff also distributed schedules for the five (5) county Mental Health Advisory Board meetings and copies of APN Management Council Minutes from October 9th through December 18th, 1998.
- Chair King announced he had received a letter of resignation from newly appointed Advisory Board member, Jan Doran Faulds from Snohomish County, due to a revision in her work schedule. This leaves a vacancy for that county.
- Chair King announced that Mr. Bob LeBeau, APN, is chairing a conference on "Crisis Services to Nursing Home Residents", Thursday, March 4th from 2:30 to 4:00 p.m. Chair King passed the announcement around.

6. Comments from the Chair

- Chair King reported on funds allocated to the Advisory Board by Board Motion #98-066, in the amount of approximately \$85,000. He asked for volunteers to serve on a Budget Committee to develop the 1999 Budget. Volunteers were Dan Bilson and Mary Good.
- Chair King announced that per the Advisory Board By-Laws, an Executive Committee had been formed to deal with issues of an emergency nature. This Committee will consist of Mary Good, Laura Crawford and Chair King.
- The Executive Committee met with Mr. Adrian in January. Mr. Adrian explained the Agenda Items for the January Board of Directors as the Advisory Board meeting had been cancelled to accommodate members wishing to participate in the Olympia Insurance Parity Meetings. No action was taken at that meeting.
- Mary Good, Vice Chair of the Advisory Board, reported on her trip to Olympia with other Consumers and Advocates regarding Mental Health Insurance Parity. Anyone wishing more information, or a copy

of the booklet "Mental Health Parity Mandated Benefits Sunrise Review", can contact NSRSN staff.

7. Executive Director's Report

- Mr. Adrian announced that a statewide RSN Administrative meeting will be held this week to discuss, among other issues, the Governor's Proposed Budget.
- The Consumer Advocate Team (CAT) Proposal, introduced by Marla Elder-Koplitz, and brought before the Board of Directors in December as an Introduction Item, had been referred by the Board of Directors, to the Consumer Projects RFP Committee and the Advisory Board.

After discussion, Laura Crawford made a motion to "grandfather in" Ms. Elder-Koplitz's C.A.T. Proposal, therein funding it up to 1999 Advisory Boards budget dollars. This proposal was brought before the Advisory Board in 1998, prior to the allocation of specialized funds for consumer oriented programs. The motion was seconded and unanimously passed.

- A discussion about the NSRSN Consumer Projects RFP Subcommittee and their process was initiated by Ms. Crawford. She stated that no matter what the process was it needed to be put in writing and made simple to understand.
- The Y2K Compliance issue continues to be addressed by the NSRSN Planner. A progress report will be provided at the February Board of Directors meeting.
- The Board of Directors, County Coordinators and NSRSN Management Team will hold its annual conference on March 4th and 5th in La Conner.
- The Mukilteo Evaluation & Treatment Facility closed February 8th through February 14th. The closure was due to staff shortages. Mr. Adrian explained the issues and circumstances. He stated that an Urgent Review process had been completed and would be made available after all reports are reviewed.
- The Case Management Training Project has drawn declining interest as there is a question as to whom should be responsible for funding this training. APN had agreed to contribute \$5,000.00 to the project. The total amount needed is estimated at \$15,000.00.

- The Board of Directors approved the Native American 7.01 Plan, as required by both State and Federal Governments. The Plan includes a Tribal Liaison position (1FTE) which has been budgeted. Mr. Adrian suggested that Tribal members of the Board of Directors be invited to present the approved 7.01 Plan to the Advisory Board.
- Francene Thompson was introduced to the Advisory Board as NSRSN's Manager-Office of Consumer Affairs. She presented the Fourth Quarter Ombud's Report and stated that the OCA department was looking into utilizing volunteers to assist both Ombuds and QRT staff.

Ms. Crawford asked what kind of training volunteers would receive, and what happened to the volunteers that had been trained previously? Robin Grupper, NSRSN Ombuds, answered that all volunteers would receive the usual "Basic Training" and then quarterly training thereafter. Ms. Thompson said the volunteers who had been previously trained were awaiting program development before activation could be considered.

The report category "Not pursued due to fear of retaliation" on the Ombuds Report was addressed by Chair King. Ms. Thompson stated that she is currently in the process of gathering information to clarify the causes for the report. Jere LaFollette, APN, said that APN would be happy to help wherever needed to address this issue.

Michael White, NSRSN staff, gave a presentation on the NSRSN's Web Site and reviewed the information it offers. It was suggested that the site offer the 1998 Board Meeting Minutes. The web site address is <http://nsrsn.org>.

- Marcia Gunning, Contracts Compliance/Fiscal Manager presented the Consent Agenda. On Item #1, Ms. Crawford asked why the extension was needed and Ms. Gunning stated that it was to continue the services.

8. Consent Agenda

- A. **Motion #99-03** to review and approve NSRSN claims paid from January 1st, through January 31, 1999. Total dollar amount of warrants input in December and paid in January was \$166,417.85. Total dollar amount of warrants input in January and paid in January was \$2,606,921.56. Total January payroll was \$60,411.88 and associated benefits.

- B. Motion #99-04** To Authorize Contract No. 97-69-13307, Amendment #2 between State of Washington-DSHS and North Sound Regional Support Network, for a six (6) month extension (Jan. 1, 1999 – July 30, 1999) for the Gatekeeper Model of Case-Finding of At-Risk Older Adults Grant #1 P79SM52214-01. Maximum consideration for duration of Contract shall not exceed \$12,570.00.
- C. Motion #99-05** To Authorize Contract No. NSRSN-APN-98-10-01, Amendment #6 between NSRSN and APN for Gatekeeper Model of Case-Finding of At-Risk Older Adults for a six (6) month extension (Jan. 1, 1999 – June 30, 1999). Maximum consideration of this contract Amendment is \$1,410.00. Maximum consideration for duration of Contract shall not exceed \$12,570.00.
- D. Motion #99-06** To Authorize Contract No. 9869-13763, Amendment #2 between State of Washington-MHD and North Sound Regional Support Network. This Amendment, 1) corrects typographical error (Risk Reserve level should be 5.9%, not 10%); 2) increases NSRSN consideration and payment as a result of implementation of 2SSB-6214 by increasing age 21 or older disabled rate to \$122.69 and increasing state consolidated funds by \$5,525.00 per month; 3) removes specific language from Contract as MHD is not prepared at this time to implement Mental Health Specialists referral resource system.

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

9. Action Item

- A. #99-IN01** to review and approve the 1999 Quality Management Plan as presented to the Board of Directors at the January 28, 1999 Board meeting.

Chair King asked Chuck Benjamin, Chair of the Quality Management Oversight Committee (QMOC), to address Action Item #99-IN01, NSRSN's Quality Management Plan. Mr. Benjamin stated that this Plan was presented to the Board of Directors in January and will be voted on at the February meeting. Mr. Benjamin thanked everyone who worked on this project. He asked that a list of those names become a part of this report. Mr. Benjamin also expressed respect for the Consumers and Advocates who participated in producing this document.

A motion was made, seconded and carried to approve #99-IN01.

10. RFP Sub-committee Report

- Greg Long, NSRSN Assistant Director/Planner, told the Board that three (3) meetings had taken place with Joe Valentine as Chair of the RFP Committee. He discussed a brochure presented in the Board packet which announces Stakeholder Meetings to solicit consumer/advocates input.
- Connie Buckley passed out a paper containing some ideas that she felt could enhance this process. Chair King invited Ms. Buckley to attend the RFP Sub-committee Meetings.

11. Other Reports

There were none.

12. Other Business

There was none

13. Adjourned

As there was no other business, Chair King adjourned the meeting at 11:23 a.m.

Respectfully submitted,

Merle D. Adrian
Executive Director

**NORTH SOUND REGIONAL SUPPORT NETWORK
ADVISORY BOARD MEETING
SKAGIT VALLEY COLLEGE – BOARD ROOM
ADMINISTRATIVE ANNEX
2405 EAST COLLEGE WAY
Mount Vernon, WA 98273
March 16, 1999
9:15 a.m.**

AGENDA

1. Call to Order; Introductions
2. Revisions to the Agenda
3. Approval of February 1999 Minutes
4. Comments from the Public
5. Correspondence
6. Comments from the Chair
7. Executive Director's Report
 - a. MIS Proposal - Bernie Hilgart, NSRSN MIS Interim Manager
 - b. Current Board Motions - Marcia Gunning, NSRSN Contract Compliance/Fiscal Manager
 - c. 1999 Board Conference
8. Consent Agenda

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

The NSRSN Board of Directors moves to approve:

- A. **Motion #99-03** to review and approve NSRSN claims paid from January 1st, through January 31, 1999. Total dollar amount of warrants input in December and paid in January was \$166,417.85. Total dollar amount of

warrants input in January and paid in January was \$2,606,921.56. Total January payroll was \$60,411.88 and associated benefits.

- B. **Motion #99-08** to review and approve NSRSN claims paid from February 1, 1999 through February 28, 1999, etc.
- C. **Motion #99-09** to authorize Contract # NSRSN-PSC-Dempsey-99, Amendment #1, between NSRSN and Sharri Dempsey for Native American Liaison Services. This amendment extends the current contract for an additional three (3) months. Total length of contract after Amendment is six (6) months. Maximum consideration for duration of contract shall not exceed \$29,987.00.
- D. **Motion #99-10** to authorize Contract #NSRSN-PSC-CAT-99 between NSRSN and the Consumer Advocate Team for warm line services, bi-monthly newsletter, survival guide development, transportation and peer support for Snohomish County consumers. Maximum consideration shall not exceed \$9,860.00. Funds authorized from NSRSN Advisory Board 1999 Budget.
- E. **Motion #99-11** to authorize Contract #NSRSN-PSC-898/99-MCP, Amendment #1, between NSRSN and MCPP Healthcare Consulting, Inc., (prior name was Managed Care Performance Project) for Quality Assurance/Improvement Consultation Services. This Amendment extends the contract for four (4) months, changes the compensation from \$5,333.34 to \$3,000.00 per month, and modifies the Statement of Work. Maximum consideration of this Amendment is \$12,000.00.

9. Action Items

None

10. Introductory Motion

- A. **#99-IN02** to review the NSRSN Management Information System Quality Assurance/Quality Improvement Plan per the Integrated Contract with MHD.

11. Other Reports

12. Other Business

13. Adjournment

NOTE: The next Advisory Board meeting is April 13th at the Skagit Valley College - Annex Building in the Board Room beginning at 9:15 a.m.