

## MEMORANDUM

**TO:** NSRSN Advisory Board Members and  
All Interested Parties

**FROM:** Rae A. Benjamin, NSRSN Office Manager

**RE:** Meeting Information

**DATE:** January 5, 2000

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Please note the next meeting of the NSRSN Advisory Board will be held on:

**Tuesday January 18, 2000  
Skagit County Public Utility District #1  
Multipurpose Room  
1415 Freeway Drive  
Mount Vernon, WA  
9:15 a.m.**

Attached is the following:  
Advisory Board Packet

**NORTH SOUND REGIONAL SUPPORT NETWORK  
ADVISORY BOARD MEETING**

**Skagit County Public Utility District #1  
Multipurpose Room  
1415 Freeway Drive  
Mount Vernon, WA  
January 18, 2000  
9:15 AM**

**AGENDA**

1. Call to Order; Introductions – Jim King
2. Assumption of Chair – Dan Bilson
3. Revisions to the Agenda – Chair
4. Approval of December 1999 Minutes – Chair
5. Comments from the Public - Chair
6. Correspondence – Chair
7. Comments from the Chair
8. Old Business
  - a) Executive Director's Report – Merle Adrian, NSRSN Executive Director
  - b) Establish Budget Committee – Dan Bilson, Chair
  - c) RSN Advisory Board Training Subcommittee – Lorelei Coy
  - d) QMOC Report
    - Critical Incident Subcommittee
    - Outcomes Subcommittee
    - Quality Management Plan 2000 Subcommittee
    - Caseload Study
    - Other

9. Subcommittee Reports
10. Comments from County Advisory Board Representatives
11. Comments from Consumers and Public
12. New Business
  - a) Consent Agenda - Merle Adrian, Executive Director
  - b) Action Items – Merle Adrian, Executive Director
13. Other Business
14. Adjournment

**NOTE:** The next Advisory Board meeting will be February 15 at 9:15 a.m. at the North Sound Regional Support Network Conference Room, 117 North First Street, Suite 8, Mt. Vernon, WA 98273.

**NORTH SOUND REGIONAL SUPPORT NETWORK  
ADVISORY BOARD MEETING**

**MITZEL'S RESTAURANT  
1627 Freeway Drive  
Mount Vernon, WA  
December 9, 1999  
10:00 a.m.**

**MINUTES**

**Members Present:**

Jim King, Chair	Mae Covert
Mary Good, Vice Chair	Kay Day
Chuck Albertson	Joan Lubbe
Dave Ashton	Janet Lutz-Smith
Dan Bilson	John Patchamatla
Joan Bowers	Eileen Rosman
Connie Buckley	Dean Stupke
Lorelei Coy	Chris Walsh

**Members Absent:**

Amy Ayers

**Members Excused:**

Josselyn Winslow  
Pat Littlewood

**NSRSN Staff Present:**

Merle Adrian, Beckie Bacon, Rae Benjamin, Annette Calder, Sharri Dempsey, Robin Grupper, Marcia Gunning, Dolores Holtcamp, Gail LaFleur, Greg Long, Francene Thompson, Bill Whitlock

**County Staff:**

JoAnne Angevine

**Guests:**

Fran Collison, Tim Davis, Sharon Klykken, Bob LeBeau, Sharon Klykken,

**1. Call to order: Introductions**

Jim King called the meeting to order at 10:10 am. Introductions were made around the room.

## **2. Revisions to the agenda**

Chair King informed Advisory Board members that Items c, d, f and h under Old Business would be stricken from the agenda due to time constraints.

## **3. Approval of November 1999 Minutes**

There were no revisions to the November minutes. Motion was made and seconded to approve the minutes as written. Motion carried.

## **4. Comments from the Public**

Dan Bilson recognized the day as Pearl Harbor Day and stated he felt lucky to be living in the United States. Mary Good asked that we remember those who paid the ultimate price for our freedom.

Connie Buckley commented on the Blue Sheets and the decline of service hours. Greg Long addressed the committee stating that the RSN and APN were monitoring this and that he felt that this decrease was about to level off.

Sharri Dempsey asked if there were any factors that could be affecting these numbers. Mr. Long indicated that he was not aware of anything but would check and report back.

Mr. Bilson asked about the decrease in numbers for the Snohomish E & T and Mr. Long responded that the closure of the facility accounted for this decrease.

## **5. Correspondence**

There was none.

## **6. Comments from the Chair**

Chair King informed the committee that lunch would be provided to Advisory Board members following the meeting.

## **7. Subcommittee reports**

- Finance & Budget Committee - Dan Bilson stating that the Committee made a motion to extend the existing budget into the year 2000. There was discussion as to whether this was appropriate, as it did not follow the 60-day process. It was determined that this could be accomplished if it were done as an Emergency Motion.

An Emergency Motion was made to waive the 30 day process and extend the existing budget until after the February meeting when the new budget would be approved in order to facilitate paying any bills incurred prior to adoption of a 2000 Advisory Board Budget. The motion was seconded. There being no further discussion, the motion was approved.

- Advisory Board Training Committee - Lorelei Coy stated that the training would focus on the strengths of each Advisory Board member and the goals and duties of the Advisory Board as a whole. The training would be held on February 1<sup>st</sup>, 2000, from 9:00 a.m. until 4:00 p.m. at Mitzel's Restaurant in Mt. Vernon. An agenda for the training will be presented at the January Advisory Board Meeting.

Ms. Coy also indicated that a library would be set up in the new office space and she volunteered her time to develop this library which would be available for all members.

- Mr. King presented information received from Greg Long on a consumer-to-provider training program. Mr. Long informed the group that MHD sponsors this training. It is a ten-week course followed by an internship at Tacoma Community College.

Ms. Coy stated she had met someone who had graduated from this training and that they were very proud of their accomplishment. Ms. Coy indicated that she would like to have this type of training available in the North Sound region, as this program is very empowering for consumers.

## **8. Nominations**

Chair King stated that last month the Nomination Committee had recommended Dave Ashton for Vice Chair. He asked if there were any nominations from the floor, there were none. A motion was made and seconded to close nominations. There being no other nominations, Mr. Ashton was unanimously elected as Vice Chair. Mr. King welcomed Mr. Ashton and thanked Mary Good for her service as Vice Chair this past year.

The Nomination Committee had also recommended Dan Bilson as the new Chair. Mr. King asked if there were any nominations from the floor, there were none. A motion was made and seconded to close nominations. There being no other nominations, Mr. Bilson was unanimously elected as Chair. Mr. King welcomed Mr. Bilson as the new chair.

Joan Lubbe thanked Jim King for the wonderful job he has done as the Chair. Mr. Adrian stated that next month, Mr. King would open the meeting and then hand the gavel to Dan Bilson who would conduct the meeting.

Mr. King stated that as a representative of the five county region, the jobs of Chair and Vice Chair hold a significant amount of responsibility. He wished Mr. Bilson and Mr. Ashton the best of luck in the coming year.

Mr. King distributed a thank you card he received from Ms. Coy.

## 9. Old Business

- a) Executive Directors report. Mr. Adrian stated that a policy had been established for distributing meeting packets a minimum of two weeks prior to the meeting to allow for sufficient time for review.
- b) Advisory Board 1999 budget commitments – this item was addressed in the Finance/Budget report previously given.
- c) Stricken from the agenda
- d) Stricken from the agenda
- e) Court Decision regarding Confidentiality – Mr. Adrian addressed the group stating that a decision had not been released from the State Supreme Court. He stated that this would remain on the agenda until a decision is made.
- f) Stricken from the agenda
- g) County Mental Health Advisory Board Training – This item was addressed in the Advisory Board Training Committee report previously given.
- h) APN Case Manager Training – Ms. Thompson addressed the committee regarding this item. Janet Lutz-Smith had questions regarding Case Managers and the term "clinician" – discussion followed. Francene stated that the case manager caseload committee hopes to incorporate the findings into the quality management plan.
- i) Stricken from the agenda
- j) Level Of Care Manual for consumers – Mr. Adrian stated that due to a request that the LOC be more user friendly, a goal has been established for completion of this project in the next year. Janet Lutz-Smith asked if there was a committee set up to deal with this project. Discussion followed. Chair King asked that Mr. Adrian asks for volunteers when addressing this issue.
- k) QRT Report – Dolores Holtcamp presented the results of the surveys the QRT have conducted. Surveys included inpatient treatment, day treatment, children's services, older adult services and co-occurring disorders. Some discussion followed. Ms. Holtcamp also informed the group that the QRT would be holding a meeting on December 9<sup>th</sup>, 7:00 p.m., in the Skagit Room at the Days Inn in Mt. Vernon. Areas that will be addressed are: length of survey, focus questions for survey, survey questions required by the state, format for survey reports, presentation of survey reports, process of sharing survey reports and outreach to the mentally ill needing services.
- l) CHAP Report – Mr. Adrian addressed the group regarding the extension of the due date for the CHAP report. The report will first go to the QMOC and then to the Advisory Board at the February 2000 meeting.
- m) Advance Directives – Fran Collison of APN provided the group with a hand out about Advanced Directives. She made a presentation to the group which included: information on what an Advance Directive is, State and Federal regulations regarding Advance Directives, the brochure that

has been developed, the training tool for clinicians, and the Consent for Treatment form. Discussion followed. The information is directed at adults, age 18 years and older. Bob LeBeau stated that this information is for all clients, and that children, age 13 years or older, also have rights that do not require parental consent. A question was raised regarding those who do not speak English and the languages in which the information is available. Translations are currently underway to provide the brochures to non-English speaking consumers. More discussion followed.

#### **10. Comments from the Consumers and Public**

Ms. Coy had posters available for anyone interested in them.

Kay Day made a motion that the successful RFP candidates be required to report to the Advisory Board on a periodic basis on the progress of their projects. The motion was seconded by Dave Ashton.

It was suggested that written status reports be provided as too frequent appearances would be a burden and would require people to take time off to make these presentations and raise their anxiety level. It was felt by some that there should be contact between the Advisory Board and the consumers.

A friendly amendment to the motion was made that the motion be worded to read that either a personal appearance and/or written report could be submitted.

A question was raised as to the legality of rules being changed after participants were awarded the monies. Ms. Gunning addressed the group regarding what has been required and what has not required in the original RFP.

It was stated that these presentations could be presented in an informal setting where consumers were made comfortable and food would be provided.

Ms. Gunning stated that a clause could be put in the contract, but that it would be negotiable. Mr. Adrian stated that each project awarded funds had a statement of work and that some projects are more complex than others.

Chair King asked if the motion would be withdrawn or amended.

The motion was amended to include the word "invite" rather than "required". An invitation will be extended to participants a minimum of two (2) times per year to make presentations on the progress of their projects. Food will be provided at these meetings. The motion was further amended to require a written report from participants.

The motion carried with two opposed and one abstention.

## 11. New Business

### a) Consent Agenda – Marcia Gunning – Contracts Compliance/Fiscal Manager

1. To authorize the proposed NSRSN 2000 Annual Administrative Budget and Organization Development Plan.

The proposed NSRSN 2000 Annual Administrative Budget and related materials were introduced to the NSRSN Board of Directors at their November 12, 1999 meeting. The Proposed Budget has been available for public review and comment on November 12, 1999.

Mr. Bilson made a motion to approve the budget and requested that any additional, undesignated funds received from the State which are not already earmarked be set aside for unserved programs/services, such as homelessness and children services. This was seconded by Janet Lutz-Smith. Discussion followed.

### b) Action Items, Marcia Gunning, Contracts Compliance/Fiscal Manager

1. To authorize the NSRSN Executive Director to enter into a contract between the North Sound Regional Support Network and State of Washington - Mental Health Division Integrated Inpatient and Outpatient Mental Health Services effective January 1, 2000 through June 31, 2001.

The 1999-2001 Biennium contract between MHD and the NSRSN has been reviewed and is currently being updated to correct errors and language request changes from NSRSN and the NSRSN Attorney. The MHD anticipates providing the NSRSN with a corrected version of the contract prior to the December, 1999 Board Meeting. In addition, this contract includes the 1997 Approved NSRSN Integrated Contract Application. Many of the attachments to that application, such as the Level of Care Manual, the Strategic Plan, and the Quality Management Plan, have been updated, expanded, improved, or replaced since 1997. Due to the definitive nature of such documents, permission has been requested and received from the MHD to replace those early versions with their revised counterparts. Please note that the funding formula and associated funding allocations have changed. The changes are retroactive to July 1, 1999.

Motion was made, seconded and carried to approve the Motion. There was one opposed.

2. **Emergency Motion #99-068** to authorize Contract #NSRSN-SA-99, amendment (01) between NSRSN and Service Alternatives for janitorial services at the NSRSN Mount Vernon Office effective 1/1/2000 to 6/30/2000.

Motion was made, seconded and carried to approve the Motion.

3. **Emergency Motion #99-069** to authorize the NSRSN Executive director to enter into contract amendment NSRSN-APN-99-10-01 (4) with Associated Provider Network that would extend the current Children's Hospital Alternative Program (CHAP) Services Statement of Work in APN's contract with the NSRSN through 3/31/2000. Maximum consideration for this three-month extension would not exceed \$172,731.

Motion was made, seconded and carried to approve the Motion.

**12. Adjourned**

Chair King adjourned the meeting at 12:25 p.m.

Respectfully submitted,

Rae Benjamin

# MEMORANDUM

DATE: January 4, 2000  
TO: NSRSN Advisory Board  
FROM: Marcia Gunning  
Contracts Compliance & Financial Services Manager  
RE: January 2000 NSRSN Board Agenda

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Attached please find for your review and comment the following that will be discussed with the Board of Directors brought forth at the January, 2000 NSRSN Board Meeting. *Please note actual date of the January meeting has not been scheduled to date.*

## **CONSENT AGENDA**

1. To review and approve NSRSN claims paid from December 1, 1999 to December 31, 1999. Total dollar amount of warrants paid in October: *\$(not available at this time)*. Total December payroll of *\$(not available at this time)*, and associated benefits.

## **ACTION ITEMS**

NONE

## **INTRODUCTION ITEMS**

1. To introduce the NSRSN/Tribal 2000 Annual 7.01 Plan

The Proposed 7.01 Plan will be presented to the 8 Tribes within the NSRSN Service Area on January 10, 2000 for their approval. It is anticipated that the Tribal approved NSRSN/Tribal 2000 Annual 7.01 Plan will be introduced to the NSRSN Board of Directors at their January, 2000 meeting. The NSRSN must submit the annual 7.01 Plan to the Mental Health Division in March 2000.

In addition, attached please find the monthly mental health services and funding report presented to the Board at the December 16, 1999 meeting.

I look forward to discussing these items in detail with all of you at the January 18, 2000 Advisory Board Meeting. If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.