

MEMORANDUM

TO: NSRSN Advisory Board Members and
All Interested Parties

FROM: Rae Benjamin, Office Manager

RE: Meeting Information

DATE: July 6, 2000

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

**Tuesday, July 18, 2000
North Sound Regional Support Network
Conference Room
117 North 1st Street, Suite 8
Mount Vernon, WA
1:00 PM**

The Advisory Board Packet is attached for your review. I look forward to seeing you there.

For Special Disability accommodation or transportation needs, please call me at (360) 416-7013, ext. 222 at least 48 hours in advance, if possible.

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

**North Sound Regional Support Network
Conference Room
117 North First Street, Suite 8
Mount Vernon, WA
July 18, 2000
1:00 PM**

AGENDA

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of June 2000 Minutes, Chair (**TAB 1**) – 5 minutes
4. Comments from the Public, Chair – 10 minutes
5. Correspondence, Chair – 5 minutes
6. Comments from the Chair – 5 minutes
7. Old Business
 - a) Executive Director's Report, Sharon Lucas, Interim Executive Director – 10 minutes
 - b) Finance Committee, Dan Bilson, Chair
 - Budget 2001 Work Group Report – 10 minutes
 - c) RFP/Consumer-Oriented Projects Report, Marcia Gunning – 5 minutes
 - d) High Turnover among Operations-Level Provider Staff, Greg Long – 5 minutes
 - e) Update on Federal Block Grant requests, Greg Long – 5 minutes
 - f) Caseload Study, Francene Thompson – 5 minutes
 - g) Request from counties for list of mental health providers, Dan Bilson – 5 minutes
 - h) Case Manager's Training in four counties, Dan Bilson – 5 minutes
8. Subcommittee Reports – 5 minutes
9. Comments from County Advisory Board Representatives – 5 minutes
10. Comments from Consumers and Public – 10 minutes

11. New Business (**TAB 2**) – 10 minutes
 - a) Consent Agenda, Sharon Lucas, Interim Executive Director – 5 minutes
 - b) Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes
 - c) Motions Yet To Be Approved, Sharon Lucas, Interim Executive Director – 5 minutes
 - d) Hospital developmental disabilities ward information
 - e) Congratulatory letter to Dennis Braddock
 - f) NAMI request for financial assistance for NAMI Washington Convention 2000
12. Other Business – 5 minutes
13. Adjournment

NOTE: The next Advisory Board meeting will be August 15, 2000, at the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

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

North Sound Regional Support Network
Conference Room
117 North 1st. Street, Suite 8
Mount Vernon, WA
June 13, 2000
1:00 PM

MINUTES

Members Present:

Dan Bilson, Chair	Joan Lubbe
Dave Ashton, Vice Chair	Janet Lutz-Smith
Chuck Albertson	John Patchamatla
Lorelei Coy	Betsy Rogers
Mary Good	Eileen Rosman
Debbie Hollo	Chris Walsh

Members Absent:

Amy Ayers
Mae Covert

Members Excused:

Kay Day
Dean Stupke
Josselyn Winslow

NSRSN Staff Present:

Beckie Bacon, Rae Benjamin, Sharri Dempsey, Dolores Holtcamp, Nancy Johnson, Greg Long, Sharon Lucas, Betsy Niemann, Judy Susia, Francene Thompson, Bill Whitlock

Guests:

Beth Bently, Nancy Jones, Marie Jubie, Kris Laaninen, Bob LeBeau, Jane Relin, James Vest, Sally Wyatt

1. Call to Order; Introductions, Chair

Chair Bilson called the meeting to order at 9:20 AM. Introductions were made around the room.

Mr. Bilson welcomed Debbie Hollo, Snohomish County Advisory Board, to the NSRSN Advisory Board.

- Introduction of Interim Executive Director

Sharon Lucas introduced herself as Interim Executive Director and explained that she was hired to assist in keeping things together while the Board of Directors conducts its search for an Executive Director.

Mr. Bilson highlighted parts of Ms. Lucas' resume and welcomed her to the North Sound Regional Support Network.

2. Revisions to the Agenda, Chair

Under Item #7, an item was added for Western State Hospital Bed Update.

3. Approval of May 2000 Minutes, Chair – 5 minutes

A motion was made, seconded, and carried unanimously to approve the minutes of the May meeting.

4. Comments from the Public, Chair – 10 minutes

Kris Laaninen stated that a lot was going on with Cookie Creations and introduced Beth Bently, Sally Wyatt, and Bart Reynolds for an update.

Ms. Bently distributed information and thanked the Advisory Board for their support.

Ms. Wyatt stated that Cookie Creations had acquired all the equipment from Island Bakery, including pots, pans, lids, ovens, etc. An electrician donated time to connect the new equipment. A truck and forklift were donated from other companies to assist in the move of the new equipment. Kent Corner Mini-storage has loaned a storage unit to store old equipment until dispose of it.

She added that they have a new contract with Ennens in Oak Harbor, which is a part of the Brown & Cole Company. They hope to expand to other Brown & Cole stores in Skagit County and Whatcom Counties. There have been no store returns and they have secured from a grant from Walmart. Cookies Creations has also applied for a grant from the Mental Health Division. The consumer employees have caught up on all their bills and have actually gotten paid. They are hoping that by January, the business will have enough money to pay the head baker salary.

Mr. Reynolds expressed his appreciation for the grants received and hoping that similar grants will continue. They will continue to pursue other avenues for grant funds. Cookie Creations will look for more clients or customers. The donation of the equipment will help with getting more clients which will increase sales.

Marie Jubie stated that she attended an in-service for the Snohomish County Mental Health Advisory Board and she will apply for membership. Marla Elder-Koplitz and Ms. Jubie have finished a survival guide. Ms. Jubie thanked the Advisory Board for sending to her to a conference, stating that she will write a report for the Advisory Board, if necessary.

5. Correspondence, Chair

Mr. Bilson received a letter requesting additional funds for Cookie Creations which he will refer to NSRSN Board of Directors.

He announced that he received a copy of a letter of resignation from Kris Laaninen of Community Mental Health.

a) Report on Steve Daggett

Mr. Bilson stated that Mr. Daggett was offered a reduced position but he will not accept the offer. Mr. Daggett has made himself available as consultant to Cookie Creations and other similar consumer groups.

Mr. Bilson excused Kay Day, Dean Stupke and Josselyn Winslow from the Advisory Board meeting

6. Comments from the Chair

Mr. Bilson directed Advisory Board members to the membership and committee list as distributed. He stated that the 3 ring notebooks were to be taken home and future packets would come with holes punched for insertion in the books. Advisory Board members can bring these book to the meetings and any new information will be distributed at the meetings. Nametags will be made and distributed to members.

Mr. Bilson stated that the Advisory Board Proposed 2000 Budget will be presented at this month's Board of Director's meeting. He thanked all who worked on this budget. The workgroup hopes to have 2001 Proposed Budget complete by October.

7. Old Business

a) Executive Director's Report, Greg Long, Acting NSRSN Executive Director

Mr. Long thanked all for bearing with the NSRSN in the shift in leadership. The staff appreciates everyone's understanding as we went through the process.

Mr. Long expanded on Mr. Bilson's comment that Kris Laaninen has resigned as Executive Director at Community Mental Health Services. He stated that Jess Jamieson has been appointed as Interim Director. He stressed that this is not an indication of a pending merger but a way to assure continuity in leadership.

Mr. Long reported that Marianna Conners is no longer the Director of Snohomish County Human Services and Janelle Sgrignoli has been appointed Acting Director.

The NSRSN has conducted an audit of Community Mental Health Services. Mr. Long stated that the RSN is happy to report that a number of good things were found. CMHS is setting up a quality management program to review one third of open charts and they are structuring for greater consumer input. There were no major financial issues and some concerns around the contract for ITA services. Mr. Long reported that any findings would be available in coming weeks.

Mr. Long stated that the RSN is meeting on a regular basis with Developmental Disabilities, to develop a working agreement for coordination of mental health and developmental disabilities services.

b) Finance Committee, Dan Bilson, Chair

- Budget 2000 Work Group Report

The 2000 Proposed Budget is complete and will go to the Board this month. The workgroup is now moving forward to develop the 2001 Proposed Budget.

- Six Consumers to NAMI Conference

Mr. Bilson stated he would entertain a motion to authorize the Advisory Board to pay for six consumers to attend the NAMI Conference on August 4 & 5 in Spokane.

Motion was made and seconded to authorize the Advisory Board to finance six (6) consumers to the NAMI Conference on August 4 & 5 in Spokane Washington, payment not to exceed of \$1200, with attendees submitting submission of actual expenses. Motion carried.

c) QMOC Report

- Critical Incident Subcommittee, Francene Thompson

Ms. Thompson discussed the work that has been conducted by the Committee. Ms. Coy and Ms. Hollo asked to be notified of future meetings.

- Caseload Study, Francene Thompson – 5 minutes

Ms. Thompson gave a PowerPoint presentation on the Caseload Study. Questions and comments followed.

d) RFP/Consumer-Oriented Projects Report, Judy Susia

Ms. Susia distributed and reviewed a list indicating the status of the Consumer-Oriented RFP projects.

e) High Turnover among Operations-Level Provider Staff

Mr. Long reviewed a meeting with Whatcom Counseling & Psychiatric Clinic to discuss their high turnover.

Jane informed the Advisory Board that there will be a one-day strike on June 23, and that Whatcom Counseling & Psychiatric Clinic does have a contingency plan to ensure that client services will be covered.

Mr. Long indicated that there are concerns from other communities and a workgroup will be set up to study this issue. Individuals from Whatcom County Mental Health Advisory Board have volunteered to sit on this committee. Dan Bilson, Betsy Rogers, Janet Lutz-Smith, Chuck Albertson and Debbie Hollow volunteer from this Advisory Board.

f) Confidentiality Ruling, Sharri Dempsey

Ms. Dempsey distributed a copy of a letter from Gene Knapp of Lane, Powell, Spears, Luberski, LLP. She also stated that salary information was available from the agency's 990 report which is required by the Internal Revenue Services for all non-profit organizations. She added that the 990 is available on the Internet.

Information will not be available from King County as the case was heard in the County Court system and would not be shared outside of King County because it was a King county court report.

g) Access to Housing, Sharri Dempsey

Ms. Dempsey distributed a report on the application process for housing. She encourages interested individuals to review and come to her with any questions.

Questions and comments followed.

h) Update on Federal Block Grant requests, Greg Long

Mr. Long updated Advisory Board members on the Request for Proposals issued in early May by the Mental Health Division. He stated that the requests were sent to provider agencies and 13 were returned. These were reviewed by the County Coordinators and all were forwarded to the Mental Health Division. A committee has been set up to review the applications and recommendations will go to Pat Terry. A decision is expected by September, as the money must be expended by the end of fiscal year 2001.

A requested was made for a list of applicants. Staff will distribute this at a later date.

i) Western State Hospital mediation, Sharon Lucas

Ms. Lucas reported that ten combined NSRSN staff met with Pat Terry and two attorneys to try mediation over the Western State Hospital inpatient bed allocation and any penalties to be incurred if the NSRSN goes over the allotted number of beds. Rhea Miller, NSRSN Board Chair met with Ms. Terry directly with the mediator with no result reported. The NSRSN Board of Directors will decide what future actions to take in this process. There was no outcome except for the development of a working relationship with Pat Terry which will be worth something in the long run.

8. Subcommittee Reports

Janet Lutz-Smith reported that the Children's workgroup met this morning. There were six areas of concern for the NSRSN: hospitalization of children; availability of crisis respite; integration of child welfare services; CLIP; Title IV waivers; and the CHAP program.

Ms. Coy stated that the Advisory Board In-service Committee was unable to meet. She stated that Snohomish County Advisory Board had wonderful in-service with a good feeling of camaraderie. Ms. Coy thanked Mr. Bilson for attending this in-service. She distributed yellow sheets from Amanda Madorno that contained her summary of the in-service. Ms. Coy stated that this Advisory

Board needs to plan another in-service. Ms. Madorno can meet prior to the Advisory Board meeting (10 AM to Noon) on August 15.

9. Comments from County Advisory Board Representatives

Skagit County: The June 27 meeting will occur in the Skagit Valley Hospital, San Juan Room at 7:00 PM.

Whatcom County: It was reported that services from Whatcom Counseling & Psychiatric Clinic are going well. CHAP is one of the programs where the RSN is doing well. This program is provided by Catholic Community Services. Their Advisory Board is also concerned about the appropriate treatment of consumers in the justice system. They are considering a "mental health court".

10. Comments from Consumers and Public

Marie Jubie commented on a statement made by an individual regarding treatment of consumers in the criminal justice system.

11. New Business

a) Consent Agenda, Greg Long, Acting Executive Director

To review and approve NSRSN claims paid from May 1, 2000 to May 30, 2000. Total dollar amount of warrants paid in May 2000 *\$(not available at this time)*. Total May payroll of *\$(not available at this time)*, and associated benefits.

Mr. Long reported no unusual expenditures during May except for more checks for consumer-oriented projects

A Motion was made, seconded and carried to recommend approval of the consent agenda to the NSRSN Board of Directors.

b) Action Items, Greg Long, Acting Executive Director

1. To approve the NSRSN's 2000 Quality Management Plan.
2. To authorize the NSRSN Interim Executive Director to enter into contract #0069-43015 between the Mental Health Division and NSRSN for implementation of SSB-5011 Dangerous Mentally Ill Offenders, effective July 1, 2000 through June 30, 2001.
3. To authorize the NSRSN Interim Executive Director to enter into contract #NSRSN-APN-MIO-00 effective July 1, 2000 through June 30, 2001.

4. To authorize the NSRSN Interim Executive Director to enter into contract #NSRSN-SEA MAR-MIO-00 effective July 1, 2000 through June 30, 2001.
5. To approve the Advisory Board Proposed 2000 Budget (July 1, 2000 through December 31, 2000).

A Motion was made, seconded and carried to recommend approval of Motion #1 to the NSRSN Board of Directors.

A motion was made, seconded, and carried to recommend approval of Motions #2, 3 & 4 to the NSRSN Board of Directors. There were 2 abstentions.

A Motion was made, seconded and carried to recommend approval of Motion #5 to the NSRSN Board of Directors.

- c) Motions Yet To Be Approved, Greg Long, Acting Executive Director

There were none.

12. Other Business

Corrections were made the Advisory Board committee membership list.

13. Adjournment

The meeting was adjourned at 3:02 PM.

Respectfully submitted,



Rae Benjamin
Office Manager

MEMORANDUM

DATE: June 29, 2000
TO: NSRSN Advisory Board
FROM: Marcia Gunning
Contracts Compliance & Financial Services Manager
RE: July 18, 2000 NSRSN Board Agenda

Please find for your review and comment the following that will be discussed with the Board of Directors at the July 27, 2000 NSRSN Board Meeting.

CONSENT AGENDA

1. To review and approve NSRSN claims paid from June 1, 2000 to June 30, 2000. Total dollar amount of warrants paid in June 2000 \$(not available at this time). Total June payroll of \$(not available at this time), and associated benefits.
2. To authorize NSRSN Interim Executive Director to enter into contract amendment #0069-41455, (1) with State of Washington Mental Health Division effective June 1, 2000 through June 30, 2001.

This amendment includes the following changes:

- a. **6.1.3 Places limit on Administrative Expenditures.** *Restricts Administrative Expenditures to 20% and requires MHD to examine actual administrative costs of RSN's for the period of July – December 2000 in order to analyze and initiate an amendment reflecting the 6-month data collected.*
- b. **6.4.1 Increase in State Consolidated funding.** *\$33,233 increase for FY 2000 and \$421,275 increase for FY 2001.*
- c. **6.5.3.1 Monthly Medicaid Funding initial monthly payment language change.** *This will result in receiving the payment earlier in the month that current.*

ACTION ITEMS

None

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

None

In addition, attached please find the NSRSN monthly mental health services and funding report that was presented to the Board at the June 27, 2000.

If you have any questions or concerns you would like to discuss prior to the meeting, please do not hesitate to contact me.