

MEMORANDUM

TO: NSRSN Advisory Board Members and
All Interested Parties

FROM: Melinda Bouldin, Office Manager

RE: Meeting Information

DATE: January 3, 2001

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

**Tuesday, January 16, 2001
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.

For Special Disability accommodation or transportation needs, please call the NSRSN 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
January 16, 2001
1:00 PM**

AGENDA

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of December 2000 Minutes, Chair – 5 minutes
4. Comments from the Public – 10 minutes
5. Correspondence and Comments from the Chair, Chair – 5 minutes
6. Old Business
 - a. Report from Ombuds, Melissa DeCino and Ann Hoffman – 15 minutes
 - b. Executive Director's Report, Chuck Benjamin, Executive Director – 5 minutes
 - c. Betty Scott, Early Intervention, Mental Health Testing – 35 minutes
 - d. Sub Committee Reports
 - 1) Finance – Betsy Rogers – 2 minutes
 - 2) Children's – Janet L. Smith – 2 minutes
 - 3) In-service – Lorelei Coy – 2 minutes
 - 4) Citizens Concerns – Dave Ashton – 2 minutes
 - 5) Ethnic Minorities – John Patchmatla – 2 minutes
 - 6) Executive Committee – Dave Ashton – 2minutes
 - 7) Older Adults – Josselyn Winslow – 2 minutes
 - 8) PACT / Clubhouse – Chuck Albertson – 2 minutes
 - 9) Ombuds Liaison – Joan Lubbe – 2 minutes
 - 10) Site Visitations – Eileen Rosman – 2 minutes

- a. Consent Agenda
 - b. Chuck Benjamin, Executive Director – 5 minutes
 - c. Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes
 - d. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
 - e. Advisory Board Update, Chair – 5 minutes
7. New Business – 60 minutes
 8. Comments from County Advisory Board Representatives – 15 minutes
 - a. Island
 - b. San Juan
 - c. Skagit
 - d. Snohomish
 - e. Whatcom
 9. Comments from Public – 5 minutes
 10. Other Business
 - a. From Counties
 - b. Request for Agenda Items
 11. Adjournment

NOTE: The next Advisory Board meeting will be February 13, 2001, 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 First Street, Suite 8 ■ Mount Vernon, WA
December 5, 2000 ■ 1:00 PM

Minutes

Members Present:

Dan Bilson, Chair	Janet Lutz-Smith
Chuck Albertson	John Patchamatla
Lorelei Coy	Betsy Rogers
Mary Good	Eileen Rosman
Marie Jubie	Chris Walsh
Joan Lubbe	

Members Absent:

Kay Day
Josselyn Winslow

Members Excused:

Dave Ashton
Debbie Hollo
Dean Stupke

NSRSN Staff Present:

Charles R. Benjamin, Melinda Bouldin, Sharri Dempsey, Marcia Gunning, Anne Hoffman, Greg Long, Judy Susia, Francene Thompson

Guests:

Greg Gerst, Nancy Jones, Jere LaFollette, Jane Relin

1. Call to Order; Introductions, Chair

The meeting was called to order at 1:00 PM. Chair Bilson welcomed new NSRSN Staff Melinda Boldin, Anne Hoffman, and Elaine Price. Introductions were made of all present.

2. Revisions to the Agenda, Chair

A new agenda was distributed, and additional revisions made by the Chair.

3. Approval of November 2000 Minutes, Chair

Motion: It was moved, seconded and carried to approve the November 2000 Minutes as written.

4. Comments from the Public

Ms. Dempsey distributed and briefly discussed the following:

- Condensation of the LOC Manual *Summary Overview – Level of Care Manual*.

Motion: It was moved, seconded and carried that an Ad Hoc Committee be formed to study the draft document and make recommendations to the full Advisory Board at the

January meeting. Ad Hoc Committee: Janet Lutz-Smith, Betsy Rogers, Marie Jubie, and Greg Gerst.

- WAPAS condensation of the Blueprint document.
- Notice of the next JLARC meeting
- Exemplary Service Award Nomination Ballots.

4. Correspondence and Comments from the Chair

Chair Bilson reported on and members discussed the following:

- Letters from Sea Mar's Visions Project thanking the Advisory Board for its \$200 donation toward art supplies for the art therapy program.
- JLARC meeting, December 13 at SeaTac Marriott Hotel, 10 – 12 PM.
- NSRSN/Tribal Meeting, December 18 at NSRSN Conference Room, 10 – 12 PM.
- Advisory Board members having complaints should direct them to Chair Bilson.
- Invite Tom Richardson for Blueprint presentation at February Meeting

5. Old Business

a. OMBUDS REPORT

The report was postponed to enable new staff to become more familiar with issues and activities. Item will remain on agenda.

b. EXECUTIVE DIRECTOR'S REPORT, CHUCK BENJAMIN

- Looks forward to the NSRSN and the Advisory Board doing much good work together.
- Distributed copies of the DSHS/MHD response to the JLARC report, synopsised as generally concurring with JLARC recommendations. He stated that, barring any budget cuts, the recommended funding formula could result in an increase of \$1.5 over a biennium for the NSRSN.
- MHD Audit Exit Interview on December 15, from 10:30 – 12:00 in Conference Room. Some concerns are to be expected, but present opportunities for quality improvement. North Sound E&T received a rating of 100%.
- Complaint & Grievance policy being revised for more effective and timely response.
- A joint Board/Advisory Board meeting is being planned for an undetermined future date.

c. ANNUAL SERVICE REPORT (BLUE SHEETS), FRANCENE THOMPSON, NSRSN QUALITY ASSURANCE MANAGER

Ms. Thompson gave a presentation in response to Advisory Board questions about data presented on the Blue Sheets. Handouts were distributed. Discussion followed. Ms. Thompson will provide more information at the January meeting.

d. STAFF REPORTS

Staff reports were not made at this time.

e. SUB-COMMITTEE REPORTS

- **Finance Committee, Betsy Rogers, Chair**

As there was no December Finance Committee meeting, Ms. Rogers asked the Advisory Board to authorize the Advisory Board's October expenditures in the amount of \$1,556.

Motion: It was moved, seconded, and carried to recommend approval of the Advisory Board's October vouchers to the Board of Directors.

The next meeting of the Finance Committee is January 16, 10:30 – 12:00 AM in the NSRSN conference room.

- **Children's Committee, Janet Lutz-Smith, Chair (Presented by Betsy Rogers)**

Discussion focused on the Emergency Inpatient Funding allocation (\$273,000). The NSRSN's Plan is to use these dollars for a 5-10-bed Children's Care Center to provide hospital diversion and post-hospitalization transition. Acquisition of these funds requires a \$90,000 match. Proposal deadline is December 31. Funds must be spent by 6-30-01.

The next meeting of the Children's Committee is January 16, 9:00 – 10:30 AM in the NSRSN conference room.

- **In-Service Committee, Lorelei Coy, Chair**

The next In-Service training is tentatively scheduled for February. Handouts were distributed of an article on Robert's Rules of Order.

Motion: It was moved, seconded and carried to ask Ms. Coy and Mr. Albertson to form an Ad Hoc Committee to recommend a consolidation of the ten Advisory Board subcommittees to form fewer, stronger subcommittees.

- **Citizen's Concerns, Dave Ashton, Chair (Presented by Dan Bilson)**

Concerns were expressed regarding the continuing use of the Whatcom County Mission for beds for the care of the mentally ill. A meeting of the Homeless group is being held at the Bellingham YWCA next Thursday (December 7) at 3:30.

Motion: It was moved, seconded and carried to write a letter to Pat Terry, Director of DSHS/Mental Health Division, in support of establishing a

shelter in each county for the homeless mentally ill, and to send copies of this letter to Hank Balderama and Dennis Braddock.

Ms. Coy and Ms. Relin will develop this letter.

- **Ethnic Minorities, John Patchamatla, Chair**

It was recommended that the Advisory Board reach out to organizations throughout the five-county region regarding the effective inclusion of ethnic minorities in the mental health system and to learn how the Advisory Board can be helpful. It was also recommended that members of ethnic minority organizations be invited to address the Advisory Board

- **Executive Committee, Dave Ashton, Chair (Presented by Chair Bilson)**

Discussion ensued regarding unexpended funds in the 2000 Budget, which are returning to the General Fund and oversight by the Board of Directors.

Motion: It was moved, seconded, and carried to refer this matter to the Finance Committee for study and to develop a recommendation to the Board of Directors regarding unexpended funds from 2000 Budget.

- **PACT/Clubhouse, Charles Albertson**

Though reservations about PACT were expressed, the clubhouse is going strong, especially into researching business opportunities for members. The new Director of Rainbow Center is being helpful, as is Chuck Shirley, a recent Consumer-to-Provider program graduate sponsored by the NSRSN Advisory Board.

- **Site Visitations, Eileen Rosman (Presented by Marie Jubie)**

Reports were given on the Advisory Board visits to Western State Hospital and to Olympia for the JLARC report.

- **Nominating Committee, Charles Albertson**

The Committee's nominations for 2001 were Dan Bilson for Chair and Eileen Rosman for Vice Chair.

Motion It was moved and seconded to close the nomination. There was no further discussion, and the motion carried.

f. STAFF REPORTS

- **Geriatric Services Report, Greg Long, Assistant Director/Planner**

Mr. Long distributed drafts of the *NSRSN Strategic Plan for 2000-2003* and the *Acute Mental Health Services for Older Adults* documents, containing a list of ten prioritized recommendations. Mr. Long made a presentation about older adults

in the system, and stated that the NSRSN would ask for Advisory Board support and endorsement at the next meeting.

- **Consent Agenda, Charles R. Benjamin, Executive Director**

- 1) To review and approve NSRSN claims paid from October 1, 2000, to October 30, 2000. Total dollar amount of warrants in October 2000--\$2,043,055/68. Total October payroll--\$67,626.08 and associated benefits in the amount of \$21,707.23.
- 2) To review and approve NSRSN claims paid from November 1, 2000 to November 30, 2000. Total dollar amount of warrants paid in November 2000 \$(not available at this time). Total November payroll of \$(not available at this time).
- 3) To authorize NSRSN Executive Director to enter into Contract NSRSN-WCPC Rainbow-CP-00, Amendment 1, between the North Sound Regional Support Network (NSRSN) and Whatcom Counseling & Psychiatric Clinic (Rainbow Activity Center). This amendment extends the current contract and terms through December 31, 2001. Maximum consideration remains unchanged at \$30,000.

Motion: It was moved, seconded, and carried to recommend approval of the Consent Agenda to the Board of Directors.

- **Action Items – Marcia Gunning, Contracts Compliance/Financial Services Manager**

- 1) To authorize the NSRSN 2001 Recommended Annual Budget (with November's Advisory Board action to approve with line item modification.
- 2) To authorize the NSRSN Advisory Board Proposed 2001 Budget. Previously approved.
- 3) To approve adding \$62,000 to Snohomish County annual allocation, effective January 1, 2001, in order to add a full-time CDMHP due to increased ITA Detentions and ITA Investigations workload.
- 4) To authorize the Executive Director to enter into contract #NSRSN-APN-99-10-01, Amendment 6 between North Sound Regional Support Network and the Associated Provider Network for CHAP services effective January 1, 2001 through June 30, 2001. Maximum consideration shall not exceed \$345,462.
- 5) To approve the NSRSN Staff Development Plan for utilizing Inpatient Emergency Pool (IPEP) for FY 2001 for submission to the Department of Social and Health Services Mental Health Division.

Motion: It was moved and seconded to recommend approval of the Action Items to the NSRSN Board of Directors. After discussion, the motion carried, with one abstention.

- **Motions Yet To Be Reviewed, Chuck Benjamin, Executive Director**

- 1) To introduce Contract NSRSN-Snohomish MICA-01, effective February 1, 2001 through July 30, 2002, with Snohomish County authorizing Snohomish County to use these funds to improve services to youth and adults with Co-Occurring disorders within Snohomish County by purchasing Chemical Dependency Specialist Case Manager Services, outreach services and engagement services to individuals who have been hospitalized in psychiatric units due to substance abuse and to purchase and on-going case consultations to all Compass case management staff regarding dually diagnosed individuals and substance abuse symptoms and treatment strategies. Maximum consideration shall not exceed \$142,817.
- 2) To approve NSRSN Planning Committee's recommended 2001-2003 Goals and Objectives.
- 3) To authorize the NSRSN to enter into a contract with the Division for the Developmentally Disabled (DDD) for increased services to the Developmentally disabled consumers in mental health crisis. DDD funding for these services is approximately \$225,000 per year.

- **Tentative 2001 Advisory Board Calendar**

Copies were distributed of NSRSN's tentative schedule for Advisory Board and Board of Directors meetings.

7. New Business

- a. CHILDREN'S ACUTE SERVICES REPORT, JERE LAFOLLETTE, APN

Mr. LaFollette gave a presentation on Children's Acute Services. Copies of the report were distributed.

8. Comments from County

- a. SNOHOMISH COUNTY ADVISORY BOARD APPOINTEES
New appointments will be forthcoming from Snohomish County, pending the replacement of Rick Larson on the Snohomish County Council. It was determined that this appointment would not affect the NSRSN Advisory Board, and is up to Snohomish County.

10. Comments from Consumers and Public

There were no comments from consumers and public.

11. Other Business

- a. SEPARATION OF OMBUDS AND QRT FROM NSRSN

Motion: It was moved and seconded that the NSRSN Advisory Board recommend to the NSRSN Board of Directors that the Ombuds Service and Quality Review Team of the NSRSN each be provided a contract to include office space outside the NSRSN facility. The Advisory Board also recommends that an open, competitive process such as a request for proposals be developed and issued with sufficient funding to cover the administrative functions necessary to support the two services. In addition, we recommend this be made a priority action item of the Board of Directors.

Discussion followed. Mr. Benjamin stated that there would be changes in the next legislative session as a result of the JLARC report and MHD's concurrence. He recommended that the motion be tabled until after the legislative session to avoid making multiple changes in the Ombuds and the QRT functions that would adversely affect the quality of service to consumers.

Amendment to Motion: It was moved and seconded that the NSRSN Advisory Board wait until after the next legislative session to present this motion to the NSRSN Board of Directors. After brief discussion, the motion carried, with 1 NO and two abstentions.

12. Adjournment

The meeting was adjourned at 3:27 PM.

Respectfully submitted,

Judith Susia
Secretary/Transcribing Typist

NOTE: The next Advisory Board meeting will be at 1:00 PM, January 16, 2001, in the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.

MEMORANDUM

DATE: December 21, 2000

TO: NSRSN Advisory Board

FROM: Marcia Gunning
Contracts Compliance & Financial Services Manager

RE: January 25, 2001 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 January 25, 2001 NSRSN Board Meeting.

CONSENT AGENDA

1. To review and approve NSRSN claims paid from December 1, 2000 to December 31, 2000. Total dollar amount of warrants paid in December 2000 *\$(not available at this time)*. Total December payroll of *\$(not available at this time)*, and associated benefits.

ACTION ITEMS

1. To authorize NSRSN Executive Director to enter into Contract #NSRSN-Snohomish MICA-01, effective February 1, 2001 through July 30, 2002, with Snohomish County authorizing Snohomish County to use these funds to improve services to youth and adults with Co-Occurring disorders (mental health and substance abuse) within Snohomish County by purchasing Chemical Dependency Specialist Case Manager Services, outreach services and engagement services to individuals who have been hospitalized in psychiatric units due to mental health and substance abuse issues and to purchase trainings and on-going case consultations to all Compass case management staff regarding dually diagnosed individuals and substance abuse symptoms and treatment strategies. Maximum consideration shall not exceed \$142,817.

NSRSN Board of Directors carved \$250,000 from the 1999-2001 PHP revenue for Board authorized innovative/special projects. Snohomish County is requesting the Board authorize release of those dollars "allocated" for Snohomish County in order to purchase Co-Occurring Disorders/MICA Services and training from Compass Health.

2. To authorize NSRSN Executive Director to enter into contract with Department of Developmental Disabilities (DDD) for add-on supports and services for people with mental health and developmental disabilities, effective January 1, 2001 through July 31, 2001. Maximum consideration shall not exceed \$225,000.

This contract implements phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. DDD, NSRSN Staff and APN have been meeting to design

enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness. The service expectations will be subcontracted to APN.

3. To authorize NSRSN Executive Director to enter into contract NSRSN-APN-99-10-01 Amendment 6 with the Associated Provider Network for enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness, effective January 1, through July 31, 2001. Maximum consideration shall not exceed \$225,000.

This contract purchases the service expectations outlined in the NSRSN/DDD contract (see item 2 above) that implements phase II of DDD/MHD collaborative work plan "Supports and Services for People with Developmental Disabilities and Mental Illness" agreement signed by MHD and DDD 11/23/99. DDD, NSRSN Staff and APN have been meeting to design enhanced crisis prevention and intervention services to individuals with developmental disabilities and mental illness.

ITEMS NOT YET REVIEWED BY THE ADVISORY BOARD

1. To introduce the NSRSN Planning Committees recommended 2001-2003 Goals and Objectives.

The NSRSN has been struggling with the development of outcomes for the last few years. NSRSN staff believes that if the NSRSN Board of Directors identifies the focus/direction of our Mental Health Service Delivery System for the next 2 to 5 years and adopts three to five system goals that address the overarching focus/direction identified, objectives to accomplish the goals and meaningful and measurable outcomes can be developed. Once the goals have been adopted, logical objectives and clear outcomes should follow.

2. To introduce the NSRSN 2001-2003 Strategic Plan

The NSRSN Planning Committee has conducted an indepth process to determine service priorities within our 5-county region. The Strategic Plan being presented at the January 25, 2001 Board Meeting is a result of these efforts.

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