

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

**North Sound Regional Support Network
Conference Room
117 North First Street, Suite 8
Mount Vernon, WA
April 17, 2001
1:00 PM**

AGENDA

1. Call to Order; Introductions, Chair – 5 minutes
2. Revisions to the Agenda, Chair – 5 minutes
3. Approval of March 2001 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. Executive Director's Report, Chuck Benjamin, Executive Director – 5 minutes
 - b. Functional Independence Presentation – Chuck Benjamin, Executive Director – 15 minutes
 - c. 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 – Eileen Rosman – 2 minutes
 - 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
7. Consent Agenda
 - a. Action Items, Marcia Gunning, Contracts Compliance/Financial Services Manager – 5 minutes

- b. Motions Yet To Be Approved, Chuck Benjamin, Executive Director – 5 minutes
 - c. Advisory Board Update, Chair – 5 minutes
- 8. New Business
 - a. Committee Restructure – Chuck Albertson, 10 minutes
- 9. Comments from County Advisory Board Representatives – 15 minutes
 - a. Island
 - b. San Juan
 - c. Skagit
 - d. Snohomish
 - e. Whatcom
- 10. Comments from Public – 5 minutes
- 11. Other Business
 - a. From Counties
 - b. Request for Agenda Items
- 12. Adjournment

NOTE: The next Advisory Board meeting will be May 15, 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
March 13, 2001 ■ 1:00 PM
Minutes**

Members Present:

Dan Bilson, Chair
Eileen Rosman, Vice Chair
Chuck Albertson
Lorelei Coy
Mary Good
Marie Jubie
Janet Lutz-Smith
John Patchmatla
Betsy Rogers
Dean Stupke
Chris Walsh
Josselyn Winslow

Members Excused:

Dave Ashton
Jack Bilsborough
Joan Lubbe

Members Absent:

Kay Day
Debbie Hollo
Carol Howe

NSRSN Staff Present:

Beckie Bacon, Charles R. Benjamin, Melinda Bouldin, Shari Gilseth, Marcia Gunning,
Anne Hoffman, Greg Long, Francene Thompson

Guests:

Jere LaFollette, Rodney Lund

1. Call to Order; Introductions, Chair

The meeting was called to order at 1:00 PM. Introductions were made of all present.

2. Revisions to the Agenda, Chair

A revised agenda was distributed. Chair Bilson announced that item 6 b. had been struck from the agenda.

3. Approval of February 2001 Minutes, Chair

Betsy Rogers explained that Marilyn Lupinacci is an Alternate from Skagit County, not a guest as was recorded in the minutes. Bob Hart will also be a Skagit County alternate. It was explained, however, that the NSRSN must receive written notification from Skagit County announcing who their appointed alternates are.

Motion: It was moved, seconded and carried to approve the February 2001 Minutes as written with the recommended amendment.

4. Comments from the Public

Jere LaFollette commented on a positive article and photo that appeared in the Everett Herald on Cookie Creations.

Josselyn Winslow commented on an April 5th training for professional care-givers on Assessment and Management of Older Patients with Dementia.

Greg Long announced upcoming MICA trainings offered jointly through MHD and DASA. There will be 16 trainings on Co-Occurring Disorders scattered throughout the region.

5. Correspondence and Comments from the Chair

Chair Bilson read a letter he received regarding his earlier request to Karl Brimmer (Chair, Washington State Advisory Board) for statewide Best Practices seminar for all Advisory Boards. Chair Bilson recommends the NSRSN Board of Directors request this training also.

Chair Bilson announced the March 22, 2001 Board of Director's meeting and invited all to attend who are able.

Lorelei Coy commented on the terrific example set by the North Sound Regional Support Network's Board of Directors in the area of Parliamentary Procedures.

6. Old Business

a. EXECUTIVE DIRECTOR'S REPORT, CHUCK BENJAMIN

Mr. Benjamin reported on:

- NSRSN response to proposed WAC revisions
- NSRSN response to proposed contract revisions
- Preparation for MHD re-visit 3/19 through 3/23. The exit interview will take place at the NSRSN at 9:00 a.m. on March 23, 2001.
- Two RFQs, RFQ-01 for a Childrens Crisis Center, and RFQ-02 for an Adolescent/Youth with Co-Occurring Disorders Residential Recovery Program . RFQ-02 has been pulled due to a technical error, but will be re-let as soon as possible. The

selection committee for RFQ-01 met on March 8, 2001 and will meet again on March 15th to hear presentations and make a decision.

- CHAP Program recommendations with regard to utilization and contractual compliance. Although nothing is final yet, there is hope that a recommendation will come out of the QMOC meeting scheduled for March 21, 2001.
- Formulation of a NSRSN Childrens Policy Executive Committee made up of a diverse group of stakeholders region-wide looking at children's issues. Advisory Board member Betsy Rogers is on this committee.
- Tribal Conference coming up April 25 and 26.

a. SUB COMMITTEE REPORTS

1. Ad Hoc Committee – No Report
2. Finance Committee – Betsy Rogers

Ms. Rogers reports the Committee recommends payment of vouchers in the amount of \$251.92 for the first payment made in 2001. The introduction of Financial Policies and Procedures was made. Draft copies were handed out to all present and will be voted on at the next Advisory Board Meeting.

Motion: It was moved, seconded and carried to approve payment of vouchers in the amount of \$251.92.

3. Children's Committee – Janet Lutz-Smith

Ms. Lutz-Smith reported that the CHAP contract will be reviewed at the next QMOC meeting. Ms. Lutz-Smith expressed concern over the fact that the RFQ-02 had been pulled. She was assured by Mr. Benjamin it was of great importance and it would be re-let as soon as technical details were worked out. Ms. Lutz-Smith further reported that JLARC is looking at National Best Practice Standards. A Children's Committee work group will follow the agenda set by the Strategic Plan to follow progress.

4. Inservice Committee – Lorelei Coy – No report
5. Citizens Concerns – Dave Ashton – No report
6. Ethnic Minorities – John Patchmatla

Mr. Patchmatla distributed a questionnaire to all board members. The purpose of the questionnaire is to solicit information from region-wide ethnic minorities regarding mental health care. He invited all members to submit feedback and changes to Melinda Bouldin. Discussion from several people present suggested region-wide broad based distribution of the questionnaire through use of schools, community organizations, grocery stores, thrift shops, churches, shelters, etc.

7. Executive Committee – Eileen Rosman

Ms. Rosman reported on the Board Retreat. She felt it was a positive and valuable experience, and would like to see both the Advisory Board and Board of Directors have a joint retreat. Ms. Rosman felt a great sense of unity after attending the Board Retreat.

8. Older Adults – Josselyn Winslow

No committee meeting was held. Greg Long reported on limited service to non-Medicaid adults and questioned how we will adjust to tighter budgets. Ms. Winslow spoke of the need for funding of non-hospital care and training for caregivers.

9. PACT/Clubhouse – Chuck Albertson

Mr. Albertson reported that we still have the Rainbow Center, but not PACT. Marcia Gunning reported that in Snohomish County there is the Edmonds Consumer Group.

10. Ombuds Liaison – Joan Lubbe - No report

11. Site Visitations – Eileen Rosman

Ms. Rosman reports that scheduled visitations were cancelled and will be rescheduled.

b. WESTERN STATE HOSPITAL BED CLOSURES – Greg Long

Mr. Long reported that the WSH was hit hard by the recent earthquake. The Forensic Unit will not be reopened. New construction will potentially be ready by September 2001. Over 200 patients were displaced to other wards which are now overcrowded. WSH has closed admissions. Every effort is being made to keep our people in our region. Mr. Long further stated that he would be attending a meeting in the coming week with the goal of putting together a plan for full E&Ts and hospitals.

Mr. Long further reported on MHD's proposal to the Governor and Legislature regarding loss of 450 beds

Mr. Long explained that money from unused hospital beds would be used for community-based services for the people being discharged. Chris Walsh cautioned that approval of licensure and reimbursement procedures would be a long time coming. It is estimated the process will take two years.

7. CONSENT AGENDA

a. Action Items – Marcia Gunning, Contracts Compliance/Financial services Manager

1. Ms. Gunning referred to her February 20, 2001 memo to the Board of Directors. She notified the group that items 1 & 2, the DDD contract and an amendment to the APN contract are still held pending documentation from the DDD.
2. Plan for Older Adults: It was explained that this had been passed at the last meeting.
3. Proposed 2001 Quality Management Plan: Ms. Gunning explained that the QMOC formed a sub-committee to review the 2000 plan and develop the 2001 plan.

Motion: It was moved, seconded, and carried to approve the Quality Management Plan as presented.

4. Functional Independence Definition and Policy: After a lengthy discussion, it was determined that some members of the Advisory Board needed more time to review the policy.

Motion: It was moved and seconded to recommend the Advisory Board approve the Functional Independence policy when the Personnel Committee makes the recommendation to the Board of Directors. The motion failed.

Copies of the Functional Independence Policy were again given to the Advisory Board for review. Chair Bilson encouraged Advisory Board members to direct any and all questions about the policy to Chuck Benjamin. Mr. Benjamin reminded the group that after items are introduced, it is the intent that the month between an item's introduction and when it is voted on is to be used for reading the document and asking any questions that may arise.

Washington Counties Insurance Pool Agreement and By-Laws: Ms. Gunning reviewed the document.

Motion: It was moved, seconded and approved to recommend the Board of Directors approve the interlocal agreement with the Washington Counties Insurance Pool.

b. Motions Yet To Be Approved

Advisory Board Financial Policies and Procedures: Ms. Gunning commended the Advisory Board Finance Committee on their hard work putting this document together.

Lead QRT Job Description: Ms. Gunning indicated this would be mailed to members following the Board of Director's meeting. **These were, in fact distributed at the end of the meeting.*

Credit Card Policy: Ms. Gunning indicated this would be mailed to members following the Board of Director's meeting.

- c. Advisory Board Update, Chair

Chair Bilson distributed to each member three copies of the NSRSN Grievance Policy and Procedure.

8. New Business

- a. Best Practices

Chair Bilson recommends a motion requesting the Board of Directors write to the MHD asking for a statewide Best Practices Seminar with a cc to the Washington Institute.

Motion: It was moved, seconded and carried to recommend the NSRSN Board of Directors write to the MHD asking for a statewide Advisory Board Best Practices Seminar with a copy to the Washington Institute.

- b. Board of Directors Retreat – Eileen Rosman

See 6.7

- c. Discuss Alternates Policy

Chair Bilson is requesting input from counties represented in the NSRSN with regard to alternates to the Advisory Board. They will be asked to provide (on County letterhead) the NSRSN Advisory Board with the names of their Advisory Board alternates. They will also be asked to inform the Advisory Board of voting privileges for Alternates in the event of the absence of the regular member.

Janet Lutz-Smith feels it would be appropriate for the Executive Committee to work on this. A request was made of NSRSN staff to research whether or not county ordinances cover this? Information is to be submitted to Dan Bilson or Eileen Rosman.

- d. RFQ Report – Eileen Rosman

Ms. Rosman reported that all but one RFQ-01 presentation had been made. The final presentation is scheduled for March 15, 2001 after which a selection would be made.

9. Comments from County Advisory Board Representatives

- a. Island County – Eileen Rosman reports that Island County’s two Boards split as of March 1st. They are now the Mental Health Advisory Board and Substance Abuse Advisory Board. She will share information from both boards in the future.
- b. San Juan County – No report
- c. Skagit County – Mary Good reported that Greg Long had attended their meeting and gave a report on JLARC and Western State Hospital cutbacks and how the cutbacks impact Skagit County consumers.
- d. Snohomish County – John Patchmatla reported that Greg Long had attended their meeting and presented the JLARC report.
- e. Whatcom County – Janet Lutz-Smith reported that they had received input from consumers and providers starting needs assessment. Chuck Albertson reported on the Whatcom County Mental Health Advisory Board meeting he attended the previous day. A motion came forward to endorse the second MHD draft proposal for the equitable distribution of MHD funds to RSNS. Additionally, equitable distribution of State Hospital beds was also requested by the Whatcom County Mental Health Advisory Board. The WCMHAB encourages the NSRSN Advisory Board to endorse this as well.

Motion: It was moved seconded and approved to recommend the NSRSN Advisory Board endorse the second MHD draft proposal for the equitable distribution of funding to the Regional Support Networks and requests a similar equitable distribution of State Hospital beds. It is further recommended the NSRSN Board of Directors do the same.

10. Comments from Public

Rodney Lund provided handouts advertising an upcoming activity to benefit the Rainbow Center.

Chair Bilson announced an upcoming inservice offered by Chuck Benjamin and Marcia Gunning. The inservice will take place at 12:15 p.m. before the April Advisory Board Meeting and will cover the upcoming contract with MHD, WAC revisions, and input from staff regarding both issues.

11. Other Business

- a. From counties

There was no other business.

b. Request for agenda items

Ms. Gunning informed the group that she would be reporting on Consumer Oriented Projects, that the Functional Independence policy would be added to the agenda.

12. Adjournment

The meeting was adjourned at 3:28 PM.

Respectfully submitted,

Melinda Bouldin
Office Manager

NOTE: The next Advisory Board meeting will be at 1:00 PM, April 17, 2001, in the NSRSN Conference Room, 117 N. First Street, Suite 8, Mount Vernon.