



Salish Behavioral Health
Administrative Services Organization

SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION ADVISORY BOARD MEETING

Providing Behavioral Health Services in
Clallam, Jefferson and Kitsap Counties

DATE: Friday, October 7, 2022
TIME: 10:00 AM – 12:00 PM
LOCATION: **VIRTUAL ONLY:** We will use the ZOOM virtual platform.

Recommend participation by either computer or ZOOM app on your mobile phone. Please use this link to download ZOOM to your computer or phone: <https://zoom.us/support/download>.

LINK TO JOIN BY COMPUTER OR PHONE APP:

Join Zoom Meeting:

<https://us06web.zoom.us/j/85817894528?pwd=RTA0U1RUZDJIS3A0NmXuTFdGWGZudz09>

Meeting ID: 858 1789 4528

Passcode: 001572

USE PHONE NUMBER and MEETING ID TO JOIN BY PHONE:

Dial by your location: 1-253-215-8782

Meeting ID: 858 1789 4528

A G E N D A

Salish Behavioral Health Administrative Services Organization – Advisory Board

1. Call To Order
2. Announcements/Introductions
3. Opportunity to Address the Board on Agenda Topics (limited to 3 minutes each)
4. Approval of Agenda
5. Approval of SBH-ASO Advisory Board Meeting Minutes for August 19, 2022 (Attachment 5)
6. Action Items
 - a. Reappointment of Helen Havens to Advisory Board
 - b. Advisory Board By-laws Update (Attachment 6.b)
 - c. Block Grant RFP
7. Informational Items
 - a. Peer Support Training Update
 - b. 9-8-8 / HB 1477 Update
8. Opportunity for Public Comment (limited to 3 minutes each)
9. Adjournment

ACRONYMS

ACH	Accountable Community of Health
ASAM	Criteria used to determine substance use disorder treatment
BHAB	Behavioral Health Advisory Board
BH-ASO	Behavioral Health Administrative Services Organization
BHO	Behavioral Health Organization, replaced the Regional Support Network
CAP	Corrective Action Plan
CMS	Center for Medicaid & Medicare Services (federal)
COVID-19	Coronavirus Disease 2019
DBHR	Division of Behavioral Health & Recovery
DCFS	Division of Child & Family Services
DCR	Designated Crisis Responder
DDA	Developmental Disabilities Administration
DSHS	Department of Social and Health Services
E&T	Evaluation and Treatment Center (i.e., AUI, YIU)
EBP	Evidence Based Practice
EPSDT	Early and Periodic Screening, Diagnosis and Treatment
EQRO	External Quality Review Organization
FIMC	Full Integration of Medicaid Services
FYSPT	Family, Youth and System Partner Round Table
HARPS	Housing and Recovery through Peer Services
HCA	Health Care Authority
HCS	Home and Community Services
HIPAA	Health Insurance Portability & Accountability Act
HRSA	Health and Rehabilitation Services Administration
IMD	Institutes for the Mentally Diseased
IS	Information Services
ITA	Involuntary Treatment Act
MAT	Medical Assisted Treatment
MCO	Managed Care Organization
MHBG	Mental Health Block Grant
MOU	Memorandum of Understanding
OCH	Olympic Community of Health
OPT	Opiate Treatment Program
OST	Opiate Substitution Treatment
PACT	Program of Assertive Community Treatment
PATH	Programs to Aid in the Transition from Homelessness
PIHP	Prepaid Inpatient Health Plans
PIP	Performance Improvement Project
P&P	Policies and Procedures
QUIC	Quality Improvement Committee
RCW	Revised Code Washington
RFP, RFQ	Requests for Proposal, Requests for Qualifications
SABG	Substance Abuse Block Grant
SAPT	Substance Abuse Prevention Treatment
SBH-ASO	Salish Behavioral Health Administrative Services Organization
SUD	Substance Use Disorder
TAM	Technical Assistance Monitoring
UM	Utilization Management
VOA	Volunteers of America
WAC	Washington Administrative Code
WM	Withdrawal Management
WSH	Western State Hospital, Tacoma

[Full listing of definitions and acronyms](#)



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October 7, 2022

Action Items

A. REAPPOINTMENT OF HELEN HAVENS TO ADVISORY BOARD

Helen Havens' current term on the Salish BH-ASO Advisory Board ends November 30, 2022. She has expressed interest in continuing to serve. Staff seeks the Advisory Board's recommendation for this re-appointment.

B. ADVISORY BOARD BY-LAWS UPDATE

The Salish BH-ASO Advisory Board By-laws were originally approved by the Advisory Board on February 4, 2022. Staff is seeking that Advisory Board's recommendation on the revision to the Membership Appointment section of the By-laws. Staff's proposed edit can be found at the bottom of page 1, Section 3.a.(2).

C. BLOCK GRANT RFP

SBH-ASO intends to release an RFP in late October 2022 for both Mental Health and Substance Abuse Block Grants. Staff seeks to confirm the Advisory Board's priorities for this RFP. Staff also seeks volunteers for the RFP Review Subcommittee. During the August 2022 Advisory Board Meeting, the Board unanimously agreed to the priorities noted below.

Overarching Priority

- Integrative Behavioral Health Continuum, inclusive of peer directed services.

Mental Health Priorities

- Housing Support Services, including access to affordable housing
- Childcare Services
- Children's Intensive Services, including inpatient
- Full spectrum of intensive services (including peer respite services, stabilization services, inpatient services)

Substance Use Disorder Priorities

- Housing Support Services, including access to affordable housing
- Childcare Services
- Full spectrum of intensive services (including withdrawal management, stabilization services, residential services)

Informational Items

A. PEER SUPPORT TRAINING UPDATE

Certified Peer Counselor (CPC) training access has increased statewide. HCA has expanded virtual and in-person trainings for 2023. There continues to be significant need in this area. BH-ASOs met with HCA to discuss options to support training access. SBH-ASO is working with HCA and has had success in accessing training for individuals in our region.

B. 9-8-8/HB 1477 UPDATE

On July 16, 2022, Washington joined the rest of the United States in using the 988-dialing code — the new three-digit number for call, text, or chat that connects people to the **existing** National Suicide Prevention Lifeline (NSPL). People can dial 988 if they are having thoughts of suicide, mental health or substance use crises, or any other kind of emotional distress. People can also dial 988 if they are worried about a loved one who may need crisis support. Prior to July 2022, NSPL crisis centers were accessed by calling 1-800-273-TALK (8255). This number will remain active during the transition to 988.

The addition of the 988-dialing code to reach NSPL does not change the local protocols for accessing crisis resources.

Salish Regional Crisis Resources and Protocols that Remain Unchanged

- The addition of the 988 number does **not** impact the Salish Regional Crisis Line (SRCL) providing local crisis support and connection within the Salish region.
- Please continue to call the SRCL at 888-910-0416 to request local crisis support and connection with Mobile Crisis Outreach Teams across the Salish region.
- All community members including individuals, family members, community providers, first responders, law enforcement, hospitals, etc. continue to access crisis services through the Salish Regional Crisis Line. The Regional Toll-Free Crisis Line continues to function as triage, resource and referral, and dispatch of Mobile Crisis Outreach, including Designated Crisis Responders (DCRs).

Staff will share details regarding the local impact of these recent changes, as well as statewide conversations regarding crisis system reform.

**MINUTES OF THE
SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION
ADVISORY BOARD**

**Friday, August 19, 2022
10:00 a.m. - 12:00 p.m.
VIRTUAL ONLY**

CALL TO ORDER –Sandy Goodwick, SBH-ASO Behavioral Advisory Board Vice-Chair called the meeting to order at 10:03 a.m.

INTRODUCTIONS – Self introductions were conducted around the room.

ANNOUNCEMENTS – None.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD ON AGENDA TOPICS – None.

APPROVAL of AGENDA –

MOTION: Helen Havens moved to approve the agenda as submitted. Anne Dean seconded the motion. Motion carried unanimously.

APPROVAL of MINUTES –

MOTION: Helen Havens moved to approve the meeting minutes as submitted for the June 3, 2022, meeting. Anne Dean seconded the motion. Motion carried unanimously.

ACTION ITEMS

➤ **APPROVAL OF JULY-DECEMBER 2022 FEDERAL BLOCK GRANT PLANS**

SBH-ASO is presenting updated Block Grant plans for July 1, 2022, through December 31, 2022, and seeks the Board's approval of these plans.

Mental Health Block Grant (MHBG)

The plan aligns funding in accordance with the 2022 SBH-ASO budget approved by the Executive Board on December 10, 2021. The MHBG plan provides funding for the crisis system. This includes mobile crisis, crisis hotline, and interpreter services. The plan format from HCA includes crisis categories directly. The MHBG plan also identifies an estimated of the number of people to be served in each category. SBH-ASO Administration allowance is also included. Allocations are in line with the previous 6-month allocation.

Reviewed MHBG Funding categories and allocation for July-December 2022, including the addendum of Co-Responder Funding.

MOTION: Stormy Howell moved to approve the July-December 2022 Mental Health Block Grant Plan. Jon Stroup seconded the motion. Motion carried unanimously.

Substance Abuse Block Grant (SABG)

The plan aligns funding in accordance with the 2022 SBH-ASO budget approved by the Executive Board on December 10, 2021. A significant amount of funding is allocated for crisis services, which are categorized as either “brief intervention” or “engagement and referral” on this template. Brief intervention includes mobile crisis response services. Engagement and Referral includes crisis hotline funding.

Interim Services are a requirement, and the allocated funding is limited due to not historically being needed. Ten percent of SABG is required to fund PPW programs. The SABG plan includes PPW housing supports and childcare programs. The plan includes funding to support secure withdrawal management (SUD ITA) and Intensive Residential Treatment. Transportation is also addressed as this was identified as a priority in the needs assessment. The SABG plan identifies number of PPW to be served by category. The Brief treatment and Engagement and Referral PPW number reflects 10% of expected number served. Allocations are in line with the previous 6-month allocation.

Reviewed SABG Funding categories and allocation for July-December 2022, including the addendum of Co-Responder Funding. Discussion of the in-region facilities that provide SUD Residential Treatment which staff noted to be Specialty Services II in Port Angeles, Pacific Hope and Recovery (KMHS) in Bremerton, and Kitsap Recovery Center in Port Orchard. Discussion surrounding the rationale for reducing the funding allocated to secure withdrawal management services. Staff explained that SBH-ASO received proviso funding for secure withdrawal management and the proviso funding has been adequate.

MOTION: Jon Stroup moved to approve the July-December 2022 Substance Abuse Block Grant Plan. Helen Havens seconded the motion. Motion carried unanimously.

➤ **2023-2024 ADVISORY BOARD PRIORITIES**

Staff will share a preliminary summary of data collected via the SBH-ASO Community Needs Survey. This data will help support Board discussion regarding 2023-2024 Advisory Board Priorities. The Advisory Board’s priorities will inform which services are prioritized in the upcoming Block Grant RFPs.

Summary of SBH-ASO Community Needs Survey provided. The survey was released on May 25, 2022, and closed June 24, 2022. The link was shared across all providers, partners, and community groups. We also encourage our partners to post and share the link. There were 144 responses to the survey.

Significant areas of need identified	
Withdrawal Management	70.7%
Inpatient MH Treatment	68.8%
Childcare to support treatment	65.5%
Housing Support Services (\$)	65.2%
Residential SUD Treatment	64.7%

Discussion about summarized community survey results. Discussion surrounding the need for housing support and childcare services, including the fact that much of the need ties back to lack of capacity. Staff shared that SBH-ASO has a notable amount of funding for housing support services and short- and long-term subsidies. Discussion surrounding the lack of affordable housing supply as a key challenge. Inquiry about whether Peer Respite was a type of service listed in the survey. Staff indicated that Peer Respite was not specifically identified the survey.

Discussion surrounding the Board's priorities for 2023-2024. Discussion regarding Mental Health Priorities. Discussion regarding Substance Use Disorder Priorities.

Overarching Priority

- *Integrative Behavioral Health Continuum, inclusive of peer directed services.*

Mental Health Priorities

- *Housing Support Services, including access to affordable housing*
- *Childcare Services*
- *Children's Intensive Services, including inpatient*
- *Full spectrum of intensive services (including peer respite services, stabilization services, inpatient services)*

Substance Use Disorder Priorities

- *Housing Support Services, including access to affordable housing*
- *Childcare Services*
- *Full spectrum of intensive services (including withdrawal management, stabilization services, residential services)*

MOTION: Jon Stroup moved to approve the 2023-2024 Advisory Board Priorities as outlined above. Helen Havens seconded the motion. Motion carried unanimously.

INFORMATIONAL ITEMS

➤ 9-8-8 UPDATE

On July 16, 2022, Washington joined the rest of the United States in using the 988-dialing code — the new three-digit number for call, text, or chat that connects people to the **existing** National Suicide Prevention Lifeline (NSPL). People can dial 988 if they are having thoughts of suicide, mental health or substance use crises, or any other kind of emotional distress. People can also dial 988 if they are worried about a loved one who may need crisis support. Prior to July 2022, NSPL crisis centers were accessed by calling 1-800-273-TALK (8255). This number will remain active during the transition to 988.

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PUBLIC COMMENT

- G'Nell Ashley inquired if SBH-ASO had any knowledge about whether the regional crisis line would continue to operate once 9-8-8 implementation was fully complete. She also inquired about locating the application for the Advisory Board. Staff shared that at this time, there is no current plan for the Salish Regional Crisis Line to discontinue operations. Staff shared that the Advisory Board Application is on the SBH-ASO public website.

GOOD OF THE ORDER

- ADD COMMENTS.

ADJOURNMENT – Consensus for adjournment at 11:45am

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Present:		
Sandy Goodwick, SBH-ASO Advisory Board	Stephanie Lewis, SBH-ASO Administrator	G'Nell Ashley, Reflections
Anne Dean, SBH-ASO Advisory Board	Jolene Kron, SBH-ASO Deputy Administrator/Clinical Director	
Stormy Howell, SBH-ASO Advisory Board		
Jon Stroup, SBH-ASO Advisory Board		
Helen Havens, SBH-ASO Advisory Board		
Excused:		
Lois Hoell, SBH-ASO Advisory Board		

NOTE: These meeting notes are not verbatim.

SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION ADVISORY BOARD

BYLAWS

1. NAME

Salish Behavioral Health Administrative Services Organization (SBHASO) Advisory Board (hereinafter Advisory Board).

2. PURPOSE

The purpose of the Salish Behavioral Health Administrative Services Organization Advisory Board is to advise the Salish Behavioral Health Administrative Services Organization Executive Board on the planning and delivery of behavioral health services in Clallam, Jefferson and Kitsap Counties by the authority granted to BH-ASOs in RCW 71.24 and under the terms of the Salish BH-ASO Interlocal Agreement.

The purpose of the Advisory Board is to:

- * a. Review and make recommendations to the Executive Board regarding the Behavioral Health Plans developed by Salish Behavioral Health Administrative Services Organization Administrative Entity.
- b. Review and make recommendations to the Executive Board regarding contracts and subcontracts that implement the services under Salish Behavioral Health Administrative Services Organization plans.
- c. Participate in the Request for Proposal (RFP) processes that implement services within the Salish Behavioral Health Administrative Services Organization.
- d. Review programs through monitoring reports, audit reports, and on-site visits as appropriate.

* Required role by RCW

3. MEMBERSHIP

a. Appointment

- (1) The Advisory Board shall be comprised of eleven members, appointed by the Salish BHASO Executive Board and who serve at the pleasure of the Executive Board.
- (2) To ensure continuity, the initial Advisory Board will be made up of six members appointed for one-year terms; three members will serve two-year terms and two members will serve three-year terms. [Subsequent terms for reappointment shall be three-year terms.](#) Individuals appointed to fill vacancies shall serve the remainder of the term.

b. Representation

The Advisory Board shall be comprised of a maximum of eleven members, with three individuals representing each participating county, and two at-large Tribal representatives. At least 51% of the membership will be made up of consumers or parents or legal guardians of individuals with lived experience with a behavioral health disorder.

4. TERMINATION

c. Resignation

Any Advisory Board member may resign by submitting written notice to the Salish Behavioral Health Administrative Services Organization Administrator.

d. Removal

Appointments to the Board may be terminated at any time by action of the Executive Board.

The Advisory Board can remove a member by majority vote of the total membership, provided that fifteen days notice of the pending action has been provided to the Advisory Board.

A member may be removed from the Advisory Board if absent from three consecutively scheduled meetings without good cause. Good cause shall be determined by the chairperson

5. ATTENDANCE

All members are expected to attend regularly scheduled meetings. More than three unexcused absences by any member during any twelve-month period may result in removal of the member by the SBHASO Executive Board. A member's absence is unexcused if the member fails to notify the SBHASO administrator in advance of a regular meeting that the member will not attend.

6. MEETINGS

a. Public Meetings Law

All meetings will be open to the public and all persons will be permitted to attend meetings of the Advisory Board. Open public meetings and open public attendance is not required at meetings when less than a quorum is present.

b. Regular Meetings

The Advisory Board shall meet at intervals established by the SBHASO Administrator or their designee. Administrative support including crafting agendas, preparing materials, arranging speakers and presentations, and

forwarding recommendations will be provided by the SBHASO staff. Regular meetings may be canceled or changed to another specific place, date and time provided that notice of the change is delivered by mail, fax, or electronic mail and posted on the SBHASO Website.

c. Notice

The Kitsap County Human Services Department will provide notice of regular meetings to Advisory Board members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.

d. Special Meetings

Special meetings may be called by the Chair with notice to all members and the general public not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary, to conduct business that cannot wait until the next regularly scheduled meeting. The notice will be provided as soon as possible to encourage public participation.

e. Meeting Location

Advisory Board meetings are generally held at the same location and time unless otherwise notified.

f. Quorum

A quorum shall consist of a total of not less than 50% of the membership, provided there is representation from each county.

g. Voting

Voting shall be restricted to Advisory Board members only, and each Board member shall have one vote. The chair shall vote when a tie results. Except, the chair may vote in elections. All decisions of the Advisory Board shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.

h. Minutes

The minutes of all regular and special meetings shall be recorded by administrative staff. Minutes will include time and date, meeting length, members present, motions and motion makers, recommendations and due date, if applicable. Draft minutes will be distributed to the membership not less than five days prior to the next regular monthly meeting for comment and correction, and will be formally approved at the next regular monthly meeting and submitted for posting on the Kitsap County website.

i. Agendas

Items may be placed on a meeting agenda by any member or by BHASO staff. The Chair and staff will coordinate preparation of the meeting agendas. The agenda will be distributed to members at least five days prior to a regular meeting.

j. Parliamentary Procedures

When not consistent with the provisions in these bylaws, Roberts Rules of Order will govern parliamentary procedure at regular and special meetings.

k. Decorum and Control

In the event any meeting is interrupted by an individual or individuals so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of the person or persons who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by the majority vote of the members. In such a session, final disposition may only be taken on matters appearing on the agenda. The Chair may readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

7. OFFICERS

a. Chair and Vice Chair

The chairperson and vice chairperson shall be elected by a majority vote for a one-year term, beginning on January 1 and ending on December 31 of the calendar year following election.

b. Process

The Chair shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the fourth calendar quarter from a slate presented by the Nominating Committee and nominations from the floor. Nominees must be active members who have consented to serve. All elections shall be by secret ballot unless dispensed with by a majority vote of the members present.

c. Chair Responsibilities

The Chair will lead and guide the conduct of public meetings. The Chair is the official representative of the Advisory Board and shall follow the Public Communications Guidelines established in the Kitsap County Advisory Group Handbook when acting as the official spokesperson to the media. The Chair will be the main contact between the Advisory Board and SBHASO staff.

d. Vice Chair

The Vice Chair shall assume the responsibility and authority of the chairperson in his/her absence.

e. Chair Pro Tempore

In the absence of the Chair and Vice Chair, a Chair pro tempore shall be elected by a majority of the members present to preside for that meeting only.

f. Vacancies or Removal of Officers

The SBHASO Executive Board may remove an officer when it determines that it is in the interest of the Advisory Board or the SBHASO. If the Chair position is vacated, the Vice Chair will assume the Chair's position. If the Vice Chair is vacated, members will elect a replacement.

8. SPECIAL COMMITTEES

Such committees shall be established by the Advisory Board as are necessary to effectively conduct business. The Chair of the Board shall appoint members to and designate the chair of the standing and temporary committees.

9. CONFLICTS OF INTEREST**a. Declaration**

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

b. Conflict of Interest

No Advisory Board member shall engage in any activity, including participation in the selection, award, or administration of a sub-grant or contract supported by the SBHASO revenue contracts if a conflict of interest, real or apparent, exists.

c. If a board member (or the board member's partner, or any member to the board member's family) has, or acquires, employment, or a financial interest in, an organization with an SBHASO grant or subcontract, the board member is disqualified, and must resign from the board.

10. REPRESENTATION

A member may speak for the board only when he/she represents positions officially adopted by the body.

11. COMPENSATION

Members of the Board shall serve without compensation. Reimbursement for expenses incurred while conducting official Advisory Board business may be provided for with the approval of the Director of the Kitsap County Human Services Department.

12. STAFFING

The Kitsap County Human Services Department shall have the responsibility to provide professional, technical and clerical staff as necessary, to support the activities of the Board.

13. AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds majority vote of the members present at any regular or special meeting insofar as such amendments do not conflict with pertinent laws, regulations, ordinances, or resolutions of the Salish Behavioral Health Administrative Services Organization, state or federal governments. Proposed amendments to be in the hands of members at least ten days prior to the meeting at which the amendment is to be voted on. Any recommendations agreed upon by vote shall be forwarded to the SBHASO Executive Board for its approval.

14. ADOPTION

These bylaws and any amendments hereto, shall become effective only upon approval of the Salish Behavioral Health Administrative Services Organization Executive Board.