



SALISH BEHAVIORAL HEALTH
ADMINISTRATIVE SERVICES ORGANIZATION
EXECUTIVE BOARD
MEETING

Providing Behavioral Health Services in
Clallam, Jefferson and Kitsap Counties

DATE: Friday, December 9, 2022
TIME: 9:00 AM – 11:00 AM
LOCATION: Port Blakely Conference Room, Kitsap County Administration Building
619 Division Ave, Port Orchard, WA 98366

LINK TO JOIN BY COMPUTER OR PHONE APP:

*****Please use this link to download ZOOM to your computer or phone:
<https://zoom.us/support/download>.*****

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Meeting ID: 864 2566 7740

Passcode: 079992

USE PHONE NUMBER and MEETING ID TO JOIN BY PHONE:

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Passcode: 079992

A G E N D A

Salish Behavioral Health Administrative Services Organization – Executive 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 Executive Board Minutes for September 16, 2022 (Attachment 5)
6. Action Items
 - a. Approval of Amended Advisory Board By-Laws (Attachment 6.a)
 - b. Reappointment of Helen Havens to Advisory Board
 - c. Approval of Calendar Year 2023 SBH-ASO Budget (Attachments 6.c.1, 6.c.2, and 6.c.3)
 - d. Approval of Interlocal Agreement for Opioid Settlement Funds (Attachment 6.d)
7. Informational Items
 - a. 2023 SBH-ASO Executive Board Meetings
 - b. SBH-ASO Staffing Update and Organizational Chart (Attachment 7.b)
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
CAP	Corrective Action Plan
CMS	Center for Medicaid & Medicare Services (federal)
COVID-19	Coronavirus Disease 2019
CPC	Certified Peer Counselor
CRIS	Crisis Response Improvement Strategy
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
FIMC	Full Integration of Medicaid Services
FYSPRT	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
R.E.A.L.	Recovery, Empowerment, Advocacy, Linkage
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](#)



Salish Behavioral Health
Administrative Services Organization

SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

EXECUTIVE BOARD MEETING

Providing Behavioral Health Services in
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Friday, December 9, 2022

Action Items

A. APPROVAL OF AMENDED ADVISORY BOARD BY-LAWS

Staff is seeking the Executive Board's approval of the attached amended Advisory Board By-Laws. The Advisory Board reviewed the proposed revisions and recommended that the Executive Board approve the changes. The proposed changes can be found in the "Membership Appointment" section of the By-laws, bottom of page 1, Section 3.a.(2).

With the Executive Board's approval, the underlined sentence below would be added to the Advisory Board By-laws, effective immediately.

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. REAPPOINTMENT OF HELEN HAVENS TO ADVISORY BOARD

Helen Havens' current term on the Salish BH-ASO Advisory Board expired November 30, 2022. She has expressed interest in continuing to serve and the Advisory Board unanimously recommended that the Executive Board re-appoint her to serve another term. Helen also currently serves on Kitsap County's "Mental Health, Chemical Dependency and therapeutic Court Community Advisory Board" as an SBH-ASO Representative. Staff requests that the Executive Board reappoint Helen Havens to the SBH-ASO Advisory Board. If the requested action related to amending the Advisory By-Laws is approved, then the term for Helen Havens' reappointment would be December 1, 2022 – November 30, 2025.

C. APPROVAL OF CALENDAR YEAR 2023 SBH-ASO BUDGET

Non-Medicaid Budget

A summary of anticipated calendar year 2023 non-Medicaid revenue is attached for the Board's review. This includes estimated American Rescue Plan Act (ARPA) Block Grant Funds which HCA has communicated will be allocated to BH-ASOs in July 2023. Thirty percent of estimated ARPA Block Grant revenue has been included in the 2023 budget, with the remaining 70% for inclusion in the 2024 budget.

A summary of anticipated calendar year 2023 non-Medicaid expenditures is attached for the Board's review. Staff will review these documents in detail.

Medicaid Budget

A summary of anticipated calendar year 2023 Medicaid Revenue and Expenditures is attached for the Board's review. Staff will review this document in detail.

D. APPROVAL OF INTERLOCAL AGREEMENT FOR OPIOID SETTLEMENT FUNDS

The attached Interlocal Agreement has been signed by Clallam, Jefferson and Kitsap Counties. The last action required to fully execute the ILA is signature of the SBH-ASO Chair, on behalf of the organization. Staff will provide an update on the information available about the release of these settlement funds.

Informational Items

A. 2023 SBH-ASO EXECUTIVE BOARD MEETINGS

Staff is planning for 2023 Executive Board Meetings to be held in a hybrid format. Staff will provide an update on information gathered regarding options for physical meeting location.

SBH-ASO Executive Board Meetings in calendar year 2023 are tentatively planned for the 3rd Friday of the month from 9am-11am in the months of January, March, May, July and September. The last meeting in 2023, will be scheduled on either December 8th or 15th, depending upon Board preference.

Once this plan is confirmed by the Board, staff will send out calendar invitations to secure the dates.

B. SBH-ASO STAFFING UPDATE AND ORGANIZATIONAL CHART

Since the September Executive Board Meeting, SBH-ASO has the following staffing and recruitment updates.

New Hire

- SBH-ASO successfully recruited a supervisor for the new Youth Behavioral Health Navigator Program. Bryan Gross started on November 21st.

Recruitment

- Care Manager/R.E.A.L. Program Supervisor has been in active recruitment since June 16th. Staff revisited minimum qualifications in October and removed the requirement for licensure.
- Two Youth Behavioral Health Navigator Program Coordinators began recruitment on November 18th. These are bachelors level positions that will report to our newly hired program supervisor.
- Crisis Programs Supervisor will begin recruitment in the first week of January. The Crisis Programs Supervisor will also manage the expansion of Assisted Outpatient Treatment, which was legislatively directed earlier this year.

An updated organizational chart has been included for the Board's reference.

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

**September 16, 2022
9:00 a.m. - 11:00 a.m.
VIRTUAL ONLY: ZOOM Virtual Platform**

CALL TO ORDER – Commissioner Greg Brotherton, Chair, called the meeting to order at 9:00 a.m.

INTRODUCTIONS – Self introductions were conducted.

ANNOUNCEMENTS – None.

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

APPROVAL of AGENDA –

MOTION: Commissioner Gelder moved to approve the agenda as submitted. Commissioner Ozias seconded the motion. Motion carried unanimously.

APPROVAL of MINUTES –

MOTION: Commissioner Gelder moved to approve the meeting notes as submitted for the July 15, 2022 meeting. Tribal Representative Theresa Lehmann seconded the motion. Motion carried unanimously.

ACTION ITEMS

➤ **ADVISORY BOARD RECOMMENDATIONS REGARDING YOUTH MOBILE CRISIS RFP**

The Youth Mobile Crisis Team RFP was released July 8, 2022. This RFP was to provide a youth specific crisis team serving Kitsap County youth 24 hours per day, 7 days per week. The required model includes crisis response by a 2-person team. The RFP closed August 9, 2022. A single proposal was received.

The SBH-ASO Behavioral Health Advisory Board Review Committee reviewed the proposal August 23rd. The proposal was submitted by Kitsap Mental Health Services and met all requirements set forth in the RFP. The SBH-ASO BHAB Review Committee unanimously voted to forward the recommendation to contract in accordance with the submitted proposal.

Staff seeks Executive Board Approval of the Advisory Board's recommendations to contract with Kitsap Mental Health for a Youth Mobile Crisis Team.

MOTION: Tribal Representative Theresa Lehmann moved to approve Advisory Board recommendations regarding Youth Mobile Crisis RFP. Commissioner Ozias seconded the motion. Motion carried unanimously.

INFORMATIONAL ITEMS

➤ **BRIEFING ON R.E.A.L PROGRAM SUBCONTRACTOR**

Staff will brief the Board on concerns communicated by Executive Leadership at Discovery

Behavioral Health regarding their R.E.A.L Program.

SBH-ASO Staff provided an overview of an incident involving a R.E.A.L. Program employee at Discovery Behavioral Health as follows:

- *DBH R.E.A.L. Project Manager held and dispensed fentanyl to a long-time friend with the intention of assisting the individual with detox.*
- *R.E.A.L. Program subordinate staff became aware of the situation and reported the situation to leadership.*
- *The Project Manager's employment was terminated immediately and DBH Leadership reported the situation to the Department of Health and SBH-ASO.*

An investigation was performed by SBH-ASO which determined that DBH Leadership responded in a timely manner to address the situation and made appropriate reports.

Discussion regarding an email sent by community member Lisa C on August 17, 2022 to Salish Staff and multiple community entities. This email outlined specific concerns regarding DBH's R.E.A.L. staff conduct. DBH Executive Director and SBH-ASO Administrator have reached out to Lisa regarding her concerns.

Inquiry about implementing future safeguards as well as any impact on current R.E.A.L. program operations resulting from this incident. The R.E.A.L. team at DBH has experienced minimal disruption and continues to provide services efficiently. An existing R.E.A.L. staff member has stepped into the role of Project Manager and is doing well.

Lisa C provided public comment regarding the situation at DBH and her August 17, 2022 email. She expressed dissatisfaction with the response from DBH leadership following her email. She advocated for a full investigation of the situation, expressing concern that more than one family may have been impacted by the staff member's conduct.

SBH-ASO Leadership will outreach to Lisa C again and offer another opportunity for a meeting where she can share her concerns.

➤ **9-8-8 AND HB1477 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.

Discussion about the marketing language used for 9-8-8 and potentially adding to confusion in the region. SBH-ASO is striving to leverage as many communication opportunities as possible to remind community members and agencies that the process for accessing local resources, including Mobile Crisis Outreach Teams (MCOTs), has not changed.

Inquiry about the experience of other BH-ASOs in the state regarding confusion related to 9-8-8. Other regions have expressed similar challenges, though SBH-ASO's use of VOA as their regional crisis hotline subcontractor adds a layer of complexity since VOA is also the largest 9-8-8 hub in the state.

Discussion regarding the importance of warm handoffs between 9-8-8 and regional crisis lines to ensure individuals promptly connect with local resources. Currently, individuals calling the National Suicide Prevention Lifeline (NSPL) are connected to a regional line based on the area code of their phone number, which often does not reflect their actual location. This is an issue nationally which has not yet been resolved. Discussion about the use of geolocation as a potential solution has been met with concern.

HB1477 legislation states that the long-term objective is for 9-8-8 to dispatch resources directly. This is not currently the case. Communication of these future goals may have also caused confusion in thinking they already are in place.

Dr. Lippman outlined additional challenges with the shift to 9-8-8. NSPL data for August indicates that only 84% of calls are answered, which is much lower than the Salish regional line requirement of 95%. Additionally, 9-8-8 routes calls not only by area code but also wait time, which results in callers being routed to regional lines far outside the area in which they reside.

VOA's statistics for the Salish Regional Crisis Line in August are excellent, showing that they have succeeded in balancing their regional crisis line responsibilities as well as 9-8-8.

Discussion of the path forward to resolving the challenges currently experienced with the rollout of 9-8-8. Salish Staff stressed the importance of all parties communicating and being on the same page.

SBH-ASO Staff provided information about the structure and objectives of the CRIS Committee and CRIS Steering Committee. The CRIS Steering Committee is comprised of representatives from the House and Senate, Governor's office, Department of Health, Healthcare Authority, and individuals with lived experience. The Steering Committee guides the work of the CRIS Committee. The CRIS Committee, along with its nine subcommittees, are tasked with making recommendations related to implementation of an integrated behavioral health crisis and suicide prevention system. The CRIS committee process has been moving very slowly, resulting in some workflows outside of the committee process.

Behavioral Health System elements currently evaluated for redesign include expansion of 23-hour observation units, expansion of crisis triage/stabilization facilities, and expanding the number and

structure of Mobile Crisis Outreach Teams in each region, including designated Youth Mobile Crisis Outreach Teams. Additionally, ongoing planning regarding interoperability of 9-8-8, 911, and regional crisis lines, ensuring that dispatch of any type of resources is streamlined.

The second CRIS Committee progress report – along with preliminary recommendations regarding crisis call center hubs and final recommendations related to funding of crisis response services are due to legislature 01/01/23.

The ASO Administrators group reached out to the HCA to request a meeting for HCA to describe their vision for the future state of the crisis system. ASO Administrators have also invited HCA leadership and program staff to next week's Administrators meeting to talk about roles and responsibilities between 9-8-8 and regional crisis lines.

Inquiry regarding the veterans' use of the 9-8-8 and whether they will be routed to their designated veteran's crisis line. Salish Staff responded that veterans call 9-8-8 they are presented with a menu option to be connected to the Veterans crisis line.

VOA was also awarded the contract for a tribal 9-8-8 hub in Washington State, which has not yet been established.

Discussion of the volume of calls to 9-8-8 versus the SRCL following implementation of 9-8-8. Salish has not experienced a drop in calls to the SRCL. Other regions have experienced a drop in calls to their regional crisis line number and an increase in calls to 9-8-8.

➤ **SBH-ASO STAFFING UPDATE**

Since the July Executive Board Meeting, SBH-ASO has the following staffing and recruitment updates.

New Hire

- SBH-ASO successfully recruited a new Fiscal Analyst. Matthew Carlin starts September 12th.

Recruitment

- Care Manager/R.E.A.L. Program Supervisor has been in active recruitment since June 16th.
- Youth Behavioral Health Program Supervisor began active recruitment on September 1st. This is a new position to oversee a new program.
- Assisted Outpatient Treatment Program Supervisor will begin recruitment in late September or early October. This is a new position that was directed by legislation and has corresponding funding from HCA to support it.

Recruitment of a Youth Behavioral Health Program Supervisor follows legislation directing a Youth Behavioral Health Navigator Program be operational within each region of the state. This expansion will occur in phases over the next three years. SBH-ASO volunteered to be in the first year of expansion. The Youth Behavioral Health Navigator Program will be comprised of a three-person team, include two Program Coordinators. Recruitment will occur following hire of the Program Supervisor.

Inquiry regarding SBH-ASO's recruitment experience amidst employee market changes over the past couple months. Previously SBH-ASO experienced a broad pool of applicants competing for available positions, which has not been the case over the last 12 months. There many more positions for an individual to choose from within the field of behavioral health. Recruiting for clinical positions is particularly challenging due to a smaller applicant pool.

Request for an overview of staffing and/or organization chart at a future meeting. SBH-ASO Staff will include this in the December meeting.

Discussion regarding the evolving state of behavioral health service delivery and programming, including recent increases in state funding, legislative requirements for new programs, and overall workforce challenges.

Dr. Lippman noted SBH-ASO's exceptional performance on a recent state-level audit, including compliments from the State on how well SBH-ASO has done in meeting their contract requirements to provide appropriate quality and quantity of care to the community they serve.

PUBLIC COMMENT

- Commissioner Brotherton read written public comment submission by Lisa C related to Agenda Item 6.a. Those comments are included at the end of the minutes.
- Jim Novelli of DBH read a letter sent by the mother of the individual involved in the incident regarding distribution of Fentanyl by the former R.E.A.L. Program Manager.
- Gratitude expressed to DBH and SBH-ASO for their prompt and professional investigation of the incident.

GOOD OF THE ORDER

- Plan to revisit virtual-only format for the December Executive Board meeting. Commissioner Brotherton and Stephanie Lewis will discuss options for doing a hybrid meeting.
- Commissioner Brotherton requested a briefing on the resolution of a recent opioid lawsuit at the December meeting.

ADJOURNMENT – Consensus for adjournment at 10:16 a.m.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Commissioner Mark Ozias	Stephanie Lewis, SBH-ASO Administrator	Jim Novelli, Executive Director, DBH
Commissioner Greg Brotherton	Jolene Kron, SBH-ASO Deputy Admin/Clinical Director	Kate Ingman, CHPW
Commissioner Robert Gelder	Doug Washburn, Kitsap Human Services	Lori Fleming, Board Member, DBH
Theresa Lehman, Tribal Representative	Dr. Glenn Lippman, SBH-ASO Medical Director	Lisa Thomas, University of Washington
Celeste Schoenthaler, OCH Executive Director	Ileea Clauson, SBH-ASO Staff	Jenny Oppelt, Clallam Co. Health and Human Services

<i>None Excused.</i>	Nicole Oberg, SBH-ASO Staff	Mackenzie Dobson, Kitsap Community Resources
		Gabbie Caudill, Believe in Recovery
		Lisa C

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.

SBH-ASO Non-Medicaid Revenue - Calendar Year 2023	
State (GFS)	\$5,212,700.00
PACT	\$189,450.00
Assisted Outpatient Treatment (AOT)	\$61,764.00
Jail Services	\$111,816.00
5480 ITA Non-Medicaid	\$163,260.00
Detention Decision Review	\$27,492.00
Crisis Triage/Stabilization	\$446,004.00
Long-term Civil Commitment (court costs)	\$18,746.00
Trueblood Misdemeanor Diversion	\$131,280.00
Designated Marijuana Account (DMA/DCA)	\$226,560.00
CJTA	\$693,556.00
Secure Detox	\$101,592.00
Behavioral Health Advisory Board	\$39,996.00
E&T Discharge Planners	\$107,294.00
Behavioral Health Enhancement Funds	\$224,904.00
SB 5092 Youth Mobile Crisis Team	\$599,828.00
New Journeys	\$51,166.00
Blake Recovery Navigator Program	\$1,239,833.00
Youth Behavioral Health Navigator Program	\$422,984.00
SB 5476 Blake Recovery Navigator Program Administrator	\$140,000.00
SB 5073 Conditional Release/Less Restrictive Alternative Monitoring (CR/LRA)	\$40,000.00
Assisted Outpatient Treatment (AOT) Administrator	\$140,000.00
Governor's Housing Funds	\$50,000.00
Mental Health Block Grant (MHBG)	\$329,354.00
Peer Bridger (MHBG)	\$160,000.00
FYSPRT	\$75,000.00
Substance Abuse Block Grant (SABG)	\$1,209,622.00
MHBG COVID Crisis Services	\$17,000.00
MHBG COVID Services non-Medicaid Individuals	\$199,133.00
MHBG COVID Peer Bridger Participant Funds	\$4,925.00
MHBG COVID Certified Peer Counselor Addition to Crisis Teams	\$102,843.00
MHBG COVID Peer Transition from Incarceration	\$49,000.00
SABG COVID Peer Transition from Incarceration	\$49,000.00
SABG COVID Services non-Medicaid Individuals	\$289,498.00
Block Grant Co-Responder	\$100,000.00
ARPA SABG*	\$214,799.00
ARPA MHBG*	\$192,753.00
HCA HARPS	\$790,440.00
Commerce Community Behavioral Health Housing	\$643,827.00
Total Non-Medicaid Revenue	\$14,867,419

* Estimated

Summary of Non-Medicaid Expenditures - January 1 - December 31, 2023	
Crisis Line	\$218,280.00
Crisis Response/Mobile Outreach	\$2,181,558.00
Certified Peer Counselor Crisis Team Expansion	\$166,476.00
Youth Mobile Crisis Outreach Team	\$599,828.00
Next Day Appointments	\$162,337.00
Total Crisis	\$3,328,479.00
Involuntary (ITA) Psychiatric Inpatient	\$1,412,000.00
ITA Secure Withdrawal Management and Stabilization	\$101,592.00
ITA Court Costs	\$350,000.00
LRA/CR Outpatient Monitoring and Treatment	\$111,764.00
Total Involuntary	\$1,975,356.00
Facility-based Crisis Stabilization	\$50,000.00
SUD Residential Treatment	\$116,560.00
SUD Withdrawal Management	\$4,000.00
Total Residential Treatment	\$170,560.00
PPW Childcare	\$200,000.00
PPW Housing Support	\$60,000.00
PACT	\$189,450.00
New Journeys Program	\$51,166.00
Recovery Navigator (REAL) Program	\$1,909,833.00
Co-Responder Program (RFP)	\$90,000.00
CJTA Services and Supports	\$693,556.00
E&T Discharge Planners	\$107,294.00
Peer Bridger and PB Participant Funds	\$164,925.00
Behavioral Helath Enhancement Payments	\$224,904.00
Jail Services and Jail Peer Transition Pilot	\$257,816.00
Behavioral Health Advisory Board	\$39,996.00
Community Education/Training	\$84,133.00
FYSPRT Program	\$75,000.00
Transportation	\$100,000.00
Interpreter Services	\$3,000.00
SABG RFP Awards (Outpatient, Residential and Recovery Supports)	\$381,297.00
MHBG RFP Awards (Outpatient, Residential and Recovery Supports)	\$72,783.00
Address Gaps Not met by ARPA RFP Submissions	\$420,620.00
Difficult to Discharge/Hisk Risk Individual Supports	\$300,000.00
SBH-ASO Housing Program (Subsidies and Services)	\$1,400,324
Youth Behavioral Health Navigator Program	\$422,984.00
SB 5476 Recovery Navigator Administrator	\$140,000.00
Assisted Outpatient Treatment Program Administrator	\$140,000.00
Total Special Programs, Provisos and Recovery Supports	\$7,529,081.00
BH-ASO Administration	\$1,863,943.00
Total Expenditures	\$14,867,419.00

Medicaid Budget: January - December 2023	
Revenue*	
MCO Revenue (Amerigroup, CHPW, Coordinated Care, Molina, United Healthcare)	\$ 4,230,107
Total Medicaid Revenue	\$ 4,230,107
Medicaid Expenditures	
Crisis Services	
Regional Crisis Line	\$ 282,801
Crisis Response Teams/Mobile Crisis Outreach	\$ 3,595,427
Other Medicaid Expenses	
BH-ASO Administration	\$ 351,879
Total Medicaid Expenses	\$ 4,230,107

** Revenue is estimated as SBH-ASO is paid on a per member per month (PMPM) basis by each MCO. As Medicaid Membership fluctuates, so does Salish's Medicaid Revenue.*

INTERLOCAL AGREEMENT BETWEEN
 CLALLAM COUNTY
 JEFFERSON COUNTY
 KITSAP COUNTY
 AND
 SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

This Agreement is made between Clallam County, Jefferson County, and Kitsap County, on the one hand, and Salish Behavioral Health Administrative Services Organization (SBH-ASO), through Kitsap County, its administrative entity, on the other, (collectively "Parties") for the purpose of administering monetary amounts allocated to the counties of Clallam, Jefferson, and Kitsap resulting from settlements with and/or litigation against opioid pharmaceutical supply chain participants. The Parties to this Agreement mutually agree to the terms contained herein.

RECITALS

A. Clallam, Jefferson, and Kitsap counties are Participating Counties in the National Prescription Opiate Litigation, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP.

B. Clallam, Jefferson, and Kitsap counties are also Participating Local Governments to the One Washington Memorandum of Understanding Between Washington Municipalities (One WA MOU), a copy of which is attached hereto as Attachment A and fully incorporated herein.

C. Clallam, Jefferson, and Kitsap counties are also Participants to the Allocation Agreement Covering the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State, a copy of which is attached hereto as Attachment B and fully incorporated herein (Allocation Agreement).

D. Clallam, Jefferson, and Kitsap counties anticipate receipt of other funds resulting from settlements with and/or litigation against opioid pharmaceutical supply chain participants.

E. Funds allocated to Clallam, Jefferson, and Kitsap counties pursuant to the One WA MOU and the Allocation Agreement shall be collectively referred to herein as "Opioid Funds."

F. Clallam, Jefferson, and Kitsap counties and the Jamestown S'Klallam Tribe are parties to an interlocal agreement (KC-279-19, as it may be amended or superseded from time to time) establishing the SBH-ASO. The SBH-ASO administers behavioral health services and programs under chapters 71.24 and 71.05 RCW within the Olympic Community of Health Region regional service area established under RCW 74.09.870.

G. Clallam, Jefferson, and Kitsap counties seek to designate SBH-ASO as the Olympic Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and

pursuant to Section 15 of the Allocation Agreement for the purposes of receiving, managing, distributing, and administering Opioid Funds allocated to Clallam, Jefferson, and Kitsap counties consistent with the Approved Purposes set forth in the One WA MOU and consistent with the purposes set forth in Section 8 of the Allocation Agreement.

H. SBH-ASO's Tribal members are subject to separate agreements concerning Opioid Funds, are not subject to the One WA MOU or the Allocation Agreement described herein, and thus it is unnecessary to join SBH-ASO's Tribal members as parties to this Agreement.

I. This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

J. This Agreement does not contemplate a joint budget.

K. This Agreement does not contemplate the joint acquisition of property by the parties. At termination, each party will remain the sole owner of its own property.

AGREEMENT

1. The foregoing Recitals A through H are true and correct and are incorporated herein by reference as if fully set forth herein.

2. Clallam, Jefferson, and Kitsap counties hereby designate SBH-ASO as the Olympic Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and pursuant to Section 15 of the Allocation Agreement to oversee allocation, distribution, expenditures, and dispute resolution of Opioid Funds allocated to Clallam, Jefferson, and Kitsap counties consistent with the Approved Purposes set forth in the One WA MOU and Allocation Agreement and consistent with the purposes set forth in Section 8 of the Allocation Agreement (collectively "Approved Purposes").

3. Clallam, Jefferson, and Kitsap counties shall pay over to SBH-ASO those Opioid Funds distributed to Clallam, Jefferson, and Kitsap counties or authorize that Opioid Funds allocated to Clallam, Jefferson, and Kitsap County be paid over directly to SBH-ASO.

4. SBH-ASO shall maintain Opioid Funds in a separate fund and Opioid Funds shall not be comingled with other funds received by SBH-ASO from HCA or other sources.

5. Ten percent (10%) of Opioid Funds received by SBH-ASO will be reserved, on an annual basis, for administrative costs related to managing, distributing, and administering Opioid Funds consistent with Approved Purposes. SBH-ASO will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Approved Purposes.

6. Opioid Funds will be subject to mechanisms for auditing and reporting to provide public accountability and transparency. All records related to the receipt and expenditure of

Opioid Funds shall be maintained for no less than five (5) years and such records shall be available for review by the Parties to this Agreement, government oversight authorities, and the public. Each party shall be responsible for its own compliance with the Washington Public Records Act, chapter 42.56 RCW (as may be amended). This Agreement, once executed, will be a “public record” subject to production to a third party if it is requested under the chapter 42.56 RCW.

7. SBH-ASO will be responsible for the following actions with respect to Opioid Funds:

- a. Overseeing distribution of Opioid Funds to programs and services within the Olympic Community of Health Region regional service area for Approved Purposes.
- b. Preparing annual expenditure reports for compliance with Approved Purposes.
- c. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.
- d. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.
- e. If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.
- f. Hearing complaints by Clallam, Jefferson, and/or Kitsap Counties regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

8. If any Party to this Agreement believes another Party violated the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement, the aggrieved Party may seek judicial enforcement of the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement. The Parties hereby stipulate that venue of any action shall be Thurston County Superior Court in accordance with RCW 4.12.080. Prior to filing any such action, the alleging Party shall first provide the alleged offending Party notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Party or alleged offending Party may be represented by their respective public entity in accordance with Washington law.

9. Nothing in this MOU shall be interpreted to waive the right of any Party to seek judicial relief for conduct occurring outside the scope of this Agreement that violates any Washington law. In such an action, the alleged offending Party may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Party may seek outside representation to defend itself against such an action.

10. This Agreement is subject to the terms and conditions of the Parties’ interlocal

agreement establishing the SBH-ASO (KC-279-19, as it may be amended or superseded from time to time), except that in the event of an inconsistency between this Agreement and the Parties' interlocal agreement establishing the SBH-ASO, unless otherwise provided, the inconsistency is resolved by giving precedence in the following order:

- a. Applicable Federal and Washington State Statutes and Regulations.
- b. All terms and conditions in this Agreement, including the One WA MOU and the Allocation Agreement.
- c. The Parties' interlocal agreement establishing the SBH-ASO (KC-279-19, as it may be amended or superseded from time to time).
- d. Any other material incorporated herein by written reference.

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

12. This Agreement shall take effect upon the date of its full execution and shall expire on the date that the Interlocal Agreement establishing the SBH-ASO expires (KC-279-19, as it may be amended or superseded from time to time).

13. Each Party represents that all procedures necessary to authorize such Party's execution of this Agreement have been performed and that the person signing for such Party has been authorized to execute this Agreement.

14. Once fully executed, this Agreement shall be filed by Kitsap County with the Kitsap County Auditor.

15. The parties shall keep and maintain all records required by law in connection with the performance of this Agreement.

16. The parties signed this Agreement in the State of Washington. The laws of the United States and the State of Washington govern this Agreement, as if applied to transactions agreed upon and to be performed wholly within the State of Washington. No Party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

17. This agreement may be amended to address distribution of additional funds received from settlements with and/or litigation against opioid pharmaceutical supply chain participants.

Approved this 29 day of October, 2022

CLALLAM COUNTY BOARD OF COMMISSIONERS



Mark Ozias, Chair



Randy Johnson, Commissioner

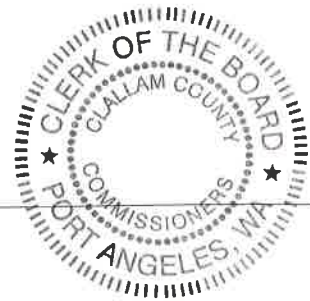


Bill Peach, Commissioner

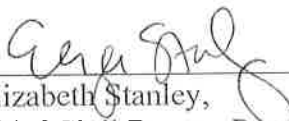
Attest:



Loni Gores, Clerk of the Board



Approved as to form only:



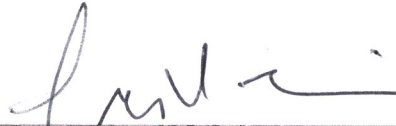
Elizabeth Stanley,
Chief Civil Deputy Prosecuting Attorney


9/29/22

Date

Approved this 10th day of October, 2022

JEFFERSON COUNTY BOARD OF COMMISSIONERS

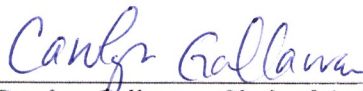

Heidi Eisenhour, Chair


Kate Dean, Commissioner

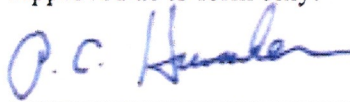

Greg Brotherton, Commissioner



Attest:

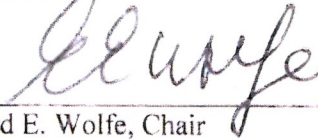

Carolyn Gallaway, Clerk of the Board

Approved as to form only:

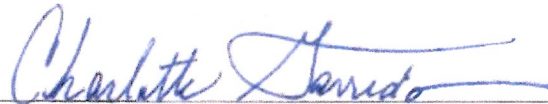
 October 5, 2022
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Approved this 5 day of October, 2022

KITSAP COUNTY BOARD OF COMMISSIONERS, in its capacities as the governing body of Kitsap County and as the administrative entity for the Salish Behavioral Health Organization



Edward E. Wolfe, Chair



Charlotte Garrido, Commissioner

NOT PRESENT

Rob Gelder, Commissioner

Attest:



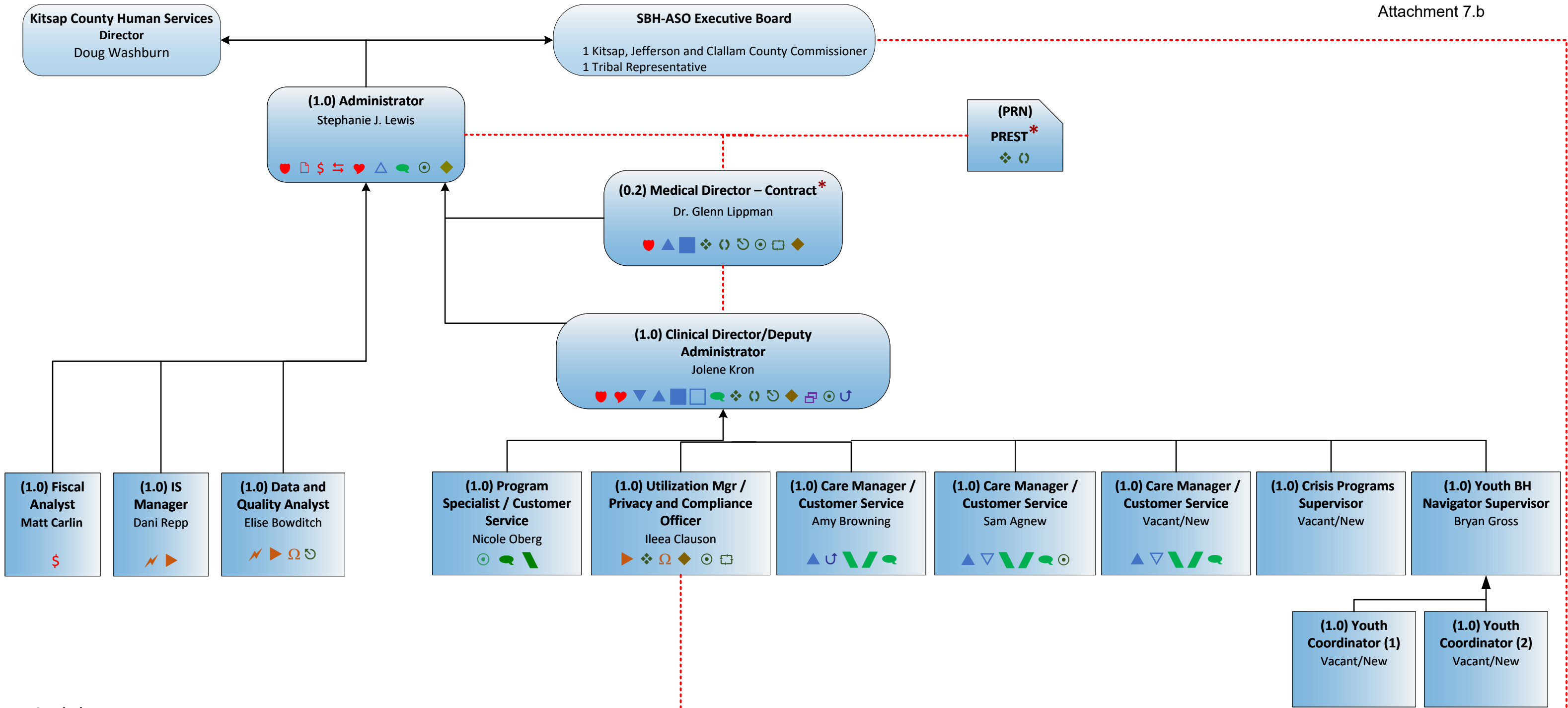
Dana Daniels, Clerk of the Board



Approved this ____ day of _____, 2022

**SALISH BEHAVIORAL HEALTH
ADMINISTRATIVE ORGANIZATION**

Greg Brotherton, Chair



Symbols Keys

Additional Details: ——— Solid lines indicate direct supervision - - - - - Red lines indicate direct communication channels | Administrative services are the responsibility of all employed staff.

♥ Leadership Team	▼ Clinical Director	🗨️ General information, referral, and overall customer service	⚡ Utilization Management	Ω Data Analytics	◆ Staff and Provider Training
📄 Network Development and Contracting	▲ Care Management/Care Coordination	🗨️ Specific information, referral, and customer service on BH clinical services	⏸️ Grievance and Appeal	⚡ Information Services	📄 Federal Block Grant Reporting
💰 Financial Planning, Analytics and Reporting	■ Crisis response system, including oversight of VOA	🗨️ Member Services	🕒 Quality Management	▶️ Claims, Encounters and Supplemental Data Processing	* Contractor
🔄 Government and Community Liaison	□ Crisis Triage Administration		🕒 Credentialing		
♥ Provider Relations	△ Child Specialist		🗨️ Program Integrity; Fraud and Abuse		
	▽ Addiction Specialist				
	🔄 Tribal Liaison				