



Salish Behavioral Health
Administrative Services Organization

Providing Behavioral Health Services in
Clallam, Jefferson and Kitsap Counties

SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

ADVISORY BOARD MEETING

DATE: Friday, May 16, 2025
TIME: 10:00 AM – 12:00 PM
LOCATION: Cedar Room, 7 Cedars Hotel
270756 Hwy 101, Sequim, WA 98382

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>.**

Join Zoom Meeting: <https://us06web.zoom.us/j/86181567063>

Meeting ID: 861 8156 7063

USE PHONE NUMBER and MEETING ID TO JOIN BY PHONE:

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

Meeting ID: 861 8156 7063

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 SBHASO Advisory Board Meeting Minutes for March 21, 2025 (Attachment 5 [page 6])
6. Action Items
 - a. Review and Approval of Salish BHASO Advisory Board Bylaws (page 4) (Attachment 6 [page 9])
7. Informational Items
 - a. Collective Impact Action Summit Discussion (page 4)
 - b. Board Member Reimbursement and Training Requests (page 4) (Attachment 7.b [page 15])

- c. Block Grant Discussion (page 4)
 - i. Block Grant Process and Status
 - ii. Request For Proposal (RFP) Process
 - iii. Subcommittee Volunteers
- d. Salish BHASO Substance Use Disorder Programs (page 5)
 - i. Types of Services
 - ii. Funding Sources
- e. Office of Behavioral Health Advocacy (OBHA) Updates (page 5)
- 8. Opportunity for Public Comment (limited to 3 minutes each)
- 9. Adjournment

ACRONYMS

ACH	Accountable Community of Health	ITA	Involuntary Treatment Act
AOT	Assisted Outpatient Treatment	MAT	Medical Assisted Treatment
ASAM	American Society of Addiction Medicine	MCO	Managed Care Organization
BHA	Behavioral Health Advocate; Behavioral Health Agency	MHBG	Mental Health Block Grant
BHAB	Behavioral Health Advisory Board	MOU	Memorandum of Understanding
BHASO	Behavioral Health Administrative Services Organization	OCH	Olympic Community of Health
CAP	Corrective Action Plan	OST	Opiate Substitution Treatment
CMS	Center for Medicaid & Medicare Services (Federal)	OTP	Opiate Treatment Program
CPC	Certified Peer Counselor	PACT	Program of Assertive Community Treatment
CRIS	Crisis Response Improvement Strategy (WA State Work Group)	PATH	Programs to Aid in the Transition from Homelessness
DBHR	Division of Behavioral Health & Recovery	PIHP	Prepaid Inpatient Health Plans
DCR	Designated Crisis Responder	P&P	Policies and Procedures
DCYF	Division of Children, Youth, & Families	QACC	Quality and Compliance Committee
DDA	Developmental Disabilities Administration	RCW	Revised Code Washington
DSHS	Department of Social and Health Services	R.E.A.L.	Recovery. Empowerment. Advocacy. Linkage.
E&T	Evaluation and Treatment Center (i.e., AUI, YIU)	RFP, RFQ	Request for Proposal, Request for Qualifications
EBP	Evidence Based Practice	SABG	Substance Abuse Block Grant
FYSPRT	Family, Youth, and System Partner Round Table	SRCL	Salish Regional Crisis Line
HCA	Health Care Authority	SUD	Substance Use Disorder
HCS	Home and Community Services	SYNC	Salish Youth Network Collaborative
HIPAA	Health Insurance Portability & Accountability Act	TEAMonitor	HCA Annual Monitoring of SBHASO
HRSA	Health and Rehabilitation Services Administration	UM	Utilization Management
IMC	Integration of Medicaid Services	WAC	Washington Administrative Code
IMD	Institutes for the Mentally Diseased	WM	Withdrawal Management
IS	Information Services	WSH	Western State Hospital, Tacoma



SALISH BEHAVIORAL HEALTH **ADMINISTRATIVE SERVICES ORGANIZATION** **ADVISORY BOARD** **MEETING**

Providing Behavioral Health Services in
Clallam, Jefferson and Kitsap Counties

May 16, 2025

Action Items

A. REVIEW OF SALISH BHASO BEHAVIORAL HEALTH ADVISORY BOARD BYLAWS

Review of existing bylaws to consider changes, updates, and provide information to new members.

Informational Items

A. COLLECTIVE IMPACT ACTION SUMMIT DISCUSSION

Lori Fleming and Naomi Levine attended the 2025 Collective Impact Action Summit Conference. Lori and Naomi will share information gathered with the full board.

B. BOARD MEMBER REIMBURSEMENT AND TRAINING REQUESTS

Salish BHASO Behavioral Health Advisory Board members may receive reimbursement for expenses incurred by engaging in Board activities, including mileage to attend in-person meetings.

Reimbursement requests can be submitted using the online form: [BH Advisory Board Reimbursement Form](#). This form allows for easy submission of requests for mileage or other approved reimbursement. Receipts can be photographed on a cell phone or scanned and attached.

Staff will provide a tutorial of the online reimbursement form.

Board members are encouraged to engage in community events, conferences, and trainings to support Advisory Board objectives. A request form is currently in process.

C. BLOCK GRANT DISCUSSION

Block Grant Process and Status

Federal Block Grants are provided from Federal funds as a pass through from the Health Care Authority. The funds include Mental Health Block Grant (MHBG) and Substance Use Prevention, Treatment, and Recovery Services (SUPTRS). These funds are used to provide services within the current spectrum of treatment services.

The covered service options are specifically outlined in block grant plans that are reviewed and approved by this Advisory Board. There is discretion in the use of these funds to meet local priorities and needs.

Request For Proposal (RFP) Process

SBHASO is currently holding off on releasing an RFP for funds due to pending changes in funding at this time.

This process includes:

- Release of RFP (usually open 3-6 weeks)
- Bidders Conference-Review of expectations and answering questions for prospective bidders
- Submission of RFP proposals
- Review by staff for completeness and required components
- Review by Salish Behavioral Health Advisory Board committee
- Review by BHAB RFP subcommittee for recommendations
- Review and approval of subcommittee recommendations by BHAB
- Recommendations of Advisory Board brought to the Executive Board for approval

Subcommittee Volunteers

Staff is seeking volunteers for an RFP Subcommittee to review proposals and make recommendations on behalf of the full Advisory Board to the Executive Board

D. SALISH BHASO SUBSTANCE USE DISORDER PROGRAMS

Staff will provide a detailed overview of Salish BHASO administered Substance Use Disorder programs, including types of services and funding sources.

Types of Services include:

- Withdrawal Management
- Outpatient Treatment
- Residential Treatment
- Secure withdrawal management and stabilization (SWMS)

Funding Sources include:

- Criminal Justice Treatment Account (CJTA)
- Substance Use Prevention, Treatment, and Recovery Services (SUPTRS)
Block Grant
- General Fund State (GFS)

E. OFFICE OF BEHAVIORAL HEALTH ADVOCACY (OBHA) UPDATES

Nanine Nicolette will provide an update on behalf of the Office of Behavioral Health Advocacy.

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

**Friday, March 21, 2025
10:00 a.m. - 12:00 p.m.
Hybrid Meeting
Cedar Room, 7 Cedars Hotel
270756 Hwy 101, Sequim, WA 98382**

CALL TO ORDER –Stormy Howell, SBHASO Behavioral Advisory Board Chair, called the meeting to order at 10:02 am.

INTRODUCTIONS – Self introductions were conducted around the room.

ANNOUNCEMENTS –

Naomi Levine announced plans in progress for September 5, 2025 in observance of Overdose Awareness Day, followed by the Recovery 5K on September 6. Naomi expressed interest in collaboration and promotion of any other overdose awareness or recovery focused events taking place across the region.

Lori Fleming expressed interest in hearing from other Counties regarding their therapeutic court system processes, noting recent refinements within the Jefferson County therapeutic drug court program.

Helen Havens announced recent training efforts for newer members of the 1/10th of 1% Board, including touring of local resources and meeting with the Cares and Heart teams in Kitsap County.

Jolene Kron announced the resignation of Deputy Casey Jinks from the Advisory Board.

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

APPROVAL of AGENDA –

MOTION: Mary Beth Lagenaur moved to approve the agenda as presented. Lori Fleming seconded the motion. Motion carried unanimously.

APPROVAL of MINUTES –

MOTION: Lori Fleming moved to approve the meeting minutes as presented for the February 21, 2025 combined Executive and Advisory Board meeting. Mary Beth Lagenaur seconded the motion. Motion carried unanimously.

INFORMATIONAL ITEMS

➤ **FEBRAURY 21, 2025 COMBINED EXECUTIVE AND ADVISORY BOARD MEETING DEBRIEF**

The February 21, 2025, meeting provided an opportunity for both the Executive and Advisory Boards to engage in discussion around the Salish BHASO's strategic direction and priorities for 2025, taking into consideration regional needs and service gaps identified through multiple sources.

This debrief allows structured time to reflect on key takeaways, share individual perspectives, and identify next steps for the Advisory Board to move forward with clear, actionable, and collaborative goals.

The discussion focused on strategic alignment, particularly SBHASO's potential for facilitating cross-regional coordination within its defined operational scope. The need for more Board education about funding streams and service responsibilities among different organizations was noted. Concern raised regarding the complexities of State and Federal data reporting requirements. Also discussed was the need to enhance tribal representation and engagement. Ongoing recruitment efforts and continued Board education were identified as next steps.

➤ **SALISH BHASO OPERATIONAL SCOPE**

The Salish Behavioral Health Administrative Services Organization (SBHASO) operates within a clearly defined scope of responsibilities, as outlined in [RCW 71.24.045](#) (see attachment 6.b). These include administering crisis system oversight, administration of special non-Medicaid programs, and care coordination.

Building on the orientation provided during the November 11, 2024 meeting, Staff will present an in-depth look at SBHASO's core services, the populations served, and the role of subcontractors within the organization's network. Staff will discuss how these elements align with SBHASO's operational scope and strategic goals.

The discussion regarding SBHASO's operational scope provided clarity on its primary responsibilities. Staff provided informational overviews of specialized programs including the Behavioral Health Housing Program, Salish Youth Network Collaborative (SYNC), Family Youth System Partner Round Table (FYSPRT), the expanding naloxone distribution program, and the R.E.A.L. program. Staff also outlined the current contracted providers for Mental Health and Substance Use Disorder services across the Salish region.

➤ **THE ROLE OF THE ADVISORY BOARD – COLLECTIVE AND INDIVIDUAL CONTRIBUTIONS**

Advisory Boards serve as key partners in shaping the direction of behavioral health services, offering insights and recommendations based on community needs and experiences. The Salish BHASO Advisory Board brings together a diverse group of individuals, with representation from various sectors, ensuring a broad perspective in decision-making and policy development. [WAC 182-538C-252](#) outlines Advisory Board membership (see attachment 6.c).

The discussion focused on maximizing the Advisory Board's role in supporting the Salish BHASO mission, including strategies to enhance community engagement and ensure all board members remain well-informed. The diverse perspectives and enthusiastic engagement of current Board members was acknowledged. Interest in identifying areas for advocacy and systemic change to bridge service gaps was expressed, recognizing the value of the new board's diverse perspectives in this effort. Staff noted the availability of financial support for relevant training and conferences and encouraged Board members to proactively share pertinent information and opportunities. Board members were also encouraged to attend Executive Board meetings when they can further enhance their knowledge about Salish BHASO fiscal and administrative oversight.

PUBLIC COMMENT

- None.

GOOD OF THE ORDER

ADJOURNMENT – Consensus for adjournment at 11:47 am

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
<i>Present:</i>	Jolene Kron, SBHASO Executive Director	Amanda Zahller, Eastern State Hospital Liaison, Molina Healthcare
Lori Fleming	Jenn Sorensen, SBHASO SUD Program Manager	
Mary Beth Lagenaur	Nicole Oberg, SBHASO Executive Assistant	
Stormy Howell	Sonya Miles, Deputy Director, Kitsap County Human Services	
Helen Havens		
Naomi Levine		
<i>Excused:</i>		
Diane Pfeifle		

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 individuals or chosen family 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.

Meetings are held in a hybrid format. Members are encouraged to attend meetings in person.

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

Salish Behavioral Health Administrative Services Organization 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. All meetings are held in a hybrid format, with the option to attend remotely via Zoom or by phone.

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 Salish Behavioral Health Administrative Services Organization Administrator.

12. STAFFING

Salish Behavioral Health Administrative Services Organization 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.

Behavioral Health Advisory Board Reimbursement Form Guide

10/12/2023

BH Advisory Board Reimbursement Form

Please complete one form for all events in a single month.

* indicated a required field

First Name *

Last Name *

Mailing Address Line 1 *

Mailing Address Line 2

City *

State

Washington ▼

Postal Code *

Email *

Phone *

The 'View Rates' toggle hides or displays a link to WA state reimbursement rates

View Rates

No ☒ Yes

All reimbursement amounts are based on current Washington State rates by county as of 10/1/2023. Receipts are required for reimbursement, except for mileage.

<https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

Show Expenses by Category

☒ Yes ☐ No

Total Expenses

\$15.59

Show or hide the expenses by category, 'Total Expenses' is always visible

Show Totals

☒ Mileage ☐ Parking ☐ Fares ☐ Other Transportation ☐ Meals ☐ Lodging ☐ Additional

Mileage Cost Total

\$15.59

Event Expenses Reimbursement

Event Description *

Event Date *

One event per reimbursement request.

Transportation has its own subset of categories.

Reimbursement for:

☒ Transportation ☐ Meals ☐ Lodging ☐ Other

Transportation Type

☒ Mileage ☐ Parking ☐ Fares ☐ Other

Check all that apply and complete the subsequent section(s) below.

Mileage

✕ Trip 1

Starting Address

123 Main St, Bremerton

Ending Address *

456 Elm Ave, Port Orchard

Miles (Round Trip) *

23.80

Mileage Total

\$15.59

Keep or Clear the entered information. Checking or unchecking the expense category will not affect the entry when 'Keep' is checked.

Keep Mileage Entry

Clear ☒ Keep

The + indicates you can add more than one trip, or meal, or lodging, etc. associated with the event.

+ Add Trip

Meals

⊗ Meal 1

Restaurant *

County *

Meal Type *

Meal Total *

Meal Receipt Upload *

Upload or drag files here.

Take a photo of your receipt(s) and load the photo(s) directly from your photo library.

Keep Meal Entry?

Clear ☒ Keep

+ Add Meal

Lodging

+ Add Lodging

Additional Comments

Submit

Save

The easiest way to include receipts is to use your phone's camera to take a picture of the receipt and upload it (see below). Photo option is not available when using the form on the web.



When you are ready, submit the form. This will send the request to the Salish BH-ASO for approval.

If you want to save and finish the form later, click on the 'Save' button. Cognito will send an email containing the link to your form so you can edit it at a later time. The saved form is available for 2 weeks.