

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Advisory Board Requests for Support Staff Services

Authorizing Source:

Approved by: Executive Director Date: 05/05/2020 Signature:

POLICY # 4501.00

SUBJECT: ADVISORY BOARD REQUESTS FOR SUPPORT STAFF SERVICES

PURPOSE

To facilitate timely response to requests made by Advisory Board members for support staff services.

USE

The use of support staff services by North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Advisory Board members is restricted to North Sound BH-ASO related business only.

RESPONSIBILITY

The Advisory Board Coordinator will receive and review all requests from Advisory Board members. The Advisory Board Coordinator will take into consideration: the nature of the request and degree of difficulty.

PROCESS

The following procedures are to be followed for each request for support staff services:

1. A minimum of 1-2 weeks' notice is required for requests for service. The actual length for completion will depend on the complexity of the project and the current workload.
2. In the event of an unexpected emergency, the 1-2-week timeframe for completion **may** be waived. If this should occur, the Advisory Board Coordinator will consult with the Executive Director and/or the Administrative Manager before taking on the project.
3. The person requesting services will complete a detailed description of the request of the support staff services work.
4. Advisory Board members may request services via e-mail, fax, voice mail, written notes, or any other methodology of choice.
5. The form will be given to the Administrative Supervisor who will review the request and distribute to the Support Staff Coordinator. In the absence of the Administrative Manager, the Support Staff Coordinator shall be authorized to review requests.
6. The Advisory Board Coordinator will return the completed project to the Advisory Board Chair, who will then forward it to the applicable member.
7. Feedback from Advisory Board members regarding timeliness and/or quality of work can be directed to the Administrative Manager.

ATTACHMENTS

None



Identification of Staff

As identified in Policy 4501.00 *Advisory Board Requests for Staff Services*, the following individuals are the identified staff referred to in the policy:

- Administrative Manager – Joanie [Williams Wenzl](#)
- Advisory Board Coordinator – Maria Arreola

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Advisory Board Member Transportation Reimbursement Requests

Authorizing Source:

Approved by: Executive Director Date: 5/5/2020

Signature:

POLICY # 4507.00

SUBJECT: ADVISORY BOARD MEMBER TRANSPORTATION REIMBURSEMENT REQUESTS

PURPOSE

This document sets forth guidelines for making travel arrangement requests made by Advisory Board Members, Advisory Board authorized individuals with a behavioral health disorder, and Advisory Board authorized advocates.

USE

This policy is designed to facilitate travel by Advisory Board Members, Advisory Board authorized individuals with a behavioral health disorder, and Advisory Board authorized advocates, **to participate in North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO)-related activities only, and to honor taxpayers by using public monies judiciously and efficiently.**

RESPONSIBILITY

Overall supervision for this policy and its procedures rests with the Administrative Manager. All travel will be arranged by Advisory Board Coordinator, in accordance with North Sound BH-ASO Policy 4510.00. Under the guidance of the Administrative Manager, the Advisory Board Coordinator will arrange travel for Advisory Board members. Should a situation arise in which there is a question or problem, the Advisory Board Coordinator and the Advisory Board Chair will collaborate in resolving the situation.

AUTHORIZATION

All travel will be pre-authorized in accordance with North Sound BH-ASO Policy 4510.00. North Sound BH-ASO staff will respect the needs of the individual in making reasonable accommodations for travel, based on medically and legally accepted standards under the Americans with Disabilities Act (ADA, as amended), and will arrange for cost effective and efficient transportation in accordance with the use of public funds. Therefore, all travel will be collective, when possible, unless pre-authorized and arranged by the North Sound BH-ASO Administration Manager and the Advisory Board Coordinator, in collaboration with the Advisory Board Chair.

No Advisory Board Member, nor Advisory Board authorized individual with a behavioral health disorder, nor Advisory Board authorized advocate will make their own, or another's, travel arrangements without the express authorization to do so from the North Sound Advisory Board BH-ASO Coordinator or Administration Manager, or their designee.

Advisory Board will consider providing lodging if the scholarship or Advisory Board Member must travel 60 miles or more in a single direction to attend an event

PROCESS

North Sound BH-ASO Policy 4507.00

ADVISORY BOARD MEMBER TRANSPORTATION REIMBURSEMENT REQUESTS

Transportation

1. The Advisory Board Coordinator or a designated staff person will submit a request to the specific transportation company.
2. The Advisory Board Coordinator or designated staff person will make necessary arrangements using transportation providers which have standing relationships with the North Sound BH-ASO. These include taxi companies, Airporter Shuttle services, airlines, train, bus and ferry systems.

Taxicab Companies

1. The Advisory Board Coordinator or designated staff person will send a request (by phone, fax, or email) to the taxi company stating you are making travel arrangements to be charged to North Sound BH-ASO.
2. The Advisory Board Coordinator or designated staff person will give their own name, the name(s) and address(es) of the person traveling, and the date and time for pick-up/drop off points of the trip.
3. The Advisory Board Coordinator or designated staff person will be sure to make return arrangements, if needed.
4. Taxi companies include:

Name	Phone	Contact	Acct. #
Yellow Cab (Everett)	(425) 259-2000	Anyone	North Sound BH-ASO
Yellow Cab (B'ham)	(360) 424-8294	Anyone	North Sound BH-ASO

Yellow Cab services Skagit, Snohomish, and Whatcom Counties.

Airporter Shuttle

Before calling, check the schedule and determine what times and locations will meet the needs of the traveler. Be sure to take into consideration the time of the meeting and travel time to and from the pickup and drop off points.

1. Call the Airporter Shuttle at 1-800-235-5247.
2. Let them know you are making travel arrangements which will be billed to the North Sound BH-ASO.
3. Give them your name, name of the person traveling, date, time, location for pick up and destination.
4. Be sure to make return arrangements, if needed.
5. Tell them we have an account and give them a Purchase Order number.
6. They will give you a confirmation number once the reservation is made. Record this number in the appropriate space on the form.
7. For Charter services, a North Sound BH-ASO representative must accompany Advisory Board per direction of Airporter Shuttle management

Ferry System

Tickets can be purchased online and reservations must be made in advance.

Reimbursement for Travel

Information related to travel reimbursement will be found in Policy #3031.00.

PROCEDURE FOR REIMBURSEMENT

At the end of each month, each individual who is seeking reimbursement for travel must complete an expense reimbursement form and attach required receipts. The Advisory Board Coordinator and Administrative Manager must sign the form indicating approval of expenses.

Reimbursement forms will be submitted to North Sound BH-ASO's Accounting Specialist for processing and payment.

ATTACHMENTS

None

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Development of Annual Advisory Board Expense Projection

Authorizing Source:

Approved by: Executive Director Date: 5/5/2020

Signature:

POLICY # 4509.00

SUBJECT: DEVELOPMENT OF ANNUAL ADVISORY BOARD EXPENSE PROJECTION

PURPOSE

The purpose of this document is to govern the development of the Advisory Board annual estimated budget and use of funds.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO), the State of Washington, and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BH-ASO and State/Federal Government, the policies and procedures of the North Sound BH-ASO and the State/Federal governments will have precedence and will apply

POLICY

The initial estimation of the annual budget of the North Sound BH-ASO Advisory Board will be presented for discussion to the Executive ~~Finance~~ Committee of the Advisory Board no later than November each year, presented in its revised form for discussion to the full Advisory Board in November and voted on in final form in November. The Advisory Board Executive ~~Finance~~ Committee will have developed its projected expenses for the coming year to present for approval by the North Sound BH-ASO Board of Directors (BOD) at their November meeting.

PROCEDURE

The Advisory Board shall itemize the projected operating costs of its members and North Sound BH-ASO individual participation. The recommended expenses shall be incorporated into the North Sound BH-ASO annual proposed budget and presented by North Sound BH-ASO staff to North Sound BH-ASO Board of Directors Governance and Operations in November of each year.

ATTACHMENTS

None

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Attendance and Participation at Conferences, Seminars and Trainings

Authorizing Source:

Approved by: Executive Director Date: 5/5/2020

Signature:

POLICY # 4510.00

SUBJECT: ATTENDANCE AND PARTICIPATION AT CONFERENCES, SEMINARS AND TRAININGS

PURPOSE

The purpose of this document is to govern the development of the Advisory Board annual estimated expenses and use of funds. It describes allowable purchases and reimbursements, limiting conditions, required authorizations, and required administrative processes regarding attendance and/or participation at Conferences, Seminars and Trainings.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO), the State of Washington and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BH-ASO, State and/or Federal government regulations, those of the North Sound BH-ASO, State and/or Federal governments will apply

POLICY

Advisory Board Members, individuals with a behavioral health disorder and advocates shall be reimbursed from the Advisory Board Budget for all allowable expenses when attending and/or participating in pre-authorized behavioral health and substance use disorder-related conferences, seminars and trainings.

PROCEDURE

To request authorization to be reimbursed for attending or participating in a specific conference, seminar, or training, the individual must complete the **Advisory Board Training/Conference Request** available at <http://nsbhaso.org/forms> and submit the completed Request form to the Advisory Board Coordinator.

A Travel Advance is available to cover projected allowable expenses including registration, lodging, meals and transportation. To request a Travel Advance, the individual must complete the **Advisory Board Travel Advance/Reimbursement Request** available at <http://nsbhaso.org/forms> and submit the Request form in addition to submitting the approved **Training/Conference Request form** available at <http://nsbhaso.org/forms> to the Advisory Board Coordinator.

ATTACHMENTS

None

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Purchasing and Other Expenses Procedure

Authorizing Source:

Approved by: Executive Director Date: 5/5/2020

Signature:

POLICY # 4511.00

SUBJECT: PURCHASING AND OTHER EXPENSES PROCEDURE

PURPOSE

The purpose of this document is to govern development of the Advisory Board annual estimated expenses and use of funds. It describes allowable purchases and reimbursements, limiting conditions, required authorizations and administrative processes regarding Purchasing and other Expenses.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO), the State of Washington and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BH-ASO, State/Federal Government, those of the North Sound BH-ASO, State/Federal Government will apply.

POLICY

Advisory Board members (or individuals designated by the Advisory Board) shall be reimbursed for non- travel expenses that have been approved by the Advisory Board and provided for in the Advisory Board budgeted line item.

Purchase orders are not required for purchases of supplies, materials and equipment under \$250, but all purchases on behalf of the Advisory Board must be approved by the Advisory Board or the Executive ~~Finance~~ Committee, prior to the purchase. Purchases need to follow Policy #3028.00 Purchases and Leasing of Equipment, Materials, Supplies and Routine Services.

PROCEDURE (For Reimbursement)

Submit *Request(s)* for non-travel related expenses (supplies, postage, etc.) to the Advisory Board Coordinator. The Coordinator and North Sound BH-ASO Advisory Board ~~Finance~~Executive Committee shall review all requests and present to the Advisory Board with their recommendation to approve/deny. The Executive Committee of the Advisory Board may act on behalf of the Advisory Board when time does not allow requests to come to the full Advisory Board.

Advisory Board members (or designees) shall submit receipts for any pre-authorized purchases made on behalf of the Advisory Board to the Advisory Board ~~Finance~~Executive Committee using the **Advisory Board Monthly Reimbursement Request** available at <http://nsbhaso.org/forms> with the receipt(s) or other documentation attached.

ATTACHMENTS

None

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Advisory Board Functions

Authorizing Source:

Approved by: Executive Director Date: 5/5/2020

Signature:

POLICY # 4514.00

SUBJECT: ADVISORY BOARD FUNCTIONS

PURPOSE

The North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Advisory Board provides recommendations to the North Sound BH-ASO Board of Directors (BOD) on plans, budgets and policies.

POLICY

The North Sound BH-ASO Advisory Board, in accordance with its By-Laws, shall independently review and provide comments to the North Sound BH-ASO BOD on plans, budgets and policies developed by North Sound BH-ASO. The Chair and Vice-Chair of the North Sound BH-ASO Advisory Board sit as ex-officio members on the North Sound BH-ASO BOD.

PROCEDURE

The North Sound BH-ASO Advisory Board, in accordance with the By-Laws, shall advise North Sound BH-ASO concerning the planning, delivery and evaluation of behavioral health services which are the responsibility of North Sound BH-ASO.

The meetings of North Sound BH-ASO Advisory Board shall provide a vehicle for public testimony regarding behavioral health concerns:

1. Review and provide comments on all North Sound BH-ASO Strategic plans, Quality Assurance Plans, Service Delivery Plans and Budgets, which relate to the behavioral health services noted under Policy above, before such plans and budgets are submitted to the North Sound BH-ASO BOD;
2. Ensure the needs are met of individuals from all racial/ethnic groups (including Native Americans), of all sexual- and gender identities, of all ages (especially the elderly and children), of all abilities (including both severely and chronically disabled) and of individuals from lower-income levels within the plans established by the North Sound BH-ASO BOD;
3. Conduct at least two (2) site visits each year to provide North Sound BH-ASO Advisory Board members with first-hand information about regional community services, programs and inpatient facilities and county and state agencies, so North Sound BH-ASO Advisory Board members are better able to provide informed recommendations to North Sound BH-ASO BOD;
4. Assist North Sound BH-ASO with dissemination of information to the public who reside within the five (5) counties of North Sound BH-ASO; and
5. Perform such other duties as North Sound BH-ASO BOD may require.

ATTACHMENTS

None

Effective Date: 5/5/2020

Review Date: 5/5/2020

Revised Date: 5/5/2020

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Advisory Board Representation

Authorizing Source:

Approved by: Executive Director Date: 5/5/2020 Signature:

POLICY # 4515.00

SUBJECT: ADVISORY BOARD REPRESENTATION

PURPOSE

The North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Advisory Board will be representative of the demographic character of the service area.

POLICY

The text below is a direct quote from the new Washington Administrative Code (WAC) 182-538C-0252 but will also apply to North Sound BH-ASO:

1. The BHO must appoint advisory board members and maintain an advisory board in order to:
 - a. Promote active engagement with individuals with behavioral health disorders, their families and behavioral health agencies; and
 - b. Solicit and use the advisory board members input to improve service delivery and outcome.
2. The BHO must appoint advisory board members and maintain an advisory board that:
 - a. Broadly represents the demographic character of the service area;
 - b. Is composed of at least 51% representation of 1 or more of the following:
 - i. Persons with lived experience;
 - ii. Parents or legal guardians of persons with lived experience; or
 - iii. Self-identified as persons in recovery from a behavioral health disorder.
 - c. Includes law enforcement representation; and
 - d. Includes tribal representation, upon request of a tribe.
3. When the BHO is not a function of county government, the advisory board must include no more than four (4) county elected officials.
4. The advisory board:
 - a. May have members who are employees of subcontracted agencies, as long as, there are written rules that address potential conflicts of interest;
 - b. Has the discretion to set rules in order to meet the requirements of this section; and
 - c. Membership is limited to three (3) years per term for time served, per each advisory board member. Multiple terms may be served by a member if the advisory board rules allow it.
5. The Advisory Board independently reviews and provides comments to either the BHO, the BHO governing board, or both, on plans, budgets, and policies developed by the BHO to implement the

requirements of this section, chapters 71.05, 71.24, 71.34 RCW, and applicable federal laws.”

PROCEDURE

The North Sound BH-ASO in accordance with the Counties Interlocal Agreement and with Advisory Board By-Laws, will ensure at least 51% of the Advisory Board individuals with current or past behavioral health disorders/family members or caregivers of individuals with current or past behavioral health disorders. Each member of the Advisory Board shall be recruited by each county’s usual and customary method of appointment.

ATTACHMENTS

None

Advisory Board Travel Advance/Reimbursement Request

To assure that your travel advance will be ready in time for your travel, please submit travel advance requests to NSBHASO Fiscal department **at least four** weeks before anticipated travel.

Today's Date: _____

Name: _____

Address: _____

Phone: _____

Name of Conference/Event: _____

Location of Conference: _____

Date(s) of Conference: From _____ To _____
Month Day Year Month Day Year

Planned Arrival Date: _____ Planned Departure Date: _____
Month Day Year Month Day Year

Anticipated Expenses:

Round-Trip Transportation		\$
Registration Fee		\$
Lodging: _____ nights	@ \$_____/night	\$
Meals:		
No. Breakfasts @ \$ 12 14 each =	\$	
No. Lunches @ \$ 17 18 each =	\$	
No. Dinners @ \$ 27 28 each =	\$	
	Total Meals:	\$
Total Advance Requested:		\$

Expenses Not Reimbursable:

- Hosting (meals for or entertainment of others)
- Alcoholic beverages or tobacco
- Fines, penalties, etc.
- Any unreasonable, unnecessary costs, or personal preference items such as first-class travel.

Washington State Law requires that any travel performed outside the State of Washington be justified. If your travel will take you out of state, please explain briefly why your objective could not be met in Washington State:

Authorized By: _____
signature