



Board of Directors

Meeting Minutes

November 9th, 2023

Board of Directors Members Present in Person:

- **Peter Browning**, Commissioner;
Skagit County, Board Chair
- **George Kosovich**, Public Health,
Skagit County; designated
alternate for Peter Browning,
Commissioner
- **Cammy Hart-Anderson**, Human Services,
designated alternate for Dave Somers
County Executive, Snohomish County
- **Jill Johnson**, Commissioner,
Island County

Members Present via Zoom:

- **Barry Buchanan**, County Council;
Whatcom County
- **Jami Mitchell**, Human Services
Manager, San Juan County; designated
alternate for Jane Fuller, County
Council
- **Perry Mowery**, Behavioral Health
Supervisor, designated alternate for
Satpal Sidhu, County Executive;
Whatcom County
- **Darcy Cheesman**, Legislative Aid,
Snohomish County; designated
alternate for Sam Low, County Council
- **Nicole Gorle**, Legislative Analyst,
Snohomish County; designated
alternate for Nate Nehring, County
Council
- **Cynthia Foley**, Sr. Legislative Analyst,
Snohomish County; designated
alternate from Strom Peterson

North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) Staff Present: JanRose Ottaway Martin

- **JanRose Ottaway Martin**, Executive
Director, North Sound BH-ASO
- **Darrell Heiner**, Senior Accountant, North
Sound BH-ASO

- **Margaret Rojas**, Assistant Executive Director, North Sound BH-ASO
- **Charles DeElena**, Business Improvement Manager/Compliance Officer, North Sound BH-ASO
- **Kimberly Nakatani**, Accounting Specialist, North Sound BH-ASO
- **Maria Arreola**, Senior Administrative Assistant
- **Joanie Wenzl**, Clerk of the Board

Guests Present:

No guests were present, other than the State Auditors listed below

Call to Order and Introductions – Chair

The Chair called the meeting to order and initiated introductions.

Tribal Acknowledgement – Chair

[Tribal Behavioral Health | North Sound BH-ASO \(nsbhaso.org\)](https://www.nsbhaso.org)

The Chair read the Tribal Acknowledgement

Revisions to the Agenda – Chair

The Chair asked if there were any revisions to the agenda. None were mentioned.

Approval of the October 12th, 2023, Minutes, Motion #23-64 – Chair

Jill Johnson moved the motion for approval, Cammy Hart-Anderson seconded, all in favor, no abstentions, none opposed, all in favor, motion #23-64 carried.

State Auditor’s Exit Conference

- David Yost, Deena Garza

Deena GARZA and David Yost gave a PowerPoint presentation on the recent audit of the ASO.

It was noted that the Audit report will be published on the State Auditor’s website soon.

A question-and-answer session followed.

North Sound BH-ASO 2024 Proposed Budget

- The Chair announced that the Public Budget Hearing opened @ 2:02 p.m.
- Presentation from North Sound BH-ASO: [NS BH-ASO Proposed 2024 Budget.pdf \(nsbhaso.org\)](#)
- Chair: There were no comments from the public, as none were in attendance
- Chair: The Public Hearing on the Budget closed @ 3:02 p.m.

Margaret presented the ASO’s 2024 Proposed Budget. The budget will be voted on during the December meeting.

JanRose spoke about the ASO’s 2024 Strategic Goals and the Cost-of-Living Adjustment (COLA) conversation.

Conversation ensued on various aspects of the budget to include the COLA proposal.

A motion was made for the proposed budget COLA to be amended to 4% and the remaining amount (or 4% from the originally proposed 8% COLA) will be placed in an administrative contingency fund.

An all-inclusive compensation survey will take place in 2024 and be shared with the Board.

It was also determined that the Executive Director’s COLA will be 4%.
Jill Johnson moved the motion above for approval, all were in favor, no abstentions, none opposed.
Motion carried.

Comments & Announcements from the Chair

Peter spoke about his recent trip to Africa.

Reports from Members

The North Sound Counties all gave an overview of the behavioral health happenings in their respective counties.

Comments from the Public

There were no comments from the public, as none were in attendance.

Report from the Advisory Board

JanRose gave an update from the November 7th Advisory Board meeting.

Report from the Finance Officer

The Report from the Finance Officer was referenced. There were no questions.

Report from the Governance Operations Committee

Everything has been covered, the Chair noted.

All matters listed with the Consent Agenda have been distributed to each Member for reading and study, are considered to be routine, and will be enacted by one action of the Board of Directors with no separate discussion. If separate discussion is desired, the item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Member.

Consent AgendaAttachment

Motion #23-65

- To review and approve the North Sound Behavioral Health Administrative Services Organization claims paid from October 1st, 2023, through October 31st, 2023, in the amount of **\$2,823,336.82**.
- Payroll for the month of October in the amount of **\$184,400.61** and associated employer benefits in the amount of **\$89,075.33**.

Jill Johnson moved the motion for approval, Cammy Hart-Anderson seconded, all in favor, motion #23-65 carried.

Action Items

For Board Approval

Recovery Cafés

North Sound has set aside American Rescue Plan Act (ARPA) funding for the region’s Recovery Cafés. The funding is our ARPA Mental Health Block Grant and is a one-time funding allotment. The funding will be used for operational costs at all the cafés.

Below are the allocations:

- New Earth Recovery-Recovery Café Skagit **\$154,836**

- San Juan County
 - Lopez Island Heart and Soul \$25,777
 - San Juan Joyce L Sobel Family Resource Center/New Day Recovery Café \$52,646
- Everett Recovery Café \$121, 739

Motion #23-66

- North Sound BH-ASO-New Earth Recovery-PSC-23 to provide funding for the Recovery Café in Mount Vernon. The term of this agreement is November 1, 2023, through October 31, 2024, based on continued compliance with the terms of the contract.

Cammy Hart-Anderson moved the motion for approval, Jill Johnson seconded, all in favor, motion #23-66 carried.

Motion #23-67

- North Sound BH-ASO-Lopez Island Heart and Soul-PSC-23 to provide funding for the Recovery Café in Mount Vernon. The term of this agreement is November 1, 2023, through October 31, 2024, based on continued compliance with the terms of the contract.

Cammy Hart-Anderson moved the motion for approval, Jill Johnson seconded, all in favor, motion #23-67 carried.

Motion #23-68

- North Sound BH-ASO-Joyce L Sobel Family Resource Center-PSC-23 to provide funding for the Recovery Café in Mount Vernon. The term of this agreement is November 1, 2023, through October 31, 2024, based on continued compliance with the terms of the contract.

Cammy Hart-Anderson moved the motion for approval, Jill Johnson seconded, all in favor, motion #23-68 carried.

Motion #23-69

- North Sound BH-ASO-Everett Recovery Café-PSC-23 to provide funding for the Recovery Café in Mount Vernon. The term of this agreement is November 1, 2023, through October 31, 2024, based on continued compliance with the terms of the contract.

Cammy Hart-Anderson moved the motion for approval, Jill Johnson seconded, all in favor, motion #23-69 carried.

Health Care Authority Off-Cycle Amendment

HCA is offering an off-cycle amendment to adjust our July 1, 2023, budget as follows:

- Remove \$650,000 in Recovery Navigator Funding
- Remove \$260,440 in Standard Substance Abuse Block Grant
- Add \$739,000 in Proviso 86 Housing Pilot Funding
- Add \$307,600 in COVID SABG Funding

Motion #23-70

- Health Care Authority-North Sound BH-ASO-K56897 Amendment 1 to provide a budget adjustment for the period of July 1, 2023, and December 31, 2023. The contract period is July 1, 2023, through June 30, 2025.

Jill Johnson moved the motion for approval, Cammy Hart-Anderson seconded, all in favor, motion #23-70 carried.

North Sound BH-ASO Budget Amendment

This is a motion to amend the previously adopted motion #23-61 which was passed at the October Board of Directors Meeting. The Skagit County Auditor has required additional language, specifying the amendment is an increase to our annual budget.

Original Passed Motion #23-61

To approve the transfer of \$2,000,000.00 from reserves, \$650,000.00 from RNP restricted reserves, \$550,000.00 from Department of Commerce revenue and \$800,000.00 from unrestricted reserves

Amendment to previously passed Motion #23-61

- To authorize an increase of the expense budget by transferring \$2,000,000.00 from reserves, \$650,000.00 from RNP restricted reserves, \$550,000.00 from Department of Commerce revenue and \$800,000.00 from unrestricted reserves.

Jill Johnson moved the motion for approval, Perry Mowery seconded, all in favor, *amended* motion #23-61 carried.

1. Introduction

Introduction Items

The contracts being introduced this month fall into four distinct categories:

- Health Care Authority (HCA) contracts to include funding for the period of January 1, 2024, through June 30, 2024.
- Downstream contracts for General Fund-State (GF-S) Mandatory Services (Crisis Outreach, Involuntary Treatment Act (ITA) Services, ITA inpatient, Secure Withdrawal Management and Proviso Funding)
- Downstream contracts for Substance Abuse Block Grant (SABG) Priority Services (Pregnant & Parenting Women Housing Services (PPW), Individuals using Intravenous Drugs (IUID) and Opiate Outreach)
- Downstream contracts for GF-S/SABG/Mental Health Block Grant (MHBG) Services within Available Resources (Mental Health & Substance Use Disorder Outpatient, SUD Residential, Triage Services)

The downstream contracts follow the HCA contract. The funding for the downstream contracts is included in the same amendment, which is why you will see the same numbered amendment under a different category of funding. The funding allocations for the downstream contracts will be developed over the next month.

Health Care Authority

K-6897 Amendment is providing the GF-S funding for the period of January 1, 2024, through June 30, 2024, and Federal Block Grant funds for the period of January 1, 2024, through June 30, 2024, for ARPA funds utilization through September 30, 2025.

- New GF-S funding is expected for the period of January – June 2024, however the details have not been provided by HCA to date.

Motion #

- HCA-NS BH-ASO-K-6897-Amendment 1 providing the ASO GF-S funding and legislative proviso funds for the period of January 1, 2024, through June 30, 2024, and Federal Block Grant Funding for the period of January 1, 2024, through June 30, 2025, and September 30, 2025.

GF-S Mandatory Services

The following contracts provide mandatory behavioral health services. Funding for GF-S services is allocated every six (6) months.

- Compass Health
 - Mobile Crisis Outreach Teams, ITA services, Child Youth and Family Crisis Outreach Team, Program for Assertive Community Treatment (PACT), Evaluation and Treatment Services, E&T Discharge Planners, Whatcom Triage,

- Snohomish County
 - Mobile Crisis Outreach, ITA services
 - Proviso Funding-Jail Transition Services, Designated Cannabis Account, Trueblood Funds
- Volunteers of America
 - Toll Free Crisis Hotline
 - Crisis follow-up Services
- Telecare
 - Evaluation and Treatment Services, E&T Discharge Planners
- Lifeline Connections
 - PACT
- Snohomish County Superior Court
 - Juvenile Treatment Services
- Island County
 - Proviso Funding-Jail Transition Services, Designated Cannabis Account, Trueblood Funds
- San Juan County
 - Proviso Funding-Jail Transition Services, Designated Cannabis Account
- Skagit County
 - Proviso Funding-Jail Transition Services, Designated Cannabis Account, Trueblood Funds
- Whatcom County
 - Proviso Funding-Jail Transition Services, Designated Cannabis Account, Trueblood Funds

Motion #

- NS BH-ASO-Compass Health-ICCN-23 Amendment 3 to provide funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Snohomish County-ICCN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-VOA-ICCN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Telecare-ICCN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Lifeline Connections-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Snohomish County Superior Court-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Island County-ICN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-San Juan County-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Skagit County-Interlocal-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

- NS BH-ASO-Whatcom County-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 30, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

Substance Abuse Block Grant (SABG) & Mental Health Block Grant (MHBG) Priority Services

The following contracts are providing SABG priority Services:

- Brigid Collins
 - Pregnant and Parenting Women (PPW) Housing Support Services
- Evergreen Recovery Centers
 - PPW Housing Support Services
- Catholic Community Services
 - PPW Housing Support Services
- Compass Health
 - San Juan HARPS subsidies
 - Certified Peers on Mobile Crisis Teams
- Island County
 - Opiate Outreach, HARPS subsidies
- Community Action of Skagit County
 - Opiate Outreach
- Snohomish County
 - Opiate Outreach
- Whatcom County
 - Opiate Outreach
- Telecare Corp.
 - Peer Bridger Program, Peer Bridger Participant Relief Funds

Motion #

- NS BH-ASO-Brigid Collins-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-ERC-ICN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-CCS NW-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Compass Health-ICCN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Island County-ICN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-CASC-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Snohomish County-ICCN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

- NS BH-ASO-Whatcom County-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Telecare-FBG-23 Amendment 2 to provide additional funding to Peer Bridger services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

GF-S/SABG/MHBG Services within Available Resources

- Compass Health
 - SUD outpatient services in San Juan County
 - Whatcom County Triage
- Conquer
 - Startup funds in the amount of \$710,532 for the Assisted Outpatient Program in Snohomish County
- Evergreen Recovery Centers
 - Withdrawal Management Services
 - Mental Health Infant Specialist
 - Homeless Outreach and Stabilization Team (HOST)
- Island County
 - Co-Responder project
- Lake Whatcom Center
 - PACT
 - Mental Health outpatient services
 - Substance Use outpatient services
- Pioneer Human Services
 - Island, Skagit & Whatcom withdrawal management services
- Snohomish County
 - Co-Responder project
- Whatcom County
 - Co-responder project

Motion #

- NS BH-ASO-Compass Health-ICCN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- North Sound BH-ASO-Conquer Addiction-ICN-23 Amendment 1 to provide start-up funds for AOT services in Snohomish County. The contract term is August 1, 2023, through July 31, 2024, with an automatic one-year renewal on August 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-ERC-ICN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Island County-ICN-23 Amendment 3 to provide the funding for co-responder services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-LWC-ICN-19-22 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

- NS BH-ASO-PHS-ICN-23 Amendment 2 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Snohomish County-ICCN-23 Amendment 3 to provide the funding to continue services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Whatcom County-ICN-23 Amendment 2 to provide the funding co-responder services under this contract. The contract term is January 1, 2023, through December 31, 2025, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

The items listed above were introduced this month and will be voted on next month.

2. Report from the Executive Director

JanRose gave the Report from the Executive Director and covered the following topics:

- Ituha
- Skagit County Prosecuting Attorney's Office and Involuntary Treatment Act cases.
 - Discussion ensued in hope for viable options.
 - Updates will be brought back to the Board of Directors.

3. Adjourn 3:39 p.m.

Next Meeting: December 14th, 2023

Respectfully submitted,

Joanie Wenzl
Clerk of the Board