



# 2024 Recommended Operating Budget

updated 11/9/2023

**NORTH SOUND BEHAVIORAL HEALTH  
ADMINISTRATIVE SERVICES ORGANIZATION**

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# 2024 Recommended Operating Budget

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# 2024 Recommended Operating Budget

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## I. 2024 Operating Budget Narrative

### A. BUDGET HIGHLIGHTS

The North Sound Behavioral Health Administrative Services Organization [North Sound BH-ASO] will be entering its fifth year of operation in 2024, after transitioning from the North Sound Behavioral Health Organization on July 1, 2019.

A core responsibility of BH-ASOs continues to be funding and overseeing the behavioral health Crisis Services system, specifically; a 24-hour toll-free crisis line, Involuntary Treatment Act investigation services, and Mobile Crisis Outreach Teams. However, during the last four years, the Washington State Legislature has created new programs and funding to be administered by ASOs. These programs expand the availability of services and provide enhanced outreach to both Medicaid and non-Medicaid persons. These include the Recovery Navigator Program, Community Behavioral Rental assistance, Homeless Outreach Services Team, Assisted Outpatient Treatment, and a Children, Youth and Family mobile crisis team. In July 2024 we will anticipate implementing a Youth Navigator Program.

The North Sound BH-ASO is participating in statewide workgroups to implement the new state policy initiative to re-design crisis services to include the alignment of 988 and Regional Crisis Line (RCL), Co-Responder programs and Rapid Response Teams.

In addition to increased state funding, BH-ASOs received additional Federal Block Grant funding as part of the federal government's COVID/ARPA relief effort. Prioritization of allocation of these funds was based on input from the Advisory Board, counties, providers, and other community stakeholders. The ARPA funds will continue the priorities of the previous COVID Grant with slight modifications.

The North Sound BH-ASO also continues to provide staff support to regional behavioral health planning activities, such as the Interlocal Leadership Structure, the MCO/ASO Joint Operating Committee, Crisis Services Leadership Team, and the Regional Opioid Abatement Council.

To meet the requirements of new programs and expanded budget scope, one new position will be added to the 2024 operating budget. We also anticipate the Youth Navigator Program being added to our contract mid-2024, with funding for a Coordinator position.

### 2023 Key Events

- Successful recruitment for the North Sound Executive Director.
- Successfully onboarded two new staff members during the first half of 2023.
- Continued expansion of “co-responder” teams in Whatcom, Skagit, and Island counties and the city of Mt. Vernon.
- We concluded the first phase of the Diversity, Racism, Equity, and Inclusion [DREI] project. We will be implementing phase 2 implementing a DREI strategic plan in 2024.
- Provided startup funding to support the opening of a behavioral health clinic in Mt. Vernon by Evergreen Recovery Centers.
- Finalized a contract to implement the Assisted Outpatient Treatment in Snohomish County. The program is in the startup phase. Courts have shown great interest in participating in the program.

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- Additional funding was received to expand the Community Behavioral Health Rental Assistance program and added Opportunity Council as a provider.
- A behavioral health needs assessment to update the 2016 Assessment to identify the most critical gaps and needs for behavioral health services in the region was completed.
- Successfully passed the annual Team Monitor review by HCA.
- Successfully passed the Health Care Authority and State Auditor Office fiscal audits.

## 2024 Strategic Goals

1. Remain fully compliant with the HCA-BH ASO Contract
2. Support continuous process improvement of the Crisis Services System
3. Implement the updated Quality Management Plan
4. Continue to actively support planning to achieve the goals of physical/behavioral health care integration.
5. Implement a strategic plan to address social equity and systemic racism.
6. Advocate for funding to meet the behavioral health needs of all at-risk persons.

## **B. SUMMARY OF 2023 REVENUES AND EXPENDITURES and the 2024 BUDGET**

	REVENUES	EXPENDITURES
2023 Budget	\$43,365,760	\$43,365,760
2023 Projected	\$46,005,953	\$43,215,066
2024 Budget	\$52,058,380	\$52,058,380

## **C. REVENUE AND EXPENDITURE APPROVAL PROCESS**

- |  |                         |
|--|-------------------------|
| 1. Posted on the North Sound BH-ASO Website                        | 10/31/2023              |
| 2. a. Distribution to the Advisory Board                           | 10/31/2023              |
| b. Distribution to the North Sound BH-ASO Board of Directors       | 10/31/2023              |
| 3. Budget Presentation for the Advisory Board                      | 11/07/2023              |
| 4. Budget Presentation for the Board of Directors - Public Hearing | 11/09/2023              |
| 5. Review and recommendation of all stakeholders                   | 11/09/2023 – 12/01/2023 |
| 6. Review and approval by Advisory Board                           | 12/05/2023              |
| 7. Recommend budget presented for Board Adoption                   | 12/14/2023              |

## 2024 Recommended Operating Budget

### D. OPERATING BUDGET SPECIFICS

Budget Area	2023	2024	Difference	Percent	Notes
Salaries & Benefits	3,556,086	3,874,710	318,624	8.96%	Addition of 1 FTE; COLA
Other Administrative*	870,182	1,206,908	259,264	29.79%	Increase in professional services and admin. reserve
<b>Total Operations</b>	<b>4,426,268</b>	<b>5,101,614</b>	<b>675,346</b>	<b>15.26%</b>	
Behavioral Health Services **	38,939,492	46,956,766	8,017,274	20.59%	Increased Revenue (MCO, State Funds, State Provisos)
<b>Total BH-ASO</b>	<b>43,365,760</b>	<b>52,058,380</b>	<b>8,692,620</b>	<b>20.04%</b>	

\*Includes Advisory Board \*\*Includes Hospital Inpatient

### E. CONCLUDING REMARKS

The proposed 2024 North Sound BH-ASO Operating Budget will enable us to continue to effectively carry out the core mission of administering the Crisis Services System as well as successfully administer the expanded scope of programs providing non-Medicaid services.

As a BH-ASO overseen by County Elected Officials, we will continue to coordinate BH-ASO administered programs with county specific behavioral health initiatives.

The continuation of our 2023 Strategic Plan will keep our efforts focused on important goals related to quality, compliance, and equal access to behavioral health services for all.

# 2024 Recommended Operating Budget

## II. Revenue Forecast

REVENUE DETAIL			2024 BH-ASO OPERATING BUDGET 15%
NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Estimated 2024 Annual Budget 2024 ANNUAL BUDGET			
SOURCE	DESCRIPTION	Amount	
30800	<i>*USE of FUND BALANCE</i>	\$ -	Limit**
<i>GRANT REVENUE</i>			
331000	Direct Federal Grant	222,222	
331000	Federal Block Grant Mental Health	2,782,396	
331000	Federal Block Grant SABG	3,783,126	
<b>TOTAL GRANT REVENUE</b>		<b>\$ 6,787,744</b>	<b>\$ 678,774</b>
<i>CHARGES FOR SERVICE</i>			
34640	MCO Medicaid Crisis	10,700.043	
34640	State Funds Mental Health & Substance Use Disorder	20,252,961	
34640	State Provisos	14,007,188	
<b>TOTAL CHARGES FOR SERVICE</b>		<b>\$ 44,960,192</b>	<b>\$ 6,744,029</b>
			<b>\$ 7,422,803</b>
<i>MISCELLANEOUS REVENUES</i>			
36110	Investment Interest	310,444	
36990	Miscellaneous	-	
<b>MISCELLANEOUS REVENUES</b>		<b>\$ 310,444</b>	
<b>TOTAL REVENUE</b>		<b>\$ 52,058,380</b>	

\*Fund Balance is locked in restricted proviso allocations. \*\*10% of all Revenue is allowed for administrative costs, 5% for Direct Service Support costs are allowed on all revenue except Grant revenue

## 2024 Recommended Operating Budget

### III. 2024 NORTH SOUND BH-ASO OPERATING BUDGET

#### A. SUMMARY BUDGET

EXPENDITURES	Total
Regular Salaries	2,391,549
Personnel Benefits	1,483,161
Office, Operating Supplies	100,000
Small Tools	100,000
Professional Services	300,000
Communications	55,000
Travel	4,000
Advertising	450
Operating Rentals & Leases	142,000
Insurance	60,000
Repairs & Maintenance	58,500
Miscellaneous	39,500
Machinery & Equipment	50,000
Reserve	297,458
<b>Subtotal - North Sound Operations Budget *</b>	<b>\$ 5,081,618</b>
Advisory Board	19,996
Agency, County and Other Services	45,556,766
Inpatient Hospital Costs	1,400,000
<b>Total North Sound ASO Budget</b>	<b>\$ 52,058,380</b>

\* Total allowable Administration amount is \$7,804,081, which includes a portion of administrative costs that are allowed to be direct charged to program costs. Currently North BH-ASO operating administration is \$5,081,618, 10.82%.

## 2024 Recommended Operating Budget

### B. OPERATING BUDGET DETAILS

2023 BUDGET	2024 BUDGET	2024 NORTH SOUND OPERATING BUDGET DETAILS
2,160,111	2,299,566	<b>REGULAR SALARIES</b>
108,006	91,983	COLA SALARY CONTINGENCY Cost of living adjustment budgeted 4.00%. (If the COLA not approved, this amount becomes zero)
<b>2,268,117</b>	<b>2,391,549</b>	<b>REGULAR SALARIES</b>
		<b>PERSONNEL BENEFITS</b>
690,123	822,048	HEALTH, LIFE, DENTAL, VISION Government Entity Pool WCIF
150,000	160,000	HRA
205,021	219,149	PERS RETIREMENT Based on 2023 rate of 9.53% for Public Employee Retirement Systems.
165,249	175,917	SOCIAL SECURITY The rate remains at 7.65% of FTE salaries, capped at \$147,000/employee.
29,172	52,745	UNEMPLOYMENT COMPENSATION The 2023 rate is 3.10% of FTE salaries, capped at \$67,500/employee.
12,883	18,397	WASHINGTON PAID FAMILY & MEDICAL LEAVE AT The 2023 rate is 0.08% of FTE salaries, capped at \$147,000/employee
15,183	16,258	WORKERS COMPENSATION The 2023 rate is \$.3030 multiplied by the FTE annual hours.
20,731	18,648	COLA BENEFIT CONTINGENCY Cost of living adjustment budgeted 4.00%.
<b>1,287,969</b>	<b>1,483,161</b>	<b>PERSONNEL BENEFITS</b>
		<b>OFFICE, OPERATING SUPPLIES</b>
30,000	30,000	For office supplies such as software, books, paper, pens, food.
50,000	70,000	Software and licenses.
<b>80,000</b>	<b>100,000</b>	<b>OFFICE, OPERATING SUPPLIES</b>
		<b>SMALL TOOLS &amp; MINOR EQUIPMENT</b>
10,000	10,000	For operating equipment including desks, chairs, file cabinets, computers.
90,000	90,000	Computer system upgrades.
<b>100,000</b>	<b>100,000</b>	<b>SMALL TOOLS &amp; MINOR EQUIPMENT</b>

- Operating Budget Details continued next page -



## 2024 Recommended Operating Budget

2023 Budget	2024 Budget	2024 NORTH SOUND OPERATING BUDGET DETAILS
		<b>PROFESSIONAL SERVICES</b>
15,000	75,000	LEGAL SERVICES
1,000	1,000	Language Exchange
42,000	42,000	TREASURER & ACCOUNTING SERVICES \$3,500 a month for charges of processing voucher and payroll, issuing warrants by Skagit County and investing, accounting and budget services.
55,000	60,000	MEDICAL SERVICES Consulting Medical Director Dr. Bret Bellard and peer review, second opinions, etc.
45,000	50,000	AUDIT SERVICES For annual NSBH-ASO financial audit by WA State Examiner.
45,000	54,000	MISCELLANEOUS CONTRACTS - DREI Consultant
4,000	4,000	TEMPORARY HELP
13,000	14,000	Access, Shred-It
<b>220,000</b>	<b>300,000</b>	<b>PROFESSIONAL SERVICE</b>
		<b>COMMUNICATIONS</b>
-	-	POSTAGE
12,000	15,000	TELEPHONE Monthly telephone
-	10,000	Zoom
12,000	15,000	Internet
18,000	15,000	CELLULAR PHONES
<b>42,000</b>	<b>55,000</b>	<b>COMMUNICATIONS</b>
		<b>TRAVEL &amp; LODGING</b>
4,000	4,000	MILEAGE, FARES, MEALS Reimbursement for NSBH-ASO employees to use personal vehicles to attend meetings or perform work on behalf of the NSBH-ASO. For meals while attending meetings on behalf of the NSBH-ASO.
<b>4,000</b>	<b>4,000</b>	<b>TRAVEL</b>
		<b>ADVERTISING</b>
450	450	Advertising of vacant positions, RFQ's, RFP'S, Board meetings, etc.
<b>450</b>	<b>450</b>	<b>ADVERTISING</b>

- Operating Budget Details continued next page -

## 2024 Recommended Operating Budget

2023 Budget	2024 Budget	2024 NORTH SOUND OPERATING BUDGET DETAILS
		<b><i>OPERATING RENTALS</i></b>
		RENTALS For renting rooms, training, short term equipment rentals, etc.
135,100	139,500	SPACE RENTAL OFFICE The 2024 estimated lease
2,500	2,500	POSTAGE METER LEASE
5,400	-	MISCELLANEOUS RENTALS - Storage
<b>143,000</b>	<b>142,000</b>	<b>OPERATING RENTALS</b>
		<b><i>INSURANCE</i></b>
50,000	60,000	Enduris
<b>50,000</b>	<b>60,000</b>	<b>INSURANCE</b>
		<b><i>UTILITIES</i></b>
-	-	Covered in lease agreement
-	-	<b>UTILITIES</b>
		<b><i>REPAIR &amp; MAINTENANCE</i></b>
		For repair of office equipment and maintenance of phone system.
3,000	3,000	Maintenance on two copy machines
36,000	40,000	Maintenance and repairs
11,000	15,500	Janitorial Services
<b>50,000</b>	<b>58,500</b>	<b>REPAIR &amp; MAINTENANCE</b>
		<b><i>MISCELLANEOUS</i></b>
		PRINTING & BINDING For printing of forms, reports, brochure, letterhead stationery, envelopes, business cards, etc.
2,700	2,700	
		DUES AND SUBSCRIPTIONS For cost of periodical and other professional journals, hosting web page.
7,400	7,000	
5,500	6,000	Relias
		REGISTRATION AND FEES To provide off-site work-related training
8,000	8,000	
11,920	12,000	WSAC
		MISCELLANEOUS Other miscellaneous supplies
3,980	4,000	
<b>39,500</b>	<b>39,500</b>	<b>MISCELLANEOUS</b>

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## 2024 Recommended Operating Budget

2023 Budget	2024 Budget	2024 NORTH SOUND OPERATING BUDGET DETAILS
		<i>MACHINERY &amp; EQUIPMENT</i>
50,000	50,000	MACHINERY & EQUIPMENT IS/IT To purchase new Computers, software & equipment over \$7,500
<b>50,000</b>	<b>50,000</b>	<b>MACHINERY &amp; EQUIPMENT</b>
		<i>ADMINISTRATION RESERVE</i>
71,236	297,458	This is a reserve set aside for possible contingences
<b>71,236</b>	<b>297,458</b>	<b>ADMINISTRATION RESERVE</b>
4,406,272	5,081,618	<i>North Sound BH-ASO BUDGET</i>
		Budget Limit Calculation: (see revenue detail for explanation) ASO budget limit \$7,422,803 Admin charged to Programs - \$381,278 Total Allowable - \$7,804,081
<b>4,406,272</b>	<b>5,081,618</b>	<b>TOTAL North Sound BH-ASO OPERATING BUDGET</b>
19,996	19,996	<i>Advisory Board Expenditures</i> Advisory Board expenses; travel, training, conferences, supplies, etc.
<b>19,996</b>	<b>19,996</b>	<b>Total Advisory Board Expenditures</b>
37,389,492	45,556,766	<i>Behavioral Health Services</i>
<b>41,815,760</b>	<b>50,658,380</b>	<b>Total North Sound BH-ASO Budget without Inpatient Expense</b>
1,550,000	1,400,000	<i>State Only Inpatient</i>
<b>43,365,760</b>	<b>52,058,380</b>	<b>TOTAL North Sound BH-ASO Budget</b>

# 2024 Recommended Operating Budget

## C. SALARY & BENEFITS WORKSHEET

POSITION	initials	TEAM	FTE	RANGE	STEP	MONTHLY SALARY		ANNUAL SALARY	BENEFITS Health, Life etc. Fixed Amount	PERS Retirement Salary x .9530	Social Security Salary x .0785	Unemployment Compensation \$67,500x .0310	Washington PFML Salary x .0080	Workers Compensation Hours x \$.3070	TOTAL BENEFITS	TOTAL SALARY AND BENEFITS		
						No. of Mths	Amount											
Executive Director	JOM	LT	1.00		N/A	12	\$ 11,916.87	\$ 143,000.04	\$ 143,000.04	13,627.90	10,939.50	2,092.50	1,144.00	638.56	60,059.71	203,059.75		
Clinical Specialist # 1	VJ	CL	1.00	35	E	12	\$ 7,363.21	\$ 88,358.52	\$ 88,358.52	8,420.57	6,759.43	2,092.50	706.87	638.56	50,235.16	138,593.68		
Clinical Specialist # 2	AFP	CL	1.00	35	E	12	\$ 7,363.21	\$ 88,358.52	\$ 88,358.52	8,420.57	6,759.43	2,092.50	706.87	638.56	50,235.16	138,593.68		
Clinical Specialist # 3								\$ -	\$ -	-	-	-	-	-	-	-		
Clinical Specialist - Navigator	JD	CL	1.00	36	E	12	\$ 7,952.14	\$ 95,425.68	\$ 95,425.68	9,094.07	7,300.06	2,092.50	783.41	638.56	51,505.84	146,931.52		
Clinical Specialist AOT	GWS	CL	1.00	35	B	12	\$ 6,360.82	\$ 76,327.44	\$ 76,327.44	7,274.01	5,839.05	2,092.50	610.62	638.56	48,071.97	124,399.41		
Clinical Specialist # 4 ASO	LC	CL	1.00	35	E	12	\$ 7,363.21	\$ 88,358.52	\$ 88,358.52	8,420.57	6,759.43	2,092.50	706.87	638.56	50,235.16	138,593.68		
Clinical Specialist - WSH	JB	CL	1.00	35	E	12	\$ 7,363.21	\$ 88,358.52	\$ 88,358.52	8,420.57	6,759.43	2,092.50	706.87	625.87	50,222.47	138,580.99		
Clinical Manager	TBD	CL	1.00	36	B	12	\$ 6,869.35	\$ 82,432.20	\$ 82,432.20	7,855.79	6,306.06	2,092.50	659.46	625.87	49,156.92	131,589.12		
Clinical Director	MM	CL	1.00	39	E	12	\$ 10,298.38	\$ 123,580.56	\$ 123,580.56	11,777.23	9,453.91	2,092.50	988.64	638.56	56,568.08	180,148.64		
Assistant Director	MR	HR/C	1.00	39	E	12	\$ 10,298.38	\$ 123,580.56	\$ 123,580.56	11,777.23	9,453.91	2,092.50	988.64	638.56	56,568.08	180,148.64		
HR Specialist	EG	HR/C	0.50	33	C	6	\$ 11,451.68	\$ 23,475.94	\$ 23,475.94	2,237.26	1,795.91	727.75	187.81	319.28	36,885.25	60,361.19		
			0.50	33	D	6	\$ 12,024.26											
Contracts Manager	LH	C	1.00	35-B	B	7	\$ 6,360.82	\$ 44,524.34	\$ 77,917.59	7,425.55	5,960.70	2,092.50	623.34	638.56	48,357.88	126,275.47		
				35-C	C	5	\$ 6,678.65	\$ 33,393.25										
Administrative Manager	JW	Admin	1.00	34	E	12	\$ 6,817.80	\$ 81,813.60	\$ 81,813.60	7,796.84	6,258.74	2,092.50	654.51	638.56	49,058.39	130,871.99		
Senior Administrative Assistant	MA	Admin	1.00	32	D	4	\$ 5,566.78	\$ 22,267.12	\$ 69,028.96	6,578.46	5,280.72	2,092.50	552.23	638.56	46,759.71	115,788.67		
				32	E	8	\$ 5,845.23	\$ 48,761.84										
Senior Administrative Assistant	DM	Admin	1.00	32	D	4	\$ 5,566.89	\$ 22,267.56	\$ 69,029.40	6,578.50	5,280.75	2,092.50	552.24	638.56	46,759.79	115,789.19		
				32	E	8	\$ 5,845.23	\$ 48,761.84										
Administrative Assistant II	NZ	Admin	1.00	31	B	4	\$ 4,675.18	\$ 18,700.72	\$ 57,972.16	5,524.75	4,434.87	1,797.14	463.78	638.56	44,476.33	102,448.49		
				31	C	8	\$ 4,908.93	\$ 39,271.44										
Business Improvement Manager	CD	PM	1.00	38	E	12	\$ 9,448.08	\$ 113,376.96	\$ 113,376.96	10,804.82	8,673.34	2,092.50	907.02	638.56	54,733.48	168,110.44		
Data Support Analyst	DR	PM	1.00	35	E	12	\$ 7,363.21	\$ 88,358.52	\$ 88,358.52	8,420.57	6,759.43	2,092.50	706.87	638.56	50,235.16	138,593.68		
IS Administrator /Network Security	DM	IS/IT	1.00	38	E	10	\$ 9,448.08	\$ 94,480.80	\$ 94,480.80	9,004.02	7,227.78	2,092.50	755.85	638.56	51,335.95	145,816.75		
IS Support Technician	PH	IS/IT	1.00	35	E	12	\$ 7,363.21	\$ 88,358.52	\$ 88,358.52	8,420.57	6,759.43	2,092.50	706.87	638.56	50,235.16	138,593.68		
IS/IT Support	TBD	IS/IT	1.00	35	B	12	\$ 6,360.82	\$ 76,327.44	\$ 76,327.44	7,274.01	5,839.05	2,092.50	610.62	638.56	48,071.97	124,399.41		
Database Administrator	EW	IS/IT	1.00	37	E	12	\$ 8,668.13	\$ 104,017.56	\$ 104,017.56	9,912.87	7,957.34	2,092.50	832.14	638.56	53,050.66	157,068.22		
Provider Support IT	JW	IS/IT	1.00	36	E	12	\$ 7,952.14	\$ 95,425.68	\$ 95,425.68	9,094.07	7,300.06	2,092.50	783.41	638.56	51,505.84	146,931.52		
Accounting Specialist	SD	Fiscal	1.00	33	E	12	\$ 6,312.73	\$ 75,752.76	\$ 75,752.76	7,219.24	5,795.09	2,092.50	606.02	638.56	47,968.65	123,721.41		
Senior Accountant	DH	Fiscal	1.00	37	E	12	\$ 8,668.13	\$ 104,017.56	\$ 104,017.56	9,912.87	7,957.34	2,092.50	832.14	638.56	53,050.66	157,068.22		
Accountant	KN	Fiscal	1.00	36	B	12	\$ 6,869.35	\$ 82,432.20	\$ 82,432.20	7,855.79	6,306.06	2,092.50	659.46	638.56	49,169.61	131,601.81		
HRA Deductables									160,000.00						160,000.00	160,000.00		
									\$ 2,299,566.21	\$ 219,148.66	\$ 175,916.82	\$ 52,744.89	\$ 18,396.53	\$ 16,257.90	\$ 1,464,513.04	\$ 3,604,079.25		
									COLA \$ 91,982.65	\$ 8,765.95	\$ 7,036.67	\$ 2,109.80	\$ 735.86		18,648.28	\$ 110,630.92		
<b>TOTAL</b>			<b>26.00</b>						<b>\$ 2,299,566</b>	<b>\$ 2,391,548.86</b>	<b>\$ 982,048.24</b>	<b>\$ 227,914.61</b>	<b>\$ 182,953.49</b>	<b>\$ 54,854.69</b>	<b>\$ 19,132.39</b>	<b>\$ 16,257.90</b>	<b>\$ 1,483,161.32</b>	<b>\$ 3,874,710.17</b>

IV. ORGANIZATIONAL CHART

