



## Board of Directors

### Meeting Minutes

March 13<sup>th</sup>, 2025

#### **Board of Directors Members Present in Person:**

- Barry Buchanan, County Council, Whatcom County; Board Chair
- Peter Browning, Commissioner; Skagit County
- Jill Johnson, Commissioner; Island County
- Amanda Franke, Human Services, designated alternate for Dave Somers, County Executive; Snohomish County
- Christi Brua-Weaver, designated alternate for Peter Browning, Commissioner; Skagit County

#### **Members Present via MS Teams:**

- Justin Paulsen, County Council; San Juan County
- Nicole Gorle, Legislative Analyst, designated alternate for Nate Nehring, County Council; Snohomish County
- Darcy Cheesman, Legislative Aid, designated alternate for Sam Low, County Council; Snohomish County
- Jamie Mitchell, Human Services Manager, designated alternate for Justin Paulsen, County Council; San Juan County
- Malora Christensen, Response Systems Division Manager, designated alternate for Satpal Sidhu, County Executive; Whatcom County
- Cynthia Foley, Legislative Analyst, designated alternate for

Strom Peterson, County Council;  
Snohomish County

**North Sound Behavioral Health  
Administrative Services Organization  
(North Sound BH-ASO) Staff Present:**

- JanRose Ottaway-Martin,  
Executive Director
- Margaret Rojas, Assistant  
Executive Director
- Kim Nakatani, Sr. Accountant
- Charles DeElena, Compliance  
Officer, Business Improvement  
Manager
- Maria Arreola, Sr.  
Administrative Assistant
- Joanie Wenzl, Clerk of the  
Board

**Guests Present:**

No guests were present

**Call to Order and Introductions** – Chair

The Chair called the meeting to order and had members introduce themselves

**Tribal Acknowledgement** – Chair

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

The Chair read the Tribal Acknowledgement

**Revisions to the Agenda** – Chair

No additions to the agenda were requested

**Approval of the February 13th, 2025, Minutes, Motion #25-08** – Chair

Peter Browning moved the motion for approval, Amanda Franke seconded, all in favor, none opposed, none abstained, motion #25-08 carried

**Comments & Announcements from the Chair** – Chair

There were no comments or announcements from the Chair

### **Reports from Members – Chair**

The board members gave updates on the current behavioral health happenings in their respective counties

### **Comments from the Public – Chair**

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

### **Annual Compliance Report (2024)**

Charles DeElena, NS BH-ASO Compliance Officer

Charles gave the Annual Compliance Report. He asked members to contact him should there be any additional questions. His email address is: [compliance\\_officer@nsbhaso.org](mailto:compliance_officer@nsbhaso.org)

### **Report from the Advisory Board**

Kara Allen, Advisory Board Chair

The Advisory Board Chair was not in attendance today, so JanRose gave the Report from the Advisory Board regarding the meeting that took place on March 3<sup>rd</sup>

### **Report from the Finance Officer**

Margaret Rojas, Assistant Director

Margaret gave the Report from the Finance Officer and answered questions

### **Report from the Governance Operations Committee – Chair**

*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 Agenda – Chair**

#### **Motion #25-09**

- To review and approve the North Sound Behavioral Health Administrative Services Organization claims paid from February 1<sup>st</sup>, 2025, through February 28<sup>th</sup>, 2025, in the amount of \$4,754,782.48.
- Payroll for the month of February in the amount of \$303,555.37 and associated employer benefits in the amount of \$125,088.55.

Peter Browning moved the motion for approval, seconded by Amanda Franke, none opposed, none abstained, all in favor, motion #25-09 carried

**Action Items** – Margaret Rojas, Assistant Director

|                           |
|---------------------------|
| <b>For Board Approval</b> |
|---------------------------|

**Center for Human Services**

Center for Human Services (CHS) is a Behavioral Health Agency (BHA) that provides youth and family outpatient mental health and Substance Use Disorder (SUD) services in Snohomish County, including in school-based settings. This is a fee for service contract.

**Motion #25-10**

NS BH-ASO-CHS-ICN-25 for the provision of outpatient services in Snohomish County. The contract term is March 1, 2025, through December 31, 2025, with an automatic one-year renewal on January 1, 2026, based on compliance with the terms of this contract.

Amanda Franke moved the motion for approval, Peter Browning seconded, all in favor, none opposed, none abstained, motion #25-10 carried

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**Assisted Outpatient Treatment (AOT) Court Services**

North Sound BH-ASO has been coordinating with the Snohomish County Prosecutor's Office, the Snohomish County Public Defender Association, and the Snohomish County Clerk's Office to prepare court services associated with Assisted Outpatient Treatment, with a proposed effective date of March 1, 2025. Funding is

- The Snohomish County Prosecuting Attorney's Office will represent the individuals or agencies petitioning for AOT orders in all court proceedings in accordance with RCW 71.05. They will also review AOT petitions for legal sufficiency.
- The Snohomish County Public Defender Association (SCPDA) will represent the individuals being petitioned for AOT orders in all court proceedings in accordance with RCW 71.05. SCPDA will provide a part-time defense attorney and part-time social worker to represent all persons who are not represented by counsel and who are AOT participants.
- The Superior Court Clerk is responsible for processing all court documents relating to AOT including AOT petitions, declarations, orders, petitions for revocation, notices of hearings, and others. They are responsible for keeping minutes of AOT hearings, filing orders entered during court, and entering information into the statewide court system.

#### **Motion #25-11**

NS BH-ASO-SNOHOMISH PROSECUTING ATTORNEY-AOT-25 to provide funding in the amount of \$16,543.00 for court services in Snohomish County. This is a 6-month funding allocation. The contract term is March 1, 2025, through February 28, 2026, with an automatic one-year renewal on March 1, 2026, based on continued compliance with the terms of the contract.

NS BH-ASO-SCPDA-AOT-25 to provide funding in the amount of \$57,014.00 for court services in Snohomish County. This is a 6-month funding allocation. The contract term is March 1, 2026, through February 28, 2026, with an automatic one-year renewal on March 1, 2026, based on continued compliance with the terms of the contract.

NS BH-ASO-SNOHOMISH CLERKS OFFICE-AOT-25 to provide funding in the amount of \$4,832.00 for court services in Snohomish County. This is a 6-month funding allocation. The contract term is March 1, 2026, through February 28, 2026, with an automatic one-year renewal on March 1, 2026, based on continued compliance with the terms of the contract. Barry Buchanan moved the motion for approval, Amanda Franke seconded, all in favor, none opposed, none abstained, all in favor, Motion #25-11 carried

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#### **Report from the Executive Director**

JanRose Ottaway Martin gave the Executive Director's Report. Topics included:

- Weekly Crisis Metrics Report
- BHASO Reserve Funds
- Lynnwood Crisis Care Facility
- North Sound BH-ASO Advisory Board Olympia visit
- Legislative Update
- Endorsed Mobile Rapid Response Crisis Team(s) (MRRCT) in our region

She answered questions from board members

**Adjourn 2:10 p.m.** - Chair

*Next Meeting:* April 10<sup>th</sup>, 2025

Respectfully Submitted,

*Joanie\_Wenzl*

Joanie Wenzl  
Clerk of the Board

Approved