



North Sound Behavioral Health Advisory Board

Agenda

August 5, 2025

1:00 p.m. – 3:00 p.m.

Call to Order and Introductions

Revisions to the Agenda

Approval of June Minutes

Brief Announcements or Questions from the Public

Executive Committee Report

Executive Director's Report

Executive Committee Action Items Recommendations

Old Business

New Business

- 2025 Legislative Summit
- Advisory Board Policies and Bylaws Approval

Report from Advisory Board Members



North Sound Behavioral Health Advisory Board Retreat

Minutes

June 4, 2025

8:30 a.m. – 3:00 p.m.

Advisory Board (AB) Members Present in-Person

- Kara Allen, Advisory Board Chair, Whatcom
- Rose Dennis, Island County
- Chris Garden, Vice Chair, Island County
- Gay Lynn Beighton, Snohomish
- Julie Melville, Island County
- Pat O'Maley Lanphear, Snohomish County
- Marie Jubie, Snohomish County
- Cathie Murphey, Whatcom County
- Alan Friedlob, Whatcom County
- Mary Uri, San Juan County

North Sound BH-ASO Staff Present in-Person

- Margaret Rojas, NS BH-ASO
- Maria Arreola, NS BH-ASO
- JanRose Ottaway Martin, NS BH-ASO
- Michael McAuley, NS BH-ASO

Call to Order and Introductions

- Welcome and introductions were made.

Priorities of the Advisory Board

- Priorities of the Board were determined for the 2025-2026 year
 - Focus on youth mental health support
 - Advocate for and uplift immigrant refugee rights
 - Tours and visits to agencies inside and outside our region
 - Advocate for 23 hour crisis centers
 - Advocate for more crisis support
 - Focus on family mental health support
 - Encourage all ASOs to advocate in Olympia. Invite them to the Legislative Summit.
 - Listen to people who get services to understand issues and failures.

Care Compassion

- Mario Paredes, Director of Consejo Counseling spoke on the Immigrant refugee LatinX community. Mario highlighted to listen and work with the whole story.
- A focus on a relationship based centralized support.
- A staff that is healing of health and hope to save lives. A community-based treatment where all people are engaged and accepted.

Business Meeting

- A vote occurred to approve the Mental Health Block and Substance Use Disorders Block Grants. All in favor. Motion carried.
- A vote occurred to approve the motions as presented and to move to the Board of Directors for approval.

North Sound Crisis System, Michael McAuley, Clinical Director

- Michael gave a high-level presentation of the current crisis system. Michael spoke to the current state, core values, funding, measuring outcomes, accountability, responsiveness, and the future of the system.
- Questions were answered and discussion ensued.

Closing

Retreat was wrapped up with giving appreciation for sharing ideas and thoughts through the day. The Board has continued to help keep the system honest and focus to keep the system person centered.

North Sound Behavioral Health Administrative Services Organization
Advisory Board Budget
July 2025

		All Conferences	Board Development	Advisory Board Expenses	Stakeholder Transportation	Legislative Session	Community Projects
	Total	Project # 1	Project # 2	Project # 3	Project # 4	Project # 5	Project # 6
Budget	\$ 20,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,000.00	\$ 800.00	\$ 5,000.00	\$ 700.00
Expense	(11,608.53)	\$ (2,088.78)	\$ (5,381.78)	\$ (1,623.67)		\$ (2,514.30)	
Under / (Over)							
Budget	\$ 8,391.47	\$ 2,911.22	\$ (881.78)	\$ 2,376.33	\$ 800.00	\$ 2,485.70	\$ 700.00
		↓	↓	↓	↓	↓	↓
		All expenses to attend Conferences	Advisory Board Retreat/Summit	Costs for Board Members (meals mileage, misc.)	Non- Advisory Board Members, to attend meetings and special events	Shuttle, meals, hotel, travel	

NORTH SOUND BH-ASO
AdBrd Transaction Detail by Account
June through July 2025

	Type	Date	Num	Name	Memo	Amount	Balance
56433 · Public Education							
5643300 · Advisory Board							
5643343 · Travel							
	Bill	06/24/2025	May25	NSBH-ASO Advance Travel	Batch # 155119	216.00	216.00
	Bill	07/22/2025	Jun25-4194	Springhill Suites Kennewick	Batch # 155435	1,872.78	2,088.78
	Bill	07/29/2025	June25	Yellow Cab Co-op Inc.	Batch # 155510	359.74	2,448.52
Total 5643343 · Travel						2,448.52	2,448.52
5643349 · Miscellaneous							
	Bill	06/17/2025	8535	Colibri Facilitation	Batch # 155049	2,842.70	2,842.70
	Bill	07/22/2025	Jun25-4194	Skagit Valley Resort	Batch # 155435	1,439.08	4,281.78
Total 5643349 · Miscellaneous						4,281.78	4,281.78
Total 5643300 · Advisory Board						6,730.30	6,730.30
Total 56433 · Public Education						6,730.30	6,730.30
TOTAL						6,730.30	6,730.30

Weekly Crisis Metrics Report:

See attached.

Lynnwood Crisis Center RFP Awarded:

Press release: [North Sound BH-ASO and City of Lynnwood Announce Sea Mar as Provider for Lynnwood Crisis Care Facility / North Sound BH-ASO](#)

North Sound BHASO, in partnership with the City of Lynnwood, selected SeaMar as the provider for the Lynnwood Crisis Care Facility. SeaMar is a WA-based organization with extensive history in behavioral health and traditional medical services. They have a history of ensuring that marginalized populations are served and focus heavily on the Medicaid population. They have a medical clinic less than a block away and will be a great partner in navigating and advocating for long-term sustainable funding.

HB 1813

HCA has initiated the work on HB 1813 through the creation of four work groups and timelines for deliverables. We are working to understand their planning efforts and identify any concerns we may have in this process. As a reminder, this house bill covered multiple items including laying out an initial plan for re-procurement of Medicaid, identifying appropriate reserve levels for BHASOs and the mandatory delegation of Crisis Stabilization services to BHASOs.

North Sound BHASO Provider Compliance, contracts and reporting:

North Sound BH-ASO's contracts and fiscal teams are actively working to develop a more comprehensive and structured approach to monitoring provider compliance with contractual, financial, and program requirements. **The goal of this enhanced framework is to strengthen provider accountability across all areas of service delivery, and simplify the processes and documents for agencies where it makes sense.** Key focus areas will include, but are not limited to, the timely and accurate submission of deliverables, compliance with invoicing and billing requirements, and adherence to overall program standards. In addition to increased oversight from fiscal and contract staff, this new structure will incorporate greater involvement from ASO clinical staff who oversee program operations. These staff members will play a more hands-on role in reviewing submitted materials to ensure that programs are being implemented as intended and in alignment with established standards. This collaborative approach is intended to improve transparency, ensure program integrity, and support continuous improvement in service quality.

North Sound Youth Behavioral Health Assessment:

Problem: We know that youth have generally struggled to find behavioral health supports. We understand, anecdotally, that a higher percentage of youth are experiencing behavioral health issues. When we look at our region, we understand that we don't currently have all levels of the behavioral health continuum for youth available in our region. We understand this is a statewide issue and we see the state, by and large, being among the worst performing for youth behavioral health when compared to the rest of the states and Washington DC. We do not know what effective levers and priorities could be manipulated to improve the system for youth behavioral health.

What we don't know:

- What services are truly available to youth and their families across our region? Where?
- Do families know how to access them? Are they fully utilized as is?
 - North Sound BHASO: *In process* To help the community and other partners understand the system as it exists now, map available resources, and speak to how to access those resources.
- What resources, outside of BHA's, exist to help with these gaps? (i.e. school programs, community-based programs, county/city paid for programs, etc.)
 - What, of these resources, are currently under attack?
 - San Juan and other counties indicated ECAP funds were reduced by 80% by the state effective two months after the budget was signed off.
 - ESD 19 has indicted that federal grants have been pulled or at threat.
- What is the need? Where is the need predominantly located (geographically and within the behavioral health continuum)?

How do we answer these questions?:

- Work the team is already doing per my understanding: i.e. utilizing existing team (staffing resources) and an existing community meeting to map out where and what the current map looks like in our region.
- Are there state reports we could utilize?
- What data do we have that can assist us in identifying the gaps?
- What data and information do providers have to help us identify the gaps?
- What data and information do counties have to help us identify the gaps?
- What data and information do MCOs (even if only one MCO is willing to provide information) have to help us identify the gaps?

- What data and information do schools or other community partners have to help us identify the gaps?
- Are there other sources of data?
 - Health Youth Surveys?
 - Community stakeholdering?
 - Through partnering with PTAs or other organizations?
 - NAMI?
 - ?

Goals:

- Initial report ready by Legislative Summit (**scheduled for October 6th**)
- Full Report will be presented at an open meeting in the first two weeks of December. The report won't be perfect- we will not have access to all data but that is ok. The point is to gather what information we can, with a focus to creating documents and supports that will be helpful for youth and families moving forward.
- Provide a legislative "roadmap" to legislators in our region. Legislators feel they have been trying to fix this issue but that it felt scattershot. The attempt here is to try to frame the issue, identify specific gaps and provide priorities to legislators that are actionable and potentially prioritized.

Effective Date: 7/1/2019

Review Date: 3/7/2023

Revised Date: 3/7/2023

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: 3/7/2023 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 request 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~~ written request will be given to the Administrative ~~Supervisor~~ Manager who will review the request and distribute to the Support Staff Advisory Board Coordinator. In the absence of the Administrative Manager, the Support Staff Advisory Board 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

4501.01 *Identification of Staff*



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 Wenzl
- Advisory Board Coordinator – Maria Arreola

Effective Date: 7/1/2019

Review Date: 3/7/2023

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: 3/7/2023

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 the 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.

PROCESS

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. 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.
2. 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.
3. 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.
4. 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.
5. The Advisory Board Coordinator or designated staff person will be sure to make return arrangements, if needed.
6. 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, The Advisory Board Coordinator or designated staff person will 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

North Sound BH-ASO Policy 4507.00

ADVISORY BOARD MEMBER TRANSPORTATION REIMBURSEMENT REQUESTS

Information related to travel reimbursement will be found in Policy #3031.00 *Reimbursement for Travel – North Sound BH-ASO Staff*.

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: 7/1/2019

Review Date: 3/7/2023

Revised Date: 3/7/2023

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: 3/7/2023

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 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~~ December. The Advisory Board Executive 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~~December meeting.

PROCEDURE

The Advisory Board shall categorize 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: 7/1/2019

Review Date: 3/7/2023

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: 3/7/2023

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 form** 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** and submit the request form in addition to submitting the approved **Training/Conference Request form** ~~available at~~ to the Advisory Board Coordinator.

ATTACHMENTS

None

Effective Date: 7/1/2019

Review Date: 3/7/2023

Revised Date: 3/7/2023

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Purchasing and Other Expenses Procedure

Authorizing Source:

Approved by: Executive Director Date: 3/7/2023

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 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 Executive Committee shall review all requests. 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 Executive Committee using the ***Advisory Board Monthly Reimbursement form*** with the receipt(s) or other documentation attached.

ATTACHMENTS

None

Effective Date: 7/1/2019

Review Date: 3/7/2023

Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4500 – Advisory Board: Advisory Board Functions

Authorizing Source:

Approved by: Executive Director Date: 3/7/2023

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 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 or virtual interviews 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: 7/1/2019

Review Date: 3/7/2023

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: 3/7/2023

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 @ \$ 1422 each =	\$	
No. Lunches @ \$ 1823 each =	\$	
No. Dinners @ \$ 2836 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

North Sound Behavioral Health Administrative Services Organization
2021 E. College Way, Suite 101, Mount Vernon, WA 98273 Phone 360-416-7013 Fax 360-899-4754

Advisory Board Monthly Reimbursement Request

Name: _____

Month/Yr. _____

Address: _____

Authorized by: _____

Date	Miles	Destination	Meals/Other*	Purpose

***Please attach a receipt for each expense you list.**

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signature: _____

Date Submitted: _____

Date reviewed 5/7/2024. No changes

**North Sound Behavioral Health Administrative
Services Organization Advisory Board
Training/Conference Request Form**

Name: _____

Title: _____

Title of Training/Conference: _____

Date(s) of Training/Conference: _____

Circle Day(s) of Conference: Mon Tue Wed Thur Fri Sat Sun

Location of Training/Conference: _____

Application of knowledge gained at Training/Conference: _____

Total Travel/Registration Fee/Lodging/Meals Expenses: \$ _____

Will you be requesting a Travel Advance Yes [] No []

If "Yes," please attach Travel Advance Request Form

Please do not write below this line.

☐ Approved ☐ Disapproved

Advisory Board Authorization

Date

North Sound BH-ASO Executive Director Authorization

Date

Date reviewed 5/7/2024. No changes.