



Board of Directors

Meeting Minutes

January 11th, 2024

Board of Directors Members Present in Person:

- o **Barry Buchanan**, County Council; Whatcom County
- o **Peter Browning**, Commissioner; Skagit County, North Sound BH-ASO Board Chair
- o **Jill Johnson**, Commissioner, Island County
- o **Cammy Hart-Anderson**, Human Services, Designated Alternate for Dave Somers, County Executive; Snohomish County
- o **George Kosovich**, Public Health, Designated Alternate for Peter Browning, Commissioner; Skagit County

Members Present via MS Teams:

- **Cynthia Foley**, Sr. Legislative Analyst, Designated Alternate for Strom Peterson, County Council; Snohomish County
- **Nicole Gorle**, Legislative Analyst, Designated Alternate for Nate Nehring, County Council; Snohomish County
- **Jami Mitchell**, Human Services Manager, Designated Alternate for Jane Fuller, County Council; San Juan County
- **Darcy Cheesman**, Legislative Aid, Designated Alternate for Sam Low, County Council; Snohomish County
- **Perry Mowery**, Behavioral Health Supervisor, Designated Alternate to Satpal Sidhu, County Executive; Whatcom County
- **Pat O'Maley Lanphear**, 2023 Advisory Board Chair
- **Kara Allen**, 2024 Advisory Board Chair

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

- JanRose Ottaway-Martin, Executive Director
- Margaret Rojas, Assistant Executive Director
- Darrell Heiner, Senior Accountant
- Kimberly Nakatani, Accountant
- Maria Arreola, Senior Admin Assistant
- Joanie Wenzl, Administrative Manager, Clerk of the Board

Guests Present:

None

Call to Order and Introductions – Chair

The chair called the meeting to order and asked the board members to introduce themselves.

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

There were no revisions to the agenda.

Approval of the December 14th, 2023, Minutes, Motion #24-01 Chair: Attachment

Cammy Hart-Anderson moved the motion for approval, Peter Browning seconded, all in favor, none opposed, no abstentions, motion #24-01 carried.

Comments & Announcements from the Chair

The Chair (Barry Buchanan) said a Board Retreat was discussed during the Governance and Operations Meeting. He noted that it would be for the Board Members and County Coordinators. There will be more information to come, he added.

Reports from Members

Members gave updates from their respective counties regarding current behavioral health happenings.

Comments from the Public

There were no comments from the public.

Report from the Advisory Board

Pat O'Maley Lanphear introduced Kara Allen, the new Advisory Board Chair for 2024.

Kara gave the report from the Advisory Board that met on January 2nd.

The topics included:

- Advisory Board Legislative Forum
- ASO Contracts Presentation
- AB Legislative Involvement
- ASO Executive Director's Report
- Expenditures

The Board Chair welcomed the new Advisory Board Chair. There was discussion about the open seats on the Advisory Board. Kara will forward information to JanRose regarding the details on the openings for each county.

Report from the Finance Officer

Margaret gave the Report from the Finance Officer. Questions and answers followed.

Report from the Governance Operations Committee

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.

Motion #24-02

- To review and approve the North Sound Behavioral Health Administrative Services Organization claims paid from December 1, 2023, through December 31, 2023, in the amount of \$2,586,277.49.
- Payroll for the month of December in the amount of \$185,483.10 and associated employer benefits in the amount of \$89,438.72.

Peter Browning moved the motion for approval, Cammy Hart-Anderson seconded, all in favor, none opposed, no abstentions, motion #24-02 carried.

Action Items

For Board Approval

Recovery Navigator Program (RNP)

North Sound holds a large reserve of RNP funds. We have reached out to our RNP providers to inquire whether they can use one-time funding for the programs. We have received requests from all five programs and are amending the contracts to add the six-month allocations of their requests. These funds will be renewed until the reserve is depleted.

The funding will be renewed every 6 months until it is spent down, to date we have approximately \$3,000,000 in reserves. The providers have requested a total of \$2,915,000.00.

- Island County - 6-month allocation \$92,500.00
- San Juan County (Compass Health) - 6-month allocation \$125,000.00
- Skagit County (Community Action of Skagit County) – 6-month allocation \$55,000.00
- Snohomish County – 6-month allocation \$93,500.00
- Whatcom County – 6-month allocation \$154,000.00

Motion #24-03

- North Sound BH-ASO-Island County-RNP-23 Amendment 1 for the provision of adding reserve funds to enhance RNP services in Island County. The contract term is July 1, 2023, through June 20, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- North Sound BH-ASO-Community Action of Skagit County-RNP-23 Amendment 1 for the provision of adding reserve funds to enhance RNP services in Skagit County. The contract term is July 1, 2023, through June 20, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- North Sound BH-ASO-Compass Health-RNP-23 Amendment 1 for the provision of adding reserve funds to enhance RNP services in San Juan County. The contract term is July 1, 2023, through June 20, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- North Sound BH-ASO-Whatcom County-RNP-23 Amendment 1 for the provision of adding reserve funds to enhance RNP services in Whatcom County. The contract term is July 1, 2023, through June 20, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- North Sound BH-ASO-Snohomish County-RNP-23 Amendment 1 for the provision of adding reserve funds to enhance RNP services in Snohomish County. The contract term is January 1, 2023, through December 31, 2023, with an automatic one-year renewal on January 1, 2024, based on continued compliance with the terms of the contract.

Jill Johnson moved the motion for approval, Cammy Hart-Anderson seconded, all in favor, none opposed, no abstentions, motion #24-03 carried.

Personnel

At the December Board of Directors meeting a 4% COLA was approved for employees as part of the annual administrative budget. The Executive Director position serves at the will of the Board which requires a separate motion to approve the 4% COLA for the position.

Motion #24-04

- Approve a 4% COLA for the Executive Director position with an effective date of January 1, 2024.

Cammy Hart-Anderson moved the motion for approval, Jill Johnson seconded, all in favor, no abstentions, motion #24-04 carried.

It was requested that the ASO research as to why the Executive Director's COLA is a separate motion from the rest of the ASO Staffs' COLA.

Introduction Items

Community Behavioral Health Rental Assistance - Proviso 86 Program Enhancement Funding

- The Proviso 86 funding was a competitive process with Health Care Authority (HCA) to provide funding for individuals involved in the criminal justice system who need behavioral health services and/or housing. The North Sound BH-ASO will receive \$739,000 annually for this project.
- HCA requested the ASO provide a match for the Proviso 86 funding, there was no indication of the level of match, we provided 33%, consistent with federal match requirements. Due to the funding requests coming in above the \$739,000 we used the match to increase two of the providers for equity in the allocations.
- The amendments below are allocating the funds to our Community Behavioral Health Rental Assistance Programs.
 - The allocations are as follows:
 - Snohomish County-Bridgeways \$161,000
 - Snohomish County-Compass Health-\$150,000
 - Island, Snohomish, Skagit & Whatcom County-Pioneer Human Services-\$61,000 + North Sound BH-ASO General Funds-State 33% match of \$121,935
 - Whatcom & Skagit County-Lifeline Connections-\$61,000 + North Sound BH-ASO General Funds-State 33% match of \$121,935
 - Whatcom County-Lake Whatcom Center-\$150,000
 - Whatcom County-Opportunity Council-\$156,000

Motion# (next month)

- NS BH-ASO-Bridgeways-CBRA-23 Amendment 1 for the purpose of adding Proviso 86 funds to the CBRA rental assistance in Snohomish County. The contract term is July 1, 2023, through June 30, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Compass Health-CBRA-23 Amendment 1 for the purpose of adding Proviso 86 funds to the CBRA rental assistance in Snohomish County. The contract term is July 1, 2023, through June 30, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.

- NS BH-ASO-Lifeline Connections-CBRA-23 Amendment 1 for the purpose of adding Proviso 86 funds to the CBRA rental assistance in Skagit and Whatcom County. The contract term is July 1, 2023, through June 30, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Lake Whatcom Center-CBRA-23 Amendment 1 for the purpose of adding Proviso 86 funds to the CBRA rental assistance in Whatcom County. The contract term is July 1, 2023, through June 30, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.
- NS BH-ASO-Pioneer Human Services-CBRA-23 Amendment 1 for the purpose of adding Proviso 86 funds to the CBRA rental assistance in Island, Skagit, Snohomish, and Whatcom County. The contract term is July 1, 2023, through June 30, 2024, with an automatic one-year renewal on July 1, 2024, based on continued compliance with the terms of the contract.

Report from the Executive Director

JanRose Ottaway-Martin gave the report from the Executive Director which included the following topics:

- Weekly Crisis Metrics Report
- Skagit County Prosecuting Attorney's Office

Adjourn 2:15 p.m.

Next Meeting: February 8th, 2024

Respectfully Submitted,

Joanie Wenzl
Clerk of the Board