



Board of Directors

Meeting Minutes

October 12th, 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

Members Present via Zoom:

- **Sam Low**, County Executive;
Snohomish County
- **Barry Buchanan**, County Council;
Whatcom County
- **Cammy Hart-Anderson**, Human Services,
designated alternate for Dave Somers
County Executive, Snohomish 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
- **Pat O'Maley Lanphear**, North Sound
BH-ASO Advisory Board Chair

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

- **Darrell Heiner**, Senior Accountant, North
Sound BH-ASO
- **Margaret Rojas**, Assistant Executive
Director, North Sound BH-ASO
- **JanRose Ottaway Martin**, Executive
Director, North Sound BH-ASO
- **Charles DeElena**, Business Improvement
Manager/Compliance Officer, North
Sound BH-ASO
- **Maria Arreola**, Senior Administrative
Assistant

Guests Present:

- o Lori Fleming, Snohomish County HRSA

Call to Order and Introductions –

Chair called the meeting to order and introductions were made.

Tribal Acknowledgement

Tribal Behavioral Health | North Sound BH-ASO (nsbhaso.org)

The Chair read the Tribal Acknowledgement

Revisions to the Agenda

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

Approval of the September 14th, 2023, Minutes, Motion #23-55

Cammy Hart-Anderson moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-55 carried.

Comments & Announcements from the Chair

Chair noted JanRose first official meeting today. Chair shed light on the things that matter.

Reports from Members

Updates were given from the respective counties regarding the latest happenings around behavioral substance use disorder activities.

Comments from the Public

No comments from the public were made.

Annual Compliance Training**Charles DeElena, Compliance Officer, NS BH-ASO**

Charles reviewed the Centers for Medicare and Medicaid Services (CMS) training requirements as well as the attestation form. Joanie will send the attestation forms that will be due December 1.

Report from the Advisory Board

Pat O'Maley-Lanphear provided the brief form Advisory Board Meeting.

Report from the Finance Officer

Margaret gave the report from the Finance Officer. She covered the topics listed.

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.

Consent Agenda

Motion #23-56

- To review and approve the North Sound Behavioral Health Administrative Services Organization claims paid from September 1st, 2023, through September 30th, 2023, in the amount of \$4,35,222.06. Payroll for the month of September in the amount of \$179,489.75 and associated employer benefits in the amount of \$84,994.48.

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-56 carried.

Action Items

For Board Approval

Health Care Authority (HCA)

This is the continuing contract for Projects for Assistance in Transition from Homelessness (PATH). This is an outreach program targeting individuals with a serious mental illness who are unhoused. The annual funding for this service is \$219,026.

The continuing contract for Peer Pathfinder Homeless Outreach Programs. Funding is used to support outreach and engagement services for those who are, or who are at risk of homelessness and have or are suspected to have an Opiate Use Disorder and/or stimulant use disorder. The annual funding for these services is \$117, 207.

Motion #23-57

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-57 carried.

- HCA-North Sound BH-ASO-PATH-23 for the purpose of funding PATH services in Snohomish County. The contract term is October 1, 2023, through September 30, 2024.

Motion #23-58

- HCA-North Sound BH-ASO-K6453-23 for the purpose of providing peer pathfinder services in Whatcom County. The term of the contract is September 30, 2023, through September 29, 2024.

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-58 carried.

The following two contracts are the downstream contracts for PATH and Peer Pathfinder services.

Bridgeways

Bridgeways is the provider of PATH services in Snohomish County. The annual funding amount is \$219,026 of grant funding and \$73,000 in State funds for case management services for a total of \$292,034.

Motion #23-59

- North Sound BH-ASO-Bridgeways-PATH-23 for the purpose of providing PATH outreach and case management services in Snohomish County. The term of this agreement is October 1, 2023, through September 30, 2024, based on continued compliance with the terms of the contract.

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-59 carried.

Lifeline Connections

Lifeline Connections is the provider of Peer Pathfinder Services. The annual funding for this contract is \$117,207.

Motion #23-60

- NS BH-ASO-Lifeline Connections-FBG-23 Amendment 1 to provide funding to the Peer Path Finder services under this contract. 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.

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-60 carried.

North Sound BH-ASO Administrative Budget Amendment

These are the factors requiring a budget amendment-

- Skagit County will not pay our warrants if our budget revenues and expenses are not balanced.
- Significant expenses, such as IT servers, repayment of 650K+ of Recovery Navigator Program (RNP) funds to HCA and professional services for recruitment and a needs assessment are major factors.
- We also received new revenue in the amount of \$550K, from the Department of Commerce (DOC) Grant which needs to be noted in the budget.
- The ASO has the funds to cover the expenses, we only need to amend our budget to show the Skagit County Treasurer the funds are available to pay our bills. We are requesting \$2M to be moved from reserves, \$650K of restricted funds from the RNP, \$550K from new revenue (DOC) and \$800K from unrestricted reserves.

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.

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-61 carried.

North Sound BH-ASO Investment Agreement

The Skagit County Investment Pool (the SKIP) is an investment pool consisting of public funds offered by the Skagit County Treasurer and authorized under RCW's 36.29.020, 36.29.022 and 36.29.024. Participants of the investment pool may include, but not limited to, county departments, and Junior taxing districts. North Sound BH-ASO has been a member of the pool for several years. The county has changed its investment firm and has updated the operating agreement which requires Board action for our continued participation.

The Skagit County Treasurer's office charges pool participants a fee representing administration and recovery costs associated with the operation of the pool. In accordance with RCW 36.29.024, this fee is intended to reflect the Skagit County Treasurer's actual direct expense and out-of-pocket cost of administering the pool.

- Skagit County Treasurer requires a Board resolution/motion to state the following:
 - North Sound BH-ASO Board of Directors hereby authorizes the contribution and withdrawal of North Sound BH-ASO monies in the SKIP in a manner prescribed by law, rule and the SKIP Operating Terms and Conditions; and
 - North Sound BH-ASO Board of Directors shall appoint investment officers, identified as follows:
 - Kimberly Nakatani, Accountant (Primary)
 - Shari Downing, Accounting Specialist (Secondary)

Motion#23-62

- To authorize North Sound BH-ASO to enter into an agreement with SKIP for investments of North Sound BH-ASO public funds.

Barry Buchanan moved the motion for approval, Perry Mowery seconded, all in favor, none opposed, no abstentions. Motion #23-62 carried.

Motion#23-63

- To authorize the appointment of a primary and secondary Investment officer for the purpose of SKIP.

Perry Mowery moved the motion for approval, Barry Buchanan seconded, all in favor, none opposed, no abstentions. Motion #23-63 carried.

Introduction Items

Recovery Cafés

North Sound has set aside American Rescue Plan Act (ARPA) funding for the region's Recovery Cafés. The funding is our ARPA Substance Abuse 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#

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 October 1, 2023, through September 30, 2024, based on continued compliance with the terms of the contract.

Motion#

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 October 1, 2023, through September 30, 2024, based on continued compliance with the terms of the contract.

Motion #

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 October 1, 2023, through September 30, 2024, based on continued compliance with the terms of the contract.

Motion #

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 October 1, 2023, through September 30, 2024, based on continued compliance with the terms of the contract.

Report from the Executive Director

The Report from the Executive Director was given by JanRose.

Topics included:

- Opioid Abatement Council
- Western State Hospital, the Pechman Ruling Update, and new Olympic Heritage Facility
- Ituha Facility
- Skagit County Prosecuting Attorney's Office and Involuntary Treatment Act Cases
- State Auditor's Office (SAO) Final Report Out
- Federal Government Shutdown and Medicaid Unwinding

Adjourn

Next Meeting: November 9th, 2023

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Maria Arreola", written in a cursive style. A thin horizontal line is drawn across the page behind the signature.

Maria Arreola
Senior Administrative Assistant