

Regional Crisis Response (RCR) Agency
Executive Board Meeting
January 4, 2024

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa.gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajklZIM.1>

Meeting ID: 886 5246 3332

Passcode: 849977

--On-site option available--

Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room, Upper Level

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting December 7, 2023
- 5) Crisis Clinic Levy Discussion
- 6) Third Principals Assembly Meeting Agenda
 - a. Discussion of RCR City Council Appointments to Principals Assembly for 2024
- 7) Discussion of Readiness to Add New Principals
 - a. Draft Criteria for Readiness to Add New Principals
 - b. Draft Assessment Tool for Potential Principals
 - c. Discussion of Letter of Intent from City of Redmond
- 8) Draft 2024 RCR Agency Work Plan
- 9) Executive Director Report
- 10) Good of the Order
- 11) Adjournment

Regional Crisis Response (RCR) Agency
Executive Board Meeting Minutes
December 7, 2023

11:00 AM – 12:00 PM

Virtual Zoom link:

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Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room, Upper Level

- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 11:01 am.
- 2) Roll Call
Members Present: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 3) Items from the Audience
None presented.
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting November 2, 2023
Kyle Stannert moved to approve the November 2, 2023 meeting minutes as corrected, seconded by Bristol Ellington.
Vote: Motion approved 4-0
Yes: Kurt Triplett, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 5) RCR Proposed Mid-Biennium Budget Amendments
 - a. Resolution 2023-16 Amending the Adopted 2023-2024 Budget
Bristol Ellington moved to adopt Resolution 2023-16 Amending the Adopted 2023-2024 Budget, seconded by Phillip Hill.
Vote: Motion adopted 4-0
Yes: Kurt Triplett, Kyle Stannert, Phillip Hill, Bristol Ellington.
- 6) Expectations of RCR Agency Principals Discussion
 - a. Resolution 2023-15 Authorizing Expectations of RCR Agency Principals
Phillip Hill moved to adopt Resolution 2023-15 Authorizing Expectations of RCR Agency Principals, seconded by Bristol Ellington.
After amendment, a motion by Phillip Hill was adopted, "Resolution 2023-15 Authorizing Expectations of RCR Agency Principals with amended Section 1.6.: Residents of RCR Principal cities receive information about RCR; Principal cities communications staff help amplify RCR public

messaging, educational information, job postings, etc. on city channels and at times, work closely with RCR staff to create content for joint marketing campaigns or projects.”

Vote: Amended motion adopted 4-0

Yes: Kurt Triplett, Kyle Stannert, Phillip Hill, Bristol Ellington.

- 7) Criteria for Readiness to Add New Principals
 - a. Discussion of Draft Criteria for Readiness
The Board discussed the draft Criteria for Readiness to Add New Principals and gave feedback to staff, including direction to draft an assessment tool.
 - b. Discussion of Redmond City Council Approval of AM No. 23-165:
Approval of the Community Health Through THRIVE Staffing Authorization
Staff are awaiting the City of Redmond’s letter of intent.

- 8) Operations Board Roster Review
 - a. Resolution 2023-17 Amending the Appointed Members of the Operations Board
Phillip Hill moved to adopt Resolution 2023-17 Amending the Appointed Members of the Operations Board, seconded by Kyle Stannert.
Vote: Motioned adopted 3-0
Yes: Kurt Triplett, Kyle Stannert, Phillip Hill

- 9) Third Principals Assembly Meeting Scheduling and Agenda
Staff will follow up with Executive Board members for scheduling of the next Principals Assembly meeting in January 2024. Staff received feedback on the draft Principals Assembly agenda for the upcoming meeting in January 2024.

- 10) Executive Director Report
RCR Executive Director presented on multiple topics, including:
 - a. Governance Bodies
 - b. Operations Update: Hiring and Staffing, Team, Radio Air Project
 - c. Budget and Grants
 - d. Landscape, potential legislation
 - e. RCR mission moment: shared successful outcome of an interaction with a community member in Crisis

- 11) Good of the Order

- 12) Adjournment
Board President Kurt Triplett adjourned the meeting at 12:03 pm.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: January 2, 2024

Subject: CRISIS CLINIC LEVY DISCUSSION

RECOMMENDATION:

That the RCR Executive Board receive information about potential impacts of the Crisis Care Center Levy in North King County and provide direction to the Executive Director about related crisis system coordination activities.

BACKGROUND DISCUSSION:

In April 2023, King County Voters approved the Crisis Care Center Levy ([King County Ordinance 19572](#))¹, which authorizes a property tax levy “for regional behavioral health services and capital facilities to establish and operate a regional network of behavioral health crisis care centers; to preserve, expand and maintain residential treatment facilities; to provide behavioral health workforce supports; to provide mobile crisis care and post-discharge stabilization; to pay, finance or refinance costs of those projects; and for administration, coordination, implementation and evaluation of levy activities.”

King County Executive Dow Constantine has [stated the intention to use the Levy funds to](#)²:

- Create Five Crisis Care Centers: Distributed geographically across the county, the centers will provide walk-in access and the potential for short-term stays to help people stabilize, depending on needs, with one center specifically serving youth.
- Preserve and Restore Residential Treatment Beds: Slow the loss of residential treatment options that provide behavioral health supportive housing or a psychiatric residential treatment bed for longer-term stays with support.
- Invest in the Behavioral Health Workforce: Create career pathways through apprenticeship programming and access to higher education, credentialing, training, and wrap-around supports and invest in equitable wages for the workforce at crisis care centers.

All five RCR cities fall within the boundaries of the “North King County Crisis Response Zone,” identified in the language of the levy, which also includes the cities of “Duvall, Skykomish and

¹ “King County Ordinance 19572”, *King County, WA*, February 9, 2023, https://aqua.kingcounty.gov/Council/Clerk/OldOrdsMotions/Ordinance_19572.pdf

² “Crisis Care Center Levy: A countywide network of crisis care...”, *King County, WA*, accessed January 2, 2024, <https://kingcounty.gov/en/legacy/elected/executive/constantine/initiatives/crisis-care-centers.aspx>

Woodinville, plus the unincorporated areas within King County council district three... that are north or northeast of the city of Redmond.” The levy calls for siting of Crisis Care Centers in each of four crisis response zones and the creation of a youth Crisis Care Center that does not have a designated geographic zone.

On December 4, 2023, several RCR Executive Board members and staff from RCR Cities met with Levy and Intergovernmental Affairs staff at King County Department of Community and Human Services to discuss the County’s plans for Levy funds in North King County. Specifically, RCR City staff asked about whether King County plans to use Levy funds to support the Connections Health Crisis Facility slated to open in 2024, and/or support additional crisis receiving capacity in North King County. King County staff expressed openness to North King County City guidance in the decision-making process.

King County staff will transmit an initial Levy Implementation Plan to King County Council before December 31, 2023. Based on conversations with County staff the Implementation Plan will generally describe plans to create capacity in each of the geographic regions without specifying how or when the work will take place in each region.

Board Action Recommended

It is recommended the Board direct the Executive Director to engage in regional coordination efforts with staff from the five RCR cities to maximize access King County Crisis Care Levy funding for addition of appropriate crisis services in North King County, with the underlying principles of ensuring that Crisis Care Center Levy funds flow back to North King County and that Levy investments enhance rather than supplant existing or committed investments.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: January 2, 2024

Subject: THIRD PRINCIPALS ASSEMBLY MEETING AGENDA

RECOMMENDATION:

That the RCR Executive Board discuss and approve the final Principals Assembly meeting agenda.

BACKGROUND DISCUSSION:

At the December 7, 2023 Executive Board meeting, staff were directed to follow up with Executive Board members for scheduling of the next Principals Assembly meeting. Staff also received feedback on the draft Principals Assembly agenda for the upcoming meeting in January 2024. Staff checked in with Executive Board members and their Principals and scheduled the next Principals Assembly meeting for January 24, 2024, to be held in person at Kenmore City Hall, with a hybrid option.

The amended draft agenda is as follows:

1. 2023 Full-Year Data Dashboard Review
2. Community Advisory Group presentation
3. Presentation of Community Visioning Process End Product
4. Operations Board Workplan Update
5. Budget Reconciliation Overview
6. Staffing and Coverage Overview
7. Update on Executive Board discussion of criteria for readiness to consider potential additional RCR Principals

Board Action Recommended

It is recommended the Board provide feedback about or approve the proposed Principals Assembly agenda and discuss any potential changes to RCR City Council Appointments to the Principals Assembly for 2024.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: January 2, 2024

Subject: DRAFT CRITERIA FOR READINESS TO ADD NEW PRINCIPALS

RECOMMENDATION:

That the RCR Executive Board receive information and provide feedback about the draft Criteria for Readiness to Add New Principals, draft Assessment Tool for entities interested in Principalship, and letter of intent from the City of Redmond and draft response.

BACKGROUND DISCUSSION:

During the [October 18, 2023 meeting](#)¹ of the RCR Principals Assembly, a Principal representative raised a question about the potential of adding new Principal Members of the RCR Agency. Discussion included a desire to have a common approach to by RCR Principal elected officials or staff when receiving questions from other jurisdictions.

During the [November 2, 2023 meeting](#)² of the RCR Executive Board, the Board discussed readiness for the addition of new Principals and directed the Executive Director to create draft Readiness Criteria for discussion.

At the [November 6, 2023 Special meeting](#)³ of the Redmond City Council, a motion to approve AM No. 23-165: Approval of the Community Health Through THRIVE Staffing Authorization was approved as amended with “*a condition that the city send a letter of interest to join Regional Crisis Response (RCR) program and explore joining any other relevant nearby crisis response programs.*”⁴

¹ “RCR Principals Assembly Meeting Packet 2023-10-18,” *Regional Crisis Response Agency*, November 11, 2023, <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-principals-assembly-meeting-packet-2023-10-18.pdf>

² “RCR Executive Board Meeting Packet 2023-11-02,” *Regional Crisis Response Agency*, October 31, 2023, <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-executive-board-meeting-packet-2023-11-02.pdf>

³ “Special Meeting Notice and Agenda,” *City of Redmond*, November 3, 2023, <https://redmond.legistar.com/View.ashx?M=PA&ID=1121290&GUID=BA9976FC-C87E-4E00-8714-BDD53F5E5B42>

⁴ “SPC 23-083 - Meeting Minutes for November 6, 2023,” *City of Redmond*, November 21, 2023, <https://redmond.legistar.com/View.ashx?M=F&ID=12458796&GUID=F1FFF23E-492F-4900-830C-06AA7724D38C>

[During the December 7, 2023](#)⁵ Meeting of the RCR Executive Board, the Executive Director presented draft Criteria for Readiness to Add New Principals for feedback and guidance. Executive Board members provided feedback on the internal criteria for readiness and directed the Executive Director to draft a tool to assess the readiness of entities which seek to become Principals.

Readiness Criteria to Consider New Principals

The amended draft presented as Attachment 1 lists suggested criteria for readiness to consider the candidacy of additional RCR Principals. Criteria are divided into two categories: Operational Readiness, which describes RCR Agency operational capacity to absorb additional workload; and Administrative and Fiscal Readiness, which describes the ability of the City of Kirkland, as the RCR Fiscal and Administrative Agent, to meet the fiscal and administrative needs of an additional Principal member. Amendments based on RCR Executive Board feedback include generalizing the criteria for use in future years and for different types of entities; and adding definition and specificity to the criteria that the addition of a Principal not result in reduction in services or increase in cost for existing Principals.

Staff is also exploring cost modeling methodologies for understanding potential costs to adding a RCR Principal, to include analysis of how marginal costs would scale; one-time and ongoing operational costs; potential changes to the contribution model from a strict per capita rate to a utilization-based rate or hybrid model; and how a new Principal might fit into a potential Rate Stabilization structure. This work is ongoing and will be presented to the Executive Board for discussion at a future meeting.

Assessment of Entities Interested in Principalship

The draft presented as Attachment 2 lists suggested domains for assessment of entities interested in becoming RCR Principals. They broadly include:

1. Baseline ILA criteria for Principalship;
2. Demonstrated commitment to RCR Agency goals;
3. Demonstrated understanding of Agency services, and demonstrated willingness of stakeholders and public safety partners to engage in the work of the Agency; and
4. Fiscal readiness and ability to contribute on an ongoing basis

Letter of Intent from the City of Redmond

On January 2, 2024, the RCR Executive Director received a letter, presented here as Attachment 3, from City of Redmond Chief Operating Officer Malisa Files expressing “interest in joining the collaboration of North and East King County Cities Regional Crisis Response Agency.” The letter notes, “We understand that RCR is still considering expanding its program and is not yet open to new cities, however, as soon as the opportunity arises, Redmond staff would like to explore a potential partnership.” RCR staff has drafted a response letter for the Executive Board’s consideration, presented here as Attachment 4.

Board Action Recommended

It is recommended that the board discuss and provide feedback on draft Readiness Criteria for considering the addition of new Principals to the RCR Agency; the draft Assessment Tool; and a response to the City of Redmond letter of intent to explore membership in RCR. No formal action is recommended at this time.

⁵ “RCR Executive Board Meeting Packet 2023-12-07”, Regional Crisis Response Agency, December 4, 2023, <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-executive-board-meeting-packet-2023-12-07.pdf>

List of Attachments

Att-1 Draft Readiness Criteria to Consider the Addition of New RCR Agency Principal Members

Att-2 Draft Assessment Tool for Entities Seeking to Become RCR Principals

Att-3 City of Redmond Letter of Intent

Att-4 Draft letter of response to the City of Redmond

REGIONAL CRISIS RESPONSE (RCR) AGENCY

DRAFT Readiness Criteria to Consider the Addition of New RCR Agency Principal Members

Suggested Operational Criteria

1. The Agency has operated for at least one year after operational go-live date of June 1, 2023. *No Principals in addition to the Formation Principals shall be admitted within the first year of the Agency's operations (ILA 14.d)*
2. RCR has a data collection and quality monitoring strategy in place which allows RCR staff to evaluate potential impact of additional Principals on operations and outcomes to ensure that existing Principals would *not experience any material reduction in services (ILA 14.b)*
3. Executive Director has communicated with all funders and can demonstrate that the addition of the new Principal would not impact RCR grants; lead to loss of revenue; *or cause pre-existing Principals to incur additional cost (ILA 14.b)*
4. Executive Director has undertaken an assessment process of the potential new Principal entity's readiness and compatibility
5. Team is staffed with no more than 10% vacancy rate and 90% of FTE Crisis Responders fully trained and on-boarded
6. Supervisor and lead positions filled (potential staffing model changes to be discussed early 2024)
7. Some form of 24/7 coverage in place for existing Principals

Suggested Fiscal and Administrative Criteria

1. Budget and invoicing are sufficiently institutionalized that fiscal staff can reasonably assess the cost of services and potential fiscal impact of the addition of a Principal
2. Principal cost allocation methodology decided (per capita, utilization, hybrid)
3. Invoicing happening regularly and smoothly and all billing is up to date
4. Fiscal policies approved and adopted
5. Rate stabilization policy in place

Text from the RCR Inter-Local Agreement

SECTION 14. ADDITION OF NEW PRINCIPALS

- a. Additional Principals. A governmental entity meeting the qualifications of a Principal in Section 3.t and this Section may be admitted as an Agency Principal upon Supermajority Vote of the Executive Board as required under Section 7.g. In addition to meeting the conditions of Section 3.t, a city seeking to become a Principal must:

- i. Have a coterminous jurisdictional boundary with at least one then-current Principal;
 - ii. Accept the terms of this Agreement, any Agency Bylaws, and adopted policies and procedures; and
 - iii. Not have held Principal status with the Agency within the five years immediately preceding the date of application to become a Principal.
- b. Other Conditions for Additional Principals. As a condition of becoming a Principal, the Executive Board may require payment or other contributions or actions by the new Principal as the Executive Board may deem appropriate and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause pre-existing Principals to incur additional cost or to experience any material reduction in services from the Agency.
- c. Addition of Non-City Principals. A non-city governmental entity otherwise meeting the requirements of Section 14.a. may be admitted as an Agency Principal on the terms and conditions acceptable to the parties and their respective legislative authorities.
- d. No Additional Principals in first year of Agency Operations. Notwithstanding the foregoing terms of this Section 14, no Principals in addition to the Formation Principals shall be admitted within the first year of the Agency's operations.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

DRAFT Assessment Tool for Entities seeking Principal Membership in the Regional Crisis Response Agency

Assessment Domains

1. Entity meets baseline criteria established in the ILA:
 - a. *The entity is a general purpose municipal corporation formed under the laws of the State (3.t)*and
 - b. *Have a coterminous jurisdictional boundary with at least one then-current Principal;*
 - c. *Accept the terms of this Agreement, any Agency Bylaws, and adopted policies and procedures; and*
 - d. *Not have held Principal status with the Agency within the five years immediately preceding the date of application to become a Principal (14.a.i-iii)*
2. Demonstrated commitment to Agency Goals as defined in ILA Section 4
 - a. *Terms and conditions are acceptable to the parties and their respective legislative authorities (ILA 14.d)*
3. Demonstrated understanding of Agency Services as defined in ILA Section 5; demonstrated willingness of stakeholders and public safety partners to engage in the work
 - a. Executive Director has met with leadership from law enforcement, fire, city staff, 911 dispatch and other stakeholders from candidate entity
 - b. RCR Agency is represented in the policy goals, workplans and/ or other direction-setting documents of the entity, its public safety agencies, and other key stakeholders
4. Fiscal readiness and ability to contribute immediately and on an ongoing basis
 - a. City of Kirkland Administrative and Fiscal Agent staff have reviewed relevant budgetary and administrative documentation

Process and Decision Authority

1. At the direction of the Executive Board, the Executive Director, RCR staff, and fiscal and administrative agent staff will conduct a thorough assessment of readiness of any entity seeking Principal Membership and make recommendations to the Executive Board.
2. The Executive Board may approve the addition of a Principal by Supermajority Vote. *A governmental entity meeting the qualifications of a Principal in Section 3.t and this*

Section may be admitted as an Agency Principal upon Supermajority Vote of the Executive Board as required under Section 7.g. (ILA 14.a)

Relevant Text from the RCR Inter-Local Agreement

SECTION 3. DEFINITIONS.

- t. Principal. A "Principal" is a general purpose municipal corporation formed under the laws of the State which meets the requirements of Section 14, has accepted the terms of and is a party to this agreement and has paid its share of initial costs as may be required by the Executive Board as a condition to becoming a Principal. Principals shall receive services offered by the Agency according to such terms and conditions as may be established by the Executive Board. The Formation Principals are Principals.

SECTION 14. ADDITION OF NEW PRINCIPALS

- a. Additional Principals. A governmental entity meeting the qualifications of a Principal in Section 3.t and this Section may be admitted as an Agency Principal upon Supermajority Vote of the Executive Board as required under Section 7.g. In addition to meeting the conditions of Section 3.t, a city seeking to become a Principal must:
 - i. Have a coterminous jurisdictional boundary with at least one then-current Principal;
 - ii. Accept the terms of this Agreement, any Agency Bylaws, and adopted policies and procedures; and
 - iii. Not have held Principal status with the Agency within the five years immediately preceding the date of application to become a Principal.
- b. Other Conditions for Additional Principals. As a condition of becoming a Principal, the Executive Board may require payment or other contributions or actions by the new Principal as the Executive Board may deem appropriate and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause pre-existing Principals to incur additional cost or to experience any material reduction in services from the Agency.
- c. Addition of Non-City Principals. A non-city governmental entity otherwise meeting the requirements of Section 14.a. may be admitted as an Agency Principal on the terms and conditions acceptable to the parties and their respective legislative authorities.
- d. No Additional Principals in first year of Agency Operations. Notwithstanding the foregoing terms of this Section 14, no Principals in addition to the Formation Principals shall be admitted within the first year of the Agency's operations.



December 20, 2023

Regional Crisis Response Agency
c/o Brook Buettner, Executive Director
11750 NE 118th Street
Kirkland, WA 98034

Dear Ms. Buettner,

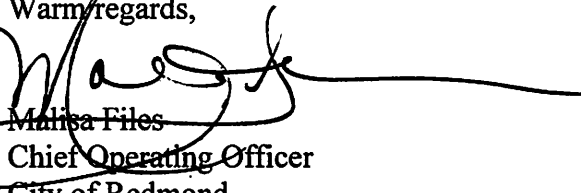
The City of Redmond is writing to express interest in joining the collaboration of North and East King County Cities Regional Crisis Response Agency (RCR). We understand that RCR is still considering expanding its program and is not yet open to new cities, however, as soon as the opportunity arises, Redmond staff would like to explore a potential partnership.

For several years, the City of Redmond has valued the inclusion of a mental health clinician, mobile integrated health staff, and homeless outreach staff as a part of our follow-up emergency response system. Building on that success, our Council recently adopted the creation of the Community Health and Wellness Program with the addition of three Community Care Coordinators focused on follow-up care.

At the heart of our Community Health and Wellness Program is a commitment to promoting the physical, mental, and overall wellbeing of individuals residing in our communities. By supporting connections to resources that provide wraparound services to clients in need, we strive to break down barriers and provide accessibility to long-term solutions. As RCR explores expanding to include additional neighboring cities, we believe that your mobile crisis response pairs well with the follow-up support that Redmond's Community Health and Wellness Program brings to the table.

Redmond understands that these issues do not adhere to city boundaries, and we would like to be a partner in a regional solution. We will be looking at expanding our programs in our next biennial budget and we hope that a solution is in partnership with RCR. We have also directed our staff to explore joining any other relevant crisis response programs. We look forward to our potential future collaboration.

Warm regards,



Malisa Files
Chief Operating Officer
City of Redmond

City Hall

PO Box 97010
15670 NE 85th Street
Redmond, WA
98073-9710

REGIONAL CRISIS RESPONSE AGENCY



City of Bothell

January 5, 2024

City of Redmond
City Hall
P.O. Box 97010
15670 NE 85th Street
Redmond, WA 98073-9710



Dear Ms. Files,

On behalf of the Executive Board, I would like to thank you for your interest in Principal Membership with the Regional Crisis Response (RCR) Agency. We are proud of our work to transform the first response system in North and East King County, and interest from the City of Redmond, a valued and respected regional partner, is quite meaningful to us.



Based on the Interlocal Agreement, our Executive Board will not consider the candidacy of potential additional Principals until after a year of operations. The Operational go-live date of the Agency was June 1, 2023. The Executive Board is committed to ensuring that the Agency is well established and effectively serving existing Principal Cities before considering the addition of other cities and is in the process of creating a framework to consider potential additional Principals.



We appreciate the City of Redmond's commitment to alternative response and to a regional approach to behavioral health crisis. Our team looks forward to working to explore a potential future collaboration.

Sincerely,

Brook Buettner, LICSW, MPA
Executive Director
Regional Crisis Response Agency



REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: January 2, 2024

Subject: DRAFT 2024 RCR AGENCY WORK PLAN

RECOMMENDATION:

That the RCR Executive Board review and provide feedback on the draft 2024 RCR Agency Work Plan.

BACKGROUND DISCUSSION:

RCR staff has developed the RCR Agency's 2024 work plan items with consideration of the Agency's goals and services as established and defined in the founding Interlocal Agreement. These work plan items were also informed by RCR's advisory bodies: Operations Board, Community Advisory Group and Principals Assembly.

The draft workplan presented here as Attachment 1 does not yet include key administrative and fiscal process dates, which are in process by City of Kirkland administrative and fiscal staff. An updated version will be brought to the Executive Board for further comment at a future meeting.

Board Action Recommended

It is recommended the Board provide feedback to staff to ensure that the work plan items reflect its priorities.

List of Attachments

Att-1 Draft RCR Agency Workplan

REGIONAL CRISIS RESPONSE AGENCY						
2024 Annual Work Plan						
	WORK PLAN ITEM	2023 Q4	Q1	Q2	Q3	Q4
Governance Bodies	Executive Board	Approve amended biennial budget	Approve Workplan	Rate Stabilization Policy	Additional Fiscal Policies	
	Operations Board	Operations Board Meeting		Re-convene full Operations Board		Re-convene full Operations Board in person, renew Workplan
	Principals Assembly	Re-schedule third meeting	Third meeting 1/24/24, Councils assign representatives	Joint meeting with Executive Board/ anniversary celebration		Year end meeting
	Community Advisory Group	1:1 meetings with ED	Establish formal CAG norms, workplan	CAG Participate in anniversary celebration	TBD	TBD
Funders	MIDD	Quarterly report; annual questionnaire; draft 2023 Annual Report	2023 Annual Report; prepare 2024 MOU with King County and RCR; CORE uploads monthly, quarterly report	Explore King County Biennial Budget; CORE uploads monthly, quarterly report	CORE uploads monthly, quarterly report	CORE uploads monthly, quarterly report, annual questionnaire, draft 2024 Annual Report
	WASPC		Hiring WASPC funded positions	Annual Report		
	AWC	Monthly reports		Reapply for AWC Grant/EB approval		
	DOJ	Continual outreaching to DOJ	Administrative Transfer process	Create workplan (dependent)	Contract with CHS (dependent)	CHS begin services (dependent)
	SNO CO ARPA	2023 Program Report	Final Program Report			
Operations	Team Support / Development	Hiring final FTE position; organizational trauma training	Hiring WASPC funded positions; Team Support Activity; consider changes to leadership staffing model	Defensive Tactics Training; Develop CISD Protocol; staff/stakeholder discussion of changes to leadership model	Team Support Activity; implement change in leadership staffing model	End of Year Team Support Activity
	Crisis Responder Deployment	Crisis Responders on radio air for all five cities	Finetune CR radio response in all five cities	Finetune CR radio response in all five cities	Finetune CR radio response in all five cities, identify strategic areas for operational evolution	Finetune CR radio response in all five cities, identify strategic areas for operational evolution
	Policies and Procedures	Purchasing Procedures - RCR Supplement to COK Fiscal Policy	CISD and auto-report policies, co-develop with team	Client Transport and other operational details, co-develop with team	Finalize P&P Manual	Ongoing review
	Measuring Success / Data Collection Strategy	Update data collection "how calls come in"	Deploy new data field, train, troubleshoot new data; ongoing QA	troubleshoot and analyze new data; ongoing QA	Create data visualization	Annual review, QA
Community	Community Relations	Community Visioning Process Product	RCR 2023 Annual Report; Logo development; Circulate Community Visioning Process Product	Anniversary Event	Deploy RCR website with data visualization	
	Crisis System Coordination		Legislative Session	Co-briefing RCR/Connections to all RCR First Response Agencies	Crisis Facility Opening	

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director

Date: January 2, 2024

Subject: Executive Director Report

RECOMMENDATION:

That the RCR Executive Board receive information from the Executive Director on several identified key areas, ask questions and provide feedback and direction.

Governance Bodies

Executive Board

The City of Kirkland has named a new Alternate to the RCR Executive Board, Deputy City Manager for Operations Julie Underwood. The letter appointing Ms. Underwood as Alternate is included as Attachment 1, and an updated Executive Board Roster is included as Attachment 2.

Principals Assembly

The Executive Board will discuss agenda for the January 24, 2023 meeting of the Principals Assembly under a separate agenda item.

Operations Board

Strategy-specific subgroups of the Operations Board have been meeting on an ongoing basis since the initial Operations Board meeting on August 9, 2023. The full Operations Board re-convened on December 21, 2023, to revisit the five Strategic Work Lines identified in the Operations Board Workplan and heard from partners on each of the five strategic worklines:

1. 911-988 Connection
2. RCR Resource Deployment
3. First Responder drop off to the Crisis Facility
4. Crisis Facility-Evergreen ED transfer workflow
5. Transportation across the continuum

Community Advisory Group

During the last month of 2023, Community Advisory Group members decided to take time off from regular meetings to allow each member to meet one on one with the RCR

Executive Director and share feedback about the goals and process for the upcoming year. These meetings are ongoing, with Community Advisory Group members consistently expressing pride in accomplishment and excitement for the coming year, but with divergent opinions on requirements for Community Advisory Group membership. The Executive Director will facilitate an informal consensus process early in the new year.

Operations

Staffing

RCR Staff anticipate filling the tenth and final FTE in January 2024, and at the direction of the RCR Executive Board plan to post 3.0 FTE temporary positions funded under the WASPC grant on January 1, 2023, including two 0.5 FTE positions to improve flexibility in recruitment.

An Organizational Trauma consultant who engaged with the team in November and December has completed a survey of team member wellness and level of burnout, and presented preliminary results to the RCR Executive Director and Clinical Supervisor. Initial findings indicate that members of the team generally feel very well supported and equipped to do their work. Initial recommendations included engaging an individual clinical trauma specialist to support employee wellness, and formalizing a critical incident debriefing protocol. Final survey results and recommendations will be presented to the Executive Board at a subsequent meeting.

Radio Air Project

Crisis Responder staff are now on radio air in all five RCR cities. Crisis Responders working in Bothell and Lake Forest Park are successfully operating under the Kirkland Standard Operating Procedures. Crisis Responder staff stationed in Shoreline are now available on air with call signs for Shoreline and Kenmore deputies. This milestone effectively completes the Radio Air Project, which has been ongoing since start of the Executive Director's tenure. RCR Staff will now pivot to building comfort with existing protocols among all players and identifying opportunities to gradually and safely evolve operations toward the goal of independent Crisis Responder deployment when appropriate.

Crisis Facility Update

ConnectionsHealth staff continue to report an anticipated opening date of mid-2024 for the Kirkland Crisis Triage Facility.

RCR staff and RCR City Staff met with King County staff to discuss the King County Crisis Care Center Levy and how funds will be utilized in North King County. The Executive Board will discuss this work under a separate agenda item.

Budget and Grants

Budget

The RCR Executive Board approved an amended biennial budget on December 7, 2023. Fiscal Agent staff have invoiced RCR for costs from January to October, and work to finalize invoicing and payment workflows is ongoing.

MIDD

On October 26, 2023, the RCR Executive Director presented to the MIDD Advisory Committee, which approved the additional \$300,000 biennial appropriation as required in the Expenditure Restriction of the [2023-2024 King County Council budget](#)¹.

RCR Staff has submitted a draft MOU and an amended budget to include the additional funds to King County and is awaiting approval from King County staff. King County staff have assured RCR staff that RCR costs will be reimbursable starting June 1, 2023 (after the completion of the previous RADAR MOU with City of Bothell), and have requested estimate invoices for the period of June 1-December 31, 2023. This work is ongoing.

WASPC

At the [October 5, 2023 Executive Board meeting](#)², the Board authorized the RCR Executive Director to begin the recruitment process for 3.0 temporary Full-Time Equivalent Crisis Responders with hiring contingent on the award and acceptance of the WASPC MHRF grant funding through a finalized contract and approved budget amendment.

At WASPC's request, City of Kirkland Fiscal and Administrative Staff have drafted a proposed contract between Kirkland Police Department and the RCR Agency. This contract is still under review by City of Kirkland legal staff and will be submitted to WASPC for approval. Once approved, WASPC will enter into contract with Kirkland Police Department, the budget can be amended to reflect the anticipated revenue, and the WASPC temporary employees can be hired. RCR staff are working with City of Kirkland Human Resources staff to post these positions on January 1, 2024 to be ready to hire as soon as the contract is finalized.

Association of Washington Cities

The contract with the Association of Washington Cities has been executed, and invoicing for the cost of 2.0 FTE Crisis Responders starting July 1, 2023 is in process. RCR Staff are providing narrative reports to AWC regularly.

Department of Justice Bureau of Justice Assistance

RCR and City of Shoreline staff have made a formal request that the DOJ Bureau of Justice Assistance Connect and Protect Grant awarded to the RADAR Navigator Program/ City of Shoreline in 2021 be transferred to RCR. On January 2, 2024, DOJ staff notified RCR staff that they anticipate releasing an Administrative Funding Adjustment solicitation this week. RCR staff will continue to follow up with DOJ.

Landscape Analysis

Potential State Legislation Defining Behavioral Health as part of the First Response System

¹ "2023-2024 Adopted Budget Book," *King County*, April 6, 2023, <https://kingcounty.gov/en/legacy/council/-/media/council/documents/2023/2023-2024-Adopted-Budget-Book.ashx?la=en&hash=105FAF64A44440EE7011A6FE8206501C>

² "RCR Executive Board Meeting Packet 2023-10-05," *Regional Crisis Response Agency*, October 2, 2023, <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-executive-board-meeting-packet-2023-10-05.pdf>

State Representatives Dan Bronoske (D) and Carolyn Eslick (R) have agreed to co-sponsor legislation in the 2024 session to define behavioral health as a crucial part of the first response and public safety system, create future funding pathways for jurisdictions providing this service, and lay groundwork for co-response training and certification in collaboration with University of Washington. This legislation was developed by the Co-Responder Outreach Alliance (CROA) and would be highly favorable for RCR operations, staffing, and potential future funding sources.

Improving Liability Protection for Crisis Responders

RCR Staff and colleagues across the state, along with the Executive Director of WCIA, met during December with state Health Care Authority (HCA) staff who have been directed to draft legislation improving liability protection for mobile response, with the goal of advocating for the explicit inclusion of behavioral health crisis response deployed out of the first response/911 system. HCA staff were not able to clarify the intention of this legislation, and further work will take place early in 2024.

Upcoming Agenda Items

Quarterly Financial Reporting from Fiscal Agent
Budget Reconciliation and policy options
Future facilities considerations
Bylaws

Board Action Recommended

No formal action is recommended at this time.

List of Attachments

Att-1 City of Kirkland Letter Naming New Alternate to the RCR Executive Board
Att-2 Updated RCR Executive Board Roster



December 13, 2023

Regional Crisis Response Agency
Attn: Brook Buettner, Executive Director
123 5th Ave
Kirkland, WA 98033

Dear Ms. Buettner,

This letter is to notify the Regional Crisis Response Agency that City of Kirkland has appointed a new Alternate to the Executive Board. City of Kirkland's new alternate will be Julie Underwood, Deputy City Manager for Operations. Please reflect this update in the official Executive Board Roster.

Thank you and I look forward to continued collaboration with the Board.

Sincerely,

A handwritten signature in blue ink that reads "Kurt Triplett".

Kurt Triplett
City Manager – City of Kirkland
ktriplett@kirklandwa.gov
(425) 587-3020 (desk)

CC: Regional Crisis Response Agency Executive Board
Julie Underwood, Deputy City Manager for Operations – City of Kirkland

Regional Crisis Response (RCR) Agency

Executive Board Roster

Updated December 13, 2023

PRINCIPAL	MEMBER	ALTERNATE
City of Bothell	Kyle Stannert* City Manager Kyle.Stannert@bothellwa.gov	Becky Range Assistant City Manager Becky.Range@bothellwa.gov
City of Kenmore	Rob Karlinsey City Manager RKarlinsey@kenmorewa.gov	Stephanie Lucash* (Vice-President) Deputy City Manager SLucash@kenmorewa.gov
City of Kirkland	Kurt Triplett* (President) City Manager KTriplett@kirklandwa.gov	Julie Underwood Deputy City Manager for Operations JUnderwood@kirklandwa.gov
City of Lake Forest Park	Phillip Hill* City Administrator PHill@cityofflp.gov	Lindsey Vaughn Finance Director LVaughn@cityofflp.gov
City of Shoreline	Bristol Ellington* City Manager BEllington@shorelinewa.gov	John Norris Assistant City Manager JNorris@shorelinewa.gov

* Indicates Primary Board Representative

Contacts for Scheduling

Catherine Jansen, Executive Assistant, City of Bothell, Catherine.Jansen@bothellwa.gov

Nancy Meehan, Executive Assistant, City of Kenmore, NMeehan@kenmorewa.gov

Amy Bolen, Executive Assistant, City of Kirkland, ABolen@kirklandwa.gov

Phillip Hill, City Administrator, City of Lake Forest Park, PHill@cityofflp.gov

Pollie McCloskey, Executive Assistant, City of Shoreline PMcCloskey@shorelinewa.gov