

Regional Crisis Response (RCR) Agency  
Executive Board Meeting  
May 2, 2024

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajkIZIM.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 April 4, 2024
- 5) Officer Election for President and Vice President
- 6) Executive Session pursuant to RCW 42.30.110(1)(g) for Executive Director Annual Performance Review
- 7) 2024 Quarter 1 Budget to Actuals Report
- 8) Revised 2025-2026 RCR Budget Process Timeline and Draft Budget Retreat Agenda
- 9) 2024 Quarter 1 Data Dashboard
- 10) Executive Director Report
- 11) Good of the Order
- 12) Adjournment

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

11:00 AM – 12:00 PM

Virtual Zoom link:

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123 5th Ave, Kirkland, WA, 98033

Norkirk Room, Upper Level

- 1) Call to Order  
Board President Kurt Triplett called the meeting to order at 11:02 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 March 7, 2024  
Kyle Stannert moved to approve the March 7, 2024 meeting minutes, seconded by Bristol Ellington.  
Vote: Motion approved 5-0  
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 5) Resolution R-2024-02 Adopting Reserve Policies  
Micheal Olson, RCR Treasurer and Kirkland Director of Finance and Administration presented the draft Reserve Policies for possible adoption. Staff answered questions and received feedback from the Board.  
Bristol Ellington moved to adopt Resolution R-2024-02 Adopting Reserve Policies, seconded by Phillip Hill.  
Vote: Motion adopted 5-0  
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 6) 2023 RCR Financial Statements Presentation  
RCR Treasurer presented the 2023 RCR Financial Statements and materials to be submitted to the State Auditor's Office.

- 7) Discussion of Readiness to Add New Principals (a multi-meeting conversation)
  - a. 24/7 Data Analysis Proposal  
Brook Buettner, RCR Executive Director gave an update on the data received from the various data owners for the Community Need Analysis and will bring analysis to a future Executive Board meeting. Staff answered questions and received feedback from the Board.  
RCR Executive Director shared an estimated order of magnitude, timeline and process for costing to potentially add a new Principal. Staff answered questions and received feedback from the Board.
- 8) Executive Director Report  
RCR Executive Director reported on the following topics:
  - a. Governance Bodies  
The Board discussed a possible budget retreat in person in May. Staff will work on scheduling a budget retreat towards the end of May.  
RCR Executive Director reported on ride-alongs with Principal Assembly members and invited Executive Board members to participate in ride-alongs. The Board discussed scheduling for the next Principals Assembly on June 26, 2024, 6:30-8:00 pm, following an anniversary celebration on that same date from 4:00-6:00 pm at Kenmore City Hall.
  - b. Operations Update  
RCR Executive Director shared the recently hired WASPC funded temporary employees and King County Councilmember Rod Dembowski staff visit at Shoreline Police Department.
  - c. Crisis Triage Facility  
ConnectionsHealth anticipates opening the Crisis Triage Facility in Kirkland on July 15, 2024, and hired Tasnim Rehamani for the position of Community Engagement Specialist.
  - d. Budget and Grants  
RCR Executive Director gave updates on pending and awarded grants for RCR Agency.
  - e. Legislative Landscape  
RCR Executive Director gave updates on House and Senate bills that are relevant to RCR Agency.
  - f. Landscape  
RCR Executive Director gave updates on Seattle Fire initiating buprenorphine treatment in the field; federal funding awarded to King County Sheriff's Office by US Representative Kim Schrier's office via a Community Project Grant; and an RFP released by King County DCHS to provide Mobile Rapid Response Crisis Teams in King County.  
RCR Mission Moment: shared successful outcomes of interactions with a community member who had experienced a crisis and received RCR services and a Crisis Responder providing interagency support to Washington State Patrol.
- 9) Executive Session pursuant to RCW 42.30.110(1)(g) for Executive Director Annual Performance Review

Entered Executive Session – 11:50 am  
Ended Executive Session – 11:59 am

- 10) Good of the Order  
Kyle Stannert shared an update regarding the hiring process for Bothell's Fire Chief. The Board discussed the Election of Officers for the next regular meeting in May.
- 11) Adjournment  
Board President Kurt Triplett adjourned the meeting at 12:01 pm.

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Kurt Triplett, President

Attest:

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Heather Lantz-Brazil, Secretary

# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board

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

**Date:** April 26, 2024

**Subject:** OFFICER ELECTION FOR PRESIDENT AND VICE PRESIDENT

## RECOMMENDATION:

It is recommended that the RCR Executive Board elect a President and a Vice President for one-year terms commencing June 1, 2024.

## BACKGROUND DISCUSSION:

Per the RCR Agency Interlocal Agreement (ILA) Section 7.h. Officers, "...the first meeting of the Executive Board following the Effective Date of this Agreement, the Executive Board officers shall be elected, and shall serve in this capacity through May 31, 2024, whereupon new officers shall be elected by the Executive Board. Annually thereafter, the Executive Board shall elect a new President and Vice President for one-year terms commencing each June 1."

The President presides at the meetings of the Executive Board, and the Vice President shall assume this role in absence of the President. Additional responsibilities of the President and Vice President are described in greater detail in the [RCR Agency ILA](#)<sup>1</sup>.

### Presiding Officers for May 2, 2024

President Kurt Triplett will be the Presiding Officer for the May 2, 2024 regular meeting. Following the selection of the new President and Vice President, President Kurt Triplett will continue as the Presiding Officer for the remainder of the May 2, 2024 regular meeting. The newly selected President shall be the Presiding Officer at the June 6, 2024, regular meeting.

### Board Action Recommended

It is recommended that President Kurt Triplett presides over the May 2, 2024 regular meeting and the Executive Board elect the officer positions of President and Vice President for one-year terms commencing June 1, 2024. The newly-elected President will preside over the June 6, 2024 regular meeting.

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<sup>1</sup> "Regional Crisis Response Agency Interlocal Agreement," *Regional Crisis Response Agency*, January 27, 2023, <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/regional-crisis-response-agency-interlocal-agreement-final-executed-copy.pdf>

# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board

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

**Date:** April 26, 2024

**Subject:** EXECUTIVE SESSION PURSUANT TO RCR 42.30.110(1)(g) FOR  
EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW

### RECOMMENDATION:

That the RCR Executive Board convene to Executive Session to conduct an annual performance review of the Executive Director.

### BACKGROUND DISCUSSION:

Brook Buettner was appointed to the position of Executive Director, and the Board President was authorized and directed to enter into an Employment Agreement through Resolution R-2023-08 passed by majority vote in open meeting on March 16, 2023, and signed into authentication on March 29, 2023.

The Executive Director Employment Agreement with RCR Agency Section 1.B. states the employment of Brook Buettner as Executive Director shall be effective March 20, 2023. Section 2.B states that the Executive Board will evaluate the performance of the Executive Director at the time the Employment Agreement has been in effect for its initial period of six months to consider a potential step increase to Step 6.

The Executive Director compensation increase to Step 6, effective September 16, 2023, was authorized by majority vote in Executive Session at the October 5, 2023 meeting.

Section 2.C. of the Executive Director Employment Agreement states that the Executive Board will evaluate the Executive Director's performance annually and make recommendations to Kirkland regarding merit and any other increases to the Executive Director's salary that are not automatic under Kirkland's policies, provided that any such merit or other increases shall be awarded consistent with Kirkland policies.

The one-year evaluation date for the Executive Director is March 20, 2024.

### Board Action Recommended

It is recommended the Board convene to Executive Session pursuant to RCW 42.30.110(1)(g) to conduct an annual performance review of the Executive Director.

# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board

**From:** Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration  
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

**Date:** May 2, 2024

**Subject:** RCR Budget to Actuals Report (January through March 2024)

## RECOMMENDATION:

The RCR Executive Board receive the 2024 Budget to Actuals report for the period of January through March 2024.

## BACKGROUND DISCUSSION:

On January 11, 2023, the Executive Board adopted the 2023-2024 RCR Biennial Budget, through R-2023-06. The adopted budget includes operational expenses for a 13 FTE program in an approximate amount of \$5.4M; and assumes over \$1.1M in grant revenue, as well as \$4.3M in member agency contributions.

On December 7, 2023, the Executive Board amended the 2023-2024 RCR Biennial Budget, through R-2023-16. This amendment captured new grant revenues received in 2023 (Association of Washington Cities-ART Grant Program).

On February 1, 2024, the Executive Board received a report on the 2023 Year-End Budget to Actuals, and on April 2, 2024, the 2023 RCR Financial Statements were presented; both items confirmed a healthy 2023 ending fund balance of over \$600,000. Based on the uncertainty of grant revenues to be received in 2024, this number may increase to upwards of \$1 million.

### 2024 Budget to Actuals Report

The City of Kirkland Fiscal Agent support team has prepared the 2024 Budget to Actuals Report for the period of January through March 2024 (*Attachment 1*).

Please note the following highlights of this budget to actuals report:

- **Operations:** Monthly invoices are now being regularly processed, both for Fiscal Agent billing to RCR for services rendered, as well as AWC Art grant reimbursements to RCR from the City of Kirkland as grant administrator.
- **Grants:** Several grant revenues built into the 2023-2024 Budget are still pending receipt by RCR, as contracts are yet to be finalized, specifically the MIDD and DOJ grants previously discussed.
- **Vehicles:** RCR has successfully procured two new vehicles to support Crisis Response operations in principal cities.

Next Steps:

The City of Kirkland Fiscal Agent Team will be assisting the RCR Executive Director with the preparation of a 2023-2024 Budget Amendment and the 2025-2026 Preliminary Budget.

In addition, the next quarterly Budget to Actual Reports to the RCR Executive Board, will be presented in August and include the activity through the Second Quarter of 2024.

**BOARD ACTION RECOMMENDED**

1. It is recommended that the Board review the 2024 Budget to Actuals Report and identify any questions or additional information needed.

List of Attachments

1. 2024 Budget to Actuals (January – March 2024)



## 2023-2024 REGIONAL CRISIS RESPONSE EXECUTIVE BOARD REPORT - MARCH 2024

												2024	2025
										BEGINNING FUND OPERATING BALANCE (w/START-UP)	\$ 987,200	\$ 1,492,438	
										RESERVES		\$ 208,144	\$ 232,759
										TOTAL BEGINNING FUND BALANCE & RESERVES		\$ 1,195,343	\$ 1,725,197
CURRENT YEAR REVENUE	START-UP		ONGOING OPERATIONS										
	Budget	Actuals	2023 Original Budget	2023 Revised Budget	2023 Actuals	Act. as % of Budget	2024 Original Budget	2024 Actuals	2024 Forecast	Act. as % of Budget	TOTAL BUDGET '23-'24		
MIDD	\$ -	\$ -	\$ 436,000	\$ 436,000	\$ 133,420	31%	\$ 436,000	\$ -	\$ 436,000	0%	\$ 872,000		
WASPC (Kirkland PD Pass-Through)	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 69,839	87%	\$ -	\$ -	\$ 409,121	0%	\$ 80,000		
AWC (ART Grant Program) (Kirkland Pass-Through)	\$ -	\$ -	\$ 70,500	\$ 70,500	\$ 203,372	288%	\$ -	\$ 74,928	\$ 127,128	0%	\$ 70,500		
DOJ	\$ -	\$ -	\$ 72,400	\$ 72,400	\$ -	0%	\$ 72,400	\$ -	\$ 72,400	0%	\$ 144,800		
OTHER MISC. (Kirkland)	\$ -	\$ -	\$ -	\$ -	\$ 125,419	0%	\$ -	\$ -	\$ -	0%	\$ -		
<b>GRANTS/OTHER EXTERNAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 658,900</b>	<b>\$ 658,900</b>	<b>\$ 532,051</b>	<b>81%</b>	<b>\$ 508,400</b>	<b>\$ 74,928</b>	<b>\$ 1,044,649</b>	<b>15%</b>	<b>\$ 1,167,300</b>		
<b>PARTICIPATING AGENCIES</b>	<b>\$ 405,056</b>	<b>\$ 405,056</b>	<b>\$ 1,797,707</b>	<b>\$ 1,797,707</b>	<b>\$ 1,797,707</b>	<b>100%</b>	<b>\$ 2,046,255</b>	<b>\$ 550,023</b>	<b>\$ 2,046,255</b>	<b>27%</b>	<b>\$ 3,843,963</b>		
<b>TOTAL CURRENT YR REVENUES</b>	<b>\$ 405,056</b>	<b>\$ 405,056</b>	<b>\$ 2,456,607</b>	<b>\$ 2,456,607</b>	<b>\$ 2,329,758</b>	<b>95%</b>	<b>\$ 2,554,655</b>	<b>\$ 624,951</b>	<b>\$ 3,090,904</b>	<b>24%</b>	<b>\$ 5,011,263</b>		
CURRENT YEAR EXPENDITURE	START-UP		ONGOING OPERATIONS										
	Budget	Actuals	2023 Original Budget	2023 Revised Budget	2023 Actuals	Act. as % of Budget	2024 Original Budget	2024 Actuals	2024 Forecast	Act. as % of Budget	TOTAL BUDGET '23-'24		
Personnel	\$ 8,580	\$ 411	\$ 2,020,933	\$ 2,020,933	\$ 1,234,022	61%	\$ 2,104,847	\$ 479,912	\$ 2,104,847	23%	\$ 4,125,780		
Professional Services & Training	\$ 18,000	\$ 3,500	\$ 49,400	\$ 49,400	\$ 34,000	69%	\$ 50,882	\$ 4,178	\$ 50,882	8%	\$ 100,282		
Clothing & Equipment	\$ 41,400	\$ 1,904	\$ 10,450	\$ 10,450	\$ 6,700	64%	\$ 10,764	\$ 9,768	\$ 10,764	91%	\$ 21,214		
IT, Supplies, and Furniture	\$ 52,830	\$ 13,953	\$ 155,745	\$ 155,745	\$ 178,895	115%	\$ 160,763	\$ 49,839	\$ 160,763	31%	\$ 316,508		
Vehicles	\$ 100,000	\$ -	\$ 24,740	\$ 24,740	\$ 66,038	267%	\$ 25,482	\$ 16,772	\$ 115,482	66%	\$ 50,222		
Recovery Support, Insurance, and Outreach	\$ -	\$ -	\$ 57,800	\$ 57,800	\$ 23,945	41%	\$ 59,534	\$ 5,822	\$ 59,534	10%	\$ 117,334		
Fiscal Agent Fees and Facilities Charges	\$ -	\$ -	\$ 137,540	\$ 137,540	\$ 137,540	100%	\$ 142,383	\$ 35,606	\$ 83,393	25%	\$ 279,923		
<b>TOTAL CURRENT YR EXPENSES</b>	<b>\$ 220,810</b>	<b>\$ 19,768</b>	<b>\$ 2,456,607</b>	<b>\$ 2,456,607</b>	<b>\$ 1,543,600</b>	<b>63%</b>	<b>\$ 2,554,655</b>	<b>\$ 601,897</b>	<b>\$ 2,585,665</b>	<b>24%</b>	<b>\$ 5,011,263</b>		
		<b>Actuals</b>				<b>Actuals</b>	<b>COMBINED</b>			<b>Actuals</b>	<b>Forecast</b>	<b>COMBINED</b>	
		<b>YTD 12/23</b>				<b>YTD 12/23</b>	<b>TOTAL 2023</b>	<b>YTD 12/24</b>	<b>YTD 2024</b>			<b>TOTAL '23-'24</b>	
<b>CURRENT YEAR BALANCE</b>		<b>\$ 201,042</b>				<b>\$ 786,158</b>	<b>\$ 987,200</b>	<b>\$ 23,054</b>	<b>\$ 505,238</b>			<b>\$ 1,492,438</b>	
<b>ENDING FUND BALANCE</b>		<b>\$ 201,042</b>				<b>\$ 786,158</b>	<b>\$ 987,200</b>	<b>\$ 1,010,254</b>	<b>\$ 1,492,438</b>			<b>\$ 1,492,438</b>	
<b>RESERVES</b>	<b>\$ 184,246</b>	<b>\$ 184,246</b>				<b>\$ 23,898</b>	<b>\$ 208,144</b>	<b>\$ 24,615</b>	<b>\$ 24,615</b>			<b>\$ 232,759</b>	
<b>TOTAL ENDING FUND BALANCE &amp; RESERVES</b>	<b>\$ -</b>	<b>\$ 385,288</b>				<b>\$ 810,056</b>	<b>\$ 1,195,343</b>	<b>\$ 1,034,869</b>	<b>\$ 1,517,053</b>			<b>\$ 1,725,197</b>	

**Notes:**

- 1 Reserves are \$208,144 as of December 31, 2023. This includes \$184,246 for Operating and Contingency Reserves and \$23,898 for Equipment Replacements.
- 2 Participating Agency contributions for 2023 totaled \$405,056 for Start-Up and \$1,797,707 for Operations.
- 3 Forecasted totals are approximate. Variances from actuals primarily due to staffing vacancies and pending purchases.
- 4 New WASPC grant eff. March 1, 2024-June 30, 2025 is a Kirkland pass-through grant. Forecasted for 2024 is \$409,121.
- 5 MIDD grant represents pre-April 2023 activity expended by City of Bothell. Additional funding in process.
- 6 AWC, Kirkland pass-through, grant of \$70,500 funded activity through June 30, 2023. The second grant 2023 total was \$132,872.41. 2024 projected to be \$127,128.
- 7 DOJ grant administered through City of Shoreline anticipated to begin in 2024.
- 8 Expenditures running at expected level through first quarter 2024.
- 9 \$100k earmarked for 2 additional vehicle purchases.
- 10 Fiscal Agent Fees and Facilities Charges forecast for 2024 reduced by true-up adjustments of (-\$58,990).

# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board

**From:** Brook Buettner, RCR Executive Director  
Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration  
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

**Date:** May 2, 2024

**Subject:** Revised 2025-2026 RCR Budget Process Timeline & Draft Budget Retreat Agenda

## RECOMMENDATION:

The RCR Executive Board review, ask questions, and provide feedback on the revised 2025-2026 RCR Budget Timeline and Draft Budget Retreat Agenda.

## BACKGROUND DISCUSSION:

### Revised 2025-2026 Budget Timeline

The RCR Interlocal Agreement (ILA) provides direction on the biennial budget process. The RCR Executive Board reviewed the 2025-2026 Budget Timeline at the March 4, 2024, Board Meeting. Since that time, a Budget Retreat has been scheduled for May 15, 2024, and the Revised 2025-2026 Budget Timeline has been updated to reflect the appropriate amendments (Attachment 1).

### Draft Budget Retreat Agenda

The draft May 15th Budget Retreat Agenda is attached for the Executive Boards review, questions, and feedback (Attachment 2). A summary of the proposed items and discussion is as follows:

- Preview of a “steady state” budget (based on previous assumptions and minor updates for inflation, etc.).
- Review of policy questions that will inform potential alterations to the 2025-2026 Budget:
  - Reserves: a review of the 2024 estimated ending fund balance and potential distribution into the Rate Stabilization Fund.
  - Grants: a review of the current and potential grant awards for 2025-2026.
  - Facilities: a review of the current facilities and charges thereto.
  - Staffing: a review of potential adjustments to address levels of service.
  - Potential addition of a new Principal Agency.

## BOARD ACTION RECOMMENDED

It is recommended that the Board review, ask questions, and provide feedback on the revised 2025-2026 RCR Budget Timeline and Draft Budget Retreat Agenda.

List of Attachments

1. Revised RCR 2025-2026 Budget Timeline
2. Draft May 15, 2024, RCR Budget Retreat Agenda



**Revised 04/25/2024**

ATTACHMENT 1

# RCR 2025-2026 BUDGET TIMELINE

MONTH	MEETING DATE	EXECUTIVE BOARD ITEMS
MARCH	March 7	DRAFT 2025-2026 Budget Timeline
APRIL	April 4	<del>Preview: 2025-2026 Budget Priorities/Assumptions (Executive Director Report)</del>
MAY	May 2	Revised 2025-2026 Budget Timeline & Budget Retreat Agenda Preview
	May 15	Budget Retreat
JUNE	June 6	2023-24 Budget Amendment Presentation: DRAFT Preliminary 2025-2026 Budget <i>(Per ILA: present proposed budget no later than June 30<sup>th</sup>)</i>
JULY	June 27 (rescheduled due to holiday)	Public Hearing: DRAFT Preliminary 2025-2026 Budget <i>(Per ILA: conduct a public hearing on the proposed budget no later than August 31<sup>st</sup>)</i>
AUGUST	August 1	Preliminary 2025-2026 Budget – Approval <i>(Per ILA: approve proposed budget and forward to Principal Agencies no later than August 31<sup>st</sup>)</i>
SEPTEMBER	September 5	HOLD – Discussion: Preliminary 2025-2026 Budget (and Principal Agency Budget Process/Questions) <i>(Per the ILA: budget presentation at Principals Assembly meeting: to be scheduled)</i>
OCTOBER	October 3	HOLD – Discussion: Preliminary 2025-2026 Budget (and Principal Agency Budget Process/Questions)
NOVEMBER	November 7	HOLD – Discussion: Preliminary 2025-2026 Budget (and Principal Agency Budget Process/Questions) <i>(Per ILA: confirm budget approval by the legislative authorities of the Principals Agencies, as evidenced by resolution or other appropriate method, no later than December 1<sup>st</sup>)</i>
DECEMBER	December 5	Adopt Final 2025-2026 Budget <i>(Per ILA: adopt budget by Supermajority Vote of Executive Board no later than December 15<sup>th</sup>)</i>

Regional Crisis Response (RCR) Agency  
2025-2026 Budget Retreat  
May 15, 2024

9:00 AM – 11:00 AM  
Bothell City Hall  
18415 101st Ave NE, Bothell, WA 98011  
Room 107-108

*--Hybrid option available--*

[Microsoft Teams link](#)

Meeting ID: 211 923 034 473

*Passcode on Outlook meeting invite*

- 1) Introductions
- 2) Presentation of the “Steady State” Budget
- 3) Review of Policy Questions that Inform Potential Alterations to 2025-2026 Budget
  - a. Reserves: Review 2024 Estimated Ending Fund Balance and Potential Distribution into Rate Stabilization Fund
  - b. Grants: Review Current and Potential Grant Awards for 2025-2026
  - c. Facilities: Review Current Facilities and Charges Thereto
  - d. Staffing: Review of Potential Adjustments to Address Levels of Service
  - e. Potential Addition of a New Principal Agency

# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board

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

**Date:** April 16, 2024

**Subject:** 2024 QUARTER 1 DATA DASHBOARD

### RECOMMENDATION:

It is recommended that the RCR Executive Board receive a presentation on the RCR Agency 2024 first quarter response data.

### BACKGROUND DISCUSSION:

From January 1 to March 31, 2024, RCR Crisis Responders provided services for a total of 434 individuals in the community, during a total of 933 encounters. The table below shows the percentage of total individuals who received services by City and percentage of total encounters by City. Homelessness status, gender identity, race and referral types data for 2024 first quarter are found in Attachment 1.

Table 1. 2024 First Quarter Response Data

<b>City</b>	<b>2024 Q1 individuals</b>	<b>% of Total</b>	<b>2024 Q1 encounters</b>	<b>% of Total</b>
<i>Bothell</i>	89	20.51%	249	26.69%
<i>Kenmore</i>	23	5.30%	33	3.54%
<i>Kirkland</i>	228	52.53%	441	47.27%
<i>Lake Forest Park</i>	11	2.53%	17	1.82%
<i>Shoreline</i>	83	19.12%	193	20.69%
<b>Total City Responses</b>	<b>434</b>	<b>100%</b>	<b>933</b>	<b>100%</b>

### List of Attachments

Att-1 2024 Q1 Regional Crisis Response Agency Data Dashboard



# Regional Crisis Response Agency Data Dashboard

## January 1, 2024 – March 31, 2024

**Total Served: 434    Total Encounters: 933**

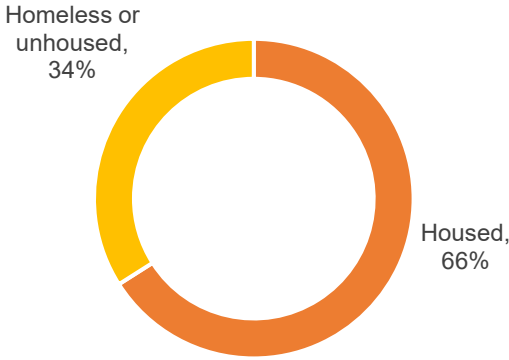
From January 1 to March 31, 2024, RCR Crisis Responders provided services for a total of 434 individuals in our community, during a total of 933 encounters.

Of those individuals served for whom race data was available (n=222), 70% were White, and 30% were Black, Indigenous or People of Color (BIPOC).

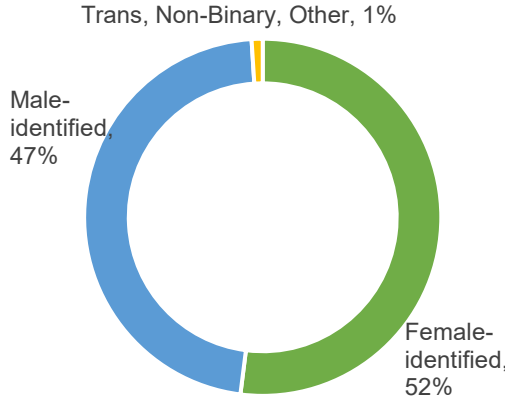
Of those for whom housing data was available (n=153), 34% were homeless or unhoused. Of all individuals served, 52% identified as female, 47% identified as male, and 1% identified as trans, non-binary or other gender expression.

City	Individuals served	Encounters
Bothell	89	249
Kenmore	23	33
Kirkland	228	441
Lake Forest Park	11	17
Shoreline	83	193

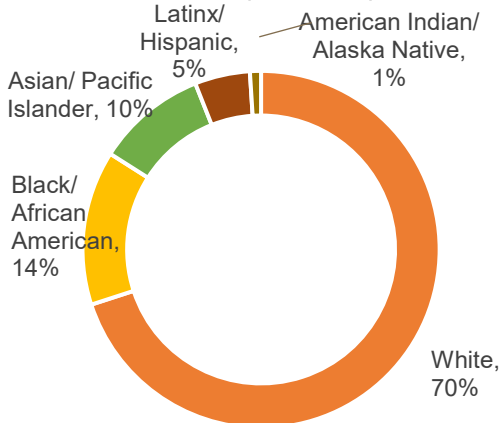
Homelessness Status (n=153)



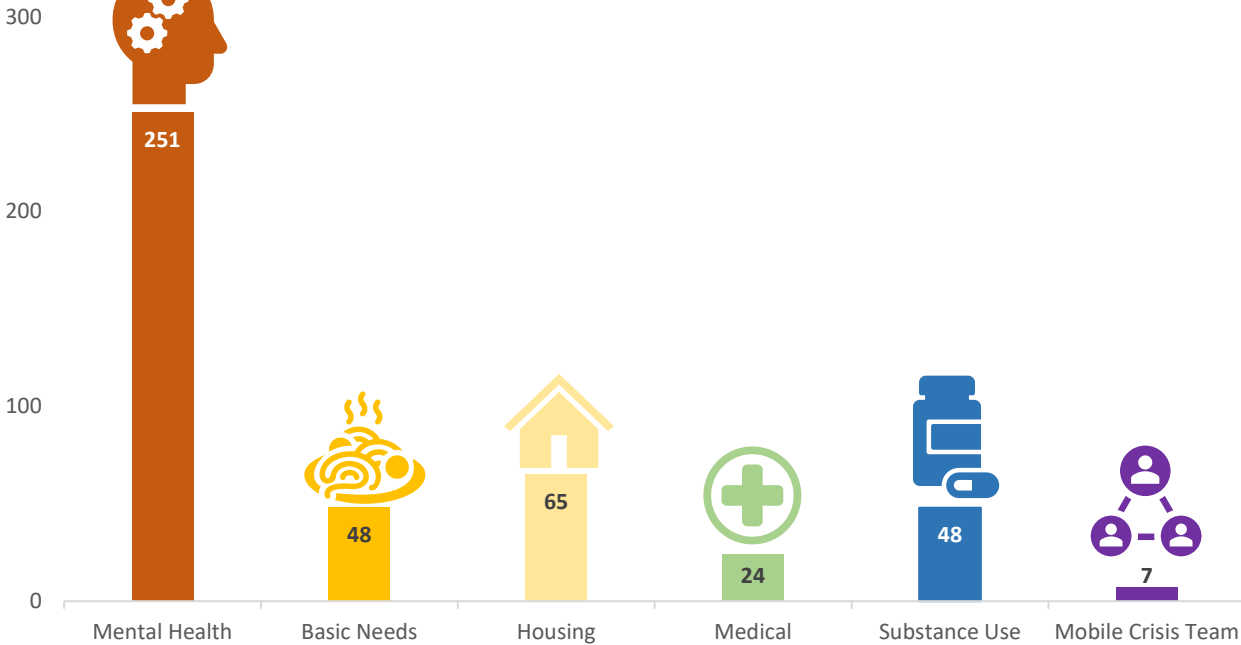
Gender Identity (n=412)



Race (n= 222)



# Referral Types





# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board  
**From:** Brook Buettner, Executive Director  
**Date:** April 25, 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*** *Election of Officers*

Section 7.h. of the RCR ILA specifies that the four officers of the RCR Executive Board shall serve a term through May 31, 2024, and that annual thereafter, a newly elected President and Vice President shall be elected for one-year terms commencing each June 1. Staff recommend that the Executive Board hold an election for new officers at the regular May Executive Board meeting annually. The election will be conducted under a separate agenda item.

#### ***Principals Assembly***

The Principals Assembly will meet on the evening of Wednesday, June 26, 2024, 6:30-8:00pm, following an anniversary celebration on that same date from 4:00-6:00pm at Kenmore City Hall. Invitations will be sent soon. A proposed agenda for this meeting is as follows. The Executive Board will also have an opportunity to amend this agenda during the June 6th meeting of the Executive Board.

#### *Proposed Agenda for the June 26, 2024 Meeting of the RCR Principals Assembly*

1. Community Advisory Group Presentation
2. Data Review
3. 24/7 Community Need data and potential operational models
4. Operations Board Workplan on the Crisis Continuum of Care
5. Staffing and Coverage Overview
6. Draft Proposed 25/26 Budget

All members of the Principals Assembly have been invited to participate in ride-alongs with Crisis Responders, scheduling is ongoing.

#### ***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 reconvened 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. RCR staff continues to work with community partners on each of these 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

RCR Operations Board members received a presentation from Crisis Connections Leadership about a pilot 988/911 co-location partnership. The partnership officially launched in March and Operations Board members will be following progress.

Work with Public Health EMS is ongoing to define transport criteria for the Crisis Facility.

### ***Community Advisory Group***

The Community Advisory Group met on April 23, 2024, with the new Community Engagement Specialist who recently started with ConnectionsHealth. Community Advisory Group members provided input and advice on how to publicize the Crisis Facility and its opening.

## **Operations**

### ***Staffing***

All ten career-service and 2.5 FTE Temporary Crisis Responder positions are filled and in the field. We have a candidate for the final 0.5 FTE Temporary Crisis Responder position who we hope will start in early May, bringing the total to 3.0 temporary staff and 10 FTEs in the field. Staff continue to receive active support based on the recommendations of the Organization Trauma consultant the team worked with in late 2023, and will have another annual “Defensive Tactics” team training and retreat in May.

### ***Response Plans***

Since the RADAR Navigator Program and NORCOM staff created the “Navigator” Database and launched it in 2021, staff has had the objective of integrating Response Plans created in the Navigator Database into NORCOM’s RAADAR, a Computer-Aided Dispatch (CAD) Aggregator, to make the Response Plans dynamic and accessible to officers and deputies via RAADAR. This is a complex technical and operational challenge. Response Plan links and access via RAADAR will be beta tested in Kirkland in the coming quarter with the support of the Kirkland Neighborhood Resource Officer. Some tweaks have been made to the Response Plan format itself to make it more useful for officers and RCR staff is working with PD and NORCOM staff on workflows.

### ***Community Need Analysis for 24/7 Service***

RCR staff has received data from all RCR police and fire agencies and is in the process of collating and analyzing the data for presentation. The Executive Board will see the results of this analysis at a future meeting.

### ***Crisis Facility Update***

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

## **Budget and Grants**

### ***Budget Development and Retreat***

The RCR ILA states that a proposed budget should be presented no later than June 30, and a public hearing shall be conducted on the proposed budget no later than August 31. Given this timeline, the proposed budget should likely be presented to the board at its June 6, 2024 meeting. Note that the Executive Board will likely meet again in June on June 27, 2024, in lieu of the July Executive Board meeting which would have fallen on July 4. In support of budgetary decision-making, Executive Board members are invited to participate in a Budget Retreat on May 15th, 9-11am, at Bothell City Hall with a hybrid option. More information on the proposed agenda for this retreat will be presented under a separate agenda item.

The RCR Executive Board Annual Timeline is included as Attachment 1. An updated version of the RCR Agency Budget Timeline is included as part of a separate agenda item.

### ***MIDD***

The MIDD MOU is ready for routing. Once the MOU is fully executed, RCR Staff will submit invoices for reimbursement for eligible costs effective June 1, 2023. RCR Executive Director is also exploring the MIDD budget process for the 2025-2026 Biennium.

### ***WASPC***

The WASPC Contract and Kirkland Police Department subcontract with RCR finalized. 2.5 of the 3.0 Temporary FTE positions supported by the WASPC grant are hired and have started working. There is a candidate in the pipeline for the other 0.5 Temporary FTE position.

### ***Association of Washington Cities***

AWC is invoiced regularly for the cost of 2.0 FTE Crisis Responders. RCR Staff are providing monthly narrative reports. RCR Staff has submitted an application for continued funding through this grant, requesting the cost of 3.0 FTEs.

During a recent AWC site visit, RCR staff was informed that RCR will likely not be eligible for renewal of funding in the subsequent grant cycle (2025-2026) because the state funds are earmarked for "startup." RCR staff will work with AWC to advocate with the state for additional and/or ongoing funding through this pipeline.

### ***Department of Justice Bureau of Justice Assistance***

The Department of Justice Bureau of Justice Assistance Connect and Protect Grant funding, previously awarded to the City of Shoreline/ RADAR Navigator Program, was finally released on April 17, 2024. RCR Staff is working on the next step for this grant, which will support a subcontract with the Center for Human Services to offer Crisis Responders a dedicated front door to intake for outpatient services. This will be important because often outpatient services are not available for days or weeks.

## **Landscape Analysis**

### ***Changes to the Mobile Behavioral Health Outreach environment***

Police and Crisis staff received notification from DESC on April 8, 2024, that the Behavioral Health Response Team (BHRT) would no longer be accepting referrals effective 4/10/2024. BHRT was a low-acuity case management team that provided follow up and linkage to care after crisis events. This change means one less referral pathway for our team, but will not represent a

significant change in the way we operate. It signals broader shifts in the crisis response environment, as King County re-procures all behavioral health mobile outreach contracts this quarter. As reported in the April Executive Director report, King County DCHS [released an RFP](#)<sup>1</sup> to provide Mobile Rapid Response Crisis Teams in King County. The RFP defines three “Primary Service Areas,” Central/ West, South, and North/East; and specifies that each service area should have a minimum of 9 outreach teams operating on a 24/7 basis. These teams will differ from the RCR Crisis Responders in several key operational areas:

1. *Longer Response Times*: required to respond within 2 hours for “emergent” calls and 24 hours for “urgent” calls
2. *Lower acuity*: behavioral control, client consent
3. *Serve only adults*: 18 and older
4. *More follow up*: billable case management services

RCR staff will collaborate closely with the behavioral health agency selected to implement mobile Rapid Response in the North/East Primary Service Area. RCR staff is in ongoing conversation with colleagues at King County to improve coordination across the spectrum of crisis response acuity.

### ***Co-Responder Outreach Alliance and Co-Response Across the State***

The Co-Responder Outreach Alliance (CROA) held its annual conference on April 19, 2024. Notably, CROA and UW announced awards to fire departments to develop co-response programs specifically with focus on Opioid Overdose Response or on reimbursing for field based care. RCR staff will be following the progress of these funded programs and bringing back best practices to the North King County community.

Also highlighted at the CROA Conference were three relevant Provisos coming out of the 2024 Washington State legislative session; one funding the UW to do workforce development and training for co-response, one funding peer support for co-responders, and one supporting the state Healthcare Authority to further explore reimbursement for crisis services in a co-response context. RCR staff will be following all this work closely.

### ***911/988 HUB Launched at ValleyComm***

In March, ValleyComm 911 [launched](#)<sup>2</sup> a partnership with Crisis Connections to co-locate 988 operators at the ValleyComm 911 Dispatch Center. This is a move toward national best practices of 988/911 interoperability and solves for many of the challenges of providing direct dispatch mental health crisis response through the public safety system. Leadership from Crisis Connections presented to the RCR Operations Board about this pilot partnership.

### **Board Action Recommended**

No formal action is recommended at this time.

### List of Attachments

Att-1 RCR Executive Board Annual Timeline

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<sup>1</sup> “RFP Opportunity: Expanding Adult Mobile Crisis Service in King County”, *King County*, March 14, 2024, <https://dchsblog.com/2024/03/14/rfp-opportunity-expanding-adult-mobile-crisis-service-in-king-county/>

<sup>2</sup> “Press release: New 911-988-211 Diversion Partnership”, *Crisis Connections*, April 10, 2024, <https://www.crisisconnections.org/diversion-partnership/>



## Executive Board Annual Timeline

DATE	ITEM
<b>January Regular Meeting</b>	Executive Director annual performance review process begins
<b>January 15</b>	Budget Share payment due by Principals
<b>March Regular Meeting</b>	Executive Director presents draft Budget Timeline to Executive Board ( <i>new fiscal cycles only</i> )
<b>March 20</b>	Executive Director hire date anniversary
<b>April Regular Meeting</b>	Budget Priorities and Assumptions ( <i>new fiscal cycles only</i> )
<b>April 15</b>	Budget Share payment due by Principals
<b>May Regular Meeting</b>	Election of new President and Vice President Budget Priorities and Assumptions ( <i>new fiscal cycles only</i> )
<b>May 31</b>	One-year terms end for current President and Vice President
<b>June 1</b>	One-year terms start for newly elected President and Vice President
<b>June 1</b>	Operational anniversary of RCR
<b>June Regular Meeting</b>	Budget Amendment Presentation of the draft preliminary Budget ( <i>new fiscal cycles only</i> )
<b>June 30</b>	Deadline for Executive Director to present a proposed budget to the Executive Board to the commencement of the budget period ( <i>new fiscal cycles only</i> )
<b>July Regular Meeting</b>	Public Hearing on draft preliminary Budget ( <i>new fiscal cycles only</i> )
<b>July 15</b>	Budget Share payment due by Principals
<b>August Regular Meeting</b>	Preliminary Budget approval ( <i>new fiscal cycles only</i> )
<b>August 31</b>	Deadline for Executive Board to review and revise the budget; conduct a public hearing on the draft budget; approve a draft budget and forward to Principals ( <i>new fiscal cycles only</i> )
<b>September Regular Meeting</b>	Preliminary Budget process and questions ( <i>new fiscal cycles only</i> ) Budget presentation at Principals Assembly meeting
<b>October Regular Meeting</b>	Preliminary Budget process and questions ( <i>new fiscal cycles only</i> )
<b>October 15</b>	Budget Share payment due by Principals
<b>November Regular Meeting</b>	Preliminary Budget process and questions ( <i>new fiscal cycles only</i> )
<b>December 1</b>	Deadline for legislative authorities of Principals of each respective shares to adopt the budget, as evidenced by resolution ( <i>new fiscal cycles only</i> )
<b>December Regular Meeting</b>	Adopt Final Budget ( <i>new fiscal cycles only</i> )
<b>December 15</b>	Deadline for Executive Board to adopt the budget by Supermajority Vote, following confirmation of the approval by the legislative authorities of Principals ( <i>new fiscal cycles only</i> )
<b>December 31, 2026</b>	“Initial Term” of ILA ends ( <i>during Initial Term no Principal may withdraw from the ILA without just cause</i> )