



Regional Crisis Response Agency  
Executive Board Meeting  
November 7, 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 September 5, 2024
- 5) Executive Session pursuant to RCW 42.30.110(1)(i) to Discuss with Legal Counsel Representing the Agency Potential Litigation
- 6) Resolution R-2024-04 Adopting Revised Reserve Policies
- 7) Budget to Actuals Report January through September 2024
- 8) 2024 Quarter 3 Data Dashboard
- 9) Executive Director Report
- 10) Good of the Order
- 11) Adjournment

Regional Crisis Response (RCR) Agency  
Executive Board Meeting Minutes  
September 5, 2024

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa.gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajkIZIM.1>

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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 August 1, 2024  
Phillip Hill moved to approve the Augst 1, 2024 meeting minutes, seconded by Stephanie Lucash.  
Vote: Motion approved 5-0  
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 5) Budget to Actual Report 2024 Quarter 2  
Treasurer and Kirkland Director of Finance and Administration Michael Olson presented the Budget to Actuals Report for 2024 Quarter 2 highlights to include the year-to-date June 2024 Total Fund Balance and Reserves.
- 6) Executive Director Report  
Executive Director Brook Buettner reported on the following topics:
  - a. Governance Boards  
The Operations Board in-person meeting is scheduled for September 11, 2024, at Kenmore City Hall to discuss the Crisis Facility Opening, Ambulance Transport and EMS Buprenorphine Use.
  - b. Operations Update  
Crisis Responders participated in National Night Out events in all five cities.

- c. RCR Logo  
The graphic designer is working on the next phase for the RCR logo development.
  - d. Crisis Facility Opening  
Crisis Responders are providing feedback and working through the new first responder drop off process at the now open Crisis Facility.
  - e. Budget and Grants  
Shared status of the MIDD, AWC, WASPC and DOJ grants.
  - f. Landscape Analysis  
Ride-along completed with Washington Representative Roger Goodman and upcoming ride-along with Kirkland Councilmember Amy Falcone.
  - g. RCR Mission Moment  
Shared recent interactions between Crisis Responders and community members who have experienced a crisis.
- 7) Good of the Order  
November 22, 2024, is the deadline requested from the Fiscal Agent for evidence/confirmation of approval by legislative authority for Principal Agency contributions.
- 8) Adjournment  
Board President Kurt Triplett adjourned the meeting at 11:25 am.

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

**Date:** November 4, 2024

**Subject:** Resolution R-2024-04: Adopting Revised RCR Reserve Policies

## RECOMMENDATION:

The RCR Executive Board approve Resolution R-2024-04, adopting revised Reserve Policies for the RCR Agency, adding a contingency reserve.

## BACKGROUND DISCUSSION:

At the April 4, 2024, RCR Executive Board Meeting, the RCR Reserve Policies were approved through adoption of Resolution R-2024-02.

The RCR Budget provides for a contingency reserve of 2.5%, which was inadvertently omitted from the Reserve Policies approved in April 2024.

The proposed revision to the reserve policies adds the contingency reserve, in accordance with the budget and best practices. (Attachment 1, Exhibit A).

## BOARD ACTION RECOMMENDED

1. It is recommended that the Board approve Resolution R-2024-04, adopting revised reserve policies for the RCR Agency.

## List of Attachments

1. Resolution R-2024-04, Adopting Revised Reserve Policies for the RCR Agency  
Exhibit A: RCR Reserve Policies

## RESOLUTION R-2024-04

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE  
AGENCY ADOPTING REVISED RESERVE POLICIES

WHEREAS, the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline have formed the Regional Crisis Response (RCR) Agency by interlocal agreement (ILA) to provide consolidated and expanded mobile crisis response services to the five-city region; and

WHEREAS, as established in the ILA, Section 6, Agency Powers, the RCR Executive Board shall review and approve operating and financial policies for the RCR Agency; and

WHEREAS, the RCR Agency has entered into a Service Level Agreement with the City of Kirkland to act as Fiscal Agent for the provision of standard fiscal services to the Agency; and

WHEREAS, as established in the the Service Level Agreement, Section F. Policies, the Agency has approved the application and adoption of the City of Kirkland's policies and procedures, including those related to information technology, facilities, Fiscal Agent, financial, and personnel; and

WHEREAS, the RCR Executive Board and Fiscal Agent adopted Reserve Policies through the approval of Resolution R-2024-02 on April 4, 2024; and

WHEREAS, the RCR Executive Board has determined there is a need to add a contingency reserve to be in alignment with current practices.

NOW, THEREFORE, be it resolved by the Executive Board of the RCR Agency as follows:

Section 1. The RCR Agency Executive Board adopts the revised Reserve Policy presented in Exhibit A, establishing an operating expense reserve, an equipment replacement reserve, a rate stabilization reserve, and a contingency reserve.

Section 2. Effective Date. These policies shall be effective immediately upon adoption.

Passed by majority vote of the RCR Agency Executive Board in open meeting this \_\_\_\_ day of \_\_\_\_, 2024.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Kurt Triplett, President

Attest:

\_\_\_\_\_  
Heather Lantz Brazil, Secretary



# REGIONAL CRISIS RESPONSE AGENCY (RCR)

## RESERVE POLICIES

NOVEMBER 7, 2024

### EXHIBIT A

#### I. AUTHORITY

The reserve policies are reviewed and approved as authorized by Section 6 (Agency Powers), subsection (e.) of the Regional Crisis Response Agency Interlocal Agreement (ILA).

#### II. PURPOSE

Adequate fund balance and reserve levels are a necessary component of RCR's overall financial management strategy and a key factor in the measurement of the agency's financial strength.

#### III. POLICY

- A. An Operating Expense Reserve, Contingency Reserve, and an Equipment Replacement Reserve will be maintained.
- B. A Rate Stabilization Reserve shall be established in order to identify, reserve, and accumulate unexpended resources for use in mitigating the impact of future rate increases (to participant contributions) and assisting with the transition to higher rates.
- C. Additional reserve accounts may be created by the Executive Board to account for monies for future known expenditures, special projects, or other specific purposes.
- D. All reserve accounts will be presented in the biennial budget.
- E. Remaining funds at the end of each biennium not placed in reserves will remain in the fund as fund balance.

#### IV. PROCEDURE

##### A. Operating Expense Reserve

It is the intent of RCR that the estimate for general operating contingencies shall be based on the assumption that certain expenditures will become necessary which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event. The level of funding shall be determined by the Executive Board and shall be set at a minimum of 5 percent and not to exceed 10 percent of the annual (second year of the biennium) budget expenditures.

##### B. Contingency Reserve

A Contingency Reserve Fund shall be maintained to meet any agency expense the necessity or extent of which could not have been reasonably foreseen at the time of adopting the biennial budget. The level of funding shall be determined by the Executive Board.



# REGIONAL CRISIS RESPONSE AGENCY (RCR)

## RESERVE POLICIES

NOVEMBER 7, 2024

### B.C. Equipment Replacement Reserve

Unless otherwise directed by the Executive Board, RCR will maintain and fully fund the Equipment Replacement Reserve to minimize large increases in User Fees from year to year resulting from the acquisition or replacement of certain assets (vehicles, computers, etc.), and to fund the timely replacement of aging technology, equipment, and systems. Budgeted contributions will be based on estimated useful life, replacements costs, and maintained on a per asset basis, or as a group of assets.

### G.D. Rate Stabilization Reserve

- i. Unless otherwise directed by the Executive Board the Rate Stabilization Reserve shall be established using the Biennial Ending Fund Balance. One-time revenues, new agency initial assessments/fees, Ending Fund Balance and other sources deemed appropriate by the Executive Board may be accumulated for future use.
- ii. The amount of reserves used each year shall be analyzed to determine the long-term effect on rates to avoid large rate increases or decreases in future years.
- iii. Accumulated reserves shall not exceed twenty percent of the biennial budget Operating Fund Revenues. There is no requirement for a minimum balance in this reserve.
- iv. Funds shall accumulate from year to year until a Super Majority Vote of the Executive Board appropriates all or part of the available reserves.
- v. Identified funds shall be applied to overall budget (similar to outside revenues) to offset transition to higher rates, fund one-time expenditures, or other exigent circumstances.

D.E. All expenditures drawn from reserve accounts shall require prior Board approval unless previously authorized for expenditure in the biennial budget.

## **V. RESPONSIBILITY**

It is the responsibility of the Treasurer to monitor Fund Balance and reserve accounts in order to assure compliance with this policy.

The Treasurer will review the Reserve Policies with the Executive Board as part of the biennial budget development process.

The Treasurer will present options for the use or distribution of any amounts in excess of reserve requirements to the Executive Board as part of the biennial budget development process.

# 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:** November 4, 2024

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

## RECOMMENDATION:

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

## BACKGROUND DISCUSSION:

On [January 11, 2023](#)<sup>1</sup>, 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 principal agency contributions.

### 2024 Budget to Actuals Report (January through June 2024)

The City of Kirkland Fiscal Agent support team has prepared the 2024 Budget to Actuals Report for the period of January through September 2024 (*Attachment 1*). This reflects data from the first nine months of the year, and the budget amendment approved August 1, 2024, which moved \$800k of fund balance to the Rate Stabilization Reserve and amended the revenues and the expenditures to reflect estimated actuals.

As anticipated, the report continues to reflect a healthy fund balance of \$620,468 and a reserves fund balance of \$1,046,704; for a total amount of \$1,667, 172.

Based on the September 2024 actuals, the projected 2024 ending fund balance is \$1.1M. This anticipates full reimbursement of all grant funds awarded for the 2023-2024 biennium.

On [December 7, 2023](#)<sup>2</sup>, and [August 1, 2024](#)<sup>3</sup>, the Executive Board amended the 2023-2024 RCR Biennial Budget, through R-2023-16 and R-2024-03, respectively.

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<sup>1</sup> January 11, 2023, RCR Meeting Materials: <https://www.kirklandwa.gov/files/sharedassets/public/v/2/city-managers-office/pdfs/agendas/rcr-executive-board-packet-011123.pdf>

<sup>2</sup> December 7, 2023, RCR Meeting Materials: <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-executive-board-meeting-packet-2023-12-07.pdf>

<sup>3</sup> August 1, 2024, RCR Meeting Materials: <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-exec-board-2024.08.01-meeting-packet.pdf>



These amendments captured additional grant revenues awarded, adjustments to expenditures based on a true-up review of fee assessments, and the allocation of \$800K to the Rate Stabilization Reserve.

The amended budget includes operational expenses in an approximate amount of \$4.5M, assuming total revenues of approximately \$6.5M (grant revenue and principal agency contributions); and the resulting fund balance and reserves totaling \$2.1M.

Next Steps:

The City of Kirkland Fiscal Agent Team will present the year end Budget to Actual Reports to the RCR Executive Board at the February 2025 Executive Board Meeting. This will include activity through the Fourth Quarter of 2024 (January through December 2024).

**BOARD ACTION RECOMMENDED**

1. It is recommended that the Board review the 2024 Budget to Actuals financial report for the period of January through September 2024 and identify any questions or additional information needed.

List of Attachments

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

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

CURRENT YEAR REVENUE	START-UP		ONGOING OPERATIONS								TOTAL BUDGET '23-'24
	Budget	Actuals	2023 Original Budget	2023 Revised Budget	2023 Actuals	Act. as % of Budget	2024 Revised Budget	2024 Actuals	2024 Forecast	Act. as % of Budget	
MIDD	\$ -	\$ -	\$ 436,000	\$ 566,000	\$ 158,288	28%	\$ 1,019,712	\$ -	\$ 1,019,712	0%	\$ 1,585,712
WASPC (Kirkland PD Pass-Through)	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 69,839	87%	\$ 303,809	\$ 166,376	\$ 253,809	55%	\$ 383,809
AWC (ART Grant Program) (Kirkland Pass-Through)	\$ -	\$ -	\$ 70,500	\$ 70,500	\$ 203,372	288%	\$ 98,500	\$ 189,256	\$ 228,500	192%	\$ 169,000
DOJ	\$ -	\$ -	\$ 72,400	\$ 72,400	\$ -	0%	\$ 63,224	\$ -	\$ 63,224	0%	\$ 135,624
OTHER MISC. (Kirkland)	\$ -	\$ -	\$ -	\$ -	\$ 125,419	0%	\$ -	\$ -	\$ -	0%	\$ -
<b>GRANTS/OTHER EXTERNAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 658,900</b>	<b>\$ 788,900</b>	<b>\$ 556,919</b>	<b>71%</b>	<b>\$ 1,485,245</b>	<b>\$ 355,632</b>	<b>\$ 1,565,245</b>	<b>24%</b>	<b>\$ 2,274,145</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>\$ 2,046,254</b>	<b>\$ 2,046,255</b>	<b>100%</b>	<b>\$ 4,249,018</b>
<b>TOTAL CURRENT YR REVENUES</b>	<b>\$ 405,056</b>	<b>\$ 405,056</b>	<b>\$ 2,456,607</b>	<b>\$ 2,586,607</b>	<b>\$ 2,354,626</b>	<b>91%</b>	<b>\$ 3,531,500</b>	<b>\$ 2,401,886</b>	<b>\$ 3,611,500</b>	<b>68%</b>	<b>\$ 6,523,163</b>

CURRENT YEAR EXPENDITURE	START-UP		ONGOING OPERATIONS								TOTAL BUDGET '23-'24
	Budget	Actuals	2023 Original Budget	2023 Revised Budget	2023 Actuals	Act. as % of Budget	2024 Revised Budget	2024 Actuals	2024 Forecast	Act. as % of Budget	
Personnel	\$ 8,580	\$ 411	\$ 2,020,933	\$ 2,020,933	\$ 1,257,421	62%	\$ 1,433,869	\$ 1,659,930	\$ 2,205,961	116%	\$ 3,463,382
Professional Services & Training	\$ 18,000	\$ 3,500	\$ 49,400	\$ 49,400	\$ 35,184	71%	\$ 109,108	\$ 24,410	\$ 137,016	22%	\$ 176,508
Clothing & Equipment	\$ 41,400	\$ 1,904	\$ 10,450	\$ 10,450	\$ 6,700	64%	\$ 15,342	\$ 9,768	\$ 15,342	64%	\$ 67,192
IT, Supplies, and Furniture	\$ 52,830	\$ 13,953	\$ 155,745	\$ 155,745	\$ 178,895	115%	\$ 141,627	\$ 49,555	\$ 60,608	35%	\$ 350,202
Vehicles	\$ 100,000	\$ -	\$ 24,740	\$ 24,740	\$ 66,264	268%	\$ 77,049	\$ 107,364	\$ 108,603	139%	\$ 201,789
Recovery Support, Insurance, and Outreach	\$ -	\$ -	\$ 57,800	\$ 57,800	\$ 24,003	42%	\$ 29,290	\$ 10,021	\$ 29,290	34%	\$ 87,090
Fiscal Agent Fees and Facilities Charges	\$ -	\$ -	\$ 137,540	\$ 137,540	\$ 137,540	100%	\$ 83,393	\$ 107,572	\$ 175,341	129%	\$ 220,932
<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>\$ 1,568,468</b>	<b>64%</b>	<b>\$ 1,889,678</b>	<b>\$ 1,968,618</b>	<b>\$ 2,732,161</b>	<b>104%</b>	<b>\$ 4,567,095</b>

### FUND BALANCE SUMMARY

	Actuals YTD 09/24	Forecast YTD 2024
PRIOR YEAR FUND BALANCE	\$ 187,200	\$ 187,200
CURRENT YEAR BALANCE	\$ 433,268	\$ 879,339
ENDING FUND BALANCE	\$ 620,468	\$ 1,066,539
PRIOR YEAR RESERVES BALANCE	\$ 1,008,144	\$ 1,008,144
CURRENT YEAR RESERVES	\$ 38,560	\$ 38,560
ENDING RESERVES BALANCE	\$ 1,046,704	\$ 1,046,704

**TOTAL FUND BALANCE & RESERVES**      **\$ 1,667,172**      **\$ 2,113,243**

- Notes:**
- Reserves are \$208,144 as of December 31, 2023. This includes \$184,246 for Operating and Contingency Reserves and \$23,898 for Equipment Replacements.
  - Participating Agency contributions for 2024 anticipated at budget of \$2,046,255.
  - Forecasted totals for 2024 reflect anticipated activity based on current trends and planned activity for remainder of year.
  - New WASPC grant eff. March 1, 2024-June 30, 2025 is a Kirkland pass-through grant. Forecasted for 2024 is \$253,809.
  - MIDD grant represents pre-April 2023 activity expended by City of Bothell. Additional funding in process.
  - AWC, Kirkland pass-through grant.
  - DOJ will be awarded directly to RCR.
  - Expenditures running at expected level through 2nd quarter 2024.
  - 9 additional vehicles purchased April 2024.
  - Fiscal Agent Fees and Facilities Charges forecast for 2024 reduced by true-up adjustments of (-\$58,990).

# REGIONAL CRISIS RESPONSE (RCR) AGENCY

## MEMORANDUM

**To:** RCR Executive Board

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

**Date:** November 4, 2024

**Subject:** 2024 Quarter 3 Data Dashboard

## RECOMMENDATION:

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

## BACKGROUND DISCUSSION:

From July 1 to September 30, 2024, RCR Crisis Responders provided services for a total of 649 individuals in the community, during a total of 1,343 encounters. Homelessness status, gender identity, race and referral types data for 2024 third quarter are found in Attachment 1. The table below displays the percentage of individuals who received services in each city, as well as the percentage of total encounters in each city, for Q1, Q2 and Q3 of 2024, and as a Q1-Q3 total, for comparison.

Table 1. 2024 First, Second and Third Quarter Response Data

City (Population %)	2024 Q1				2024 Q2			
	Individuals	% of Total	Encounters	% of Total	Individuals	% of Total	Encounters	% of Total
Bothell (20.35%)	89	20.51%	249	26.69%	116	20.17%	308	25.71%
Kenmore (10.1%)	23	5.30%	33	3.54%	30	5.22%	68	5.68%
Kirkland (38.9%)	228	52.53%	441	47.27%	241	41.91%	436	36.39%
Lake Forest Park (6.8%)	11	2.53%	17	1.82%	18	3.13%	40	3.34%
Shoreline (25.08%)	83	19.12%	193	20.69%	170	29.57%	346	28.88%
<b>Total City Individuals</b>	<b>434</b>	<b>100%</b>	<b>933</b>	<b>100%</b>	<b>575</b>	<b>100%</b>	<b>1198</b>	<b>100%</b>

City (Population %)	2024 Q3				2024 Q1-Q3			
	Individuals	% of Total	Encounters	% of Total	Individuals	% of Total	Encounters	% of Total
Bothell (20.35%)	126	19.41%	291	21.67%	331	19.96%	848	24.41%
Kenmore (10.1%)	21	3.24%	42	3.13%	74	4.46%	143	4.13%
Kirkland (38.9%)	269	41.45%	553	41.18%	738	44.51%	1430	41.16%
Lake Forest Park (6.8%)	23	3.54%	60	4.47%	52	3.14%	117	3.37%
Shoreline (25.08%)	210	32.36%	397	29.56%	463	27.93%	936	26.94%
<b>Total City Individuals</b>	<b>649</b>	<b>100%</b>	<b>1343</b>	<b>100%</b>	<b>1658</b>	<b>100%</b>	<b>3474</b>	<b>100%</b>

## List of Attachments

Att-1 2024 Q3 Regional Crisis Response Agency Data Dashboard



## Regional Crisis Response Agency Data Dashboard

### July 1, 2024 – September 30, 2024

**Total Served: 649    Total Encounters: 1,343**

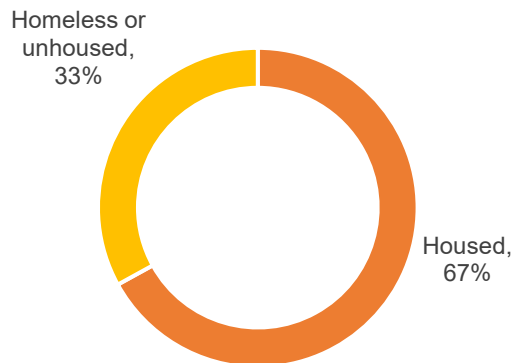
From July 1 to September 30, 2024, RCR Crisis Responders provided services for a total of 649 individuals in our community, during a total of 1,343 encounters.

Of those individuals served for whom race data was available (n=345), 70% were White, and 30% were Black, Indigenous or People of Color (BIPOC).

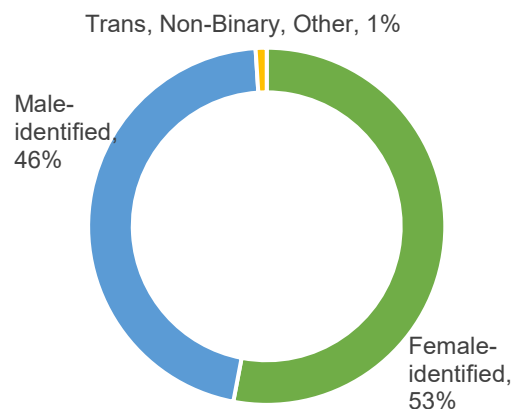
Of those for whom housing data was available (n=222), 33% were homeless or unhoused. Of individuals served, 53% identified as female, 46% identified as male, 1% identified as trans, non-binary or other gender expression.

City	Individuals served	Encounters
Bothell	126	291
Kenmore	21	42
Kirkland	269	553
Lake Forest Park	23	60
Shoreline	210	397

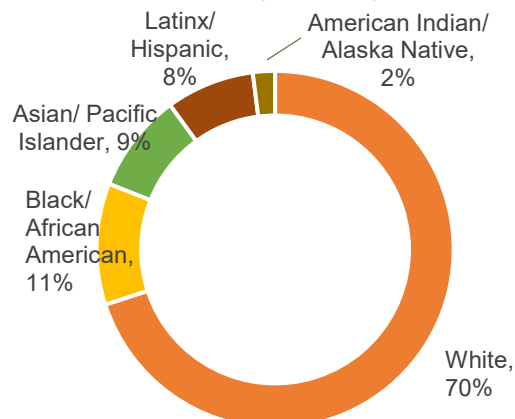
Homelessness Status  
(n=222)

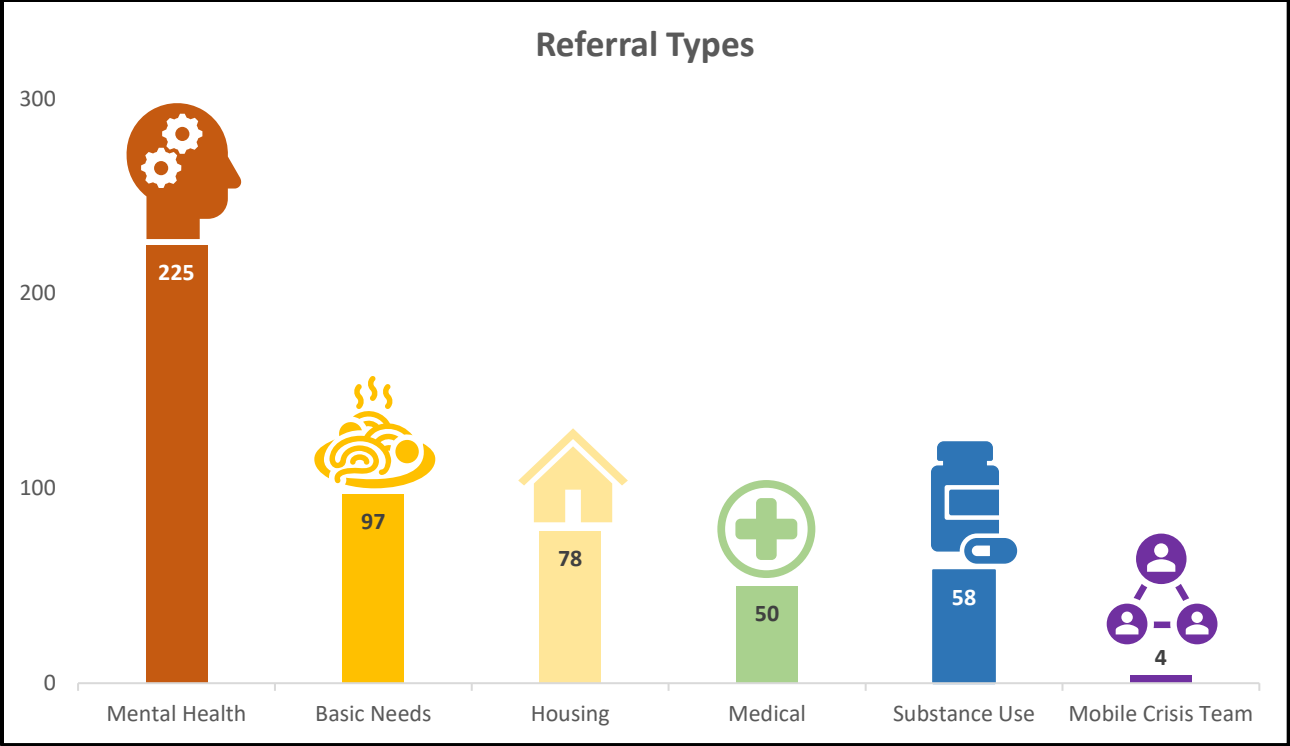


Gender Identity (n=620)



Race (n=345)





# REGIONAL CRISIS RESPONSE (RCR) AGENCY

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## MEMORANDUM

**To:** RCR Executive Board

**From:** Brook Buettner, Executive Director

**Date:** October 30, 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.

**FORMAT NOTE:** New and emerging information is in grey boxes, with context/ historical information from previous memos below.

## **DISCUSSION:**

### **Governance Bodies**

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

The Principals Assembly will convene November 13, 2024, at the City of Kirkland. Feedback is sought from the Executive Board on the Proposed Agenda below.

#### ***Principals Assembly Proposed Agenda***

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of the Minutes
  - a. Minutes from Regular Meeting June 6, 2024
5. Community Advisory Group Presentation
6. Data Dashboard Review
7. Operations Board Workplan on the Crisis Continuum of Care (*including ConnectionsHealth*)
8. Staffing and Coverage Overview
9. Budget Process
10. Good of the Order
11. Next Meeting
12. Adjournment

## ***Operations Board***

The RCR Operations Board had a very productive meeting on September 11, 2024. The Workplan was updated to focus on the point of transition from first responder contact to admission at the ConnectionsHealth Crisis Facility. The Workplan Strategies identified for 2024 are:

1. 911/988 interoperability
  - a. While there is no room for immediate movement with either of the 911 Dispatch Entities serving the RCR Agencies, the members of the Operations board identified a “watch and wait” strategy to monitor implementation of the 988 embed pilot at ValleyComm 911, and monitor potential funding through the King County Crisis Care Centers Levy supporting communication within the crisis system.
2. RCR Resource Deployment
  - a. There currently no efficient method for deploying across jurisdictions, especially between KCSO contract cities and cities served by NORCOM 911 dispatch.

## ***Community Advisory Group***

The Community Advisory Group members met on October 22, 2024, and discussed recruitment for new members.

## ***Operations***

A Community Member Transport policy has been developed, in conjunction with WCIA and including a liability waiver for community members to sign prior to being transported. The policy sits with the City of Kirkland City Attorney with a hope that it can be implemented as soon as possible.

## ***Staffing***

All ten career-service and 2.5 FTE Temporary Crisis Responder positions are filled and 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, including ongoing training and post-incident support.

## ***Crisis Facility Update***

RCR staff continues to work with ConnectionsHealth Crisis Facility staff to improve drop off. RCR staff hope to begin to transport community members in crisis directly to the facility soon, pending approval of the RCR Transport Policy by the City Attorney of the City of Kirkland.

## ***Budget and Grants***

### ***RCR Budget Process***

On August 1, 2024, the Executive Board approved the preliminary 2025-2026 budget presented by RCR fiscal staff. RCR fiscal staff has now circulated the preliminary budget to fiscal staff at each of the Principal cities along with draft resolution language to support Council processes.

### *Summary of Proposed Council Action and Outcome*

City	Action	Date	Outcome
LAKE FOREST PARK	Resolution 24-1971/Confirming the City's Share of the 2025-2026 Regional Crisis Response Agency Budget	10/24/2024	PASSED
KIRKLAND	Resolution R-5652/Approving the City of Kirkland's 2025-2026 Allocation for the Regional Crisis Response	11/6/2024	
KENMORE		11/12/2024	
SHORELINE		11/18/2024	
BOTHELL		11/19/2024	

### **MIDD**

The MIDD MOU has been signed and RCR and fiscal agent staff await King County readiness to receive 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**

2.5 of the 3.0 Temporary FTE positions supported by the WASPC grant are actively working in the field. Recruiting continues for the unfilled 0.5 FTE. RCR, Kirkland Police Department and City of Kirkland fiscal staff have successfully submitted all invoices and documentation for the first fiscal year of this grant.

### **Association of Washington Cities**

AWC is invoiced regularly for the cost of 2.0 FTE Crisis Responders. RCR Staff are providing monthly narrative reports. This is the third and final year of funding through the Alternative Response Team Grant.

### **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, is now in the planning year. RCR staff is working with the Center for Human Services on the required Planning and Implementation Guide. This funding will allow RCR to 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**

#### **2025 Legislative Session**

The Co-Responder Outreach Alliance (CROA), In partnership with the University of Washington, has drafted legislation to define co-response and fund workforce development. Washington Representative Dan Bronoske has agreed to primary sponsor the bill.

The City of Seattle has developed proposed legislative language defining the types of co-response program records that may be subject to or redacted from materials subject to public disclosure requests.

The Association from Washington Cities' 2025 [Legislative Priority list](#) was announced and includes, "Expand funding for grants to establish and support ongoing funding for local behavioral



health crisis co-responder programs. Support additional training and certification, and workforce development for co-responders.”

### ***Elected Officials and other stakeholders participating in RCR Ride-Alongs***

*During September and October, the following elected officials and stakeholders completed Ride-Alongs with the RCR Team:*

CM Anette Ademasu, Shoreline  
Bill Bear, Community Advisory Group Member  
CM Amy Falcone, Kirkland (completed 11/3/24)

*Notable upcoming elected and stakeholder Ride-Alongs:*

CM John Ramsdell, Shoreline  
CM Betsy Robertson, Shoreline  
Andi Smith, Executive Director, Ballmer Group Washington  
Kelly Kinnison, CEO, King County Regional Homelessness Authority  
Washington State Representative Nicole Macri  
Washington State Representative Darya Farivar

### ***City of Redmond Proposed Budget***

During the [October 1, 2024](#) regular meeting of the Redmond City Council, Redmond Mayor Angela Birney proposed a [2025-2026 Budget](#) to the Redmond City Council that proposed funding three additional internal FTEs dedicated to “Alternative Response.”

### **Board Action Recommended**

No formal action is recommended at this time.