



Regional Crisis Response Agency
Executive Board Meeting
November 6, 2025

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 October 2, 2025
- 5) Proposed Mid-Biennium Budget Amendments
- 6) Discussion of Gift Card Policy Supporting Crisis Response
- 7) 2025 Quarter 3 Data Dashboard
- 8) Executive Director Report
- 9) Good of the Order
- 10) Adjournment



Regional Crisis Response Agency
Executive Board Meeting Minutes
October 2, 2025

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
President Kurt Triplett called the meeting to order at 11:04 a.m.
- 2) Roll Call
Members present: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 3) Items from the Audience
None presented.

At the request of the Executive Director, the Board President announced that following Item 4, 'Approval of the Minutes,' the Board would enter into Executive Session pursuant to RCW 42.30.110(1)(i) to discuss potential pending litigation with legal counsel.

The Executive Session was scheduled for 15 minutes. No objections were raised by Board members.

- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting September 4, 2025
Bristol Ellington moved to approve the September 4, 2025 meeting minutes, seconded by Stephanie Lucash.
Vote: Motion passed 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington

The Board entered into Executive Session at 11:09 a.m. pursuant to RCW 42.30.110(1)(i) to discuss potential pending litigation with legal counsel.

The Board returned to open session at 11:17 a.m. No action was taken during the Executive Session.

5) Resolution R-2025-03 Adopting the Food and Beverage Purchase Policy Supporting Crisis Response

Phillip Hill moved to approve Resolution R-2025-03, adopting the Food and Beverage Purchase Policy Supporting Crisis Response, seconded by Kyle Stannert.

Vote: Motion passed 5-0

Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington

6) Resolution R-2025-04 Amending the Governance Structure of the Operations Board to Appoint Members by Position Rather Than as Named Individuals

Kyle Stannert moved to approve Resolution R-2025-04, amending the governance structure of the Operations Board to appoint members by position rather than as named individuals, seconded by Stephanie Lucash.

Vote: Motion passed 5-0

Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington

7) Executive Director Report

RCR Executive Director, Brook Buettner reported on the following:

a. Governance

- i. Operations Board updated the Crisis Continuum of Care Coordination 2025-2026 Workplan at the annual in-person meeting on September 10, 2025.
- ii. Community Advisory Group is still working on recruiting new members.

b. Operations Update

- i. 2.0 Full-time Equivalent positions are currently in recruitment.
- ii. Crisis Responder Jose Fuentes submitted his resignation.
- iii. Supervisory team is providing ongoing support for staff morale.
- iv. AFSCME discussions regarding Crisis Responder positions and benefits are ongoing.
- v. RCR and City of Kirkland Communications staff are working on the RCR website.

c. Budget and Grants

- i. Mid-bi budget adjustments will be presented at the November Executive Board meeting and adoption at the December meeting with no changes to anticipated expenditures and anticipated additional revenue from the WASPC grant.
- ii. RCR will be audited by the State Auditor's Office in October.
- iii. Staff continue to monitor the federal funding environment.
- iv. WASPC 2025-2027 grant: contract under City of Kirkland City Attorney Office's review with a successful site visit in September.
- v. MIDD grant: King County staff indicated intention to renew all contracts plus a Cost-of-Living Adjustment.

- vi. DOJ Connect and Protect grant: Planning Year requirements completed and accepted by DOJ staff.
 - vii. HCA/COSSUP grant: Year 2 contract pending, sits with the State.
 - d. Landscape Analysis
 - i. Legislative Session: Seattle Intergovernmental Affairs staff continue to workshop proposed legislation defining Crisis Response.
 - e. RCR in the Community
 - i. Shared successful interactions between Crisis Responders, Police partners and community members who have experienced a crisis.
- 8) Good of the Order
None presented.
- 9) Adjournment
President Kurt Triplett adjourned the meeting at 11:40 a.m.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary



REGIONAL CRISIS RESPONSE AGENCY
123 Fifth Avenue, Kirkland, WA 98033
425-587-3504
info@rcrwa.org

MEMORANDUM

To: RCR Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration
Mike Lieu, Kirkland Sr. Financial Analyst
Veronica Hsieh, Kirkland Deputy Director of Finance & Administration, Treasurer

Date: November 6, 2025

Subject: RCR 2025-2026 Mid-Bi Budget Adjustments

RECOMMENDATION:

The RCR Executive Board receives information about the 2025-2026 Proposed Mid-Biennial Budget Adjustments; and reviews the draft resolution adopting an amended 2025-2026 RCR Biennial Budget.

EXECUTIVE SUMMARY:

2025-2026 Mid-Bi Adjustment

- The City of Kirkland Fiscal Agent support team has prepared the 2025-2026 Mid-Bi Adjustment report (Attachment 1).
- Revenue adjustments total \$1.72 million; expenditure adjustments total \$884k.
- Expenses adjustment request is for \$884k. Most of the adjustment is for personnel, \$807k. With the renewal of the Washington Association of Sheriffs and Police Chiefs (WASPC) grant, there is again funding for three additional Crisis Responders. The other primary expenditure, \$39.9k, is due to increases in internal charges.
- The revenue adjustments needed are primarily due to two grants. Approximately \$917k of MIDD grant revenue for 2024 activities was received in the beginning of 2025. The other driver of the revenue adjustment is the renewal of the WASPC grant, an additional \$688k in funding.
- Lesser adjustments to revenue are due to new revenue sources, interest income (\$139k) and one-time indirect grant funding from Washington Health Care Authority (\$103k).
- Due to the increase in revenues, it is not anticipated that RCR will need to utilize any of the Rate Stabilization reserves or Unreserved Working Capital, previously budgeted to use \$457k this biennium.

BACKGROUND:

The final approval of the RCR 2025–2026 Proposed Budget was granted on December 5, 2024 (Resolution R-2024-05). Budget adjustments are then presented to the Executive Board to allow for review and commentary on the proposed changes prior to final approval during odd year.

DISCUSSION/ANALYSIS:

Personnel expenses increases are due to the renewed funding from the WASPC grant. The \$688k doesn't fully fund the position, but unreserved working capital and ongoing salary savings can be used if needed.

The other expense adjustments are driven by planning services for the DOJ Grant. Administrative charges were also higher than budgeted due to the following: approval of an additional vehicle (+\$14.5k), 2024 true-up costs with increases in finance and human resource allocations (+\$21k), and IT charges (-\$11.6k) were less than budgeted.

Revenue increases were primarily driven by the WASPC grant, which had originally been budgeted through mid-2025. On October 13, 2025, the new WASPC grant agreement was finalized, extending funding through mid-2027.

In addition, MIDD grant revenue for 2024 activities was receipted in January and February 2025, increasing the revenues received this year by approximately \$917k less adjustments to the 2025-2026 grant total.

Interest income from participation in the Local Government Investment Pool (LGIP) and one-time indirect funding from the Washington Health Care Authority (HCA) totaling \$243k in fiscal year 2025-2026, represent new revenue streams that were not included in the original budget.

In the original adopted budget, an approximate use of \$457k of the Rate Stabilization Reserve and fund balance was budgeted to balance the 2025-2026 budget. With the increases in revenue, it is not anticipated that any of the Rate Stabilization Reserves or Unreserved Fund Balance (Working Capital) will need to be utilized.

NEXT STEPS:

It is recommended that the Board review the 2025-2026 proposed Mid-Biennium Budget amendments and identify any questions or additional information needed to proceed with approval of the 2025-2026 Mid-Biennial Budget Amendments at the December 4 RCR Executive Board Meeting.

ATTACHMENTS:

Attachment 1 – 2025-2026 Mid-Bi Adjustment Report
Attachment 2 – Draft Resolution Amending the 2025-2026 Budget
Exhibit A – 2025-2026 Revised Budget Adjustments Tables

RCR 2025-2026 Budget Adjustments

EXPENSES	OBJECT	DESCRIPTION	UNIT COST	ONGOING OPERATIONS			
				2025	2026	TOTAL '25-'26	
Personnel							
Executive Director	551010	1 FTE	\$	-	\$ -	\$ -	
Supervisor	551010	1 FTE	\$	-	\$ -	\$ -	
Crisis Responder - Lead	551010	2 FTE	\$	-	\$ -	\$ -	
Crisis Responder	551010	8 FTE	\$	-	\$ -	\$ -	
Crisis Responder - WASPC	551010	3 LTE	\$	264,883	\$ 546,294	\$ 811,177	
On-Call + OT	551010	Graveyard shift on-call + OT (midnight to 7am)	\$	(4,327)	\$ -	\$ (4,327)	
Administrative Assistant	551010	1 FTE	\$	-	\$ -	\$ -	
Background check	551010	Sergeant and Admin hours to conduct checks	\$	-	\$ -	\$ -	
	<i>Subtotal</i>		\$	260,556	\$ 546,294	\$ 806,850	
Professional Services & Training							
Professional Services	541010	Quality improvement, DEI, and audit consultants	\$	-	\$ -	\$ -	
Subawards	541010		\$	33,284	\$ -	\$ 33,284	
Travel & Subsistence	543010	Registration, travel, on-going required trainings, etc.	\$	2,100	\$ 1,080	\$ 3,180	
Training	549020		\$	2,500	\$ -	\$ 2,500	
Advertising	541021		\$	-	\$ -	\$ -	
Communications	542010		\$	-	\$ -	\$ -	
	<i>Subtotal</i>		\$	37,884	\$ 1,080	\$ 38,964	
Vehicle & Transportation							
Vehicle Purchase	564644		\$	-	\$ -	\$ -	
			\$	-	\$ -	\$ -	
Misc. transportation	543010	Parking, Lyft, etc.	\$	(1,050)	\$ (1,082)	\$ (2,132)	
	<i>Subtotal</i>		\$	(1,050)	\$ (1,082)	\$ (2,132)	
Fiscal Services & Charges							
Facility Charge	551010	Charge for Office Space	\$	270	\$ -	\$ 270	
Information Technology	551010	Charge for Technology Access & Software Systems	\$	(11,632)	\$ -	\$ (11,632)	
Fleet - Operations/Maintenance	551010	Charge for Vehicle Operations & Maintenance	\$	14,453	\$ 16,104	\$ 30,557	
IFnd Self Insurance	551010	Charge for Self Insurance based on per employee	\$	4,089	\$ -	\$ 4,089	
Fiscal Agent Fee	551010	City of Kirkland Admin Agency Fee	\$	16,715	\$ -	\$ 16,715	
	<i>Subtotal</i>		\$	23,895	\$ 16,104	\$ 39,999	
TOTAL EXPENSES				\$	321,285	\$ 562,397	\$ 883,682

% Change Year on Year

REVENUES	DESCRIPTION	2025	2026	TOTAL '25-'26
Grants/Other External Revenue				
MIDD	2025-2026 Biennial Request	\$ 883,612	\$ (33,982)	\$ 849,630
WASPC		\$ 214,010	\$ 474,483	\$ 688,493
AWC (ART Grant Program)		\$ (4,381)	\$ -	\$ (4,381)
DOJ	Unlikely to receive this grant again; final year of the grant is 2025.	\$ (53,128)	\$ -	\$ (53,128)
Other Misc./Use of Fund Balance*		\$ (217,465)	\$ (239,811)	\$ (457,276)
Investment Revenue		\$ 49,575	\$ 90,000	\$ 139,575
Indirect Grant		\$ 103,541	\$ -	\$ 103,541
TOTAL REVENUES		\$ 1,193,229	\$ 530,501	\$ 1,723,730

*Note: Use of Fund Balance is being removed from the budget as it will no longer be used, but it is a line-item adjustment and not external revenue, and is therefore excluded from the Total Revenue adjustments totaling \$1.7 million shown here.

RESOLUTION R-2025-XX

A RESOLUTION OF THE REGIONAL CRISIS
RESPONSE AGENCY AMENDING THE
ADOPTED 2025-2026 BUDGET

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, the RCR Agency adopted the 2025-2026 budget through Resolution R-2024-05, on December 6, 2024; and

WHEREAS, the RCR Agency has completed a mid-biennial review of its expenditures and revenues and identified modifications thereto; and

WHEREAS, since adopting the founding ILA the RCR Agency has been awarded additional grant revenues from the Association of Washington Cities (AWC) Alternative Response Team Grant in an amount of \$714,569; and

WHEREAS, the amended 2025-2026 budget summarized in Exhibit "A" reflects the updated revenues and expenditures that are intended to ensure the provision of mobile crisis response services envisioned by the agency.

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

Section 1. The Amended 2025-2026 Budget of the Regional Crisis Response Agency, as summarized in Exhibit "A" and incorporated by this reference as a though fully set forth, is adopted as the Budget of the Regional Crisis Response Agency for 2025-2026.

Passed by majority vote of the Regional Crisis Response Agency Executive Board in open meeting this ____ day of _____, 2025.

Signed in authentication thereof this ____ day of _____, 2025.

Kurt Triplett, President

Attest:

Heather Lantz-Brazil, Secretary

REGIONAL CRISIS RESPONSE AGENCY 2025-2026 REVISED BUDGET EXECUTIVE BOARD REPORT				
REVENUE	OPERATIONS			
	2025-2026 Approved Budget	Mid-Bi Adjustments	2025-2026 Revised Budget	% Increase/ (Decrease)
MIDD	\$ 1,178,000	\$ 849,630	\$ 2,027,630	72%
WASPC (Kirkland Pass-Through)	\$ 259,919	\$ 688,492	\$ 948,411	265%
AWC (ART Grant Program) (Kirkland Pass-Through)	\$ 87,500	\$ (4,381)	\$ 83,119	-5%
DOJ	\$ 335,127	\$ (53,128)	\$ 281,999	-16%
INVESTMENT INCOME	\$ -	\$ 139,575	\$ 139,575	Unbudgeted
HCA Indirect Grant	\$ -	\$ 103,541	\$ 103,541	Unbudgeted
OTHER/USE OF FUND BALANCE	\$ 457,276	\$ -	\$ 457,276	0%
GRANTS/OTHER/USE OF FUND BALANCE	\$ 2,317,822	\$ 1,723,729	\$ 4,041,551	74%
PRINCIPAL AGENCIES	\$ 4,420,987	\$ -	\$ 4,420,987	0%
TOTAL REVENUE	\$ 6,738,809	\$ 1,723,729	\$ 8,462,538	26%

EXPENDITURE	OPERATIONS			
	2025-2026 Approved Budget	Mid-Bi Adjustments	2025-2026 Revised Budget	% Increase/ (Decrease)
PERSONNEL	\$ 5,580,482	\$ 806,850	\$ 6,387,332	14%
PROFESSIONAL SERVICES & TRAINING	\$ 335,720	\$ 38,964	\$ 374,684	12%
CLOTHING & EQUIPMENT	\$ 8,678	\$ 0	\$ 8,678	0%
IT, SUPPLIES, AND FURNITURE	\$ 82,103	\$ 0	\$ 82,103	0%
VEHICLE & TRANSPORTATION	\$ 2,132	\$ (2,132)	\$ -	-100%
RECOVERY SUPPORT/INSURANCE/DUES/NETWORK ACCESS	\$ 72,142	\$ 0	\$ 72,142	0%
REPLACEMENT RESERVES ⁵	\$ 89,340	\$ -	\$ 89,340	0%
FISCAL AGENT SERVICES & CHARGES	\$ 568,212	\$ 39,999	\$ 608,211	7%
TOTAL EXPENDITURE	\$ 6,738,809	\$ 883,682	\$ 7,622,491	13%

FUND BALANCE SUMMARY	2023-2024 Presented ³	2023-2024 Actual ⁴	2025-2026 Budget Approved	2025-2026 Adjustments	2025-2026 Revised Budget ⁵
BEGINNING FUND OPERATING BALANCE	\$ -	\$ -	\$ 1,021,482	\$ (770,112)	\$ 251,370
Use of Fund Balance ²	\$ -	\$ -	\$ (118,989)	\$ 118,989	\$ -
Current Year Operating Balance	\$ 1,021,482	\$ 402,423	\$ -	\$ 840,047	\$ 840,047
TOTAL ENDING FUND OPERATING BALANCE	\$ 1,021,482	\$ 402,423	\$ 902,493	\$ 188,924	\$ 1,091,417
YEAREND RESERVE BALANCES					
Operating & Contingency Reserve	\$ 184,245	\$ 184,245	\$ 245,958	\$ -	\$ 245,958
Rate Stabilization Reserve	\$ 800,000	\$ 800,000	\$ 400,000	\$ 400,000	\$ 800,000
Equipment Replacement Reserve	\$ 62,458	\$ 62,458	\$ 151,798	\$ -	\$ 151,798
SUBTOTAL CUMULATIVE RESERVES	\$ 1,046,703	\$ 1,046,703	\$ 797,756	\$ 400,000	\$ 1,197,756
ENDING OPERATING FUND BALANCE & RESERVES⁵	\$ 2,068,185	\$ 1,449,126	\$ 1,700,249	\$ 588,924	\$ 2,289,173

- Note
- Should be removed from "expenditure" as it is a "reserved," not an "expenditure."
 - Not necessary to use fund balance as budgeted.
 - 2023-2024 Estimates as Presented in December 2024 were based on a modified accrual.
 - 2023-2024 Actuals shown on a cash-basis.
 - The reduction in 2023-2024 Actuals compared to the 2023-2024 Estimates is primarily related to the receipt of 2024 MIDD Grant activities in early 2025.
 - Amended Budget does not entirely match the 2025-2026 projections, because projection includes personnel savings. Mid-Bi Budget Adjustments do not reduce down for salary savings.



MEMORANDUM

To: RCR Executive Board

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

Date: October 24, 2025

Subject: Discussion of Gift Card Policy Supporting Crisis Response

RECOMMENDATION:

Staff recommends that the Executive Board review the proposed Gift Card Policy Supporting Crisis Response and provide feedback on the draft language. Based on the Board's input, staff will return to the next Executive Board meeting with a resolution for approval.

EXECUTIVE SUMMARY:

- Staff requests the Executive Board review the draft Gift Card Policy Supporting Crisis Response and provide feedback on the proposed language.
- This memo introduces the policy for initial discussion; staff will return at the next meeting with a resolution for action and adoption if approved.
- The policy establishes guidelines for the purchase, distribution, and management of gift cards or other cash equivalents to support community members in crisis, ensuring such expenditures serve a public purpose, maintain internal control, and uphold fiscal accountability.
- The policy defines allowable uses such as crisis response assistance, community engagement and outreach, and explicitly prohibits use of gift cards for employee or volunteer recognition.
- Expenditures must comply with Washington State law, including the constitutional prohibition against gifts of public funds, and follow guidance from the State Auditor's Office (BARS Manual 3.9.3, 3.9.9).
- The draft policy was developed using the City of Kirkland's Gift Card Process for City Programs as a foundation, but is tailored to RCR's unique mission, field operations, and service delivery model.

BACKGROUND:

Currently, RCR defaults to the City of Kirkland's administrative and fiscal policies through the fiscal agent agreement. The City's process for gift cards (Attachment 2) applies primarily to program participation incentives, but RCR's operational context involves direct engagement with individuals in crisis who may have immediate, short-term needs for basic goods or transportation assistance.

The proposed policy (Attachment 1) recognizes these unique circumstances while maintaining strict accountability, approval, and reconciliation procedures. It provides clear internal controls

over procurement, custody, issuance, and reporting to ensure that all expenditures comply with the Washington Constitution, RCWs 35A.11.020 and 43.09.210, and State Auditor guidance.

This draft policy has been reviewed by RCR administrative staff and City of Kirkland Fiscal Agent staff for consistency with municipal financial standards and audit readiness.

DISCUSSION/ANALYSIS:

The Gift Card Policy Supporting Crisis Response allows limited, controlled use of gift cards as a tool to:

- Support crisis stabilization and de-escalation efforts in the field,
- Provide essential items that meet immediate health and safety needs, and
- Encourage participation in programs that further RCR's mission of equitable, community-based crisis response.

Each gift card program requires written approval, secure storage, documentation of issuance, and reconciliation. Spending limits, audit requirements, and equity provisions ensure that public funds are used appropriately and consistently.

By adopting this policy, the Executive Board will strengthen RCR's fiscal independence, provide a clear framework for operational flexibility, and align RCR practices with state and municipal best practices for cash-equivalent instruments.

NEXT STEPS:

If the Executive Board provides feedback on the draft policy language, staff will incorporate the Board's direction and return to the next scheduled meeting with a resolution for approval. Upon adoption, the policy will take immediate effect and supersede the City of Kirkland's gift card process for RCR-related activities.

If the Board elects to defer discussion, implementation will be delayed until consensus is reached and formal action is taken.

ATTACHMENTS:

- Attachment 1 – Proposed Gift Card Policy Supporting Crisis Response
- Attachment 2 – City of Kirkland Gift Card Process for City Programs



**Regional Crisis Response Agency
Gift Card Policy Supporting Crisis Response
Effective Date: TBD (Resolution R-202X-XX)**

PURPOSE:

This policy establishes the conditions under which the Regional Crisis Response (RCR) Agency may purchase, distribute, and manage gift cards and other cash-equivalent instruments to support community members during crisis response activities. It ensures compliance with applicable laws and internal controls, while recognizing that timely access to essential goods and services is critical to the agency's mission of community-based crisis intervention.

This policy defines appropriate use, authorization, and accountability procedures for gift cards to ensure all expenditures serve a clear public purpose and maintain transparency and fiscal integrity.

GOAL & SCOPE:

RCR recognizes that limited use of gift cards can aid in de-escalation, meet immediate basic needs, and enhance the agency's effectiveness in serving community members experiencing behavioral health or other crises.

This policy applies to all RCR employees, contractors, and authorized public safety partners involved in the procurement, custody, issuance, or reconciliation of gift cards purchased with RCR funds.

POLICY:

1. Allowable Gift Card Uses

RCR funds may be used to purchase and distribute gift cards for the following public purposes:

- a. **Crisis Response Assistance** – Providing immediate support to community members during crisis events, when such assistance directly contributes to stabilizing the situation or connecting individuals to resources or care, including:
 - i. Food, clothing, hygiene, or essential household needs.
 - ii. Transportation to shelters, appointments, or safe locations.
 - iii. Emergency lodging or replacement of lost essentials (within limits).
- b. **Community Engagement and Outreach** – Facilitating community engagement or incentivizing participation in programs or follow-up activities that improve service outcomes, including:
 - i. Participation in the Community Advisory Group.
 - ii. Participation in surveys, focus groups, or other activities designed to gather the input of individuals with lived experience to improve RCR services.

Gift cards **shall not** be distributed to employees, volunteers, or partners as recognition, reward, or compensation, as they are considered cash equivalents under IRS rules.

2. Compliance with Washington State Law

- a. All expenditures must satisfy the “public purpose” requirement under Washington Constitution, Article VIII, Section 7 and must not constitute a gift of public funds.
- b. Gift card use must be consistent with municipal purposes as defined in RCW 35A.11.020 and follow accountability requirements under RCW 43.09.210.
- c. This policy aligns with guidance from the Washington State Auditor’s Office (BARS Manual 3.9.3, 3.9.9) and the Washington State Attorney General (AGO 2005 No. 7).

3. Authorization and Internal Controls

Proper authorization and strong internal controls are essential to ensure secure management, accountability, and appropriate use of gift cards in support of RCR’s mission.

- a. **Program Approval** – Establishes oversight before funds are committed.
 - i. Prior to initiating any gift card program, staff must obtain written approval by memorandum or official agency email correspondence from the Executive Director or designee.
 - ii. Each program must document the purpose, spending limits, and funding source.
- b. **Procurement and Custody** – Ensures secure purchasing and safeguarding of gift cards.
 - i. Gift cards must be purchased using approved procurement methods and charged to the correct budget line.
 - ii. Gift cards must be stored in a secure, locked location with access limited to designated custodians.
 - iii. A record of designated custodians will be kept on file with RCR and Fiscal Agent Finance staff.
- c. **Tracking and Documentation** – Maintains transparency and audit readiness.
 - i. Each gift card must be logged upon receipt, including program description, vendor, value, card number, and assigned custodian.
 - ii. Upon issuance, the log must record the recipient by name or case number, date, purpose, staff authorizing distribution, and community member initials verifying receipt of the gift card(s).
 - iii. Unused cards must be inventoried and audited by RCR administrative staff and Fiscal Agent’s Finance staff when required.
- d. **Disbursement Requirements** – Outlines proper issuance and receipt acknowledgement.

- i. Staff must document a short justification form describing the crisis event, case number, or program purpose as appropriate.
- ii. Staff may complete the recipient's name and initials portion of the gift card log on behalf of the community member, if the individual provides verbal confirmation that they received the intended gift card(s).

4. Spending Limits and Restrictions

- a. Individual gift cards shall not exceed \$30.00 in value per card unless pre-approved by the Executive Director.
- b. Alcohol, tobacco, and lottery/gambling-related purchases are prohibited.
- c. Gift cards must not carry expiration dates or dormancy fees, consistent with RCW 19.240.020.
- d. Prepaid debit or reloadable cards may be used only when vendor-specific cards are not suitable and must include transaction tracking capability.

5. Reporting and Accountability

- a. RCR administrative staff shall maintain a current log of all purchased, distributed, and remaining cards for each approved program.
- b. RCR administrative staff should audit the log every six months to ensure accountability to program requirements.
- c. Fiscal Agent's Finance staff shall reconcile gift card activity against accounting records and report discrepancies to the Executive Director.
- d. Lost, stolen, or misused gift cards must be immediately reported and investigated.

6. Equity

- a. Gift card distribution shall be guided by principles of fairness, ensuring access is based on need, not personal relationships or discretion.
- b. Staff must avoid favoritism and apply consistent criteria across all recipients and programs.
- c. All assistance must directly advance RCR's mission of equitable crisis intervention and support.

7. Exclusions

- a. Gift cards may not be used:
 - i. For staff rewards, incentives, or recognition of service.
 - ii. For donations or charitable contributions to outside entities.
 - iii. For routine operational supplies or general purchases that should be made through normal procurement processes.
- b. No gift cards shall be used for the purchase of alcohol, tobacco, or controlled substances.

RELATED AUTHORITY & POLICIES:

- Washington Constitution, Article VIII, Section 7 – Prohibits gifts of public funds; public expenditures must serve a governmental purpose

- RCW 35A.11.020 – Authorizes general powers of municipal corporations to enact policies necessary for governance
- RCW 43.09.210 – Requires accountability for use of public resources
- RCW 19.240 – Gift Certificate and Gift Card Consumer Protections
- AGO 2005 No. 7 – Permits employee recognition and morale expenditures when primarily benefiting the agency, not individuals
- Washington State Auditor’s BARS Manual (3.9.3., 3.9.9) – Provides guidance on incentives, recognition, and cash equivalents

Responsibility for Review:	Brook Buettner, Executive Director
Date for Next Review	2026-XX-XX

DRAFT

City of Kirkland

Gift Card Process for City Programs

Purpose

Establish a process around the issuance of gift cards to City program participants. This process must be followed to ensure proper programmatic uses of gift cards provided to encourage participation with the goal of benefiting City of Kirkland programs.

Note: Issuing gift cards to employees and volunteers is prohibited per Administrative Policy 4-42 as these are considered cash equivalents by the Internal Revenue Service and are subject to tax reporting.

Internal Controls

The City of Kirkland will maintain effective internal controls over gift cards used in specific programs, providing reasonable assurance that the City of Kirkland is managing the procurement and distribution in compliance with current regulations.

- Departments must seek approval from the Director of Finance and Administration prior to setting up gift card issuance as part of a program.
- Programs must identify the purpose of the gift cards as a program benefit to market and encourage the program utilization offering an overall benefit to the City of Kirkland.
- Individual gift cards must not have a face value of more than \$30.00 without prior approval.
- City issued procurement cards must be utilized to purchase gift cards for programs. The charge must be reconciled in Kirkland's financial system with a detailed receipt attached to explain the purpose of the purchase.
- Gift cards must be tracked from the time of purchase through issuance. The tracking sheet should be audited every six months to ensure that program restrictions are being followed and tracking of all gift cards received and distributed is occurring.
- The tracking sheet should contain the following items:
 - Program description, benefit of card issuance relating to the program, and instructions on limitation of gift card distribution (i.e., program participants can receive up to two gift cards with a total value of no more than \$60 which must be tracked and verified by the department administering the program)
 - Gift card number when received
 - Identification of card value
 - Gift card issuer (vendor the gift card is accepted at)
 - Issued to
 - Issued date
 - Program number identifier to show that the recipient participated in the program and is eligible for gift card distribution

- **Gift cards may not be purchased for City of Kirkland staff, volunteers, or for any other purpose other than the specific program and the requirements identified.**
- Until disbursed, cards shall be maintained in a secure, locked area.
- Gift cards for the purchase of alcohol is prohibited.

Process Questions

To assure that processes are in accordance with the terms and conditions of the gift card process for programs, any questions or requested deviations from the process identified above should be sent to the Director of Finance and Administration.



MEMORANDUM

To: RCR Executive Board

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

Date: October 21, 2025

Subject: 2025 Quarter 3 Data Dashboard

RECOMMENDATION:

Staff recommends that the Executive Board receives a presentation on the RCR Agency 2025 third quarter response data.

EXECUTIVE SUMMARY:

In the third quarter of 2025, RCR served 553 individuals across 1,073 encounters throughout the region. This report is submitted for review; no formal board action is required at this time.

DISCUSSION/ANALYSIS:

From July 1 to September 30, 2025, RCR Crisis Responders provided services for a total of 553 individuals in the community, during a total of 1,073 encounters. Homelessness status, gender identity, race and referral types data for 2025 third quarter are found in Attachment 1.

The table below displays the percentage of individuals who received services in each city.

Table 1. 2025 Third Quarter Response Data

<i>City (Population %)</i>	2025 Q3			
	Individuals	% of Total	Encounters	% of Total
<i>Bothell (20.49%)</i>	109	19.71%	299	27.87%
<i>Kenmore (9.85%)</i>	21	3.80%	42	3.91%
<i>Kirkland (39.1%)</i>	242	43.76%	388	36.16%
<i>Lake Forest Park (5.53%)</i>	22	3.98%	59	5.50%
<i>Shoreline (25.03%)</i>	159	28.75%	285	26.56%
Total City Individuals	553	100%	1,073	100%

NEXT STEPS:

No formal action required at this time.

ATTACHMENTS:

Attachment 1 – 2025 Q3 Regional Crisis Response Agency Data Dashboard



Regional Crisis Response Agency Data Dashboard

July 1, 2025 – September 30, 2025

Total Served: 553 Total Encounters: 1,073

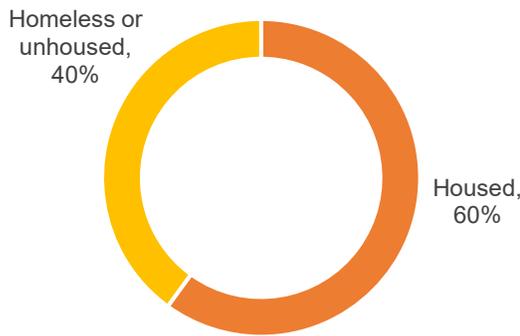
From July 1 to September 30, 2025, RCR Crisis Responders provided services for a total of 553 individuals in our community, during a total of 1,073 encounters.

Of those individuals served for whom race data was available (n=292), 62% were White, and 38% were Black, Indigenous or People of Color (BIPOC).

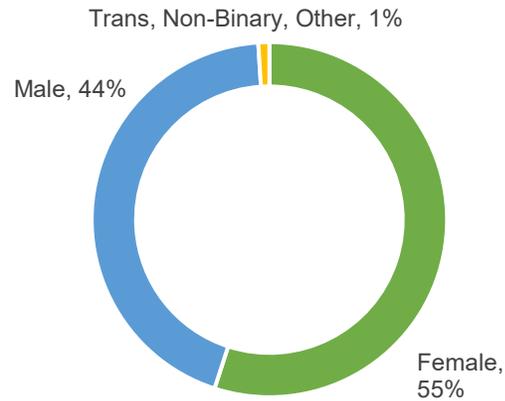
Of those for whom housing data was available (n=234), 40% were homeless or unhoused. Of individuals served, 55% were female, 44% were male, 1% were trans, non-binary or other gender expression.

City	Individuals served	Encounters
Bothell	109	299
Kenmore	21	42
Kirkland	242	388
Lake Forest Park	22	59
Shoreline	159	285

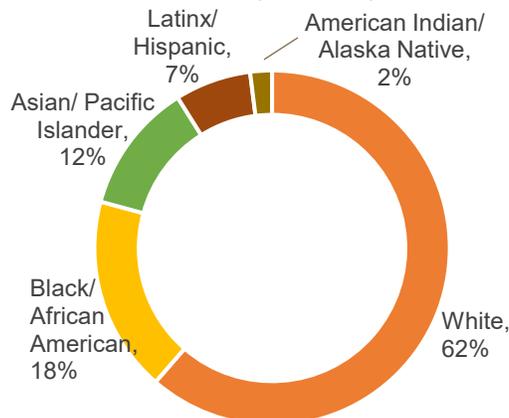
Homelessness Status
(n=234)

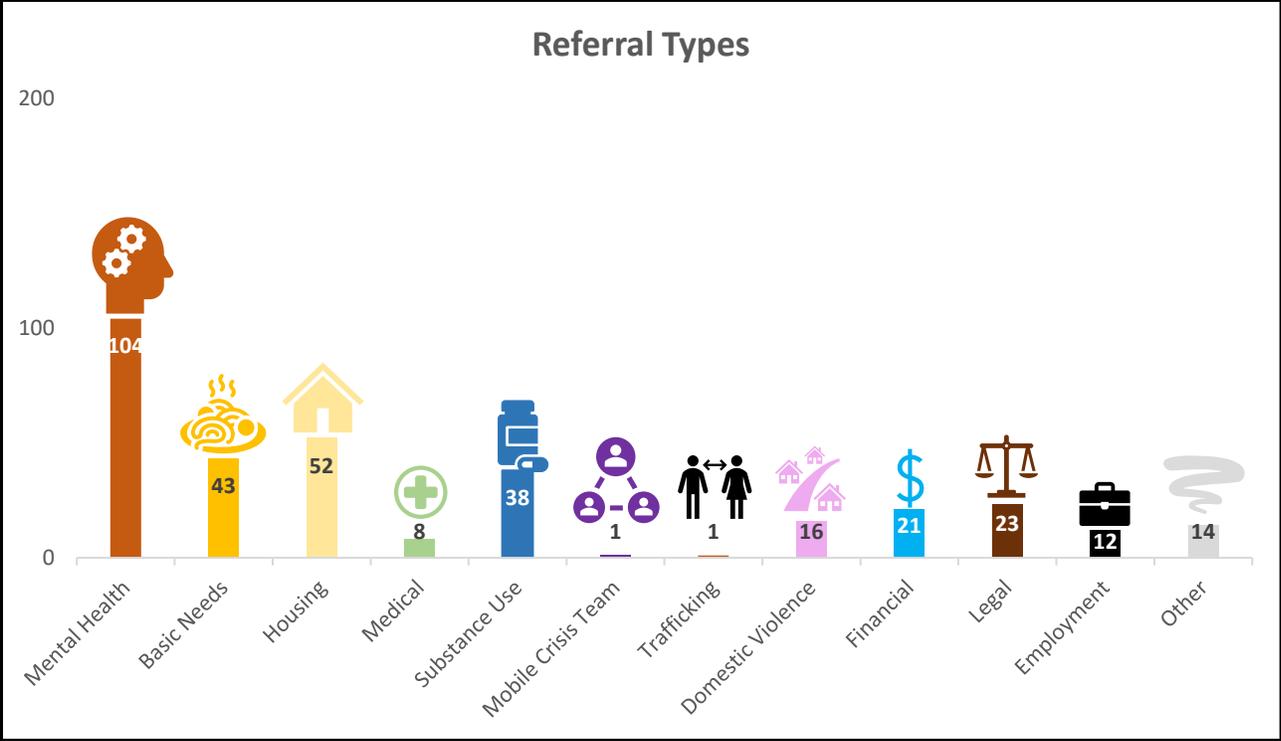


Gender Identity (n=538)



Race (n=292)







MEMORANDUM

To: RCR Executive Board
From: Brook Buettner, Executive Director
Date: October 26, 2025
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

Executive Board

In the absence of its own organizational fiscal policies, RCR has adopted all City of Kirkland Fiscal Policies. RCR and Fiscal Agent Staff are beginning work on creating additional fiscal policies that more directly address the unique operational needs of the RCR Agency and support its mission, vision and values.

At today's meeting, the Executive Board will be presented with a draft policy governing the purchase of gift cards to support people in the moment of crisis that has been drafted and reviewed by RCR and City of Kirkland Fiscal Agent Staff. The Board will be asked for feedback or guidance, and then to approve the policy via resolution at a subsequent meeting.

Upcoming in 2026

RCR and fiscal agent staff are providing a brief preview of expected Board action and activity for the coming year.

2026 Q1

- Board presented with draft Budget Timeline and Draft Budget Priorities and Assumptions
- Proposed half-day budget retreat to discuss upcoming biennial budget process

2026 Q2

- Election of Board President and Vice President
- Budget retreat, presentation of draft preliminary Budget

2026 Q3

- Public Hearing on draft preliminary Budget
- Preliminary Budget Approval
- Proposed Principals Assembly meeting

2026 Q4

- Legislative authorities of Principal adopt budget
- Final Adoption of budget by RCR Executive Board

Operations Board

An updated Operations Board Roster has been created based on the Executive Board's resolution at a previous meeting.

Community Advisory Group

The Community Advisory Group continues to be in a season of active recruitment.

Operations

Team

RCR continues to see signs of chronic burnout among members of our team, likely attributable to multiple factors including the nature of the work, larger societal changes, increases in behavioral health need, and the fact that the majority of the team has now been working in this field for over two years. RCR leadership is actively engaged in strategies to help support Crisis Responders in the difficult work that they do including the increase of direct Supervisor support with the additional Supervisor position, intentionally fostering connection between team members and with similar responders across the state, and introducing protective nervous system care practices. These strategies are based on the findings of the Organizational Trauma consultant the agency engaged previously as well as on evidence-based practices for chronic trauma exposure.

With support from City of Kirkland HR staff, RCR staff continues in discussion with AFSCME representation to review RCR team member requests and create a process for shift adjustments. With several people leaving their shifts, RCR wants to ensure that there is a fair and mutually agreed-upon process as there is already some staff tension about access to shifts that are perceived as more desirable.

Two temporary Crisis Responders have been offered permanent positions, filling two FTEs vacated by resignations. A third Crisis Responder has resigned and recruitment for that position will begin soon. Recruitment is also ongoing to backfill 2.5 FTE temporary positions funded by the WASPC Mental Health Field Response Team Grant.

Crisis Facility Update

RCR staff continues to work with ConnectionsHealth Crisis Facility staff to improve workflows and RCR Supervisor staff now have a standing meeting with ConnectionsHealth clinical leadership to monitor any issues as they arise. RCR staff is also working on bringing ConnectionsHealth leadership to an RCR Police Chief meeting to provide an update and answer any questions.

Budget

RCR Agency Fiscal Agent will present a report on current budget-to-actuals as well as a mid-biennial budget adjustment ready for the Board's review at this meeting and adoption at the December meeting.

The State Auditor's Office is in the process of conducting an audit of accountability and financial statements. Executive Board members were notified of the audit Entrance Conference and will be invited to attend the Exit Conference at the conclusion of the audit.

Grants

Washington Health Care Authority/ Department of Justice (DOJ) Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP)

The Washington Health Care Authority (HCA) applied for and was awarded a DOJ-COSSUP grant to fund RCR's work to support staff time as we improve our response to the opioid crisis and people experiencing overdose. RCR staff is watching this closely as several DOJ-COSSUP grants across the country have been suspended by Executive Order, although none in Washington state as yet. A deliverables-based contract for the initial year totaling \$124,250 was signed and finalized on May 22, 2025. The HCA has assured RCR and fiscal agent staff that the initial \$100,000 for the planning year is guaranteed with the signing of this contract between HCA and RCR. This funding is not considered in the approved 2025-2027 Approved Biennial Budget.

MIDD

King County staff have informed RCR and fiscal agent staff that 2025 will be a contract extension year as King County works on the MIDD Renewal Plan for 2026. King County has reported an annual award of \$555k, a \$52k reduction from 2024. RCR staff continue to work with King County staff on MIDD renewal and ensuring ongoing support.

MIDD staff have indicated that the County intends to renew all existing contracts, with COLA, for the coming budget period. RCR staff awaits further formal news.

WASPC

Kirkland Police Department was notified on May 30, 2025, of a Mental Health Field Response Team Grant Award of \$948,965.40 for the grant period of July 1, 2025-June 30, 2027. This was less than requested to cover 3.0 FTE Crisis Responders for the grant period. RCR staff supported KPD to submit a revised budget that included 2.5 FTE Crisis Responders, plus some training costs. Work under this grant is ongoing by two temporary FTE Crisis Responders.

A contract between WASPC and Kirkland Police Department has been executed. A subcontract between Kirkland PD and RCR is in the routing process.

Department of Justice Bureau of Justice Assistance

The Department of Justice (DOJ) 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.

A contract for the second and third grant years between RCR and subrecipient Center for Human Services has completed legal review and is in the routing process.

Previously, Technical Assistance staff contracted with the DOJ to provide support for grantees and programs implementing Connect and Protect Grants had expressed confidence that this grant line within the DOJ was an Executive priority. With support from Kirkland City Attorney's Office staff, a contract was created for the planning year partnership with the Center for Human Services. This deliverables-based contract is being carried out, enabling RCR staff to draw down the initial \$100,000 of the grant funds. The requirements for the completion of the planning year were completed by RCR staff and accepted by DOJ staff. The remainder of year one funds will be drawn down within the next few months.

Monitoring Fiscal Risk

RCR and Fiscal Agent staff continue to closely monitor the changing federal, state and local funding environments. City of Kirkland Fiscal Staff have undertaken a practice of carefully analyzing any potential funding with federal tie-backs for requirements and implications.

As reported previously to the Executive Board as part of a briefing on the Fiscal Risk Assessment Process, federal funding represents \$129,000 over the biennium in the approved budget. This funding is part of the DOJ Connect and Protect grant which covers part of the cost of the Executive Director, to pay for time spent planning and implementing a contract with the Center for Human Services to provide immediate intake services for individuals encountered by RCR Crisis Responders.

The HCA grant discussed above is also funded through federal funding, although it is not anticipated in the approved 2025-2026 RCR Agency Budget. Thus far, \$82,832 of the anticipated \$124,250 has been paid to the RCR Agency, with the remaining \$41,418 expected by October. RCR has a discussion planned with HCA staff on the next two years of the contract.

Elected Officials and other stakeholders participating in RCR Ride-Alongs

Upcoming or pending:

Washington State Representative Nicole Macri
Bothell Deputy Mayor Rami Al-Kabra

Landscape Analysis

Intergovernmental Relations staff at the City of Seattle are working on an updated version of a bill from the previous legislative session that defines Crisis Response and carves out space for large municipalities to create Crisis Response teams. RCR staff continues to follow this process.

RCR Briefings for Incoming Principal City Councilmembers

RCR staff has drafted a basic RCR Briefing for incoming elected officials. While content will be different for each context, the RCR Executive Director will be available to provide a basic on-boarding briefing to any new councilmembers. RCR staff will work with individual Executive Board members during one-on-one meetings to craft individual council briefings as appropriate. Basic briefing content may include:

1. Overview of RCR services and coverage
2. Agency goals and governance structure, Principals Assembly
3. Budget, Principals contributions and grants

BOARD ACTION RECOMMENDED:

No formal action is recommended at this time.