



Regional Crisis Response Agency  
Executive Board Meeting  
March 5, 2026

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/84496034503?pwd=y2bZQOSbF2VDzqF0ZQCLweeA7rF7Qp.1>

Meeting ID: 844 9603 4503

Passcode: 836970

*--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 Special Meeting February 5, 2026
- 5) Officer Election for Vice President
- 6) Fiscal Updates
  - a. 2025 Year-End Actual-to-Budget Report
  - b. 2026 (January) Year-to-Date Actuals Report
  - c. 2027-2028 Preliminary Budget
- 7) Executive Director Report
- 8) Good of the Order
- 9) Adjournment



Regional Crisis Response Agency  
Executive Board Special Meeting Minutes  
February 5, 2026

11:00 AM – 1:00 PM  
Kirkland City Hall  
123 5th Ave, Kirkland, WA, 98033  
Norkirk Room, Upper Level

--Hybrid option available--

Virtual Zoom link:

<https://kirklandwa->

[gov.zoom.us/j/84496034503?pwd=y2bZQOSbF2VDzqF0ZQCLweeA7rF7Qp.1](https://kirklandwa-gov.zoom.us/j/84496034503?pwd=y2bZQOSbF2VDzqF0ZQCLweeA7rF7Qp.1)

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1) Call to Order

President Kurt Triplett called the meeting to order at 11:05 a.m.

2) Roll Call

Members:	Kurt Triplett (President)	City of Kirkland
	Stephanie Lucash (Vice-President)	City of Kenmore
	Kyle Stannert	City of Bothell
	Phillip Hill	City of Lake Forest Park
	John Norris	City of Shoreline

3) Items from the Audience

None presented.

4) Approval of the Minutes

a. Minutes from Regular Meeting January 8, 2026

Stephanie Lucash moved to approve the January 8, 2026 meeting minutes, seconded by Phillip Hill.

Vote: Motion passed 5-0

Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, John Norris

5) 2025 Quarter 4 Data Dashboard and Preliminary 2025 Full Year Data

RCR Executive Director, Brook Buettner presented the 2025 Quarter 4 Data Dashboard and a draft preview of preliminary 2025 full year data. The Executive

Director noted that principal city-specific 2025 full year data sheets will be provided to the Executive Board once finalized. The item was received and opened for Executive Board discussion.

6) Executive Director Report

RCR Executive Director, Brook Buettner presented the Executive Director Report, providing a high-level update on operations, budget and grants, and community engagement.

Operational updates included recruitment and hiring for approximately 1.5 FTE positions, competitive applicant pools, AFSCME discussions including plans to pursue a separate memorandum of understanding, and continued focus on staff morale.

Budget and grants updates included ongoing monitoring of the federal funding environment in advance of the 2027–2028 budget planning process.

Community highlights included a January 8, 2026 crisis response incident demonstrating effective inter-agency coordination and best practices in crisis intervention.

7) 2027-2028 Budget Retreat

a. 2027-2028 Budget Retreat Objectives

Fiscal Agent staff presented the objectives and agenda for the 2027–2028 biennial budget retreat, including review of the overall timeline, preliminary assumptions, and key policy considerations.

b. Overview of 2027-2028 Biennial Budget Process

Fiscal Agent staff provided an overview of the biennial budget development process, key reminders, and previously approved rate stabilization strategy. The presentation was received and opened for Executive Board discussion.

c. Preliminary Actuals and Preliminary Projections

Fiscal Agent staff presented preliminary actuals and projections, noting that Period 12 revenues and expenditures are not yet finalized. The presentation was received and opened for Executive Board discussion.

-- Meeting break for 5 minutes started at 11:55 a.m. --

-- Meeting reconvened at 12:00 p.m. --

d. Key Policy and Financial Discussion

i. 24-Hour Operations

Fiscal Agent and RCR staff presented information regarding ILA considerations, call volume, service level options, estimated costs, and current progress toward limited overnight and on-call coverage. The item was opened for Executive Board discussion. Fiscal Agent and RCR staff were directed to create more detailed fiscal modeling of the service level options.

ii. Rate Allocation Methodology

Fiscal Agent and RCR staff presented information regarding potential rate allocation methodologies, including per-capita, utilization-based, and hybrid models, as well as operational considerations. The item was opened for Executive Board discussion. Staff recommended the agency contract with a fiscal consulting firm with rate allocation methodology expertise.

8) Good of the Order

The Initial Term for the agency's ILA was acknowledged as expiring on December 31, 2026.

9) Adjournment

President Kurt Triplett adjourned the meeting at 12:48 p.m.

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Kurt Triplett, President

Attest:

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Heather Lantz-Brazil, Secretary



**MEMORANDUM**

**To:** RCR Executive Board

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

**Date:** February 26, 2026

**Subject:** Officer Election for Vice President

**RECOMMENDATION:**

Staff recommends that the Executive Board elect a Vice President at the March 5, 2026 regular meeting to serve the remainder of the unexpired term, ending May 31, 2026.

**EXECUTIVE SUMMARY:**

In accordance with the [RCR Agency Interlocal Agreement \(ILA\)](#)<sup>1</sup>, a vacancy has occurred in the Vice President position. Section 7.h. of the ILA requires the Executive Board to elect a Vice President to serve the remainder of the unexpired term.

Current President Kurt Triplett will preside over the March 5, 2026 regular meeting, during which the election will occur. The individual elected to fill the unexpired term remains eligible to serve future full terms.

Annual officer elections for one-year terms beginning June 1 will proceed as scheduled on May 7, 2026.

**BACKGROUND:**

RCR staff received correspondence on February 25, 2026, from Teri Killgore, City Manager for the City of Kenmore noting a change in Kenmore's representation on the RCR Board effective immediately. Teri Killgore will serve as Kenmore's representative and Stephanie Lucash, Kenmore Deputy City Manager will serve as Kenmore's alternate member. Because the prior Kenmore representative was serving as Vice President, this change in representation created a vacancy in the Vice President position.

Per Section 7.h. (Officers) of the RCR Agency ILA:

"In the event of a vacancy in the Vice-President position, the Executive Board shall elect a new Vice-President to serve to the balance of the term of the departed Vice-President. An officer elected to fill the unexpired term of their predecessor shall not be precluded from serving one or more full annual terms of office following the end of such unexpired term."

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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>

The President presides over meetings of the Executive Board, while the Vice President assumes this role in the President's absence. Additional responsibilities for both officers are outlined in detail in the RCR Agency ILA.

**NEXT STEPS:**

President Kurt Triplett will preside over the March 5, 2026 regular meeting, during which the Executive Board will conduct the election for Vice President to serve through May 31, 2026.

The annual election of officers for terms beginning June 1, 2026 will occur at the May 7, 2026 regular meeting as previously scheduled.



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

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## MEMORANDUM

**To:** RCR Executive Board

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

**Date:** February 19, 2026

**Subject:** 2025 Year-End Actual-to-Budget Report; January 2026 Year-to-Date Actuals; and 2027–2028 Preliminary Budget (Reference)

## RECOMMENDATION:

Staff recommend the RCR Executive Board to:

1. Receive the 2025 Year-End Actual-to-Budget Report (January–December 2025);
2. Receive the January 2026 Year-to-Date Actuals; and
3. Acknowledge the 2027–2028 Preliminary Budget (previously presented) included as an appendix for reference.

## EXECUTIVE SUMMARY:

This memo focuses on financial performance through December 31, 2025, and January 2026 year-to-date results.

- 2025 year-end results are within amended budget authority.
- January 2026 revenues and expenditures are tracking within budget.
- Personnel salary savings continue to support favorable expenditure performance.

The 2027–2028 Preliminary Budget was presented to the Executive Board on February 5, 2026, and is attached for reference.

## BACKGROUND:

### 2025 Year-End Actual-To-Budget (January–December 2025)

On December 5, 2024, the Executive Board adopted the 2025–2026 Biennial Budget through Resolution R-2024-05, authorizing approximately \$6.7 million in operational expenditures to support a 14-FTE program. Funding included approximately \$1.9 million in grant revenue and \$4.4 million in agency contributions.

On December 4, 2025, the Board amended the biennial budget through Resolution R-2025-05 to incorporate additional grant awards and expenditure adjustments resulting from a fee true-up review.

As amended, the 2025–2026 budget totals approximately \$7.6 million in operational expenditures, supported by approximately \$8.5 million in total revenues from grants and participating agency contributions.

Year-end results for 2025 reflect stable financial performance.

- **Revenues:** Grant revenues and agency contributions were received consistent with amended budget assumptions.
- **Expenditures:** Total expenditures remained within budget authority.
- **Personnel:** Salary savings from vacancies and hiring timelines contributed to expenditures coming in under budget in several categories.

Overall, RCR closed 2025 in a sound financial position, consistent with Board-approved spending authority.

#### January 2026 Year-To-Date Actuals

The City of Kirkland Fiscal Agent team has prepared the January 2026 Year-to-Date Actuals Report (Attachment 1).

Key observations:

- Revenues are tracking as anticipated.
- Expenditures are within budget.
- A credit of \$4,437.08 will be applied to RCR in the next fiscal agent billing to correct a duplicate personnel cost charge.
- Personnel savings continue to contribute to favorable variance trends.

No material variances or emerging fiscal concerns are identified at this time.

#### 2027–2028 Preliminary Budget (Reference Only)

The 2027–2028 Preliminary Biennial Budget was presented to the Executive Board on February 5, 2026.

For convenience, the preliminary budget and supporting fund balance projections are attached as reference materials. Staff will incorporate Board feedback and return with refinements as part of the upcoming budget development process.

#### **DISCUSSION/ANALYSIS:**

It is recommended that the Board review the Preliminary Budget and the 2025 Budget-to-Actuals Report, 2026 Year-to-date and to identify any questions or requests for additional information.

#### **NEXT STEPS:**

The Executive Board, RCR staff and Fiscal Agent staff will discuss 2027-2028 Budget Priorities and Assumptions during the April 2, 2026 Executive Board meeting.

**ATTACHMENTS:**

Attachment 1 – RCR 2025 Preliminary Actual to Budget (January – December 2025) and  
2026 Year-to-Date Actuals

Attachment 2 – RCR Preliminary Fund Balance Projection

Attachment 3 – RCR Preliminary 2027-2028 Budget

## 2025-2026 REGIONAL CRISIS RESPONSE AGENCY EXECUTIVE BOARD REPORT - 1st QTR 2026

2025-2026 REVENUE	ONGOING OPERATIONS						BIENNIUM TO DATE				
	2025 Revised Budget	2025 Actuals	Act. as % of Budget	2026 Revised Budget	2026 Actuals	Act. as % of Budget	TOTAL BUDGET '25-'26	BTD Actuals	BTD Forecast	BTD Variance	% of Budget Rcv'd
MIDD	\$ 1,438,630	\$ 1,472,611	102%	\$ 589,000	\$ -	0%	\$ 2,027,630	\$ 1,472,611	\$ 2,165,645	\$ (555,019)	73%
WASPC (Kirkland PD Pass-Through)	\$ 473,929	\$ 352,200	74%	\$ 474,482	\$ 27,840	6%	\$ 948,411	\$ 380,039	\$ 1,066,769	\$ (568,372)	40%
AWC (ART Grant Program) (Kirkland Pass-Through)	\$ 83,119	\$ 83,119	100%	\$ -	\$ -	0%	\$ 83,119	\$ 83,119	\$ 83,119	\$ 0	100%
DOJ Direct	\$ 138,373	\$ 100,000	72%	\$ 143,626	\$ -	0%	\$ 281,999	\$ 100,000	\$ 281,999	\$ (181,999)	35%
HCA DOJ Indirect	\$ 103,541	\$ 124,250	120%		\$ 113,428	0%	\$ 103,541	\$ 237,678	\$ 124,250	\$ 134,137	230%
Investment Income	\$ 49,575	\$ 47,254	95%	\$ 90,000	\$ 6,564	7%	\$ 139,575	\$ 53,818	\$ 139,575	\$ (85,757)	39%
Use of Fund Balance/ Other	\$ 32,947	\$ -	0%	\$ 239,811	\$ -	0%	\$ 272,758	\$ -	\$ 272,758	\$ (272,758)	0%
<b>GRANTS/OTHER EXTERNAL</b>	<b>\$ 2,320,114</b>	<b>\$ 2,179,435</b>	<b>94%</b>	<b>\$ 1,536,919</b>	<b>\$ 147,832</b>	<b>10%</b>	<b>\$ 3,857,033</b>	<b>\$ 2,327,267</b>	<b>\$ 4,134,115</b>	<b>\$ (1,529,766)</b>	<b>60%</b>
<b>PARTICIPATING AGENCIES</b>	<b>\$ 2,113,978</b>	<b>\$ 2,113,978</b>	<b>100%</b>	<b>\$ 2,307,008</b>	<b>\$ 528,495</b>	<b>23%</b>	<b>\$ 4,420,987</b>	<b>\$ 2,642,473</b>	<b>\$ 4,420,986</b>	<b>\$ (1,778,515)</b>	<b>60%</b>
<b>TOTAL CURRENT YR REVENUES</b>	<b>\$ 4,434,092</b>	<b>\$ 4,293,413</b>	<b>97%</b>	<b>\$ 3,843,927</b>	<b>\$ 676,326</b>	<b>18%</b>	<b>\$ 8,278,020</b>	<b>\$ 4,969,739</b>	<b>\$ 8,555,102</b>	<b>\$ (3,308,281)</b>	<b>60%</b>

2025-2026 EXPENDITURE	ONGOING OPERATIONS						BIENNIUM TO DATE				
	2025 Revised Budget	2025 Actuals	Act. as % of Budget	2026 Revised Budget	2026 Actuals	Act. as % of Budget	TOTAL BUDGET '25-'26	BTD Actuals	BTD Forecast	BTD Variance	% of Budget Expd.
Personnel	\$ 3,130,105	\$ 2,250,341	72%	\$ 3,257,227	\$ 171,719	5%	\$ 6,387,332	\$ 2,422,059	\$ 6,387,332	\$ 3,965,273	38%
Professional Services & Training	\$ 219,506	\$ 111,587	51%	\$ 155,179	\$ (35)	0%	\$ 374,685	\$ 111,552	\$ 375,735	\$ 263,133	30%
Clothing, Equipment and Boot Benefit	\$ 4,275	\$ 20,183	472%	\$ 4,403	\$ -	0%	\$ 8,678	\$ 20,183	\$ 8,678	\$ (11,505)	233%
IT, Supplies, and Furniture	\$ 40,445	\$ 20,306	50%	\$ 41,658	\$ 879	2%	\$ 82,103	\$ 21,185	\$ 82,103	\$ 60,919	26%
Recovery Support, Insurance, and Outreach	\$ 35,538	\$ 19,912	56%	\$ 36,604	\$ 5,767	16%	\$ 72,142	\$ 25,679	\$ 72,142	\$ 46,463	36%
Replacement Reserve	\$ 44,010	\$ 44,010	100%	\$ 45,330	\$ -	0%	\$ 89,340	\$ 44,010	\$ 89,340	\$ 45,330	49%
Fiscal Agent Fees and Facilities Charges	\$ 322,873	\$ 297,298	92%	\$ 285,337	\$ 24,470	9%	\$ 608,211	\$ 321,768	\$ 608,211	\$ 286,442	53%
<b>TOTAL CURRENT YR EXPENSES</b>	<b>\$ 3,796,752</b>	<b>\$ 2,763,637</b>	<b>73%</b>	<b>\$ 3,825,739</b>	<b>\$ 202,800</b>	<b>5%</b>	<b>\$ 7,622,491</b>	<b>\$ 2,966,437</b>	<b>\$ 7,622,491</b>	<b>\$ 4,656,054</b>	<b>39%</b>

- Notes:**
- 1 Reserves are \$1,152,426 as of December 31, 2024. This includes \$245,958 for Operating and Contingency Reserves, \$800,000 of Rate Stabilization, and \$106,468 for Equipment Replacements.
  - 2 Participating Agency contributions for 2026 anticipated at budget of \$2,307,008.
  - 3 Actuals are still preliminary, period 12 expenses and revenues not finalized
  - 4 WASPC grant renewed Oct 2025
  - 5 MIDD grant includes pre-2025 activity as part of December budget adjustment.
  - 6 AWC, Kirkland pass-through grant ends June 30, 2025.
  - 7 DOJ awarded directly to RCR. Revised contract budget approved by grantor in April 2025.
  - 8 Expenditures less than expected, primarily due to salary savings from vacancies
  - 9 Added investment revenue starting June 2025
  - 10 Previous expense line "Vehicles", is now combined with Professional Services
  - 11 Clothing, Equipment overage due to pre-2025 orders being fulfilled and billed in 2025

<b>REGIONAL CRISIS RESPONSE AGENCY 2023-2026 PROJECTED CASH FLOW</b>				
	<b>2023 ACTUAL</b>	<b>2024 ACTUAL</b>	<b>2025 ACTUAL</b>	<b>2026 PROJECTED</b>
<b>BEGINNING FUND OPERATING BALANCE</b>	<b>\$0</b>	<b>\$1,022,597</b>	<b>\$1,449,126</b>	<b>\$3,022,912</b>
OPERATING REVENUE <sup>1</sup>	\$2,274,519	\$2,649,441	\$4,293,413	\$3,842,893
OPERATING EXPENDITURES <sup>1</sup>	\$1,251,922	\$2,222,912	\$2,719,627	\$3,842,893
<b>CURRENT YEAR NET CHANGE</b>	<b>\$1,022,597</b>	<b>\$426,529</b>	<b>\$1,573,786</b>	<b>\$0</b>
<b>TOTAL ENDING FUND OPERATING BALANCE</b>	<b>\$1,022,597</b>	<b>\$1,449,126</b>	<b>\$3,022,912</b>	<b>\$3,022,911</b>
<b>YEAREND RESERVE BALANCES</b>				
<i>OPERATING &amp; CONTINGENCY RESERVE</i> <sup>2</sup>	\$184,245	\$184,245	\$245,958	\$245,958
<i>RATE STABILIZATION RESERVE</i>	\$0	\$800,000	\$800,000	\$800,000
<i>EQUIPMENT REPLACEMENT RESERVE</i>	\$23,899	\$62,458	\$106,468	\$151,798
<b>SUBTOTAL CUMULATIVE RESERVES</b>	<b>\$208,144</b>	<b>\$1,046,703</b>	<b>\$1,152,426</b>	<b>\$1,197,756</b>
<b>SUBTOTAL WORKING CAPITAL (UNRESERVED)</b>	<b>\$814,453</b>	<b>\$402,423</b>	<b>\$1,870,486</b>	<b>\$1,825,155</b>

Notes:

<sup>1</sup> Using only P1-P12, excluding any accrual adjustments.

<sup>2</sup> Operating & Contingency 7.5% of 2nd year budgeted expenditures.

## 2027-2028 REGIONAL CRISIS RESPONSE AGENCY PRELIMINARY BUDGET DETAIL

EXPENSES	OBJECT	DESCRIPTION	REVISED BUDGET			ONGOING OPERATIONS			Avg. Annual Cost per FTE	BASIS OF PROJECTION
			2025	2026	TOTAL '25-'26	2027	2028	TOTAL '27-'28		
<b>Personnel</b>										
	<i>Subtotal</i>		\$ 3,130,105	\$ 3,257,226	\$ 6,387,331	\$ 3,014,241	\$ 2,926,125	\$ 5,940,365	\$ 190,835	
<b>Professional Services &amp; Training</b>				4.06%		-7.46%	-2.92%			
	<i>Subtotal</i>		\$ 220,556	\$ 156,260	\$ 376,816	\$ 223,096	\$ 78,201	\$ 301,297	\$ 9,512	
<b>Clothing and Equipment</b>				-29.15%		42.77%	-64.95%			
	<i>Subtotal</i>		\$ 4,275	\$ 4,403	\$ 8,678	\$ 4,553	\$ 4,712	\$ 9,265	\$ 298	Projections based on 3.5% increase from 2026
<b>IT, Supplies, and Furniture</b>				2.99%		3.41%	3.50%			
	<i>Subtotal</i>		\$ 40,445	\$ 41,658	\$ 82,103	\$ 43,075	\$ 44,583	\$ 87,657	\$ 2,819	
<b>Vehicle &amp; Transportation</b>				3.00%		3.40%	3.50%			
	<i>Subtotal</i>					\$ -	\$ -	\$ -	\$ -	
<b>Recovery Support/Insurance/Dues/Network Access</b>										
	<i>Subtotal</i>		\$ 35,538	\$ 36,604	\$ 72,142	\$ 37,849	\$ 39,174	\$ 77,022	\$ 2,477	
<b>Replacement Reserves</b>				3.00%		3.40%	3.50%			
	<i>Subtotal</i>		\$ 44,010	\$ 45,330	\$ 89,340	\$ 46,917	\$ 48,559	\$ 95,476	\$ 3,071	
<b>Fiscal Services &amp; Charges</b>				3.00%		3.50%	3.50%			
	<i>Subtotal</i>		\$ 306,769	\$ 301,441	\$ 608,210	\$ 318,316	\$ 331,390	\$ 649,706	\$ 20,899	
<b>TOTAL EXPENSES</b>			\$ 3,780,648	\$ 3,841,843	\$ 7,624,620	\$ 3,688,046	\$ 3,472,743	\$ 7,160,789	\$ 229,912	
% Change Year on Year				1.62%		-4.00%	-5.84%			

REVENUES	DESCRIPTION	2025	2026	TOTAL '25-'26	2027	2028	TOTAL '27-'28
<b>Grants/Other External Revenue</b>							
MIDD		\$ 1,438,630	\$ 589,000	\$ 2,027,630	\$ 595,756	\$ -	\$ 595,756
WASPC		\$ 473,929	\$ 474,482	\$ 948,411	\$ 234,396	\$ -	\$ 234,396
Investment Revenue		\$ 49,575	\$ 90,000	\$ 139,575	\$ 90,000	\$ 90,000	\$ 180,000
DOJ Direct		\$ 138,373	\$ 143,626	\$ 281,999			
DOJ Indirect		\$ 103,541		\$ 103,541			
HCA/ COSSUP			\$ -	\$ -	\$ 294,887		
AWC (ART Grant Program) ( Pass-Through)		\$ 83,119					
<b>Subtotal Grant/Other External Revenue</b>		\$ 2,287,167	\$ 1,297,108	\$ 3,501,156	\$ 1,215,039	\$ 90,000	\$ 1,010,152
<b>Use of Rate Stabilization/Fund Balance</b>							
			-43.29%		-6.33%	-92.59%	
Use of Rate Stabilization		\$ -	\$ -	\$ -	\$ 65,665	\$ 534,335	\$ 600,000
Other/Use of Fund Balance		\$ 32,947	\$ 239,811	\$ 272,758	\$ 19,589	\$ 377,084	\$ 396,673
<b>Subtotal Use of Reserves &amp; Fund Balance</b>		\$ 32,947	\$ 239,811	\$ 272,758	\$ 85,254	\$ 911,419	\$ 996,673
<b>TOTAL REVENUES/USE OF RESERVES &amp; FUND BALANCE</b>		\$ 2,320,114	\$ 1,536,919		\$ 1,300,293	\$ 1,001,418	\$ 2,006,825

\$595,756 Preliminary award for 2027 as of 12.11.2025, awaiting contract execution  
Funding through mid-2027

\$200,000 budgeted to be used in 2026

<b>PARTICIPATING AGENCIES</b>		\$ 2,113,978	\$ 2,307,008		\$ 2,387,753	\$ 2,471,324	\$ 5,153,964
			9.13%		3.50%	3.50%	



## MEMORANDUM

**To:** RCR Executive Board  
**From:** Brook Buettner, Executive Director  
**Date:** February 25, 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

#### *Principals Assembly*

Polling is ongoing for the date of the upcoming RCR Principals Assembly meeting. Executive Board members will be asked at today's meeting to provide feedback on the final date.

Initial proposed agenda for Executive Board feedback is as follows:

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of the Minutes
  - a. Minutes from the Regular Meeting June 18, 2025
5. Space for Community Advisory Group Lived Experience Presentation
6. 2025-2026 and 2027-2028 Biennial Budgets Overview
7. 2025 Annual Report Data Review
8. Operations Board Workplan on the Crisis Continuum of Care
9. Staffing and Coverage Overview
10. Good of the Order

Much of the proposed agenda is dictated by the ILA, and a standing agenda item for the Community Advisory Group is included at the request of past Principals Assembly Members.

## **Community Advisory Group**

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

## **Operations Board**

Ad hoc subgroups of the Operations Board continue to meet regularly on specific workplan strategies. The full Operations Board will convene at its next quarterly meeting on March 11, 2026.

## **Agency Operations**

### **Team**

RCR continues to see signs of chronic burnout among members of our team, and 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.

With support from City of Kirkland HR staff, RCR staff continues in discussion with AFSCME representatives to review RCR team member requests and move toward a final MOU.

### *Hiring*

Recruitment and hiring are ongoing. Two new Crisis Responders joined the team during February, and two more are in the hiring pipeline, one for a 1.0FTE and one for a 0.5FTE position. That will leave the agency with 1.0 unfilled FTE, and recruitment is ongoing.

### *Shift bidding*

With the AFSCME MOU still in negotiations, RCR staff, City of Kirkland Staff and AFSCME representation created an interim shift bidding process for current available shifts. The process has now been successfully used twice and seems to be working well for both staff and the Agency.

## **Crisis Facility Update**

In February, ConnectionsHealth staff joined an RCR Team meeting to discuss new substance use disorder and opioid treatment methodologies now available at the Crisis Facility. Meetings between RCR Supervisors and ConnectionsHealth clinical leadership are ongoing.

## **Budget**

RCR and fiscal agent staff are in the process of preparing an updated proposed 2027-2028 Biennial Budget based on feedback from the Board during the Budget Retreat on February 5, 2026.

Fiscal agent staff are also completing and will present 2025 Year-End Actual-to-Budget Report and January 2026 Year-to-Date Actuals during today's Board meeting under a separate agenda item.

## **Grants**

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

RCR is the subrecipient of a Washington Health Care Authority (HCA) DOJ-COSSUP grant to support RCR's response to the opioid crisis and services for people experiencing substance use

disorder. A contract for Fiscal Years 2 and 3 (October 1, 2025 - September 30, 2027) for this grant was signed and executed, and work is underway. This funding is not contemplated in the approved budget.

### **MIDD**

A contract with King County MIDD for 2026 has been signed and executed, indicating funding in the amount of \$574,832.

King County MIDD staff have indicated that the County intends to award RCR \$595,756 for 2027, for a biennial total of \$1,170,588.

### **WASPC**

The Mental Health Field Response Team Grant was awarded in the amount of \$948,965.40 for the grant period of July 1, 2025 - June 30, 2027. Work under this grant is ongoing by two temporary FTE Crisis Responders. Those two staffers have been offered career service positions to fill other vacancies, and the temporary positions are being filled with incoming new hires.

### **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. This funding allows RCR to subcontract with the Center for Human Services to offer Crisis Responders a dedicated front door to intake for outpatient services. RCR staff are actively working on implementation.

### **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.

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

#### *Upcoming or pending:*

Kenmore Deputy City Manager Stephanie Lucash  
Washington State Representative Nicole Macri  
Bothell Deputy Mayor Rami Al-Kabra

### **Landscape Analysis**

#### *2026 Legislative Session:*

RCR staff are actively monitoring legislation with potential impact for RCR.

### **BOARD ACTION RECOMMENDED:**

No formal action is recommended at this time.