

Regional Crisis Response Agency
Executive Board Agenda
January 11, 2023

3:00 pm – 4:30 pm

--Virtual--

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Meeting ID: 231 056 840 191

Passcode: cG6Tqh

- 1) Call to Order
- 2) Items from the Audience
- 3) Appoint the Executive Board President, Vice-President, Secretary and Treasurer
- 4) Naming Authorized Signers for RCR
- 5) Adopt Initial 2023-2024 RCR Budget
- 6) Discuss Draft Service Level Agreement with City of Kirkland
- 7) Discuss Executive Director Recruitment Plan
- 8) Discuss Regular Meeting Schedule
- 9) Adjournment

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Carly Joerger, Management Analyst, City of Kirkland

Date: January 6, 2023

Subject: APPOINTING AN EXECUTIVE BOARD PRESIDENT, VICE-PRESIDENT, SECRETARY, AND TREASURER

RECOMMENDATION:

That the RCR Executive Board review the duties of a Board President, Vice-President, Secretary, and Treasurer as set forth in this memo and the RCR founding interlocal agreement (ILA) and consider nominations and appointments via Resolutions 2023-01, 2023-02, 2023-03, and 2023-04.

BACKGROUND DISCUSSION:

As listed in Section 7. Executive Board: Composition and Operation of ILA, the RCR Executive Board is to appoint four officers at the first meeting of the Board: President, Vice-President, Secretary, and Treasurer. The ILA sets the first term of the President and Vice-President to be through May 31, 2024, with new appointments beginning June 1, 2024, and annually thereafter. Section 7 of the ILA describes the President's role as presiding over the meetings of the Executive Board. The Vice-President assume this role in the absence of the President. The Board may also want to consider listing the Board President, in addition to the Treasurer, as an authorized signer on behalf of the Agency. The ILA also states the Board shall appoint persons to serve as Secretary and Treasurer of the Agency, provided that such persons shall not be Members of the Executive Board. Any officer appointed by the Board may be removed by vote of the Board upon at least 30 days' written notice, with or without cause. Staff recommends the Board consider making an interim appointment of the Secretary position until such time that the RCR Administrative Assistant position is hired.

Board Action Recommended

It is recommended that the Board entertain nominations for the role of President, Vice-President, Secretary, and Treasurer and appoint these officers by the Resolutions attached.

List of Attachments

Resolution R-2023-01 Appointing the RCR Executive Board President
Resolution R-2023-02 Appointing the RCR Executive Board Vice-President
Resolution R-2023-03 Appointing the RCR Executive Board Treasurer
Resolution R-2023-04 Appointing the RCR Executive Board Secretary

RESOLUTION R-2023-01

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY APPOINTING A BOARD PRESIDENT.

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

WHEREAS, as set forth in Section 7. Executive Board: Composition and Operation of the founding interlocal agreement (ILA), the Executive Board is to appoint Board Officers at its first official Board meeting.

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

Section 1. The Executive Board appoints _____ as the RCR Agency Executive Board President to fulfill an initial term through May 31, 2024, as listed in the RCR Agency founding ILA.

Passed by majority vote of the RCR Executive Board in open meeting this ____ day of _____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

RESOLUTION R-2023-02

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY
APPOINTING A BOARD VICE-PRESIDENT.

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

WHEREAS, as set forth in Section 7. Executive Board: Composition and Operation of the ILA, the Executive Board is to appoint Board Officers at its first official Board meeting.

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

Section 1. The Executive Board appoints _____ as the RCR Agency Executive Board Vice-President to fulfill an initial term through May 31, 2024, as listed in the founding ILA.

Passed by majority vote of the RCR Executive Board in open meeting this _____ day of _____, 2023.

Signed in authentication thereof this _____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

RESOLUTION R-2023-03

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY
APPOINTING A BOARD TREASURER.

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 set forth in Section 7. Executive Board: Composition and Operation of the ILA, the Executive Board is to appoint Board Officers at its first official Board meeting.

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

Section 1. The Executive Board appoints _____ as the RCR Agency Executive Board Treasurer.

Passed by majority vote of the RCR Executive Board in open meeting this _____ day of _____, 2023.

Signed in authentication thereof this _____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

RESOLUTION R-2023-04

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY APPOINTING A BOARD SECRETARY.

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 set forth in Section 7. Executive Board: Composition and Operation of the ILA, the Executive Board is to appoint Board Officers at its first official Board meeting.

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

Section 1. The Executive Board appoints _____ as the RCR Agency Executive Board Secretary.

Passed by majority vote of the RCR Executive Board in open meeting this _____ day of _____, 2023.

Signed in authentication thereof this _____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Carly Joerger, Management Analyst, City of Kirkland

Date: January 6, 2023

Subject: Naming Authorized Signers for RCR Agency

RECOMMENDATION:

That the RCR Executive Board consider who shall be authorized to sign on behalf of the Regional Crisis Response (RCR) Agency and approve those authorized signers via Resolution R-2023-05.

BACKGROUND DISCUSSION:

This item seeks Board approval for who may be an authorized signer on behalf of the RCR Agency. The attached Resolution listing the authorized signers is part of the required materials for the RCR Agency Treasurer to open a bank account for the agency. The bank also requires other forms of identification such as a Tax ID number and signed W9, which staff are in the process of obtaining. City of Kirkland, as the RCR Agency Fiscal Agent, recommends the Board name the City of Kirkland's authorized signers, in addition the Board President and Treasurer, as authorized signers for the RCR Agency for ease of operations. City of Kirkland's authorized signers include the City Manager, Deputy City Manager for Operations, Director of Finance and Administration, Deputy Director of Finance and Administration, and the new and vacant Administrative Services Manager position who will be RCR Agency's fiscal agent point of contact. These positions are listed in the attached resolution, in addition to the RCR Agency Board Chair.

Board Action Recommended

It is recommended that the Board adopt Resolution R-2023-05 naming authorized signers on behalf of the RCR Agency.

List of Attachments

Resolution R-2023-05 Naming Authorized Signers.

RESOLUTION R-2023-05

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY NAMING AUTHORIZED SIGNERS FOR THE AGENCY.

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, naming authorized signers for the RCR Agency is an important formation step that will allow the agency to conduct its business; and

WHEREAS, there is ease of operations in naming authorized signers for the agency consistent with the authorized signers for the agency's fiscal agent, the City of Kirkland, in addition to the RCR Agency Board President.

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

Section 1. The RCR Agency Executive Board appoints the following individuals to be authorized signers for the RCR Agency:

- _____, RCR Executive Board President
- _____, RCR Executive Board Treasurer
- Kurt Triplett, City Manager, City of Kirkland
- Beth Goldberg, Deputy City Manager for Operations, City of Kirkland
- Michael Olson, Director of Finance and Administration, City of Kirkland
- Sri Krishnan, Deputy Director of Finance and Administration, City of Kirkland
- _____, Administrative Services Manager, City of Kirkland (to be filled)

Passed by majority vote of the RCR Agency Executive Board in open meeting this ____ day of _____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Carly Joerger, Management Analyst, City of Kirkland

Date: January 6, 2023

Subject: Adopting the Initial 2023-2024 RCR Agency Budget

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board Resolution R-2023-06 adopting the initial 2023-2024 RCR Budget

BACKGROUND DISCUSSION:

The initial 2023-2024 budget for the RCR Agency fully supports operations for a 13 FTE program with total biennial expenses at just over \$5M in 2023-2024 plus one-time start-up costs at just over \$400,000 in 2023. The budget assumes over \$1.1M in grant revenue in 2023-2024, leaving a balance of \$4.3M which would be covered by member agency contributions. Since adopting the founding interlocal agreement (ILA), the RCR Agency received an additional \$70,500 in grant funding for 2023 from the Association of Washington Cities. The RCR Agency also received confirmation that the King County Mental Illness Drug Dependency (MIDD) grant funding would sustain at \$436,000 per year through 2023-2024. The 2023-2024 Budget Detail listed in Exhibit A to Resolution R-2023-06 includes these updates and the associated decrease in member agency contributions (Att-2). Additional information about the 2023-2024 RCR Agency Budget is found in the Budget Cover Sheet (Att-3).

An additional \$153,000 per year in MIDD grant funding was recommended to the MIDD Advisory Council in December 2022 but is still pending final approval. If this is approved, or if the RCR Agency is successful in obtaining additional grant funding, staff will bring back the budget for the Board to approve, recognizing the new revenue and further off-setting member agency contributions.

Board Action Recommended

It is recommended that the Board adopt Resolution R-2023-06 adopting the initial 2023-2024 RCR Agency Budget.

List of Attachments

Att-1 Resolution R-2023-06 Adopting the 2023-2024 RCR Agency Budget

Att-2 Exhibit A 2023-2024 RCR Agency Budget Detail

Att-3 2023-2024 RCR Agency Budget Cover Sheet

RESOLUTION R-2023-06

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY ADOPTING THE INITIAL 2023-2024 RCR AGENCY 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 agency set forth an initial budget in its founding interlocal agreement including annual member agency contributions; and

WHEREAS, since adopting the founding interlocal agreement the agency has received additional grant revenue, reducing member agency contributions; and

WHEREAS, the Board finds that the updated 2023-2024 budget reflect the revenues and expenditures that are intended to ensure the provision of mobile crisis response services envisioned by the agency and correct annual member agency contributions.

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

Section 1. The initial 2023-2024 Budget of the Regional Crisis Response Agency, as summarized in Exhibit "A" attached and incorporated by this reference as a though fully set forth, is adopted as the initial Budget of the Regional Crisis Response Agency for 2023-2024.

Passed by majority vote of the RCR Agency Executive Board in open meeting this ____ day of _____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, Chair

Attest:

_____, Secretary

EXHIBIT A 2023-2024 BUDGET AND PRINCIPAL BUDGET SHARES

2023-2024 Regional Crisis Response Agency Budget Detail

Budget	START-UP COST	ONGOING OPERATIONS			GRANDTOTAL (START-UP & ONGOING)
		2023	2024	TOTAL '23-'24	
EXPENSES					
Personnel	\$ 8,580	\$ 2,020,933	\$ 2,104,847	\$ 4,125,780	\$ 4,134,360
Professional Services & Training	\$ 18,000	\$ 49,400	\$ 50,882	\$ 100,282	\$ 118,282
Clothing and Equipment	\$ 41,400	\$ 10,450	\$ 10,764	\$ 21,214	\$ 62,614
IT, Supplies, and Furniture	\$ 52,830	\$ 155,745	\$ 160,763	\$ 316,508	\$ 369,338
Vehicles	\$ 100,000	\$ 24,740	\$ 25,482	\$ 50,222	\$ 150,222
Miscellaneous	\$ 184,246	\$ 195,340	\$ 201,917	\$ 397,257	\$ 581,502
TOTAL EXPENSES	\$ 405,056	\$ 2,456,607	\$ 2,554,655	\$ 5,011,262	\$ 5,416,318
REVENUES					
Grants/Other External Revenue		\$ 658,900	\$ 508,400	\$ 1,167,300	\$ 1,167,300
TOTAL REVENUES		\$ 658,900	\$ 508,400	\$ 1,167,300	\$ 1,167,300
PROGRAM BALANCE (portion covered by Member Agencies)	\$ 405,056	\$ 1,797,707	\$ 2,046,255	\$ 3,843,962	\$ 4,249,018

2023-2024 Principal Shares

	Bothell	Kenmore	Kirkland	LFP	Shoreline	Total
Population (April 2022 Revised OFM)	48,940	24,090	93,570	13,620	60,320	240,540
% of Total	20.35%	10.01%	38.90%	5.66%	25.08%	100.00%
PRINCIPAL SHARES						
Start-Up (1-Time Costs)	\$ 82,412	\$ 40,566	\$ 157,567	\$ 22,935	\$ 101,575	\$ 405,056
2023 Kirkland Covers additional 3.5 FTEs, remaining per capita	\$ 251,166	\$ 123,633	\$ 1,043,441	\$ 69,899	\$ 309,569	\$ 1,797,707
2024 Kirkland Covers additional 3.5 FTEs, remaining per capita	\$ 312,532	\$ 153,839	\$ 1,107,700	\$ 86,978	\$ 385,205	\$ 2,046,255
TOTAL 2023-2024	\$ 646,110	\$ 318,038	\$ 2,308,707	\$ 179,812	\$ 796,350	\$ 4,249,018

ALLOCATION METHODOLOGY

City of Kirkland offered to cover a larger portion of the on-going costs in 2023-2024 since the City was already funding the Kirkland-only Community Responder program at higher levels. The cities agreed to this arrangement in the first biennium with the goal of sharing the program costs equitably on a per-capita basis starting in 2025-2026.

Regional Crisis Response Agency 2023-2024 Budget Cover Sheet

Summary

The 2023-2024 budget for the Regional Crisis Response (RCR) Agency fully supports operations for a 13 FTE program with total biennial expenses at just over **\$5M** in 2023-2024 plus one-time start-up costs at just over **\$400,000** in 2023. The budget assumes over **\$1.1M** in grant revenue in 2023-2024, leaving a balance of **\$4.3M** which would be covered by member agency contributions.

Table 1. 2023-2024 Budget

City Contributions & Grants	2023 One-Time	2023 On-going	2024 On-going	2023-2024 Total	Preliminary ¹ 2025-2026 Total
Bothell	\$82,412	\$251,166	\$312,532	\$646,110	\$896,013
Kenmore	\$40,566	\$123,633	\$153,839	\$318,038	\$441,049
Kirkland	\$157,567	\$1,043,441	\$1,107,700	\$2,308,707	\$1,713,116
LFP	\$22,935	\$69,899	\$86,978	\$179,812	\$249,360
Shoreline	\$101,575	\$309,569	\$385,205	\$796,350	\$1,104,362
Total City Contributions	\$405,056	\$1,797,707	\$2,046,255	\$4,249,018	\$4,403,900
Total Grant Revenue²	\$0	\$658,900	\$508,400	\$1,167,300	\$944,400
Total Program Costs	\$405,055	\$2,456,607	\$2,554,655	\$5,416,318	\$5,348,300

Member Agency Contributions

The five member agencies agreed to split the one-time start-up costs equitably among the cities on a per-capita basis. The 2023-2024 on-going costs are shared among the cities, too, but using a different formula. When the original RADAR program expansion was proposed, City of Kirkland (Kirkland) was unable to justify increased contributions to RADAR in addition to its on-going, higher investment in the new Kirkland-only community responder program. However, if Kirkland chose not to participate in the RADAR expansion, the financial feasibility of expansion for the other member cities may have been difficult due to Kirkland having the largest population and, therefore, the largest proportional share of the expenses. Instead, Kirkland proposed merging and further expanding the two programs with Kirkland covering total costs for 3.5 FTEs and two vehicles, roughly \$550,000 in the first biennium, with remaining program costs allocated equitably on a per-capita basis among all five cities. During interlocal agreement negotiations, the five cities agreed to use this allocation formula for 2023-2024 and transition to sharing all program costs equitably on a per-capita basis starting in 2025-2026.

¹ The preliminary 2025-2026 budget is based on current level of services and may be subject to change.

² The budget assumes MIDD funding will be sustained at \$436,000 through 2025-2026. Other sources of assumed grant revenue are from WASPC, DOJ, and AWC grants.

Other Revenues

The 2023-2024 budget assumes over \$500,000 in grant revenue per year, covering roughly 20% of the total biennial operating costs. Assumed grants include:

- \$436,000 per year from King County's Mental Illness Drug Dependency (MIDD) levy,
- \$72,400 per year from the Department of Justice,
- \$70,500 in 2023 from the Association of Washington Cities (AWC), and
- \$80,000 in 2023 from the Washington Association of Sheriffs and Police Chiefs (WASPC).

Expenses

The RCR Agency budget is designed to fully support operations for a 13 FTE program, with biennial expenses budgeted at just over \$5M. Categories of expenses, and budget assumptions, are further detailed by category. A general annual inflation of 3% is applied to all line items other than personnel.

Personnel (82%): Includes salaries and benefits for 1 FTE Executive Director, 1 FTE Program Supervisor, 1 FTE Administrative Assistant, and 10 FTE Responders, background check costs, and overtime to staff the graveyard shift on an on-call basis. Cost of living adjustments are budgeted at 8.5% in 2023 and 4% in 2024³. The budget also assumes an annual turnover rate of 3.0 FTE.

Miscellaneous (8%): Includes insurance for the agency, marketing budget, and recovery support items such as gift cards for food, cell phones for individuals experiencing homelessness to contact case managers, motel vouchers, etc. This category also includes a 5% operating reserve, 2.5% contingency reserve, admin agent fee charged by Kirkland to host the program, and a charge for use of office space at the City of Kirkland.

IT, Supplies, and Furniture (6%): Includes desks, chairs, printers, laptops, tablets, IT operating charge per FTE, phones, database hosting costs, and asset replacement for any technology. The budget includes asset replacement costs for the phones.

Professional Services and Training (2%): Includes budget for quality improvement and audit consultants, database development and other professional services, and travel, registration, and training budgets for the Responders.

Clothing and Equipment (1%): Includes clothing, ballistic vests, boots, radios, and other PPE for the Responders. The budget includes asset replacement costs for the vests and radios.

Vehicles (1%): Includes purchase of two vehicles for the Responders and fuel, maintenance, and asset replacement costs for four vehicles (including the additional two vehicles Kirkland has already purchased).

³ Note that the COLA assumptions are preliminary. The City of Kirkland, which would serve as the fiscal agent for the program, has not yet set its COLA rates for 2023 and 2024.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Carly Joerger, Management Analyst, City of Kirkland

Date: January 9, 2023

Subject: Discuss the Executive Director Recruitment Plan

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board begin a discussion on the process for recruiting and hiring its Executive Director and provide direction to staff and consultants.

BACKGROUND DISCUSSION:

A top priority for the newly formed RCR Agency is hiring its first Executive Director (recruitment brochure linked [here](#)). Since the agency does not yet have any staff, the City of Kirkland (Kirkland) as the fiscal agent has offered several resources to support the Board's hiring process. These include a portion of fiscal agent start-up consultant Tracey Dunlap's time and other Kirkland staff in the City Manager's Office and Human Resources Department. Kirkland Human Resources posted the Executive Director job notice on December 23rd as open until filled. The job notice was posted on NeoGov, Kirkland website, Indeed, LinkedIn, Co-Responder Outreach Alliance (CROA) website, and emailed the notice to local universities alumni associations and social work programs to share on their job boards. As of January 9, 2023, Human Resources has screened 14 total applications as meeting the minimum qualifications. Of those, a quick review shows at least five as promising. Staff and consultants recommend the Board begin discussing the hiring process and offer the following questions as a starting point for consideration.

1. What is the desired timeframe for filling the Executive Director position? Currently, the following priorities are on hold until the Executive Director position is filled: transferring existing employees from Bothell to Kirkland, hiring additional RCR Agency staff, and transferring grant administration from Bothell and Shoreline to RCR.
2. Is the Board interested in having staff and consultants pursue contracting a Recruiter? The decision to hire a Recruiter would likely delay the overall recruiting timeframe to allow staff and consultants time to solicit proposals for Board review and negotiate a contract. The Board might consider staying the course for a few weeks to assess the quality of the candidate pool before deciding if additional support from a recruiter is needed.
3. Is the Board interested in having multiple panels? If so, how many and what perspectives should be included? Note, Section 10. Executive Director of the founding interlocal agreement (ILA) states, "the Board shall consult with the Operations Board in the evaluation and selection of the Executive Director". Since the Operations Board, and other advisory groups, do not yet formally

exist, the Board could choose to appoint an ad hoc committee of various stakeholders (e.g., human services providers, other first responders, etc.) to provide input and perspective to the Board about the prospective candidates.

4. What format would the Board like to see for the interview(s)? Options may include virtual or in-person, question and answer, presentation, writing sample, etc.
5. Does the Board have other key interests for the hiring process?

Board Action Recommended

No formal action is recommended at this time.