



Salish Behavioral Health  
Administrative Services Organization

## SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION ADVISORY BOARD MEETING

Providing Behavioral Health Services in  
Clallam, Jefferson and Kitsap Counties

**DATE:** Friday, July 12, 2024  
**TIME:** 10:00 AM – 12:00 PM  
**LOCATION:** Cedar Room, 7 Cedars Hotel  
270756 Hwy 101, Sequim, WA 98382

### LINK TO JOIN BY COMPUTER OR PHONE APP:

**\*\*Please use this link to download ZOOM to your computer or phone:**  
<https://zoom.us/support/download>.\*\*

Join Zoom Meeting: <https://us06web.zoom.us/j/88389419000>

Meeting ID: 883 8941 9000

### USE PHONE NUMBER and MEETING ID TO JOIN BY PHONE:

Dial by your location: 1-253-215-8782

Meeting ID: 883 8941 9000

---

## A G E N D A

### Salish Behavioral Health Administrative Services Organization – Advisory Board

1. Call To Order
2. Announcements/Introductions
3. Opportunity to Address the Board on Agenda Topics (limited to 3 minutes each)
4. Approval of Agenda
5. Approval of SBHASO Advisory Board Meeting Minutes for May 3, 2024 (Attachment 5) [page 5]
6. Action Items
  - a. Approval of Updated Salish BHASO Behavioral Health Advisory Board By-Laws [page 3] (Attachment 6.a.1 [page 11] and 6.a.2 [page 17])
7. Informational Items
  - a. Training Updates [page 3] (Attachment 7.a) [page 23]
  - b. Salish BHASO Naloxone Program Updates [page 4]
  - c. Office of Behavioral Health Advocacy (OBHA) Updates [page 4]
8. Opportunity for Public Comment (limited to 3 minutes each)
9. Adjournment

## ACRONYMS

<b>ACH</b>	Accountable Community of Health	<b>ITA</b>	Involuntary Treatment Act
<b>AOT</b>	Assisted Outpatient Treatment	<b>MAT</b>	Medical Assisted Treatment
<b>ASAM</b>	American Society of Addiction Medicine	<b>MCO</b>	Managed Care Organization
<b>BHA</b>	Behavioral Health Advocate; Behavioral Health Agency	<b>MHBG</b>	Mental Health Block Grant
<b>BHAB</b>	Behavioral Health Advisory Board	<b>MOU</b>	Memorandum of Understanding
<b>BHASO</b>	Behavioral Health Administrative Services Organization	<b>OCH</b>	Olympic Community of Health
<b>CAP</b>	Corrective Action Plan	<b>OST</b>	Opiate Substitution Treatment
<b>CMS</b>	Center for Medicaid & Medicare Services (Federal)	<b>OTP</b>	Opiate Treatment Program
<b>CPC</b>	Certified Peer Counselor	<b>PACT</b>	Program of Assertive Community Treatment
<b>CRIS</b>	Crisis Response Improvement Strategy (WA State Work Group)	<b>PATH</b>	Programs to Aid in the Transition from Homelessness
<b>DBHR</b>	Division of Behavioral Health & Recovery	<b>PIHP</b>	Prepaid Inpatient Health Plans
<b>DCR</b>	Designated Crisis Responder	<b>P&amp;P</b>	Policies and Procedures
<b>DCYF</b>	Division of Children, Youth, & Families	<b>QACC</b>	Quality and Compliance Committee
<b>DDA</b>	Developmental Disabilities Administration	<b>RCW</b>	Revised Code Washington
<b>DSHS</b>	Department of Social and Health Services	<b>R.E.A.L.</b>	Recovery. Empowerment. Advocacy. Linkage.
<b>E&amp;T</b>	Evaluation and Treatment Center (i.e., AUI, YIU)	<b>RFP, RFQ</b>	Request for Proposal, Request for Qualifications
<b>EBP</b>	Evidence Based Practice	<b>SABG</b>	Substance Abuse Block Grant
<b>FYSPRT</b>	Family, Youth, and System Partner Round Table	<b>SRCL</b>	Salish Regional Crisis Line
<b>HCA</b>	Health Care Authority	<b>SUD</b>	Substance Use Disorder
<b>HCS</b>	Home and Community Services	<b>SYNC</b>	Salish Youth Network Collaborative
<b>HIPAA</b>	Health Insurance Portability & Accountability Act	<b>TEAMonitor</b>	HCA Annual Monitoring of SBHASO
<b>HRSA</b>	Health and Rehabilitation Services Administration	<b>UM</b>	Utilization Management
<b>IMC</b>	Integration of Medicaid Services	<b>WAC</b>	Washington Administrative Code
<b>IMD</b>	Institutes for the Mentally Diseased	<b>WM</b>	Withdrawal Management
<b>IS</b>	Information Services	<b>WSH</b>	Western State Hospital, Tacoma



Salish Behavioral Health  
Administrative Services Organization

## **SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION ADVISORY BOARD MEETING**

Providing Behavioral Health Services in  
Clallam, Jefferson and Kitsap Counties

**July 12, 2024**

### **Action Items**

#### **A. APPROVAL OF UPDATED SALISH BHASO BEHAVIORAL HEALTH ADVISORY BOARD BY-LAWS**

The following revisions to the Behavioral Health Advisory Board By-Laws have been finalized:

##### Section 3.b, "Representation"

- Replace "consumers or parents or legal guardians" with "individuals or chosen family".

##### Section 5, "Attendance"

- Add "Meetings are held in a hybrid format. Members are encouraged to attend meetings in person."

##### Sections 6.c, "Notice" and Section 12, "Staffing"

- Replace "The Kitsap County Human Services Department" with "Salish Behavioral Health Administrative Services Organization"

##### Section 6.e "Meeting Location"

- Add "All meetings are held in a hybrid format, with the option to attend remotely via Zoom or by phone."

##### Section 11, "Compensation"

- Replace "Director of the Kitsap County Human Services Department" with "Salish Behavioral Health Administrative Services Organization Administrator"

Staff will present the updated By-Laws for Board approval.

### **Informational Items**

#### **A. TRAINING UPDATES**

Opportunity to discuss training updates, including conversation about enhancing community partnerships around training.

On August 6 and 8, 2024, Salish BHASO Staff will be facilitating community facing QPR (Question, Persuade, Refer) suicide prevention training.

- The August 6 training will be held from 4:30 pm to 5:30 pm at the 7 Cedars Hotel.

- The August 8 training will be held from 4:30 pm to 5:30 pm at the Poulsbo Library.

Training is free of charge and open to community members. A registration form is available at <http://bit.ly/4bsuqT9>.

Salish BHASO has partnered with Change Company to support staff training across our provide network. We have purchased 75 registrations to provide staff with access to an array of self-paced trainings, including Motivational Interviewing, ASAM 4 training, and more.

SBHASO staff continue to research additional training opportunities.

## B. SALISH BHASO NALOXONE PROGRAM UPDATE

SBHASO has partnered to install 14 cabinets across all 3 counties.

To date, we have partnered with the following organizations and successfully mounted cabinets at their locations:

- Agape Unlimited, Bremerton
- BAART Programs, Bremerton
- Benedict House, Bremerton (upon request)
- Discovery Behavioral Healthcare, Port Townsend (2 cabinets)
- Hoh Tribe, Forks
- Olympic Community Action Programs, Port Townsend
- Olympic Personal Growth Center, Sequim
- Port Gamble S'Klallam Tribe, Kingston
- Quileute Tribe, La Push (2 cabinets)
- Reflections Counseling Services Group
- Salvation Army, Bremerton
- West Sound Treatment Center, Port Orchard

SBHASO had distributed more than 1348 naloxone kits to community partners from March through May of this year.

Current work in partnering for additional placement includes Kitsap Transit and Kitsap Mental Health Services.

Continuing to work with Department of Health (DOH) and have updated to their new system for ordering.

**\*\*Demonstration of the naloxone map\*\***

## C. OFFICE OF BEHAVIORAL HEALTH ADVOCACY (OBHA) UPDATES

Nanine Nanette will provide additional information about the Office of Behavioral Health Advocacy.

**MINUTES OF THE  
SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION  
ADVISORY BOARD**

**Friday, May 3, 2024  
10:00 a.m. - 12:00 p.m.  
Hybrid Meeting  
Cedar Room, 7 Cedars Hotel  
270756 Hwy 101, Sequim, WA 98382**

**CALL TO ORDER** – Jon Stroup, SBH-ASO Behavioral Advisory Board Chair called the meeting to order at 10:07 a.m.

**INTRODUCTIONS** – Self introductions were conducted around the room.

**ANNOUNCEMENTS** – None.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD ON AGENDA TOPICS** – None.

**APPROVAL of AGENDA** –

Request to add item 7.h for Behavioral Health Advisory Council (BHAC) recruitment.

**MOTION:** Lori Fleming moved to approve the agenda as amended. Mary Beth Lagenaur seconded the motion. Motion carried unanimously.

**APPROVAL of MINUTES** –

Minutes will be revised to list correct date on page 7.

**MOTION:** Diane Pfeifle moved to approve the meeting minutes as amended for the March 1, 2024 meeting. Mary Beth Lagenaur seconded the motion. Motion carried unanimously.

**ACTION ITEMS**

➤ **REVIEW OF SALISH BHASO BEHAVIORAL HEALTH ADVISORY BOARD BY-LAWS**

Review of existing by-laws to consider changes, updates, and provide information to new members.

*Advisory Board members reviewed the by-laws and provided the following recommendations for revision:*

*Section 3.b, "Representation"*

- *Replace "consumers or parents or legal guardians" with "individuals or chosen family".*

*Section 5, "Attendance"*

- *Add "Meetings are held in a hybrid format. Members are encouraged to attend meetings in person."*

*Sections 6.c, "Notice" and Section 12, "Staffing"*

- *Replace "The Kitsap County Human Services Department" with "Salish Behavioral*

*Health Administrative Services Organization*

*Section 6.e “Meeting Location*

- *Add “All meetings are held in a hybrid format, with the option to attend remotely via Zoom or by phone.”*

*Section 11, “Compensation”*

- *Replace “Director of the Kitsap County Human Services Department” with “Salish Behavioral Health Administrative Services Organization Administrator”.*

*Motion is deferred until document is updated with recommended changes.*

➤ **2024 ADVISORY BOARD TRAINING RECOMMENDATIONS**

Review and finalize training priorities put forth for consideration by the Advisory Board.

Training recommendations include:

- Emotional CPR (eCPR)
- Hearing Voices
- Alternatives to Suicide
- Supporting Peer Workforce
- Trauma Sensitivity
- Resilience
- Advocacy
- Youth-focused Trainings
- Stigma
- Anti-Oppression language
- Behavioral Health System Changes
- Supervision of SUDPTs and CPCs
- BH Crisis Response for Law Enforcement / First Responders

*Staff provided a review of the 13 training recommendations presented. Upon recommendation by the Board, training priorities for consideration were revised for consistency prior to vote. Emotional CPR (eCPR), Hearing Voices, and Alternatives to Suicide were replaced by Community-focused Behavioral Health Trainings and Suicide Intervention / Mitigation.*

*Advisory Board members ranked their top 10 priorities which were then reduced to five. The final five training priorities were identified as:*

1. *Behavioral Health System Changes*
2. *Behavioral Health Crisis Response for First Responders and Law Enforcement*
3. *Community-focused Behavioral Health Trainings*
4. *Trauma Sensitivity*
5. *Youth-focused Trainings*

*Plan for SBHASO Staff to research specific trainings that align with identified priorities. Specific trainings will be presented for consideration at the July 12 Advisory Board meeting.*

**MOTION: Diane Pfeifle moved to approve the five Advisory Board training recommendations as identified by vote. Lori Fleming seconded the motion. Motion carried unanimously.**

## INFORMATIONAL ITEMS

### ➤ **NEW BEHAVIORAL HEALTH ADVISORY BOARD MEMBERS**

Salish BHASO Executive Board appointed all three candidates effective May 1, 2024. Welcome Kathryn Harrer (Jefferson), Lori Fleming (Jefferson), and Deputy Casey Jinks (Kitsap)!

*Appreciation and enthusiasm shared for new Advisory Board members.*

*Recruitment efforts continue for open Clallam County and Tribal Representative positions. Board members are encouraged to engage in recruitment efforts as they are able.*

### ➤ **SALISH BHASO RESTRUCTURE / STAFFING UPDATES**

SBHASO continues work on internal restructuring.

Staff would like to congratulate Ileea Clauson in moving into the role of Operations Manager. The Operations Manager is a reclassification of an existing position to take on additional management duties and will supervise fiscal and data staff within SBHASO.

The Care Manager position has been filled. We would like to welcome Brian Wilson to the team.

Staff would also like to congratulate SBHASO Data Analyst, Elise Bowditch, on her retirement. Her last day with the organization is Friday, May 3.

SBHASO is currently recruiting to fill the Clinical Manager position and the Data Analyst position.

An updated Organizational Chart is attached on page 17.

### ➤ **ASSISTED OUTPATIENT TREATMENT**

Assisted Outpatient Treatment (AOT) is in the process of development across Washington State per RCW 71.05.148.

The expansion of AOT:

- Provides for additional avenues to pursue court ordered less restrictive treatment alternatives for individuals with behavioral health disorders who meet specific criteria.
- Allows for an expanded group of petitioners to include hospitals, behavioral health providers, the individuals treating professional, designated crisis responders, release planners from corrections, or emergency room physicians.
- Allows for court ordered treatment to be initiated prior to an inpatient stay.
- Allows for up to 18 months of treatment under a single order.

Salish BHASO Staff have been working with identified providers and local courts, prosecutors, and defense in the development of this program. Each county has taken a unique approach to implementation. We are finalizing related documents and taking next steps to coordinate with additional community stakeholders in the rollout of this program.

*Court-ordered treatment is considered a civil process and does not include any criminal penalties for non-compliance.*

*Question regarding the length of time AOT and associated programs have been in place, as well as the level of success, specifically what percentage of people have measurable reduction in symptoms as a result of court-ordered outpatient treatment. Staff will look for data related to outcomes of similar programs, noting that they vary greatly from state to state.*

*Staff will send Board Members additional information about Assisted Outpatient Treatment.*

### ➤ **NALOXONE UPDATE**

Salish BHASO has been committed to providing support to individuals with opiate disorders. As an organization, we have been distributing naloxone to our communities over the past 5 years. This has been achieved through a partnership with Washington Department of Health and funding from our Health Care Authority Contract. Additional funding has been allocated to support continued expansion of naloxone access across the Salish region.

In 2023, SBHASO ordered ten naloxone cabinets to support ease of distribution across the three counties. To date, we have partnered with the following organizations and successfully mounted cabinets at their locations:

- Hoh Tribe, Forks
- Quileute Tribe, La Push (2 cabinets)
- Port Gamble S'Klallam Tribe, Kingston
- Reflections Counseling Services Group
- West Sound Treatment Center, Port Orchard
- Agape Unlimited, Bremerton
- BAART Programs, Bremerton

In 2024, SBHASO ordered an additional 25 naloxone cabinets of various sizes. Staff continue to work with local public health departments and community partners to identify interested parties and determine additional locations to place cabinets.

*Cabinet capacities vary from 6 to 74 boxes.*

*Restocking of naloxone supply for each cabinet is negotiated with each partner agency.*

### ➤ **SALISH REGIONAL SUD SUMMIT**

On April 26, 2024 Salish BHASO hosted a region Substance Use Disorder Summit at John Wayne Marina in Sequim. This event provided an opportunity for SUD providers and stakeholders to engage in conversation and a work session regarding gaps in services for the SUD treatment population. Staff will provide a summary of the event.

*The Substance Use Disorder Summit had 77 total attendees, which included individuals from Public Health, Commissioners, Law Enforcement, and Peers.*

*Identified priorities included transportation and withdrawal management.*

*Attendees expressed interest in quarterly convenings. A plan for follow-up meetings is in progress. Staff will continue to share information as it is available.*



➤ **KITSAP REENTRY SIMULATION**

Salish BHASO is excited to be a sponsor for the 2024 Kitsap Reentry Simulation taking place at the Marvin Williams Recreation Center in Bremerton on May 31, 2024. This event is hosted by the Up From Slavery Initiative and Kitsap Strong. The event aims to foster systems change by introducing participants to the 5R's (Resilient Reentry Resources Reduces Recidivism) through presentations and a simulation. The simulation aims to provide participants with a firsthand understanding of the significant barriers individuals face upon reentering society post-incarceration. By immersing professionals in these simulations, they can gain invaluable insights into the reentry experience, thus equipping them with the knowledge to better support formerly incarcerated individuals as they reintegrate into their communities.

*Board members are invited to attend the reentry simulation free of charge. Interested board members can reach out to Nicole or Jolene to register.*

➤ **OFFICE OF BEHAVIORAL HEALTH ADVOCACY (OBHA) UPDATES**

Nanine Nanette will provide additional information about the Office of Behavioral Health Advocacy and any updates on regional recruitment.

*Nanine recommended that naloxone outreach efforts include primary care and/or patients receiving prescribed opioids, who are required to fill a prescription of naloxone. The prescription has an associated cost, causing a financial barrier for many.*

*Nanine has requested to transition to the Salish region. More to come.*

➤ **BEHAVIORAL HEALTH ADVISORY COUNCIL (BHAC) RECRUITMENT**

*The Behavioral Health Advisory Council is recruiting for members. Meetings occur monthly and are in-person in Olympia. Staff will send out information about the opportunity to Board Members.*

**PUBLIC COMMENT**

- None.

**GOOD OF THE ORDER**

- Kate Jasonowicz of CHPW noted that enrollment for the Apple Health expansion for immigrants and refugees begins June 20 for coverage effective on July 1.

**ADJOURNMENT** – Consensus for adjournment at 12:03pm

**ATTENDANCE**

<b>BOARD MEMBERS</b>	<b>STAFF</b>	<b>GUESTS</b>
<b><i>Present:</i></b>	Jolene Kron, SBHASO Administrator	Kate Jasonowicz, Community Health Plan of Washington
<b>John Stroup, Chair</b>	Nicole Oberg, SBHASO Program Specialist	Nanine Nicolette, Office of Behavioral Health Advocacy
<b>Lori Fleming</b>	Doug Washburn, Human Services	Jenny Oppelt, Clallam County Health and Human Services

<b>Sandy Goodwick</b>	Ileea Clauson, SBHASO Operations Manager	Conor Wilson, Kitsap Sun
<b>Helen Havens</b>	Brian Wilson, SBHASO Care Manager	
<b>Dep. Casey Jinks</b>	Elise Bowditch, SBHASO Data Analyst	
<b>Mary Beth Lagenaur</b>		
<b>Diane Pfeifle</b>		
<b><i>Excused:</i></b>		
Stormy Howell		
Kathryn Harrer		

**NOTE: These meeting notes are not verbatim.**



## SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION ADVISORY BOARD

### BYLAWS

#### 1. NAME

Salish Behavioral Health Administrative Services Organization (SBHASO) Advisory Board (hereinafter Advisory Board).

#### 2. PURPOSE

The purpose of the Salish Behavioral Health Administrative Services Organization Advisory Board is to advise the Salish Behavioral Health Administrative Services Organization Executive Board on the planning and delivery of behavioral health services in Clallam, Jefferson and Kitsap Counties by the authority granted to BH-ASOs in RCW 71.24 and under the terms of the Salish BH-ASO Interlocal Agreement.

The purpose of the Advisory Board is to:

- \* a. Review and make recommendations to the Executive Board regarding the Behavioral Health Plans developed by Salish Behavioral Health Administrative Services Organization Administrative Entity.
- b. Review and make recommendations to the Executive Board regarding contracts and subcontracts that implement the services under Salish Behavioral Health Administrative Services Organization plans.
- c. Participate in the Request for Proposal (RFP) processes that implement services within the Salish Behavioral Health Administrative Services Organization.
- d. Review programs through monitoring reports, audit reports, and on-site visits as appropriate.

\* Required role by RCW

#### 3. MEMBERSHIP

##### a. Appointment

- (1) The Advisory Board shall be comprised of eleven members, appointed by the Salish BHASO Executive Board and who serve at the pleasure of the Executive Board.

- (2) To ensure continuity, the initial Advisory Board will be made up of six members appointed for one-year terms; three members will serve two-year terms and two members will serve three-year terms. Subsequent terms for reappointment shall be three-year terms. Individuals appointed to fill vacancies shall serve the remainder of the term.

**b. Representation**

The Advisory Board shall be comprised of a maximum of eleven members, with three individuals representing each participating county, and two at-large Tribal representatives. At least 51% of the membership will be made up of ~~consumers or parents or legal guardians~~ individuals or chosen family of individuals with lived experience with a behavioral health disorder.

**4. TERMINATION**

**c. Resignation**

Any Advisory Board member may resign by submitting written notice to the Salish Behavioral Health Administrative Services Organization Administrator.

**d. Removal**

Appointments to the Board may be terminated at any time by action of the Executive Board.

The Advisory Board can remove a member by majority vote of the total membership, provided that fifteen days notice of the pending action has been provided to the Advisory Board.

A member may be removed from the Advisory Board if absent from three consecutively scheduled meetings without good cause. Good cause shall be determined by the chairperson

**5. ATTENDANCE**

All members are expected to attend regularly scheduled meetings. More than three unexcused absences by any member during any twelve-month period may result in removal of the member by the SBHASO Executive Board. A member's absence is unexcused if the member fails to notify the SBHASO administrator in advance of a regular meeting that the member will not attend.

Meetings are held in a hybrid format. Members are encouraged to attend meetings in person.

**6. MEETINGS**

**a. Public Meetings Law**

All meetings will be open to the public and all persons will be permitted to attend meetings of the Advisory Board. Open public meetings and open public attendance is not required at meetings when less than a quorum is present.

**b. Regular Meetings**

The Advisory Board shall meet at intervals established by the SBHASO Administrator or their designee. Administrative support including crafting agendas, preparing materials, arranging speakers and presentations, and forwarding recommendations will be provided by the SBHASO staff. Regular meetings may be canceled or changed to another specific place, date and time provided that notice of the change is delivered by mail, fax, or electronic mail and posted on the SBHASO Website.

**c. Notice**

~~The Kitsap County Human Services Department Salish Behavioral Health Administrative Services Organization~~ will provide notice of regular meetings to Advisory Board members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.

**d. Special Meetings**

Special meetings may be called by the Chair with notice to all members and the general public not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary, to conduct business that cannot wait until the next regularly scheduled meeting. The notice will be provided as soon as possible to encourage public participation.

**e. Meeting Location**

Advisory Board meetings are generally held at the same location and time unless otherwise notified. All meetings are held in a hybrid format, with the option to attend remotely via Zoom or by phone.

**f. Quorum**

A quorum shall consist of a total of not less than 50% of the membership, provided there is representation from each county.

**g. Voting**

Voting shall be restricted to Advisory Board members only, and each Board member shall have one vote. The chair shall vote when a tie results. Except, the

chair may vote in elections. All decisions of the Advisory Board shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.

**h. Minutes**

The minutes of all regular and special meetings shall be recorded by administrative staff. Minutes will include time and date, meeting length, members present, motions and motion makers, recommendations and due date, if applicable. Draft minutes will be distributed to the membership not less than five days prior to the next regular monthly meeting for comment and ~~correction,~~ and correction and will be formally approved at the next regular monthly meeting and submitted for posting on the Kitsap County website.

**i. Agendas**

Items may be placed on a meeting agenda by any member or by BHASO staff. The Chair and staff will coordinate preparation of the meeting agendas. The agenda will be distributed to members at least five days prior to a regular meeting.

**j. Parliamentary Procedures**

When not consistent with the provisions in these bylaws, Roberts Rules of Order will govern parliamentary procedure at regular and special meetings.

**k. Decorum and Control**

In the event any meeting is interrupted by an individual or individuals so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of the person or persons who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by the majority vote of the members. In such a session, final disposition may only be taken on matters appearing on the agenda. The Chair may readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

**7. OFFICERS**

**a. Chair and Vice Chair**

The chairperson and vice chairperson shall be elected by a majority vote for a one-year term, beginning on January 1 and ending on December 31 of the calendar year following election.

**b. Process**

The Chair shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the fourth calendar quarter from a slate presented by the Nominating Committee and nominations from the floor.

Nominees must be active members who have consented to serve. All elections shall be by secret ballot unless dispensed with by a majority vote of the members present.

**c. Chair Responsibilities**

The Chair will lead and guide the conduct of public meetings. The Chair is the official representative of the Advisory Board and shall follow the Public Communications Guidelines established in the Kitsap County Advisory Group Handbook when acting as the official spokesperson to the media. The Chair will be the main contact between the Advisory Board and SBHASO staff.

**d. Vice Chair**

The Vice Chair shall assume the responsibility and authority of the chairperson in his/her absence.

**e. Chair Pro Tempore**

In the absence of the Chair and Vice Chair, a Chair pro tempore shall be elected by a majority of the members present to preside for that meeting only.

**f. Vacancies or Removal of Officers**

The SBHASO Executive Board may remove an officer when it determines that it is in the interest of the Advisory Board or the SBHASO. If the Chair position is vacated, the Vice Chair will assume the Chair's position. If the Vice Chair is vacated, members will elect a replacement.

**8. SPECIAL COMMITTEES**

Such committees shall be established by the Advisory Board as are necessary to effectively conduct business. The Chair of the Board shall appoint members to and designate the chair of the standing and temporary committees.

**9. CONFLICTS OF INTEREST**

**a. Declaration**

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

**b. Conflict of Interest**

No Advisory Board member shall engage in any activity, including participation in the selection, award, or administration of a sub-grant or contract supported by the SBHASO revenue contracts if a conflict of interest, real or apparent, exists.

- c. If a board member (or the board member's partner, or any member to the board member's family) has, or acquires, employment, or a financial interest in, an organization with an SBHASO grant or subcontract, the board member is disqualified, and must resign from the board.

**10. REPRESENTATION**

A member may speak for the board only when he/she represents positions officially adopted by the body.

**11. COMPENSATION**

Members of the Board shall serve without compensation. Reimbursement for expenses incurred while conducting official Advisory Board business may be provided for with the approval of the ~~Director of the Kitsap County Human Services Department.~~ Salish Behavioral Health Administrative Services Organization Administrator.

**12. STAFFING**

~~The Kitsap County Human Services Department~~ Salish Behavioral Health Administrative Services Organization shall have the responsibility to provide professional, technical and clerical staff as necessary, to support the activities of the Board.

**13. AMENDMENT OF BYLAWS**

These bylaws may be amended by a two-thirds majority vote of the members present at any regular or special meeting insofar as such amendments do not conflict with pertinent laws, regulations, ordinances, or resolutions of the Salish Behavioral Health Administrative Services Organization, state or federal governments. Proposed amendments to be in the hands of members at least ten days prior to the meeting at which the amendment is to be voted on. Any recommendations agreed upon by vote shall be forwarded to the SBHASO Executive Board for its approval.

**14. ADOPTION**

These bylaws and any amendments hereto, shall become effective only upon approval of the Salish Behavioral Health Administrative Services Organization Executive Board.





## SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION ADVISORY BOARD

### BYLAWS

#### 1. NAME

Salish Behavioral Health Administrative Services Organization (SBHASO) Advisory Board (hereinafter Advisory Board).

#### 2. PURPOSE

The purpose of the Salish Behavioral Health Administrative Services Organization Advisory Board is to advise the Salish Behavioral Health Administrative Services Organization Executive Board on the planning and delivery of behavioral health services in Clallam, Jefferson and Kitsap Counties by the authority granted to BH-ASOs in RCW 71.24 and under the terms of the Salish BH-ASO Interlocal Agreement.

The purpose of the Advisory Board is to:

- \* a. Review and make recommendations to the Executive Board regarding the Behavioral Health Plans developed by Salish Behavioral Health Administrative Services Organization Administrative Entity.
- b. Review and make recommendations to the Executive Board regarding contracts and subcontracts that implement the services under Salish Behavioral Health Administrative Services Organization plans.
- c. Participate in the Request for Proposal (RFP) processes that implement services within the Salish Behavioral Health Administrative Services Organization.
- d. Review programs through monitoring reports, audit reports, and on-site visits as appropriate.

\* Required role by RCW

#### 3. MEMBERSHIP

##### a. Appointment

- (1) The Advisory Board shall be comprised of eleven members, appointed by the Salish BHASO Executive Board and who serve at the pleasure of the Executive Board.

- (2) To ensure continuity, the initial Advisory Board will be made up of six members appointed for one-year terms; three members will serve two-year terms and two members will serve three-year terms. Subsequent terms for reappointment shall be three-year terms. Individuals appointed to fill vacancies shall serve the remainder of the term.

**b. Representation**

The Advisory Board shall be comprised of a maximum of eleven members, with three individuals representing each participating county, and two at-large Tribal representatives. At least 51% of the membership will be made up of individuals or chosen family of individuals with lived experience with a behavioral health disorder.

**4. TERMINATION**

**c. Resignation**

Any Advisory Board member may resign by submitting written notice to the Salish Behavioral Health Administrative Services Organization Administrator.

**d. Removal**

Appointments to the Board may be terminated at any time by action of the Executive Board.

The Advisory Board can remove a member by majority vote of the total membership, provided that fifteen days notice of the pending action has been provided to the Advisory Board.

A member may be removed from the Advisory Board if absent from three consecutively scheduled meetings without good cause. Good cause shall be determined by the chairperson

**5. ATTENDANCE**

All members are expected to attend regularly scheduled meetings. More than three unexcused absences by any member during any twelve-month period may result in removal of the member by the SBHASO Executive Board. A member's absence is unexcused if the member fails to notify the SBHASO administrator in advance of a regular meeting that the member will not attend.

Meetings are held in a hybrid format. Members are encouraged to attend meetings in person.

**6. MEETINGS**

**a. Public Meetings Law**

All meetings will be open to the public and all persons will be permitted to attend meetings of the Advisory Board. Open public meetings and open public attendance is not required at meetings when less than a quorum is present.

**b. Regular Meetings**

The Advisory Board shall meet at intervals established by the SBHASO Administrator or their designee. Administrative support including crafting agendas, preparing materials, arranging speakers and presentations, and forwarding recommendations will be provided by the SBHASO staff. Regular meetings may be canceled or changed to another specific place, date and time provided that notice of the change is delivered by mail, fax, or electronic mail and posted on the SBHASO Website.

**c. Notice**

Salish Behavioral Health Administrative Services Organization will provide notice of regular meetings to Advisory Board members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.

**d. Special Meetings**

Special meetings may be called by the Chair with notice to all members and the general public not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary, to conduct business that cannot wait until the next regularly scheduled meeting. The notice will be provided as soon as possible to encourage public participation.

**e. Meeting Location**

Advisory Board meetings are generally held at the same location and time unless otherwise notified. All meetings are held in a hybrid format, with the option to attend remotely via Zoom or by phone.

**f. Quorum**

A quorum shall consist of a total of not less than 50% of the membership, provided there is representation from each county.

**g. Voting**

Voting shall be restricted to Advisory Board members only, and each Board member shall have one vote. The chair shall vote when a tie results. Except, the

chair may vote in elections. All decisions of the Advisory Board shall be made by no less than a majority vote of a quorum at a meeting where a quorum is present.

**h. Minutes**

The minutes of all regular and special meetings shall be recorded by administrative staff. Minutes will include time and date, meeting length, members present, motions and motion makers, recommendations and due date, if applicable. Draft minutes will be distributed to the membership not less than five days prior to the next regular monthly meeting for comment and correction and will be formally approved at the next regular monthly meeting and submitted for posting on the Kitsap County website.

**i. Agendas**

Items may be placed on a meeting agenda by any member or by BHASO staff. The Chair and staff will coordinate preparation of the meeting agendas. The agenda will be distributed to members at least five days prior to a regular meeting.

**j. Parliamentary Procedures**

When not consistent with the provisions in these bylaws, Roberts Rules of Order will govern parliamentary procedure at regular and special meetings.

**k. Decorum and Control**

In the event any meeting is interrupted by an individual or individuals so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of the person or persons who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by the majority vote of the members. In such a session, final disposition may only be taken on matters appearing on the agenda. The Chair may readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

**7. OFFICERS**

**a. Chair and Vice Chair**

The chairperson and vice chairperson shall be elected by a majority vote for a one-year term, beginning on January 1 and ending on December 31 of the calendar year following election.

**b. Process**

The Chair shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the fourth calendar quarter from a slate presented by the Nominating Committee and nominations from the floor.

Nominees must be active members who have consented to serve. All elections shall be by secret ballot unless dispensed with by a majority vote of the members present.

**c. Chair Responsibilities**

The Chair will lead and guide the conduct of public meetings. The Chair is the official representative of the Advisory Board and shall follow the Public Communications Guidelines established in the Kitsap County Advisory Group Handbook when acting as the official spokesperson to the media. The Chair will be the main contact between the Advisory Board and SBHASO staff.

**d. Vice Chair**

The Vice Chair shall assume the responsibility and authority of the chairperson in his/her absence.

**e. Chair Pro Tempore**

In the absence of the Chair and Vice Chair, a Chair pro tempore shall be elected by a majority of the members present to preside for that meeting only.

**f. Vacancies or Removal of Officers**

The SBHASO Executive Board may remove an officer when it determines that it is in the interest of the Advisory Board or the SBHASO. If the Chair position is vacated, the Vice Chair will assume the Chair's position. If the Vice Chair is vacated, members will elect a replacement.

**8. SPECIAL COMMITTEES**

Such committees shall be established by the Advisory Board as are necessary to effectively conduct business. The Chair of the Board shall appoint members to and designate the chair of the standing and temporary committees.

**9. CONFLICTS OF INTEREST**

**a. Declaration**

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

**b. Conflict of Interest**

No Advisory Board member shall engage in any activity, including participation in the selection, award, or administration of a sub-grant or contract supported by the SBHASO revenue contracts if a conflict of interest, real or apparent, exists.

- c. If a board member (or the board member's partner, or any member to the board member's family) has, or acquires, employment, or a financial interest in, an organization with an SBHASO grant or subcontract, the board member is disqualified, and must resign from the board.

**10. REPRESENTATION**

A member may speak for the board only when he/she represents positions officially adopted by the body.

**11. COMPENSATION**

Members of the Board shall serve without compensation. Reimbursement for expenses incurred while conducting official Advisory Board business may be provided for with the approval of the Salish Behavioral Health Administrative Services Organization Administrator.

**12. STAFFING**

Salish Behavioral Health Administrative Services Organization shall have the responsibility to provide professional, technical and clerical staff as necessary, to support the activities of the Board.

**13. AMENDMENT OF BYLAWS**

These bylaws may be amended by a two-thirds majority vote of the members present at any regular or special meeting insofar as such amendments do not conflict with pertinent laws, regulations, ordinances, or resolutions of the Salish Behavioral Health Administrative Services Organization, state or federal governments. Proposed amendments to be in the hands of members at least ten days prior to the meeting at which the amendment is to be voted on. Any recommendations agreed upon by vote shall be forwarded to the SBHASO Executive Board for its approval.

**14. ADOPTION**

These bylaws and any amendments hereto, shall become effective only upon approval of the Salish Behavioral Health Administrative Services Organization Executive Board.

# QPR

Attachment 7.a



Serving Clallam, Jefferson,  
and Kitsap Counties

(Question/Persuade/Refer)

## SUICIDE PREVENTION TRAINING

**August 6 & 8, 2024**

### Ask a Question, Save a Life

Three steps anyone can take to help prevent suicide. You can be a resource for someone who might be struggling.

This training is for anyone that wants to recognize the signs that someone is at risk for suicide.

QPR Gatekeeper Training Teaches:

- How to recognize the warning signs
- How to offer hope
- How to refer someone to help

#### **Tuesday, August 6, 2024**

Doors open at 4:00 pm  
Training from 4:30 pm - 5:30 pm  
7 Cedars Hotel, Blyn Room  
270756 US-101  
Sequim, WA 98382

#### **Thursday, August 8, 2024**

Doors open at 4:00 pm  
Training from 4:30 pm - 5:30 pm  
Poulsbo Library, Community Room  
700 NE Lincoln Road  
Poulsbo, WA 98370

Light refreshments will be served

Register for free:

<http://bit.ly/4bsuqT9>



For more info, contact Amy Browning at  
abrowning@kitsap.gov or 360-307-4275