

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, Interim County Administrator

FROM: Greg Brotherton

DATE: January 3, 2021

SUBJECT: Salish BH-ASO Interlocal Agreement

STATEMENT OF ISSUE:

Jefferson needs to renew the Interlocal Agreement with Kitsap and Clallam Counties, and the Jamestown S'Klallam tribe for the Salish BH-ASO for the purpose of contracting with the Washington State Health Care Authority (HCA) to administer behavioral health services and programs under section 1046 of E2SSB 5432 including crisis services and administration of chapter 71.05, 71.24.100, RCW, the involuntary treatment.

ANALYSIS:

The Interlocal Agreement is mostly unchanged, except for the removal of second and third vice-chairs as delineated officers.

FISCAL IMPACT:

n/a

RECOMMENDATION:

Sign and execute the attached yearly Interlocal Agreement.

REVIEWED BY:


Mark McCauley, Interim County Administrator

12/28/21
Date

6 orig: Kitsap (c Human Services) 7.1.19
Att: Amy

29
6/18

INTERLOCAL AGREEMENT 000.19.002
for the
SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

ARTICLE I. PURPOSE OF AGREEMENT

The undersigned parties hereby establish a Behavioral Health Administrative Services Organization ("BHASO") for the purpose of contracting with the Washington State Health Care Authority (HCA) to administer behavioral health services and programs under section 1046 of E2SSB 5432 including crisis services and administration of chapter 71.05, 71.24.100, RCW, the involuntary treatment act, for all individuals in the regional service area established under 74.09.870 RCW.

ARTICLE II. MEMBERSHIP

This organization shall be named the Salish Behavioral Health Administrative Services Organization and shall consist of the following parties:

KITSAP COUNTY
Kitsap County Courthouse
614 Division Street
Port Orchard, Washington 98366

CLALLAM COUNTY
Clallam County Courthouse
223 East Fourth Street
Port Angeles, Washington 98362

JEFFERSON COUNTY
Jefferson County Courthouse
Jefferson and Cass Streets
Port Townsend, Washington 98368

JAMESTOWN S'KLALLAM TRIBE
1033 Old Blyn Hwy.
Sequim, WA 98382

ARTICLE III. AREA TO BE SERVED

The regional service area established under 74.09.870 RCW shall consist of:

- A. Kitsap County – 392.70 square miles
- B. Clallam County – 1,752.50 square miles

C. Jefferson County – 1,805.20 square miles

ARTICLE IV. CERTIFICATION OF AUTHORITY

Parties, by signatures, certify that they possess full legal authority, as provided by federal, state, tribal and local statutes, charters, codes or ordinances, to enter into this agreement.

ARTICLE V. POWERS, FUNCTIONS AND RESPONSIBILITIES OF BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

The BHASO shall exercise such powers, functions, and responsibilities as necessary to administer behavioral health services and programs under section 1046 of E2SSB 5432 including crisis services and administration of chapter 71.05, 71.24.100, RCW, the involuntary treatment act and related regulations for all individuals in the regional service area established under 74.09.870 RCW.

ARTICLE VI. BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION BOARD

There shall be a BHASO Board ("Board"), which shall constitute the executive body of the Salish BHASO. The Board shall exercise all executive powers, functions, and responsibilities necessary for conducting the BHASO, except those expressly delegated by the Board to their contractors, subcontractors, grantees, subgrantees, agencies, organizations, or individuals, for all activities established pursuant to chapters 71.05 and 71.24 RCW and regulations promulgated thereto. The Board may establish bylaws as necessary for conducting its meetings.

- A. Membership:** The Board shall be composed of one elected commissioner from each of the three aforementioned counties (with a specific commissioner as alternate member for each county) and one elected tribal official representing the various tribes in the three counties. There shall be a total of four voting members.
- B. Voting:** Each voting member of the Board shall have one vote. All decisions of the Board shall be made by no less than a majority vote at a meeting where a quorum is present.
- C. Quorum:** A quorum shall consist of a total of not less than three members representing three of the four voting parties to this Agreement.
- D. Chair, Vice-Chair, Second Vice-Chair and Third Vice-Chair:** Annually, the Board shall elect a Chair, a Vice-Chair, a Second Vice-Chair and a Third Vice-Chair by majority vote. Officers of the Board shall be composed of one elected member from each county and from the tribe serving as the Tribal

Liaison, and officers shall rotate annually through ascension unless otherwise agreed.

- E. Meetings:** The Board shall meet at such times and places as determined by the Board. In the absence of the Chair, the Vice-Chair shall preside over meetings. In the absence of the Chair and Vice-Chair, the Second Vice-Chair shall preside over meetings. In the absence of the Chair, Vice-Chair, and Second Vice-Chair, the Third Vice-Chair shall preside over meetings. In the absence of the Chairman, Vice-Chair, Second Vice-Chair and Third Vice-Chair, a Chair pro tem shall be elected by a majority of the members present to preside for that meeting only.
- F. Powers, Functions, and Responsibilities:** The Board's powers, functions, and responsibilities (either jointly with the counties and participating tribes or independently) include, but are not limited to:
- (1) Establishing, policies, priorities, goals, and objectives of the BHASO and the programs and services to be operated by the BHASO in cooperation with the agencies, entities or individuals providing or implementing the programs and services.
 - (2) Establishing and implementing policies and procedures for planning, administering, monitoring, and evaluating programs and services.
 - (3) Overseeing the implementation and enforcement of quality assurance policies.
 - (4) Establishing and overseeing financial management policies and procedures in order to prevent financial harm to the BHASO and its constituent entities – for example, insolvent contractors and cost-overruns.
 - (5) Reviewing and approving comprehensive plans and modifications thereto.
 - (6) Approving applications for funds to be submitted and all contracts and agreements related thereto with the Washington State Health Care Authority and other departments and agencies of state, local or participating tribal governments, as may be required.
 - (7) Undertaking such other functions as may be deemed appropriate for the discharge of the BHASO's duties and responsibilities under law and regulations.
 - (8) Delegating such functions and responsibilities, along with adequate funding, to agencies, individuals or committees, as deemed appropriate for effective administration.
 - (9) Approving all BHASO-wide grants, subgrants, contracts and agreements relating to the expenditure of behavioral health services funding received from the state.

- (10) Taking no action that would in any way limit service agencies from applying for and receiving grants from outside sources which are designed to enhance their ability to provide local services, except to the extent required or authorized by law or contract.

G. Conflicts of Interest:

- (1) Each member of the Board must be free from conflicts of interest and from any appearance of conflicts of interest between personal, professional and fiduciary interests. Members of the Board must act within the best interests of the BHASO and the consumers served.
- (2) If a conflict of interest, or the appearance of a conflict of interest, becomes evident, the Board member shall announce the conflict and refrain from discussion and voting on that issue.
- (3) If a conflict of interest, or the appearance of a conflict of interest, becomes evident, the Board may assign the matter to others, such as an alternate commissioner from his or her jurisdiction who does not have a conflict of interest.

ARTICLE VII. GRANT RECIPIENT AND ADMINISTRATIVE ENTITY

The Kitsap County Board of Commissioners is designated as the grant recipient and administrative entity of the BHASO, and shall exercise such duties and responsibilities as set forth in this Agreement, chapters 71.05 and 71.24 RCW, and other applicable law and rules. This includes authority to:

- A.** Receive and disburse funds in accordance with grant agreements and contracts with the State of Washington, to include the execution of all contracts. Funds shall be administered in adherence with applicable law and any policies or regulations established by the financial administrator (Kitsap County) for the BHASO.
- B.** Carry out all necessary functions for operation of the program including, but not limited to:
 - (1) Executing grants, subgrants, contracts, and other necessary agreements as authorized by the Board, as necessary to carry out BHASO functions.
 - (2) Employing administrative staff to assist in administering the programs authorized by the Board.
 - (3) Organizing staffing and hiring qualified persons for that staffing, as authorized by the Board.
 - (4) Developing procedures for program planning, operating, assessment and fiscal management, evaluating program performance, initiating any necessary corrective action for subgrantees and subcontractors,

determining whether there is a need to reallocate resources, as directed by the Board, and modifying grants, consistent with goals and policies developed by the Board.

- C. Subcontract to the signatory parties such functions as may be deemed appropriate by the Board. This may include planning and providing services directly or subcontracting for local services within the parties' funding allocations.

ARTICLE VIII. ALLOCATION OF FUNDS

All funds granted to the BHASO pursuant to chapters 71.05 and 71.24 RCW or other provision of law shall be allocated and expended among participating counties and tribes for programs and services for which they are intended, according to federal, state, and tribal formulas, approved plans, grants, and all pertinent laws and rules.

Funds currently received by each county, or providers located in each county, shall be allocated by the BHASO for services within that county. Millage, mental health sales tax, current expense contributions to mental health programs by county government, and the Involuntary Treatment Act ("ITA") maintenance of effort funds shall be retained by each county and dispensed by the Board of Commissioners thereof; provided, however, that current ITA maintenance of effort funds must continue to be appropriated for ITA services.

New funds which become available as a result of attaining BHASO status shall, after review of state guidelines, be allocated by the Board to fund programs in each of the three counties. However, by majority vote, the Board may redirect funds for region-wide services, to fund particular programs in individual counties, or to prioritize access to behavioral health services for citizens residing within the Salish BHASO region.

ARTICLE IX. LIABILITY, INDEMNIFICATION AND INSURANCE

- A. **Sovereign Immunity:** Each party to this Agreement consents to a limited waiver of sovereign immunity for enforcement of the provisions of this Agreement, and this Agreement only, against it by any other party or parties to this Agreement. For this purpose only, each party consents to the personal jurisdiction of the Tribal Courts and the courts of competent subject matter jurisdiction of the State of Washington.
- B. **Joint and Several Liability for Contract Oversight:** Each party to this Agreement is responsible for overseeing the operations of the BHASO to provide services under chapters 71.24 RCW and other applicable law and rules. The parties shall be jointly and severally liable for debts, liabilities and obligations incurred by the BHASO which arise under chapters 71.05 and 71.24 RCW and other applicable law and rules, and with respect to the grants, contracts, or agreements administered pursuant hereto.

- C. Indemnification:** Each party to this Agreement agrees to defend and indemnify the other parties and their elected and appointed officials, officers and employees against all claims, losses, damages, suits, and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligent performance of this Agreement by the indemnitor or its elected or appointed officials, officers and employees. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and acknowledges that this waiver was mutually negotiated. This provision shall survive the expiration or termination of this Agreement.
- D. Purchase of Independent Insurance:** Kitsap County, as the administrative entity, shall obtain and maintain throughout the term of this Agreement, general liability and professional liability or malpractice (errors and omissions) insurance coverage in the total amount of not less than \$1,000,000 per occurrence for any acts or omissions occurring in behalf of, or related to, the member or BHASO's actions or responsibilities relating to the provision of services under this Agreement. Each party to this Agreement shall be a named insured under the policy. This coverage shall be the primary coverage in order to shield the individual interests of each party to this Agreement related to the provision of services, whether administrative or contractual, covered by this Agreement.
- E. Extended Coverage:** If the professional liability insurance policy to be purchased and maintained by Kitsap County and described above is issued on a "Claims-Made" basis, then each policy must have a Retroactive Date of, or prior to, the effective date of this Agreement. Furthermore, for each such "Claims-Made" policy purchased and maintained by Kitsap County, a Supplemental Extended Reporting Period ("SERP") shall be purchased, with an Extended Reporting Period of not less than three years. In the event the Claims-Made policy is cancelled, non-renewed, switched to an Occurrence form, retroactive date advanced or there is any other event triggering the right to purchase a SERP policy during the term of this Agreement, then Kitsap County agrees its insurance obligation shall survive the completion or termination of the term of this Agreement for a minimum of three years.
- F. Miscellaneous:** The BHASO shall assure the coverage applies to claims after termination or expiration of the Agreement that relate to services pursuant to this Agreement and any other agreements of the BHASO. The BHASO shall be solely responsible for any premiums or deductible amounts required under such policies; such costs or normal business expenses are to be paid out of BHASO funds. Evidence of such insurance shall be promptly provided to any member upon its written request. BHASO shall not permit any such policy to lapse without first providing each member at least thirty calendar days' written notice of its intention to allow the policy to lapse.

Each Board member shall be a covered insured for any and all official acts performed by such individual under this Agreement.

- G. Other Insurance Non-Contributory:** Any coverage for third party liability provided by any Memorandum of Coverage or program of joint self-insurance provided to Jefferson and/or Clallam counties by a chapter 48.62 RCW Risk Pool shall be non-contributory to the insurance otherwise mandated by this section and the insurance otherwise mandated by this section shall be deemed primary for all claims, demands, actions, or lawsuits generated against the BHASO or the parties to this Agreement.

ARTICLE X. EFFECTIVE DATE AND DURATION AND AMENDMENT

- A. Effective Date and Duration:** This Agreement shall take effect upon the date of its full execution and shall expire December 31, 2021, unless extended in writing by the parties hereto.
- B. Amendment:** This Agreement may be amended from time to time in accordance with the written agreement of all of the parties hereto.

ARTICLE XI. PARTY'S RIGHT TO WITHDRAW FROM BHASO

- A. Right to Withdraw; Prior Notice Required:** Any party to this Agreement may withdraw from the BHASO and terminate its participation under this Agreement at any time, subject to the survival of any duty, obligation or liability it incurred prior to the effective date of termination; and provided that (a) the terminating party provides written notification to each of the other parties of the terminating party's intention to withdraw at least 120 days prior to the proposed effective date of such termination and (b) such notification is received at least 120 days prior to the expiration of the current fiscal grant year period.
- B. Return of Funds:** In the event that a party withdraws from the BHASO, such funds which are budgeted for services in that party's jurisdiction shall be deleted from the BHASO budget through contract amendment. These funds shall be returned to the Washington State Health Care Authority which shall then become responsible for service delivery in that jurisdiction.
- C. Access to Services:** If a party withdraws from the BHASO after a BHASO-wide service is established within that party's jurisdiction, such service shall be made available to the remaining parties on a contractual basis. If such service is located within the jurisdiction of remaining parties, it shall be made available to the withdrawn party on a contractual basis.
- D. Disposal of Fixed Assets:** If a party withdraws from the BHASO, such fixed assets of the BHASO as may be located within that jurisdiction shall be

returned to the BHASO for use, while fixed assets not purchased with BHASO funds shall vest with the withdrawing party.

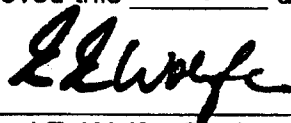
ARTICLE XII. DISPOSITION OF ASSETS UPON DISSOLUTION OF BHASO

In the event of dissolution of the entire BHASO, ownership of such fixed assets as may have been purchased with State funds shall revert to the State.

We, the undersigned, do hereby approve this Agreement and the terms and conditions contained herein, represent that we have the authority to enter into this Agreement and to perform all activities and functions contemplated herein, and do hereby undertake to conduct this BHASO for providing community behavioral health services in Kitsap, Clallam, and Jefferson counties and in tribal jurisdictions within those counties, all in accordance with applicable law and rules.

KITSAP COUNTY BOARD OF COMMISSIONERS

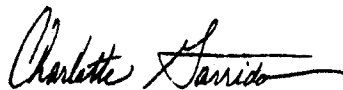
Approved this 8 day of JULY, 2019



Edward E. Wolfe, Chair



Robert Gelder, Commissioner

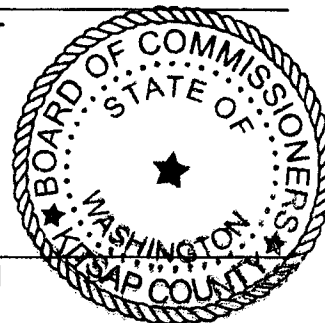


Charlotte Garrido, Commissioner

ATTEST:



Dana Daniels, Clerk of the Board



CLALLAM COUNTY BOARD OF COMMISSIONERS

Approved this 18th day of June, 2019

[Signature]
Mark Ozias, Chair

[Signature]
Randy Johnson, Commissioner

[Signature]
Bill Peach, Commissioner

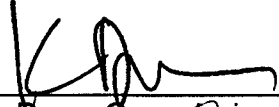
ATTEST:

[Signature]
Lori Gores, Clerk of the Board

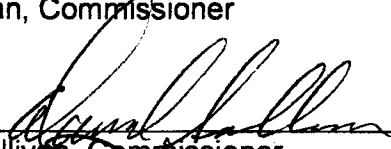
Approved as to form only by: 5/22/19
[Signature]
David Alvarez
Chief Civil Deputy Prosecuting Attorney
Clallam County

JEFFERSON COUNTY BOARD OF COMMISSIONERS

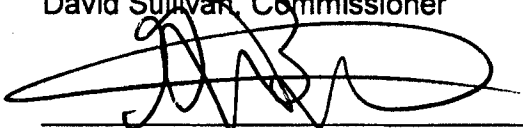
Approved this 1st day of July, 2019



Kate Dean, Commissioner



David Sullivan, Commissioner



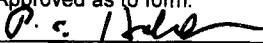
Greg Brotherton, Commissioner

ATTEST:



Carolyn Gallaway, Clerk of the Board

Approved as to form:

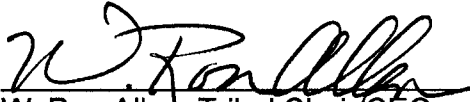


Date: 6/25/19

Philip C. Hunsucker, Chief Civil Deputy Prosecuting Attorney
Jefferson County Prosecuting Attorney's Office

JAMESTOWN S'KLALLAM TRIBE

Approved this 1st day of July, 2019



W. Ron Allen Tribal Chair/CEO

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Philip Morley, County Administrator 

DATE: July 1, 2019

RE: Interlocal Agreement for the Salish Behavioral Health Administrative Services Organization

STATEMENT OF ISSUE: The Jefferson County Board of Commissioners is requested to approve an interlocal agreement to establish the Salish Behavioral Health Administrative Services Organization (Salish BHASO). The interlocal agreement is between Jefferson, Clallam and Kitsap Counties, as well as the Jamestown S'Klallam Tribe.

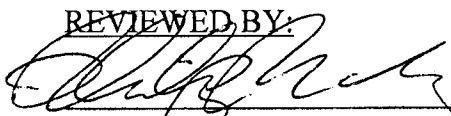
ANALYSIS: The existing Salish Behavioral Health Organization (Salish BHO) will sunset at the end of 2019, as required by Engrossed Second Substitute House Bill 5432, enacted by the State Legislature this year. Under state statute, each Behavioral Health Organization throughout the state has the option of becoming a Behavioral Health Administrative Services Organization if they are able to meet the requirements established by the Washington State Health Care Authority. The Salish BHO is presently working to meet the readiness requirements with this interlocal agreement.

The interlocal agreement takes effect upon execution by all parties, but under state law, the Salish BHASO would not fully replace the existing Salish BHO until January 1, 2020. The interlocal expires December 31, 2021, but the parties always have the option to extend the life of the Salish BHASO through amendment or by executing a new interlocal agreement.

FISCAL IMPACT: The proposed interlocal agreement, by creating the Salish BHASO, would enable the Washington State Health Care Authority to contract with the Salish BHASO to provide funding to maintain an inpatient risk reserve, stabilize the continuum of care in crisis services, and reimburse the Salish BHASO to administer crisis services provided by subcontractors provided by the Salish BHASO. The three counties recently executed a separate agreement with the Health Care Authority for this purpose.

RECOMMENDATION: Approve and execute the Interlocal Agreement for the Salish Behavioral health Administrative Services Organization.

REVIEWED BY:


Philip Morley, County Administrator


Date

CONTRACT REVIEW FORM

CONTRACT WITH:

Salish Behavioral Health (SBHASO); and Kitsap & Clallam Counties;
and Jamestown S'Klallam Tribe

CONTRACT FOR:

Interlocal Agreement Behavioral Health Administrative Services

TERM: 12/31/21

RECEIVED

COUNTY DEPARTMENT: County Administration

For More Information Contact: Paula Morley MAY 22 2019

Contact Phone #: 360-383-3833

RETURN TO: BOCC Staff JEFFERSON COUNTY COMMISSIONERS

(Person in Charge) (Title)

AMOUNT: No Dollar Amount

PROCESS:

☐
☐
☐
☐
☐
☐
☐

Exempt from Bid Process
Consultant Selection Process
Cooperative Purchase
Competitive Sealed Bid
Small Works Roster
Vendor List Bid
RFP or RFQ

Revenue: _____
Expenditure: _____
Matching Funds Required: _____
Source(s) of Matching Funds: _____

Step 1: REVIEW BY RISK MANAGEMENT

Review by: [Signature]

Date Reviewed: 6/25/19



APPROVED FORM



Returned for revision (See comments)

Comments: _____

Step 2: REVIEW BY PROSECUTING ATTORNEY

Review by: P. C. / [Signature]

Date Reviewed: 6/25/19



APPROVED AS TO FORM



Returned for revision (See comments)

Comments: _____

Step 3: DEPARTMENT MAKES REVISIONS

Have contractor sign appropriate number of originals.

Step 4: SUBMIT TO PROSECUTING ATTORNEY FOR FINAL SIGN OFF

Step 5: SUBMIT TO BOCC FOR APPROVAL

Submit originals and 6 copies of Contract, Review Form, and Agenda Bill to BOCC Office.
Place "Sign Here" markers on all places the BOCC needs to sign.
MUST be in BOCC Office by 4:30 p.m. TUESDAY for the following Monday's agenda.

(This form to stay with contract throughout the contract review process.)

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT
FOR THE SALISH BEHAVIORAL HEALTH ADMINISTRATIVE
SERVICES ORGANIZATION**

This First Amendment to Interlocal Agreement for the Salish Behavioral Health Administrative Services Organization (the "Agreement") is entered into among the undersigned effective January 1, 2022. The Agreement is amended as follows:

1. Section X(A) (Effective Date and Duration): The Agreement's expiration date is extended through December 31, 2023.
2. Section VI(D) (Chair, Vice-Chair, Second Vice-Chair and Third Vice-Chair): This section is amended to read as follows:
 - D. Chair and Vice-Chair:** Annually, the Board shall elect a Chair and Vice-Chair by majority vote. Officers of the Board shall be composed of one elected member from each county and from the tribe serving as the Tribal Liaison, and officers shall rotate annually through ascension unless otherwise agreed.
3. Section VI(E) (Meetings): This section is amended to read as follows:
 - E. Meetings:** The Board shall meet at such times and places as determined by the Board. In the absence of the Chair, the Vice-Chair shall preside over meetings.
4. All other provisions of the Agreement remain unchanged and in full force and effect.

**KITSAP COUNTY BOARD
COMMISSIONERS**

DATED this ____ day of _____, 2021.

ROBERT GELDER, Chair

EDWARD E. WOLFE, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

**CLALLAM COUNTY BOARD
COMMISSIONERS**

DATED this ____ day of _____, 2021.

MARK OZIAS, Chair

RANDY JOHNSON, Commissioner

BILL PEACH, Commissioner

ATTEST:

LONI GORES, Clerk of the Board

**JEFFERSON COUNTY BOARD OF
COMMISSIONERS**

DATED this _____ day of _____, 2021

KATE DEAN, Chair

GREG BROTHERTON, Commissioner

HEIDI EISENHOUR, Commissioner

SEAL:

ATTEST:

Carolyn Galloway
Clerk of the Board

DATE

Approved as to form only:



December 16, 2021

Philip C. Hunsucker
Chief Civil Deputy Prosecuting Attorney

DATE

JAMETOWN S'KLALLAM TRIBE

DATED this ____ day of _____, 2021.

W. RON ALLEN, TRIBAL CHAIR/CEO