

Regional Crisis Response (RCR) Agency
Executive Board Meeting
September 5, 2024

11:00 AM – 12:00 PM

Virtual Zoom link:

<https://kirklandwa-gov.zoom.us/j/88652463332?pwd=tMWV1gTzBTjGGwt31yO27xtajkIZIM.1>

Meeting ID: 886 5246 3332

Passcode: 849977

--On-site option available--

Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room, Upper Level

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting August 1, 2024
- 5) Budget to Actual Report 2024 Quarter 2
- 6) Executive Director Report
- 7) Good of the Order
- 8) Adjournment

Regional Crisis Response (RCR) Agency
Executive Board Meeting Minutes
August 1, 2024

11:00 AM – 12:00 PM

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- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 11:00 am.
- 2) Roll Call
Members Present: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 3) Items from the Audience
None presented.
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting June 6, 2024
Phillip Hill moved to approve the June 6, 2024 meeting minutes, seconded by Stephanie Lucash.
Vote: Motion approved 5-0
Yes: Kurt Triplett, Stephanie Lucash, Kyle Stannert, Phillip Hill, Bristol Ellington
- 5) Public Hearing: Preliminary 2025-2026 Budget
Board President opened the Public Hearing at 11:02 am.
No public testimony given.
Board President closed the Public Hearing at 11:07 am.
- 6) Preliminary 2025-2026 Budget
Treasurer and Kirkland Director of Finance and Administration Michael Olson presented the preliminary 2025-2026 budget summarizing changes in personnel, reserves, and operating ending fund balance.

Bristol Ellington moved to approve the preliminary 2025-2026 budget, seconded by Stephanie Lucash.

Vote: Motion approved 5-0

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

- 7) 2023-2024 Budget Amendment
Treasurer and Kirkland Director of Finance and Administration Michael Olson presented the proposed 2023-2024 budget amendment that includes increasing grant revenues, reducing expenditures, and amending the rate stabilization reserve.

Bristol Ellington moved to adopt Resolution 2024-03, amending the 2023-2024 RCR Biennial Budget, seconded by Phillip Hill.

Vote: Motion adopted 5-0

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

- 8) 2024 Quarter 2 Data Dashboard
Executive Director Brook Buettner presented the 2024 Quarter 2 response data and shared MIDD outcome data on reductions in adult jail bookings and emergency department visits.

- 9) Executive Director Report

Executive Director Brook Buettner reported on the following topics:

- a. Operations Update

The fully staffed team has been participating in community engagement events to include the Lake Forest Park safety fair and National Night Out.

- b. Connections Crisis Facility

Current projected opening of August 5, 2024, and there are planned briefings for Kirkland and Bothell police departments.

- c. RCR Logo

Shared feedback on logo design options for the RCR Agency logo and requested additional feedback from the Board.

- d. Budget and Grants

Shared status of the MIDD, AWC, WASPC and DOJ grants.

- e. Landscape Analysis

Shared the Seattle Times article highlighting the RCR Agency and upcoming ride-alongs with the Crisis Responders.

- f. RCR Mission Moment

Shared a positive interaction between Crisis Responders and a youth within the community who had experienced a crisis.

- 10) Good of the Order

Executive Director Brook Buettner will be on vacation at the end of August with limited connectivity.

- 11) Adjournment

Board President Kurt Triplett adjourned the meeting at 11:49 am.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Michael Olson, RCR Board Treasurer/Kirkland Director of Finance & Administration
Elizabeth Adkisson, Kirkland Administrative Services Manager, Finance & Administration

Date: August 30, 2024

Subject: RCR Budget to Actuals Report (January through June 2024)

RECOMMENDATION:

The RCR Executive Board receive the 2024 Budget to Actuals financial report for the period of January through June 2024.

BACKGROUND DISCUSSION:

On [January 11, 2023](#)¹, the Executive Board adopted the 2023-2024 RCR Biennial Budget, through R-2023-06. The adopted budget includes operational expenses for a 13 FTE program in an approximate amount of \$5.4M; and assumes over \$1.1M in grant revenue, as well as \$4.3M in principal agency contributions.

2024 Budget to Actuals Report (January through June 2024)

The City of Kirkland Fiscal Agent support team has prepared the 2024 Budget to Actuals Report for the period of January through June 2024 (*Attachment 1*). This reflects data from the first six months of the year, prior to the budget amendment approved August 1, 2024. (*Note that the August 1 Budget Amendment moved \$800k of fund balance to the Rate Stabilization Reserve and amended the revenues and the expenditures to reflect estimated actuals*).

As anticipated, the report continues to reflect a healthy fund balance of \$1,444,913 and a reserves fund balance of \$246,704; for a total amount of \$1,691,617.

Based on the June 2024 actuals, the projected 2024 ending fund balance is \$1.6M. This anticipates full reimbursement of all grant funds awarded for the 2023-2024 biennium.

On [December 7, 2023](#)², and [August 1, 2024](#)³, the Executive Board amended the 2023-2024 RCR Biennial Budget, through R-2023-16 and R-2024-03, respectively.

¹ January 11, 2023, RCR Meeting Materials: <https://www.kirklandwa.gov/files/sharedassets/public/v/2/city-managers-office/pdfs/agendas/rcr-executive-board-packet-011123.pdf>

² December 7, 2023, RCR Meeting Materials: <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-executive-board-meeting-packet-2023-12-07.pdf>

³ August 1, 2024, RCR Meeting Materials: <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/agendas/rcr-exec-board-2024.08.01-meeting-packet.pdf>

These amendments captured additional grant revenues awarded, adjustments to expenditures based on a true-up review of fee assessments, and allocation of \$800K to the Rate Stabilization Reserve.

The amended budget includes operational expenses in an approximate amount of \$4.5M, assuming total revenues of approximately \$6.2M (grant revenue and principal agency contributions); and the resulting fund balance and reserves totaling \$1.7M.

Next Steps:

The City of Kirkland Fiscal Agent Team will present the next quarterly Budget to Actual Reports to the RCR Executive Board at the November 7 Executive Board Meeting., This will include activity through the Third Quarter of 2024 (January through September 2024).

BOARD ACTION RECOMMENDED

1. It is recommended that the Board review the 2024 Budget to Actuals financial report for the period of January through June 2024 and identify any questions or additional information needed.

List of Attachments

1. 2024 Budget to Actuals (January – June 2024)

**2023-2024 REGIONAL CRISIS RESPONSE
EXECUTIVE BOARD REPORT - JUNE 2024**

CURRENT YEAR REVENUE	START-UP		ONGOING OPERATIONS								TOTAL BUDGET '23-'24
	Budget	Actuals	2023 Original Budget	2023 Revised Budget	2023 Actuals	Act. as % of Budget	2024 Revised Budget	2024 Actuals	2024 Forecast	Act. as % of Budget	
MIDD	\$ -	\$ -	\$ 436,000	\$ 566,000	\$ 158,288	28%	\$ 566,000	\$ -	\$ 566,000	0%	\$ 1,132,000
WASPC (Kirkland PD Pass-Through)	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 69,839	87%	\$ -	\$ 79,013	\$ 409,121	0%	\$ 80,000
AWC (ART Grant Program) (Kirkland Pass-Through)	\$ -	\$ -	\$ 70,500	\$ 70,500	\$ 203,372	288%	\$ -	\$ 149,381	\$ 127,128	0%	\$ 70,500
DOJ	\$ -	\$ -	\$ 72,400	\$ 72,400	\$ -	0%	\$ 72,400	\$ -	\$ 72,400	0%	\$ 144,800
OTHER MISC. (Kirkland)	\$ -	\$ -	\$ -	\$ -	\$ 125,419	0%	\$ -	\$ -	\$ -	0%	\$ -
GRANTS/OTHER EXTERNAL	\$ -	\$ -	\$ 658,900	\$ 788,900	\$ 556,919	71%	\$ 638,400	\$ 228,394	\$ 1,174,649	36%	\$ 1,427,300
PARTICIPATING AGENCIES	\$ 405,056	\$ 405,056	\$ 1,797,707	\$ 1,797,707	\$ 1,797,707	100%	\$ 2,046,255	\$ 1,496,231	\$ 2,046,255	73%	\$ 3,843,962
TOTAL CURRENT YR REVENUES	\$ 405,056	\$ 405,056	\$ 2,456,607	\$ 2,586,607	\$ 2,354,626	91%	\$ 2,684,655	\$ 1,724,625	\$ 3,220,904	64%	\$ 5,271,262

CURRENT YEAR EXPENDITURE	START-UP		ONGOING OPERATIONS								TOTAL BUDGET '23-'24
	Budget	Actuals	2023 Original Budget	2023 Revised Budget	2023 Actuals	Act. as % of Budget	2024 Revised Budget	2024 Actuals	2024 Forecast	Act. as % of Budget	
Personnel	\$ 8,580	\$ 411	\$ 2,020,933	\$ 2,020,933	\$ 1,257,421	62%	\$ 2,104,847	\$ 1,057,941	\$ 2,104,847	50%	\$ 4,125,780
Professional Services & Training	\$ 18,000	\$ 3,500	\$ 49,400	\$ 49,400	\$ 35,184	71%	\$ 50,882	\$ 11,076	\$ 50,882	22%	\$ 100,282
Clothing & Equipment	\$ 41,400	\$ 1,904	\$ 10,450	\$ 10,450	\$ 6,700	64%	\$ 10,764	\$ 9,768	\$ 10,764	91%	\$ 21,214
IT, Supplies, and Furniture	\$ 52,830	\$ 13,953	\$ 155,745	\$ 155,745	\$ 178,895	115%	\$ 160,763	\$ 43,813	\$ 160,763	27%	\$ 316,508
Vehicles	\$ 100,000	\$ -	\$ 24,740	\$ 24,740	\$ 66,264	268%	\$ 25,482	\$ 111,987	\$ 115,482	439%	\$ 50,222
Recovery Support, Insurance, and Outreach	\$ -	\$ -	\$ 57,800	\$ 57,800	\$ 24,003	42%	\$ 59,534	\$ 8,059	\$ 59,534	14%	\$ 117,334
Fiscal Agent Fees and Facilities Charges	\$ -	\$ -	\$ 137,540	\$ 137,540	\$ 137,540	100%	\$ 142,383	\$ 24,268	\$ 83,393	17%	\$ 279,923
TOTAL CURRENT YR EXPENSES	\$ 220,810	\$ 19,768	\$ 2,456,607	\$ 2,456,607	\$ 1,568,468	64%	\$ 2,554,655	\$ 1,266,912	\$ 2,585,665	50%	\$ 5,011,263

FUND BALANCE SUMMARY		
	Actuals YTD 06/24	Forecast YTD 2024
PRIOR YEAR FUND BALANCE	\$ 987,200	\$ 987,200
CURRENT YEAR BALANCE	\$ 457,713	\$ 635,238
ENDING FUND BALANCE	\$ 1,444,913	\$ 1,622,438
PRIOR YEAR RESERVES BALANCE	\$ 208,144	\$ 208,144
CURRENT YEAR RESERVES	\$ 38,560	\$ 38,560
ENDING RESERVES BALANCE	\$ 246,704	\$ 246,704
TOTAL FUND BALANCE & RESERVES	\$ 1,691,617	\$ 1,869,142

- Notes:**
- Reserves are \$208,144 as of December 31, 2023. This includes \$184,246 for Operating and Contingency Reserves and \$23,898 for Equipment Replacements.
 - Participating Agency contributions for 2024 anticipated at budget of \$2,046,255.
 - Forecasted totals for 2024 reflect anticipated activity based on current trends and planned activity for remainder of year.
 - New WASPC grant eff. March 1, 2024-June 30, 2025 is a Kirkland pass-through grant. Forecasted for 2024 is \$253,809.
 - MIDD grant represents pre-April 2023 activity expended by City of Bothell. Additional funding in process.
 - AWC, Kirkland pass-through grant.
 - DOJ will be awarded directly to RCR.
 - Expenditures running at expected level through 2nd quarter 2024.
 - 2 additional vehicles purchased April 2024.
 - Fiscal Agent Fees and Facilities Charges forecast for 2024 reduced by true-up adjustments of (-\$58,990).

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board
From: Brook Buettner, Executive Director
Date: August 29, 2024
Subject: Executive Director Report

RECOMMENDATION:

That the RCR Executive Board receive information from the Executive Director on several identified key areas, ask questions and provide feedback and direction.

BACKGROUND DISCUSSION:

Governance Bodies

Principals Assembly

The Principals Assembly met on the evening of Wednesday, June 26, 2024, and received information about Agency data and services and should meet again late in the fall.

Operations Board

The full Operations Board will reconvene on September 11, 2024, to revisit the five Strategic Work Lines identified in the Operations Board Workplan, with a focus on the new Crisis Facility.

Community Advisory Group

The Community Advisory Group members met on August 13, 2024, and discussed recruitment for new members. They requested a that a guest Crisis Responder attend their next meeting to talk about their services and answer questions.

Operations

Staffing

All ten career-service and 2.5 FTE Temporary Crisis Responder positions are filled and in the field. Staff continue to receive active support based on the recommendations of the Organization Trauma consultant the team worked with in late 2023, including ongoing training and post-incident support.

Crisis Facility Update

The ConnectionsHealth Crisis Facility opened in early August. RCR Crisis Responders have participated in several drop offs with first response partners and RCR Staff are working with HR and WCIA partners to finalize a policy on transporting individuals in crisis in RCR fleet vehicles.

Logo Process

After a streamlined but competitive procurement process, a graphic designer has been selected to create the RCR Agency logo. After extensive community feedback, RCR staff has been working with the graphic designer and a second round of updates to the future RCR logo.

Budget and Grants

RCR Budget Process

On August 1, 2024, the Executive Board approved the preliminary 2025-2026 budget presented by RCR fiscal staff. RCR fiscal staff has now circulated the preliminary budget to fiscal staff at each of the Principal cities along with draft resolution language to support Council processes.

MIDD

The MIDD MOU has been signed and RCR staff will submit invoices for reimbursement for eligible costs effective June 1, 2023. RCR Executive Director is also exploring the MIDD budget process for the 2025-2026 Biennium.

WASPC

2.5 of the 3.0 Temporary FTE positions supported by the WASPC grant are actively working in the field. Recruiting continues for the unfilled 0.5 FTE. RCR, Kirkland Police Department and City of Kirkland fiscal staff have successfully submitted all invoices and documentation for the first fiscal year of this grant.

Association of Washington Cities

AWC is invoiced regularly for the cost of 2.0 FTE Crisis Responders. RCR Staff are providing monthly narrative reports. This is the third and final year of funding through the Alternative Response Team Grant.

Department of Justice Bureau of Justice Assistance

The Department of Justice Bureau of Justice Assistance Connect and Protect Grant funding, previously awarded to the City of Shoreline/ RADAR Navigator Program, is now in the planning year. RCR staff is working with the Center for Human Services on the required Planning and Implementation Guide. This funding will allow RCR to subcontract with the Center for Human Services to offer Crisis Responders a dedicated front door to intake for outpatient services. This will be important because often outpatient services are not available for days or weeks.

Landscape Analysis

Elected Officials participating in RCR Ride-Alongs

This month Washington State Representative Roger Goodman participated in a Ride-Along with Crisis Responder staff. Representative Goodman has been very supportive of RCR's work and of legislative work to improve the operating environment for alternative response.

2025 Legislative Session

The Co-Responder Outreach Alliance, in partnership with University of Washington, is working on draft legislation to improve the operating environment for alternative response and support workforce development.

Board Action Recommended

No formal action is recommended at this time.