

**POULSBO AGREEMENT DISTRIBUTION SCHEDULE**

**SUBJECT:** 2019-052 Kitsap County - Behavioral Health Outreach Program Grant Agreement

**CONFORM AS TO DATES & SIGNATURES**

- Approved by the Mayor: 11/25/19
- Approved by the City Council: \_\_\_\_\_
- Completion: 12/31/20
- Recorded: \_\_\_\_\_
- Certificate of Liability: \_\_\_\_\_

**DISTRIBUTE CONFORMED COPIES AS FOLLOWS:**

- City Attorney
- Clerk's Department: Original
- Posted to Library Drive
- Posted to Web Site
- Department: \_\_\_\_\_
- Mayor
- Other: \_\_\_\_\_

Rhiannon Fernandez  
City Clerk

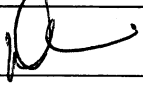
12/11/19  
Date

6F



Meeting Date: December 2, 2019  
 Agenda Item No:

<b><u>Kitsap County Board of Commissioners</u></b>	
<p><b>Office/Department:</b> Human Services  <b>Staff Contact &amp; Phone Number:</b>            Gay Neal, Human Services Planner, 337-4827            Doug Washburn, Human Services Director, 337-4526</p> <p><b>Agenda Item Title:</b> Agreement KC-011-20, between Kitsap County Department of Human Services and the City of Poulsbo, to provide, Behavioral Health Outreach services to one hundred sixty-one (161) adults with behavioral health problems, who are charged with minor crimes.</p>	
<p><b>Recommended Action:</b> Move that the Board execute Agreement KC-011-20 with the City of Poulsbo.</p>	
<b>Summary:</b>	<p>This Agreement with the City of Poulsbo provides \$363,858 of Mental Health, Chemical Dependency and Therapeutic Court Tax funds for the time period January 1, 2020 – December 31, 2020. The goal of this program is to prevent and reduce the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data-driven programs for a continuum of recovery-oriented systems of care per RCW 82.14.460.</p> <p>This project will provide outreach to individuals struggling with behavioral health issues with the primary aim of reducing involvement with the criminal justice system. Three Navigators will serve one hundred sixty-one (161) adults with mental illnesses or co-occurring mental health and substance use disorders, who are involved with the criminal justice system. Navigators will respond with officers to calls involving individuals whose behavior is affected by mental illness, developmental disability, and/or co-occurring substance use disorders. They also take police referrals about these encounters and follow up with outreach. Navigators offer support to individuals with behavioral health disorders and connect them to treatment and services.</p> <p>The Mental Health, Chemical Dependency and Therapeutic Court Citizens Advisory Committee approved recommendations to the Kitsap County Board of Commissioners. The Kitsap County Board of Commissioners passed a resolution approving the funding recommendations totaling \$6,640,788 million at the Commissioners' Regular Business meeting of October 14, 2019.</p>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Contract Review Sheet</li> <li>2. KC-011-20</li> </ol>
<b>Fiscal Impact for this Specific Action</b>	
<b>Expenditure required for this specific action:</b>	\$363,858
<b>Related Revenue for this specific action:</b>	\$363,858
<b>Cost Savings for this specific action:</b>	\$
<b>Net Fiscal Impact:</b>	\$363,858
<b>Source of Funds:</b>	1/10 of 1% Retail Sales Tax
<b>Fiscal Impact for Total Project</b>	
<b>Project Costs:</b>	N/A
<b>Project Costs Savings:</b>	N/A
<b>Project Related Revenue:</b>	N/A

<b>Project Net Total:</b>		N/A	
<b><u>Fiscal Impact (DAS) Review</u></b>			
<b>Office/Departmental Review &amp; Coordination</b>			
<b>Office/Department</b>	<b>Elected Official/Department Director</b>		
Human Services	Doug Washburn		
<b>Contract Information</b>			
<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>
KC-011-20	Pending	\$363,858	



Kitsap County  
CONTRACT REVIEW SHEET  
(Chapter 3.56 KCC)

**A. CONTRACT INFORMATION**

1. Contractor City of Poulsbo  
2. Purpose Behavioral Health Outreach Services  
3. Contract Amount \$363,858 Disburse  Receive   
4. Contract Term January 1, 2020 – December 31, 2020  
5. Contract Administrator Gay Neal Phone 360-337-4827  
Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Department Director

**B. AUDITOR – ACCOUNTING INFORMATION**

1. Contract Control Number KC-011-20  
2. Fund Name MHSA/TC Sales Tax Fund  
3. Payment from-Revenue to CC/Account Nbr 1071.5519  
4. Encumbered By Susanne Yost Date 11/15/2019

**C. AUDITOR'S ACCOUNTING – GRANTS REVIEW**  
*Signature required only if contract is grant funded*

1.  Approved  Not Approved  
Reviewer N/A Date N/A  
2. Comments:

**D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW**

1.  Approved  Not Approved  
Reviewer Anastasia Johnson Date 11/18/2019  
2. Comments:

**E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW**  
*Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)*

1.  Approved  Not Approved  
Reviewer Aimée Campbell Date 11/15/2019  
2. Comments:

**F. PERSONNEL DEPARTMENT – PERSONNEL DIRECTOR REVIEW**  
*Signature required only if union or employment contract*

1.  Approved  Not Approved  
Reviewer \_\_\_\_\_ Date \_\_\_\_\_  
2. Comments:

**G. PROSECUTING ATTORNEY**

1.  Approved as to Form\*  Not Approved as to Form  
Reviewer Alan L. Miles Date 2019-11-18  
2. Comments: \*Comments to be provided separately.

**H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.**  
*(For contract signing authority, see KCC 3.56.075)*

Date Approved by Authorized Contract Signer: \_\_\_\_\_ Date 12-2-19  
RETURN SIGNED ORIGINALS TO: Hannah Shockley @ MS-23, 337-7185, x3530

## AGREEMENT KC-011-20

This Agreement is entered into between Kitsap County and the City of Poulsbo for the Behavioral Health Outreach Program.

### I. Purpose

This Agreement is for the appropriation of \$363,858 for the purpose of augmenting state and federal funding of mental health, chemical dependency and therapeutic court programs and services with the goal of preventing and reducing the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data-driven programs for a continuum of recovery-oriented systems of care per RCW 82.14.460 for the time period January 1, 2020 – December 31, 2020. Funding must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. No funding provided under this agreement may be used to supplant existing funding for these programs.

### II. Collaboration and Collective Impact

The City of Poulsbo shall take the initiative to work with other systems to reduce fragmentation or duplication and to strengthen working relationships utilizing collective impact strategies. The City of Poulsbo will provide quarterly updates on collaborative efforts and outreach activities that will include issues mutually identified by the City of Poulsbo and respective systems that can be addressed through collective impact strategies. Examples of such systems include: mental health, aging, veterans, child protection and welfare, adult protection and welfare, education, juvenile justice, housing, employment services, primary health care plans and other publicly-funded entities promoting substance abuse and mental health services.

All entities providing services to working age adults and youth shall establish a connection with the local WorkSource system to ensure people have access to employment training and placement services.

### III. Identification and Coordination of Available Funding Sources

The City of Poulsbo is required to identify and coordinate all available funding resources to pay for the mental health and chemical dependency services funded by this agreement, including Federal (Medicaid and Affordable Care Act, etc.), State, local, private insurance and other private sources. The 1/10<sup>th</sup> of 1% funding should be utilized as a Payor of Last Resort.

#### **IV. Project Description**

This project will provide behavioral health services within the prevention level of the continuum of care and addresses the following strategic goals:

- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.
- Reduce the number of people in Kitsap County who recycle through our criminal justice systems, including jails and prisons.
- Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.

The Behavioral Health Outreach Program is a multi-city, cooperative effort between Poulsbo, Bainbridge Island, Bremerton and Port Orchard Police Departments. The program provides outreach to individuals struggling with behavioral health issues with the primary aim of reducing involvement with the criminal justice system.

#### **V. Project Activities**

There are three aims of the Behavioral Health Outreach program: (1) reduce the pressure on law enforcement to respond to behavioral health related calls (2) improve the effectiveness of police response to behavioral health related calls and (3) deflect and divert people with behavioral health issues away from the criminal justice system. Navigators function is to support individuals with behavioral health disorders and connect them to treatment and services. Navigators responsibilities include:

- Working with police to address behavioral health issues causing repeat 911 calls.
- Working with police to follow up with Designated Crisis Responders.
- Working with police to offer services to homeless and transient individuals.
- Working with prosecutors to find treatment options for individuals after they are charged with minor offenses.
- Working with individuals to overcome obstacles to treatment (we help with communication issues, insurance issues, transportation issues, appointments).
- Working with individuals and caregivers to share information about how the mental health system works and set appropriate expectations.
- Working with neighbors of people with behavioral health disorders who call 911 to report concerns.
- Bringing individuals struggling with severe mental health disorders to the attention of Designated Crisis Responders.
- Meeting with individuals in jail to discuss post-release treatment options.
- Notifying Department of Social and Health Services, Adult Protective Services and Child Protective Services of unsafe situations.
- Assisting police working with schools to address the needs of students struggling with behavioral health issues.

## **VI. Project Design**

The Behavioral Health Outreach Program was developed to support police with these important, and difficult, obligations. The program partners three “Navigators” with police in four police departments: Poulsbo, Bremerton, Port Orchard and Bainbridge Island. Navigators respond with officers to calls involving individuals whose behavior is affected by mental illness, mental health disorders, and/or co-occurring substance use disorders. More frequently, they take police referrals about these encounters and follow up with outreach, either independently or with an officer. Each Navigator is assigned a department (or in the case of the North Kitsap Navigator, two departments). Poulsbo Police Department is the “home base” of the program and Navigators are supervised by Poulsbo Police.

## **VII. Project Outcomes and Measurements**

The City of Poulsbo will participate in the Evaluation Plan for Treatment Sales Tax Programs. Programs or services implemented under the Treatment Sales Tax are monitored by the Citizens Advisory Committee. The City of Poulsbo will have an evaluation plan with performance measures developed in partnership with Kitsap Public Health District Epidemiologist. The emphasis will be on capturing data at regular intervals that can be used to determine whether Treatment Sales Tax funded programs meet expectations. Some common measures will be identified that will be reported on. Evaluation efforts must include standardized data collection and reporting processes that produce the following types of information:

- Quantity of services (outputs).
- Level of change occurring among participants (outcomes).
- Return-on-investment or cost-benefit (system savings) if evidence-based
- Adherence to the model (fidelity).
- Common measures (to be identified by the Citizens Advisory Committee and Kitsap Public Health District staff that all programs must report on).

Data will be collected to monitor the following goals and objectives identified by the City of Poulsbo:

Goal #1: Provide referral and support services for individuals with behavioral health issues who have contact with police.

Objective #1: Engage in outreach to at least 60 individuals per month, noting the type of management provided and source of referrals.

Objective #2: Work with school officials to assist at least 5 youth each month, noting the type of management provided and source of referrals.

Objective #3: Make at least 50 individualized, targeted referrals to services per month, noting the type of referral provided.

Objective #4: Make at least 35 successful connections to physical or behavioral health services per month, noting the type of connection.

Objective #5: Make at least 35 successful connections to non-physical or behavioral health services per month, noting the type of connection.

Goal #2: Enhance capacity of police and prosecutors to employ diversion strategies.

Objective #6: 75% of police and prosecutors working with Navigators report improved effectiveness of diversion strategies in 2020.

Goal #3: Work with prosecutors to increase the effectiveness of diversion strategies.

Objective #7: Work with prosecutors and defendants on at least 5 diversion agreements each month, either to create new agreements or encourage compliance with existing agreements.

### **VIII. Data Collection and Reporting**

The City of Poulsbo will provide a Quarterly Report to the Kitsap County Department of Human Services by April 30, July 31, October 31, 2020 and January 31, 2021 each year funding is received under this grant detailing progress made on program outcomes during the quarter, what other funding sources have been investigated, and what the future potential for alternative funding is. In addition, outcomes identified in the Evaluation Plan for Mental Health, Chemical Dependency and Therapeutic Court Programs will be reported.

### **IX. Billing and Payment**

Payments to the City of Poulsbo shall be requested using an invoice form, which is supplied by the County. City of Poulsbo invoices must be sent to the County by the fifteenth (15th) calendar day after the end of the month.

The City of Poulsbo is authorized to receive payments in accordance with the cost reimbursable budget included under this agreement. The City of Poulsbo will comply with the following standards as applicable.

Reimbursement Request – Upon Completion of each month, the City of Poulsbo must provide to the County a written explanation of expenditures which are less than 90% of, or more than 115% of the year-to-date budgeted total.

All payments to be made by the County under this agreement shall be made to:

City of Poulsbo  
200 NE Moe Street  
Poulsbo, WA 98370

The agreement shall not exceed the total amount indicated on the cover sheet of this agreement and any other modifications hereof.



**X. Duration**

This agreement is in effect from January 1, 2020 – December 31, 2020.

**XI. Amendments**

This agreement may only be modified by one or more written amendments duly approved and executed by both parties.

**XII. Attachments**

The parties acknowledge that the following attachments constitute a part of this agreement:

**Attachment A: Budget**

This Agreement shall be effective January 1, 2020.

Dated this \_\_\_ day of \_\_\_\_\_, 2019. Dated this 2 day of DECEMBER, 2019.

**CITY OF POULSBO**

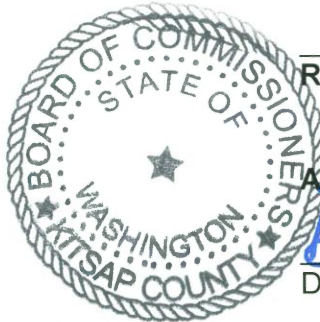
**KITSAP COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Becky Erickson, Mayor

E.E. Wolfe  
\_\_\_\_\_  
EDWARD E. WOLFE, Chair

Charlotte Garrido  
\_\_\_\_\_  
CHARLOTTE GARRIDO, Commissioner

Robert Gelder  
\_\_\_\_\_  
ROBERT GELDER, Commissioner



ATTEST:  
Dana Daniels  
\_\_\_\_\_  
Dana Daniels, Clerk of the Board

**Approved as to form by the Prosecuting Attorney's Office**

This Agreement shall be effective January 1, 2020.

Dated this 25<sup>th</sup> day of November, 2019. Dated this \_\_\_ day of \_\_\_\_\_, 2019.

**CITY OF POULSBO**

**KITSAP COUNTY BOARD OF  
COMMISSIONERS**

  
\_\_\_\_\_  
Becky Erickson, Mayor

\_\_\_\_\_  
**EDWARD E. WOLFE**, Chair

\_\_\_\_\_  
**CHARLOTTE GARRIDO**, Commissioner

\_\_\_\_\_  
**ROBERT GELDER**, Commissioner

**ATTEST:**

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

**Approved as to form by the Prosecuting Attorney's Office**

ATTACHMENT A: BUDGET SUMMARY/ESTIMATED EXPENDITURES

<b>Kitsap County Human Services Department</b>			
<b>Expenditure Plan: January 1, 2020 - December 31, 2020</b>			
<b>Agency Name:</b>	<u>City of Poulsbo</u>		
<b>Project Name:</b>	<u>Behavioral Health Outreach</u>		
<b>Contract:</b>	<u>\$363,858</u>	<b>Contract #</b>	<u>KC-011-20</u>

Contract Line item	1/1/2020 3/31/2020	4/1/2020 6/30/2020	7/1/2020 9/30/2020	10/1/2020 12/31/2020	Total Budget
<b>Personnel</b>	\$ 82,081.25	\$ 82,081.25	\$ 82,081.25	\$ 82,081.25	\$ 328,325.00
Manager and Staff (Program Related)	54,355.25	54,355.25	54,355.25	54,355.25	217,421.00
Fringe Benefits	27,726.00	27,726.00	27,726.00	27,726.00	110,904.00
<b>Supplies &amp; Equipment</b>	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 800.00
Equipment	-	-	-	-	-
Office Supplies	200.00	200.00	200.00	200.00	800.00
Other (Describe):	-	-	-	-	-
<b>Administration</b>	\$ 7,171.25	\$ 7,171.25	\$ 7,171.25	\$ 7,171.25	\$ 28,685.00
Advertising/Marketing	-	-	-	-	-
Audit/Accounting	385.25	385.25	385.25	385.25	1,541.00
Communication	-	-	-	-	-
Insurance/Bonds	1,461.00	1,461.00	1,461.00	1,461.00	5,844.00
Postage/Printing	75.00	75.00	75.00	75.00	300.00
Training/Travel/Transportation	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
% Indirect	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
Other (Describe): legal expenses	250.00	250.00	250.00	250.00	1,000.00
Other (Describe):	-	-	-	-	-
<b>Operations &amp; Maintenance</b>	\$ -	\$ -	\$ -	\$ -	\$ -
Janitorial Service	-	-	-	-	-
Maintenance Contracts	-	-	-	-	-
Maintenance of Existing Landscaping	-	-	-	-	-
Repair of Equipment and Property	-	-	-	-	-
Utilities	-	-	-	-	-
Other (Describe):	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Other</b>	\$ 1,512.00	\$ 1,512.00	\$ 1,512.00	\$ 1,512.00	\$ 6,048.00
Debt Service	-	-	-	-	-
Other: subcontract with BPD for data	1,512.00	1,512.00	1,512.00	1,512.00	6,048.00
Other (Describe):	-	-	-	-	-
<b>Project Budget Total</b>	\$ 90,964.50	\$ 90,964.50	\$ 90,964.50	\$ 90,964.50	\$ 363,858.00

**Kitsap County Department of Human Services**  
**Expenditure Report: January 1, 2020 - December 31, 2020**

Agency Name: City of Poulsbo KC-011-20  
 Project Name: Behavioral Health Outreach  
 Contract: \$363,858  
 Month: \_\_\_\_\_

Contract Line item	Contract Budget	Current Billing	Life to Date Billed	Contract Balance
<b>Personnel</b>				
Manager and Staff (Program Related)	217,421.00	-	-	217,421.00
Fringe Benefits	110,904.00	-	-	110,904.00
<b>Supplies &amp; Equipment</b>				
Equipment	-	-	-	-
Office Supplies	800.00	-	-	800.00
Other (Describe):	-	-	-	-
<b>Administration</b>				
Advertising/Marketing	-	-	-	-
Audit/Accounting	1,541.00	-	-	1,541.00
Communication	-	-	-	-
Insurance/Bonds	5,844.00	-	-	5,844.00
Postage/Printing	300.00	-	-	300.00
Training/Travel/Transportation	10,000.00	-	-	10,000.00
% Indirect	10,000.00	-	-	10,000.00
Other (Describe): Legal Expenses	1,000.00	-	-	1,000.00
Other (Describe):	-	-	-	-
Other (Describe):	-	-	-	-
Other (Describe):	-	-	-	-
<b>Ongoing Operations &amp; Maintenance</b>				
Janitorial Service	-	-	-	-
Maintenance Contracts	-	-	-	-
Maintenance of Existing Landscaping	-	-	-	-
Repair of Equipment and Property	-	-	-	-
Utilites	-	-	-	-
Other (Describe): Subcontract BPD	6,048.00	-	-	6,048.00
Other (Describe):	-	-	-	-
<b>Other</b>				
Debt Service	-	-	-	-
Other (Describe):	-	-	-	-
Other (Describe):	-	-	-	-
<b>Project budget total</b>	<b>\$ 363,858.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 363,858.00</b>