

# Behavioral Health System Redesign

Steering Committee Charter, Approved October 12, 2021

The purpose of this charter is to clarify the charge and responsibilities of, and expectations for the Steering Committee.

## About the Behavioral Health System Redesign

House Bill 1477, which passed during the 2021 Washington State legislative session, states the Legislature's intent to establish crisis call center hubs and expand the crisis 24-response system. In the words of the authorizing legislation, HB 1477's goals are to:

- Save lives
- Advance equity by providing culturally- and linguistically-competent crisis response services
- Provide higher quality response for people in crisis
- Make other improvements to the crisis response system

**HB 1477** directs the Behavioral Health Institute at Harborview Medical Center to convene a Crisis Response Improvement Strategy (CRIS) Committee and a Steering Committee comprised of a subset of CRIS members. The Steering Committee is ultimately responsible for developing recommendations to the legislature and the Governor for an integrated behavioral health crisis response and suicide prevention system. The CRIS Committee advises the Steering Committee as it formulates its recommendations. The Steering Committee also convenes subcommittees to provide technical analysis and input on specific topics, such as technology, crisis response for Tribal members, and cross-system coordination (i.e., coordination across crisis response, law enforcement, and emergency medical systems, among others).

Steering Committee					
Role: Make Recommendations to the Governor and Legislature					
CRIS Committee					
Role: Advise the Steering Committee as it formulates recommendations					
Subcommittees					
Role: Provide professional expertise and community perspectives on discrete topics					
Tribal 988 Subcommittee	Credentialing and Training Subcommittee	Technology Subcommittee	Cross-System Crisis Response Subcommittee	Confidential Information Subcommittee	Additional Subcommittees formed by the Steering Committee*

\*Additional Subcommittees include Lived Experience, and Rural & Agricultural.  
The five other subcommittees identified above are established by HB 1477.

## Key Milestones

The Steering Committee—with input from the CRIS Committee—will provide a progress report, including results of the comprehensive assessment of the behavioral health crisis response and suicide prevention services systems and preliminary recommendations related to funding of crisis response

services, to the Governor and Legislature by January 1, 2022. A second progress report—along with preliminary recommendations related to crisis call center hubs and final recommendations related to funding of crisis response services are due January 1, 2023. A final report to the Governor and Legislature is due January 1, 2024.

## Charge of the Steering Committee

The charge of the Steering Committee is to make recommendations for an integrated behavioral health crisis response and suicide prevention system with elements described HB 1477. Specifically, the Steering Committee is charged with:

- Developing a vision for an integrated crisis network in Washington that includes:
  - An integrated 988 crisis hotline and crisis call center hubs
  - Mobile rapid response crisis teams
  - Mobile crisis response units for youth, adult, and geriatric population
  - Crisis stabilization services
  - An involuntary treatment system
  - Access to peer-run services
  - Adequate crisis-respite services
  - Data resources
- Recommendations to promote equity in services for individuals of diverse circumstances of culture, race, ethnicity, gender, socioeconomic status, sexual orientation, and for individuals in tribal, urban, and rural communities.
- Identifying potential barriers and making recommendations to the Legislature and Governor for how to implement and monitor progress of the 988-crisis hotline in Washington.
- Recommendations to the Legislature and Governor for the statewide improvement of behavioral health crisis response and suicide prevention services.

Recognizing the role structural racism and other systemic oppressions have on the health and wellness of Washington communities, the Steering Committee is committed to a community-centered and equity-driven approach. The Steering Committee will center equity—racial equity, gender equity, equity for people with disabilities, geographic equity, and other forms of equity—in its work.

To that end, we value the following:

- Leading with race
- Sharing power
- Leading with transparency
- Practicing active accountability
- Ensuring accessibility for all

The following table articulates other actions the Steering Committee and project team will take to center equity:

Opportunity	Actions we will take
<b>Committee membership</b>	<ul style="list-style-type: none"><li><i>Add a fourth Co-Chair of the CRIS Committee, to be one of the CRIS Committee members representing lived experience. The fourth Co-Chair will serve as a non-voting member of the Steering Committee.</i></li></ul>
<b>Committee meetings</b>	<ul style="list-style-type: none"><li><i>Clarify how and when major decisions will be made.</i></li><li><i>Value lived experience as a valid data source in Steering Committee deliberations.</i></li><li><i>Seek, consider, and address public input in all decision-making, with a priority addressing input from the communities most impacted by disparities.</i></li></ul>
<b>Decision-making</b>	<ul style="list-style-type: none"><li><i>Seek consensus for major decisions.</i></li><li><i>Maintain full transparency around decision-making by making Steering Committee meetings public and sharing outcomes of Steering Committee deliberations at CRIS Committee meetings.</i></li></ul>

## Membership

HB 1477 directs that the Steering Committee include the following members:

- The Director of the Washington State Health Care Authority (or their designee)
- The Secretary of the Washington State Department of Health (or their designee)
- A representative from the Office of the Governor
- One member of the Washington State Senate
- One member of the Washington State House of Representatives

In addition, the fourth CRIS Committee Co-chair will participate in Steering Committee meetings as a non-voting member. The fourth CRIS Committee Co-chair will be selected among the four CRIS Committee members representing lived experience, based on a vote of the CRIS Committee.

## Roles and Responsibilities

Steering Committee members will:

- Participate in Steering Committee meetings between October 2021 and December 2023.
- Review background materials in advance of meetings.

- Engage in individual ongoing learning and development around equity and inclusion, undoing systemic racism, and cultural sensitivity.
- Engage in positive, productive communication with other Steering Committee members, the Facilitator, and project staff.
- Incorporate the input of the CRIS Committee, Subcommittees, and especially members of the public into decisions.
- Value lived experience as a valid data source.
- Seek consensus whenever possible
- Review and provide written comments on meeting summaries and three draft Legislative reports.
- Help maintain a cycle of continuous improvement by providing feedback on Steering Committee meetings, CRIS Committee meetings, meeting materials, and other aspects of the process to the project team and Facilitator.

The Facilitator will:

- Work with the project team and Steering Committee members to develop meeting agendas.
- Distribute meeting agendas and background materials at least one week prior to the scheduled meeting.
- Work with the project team to develop information, written materials, and presentations that support the Steering Committee's deliberations.
- Keep meetings focused on the agenda.
- Ensure that each Steering Committee member has a meaningful opportunity to participate in discussions, regardless of whether they are in-person or online.
- Periodically review the Steering Committee's progress and recommend adjustments to course as needed.

The project team (HMA consultants in coordination with Behavioral Health Institute staff) will:

- Develop background materials, presentations, and data to Steering Committee members to inform their deliberations.
- Be present and available at Steering Committee meetings to answer questions and inform the discussion.
- Draft and revise three reports to the Legislature and Governor, based on Steering Committee members' direction and feedback.
- Coordinate meeting logistics, including addressing barriers to participation for Steering Committee members such as ADA accessibility; broadband and device access; transportation access; and language, translation, and interpretation needs.
- Summarize the outcomes of the Steering Committee meetings in meeting summaries.

## Meeting Guidelines

- Meetings will begin and end on time. If agenda items cannot be completed on time, the group may agree unanimously to extend the meeting.
- At the meetings, Steering Committee members will:
  - Show up on time.

- Come prepared to contribute to achieving the meeting goals.
- Share the available speaking time, keep comments brief and to the point, avoid repeating what others have already said, and when a topic has been closed out, avoid bringing it back up again.
- Focus on successfully completing the agreed upon agenda and meeting objectives.
- Raise critical issues and challenges, and work together with other Steering Committee members to identify potential solutions.
- Stay mentally and physically present. Listen attentively, avoid side discussions when others are speaking, and wait until breaks to attend to non-Steering Committee business.
- Attack the problem, not the person. Steering Committee members will respectfully challenge ideas, not the individual.
- Put cell phones on silent.
- In remote meetings, leave camera on (unless there are technical reasons requiring the member to leave their camera off) and microphone muted, unless called upon to speak. Use the “Raise Your Hand” function to indicate when ready to make a comment or ask a question.
- Individuals who are not members of the Steering Committee may attend meetings as observers, but may not participate in group discussion and deliberations, unless called upon by the Facilitator.

### In-Person and Remote Meetings

Due to the ongoing public health emergency related to the COVID-19 pandemic, all Steering Committee meetings will be held online using the Zoom platform until public health authorities deem it is safe to gather in person. If and when it is safe and logistically feasible for the Steering Committee to meet in person, there will be a remote meeting option provided for those Steering Committee members who are medically vulnerable or otherwise unable to participate in person.

### Public Meetings and Comments

Steering Committee meetings are subject to the Washington Public Meetings Act. Members of the public will be invited to observe all Steering Committee meetings, whether remote or in-person. All Steering Committee meetings—whether in-person or remote—will be recorded and posted to the Behavioral Health System Redesign website.

There will not be a public comment period at Steering Committee meetings; individuals who would like to make a public comment on the BH System Redesign are encouraged to sign up to make a comment at a CRIS Committee meeting or submit a written comment through the Crisis Response Improvement Strategy committee website.

### Decision-making

The Legislature is ultimately responsible for making decisions about how to redesign the behavioral health and crisis response system in Washington. To ensure these decisions are informed by community and expert input, the Legislature charges the Steering Committee with developing recommendations. The Steering Committee’s recommendations will emerge from the work of the CRIS Committee and Subcommittees.

The BH System Redesign process has been deliberately planned to seek input from individuals and communities with broad and diverse professional and lived experiences. The Steering Committee will strive for equity and inclusion by valuing and incorporating this input into its decisions and taking the time necessary to achieve compromise and consensus.

## Meeting Summaries

The project team will prepare a written summary of the discussion and comments following each meeting.

- Meeting summaries will be high level and summarize the outcomes of decisions, action items, and next steps.
- The project team will send meeting summaries to Steering Committee members for their review prior to finalizing.