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KITSAP COUNTY
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1026 Sidney Road
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Community Advisory Committee Meeting Tuesday, January 16, 2024 5:00 p.m. – 7:00 p.m.

[Join ZOOM Meeting](#)

Webinar ID: 818 0028 0182

Passcode: 030772

Phone: +1 253 215 8782

In-Person: 507 Austin Avenue Port Orchard Public Works/HS Building, 1st floor

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Charmaine Scott, Chair | 5:00 – 5:05 |
| 2. Review & Approval of November 21, 2023 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda | 5:10 – 5:15 |
| 4. Yearly Schedule (Attachment 2) | 5:15 – 5:35 |
| 5. Bylaw Review (Attachment 3) | 5:35 – 6:05 |
| 6. 2024 Workplan Review and Approval*
(Attachment 4) | 6:05 – 6:20 |
| 7. Membership Committee
Helen Havens, Sub-Committee Chair | 6:20 – 6:35 |
| 8. Retreat Updates | 6:35 – 6:45 |
| 9. Committee Member Check-in | 6:45 – 7:00 |
| 10. Community Input
Please limit individual comments to 2 minutes . Written comments
may also be submitted to the Board, if this timeframe is insufficient. | |
| 11. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
COMMUNITY ADVISORY COMMITTEE (CAC)
MINUTES
November 21, 2023**

Jackie Fojtik, Chair, called the meeting to order at 5:04 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the October 11, 2023, Minutes, the following action was taken:

ACTION: Timothy Garrity moved to approve the October 11, 2023; meeting minutes as amended. Charmaine Scott seconded the motion. Keiko Sano abstained. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA:

None

PORT ORCHARD MULTICARE BEHAVIORAL HEALTH CLINIC

Erin Devyak, clinical manager provided an overview of the new clinic in Port Orchard that opened mid-September.

- MultiCare is the largest provider of behavioral health in Western Washington. Their network includes Navos and Greater Lakes. Erin shared the mission, vision, and values of MultiCare.
- Discussed the staffing to include a peer counselor with lived experience. The clinic will treat youth ages 6 – older adults and accepts Medicaid and commercial insurance, in addition to accepting internal and external referrals from community partners.
- Erin also discussed the types of care provided: trauma informed, recovery-oriented care, and individualized, and individual and family service therapy for Medicaid clients. Will increase service offerings over time and will be able to provide medication services to clients in addition to substance use support services.
- Currently, only providing telehealth services due to DOH challenges impacting face to face services, but there will be both a screener and assessor onsite once open for face-to-face services.

DECEMBER MEETING

The board agreed to cancel the December 2023 meeting.

ACTION: Timothy Garrity moved to cancel the December 2023 meeting. Helen Havens seconded the motion. Motion carried.

RFP PROCESS DISCUSSION

Members shared takeaways from the RFP process:

- Suggested holding the funding meeting off for another week, it was too much for one night, preferred the process of year's past. Sonya also shared; they were trying to make the Commissioner's meeting, but it was eventually pushed to the next available date.
- Organizations/projects were separated but it would be helpful if the information could be combined, and members only want to view the information of concern to MHCDTC.
- Sonya shared some information on the County policy (blind review of applications) and working with Commissioners to remove the names of the organizations, the commissioners will have the final say.
- Bought up 25% to courts, but this topic had been discussed previously. Sonya also shared that she met with KC budget regarding the allocation for courts. Will discuss more at retreat. Jackie emailed final court funding to members.
- Discussed the \$2 million in reserves. Examples provided; purchasing a building and need some county funds – must be approved by commissioners and cannot just be pulled out and a certain amount needs to be allocated for the courts.
- Sonya also reminded the board that they were able to fund the community using the reserves during the pandemic.
- Lastly, members would like to know the process and lead time for asking for reserved funds, Sonya will follow up. If the members have questions put it in writing and Sonya will present them to the budget department for answers also discussed creating a reserve fund baseline.

BOCC WORK STUDY AND REGULAR BUSINESS MEETING RECAP

Jackie shared that she attended the work study and meeting, and both went well, although it was difficult to hear the commissioners at the work study. Sonya presented the resolution for 2024 funding of \$7.1 million.

MEMBERSHIP COMMITTEE

Helen provided an update, there are 3 new applications and only 2 openings. Kimberly is leaving the board in 2024, education member is not an appointed positioned. Follow up with Susan to find out if she will be able to continue serving on the board as the youth representative. Meeting November 30 with all applicants for vacant positions.

ACTION: The board moved to approve the nomination of Charmaine Scott as Chair. Motion carried.

ACTION: The board moved to approve the nomination of Helen Havens as Vice-Chair. Motion carried.

ANNUAL RETREAT

The executive committee will meet and discuss the retreat and report out to members via email or during the next meeting.

MINI-GRANTS

Discussion tabled until next year and members will review grant examples from the

Kitsap County Youth Commission.

COMMITTEE MEMBER CHECK IN

- Charmaine – ALTC preparing for meeting with legislators to advocate for ALTC and advocating for Association of Area Agencies on Aging. ALTC has had challenges with case manager retention and has recently revised salary to help remedy the situation. Aging has hired 3 new case managers. Continuing to work on what they want to focus on and working with Friend of The Library to get a senior slot, hasn't happened yet.
- Helen – Salish, Stephanie Lewis is leaving Kitsap County for a new position Kitsap Mental Health to become the head of 24hr services, hiring process is open and they will hire a new director. The RFP only had 1 applicant for the REAL Team. Lastly, Helen attended the co-occurring conference in Yakima and may report out at the retreat.
- Tim – Implemented new ordinance in November in Bremerton, most unhoused persons went to the Salvation Army, and others to the county or remain unhoused. Working with the REAL Team to get individuals into treatment and that has been largely successful.
- Jackie – Please make sure Kimberly gets her plaque for her service on the board.
- Sonya – Thanked Jackie for her service on the board.

COMMUNITY INPUT

None

NEXT MEETING

The next Community Advisory Committee meeting will be held on Tuesday, January 16, 2024, via Zoom and in-person at 5:00 p.m. In-person location: 507 Austin Street, Public Works/Human Services Building First Floor, Port Orchard, WA 98366

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 6:29 p.m.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Jackie Fojtik	Erin Devyak, Port Orchard MultiCare Behavioral Health Clinic
Charmaine Scott	Lynne Pla, Port Orchard MultiCare Behavioral Health Clinic
Helen Havens	
Keiko Sano	
Tim Garrity	
Derick Bailey	
Bruce Sturdevant (Excused)	
Tyler McKlosky (Excused)	
Kimberly House (Excused)	
Susan Winfield (Unexcused)	
STAFF	
Hannah Shockley (Excused)	
Sonya Miles	
Kesha Anderson – Evans	

Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee (CAC) 2024 CALENDAR

All meetings will be held on the third Tuesday of each month listed below. Meetings are hybrid, via Zoom or at 507 Austin Ave, Port Orchard, WA from 5:00 p.m. to 7:00 p.m. Business Meetings*



Tuesday, January 16*

February -no meeting

**Tuesday, March 2*
RETREAT**

April -no meeting

Tuesday, May 21*

June no-meeting

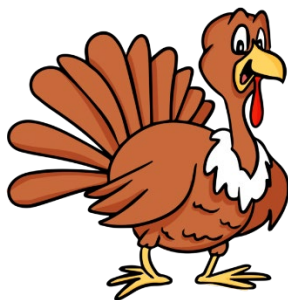
**Tuesday, July 16*
TRAINING**

**August 12
REVIEW BEGINS**

**September 23
Q&A EXCHANGE**

**October 8 and 9*
EXECUTIVE SESSIONS
WS Oct 23, BOCC Oct 28**

**November -no meeting
December -no meeting**



**Kitsap County Mental Health, Chemical Dependency and Therapeutic Court
Community Advisory Committee
BYLAWS**

1. NAME

The Kitsap County Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee.

2. MISSION

To serve the interests of the residents of Kitsap County by reviewing applications and achievement of performance measures of funded programs or services, for funding based on the Board of Commissioners' strategic direction, priorities, and criteria. Advising on recommended proposals and funding levels to meet the County's behavioral health goals and needs.

3. PURPOSE OF THE COMMUNITY ADVISORY COMMITTEE

The Kitsap County Board of Commissioners established the Mental Health, Chemical Dependency, and Therapeutic Court Services Community Advisory Committee with Resolution #103-2013 that was adopted July 8, 2013 with the authority granted to counties in RCW 82.14.460.

The purpose of the Committee is to:

- a. Advise the Board of Commissioners on systemic mental health, substance abuse and therapeutic court issues.
- b. Review strategic plans which identify regional needs and guide near-term actions to address such needs.
- c. Assess proposals for targeted funding to address the needs outlined in the strategic plans.
- d. Review performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plans.
- e. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable, and collaborative.

4. MEMBERSHIP

a. **Appointment**

The Community Advisory Committee shall be comprised of 11 members, appointed by and who serve at the pleasure of the Kitsap County Board of Commissioners. To ensure continuity, the initial Committee will be made up of three members appointed for one-year terms; four members will serve two-year terms; and four members will serve three-year terms. Thereafter, members shall be appointed for terms of three years. Individuals appointed to fill vacancies shall serve the remainder of the term. A member may serve a maximum of three consecutive terms. After a period of two years' absence from the committee, a member may be appointed again for up to three consecutive terms.

b. **Representation**

Appointees are selected based on a balance of subject matter expertise and geographic distribution within Kitsap County and shall include:

- (1) One from the Salish Behavioral Health Administrative Services Organization
- (2) One from the Commission on Children and Youth
- (3) One from the Area Agency on Aging
- (4) One from Law and Justice
- (5) One from Education
- (6) Six At-Large representing a diverse spectrum of community members whose background, expertise or lived experience with mental health, chemical dependency and/or therapeutic court programs will enhance the function and effectiveness of the Committee in fulfilling their responsibilities.

The Board of County Commissioners approves all appointments.

c. **Duties/Expectations**

The Committee's specific responsibilities include, but are not limited to:

- (1) Review the Behavioral Health Strategic Planning Team's and Human Services Department's needs assessment, goals, objectives and strategies aimed to meet the behavioral health needs of the community.
- (2) Review applications for funding based on the Board of Commissioners' strategic direction and priorities and criteria for distribution. Upon assessment of the applications, the Committee will recommend to the

Commissioners the appropriate proposals and funding levels to meet the County's behavioral health service needs.

- (3) Quarterly review performance outcomes determine the success of funded proposals and achievement of County behavioral health goals.
- (4) Submit an annual report to Commissioners that lists programs funded, amounts allocated and expended, number of individuals served and performance outcomes along with recommended program and/or process changes based on the outcomes and evaluation data.
- (5) Review the Behavioral Health Strategic Plan every three years, in coordination with the Request for Proposal process, to assess the overall progress towards achieving Kitsap County's behavioral health goals.
- (6) Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable and collaborative.

Members are expected to be knowledgeable about the essential matters concerning the Committee, including policy guidelines. Members are expected to assist each other in the orientation and education related to their responsibilities. Members will conduct all activities in an ethical and responsible manner. The Committee shall comply with applicable Washington State laws and Kitsap County policies.

5. TERMINATION

a. Resignation

Resignations by members shall be submitted in writing to the Chair and staff. Staff will forward a copy of the resignation to the County Volunteer Services Coordinator and the Board of Commissioners.

b. Removal by Board of Commissioners

The Board of Commissioners may remove a member when it determines that it is in the best interest of the Committee or Kitsap County.

6. ATTENDANCE

All members are expected to attend regularly scheduled meetings. When a member is unable to attend a regularly scheduled meeting, they should notify the Chair or County staff in advance. Lack of notification will be considered an unexcused absence. More than three unexcused absences by any member during

any 12-month period may result in removal of the member by the Board of Commissioners.

7. MEETINGS

a. **Public Meetings Law**

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

b. **Regular Meetings**

The Committee shall meet at intervals established by the Director of the Human Services Department or their designee. Administrative support including crafting agendas, preparing materials, arranging speakers and presentations, and forwarding recommendations will be provided by the Human Services 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 County website.

c. **Notice**

The Department of Human Services will provide notice of regular meetings to Committee 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, in coordination with staff, 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**

Committee meetings are held in person at a designated location with a virtual option for both Committee members and the public who may wish to attend. The Committee may meet in other locations and will provide at least 24-hour notice if there is a change in location.

f. **Quorum**


The majority of the appointed membership of the Committee will constitute a quorum for the transaction of all business at meetings.

- g. **Voting**
Each member present at the meeting, including the Chair, is entitled to one vote.
- h. **Minutes**
The minutes of all regular and special meetings shall be recorded by Department of Human Services staff. Minutes will include time and date, meeting length, members present, motions, proposals, resolutions, proposed 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 Committee regular monthly meeting and submitted to the County staff coordinator for posting on the Kitsap County website.
- i. **Agendas**
Items may be placed on a meeting agenda by any member or by County staff. The Chair and staff will coordinate preparation of meeting agendas. The agenda will be distributed to members at least five days prior to a regular meeting.
- j. **Parliamentary Procedure**
Robert's Rules of Order will govern parliamentary procedure at regular and special meetings except where such rules conflict with Kitsap County Code (KCC) Chapter 4.33 or these Bylaws. The rank of authority governing procedure is (1) KCC Chapter 4.33, (2) these Bylaws, and (3) *Robert Rules of Order*.
- 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.

8. 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 chairperson 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. 

c. **Chair Responsibilities**

The Chair will lead and guide the conduct of public meetings. The Chair is the official representative of the Community Advisory Committee 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 Committee and County staff.

d. **Vice-Chair Responsibilities**

In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities. If neither the Chair nor the Vice-Chair is available for a public meeting, the assembled members will select a temporary chairperson to conduct the meeting.

e. **Vacancies or Removal of Officers**

The Board of Commissioners may remove an officer when it determines that it is in the interest of the Committee or the County. 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.

9. SPECIAL COMMITTEES

The Committee may authorize the Chair to appoint members to special sub-committees as necessary to deal with special projects, problems or issues. All appointed sub-committees will report their information and/or recommendations to the Committee. Sub-Committees may not make independent decisions outside of a regular Committee meeting. For any documentation to be presented to the Committee, a digital copy must be sent to the County Staff Coordinator no less than 24 hours prior to a regular meeting in order to prepare copies for the regular meeting.

Sub-committees are defined as any smaller sub-set of members not including the whole and include but are not limited to the Executive Committee, Nomination Committee and Membership Committee,

10. 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 Committee member shall engage in any grant activity, including participation in the selection, award, or administration of a sub-grant or contract supported by the Treatment Sales Tax funds if a conflict of interest, real or apparent, exists. Such a conflict would arise when: 1) the individual, 2) any member who has a financial or other interest in the firm or organization selected for award.

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

11. AMENDMENT TO BYLAWS

The Committee will periodically review their bylaws and may propose amendments. A majority vote of the Committee is required to approve recommended amendments. Bylaw amendments are then forwarded to the Board of Commissioners for approval.

12. COMMUNITY RELATIONS/PUBLIC INPUT

Any member of the public will be welcome to attend and provide input at Committee meetings. Public comments will be encouraged and accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the Chair, the Vice-Chair, or staff. Arrangements will be made, and time will be allotted at meetings as appropriate to assure broad public participation.

13. ADOPTION

Bylaws are in full force and effect when approved by the Kitsap County Board of County Commissioners.

Adopted this 10th day of April, 2023.



**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

Charlotte Garrido

CHARLOTTE GARRIDO, Chair

Robert Gelder

ROBERT GELDER, Commissioner

Katherine T. Walters

KATHERINE T. WALTERS, Commissioner

ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND
THERAPEUTIC COURT COMMUNITY ADVISORY COMMITTEE (CAC)
2024 WORK PLAN**

Meeting Days, Time and Location: Third Tuesday in January, May, July, and October from 5:00 p.m. – 7:00 p.m. via hybrid on Zoom and 507 Austin Ave in Port Orchard, Human Services Building, 1st floor.

Advisory Group Staff: Hannah Shockley

Advisory Group Chair: Charmaine Scott

Community Advisory Committee Purpose/Mission Statement:

To serve the interests of the Community of Kitsap County by reviewing applications and achievement of performance measures of funded programs or services, to determine funding allocations based on the Board of Commissioners' strategic direction, priorities, and criteria. Advising on recommended proposals and funding levels to meet the County's behavioral health goals and needs.

2024 Goal	Status	2024 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Advise the Board of Commissioners (BOCC) on systemic mental health, substance abuse and therapeutic court issues.	Ongoing	High	<ul style="list-style-type: none"> - Meet throughout the year in designated months to monitor funding, performance, and progress on the annual goals. - Provide education to CAC members. - Provide information to the Board of Commissioners (BOC) as requested. - Actively recruit knowledgeable persons for open positions on the CAC. - <u>Coordination:</u> Staff, CAC

2024 Goal	Status	2024 Priority Level	Comments/Coordination
2. Assess proposals for targeted funding to address the needs outlined in the strategic plan.	Ongoing	High	<ul style="list-style-type: none"> - Review and implement Strategic Planning recommendations. - Continue a web-based RFP application process and submission through Survey Monkey. - Conduct an RFP for mental health, chemical dependency, and therapeutic court programs. - Facilitate pre-application interviews to answer technical questions regarding the RFP process. - Establish recommendations for funding to the BOCC. - Present recommendations for funding to the BOCC at their regularly scheduled Meeting. <p>- <u>Coordination</u>: Staff and CGAP, CAC</p>
3. Maintain full membership on the Mental Health, Chemical Dependency and Therapeutic Court funding, programs, and activities of the Community Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Convene the Membership Sub-Committee. - Actively recruit knowledgeable persons for open positions on the CAC. - Actively seek to increase the racial and ethnic diversity of the committee members. - Conduct interviews with CAC applicants and make recommendations to BOCC. - Review Bylaws and update Membership requirements. <p>- <u>Coordination</u>: Staff, Membership Sub-Committee, CAC</p>
4. Promote awareness of the Mental Health, Chemical Dependency and Therapeutic Court funding, programs, and activities of the Community Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Develop a calendar of CAC activities and establish communications around each event. - Develop communications brochures, reports, presentations, and marketing materials. - Maintain awarded contractors progress portals on county website. - Conduct community presentations. <p>- <u>Coordination</u>: Staff</p>

2024 Goal	Status	2024 Priority Level	Comments/Coordination
5. Develop and measure specific performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plan.	Ongoing	High	<ul style="list-style-type: none"> - Transition Kitsap Public Health District evaluation and monitoring of tracking shared and participant-specific outputs and outcomes (metrics) to bring it in-house. - Operate a system to capture shared and participant-specific metric data for monitoring progress over time. In addition, develop and produce data reports. - Use web-based data entry system for the collection of program outputs and outcomes. - Conduct quarterly sub-contractor meetings to monitor spending, performance outcomes and proposed program goals. - Maintain sub-contractor performance reports on website. - Perform contractor site visits, as additional contract monitoring. - <u>Coordination</u>: Staff, Kitsap Public Health District, sub-contractors
6. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable, and collaborative.	Ongoing	High	<ul style="list-style-type: none"> - Maintain availability of performance on established outcomes and fiscal review of contractors, live on website. - Evaluate effectiveness of selected programs throughout the year. - Submit an annual report to the BOCC and post on website, programs funded, amounts allocated and expended, number of individuals served, and performance outcomes along with recommended program and/or process changes based on evaluation data. - <u>Coordination</u>: Staff

GOALS ON HOLD

Goal 2024	Status	2024 Priority Level	Comments/Coordination
1. Conduct in person CAC retreat to ensure funding is meeting proposed goals and those of the updated 2021 Kitsap County strategic plan.	On Hold	High	<ul style="list-style-type: none"> - March 2, 2024 retreat scheduled. - <u>Coordination</u>: Staff, CAC

2024 ACTIVITIES:

Request for Proposal:

- Conduct the Request for Proposals for mental health, chemical dependency and therapeutic tax programs and make recommendations for funding to the Board of Commissioners. Evaluate and edit the current RFP to reflect the 2021 Strategic Plan.

Membership Subcommittee:

- Develop process for filling open positions on the Community Advisory Committee and make recommendations for appointment to the Board of Commissioners.