



# Department of Human Services

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Stacey James, Coordinator  
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## Citizens Advisory Committee Meeting Tuesday, January 19, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

### A G E N D A

- |   |             |
|---|-------------|
| 1. Call to Order - Introductions<br>Lois Hoell  | 5:00 – 5:05 |
| 2. Review and Approval of December 15 <sup>th</sup> Minutes*<br>Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Crisis Triage Update<br>Staff  | 5:10 – 5:30 |
| 4. Evaluation Planning<br>Staff   | 5:30 – 5:50 |
| 5. Request for Proposal Update<br>Staff (Attachments 2 and 3)                                 | 5:50 – 6:10 |
| 6. Membership – Open Positions<br>Full Committee  | 6:10 – 6:20 |
| 7. Bylaws Review*<br>Full Committee (Attachment 4)  | 6:20 – 6:40 |
| 8. Community Input  | 6:40 - 6:50 |
| 9. Committee Member Check-in<br>Lois Hoell  | 6:50 – 7:00 |
| 10. Adjourn   |             |

\* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
CITIZENS ADVISORY COMMITTEE (CAC)  
MINUTES  
December 15, 2015**

Russell Hartman, Chair, called the meeting to order at 5:07 p.m.

**APPROVAL OF MINUTES**

After review of the October 20, 2015 Minutes, the following action was taken:

**ACTION: Richard Daniels moved to approve the October 20, 2015 meeting minutes as presented. Lois Hoell seconded the motion. Motion carried unanimously.**

**TOUR OF KITSAP RECOVERY CENTER**

Damian Uzueta introduced himself as the KMHS Crisis Triage Unit Director, giving a brief overview of the proposed renovations to the current Kitsap Recovery Center (KRC) and answered questions related to the transition of the KRC into the Crisis Triage Center.

**CRISIS TRIAGE UPDATE**

The following information was provided to the board:

- Gay Neal, Staff, has been appointed as the Human Services Department point of contact for architects, project managers, builders, KMH partners and other interested parties related to the Crisis Triage, Work Release, and Drug Court remodel/renovation projects. In doing so, Gay will be able to ensure coordination and communication across all projects.
- Kitsap County Facilities Department continues construction at the Givens Center in preparation for the Therapeutic Court to move in.
- Architecture RFP process to renovate the Kitsap County Work Release building, which will house the Kitsap Recovery Center once they vacate their current building, has been completed.

**EVALUATION PLANNING**

Gay Neal, Staff, presented a project summary regarding the Kitsap Public Health District (KPHD) evaluation process and corresponding worksheet, which was provided by Siri Kushner (KPHD). Ms. Kushner also provided worksheet examples for visualization and better understanding. Gay Neal explained that contractor meetings will occur after the holidays to discuss the implementation of Ms. Kushner's evaluation system, followed by one-on-one contractor meetings with Ms. Kushner to review the current contracts and performance measures. The CAC requested that Ms. Kushner provide periodic reports to keep them apprised of her progress. Gay Neal confirmed

that Ms. Kushner plans to attend monthly CAC meetings to provide updates, which the CAC found to be satisfactory.

## **RFP COMMITTEE REPORT**

Gay Neal, Staff, presented the draft RFP, as provided by the RFP Committee, to the CAC. Gay Neal noted that Siri Kushner reviewed the evaluation section of the draft RFP and provided input as necessary. The CAC briefly reviewed the evaluation worksheet included in the RFP, which was provided by Ms. Kushner, and discussed a possible need to train contractors on how to fill out and utilize the worksheet. Applicants for the 2016 RFP process will be required to fill out the evaluation worksheet in their submission. Ms. Kushner would like to go over these worksheets with the CAC prior to their making a final decision on awards through the 2016 RFP process.

**ACTION: With the proviso that the example evaluation worksheet provided by Siri Kushner be included in the final document, Lois Hoell moved to approve the draft 2016 Request for Proposal. Robert Parker seconded the motion. Motion carried unanimously.**

## **MEMBERSHIP – REVIEW OPEN POSITIONS AND INTERVIEW PROCESS**

Gay Neal, Staff, provided a roster for committee members to update their contact information. Discussion was then had on the one at-large position still needing to be filled. Colleen Smidt, having attended the October CAC meeting, submitted an application for the open at-large position and was again in attendance at the December 15, 2015 meeting. Colleen Smidt provided information on her background explained her interest in becoming a member of the CAC.

**ACTION: Lois Hoell moved to recommend approval of Colleen Smidt's volunteer application to join the CAC to the Kitsap County Board of Commissioners. Richard Daniels seconded. Motion carried unanimously.**

With the addition of Colleen Smidt, the CAC no longer has open positions to fill.

## **DISCUSS MEETING, DATES, AND TIMES FOR 2015/16**

The floor was opened for discussion regarding a change to the day of the month for the meetings; the time has been set for 5:00-7:00 p.m.

**ACTION: A vote was taken to not offer a telephonic option for committee members who were unable to attend the CAC meetings in person. Motion carried unanimously.**

It was decided to keep the meetings on the third Tuesday of each month, as currently scheduled.

## **FIRST QUARTER REPORT**

The CAC reviewed the first quarter report and addressed any questions from the members. Discussion was had on how to better measure service delivery and contract performance for future reports. It was mentioned that with the introduction of Siri Kushner's evaluation process for 2016, the CAC should get a better qualitative assessment of contractor performance, which the committee is looking forward to. Gay Neal, Staff, also introduced that she is planning to work with the contractors to standardize the language and formatting for future reports in order to provide a more professional looking product to the public. Lastly, Gay Neal discussed that the State is looking at a Medicaid waiver to add programs that could help save money in the long-run. Nurse home visitor has been added to the suggestion list.

### **OPEN TO PUBLIC**

Opportunity for public attendees to address the Committee.

### **COMMITTEE MEMBER CHECK-IN**

### **NEXT MEETING**

The next Citizens Advisory Committee meeting will be held on Tuesday, January 19, 2016 at the WorkSource Center, Kitsap Room, Bremerton, starting at 5:00 p.m. and ending at 7:00 p.m.

### **ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 6:59 p.m.

## CITIZENS ADVISORY COMMITTEE ATTENDANCE

<b>MEMBERS</b>	<b>GUESTS</b>
Kathleen Cronin	Damian Uzueta, KMHS
Richard Daniels	Colleen Smidt, CAC Applicant
Aimee DeVaughn	
Russell Hartman	
Lois Hoell	
Bill Mosiman (Excused)	
Robert Parker	
Jeannie Screws	
Dave Shurick	
Connie Wurm (Excused)	
<b>STAFF</b>	
Nicki Kremer	
Gay Neal	
Doug Washburn (Excused)	

**KITSAP COUNTY MENTAL HEALTH, CHEMICAL DEPENDENCY  
AND THERAPEUTIC COURT PROGRAMS**

**REQUEST FOR PROPOSAL TIMELINE 2016  
1/10<sup>th</sup> of 1% SALES AND USE TAX FUNDS**

<b>Date</b>	<b>Activity</b>
<b>September 8, 2015</b>	<b>RFP Sub-committee meeting</b>
<b>October 7, 2015</b>	<b>RFP Sub-committee meeting</b>
<b>November 17, 2015</b>	<b>CAC Meeting</b>
<b>December 15, 2015</b>	<b>CAC Meeting (Approve Request For Proposal &amp; Schedule)</b>
<b>December 18, 2015</b>	<b>Request For Proposal Released</b>
<b>January 11, 2016</b>	<b>Presentation at the Board of Commissioners Meeting</b>
<b>January 13, 2016</b>	<b>Proposers Conference – 1:30 p.m. Kitsap County Public Works Building, 3<sup>rd</sup> Floor, 507 Austin Street, Pt Orchard</b>
<b>January 15, 2016</b>	<b>Notes and Q&amp;A From Proposers Conference Posted</b>
<b>March 10, 2016</b>	<b>RFP Proposals Due by 3:00 P.M.</b>
<b>March 14 - 25, 2016</b>	<b>Proposal Reviews and Rating Sheets Completed</b>
<b>March 28, 2016</b>	<b>Rating Sheets Due to Department of Human Services</b>
<b>April 4 – 8, 2016</b>	<b>CAC Convenes to Discuss Proposals and Develop Questions</b>
<b>April 11 - 15, 2016</b>	<b>Proposer Question and Answer Sessions</b>
<b>April 19, 2016</b>	<b>CAC Meeting (Develop Recommendations for BOCC)</b>
<b>April 27, 2016</b>	<b>Make funding recommendations to BOC (Work Study)</b>
<b>May 09, 2016</b>	<b>BOC Acts on Funding Recommendations – Public Meeting</b>
<b>May 2016</b>	<b>Contract Negotiations</b>
<b>June 2016</b>	<b>BOC Approves Contracts</b>
<b>July 1, 2016</b>	<b>Program Year Begins</b>

*Note – All dates are subject to change – Updated January 2016*



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## Citizens Advisory Committee Request for Proposal 2016 Master Meeting Schedule

### Meeting to Develop Questions for Q & A Sessions Kitsap WorkSource Center, Kitsap Room

1300 Sylvan Way, Bremerton

Monday, April 4, 2016

3:00 p.m. – 5:00 p.m.

### Question and Answer Sessions

**Norm Dicks Government Center**

**4th Floor WSU Extension Classroom**

**345 6th Street, Bremerton, WA 98337**

Monday, April 11th, 9:00 a.m. – 5:00 p.m.

Tuesday, April 12th, 9:00 a.m. – 5:00 p.m.

Wednesday, April 13th, 11:00 a.m. – 5:00 p.m. (If Necessary)

### Citizens Advisory Committee Meeting Kitsap WorkSource Center, Kitsap Room

1300 Sylvan Way, Bremerton

Tuesday, April 19, 2016

5:00 p.m. – 7:00 p.m.

### Kitsap County Board of Commissioners Work Study Session Kitsap County Administration Building

Port Blakely Conference Room

619 Division Street, Port Orchard

Wednesday, April 27, 2016

(am with time to be determined)

### Kitsap County Board of Commissioners Regular Business Meeting Kitsap County Administration Building

Commissioners Chambers

619 Division Street, Port Orchard

Monday, May 9, 2015

5:30 p.m. – 7:00 p.m.



**Mental Health, Chemical Dependency and Therapeutic Court  
Citizens Advisory Committee  
BYLAWS**

**1. NAME**

The Kitsap County Mental Health, Chemical Dependency and Therapeutic Court Citizens Advisory Committee (hereinafter CAC).

**2. MISSION**

To serve the interests of the citizens of Kitsap County by advising the Kitsap County Board of Commissioners on how to help 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 in Kitsap County.

**3. PURPOSE OF THE CAC**

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

The purpose of the CAC is to:

- a. Advise the Board of Commissioners (BOC) 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. Develop and measure specific 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 CAC shall be comprised of eleven (11) members, appointed by the Kitsap County Board of Commissioners and who serve at the pleasure of the BOC. To ensure continuity, the initial CAC 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 (1) from the Peninsula Regional Support Network Advisory Board (PRSN)
- (2) One (1) from the Kitsap County Substance Abuse Advisory Board (SAAB)
- (3) One (1) from the Commission on Children and Youth (CCY)
- (4) One (1) from the Area Agency on Aging (AAA)
- (5) One (1) from Law and Justice
- (6) One (1) from Education
- (7) Five (5) At-Large representing a broad spectrum of community members whose background and expertise will enhance the function and effectiveness of the CAC in fulfilling their responsibilities

Commissioners must agree on all appointments.

##### **c. Duties/Expectations**

The CAC'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 CAC will recommend to the BOC the appropriate proposals and funding levels to meet the County's behavioral health service needs.
- (3) Annually review performance outcomes determine the success of funded proposals and achievement of County behavioral health goals.
- (4) Submit an annual report to the BOC 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 confronting the CAC, including policy guidelines. Members are expected to assist each other in the orientation and education related to CAC responsibilities. Members will conduct all activities in an ethical and responsible manner. The CAC 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 BOC.

### **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 CAC or Kitsap County.

## 6. ATTENDANCE

All members are expected to attend regularly scheduled meetings. More than three unexcused absences by any member during any 12-month period may result in removal of the member by the BOC. A member's absence is unexcused if the member fails to notify the Chair or County staff in advance of a regular meeting that the member will not attend the meeting.

## 7. MEETINGS

### a. Public Meetings Law

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

### b. Regular Meetings

The CAC 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 Department. 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 CAC and County websites.

### c. Notice

The Human Services Department will provide notice of regular meetings to CAC 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 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**

CAC meetings are generally held at the Kitsap WorkSource Center, 1300 Sylvan Way, Bremerton, Washington. The Committee may meet in other locations and will provide at least 24 hours notice if there is a change in location.

f. **Quorum**

The majority of the appointed membership of the CAC 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 Human Services Department 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 CAC regular monthly meeting and submitted to the County staff coordinator for posting on the CAC page 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 (5) 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.

### **b. Chair Responsibilities**

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

### **c. 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.

### **d. Vacancies or Removal of Officers**

The Board of Commissioners may remove an officer when it determines that it is in the interest of the CAC 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 CAC may authorize the Chair to appoint CAC members to special committees as necessary to deal with special projects, problems or issues. All appointed committees will report their information and/or recommendations to the CAC in writing. Committees may not make independent decisions outside of a regular CAC meeting. For any documentation to be presented to the Committee, the County Staff Coordinator can be sent a digital copy no less than 24 hours prior to a regular meeting and s/he will prepare copies for the regular meeting.

**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 CAC member shall engage in any 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 of the individual's immediate family, 3) the individual's partner, or 4) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

**11. AMENDMENT TO BYLAWS**

The CAC will periodically review their bylaws and may propose amendments to the bylaws. Any recommendations agreed upon by vote shall be forwarded to the BOC for its approval.

**12. COMMUNITY RELATIONS/PUBLIC INPUT**

Any member of the public will be welcome to attend and provide input at CAC meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the CAC 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 13<sup>th</sup> day of January 2014.

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

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**CHARLOTTE GARRIDO**, Chair

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**ROBERT GELDER**, Commissioner

---

**VACANT**, Commissioner

**ATTEST:**

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Dana Daniels, Clerk of the Board