



Department of Human Services

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Director

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Dependency/Therapeutic Court**
Gay Neal, Coordinator
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**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
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**Aging & Long Term
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**Community Development
Block Grant**
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Bonnie Tufts, Coordinator
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Housing and Homelessness
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Kitsap Recovery Center
1975 NE Fuson Road
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Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Bob Potter, Director, OWDA
Phone: 360.337.4873

Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

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

AGENDA

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

MEMBERS	GUESTS
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)	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn (Excused)	

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

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

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

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 13th day of January 2014.

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

CHARLOTTE GARRIDO, Chair

ROBERT GELDER, Commissioner

VACANT, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board



Department of Human Services

Doug Washburn
Director

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Citizens Advisory Committee Meeting Tuesday, February 16, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

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| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of January 19 th Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Crisis Triage Update
Staff/Contractor (Attachment 2) | 5:10 – 5:20 |
| 4. Evaluation Planning
Staff | 5:20 – 5:30 |
| 5. Request for Proposal Update
Staff (Attachments 3 and 4) | 5:30 – 5:40 |
| 6. Behavioral Health Organization Update
Advisory Board Members | 5:40 – 5:50 |
| 7. Membership – Open Positions
Full Committee | 5:50 – 6:00 |
| 8. Bylaws Review*
Full Committee (Attachment 5) | 6:00 – 6:30 |
| 9. Second Quarter Report
Full Committee (Attachment 6) | 6:30 – 6:40 |
| 10. Community Input | 6:40 - 6:50 |
| 11. Committee Member Check-in
Lois Hoell | 6:50 – 7:00 |
| 12. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
January 19, 2016**

Lois Hoell, Chair, called the meeting to order at 5:02 p.m.

APPROVAL OF MINUTES

After review of the December 15, 2015 Minutes, the following action was taken:

ACTION: Richard Daniels moved to approve the December 15, 2015 meeting minutes as presented. Kathleen Cronin seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

The following information was provided to the board:

- Gay Neal, Staff, presented that Damian Uzueta [Kitsap Mental Health Services (KMHS)], herself, and Kitsap County Facilities Maintenance (Facilities) had a meeting to discuss revisions to the current timeline for the Crisis Triage, Work Release, and Drug Court remodel/renovation projects. Changes to the timeline are necessary due to an issue with the recent Request for Proposal (RFP) process that Facilities had completed related to renovations to the Work Release building. Due to issues with the Statement of Work provided by the selected firm, Facilities is declining to work with them and is looking into alternative options. With the delay, the KMHS Crisis Triage Center has a new opening date of no later than July 2017.

In an effort to stay on timeline, discussion was had on the possibility of housing the Kitsap Recovery Center (KRC) in another location so that KMHS can continue working on their project to renovate the KRC building. Understanding that Staff had only received this information late the previous week, the CAC encouraged Staff to look at other locations/options for the KRC and to report back.

EVALUATION PLANNING

Gay Neal, Staff, provided information on Siri Kushner's [Kitsap Public Health District (KPHD)] involvement with the RFP, recent contractor meetings, and the proposer's conference related to educating people on the new evaluation process.

REQUEST FOR PROPOSAL UPDATE

Lois Hoell, Chair, discussed her recent Work Study session with the Kitsap County Board of Commissioners related to the CAC RFP process. Overall, the information she provided was well-received, with noted discussions regarding the KPHD evaluation

process, concerns with entitlements and sustainability, and the value of incorporating metrics to determine collective impact.

Gay Neal, Staff, provided the timeline and meeting dates/times for the 2016 RFP cycle and related activities/meetings. Gay also discussed the importance of avoiding conflicts of interest leading into the RFP cycle, both perceived and actual.

MEMBERSHIP – REVIEW OPEN POSITIONS

Lois Hoell, Chair, welcomed Colleen Smidt as the newest member of the CAC; she was appointed at the January 11, 2016 Kitsap County Board of Commissioners meeting. Gay Neal, Staff, announced that Bill Mosiman (Education) has resigned from the CAC due to a work conflict. Therefore, one Education position is now open. Current CAC members were asked to assist with recruiting for the open position.

BYLAWS REVIEW

The current CAC bylaws address committee membership and includes representation from specific advisory boards within Kitsap County. That being said, the PRSN Advisory Board has transitioned to the Salish BHO advisory board and the Substance Abuse Advisory Board will be disbanding on April 1, 2016; both boards are represented on the CAC. Gay Neal, Staff, initiated discussion on how to address these changes in regards to CAC membership. A variety of ideas were discussed; however, it was decided to table this item until the February meeting when additional ideas could be presented. Gay also requested the CAC review the Bylaws in their entirety for further discussion at the February meeting.

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, February 16, 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 6:38 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Damian Uzueta, KMHS
Richard Daniels	Deanna McElwee, Harrison Medical Ctr
Aimee DeVaughn	Ellen Epstein, RMH Services
Russell Hartman	
Lois Hoell	
Robert Parker	
Jeannie Screws (Excused)	
Dave Shurick (Excused)	
Colleen Smidt	
Connie Wurm	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn	

January 2016 Kitsap County Crisis Triage Center Timeline

2016

2017

Jan—Mar

April/May

June/July

Aug/Sept

Nov

Dec

Jan

Feb

March

April

May

June

July

Kitsap County Human Services

KRC Construction Re-Bid

Drug Court moves to Givens

KRC Remodeling of Work Release Facility

RSN transition to BHO

Rates Set for Inpatient and Detox Services

16 Bed Inpatient Beds Open at Work Release

16 Bed Temporary Detox at Work Release

16 Bed Detox Moves Back to KRC

Division of Behavioral Health and Recovery

Integrated Coverage Begins

Integrated Contract Begins

Crisis Triage, Detox and Inpatient Tx in BHO's Contract

Kitsap Mental Health Services

KMHS applies for MH, CD & TC Tax Funds for 2016—17 To support staffing of both CTU and Detox for the period 07/01/17— 12/31/17

CTU/Detox at KRC Construction Bid

CTU/Detox at KRC Design

CTU/Detox at KRC DOH CRS Reviews

KMHS Remodeling of KRC Facility
 • \$693,059 MH, CD & TC Tax
 • \$400,000 DBHR
 • \$ KCHS Funds

KMHS Hires and Trains Staff
CTU/Detox at KRC DOH & DSHS Licensing

July 1 KMHS Opens CTC At KRC

July 1 KMHS takes over Detox at KRC

EVALUATION WORKSHEET

INSTRUCTIONS:

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program. The type of outcome (column D) and expected timeframe for change (column E) should be defined. Objectives must follow the “SMART” guideline: specific, measurable, attainable, realistic, and time-bound (column C). Each objective should include an expected target result (column G) and completion date (“time-bound” part of column C).

New and continuing grant proposals must fill out the Evaluation Worksheet - instructions differ as follows: NEW GRANT PROPOSALS: RFP Section VIII.2.A. requires identifying, quantifying and measuring the need (column F). RFP Section VIII.2.B. requires linking the identified need to the 2014 Kitsap County Behavioral Health Strategic Plan Goal(s) (column J).

CONTINUATION GRANT PROPOSALS: RFP Section IX.1.A. requires reporting progress toward meeting approved project goals, objectives and outcomes in the original grant proposal.

DEFINITIONS:

Goal:	A broad statement or a desired, longer-term, outcome of a program. A program can have one or multiple goals. Each goal has a one or more related specific objectives that, if met, will collectively achieve the stated goal.
Activity:	Actions taken or work performed to produce specific outputs and outcomes.
Objective:	A statement of a desired program result that meets the criteria of being SMART (specific, measurable, achievable, realistic, and time-bound).
Output:	Results of program activities; the direct products or deliverables of program activities; such as number of: sessions completed, people served, materials distributed.
Outcome:	Short-term and medium-term effect of a program (change) - can be in: participant satisfaction; knowledge, attitude, skill; practice or behavior; overall problem.
Timeline:	Is the outcome expected to measure short-term, medium-term or a longer-term change? When will measurement begin? How often will measurement be done (frequency, annual, quarterly, etc.)?
Baseline:	The status of services or outcome-related measures before an intervention against which progress can be assessed or comparisons made. Should include data and time frame. <u>New proposals:</u> Identify your assessment of need measure (RFP page 12)
Target:	The objective a program is working towards, expressed as a measurable value; the desired value for an indicator at a particular point in time.
Results:	For <u>continuation</u> applicants only: Report results for your work over the past contract years and include the date.
Source:	How and from where will data be collected?
BH Plan Strategic Goal:	See RFP page 4.

EVALUATION WORKSHEET

EXAMPLE WORKSHEET

PROJECT NAME:

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE Data and time	G. TARGET	H. RESULTS Continuation grants	I. SOURCE	J. BH Strategic Plan Goal #
Decrease substance use among program participants.	Screen all participants for substance use using the xyz tool.	100% of participants with a completed appointment will have been screened for substance use using the xyz tool by the end of each quarter.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	0 new tool	100%		Program database	2
	Refer all participants screening positive on the xyz tool for diagnostic and treatment services.	100% of participants screening positive on the xyz tool will have been referred for diagnostic and treatment services	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	0, new tool	100%		Program database, DON'T KNOW IF REFERRAL RESULTED IN SERVICES OR NOT	2
		BETTER: 75% of participants screening positive on the xyz tool who are referred for diagnostic and treatment services initiate those services within 6 weeks.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	n/a, new tool	75%		Program database:: HAVE TO BE TRACKING REFERRAL OUTCOME!	2
	Assess ongoing substance use of participants screening positive on the xyz tool.	100% of participants screening positive on the xyz tool will show improvement (decreased use) on 6 month rescreen.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input type="checkbox"/> Short <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	n/a, new tool	100%		Program database, Xyz rescreen tool	2

EVALUATION WORKSHEET

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE <small>Data and time</small>	G. TARGET	H. RESULTS <small>Continuation grants</small>	I. SOURCE	J. BH Strategic Plan Goal #
Increase department capacity to provide trauma-informed crisis intervention.	Train officers in crisis intervention.	100% of Department officers will have participated in at least 1 crisis intervention training by 12/31/15.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	n/a	100%		Program database	3,4,5
		Start date: <u>7/1/15</u>							
		Frequency: quarterly	<input type="checkbox"/> Assessment of need						
		75% of Department officers will report a high level of comfort using new crisis intervention skills on training post-test.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input checked="" type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	n/a	100%		Training post test	3,4,5
		Start date: <u>7/1/15</u>							
		Frequency: quarterly	<input type="checkbox"/> Assessment of need						
Complete at least 6 crisis intervention trainings for Department officers by 6/30/16.	<input checked="" type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	0, did not exist previously	6		Program database	3.4.5		
Start date: <u>7/1/15</u>									
Frequency: annual	<input type="checkbox"/> Assessment of need								

EVALUATION WORKSHEET

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE <small>Data and time</small>	G. TARGET	H. RESULTS <small>Continuation grants</small>	I. SOURCE	J. BH Strategic Plan Goal #
Reduce incidence of offender re-arrest.	Offenders participate in in-jail treatment services.	75% of offenders participating in in-jail treatment complete the program before discharge.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u>	0 new	75%		Program database	1,2,3,4,5
		100% of offenders completing in-jail treatment remain arrest-free for one year following release.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input checked="" type="checkbox"/> Outcome: Impact on overall problem	<input type="checkbox"/> Short <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u>	n/a	100%		Program database	1,2,3,4,5
		75% of offenders participating in in-jail treatment program are very or extremely satisfied with the program.	<input type="checkbox"/> Output <input checked="" type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u>	n/a, new tool	75%		Program data, satisfaction survey	1,2,3,4,5
		Frequency: annual	<input type="checkbox"/> Assessment of need						
		Frequency: annual	<input type="checkbox"/> Assessment of need						
		Frequency: quarterly	<input type="checkbox"/> Assessment of need						



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**
Nicki Kremer, Office Supervisor
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Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Mental Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Montgomery, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.4609
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
1975 NE Fuson Road
Bremerton, WA 98311
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Bob Potter, Director, OWDA
Phone: 360.337.4873

Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

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 13th day of January 2014.

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

CHARLOTTE GARRIDO, Chair

ROBERT GELDER, Commissioner

VACANT, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs

Second Quarter Report Summary Report

October 1, 2015 – December 31, 2015



Kitsap County Mental Health, Chemical Dependency & Therapeutic Courts Program Quarterly Narrative Summary 12/31/15

Progress on Implementation and Program Activities:

Agency: Kitsap Mental Health Services (KMHS)

Program Name: Crisis Triage Center

During the second quarter the Director continued progressing towards pre-construction/remodeling goals. Washington State Administrative Codes (WACs) were reviewed to ensure compliance with Department of Health (DOH) Licensing, both construction and operations, and Department of Behavioral Health and Rehabilitation (DBHR) operating requirements. Research on best practice crisis triage facility and operations to ensure development of quality of program development, policies and procedures was conducted. Ongoing outreach/networking activities with safety net and other service providers continues. Timeline to be adjusted dependent on date of vacate of Kitsap Recovery Center (KRC) for construction renovation to begin as well as formal process for KMHS to take possession of the facility and assume legal responsibility for its operation and management. Current assumption is KMHS takes control of building as of December 2016, this is currently under discussion, dependent on date by which KRC is vacated and ready for renovation and subsequently, to begin operations. Construction budget confirmed following the construction bidding process. *Operational budget for 2016 being developed for October 2015 – November 2016* Operational budget will need to be further developed to account for inflation during delay in timeline. Further discussions to take place between KMHS, Kitsap County Regional Support Network, and Kitsap County Human Services department to review sources of funding, especially Medicaid and local financing.

Agency: Healthy Start Kitsap

Program Name: Nurse Family Partnership (NFP)

During the second quarter the program retained 10 of the 12 clients that were enrolled during the first year. Two clients left the program. They have subsequently filled the two vacant slots funded by this grant to successfully maintain enrollment target of 12. All of these clients received prenatal care within one month of NFP program admission and are enrolled in a health care plan. Of these clients, 83% (N=10) have identified mental health problems and have been connected to a mental health professional and 30% (N=3) have shown improvement as measured by the Omaha System problem rating scale. Four clients (33%) have an identified substance use problem and all have maintained the progress they have achieved in knowledge, behavior, and status as measured by the Omaha System problem rating scale. One of these clients is following through with chemical dependency treatment and the other three are continuing to receive support from the NFP nurse and Behavioral Health Specialist. To date, eight clients (67%) have participated in Adverse Childhood Experiences (ACE) screening with scores ranging from 1 – 9. Seven (58%) of these clients have ACE scores of 3 or higher. NFP nurses have completed 49 visits with these 12 clients during this quarter and are delivering services as prescribed by the program model while maintaining fidelity to the 18 NFP program elements.

Agency: Martha and Mary Health Services

Program Name: Older Adult Behavioral Health

During the second quarter 33 Martha & Mary staff participated in the Mandt training. Renovation of the nurse's station and the corridor adjacent to it, which is the entrance to the hallway designated for behavioral health clients was completed. New flooring was installed. Four (4) behavioral health patients were admitted during the second quarter, serving 14 clients in the second quarter. As of December 2015, they have served a total of 24 behavioral health clients since the program began in November 2014. Of that total, four are deceased, and six have discharged to a lower level of care, or have stabilized and are no longer part of the behavioral health program. Martha and Mary completed an Extended Care Contract, which provides a short-term Medicaid add-on to help cover cost of care, through the Department of Health & Human Services--Home and Community Services (DSHS/HCS) social workers. However, they have not yet admitted a patient who meets that program's specific criteria.

Agency: West Sound Treatment Center**Program Name: New Start**

During the second quarter thirty-one (31) Voluntary Assessments and 7 Intakes were completed. Nineteen (19) Involuntarily Court Mandated Assessments were completed. Sixteen (16) inmates are currently receiving two 2-hour Moral Reconciliation Therapy (MRT) groups weekly, one 2-hour T4C education group weekly, and one 1:1 session per month. Six (6) inmates not eligible for in-jail treatment were engaged in re-entry services only. Collaborative efforts include our partnership with Kitsap County Jail Staff, and continued outreach to our elected officials, community resource partners, and our stakeholders. We provide informational tours at least quarterly and provide training and information to service clubs, other non-profits, and potential donors as scheduled. While our New Start houses specifically were implemented to provide 9-12 month transitional housing, the recovery process and the overcoming of significant barriers of our high-need level participants does not resolve in this short time period. In addition, there continues to be a lack of available beds in our county for inmates exiting the jail into homelessness. Our men's house is currently completely full and our women's house is reaching full-capacity in the next month with females leaving the jail who are engaged in services including re-entry but that have nowhere to go upon their release. We anticipate applying to increase the number of supportive housing beds for our New Start program.

Agency: Kitsap County Juvenile Court**Program Name: Enhanced Juvenile Therapeutic Court**

During the second quarter services were provided to five Individualized Treatment Court (ITC) youth and three Juvenile Drug Court (JDC) youth. In October 2015, ten members of our Therapeutic Court Teams attended the Washington State Association of Drug Court Professionals Conference in Seattle. Attendees included the Juvenile Drug Court (JDC) and ITC Judge, Therapeutic Court Coordinator, Prosecuting Attorney, Defense Attorney, JDC Probation Counselor, ITC Probation Counselor, and all four Chemical Dependency Professionals with Kitsap Adolescent Recovery Services (KARS). Since July 2015, nine youth have successfully completed one of our two Therapeutic Court programs. During the first quarter, three youth completed JDC. During the second quarter, four youth completed JDC and two youth completed ITC. None of the nine youth have been convicted of a new offense since completing the programs.

Agency: Olympic Educational Service District 114**Program Name: School Based Behavioral Health**

During the second quarter there were 345 referrals, 123 students' enrolled (67 High School and 56 Elementary); and 114 adults received training. The Mental Health Therapists continue to provide services in all targeted elementary schools. Referrals have been low in one particular school, therefore meetings with School District and Building administrators have occurred to problem solve. Student Assistance Prevention Intervention Specialist's (SAPIS) continue to provide services in all targeted high schools (67 students enrolled). In addition, on call screening services were provided to junior high/middle schools for students after a violation of the drug and alcohol policy occurred. To date, 15 screenings have been provided to junior high/middle school students; 7 students were referred for additional services which included mental health counseling and substance abuse treatment. Three Trainings were held on ACEs/Resiliency with a combined total of 86 participants and 73 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 69%; Ask: 62% and Assist: 60%. Two trainings on substance use were held with a combined total of 28 participants and 13 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 23%; Ask: 60%; Assist: 40%.

Agency: City of Poulsbo**Program Name: Behavioral Health Outreach**

During the second quarter the program served 29 individuals. The program has differentiated clients into 'intensive' and 'supportive' based on need and level of service, and a data collection system has been established that tracks client needs and satisfaction with the program. The Behavioral Health Specialist (BHS) regularly attends Bainbridge Island Municipal and Poulsbo Municipal courts and works closely with the Poulsbo judge, prosecutor, court administrators, and defense attorney. He has assisted clients at the Kitsap County District and Bremerton Municipal Court. All clients participating in pre-trial diversion agreements are

in compliance. Important progress is being made to improve coordination between police, Designated Mental Health Professionals (DMHs), and hospitals/treatment providers to improve response to people suffering from mental health disorders. The need for someone to facilitate communication between Kitsap Mental Health Services (KMHS) case managers and court administrators, specifically in the context of sending/receiving compliance reports has been identified. The BHS was able to show that several individuals were compliant with court requirements who were deemed non-compliant. He was also able to get an individual to a court hearing who otherwise would have missed it, thereby avoiding an arrest.

Agency: Kitsap County Superior Court

Program Name: Adult Drug Court Expansion

During the second quarter 1 Chemical Dependency Professional position and 1 Treatment Aide position continue to be vacant. Since hiring the Mental Health Specialist, 52 participants have been identified who require a referral to Kitsap Mental Health (KMHS) for co-occurring issues. Those participants are now being monitored by the Drug Court-KMHS team member and will be responsible for bridging the gap between the Kitsap Recovery Center and KMHS staff, fostering better communication and a faster identification and referral process to KMHS. Twenty participants are receiving the Vivitrol shot, all of whom report a significant reduction in cravings and relapse. Participant receiving this treatment will continue to be monitored and their progress will be compared to those participants with same drug of choice who opt not to receive the shot. Of the 52 participants who received mental health services, 20 have had successful phase progression in the program. Of the total active 150 Adult Drug Court participants, 11 graduated October 20, 2015. Of the 11 graduates, 7 received KMHS services. Overall termination rate for the quarter was 8.6%. Of the 52 receiving mental health services, 7 were terminated this quarter, or 13.4%.

Agency: Kitsap County Juvenile Court

Program Name: Kitsap Adolescent Recovery Services

During the second quarter Kitsap Adolescent Recovery Services (KARS) has provided outpatient treatment services to 56 juvenile justice involved youth with diagnosed substance use disorders; nineteen youth in the Juvenile Drug Court (JDC) program, thirty-six youth on traditional probation, and one youth under the juvenile court jurisdiction on an At-Risk Youth (ARY) petition. There are no youth in the Individualized Treatment Court (ITC) program currently participating in outpatient treatment with KARS. There were 12 new admissions to the KARS program for outpatient treatment services; two youth in JDC and ten youth on traditional probation. Since July 1, 2015, fifteen youth have completed drug and alcohol treatment with KARS. During the same time period, five youth completed probation and are no longer in treatment with KARS. None of these twenty youth have been convicted of a new offense since leaving the program. KARS clients are referred to a Student Assistance Prevention and Intervention Specialist (SAPIS) at their school for continued recovery support and academic improvement efforts. This partnership has the potential to support a more robust continuum of care for juvenile justice involved youth by potentially providing ongoing support services during and after involvement in treatment while under the jurisdiction of the juvenile court. The goal is to reduce factors closely associated with risk to re-offend, including low levels of performance and involvement in school, and problems with alcohol and/or other drugs.

Agency: Bremerton Police Department

Program Name: Crisis Intervention Training

During the second quarter 16 officers were trained in the full 40-hour Crisis Intervention Training. The training was held at Poulsbo Fire Station 71 from December 7-11, 2015. One firefighter participated in the training. The program has asked CENCOM (911 services in Kitsap) to keep track of calls dealing with potential mental health issues. The officer's in each department will close a call with a disposition of Crisis Intervention Officer (CIO) which is than trackable. This will assist the departments determine how many mental health calls are being answered. In addition, members of the CIO group meet with Matt Duthie from the Poulsbo Court Grant Program and used his expertise to reach out to Bainbridge Islanders that have mental illness. The CIO Group is still investigating other sources of funding.

Agency: Washington State University**Program Name: Strengthening Families Program**

During the second quarter the Strengthening Families (SFP) (10-14) program supervisor was hired. Bev Cobain, retired psychiatric nurse and suicide prevention author, undertook training to supervise Strengthening Families (10-14) programs with Cottonwood Elementary, Emmanuel Apostolic and the Port Gamble S'Klallam communities. This grant funded the Coordinator at Cottonwood, as well as four certified facilitators and family meals. The program was held October 8 through November 19, 2015. Parent/caregiver and youth pre and post-tests were provided to the WSU SFP (10-14) lab for analysis. Using Division of Behavioral Health and Recovery (DBHR) funding for community drug/alcohol abuse prevention coalitions, a Strengthening Families (10-14) program was conducted in collaboration with New Life Community Development Association at Emmanuel Apostolic Church October 18 through November 29, 2015. DBHR is also funding a Strengthening Families (10-14) program currently being conducted at Little Boston with members of the Port Gamble S'Klallam tribe January 14 through February 25, 2016 and Fortaleciendo Familias (10-14) – a Spanish language program that is planned for West Hills STEM Academy February 5 through March 25, 2016. Supervision of the DBHR funded SFP (10 – 14) programs is supported through the Mental Health, Chemical Dependency and Therapeutic Court tax grant funding.

Success Stories**West Sound Treatment Center**

Brent is a 32 year old male, incarcerated for 8 months, completed Moral Reconciliation Therapy (MRT) in Jail Treatment, and has resided at New House for men for the past three months. He was a prior six-digit income earner with a Masters' Degree however, his addiction to heroin destroyed his career. He will be 1 year sober in less than a month, has reunited with his young daughter, is taking parenting classes and is attending Compass Vocational Services to begin looking at career options.

Kate is a 23 year old single mom who completed MRT in-jail treatment and resides at the New Start House for women. She has regular visitation now with her young daughter, is working full-time and just received "employee of the month" at her job. Kate has 9 months sober, participates in Celebrate Recovery, and sings with the choir at her church.

Both Brent and Kate attend Continuing –care treatment and Compass Vocational Services at West Sound Treatment Center and are required to participate in case management and individual counseling at their homes.

Olympic Educational Service District 114

A student was referred who was struggling with symptoms of anxiety that prevented the student from attending school and limited the family's ability to attend community functions. The therapist met with the child weekly to identify triggers, understand the physical symptoms of anxiety and explore techniques to help reduce the symptoms. The therapist also talked with the parents about the skills used in session to help practice at home. The student was able to return to school full time in January and the family reports successfully being able to attend events and travel more with their child. The therapist partnered with a family to connect them to a primary care doctor who was able to prescribe medication that has drastically impacted the student's ability to be in school. The teacher reports that she is able to better connect with the student and the student is able to advocate for his needs safely.



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs Quarterly Summary Narrative Report

Second Quarter: October 1, 2015 – December 31, 2015

Agency		Second QT Outcomes
<p>Kitsap Mental Health Services</p> <p>Baseline: 0 Unduplicated number of individuals served during the quarter</p>	<p>\$693,059.00</p>	<p>Washington State Administrative Codes (WACs) reviewed to ensure compliance with Department of Health (DOH) Licensing, both construction and operations, and Department of Behavioral Health and Rehabilitation (DBHR) operating requirements (continued activity)</p> <p>Research best practice crisis triage facility and operations to ensure development of quality of program development, policies and procedures.</p> <p>Outreach/ networking activities with safety net and other service providers, including meeting with Bremerton Police Department Crisis Team representative, Officer Tim Garrity.</p> <p>Job descriptions (14 Job Descriptions for multiple positions) completed and submitted for review by Kitsap Mental Health Services (KMHS) Human Resources and assignment of job classification to determine wage range and ensure accurate budget projections.</p> <p>Obtained essential facility design approval from DOH and DBHR.</p> <p>Collaborating with DBHR in the development of policies and procedures to ensure Crisis Triage Unit (CTU) and Substance Abuse Detoxification Unit (SADU) policies and procedures are written that easily meet or exceed audit standards.</p>
<p>Healthy Start Kitsap</p> <p>Baseline: 14 Unduplicated number of individuals served during the quarter</p>	<p>\$50,166.00</p>	<p>100 % of patients received prenatal care within a month of enrollment.</p> <p>67 % of patients offered ACEs screen and education on how to mitigate the impacts.</p> <p>100 % of patients screened for depression.</p> <p>67 % of patients with an identified mental health problem show improvement.</p> <p>25 % of patients screened positive for substance use referred for diagnostic and treatment services.</p> <p>50 % of patients screened positive for substance use show improvement.</p> <p>100 % patients screened positive for domestic violence developed a safety plan.</p> <p>100 % referrals monitored for follow-through.</p> <p>100 % patients enrolled in health insurance plan.</p> <p>60 % of NFP babies receive well child care on the AAP recommended schedule.</p> <p>80 % NFP babies receive immunizations on CDC ACIP recommended schedule.</p> <p>80 % NFP babies are breastfeeding at 6 months.</p> <p>100 % patients received education on positive parenting topics.</p>
<p>Martha and Mary</p> <p>Baseline: Unduplicated number of individuals served during the quarter</p>	<p>\$298,460.00 (Year 1)</p> <p>\$148,325.00 (Year 2)</p>	<p>30,912 hours of behavioral health programming provided.</p> <p>0 nurses receive certification in Mental Health.</p> <p>33 staff on the Unit retained after completing the Mandt curricula (train-the-trainer series).</p> <p>Renovation of the nurse's station and the corridor adjacent to it, which is the entrance to the hallway designated for behavioral health clients is complete. New flooring was installed.</p> <p>1 successful discharge of residents out of the Unit to other care settings because their complex medical and behavioral health conditions have stabilized; and they no longer require specialized services.</p> <p>0 increase older adults with complex medical and behavioral health conditions within the Contractor's family of services being successfully managed and followed by mental health experts</p>

Second QT Outcomes	
West Sound Treatment Center Agency Baseline: 60 Unduplicated number of individuals served during the quarter	\$229,379.00 31 Voluntary Assessments completed 19 Involuntary Assessments completed 7 Intakes were completed 16 inmates attended MRT treatment in the jail 13 inmates attended Continuing Care at West Sound Treatment Center (WSTC) 10 inmates completed MRT in jail 100% of offenders referred upon completion of New Start in jail appeared for Continuing Care Treatment Services at WSTC. 10 men were served at the New Start House for men, with 8 current residents 7 women were served at the New Start House for women, with 5 current residents
Juvenile Services Therapeutic Court Baseline: Unduplicated number of individuals served during the quarter • (JDC) Juvenile Drug Court – 6 • (ITC) Individualized Treatment Court – 2	\$187,644.00 6 participants successfully completed (JDC: 4 / ITC: 2) 0 participants terminated (JDC: 0 / ITC: 0) 0 participants who completed treatment committed a new offense 8 participants referred to OESD Student Assistance Program (JDC: 5 / ITC: 3) 3 participants missed court due to transportation challenges (JDC: 2 / ITC 1) 78 sanctions/59 rewards = JDC: 45/19 ITC: 33/40 51 of “designer drug” UAs 0 of positive “designer drug” UAs 0 of sanctions for “designer drugs” 1 youth who wore a SCRAM Alcohol Monitoring Bracelet 1 conferences/training attended by JDC/ITC team members
Olympic Educational Service District 114 Baseline: Unduplicated number of individuals served during the quarter • 345 Referrals • 123 Enrolled • 114 Adults Trained	\$835,418.00 Three Trainings were held on ACEs/Resiliency with a combined total of 86 participants and 73 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 69%; Ask: 62% and Assist: 60% Two trainings on substance use were held with a combined total of 28 participants and 13 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 23%; Ask: 60%; Assist: 40%. % of students completing more than 8 sessions with the BHS show improved overall health and wellbeing functioning. % of the targeted students completing more than 8 sessions with the SAPIS show improved overall health and wellbeing. % reduction in substance use for students with an identified substance use reduction goal for services.
City of Poulsbo Baseline: 29 Unduplicated number of individuals served during the quarter	\$73,510.00 # Individuals with mental health or co-occurring disorder on active case list # Individuals with mental health or co-occurring disorder on in active case list # Clients non compliant or rearrested # Arrests prevented (helped produce a compliance report, helped a client remember a court date, etc.) # new referrals from judge, police or attorney

Agency		Second QT Outcomes	
<p>Kitsap Superior Court Adult Drug Court</p> <p>Baseline: 50 Unduplicated number of individuals served during the quarter</p>	\$501,412.00	<p>50 of individuals served. 0 of individuals on a waitlist. 52 of individuals served with co-occurring substance use and mental health disorders. Of the 52 participants who received mental health services, 20 have had successful phase progression in the program. Of the total active 150 participants, 11 graduated October 20, 2015. Of the 11 graduates, 7 received mental health services Overall termination rate for the quarter was 8.6%. Of the 52 receiving mental health services, 7 were terminated this quarter, or 13.4%. 4 participants utilized the SCRAM bracelets this quarter.</p>	
<p>Juvenile Services KARS Program</p> <p>Baseline: Unduplicated number of individuals served during the quarter</p>	\$200,176.00	<p>12 of individuals admitted to the program. 81.1% September 2015 Retention Rate of youth in treatment. 0 of individuals on a waitlist. 15 (60%) youth have completed treatment within the last year. 0 youth have completed treatment within the last year who have committed a new crime. 13 (23%) individuals served with co-occurring substance use and mental health disorders. 27 (48 %) of KARS clients who have had violations for non-compliance with treatment.</p>	
<p>Bremerton Police Department</p> <p>Baseline: 17 Unduplicated number of individuals served during the quarter</p>	\$54,426.00	<p>1 Crisis Intervention Training held. 16 Officers and 1 Firefighter trained in Crisis Intervention. 6 newly certified Crisis Intervention Officers. CENCOM (911 services in Kitsap) has begun to track calls dealing with potential mental health issues. Crisis Intervention Officer's (CIOs) have begun to close a call with a disposition of mental health issues.</p>	
<p>Washington State University</p> <p>Baseline: 85 Unduplicated number of individuals served during the quarter</p>	\$36,529.90	<p>11 families participated in Strengthening Families (10 – 14) Program (SFP) 21 adult caregivers participated in SFP 17 youth participated in SFP % increase in opportunities for prosocial involvement. % increase in family attachment. % decrease in family conflict. % decrease in poor family management. % increase in rules about substance use. % increase in positive involvement. % increase in family harmony. % increase in communication.</p>	
Total	\$3,010,044.90		

**Kitsap County Mental Health, Chemical Dependency and
Therapeutic Court Programs Quarterly Fiscal Report July 1, 2015 - June 30, 2016**

Second Quarter: October 1, 2015 - December 31, 2015											
Agency	First QT	%	Second QT	%	Third QT	%	Fourth QT	%			
Kitsap Mental Health Services	\$ 693,059.00	0.00%	\$ 26,362.90	3.80%	\$ -	0.00%	\$ -	0.00%			
Healthy Start Kitsap	\$ 50,166.00	24.09%	\$ 11,916.51	23.75%	\$ -	0.00%	\$ -	0.00%			
Martha and Mary	\$ 148,325.00	4.15%	\$ 12,547.94	8.46%	\$ -	0.00%	\$ -	0.00%			
West Sound Treatment Center	\$ 229,379.00	20.53%	\$ 54,580.00	23.79%	\$ -	0.00%	\$ -	0.00%			
Juvenile Services Therapeutic Court	\$ 187,644.00	17.66%	\$ 27,799.00	14.81%	\$ -	0.00%	\$ -	0.00%			
Olympic ESD 114	\$ 835,418.00	5.61%	\$ 144,746.30	17.33%	\$ -	0.00%	\$ -	0.00%			
City of Poulsbo	\$ 73,510.00	0.00%	\$ 17,656.43	24.02%	\$ -	0.00%	\$ -	0.00%			
Kitsap Superior Court Adult Drug Court	\$ 501,412.00	14.76%	\$ 84,778.18	16.91%	\$ -	0.00%	\$ -	0.00%			
Juvenile Services KARS Program	\$ 200,176.00	15.74%	\$ 28,638.75	14.31%	\$ -	0.00%	\$ -	0.00%			
Bremerton Police Department	\$ 54,426.00	6.23%	\$ 13,844.98	25.44%	\$ -	0.00%	\$ -	0.00%			
Washington State University	\$ 36,529.90	0.00%	\$ 8,085.29	22.13%	\$ -	0.00%	\$ -	0.00%			
Total	\$ 3,010,044.90	8.45%	\$ 430,956.28	14.32%	\$ -	0.00%	\$ -	0.00%			
Second Quarter: October 1, 2015 - December 31, 2015											
	# Participants	First QT	%	Second QT	%	Third QT	%	Fourth QT	%		
Kitsap Mental Health Services	2,336	0	0.00%	0	0.00%	0	0.00%	0	0.00%		
Healthy Start Kitsap	12	12	100.00%	14	116.67%	0	0.00%	0	0.00%		
Martha and Mary	80	17	21.25%	14	17.50%	0	0.00%	0	0.00%		
West Sound Treatment Center	160	57	35.63%	29	18.13%	0	0.00%	0	0.00%		
Juvenile Services Therapeutic Court	30	34	113.33%	8	26.67%	0	0.00%	0	0.00%		
Olympic ESD 114	365	175	47.95%	123	33.70%	0	0.00%	0	0.00%		
City of Poulsbo	30	0	0.00%	29	96.67%	0	0.00%	0	0.00%		
Kitsap Superior Court Adult Drug Court	50	50	100.00%	50	100.00%	0	0.00%	0	0.00%		
Juvenile Services KARS Program	155	63	40.65%	56	36.13%	0	0.00%	0	0.00%		
Bremerton Police Department	324	0	0.00%	23	7.10%	0	0.00%	0	0.00%		
Washington State University	60	0	0.00%	88	146.67%	0	0.00%	0	0.00%		
	3,602	408		434		0		0			



Department of Human Services

Doug Washburn
Director

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Citizens Advisory Committee Meeting Tuesday, March 15, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of February 16 th Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Evaluation Planning
Staff /Contractor (Attachment 2) | 5:15 – 5:30 |
| 5. Crisis Triage Update
Staff/Contractor | 5:30 – 5:50 |
| 6. Request for Proposal Update
Staff (Attachments 3 and 4) | 5:50 – 6:10 |
| 7. Approval of Amended Bylaws*
Full Committee (Attachment 5) | 6:10 – 6:20 |
| 8. Membership – Open Positions*
Full Committee | 6:20 – 6:30 |
| 9. Behavioral Health Organization Update
Advisory Board Members | 6:30 – 6:40 |
| 10. Community Input | 6:40 - 6:50 |
| 11. Committee Member Check-in
Lois Hoell | 6:50 – 7:00 |
| 12. Adjourn | |

*** Action Item**



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
February 16, 2016**

Lois Hoell, Chair, called the meeting to order at 5:01 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the January 19, 2016 Minutes, the following action was taken:

ACTION: Jeannie Screws moved to approve the January 19, 2016 meeting minutes as presented. Richard Daniels seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

The following information was provided to the board:

- Gay Neal, Staff, presented that, since the last meeting, an updated timeline for the Crisis Triage and Work Release Facility renovation projects has been completed and is included in the agenda packet. The updated timeline reflects the new contracting process that Kitsap County Facilities Maintenance (Facilities) has entered into due to the issues that arose during the awarding of the recent RFP for the Work Release Facility renovations. Facilities has gone outside of the traditional RFP process and hired a general contractor to complete the necessary renovations. With the new general contractor, the Work Release Facility project will be completed within budget and in six months. Work will begin in April 2016 and the expected completion date is September 2016, with the Kitsap Recovery Center (KRC) slated to move in November 2016. Kitsap Mental Health Services (KMHS) would then take over the KRC building in November 2016, with a plan to complete their renovations and to open the Crisis Triage Center in July 2017. In an effort to stay on timeline, Doug Washburn, Staff, has continued to look into other facilities that KRC could move into so that KMHS could begin renovations on the KRC building as soon as possible; no options at this time.
- Damian Uzueta, KMHS, presented that the Crisis Triage Center will open in July 2017 as long as KMHS can begin building renovations in November 2016. Damian discussed that the Crisis Triage Center could open earlier; however, they are giving themselves six months to complete the renovations in case any issues arise. Damian mentioned that KMHS is currently working on program development with policies and procedures, and have updated the verbiage related to the program to reflect the provision of withdrawal management services (sub-acute) as opposed to detox. Damian ended his discussion with a brief mention that the Crisis Triage Center will have Naloxone, a nasal spray used to counter the effects of opioid overdose, as part of their program.

Discussion was had regarding the Crisis Triage Center and the funding utilized for patient services – Medicaid vs. non-Medicaid vs. no insurance – and if there were limitations on who could be seen at the center. This conversation segued into a brief discussion on grant applications – continuation vs. new grant applications – and what constituted a need for a new grant application if a current grantee was applying.

EVALUATION PLANNING

Gay Neal, Staff, provided an Evaluation Worksheet (Attachment 3 in the agenda packet) and requested that members review the worksheet prior to the March 15, 2016 meeting.

REQUEST FOR PROPOSAL UPDATE

Gay Neal, Staff, reviewed the RFP calendar/timeline with the Committee. For the April 19, 2016 meeting, the Committee members requested additional time to discuss their RFP rankings. To facilitate additional discussion time, it was decided that, on April 19, the CAC will hold a closed meeting from 4:00-6:00 p.m., followed by their regularly-scheduled open meeting from 6:00-7:00 p.m.

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

Russell Hartman opened this section of the meeting with a brief update on the Salish BHO Advisory Board. He noted that the next meeting will be on Friday, February 26, and that the board is working with the three-county (Clallam, Jefferson and Kitsap) Commissioners to determine expectations. Lois Hoell, Chair, then provided an overview of the Salish BHO Executive Board. Lois noted that Commissioner Kler remains the Chair of the Executive Board and that Anders Edgerton, Salish BHO Administrator, has been providing excellent training to ensure the Executive Board understands what is happening through the transition. The Executive Board has requested a retreat be scheduled for all nine Commissioners from the three counties to ensure everyone is up to speed. Lois closed this section with a brief discussion on Salish BHO funding concerns.

MEMBERSHIP – OPEN POSITIONS

Gay Neal, Staff, brought forward that there is an open Education position. Current CAC members were asked to assist with recruiting for the open position.

BYLAWS REVIEW

Gay Neal, Staff, opened this section by bringing everyone's attention to Bylaws Article 4.b. – Membership Representation. As the Peninsula Regional Support Network Advisory Board has been replaced by the Salish BHO Advisory Board, and the Substance Abuse Advisory Board will no longer exist as of April 1, 2016, updates need to be made. Discussion was had regarding new representation possibilities and how the original representation had been decided upon.

ACTION: Russell Hartman moved to amend Article 4, Section b, as follows: Sub-paragraph 1 – Change designated organization to Salish Behavioral Health Organization; Sub-paragraph 2 – Strike in its entirety; Sub-paragraph 7 – Change to six (6) At-Large members. Robert Parker seconded the motion. Discussion was had. Motion carried, Kathleen Cronin opposed.

ACTION: Richard Daniels moved to amend Article 4, Section c, Sub-paragraph 3, to read as follows: Quarterly review performance outcomes of funded proposals and achievement of County behavioral health goals. Russell Hartman seconded. Motion carried unanimously.

ACTION: Lois Hoell moved to amend Article 6 to read as follows: 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 (3) unexcused absences by any member during any 12 month period may result in removal of the member by the BOC. Russell Hartman seconded. Motion carried unanimously.

Discussion was had regarding Article 4.c.5. related to the Strategic Plan and the role of the Strategic Planning Team. It was noted that the Strategic Plan will be reviewed upon completion of the 2016 RFP process.

SECOND QUARTER REPORT

Discussion was had regarding the various sources of funds that CAC grant awardees receive, particularly additional funds received from other programs administered through the Kitsap County Human Services department. Discussion was also had regarding the value of the quarterly reports and the need to fine-tune the data received to better reflect successes and/or difficulties. The expectation is that Siri Kushner, Kitsap Public Health District, will assist with ensuring better data through her evaluation worksheet/process.

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, March 15, 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

MEMBERS	GUESTS
Kathleen Cronin	Damian Uzueta, KMHS
Richard Daniels	Ellen Epstein, RMH Services
Aimee DeVaughn	
Russell Hartman	
Lois Hoell	
Robert Parker	
Jeannie Screws	
Dave Shurick	
Colleen Smidt	
Connie Wurm	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn (Excused)	

EVALUATION WORKSHEET

INSTRUCTIONS:

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program. The type of outcome (column D) and expected timeframe for change (column E) should be defined. Objectives must follow the “SMART” guideline: specific, measurable, attainable, realistic, and time-bound (column C). Each objective should include an expected target result (column G) and completion date (“time-bound” part of column C).

New and continuing grant proposals must fill out the Evaluation Worksheet - instructions differ as follows: NEW GRANT PROPOSALS: RFP Section VIII.2.A. requires identifying, quantifying and measuring the need (column F). RFP Section VIII.2.B. requires linking the identified need to the 2014 Kitsap County Behavioral Health Strategic Plan Goal(s) (column J).

CONTINUATION GRANT PROPOSALS: RFP Section IX.1.A. requires reporting progress toward meeting approved project goals, objectives and outcomes in the original grant proposal.

DEFINITIONS:

Goal:	A broad statement or a desired, longer-term, outcome of a program. A program can have one or multiple goals. Each goal has a one or more related specific objectives that, if met, will collectively achieve the stated goal.
Activity:	Actions taken or work performed to produce specific outputs and outcomes.
Objective:	A statement of a desired program result that meets the criteria of being SMART (specific, measurable, achievable, realistic, and time-bound).
Output:	Results of program activities; the direct products or deliverables of program activities; such as number of: sessions completed, people served, materials distributed.
Outcome:	Short-term and medium-term effect of a program (change) - can be in: participant satisfaction; knowledge, attitude, skill; practice or behavior; overall problem.
Timeline:	Is the outcome expected to measure short-term, medium-term or a longer-term change? When will measurement begin? How often will measurement be done (frequency, annual, quarterly, etc.)?
Baseline:	The status of services or outcome-related measures before an intervention against which progress can be assessed or comparisons made. Should include data and time frame. <u>New proposals:</u> Identify your assessment of need measure (RFP page 12)
Target:	The objective a program is working towards, expressed as a measurable value; the desired value for an indicator at a particular point in time.
Results:	For <u>continuation</u> applicants only: Report results for your work over the past contract years and include the date.
Source:	How and from where will data be collected?
BH Plan Strategic Goal:	See RFP page 4.

EVALUATION WORKSHEET

EXAMPLE WORKSHEET

PROJECT NAME:

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE Data and time	G. TARGET	H. RESULTS Continuation grants	I. SOURCE	J. BH Strategic Plan Goal #
Decrease substance use among program participants.	Screen all participants for substance use using the xyz tool.	100% of participants with a completed appointment will have been screened for substance use using the xyz tool by the end of each quarter.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	0 new tool	100%		Program database	2
	Refer all participants screening positive on the xyz tool for diagnostic and treatment services.	100% of participants screening positive on the xyz tool will have been referred for diagnostic and treatment services	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	0, new tool	100%		Program database, DON'T KNOW IF REFERRAL RESULTED IN SERVICES OR NOT	2
		BETTER: 75% of participants screening positive on the xyz tool who are referred for diagnostic and treatment services initiate those services within 6 weeks.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	n/a, new tool	75%		Program database:: HAVE TO BE TRACKING REFERRAL OUTCOME!	2
	Assess ongoing substance use of participants screening positive on the xyz tool.	100% of participants screening positive on the xyz tool will show improvement (decreased use) on 6 month rescreen.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input type="checkbox"/> Short <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u> Frequency: quarterly	n/a, new tool	100%		Program database, Xyz rescreen tool	2

EVALUATION WORKSHEET

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE <small>Data and time</small>	G. TARGET	H. RESULTS <small>Continuation grants</small>	I. SOURCE	J. BH Strategic Plan Goal #
Increase department capacity to provide trauma-informed crisis intervention.	Train officers in crisis intervention.	100% of Department officers will have participated in at least 1 crisis intervention training by 12/31/15.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	n/a	100%		Program database	3,4,5
		Start date: <u>7/1/15</u>							
		Frequency: quarterly	<input type="checkbox"/> Assessment of need						
		75% of Department officers will report a high level of comfort using new crisis intervention skills on training post-test.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input checked="" type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	n/a	100%		Training post test	3,4,5
		Start date: <u>7/1/15</u>							
		Frequency: quarterly	<input type="checkbox"/> Assessment of need						
		Complete at least 6 crisis intervention trainings for Department officers by 6/30/16.	<input checked="" type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	0, did not exist previously	6		Program database	3.4.5
Start date: <u>7/1/15</u>									
Frequency: annual	<input type="checkbox"/> Assessment of need								

EVALUATION WORKSHEET

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE	E. TIMELINE	F. BASELINE Data and time	G. TARGET	H. RESULTS Continuation grants	I. SOURCE	J. BH Strategic Plan Goal #
Reduce incidence of offender re-arrest.	Offenders participate in in-jail treatment services.	75% of offenders participating in in-jail treatment complete the program before discharge.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input checked="" type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u>	0 new	75%		Program database	1,2,3,4,5
		100% of offenders completing in-jail treatment remain arrest-free for one year following release.	<input type="checkbox"/> Output <input type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input checked="" type="checkbox"/> Outcome: Impact on overall problem	<input type="checkbox"/> Short <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u>	n/a	100%		Program database	1,2,3,4,5
		75% of offenders participating in in-jail treatment program are very or extremely satisfied with the program.	<input type="checkbox"/> Output <input checked="" type="checkbox"/> Outcome: Participant satisfaction <input type="checkbox"/> Outcome: Knowledge, attitude, skill <input type="checkbox"/> Outcome: Practice or behavior <input type="checkbox"/> Outcome: Impact on overall problem	<input checked="" type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long Start date: <u>7/1/15</u>	n/a, new tool	75%		Program data, satisfaction survey	1,2,3,4,5
		Frequency: annual	<input type="checkbox"/> Assessment of need						
		Frequency: annual	<input type="checkbox"/> Assessment of need						
		Frequency: quarterly	<input type="checkbox"/> Assessment of need						

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

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

Date	Activity
September 8, 2015	RFP Sub-committee meeting
October 7, 2015	RFP Sub-committee meeting
November 17, 2015	CAC Meeting
December 15, 2015	CAC Meeting (Approve Request For Proposal & Schedule)
December 18, 2015	Request For Proposal Released
January 11, 2016	Presentation at the Board of Commissioners Meeting
January 13, 2016	Proposers Conference Kitsap County Public Works Building, 3 rd Floor, 507 Austin Street, Port Orchard, 1:30 p.m. – 3:00 p.m.
January 15, 2016	Notes and Q&A From Proposers Conference Posted
March 10, 2016	RFP Proposals Due by 3:00 P.M.
March 14 - 25, 2016	Proposal Reviews and Rating Sheets Completed
March 28, 2016	Rating Sheets Due to Department of Human Services Kitsap County Public Works Building, 1 st Floor, 507 Austin Street, Port Orchard
April 4, 2016	CAC Convenes to Discuss Proposals and Develop Questions Kitsap WorkSource Center, Kitsap Room, 1300 Sylvan Way, Bremerton, 3:00 p.m. – 5:00 p.m.
April 11 - 13, 2016	Proposer Question and Answer Sessions Norm Dicks Government Center, 4th Floor WSU Extension Classroom, 345 6th Street, Bremerton, 9:00 a.m. – 5:00 p.m. Monday and Tuesday, 11:00 a.m. – 5:00 p.m. Wednesday if necessary
April 19, 2016	CAC Meeting (Develop Recommendations for BOCC) Kitsap WorkSource Center, Kitsap Room, 1300 Sylvan Way, Bremerton Executive Session: 4:00 p.m. – 6:00 p.m. Open Public Meeting: 6:00 p.m. – 7:00 p.m.
April 27, 2016	Make funding recommendations to BOC (Work Study) Port Blakely Conference Room, 619 Division Street, Port Orchard, 10:30 a.m. – 11:30 a.m.
May 9, 2016	BOC Acts on Funding Recommendations – Public Meeting Commissioners Chambers, 619 Division Street, Port Orchard, 5:30 p.m. – 7:00 p.m.
May 2016	Contract Negotiations
June 2016	BOC Approves Contracts
July 1, 2016	Program Year Begins

Note – All dates are subject to change – Updated March 2016



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
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Port Orchard, WA 98366
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Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Mental Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Montgomery, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.4609
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
1975 NE Fuson Road
Bremerton, WA 98311
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Bob Potter, Director, OWDA
Phone: 360.337.4873

Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

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

Executive Session: 4:00 p.m. – 6:00 p.m.

Open Public Meeting: 6:00 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

10:30 a.m. – 11:30 a.m.

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
Committee Review**

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)~~ **Salish Behavioral Health Organization**
- ~~(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)~~ **Six (6)** 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 Quarterly** 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. **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 (3) 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 _____ day of _____ 201~~3~~**6**.

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

EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

ROBERT GELDER, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**
Nicki Kremer, Office Supervisor
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Phone: 360.337.4878

**Aging & Long Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.4609
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
1975 NE Fuson Road
Bremerton, WA 98311
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Bob Potter, Director, OWDA
Phone: 360.337.4873

Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting Tuesday, April 19, 2016 7:00 p.m. – 7:30 p.m. Kitsap WorkSource Center, Cascade Room 1300 Sylvan Way, Bremerton

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 7:00 – 7:05 |
| 2. Review and Approval of March 15 th Minutes*
Full Committee (Attachment 1) | 7:05 – 7:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 7:10 – 7:15 |
| 4. 2016 Request for Proposal Recommendations*
Full Committee | 7:15 – 7:20 |
| 5. Community Input | 7:20 - 7:25 |
| 6. Committee Member Check-in
Lois Hoell | 7:25 – 7:30 |
| 7. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
March 15, 2016**

Lois Hoell, Chair, called the meeting to order at 4:59 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the February 16, 2016 Minutes, the following action was taken:

ACTION: Jeannie Screws moved to approve the February 16, 2016 meeting minutes as presented. Colleen Smidt seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

None.

EVALUATION PLANNING

Siri Kushner, Epidemiologist, Kitsap Public Health District (KPHD), provided an update on the evaluation planning process. As guests and new CAC members were present, Siri began her presentation with a brief introduction concerning her background and why the CAC contracted with her to establish an evaluation system for both RFP submissions and current/future grant recipients.

Siri then moved onto a discussion regarding the evaluation worksheet, which was included in the RFP packet and was a required submission for all RFP proposers. Siri provided an overview of the worksheet and highlighted particular areas of interest and possible concern. She finished this portion of her discussion by answering questions from the CAC members. The CAC members then had a brief discussion on how they could reach out more to their contractors, focusing on the possibility of site visits and having contractor representatives speak to the CAC during the monthly CAC meetings throughout the grant period. Siri then introduced that she has made a calendar for onsite visits with the RFP agency reps to review their current evaluation and reporting measures. She also mentioned that she is looking into other ways to tell the story/impact of the work being done through the support of the CAC grant money, possibly looking at satisfaction surveys. Siri finished her discussion by emphasizing that she is conducting her work in an effort to better understand how agencies are collecting data and their current systems for tracking said data. In doing so, she is looking for new ideas to better the information they are receiving and, in turn, make their processes more efficient.

CRISIS TRIAGE UPDATE

The following information was provided to the board:

- Damian Uzueta, Kitsap Mental Health Services (KMHS), presented that there have been increased construction costs related to the renovation of the Kitsap Recovery Center building, which the Kitsap County Department of Human Services has agreed to cover. Damian mentioned that KMHS has begun researching cost and vendors for Furniture, Fixtures and Equipment, along with defining IT and security requirements. KMHS also continues to work with the Department of Behavioral Health and Recovery and the Department of Health on drafting Policies and Procedures for the Crisis Triage Center. Damian finished his update by briefly mentioning that KMHS has submitted a new grant request for Withdrawal Management Services (formerly detox) to the CAC for the 2016 RFP cycle.

After Damian had completed his presentation, discussion was had by the CAC regarding the construction budget increases and whether that would affect the overall timeline; the cost increase does not affect the timeline. Discussion was also had regarding the provision of services to individuals based on their level of insurance. The CAC requested that Staff invite Anders Edgerton, Salish Behavioral Health Organization (SBHO) Administrator, to a meeting to discuss allocation of funds for patient care.

REQUEST FOR PROPOSAL UPDATE

Gay Neal, Staff, reviewed the RFP calendar/timeline with the CAC. Gay then discussed the logistics for the April 11 and 12 Q&A Sessions and answered questions; the April 13 meeting will not be necessary.

APPROVAL OF AMENDED BYLAWS

ACTION: Robert Parker moved to recommend approval of the amended bylaws, as presented, to the Kitsap County Board of Commissioners. Jeannie Screws seconded the motion. Kathleen Cronin requested discussion on the Treatment Sales Tax nomenclature. Discussion was had; it was decided to leave the name as-is. Motion carried unanimously.

MEMBERSHIP – OPEN POSITIONS

ACTION: Jeannie Screws moved to recommend approval of Lois Hoell to fill the newly established Behavioral Health Organization position to the Kitsap County Board of Commissioners. Richard Daniels seconded the motion. Motion carried unanimously.

ACTION: Kathleen Cronin moved to recommend approval of Jeannie Screws to fill the newly established at-large position to the Kitsap County Board of Commissioners. Richard Daniels seconded the motion. Motion carried unanimously.

Kimberly Shipp, who was in attendance, had submitted an application for the open Education position. Kimberly Shipp provided information on her background and explained her interest in becoming a member of the CAC.

ACTION: Jeannie Screws moved to recommend approval of Kimberly Shipp's volunteer application to join the CAC, filling the Education position, to the Kitsap County Board of Commissioners. Colleen Smidt seconded the motion. Motion carried unanimously.

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

No update.

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, April 19, 2016 at the WorkSource Center, Cascade Room, Bremerton; Executive Session to run from 3:00-7:00 p.m., followed by the Open Public Meeting from 7:00-7:30 p.m.

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 6:53 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Damian Uzueta, KMHS
Richard Daniels	Siri Kushner, KPHD
Aimee DeVaughn	Kimberly Shipp, Bremerton SD (CAC Applicant)
Russell Hartman (Excused)	Robert John Alexander, Kitsap County resident
Lois Hoell	
Robert Parker	
Jeannie Screws	
Dave Shurick	
Colleen Smidt	
Connie Wurm (Excused)	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn (Excused)	



Department of Human Services

Doug Washburn
Director

KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES
Nicki Kremer, Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Montgomery, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
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Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
1975 NE Fuson Road
Bremerton, WA 98311
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Bob Potter, Director, OWDA
Phone: 360.337.4873

Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting Tuesday, May 17, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of April 19 th Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff /Contractor | 5:15 – 5:25 |
| 5. Evaluation Planning
Staff/Contractor | 5:25 – 5:35 |
| 6. Review Third Quarter Summary Report
Staff/Full Committee (Attachment 2) | 5:35 – 5:45 |
| 7. Debrief 2016 Request for Proposal Process
Full Committee | 5:45 – 6:05 |
| 8. 2016 – 17 Strategic Planning Process
Full Committee | 6:05 – 6:25 |
| 9. Community Presentations
Full Committee | 6:25 – 6:45 |
| 10. Behavioral Health Organization Update
Advisory Board Members | 6:45 – 6:50 |
| 11. Community Input | 6:50 - 6:55 |
| 12. Committee Member Check-in
Lois Hoell | 6:55 – 7:00 |
| 13. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
April 19, 2016**

Lois Hoell, Chair, called the meeting to order at 7:12 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the March 15, 2016 Minutes, the following action was taken:

ACTION: Jeannie Screws moved to approve the March 15, 2016 meeting minutes as presented. Robert Parker seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

No additions/changes.

2016 REQUEST FOR PROPOSAL RECOMMENDATIONS

ACTION: Richard Daniels moved to recommend approval to the Kitsap County Board of Commissioners of 14 programs at the grant award levels formulated during the Executive Session on Tuesday, April 19, and as annotated on the 2016 RFP Recommendations for Funding spreadsheet. Kathleen Cronin seconded the motion. Motion carried unanimously.

ACTIOM: Russell Hartman moved to recommend approval to the Kitsap County Board of Commissioners of the West Sound Treatment Center New Start program at a modified grant award level that includes funding for in-jail assessments, professional in-take functions, jail transition staff, one jail chemical dependency professional, and rent and utilities for the two housing units and the two housing managers; out-of-custody chemical dependency professional and treatment services would not be funded. Richard Daniels seconded the motion. Motion carried unanimously.

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, May 17, 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 7:32 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Joe Roszak, KMHS
Richard Daniels	
Aimee DeVaughn	
Russell Hartman	
Lois Hoell	
Robert Parker	
Jeannie Screws	
Dave Shurick	
Colleen Smidt	
Connie Wurm	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn (Excused)	



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs

Third Quarter Report Summary Report

January 1, 2016 – March 31, 2016



Kitsap County Mental Health, Chemical Dependency & Therapeutic Courts Program Quarterly Narrative Summary 03/31/15

Progress on Implementation and Program Activities:

Agency: Kitsap Mental Health Services (KMHS)

Program Name: Crisis Triage Center

During the third quarter the Director continued progressing towards pre-construction/remodeling goals. The timeline has been adjusted, as it is dependent on date of vacate of Kitsap Recovery Center for construction renovation to begin, as well as formal process for KMHS to take possession of the facility and assume legal responsibility for its operation and management. Current assumption is KMHS takes control of building as of December 2016, and if construction timelines are met and building is complete, operation will begin in July 2017. Working closely with Kitsap County Human Services and the Salish Behavioral Health Organization (SBHO), total funds necessary for all budgeted construction expenses to remodel Kitsap Recovery Center have been secured in addition to funds from 2014 local tax fund allocation. Director met with area Police Chiefs, Fire Chiefs, Sheriff, Federal Law Enforcement representative's from our area military installations, Assistant Prosecuting Attorney, and local F.B.I. agents to begin developing collaborative spirit as the timeline progresses. Obtained basic design approval with plan to move forward with architectural plans development. Submitted 'Technical Assistance Request' to Construction Review Services and briefed over 200 Kitsap County Crisis Intervention Officers on upcoming collaborative planning and apprised them of timeline change.

Agency: Healthy Start Kitsap

Program Name: Nurse Family Partnership (NFP)

During the third quarter one 17 year old client was discharged from service because the nurse was repeatedly unable to locate her. This open enrollment slot was immediately filled so that the Kitsap NFP program slots funded by this grant remain filled. All clients received prenatal care within one month of NFP program admission and are enrolled in a health care plan. Of these clients, 67% (N=8) have identified mental health problems and have been connected to a mental health professional and 50% (N=4) have shown improvement as measured by the Omaha System problem rating scale. Four clients (33%) have an identified substance use problem and all but one have maintained the progress they have achieved in knowledge, behavior, and status as measured by the Omaha System problem rating scale. To date, nine clients (75%) have participated in ACEs screening with scores ranging from 1 – 9. Seven (78%) of these clients have ACE scores of 3 or higher. NFP nurses have completed 52 visits with these 12 clients during this quarter and are delivering services as prescribed by the program model while maintaining fidelity to the 18 NFP program elements. Healthy Start Kitsap is supporting the state wide effort for NFP to be considered for inclusion in the Medicaid Transformation Project List.

Agency: Martha and Mary Health Services

Program Name: Older Adult Behavioral Health

During the third quarter of the grant period, 47 Martha & Mary staff participated in the Mandt training. As of March 2016, a total of 24 behavioral health clients were served since the program began in November 2014. The Bay Unit Manager researched programming, building on art therapy and art activities that would be appropriate for the Behavioral Health Program. He found the brain-stimulating approach known as Therapeutic Thematic Arts Programming (TTAP), which has a proven record of improving the lives of people with dementia by increasing their engagement and functioning. In March, twenty staff were trained in TTAP. The manager also identified an organization called First Aid Arts, which uses arts-based interventions to help survivors of trauma begin the process of recovering from experiences like abuse, violence, or natural disaster—these approaches are applicable to behavioral health clients, who have experienced a lack of stability, disruption, and significant distress due to their psychological conditions. In February, five staff received First Aid Arts training. In addition, the use of music is helpful in de-escalation and in providing clients with an activity they enjoy. In March, Music & Memory Program Training was provided to twenty staff.

Agency: West Sound Treatment Center**Program Name: New Start**

During the third quarter thirty-one (31) Voluntary Assessments and 10 Intakes were completed. Thirteen (13) Involuntarily Court Mandated Assessments were completed. Sixteen (16) inmates are currently receiving two 2-hour Moral Reconciliation Therapy (MRT) groups weekly, one 2-hour T4C education group weekly, and one 1:1 session per month. Thirty-three (33) inmates not eligible for in-jail treatment were engaged in re-entry services only. The cost for substance use treatment when inmates leave the jail setting is subsidized by Medicaid. New Start participants are required to attend our Compass Vocational Services program while attending Continuing-care treatment at West Sound to begin the vocational process. Compass provides vocational assessment and case management, and skill-building workshops that address issues such as felony record and spotty employment histories, post-recession resume assistance and how to professionally present at a job interview. The goal is that New Start participants secure gainful employment and become self-sufficient as soon as possible. Compass Vocational Services is partially subsidized by membership fees of our community partner agencies and Kitsap County via HHGP funding. Housing and Essential Needs (HEN) has also been utilized to assist in rent and living expenses for those in our New Start Housing programs.

Agency: Kitsap County Juvenile Court**Program Name: Enhanced Juvenile Therapeutic Court**

During the third quarter services were provided to 16 Individualized Treatment Court (ITC) youth and 27 Juvenile Drug Court (JDC) youth. During the third quarter, 6 Treatment Court youth were referred to a Student Assistance Prevention and Intervention Specialist (SAPIS) at their school for continued recovery support and academic improvement efforts. This partnership has the potential to support a more robust continuum of care for Therapeutic Court youth by potentially providing ongoing support services post-treatment court involvement. The goal is to reduce factors closely associated with risk to re-offend, including low levels of performance and involvement in school, and problems with alcohol and/or other drugs. Since July 2015, ten youth have successfully completed one of our two Therapeutic Court programs. During the third quarter, 4 youth completed JDC and 1 youth completed ITC. None of the 10 youth have been convicted of a new offense since completing the programs.

Agency: Olympic Educational Service District 114**Program Name: School Based Behavioral Health**

During the third quarter there were 169 referrals; 112 students enrolled (68 High School and 44 Elementary); and 396 adults received training. The Mental Health Therapists (MHT) continue to provide services in all targeted elementary schools, including Gordon Elementary School (44 students enrolled during the third quarter, to date 220 students served). Student Assistance Prevention Intervention Specialist's (SAPIS) continue to provide services in all targeted high schools (68 students enrolled during the third quarter, to date 174 students served). In addition, on call screening services were provided to junior high/middle schools for students after a violation of the drug and alcohol policy occurred. Six screenings have been provided this quarter (to date 21 students served). Ten trainings were held during the third quarter on topics of Adverse Childhood Experiences/Resiliency, substance use, suicide and mental health. Collaboration continues between the North Kitsap and Bremerton Substance Abuse Prevention Coalitions and Kitsap Mental Health to provide Youth Mental Health First Aid. Behavioral Health staff now certified as a trainer will increase the training capacity and collaboration on this effort in Kitsap County. OESD 114 hosted community screening and discussion of Paper Tigers, a documentary demonstrating transformation of a trauma-informed alternative school in Walla Walla, Washington.

Agency: City of Poulsbo**Program Name: Behavioral Health Outreach**

During the third quarter the program served 67 individuals. The Behavioral Health Specialist (BHS) has been able to further solidify his position and effectiveness within the Poulsbo and Bainbridge Island Municipal Courts. He is (when possible/appropriate) screening people in court prior to the Pre-trial Diversion Agreement (PDA) process so that attorneys and judges can have a better sense of what defendants' needs are before offering diversion plans. He has worked, on an occasional basis, for the Bremerton Municipal Court and for

defendants at the Kitsap County District Court. He has also broadened his outreach within the county in order to help inter-organizational communication (police, fire, social services). The BHS met several times, this quarter, with the staff of Bainbridge Island Municipal Court in order to determine how to best serve the mental health needs of defendants there. He continued to meet and take referrals from police, and, he began the process of meeting with fire department personnel/EMT's to help staff cases and provide informal mental health training opportunities. The BHS is working with numerous treatment agencies in order to facilitate referrals. He is looking forward to the possibility of working within a three-member team to address more acute mental health issues in the county and divert individuals from the criminal justice system. He continues to be a Kitsap Mental Health Services (KMHS) representative in the field, informing people about and facilitating access to their services.

Agency: Kitsap County Superior Court

Program Name: Adult Drug Court Expansion

During the third quarter all positions have been filled. Forty-four (44) individuals were served with co-occurring substance use and mental health disorders. As of 3/31/16, forty-one (41) participants are currently receiving services, and 3 participants who received Kitsap Mental Health (KMHS) services graduated from the Drug Court. Of the forty-one (41) participants who received mental health services, twelve (12) have had successful phase progression in the program. Of the total active one hundred and forty-three (143) Adult Drug Court participants, 12 graduated January 29th, 2016. Of the twelve (12) graduates, three (3) received KMHS services. Overall termination rate for the quarter was 7.9%. Of the forty-one (41) participants receiving mental health services, eight (8) were terminated this quarter, or 5%. Fifteen (15) participants are receiving the Vivitrol shot, all of whom report a significant reduction in cravings and relapse. Participant receiving this treatment will continue to be monitored and their progress will be compared to those participants with same drug of choice who opt not to receive the shot.

Agency: Kitsap County Juvenile Court

Program Name: Kitsap Adolescent Recovery Services

During the third quarter Kitsap Adolescent Recovery Services (KARS) has provided outpatient treatment services to 56 juvenile justice involved youth with diagnosed substance use disorders; fifteen youth in the Juvenile Drug Court (JDC) program, thirty-eight youth on traditional probation, two youth in the Diversion program, and one youth under the juvenile court jurisdiction on an At-Risk Youth (ARY) petition. There are no youth in the Individualized Treatment Court (ITC) program currently participating in outpatient treatment with KARS. There were 13 new admissions to the KARS program for outpatient treatment services; twelve youth on traditional probation and one from the Diversion program. Since July 1, 2015, eighteen youth have completed drug and alcohol treatment with KARS. During the same time period, twenty additional youth completed probation and are no longer in treatment with KARS. None of these 38 youth have been convicted of a new offense since leaving the program. Four of 14 youth who were terminated from the program have committed new offenses. In 2011, the Division of Behavioral Health and Recovery (DBHR) created retention standards for Washington State certified outpatient treatment programs. The minimum standard is 76.2 percent. Current data (January 2016 – March 2016) is not yet available from DBHR. For the period July 2015 – October 2015, the average retention rate for the KARS program was 83.8 percent.

Agency: Bremerton Police Department

Program Name: Crisis Intervention Training

During the third quarter a total of 100 officers were trained during two separate 8-hour Crisis Intervention Training (CIT) sessions. The training was a combination of information about the Crisis Triage Center, Vulnerable Adult Task Force, and dealing with mental illness from an FBI trainer. During the 8-hour training sessions for Crisis Intervention Training Damian Uzueta with the Crisis Triage Center spoke to both groups about the progress of the program. As of this quarter, a total of Thirty-seven (37) Officers throughout the County are considered Crisis Intervention Officers (CIO's). The CIO Group is still investigating other sources of funding.

Agency: Washington State University**Program Name: Strengthening Families Program**

During the third quarter the new Program Supervisor was trained to supervise Strengthening Families (10-14) programs with West Hills STEM Academy as a Spanish language program (Fortaleciendo Familias) and the Port Gamble S'Klallam communities. She is currently supervising programming, and everything involving the Strengthening Families Program. Assuming responsibility for program uniformity, the Program Supervisor issued an "Expectations of SPF Facilitators" document for facilitators, to enhance role-modeling behaviors during presentations. In addition, she created a more effective manner of providing pieces of SFP sessions one and four programming, which will save time and trouble before and during each program. She also spoke at the request of the manager of Barnes and Noble on March 26 of this year, on the topic of Suicide Prevention in Kitsap County. She took along Strengthening Families brochures and included ideas that the Program, which teaches healthy communication between parent/caregivers and youths, may be one way to decrease suicides. Parent/caregiver and youth pre- and post-tests were provided to the WSU Department of Human Development for analysis.

Success Stories**Healthy Start Kitsap**

"I was 19 years old when I found out I was pregnant. I was absolutely terrified. I was a single mother who had just endured a very demeaning relationship, both mentally and physically, with my unborn child's father. I had just had him sent to prison two months prior, so I was in it alone. I was about 4 months pregnant when I met my Nurse. She introduced me to new ideas, and knowledge I had never encountered. She made me excited for what would happen after birth. She showed me ways of doing things that were healthy, and easier. I didn't just work with her however, she referred me to a therapist whom works with the partnership. She was also very helpful to me. I am now one quarter away from graduating from Olympic College with my AA Transfer Degree, my Case Aid Certificate, and my Human Services Certificate. I have found a new house that I live in with my daughter, and my boyfriend (which is a very healthy relationship). I was working all the way up to the end of March 2016, where I quit my job to focus on the remainder of school, and to spend some quality time with child before I go off to the University." *Nurse Family Partnership Mother*

Olympic Educational Service District 114

The Substance Abuse Specialist recently began facilitating a support group for youth impacted by parental substance abuse. Students have shared with the Specialist that they never would have guessed that so many of their classmates were going through similar issues and they really enjoy having a safe place to talk about their families and substance abuse. They also shared that they have begun to talk outside of group and even started a group chat for the six students so they can exchange contact information and support one another outside of school.

New Start

Stephen has been intermittently incarcerated for over ten years at the Kitsap County Jail due to his criminal behavior related to his lengthy substance use disorder. Stephen exited the jail two months ago after attending Moral Reconciliation Treatment (MRT) in the jail and is currently engaged in Continuing Care and Compass Vocational Services at West Sound Treatment Center (WSTC). He resides in the New Start House and "for the first time since I can remember, I have hope for my future. I don't know where I would have ended up without New Start." One of our close New Start partners in the Kitsap County jail was able to come and accept an appreciation award from WSTC and was given a tour of our New Start Houses. The Sergeant spoke with many prior inmates at our houses and was stunned at not only who continued to be engaged in our services after exiting the jail (as many had been long-term repeat inmates over the years), but also at the structure and service delivery models we provide in our programs for the New Start population.



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs Quarterly Summary Narrative Report

Third Quarter: January 1, 2016 – March 31, 2016

Third QT Outcomes	
Agency	
Kitsap Mental Health Services	\$693,059.00
Baseline: 0 Unduplicated number of individuals served during the quarter	<p>Received considerable gift of all monies necessary for all budgeted construction (remodel) to take place from state and county funds; separate from local tax funds.</p> <p>Result of previous item – local tax fund request is decreased significantly due to construction piece of budget no longer included.</p> <p>Determined that local tax fund Request for Proposal (RFP) for this contract required NEW submission due to addition of a new program to the Center. The proposed Center will now house both a 16 bed Crisis Triage Center and (NEW) a 16 bed Withdrawal Management Center.</p> <p>Established plans with Kitsap County Health District epidemiologist (contracted) to collaborate in development and method to capture data for outcome measurements which are specific, measurable, achievable, realistic, and time bound.</p> <p>Provided briefing to over 200 members of county law enforcement Crisis Intervention Officers (CIO) via attending and participating in CIO education meetings.</p> <p>WACs reviewed to ensure compliance with Department of Health (DOH) Licensing, both construction and operations, and Department of Behavioral Health and Rehabilitation (DBHR) operating requirements.</p>
Healthy Start Kitsap	\$50,166.00
Baseline: 13 Unduplicated number of individuals served during the quarter	<p>100 % of patients received prenatal care within a month of enrollment.</p> <p>75 % of patients offered ACEs screen and education on how to mitigate the impacts.</p> <p>100 % of patients screened for depression.</p> <p>50 % of patients with an identified mental health problem show improvement.</p> <p>0 % of patients screened positive for substance use referred for diagnostic and treatment services.</p> <p>25 % of patients screened positive for substance use show improvement.</p> <p>0 % patients screened positive for domestic violence developed a safety plan.</p> <p>0 % referrals monitored for follow-through.</p> <p>100 % patients enrolled in health insurance plan.</p> <p>89 % of NFP babies receive well child care on the AAP recommended schedule.</p> <p>67 % NFP babies receive immunizations on CDC ACIP recommended schedule.</p> <p>56 % NFP babies are breastfeeding at 6 months.</p> <p>100 % patients received education on positive parenting topics.</p>
Martha and Mary	\$298,460.00 (Year 1)
Baseline: 13 Unduplicated number of individuals served during the quarter	<p>37 staff on the Unit retrained after completing the Mandt curricula (train-the-trainer series).</p> <p>20 staff on the Unit trained in Therapeutic Thematic Arts Programming.</p> <p>5 staff on the Unit trained in First Aid Arts.</p> <p>20 staff on the Unit trained in Music & Memory Program.</p> <p>0 successful discharge of residents out of the Unit to other care settings because their complex medical and behavioral health conditions have stabilized; and they no longer require specialized services.</p> <p>0 increase older adults with complex medical and behavioral health conditions within the Contractor's family of services being successfully managed and followed by mental health experts.</p>
	\$148,325.00 (Year 2)

Third QT Outcomes	
West Sound Treatment Center Agency Baseline: 28 Unduplicated number of individuals served during the quarter	\$229,379.00 31 Voluntary Assessments completed. 13 Involuntary Assessments completed. 10 Intakes were completed. 16 inmates attended MRT treatment in the jail. 10 inmates attended Continuing Care at West Sound Treatment Center (WSTC). 10 inmates completed MRT in jail. 15 offenders referred upon completion of New Start in jail appeared for Continuing Care Treatment Services at WSTC. 14 men were served at the New Start House for men, with 8 current residents. 8 women were served at the New Start House for women, with 5 current residents.
Juvenile Services Therapeutic Court Baseline: Unduplicated number of individuals served during the quarter <ul style="list-style-type: none"> • (JDC) Juvenile Drug Court – 27 • (ITC) Individualized Treatment Court – 16 	\$187,644.00 1 participants successfully completed (JDC: 0 / ITC: 1). 1 participants terminated (JDC: 1 / ITC: 0). 0 participants who completed treatment committed a new offense. 6 participants referred to OESD Student Assistance Program (JDC: 4 / ITC: 2). 0 participants missed court due to transportation challenges (JDC: 0 / ITC 0). 78 sanctions/59 rewards = JDC: 16/8 ITC: 4/29. 100 of “designer drug” UAs. 4 of positive “designer drug” UAs. 4 of sanctions for “designer drugs”. 1 youth who wore a SCRAM Alcohol Monitoring Bracelet. 0 conferences/training attended by JDC/ITC team members.
Olympic Educational Service District 114 Baseline: Unduplicated number of individuals served during the quarter <ul style="list-style-type: none"> • 169 Referrals • 112 Enrolled • 396 Adults Trained 	\$835,418.00 Two Trainings were held on ACEs/Resiliency with a combined total of 107 participants and 85 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 53%; Ask: 73% and Assist: 61%. Two trainings on substance use were held with a combined total of 14 participants and 14 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 17%; Ask: 50%; Assist: 50%. Three trainings on suicide were held with a combined total of 137 participants and 104 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 65%; Ask: 73%; Assist: 75%. Three trainings on mental health were held with a combined total of 138 participants and 53 completed pre/post forms. Average % increase in awareness to recognize, ask and assist a student: Recognize: 77%; Ask: 68%; Assist: 65%.
City of Poulsbo Baseline: 29 Unduplicated number of individuals served during the quarter	\$73,510.00 44 Individuals with mental health or co-occurring disorder on active case list. 23 Individuals with mental health or co-occurring disorder on in active case list. # Clients non-compliant or rearrested - 1 has been found out of compliance so far due to no contact with treatment. 4 have been rearrested, though for reasons beyond our control (the BHS was not working with them at the time of their arrest, only provided short term help prior to their incarceration). # Arrests prevented (helped produce a compliance report, helped a client remember a court date, etc.).

City of Poulsbo	Agency	Third QT Outcomes
<p>City of Poulsbo</p>	<p>Third QT Outcomes</p>	<p>38 compliance reports filed this quarter (in Poulsbo, Bremerton, BI). 3 warrants quashed directly due to BHS efforts/communication. 4 warrants avoided specifically because the BHS was able to tell someone about court date. 2 New referrals from judge. 4 New referrals from police. 8 New referrals from attorneys. 12 Occasions where police officers were educated or assisted. 23 Occasions where court officers were educated or assisted. 6 Occasions where jail personnel were educated or assisted. 50 of individuals served. 0 of individuals on a waitlist. 44 of individuals served with co-occurring substance use and mental health disorders. Of the 44 participants who received mental health services, 12 have had successful phase progression in the program. Of the total active 143 participants, 12 graduated January 29, 2016. Of the 12 graduates, 3 received mental health services. Overall termination rate for the quarter was 7.9%. Of the 41 receiving mental health services, 8 were terminated this quarter, or 5%. 1 participants utilized the SCRAM bracelets this quarter.</p>
<p>Kitsap Superior Court Adult Drug Court</p> <p>Baseline: 50 Unduplicated number of individuals served during the quarter</p>	<p>\$501,412.00</p>	<p>13 of individuals admitted to the program. 83.8% October 2015 Retention Rate of youth in treatment. 0 of individuals on a waitlist. 18 (56%) youth have completed treatment within the last year. 0 youth have completed treatment within the last year who have committed a new crime. Four of 14 youth who were terminated from the program have committed new offenses. 8 (14%) individuals served with co-occurring substance use and mental health disorders. 32 (57 %) of KARS clients who have had violations for non-compliance with treatment.</p>
<p>Juvenile Services KARS Program</p> <p>Baseline: 56 Unduplicated number of individuals served during the quarter</p>	<p>\$200,176.00</p>	<p>2Crisis Intervention Training held. 100 Officers trained in Crisis Intervention. 37 total certified Crisis Intervention Officers. The training was a combination of information about the Crisis Triage Center, Vulnerable Adult Task Force, and dealing with mental illness from an FBI trainer.</p>
<p>Bremerton Police Department</p> <p>Baseline: 100 Unduplicated number of individuals served during the quarter</p>	<p>\$54,426.00</p>	<p>15 families participated in Strengthening Families (10 – 14) Program (SFP). 17 adult caregivers participated in SFP. 26 youth participated in SFP. Resources from this grant were “braided” with funding from the Substance Abuse Coalitions.</p>
<p>Washington State University</p> <p>Baseline: 85 Unduplicated number of individuals served during the quarter</p>	<p>\$36,529.90</p>	
<p>Total</p>	<p>\$3,010,044.90</p>	

**Kitsap County Mental Health, Chemical Dependency and
Therapeutic Court Programs Quarterly Fiscal Report July 1, 2015 - June 30, 2016**

Third Quarter: January 1, 2016 - March 31, 2016										
Agency	First QT	%	Second QT	%	Third QT	%	Fourth QT	%		
Kitsap Mental Health Services	\$ 693,059.00	0.00%	\$ 26,362.90	3.80%	\$ 23,054.59	3.33%	\$ -	0.00%		
Healthy Start Kitsap	\$ 50,166.00	24.09%	\$ 11,916.51	23.75%	\$ 11,263.20	22.45%	\$ -	0.00%		
Martha and Mary	\$ 148,325.00	4.15%	\$ 12,547.94	8.46%	\$ -	0.00%	\$ -	0.00%		
West Sound Treatment Center	\$ 229,379.00	20.53%	\$ 54,580.00	23.79%	\$ 65,561.00	28.58%	\$ -	0.00%		
Juvenile Services Therapeutic Court	\$ 187,644.00	17.66%	\$ 27,799.00	14.81%	\$ 45,932.86	24.48%	\$ -	0.00%		
Olympic ESD 114	\$ 835,418.00	5.61%	\$ 144,746.30	17.33%	\$ 217,116.88	25.99%	\$ -	0.00%		
City of Poulsbo	\$ 73,510.00	0.00%	\$ 17,656.43	24.02%	\$ 12,744.70	17.34%	\$ -	0.00%		
Kitsap Superior Court Adult Drug Court	\$ 501,412.00	14.76%	\$ 84,778.18	16.91%	\$ 82,030.28	16.36%	\$ -	0.00%		
Juvenile Services KARS Program	\$ 200,176.00	15.74%	\$ 28,638.75	14.31%	\$ 39,220.52	19.59%	\$ -	0.00%		
Bremerton Police Department	\$ 54,426.00	6.23%	\$ 13,844.98	25.44%	\$ -	0.00%	\$ -	0.00%		
Washington State University	\$ 36,529.90	0.00%	\$ 8,085.29	22.13%	\$ 11,058.28	30.27%	\$ -	0.00%		
Total	\$ 3,010,044.90	8.45%	\$ 430,956.28	14.32%	\$ 507,982.31	16.88%	\$ -	0.00%		
Third Quarter: January 1, 2016 - March 31, 2016										
	# Participants	First QT	%	Second QT	%	Third QT	%	Fourth QT	%	
Kitsap Mental Health Services	2,336	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
Healthy Start Kitsap	12	12	100.00%	14	116.67%	13	108.33%	0	0.00%	
Martha and Mary	80	17	21.25%	14	17.50%	13	16.25%	0	0.00%	
West Sound Treatment Center	160	57	35.63%	29	18.13%	28	17.50%	0	0.00%	
Juvenile Services Therapeutic Court	30	34	113.33%	8	26.67%	43	143.33%	0	0.00%	
Olympic ESD 114	365	175	47.95%	123	33.70%	112	30.68%	0	0.00%	
City of Poulsbo	30	0	0.00%	29	96.67%	67	223.33%	0	0.00%	
Kitsap Superior Court Adult Drug Court	50	50	100.00%	50	100.00%	50	100.00%	0	0.00%	
Juvenile Services KARS Program	155	63	40.65%	56	36.13%	56	36.13%	0	0.00%	
Bremerton Police Department	324	0	0.00%	23	7.10%	100	30.86%	0	0.00%	
Washington State University	60	0	0.00%	88	146.67%	42	70.00%	0	0.00%	
	3,602	408		434		524		0		



Department of Human Services

Doug Washburn
Director

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Citizens Advisory Committee Meeting Tuesday, June 21, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of May 17 th Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff /Contractor | 5:15 – 5:25 |
| 5. Evaluation Planning
Staff/Contractor | 5:25 – 5:30 |
| 6. Contract Updates
Staff/Full Committee | 5:30 – 6:00 |
| 7. Carry Over Requests
Staff | 6:00 – 6:15 |
| 8. 2016 – 17 Strategic Planning Process
Strategic Planning Sub-Committee | 6:15 – 6:30 |
| 9. Behavioral Health Organization Update
Advisory Board Members | 6:30 – 6:45 |
| 10. Community Input | 6:45 - 6:55 |
| 11. Committee Member Check-in
Lois Hoell | 6:55 – 7:00 |
| 12. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
May 17, 2016**

Lois Hoell, Chair, called the meeting to order at 4:59 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES (delayed for quorum)

After review of the April 19, 2016 Minutes, the following action was taken:

ACTION: Kathleen Cronin moved to approve the April 19, 2016 meeting minutes as presented. Russell Hartman seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

- Report on May 9, 2016 BoCC meeting (CAC RFP recommendations)
Lois Hoell provided a presentation to the Kitsap County Board of Commissioners in support of the CAC RFP recommendation for the 2016 RFP cycle. Lois noted that the Commissioners were very appreciative of the CAC's hard work, complimenting them on a job well-done; the Commissioners accepted the CAC recommendations as presented.

- OESD 2016 Contract Discussion
Doug Washburn, Staff, and Gay Neal, Staff, provided information regarding their meeting with the OESD Superintendent and Assistant Superintendent. There was great concern from OESD regarding the additional \$71,000 cut to the OESD proposed administration costs, which the CAC recommended and the Kitsap County Board of Commissioners approved at their May 9, 2016 meeting. It was requested that OESD review their revised proposal to see if they could find additional areas where funds could be trimmed, resulting in an overall decrease of \$71,000. Doug Washburn and Gay Neal will continue to work with OESD through these contract negotiations and will provide an update to the CAC when available. Gay Neal will also continue to work with OESD to assist them in finding alternate sources of funding to ensure CAC funds are not being utilized for long-term sustainability. Discussion was had regarding the merits of the OESD program and the possibility of utilizing alternate service models to meet the same goal.

CRISIS TRIAGE UPDATE

The following information was provided to the board:

Damian Uzueta, Kitsap Mental Health Services (KMHS), presented that payouts are continuing as previously discussed, with the addition of a \$200 Department of Health Construction Review Service (CRS) "Technical Assistance" fee. The CRS gives the

final recommendation regarding licensure for the facility, which is separate from the program licensure completed through DBHR. The KMHS Director of Information Systems completed a walkthrough of the Kitsap Recovery Center grounds to begin planning for connectivity between campuses, fiber-optic cabling, and equipment storage (to include servers and camera placement/monitoring requirements). As of right now, KMHS is well ahead of timeline. Damian acknowledged that a lot of the functional Crisis Triage program guidelines have been written. However, he continues to work on the policies and procedures and has been reaching out to EMS, law enforcement and referral agencies to ensure everyone is on the same page regarding medical clearance criteria.

Gay Neal, Staff, presented that Doug Washburn, Human Services Director; Roger Belieu, Facilities Manager; and herself had a work study session with the Kitsap County Board of Commissioners, updating them on the progress. Roger has taken over the construction lead for the Work Release building renovations due to the contractor who won the RFP presenting a final bid that exceeded the budget. According to Roger, the Work Release building renovations will be done in September 2016, which will keep the Crisis Triage building on timeline. Givens Community Center renovations have been completed and the facility is almost ready for Drug Court to move in.

EVALUATION PLANNING

None.

REVIEW THIRD QUARTER SUMMARY REPORT

Discussion was had regarding the individual contractor reports, the number of people served, and the merits of the programs. There was a question regarding statistics included in the report and it was requested that Gay Neal, Staff, follow up.

DEBRIEF 2016 REQUEST FOR PROPOSAL PROCESS

Discussion was had on the positives and negatives of the 2016 RFP process. The general consensus was that the CAC members appreciated the simplified rating sheets and felt that the process had gone very smoothly; they were particularly happy with how the Q&A sessions worked out. The CAC would like to tailor the wording of the RFP itself to ensure the proposals submitted contain all of the information the CAC needs to make informed recommendations. The CAC would also like to include a disclaimer in the RFP that incomplete proposals will be disqualified. Kathleen Cronin provided additional questions that she would like to include in future rating sheets, which the CAC agreed they would like to utilize in some form. Lastly, the CAC would like Gay Neal, Staff, to get feedback from the proposers on how the process could be bettered.

2016-17 STRATEGIC PLANNING PROCESS

Discussion was had regarding the benefits of proactively targeting specific programs and proposals for future RFP cycles, with the priorities being set in the upcoming update to the Strategic Plan. Gay Neal, Staff, presented the idea of a value-based program evaluation to determine funding priorities. An example of a value would be Crisis Triage

– accessibility of care, lowest-level of care, and least restrictive setting. The values would be determined based on service delivery gaps within Kitsap County. There was discussion on reconvening the Strategic Planning Committee and reaching out to other CACs to see what they have done, as well as getting feedback from the current contractors. It was decided that the CAC will have a Strategic Planning Committee comprised of Lois Hoell, Kathleen Cronin, Richard Daniels and Russell Hartman.

COMMUNITY PRESENTATIONS

Gay Neal, Staff, began a discussion on the possibility of the CAC conducting community presentations to raise awareness of their accomplishments and continued goals, to include presentations at the NAMI conference and the City Council meetings in Kitsap County. There was also mention of doing a piece for BKAT and utilizing news articles to get the word out. Gay asked for volunteers to present at the NAMI conference and for the City Council meetings, noting that it would be preferred for those CAC members who live local to present in each of the cities. This topic will be revisited at a later meeting and the City Council meeting schedules will be provided to the CAC for planning purposes.

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

Russ Hartman provided an update on the Salish BHO (SBHO). As the SBHO covers the three-county area of Jefferson, Clallam and Kitsap, Russ mentioned that the SBHO Advisory Board is interested in having the CAC groups from each County present how they utilize their monies and how they are meeting their local mental health and substance use disorder (SUD) needs. Lois Hoell, CAC Chair, mentioned that the biggest challenge for the SBHO Advisory Board is that they have primarily been focused on mental health and, now with the BHO bringing in the SUD piece, the SBHO Advisory Board is not up-to-date. Russell briefly discussed that the State legislature wants to fully integrate all funding for low-income individuals into one pot of money by 2020, which will be an enormous transition and result in big changes.

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, June 21, 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 6:51 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Damian Uzueta, KMHS
Richard Daniels	Alex Avila, Kitsap County resident
Aimee DeVaughn	
Russell Hartman	
Lois Hoell	
Robert Parker (Excused)	
Jeannie Screws (Excused)	
Kimberly Shipp	
Dave Shurick	
Colleen Smidt	
Connie Wurm	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn	



Department of Human Services

Doug Washburn
Director

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Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting Tuesday, September 20, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of June 21st Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff /Contractor | 5:15 – 5:30 |
| 5. Evaluation Planning
Staff/Contractor | 5:30 – 5:40 |
| 6. Fourth Quarter Report
Full Committee (Attachment 2) | 5:40 – 5:50 |
| 7. 2016 – 17 Strategic Planning Process
Strategic Planning Sub-Committee | 5:50 – 6:10 |
| 8. 2015 – 16 Annual Report
Full Committee | 6:10 – 6:30 |
| 9. Behavioral Health Organization Update
Advisory Board Members | 6:30 – 6:40 |
| 10. Community Input | 6:40 - 6:50 |
| 11. Committee Member Check-in
Lois Hoell | 6:50 – 7:00 |
| 12. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
June 21, 2016**

Lois Hoell, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the May 17, 2016 Minutes, the following action was taken:

ACTION: Russell Hartman moved to approve the May 17, 2016 meeting minutes as presented. Kathleen Cronin seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

The following changes were made to the agenda:

1. **SUMMER MEETING SCHEDULE** was added.

ACTION: Kathleen Cronin moved to cancel the July 19th and the August 16th meetings. Richard Daniels seconded the motion. Motion carried unanimously.

2. **MEMBERSHIP** was added. Lois Hoell advised the CAC that there were four appointments to the Committee whose terms were ending on September 22, 2016. Staff asked members to contact her with their intentions to seek re-appointment.
3. **HOUSING SUMMIT** was added. Staff advised that the Kitsap County Commissioners and the Suquamish Tribe were requesting representation from the CAC at their Kitsap Homelessness Workshop: Making Homelessness Rare, Brief and One Time, on Thursday, June 30, 2016 from 9:00 a.m. – 4:00 p.m. at the House of Awakened Culture, 7235 NE Parkway, Suquamish, WA 98392. The CAC were given two registration slots, as well as one for staff. Lois Hoell and Kathleen Cronin volunteered to attend on behalf of the Committee.
4. **CARRY OVER REQUESTS** was tabled as there were no carry over requests.

CONTRACT UPDATES

Doug Washburn, Staff, and Gay Neal, Staff, provided information regarding contract negotiations with the Olympic Educational Services District (OESD) for School-Based Behavioral Health Services. There was great concern from OESD regarding the additional \$71,000 cut to the OESD proposed administration costs, which the CAC recommended and the Kitsap County Board of Commissioners approved at their May 9,

2016 meeting. It was requested that OESD review their revised proposal to see if they could find additional areas where funds could be trimmed, resulting in an overall decrease of \$71,000 in administration. After several rounds of negotiations between the Kitsap County Department of Human Services and the OESD, they were able to establish a reduction of \$308,301 from the original proposed amount of \$1,428,965 to \$1,120,664 that would not cut direct services. Human Service staff shared with the CAC that they felt this was a fair and reasonable reduction. Further reductions would impact direct services and cut directly into behavioral health staffing.

ACTION: Russell Hartman moved to advise the Kitsap County Board of Commissioners of CAC support for staff recommendations for funding the Olympic Educational Service District 114 at the level of \$1,120,664 and provide a letter from the CAC expressing concern for the OESD's lack of other funding sources and long term sustainability for the program. Richard Daniels seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Damian Uzueta, Kitsap Mental Health Services (KMHS) was unable to attend the meeting this evening. He provided a progress update in a handout to the committee. Highlights include:

- Assessing site and developing drawings with increased detail.
- Drafting the Functional Program Plan.
- Currently researching cost effective, safe, and welcoming furniture. Will work with project manager to coordinate installation at appropriate time during construction – pace per timeline.
- Reaching out to Emergency Medical Services and Law Enforcement to establish services disposition criteria.

EVALUATION PLANNING

Gay Neal, Staff reported that the development of an evaluation plan was behind schedule – due to the request for proposal process. The Evaluator was unable to conduct much business while agencies were developing their proposals due to potential perception of conflict of interest.

ACTION: Kimberly Shipp moved to approve a no cost contract extension of the Contract for Evaluation Services with the Kitsap Public Health District through December 2016. Russell Hartman seconded the motion. Motion carried unanimously.

2016-17 STRATEGIC PLANNING PROCESS

Russell Hartman provided an update on the Strategic Planning Committee meeting held on Wednesday, June 8th in Bremerton. The committee included Russell, Lois Hoell, Richard Daniels and Kathleen Cronin. They discussed the process of strategic planning, and how to organize themselves as a committee. They will meet monthly and

develop a timeline for the process. Activities will include interviews with community sectors, consumers, and contractors. In addition, the committee will gather information on community needs and concerns, what has been done to address these needs, and what are current priorities for funding. The next meeting will be scheduled for mid July.

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

No update. The Salish BHO did not meet in June and will resume meetings in July.

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, September 20, 2016 at the WorkSource Center, Kitsap Room, Bremerton, WA 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 7:32 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	
Richard Daniels	
Aimee DeVaughn (Excused)	
Russell Hartman	
Lois Hoell	
Robert Parker (Excused)	
Jeannie Screws	
Kimberly Shipp	
Dave Shurick	
Colleen Smidt (Excused)	
Connie Wurm	
STAFF	
Nicki Kremer (Excused)	
Gay Neal	
Doug Washburn	



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs

Fourth Quarter Report Summary Report

April 1, 2016 – June 30, 2016



Kitsap County Mental Health, Chemical Dependency & Therapeutic Courts Program Quarterly Narrative Summary 06/30/15

Progress on Implementation and Program Activities:

Agency: Kitsap Mental Health Services (KMHS)

Program Name: Crisis Triage Center

During the fourth quarter the Director has been working in tandem with Kitsap County Human Services, including Kitsap Recovery Center (KRC) staff and Behavioral Health Organization (BHO) Administrator in planning for both facility and program operations. Multiple contacts and meetings with Department of Health, Department of Behavioral Health, Project Manager (Contractor), Salish BHO Administrator, and Epidemiologist with the Kitsap Public Health District to continuously endeavor towards inter-program/agency collaboration and planning. Total funds necessary for all budgeted construction expenses to remodel Kitsap Recovery Center have been secured in addition to funds from 2014 local tax fund allocation. Process measure timelines related to operationalizing the Crisis Support Services Center are dependent on the date by which the County will vacate the Kitsap Recovery Center (KRC) so that KMHS can initiate KRC renovation. The new process measures in Phase 1 are subsequently changed to reflect a revised construction start date of December 2016, with doors now scheduled to open July 2017 (unchanged).

Agency: Healthy Start Kitsap

Program Name: Nurse Family Partnership (NFP)

A full caseload of 12 Nurse Family Partnership (NFP) clients was maintained during this quarter. The year to date (YTD) number of 18 served reflects that there were five clients who left the program before completing and one client that graduated. Of the clients who did not complete the program, three moved out of Kitsap County and two could not be located. All clients received prenatal care within one month of NFP program admission and are enrolled in a health care plan. Of these clients, 58% (N=7) have identified mental health problems and have been connected to a mental health professional, one has shown improvement as measured by the Omaha System problem rating scale and four have maintained the progress they have made to date. Ten clients (80%) received a total of 37 visits from the Kitsap Public Health District (KPHD) Behavioral Health Specialist to address mental health issues. Five clients (42%) have an identified substance use problem and all have shown improvement in knowledge, behavior, and status as measured by the Omaha System problem rating scale. To date, ten clients (83%) have participated in Adverse Childhood Experiences (ACEs) screening with scores ranging from 1 – 9. Eight (80%) of these clients have ACE scores of 3 or higher. NFP nurses have completed 36 visits with these 12 clients during this quarter and are delivering services as prescribed by the program model while maintaining fidelity to the 18 NFP program elements.

Agency: Martha and Mary Health Services

Program Name: Older Adult Behavioral Health

During the fourth quarter the program continued to progress to the goal of creating robust programming and cross-training within interdisciplinary teams. Room renovations on the Bay Unit, which serves a portion of our behavioral health clients, were completed between April 1 and June 30, 2016. The 28 rooms renovated include 13 single rooms, and 15 semi-private rooms, for a total of 43 beds. Twenty (20) staff were trained in Music and Memory, which is a non-profit organization that brings personalized music into the lives of the elderly or infirm through digital music technology, vastly improving quality of life. As of June 30, 2016, a total 24 behavioral health clients were served since the program began in November 2014: of that total, eight are deceased, and eight have discharged to a lower level of care, or have stabilized and are no longer part of the behavioral health program. Of the eight patients currently being served in our behavioral health program, four have had no change in dosage of psychotropic medication, one has remained the same, and three have had dosage increases. To sustain the quality of life programming that incorporates evidence-based activities and approaches for behavioral health client engagement, we have developed a plan to integrate this into the work of our Resident Life Services activities assistants.

Agency: West Sound Treatment Center**Program Name: New Start**

During the fourth quarter, 31 Assessments were conducted in the Jail. There were 9 new Intakes to New Start Jail Treatment Program for a total of 14 New Start participants. Of those, 8 successfully completed New Start Jail Program. There were 5 individuals who successfully transferred from New Start Jail Program to Continuing Treatment Services at West Sound Treatment Center (WSTC), for total participation of 13 individuals. Of those, 3 successfully completed all treatment, remain clean and sober, and arrest free. Three (3) aborted treatment during this period. Seven (7) participants continue treatment. There were 5 individuals who came to WSTC for Re-Entry Only Treatment Services from Jail, for total participation of 7 individuals. Of those, 1 relapsed and was referred to Inpatient Treatment, and 1 aborted treatment. Three (3) individuals came to WSTC for After Care Treatment Services after successfully completing Inpatient Treatment as referred by their In Jail Assessment by New Start counselors. One (1) relapsed and was referred back to Inpatient Treatment. The New Start Men's House provided housing and case management services for 7 homeless men, and the New Start Women's House provided housing and case management services for 9 homeless women. Sixteen (16) Individuals participated with Compass Vocational Services, and 16 Individuals received referrals for other community services. The overall rate of recidivism during Q4 was 8% (2 current or former program participants were reported to have returned to jail).

Agency: Kitsap County Juvenile Court**Program Name: Enhanced Juvenile Therapeutic Court**

During the fourth quarter, 17 youth participated in Juvenile Drug Court (JDC) and 12 youth participated in Individualized Treatment Court (ITC). From July 1, 2015 to June 30, 2016, a total of 48 youth participated in Juvenile Therapeutic Courts; 30 in JDC and 18 in ITC. Four Treatment Court youth were referred to a Student Assistance Prevention and Intervention Specialist (SAPIS) at their school for continued recovery support and academic improvement efforts. This partnership has the potential to support a more robust continuum of care for Therapeutic Court youth by potentially providing ongoing support services post-treatment court involvement. Three Juvenile Drug Court Team members attended the National Association of Drug Court Professionals (NADCP) in Anaheim, California from May 31, 2106 to June 4, 2016. Those who attended the conference were the Therapeutic Court Judge, the Drug Court Probation Counselor, and the Therapeutic Court Case Monitor. Since July 2015, seventeen youth have successfully completed one of our two Therapeutic Court programs. Sixteen of the seventeen youth have not been convicted of a new offense since completing the programs. One youth committed a gross misdemeanor offense (Vehicle Prowl 2) two months after graduation.

Agency: Olympic Educational Service District 114**Program Name: School Based Behavioral Health**

The Mental Health Therapists continue to provide services in all targeted elementary schools, including Gordon Elementary School (24 students enrolled during the fourth quarter, to date 232 students served). Ninety-nine percent (99%) elementary school staff reported improvements in their school's ability to respond effectively to students' behavioral health needs. Student Assistance Prevention Intervention Specialist's (SAPIS) continue to provide services in all targeted high schools (21 students enrolled during the fourth quarter, to date 195 students served). In addition, on call screening services were provided to junior high/middle schools for students after a violation of the drug and alcohol policy occurred. Ten screenings have been provided this quarter (to date 31 students served). Ninety-six percent (96%) secondary school staff reported improvements in their school's ability to respond effectively to students' behavioral health needs. +0.13 improvement for secondary students. The mean score mean score for targeted secondary students completing eight or more sessions with the SAPIS improved from 2.97 pre to 3.11 post at post-test indicating that student's improved overall health and wellbeing functioning. Reductions in substance use for secondary students with an identified substance use goal include: Cigarettes: 49% (n=25); Alcohol: 63% (n =46); Binge: 78% (n=32); Marijuana: 60% (n=70). In the fourth quarter a total of 101 community, parents or school staff participated in behavioral health trainings or presentations.

Agency: City of Poulsbo**Program Name: Behavioral Health Outreach**

During the fourth quarter, the program served 44 individuals. The Behavioral Health Specialist (BHS) actively worked with clients in Poulsbo and Bainbridge Island Municipal Courts, helped with compliance reporting within Bremerton Municipal, and performed some work within Port Orchard District and Superior Courts. These has also been much coordination with community members to serve people in need of mental health help, as well as efforts made to begin the next phase of Behavioral Health Outreach program, which will include a second court Specialist and a Specialist that assists county-wide first responders. This quarter's work has been a mix of direct client service and coordination between systems/organizations, such as courts, jails, treatment providers, and families, all in the effort to help individuals in need. Forty-three (43) arrests were prevented through the following mechanisms: 37 compliance reports filed by BHS or facilitated by BHS; 3 warrants avoided by giving compliance information directly to a judge; 2 warrants avoided by reminding someone of a court date; and 1 warrant quashing hearing scheduled. The BHS has been collaborating will all court staff in Bainbridge Island Municipal court in order to start a mental health-specific court calendar once a month (starting on 7/11/16). Both the program manager and BHS have been working with District Court officials and members of the Kitsap Prosecutor's office to start a Kitsap County Mental Health Court.

Agency: Kitsap County Superior Court**Program Name: Adult Drug Court Expansion**

During the fourth quarter, forty-four (44) individuals were served with co-occurring substance use and mental health disorders. Since hiring the Mental Health Specialist, we have identified 44 participants who require a referral to Kitsap Mental Health (KMHS) for co-occurring issues. As of 6/30/16, thirty-seven (37) participants are currently receiving services, and 3 participants who received KMHS services graduated from the Drug Court. Those participants are now being monitored by the Drug Court-KMHS team member and will be responsible for bridging the gap between the Kitsap Recovery Center (KRC) and KMHS staff, fostering better communication and a faster identification and referral process to mental health services. Of the thirty-seven (37) participants who received mental health services, twenty-nine (29) have had successful phase progression in the program. Of the total active one hundred and fifty-one (151) Adult Drug Court participants, 14 graduated April 29th, 2016. Of the fourteen (14) graduates, three (3) received KMHS services. Fifteen (15) participants are receiving the Vivitrol shot, all of whom report a significant reduction in cravings and relapse. Participant receiving this treatment will continue to be monitored and their progress will be compared to those participants with same drug of choice who opt not to receive the shot.

Agency: Kitsap County Juvenile Court**Program Name: Kitsap Adolescent Recovery Services**

During the fourth quarter, there were 14 new admissions to the Kitsap Adolescent Recovery Services (KARS) program for outpatient treatment services; eleven youth on traditional probation and three from the Juvenile Drug Court program. Four youth received assessments only (two Municipal Court youth, one Diversion youth, and one youth who resides in Mason County). These four youth were not admitted to the KARS program for outpatient treatment services. KARS provided outpatient treatment services to 54 juvenile justice involved youth with diagnosed substance use disorders; fourteen youth in the Juvenile Drug Court (JDC) program, thirty-nine youth on traditional probation, and one youth in the Diversion program. There are no youth in the Individualized Treatment Court (ITC) program currently participating in outpatient treatment with KARS. From July 1, 2015 to June 30, 2016, Kitsap Adolescent Recovery Services provided services to 108 youth, including the four youth who received assessments only. In the fourth quarter, twenty-five youth (46%) were found by the court to have violated a court order for non-compliance with treatment requirements; specifically, positive urinalysis tests and/or failure to attend treatment sessions (an eleven percent decrease in violations from the third quarter). Of the 25 youth who violated treatment compliance, four were in the Drug Court program and 21 were on traditional probation. Since July 1, 2015, twenty-four youth have completed drug and alcohol treatment with KARS. Two of the 24 youth (8%) each committed a gross misdemeanor property offense within six months of completing the program.

Agency: Bremerton Police Department**Program Name: Crisis Intervention Training**

During the fourth quarter, a total of 31 officers attended the 3-day (24 hour) Enhanced Crisis Intervention Officer (CIO) Training. The 3-day training consisted of two days of Verbal Judo Training with one day of Crisis Intervention Training (CIT) specific instruction. The CIO Meeting in May highlighted the collaborative efforts with this program and the initiative with the Poulsbo Behavioral Health Specialist and his ability to assist with our CIO cases in the county. Sergeant Scott Billingsley also facilitated a panel discussion with different mental health providers and services available to persons/families dealing with mental illness. The panel was held in the Poulsbo Council Chambers.

Agency: Washington State University**Program Name: Strengthening Families Program**

During the fourth quarter, no Strengthening Families (10-14) Programs (SFP) were held. The Program Coordinator spent her time working to improve several processes. Curriculum boxes and supply tubs used at each Strengthening Families (10-14) Program were replenished after use, in a way that allows the facilitators to easily find necessary items when needed, and to ensure that all materials needed are present. Since it is necessary that the curriculum flows smoothly and on time, a decision was made to pay an experienced facilitator to reorganize and replenish both the English and Spanish versions of the materials not being used at this time, and for her to replenish materials after each Program. In order to help SFP facilitators to know how they compare to other facilitators in Washington, the Program Evaluations from WSU are now being sent to the Kitsap facilitators. This is so they may each evaluate their own performance and make any changes they deem necessary. A Strengthening Families (10-14) Program is being planned for October, 2016, in collaboration with New Life Community Development Association at Emmanuel Apostolic Church.

Success Stories**Olympic Educational Service District 114**

The Substance Abuse Prevention Intervention Specialist worked with two girls, who were heavily abusing multiple substances and didn't take school seriously. One had even had a seizure from huffing Dust Off in front of their group at a recent party and neither showed any signs of slowing down. They both participated in the intervention group, and through the group process provided one another with support to change their made substance use habits, and to focus on school and graduation. Both students graduated and received their high school diploma in June.

New Start

Jacob came into the New Start program while incarcerated at the Kitsap County jail on 11/15/2015. While in jail, Jacob was an active member of the group and was extremely helpful with his fellow group members. Jacob was released from the jail in December of 2015 and transferred to Continuing Treatment Services at West Sound Treatment Center (WSTC) to follow through with his program with New Start. At that time he also moved into the New Start house for men. While in the house he was active in his recovery and a strong and supportive mentor for those in the house. Jacob successfully completed his outpatient program on 7/11/2016.

Chelsea came into the New Start program while incarcerated at the Kitsap County jail on 5/1/2015. While in the jail program she was an active member and was a great group leader. Chelsea successfully completed New Start Jail Program and transferred to New Start Continuing Treatment Services at West Sound Treatment Center (WSTC) and the New Start House for Women on 8/11/2015. While enrolled at WSTC she was a strong member in group as well as a mentor to the new women in the New Start Women's House. Chelsea successfully completed her outpatient program 4/11/2016 and has moved to Ohana House, West Sound Treatment Center's permanent supportive housing for women.



Kitsap County Mental Health, Chemical Dependency & Therapeutic Court Programs Quarterly Summary Narrative Report

Fourth Quarter: April 1, 2016 – June 30, 2016

Agency		Fourth QT Outcomes
<p>Kitsap Mental Health Services</p> <p>Baseline: 0 Unduplicated number of individuals served during the quarter</p>	<p>\$693,059.00</p>	<p>Working in tandem with Kitsap County Human Services, including KRC staff and Behavioral Health Organization (BHO) Administrator in planning for both facility and program operations.</p> <p>Total funds necessary for all budgeted construction expenses to remodel Kitsap Recovery Center have been secured in addition to funds from 2014 local tax fund allocation.</p> <p>Multiple contacts and meetings with Department of Health, Department of Behavioral Health, Project Manager (Contractor), Salish BHO Administrator, and Epidemiologist with the Kitsap Public Health District to continuously endeavor towards inter-program/agency collaboration and planning.</p> <p>KMHS Construction Manager Elena Argomaniz hired July 2015 to ensure quality construction design and building are well-coordinated, with deliverables met on time, and are designed to meet all required codes and regulations for licensure.</p> <p>Architect currently developing Construction Review Services (CRS) full CRS application (physical plant portion). Director finalizing Functional Program Plan – which rounds out the full CRS application with architect piece. Architect has coordinated with a structural engineer to provide services during remodel.</p>
<p>Healthy Start Kitsap</p> <p>Baseline: 12 Unduplicated number of individuals served during the quarter</p>	<p>\$50,166.00</p>	<p>100 % of patients received prenatal care within a month of enrollment.</p> <p>80 % of patients offered ACEs screen and education on how to mitigate the impacts.</p> <p>100 % of patients screened for depression.</p> <p>14 % of patients with an identified mental health problem show improvement.</p> <p>80 % of patients screened positive for substance use accepted services from the KPHD Behavioral Health Specialist.</p> <p>100 % of patients screened positive for substance use show improvement.</p> <p>One patient screened positive for domestic violence and is receiving services from the KPHD Behavioral Health Specialist.</p> <p>100 % referrals monitored for follow-through.</p> <p>100 % patients enrolled in health insurance plan.</p> <p>89 % of NFP babies receive well child care on the AAP recommended schedule.</p> <p>56 % NFP babies receive immunizations on CDC ACIP recommended schedule.</p> <p>44 % NFP babies are breastfeeding at 6 months.</p> <p>100 % patients received education on positive parenting topics.</p>
<p>Martha and Mary</p> <p>Baseline: 8 Unduplicated number of individuals served during the quarter</p>	<p>\$298,460.00 (Year 1)</p> <p>\$148,325.00 (Year 2)</p>	<p>28 rooms renovated are both single and double rooms: 13 single rooms, and 15 semi-private rooms, for a total of 43 beds.</p> <p>20 staff on the unit trained in Music and Memory Program.</p> <p>26,208 hours of behavioral health programming provided.</p> <p>48 hours of consulting provided.</p> <p>As of June 30, 2016, 24 behavioral health clients served since the program began in November 2014; of that total, eight are deceased, and eight have discharged to a lower level of care, or have stabilized and are no longer part of the behavioral health program.</p>

Fourth QT Outcomes	
<p>West Sound Treatment Center</p> <p>Agency</p> <p>Baseline: 34 Unduplicated number of individuals served during the quarter</p>	<p style="text-align: right;">\$229,379.00</p> <p>28 Voluntary Assessments completed/3 Involuntary Assessments completed. 14 inmates participated in treatment in the jail. Of those, 8 successfully completed treatment. 5 offenders referred upon completion of New Start in jail appeared for Continuing Care Treatment Services at West Sound Treatment Center (WSTC). 13 offenders attended Continuing Care at WSTC. 3 offenders successfully completed all treatment, remained clean and sober and arrest free. 16 offenders participated in Compass Vocational Services. 16 offenders received referrals for other community services. 7 men were served at the New Start House for men/9 women were served at the New Start House for women. Overall recidivism rate was 8%. 100% participants satisfied with services.</p>
<p>Juvenile Services Therapeutic Court</p> <p>Baseline: Unduplicated number of individuals served during the quarter</p> <ul style="list-style-type: none"> • (JDC) Juvenile Drug Court – 17 • (ITC) Individualized Treatment Court – 12 	<p style="text-align: right;">\$187,644.00</p> <p>4 participants successfully completed (JDC: 2 / ITC: 2). 2 participants terminated (JDC: 2 / ITC: 0). 1 participant who completed treatment committed a new offense. 4 participants referred to OESD Student Assistance Program (JDC: 3 / ITC: 1). 0 participants missed court due to transportation challenges (JDC: 0 / ITC 0). 57 sanctions/53 rewards = JDC: 21/31 ITC: 36/22. 105 of “designer drug” UAs. 2 positive “designer drug” UAs. 2 sanctions for “designer drugs”. 3 youth who wore a SCRAM Alcohol Monitoring Bracelet. 1 conferences/training attended by JDC/ITC team members.</p>
<p>Olympic Educational Service District 114</p> <p>Baseline: Unduplicated number of individuals served during the quarter</p> <ul style="list-style-type: none"> • 69 Referrals • 45 Enrolled • 101 Adults Trained 	<p style="text-align: right;">\$835,418.00</p> <p>99% elementary school staff reporting improvements in their school's ability to respond effectively to students' behavioral health needs. 81% of elementary students completing more than eight or more sessions with the BHS show improved overall health and wellbeing functioning. 96% secondary school staff reporting improvements in their school's ability to respond effectively to students' behavioral health needs. +0.13 improvement for secondary students. The mean score improved from 2.97 pre to 3.11 post at post-test indicating that student's improved overall health and wellbeing functioning. Reductions in substance use for students with an identified substance use goal. Cigarettes: 49% (n=25); Alcohol: 63% (n =46); Binge: 78% (n=32); Marijuana: 60% (n=70). For the courses focusing substance use (n = 30 participants and 24 completed pre/post forms). Average % increase in awareness to recognize, ask and assist a student: Recognize: 66%; Ask: 69%; Assist: 50%. For the courses focusing on suicide (n =33 participants and 28 completed pre/post forms). Average % increase in awareness to recognize, ask and assist a student: Recognize: 83%; Ask: 96%; Assist: 62%. For the courses focusing on mental health (n = 38 participants and 32 completed pre/post forms). Average % increase in awareness to recognize, ask and assist a student: Recognize: 76%; Ask: 77%; Assist: 77%.</p>

Agency	Fourth QT Outcomes
<p>City of Poulsbo</p> <p>Baseline: 44 Unduplicated number of individuals served during the quarter</p>	<p>28 Individuals with mental health or co-occurring disorder on active case list. 16 Individuals with mental health or co-occurring disorder on in active case list. 3 Clients non-compliant with treatment. 6 have been rearrested. Arrests prevented (helped produce a compliance report, helped a client remember a court date, etc.). 37 Compliance reports filed by BHS or facilitated by BHS. 3 Warrants avoided by giving compliance information directly to a judge. 2 Warrants avoided by reminding someone of a court date. 1 Warrant quashing hearing scheduled. 5 new referrals from judge. 2 new referrals from police. 8 new referrals from attorneys. 9 occasions where police officers were educated or assisted. 46 occasions where court officers were educated or assisted. 12 occasions where jail personnel were educated or assisted.</p>
<p>Kitsap Superior Court Adult Drug Court</p> <p>Baseline: 50 Unduplicated number of individuals served during the quarter</p>	<p>50 of individuals served. 0 of individuals on a waitlist. 37 of individuals served with co-occurring substance use and mental health disorders. Of the 37 participants who received mental health services, 29 have had successful phase progression in the program. Of the total active 151 participants, 14 graduated April 29, 2016. Of the 14 graduates, 3 received mental health services. Overall termination rate for the quarter was 11%. Of the 37 receiving mental health services, 8 were terminated this quarter, or 8%. 0 participants utilized the SCRAM bracelets this quarter.</p>
<p>Juvenile Services KARS Program</p> <p>Baseline: 54 Unduplicated number of individuals served during the quarter</p>	<p>14 individuals admitted to the program. 82% December 2015 Retention Rate of youth in treatment. 0 of individuals on a waitlist. 24 (55%) youth have completed treatment within the last year. 8% youth who have completed treatment within the last year have committed a new crime. Two of 24 youth who completed the program have committed new offenses. 11 (20%) individuals served with co-occurring substance use and mental health disorders. 25 (46 %) of KARS clients who have had violations for non-compliance with treatment.</p>
<p>Bremerton Police Department</p> <p>Baseline: 31 Unduplicated number of individuals served during the quarter</p>	<p>1 Crisis Intervention Training held. 31 Crisis Intervention Officers attended Enhanced Crisis Intervention Training. 37 total certified Crisis Intervention Officers. The 3-day training consisted of two days of Verbal Judo Training with one day of Crisis Intervention Training (CIT) specific instruction.</p>

Agency		Fourth QT Outcomes	
Bremerton Police Department			<p>The CIO Meeting in May highlighted the collaborative efforts with this program and the initiative with the Poulsbo Mental Health Provider (Matt Dutchie) and his ability to assist with our CIO cases in the county. During this quarter Sergeant Scott Billingsley facilitated a panel discussion with different mental health providers and services available to persons/families dealing with mental illness. The panel was held in the Poulsbo Council Chambers.</p>
Washington State University	<p>Baseline: 110 Unduplicated number of individuals served during the year</p>	\$36,529.90	<p>No SFP sessions were held during the 4th quarter. 49 adult caregivers participated in SFP throughout the full year. 61 youth participated in SFP throughout the full year. 2.8 increase to 3.0 in family attachment 3.6 decrease to 3.4 in use of reward. 2.8 increase to 3.0 in family involvement. 2.6 increase to 2.8 in family harmony. 3.5 increase to 3.6 in family management skills.</p>
Total		\$3,010,044.90	

**Kitsap County Mental Health, Chemical Dependency and
Therapeutic Court Programs Quarterly Fiscal Report July 1, 2015 - June 30, 2016**

Fourth Quarter: April 1, 2016 - June 30, 2016										
Agency	First QT	%	Second QT	%	Third QT	%	Fourth QT	%		
Kitsap Mental Health Services	\$ 693,059.00	0.00%	\$ 26,362.90	3.80%	\$ 23,054.59	3.33%	\$ 26,153.78	3.77%		
Healthy Start Kitsap	\$ 50,166.00	24.09%	\$ 11,916.51	23.75%	\$ 11,263.20	22.45%	\$ 14,899.78	29.70%		
Martha and Mary	\$ 148,325.00	4.15%	\$ 12,547.94	8.46%	\$ -	0.00%	\$ 129,615.67	87.39%		
West Sound Treatment Center	\$ 229,379.00	20.53%	\$ 54,580.00	23.79%	\$ 65,561.00	28.58%	\$ 62,153.00	27.10%		
Juvenile Services Therapeutic Court	\$ 187,644.00	17.66%	\$ 27,799.00	14.81%	\$ 45,932.86	24.48%	\$ 55,777.41	29.73%		
Olympic ESD 114	\$ 835,418.00	5.61%	\$ 144,746.30	17.33%	\$ 217,116.88	25.99%	\$ 277,197.09	33.18%		
City of Poulsbo	\$ 73,510.00	0.00%	\$ 17,656.43	24.02%	\$ 12,744.70	17.34%	\$ 12,838.46	17.46%		
Kitsap Superior Court Adult Drug Court	\$ 501,412.00	14.76%	\$ 84,778.18	16.91%	\$ 82,030.28	16.36%	\$ 101,922.55	20.33%		
Juvenile Services KARS Program	\$ 200,176.00	15.74%	\$ 28,638.75	14.31%	\$ 39,220.52	19.59%	\$ 41,522.34	20.74%		
Bremerton Police Department	\$ 54,426.00	6.23%	\$ 13,844.98	25.44%	\$ -	0.00%	\$ 25,647.68	47.12%		
Washington State University	\$ 36,529.90	0.00%	\$ 8,085.29	22.13%	\$ 11,058.28	30.27%	\$ 5,201.96	14.24%		
Total	\$ 3,010,044.90	8.45%	\$ 430,956.28	14.32%	\$ 507,982.31	16.88%	\$ 752,929.72	25.01%		
Fourth Quarter: April 1, 2016 - June 30, 2016										
	# Participants	First QT	%	Second QT	%	Third QT	%	Fourth QT	%	
Kitsap Mental Health Services	2,336	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
Healthy Start Kitsap	12	12	100.00%	14	116.67%	13	108.33%	12	100.00%	
Martha and Mary	80	17	21.25%	14	17.50%	13	16.25%	8	10.00%	
West Sound Treatment Center	160	57	35.63%	29	18.13%	28	17.50%	34	21.25%	
Juvenile Services Therapeutic Court	30	34	113.33%	8	26.67%	43	143.33%	29	96.67%	
Olympic ESD 114	365	175	47.95%	123	33.70%	112	30.68%	427	116.99%	
City of Poulsbo	30	0	0.00%	29	96.67%	67	223.33%	44	146.67%	
Kitsap Superior Court Adult Drug Court	50	50	100.00%	50	100.00%	50	100.00%	50	100.00%	
Juvenile Services KARS Program	155	63	40.65%	56	36.13%	56	36.13%	54	34.84%	
Bremerton Police Department	324	0	0.00%	23	7.10%	100	30.86%	31	9.57%	
Washington State University	60	0	0.00%	85	141.67%	47	78.33%	0	0.00%	
	3,602	408		431		529		689		



Department of Human Services

Doug Washburn
Director

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Workforce Development
1300 Sylvan Way
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Bob Potter, Director, OWDA
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Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting Tuesday, October 18, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of September 20th Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff /Contractor | 5:15 – 5:30 |
| 5. Evaluation Planning
Staff/Contractor | 5:30 – 6:00 |
| 6. Selection of Nominating Committee for
Election of Officers
Lois Hoell | 6:00 – 6:10 |
| 7. 2016 – 17 Strategic Planning Process
Strategic Planning Sub-Committee | 6:10 – 6:20 |
| 8. 2015 – 16 Annual Report
Communications Sub-Committee | 6:20 – 6:30 |
| 9. Behavioral Health Organization Update
Advisory Board Members | 6:30 – 6:40 |
| 10. Community Input | 6:40 - 6:50 |
| 11. Committee Member Check-in
Lois Hoell | 6:50 – 7:00 |
| 12. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
September 20, 2016**

Lois Hoell, Chair, called the meeting to order at 5:01 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the June 21, 2016 Minutes, the following action was taken:

ACTION: Jeannie Screws requested that her attendance listed in the minutes be changed to “Excused”. Kathleen Cronin moved to approve the June 21, 2016 meeting minutes as presented, with the correction to Jeannie Screws’ attendance. Colleen Smidt seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

- Membership

MEMBERSHIP

Gay Neal, Staff, presented that the following members have expiring terms, but have been officially reappointed for another 3-year term: Lois Hoell, Connie Wurm, and Jeannie Screws. Gay also announced that Aimee DeVaughn, Commission on Children and Youth (CCY) representative, will not be requesting reappointment. Therefore, the CCY has recommended Ursula Petters to fill the CCY position on the CAC; Ursula is a guest at today’s meeting. Ursula Petters provided information on her background and explained her interest in becoming a member of the CAC.

ACTION: Jeannie Screws moved to recommend approval of Ursula Petters to fill the Commission on Children and Youth position to the Kitsap County Board of Commissioners. Colleen Smidt seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

While Damian Uzueta, KMHS, was not present at today’s meeting, he provided a handout to Gay Neal, Staff, to update the CAC on the Crisis Triage Center progress. Of note on the handout was the \$1.2mil state grant award that Kitsap County Human Services Department secured for the Crisis Triage Center project. Gay provided additional information related to the renovations to the Work Release building, which is

the location for the Kitsap Recovery Center once they turn over their current building to KMHS for the Crisis Triage Center. Gay noted that construction is going well; however, there is the possibility that we are two weeks behind schedule due to a necessity to bid out a portion of the renovation.

EVALUATION PLANNING

Siri Kushner, KPHD, was not present at today's meeting; however, she will likely attend the November meeting to provide an overview. Siri has met with all 15 current, new and continuing contractors and is working with them on their evaluation worksheets. Gay Neal, Staff, noted that Siri is already increasing the quality of the information received. The main focus of Siri's meetings with the contractors has been to review the evaluation worksheets and identify better outcomes. Siri's goal is to turn the evaluation worksheets into a database that tracks information quarterly, which will provide more data than we are currently collecting. Discussion was had on additional information the CAC would like to have included in the evaluations and the reasons for inclusion. At this point, Lois Hoell, Chair, provided a brief explanation on the evaluation process for the guests in attendance. Discussion was then had regarding the CAC's ability to provide assistance to current contractors in finding alternate funding sources for sustainability. Discussion was also had regarding outcomes and the goals of the evaluation worksheets. Lastly, discussion was had regarding updates to the RFP.

REVIEW FOURTH QUARTER SUMMARY REPORT

Discussion was had regarding the individual contractor reports, the number of people served, and the merits of the programs. There continues to be concern that the information provided by the contractors does not provide the significance of the work being done. Gay Neal, Staff, assured the CAC that Siri Kushner, KPHD, is helping to make the data/information more meaningful.

2016-17 STRATEGIC PLANNING PROCESS

Russell Hartman presented that the 2016-2017 Strategic Planning Process Committee has met twice. As a reminder, those participating on the committee are: Richard Daniels, Kathleen Cronin, Lois Hoell and Russ Hartman, and staff. Russell discussed the scope of work related to the Strategic Plan, noting that the CAC is only required to review the original Strategic Plan at this time. The Strategic Plan needs to be reviewed every three years and rewritten every six years. Russell presented the following questions to the CAC: where are we at with the original six goals; and where are we at with the service gaps from the original Strategic Plan? Discussion was had regarding who the CAC would like to interview to determine progress, what questions should be asked, and a potential timeline for a finished product to present to the Kitsap County Board of Commissioners. It was decided that at least one member of the CAC should be at each progress interview. Gay Neal, Staff, will work with the individual CAC members to determine their availability for the progress interviews and coordinate. The

CAC is looking forward to incorporating any changes in the Strategic Plan into their next RFP cycle.

2015-16 ANNUAL REPORT

Discussion was had on the best way forward with communicating the successes of the CAC to Kitsap County.

ACTION: Kathleen Cronin moved to establish the Communications Sub-Committee. Richard Daniels seconded the motion. Motion carried unanimously.

The CAC accepted a motion to stand up a Communications Sub-committee that will assist in developing a strategy to notify the Kitsap County community of the successful works of their CAC. The following CAC members volunteered to participate: Jeannie Screws, Colleen Smidt (chair) and Robert Parker; Gay Neal will provide staff support. Upon completion of the 2015-2016 CAC Annual Report, the CAC will move forward with setting up presentations throughout the County. Gay requested that the CAC provide her with accomplishments and goals for the previous year to include in the 2015-2016 Annual Report. The CAC provided the following information:

Goals

- To continue to obtain accurate and thorough information of what the CAC has accomplished for the community over the past two years.
- To continue to build infrastructure, which was achieved most recently through the funding of the Crisis Triage Center. The CAC would like to focus on building physical entities that will meet the community need; possibly looking into housing.

Accomplishments

- Bringing an epidemiologist on board, which will help us pull all of the information together to make sure we are effectively spending taxpayer money and meeting the community need.
- Improved communications with vendors, as evidenced by the fact that the CAC had more proposals than they had grant money for the most recent grant cycle.
- The Crisis Triage Center (CTC) is a marked accomplishment in that it meets a distinct need in our community. The CTC is being achieved at a lower cost than similar situations, and the Kitsap County CTC has more beds and lower operating costs
- The CAC has facilitated service providers to do more by helping them to focus on the global health of the community. In doing so, the CAC has been able to achieve a better approach regarding where they are focusing their attention.
- All of the grants are having a great impact on the community, filling gaps in services and consequently freeing up agencies to do more,

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

Russell Hartman provided an update on the Salish BHO (SBHO). Russell provided a brief introduction to the SBHO, what their focus is, and the drive towards 2020 when the

state hopes funding is available to provide healthcare globally to those who qualify for Medicaid, all managed under one umbrella. Russell presented that some of the biggest accomplishments of the SBHO thus far is that they have managed to get contracts in place with a variety of substance use disorder providers; there have been some struggles as billing has changed with the inception of the BHO. Russell mentioned that the Commissioners who sit on the SBHO Executive Board will be receiving presentations on the BHO and various treatment models; which it was agreed the CAC would like to sit in on if possible. Discussion was had regarding abstinence versus Harm-Reduction Model in relation to drug treatment, as well as alternate drug and alcohol treatment methods. Discussion was also had regarding mental health providers potentially looking into providing substance use disorder treatment as well, and the effects that could have on drug and alcohol treatment providers. Lastly, it was mentioned that the SBHO has hired an individual to lead the Opiate Response Plan, and this individual would like to meet with the CAC to discuss opiate-related issues.

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, October 18, 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 7:11 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Ursula Petters, DCFS/DSHS
Richard Daniels	Ellen Epstein, RMH Services
Aimee DeVaughn	
Russell Hartman	
Lois Hoell	
Robert Parker	
Jeannie Screws	
Kimberly Shipp (Excused)	
Dave Shurick (Excused)	
Colleen Smidt	
Connie Wurm	
STAFF	
Nicki Kremer	
Gay Neal	
Doug Washburn (Excused)	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**
Nicki Kremer, Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly O Neal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Montgomery, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
1975 NE Fuson Road
Bremerton, WA 98311
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Bob Potter, Director, OWDA
Phone: 360.337.4873

Veterans Assistance
Stacey James, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting Tuesday, November 15, 2016 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

1. Call to Order - Introductions 5:00 – 5:05
Lois Hoell
2. Review and Approval of October 18th Minutes* 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
Full Committee
4. Crisis Triage Update 5:15 – 5:25
Staff /Contractor
5. Evaluation Planning 5:25 – 5:35
Staff/Contractor
6. Election of Officers* 5:35 – 5:45
Nominating Committee
7. First Quarter Report (July 1 – September 30, 2016) 5:45 – 5:55
Staff
8. 2016 – 17 Strategic Planning Process 5:55 – 6:15
Strategic Planning Sub-Committee
9. 2015 – 16 Annual Report 6:15 – 6:30
Communications Sub-Committee
10. Behavioral Health Organization Update 6:30 – 6:40
SBHO Advisory Board Members
11. Community Input 6:40 - 6:50
12. Committee Member Check-in 6:50 – 7:00
Lois Hoell
13. Adjourn

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
October 18, 2016**

Lois Hoell, Chair, called the meeting to order at 5:00 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the September 20, 2016 Minutes, the following action was taken:

ACTION: Colleen Smidt moved to approve the September 20, 2016 meeting minutes as presented. Kathleen Cronin seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

None.

CRISIS TRIAGE UPDATE

Damian Uzueta, KMHS, was not present at today's meeting. Gay Neal, Staff, updated the CAC on the Crisis Triage Center progress. Work continues on the Kitsap County Work Release Building in Port Orchard. Given's Community Center is ready for the Adult Drug Court Program to move into. Kitsap Recovery Center Staff will all move at once out of their facility at the same time – contingent on when the Work Release Center is ready to move into. The timeline puts construction through the end of December 2016.

EVALUATION PLANNING

Siri Kushner, Kitsap Public Health District, was present at today's meeting to provide an overview of the progress of developing an evaluation plan. Since mid-July, contracted agency staff have worked with Gay and Siri to review, revise and finalize their program evaluation plans for the 2016-17 funding period. An Excel quarterly reporting template will be customized for each program with the measures from the Evaluation Plan for optional reporting beginning in quarter 2 (report due January 2017) and required in quarter 3 (report due April 2017). Programs will continue to provide narrative reporting each quarter in addition to reporting on their outputs and outcomes.

Together with grantees, Siri and Gay reviewed Evaluation Plans as submitted in response to the RFP and worked on revisions, additions, and/or deletions of outputs and outcomes so that each final plan represents the scope of the project and measures are written correctly and project data will be available for reporting. The number of

outputs included in each plan varies however, program participation outputs not necessarily in the evaluation plan will be reported by all programs in the quarterly excel template. Most grantees survey participants to gather satisfaction and/or change in knowledge, attitude, skills, practice and/or behavior resulting from program. Examples of program outcomes and outputs include:

- Bainbridge Youth Services: Bainbridge Healthy Youth Alliance - By 12/2017, 90% of training participants will report increase in knowledge of behaviors that support resilience and social/emotional wellbeing.
- Kitsap Juvenile Court Services: Kitsap Adolescent Recovery Services - 80% of juvenile justice involved youth who successfully complete outpatient treatment with KARS will remain crime-free for one year following the completion of the program.

SELECTION OF NOMINATING COMMITTEE FOR ELECTION OF OFFICERS

The CAC Bylaws state that the chairperson and vice chairperson of the CAC 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. 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. Lois Hoell, Chair, appointed Kimberly Shipp, Dave Shurick and Colleen Smidt to the Nominating Committee. Staff will organize a conference call for the Nominating Committee to discuss nominations for 2017. Election of Officers will be held at the November 15th CAC Meeting.

2016-17 STRATEGIC PLANNING PROCESS

In September 2013, the Kitsap County Board of Commissioners adopted the Mental Health, Chemical Dependency, and Therapeutic Court Sales Tax (1 10th of 1%). In collaboration with community leaders and subject matter experts, the Kitsap County Human Services Department developed a six year strategic plan for behavioral health services. June 30, 2016 marks the second full year of service delivery, and three years since the development of the Behavioral Health Strategic Plan. The Citizens Advisory Committee (CAC) was established and is charged to review the Behavioral Health Strategic Plan every three years, in coordination with the Request for Proposal process, to assess the overall progress towards achieving the plan's behavioral health goals.

Gay Neal, Staff, handed out a schedule for Strategic Plan Key Informant Interviews and asked to each CAC member to sign up for at least one interview. Gay asked Siri Kushner to review "Tips for Conducting Key Informant Interviews". Gay also reviewed the questions, process and paperwork for the interviews. The CAC is looking forward to incorporating any changes in the Strategic Plan into their next RFP cycle.

2015-16 ANNUAL REPORT

The following CAC members volunteered to participate on the Communications Sub-Committee at last month's meeting: Jeannie Screws, Colleen Smidt (chair) and Robert Parker. The Sub-Committee met on October 11th and reviewed the Draft 2015 – 16 Annual Report. It was decided that a "Pull Out" section would be added to address how readers could find help in the community for mental health and/or substance abuse problems. The Sub-Committee also discussed what their roll would be and set the following goals:

- Develop messaging for the CAC and Contractors
- Establish and review communication materials
- Develop delivery methods for getting information out to the community
- Identifying audiences to deliver information to
- Establish an annual calendar for regular communications

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

Russell Hartman provided an update on the Salish BHO (SBHO). Governor Jay Inslee, put forth an Executive Order addressing opioid use as a public health crisis and endorsed the Statewide Opiate Response Plan. The SBHO has hired an individual to lead the three County area's Opiate Response Plan, based on the State-wide plan. The SBHO Executive Board meeting will be this Friday, October 21st. The next SBHO Advisory Board Meeting is scheduled for Friday, October 28th in Sequim.

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, November 15, 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 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Siri Kushner, Kitsap Public Health District
Richard Daniels	
Russell Hartman	
Lois Hoell	
Robert Parker	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp	
Dave Shurick	
Colleen Smidt	
Connie Wurm	
STAFF	
Gay Neal	
Doug Washburn (Excused)	