



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
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
Stephanie Lewis, 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 Jackson, 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
Outpatient Services:
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Keith Winfield, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, July 16, 2019
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
Richard Daniels, Chair
2. Review & Approval of June 18, 2019* 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
Full Committee
4. Community Input 5:15 – 5:20
5. Request for Proposals (RFP) Update 5:20 – 5:30
Staff (Attachments 2 and 3)
6. Web Based Rating Sheet Training 5:30 – 6:30
Staff
7. 2019 CAC Contractor Site Visit Update 6:30 – 6:50
Full Committee
8. Committee Member Check-in 6:50 – 7:00
9. Adjourn

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
June 18, 2019**

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

APPROVAL OF MINUTES

The May 21, 2019 Minutes, the following action was taken:

ACTION: Ursula Petters moved to approve the minutes as presented. Russ Hartman seconded the motion. Jackie Fojtik abstained. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Lois Hoell moved to approve the agenda as presented. Charmaine Scott seconded the motion. Motion carried unanimously.

STRATEGIC PLANNING TEAM

Rich gave the background on the time line for reconvening the Strategic Planning Committee, to reevaluate and update the behavioral health strategic plan, as required every six years. Recommendations for new members to include expertise from these possible areas;

- Youth Mental Health
- Public Transportation
- Recovery Coalition
- Nami
- Mental Health Research Analyst
- Managed Care Organizations
- Housing

Doug Washburn will be reaching out to individual groups in search of qualified applicants to comprise the new committee. Doug suggested the focus be on current priorities and develop from there.

Other suggestions made for reaching out to obtain Strategic Plan members, included contacting the following groups/people for recommendations;

- Police Chief
- Dr. Susan Turner from the Health District
- Olympic Educational Service District
- Olympic College
- Substance Abuse Coalition Representative
- Harrison Hospital

The development of the revised/new plan will begin once the Strategic Planning Committee has been solidified. From there, the group will meet to outline the plans and goals. The Strategic Sub-Committee from the Citizen's Advisory Committee will work with Phil Ramunno, from Kitsap Public Health District to design surveys to highlight

gaps, design interview questions and refine the final product. The 2020 Strategic Planning Committee will then meet to finalize the revised/new plan.

REQUESTS FOR PROPOSALS (RFP)

The committee reviewed letters of intent that had been submitted for both new and continuing potential applicants for the 2020 cycle.

- (18) Continuation letters were received
 - Total \$4,659,357.00 in asking
- (17) New letters were received
 - Total \$5,398,143.75 in asking
- Grand Total of \$10,057,500.75 in asking for all potential grant applicants

Discussion was held to remove Kitsap Mental Health's Crisis Triage Center Supplemental Operation's asking from the group, with intention to reevaluate their proposal once proprietary information is known at a later date. This leaves the \$1,300,000.00 still on the table as available for current applicants. Since the Crisis Triage center is currently in negotiations with Managed Care Organizations, it is best for all applicants involved, that the Crisis Triage Center come back when they have a plan. This action has been commissioner approved.

Gay discussed getting the outline for the scoring sheets on July 16th. She further explained the Treatment Sales Tax; Conflict of Interest form and passed them around for Citizen's Advisory Members to sign and return to her. This ensures that those who have conflicts of interest are not scoring those applicants.

2019 CONTRACTOR ASSIGNMENTS AND SITE VISITS

The committee reviewed and discussed; First Quarter site visits are approved as formal minutes.

Continuation Grants

Agency: Aging and Long-Term Care - Partners in Memory Care Thursday June 6, 2019

CAC Members: Nau, Jackie Fojtik, Charmaine Scott

Powerful Tools Workshops and Dementia Cafes funded in 2018 continue in 2019 without additional Treatment Sales Tax funding. Alzheimer's Association contracted for two (2) community events provide four (4) at no extra cost. The community events are being held countywide including in Port Orchard, Silverdale, Poulsbo and Bremerton. The Dementia Specialist continues to provide consultation to individuals, facility staff and the hospital. Feedback in evaluation surveys on the Dementia Specialist and their technical assistance is a 4.9 out of five (excellent). The Kitsap Area Agency on Aging (AAA) advocated in partnership with the statewide AAA's and Dementia Action Collaboration for state legislative funding to support these strategies. Advocacy at the State level resulted in increased dementia funding – though not specifically for dementia consultation services. Statement of Work and Budget on track.

Agency: Bremerton School District - Social and Emotional Learning (SEL)
Wednesday June 12, 2019

CAC Members: Jackie Fojtik

Site Visit conducted at Navel Avenue Elementary School where the Social and Emotional Learning (SEL) Initiative is being implemented. Year 1 of the Initiative focused on training staff and administration in social and emotional curriculum with year 2 focused on implementation. The Second Steps prevention curriculum for preschool – 5th grade is implemented schoolwide in all the elementary schools. The curriculum is used daily to establish norms for students on problem solving, relationship building, and emotional regulation. Training for 6th through 12th grade on the SEL curriculum Character Strong is taking place this year and will be implemented next school year. The district is seeing outcomes including decrease in suspensions, reduced referrals to special education and decreased discipline referrals. Statement of Work and Budget on track.

Agency: City of Poulsbo - Behavioral Health Outreach
Friday, June 7, 2019

CAC Members: Robert Parker, Richard Daniels

Program is fully staffed to include three (3) Behavioral Health Navigators. The Navigator positions now fully report directly to the Poulsbo Police Department and focus on connection to services. First quarter outcomes report that 329 referrals made by the program resulted in 78 successful connections to services (36%). Bainbridge Island, Poulsbo, Bremerton and Port Orchard police departments are all now supported by Navigators. Data outputs and outcomes continue to change quarter to quarter and do not provide consistent measures from year to year. Program needs to begin focus on transitional funding and cost savings need to be recouped from organizations benefiting from the program and cost savings. Statement of Work and Budget on track.

Agency: Coffee Oasis - Homeless Youth Intervention
Thursday, May 30, 2019

CAC Members: Lois Hoell, Kimberly Shipp, Russ Hartman, Jackie Fojtik

The program is fully staffed, including a chemical dependency professional, and staff retention and continuity is good. Crisis line is also fully staffed with community volunteers. 70% of youth in crisis contacted engage in ongoing crisis services. Increasing partnerships in the community include Kitsap Mental Health Services, Peninsula Community Health Services, West Sound Treatment Center and WorkSource. Challenges include accessing substance abuse disorder treatment services for youth. Program improvement is purposeful. There are Budget concerns. They have spent 1/3 of their grant to date because that they have not collected as much match for the program as expected. Statement of Work on track.

Agency: Kitsap Community Resources - Housing Stability Support
Wednesday, June 12, 2019

CAC Members: Kathleen Cronin, Charmaine Scott

Program has new administration and direct service provider. Program management appears to have improved and services are being provided with consistency. The Housing Specialist has excellent background, education and experience and commitment to the program. Currently there are 13 individuals in the program, with a goal of 15-20. Behavioral health services have shifted from Kitsap Mental Health

Services (KMHS) to Peninsula Community Health Services (PCHS) after mutual agreement to end sub-contract with KMHS. PCHS behavioral health services are more accessible for the population being serviced. Program has stabilized with Statement of Work and budget on track.

Agency: Kitsap County District Court - Behavioral Health Court (BHC)
Wednesday, May 29, 2019

CAC Members: Jackie Fojtik, Russ Hartman, Charmaine Scott

Behavioral Health Court is working well with the Prosecutors Office in implementing a universal application for all therapeutic courts. The new model allows individuals in one therapeutic court to transfer to another court if it is deemed appropriate. Since this new application has been in place both referrals and accepted referrals to BHC have increased. There are currently 33 program participants. Goal is 50 participants. Subcontract with Kitsap Mental Health Services for two Behavioral Health Specialists is only staffed with one. At the end of 2018 only 2 out of 26 participants were homeless. Statement of Work and budget are on track.

Agency: Kitsap County Juvenile Court - Enhanced Therapeutic Court
Monday June 10, 2019

CAC Members: Jackie Fojtik, Charmaine Scott

The sub-contract with MCS Counseling for the Behavioral Health Specialist (BHS) has provided for a consistent therapist for both the Individualized and Juvenile Drug Courts. The BHS has attended 100% of pre-court and hearings in the first quarter. The BHS meets with participants at their office in Silverdale and at the detention facility. They also meet participants in their home, school, coffee houses, traveling to various locations throughout Kitsap County. There are currently 23 participants in the juvenile therapeutic courts. 83% of the participants continued or completed the program during the first quarter. 100% of youth screened for designer drugs test negative. Program outputs and outcomes meet and exceed goals. Statement of Work and budget on track.

Agency: Kitsap County Sheriff's Office - Crisis Intervention Training/Ride Along Application/BH Unit/Re entry Program
Tuesday, June 4, 2019

CAC Members: Robert Parker, Richard Daniels, Jackie Fojtik, Jeanne Screws

RideAlong and Behavioral Health Unit and Crisis Intervention contracts are on track to spend out by the end of the year. The Re entry program is fully staffed and up and running. Through May 2019 they have had 185 program participants. Of the 185, only 13 have returned to jail. Processes and partnerships are being developed and improving the overall continuity of the current programs being offered by outside providers in the jail. Staff have been trained and have access to the Correctional Assessment & Intervention System (CAIS). The CAIS is a validated tool that will help assess risk and needs of offenders and reduce recidivism. Statement of Work and budget are on track.

Agency: Kitsap Mental Health Services - Crisis Triage Center (CTC)
Monday, June 10, 2019

CAC Members: Robert Parker, Richard Daniels, Jackie Fojtik

To date the CTC has had 360 admissions, which includes 250 individuals served. The occupancy rate is at 56% with a goal of 75%. Primary referrals sources include the Designated Crisis Responders and the Hospital. The CTC has seen a 38% decrease in emergency room utilization among participants. Transition from capitated Behavioral Health Organization funding to managed care is in process. Service rates for the CTC have not yet been negotiated. Program needs to begin focus on supplemental funding and cost savings need to be recouped from organizations benefiting from the program and cost savings. No operational invoices have been submitted during 2019. Final construction costs continue to trickle in.

Agency: Kitsap County Superior Court - Adult Drug Court/Veterans Court
Thursday, June 13, 2019

CAC Members: Richard Daniels, Robert Parker, Jackie Fojtik

Both Adult Drug Court (ADC) and Veterans Court (VC) are at full capacity, 176 ADC and 23 VC participants respectively. Both Courts are meeting or exceeding all outcome measures except behavioral health services. Sub-contract with Kitsap Mental Health Services (KMHS) has not resulted in a stable or consistent Behavioral Health Specialist for both courts. Discussion between the two organizations continue and may result in bringing in a new behavioral health provider. Sub-contract with West Sound Treatment Services to provide vocational counseling and assistance continues to provide stable staffing and outcomes including 100% participants having a job or being in an educational program at graduation from the program. To date KMHS has not invoiced the court for services. This may impact expenditures over the period of the grant. Statement of Work on track.

Agency: Kitsap Public Health District - Kitsap Connect
Monday, June 10, 2019

CAC Members: Robert Parker, Richard Daniels

Kitsap Connect has a full case load of 22 high utilizers. The success of the program is measured by a reduction in costly services such as emergency room visits, ambulance rides and jail bed nights. To date it is estimated the \$433,090 have been saved in the emergency management system. These cost savings are not benefiting taxpayers – but the privatized health care system – including Harrison Hospital, Ambulance and Medicaid insurance providers (soon to be the MCOs). Program needs to begin focus on transitional funding and cost savings need to be recouped from organizations benefiting from the program and cost savings. Kitsap Connect will be requesting changes in writing to the CAC related to their staffing and budget due to cost savings from their Kitsap Community Resources sub-contract.

Agency: Kitsap Public Health District - Nurse Family Partnership (NFP)
Monday, June 10, 2019

CAC Members: Robert Parker, Richard Daniels

NFP is an evidenced-based community health program with over 40 years of evidence showing significant improvements in the health and lives of first-time mothers and their children living in poverty. Concerns raised over the appropriateness of the Treatment Sales Tax funding a program with primary physical health outcomes. Need to review the research on the mental health and substance use outcomes attributed to the program. Discussed approaching managed care organizations for potential Medicaid

funding due to cost savings in physical health outcomes. Statement of Work and Budget on track.

Agency: Olympic ESD 114 – School Based Behavioral Health

Thursday, June 13, 2019

CAC Members: Jackie Fojtik, Richard Daniels

Project is fully staffed, and caseloads established. Retention of staff has stabilized. Sub-contract with Kitsap Mental Health Services continues to provide Behavioral Health Specialist's at the elementary level. Outcomes including attendance, grades, classroom behavior and substance abuse reductions are being measured with positive outcomes. Services limited to the highest need elementary and high schools. Due to budget limitations, the middle schools are not being served. Advocacy in providing funding for behavioral health services in basic education has not resulted in statewide funding. Districts will be increasing their cash match for the project by 10% in 2020. Program needs to begin focus on transitional funding and cost savings need to be recouped from organizations benefiting from the program and cost savings. Statement of Work and Budget on track.

Agency: West Sound Treatment Center - New Start

Tuesday, June 4, 2019

CAC Members: Jeannie Screws, Kathleen Cronin, Jackie Fojtik

Inaccurate data was included in the first Quarter Report. Upper management was not in attendance at the site visit and staff assigned to the visit did not have the knowledge to answer committee member's questions. New Start beds sit unfilled – only 44% supportive housing units filled. CAC members raised the issue of expanding eligibility for these beds and using them in emergency situations if unfilled by jail releases. A meeting will be scheduled with the Executive and Operations Directors to discuss concerns.

New Grants

Agency: Kitsap County Prevention Services – Substance Abuse Prevention

Wednesday, June 12, 2019

CAC Members: Charmaine Scott, Jackie Fojtik

The Substance Abuse Prevention Specialist position has not been hired and evaluation outputs and outcomes have not fully been developed. Treatment Sales Tax funds have not been billed to date. No measurable progress has been made. The position is scheduled to be posted mid-June. Increased hours for the Specialist during the last six months of the grant could spend out some of the budget. The project has been awarded 200 Narcan Kits worth \$10,000 for distribution countywide. The Specialist will receive training to convene community members, provide them with training on how to use the Narcan to disrupt opioid overdose and provide kits to those who request them. Program evaluation will include data on how many kits have been distributed, how many have been used and what the outcome was.

**Agency: Kitsap County Prosecuting Attorney – Alternative to Prosecution
Friday June 7, 2019**

CAC Members: Richard Daniels, Jeannie Screws

Transition to a Therapeutic Court Prosecutors Unit has been fully implemented. Two (2) full-time prosecutors' staff each of the therapeutic courts in the county including Adult Drug Court, Veterans Court, Behavioral Health Court, Human Trafficking Court and Family Dependency Court. A universal application process has been developed and implemented. Now individuals apply online and are screened for eligibility for all therapeutic courts. Outcomes include decrease in time between screening, referral, viewing, staffing and determination for a therapeutic court assignment and participation. Participants can transfer between therapeutic courts if necessary. Statement of Work and budget on track.

**Agency: Peninsula Community Health Services – Wellness on Wheels
Thursday, June 6, 2019**

CAC Members: Jeannie Screws, Jackie Fojtik

Peninsula Community Health Services (PCHS) has rolled out their new Mobile Behavioral Health Unit. The van will travel throughout Kitsap County providing mobile mental health and substance use disorder treatment services to individuals who have difficulties accessing services in a traditional clinic setting. On the van is a community health worker, a licensed mental health counselor and a chemical dependency professional. All positions have been hired and are on board. Services include community resource information, counseling, crisis intervention, substance use support and limited psychiatric services. The van also provides a Medication Assisted Treatment Program. Budget concerns regarding the lack of ability to contract with the Salish Behavioral Health Organization for Medicaid reimbursement has resulted in a budget shortfall for the project. Statement of Work on track.

**Agency: Kitsap Mental Health Services – Housing Pre-Development
Tuesday, June 4, 2019**

CAC Members: Kathleen Cronin, Jackie Fojtik

Property for the supportive housing project has been purchased by Kitsap Mental Health Services (KMHS). Partnerships between KMHS and Bremerton Housing Authority has secured 3.1 million dollars for construction and 56 project-based vouchers. Most of the funding for construction of the project is expected to come from federal low-income housing tax credits. In collaboration with the United Way, the project was presented to the Gates Foundation for funding consideration and was invited to submit a proposal of up to \$500,000. In addition, \$750,000 has been secured in the State capital budget. Statement of Work and budget on track.

SALISH BEHAVIORAL HEALTH ORGANIZATION (SBHO) UPDATE

The SBHO Executive Board was cancelled and there was nothing new to report.

COMMUNITY INPUT

OPEN TO PUBLIC

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, July 16, 2019 at the Work Source 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	Michael Marshall
Richard Daniels	
Jackie Fojtik	
Russell Hartman	
Lois Hoell	
Valerie Nau	
Robert Parker (EXCUSED)	
Ursula Petters	
Jeannie Screws (EXCUSED)	
Kimberly Shipp (EXCUSED)	
Charmaine Scott	
STAFF	
Gay Neal	
Doug Washburn	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
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
Stephanie Lewis, 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 Jackson, 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
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Request for Proposal 2019 Master Meeting Schedule

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

Port Blakely Conference Room
619 Division Street, Port Orchard
Monday, April 22, 2019 11:00 a.m. – 12:00 p.m.

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

1300 Sylvan Way, Bremerton
Thursday, August 29, 2019 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
Tuesday, September 10th, 9:00 a.m. – 5:00 p.m.
Wednesday, September 11th, 9:00 a.m. – 5:00 p.m.
Thursday, September 12th, 9:00 a.m. – 5:00 p.m.

Citizens Advisory Committee Executive Sessions Kitsap WorkSource Center, Cascade Room

1300 Sylvan Way, Bremerton
Monday, September 16th, 3:00 p.m. – 7:00 p.m.
Tuesday, September 17th, 3:00 p.m. – 7:00 p.m.

Citizens Advisory Committee Meeting Kitsap WorkSource Center, Cascade Room

1300 Sylvan Way, Bremerton
September 17, 2019 7:00 p.m. – 7:30 p.m.

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

Port Blakely Conference Room
619 Division Street, Port Orchard
Monday, September 23, 2019 11:00 a.m. – 12:00 a.m.

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

Commissioners Chambers
619 Division Street, Port Orchard
Monday, October 7, 2019 5:30 p.m. – 7:00 p.m.



2020 REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

Continuation/New Grant Proposal Deadline: July 24 and 25th, 2019 at 3:00 p.m.

Date	Activity
January – April 2019	RFP Sub-Committee convenes and develops final draft of 2020 Request for Proposals (RFP)
April 16, 2019	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
April 22, 2019	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
April 2019	2020 Request For Proposals Released upon Board of Commissioners approval
Mandatory May 15, 2019	Mandatory Proposers Conference – Givens Community Center Olympic Room, 1026 Sidney Ave, Port Orchard, WA
May 22, 2019	Notes and Q&A from Proposers Conference Posted
Mandatory May 31, 2019	Mandatory “Letter of Intent” online submission Due by 3:00 P.M.
July 24, 2019	Continuation Grant Proposals Due by 3:00 P.M.
July 25, 2019	New Grant Proposals Due by 3:00 P.M.
July 24 th – 29 th , 2019	Human Services staff review for complete RFP submissions
July 29 – August 26, 2019	CAC reviews Proposals and completes Rating Sheets
August 26, 2019	CAC Rating Sheets due to Department of Human Services
August 29, 2019 3:00 p.m. WorkSource	CAC convenes to discuss Proposals and develop questions for Proposers
September 3, 2019	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
September 10th – 12th 9:00 a.m. – 5:00 p.m. Norm Dicks Gov Center	Mandatory Proposer Question and Answer Sessions. Organizations must make time available for their Question and Answer Session which will be scheduled during this time frame.
September 16th and 17th 3:00 p.m. – 7:00 p.m. WorkSource	CAC Executive Committee Meetings to develop funding recommendations
September 17, 2019 7:00 p.m. – 7:30 p.m. WorkSource	CAC Regular Business Meeting to Approve Recommendations for BOCC
September 23, 2019 11:00 a.m. – 12:00 p.m. Port Blakely /Admin Building	Make funding recommendations to BOCC (Work Study)
October 7, 2019 5:30 p.m. – 7:00 p.m. Commissioners Chambers	BOCC Acts on Funding Recommendations – Public Meeting
October – December 2019	Statements of Work, Expenditure Plans and Contracts completed
December 2019	BOCC Approves Contracts
January 1, 2020	2020 Program Year Begins