



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
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**Mental Health/Chemical
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Gay Neal, Coordinator
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**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
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Substance Abuse Prevention
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Housing and Homelessness
Kirsten Jewell, Coordinator
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**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
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Fax: 360.377.7027
Keith Winfield, Clinical Manager
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Citizens Advisory Committee Meeting Tuesday, July 21, 2020 5:00 p.m. – 7:00 p.m.

Join Zoom Meeting
<https://us02web.zoom.us/j/86321216733?pwd=UVFTTnhaTkpQZkZLMVZKZ2JrZEIUZz09>
Password: 254014
Webinar ID: 863 2121 6733
Phone: 1-253-215-8782 Password: 254014

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Jeannie Screws, Chair | 5:00 – 5:05 |
| 2. Review & Approval of June 16, 2020 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Community Input
Please limit individual comments to 2 minutes . Written comments may also be submitted to the Board, if this timeframe is insufficient. | 5:15 – 5:20 |
| 5. 2020 Carry Over Funding
Full Committee | 5:20 – 5:30 |
| 6. Site Visits
Full Committee | 5:30 – 5:45 |
| 7. Strategic Planning Sub-Committee Report
Charmaine Scott, Sub-Committee Chair | 5:45 – 6:00 |
| 8. Request for Proposal Reviewer Training
Staff (Attachment 2, 3, 4 and 5) | 6:00 – 6:45 |
| 9. Committee Member Check-in | 6:45 – 7:00 |
| 10. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
June 16, 2020**

Jeannie Screws, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted, and attendance was taken via Zoom.

APPROVAL OF MINUTES

After review of the May 19, 2020 Minutes, the following action was taken:

ACTION: Helen Havens moved to approve the May 19, 2020 meeting minutes as presented. Charmaine Scott seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

1. Gay added; Jolene will present on Public Health and COVID-19
2. Kathleen Cronin asked; to review the ordinance statute; item 7.a was added

COMMUNITY INPUT:

Community member introduced herself, unable to clarify name.

SITE VISITS:

Gay sent out the first round of site visits that are available from June 23rd through July 9th. Seventeen out of twenty total meetings have been scheduled. The committee will respond to Gay with the meetings they plan to attend. Minimum of 2-3 individuals to be present per visit, more can attend. The visit with Superior Court and Behavioral Drug Court on June 24th and 26th will be set up via Zoom by Superior court for security reasons.

- Site visit guidelines were reviewed for new members
- Jackie asked that two specific questions related to COVID be included
 - What are the impacts by the community?
 - What are the impacts to the providers?

REQUEST FOR PROPOSAL UPDATE:

Gay, recapped on the press release sent out announcing Request for Proposal went live on June 10th. Registration for mandatory proposer's conference is open, with 10 potential vendors signed up currently. The conference will be conducted as a webinar.

Stages of the RFP process was reviewed for new members; attachment 2.

STRATEGIC PLANNING:

Jolene discussed attachment 3, the Behavioral Health impacts from COVID-19 report by Department of Emergency Management and Public Health. Projections related to Behavioral Health in relation to reaction to traumatic events such as the recent pandemic and quarantine.

Predictions expect an increase in need for treatment, crisis services and suicide resources. The regional crisis line has seen a drastic increases in volume of calls with greater duration than average.

Limited resources, possible \$140,000 for behavioral health for all three regions is anticipated around August. These funds are for new participants in the system.

Review of the Ordinance

Discussion held on the Strategic Plan:

- Strategic plan needs to be updated
- Consensus to move forward on the updates
- Gay will schedule a meeting with an interested core group who are available to commit
 - Interest by Charmaine, Richard, Kathleen, Helen, Alexis
 - Plan to meet before next main meeting and bring recommendations/game plan from A to B to the committee.
 - Consider hiring a facilitator, bids for procurement is a process and cannot have an individual hired by the first meeting

REVIEW STATUTE added item 7.a :

Kathleen, ordinance 4.33.080 (B) reads Appointment to the Citizens Advisory Committee should consist of one (1) member from the Kitsap County Substance Abuse Advisory Board. Since the Substance Abuse Advisory Board has since sunset, Kathleen brought it to attention as a housekeeping item. Gay explained that proceeding resolutions have since updated items found on the original ordinance.

COMMITTEE MEMBER CHECK-IN

- Gay, announced Amanda from Public Health will have the data compiled for the first six months on continuation grants so committee members can review outcomes before site visits are conducted
- Comments on the Public Health report, availability to review was appreciated

NEXT MEETING

July 21, 2020 via Zoom. No meetings in August and September.

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 6:32 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Jolene Kron, Dpt. Administrator SBHASO
Richard Daniels	Community member, name unknown
Jackie Fojtik	
Helen Havens	
Kimberly House (EXCUSED)	
Valerie Nau (EXCUSED)	
Ursula Petters	
Charmaine Scott	
Jeannie Screws	
Alexis Telles	
STAFF	
Gay Neal	
Richard VanCleave (EXCUSED)	
Doug Washburn (EXCUSED)	
Hannah Shockley	

2021 Mental Health Chemical Dependency and Therapeutic Court Letter of Intent Submissions

	Organization	Project	New or Continuation	Budget	Years Funded
1	Kitsap County Superior Court	Adult Drug Court	Continuation	\$ 650,000.00	6
2	Kitsap County Superior Court	Veteran's Treatment Court	Continuation	\$ 94,000.00	5
3	Kitsap Community Resources	Recovery Outreach and Stabilization Team (ROAST)	Continuation	\$ 748,000.00	2
4	Bremerton School District	Social Emotional Learning/Restorative Justice	Continuation	\$ 230,000.00	3
5	Coffee Oasis	Homeless Youth Intervention	Continuation	\$ 310,000.00	4
6	Prosecuting Attorney's Office	Therapeutic Courts - Alternative to Prosecution	Continuation	\$ 305,302.00	2
7	Olympic Educational Service District 114	Behavioral Health Counseling Enhancement	Continuation	\$ 743,859.00	6
8	Kitsap County Sheriff's Office	Crisis Intervention Officer	Continuation	\$ 126,921.00	1
9	Kitsap County Sheriff's Office Jail	Reentry Officer & Coordinator	Continuation	\$ 198,890.00	2
10	Kitsap County Sheriff's Office	Crisis Intervention Training	Continuation	\$ 22,500.00	6
11	Kitsap County Aging & Long Term Care	Partners in Memory Care	Continuation	\$ 90,000.00	3
12	Kitsap Public Health District	Nurse Family Partnership	Continuation	\$ 169,083.00	6
13	Kitsap County Juvenile Services	Enhancement for Juvenile Therapeutic Courts	Continuation	\$ 193,709.00	6
14	Kitsap County District Court	Behavioral Health Court	Continuation	\$ 310,000.00	3
15	West Sound Treatment Center	New Start Jail Services	Continuation	\$ 411,309.00	6
16	Agape Unlimited	Co Occurring Services	Continuation	\$ 125,000.00	1
			Total	\$ 4,728,573.00	
1	Peninsula Community Health Services	Stand by Me	New	\$ 200,000.00	
2	Agape Unlimited	Agape Substance Use Disorder Program	New	\$ 560,000.00	
3	Kitsap Homes of Compassion	Permanent Supportive Housing	New	\$ 490,000.00	
4	NW Family Psychology	Dual Diagnosis Treatment and Recovery	New	\$ 490,300.00	
5	Kitsap Mental Health Services	Sustaining Access to BH Treatment	New	\$ 508,610.00	
6	Sound Integrated Health	Safe and Sound Recovery Project	New	\$ 435,714.00	
7	Cascadia Addiction-Bountiful Life	Mental Health Evaluation & Referral Services	New	\$ 80,000.00	
8	Bremerton Police Department	Bremerton Behavioral Health Outreach Program	New	\$ 70,000.00	
9	WestCare WA/Washington Serves	Transition to Trust Recovery Support	New	\$ 200,000.00	
10	Scarlet Road	Housing Support for Victims of Human Trafficking	New	\$ 25,000.00	
11	Kitsap Strong	Relational Mentor Training	New	\$ 63,840.00	
12	City of Poulsbo	CARES Behavioral Health Response Unit	New	\$ 450,000.00	
13	Kitsap Rescue Mission	Coordinated Care in KRM's Homeless Shelter	New	\$ 99,777.00	
			Total	\$ 3,673,241.00	
			Total Complete	\$ 8,401,814.00	
			Grand Total	\$ 8,401,814.00	
		Total Funding Available		\$ 4,500,000.00	
		Balance		\$ (3,901,814.00)	

2021 NEW GRANT REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

All New Grant Applicants must attend a Mandatory New Grant Proposer's Conference and submit a letter of intent online via Survey Monkey Apply to be eligible to apply for the 2021 Treatment Sales Tax funding. The "New Grant Proposal Letter of Intent" will be made available at the New Grant Proposer's Mandatory Conference. **The "New Grant Proposal Letter of Intent" is due on Friday, July 10, 2020 at 3:00 p.m.**

New Grant Proposal Deadline: August 20, 2020 at 3:00 p.m.

Date	Activity
June 2020	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
June 2020	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
June 10, 2020	2021 New Grant Request For Proposals Released upon Board of Commissioners approval
July 1, 2020	Mandatory New Grant Proposers Conference – 10:00 a.m. – 12:00 p.m. Location to be determined
July 6, 2020	Notes and Q&A from Proposers Conference Posted
July 10, 2020	Mandatory "New Grant Proposal Letter of Intent" Due by 3:00 p.m. Online submission only via Survey Monkey Apply.
August 20, 2020	New Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply.
August 20 th – September 16 th , 2020	CAC reviews Proposals and completes Rating Sheets
September 16, 2020	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 22, 2020	CAC convenes to discuss Proposals and develop questions for Proposers
September 25, 2020	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
October 2, 2020	Mandatory written responses to the CAC Questions due at 3:00 p.m. Online submission only via Survey Monkey Apply.
October 2 nd – 12 th , 2020	CAC reviews written responses to Questions
October 13th – 15th, 2020	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.
October 19 th and 20 th , 2020	CAC Executive Committee Meetings to develop funding recommendations
October 20, 2020	CAC Regular Business Meeting to Approve Recommendations for BOCC
October 2020	Make funding recommendations to BOCC (Work Study)
November 2020	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2020	Statements of Work, Expenditure Plans and Contracts completed
January 1, 2021	2021 Program Year Begins

2021 CONTINUATION GRANT REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

All Continuation Grant Applicants must attend a Mandatory Continuation Grant Proposer's Conference and submit a letter of intent online via Survey Monkey Apply to be eligible to apply for the 2021 Treatment Sales Tax funding. The "Continuation Grant Proposal Letter of Intent" will be made available at the Continuation Grant Proposer's Mandatory Conference. **The "Continuation Grant Proposal Letter of Intent" is due on Friday, July 10, 2020 at 3:00 p.m.**

Continuation Grant Proposal Deadline: August 19, 2020 at 3:00 p.m.

Date	Activity
June 2020	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
June 2020	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
June 10, 2020	2021 Continuation Grant Request For Proposals Released upon Board of Commissioners approval
July 1, 2020	Mandatory Continuation Grant Proposers Conference – 1:00 p.m. – 3:00 p.m. Location to be determined
July 6, 2020	Notes and Q&A from Proposers Conference Posted
July 10, 2020	Mandatory "Continuation Grant Proposal Letter of Intent" Due by 3:00 p.m. Online submission only via Survey Monkey Apply.
August 19, 2020	Continuation Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply.
August 19 th – September 16 th , 2020	CAC reviews Proposals and completes Rating Sheets
September 16, 2020	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 22, 2020	CAC convenes to discuss Proposals and develop questions for Proposers
September 25, 2020	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
October 2, 2020	Mandatory written responses to the CAC Questions due at 3:00 p.m. Online submission only via Survey Monkey Apply.
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October 19 th and 20 th , 2020	CAC Executive Committee Meetings to develop funding recommendations
October 20, 2020	CAC Regular Business Meeting to Approve Recommendations for BOCC
October 2020	Make funding recommendations to BOCC (Work Study)
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January 1, 2021	2021 Program Year Begins



2021 Kitsap County Mental Health, Chemical Dependency and Therapeutic Courts Workflow

Mandatory Proposer Conference Attendance

Stage 1: Eligibility Stage

- ◆ Eligibility Requirements
- ◆ Letter of Intent

Stage 2: Administrative Lookover Stage

- ◆ Staff Review Eligibility Requirements and Letter of Intent

Stage 3: Application Stage

- ◆ Application Form
- ◆ Narrative Form
- ◆ Attachments

Stage 4: Initial Committee Review Stage

- ◆ New Grant Evaluation and Scoring Form
- ◆ Continuation Grant Evaluation and Scoring Form

Stage 5: Question and Answer Lookover Stage

- ◆ Staff Review and final question development

Stage 6: Question and Answer Stage

- ◆ Applicants complete Question & Answer Form

Stage 7: Final Committee Review Stage

- ◆ New Grant Final Committee Review Form
- ◆ Continuation Grant Final Committee Review Form



Applicant



Staff



CAC