



Department of Human Services

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Director

KITSAP COUNTY
DEPARTMENT OF HUMAN
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Kelly Oneal, Coordinator
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Stephanie Lewis, Administrator
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**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
1.800.562.6418
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, March 16, 2021 5:00 p.m. – 7:00 p.m.

[Join the webinar:](#)

Passcode: 469435

Webinar ID: 811 9916 6705

Phone: 1-253-215-8782

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Jeanne Screws, Chair | 5:00 – 5:05 |
| 2. Review & Approval of February 16, 2021 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Trauma Informed Care Presentation
Kitsap Strong, Kitsap Rescue Mission, Peninsula Community
Health Services | 5:15 – 6:00 |
| 5. Request for Proposal Update
Charmaine Scott, Sub-Committee Chair (Attachment 2) | 6:00 – 6:15 |
| 6. Outreach Discussion
Full Committee | 6:15 – 6:30 |
| 7. Membership Sub-Committee Update
Jackie Fojtik, Sub-Committee Chair | 6:30 – 6:40 |
| 8. Community Input
Please limit individual comments to 2 minutes. Written comments may also
be submitted to the Board, if this timeframe is insufficient. | 6:40 – 6:50 |
| 9. Committee Member Check-in | 6:50 – 7:00 |

10. Adjourn* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
February 16, 2021**

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

APPROVAL OF MINUTES

After review of the January 19, 2021 Minutes, the following action was taken:

ACTION: Kimberly House moved to approve the January 19, 2021 meeting minutes as presented. Kathleen Cronin seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: None

STRATEGIC PLAN UPDATE AND DEBRIEF

Gay asked if there was further debrief from the committee on the Strategic Plan presentation from last month. Expenditure report is now included.

Work Study is scheduled for Monday, March 8, 2021 at 2:00 – 2:45 p.m. At this meeting, the Strategic Plan will be presented to the commissioners.

- Doug, Richard and Gay will present
- Richard and Gay met; Work Study will be based on the same presentation as the Strategic Plan debrief from last meeting
- The Strategic Plan will guide the Request for Proposal, committee to discuss aligning the plan with the RFP
 - Committee discussed weighing goals, direction and priorities
 - Timeline for the Request for Proposal; approval, release, review, recommendations
- Annual report will be complete and discussed

REQUEST FOR PROPOSAL UPDATE

Reach communities of disparity

- Goals one and three are overreaching; getting the word out with targets, marketing towards these communities who are unaware of the 1/10th
- Reaching out to churches

Trauma informed care

- Looking at the community providers
- Training
- Cultural competency- Dr. Lilian, Dr. K. Riley possible presenters

Sub-Committee for outreach and communications

- Newsletter was developed, it continues
- Newsletter promotion, getting it out to City web sites
- Meeting with groups
- Getting success stories out in the community
- RFP promotion
- Start discussions in the RFP committee, then see if it can develop separately

Budgets required in the RFP

- At least one-page end of year analysis summary so committee can see where they fit in to the goals
- RFP committee to review

MEMBERSHIP COMMITTEE

Jackie gave the update.

- Welcome, Alexis Foster
- One open position left
- Waiting on Strategic Plan approval, then work on bylaws will commence
- No meetings scheduled yet
- Recruitment, waiting on the direction of the county
- Goal, increase diversity

COMMUNITY INPUT

None

COMMITTEE MEMBER CHECK IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, March 16, 2021 via Zoom 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 6:50 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Jeannie Screws	Jolene Kron, SBH ASO
Jackie Fojtik	
Kathleen Cronin	
Ursula Petters	
Kimberly House	
Valerie Nau	
Charmaine Scott	
Hellen Havens (EXCUSED)	
Alexis Telles	
Alexis Foster	
STAFF	
Gay Neal	
Doug Washburn (EXCUSED)	
Hannah Shockley	
Richard VanCleave	

2022 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 2022 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 Monday, June 28, 2021 at 3:00 p.m.**

New Grant Proposal Deadline: August 6, 2021 at 3:00 p.m.

Date	Activity
May 2021	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
May 18, 2021	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
May 28, 2021	2021 New Grant Request For Proposals Released upon Board of Commissioners approval
June 16, 2021	Mandatory New Grant Proposers Conference – 10:00 a.m. Via Zoom
June 21, 2021	Notes and Q&A from Proposers Conference Posted
June 28, 2021	Mandatory "New Grant Proposal Letter of Intent" Due by 3:00 p.m. Online submission only via Survey Monkey Apply.
August 6, 2021	New Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply
August 5 th – September 6 th , 2021	CAC reviews Proposals and completes Rating Sheets
September 6, 2021	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 9, 2021	CAC convenes to discuss Proposals and develop questions for Proposers
September 13, 2021	Questions for Question and Answer (Q&A) Sessions emailed to Proposers
September 27, 2021	Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.
September 27 th – October 12 th , 2021	CAC reviews written responses to Questions
October 12th – 14th, 2021	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 18 th and 19 th , 2021	CAC Executive Committee Meetings to develop funding recommendations
October 19, 2021	CAC Regular Business Meeting to Approve Recommendations for BOCC
November 2021	Make funding recommendations to BOCC (Work Study)
November 2021	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2021	Statements of Work, Expenditure Plans and Contracts completed
January 1, 2022	2022 Program Year Begins

2022 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 2022 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 Monday, June 28, 2021 at 3:00 p.m.**

Continuation Grant Proposal Deadline: August 5, 2021 at 3:00 p.m.

Date	Activity
May 2021	CAC presents RFP recommendations to the Board of Kitsap County Commissioners (BOCC) in Work Study Session
May 18, 2021	Citizens Advisory Committee (CAC) Meeting to Approve RFP and Timeline
May 28, 2021	2021 Continuation Grant Request For Proposals Released upon Board of Commissioners approval
June 16, 2021	Mandatory Continuation Grant Proposers Conference – 1:00 p.m. Via Zoom
June 21, 2021	Notes and Q&A from Proposers Conference Posted
June 28, 2021	Mandatory "Continuation Grant Proposal Letter of Intent" Due by 3:00 p.m. Online submission only via Survey Monkey Apply.
August 5, 2021	Continuation Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply
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