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**Substance Abuse Prevention/
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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**
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Fax: 360.337.4609
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Phone: 360.337.4606
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Kirsten Jewell, Coordinator
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Fax: 360.377.7027
Ken Winfield, Clinical Manager
Phone: 360.337.4625

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Bremerton, WA 98310
William Dowling, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Richard Becker,
Coordinator Phone:
360.337.4811



Accessible Communities Advisory Committee

Monday, January 31, 2022

1:00 – 3:00 p.m.

Via Zoom Virtual Meeting

[Please click to join the webinar:](#)

Call in Option:

US: +1 253 215 8782

Webinar ID: 876 9099 1652

Password: 042509

AGENDA

1. **Introductions**
2. **Review Meeting Notes November 29, 2021 (attachment 1)**
3. **Updates / Reports / Presentations**
 - a. Grant Submission Guides and Forms -Hannah
 - b. Ramps -Hannah
 - c. WA TAPP Presentation Update -Marsha
 - d. Dan Thompson Updates - Marsha
4. **Delegation of Tasks / Moving Forward / Next Steps**
 - a. Looping System -BI Library Updates
 - b. Locations for Bicycles – Ranae
 - c. By-Laws and Chair Voting
5. **New Business**
6. **Announcements/ Closing Comments**
7. **Meeting Dates: TBA via Zoom**
8. **Adjourn**

507 Austin Street • 614 Division Street, MS-23 • Port Orchard,
Washington 98366-4676 Main Line 360.337.7185 • FAX
360.337.5721

Accessible Communities Advisory Committee

Monday, November 29, 2021

ATTENDING: Marsha Cutting, Ranae Beeker, James Kinneson, Kathryn Woofter and Staff: Hannah Shockley

Meeting: Called to order by Marsha Cutting 1:10 p.m.

INTRODUCTIONS:

ANNOUNCEMENTS: None

APPROVAL OF MEETING NOTES from August 30, September 27, and October 25

Kathryn Woofter made a motion to approve the agenda and minutes from August 30, 2021, September 27, 2021 and October 25, 2021 as presented. Ranae Beeker seconded the motion. **Motion carried unanimously.**

UPDATES:

a. Ramps

- The ramps have been dropped off with Jeremy for the custom ADA handrail build
- Jeremy will keep us posted on the progress

b. WATAP Presentation

- Chair will follow up over December to see if they would do a presentation for the Committee early in the new year

c. Locations for Bicycles

- Chair submitted the application for the Dan Thompson funding asking for \$64,000
- Once grants are awarded and if the ACAC is funded, the committee will decide how to move forward. The goal is to purchase (2) side by side bikes and (2) adaptive tricycles. Two bikes would be housed at Clear Creek trail and two would be housed at South Kitsap's Regional Park; Jackson Park
- Ranae obtained a quote from Turtle Storage Company, who sell bike lockers with programable locks. Each locker holds 1-2 bikes. The quote received was for two lockers with thoughts that the divider could be removed to house the custom bikes
- The quote was received after the application was due and came back at \$14,000. Discussion held today that two additional lockers will need to be ordered and the original ask may not cover. If the full cost is not covered by the Dan Thompson grant, the Committee can submit a proposal to the state to cover the cost

d. Second Bike Venture

- Port Gamble Heritage Park is currently working on finalizing their draft plans into final plans. The park will house the Sound through the Olympics Trail and there is talk about having adaptive bikes available for use.
- The Committee will be working with David McBride moving forward and may potentially apply for funding for two of the bikes for the park.
- Other discussion held on painted navigation which works with specialized canes, to have available for finding restrooms and other areas of interest within the park

TASKS-MOVING FORWARD:

a. Newspaper Article - Hippocampe

- Decisions were made to start promoting the bikes through GovDelivery subscriber notices and Facebook through the winter to get the information out into the community
- In the spring, an article will be submitted for newspaper coverage
- Update the website with all Hippocampe information, how to checkout and where to go etc.

b. Facilities List of Repairs Held to discuss with the full committee Marsha submitted a form which was required to contact staff at the Friends of the Library, locally operate the Bainbridge Island Regional Library. Charles Brown replied that they had tested the Looping system prior to COVID shut down and it was working. He included facilities to ensure there were no issues and if there were, they would get them fixed. Marsha has yet to hear back from facilities but will follow back up.

c. By Laws and Voting

- By Laws were included and discussed
- Committee was asked to review the attachment and get back to Marsha and Hannah with revisions and or pieces voting members wished to discuss further by January 2022
- The goal is to have a finalized version by January's meeting
- Voting for Chair and Vice Chair will be tabled until By Laws are adopted
- Hannah was asked to promote membership through resources with the county

NEW BUSINESS:

a. Contact WA Tapp

a. Advisory interested in having a WA Tapp presentation -Marsha

b. Read, Discuss and Adopt By-Laws

c. Facebook and GovDelivery notification for Hippocampe chairs

d. Ranae needs another contact for Parks events personnel. Hannah will follow up.

CLOSING COMMENTS:

NEXT MEETING: Next meeting January 24th via Zoom platform. December meeting cancelled.

New meeting location once approved, will be held at Skookum, Sol Duc room, 4525 Auto Center Way, Bremerton, WA 98312

ADJOURNMENT: The meeting was adjourned at 2:10 p.m.

January 3, 2022

Attached are the new project proposal paperwork and instructions for completing each form. We hope this will help to better communicate what our committee looks for in a successful proposal.

NEW! We will also require a **Project Summary Completion Report** (attached). This will help us to know if the funding you received had the impact and results you anticipated for your project and help us in our determination of future grant requests for your county.

Thank you to all the counties who submitted project proposals this Fall. We know it takes a lot of work to put them together, and your efforts do not go unnoticed.

For Fall 2021, we awarded grants to the following county ACACs:

(1) Jefferson County Centrum Listening Devices	\$ 1,724.50
(2) Jefferson County JUMP! Playground Serenity Spot	\$ 8,611.00
(3) Wahkiakum County Line Pathways	<u>\$ 8,000.00</u>
Total Awarded:	\$18,335.50

Each project was evaluated by our Accessible Communities subcommittee based on the following criteria:

1. How many people with disabilities benefit from the project?
2. What is the depth of impact on people with disabilities?
 - a. How extensively will persons with disabilities lives be improved? If so, how?
3. The feasibility of the project:
 - a. Can the project be done in a year?
 - b. Can the project be done without additional funding?
 - c. Are there other resources that could be used to accomplish this project?
 - d. Based on the project budget, does this project seem attainable?

For example, The Centrum Listening Devices will provide accommodation to thousands of their patrons.

Here are the important dates for 2022:

Wednesday, March 16, 2022, 4:00 PM	Proposal Presentations 1
Wednesday, March 20, 2022, 4:00 PM	Proposal Presentations 2
Friday, April 8, 2022 Close of Business	Deadline for Project Proposals
Wednesday, April 20, 2022, 4:00 PM	AC Subcommittee votes on proposals

Form A – ACAC Project Plan

<p>County ACAC: _____</p> <p>County ACAC Contact Person: _____ Phone Number: _____ Email: _____</p> <p>Date of Application: _____</p> <p>Project Title: _____</p> <p>Person(s) Responsible for Overseeing Project: _____</p>	
<p>Have you received grant funding from GCDE before? If so, did you submit a project completion summary report or would you like to at this time (this is required to be considered for funding)? _____</p>	
<p>Brief Summary of Project: _____</p>	
<p>ACAC's Rationale or the Story Behind Recommending the Project: _____</p>	
<p>Objectives/Deliverables: (What are the specific objectives and deliverables for the project?)</p>	<p>_____</p>
<p>Benefits: (What are the benefits to people with disabilities in your community?)</p>	<p>_____</p>
<p>Project Implementation/ Success Criteria: (How will you measure the success of the project? Can the project be fully implemented in one year?)</p>	<p>_____</p>
<p>Non-Financial Resources Required: (What resources are needed?)</p>	<p>_____</p>
<p>Potential Partners: (What entities are joining in achieving this project? What are these partners going to contribute to its success? What is the plan for outreach/recruitment?)</p>	<p>_____</p>
<p>Potential Concerns: What stakeholders may have concerns with this project? What do you anticipate those concerns to be?</p>	<p>_____</p>

Form B - ACAC Budget Narrative

County ACAC: _____
County ACAC Contact Person: _____ Phone Number: _____ Email: _____
Date of Application: _____
Project Title: _____
Person(s) Responsible for Overseeing Project: _____

	<u>Project Budget</u>	
Personnel:	\$	_____
Facilities:	\$	_____
Travel:	\$	_____
Reasonable Accommodations:	\$	_____
Contractual:	\$	_____
Supplies and Materials:	\$	_____
Other Costs:	\$	_____
Total:	\$	_____

Personnel: Provide a description of personnel costs that would be directly associated with implementing and managing the project. _____

Facilities: Provide a description of facility costs related to any events, such as information fairs, job fairs, conferences, or training sessions. Include a description of efforts to secure free facilities. _____

Travel: Provide a description for travel expenses necessary for the project. Explain who will be doing the traveling and how it relates to the project. _____

Reasonable Accommodations: Provide a description, i.e., number of hours and rates, to project costs of sign language interpreting, CART, alternate format production, assistive technology, and other accommodations necessary to ensure equal and full participation by people with disabilities. _____

Contractual: Provide a description and explanation for any contractual purchases necessary for the project. For each proposed contract, describe and explain the nature of the goods or services purchased, its role in the project and the rate and amount. If the contractor has already been identified, attach documentation of the contractor's qualifications to the budget narrative. _____

Supplies and Materials: Describe and explain the costs associated with any supplies or materials purchased or developed for the project. Please itemize the supplies/materials requested. How does this purchase impact people with disabilities? _____

Other Costs: Describe and explain any other costs associated with the project. _____

In-Kind: Describe and provide values for planned in-kind contributions in support of this project. _____

Form C – ACA Milestone Chart

Please indicate the main milestones/phases and the sub-milestones/phases for the project, the person responsible, and the timelines associated with the completion of each milestone/phase.

County ACAC: _____
 County ACAC Contact Person: _____ Phone Number: _____ Email Address: _____
 Date of Application: _____
 Project Title: _____

MILESTONES AND SUB-MILESTONES	Person(s) Responsible	Estimated Timeframe for Achievement [in suitable units - days, weeks, months]
<i>Order and Receive Equipment</i>	<i>John Doe</i>	<i>3 months</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project Completion Summary Report

County ACAC: _____ County ACAC Contact Person: _____ Phone Number: _____ Email: _____ Date of Application: _____ Project Title: _____ Person(s) Responsible for Overseeing Project: _____	
Objectives/Deliverables: Did you meet the specific objectives and deliverables for the project?	_____
Benefits: What were the benefits to people with disabilities in your local community, state, or nation?	_____
Project Implementation/ Success Criteria: How did you measure the success of the project? Was the project fully implemented in one year?	_____
Potential Concerns: Did your potential concerns, listed in your original grant proposal, occur?	_____

Accessible Communities Project Proposal Form A Instruction Sheet

ACAC's Rationale or the Story Behind Recommending the Project: Paint the picture of why this project is important to your county's residents with disabilities.

Benefits (What are the benefits to people with disabilities in your community?): many with disabilities will benefit? How deeply will the projects impact the community? What research was completed and shared on the grant forms? Please use specifics and good faith estimates.

Project Implementation/ Success Criteria: How will you measure the success of the project? Can the project be fully implemented in one year?

Non-Financial Resources Required: (What resources are needed?): Non-Financial Resources such as people, items, and tools.

Potential Partners: (What entities are joining in achieving this project?) Please list names of outside entities/partners. What are these partners/entities going to contribute to the project's success? What is the plan for outreach/recruitment?

Questions? Contact Elaine Stefanowicz, elaine.stefanowicz@esd.wa.gov (360) 890-3774.

Accessible Communities Project Proposal Form B Instruction Sheet

Attach additional information as appropriate. Additional information can include bids you may have received for the project's components, spreadsheets with relevant detail, or any other supporting information.

Complete Form B by summarizing the project budget and then providing explanations about the individual project budget lines below. If your project is selected for funding by the GCDE, an accurate project budget will avoid delays in funding as the information provided here will be the basis for GCDE's funding approval and for the eventual project funding contract between the State and your County.

If the project budget exceeds your funding request to GCDE, implying that you are obtaining funding from other sources, please identify the other funding sources and amounts. Availability of funding sufficient to implement the project as described in your project proposal will be a contractual condition of GCDE's funding.

Personnel: Provide a description of personnel costs that would be directly associated with implementing and managing the project. It is the policy of the GCDE to fund only personnel costs directly associated with a project. Direct costs include those required to manage or undertake the implementation of the project, whereas indirect costs such as administrative costs of the County ACAC or of County staff are not eligible for GCDE funding.

Facilities: Provide a description of facility costs related to any events, such as information fairs, job fairs, conferences, or training sessions. Include a description of efforts to secure free facilities.

Travel: Provide a description for travel expenses necessary for the project. Explain who will be doing the traveling and how it relates to the project. The description should include: the number of miles in a personal vehicle; number of nights and rates for hotel stays; airport/hotel parking; the number of days on per diem; airline tickets or other modes of travel and rates; rental car fees and any other travel related costs (Expenses will be reimbursed at the Washington State Office of Financial Management (OFM) rates in effect at the time travel occurs. The rates may be accessed at the OFM Travel Page at www.ofm.wa.gov/resources/travel.asp.

Reasonable Accommodations: Provide a description, i.e., number of hours and rates, for projected costs of sign language interpreting, CART, alternate format production, assistive technology, and other accommodations necessary to ensure equal and full participation by people with disabilities.

Contractual: Provide a description and explanation for any contractual purchases necessary for the project. For each proposed contract, describe and explain the nature of the goods or services to be purchased, their role in the project and the rate and amount. If the contractor has already been identified, attach documentation of the contractor's qualifications to the budget narrative.

Supplies and Materials: Describe and explain the costs associated with any supplies or materials purchased or developed for the project.

Other Costs: Describe and explain any other costs associated with the project.

In-Kind: Describe and provide values for planned in-kind contributions in support of this project. This should include the person hours contributed by ACAC members and other volunteers. It should include the value of the time of County staff and the staff of other partners, not paid by this grant. Examples of other types of in-kind contributions include the use of facilities, and donated services such as speakers, trainers, or consultants.

Questions? Contact Elaine Stefanowicz, elaine.stefanowicz@esd.wa.gov (360) 890-3774.

Accessible Communities Project Proposal Form C Instruction Sheet

Indicate the main milestones/phases and the sub-milestones/phases for the project, the person responsible, and the timelines associated with the completion of each milestone/phase.

Add Estimated Timeframe for Achievement [in suitable units - days, weeks, months]. Please don't use actual dates i.e., 3 months, 90 days, etc.



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Accessible Communities Advisory Committee

Monday, February 28, 2022

1:00 – 3:00 p.m.

Via Zoom Virtual Meeting

[Please click to join the webinar:](#)

Call in Option:

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Webinar ID: 842 9651 1916

Password: 780201

AGENDA

1. Introductions
2. Review Meeting Notes January 31, 2022 (attachment 1)
3. Updates / Reports / Presentations
 - a. WA TAPP Presentation - Maria Kelly
 - b. Announcement - Hannah
 - c. Ramps -Hannah
4. Delegation of Tasks / Moving Forward / Next Steps
 - a. Looping System -BI Library Updates
 - b. Locations for Bicycles next steps
 - c. By-Laws approval
 - d. Chair, Vice Chair Voting
5. New Business
 - a. News article-Hippocampe
6. Announcements/ Closing Comments
7. Meeting Dates: TBA via Zoom Next meeting March 28th
8. Adjourn

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Accessible Communities Advisory Committee

Monday, January 31, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, James Kinneson, Kathryn Woofter, Charlotte Shepherdson, Damon Sallee and Staff: Hannah Shockley

Meeting: Called to order by Marsha Cutting 1:00 p.m.

INTRODUCTIONS:

ANNOUNCEMENTS: None

APPROVAL OF MEETING NOTES November 29, 2021

Ranae Beeker made a motion to approve the agenda and minutes from November 29, 2021, as corrected. James Kinneson seconded the motion. **Motion carried unanimously.**

UPDATES:

a. Grant Submission Guides and Forms

- New Project Summary Completion Report
- Project criteria required in proposals
- Important dates for 2022 reviewed, note* there were no fall submission dates.
- Deadline for project proposals is April 8, 2022

b. By-Laws

- Revisions are still taking place

c. Voting of Chair and Vice Chair

- On hold

d. Ramps

- The ramps are still with Jeremy. He has had several items holding back the start of our project but has kept in contact with updates.
- He was anticipating starting towards the end of January/ early February

e. WATAP Presentation

- Chair will follow up to see if someone could be available for the February meeting.

f. Dan Thompson Updates

- The Chair applied. Final funding was made public and the ACAC was not awarded.

TASKS-MOVING FORWARD:

- a. **Facilities List of Repairs** Marsha has had several conversations with Bainbridge Island Regional Library who state the looping system was working properly. Marsha has reached out to Beth to see if she had availability to go and test the system.

- b. **Locations for Bicycles**
 - a. The goal is to purchase (2) side by side bikes and (2) adaptive tricycles. Two bikes would be housed at Clear Creek trail and two would be housed at South Kitsap's Regional Park; Jackson Park
 - b. Ranae obtained a quote from Turtle Storage Company, who sell bike lockers with programable locks. Each locker holds 1-2 bikes. The quote received was for two lockers with thoughts that the divider could be removed to house the custom bikes
 - c. The quote was received after the application was due and came back at \$14,000. Discussion held today that two additional lockers will need to be ordered and the original ask may not cover. The cost will not be covered by the Dan Thompson grant, the Committee to discuss next steps.

- c. **Second Bike Venture**
 - a. Port Gamble Heritage Park is currently working on finalizing their draft plans into final plans. The park will house the Sound through the Olympics Trail and there is talk about having adaptive bikes available for use.
 - b. The Committee will be working with David McBride moving forward and may potentially apply for funding for two of the bikes for the park.
 - c. Other discussion held on painted navigation which works with specialized canes, to have available for finding restrooms and other areas of interest within the park

NEW BUSINESS:

- a. **Newspaper Article - Hippocampe**
 - Decisions were made to start promoting the chairs through GovDelivery subscriber notices and Facebook through the winter to get the information out into the community
 - In the spring, an article will be submitted for newspaper coverage
 - Update the website with all Hippocampe information, how to checkout and where to go etc.

- b. **Final Port Gamble Heritage Park Draft Review**
 - The final review of the draft will take place on Monday March 7th from 6:30 – 8:00 p.m. Flyer included for details
 - Second Bike Venture

- Port Gamble Heritage Park is currently working on finalizing their draft plans into final plans. The park will house the Sound through the Olympics Trail and there is talk about having adaptive bikes available for use.
- The Committee will be working with David McBride moving forward and may potentially apply for funding for two of the bikes for the park.
- Other discussion held on painted navigation which works with specialized canes, to have available for finding restrooms and other areas of interest within the park

CLOSING COMMENTS:

NEXT MEETING: Next meeting February 28th via Zoom platform.

New meeting location once approved, will be held at Skookum, Sol Duc room, 4525 Auto Center Way, Bremerton, WA 98312

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.

PORT GAMBLE FOREST HERITAGE PARK

MASTER PLANNING

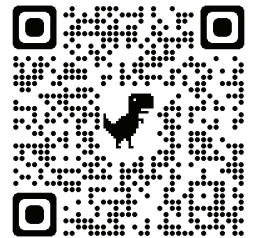
PUBLIC MEETING #4:

PROPOSED RECOMMENDATIONS

MONDAY, 3/7 | 6:30-8:00 PM

You are invited to join the Kitsap County Parks Department for the fourth and final virtual community meeting to discuss the Port Gamble Forest Heritage Park Master Plan Project. This meeting will focus on the proposed recommendations for the park related to forest management, recreation facilities, and education opportunities. We encourage you to check out the Draft master plan report, which will be located on the project website one week prior to the meeting. Recommendations, along with costs and funding strategies, were identified during the master planning process and ongoing community engagement. There will be a brief overview of the plan's recommendations followed by a public comment period where questions will also be answered by the County and consultant team.

Please visit https://oacsvcs.zoom.us/webinar/register/WN_wVmx6XCoRXSri0Th2u4qNA or use this QR code to register for this event:





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2. Review Meeting Notes February 28, 2022 (attachment 1)
3. Updates / Reports / Presentations
 - a. Proposals for the State – No Submissions
 - Committee decision to submit DT revisions to the State
 - Presentation March 23
 - b. Updates on Staff Transition
 - c. By-Laws Under Review
 - d. Chair/Vice Chair Discussion
 - e. Ramps -Hannah (attachment 2)
 - f. Updates on Heritage Park Draft Plan
4. Delegation of Tasks / Moving Forward / Next Steps
5. New Business
 - a. News article-Hippocampe
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Monday, February 28, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Charlotte Shepherdson, Jeff Vinecourt and Staff: Hannah Shockley and Kirsten Murray

Meeting: Called to order by Marsha Cutting 1:00 p.m.

INTRODUCTIONS:

ANNOUNCEMENTS: None

APPROVAL OF MEETING NOTES January 31, 2022

Charlotte Shepherdson made a motion to approve the agenda and minutes from January 31, 2022, as presented. Jeff Vinecourt seconded the motion. **Motion carried unanimously.**

UPDATES:

a. WA TAPP Presentation – Maria Kelly

- The Washington Assistive Technology Act Program (WATAP) provides resources and services to persons who face challenges related to disability and aging to help in the selection and use of assistive technology, also known as AT. AT helps make tasks easier or possible in school, at work, at home, and in the community. WATAP serves seniors and persons with disabilities, and their circle of support, including family members, caregivers, employers, service provider professionals, educators, and others seeking AT expertise.
- How WA TAPP can Help
 - Borrow a device
 - Devise demonstration
 - Get equipment
- Services found here; [Services | WATAP](#)

b. Announcement

- Hannah Shockley has accepted another position with the Human Services Department and will be transitioning out of her current role over the next month. Kirsten Murray, with the Human Services Department Division of Developmental Disabilities will step in as the staff assigned to the Board. After the Office Supervisor (Hannah Shockley's role) is filled, the Department will reevaluate if the Board will stay under Kirsten Murray's division.

c. By-Laws

- Tabled for approval at next meeting

d. Voting of Chair and Vice Chair

- Tabled for approval at next meeting

TASKS-MOVING FORWARD:

a. Looping System -Facilities List of Repairs Marsha worked with Bainbridge Island Regional Library to set up a real life test on the looping system with past member Beth. The system had a few dead zones, but it did appear to have been fixed and was working.

b. Locations for Bicycles (tabled next meeting)

- a. The goal is to purchase (2) side by side bikes and (2) adaptive tricycles. Two bikes would be housed at Clear Creek trail and two would be housed at South Kitsap's Regional Park; Jackson Park
- b. Ranae obtained a quote from Turtle Storage Company, who sell bike lockers with programable locks. Each locker holds 1-2 bikes. The quote received was for two lockers with thoughts that the divider could be removed to house the custom bikes
- c. The quote was received after the application was due and came back at \$14,000. Discussion held today that two additional lockers will need to be ordered and the original ask may not cover. The cost will not be covered by the Dan Thompson grant, the Committee to discuss next steps.

c. Second Bike Venture (tabled next meeting)

- a. Port Gamble Heritage Park is currently working on finalizing their draft plans into final plans. The park will house the Sound through the Olympics Trail and there is talk about having adaptive bikes available for use.
- b. The Committee will be working with David McBride moving forward and may potentially apply for funding for two of the bikes for the park.
- c. Other discussion held on painted navigation which works with specialized canes, to have available for finding restrooms and other areas of interest within the park

NEW BUSINESS:

a. Newspaper Article - Hippocampe

- End of March, an article will be submitted for newspaper coverage
- Website was updated with Hippocampe information, how to checkout and where to go etc.

b. Final Port Gamble Heritage Park Draft Review (Updates next meeting)

- The final review of the draft will take place on Monday March 7th from 6:30 – 8:00 p.m. Flyer included for details
- Second Bike Venture

- Port Gamble Heritage Park is currently working on finalizing their draft plans into final plans. The park will house the Sound through the Olympics Trail and there is talk about having adaptive bikes available for use.
- The Committee will be working with David McBride moving forward and may potentially apply for funding for two of the bikes for the park.
- Other discussion held on painted navigation which works with specialized canes, to have available for finding restrooms and other areas of interest within the park

CLOSING COMMENTS:

NEXT MEETING: Next meeting March 28th via Zoom platform.

New meeting location once approved, will be held at Skookum, Sol Duc room, 4525 Auto Center Way, Bremerton, WA 98312

ADJOURNMENT: The meeting was adjourned at 3:02 p.m.

Presentation Attendance non-member	
Jessica Guidry, Kitsap Public Health	Cathy Keliihoomalu
Dianna	Barb Wyatt
Linda Fourier	Anjalee, Kitsap Community Resources
Sherry McLaughlin	PHEPR Team, Kitsap Public Health
Jolene	Christine Maley
Dave Rasmussen, Kitsap County	Maria Kelly, UW EDU.-PRESENTOR
Karen Moreno, Kitsap Regional Library	Dennis
Taylor Wood, Brain Injury Alliance of WA	Elizabeth Johnson
Liz Ochoa, Kitsap Regional Library	Stacey Smith, Kitsap Aging Long Term

















Department of Human Services

Doug Washburn
Director

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Phone: 360.337.4767

Veterans Assistance
Richard Becker,
Coordinator Phone:
360.337.4811



Accessible Communities Advisory Committee

Monday, May 23, 2022

1:00 – 3:00 p.m.

Via Zoom Virtual Meeting

[Click here to join the meeting](#)

Call in option

253 215 8782

Meeting ID: 828 2198 2719

Passcode: 923681

AGENDA

- 1. Introductions**
- 2. Review Meeting Notes April 18, 2022 (attachment 1)**
- 3. Updates / Reports / Presentations**
 - a. Proposals for the State
 - Response to questions from the State
 - New issues with proposal
 - b. By-law's status
 - c. Chair/Vice Chair Discussion
 - d. Juneteenth updates -Marsha
 - e. Chamber of Commerce -Committee updates
 - f. Ramps -Kirsten
- 4. Delegation of Tasks / Moving Forward / Next Steps**
- 5. New Business**
 - a. Sticker program
 - b. Wheelchair swings
- 6. Announcements/ Closing Comments**
- 7. Meeting Dates: TBA via Zoom Next meeting June 27**
- 8. Adjourn**

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Accessible Communities Advisory Committee

Monday, April 18, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Charlotte Shepherdson, Edward Coviello, Joe Poirier, James Kinneson, Jeff Vinecourt and Staff: Hannah Shockley and Kirsten Murray

Meeting: Called to order by Marsha Cutting 1:00 p.m.

INTRODUCTIONS: Kirsten was introduced to attendees

Presentation: Edward Coviello of Kitsap Transit and Joe Poirier of Nelson Nygaard Consulting presented to the committee on the Kitsap Transit, Long Range Plan.

ANNOUNCEMENTS: Marsha announced Ride the Clear Creek dates are August 20 (first choice) and July 16 (second choice). Kat and JR will man a table for Juneteenth on June 18.

APPROVAL OF MEETING NOTES March 28, 2022

James Kinneson made a motion to approve the agenda and minutes from March 28, 2022, as presented. Ranae Beeker seconded the motion. **Motion carried unanimously.**

UPDATES:

a. Proposal for the State:

- The ACAC was then asked to present to the state and Hannah and Kirsten attended on March 23rd. The state had additional questions that were answered by the Chair and Vice Chair and submitted. The state will make their final decisions on April 20th and the committee will know the outcome by the May meeting.

b. Updates on Staff Transition

- Kirsten will take over the staff role for this committee officially on May 23rd.
- New Supervisor has been hired and will begin on April 25th.

c. By-Laws

- Rebecca Pirtle has not yet returned the By-Laws
- There was discussion of including a formalized process for adding new members to the committee to the By-Laws
- There was also discussion of adding the responsibilities of the chair, vice chair and staff to the By-Laws.

d. Chair and Vice Chair Discussion

- Tabled for approval
- Terms need to be defined, and when voting will occur annually
- Hannah created a task list for the chair, vice chair and staff

e. Ramps

- There is now a picture for the news release and website.
- The ARC will take ownership of the ramps and communicate with Hannah on when we can start to promote them. (Has this happened?) the ACR did take the ramps into their possession but haven't announced when they'll be available. Did I do an introduction with you and Chris Tibbs from the ARC. I need to give you his information so you can keep in touch with him.

f. Updates on the Heritage Park Draft Plan

- The final meeting was held with the community and David McBride has asked to meet with the committee once more. Emails were sent between Kirsten, David and Hannah on available times and days. Waiting on David's response.

g. Stickers

- Hannah will give Kirsten the stickers and Hannah has written a press release regarding the stickers.
- Members will connect with local chambers of commerce to remind them about the sticker program and to make sure they have the informational letter.

TASKS-MOVING FORWARD:

1. Review By-Laws once returned by the Volunteer Coordinator
2. Marsha will write up tasks for an outreach position on the committee
3. Kirsten will follow up on meeting with David regarding Heritage Park.
4. Charlotte will contact the Silverdale and Port Orchard Chambers of Commerce regarding the stickers.
5. Marsha will contact Bainbridge Island, Poulsbo and Kingston Chambers of Commerce regarding the stickers.
6. Ranae and JR will contact the Bremerton Chamber of Commerce regarding the stickers.
7. Respond to state regarding questions on the tricycles

NEW BUSINESS: None

CLOSING COMMENTS:

NEXT MEETING: Next meeting May 23rd via Zoom platform. ****NOTE SCHEDULE CHANGE NOT THE LAST MONDAY**

New meeting location once approved, will be held at Skookum, Sol Duc room, 4525 Auto Center Way, Bremerton, WA 98312

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.



Department of Human Services

Doug Washburn
Director

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Veterans Assistance
Richard Becker,
Coordinator Phone:
360.337.4811



Accessible Communities Advisory Committee

Monday, April 18, 2022

1:00 – 3:00 p.m.

Via Zoom Virtual Meeting

[Please click to join the webinar:](#)

Call in Option:

US: +1 253 215 8782

Webinar ID: 842 9651 1916

Password: 780201

AGENDA

1. Introductions
2. Review Meeting Notes March 28, 2022 (attachment 1)
3. Updates / Reports / Presentations
 - a. Kitsap Transit – Edward Coviello
 - [Kitsap Transit Long-Range Transit Plan **DRAFT** \(arccgis.com\)](#)
 - b. Updates on Heritage Park Meeting on March 7th
 - c. Proposal on Tricycles- April 20th
 - d. Schedule Change Next Meeting *May 23
 - e. Staff Transition Update
 - f. By-Laws
 - g. Task List and Voting
4. Delegation of Tasks / Moving Forward / Next Steps
5. New Business
 - a. Stickers – plan moving forward
6. Announcements/ Closing Comments
7. Meeting Dates: SCHEDULE CHANGE** Zoom Next meeting May 23rd ** NOTE LAST MONDAY IS A HOLIDAY
8. Adjourn

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Accessible Communities Advisory Committee

Monday, March 28, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Charlotte Shepherdson, Kat Woofter and Staff: Hannah Shockley and Kirsten Murray

Meeting: Called to order by Marsha Cutting 1:00 p.m.

INTRODUCTIONS:

ANNOUNCEMENTS: None

APPROVAL OF MEETING NOTES February 28, 2022

Ranae Beeker made a motion to approve the agenda and minutes from February 28, 2022, as presented. Charlotte Shepherdson seconded the motion. **Motion carried unanimously.**

UPDATES:

a. Proposal for the State:

- There was an email from the state that said they had not received any proposals a week before the deadline for spring submissions. Discussions with the Chair and Vice Chair to use the Dan Thompson proposal and reformat it for the state. This was completed with help of other members to obtain updated quotes from Turtle Storage. The ACAC was then asked to present to the state and Hannah and Kirsten attended on March 23rd. The state had additional questions that were answered by the Chair and Vice Chair and submitted. The state will make their final decisions on April 20th.

b. Updates on Staff Transition

- Kirsten will be on annual leave for the April meeting. She will take over the staff role for this committee officially on May 23rd.
- New Supervisor has been hired and will begin on April 25th.

c. By-Laws

- Tabled and under review by county employee Rebecca Pirtle

d. Chair and Vice Chair Discussion

- Tabled for approval
- Task list to be created for these positions so new members can have an idea of the responsibility and time commitment involved
- Terms need to be defined, and when will voting occur annually

e. Ramps

- Photo opportunity in April where the committee will get a picture for the news release and website. More information to come.
- The ARC will take ownership of the ramps and communicate with Hannah on when we can start to promote them.

f. Updates on the Heritage Park Draft Plan

- The final meeting was held with the community and David McBride has asked to meet with the committee once more. Emails were sent between Kirsten, David and Hannah on available times and days. Waiting on David's response.

TASKS-MOVING FORWARD:

1. Bylaws
2. Task list for Chair and Vice Chair
3. Meeting with David
4. Photo opportunity with the ARC
5. States final approval on Tricycles

NEW BUSINESS:

a. Newspaper Article - Hippocampe

- The release went out.

CLOSING COMMENTS:

NEXT MEETING: Next meeting May 23rd via Zoom platform. ****NOTE SCHEDULE CHANGE NOT THE LAST MONDAY and APRIL MEETING RESCHEDULED TO APRIL 18th.**

New meeting location once approved, will be held at Skookum, Sol Duc room, 4525 Auto Center Way, Bremerton, WA 98312

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.



Accessible Communities Advisory Committee

Task List

Chair and Vice Chair

Chair:

1. **Agenda review** – agendas are created by county staff with input and final review from the Chair and Vice Chair. This task is completed at least a week before the once a month meeting. This allows the agenda and minutes to be sent to the committee a week in advance.
2. **Hosts the monthly meeting** – the chair is the host for the meeting and brings the committee through the agenda, item by item. Conscientious to keep the group on track so the meeting can end at the designated time.
3. **Responds to community inquiries**- the Chair, Vice Chair and County Staff work together as an executive committee to answer community questions regarding the community, project implementation, membership or events.
4. **Grant Proposal Development** – the Chair works with Vice Chair and County Staff during the development of grant proposals written and submitted to Washington State Employment Security Department of Disability Affairs by County Staff.
5. **Community Events** – Finds opportunities for the committee to be engaged in the community either through events or resources fairs etc., where the committee can continue to recruit members and educate the community on projects that have been implemented.

Vice Chair:

1. Is involved in the above tasks and fills in as the host for the Chair at meetings when the Chair cannot be present.

County Staff:

1. Creates the agendas with input from the committee and finalizes it with the Chair and Vice Chair
2. Takes the meeting minutes and types them up
3. Writes the proposals and submits them to the state
4. Writes the contracts and puts them through county process for execution
5. Helps the committee with research
6. Is the liaison between the committee and the county
7. Is the liaison between the committee and the state
8. Signs the annual renewal assurance letter sent by the state each year
9. Works with Rebecca Pirtle or county employee overseeing volunteers and advisory boards to submit news releases and recruitment of new members who have submitted applications
10. Works with Kitsap County Human Services Department Supervisor to post agendas to the website, updates on website

11. Creates meetings through Zoom, sends out links to meeting with agenda packets a week before the meeting, schedules meeting space with Skookum if in person meetings are going to be held





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Richard Becker,
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Accessible Communities Advisory Committee

Monday, June 27, 2022

1:00 – 3:00 p.m.

Via Zoom Virtual Meeting

Join Zoom Meeting

[Click here to join the meeting](#)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 893 2905 5637

Passcode: 031863

AGENDA

1. **Introductions**
2. **Review Meeting Notes** May 23, 2022 (attachment 1)
3. **Updates / Reports / Presentations**
 - a. **Proposals for the Accessible Tricycles**
 - New issues with proposal
 - Meeting with Parks Department
 - Next steps
 - b. **Review and vote on By-Laws** (attachment 2)
 - c. **Chair/Vice Chair Discussion**
 - d. **Juneteenth activities recap**
 - e. **Ridge the Clear Creek Trail, Saturday July 16**
 - f. **Sticker Program**
 - Committee member updates
 - Next steps
 - g. **Ramps -Kirsten**
4. **Delegation of Tasks / Moving Forward**
5. **New Business**
 - a. **Wheelchair swings**
6. **Announcements/ Closing Comments**
7. **Meeting Dates:** TBA via Zoom Next meeting August 29
8. **Adjourn**

Accessible Communities Advisory Committee

Monday, May 23, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Charlotte Shepherdson, James Kinneson Melia Hughes, Kat Woofter and Staff: Kirsten Murray

Meeting: Called to order by Marsha Cutting 1:00 p.m.

INTRODUCTIONS: Melia Hughes is the new Kitsap County Parent Coalition Coordinator.

ANNOUNCEMENTS: Marsha announced Ride the Clear Creek will be July 16 at 2 p.m. Kat and JR will man a table for Juneteenth activities at Evergreen Park on June 18. Marsha and Ranae will also represent the ACAC at the Juneteenth activities at Evergreen Park

APPROVAL OF MEETING NOTES May 23, 2022

Ranae made a motion to approve the agenda and minutes from March 28, 2022, as presented. Kat seconded the motion. **Motion carried unanimously.**

UPDATES:

a. Proposal for the State:

- Marsha answered additional questions from the State regarding the accessible tricycles. The States has funded the ACAC for two accessible tricycles. The company that gave the original quote to fabricate bike lockers has said they cannot construct lockers as big as are needed for the tricycles.

b. By-Laws

- Marsha and Kirsten have a meeting scheduled with Rebecca Pirtle to review the By-Laws.
- The By-Laws can then be reviewed and voted on by the Committee members

c. Chair and Vice Chair Discussion

- The Committee will need to elect a new Chair, Vice Chair and Outreach Coordinator
- Staff have created a list of responsibilities for each position as well as staff support.

d. Updates on the Heritage Park Draft Plan

- The Committee reviewed a statement written by Marsha opposing the North Kitsap Heritage Park Plan. Kat moved to adopt the statement and JR seconded.
- The statement will be sent to concerned parties in Kitsap County government officials.

e. Stickers

- Members will connect with local chambers of commerce to remind them about the sticker program and to make sure they have the informational letter.

TASKS-MOVING FORWARD:

1. Kirsten will follow up on meeting with David regarding Heritage Park.
2. Charlotte will contact the Silverdale and Port Orchard Chambers of Commerce regarding the stickers.
3. Marsha will contact Bainbridge Island, Poulsbo and Kingston Chambers of Commerce regarding the stickers.
4. Ranae and JR will contact the Bremerton Chamber of Commerce regarding the stickers.
5. Kirsten will follow up with the ARC to see if they are ready to start lending the ramps to the public
6. Charlotte will coordinate with Costco for drinks and snacks to be provided at Ride the Clearcreek Trail.

NEW BUSINESS: None

CLOSING COMMENTS:

NEXT MEETING: Next meeting June 27 via Zoom platform.

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.

Kitsap County Accessible Communities Advisory Committee

BYLAWS

Approved XXXXX, 2022

1. NAME

Kitsap County Accessible Communities Advisory Committee (ACAC).

2. MISSION

To increase disability awareness and access for people with disabilities in Kitsap County through education and grant-funded projects.

3. PURPOSE OF THE ACAC

The Kitsap County Board of Commissioners established the Kitsap County Accessible Communities Advisory Committee with a letter of Assurance in November of 2016 with the authority granted to counties in RCW 36.01.310.

The Accessible Communities Act (Chapter 215, Laws of 2010) provides resources for counties to promote better disability awareness and access for people who have disabilities.

It assures that members of the ACAC include persons with a diverse range of disabilities who are knowledgeable in identifying and eliminating attitudinal, programmatic, communication and physical barriers encountered by persons with disabilities. It further assures the committee is actively involved in the following activities:

- (1) Advising policy makers on the needs of persons with disabilities in emergency plans.
- (2) Advising the county and other local governments within the county on access to programs, services, and activities, new construction or renovation projects, sidewalks, other pedestrian routes of travel, and disability parking enforcement.
- (3) Developing local initiatives and activities to promote greater awareness of disability issues, and acceptance, involvement and access for persons with disabilities within the community.

4. MEMBERSHIP

a. Members

The membership of the ACAC consists of volunteers who may serve for an unlimited time. Members are not appointed and there are no terms though members are encouraged to commit to at least two years when joining.

b. Representation

Committee members should be persons with a diverse range of disabilities, who are knowledgeable in identifying and eliminating attitudinal, programmatic, communication, and physical barriers encountered by persons with disabilities.

People with disabilities add another dimension to diversity efforts, contributing to the development of unique and creative community efforts. These advisors come from all backgrounds and ages, and have varied skills and perspectives, adding value to a community.

People qualified to be ACAC members include people who:

- Identify as people with disabilities.
- Have a user's perspective on accessibility features.
- Have personal experience with disabilities, disability-related issues and disability-related advocacy.
- Can speak broadly on disability issues as opposed to only addressing their own needs.
- Are knowledgeable about a variety of physical, communication, and program access issues (hearing, vision, mobility, cognitive, neurodiversity, or speech issues, chronic illness, mental illness).

ACAC members are encouraged to:

- Be connected to and involved in the disability community on a state, local or national level.
- Have active involvement in broad-based disability support and advocacy organizations.
- Be familiar with and/or regularly use two-way communication methods that facilitate communication with the disability community they are representing.
- Have disaster-related technical expertise, advocacy experience, management experience and training skills.

ACAC members should be individuals with a diverse range of disabilities who are knowledgeable in identifying and eliminating attitudinal, programmatic, communication, and physical barriers encountered by persons with disabilities and/or parents of children with disabilities and/or individuals with knowledge and experience in eliminating barriers encountered by persons with disabilities.

The majority of members should be persons with disabilities. The ACAC also may include members with specific expertise in areas not represented by other members.

c. Expectations

The ACAC's specific responsibilities include, but are not limited to:

- (1) Applying for grants from the Governor's Committee on Disability Issues and Employment and other sources to fund projects that will improve awareness, acceptance, inclusion, and access for people with disabilities.
- (2) Advising policy makers on the needs of persons with disabilities in emergency plans.
- (3) Advising the county and other local governments within the county on access to programs, services, and activities, new construction or renovation projects, sidewalks, other pedestrian routes of travel, and disability parking enforcement.
- (4) Developing local initiatives and activities to promote greater awareness of disability issues, and acceptance, involvement and access for persons with disabilities within the community.

The ACAC shall comply with applicable Kitsap County advisory group policies found in the Kitsap County Advisory Board Handbook.

d. Funding Objectives

Projects considered for grant applications by the ACAC (subject to availability of funds and other considerations) will increase access and participation by people with disabilities in Kitsap County. These projects include, but are not limited to, those that:

- (1) Eliminate physical barriers for people with disabilities.
- (2) Result in the implantation of assistive technology for the benefit of people with disabilities.
- (3) Make available specialized equipment which enables people with disabilities to participate fully in daily life.
- (4) Enhance emergency preparedness plans or measures in ways relevant to people with disabilities.

5. TERMINATION

a. Resignation

Resignations by members shall be submitted in writing to the Chair/ Vice Chair and staff. Staff will forward a copy of the resignation to the County Volunteer Services Coordinator.

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 ACAC 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 unexcused absences by any member during any 12-month period may result in removal of the member.

7. MEETINGS

a. Open Public Meetings

All meetings will be open to the public and all persons will be permitted to attend. Agendas and meeting minutes will be posted on the ACAC website. The agenda should include time for public comment. Sub-committee meetings of the ACAC that do not include a quorum of membership are not required to be open to public attendance.

b. Regular Meetings

The ACAC shall meet monthly or at intervals that shall in the judgement of the ACAC best serve its needs, as determined by a majority vote of the membership. Administrative county staff support shall include crafting agendas, preparing materials, arranging speakers and presentations, and taking minutes. Regular meetings may be canceled or changed to another specific place, date and time, provided that members are notified preferably at a minimum of one week but at a minimum of 48 hours prior and posted on the county website.

c. Special Meetings

Special meetings may be called by the Chair with notice to all members 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. Notice also will be posted on the ACAC website.

d. Meeting Location

The Committee meets virtually via an online platform such as Zoom though may occasionally meet in person, preferably in a hybrid format that allows for both in-person and virtual attendance. Meeting locations will be posted in advance on the website.

f. Voting

Each member present at the meeting, including the Chair, is entitled to one vote. A majority of the members present at the meeting are needed to an action.

g. **Minutes**

The minutes of all regular and special meetings shall be recorded by Department of Human Services staff. Minutes will include time and date, meeting length, members present, motions, proposals, resolutions, proposed recommendations and due date, if applicable. Draft minutes should 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 committee regular monthly meeting and submitted to the county staff for posting on the Kitsap County website.

h. **Agendas**

The Chair, Vice-Chair, and staff will coordinate preparation of meeting agendas. Members may suggest agenda items. The agenda should be distributed to members at least five days prior to a regular meeting.

i. **Parliamentary Procedure**

Robert's Rules of Order should govern parliamentary procedure at regular and special meetings.

j. **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. **Process**

The Chair shall open the floor to nominations during the November meeting. Elections shall be held during the last regular meeting of the year during the December meeting. Nominees must be active members who have consented to serve in a leadership role. Members will assume their roles at the January meeting or first meeting of the new year.

b. **Chair**

The Chair shall be elected by a majority vote for a two-year term, beginning on January 1 and ending on December 31 of the second calendar year following election.

c. **Vice-Chair**

The vice-chair shall be elected by a majority vote for a two-year term, beginning on January 1 and ending on December 31 of the second calendar

year following election.

d. Chair Responsibilities

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

e. 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 voting members will select a temporary chairperson to conduct the meeting. The Vice-Chair shall assume the role of Chair if the Chair resigns from the Committee.

f. Community Outreach Coordinator

The Community Outreach Coordinator works to identify opportunities where the ACAC can share information on its mission and projects with the public and to solicit input on the needs of people with disabilities in the community. The coordinator will make arrangements for ACAC participation in events including the coordination of volunteers and equipment. A sub-committee may be formed to assist with coordination of such events.

g. Vacancies or Removal of Officers

The Board of Commissioners may remove an officer when it determines that it is in the interest of the Committee or the County. If the Chair position is vacated by removal or resignation, the Vice-Chair will assume the Chair's position. If the Vice-Chair is vacated, voting members will elect a replacement.

9. SUB-COMMITTEES

The ACAC may vote to authorize the Chair to create sub-committees as necessary to focus on special projects, issues or opportunities. Sub-committees will give a brief report at each monthly meeting. Reports should also be submitted in writing and attached to meeting minutes or if not in writing, summarized in meeting minutes. Sub-Committees may not make independent decisions; recommendations must be brought to the full Committee for approval during a regular ACAC meeting.

10. CONFLICTS OF INTEREST

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict related to funding recommendations. No committee member shall engage in any activity, including

participation in the selection, award, or administration of a contract supported by funds from the Governor's Committee on Disability Issues and Employment 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 Committee will periodically review their bylaws and may propose amendments. A majority vote of the ACAC is required to approve recommended amendments. Amendments must be approved by County Staff.

12. PUBLIC INPUT

Any member of the public will be welcome to attend and provide input at ACAC meetings during designated public comment time. Public comments are encouraged and accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the ACAC may attend meetings or contact the Chair or staff.

Approved by a majority vote of the Kitsap County Accessible Communities Advisory Committee:

Date

Signature of Committee Chair

Printed Name

Signature of County Staff

Printed Name



Department of Human Services

Doug Washburn
Director

KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES

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Deputy Director
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Veterans Assistance
Richard Becker,
Coordinator Phone:
360.337.4811

Accessible Communities Advisory Committee

Tuesday, August 9, 2022

10 a.m. to Noon
Via Zoom Virtual Meeting

[Join Zoom Meeting](#)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 820 7235 8467

Passcode: 691831

AGENDA

1. **Introductions**
2. **Review Meeting Minutes** from June 27, 2022 (attachment 1)
3. **Updates / Reports / Presentations**
 - a. **Proposals for the Accessible Tricycles**
 - Progress with project
 - Next steps
 - b. **Review and vote on By-Laws** (attachment 2)
 - c. **Chair/Vice Chair Discussion**
 - d. **Ride the Clear Creek Trail recap**
 - e. **Sticker Program**
 - Committee member updates
 - Next steps
 - f. **Ramps -Kirsten**
4. **Delegation of Tasks / Moving Forward**
5. **New Business**
6. **Announcements/ Closing Comments**
7. **Meeting Dates:** September 13, October 11, November 8 at 10 a.m.
8. **Adjourn**

Accessible Communities Advisory Committee

Monday, June 27, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Charlotte Shepherdson, James Kinneson Melia Hughes, Kat Woofter, Sierra Cagle and Staff: Kirsten Murray

Meeting: Called to order by Marsha Cutting 1:00 p.m.

INTRODUCTIONS: Sierra Cagle representing Kitsap Transit.

APPROVAL OF MEETING NOTES May 23, 2022

Kat made a motion to approve the agenda and minutes from March 28, 2022, as presented. Ranae seconded the motion. Motion carried unanimously.

ANNOUNCEMENTS: Marsha announced Ride the Clear Creek will be July 16 at 2 p.m. Marsha and committee members recapped the Juneteenth celebration at Evergreen Park. The event was well attended. Marsha also announced that the Governor's Commission on Disabilities community outreach town hall will be in Kitsap County on Thursday, December 8 at 7 p.m. Location yet to be determined.

UPDATES:

a. Proposal for the State:

- Marsha gave an update two accessible tricycles project. Marsha and Diane Iverson (West Sound Cycling Club) met with the owner of Infinity Bikes in Poulsbo. Infinity is supportive of this project and has agreed to maintain the tricycles. The owner of Infinity Bikes met with Alex from the Parks Department. They have a question about how long we have to spend the funds?

b. By-Laws

- The By-Laws were sent to the committee members for review prior to a vote to accept. Committee members have not thoroughly reviewed the minutes, so a vote is tabled until the next meeting.

c. Chair and Vice Chair replacement

- There was no discussion on this topic

d. Updates on the Heritage Park Draft Plan

- There was no discussion on this topic.

e. Stickers

- Ranae has connected with the Silverdale Chamber of Commerce and will deliver stickers to them.

- Melia will distribute stickers at Summerfest 2022

TASKS-MOVING FORWARD:

1. Kirsten will find out what the deadline is to spend the tricycle funds
2. Charlotte will contact the Silverdale and Port Orchard Chambers of Commerce regarding the stickers.
3. Marsha will contact Bainbridge Island, Poulsbo and Kingston Chambers of Commerce regarding the stickers.
4. Kirsten will follow up with the ARC to see if they are ready to start lending the ramps to the public
5. Charlotte will coordinate with Costco for drinks and snacks to be provided at Ride the Clearcreek Trail.

NEW BUSINESS:

Committee members changed the monthly meetings to the second Tuesday of the month at 10 a.m.

Melia has sent pictures of adaptive park swings to Marsha. Marsha will share with the Parks Department to see if these can be installed in Kitsap County parks.

CLOSING COMMENTS:

NEXT MEETING: Next meeting August 9, via Zoom platform.

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.



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Doug Washburn
Director

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Accessible Communities Advisory Committee

Tuesday, October 11, 2022

10 a.m. to noon
Via Zoom Virtual Meeting

[Join Zoom Meeting](#)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 893 6674 5350

Passcode: 764590

AGENDA

1. **Introductions**
2. **Review Meeting Minutes** September 13, 2022 (attachment 1)
3. **Updates / Reports / Presentations**
 - a. **Proposals for the Accessible Tricycles**
 - City of Poulsbo
 - Dan Thompson grant
 - Next steps
 - b. **Ramp Project**
 - c. **Sticker Program**
 - Publicity
4. **Delegation of Tasks / Moving Forward**
5. **New Business**
 - GCDE town hall
6. **Announcements**
 - North Sound to Olympics Trail workshop, October 26 @ 6:30
7. **Meeting Dates:** November 8 and December 13 at 10 a.m.
8. **Adjourn**

Accessible Communities Advisory Committee

Tuesday, August 9, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Charlotte Shepherdson, Jeff Vinecourt and Staff: Kirsten Murray

Meeting: Called to order by Marsha Cutting 10:00 a.m.

ANNOUNCEMENTS: Marsha and Ranae recapped the Pacific Islander Festival where the committee staffed an information table.

Marsha informed members of individual advocacy she has been doing for a family on Bainbridge Island.

Charlotte attended an Outdoors for all event and had the opportunity to ride a duet bike. Charlotte said Outdoors for all will do pop-up events where the public can try adaptive outdoor equipment. Ranae and Charlotte will contact Outdoors for all to see if they will do a pop-up event in Kitsap County.

UPDATES:

a. Accessible tricycles project:

- Committee members discussed barriers with the tricycle project. Charlotte will get specs on the duet bike to see if they will fit in standard bike lockers.

b. Ramps

- The ARC wants their lawyers to review the release of liability the user would sign. This has already been done by the ARC lawyers and the ARC would not give a timeline for when the lawyers to take a second look at the document.
- KCHELP is interested in the ramps for their lending program. They deliver and set up the equipment they loan.

c. Sticker project

- Members have delivered stickers to each chamber of commerce in Kitsap County as well as some downtown business associations.

TASKS-MOVING FORWARD:

1. Kirsten will connect with Rebecca Pirtle to publicize the stickers
2. Kirsten will follow up with KCHELPS to confirm they want to facilitate loaning the ramps.
3. Ranae and Charlotte will contact Outdoors for all to see if they will do an event in Kitsap County

NEW BUSINESS: There was no new business to discuss

NEXT MEETING: Next meeting October 11 at 10 a.m. via Zoom.

ADJOURNMENT: The meeting was adjourned at noon



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Doug Washburn
Director

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Richard Becker,
Coordinator Phone:
360.337.4811

Accessible Communities Advisory Committee

Tuesday, September 13, 2022

10 a.m. to noon
Via Zoom Virtual Meeting

Join Zoom Meeting

[JOIN HERE](#)

Meeting ID: 876 5742 3391

Passcode: 511537

Dial by your location

+1 253 215 8782 US (Tacoma)

AGENDA

1. **Introductions**
2. **Review Meeting Minutes** August 9, 2022 (attachment 1)
3. **Updates / Reports / Presentations**
 - a. **Proposals for the Accessible Tricycles**
 - Progress with project
 - Dan Thompson grant
 - Next steps
 - b. **Ramp Project**
 - c. **Recap Pacific Islander Festival**
 - d. **Sticker Program**
 - Publicity
4. **Delegation of Tasks / Moving Forward**
5. **New Business**
6. **Announcements/ Closing Comments**
7. **Meeting Dates:** October 11, November 8 at 10 a.m.
8. **Adjourn**

Accessible Communities Advisory Committee

Tuesday, August 9, 2022

ATTENDING: Marsha Cutting, Ranae Beeker, Liv Counsel, Melia Hughes, and Staff:
Kirsten Murray

Meeting: Called to order by Marsha Cutting 10:00 a.m.

INTRODUCTIONS: Liv Counsel introduced themselves.

APPROVAL OF MEETING NOTES from June 27, 2022

Kat made a motion to approve the minutes. Liv second and the motion carried.

ANNOUNCEMENTS: Ride the Clear Creek Trail event went well. There was an increase in attendance from last year. Attendees came from Port Angeles, Olympia, Sea Tac and eastern Washington. Challenges: There were no guides in a formal capacity. There was confusion about the suggested trails for wheelchair users. Next year add signage and perhaps a map. Ranae suggested having guided walks depart at scheduled intervals. Liv suggested asking West Sound Academy Students to guide trail users. Melia asked to have details of the event finalized a month prior for publicity purposes.

UPDATES:

a. Accessible tricycles project:

- The committee is ready for Kirsten to order the tricycles and have them delivered to Infinity Cycle. The plan is to have one at Clear Creek and the other at South Kitsap Regional Park. Marsha and Charlotte walked the outer loop at the South Kitsap Regional Park and believe it to be accessible for wheelchair users. Marsha as emailed Alex this information and has not received a response.

b. By-Laws

- Committee members asked for two edits to the by-laws. Liv moved to adopt by-laws with the requested edits. Ranae second and the motion carried.

c. Chair and Vice Chair replacement

- Nominations will be made at the November meeting and voted on at the December meeting.

d. Stickers

- Ranae has connected with the Silverdale/Bremerton Chamber of Commerce and will deliver stickers to them. Ranae will follow up with the Downtown Bremerton Business Association.

- Marsha has delivered to the Bainbridge Island Chamber and the Bainbridge Island Downtown Business Association. She has also delivered to the Poulsbo Chamber of Commerce

TASKS-MOVING FORWARD:

1. Kirsten will find out what the deadline is to spend the tricycle funds
2. Kirsten will follow up with the ARC to see if they are ready to start lending the ramps to the public
3. Marsha will follow up on storage sheds for the tricycle project

NEW BUSINESS: There was no new business to discuss

CLOSING COMMENTS:

NEXT MEETING: Next meeting September 13 at 10 a.m., via Zoom platform.

ADJOURNMENT: The meeting was adjourned at 3:00 p.m.



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Accessible Communities Advisory Committee

Tuesday, November 8, 2022

10 a.m. to noon
Via Zoom Virtual Meeting

[To join the meeting](#)

Dial by your location
+1 253 215 8782 US (Tacoma)
Meeting ID: 893 6674 5350
Passcode: 764590

AGENDA

- 1. Introductions**
- 2. Review Meeting Minutes October 11, 2022 (attachment 1)**
- 3. Updates / Reports / Presentations**
 - a. Proposals for the Accessible Tricycles
 - City of Poulsbo
 - Dan Thompson funds
 - b. Ramp Project
 - Publicity
 - c. GCDE town hall
 - d. Sticker project
- 4. New Business**
 - a. Nomination of officers to be voted on at December meeting
- 5. Announcements**
- 6. Delegation of Tasks / Moving Forward**
- 7. Meeting Dates: December 13 and January 10 at 10 a.m.**
- 8. Adjourn**



Accessible Communities Advisory Committee

Tuesday, October 11, 2022

ATTENDING: Marsha Cutting, Jessica Guidry, Charlotte Shepherdson, Jeff Vinecourt and Staff: Kirsten Murray

Meeting: Called to order by Marsha Cutting 10:00 a.m. Jeff motioned to approve the September minutes. Charlotte seconded and the motion carried.

ANNOUNCEMENTS: Jessica informed the ACAC that Kitsap Public Health will be conducting a community needs assessment

Sound to Olympics trail organizers want ACAC member to participate in a workshop on October 26, 2022

UPDATES:

a. Accessible tricycles project:

- Marsha has sent an email to Alex that the ACAC will be moving forward on the adaptive tricycle project with the City of Poulsbo. Marsha and Kirsten will be meeting with the City of Poulsbo and other stakeholders on October 20 at 6 p.m.

b. Ramps

- The ARC wants their lawyers to review the release of liability the user would sign. This has already been done by the ARC lawyers and the ARC would not give a timeline for when the lawyers to take a second look at the document.

c. Sticker project

- Recent publicity campaign has generated interest in the sticker program from local entities and from as far away as Ohio.

TASKS-MOVING FORWARD:

1. Kirsten will connect with Rebecca Pirtle to do publicity for ramps when the ARC is ready.
2. Ranae and Charlotte will contact Outdoors for All to see if they will do an event in Kitsap County

NEW BUSINESS: There was no new business to discuss

NEXT MEETING: Next meeting November 8 at 10 a.m. via Zoom.

ADJOURNMENT: The meeting was adjourned at noon



Department of Human Services

Doug Washburn
Director

Accessible Communities Advisory Committee

Tuesday, December 13, 2022

10 a.m. to noon

Virtual Meeting Via Zoom

[Click here to join the meeting](#)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 893 6674 5350

Passcode: 764590

AGENDA

1. Introductions

2. Review Meeting Minutes November 8, 2022 (attachment 1)

3. Updates / Reports / Presentations

- a. Proposals for the Accessible Tricycles
 - City of Poulsbo
 - Dan Thompson funds
- b. Ramp Project
 - Publicity
- c. GCDE town hall
- d. Sticker project
- e. Outdoors for All event

4. New Business

- a. Voting for Chair, Vice Chair and Outreach Coordinator

5. Announcements

6. Delegation of Tasks / Moving Forward

7. Meeting Dates: January 10 and February 14 at 10 a.m.

8. Adjourn



Accessible Communities Advisory Committee

Tuesday, November 8, 2022

ATTENDING: Marsha Cutting, Sonya Miles, Charlotte Shepherdson, Ranae Beeker, Kris Colcock, Kat Woofter, JR Kinnison and Staff: Kirsten Murray

Meeting: Called to order by Marsha Cutting 10:00 a.m. Ranae motioned to approve the September minutes. Kat seconded and the motion carried.

ANNOUNCEMENTS: Sonia Miles, Deputy Director of Human Services introduced herself and explained her role in relation to the ACAC.

The GCDE will be hosting a town hall for Kitsap County virtually on December 8. An in-person leadership planning event will be held the following morning on December 9.

UPDATES:

a. Accessible tricycles project:

- Marsha has not received a response to the email she sent to Alex about the ACAC moving forward on the tricycle project with the City of Poulsbo. The project contact at Infinity Cycle has sold his half of the business and has moved out of state. The West Sound Cycle club and Mayor Becky Ericson will be meeting with the owner of Infinity Cycle on Saturday, November 16 to discuss the project.

b. Ramps

- The ARC has not responded to the request for information for the County to proceed with a press release and social media campaign promoting the ramps project. Kirsten has made Human Services management aware of this and asked how to proceed.

c. Sticker project

- Marsha and Ranae recapped their sticker distribution through downtown Port Orchard. They explained the project and gave stickers out to several businesses. Ranae has also passed out stickers in downtown Bremerton. Marsha noted that she went back to downtown Port Orchard a week later and stickers were not posted at businesses they had visited

d. Outdoors for All event

- Ranae and Charlotte have been working with Outdoors for All on an event to promote adapting cycling in Kitsap County. The ACAC has a scholarship to cover the expenses for Outdoors for All. Ranae and Kirsten have reached out to the parks department to inquire about facilities at the fairgrounds to hold the event.

NEW BUSINESS:

a. Nomination of officers for 2023

- Nominations are Kris Colcock for Chair, JR Kinnison for Vice Chair and Ranae Beeker for Outreach Coordinator. Nominees will confirm their nominations by December 6 and voting will occur at the December 13, meeting.

TASKS-MOVING FORWARD:

1. Kirsten follow up with Human Services leadership regarding coordinating publicity with the ARC so that the community is aware of the project.
2. Ranae and/or Kirsten connect with Alex Hardy at the parks department to secure location for Outdoors for All event.

NEXT MEETING: Next meeting December 13 at 10 a.m. via Zoom.

ADJOURNMENT: The meeting was adjourned at noon