



Department of Human Services

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Director

KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES
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Behavioral Health
Stephanie Lewis, Administrator
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**Mental Health/Chemical
Dependency/Therapeutic Court**
Hannah Shockley, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
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**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
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**Community Development
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Norm Dicks Government Center
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Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
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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
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Workforce Development
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Bremerton, WA 98310
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Citizens Advisory Committee Meeting Tuesday, January 17, 2022 5:00 p.m. – 7:00 p.m.

[Join Zoom Meeting](#)

Webinar ID: 873 1236 0278

Passcode: 552115

Phone: 1-253-215-8782

A G E N D A

1. Call to Order - Introductions 5:00 – 5:05
Jackie Fojtik, Chair
2. Review & Approval of November 15, 2022, Minutes* 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. SBHASO REAL Presentation 5:15 – 5:45
5. 2023 Workplan Review and Approval* 5:45 – 6:15
(Attachment 2)
6. Quarterly 3 Report 6:15 – 6:25
(Attachment sent)
7. Bias Training and Discussion 6:25 – 6:35
8. Membership Committee 6:35 – 6:45
Helen Havens, Sub-Committee Chair
9. Retreat, January 21st Eagles Nest 6:45 – 6:50
10. Committee Member Check-in 6:50 – 7:00
11. Community Input
Please limit individual comments to **2 minutes**. Written comments
may also be submitted to the Board if this timeframe is insufficient.
12. Adjourn

*** Action Item**



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
COMMUNITY ADVISORY COMMITTEE (CAC)**

MINUTES

November 15, 2022

Jackie Fojtik, Chair, called the meeting to order at 5:04 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the October 18, 2022 Minutes, the following action was taken:

ACTION: : Charmaine Scott moved to approve the October 18, 2022 meeting minutes as corrected. Helen Havens seconded the motion. Alexis Foster Abstained. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA:

None

REPORT OF 2022 NOMINATING COMMITTEE AND ELECTION OF OFFICERS

- Charmaine shared that the committee met and nominated Jackie Fojtik for Chair, with there being no other nominations Jackie accepted.
- Charmaine Scott was nominated for Vice Chair and accepted.

ACTION: Helen Havens moved to approve the board nominations as presented. Alexis Foster seconded the motion. Motion carried.

COMMITTEE PLANNING SESSION

Space holder for future discussion.

MEETING SCHEDULE 2023

The board discussed the 2023 meeting schedule and agreed to keep the schedule as is.

ACTION: Alexis Foster moved to approve the board 2023 schedule as presented. Charmaine Scott seconded the motion. Motion carried.

The board also agreed to cancel the December 2022 meeting.

ACTION: Alexis Foster moved to approve the board 2023 schedule as presented. Charmaine Scott seconded the motion. Motion carried.

MEMBERSHIP COMMITTEE REPORT

Lynette Bird, Poulsbo Community Health Services (PCHS), Operations Director introduced herself to the board and expressed interest in joining. The committee will

meet Tuesday, November 22 to interview Lynette as a candidate to fill one vacancy. The board continues to recruit potential candidates.

RFP REVIEW PROCESS OVERVIEW

- RFP process discussed and the recommendations are moving forward as presented. Going before the board of Commissioners on Monday, November 28, members interested in attending to contact Hannah.

ADVISORY BOARD RETREAT

Hannah reached out to Island Lake and Eagles Nest for availability to host the 2023 retreat. There is availability at Island Lake on January 22nd and Eagles Nest on January 21st. Hannah will send out a poll to members on their preferred date and location.

COMMUNITY INPUT

None

COMMITTEE MEMBER CHECK IN

- Jackie announced that this is Ursula's last meeting
- Ursula shared that she has enjoyed her time serving on the board and providing some areas for the board to consider moving forward
- Hannah and Sonya thanked Ursula for her time on the board and for contributing a high level of professionalism, experience, and insight during her service

NEXT MEETING

The next Community Advisory Committee meeting will be held on Tuesday, January 17, 2023, 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 6:16 p.m.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Jackie Fojtik	Stephanie Lewis, Director, Salish Behavioral Health
Ursula Petters	Lynette Bird, Operations Director, PCHS
Kimberly House	
Charmaine Scott	
Helen Havens	
Alexis Foster	
Keiko Sano	
Tyler McKlosky	
Tim Garrity (Excused)	
STAFF	
Hannah Shockley	
Doug Washburn (EXCUSED)	
Sonya Miles	
Kesha Anderson - Evans	



MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT COMMUNITY ADVISORY COMMITTEE (CAC) 2023 WORK PLAN

Meeting Days, Time and Location: Third Tuesday of each month, 5:00 p.m. – 7:00 p.m. at Skookum Contract Services, 4525 Auto Center Way, Bremerton, WA 98312 (Via Zoom as Necessary)

Advisory Group Staff: Hannah Shockley, Lakesha Anderson Evans

Advisory Group Chair: Jackie Fojtik

Community Advisory Committee Purpose/Mission Statement:

To serve the interests of the Community of Kitsap County by advising the Kitsap County Board of Commissioners on how to help prevent and reduce the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data driven programs for a continuum of recovery-oriented systems of care in Kitsap County.

2023 Goal	Status	2023 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Advise the Board of Commissioners (BOC) on systemic mental health, substance abuse and therapeutic court issues.	Ongoing	High	<ul style="list-style-type: none">- Meet monthly to review funding performance and progress on the annual goals.- Provide education to CAC members as requested.- Provide information to the Board of Commissioners (BOC) as requested.- Actively recruit knowledgeable persons for open positions on the CAC.- <u>Coordination:</u> Staff, Executive Sub-Committee, CAC
2. Assess proposals for targeted funding to address the needs outlined in the strategic plan.	Ongoing	High	<ul style="list-style-type: none">- Continue a web-based RFP application process and submission.- Conduct an RFP for mental health, chemical dependency, and therapeutic court programs.- Facilitate a Proposers Conference to answer technical questions regarding the RFP process.- Establish recommendations for funding to the BOC.- Present recommendations for funding to the BOC at their regularly scheduled Meeting.- <u>Coordination:</u> Staff, CAC

2023 Goal	Status	2023 Priority Level	Comments/Coordination
3. Maintain full membership on the Mental Health, Chemical Dependency and Therapeutic Court funding, programs and activities of the Community Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Convene the Membership Sub-Committee. - Actively recruit knowledgeable persons for open positions on the CAC. - Actively seek to increase the racial and ethnic diversity of the committee members, including lived experience perspectives. - Conduct interviews with CAC applicants and make recommendations to BOC. - Review Bylaws and update Membership requirements. <p><u>Coordination:</u> Staff, Membership Sub-Committee, CAC</p>
4. Promote awareness of the Mental Health, Chemical Dependency and Therapeutic Court funding, programs, and activities of the Community Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Develop a calendar of CAC activities and establish communications around each event. - Develop communications brochures, reports, presentations, and marketing materials. - Publish a quarterly newsletter and post to website. - Conduct community presentations. <p>- <u>Coordination:</u> Staff, CAC</p>
5. Develop and measure specific performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plan.	Ongoing	High	<ul style="list-style-type: none"> - Maintain a sub-contract with the Kitsap Public Health District for ongoing evaluation and monitoring of tracking shared and participant-specific outputs and outcomes (metrics). - Operate a system to capture shared and participant-specific metric data for monitoring progress over time. In addition, develop and produce data reports. - Use web-based data entry system for the collection of program outputs and outcomes. - Conduct quarterly sub-contractor meetings to monitor spending, performance outcomes and proposed program goals. - Collect and review quarterly sub-contractor performance reports and post on website. <p>- <u>Coordination:</u> Staff, CAC, Kitsap Public Health District, sub-contractors,</p>

2023 Goal	Status	2023 Priority Level	Comments/Coordination
6. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable, and collaborative.	Ongoing	High	<ul style="list-style-type: none"> - Publish a quarterly report on sub-contractor activities, performance on established outcomes and fiscal review. - Post quarterly reports on the website. - Evaluate effectiveness of selected programs annually. - Submit an annual report to the BOC that lists programs funded, amounts allocated and expended, number of individuals served and performance outcomes along with recommended program and/or process changes based on evaluation data. - Promote Citizen Advisory Committee activities and provide information to post on the Kitsap County website at https://spf.kitsapgov.com/hs/Pages/CAC-LANDING.aspx - <u>Coordination</u>: Staff

GOALS ON HOLD			
Goal	Status	Priority	Comments
1. Conduct in person CAC retreat to ensure funding is meeting proposed goals and those of the updated 2021 Kitsap County strategic plan.	On Hold	High	<ul style="list-style-type: none"> - In person retreat, first Annual to be held January 21st. - <u>Coordination</u>: Staff, Executive Sub-Committee, CAC

SUBCOMMITTEES 2023 ACTIVITIES:

Executive Subcommittee:

- Establish Executive Committee composed of the Chair, Vice-Chair, Past-Chair and Chairs of each Subcommittee to facilitate leadership for the full Community Advisory Committee.

Membership Subcommittee:

- Develop process for filling open positions on the Community Advisory Committee and make recommendations for appointment to the Board of Commissioners.