



Department of Human Services

Doug Washburn
Director

KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES

Sonya Miles
Deputy Director
Phone: 360.337.4839

Lakesha Anderson-Evans,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Stephanie Lewis, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Hannah Shockley, 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
William Dowling, Director, OWDA
Phone: 360.337.4767

Veterans Assistance

Richard Becker, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting

Tuesday, April 18, 2023

5:00 p.m. – 7:00 p.m.

<https://us02web.zoom.us/j/87312360278?pwd=Slp3OWZTRlFBVkRTUG5BcFIUS3Yrdz09>

Webinar ID: 873 1236 0278

Passcode: 552115

Phone: 1-253-215-8782

In-Person: Port Blakley Conference Room
Administration Building 614 Division St. Port Orchard, WA

A G E N D A

1. Call to Order - Introductions 5:00 – 5:05
Jackie Fojtik, Chair
2. Review & Approval of March 21, 2023 Minutes 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Bryan Gross Presentation on SYNC for SBHASO 5:15 – 5:45
5. RFP Timeline Changes 5:45 – 5:50
(Attachment 2)
6. Mini-Grants and (2) Year Grants 5:50 – 6:00
7. Committee Member Check-in 6:00– 6:15
8. Community Input
Please limit individual comments to **2 minutes**. Written comments
may also be submitted to the Board, if this timeframe is insufficient.
9. Adjourn

* Action Item



507 Austin Street • 614 Division Street, MS-23 • Port Orchard, Washington 98366-4676

Main Line 360.337.7185 • FAX 360.337.5721

From: Olalla 253.851.4147 • Bainbridge Island 206.842.2061

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

MINUTES

March 21, 2023

Jackie Fojtik, Chair, called the meeting to order at 5:03 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the February 21, 2023, Minutes, the following action was taken:

ACTION: Charmaine Scott moved to approve the January 17, 2023; meeting minutes with noted corrections. Derick Bailey seconded the motion. Kimberly House, Helen Havens, and Tyler Mcklosky abstained. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA:

Membership committee to provide update.

1/10th of 1% Sales Tax for Affordable Housing/Community Investments in Affordable Housing (CIAH)

Joel Warren provided an overview of the new 1/10th of 1% sales tax affordable housing program named Community Investments in Affordable Housing (CIAH). The program will fund housing and related services, in addition to affordable and supportive housing. The new Grant Recommendation Committee (GRC) a collaborative funding review committee of the CDBG/HOME, Housing & Homelessness, 1/10th of 1% sales tax MHCDTC, and CIAH will make grant funding recommendations. The program is still under development and working on new policies and programs. Also looking to add construction/development professionals to planning team.

QUARTER 4 REPORT

Hannah sent the report to the board for review. The Bremerton Navigator program was not added to the report due to portal issues, but Hannah will address and update accordingly. Hannah also shared the 2022 balance of unspent funds of \$1 million, account financials were provided by the Kitsap County HS Department's accounting manager. The committee will take a closer look at agency funding and will find ways to submit agency data more efficiently. A contractor's meeting is also scheduled in 2 weeks.

RFP APPROVAL

Hannah discussed the proposed revisions to the RFP process and shared that Kirsten Jewell, program manager for the Housing & Homelessness division has accepted another position with the Department of Commerce and Commissioner Gelder is leaving the county in May. Hannah also shared that there will be no proposer's conference in June, \$7.2 million available funding for the 2023 – 2024 grant funding cycle, there is also a pre-application requirement and discussed dual funding opportunities for agencies, when applicable. Hannah would like to

build a community matrix to show how agencies are working together, which would include all the Human Services grant programs. Hannah also discussed additional changes in the process including, no in person Q/A session for continuing proposers, adding additional questions upfront to answer key questions like audits and board involvement.

Board Reviewed the RFP- No action required and is subject to change per RCW with Human Services having administrative authority to do so.

TIMELINE REVIEW

Hannah reviewed the timeline and stated the next step is to send the revised RFP process to the county commissioners for approval.

COMMITTEE UPDATES

- Helen shared the committee will interview the Commission on Children and Youth (CCY) applicant Susan Winfield soon.
- The Executive committee also met and discussed inviting organizations to present and discuss their programs/services at board meetings. Also discussed hosting a resource fair for Kitsap County. Members asked to email ideas and possible organizations to Hannah.

MINI-GRANTS AND 2- YEAR GRANTS

Discussed mini-grants and 2-year grant ideas to help develop a plan. A committee will be created to discuss in more detail. Kimberly, Helen, Charmaine, and Derick volunteered and will meet with Hannah to discuss further.

COMMITTEE MEMBER CHECK IN

- Charmaine shared she is writing letters on behalf of Aging/LT-Care to legislatures also asked about volunteer hours. Hannah stated she tracks hours and sent the information to Rebecca Pirtle.
- Kimberly shared the school districts are in a deficit and experiencing staffing issues that may result in layoffs. There are 3 bills in review for special education, 2 for funding and 1 for isolation, ESSER funds are also ending.
- Helen shared that Salish has begun the RFP process and received 7 proposals for REAL teams for Clallam, Jefferson, and Kitsap counties.
- Timothy shared the Salvation Army in Bremerton will be closing in April and agencies will see an increase in need for social services. Also discussed possible changes to drug use in public to make it an arrestable offence.

COMMUNITY INPUT

None

NEXT MEETING

The next Community Advisory Committee meeting will be held on Tuesday, April 18, 2023, via Zoom and in-person at 5:00 p.m. In-person location: Administration Building 614 Division Street Port Orchard, WA 98366

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 7:01 p.m.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Jackie Fojtik	Joel Warren, Program Supervisor, Community Investments in Affordable Housing (CIAH)
Charmaine Scott	
Helen Havens	
Keiko Sano	
Tim Garrity	
Derick Bailey	
Bruce Sturdevant	
Alexis Foster (Excused)	
Tyler McKlosky	
Kimberly House	
STAFF	
Hannah Shockley	
Sonya Miles (Excused)	
Doug Washburn (Excused)	
Kesha Anderson - Evans	

2024 Grant Cycle Schedule

Attachment 2

Kitsap Countywide and City of Bremerton

Coordinated Grant Application Process

Including: **HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH, MHCDTC City of Bremerton CDBG**

Programs	Dates	Description
ALL	4/13/23	<u>MANDATORY</u> Pre-Application Form Available
	5/23/23	Draft Policy Plans Published on Coordinated Grant Application website. 15-day written comment period opens – includes HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH, City CDBG
ALL	5/26/23	<u>MANDATORY</u> Pre-Application Forms Due
	5/31/23	RFPs and NOFAs posted to website for information purposes
ALL	6/1/23 – 6/28/23	<u>MANDATORY</u> Pre-Application Appointments <i>All prospective applicants to any grant included in the Coordinated Grant Application are required to schedule a pre-application appointment.</i>
	6/7/23	Written Comment Period Closes for 2024 Draft Policy Plan - HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH, City CDBG
	6/14/23	City of Bremerton City Council Study Session – 2024 City of Bremerton CDBG Policy Plan- City CDBG
	6/21/23	City of Bremerton Public Hearing and Action on 2024 CDBG Policy Plan – City of Bremerton Council Chambers-Norm Dicks Government Center 345 6 th Street, Bremerton WA 5:30pm, or via Zoom - City CDBG
	6/26/23	Board of County Commissioners Public Hearing and Action on 2024 Policy Plan - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom. - HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH
ALL	6/26/23	Technical Assistance training for <u>Service applications</u> : 10a–12p via Zoom Recording will be made available online
ALL	6/27/23	Technical Assistance training for <u>Capital applications</u> : 10a–12pm via Zoom Recording will be made available online
ALL	6/29/23	All Grant Applications (<u>Services</u> and <u>Capital</u>) available online @ Noon.
ALL	6/29/23 – 7/27/23	Application Technical Assistance available by phone, email, or Zoom.
ALL	7/27/23	Grant Applications Due @ Noon Online submission only, via SurveyMonkey Apply web portal
ALL	8/3/23 – 8/31/23	Committees and staff review and scores proposals
	8/29/23 – 8/31/23	Capital Applicant interviews and GRC deliberations, Norm Dicks Government Center, 4 th Floor, WSU Classroom - CDBG, HOME, HOME-ARP, CIAH
	8/29/2023 – 8/31/2023	Agency Interviews & Deliberations 9:00 AM - 4:00 PM Mayor's Conference Room, 6 th Floor Norm Dicks Government Center, or via Zoom - City CDBG
	9/5/23 – 9/8/23	Services Applicant Interviews and GRC deliberations, Norm Dicks Government Center, 4 th Floor, WSU Classroom - HHGP, AHGP

	9/15/23	Draft 2024 Funding Recommendations and Action Plan released - Posted to Kitsap Coordinated Grant Website and in Kitsap Sun. Written 30-day comment period begins. HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH, City CDBG
	9/15/23	Written responses to Community Advisory Committee questions due @ 3pm Online submission only - MHCDTC
	9/18/23 – 9/22/23	Proposer Question and Answer sessions - MHCDTC
	10/16/23	Written 30-day comment period closes. HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH, City CDBG
	10/17/23	Community Advisory Committee approves funding recommendations - MHCDTC
	10/23/23	Board of County Commissioners Public Hearing and Action on 2024 Kitsap Coordinated Grant Programs Grant Funding Recommendations Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm, or via Zoom HHGP, AHGP, CDBG, HOME, HOME-ARP, CIAH, MHCDTC
	11/01/2023	City of Bremerton City Council Public Hearing – 2024 Action Plan and funding recommendations 5:30 PM Norm Dicks Government Center Council Chambers - City CDBG, HOME, HOME-ARP
ALL	1/1/24	Program Year Begins

3/31/23