



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

Community Advisory Committee Meeting

Tuesday, May 16, 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 April 18, 2023 Minutes* | 5:05 – 5:10 |
| Full Committee (Attachment 1) | |
| 3. Additions/Changes to the Agenda | 5:10 – 5:15 |
| 4. Progress with the Consolidated Grant Application | 5:15 - 5:30 |
| 5. Mental Health Awareness Event (Attachment 2) | 5:30 – 5:40 |
| 6. Membership Committee Updates | 5:40 – 5:50 |
| 7. Quarter One Report Updates | 5:50 – 6:00 |
| 8. Site Visits Form Review (Attachment 3) | 6:00 - 6:30 |
| 9. Review Timeline (Attachment 4) | 6:30 – 6:35 |
| 10. Mini Grants | 6:35 – 6:40 |
| 11. Committee Member Check-in | 6:40– 6:50 |
| 12. Community Input | |
| Please limit individual comments to 2 minutes . Written comments may also be submitted to the Board, if this timeframe is insufficient. | |
| 13. 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

April 18, 2023

Jackie Fojtik, Chair, called the meeting to order at 5:02 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

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

ACTION: Helen Havens moved to approve the March 21, 2023; meeting minutes as presented. Kimberly House seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA:

Membership committee to provide update, contractors meeting update, and discussion on future meetings.

SYNC -

Brian Gross provided an overview and PPT presentation of the Salish Youth Network Collaborative (SYNC) program, new to the Salish BHASO. SYNC services youth and their families with complex behavioral health needs via referral for the three counties – Clallam, Jefferson, and Kitsap, regardless of income. The purpose of the program is to pull services together and create a collaborative system among providers to streamline the process working with the systems already in place. Those interested should contact the Salish-bhaso@kitsap.gov. The website is in final stages. SYNC program staff is available to participate in trainings.

- SYNC does not provide treatment services, nor increase beds in the state but will seek to increase availability of resources.
- Board members expressed interest in having SYNC present to local youth serving organizations.

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 Commission on Children and Youth (CCY) applicant Susan Mayes will have an interview upon her return from being out of state.

CONTRACTOR'S MEETING UPDATES

Hannah held contractor's meetings and provided the contractors with updates on changes to the RFP process, the pre-application requirement, which replaces the letter of intent, and the

Q/A sessions. Hannah also sent RFP/grant funding information out to 100+ unknown and local non-profit organizations, through the United Way, to increase the number of new applicants.

COMMITTEE MEETINGS

Jackie discussed possible changes to the meeting frequency based on county business and board members provided feedback. Meetings will be adjusted as necessary.

RFP TIMELINE CHANGES

Hannah discussed the changes to the timeline, specifically the opening and closing dates have been moved up by 3-days. Hannah will resend the CAC timeline to board members.

MINI-GRANTS AND 2- YEAR GRANTS

Discussed mini-grants and 2-year grant ideas to help develop a plan, discussion tabled.

COMMITTEE MEMBER CHECK IN

- Helen shared Salish received 11 applications in response to the RFP with \$1 million in funding available. Funding recommendations have been completed and will go before the BOCC for approval.
- Kimberly shared lack of funding impacting students and will continue to see impacts next school year.
- Timothy shared the Salvation Army in Bremerton is closing in at the end of April. The Rescue Mission will provide some services and it will be busy throughout the summer months as a result.
- Jolene shared that Salish BH-ASO will be hosting in-person behavioral health summits across the region from summer to fall this year. There will be 2 sessions per county and a Zoom session towards the end for those unavailable to attend in-person sessions.

COMMUNITY INPUT

Rene Stewart introduced herself to the board.

NEXT MEETING

The next Community Advisory Committee meeting will be held on Tuesday, May 16, 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 6:06 p.m.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Jackie Fojtik	Jolene Kron, Salish BH-ASO
Charmaine Scott (Excused)	Bryan Gross, SYNC, Salish BH-ASO
Helen Havens	Rene Stewart, Community Member
Keiko Sano	
Tim Garrity	
Derick Bailey	
Bruce Sturdevant	
Alexis Foster (Unexcused)	
Tyler McKlosky	
Kimberly House	
STAFF	
Hannah Shockley	
Sonya Miles (Excused)	
Doug Washburn (Excused)	
Kesha Anderson - Evans	



Kitsap Suicide Awareness Coalition

MENTAL HEALTH AWARENESS EVENT

We're better together



May 20th, 1 - 3 PM

**Kitsap County
Administration Building
619 Division St, Port Orchard 98366**



**Vendors & Resources
Ask the Experts Panel Discussion
Mental Health Vigil
Light snacks available**

www.facebook.com/KitsapSuicideAwarenessCoalition



Mental Health, Chemical Dependency & Therapeutic Court Program Citizens Advisory Committee (CAC) Grantee Site Visit Guidelines

Agency:

Program Name:

Number of Years Funded:

Participant Names/Roles:

Site Visit Goal: CAC members and program staff will become knowledgeable of individual program evaluation measures including outputs, outcomes, and progress towards overall program goals.

List Program Goals:

Describe and Explain Quarterly Outputs

Describe and Explain Quarterly Outcomes

III. What is the overall progress towards meeting project goals, outputs, and objectives:

IV. Describe any challenges including hiring issues, staffing, and/or retention of staff:

V. Do you foresee the need to make any changes to your scope of work, vision, budget or evaluation plan:

VI. Review project budget, current spending, efforts to find other funding sources, and sustainability planning:

VII. Do you have any questions for us?

2024 GRANT REQUEST FOR PROPOSALS (RFP) TIMELINE

Mental Health, Chemical Dependency and Therapeutic Court Programs

All Grant Applicants must submit a preapplication form to be eligible to apply for the 2024 Treatment Sales Tax funding. The Preapplication form will be made available at between April 13, 2023 and May 26, 2023.

Grant Proposal Deadline for all applicants is: July 27, 2023 at 3:00 p.m.

Date	Activity
March 2023	RFP funding approved by the Board of Kitsap County Commissioners (BOCC) in Work Study Session
April 13 -May 26	Preapplication form submissions
June 1 - 28	Preapplication appointments
June 26	Technical assistance
June 29	2024 Grant Request For Proposals Released upon Board of Commissioners approval
July 27	Grant Proposals Due by 3:00 P.M. Online submission only via Survey Monkey Apply
August 3- August 31	CAC reviews Proposals and completes Rating Sheets
August 31	CAC Rating Sheets due to Department of Human Services at 12:00 p.m.
September 4-15	Staff reviews questions submitted from CAC and sends them to Proposers
September 15	Mandatory written responses to the CAC Questions Due at 3:00 p.m. Online submission only via Survey Monkey Apply.
September 18-22	Proposer Question and Answer Sessions. Organizations must make time available for their Question-and-Answer Session which will be scheduled during this time frame. New applicants only**
September 25– September 29	CAC reviews written responses to Questions
October 10 and 11	CAC Executive Committee Meetings to develop funding recommendations 3-7 pm
October 17	CAC Regular Business Meeting to Approve Recommendations for BOCC
October 18	Make funding recommendations to BOCC (Work Study) 30 min
October 23	BOCC Acts on Funding Recommendations – Public Meeting
November – December 2023	Evaluation meetings, Statements of Work, Expenditure Plans and Contracts completed
January 1, 2024	2024 Program Year Begins