

Kitsap County Division of Aging & Long Term Care Advisory Council

614 Division Street, MS-5, Port Orchard, WA 98366

Phone: (360) 337-5700 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

Advisory Council Meeting

Date: February 19, 2025

Time: 11:30am- 1:30pm **(11:15am for pre-meeting technical assistance)**

Virtual Meeting Link: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/3603375624?pwd=OTdqN01vVXNnK1creTVDeK1oRWZCUT09>

Meeting ID: 360 337 5624

Passcode: 98366

Phone Dial-in: 1 (253) 215-8782

Meeting ID: 360 337 5624

Password: 98366

A G E N D A

- 11:30am 1. Call To Order
2. Introduction of Council members and public members- expectations for public input (please reference page 2 of the agenda for protocol during hybrid meetings)
3. Meeting Agenda- Approval
4. January Meeting Notes (Attachment 1) - Approval
5. Approved Amended Council Bylaws (Attachment 2)
- 11:40am 6. Legislative Activities – January & February
- a. De-brief activities & meetings (w4a Advocacy webinar, meetings, follow-up)
- 12:20pm 7. Council Member Report of Activities
- a. 1/10th Community Advisory Committee- Charmaine Scott
- b. Kitsap Accessibilities & Public Works Transitions Plan- Ranae Beeker
- c. Council Member Report of Community Outreach
- d. 2025 SCOA Meetings- vacancy
- 1:00pm 8. Aging Services:
- 2025 Dashboard Updated Metrics & Revenue (Attachment 3-discuss revisions)
 - Staff recruitments, status
 - Federal grants, discussion
- 1:25pm 9. 2025 Advisory Council Business
- a. Revised Outreach & Volunteer Hours Reporting form (Attachment 4)
- b. 2025 Calendar of Events (Attachment 5)
- Senior Lobby Day
- c. Council recruitment & Orientation for new membership
- 1:30pm ADJOURN

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Instructions for members of the public during a hybrid meeting:

To provide public comment during the meeting, click on the hand icon at the bottom of the screen to “raise your hand.” The chair, or designee, will call upon the attendee to speak at the designated time.

Public comment may also be submitted in advance to be read by staff or the chair during the meeting. Email comments by 12:00 p.m. the day before the meeting to Stacey Smith at sasmith@kitsap.gov

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January 15, 2025 Aging Advisory Council Meeting Minutes

Zoom

1. Convened at 11:32 a.m.

Members Present: Steve McMurdo, Laney Calhoun, Ann Paoletti, Ranae Beeker, Linette Zimmerman, Charmaine Scott, Elizabeth Safsten.

Members Excused: Karol Stevens.

Members Unexcused: None.

Guests Present: Theresa Lambert, prospective member.

Staff Present: Stacey Smith, Cristiana Fillion.

2. **Public Address:** The council made introductions.

3. **Approval of Agenda:** The meeting agenda was reviewed.

- Laney made a motion to approve the agenda, Charmaine seconded, and the agenda was approved.

4. **Approval of Minutes:**

- Ann made a motion to approve the December meeting minutes. The motion was seconded by Laney. The minutes were approved.

5. **Updated Council Bylaws—Status**

- Stacey informed the Council that the Board of County Commissioners' review of the updated bylaws has been postponed until their January 27 meeting.

6. **2025 Workplan**

- The council reviewed the 2025 Workplan. There were no changes. Stacey will submit the final plan to Rebecca Pirtle.
- Outreach form: The Council discussed the content of the outreach form. The form will be simplified to consist of activity date/time, total time spent, format, and topic. A draft form will be presented at the next meeting.

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- **Advocacy:** The legislative session began on Monday. Stacey forwarded the save-the-date email for the w4a Legislative Training webinar taking place on January 21 to Council members. The primary ask this year is Senior Nutrition Funding. Stacey explained that funds for senior nutrition were included in Gov. Inslee's Budget, but the incoming Gov. Ferguson will release his own budget. Stacey has reached out to elected officials and has scheduled five appointments so far. The Council will meet with legislators during the first week of February; all meetings will be virtual (Microsoft Teams or Zoom formats). The Council will have their planning meeting on January 29.
- Cristiana shared the Thank You card. The Council updated the wording.

7. Council Member Report of Activities

- a. 1/10th Citizens Advisory Council- Charmaine Scott
 - Charmaine explained that the 1/10th Citizens Advisory Council did not meet in December. Their Council is planning a retreat and will go over their 2025 Workplan and bylaws. Charmaine noted that they would like to return to in-person provider site-visits.
- b. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
 - Ranae explained that there were only minor comments on the Accessibilities and Public Works Transitions Plan as the plan was very thorough. Ranae spoke with Mary VonRanker from Habitat for Humanity, who hosts a booth at HEAL events. The booth will be changing focus and Ranae plans to hand out ALTC literature at the next event.
 - Ranae took part in an accessibility walk to fight isolation at Bloedel Reserve. There were 38 in attendance. The next walk will take place on April 26 at Harper Park. There is also discussion with the Bremerton Rotary Club to plan a walk at the Illahee Preserve.
- c. Council Member Report of Community Outreach
 - In addition to the work Ranae has been doing on the Accessible Communities Advisory Committee, she has been acting on advocacy alerts and sending them to friends in the community.

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- Steve had his law license renewed and has been preparing for next month's advocacy events. He's also been following a bill regarding Social Security for public service employees.
- Ann has been sharing information about dementia and caregiving, as well as forwarding advocacy alerts and AARP information.
- Laney has been looking forward to an upcoming meeting with several community groups and County Commissioners.
- Elizabeth finalized an ADA policy at work.

d. 2025 SCOA Meeting

- Stacey reminded the Council that there is an open seat for the State Council on Aging, and asked members to let her know if they are interested in joining.

e. Stacey shared the new Council roster and will send to Council members.

8. Aging Services

- The Council reviewed the January dashboard report. A new metric showing the number of visits to the ALTC website will be added in February, replacing the hours donated by volunteer Ombuds each month.
- Stacey explained that ALTC hired a Fiscal Manager in December, a WA Cares Coordinator, and an Information & Assistance Technician. There are currently two open recruitments.

9. 2025 Advisory Council Business

a. 2025 Calendar of Events

- The Council reviewed the 2025 Calendar of Events.

b. Recruitment and Orientation

- There are currently three Council member vacancies. Stacey will hold an orientation when the vacancies are filled. Rebecca Pirtle has been forwarding applications to Stacey as they come in.

c. Kitsap County Ordinance – Public Meetings Code of Conduct

- Stacey gave an overview of the new Public Meetings Code of Conduct County ordinance.

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ADJOURNMENT

The meeting was adjourned at 1:24 p.m.

Steve McMurdo, Chair

RESOLUTION NO. 017 -2025

**AMENDMENTS TO THE AREA AGENCY ON AGING ADVISORY COUNCIL
BYLAWS**

WHEREAS, the Kitsap County Board of Commissioners advocates public participation and supports and encourages citizen involvement in all matters of County Government; and

WHEREAS, the Kitsap County Division of Aging & Long-Term Care, as an Area Agency on Aging, is required to maintain an Advisory Council, pursuant to the Older Americans Act, Public Law 89-73; and

WHEREAS, county advisory groups periodically review their bylaws to ensure they reflect current governance of the group and these amendments must be approved by the Board of County Commissioners; and

WHEREAS, the Area Agency on Aging Advisory Council amended its bylaws and voted to approve these November 24, 2024 and seek final approval from the Board of County Commissioners.

NOW THEREFORE, BE IT RESOLVED BY THE KITSAP COUNTY BOARD OF COMMISSIONERS that the bylaws amendments are approved.

Adopted this 27th Day January 2025



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Christine Rolfes

CHRISTINE ROLFES, Chair

Oran Root

ORAN ROOT, Commissioner

Katherine T. Walters

KATHERINE T. WALTERS, Commissioner

ATTEST:

Dana Daniels
Dana Daniels, Clerk of the Board

**KITSAP COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL
BYLAWS**

Last amended and approved by BOCC 6/26/2017
Draft Revisions 11/2024
BOCC Approval 1/27/25

PREAMBLE

The Advisory Council for the Kitsap County Area Agency on Aging was established June 1, 1980 pursuant to the Basic Agreement between the State of Washington Department of Social and Health Services and the Board of Kitsap County Commissioners and pursuant to the provisions of the Older Americans Act.

ARTICLE I - NAME

The name of the organization shall be the KITSAP COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL.

ARTICLE II - PURPOSE and DUTIES

The purpose and duty of the Advisory Council is to advise the Board of Kitsap County Commissioners and staff of the Area Agency on Aging to:

- A. Develop and administer the Area Plan;
- B. Conduct public meetings;
- C. Represent and advocate for the interests of older adults, people with disabilities, and caregivers;
- D. Review and comment on community policies, programs, and actions which affect older adults, people with disabilities, and caregivers.

ARTICLE III - MEMBERSHIP

Section 1. Eligible members

Membership on the Advisory Council shall be open to individuals residing within Kitsap County. As required under the Older Americans Act, a majority to the council shall be made up of individuals over age 60 who are participants or who are eligible to participate in the programs sponsored by the Area Agency on Aging.

Members shall be ineligible to serve if they move out of or no longer reside within Kitsap County. When this occurs, the Chairperson with the assistance of the Lead Staff to the council shall so notify the member in writing citing this article and section of the Bylaws.

The balance of membership shall be comprised of individuals representing the interests of older adults, people with disabilities, caregivers, representatives of local elected

officials and members of the general public.

Membership is not open to individuals who are employed by agencies or organizations contracted with the Area Agency on Aging to provide services.

Section 2. Membership Size

There shall be three (3) appointments from each Commissioner's district and at least two (2) appointments at large.

The Kitsap County Representative to the Washington State Council on Aging shall be a member of the Advisory Council.

Section 3. Selection and Appointments of Members

The Area Agency on Aging shall solicit nominations for Advisory Council membership from throughout Kitsap County, following criteria set by the Older Americans Act. A special effort will be made to secure representation for low income, minority, older adults, people with disabilities and caregivers. The Lead Staff to the Advisory Council will invite potential council members to a meeting with chair, vice chair and staff to explain members expectations and activities. Potential council members will be encouraged to join a monthly council meeting, then forwarded to the Board of Commissioners for selection and appointment.

Section 4. Term of Membership

Advisory Council members shall be appointed for a term of three (3) years. There are no term limits.

All Advisory Council appointments to the extent feasible will be made during the month of January, to coincide with the calendar year. All appointments made after January, for whatever reason, shall have a termination date of December 31, three years from the nearest January.

Section 5. Terminations

Membership on the Advisory Council will be reviewed for termination if a member is absent for three (3) consecutive meetings of the Council without previously contacting Lead Staff to the Advisory Council (or designee) and being excused by the Chairperson.

In the event a member is unable to attend a regular meeting he/she will contact the Lead Staff to the Advisory Council (or designee) who so shall advise the Council Chairperson. 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 by the Board of Commissioners.

In the event the member will be absent for an extended period of time, he/she may request a

Leave of Absence, which is subject to approval by the Executive Committee of the Advisory Council and will be considered an "inactive member" for that period and will not be allowed to vote.

Section 6. Resignations

Resignation may be written or verbal. A written resignation is preferred and effective immediately when presented at a meeting of the Advisory Council or at the time specified by the Council Member.

ARTICLE IV - ELECTIONS

Section 1. Officers

Officers of the Advisory Council shall consist of Chairperson and Vice-Chairperson.

Section 2. Election and Term of Office

The Kitsap County Advisory Council shall elect officers annually. The elections shall be conducted by December, the term of office coinciding with the calendar year. No officer shall be elected to the same office for more than two (2) consecutive one-year terms. Terms may be extended beyond a one-year limit by vote of the Council. Officers will be elected by a majority vote of the Council present.

Section 3. Vacancies of officer positions

In the event a vacancy of an officer position should occur, the Advisory Council shall elect a new officer, by a majority vote of those present, to serve the remainder of the term. All such elections shall occur at the next regular meeting following the vacancy.

ARTICLE V - MEETINGS, COMMITTEES

Section 1. Meetings

The Advisory Council will meet on a monthly basis, time and place to be determined by agreement of the full council. Special meetings may be called at the discretion of the Chairperson in coordination with the Area Agency of Aging Administrator and/or Lead Staff to the Advisory Council 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. The notice will be provided as soon as possible to members and must be publicly noticed on the Council's website. Every effort will be made to plan and distribute an annual calendar at the beginning of the calendar year.

Items may be placed on a meeting agenda by any member or by County staff. The Chair and staff will coordinate preparation of meeting agendas. The agenda will be distributed to members and the public at least five days prior to the regular meeting.

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.

Any member of the public will be welcome to attend and provide input at Council meetings. Public comments will be encouraged and accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the Chair, the Vice-Chair, or staff. Arrangements will be made, and time will be allotted at meetings as appropriate to assure broad public participation.

Section 2. Quorum

Fifty percent plus one of the currently appointed active membership shall constitute a quorum for any meeting of the Advisory Council. The Council will allow voting by email for extenuating circumstances.

Section 3. Committees

The Advisory Council may establish such committees as may be necessary to conduct the Council's business.

The Chairperson shall appoint an Executive Committee of three (3) members of the Advisory Council, including the Chairperson, Vice Chairperson and one other Council member. The Executive Committee shall act in an advisory capacity to the Chairperson, Administrator and Lead Staff to the Advisory Council. The Executive Committee shall carry out the business of the Council between meetings, and all recommendations shall be considered as automatic motions to adopt/concur to be acted upon at the next Advisory Council meeting.

The Council members shall elect at least three (3) members to a Nominating Committee for the purpose of nominating Officers and new members and shall report to the Council their recommendations.

ARTICLE VI - CONFLICT OF INTEREST & CODE OF ETHICS

Conflict of Interest

No member of the Advisory Council may debate or vote on a Council recommendation, the result of which would financially benefit the member or any agency or organization of which the member is a decision making officer.

It shall be the responsibility of each Advisory Council member to declare potential conflicts of interest. The Advisory Council Chairperson shall, in consultation with the Administrator and/or Lead Staff to the Council as needed, be responsible for mediating differences of opinion in this matter as they arise.

Code of Ethics

Advisory Council members are provided the Kitsap County Advisory Council Handbook at time of appointment. All Council members are expected to follow the expectations outlined in the handbook for a volunteer citizens advisory council member.

ARTICLE VII - AMENDMENTS

The Advisory Council, in consultation with the Administrator of the Area Agency on Aging and/or Lead Staff to the Advisory Council, may offer amendments to these Bylaws to the full council for a majority vote of those members present at any regular meeting. Bylaws will be reviewed at least every three years. Prior written notice, together with proposed written amendments, shall have been made available to all members. Such amendments are subject to review and approval by the Board of Commissioners.

Bylaws are in effect when approved by the Board of County Commissioners.

Adopted this 27 day of January 2025



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY; W. HI TON

Christine Rolfes
CHRISTINE ROLFES, Chair

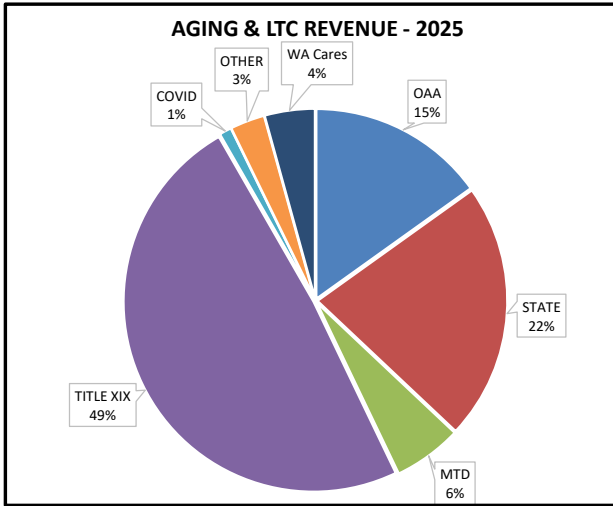
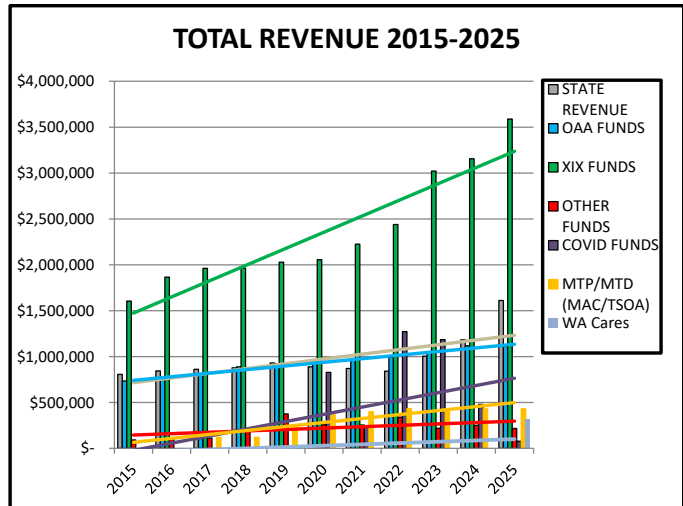
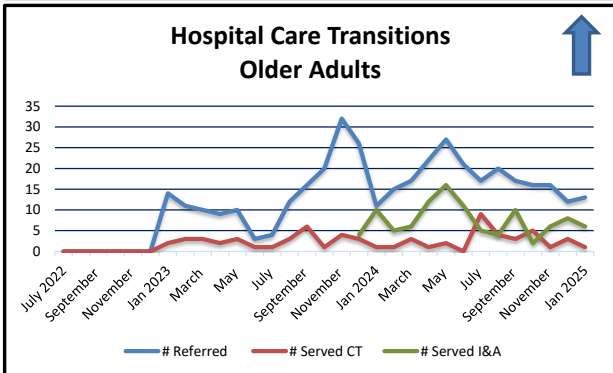
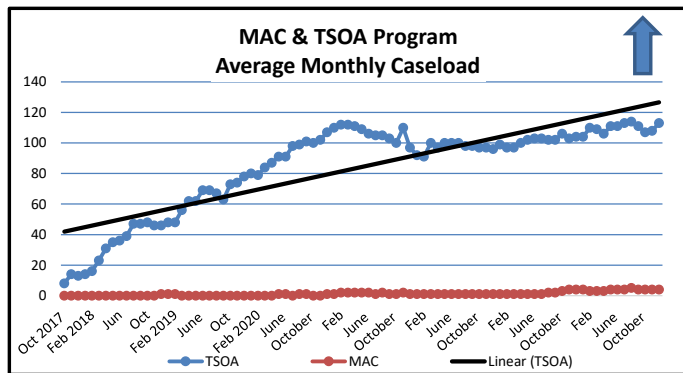
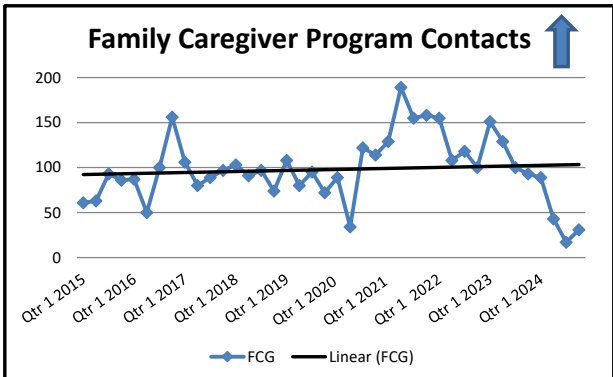
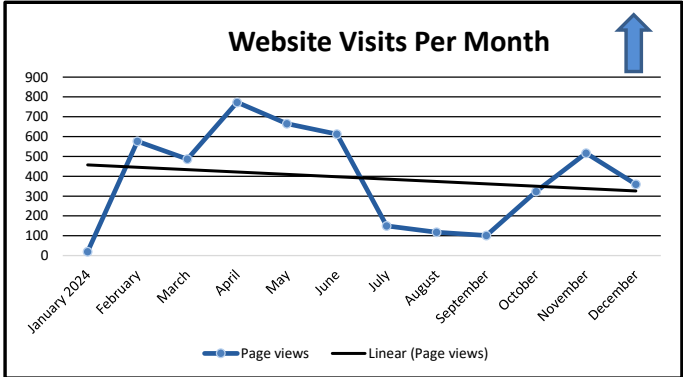
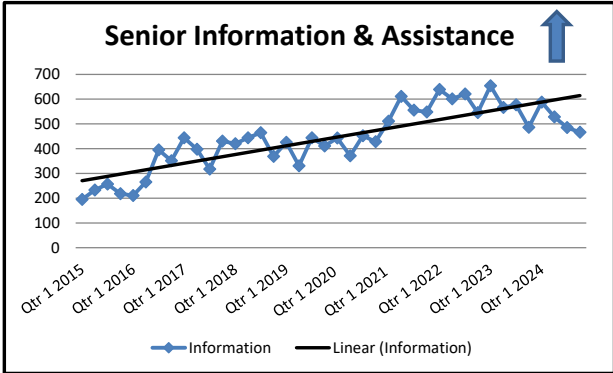
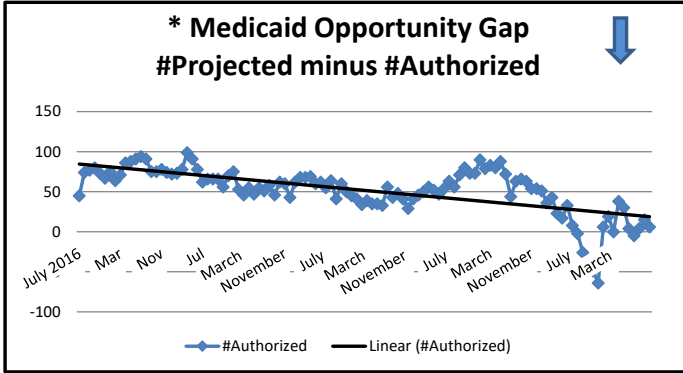
[Signature]
ORAN ROOT, Commissioner

Katherine T. Walters
KATHERINE T. WALTERS, Commissioner

ATTEST:

Dana Daniels
Dana Daniels, Clerk of the Board

Aging & Long Term Care Advisory Council Dashboard- February 2025



* 1,146 caseload max

Community Outreach Activities:

March 4: Manette History Club, 1:00pm (Jason)

March 13: Brownsville Untied Methodist, 1:30pm (Jason & Eric)

March 30: Bainbridge Island Senior Resource Fair, 1:00-4:00pm (Jason & Dana)

Advisory Council Community Outreach Tracking Form

Month: _____

Name: _____

Summary of Activities

Date of Activity	Describe Activity: <ul style="list-style-type: none"> • AC Meeting • Community outreach or event (name) • Social Media/Email • Material Dissemination • Advocacy Alert Action • Other: Describe 	Topic: <ul style="list-style-type: none"> • General Aging Info (programs, services or events) • General Caregiver Info (programs, services or events) • Memory Loss • Other: Describe 	Total Duration of Time (include prep & travel)	Approx. number of individuals reached (per activity)

Notes:

Please complete and return to Aging by the 5th of each month -mail or attach to an email.

Mail: 614 Division St., MS-5
Port Orchard, WA 98366

Email: Cristiana at cfillion@kitsap.gov

2025 Advisory Council Meetings & Activities

January 13	WA Legislature Begins (ends April 27, 2025)
January 15	* Advisory Council from 11:30am- 1:30pm
January 21	* w4a Legislative Training Webinar (Noon-1:00pm)
January 29	* Advisory Council Legislative Planning meeting (10:00-11:00am)
February 3-7:	* w4a Advocacy Days (appointments with elected officials)
February 19 (Wed)	* Advisory Council from 11:30am- 1:30pm
February 20:	Spring Senior Lobby Day
March 19 (Wed)	* Advisory Council from 11:30am- 1:30pm
April 16 (Wed)	* Advisory Council from 11:30am- 1:30pm
May 21 (Wed)	* Advisory Council from 11:30am- 1:30pm
May Workshops TBD	<u>May Older Adults Virtual Workshops</u>
June 18 (Wed)	* Advisory Council from 11:30am- 1:30pm
July 16 (Wed)	Optional Picnic
August 20 (Wed)	* Advisory Council from 11:30am- 1:30pm Hold: Area Plan Update presentation
September 17 (Wed)	* Advisory Council from 11:30am- 1:30pm
October 15 (Wed)	* Advisory Council from 11:30am- 1:30pm CANCELLED 2025 AAA & State Council on Aging (SCOA) Conference
October 17 TBD	2025 Fall Senior Lobby Conference
November TBD	Kitsap Caregiver Fall Caregiver Workshop/Conference
November 19 (Wed)	* Advisory Council from 11:30am-1:30pm
December 17 (Wed)	* Advisory Council from 11:30am- 1:30pm

*indicates zoom meeting; hybrid in-person available (as requested)

In-person meeting location: (South Kitsap) Givens Community Center, Cascade Room