



## Department of Human Services

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KITSAP COUNTY  
DEPARTMENT OF HUMAN  
SERVICES

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Mental Health/Chemical  
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Substance Abuse Prevention/  
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Substance Abuse Prevention  
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Aging & Long-Term  
Care/Senior Information &  
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Givens Community Center  
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Community Development  
Block Grant  
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1026 Sidney Road  
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Workforce Development  
3120 NW Randall Way  
Silverdale, WA 98383  
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### Citizens Advisory Committee Meeting Thursday, September 18, 2025 **\*DAY CHANGE\*** 5:00 p.m. – 7:00 p.m.

Webinar ID:  
[Join ZOOM Meeting](#)  
Webinar ID: 894 6003 1023  
Passcode: 714788  
Phone: +1 253 215 8782

#### AGENDA

1. Call to Order - Introductions 5:00 – 5:05  
Charmaine Scott, Chair
2. No Minutes for Approval 5:05 – 5:10  
(July Closed Meeting for Training)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Jabian Kelly, Court Service Officer 5:15 – 5:45  
Tamara Wilson  
Juvenile Courts
5. Discussion of Commissioner's Briefing 5:45 – 6:05
6. RFP Review Process 6:05 – 6:50  
Bylaw review (Attachment 1)  
Discussion on an alternate process for reviews  
Pros vs. Cons
7. Evaluation Meetings 6:50 – 6:52
8. Committee Member Check in 6:52 – 7:00
9. Community Input
10. Adjourn

#### \* Action Item



**Kitsap County Mental Health, Chemical Dependency and Therapeutic Court  
Community Advisory Committee  
BYLAWS**

**1. NAME**

The Kitsap County Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee.

**2. MISSION**

To serve the interests of the residents of Kitsap County by reviewing applications and achievement of performance measures of funded programs or services, for funding based on the Board of Commissioners' strategic direction, priorities, and criteria. Advising on recommended proposals and funding levels to meet the County's behavioral health goals and needs.

**3. PURPOSE OF THE COMMUNITY ADVISORY COMMITTEE**

The Kitsap County Board of Commissioners established the Mental Health, Chemical Dependency, and Therapeutic Court Services Community Advisory Committee with Resolution #103-2013 that was adopted July 8, 2013 with the authority granted to counties in RCW 82.14.460.

The purpose of the Committee is to:

- a. Advise the Board of Commissioners on systemic mental health, substance abuse and therapeutic court issues.
- b. Review strategic plans which identify regional needs and guide near-term actions to address such needs.
- c. Assess proposals for targeted funding to address the needs outlined in the strategic plans.
- d. Review performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plans.
- e. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable, and collaborative.

#### **4. MEMBERSHIP**

##### **a. Appointment**

The Community Advisory Committee shall be comprised of 11 members, appointed by and who serve at the pleasure of the Kitsap County Board of Commissioners. To ensure continuity, the initial Committee will be made up of three members appointed for one-year terms; four members will serve two-year terms; and four members will serve three-year terms. Thereafter, members shall be appointed for terms of three years. Individuals appointed to fill vacancies shall serve the remainder of the term. A member may serve a maximum of three consecutive terms. After a period of two years' absence from the committee, a member may be appointed again for up to three consecutive terms.

##### **b. Representation**

Appointees are selected based on a balance of subject matter expertise and geographic distribution within Kitsap County and shall include:

- (1) One from the Salish Behavioral Health Administrative Services Organization
- (2) One from the Commission on Children and Youth
- (3) One from the Area Agency on Aging
- (4) One from Law and Justice
- (5) One from Education
- (6) Six At-Large representing a diverse spectrum of community members whose background, expertise or lived experience with mental health, chemical dependency and/or therapeutic court programs will enhance the function and effectiveness of the Committee in fulfilling their responsibilities.

The Board of County Commissioners approves all appointments.

##### **c. Duties/Expectations**

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

- (1) Review the Behavioral Health Strategic Planning Team's and Human Services Department's needs assessment, goals, objectives and strategies aimed to meet the behavioral health needs of the community.
- (2) Review applications for funding based on the Board of Commissioners' strategic direction and priorities and criteria for distribution. Upon assessment of the applications, the Committee will recommend to the

Commissioners the appropriate proposals and funding levels to meet the County's behavioral health service needs.

- (3) Quarterly review performance outcomes determine the success of funded proposals and achievement of County behavioral health goals.
- (4) Submit an annual report to Commissioners 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 the outcomes and evaluation data.
- (5) Review the Behavioral Health Strategic Plan every three years, in coordination with the Request for Proposal process, to assess the overall progress towards achieving Kitsap County's behavioral health goals.
- (6) Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable and collaborative.

Members are expected to be knowledgeable about the essential matters concerning the Committee, including policy guidelines. Members are expected to assist each other in the orientation and education related to their responsibilities. Members will conduct all activities in an ethical and responsible manner. The Committee shall comply with applicable Washington State laws and Kitsap County policies.

## **5. TERMINATION**

### **a. Resignation**

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

### **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 Committee 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 by the Board of Commissioners.

## **7. MEETINGS**

### **a. Public Meetings Law**

All meetings will be open to the public and all persons will be permitted to attend Committee meetings of the Committee. Open public meetings and open public attendance is not required at meetings when less than a quorum is present.

### **b. Regular Meetings**

The Committee shall meet at intervals established by the Director of the Human Services Department or their designee. Administrative support including crafting agendas, preparing materials, arranging speakers and presentations, and forwarding recommendations will be provided by the Human Services staff. Regular meetings may be canceled or changed to another specific place, date and time provided that notice of the change is delivered by mail, fax, or electronic mail and posted on the County website.

### **c. Notice**

The Department of Human Services will provide notice of regular meetings to Committee members, interested persons, news media that have requested notice, and the general public. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.

### **d. Special Meetings**

Special meetings may be called by the Chair, in coordination with staff, with notice to all members and the general public 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 encourage public participation.

### **e. Meeting Location**

Committee meetings are held in person at a designated location with a virtual option for both Committee members and the public who may wish to attend. The Committee may meet in other locations and will provide at least 24-hour notice if there is a change in location.

### **f. Quorum**

The majority of the appointed membership of the Committee will constitute a quorum for the transaction of all business at meetings.

- g. **Voting**  
Each member present at the meeting, including the Chair, is entitled to one vote.
- h. **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 will 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 coordinator for posting on the Kitsap County website.
- i. **Agendas**  
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 at least five days prior to a regular meeting.
- j. **Parliamentary Procedure**  
*Robert's Rules of Order* will govern parliamentary procedure at regular and special meetings except where such rules conflict with Kitsap County Code (KCC) Chapter 4.33 or these Bylaws. The rank of authority governing procedure is (1) KCC Chapter 4.33, (2) these Bylaws, and (3) *Robert Rules of Order*.
- k. **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. **Chair and Vice-Chair**  
The chairperson and vice chairperson shall be elected by a majority vote for a one-year term, beginning on February 1 and ending on January 31 of the calendar year following election.

b. **Process**

The chairperson shall appoint a three-member Nominating Committee. Elections shall be held at the first regular meeting of the committee in January from a slate presented by the Nominating Committee and nominations from the floor. Nominees must be active members who consent to serve.

c. **Chair Responsibilities**

The Chair will lead and guide the conduct of public meetings. The Chair is the official representative of the Community Advisory Committee 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.

d. **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 members will select a temporary chairperson to conduct the meeting.

e. **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, the Vice-Chair will assume the Chair's position. If the Vice-Chair is vacated, members will elect a replacement.

## 9. **SPECIAL COMMITTEES**

The Committee may authorize the Chair to appoint members to special sub-committees as necessary to deal with special projects, problems or issues. All appointed sub-committees will report their information and/or recommendations to the Committee. Sub-Committees may not make independent decisions outside of a regular Committee meeting. For any documentation to be presented to the Committee, a digital copy must be sent to the County Staff Coordinator no less than 24 hours prior to a regular meeting in order to prepare copies for the regular meeting.

Sub-committees are defined as any smaller sub-set of members not including the whole and include but are not limited to the Executive Committee, Nomination Committee and Membership Committee,

## 10. **CONFLICTS OF INTEREST**

a. **Declaration**

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.

b. **Conflict of Interest**

No Committee member shall engage in any grant activity, including participation in the selection, award, or administration of a sub-grant or contract supported by the Treatment Sales Tax funds if a conflict of interest, real or apparent, exists. Such a conflict would arise when: 1) the individual, 2) any member who has a financial or other interest in the firm or organization selected for award.

Members are expected to declare a conflict of interest prior to consideration of any matter causing potential or actual conflict.

**11. AMENDMENT TO BYLAWS**

The Committee will periodically review their bylaws and may propose amendments. A majority vote of the Committee is required to approve recommended amendments. Bylaw amendments are then forwarded to the Board of Commissioners for approval.

**12. COMMUNITY RELATIONS/PUBLIC INPUT**

Any member of the public will be welcome to attend and provide input at Committee 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.

**13. ADOPTION**

Bylaws are in full force and effect when approved by the Kitsap County Board of County Commissioners.

Adopted this 26 day of Feb, 2024.



ATTEST:

*Dana Daniels*

Dana Daniels, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

*Katherine T. Walters*

KATHERINE T. WALTERS, Chair

*Christine Rolfes*

CHRISTINE ROLFES, Commissioner

*Charlotte Garrido*

CHARLOTTE GARRIDO, Commissioner