



## Department of Human Services

Doug Washburn  
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DEPARTMENT OF HUMAN  
SERVICES

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Aging & Long-Term  
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Assistance  
Givens Community Center  
1026 Sidney Avenue, Suite 105  
614 Division Street, MS-5  
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Inpatient and Detox Services:  
661 Taylor Street  
Port Orchard, WA 98366  
Fax: 888.834.8027  
Keith Winfield, Clinical  
Manager  
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Workforce Development  
3120 NW Randall Way  
Silverdale, WA 98383  
William Dowling, Acting  
Director  
Phone: 360.689.8525

Veterans Assistance  
Richard Becker, Coordinator  
Phone: 360.337.4811

### Community Advisory Committee Meeting Tuesday, February 18, 2025 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

**In-person: 507 Austin Ave, Kitsap County Public Works/Human  
Services Bldg, Port Orchard**

# AGENDA

1. Call to Order - Introductions 5:00 – 5:05  
Charmaine Scott, Chair
2. Review & Approval of January 25, 2025 Minutes\* 5:05 – 5:10  
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Julie Rogers, MSW, LICSW 5:15 – 5:55  
Street Medicine, General Overview
5. Membership Committee Updates 5:55 – 6:05  
Helen Havens, Sub-Committee Chair
6. Quarterly Reports 6:05 – 6:20  
Financial Spend Out 2024 (Attachment 2)
7. Reports of Interest 6:20 – 6:35
8. Feedback on the Retreat 6:35 – 6:45
9. Committee Member Check-in 6:45 – 6:55
10. Community Input  
Please limit individual comments to **2 minutes**. Written comments  
may also be submitted to the Board, if this timeframe is insufficient.
11. Adjourn

**\* Action Item**



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
COMMUNITY ADVISORY COMMITTEE (CAC) RETREAT  
MINUTES  
January 25, 2025**

Charmaine Scott, Chair, called the meeting to order at 9:24 a.m. Introductions were conducted around the table.

**APPROVAL OF AGENDA**

After review of the November 19, 2024 Minutes and January 25, 2025 Agenda, the following action was taken:

**ACTION: Cynthia Griggs moved to approve the November 19, 2024 minutes as presented. Derick Bailey seconded the motion. Motion carried.**

**ACTION: Tatiana Leone moved to approve the January 25, 2025 revised agenda as presented; item 11 moved with item 4, items 4, 5, 6, 7 time adjusted, item 9 updates to presentation scope, and item 12 is noted as a meeting calendar dates for the year and not an RFP schedule. Tim Garrity seconded the motion. Motion carried.**

**WORK PLAN**

Charmaine discussed the CAC 2025 work plan, including the meeting schedule, committee purpose, and 2025 goals. Hannah provided additional insight on the work plan, in addition to what the purpose of creating a work plan as well as reviewing the 2025 goals with members. Hannah also discussed some of the expectations of the contractors to align with the strategic plan. Cynthia posed the question about the ability to make suggestions as to what a focus for agencies should be. Hannah explained the role of the CAC as it relates to program input.

**NOMINATION OF OFFICERS**

The nomination committee presented the following names Charmaine Scott for Chair, Helen Havens for vice-chair for the advisory committee and nominations for the Membership committee –Helen Havens, Chair, Bruce Sturdevant, Vice-Chair, Tatiana Leone and Derick Bailey for committee members.

**ACTION: Tyler McKlosky moved to approve the nominations as presented. Charlotte Shepherdson seconded the motion. Motion carried.**

**SITE VISITS**

Sonya discussed site visits and various concerns that have come up with allowing the community to participate in those visits. Charmaine and Helen will contact agencies to request a tour for committee members as a general community member, not as a representative of the committee during those visits. Committee members will be able to learn more about the work being done and ask questions that exclude financials, audits, or

committee work under **community exploration**. Hannah will continue to complete site visits to discuss program specifics as they relate to contract requirements. Sonya also added that the therapeutic courts are always open to the public, including the graduations ceremonies. Members were also encouraged to attend the Connect, where they could learn more about Kitsap County agencies.

Hannah also discussed the site visit form, possible revisions, including renaming the form to the Mid-Year Follow-Up. Hannah went through the questions to learn more about the agencies, including challenges and steps towards sustainability. Sonya also shared the importance of bringing agencies under the 1/10<sup>th</sup> funding to support agency growth and taking the steps to improve their programs to support the community with county support and guidance. Members went through the form and provided suggested changes to the following:

- a. One suggestion is to combine questions 8 & 9 to ask agencies to: Explain how you demonstrate diversity, equity, and culturally responsive approaches with your staff and clients – B: Have you experienced any challenges?
- b. Cynthia also suggested adding a question that asks whether volunteers and or interns in their work. Sonya noted some barriers to having volunteers for agencies that require funding to run background checks.
- c. Question #3 seemed to repeat the first two questions, Hannah provided the rationale for all three questions.

## BYLAWS

Hannah asked if any members had any questions or needed clarification on the bylaws. There were no noted revisions. Charmaine also clarified who current members are representing on the committee.

## JOLENE KRON – MENTAL HEALTH SUMMIT AND TRAINING PRIORITIES

Jolene provided an overview of the Salish BH-ASO as related to behavioral health oversight throughout Kitsap County, programs, outreach & community engagement, behavioral health advisory board priorities, funding sources, including the Healthcare Authority (HCA), naloxone project, and their role as a leader for the Olympic Opioid Abatement Council.

- a. Regional representative serving Clallam, Jefferson, and Kitsap County, and 7 tribal nations. Providing crisis support, care coordination, limited behavioral health services for special non-Medicaid participants, hosts a 3-county behavioral health advisory board, and administration of special non-Medicaid programs.
- b. Salish BH-ASO also oversees the administration of several key programs; Recovery Navigator Program (REAL Teams), Salish Youth Network Collaborative (SYNC), Criminally Justice Treatment Account, Coordination of Assisted Outpatient Treatment programs, and Trueblood Coordination – adults with behavioral health conditions involved in the criminal justice system requiring evaluation in a timely manner to determine the necessary supports and treatment.
  - a. Jolene also discussed the Assisted Outpatient Treatment program (AOT) and the requirements for referrals. The program went live in November 2024 within Kitsap County. Families can work with providers and the court system to support persons needing support.
  - c. Salish BH-ASO also provides a variety of support and referral services throughout all 3 counties. In addition to serving as hospital liaisons, behavioral health technical assistance, and tribal coordination.
  - d. Jolene shared the regional SUD summit priorities which includes; increasing local

detox beds, transportation support, harm reduction, discrimination/stigma reduction, increased funding for peer and/or direct staff support, and the lack of youth in-patient housing. Jolene has shared training priorities that included behavioral system changes, behavioral health crisis response first responders, trauma sensitivity, and youth-focused training to name a few.

- e. Jolene discussed the Naloxone program map project in coordination with the department of health. Dispensers provide two methods of administration – nasal and intermuscular. 34 distribution boxes have been installed with 2 additional sites offering naloxone. Kitsap County distributed over 4,100 kits in 2024. Jolene shared the map which is accessible via the Kitsap County website Salish page.
- f. Jolene provide an overview of the Regional Opioid Abatement Council formed as the result of the lawsuits and negative consequences related to the distribution of opioids.
  - a. Opioid Settlement Funds: 50% of the funds allotted to Washington State and 50% will be distributed to regional councils for disbursements. Currently in year 4 of distribution of payments, ultimately funding has been provided with guidelines for opioid abatement on approved usage strategies. All three counties have received funds, in addition to local agreements with Bainbridge, Bremerton, and Port Orchard.
  - b. Kitsap County in planning phase on funding uses and will release a needs assessment and survey to gather community input.

## **OPEN DISCUSSION**

Tabled for February meeting.

## **TEAM BUILDING**

Helen discussed a recent art exhibition at the Seattle Art Museum and asked the committee to create their own version of the work, specifically as it relates to their work with the committee and personally. Helen also shared examples of artwork she had created previously.

## **RFP 2025 SCHEDULE**

The RFP schedule for the 2025 program grant cycle was provided for members to review.

## **GOOD OF THE ORDER**

Hannah will reach out to membership committee to schedule an interview in February. Hannah also provided an update on a couple of contracts: Agape AIMS program \$42,000 in funding has been returned to the 1/10<sup>th</sup> MHC DTC reserves. Bremerton Municipal Courts, Judge Flood currently removed, an interim judge has been assigned to continue the program. Lastly, Flying Bagel adding an additional trainer (2 to 3) and rearranged indirect funding to cover the costs.

**NEXT MEETING**

The next Community Advisory Committee meeting will be held on Tuesday, February 18, 2025, via Zoom and in-person 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 2:03 p.m.

**COMMUNITY ADVISORY COMMITTEE ATTENDANCE**

MEMBERS	GUESTS
Charmaine Scott	Jolene Kron, Salish BH-ASO
Helen Havens	
Cynthia Griggins	
Tyler McKlosky	
Timothy Garrity	
Derick Bailey	
Bruce Sturdevant	
Charlotte Shepherdson	
Tatiana Leone	
Kimberly Riley	
STAFF	
Hannah Shockley	
Sonya Miles	
Kesha Anderson - Evans	

# Attachment 2

2024 Revenue **\$7,811,208.00**

Agency	2024 Award	First QT	%	Second QT	%	Third QT	%	Fourth QT	%	2024 Total	2024 Balance	Close Out
Agape AIMS	\$ 40,955.00	\$ 8,094.59	19.76%	\$ 4,129.93	29.85%	\$ 7,657.66	48.55%	\$ 16,328.33	88.42%	\$ 36,210.51	\$ 4,744.49	
Agape Navigator	\$ 83,618.00	\$ 19,013.01	22.74%	\$ 20,138.03	46.82%	\$ 19,061.43	69.62%	\$ 21,682.21	95.55%	\$ 79,894.68	\$ 3,723.32	\$ 8,467.71
Bainbridge Youth Services	\$ 105,000.00	\$ 30,000.00	28.57%	\$ 30,000.00	57.14%	\$ 30,000.00	85.71%	\$ 15,000.00	100.00%	\$ 105,000.00	\$ -	\$ -
Central Kitsap Fire (CARES)	\$ 375,000.00	\$ 8,442.49	2.25%	\$ 31,860.09	10.75%	\$ 57,603.66	26.11%	\$ 110,462.09	55.56%	\$ 208,368.33	\$ 166,631.67	\$ 166,631.67
City of Bremerton Courts	\$ 100,000.00	\$ 16,451.24	16.45%	\$ 27,718.45	44.17%	\$ 29,566.36	73.74%	\$ -	73.74%	\$ 73,736.05	\$ 26,263.95	\$ 26,263.95
The Coffee Oasis	\$ 289,000.00	\$ 43,787.06	15.15%	\$ 38,811.71	28.58%	\$ 36,159.58	41.09%	\$ 15,618.37	46.50%	\$ 134,376.72	\$ 154,623.28	\$ 154,623.28
Eagles Wings	\$ 300,000.00	\$ 77,193.76	25.73%	\$ 78,060.06	51.75%	\$ 77,806.54	77.69%	\$ 66,839.64	99.97%	\$ 299,900.00	\$ 100.00	\$ 100.00
Fishline NK	\$ 95,000.00	\$ 50,960.00	53.64%	\$ 28,760.00	83.92%	\$ 15,280.00	100.00%	\$ -	100.00%	\$ 95,000.00	\$ -	\$ -
Flying Bagel	\$ 200,000.00	\$ 81,279.33	40.64%	\$ 39,865.26	60.57%	\$ 39,547.00	80.35%	\$ 39,308.41	100.00%	\$ 200,000.00	\$ -	\$ -
Kitsap Brain Injury	\$ 14,387.00	\$ 3,438.51	23.90%	\$ 4,768.44	57.04%	\$ 1,539.04	67.74%	\$ 4,421.51	98.47%	\$ 14,167.50	\$ 219.50	\$ 219.00
Kitsap Community Resources	\$ 557,800.00	\$ 204,662.25	36.69%	\$ 197,260.07	72.05%	\$ 111,077.68	91.97%	\$ 44,800.00	100.00%	\$ 557,800.00	\$ -	\$ -
Kitsap District Court	\$ 433,762.00	\$ 96,587.02	22.27%	\$ 113,840.99	48.51%	\$ 100,818.49	71.76%	\$ 117,159.14	98.77%	\$ 428,405.64	\$ 5,356.36	\$ 5,356.36
Juvenile Therapeutic Courts	\$ 143,192.00	\$ 31,703.04	22.14%	\$ 32,941.72	45.15%	\$ 32,610.91	67.92%	\$ 30,995.38	89.57%	\$ 128,251.05	\$ 14,940.95	\$ 14,940.95
Kitsap County Prosecutors	\$ 395,862.00	\$ 101,829.45	25.72%	\$ 108,238.56	53.07%	\$ 90,034.99	75.81%	\$ 61,866.01	91.44%	\$ 361,969.01	\$ 33,892.99	\$ 33,892.99
Kitsap Sheriff CIO	\$ 158,635.00	\$ 39,658.77	25.00%	\$ 39,658.77	50.00%	\$ 39,658.77	75.00%	\$ 39,658.77	100.00%	\$ 158,635.08	\$ (0.08)	\$ (0.08)
Kitsap Sheriff CIT	\$ 22,500.00	\$ -	0.00%	\$ 7,157.00	31.81%	\$ -	31.81%	\$ -	31.81%	\$ 7,157.00	\$ 15,343.00	\$ 15,343.00
Kitsap Sheriff POD	\$ 350,000.00	\$ 16,749.11	4.79%	\$ 31,983.95	13.92%	\$ -	13.92%	\$ -	13.92%	\$ 48,733.06	\$ 301,266.94	\$ 301,266.94
Kitsap Sheriff Reentry	\$ 221,094.00	\$ 46,278.93	20.93%	\$ 63,941.10	49.85%	\$ 46,160.49	70.73%	\$ 45,426.81	91.28%	\$ 201,807.33	\$ 19,286.67	\$ 19,256.46
Kitsap Superior Court AD CT	\$ 636,409.00	\$ 129,681.18	20.38%	\$ 138,488.53	42.14%	\$ 134,524.65	63.28%	\$ 134,839.10	84.46%	\$ 537,533.46	\$ 98,875.54	\$ 98,875.54
Kitsap Superior Court VET CT	\$ 85,775.00	\$ 19,364.70	22.58%	\$ 21,466.65	47.60%	\$ 24,349.99	75.99%	\$ 18,954.79	98.09%	\$ 84,136.13	\$ 1,638.87	\$ 1,638.87
Kitsap Public Health District NFP	\$ 190,000.00	\$ 48,715.50	25.64%	\$ 48,249.12	51.03%	\$ 46,964.23	75.75%	\$ 41,481.15	97.58%	\$ 185,410.00	\$ 4,590.00	\$ 4,590.00
Kitsap Homes of Compassion	\$ 300,000.00	\$ 75,000.00	25.00%	\$ 75,000.00	50.00%	\$ 75,000.00	75.00%	\$ 75,000.00	100.00%	\$ 300,000.00	\$ -	\$ -
Kitsap Recovery Center (PIN)	\$ 242,335.00	\$ 57,840.22	23.87%	\$ 56,706.02	47.27%	\$ 60,767.62	72.34%	\$ 44,391.11	90.66%	\$ 219,704.97	\$ 22,630.03	\$ 22,630.03
Kitsap Rescue Mission	\$ 260,694.00	\$ 59,618.64	22.87%	\$ 56,844.97	44.67%	\$ 64,852.86	69.55%	\$ 69,503.19	96.21%	\$ 250,819.66	\$ 9,874.34	\$ 9,874.34
Olympic ESD 114	\$ 600,000.00	\$ 95,000.65	15.83%	\$ 85,925.62	30.15%	\$ 127,244.23	51.36%	\$ 250,856.69	93.17%	\$ 559,027.19	\$ 40,972.81	\$ 40,972.81
One Heart Wild	\$ 62,224.00	\$ 15,555.99	25.00%	\$ 15,555.99	50.00%	\$ 15,555.99	75.00%	\$ 15,555.99	100.00%	\$ 62,223.96	\$ 0.04	\$ -
Kitsap Mental Health Services	\$ 200,000.00	\$ -	0.00%	\$ -	0.00%	\$ 66,115.88	33.06%	\$ 133,884.12	100.00%	\$ 200,000.00	\$ -	\$ -
Scarlet Road	\$ 100,000.00	\$ 30,999.42	31.00%	\$ 22,998.26	54.00%	\$ 23,508.02	77.51%	\$ 22,494.30	100.00%	\$ 100,000.00	\$ -	\$ -
West Sound Treatment Center NS	\$ 387,741.00	\$ 93,908.11	24.22%	\$ 95,823.76	48.93%	\$ 87,688.10	71.55%	\$ 110,351.03	100.01%	\$ 387,771.00		
Westsound Treatment Center RL	\$ 250,000.00	\$ 81,714.23	32.69%	\$ 44,804.80	50.61%	\$ 50,057.05	70.63%	\$ 69,595.45	98.47%	\$ 246,171.53	\$ 3,798.47	\$ 3,798.47
<b>TOTAL</b>	<b>\$ 7,200,983.00</b>	<b>\$ 1,583,527.20</b>		<b>\$ 1,560,997.85</b>		<b>\$ 1,511,211.22</b>		<b>\$ 1,616,473.59</b>		<b>\$ 6,272,209.86</b>	<b>\$ 928,773.14</b>	<b>\$ 928,742.29</b>



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Charmaine Scott, Chair
2. Review & Approval of February 18, 2025 Minutes\* 5:05 – 5:10  
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Community Exploration Updates 5:15 – 6:35
  - Agape
  - Pendleton Place
  - Westsound
  - Kitsap Fire CARES
  - Coffee Oasis
  - Peninsula Community of Health
5. Committee Member Check-in 6:35 – 6:55
6. Community Input  
Please limit individual comments to **2 minutes**. Written comments may also be submitted to the Board, if this timeframe is insufficient.
7. Adjourn

\* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
COMMUNITY ADVISORY COMMITTEE (CAC)  
MINUTES  
February 18, 2025**

Charmaine Scott, Chair, called the meeting to order at 5:05 p.m. Introductions were conducted around the table.

**APPROVAL OF MINUTES**

After review of the January 25, 2025, Minutes, the following action was taken:

**ACTION: Cynthia Griggins moved to approve the January 25, 2025; meeting minutes as presented. Helen Havens seconded the motion. Motion carried.**

**ADDITIONS/CHANGES TO THE AGENDA:**

None

**Julie Rogers – Kitsap Fire CARES**

Julie provided an overview of the CARES program Community Assistance Referral Education Services, as well as the intervention process that includes case management and working with individuals in need. RCW created to allow fire departments to create programs for first responders to provide intervention and supports for behavioral health calls. Working through an interlocal agreement with several fire departments within the county, with exception to Bremerton fire department. CARES models include working cooperatively with human service professionals and include outline goals and objectives that include reducing health disparities and working to meet people where they are. For more information members can reach out to Julie directly.

- a. CARES is a crisis referral service, when called the fire department responds to medical needs and low acuity scenes to support individuals who can remain in-home with supports in place.
- b. If the CARE team is not available, they will be referred to the team for follow up services that has been initiated through a call to 911 based on established criteria.
- c. Fall Prevention Program – for aging adults. Conduct in-home assessments, coordinating and delivering supplies, and have a prescribing doctor available.
- d. Field based SUD supports to provide immediate intervention to remove barriers and get
- e. APP & Street Medicine works along the CARES team in partnership with St. Michaels Medical Center, the Kitsap County HEART team, and Kitsap Community Resources to provide mobile integrated health outreach services for both housed and unhoused individuals.
- f. House bill 1809 if passed will help create and support a more sustainable approach and will continue to support the work of the CARES program(s).

## **MEMBERSHIP COMMITTEE UPDATES**

Helen shared updates from the membership committee meeting with an applicant, Rick Becker. Rick is retiring from his current position with Kitsap County as the Department of Human Services, Veterans Coordinator and following his attending one of the CAC meetings that the board would like to extend an invitation to join the committee. Additionally, Bruce will take over the membership committee as the chair when he is ready, replacing Helen.

## **QUARTERLY REPORTS**

Hannah shared the 2024 final spend out for all agencies. Hannah will make this information available to members to review when they go through the RFP process. Over \$900k was unspent and will be returned to the MHCDTC program account reserves. The monies are returned to the fund balance, the funds will help determine how much money will be available for RFP distribution the following year. The staff coordinator pays close attention to spending for all agencies year over year.

## **REPORTS OF INTEREST**

Hannah shared that a poll was sent out to members on areas of interest. Hannah is also working with Kitsap County Information Services on creating a reporting portal for agencies. The question posed to members is what type of reports would be of use to the committee members.

## **FEEDBACK ON THE RETREAT**

Members provided feedback on the retreat. Aside from being incredibly cold it was a good experience. Charmaine wants to gauge member interest in learning more and meeting out in the community to visit Kitsap County agencies and the therapeutic courts to learn about the work being done. Members asked to email information to Charmaine on availability so arrangements can be made for tours.

## **COMMITTEE MEMBER CHECK IN**

- Helen is attending a combined meeting for Salish BH-ASO on Friday, February 21<sup>st</sup>. Information can be found on the county website. Members and the public are encouraged to attend. Helen is also advocating against federal budget cuts. Helen also shared that the Kitsap Homeless Housing Coalition is tomorrow Wednesday, February 19, held every third Wednesday and can be found on the housing & homelessness web page.
- Charmaine shared that they met with lawmakers on senior nutrition (Meals on Wheels, food pantry, and more) to discuss especially impending federal and state budget cuts.
- Kimberly shared that the Commission of Children & Youth is still in need of youth representatives to join the commission. Youth representatives are needed for Bainbridge Island and North Kitsap, youth are also encouraged to attend the monthly meetings.

## **COMMUNITY INPUT**

None

**NEXT MEETING**

The next Community Advisory Committee meeting will be held on Tuesday, March 18, 2025 at 5:00 p.m.

**ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 6:51 p.m.

**COMMUNITY ADVISORY COMMITTEE ATTENDANCE**

<b>MEMBERS</b>	<b>GUESTS</b>
Charmaine Scott	Julie Rogers, Kitsap Fire CARES
Helen Havens	
Tatiana Leone (excused)	
Tim Garrity (unexcused)	
Derick Bailey	
Bruce Sturdevant	
Tyler McKlosky	
Cynthia Griggins	
Charlotte Sheperdson	
<b>STAFF</b>	
Hannah Shockley	
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1/10<sup>th</sup> Affordable Housing  
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Pretrial Services  
William Basler, Program  
Specialist  
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Substance Abuse Prevention/  
Treatment and Youth Services  
Laura Hyde, Coordinator  
Phone: 360.337.4879  
Substance Abuse Prevention  
Deanne Jackson, Prevention  
Coalition Coordinator  
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Aging & Long-Term  
Care/Senior Information &  
Assistance  
Givens Community Center  
1026 Sidney Avenue, Suite 105  
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Phone: 360.337.5700  
1.800.562.6418  
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Stacey Smith, Administrator  
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Norm Dicks Government  
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Kitsap Recovery Center  
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3120 NW Randall Way  
Silverdale, WA 98383  
William Dowling, Acting  
Director  
Phone: 360.689.8525

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Richard Becker, Coordinator  
Phone: 360.337.4811

### Community Advisory Committee Meeting Tuesday, April 15, 2025 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. Review & Approval of March 18, 2025 Minutes\* 5:05 – 5:10  
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Bonnie Tufts, Program Planner 5:15 – 5:55  
Community Development Block Grant  
[HUD] U.S. Department of Housing and Urban  
Development
5. Kimberly Riley, CAC Member 5:55 – 6:05  
COS, Court Involved Youth
6. Community Exploration Updates 6:05 – 6:50
  - Kitsap Homes of Compassion
  - OESD # 114
  - KPHD Nurse Family
  - Kitsap Recovery Center
  - Poulsbo Resource Center
  - Flying Bagel
  - Kitsap Rescue Mission
  - Bainbridge Youth Services
  - One Heart Wild
7. Ideas for Presentations 6:50 – 6:55
8. Committee Member Check-in 6:55 – 7:00
9. Community Input  
Please limit individual comments to **2 minutes**. Written comments  
may also be submitted to the Board, if this timeframe is insufficient.
10. Adjourn / Action Item\*



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
COMMUNITY ADVISORY COMMITTEE (CAC)  
MINUTES  
March 18, 2025**

Charmaine Scott, 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 18, 2025, Minutes, the following action was taken:

**ACTION: Tim Garrity moved to approve the February 18, 2025; meeting minutes as presented. Helen Havens seconded the motion. Motion carried.**

**ADDITIONS/CHANGES TO THE AGENDA:**

None

**COMMUNITY EXPLORATION UPDATES**

Charmaine provided an overview of the agencies board members visited and toured. Charmaine sent out a list to members with a list of the agencies and tour dates currently available. Upcoming tours include; Homes of Compassion, ESD, Nurse Family Partnership, Kitsap Recovery Center, Poulsbo Resource Center, Flying Bagel, Bainbridge Youth Services, and lastly One Heart Wild, Kitsap Community Resources, and the Bremerton Therapeutic Court. Hannah also sent members the Bremerton Therapeutic Courts resource fair being held Friday, March 21, 12 p.m. – 4 p.m. at the Marvin Williams Center in downtown. Bremerton. Charmaine spoke with another treatment court and jail to set up future visits.

- a. Agape works with children and families and caregivers providing support for children born with impacts of substance and alcohol misuse during pregnancy. Program working with pregnant women to prevent birth defects due to substance misuse. The program offers referrals for counseling and support services. The agency has a REAL team, work with law enforcement and provide support for unhoused persons.
- b. Pendleton Place, housing 72 persons and provides support services onsite for residents but residents are not required to participate in any substance abuse treatment or other programs. Bremerton Housing Authority manages the building and Kitsap Mental Health Services manages support services. One-third of the clientele is over 65 years of age, residency is long-term, using a Housing First model which prioritizes permanent housing for persons who have experienced homelessness.
- c. West Sound Treatment, meet with staff and the West Sound Treatment's REAL team. Services include but not limited to MAT program, support and treatment services, provide housing for individuals and families with children. The agency offers a variety of treatment options in addition to providing classes for those with

court orders. The current housing program has a 6-month waiting list, the agency also works with the veterans and therapeutic drug courts. Administratively, the agency has made improvements in financial management resulting in increased funding opportunities.

- d. Kitsap Fire CARES, members attended a staff meeting that included three CARES teams, a representative with the HEART team, learned more about the street medicine program. Discussed training and staffing needs. There has been an increase in encampments around Lake Flora that has required more attention. First responders provide naloxone for persons actively overdosing and currently considering providing buprenorphine as an alternative and encourage participants seek additional treatment. CARES teams are available 4-days a week.
- e. Peninsula Community of Health provides medical supports to Kitsap, Mason, and rural Pierce County. Healthcare services are focused on individual needs, including mental health and substance abuse services. They accept a variety of insurances as well as those uninsured and offer housing services. Their mobile health services to provide in field care. Currently, they have a few capital projects in progress to support justice involved individuals.
- f. Coffee Oasis, members met with staff and toured the drop-in center and shelter, serving young adults ages 16 – 24. Locations in Bremerton and Tacoma, in addition to 4 drop-in centers, they offer educational supports, job readiness, navigator and mental health services, as well as housing. The average length of stay is just over 30-days. The agency provides case management and creates a plan for anyone who has stayed on site for over 14-days. LGBTQ youth represent 30% and in Tacoma the percentage is significantly higher. Coffee shop proceeds attribute to 10% of their operational funding.

#### **COMMITTEE MEMBER CHECK IN**

- Tim shared that he will be out of town for a couple of weeks, and he would be available on some early afternoons to attend community exploration tours. He included, wanting to see more teen focused services in the community, that provide safe options for troubled youth. St. Francis urgent care clinic on Bremerton Way is now open.
- Tyler shared the KMH currently on housing development project projected to span the next 3-years.
- Helen shared there is a housing coalition meeting Wednesday, March 19 and open to the public. Salish Advisory Council is meeting on Friday, March 21<sup>st</sup>.
- Charmaine shared the Aging & Long-Term Care meeting is Wednesday, March 19 and has been writing the legislation to prevent cuts to the nutrition programs.

#### **COMMUNITY INPUT**

None

**NEXT MEETING**

The next Community Advisory Committee meeting will be held on Tuesday, April 15, 2025 at 5:00 p.m.

**ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 6:28 p.m.

**COMMUNITY ADVISORY COMMITTEE ATTENDANCE**

MEMBERS	GUESTS
Charmaine Scott, Chair	Richard Becker, Kitsap County Veterans Coordinator
Helen Havens, Vice Chair	
Tatiana Leone	
Tim Garrity	
Derick Bailey	
Bruce Sturdevant	
Tyler McKlosky	
Cynthia Griggins	
Charlotte Sheperdson	
Kimberly Riley (excused)	
STAFF	
Hannah Shockley	
Sonya Miles	
Kesha Anderson – Evans	



## Department of Human Services

Doug Washburn  
Director

KITSAP COUNTY  
DEPARTMENT OF HUMAN  
SERVICES

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Deputy Director  
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Developmental Disabilities  
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Behavioral Health  
Jolene Kron, Administrator  
Phone: 360.337.4832

Mental Health/Chemical  
Dependency/Therapeutic Court  
Hannah Shockley, Coordinator  
Phone: 360.337.4827

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Carl Borg, Program Manager  
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Fax: 888.834.8027  
Marche Ward, Clinical Manager  
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Workforce Development  
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Director  
Phone: 360.689.8525

Veterans Assistance  
Stephen Corcoran, Coordinator  
Phone: 360.337.4811

### Community Advisory Committee Meeting Tuesday, June 17, 2025 5:00 p.m. – 7:00 p.m. **CLOSED MEETING TRAINING**

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. Review & Approval of May 20, 2025 Minutes\* 5:05 – 5:10  
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Sustainability Conversation 5:15 – 5:45  
RFP and Strategic Plan (Attachment 2)
5. Reviewer Tools 5:45 – 6:45
  - Reviewer Guidance (Attachment 3)
  - Reviewer Instructions (Attachment 4)
  - Licensed Individuals (Attachment 5)
  - Review Sheet (Attachment 6)
6. Preapplication Status and Eligible Applicants 6:45 – 6:50  
(Attachment 7)
7. Committee Member Check in 6:50 – 7:00
8. Community Input
9. Adjourn

**\* Action Item**



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
COMMUNITY ADVISORY COMMITTEE (CAC)**  
**MINUTES**  
**May 20, 2025**

Charmaine Scott, Chair, called the meeting to order at 5:05 p.m. Introductions were conducted around the table.

**APPROVAL OF MINUTES**

After review of the April 15, 2025, Minutes, the following action was taken:

**ACTION: Tim Garrity moved to approve the April 15, 2025; meeting minutes as presented. Tyler McKlosky seconded the motion. Motion carried.**

**ADDITIONS/CHANGES TO THE AGENDA:**

None

**MEMBERSHIP COMMITTEE UPDATES**

Helen shared that Rick Becker is going to be officially retired on May 23<sup>rd</sup> and will go before the board on June 6<sup>th</sup> for appointment.

**QUARTERLY REPORTS**

Hannah provided the board with a copy of the quarter one expense summary for review. Further, she shared some of the key items, like access to other funding that agencies may be utilizing before MHCDTC funds of last resort, these factors may not be visible in this report, and others that may impact an agencies spend down of their MHCDTC grant awards. Hannah included, a new epidemiologist will be coming on board and supporting data collection for the program.

**RFP UPDATES**

RFP intent applications closed last Friday, May 16th, received 81 pre-applications, \$30 million in asks, funding sources include five other Kitsap County program funding sources. \$20 million of those requests are for MHCDTC funding. Funding available for 2026 is \$5.5 million. Hannah has been meeting with pre-applicants to discuss their interest and applications. Hannah has met with 10 new programs who submitted pre-applications. Funding will not prioritize Capital projects in this funding cycle. Applications open on June 1<sup>st</sup> and Hannah will review and start to move applications forward for the board for review.

- Hannah also reviewed the RFP timeline and reminded board members that they will receive application review training in Survey Monkey on June 17<sup>th</sup>. Hannah will get back to members on their ability to ask applicants questions.

## COMMUNITY EXPLORATION UPDATES

- a. One Wild Heart, Cynthia, attended the public tour and learned about each of the animals and animal sanctuary. Therapy provided through the program estimated for about up to 100 clients a week. Therapy with the animals allows for direct interactions with the animals. Transportation is a barrier and not on a bus line due to the facilities location, Discovery High School and Renaissance provide transportation to the site. Providers are licensed and/or certified and public and private insurance is accepted. One Heart Wild also provided an answer sheet to all of the questions asked during the tour.
- b. District Court, Helen and Charmaine attended a quarterly meeting and attended a graduation ceremony for the participants. There is a new incoming judge. Juvenile defendants and alternative in sentencing option. Different stages of treatment and must complete the program as outlined working with therapeutic staff. Program length varies depending on the needs of the juvenile. Charmaine also attended therapeutic courts for female youth.
- c. Sheriffs Re-entry, Charlotte shared tour recap with the program case managers and was able to hear about a client success story and participants feel like the jail treats them well. Most defendants who are tested, test positive for fentanyl unbeknownst to them. Looking for a new medical provider to cover services. Participants receive a prescription for Narcan upon discharge and help participants get into treatment or find other services.
- d. Flying Bagel, Cynthia shared it is a private practice providing services primarily with youth and at times in homes for clients, offering parent/child coaching. Works with the Makah tribe. Currently seeking licensing to be a mental health center to bring in additional providers.
- e. Kitsap Brain Injury, Charmaine spoke to the program founder who shared how the program came to be, including his own brain injury survival and during his own recovery he was part of the program, initially offered through Harrison Medical Center. The participants meet via Zoom, monthly and there are currently 17 members. Green Mountain Rehab provides pro-bono services for members, including other support services to help manage stress and more. They would eventually like to expand into a physical space to offer in-person support and expand services. He also follows legislation very closely and hopes to get funding.
- f. Eagles Wings, Tim provided the update – supported housing for 139 residents, multiple housing locations in E. Bremerton, Silverdale, Gorst, and Port Orchard. Most participants have their own room but in communal living arrangements. Some residents have remained in housing long-term and others have moved on to their own housing. They have plans to purchase land in Gorst with a church that they will rehab to provide a 28-bed drop-in shelter/respite center, also trying to raise funding to purchase an acreage of land to build permanent housing. Host meetings and other events in the clubhouse in Illahee. Most participants in recovery have co-occurring disorders.
- g. Community in Schools, Helen shared that the program is run out the back part of library. Set up like a small village for children with challenges and other barriers with the support of a variety of support services. Services are offered to primary and secondary school age students and can provide support to youth and up to 21, discreetly. A resource

group in Silverdale is also available to continue providing support services, intakes for KCR and PCHS.

### **GENERAL DISCUSSION ON COMMUNITY EXPLORATION**

Discuss more at the next retreat in addition to setting the tone before going out to learn more about each agency/program, and gauge member interests and feedback.

### **COMMITTEE MEMBER CHECK IN**

- Helen attended the Salish advisory meeting; due to recent federal funding cuts and other changes some previously planned funding opportunities have been put on hold. Helen learned about the Collective Impact Community Summitt and will share more when. Opiate community conversations seeking feedback in Port Orchard and Poulsbo in May
- Charlotte will be attending Hidden in Plain Sight co-hosted through Kitsap County's Substance Abuse Prevention and Youth Services at the Marqus Whitman Middle School.
- Charmaine will attend the Aging & Long-Term Care meeting, and the agency administrator is active in advocating for continued funding for programs and services.
- Tim shared; CHI urgent care now open 24/7 in Bremerton. MultiCare is finishing up their new site on Wheaton Way and Navigators are attending seminars.
- Tyler shared that changes at KMH relate to office rearrangements and closed on property to allow for capital projects allowing for the construction of 3 buildings.

### **COMMUNITY INPUT**

None

### **NEXT MEETING**

The next Community Advisory Committee meeting will be held on Tuesday, June 17, 2025 at 5:00 p.m.

### **ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 6:37 p.m.

**COMMUNITY ADVISORY COMMITTEE ATTENDANCE**

<b>MEMBERS</b>	<b>GUESTS</b>
Charmaine Scott	
Helen Havens	
Tatiana Leone	
Tim Garrity	
Derick Bailey (Excused)	
Bruce Sturdevant (Excused)	
Tyler McKlosky	
Cynthia Griggins	
Charlotte McMillian	
Kimberly Bailey (Excused)	
<b>STAFF</b>	
Hannah Shockley	
Sonya Miles	
Kesha Anderson – Evans	



## Department of Human Services

Doug Washburn  
Director

KITSAP COUNTY  
DEPARTMENT OF HUMAN  
SERVICES

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Deputy Director  
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Stephen Corcoran, Coordinator  
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### Citizens Advisory Committee Meeting Thursday, October 16, 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. Review & Approval of September 18, 2025 Minutes\* 5:05 – 5:10  
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Medicaid Initiative 5:15 – 5:45
5. Evaluation Meetings 5:45 – 5:55  
Next Steps
6. RFP Review Process 5:55 – 6:10  
Bylaw review (Attachment 2)
7. IT 1/10<sup>th</sup> Reporting Portal for Contractors 6:10 – 6:20  
Pilot Project
8. Race, Equity & Social Justice Recap 6:20 – 6:40
9. Committee Member Check in 6:40 – 7:00
10. Community Input
11. Adjourn

#### \* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT  
COMMUNITY ADVISORY COMMITTEE (CAC)  
MINUTES  
September 18, 2025**

Helen Havens, Vice - Chair, called the meeting to order at 5:04 p.m. Introductions were conducted around the table.

**ADDITIONS/CHANGES TO THE AGENDA:**

Noted additions: July meeting closed - no minutes for approval and no meeting was held in August due to executive sessions for funding recommendations.

**JUVENILE COURTS PRESENTATION**

Jabian, court services officer with Kitsap County Juvenile Courts, discussed the coordination of services (COS), a state-run evidence-based program. 12-hour workshop, the COS program coordinates with different agencies and presents on various topics. Presenters discuss relevant services available to youth participants. Participants are involved in the juvenile court system and are selected to participate in the diversion program, 4 sessions offered yearly, with 12 participants max with a "connected" adult support requirement. The program also offers in-house alternatives for participants with community service requirements. Participants complete a risk assessment to determine likeliness to reoffend, data is collected at the state level. Staff are interested in bringing on additional agencies offering free services to young people and their families. Charlotte suggested Left Behind and Without Home.

**COMMISSIONER'S BRIEFING**

Helen discussed the commissioner's briefing on September 8. There have been no appeals on the funding decisions. During the briefing board members explained the process and deliberations to guide decision making. Helen also recapped some of the agencies and/or proposed projects for funding. Funding recommendations will go before the Board of County Commissioners at the public meeting on October 13th. Hannah thanked board members for all of their work during the RFP process and all will receive certificates of appreciation.

**EVALUATION MEETINGS**

Discussed the RFP review process and offered suggestions on how to make it easier and more manageable. Hannah discussed possibly splitting up applications during the review process and solicited feedback from board members. Additional items discussed included;

1. All members review applications
2. Online review form changes would be beneficial to better align with the data to eliminate going back and forth between the two.
3. Adding virtual application review sessions but Tim pointed out the Open Meetings Act and requirements that may impact.
4. Hannah did solicit feedback on the scoring sheet, but no revisions were given. Helen suggested putting together a sub-committee to review the scoring sheet with a group

of members. Members interested in participating in the sub-committee will get together after the first of the year.

5. Additional updates suggested to Survey Monkey to make it easier to navigate during the process.
6. Rick suggested reviewing the strategic plan and goals, then providing a more developed set of expectations for agencies for better or more alignment in the application data responses in coordination with the MHCDTC's strategic plan. The strategic plan is due for a review in 2026. Sonya suggested members write up some suggestions that could be presented to the strategic planning committee for possible inclusion.

## **EVALUATION MEETINGS**

Hannah and Christine Surette, Soud Within contracted Epidemiologist has been meeting with all current agencies. Meetings started with continuing agencies on September 3<sup>rd</sup> and will go through October 8th. There will be a "data dictionary" providing definitions for each metrics that are to be collected in the new data collection portal, as well as standardized data sets and demographics will be collected. Hannah is currently testing a pilot reporting portal with Kitsap County IS to allow for more transparency, providing both monthly and quarterly reports. The goal is to place this information on the website with the added benefit of running reports before the deliberation sessions.

## **COMMITTEE MEMBER CHECK IN**

- Hannah - Bylaws will be pushed to the next meeting in addition to more on the RFP process.
- Charlotte – Excited to go through the RFP process and learning more about the agencies and populations being served.
- Rick – mentioned youth overdose rates and suggested taking a closer look at mental health issues to address some of these issues
- Tim – Overdoses increasing across all age groups. An increase in drugs laced with fentanyl. Salvation Army continuing discussions to downsize but will offer cold weather shelters. There may be additional options for new shelters in the future to fill the need.
- Helen – Spoke with a city council member, there is a 5-acre site in east Bremerton for a new shelter. Salish meeting Friday, September 19 and provides Naloxone to the community.
- Derick – Will review the bylaws and share any suggestions he may have.
- Kimberly – CCY youth forum is in October and currently trying to move it to during the day to allow for busing students which would also support an increased participation. G2G2 may be an option.

## **COMMUNITY INPUT**

Shane – discussed a personal experience with supporting a friend experiencing mental health issues. He expressed the challenges of his friend to include being unhoused due to his addiction and DCR's not coming without consent of the friend.

Rebecca C. Newsom- represents juvenile and adults in Kitsap County's Public Defender's Office. Provides referrals to the therapeutic courts and shared the positive outcomes she sees with therapeutic court involvement.

**NEXT MEETING**

The next Community Advisory Committee meeting will be held on Thursday, October 16, 2025 at 5:00 p.m.

**ADJOURN**

There being no further business to come before the Committee, the meeting was adjourned at 7:05 p.m.

**COMMUNITY ADVISORY COMMITTEE ATTENDANCE**

<b>MEMBERS</b>	<b>GUESTS</b>
Charmaine Scott (Excused)	Jabian Kelly, Kitsap County Juvenile Court
Helen Havens	Shane Guenther, Community Member
Tatiana Leone (Excused)	Tamara Wilson, Kitsap County Juvenile Court
Tim Garrity	Rebecca Newsom, Kitsap County Office of Public Defense Attorney
Derick Bailey	
Bruce Sturdevant	
Tyler McKlosky (Unexcused)	
Cynthia Griggins (Excused)	
Charlotte McMillian	
Kimberly Riley	
Rick Becker	
<b>STAFF</b>	
Hannah Shockley	
Sonya Miles	
Kesha Anderson – Evans	

**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.



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

*Katherine T. Walters*

**KATHERINE T. WALTERS, Chair**

*Christine Rolfes*

**CHRISTINE ROLFES, Commissioner**

*Charlotte Garrido*

**CHARLOTTE GARRIDO, Commissioner**

**ATTEST:**

*Dana Daniels*

Dana Daniels, Clerk of the Board