



Department of Human Services

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Director

KITSAP COUNTY
DEPARTMENT OF HUMAN
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Veterans Assistance
Stephen Corcoran,
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Citizens Advisory Committee Meeting Thursday, January 15, 2026 *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 October 16, 2025 Minutes* 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Kitsap Housing and Homelessness Coalition 5:15 – 5:45
[Kitsap Housing and Homelessness Coalition](#)
5. Officers 5:45 – 6:15
 - Nominations presented by Executive Committee
 - Officers Vote*
 - Retreat Committee and date
 - RFP application review
6. Workplan approval* 6:15 – 6:25
(Attachment 2)
7. Bylaws Review 6:25 – 6:35
Bylaw vote any changes*
(Attachment 3)
8. Workplan approval* 6:35 – 6:40
9. Updates: 6:40 – 6:50
Contracts, Desk Audits, Data Collection and Reporting
10. Committee Member Check in 6:50 – 7:00
(updates on community resources attended by the committee ongoing)
11. Community Input
12. Adjourn

* Action Item



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**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
COMMUNITY ADVISORY COMMITTEE (CAC)
MINUTES
October 16, 2025**

Charmaine Scott, Chair, called the meeting to order at 5:04 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After reviewing the September 18, 2025, Minutes, the following action was taken:

ACTION: Derick Bailey moved to approve the September 18, 2025; meeting minutes as presented. Helen Havens seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA:

None.

MEDICAID INITIATIVE

Hannah shared an overview of the Medicaid Waiver and Reentry Demonstration Initiative. Washington has been phasing MTP since 2017, each year expanding services in areas of long-term care, behavioral and substance use, and for women and children. Washington received federal approval to extend Medicaid into jails, prisons, and juvenile facilities to provide services during the 90 days before release. The new initiative started July 1, 2025. Prior to this initiative, incarcerated individuals would lose their benefits and have to reenroll on their own following release. This created barriers to continuity of care with medicated assisted treatment and further medical follow ups. With the new initiative;

- Covers assessments for treatment
- Covers MAT services in jail and allows individuals to discharge with 30 days of medication
- Covers substance-use disorder treatment, care coordination, behavioral health services, and connections to community providers.
- Institutions and nonprofits can participate if they are contracted and credentialed through Health Care Authority's implementation plan
- Kitsap County Jail will participate

EVALUATION MEETINGS NEXT STEPS

Hannah provided an update. Evaluations spanned from September 3 through October 8th. All contractors have met with Hannah and Christine to complete revisions of the metrics Kitsap County Human Services Department will collect for all Treatment Sales Tax funded awardees. Next steps include, aligning the metrics with goals and objectives. Hannah is hoping to standardize data in addition to tracking metrics unique to individual agencies. The next contractors' meeting will be held on October 28.

RFP REVIEW PROCESS/BYLAWS REVIEW

Members discussed the RFP process debriefing and solicited feedback from members on the process. Kimberly reiterated possible changes to make the scoring process less cumbersome. Charmaine suggested basic requirements to shorten the application, mainly items that refer to eligibility, since eligibility is completed prior, the scoring to these questions seems redundant.

- Hannah shared that two pilots are being created for determining the new reporting portal, one of the solutions allows for running applications in addition to collecting metrics. Depending on the solution that gets approved, it is possible that the separation or the organizational portion of the application may be eliminated.
- Bylaws currently state that all applications must be reviewed by all members. Recognizing the amount of work this creates for board members, but emphasizing the importance that to fully participate and make educated funding recommendations all members must review all the applications.
- Members provided additional ideas on managing application review.
- Further, Hannah expressed her gratitude for each member and the expertise each brings to the process, she included that it is likewise important to care for oneself and to evaluate if this heavy lift of a volunteer commitment is workable for each member in their lives. There is no shame if you need to step back and rejoin at a later time.
- Hannah reviewed the duties and expectations for the members per the bylaws as well as other requirements outlined for committee members.
- MHCDTC program is preparing for the strategic planning process to start in January 2026 that will guide the programs work for the next 6-years, in alignment with the county commissioner's goals.

IT 1/10TH REPORTING PORTAL FOR CONTRACTORS PILOT PROJECT

Hannah provided an update on this process. Working with internal IT personnel and a representative from a software company named DOMO. The intended outcome would be to bridge the gap between the metrics and reporting as well as allowing for greater transparency. There will be pilots ran on both sides to see how the systems will process and manage the data entered, and capture the intended information in a user-friendly and straightforward approach. Once the pilot projects have been completed, department leadership and Hannah will review and make a decision on next steps, in hopes to have it ready for use by April 2026.

RACE, EQUITY, & SOCIAL JUSTICE RECAP – Helen Haven

Tabled for discussion at next meeting.

COMMITTEE MEMBER CHECK IN

- Charmaine attended an ALTC summit focused on home and community living and other changes with DSHS/ALTSA. Discussions also covered funding shortfalls.
- Helen shared highlights from the Salish meeting, attended social justice summit which

focused on persons of color and others experiencing barriers and lack of supports needed to meet community member needs, and how these types of supports are built into their programs/services. Harm reduction was also discussed. Helen mentioned the conversations surrounding unhoused people and the Bremerton City Council conversations that are taking place.

- Kimberly will share information on an upcoming youth event at the next meeting.
- Tatiana shared recent personal experiences and outreach activities in Seattle.
- Charlotte shared information on Communities in Schools
- Hannah shared that the BOCC has extended an invitation to all 1/10th contractors, to join an informal roundtable discussion. The roundtable discussions will be held Monday, October 20, from 2 – 4:30 p.m. Agencies will share how the funding has impacted their work and community, in addition to future projects and goals.
 - a) Kitsap County Jail will be working with the Department of Licensing (DOL) to run a pilot where incarcerated individuals have their ID's upon release.

COMMUNITY INPUT

Adrienne, Program and Services Director, for Fishline provided an update about WIC being in jeopardy, currently there is an extension through October 31st. The Fishline Foodbank is open Monday – Saturday and no one is turned away. For those losing WIC benefits, navigators will be available to assist those in need.

NEXT MEETING

The next Community Advisory Committee meeting will be held on Thursday, November 20, 2025, at 5:00 p.m.

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 6:33 p.m.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Charmaine Scott	Adrienne Briggs, North Kitsap Fishline
Helen Havens	Rebecca Newsome, Kitsap County Office of Public Defense Attorney
Tatiana Leone	
Tim Garrity (Unexcused)	
Derick Bailey	
Bruce Sturdevant (Excused)	
Tyler McKlosky (Excused)	
Cynthia Griggins (Excused)	
Charlotte McMillian	
Kimberly Riley	
Rick Becker (Excused)	
STAFF	
Hannah Shockley	
Kesha Anderson – Evans	
Sonya Miles	



MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT CITIZENS ADVISORY COMMITTEE (CAC) 2026 WORK PLAN

Meeting Days, Time and Location: Third Thursday of each month, 5:00 p.m. – 7:00 p.m. 507 Austin Street, Port Orchard, WA 98366, Public Works and Human Services Building, floor one, Human Resources conference room (Via Zoom as Necessary)

Advisory Group Staff: Hannah Shockley

Advisory Group Chair: Charmaine Scott

Citizens Advisory Committee Purpose/Mission Statement:

To serve the interests of the citizens of Kitsap County by advising the Kitsap County Board of Commissioners on how to help prevent and reduce the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data driven programs for a continuum of recovery-oriented systems of care in Kitsap County.

2026 Goal	Status	2026 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Advise the Board of Commissioners (BOC) on systemic mental health, substance abuse and therapeutic court issues.	Ongoing	High	<ul style="list-style-type: none">- Meet monthly to monitor funding, performance and progress on the annual goals.- Provide education to CAC members as requested.- Provide information to the Board of Commissioners (BOC) as requested.- Actively recruit knowledgeable persons for open positions on the CAC.- <u>Coordination:</u> Hannah Shockley, CAC
2. Assess RFP proposals for targeted funding to address the needs outlined in the strategic plan.	Ongoing	High	<ul style="list-style-type: none">- Request for Proposal (RFP) updates made and then approved by CAC.- Continue with Survey Monkey and a web-based RFP application process and submission.- Conduct an RFP for mental health, chemical dependency and therapeutic court programs.- Facilitate the Proposers Conference to answer technical questions regarding the RFP process.- Establish recommendations for funding to the BOC.- Present recommendations for funding to the BOC at their regularly scheduled Meeting.- <u>Coordination:</u> Hannah Shockley, CAC

2026 Goal	Status	2026 Priority Level	Comments/Coordination
3. Maintain full membership on the Mental Health, Chemical Dependency and Therapeutic Court funding, programs and activities of the Citizens Advisory Committee.	Ongoing	High	<ul style="list-style-type: none"> - Convene the Membership Sub-Committee. - Actively recruit knowledgeable persons for open positions on the CAC. - Collect feedback on the CAC application process and develop pre-application and interview questions. - Conduct interviews with CAC applicants and make recommendations to BOC. - Review Bylaws and update Membership requirements. <p><u>Coordination:</u> Hannah Shockley, Membership Sub-Committee, CAC</p>
4. Promote awareness of the Mental Health, Chemical Dependency and Therapeutic Court funding, programs and activities of the Citizens Advisory Committee.	Planned	Medium	<ul style="list-style-type: none"> - Develop a calendar of CAC activities and establish communications around each event. - Develop communications, reports, presentations and marketing materials. - Publish a quarterly report and post to website. - Conduct community presentations. <p><u>Coordination:</u> Hannah Shockley, CAC</p>
5. Develop and measure specific performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plan.	Planned	High	<ul style="list-style-type: none"> - Vetting platforms are ongoing for evaluation, monitoring and tracking participant-specific outputs and outcomes (qualitative and quantitative metrics). - Operate a system to capture participant-specific metric data for monitoring progress over time. In addition, develop and produce data reports. - Use web-based data entry system for the collection of program outputs and outcomes. - Conduct quarterly sub-contractor meetings to monitor spending, performance outcomes and proposed program goals. - Collect and review quarterly sub-contractor performance reports and post on website. - CAC members review contractor progress on achieving their performance outcomes and program goals. <p><u>Coordination:</u> Hannah Shockley, CAC, sub-contractors, CAC, Epidemiologist, Kitsap County IT</p>

2026 Goal	Status	2026 Priority Level	Comments/Coordination
6. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable and collaborative.	Ongoing	High	<ul style="list-style-type: none"> - Publish a quarterly report on sub-contractor activities, performance on established outcomes and fiscal review. - Post quarterly reports on the website. - Evaluate effectiveness of selected programs annually. - Submit an annual report to the BOC 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 evaluation data. - Promote Citizen Advisory Committee activities and provide information to post on the Kitsap County website at https://spf.kitsapgov.com/hs/Pages/CAC-LANDING.aspx - Coordination: Hannah Shockley
7. Ensure Kitsap County's behavioral health system has a forward-looking, data-informed roadmap by updating the 6-year Behavioral Health Strategic Plan for implementation beginning in 2027.	Beginning January 1, 2026	High	<ul style="list-style-type: none"> - Convene a team of subject matter experts to deliberate, analyze, and develop the updated 6-year Behavioral Health Strategic Plan - Complete a comprehensive needs assessment and recommend goals, objectives, and strategies for addressing community behavioral health needs - The BOC will review these recommendations and act on approval of the plan - Coordination: Hannah Shockley, Doug Washburn, Sonya Miles, BOC, Strategic Planning Team

SUBCOMMITTEES 2026 ACTIVITIES:

Executive Subcommittee:

- Establish Executive Committee composed of the Chair, Vice-Chair, Past-Chair and Chairs of each Subcommittee to facilitate leadership for the full Citizens Advisory Committee.

Membership Subcommittee:

- Develop process for filling open positions on the Citizens Advisory Committee and make recommendations for appointment to the Board of Commissioners.

**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