



Department of Human Services
Doug Washburn

Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee Meeting

AGENDA

Join the webinar: <https://us02web.zoom.us/j/89460031023?pwd=9Cq2FauawEhbzENT6iUK0j0CPrchay.1>

Webinar ID: 894 6003 1023

Passcode: 714788

Thursday, June 18, 2026

5:00 p.m. – 7:00 p.m.

1. Call to Order - Introductions 5:00 – 5:05
Charmaine Scott, Chair
2. Review & Approval of May 21, 2026 Minutes* 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
4. Membership Committee: Bruce, Rick, Charmaine Update 5:15 – 5:20
5. **New Member Introductions** 5:20 – 5:40
Rhonda Freeland – Law and Justice
Wendi Wainscott – Children and Youth
Jacklyn Zumek – Education
Britta Harrison – At-Large
6. **Committee Vote*** New members 5:40 – 5:45
7. Roles, Responsibilities, and Survey Monkey Training 5:45 – 6:55
8. Committee Member Check in 6:55 – 7:00
(updates on community resources attended by the committee ongoing)
9. Community Input: **NONE** closed Meeting

**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
COMMUNITY ADVISORY COMMITTEE (CAC)
MEETING MINUTES
May 21, 2026**

Charmaine Scott called the meeting to order at 5:03 p.m. Introductions were conducted via Zoom.

APPROVAL OF MINUTES

The March 19, 2026, minutes were approved at the closed retreat meeting on April 4, 2026. The following action was taken:

ACTION: Cynthia Griggins moved to approve the March 19, 2026; meeting minutes as presented. Tim Garrity seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

None.

BYLAWS CHANGES* UPDATE

Hannah shared that the Bylaws resolution was approved by the Board of County Commissioners (BOCC) on April 27, allowing the CAC board to recruit for three vacant positions: Law and Justice, Children and Youth, and an At-Large member from District 2.

ACTION TAKEN AT THE APRIL 4, 2026, CLOSED RETREAT MEETING: Charmaine Scott moved to approve the Bylaw revisions as presented. Tyler McKlosky seconded the motion. Motion carried.

SHELLY SHOR, PEER SUPPORT PROGRAM SUPERVISOR PRESENTATION

Shelly Shor from the Washington State Health Care Authority (HCA) introduced herself and presented a comprehensive overview of peer support services and various implementation models across the state. Highlights included:

- Washington State began offering Certified Peer Counselor training in 2005 and added Substance Use Peer Support Services in 2019 using Medicaid funding.
- Certified Peer Support Specialist training for new peers consists of 80 hours of virtual and hybrid training, which include educational material plus modules about SUD, life span, suicide prevention and crisis. The state has trained over 12,000 Certified Peer Counselors since 2005.
- The Operationalizing Peer Support (OPS) program through the HCA supports agencies and organizations who want to begin offering or already offer peer support services and need assistance with the implementation and operationalization of peer support services.
- Peer Support Specialist are covered by Medicaid if certified.

SARAH BARNETT, FISCAL MANAGER KITSAP COUNTY HUMAN SERVICES

Sarah Barnett presented new budget monitoring requirements and cost allocation methods designed to improve tracking of expenses and to prevent communication gaps during grant monitoring. The system includes creating flexible cost categories, breaking down Full-Time Equivalent (FTE) allocations, and providing clear explanations of how charges are calculated. Sarah is writing directions and examples for applicants to help them understand the new system upfront, with plans to incorporate this into the grant application process.

RETREAT FOLLOW-UP

None.

STRATEGIC PLAN UPDATE

The second strategic plan meeting will take place on May 28, which will include facilitation and synthesis of provider, community, and local data. Hannah is working with Christine to determine a facilitator.

RFP TIMELINE UPDATE

Hannah shared that the RFP has been posted with pre-applications closing on Thursday, May 28th. Hannah reported that 44 pre-applications were received totaling \$16 million in requests, with applications opening on June 1st and closing on June 30th at noon. Hannah will meet with identified applicants who have submitted a pre-application, to determine eligibility.

COMMITTEE MEMBER CHECK IN

- Helen shared information about the REAL team applications and wants to discuss the difference between Salish's processes compared to CAC's processes.
- Tyler shared that Kitsap Mental Health Services chose an AI vendor in hopes to understand how effective it can be in clinical management such as enhancing patient engagement and streamlining clinical workflows.
- Rick shared that Tacoma and Bremerton ranked the lowest for Veterans Services and has contributed that to economic difficulties and lack of knowledge of the services available.
- Charmaine shared that Aging and Long-Term Care added a politician and tribal member to their board. The board will be finalizing their updated Strategic Plan in June and are currently recruiting three case managers.
- Hannah shared that she is setting up interviews during the first week of June for the three vacant positions on the CAC board.

COMMUNITY INPUT: HELPLINE HOUSE

Utilizing the Open Community Input time of two minutes. Maria Metzler, Executive Director at Helpline House, presented Helpline Houses mental health services for children and adults on Bainbridge Island, highlighting their zero-barrier, cost-free services and the gap that they fill in serving underinsured children. In 2025 Helpline House provided mental health services for 380 children aged 5-12 and 661 adults aged 18+.

NEXT MEETING

The next Community Advisory Committee meeting will be held on Thursday, June 18, 2026, at 5:00 p.m. This will be a closed training session for reviewing and scoring in Survey Monkey.

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 6:36 p.m.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Charmaine Scott, Chair	Sarah Barnett, Kitsap County Human Services Fiscal Manager
Helen Havens, Vice Chair	Janice Riley, Kitsap County Therapeutic Courts
Tatiana Leone	Shelly Shor, Washington Health Care Authority Peer Support Program Supervisor
Bruce Sturdevant	Maria Metzler, Helpline House
Tyler McKlosky	Sylvia Pizzini, Helpline House
Cynthia Griggins (unexcused)	Erica Beyer, Helpline House
Charlotte McMillan	
Rick Becker	
STAFF	
Hannah Shockley, Program Planner	
Justin Wing	