



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
Outpatient Services:
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, January 16, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Richard Daniels | 5:00 – 5:05 |
| 2. Review & Approval of November 21, 2017 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff/Contractor | 5:15 – 5:30 |
| 5. 2018 Elections
Nominating Committee | 5:30 – 5:40 |
| 6. CAC Work Plan Discussion
Full Committee | 5:40– 6:10 |
| 7. 2018 Request for Proposals (RFP)
Staff/RFP Sub-Committee (Attachment 2) | 6:10 – 6:20 |
| 8. CAC Contractor Assignments
Staff/Full Committee | 6:20 – 6:30 |
| 9. 2018 Meeting Schedule
Full Committee (Attachment 3) | 6:30 – 6:40 |
| 10. Behavioral Health Organization Update
SBHO Advisory Board Members | 6:40 – 6:50 |
| 11. Community Input | 6:50 – 6:55 |
| 12. Committee Member Check-in | 6:55 – 7:00 |
| 13. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
November 21, 2017**

Richard Daniels, Vice Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the October 17, 2017 Minutes, the following action was taken:

ACTION: Colleen Smidt moved to approve the October 17, 2017 meeting minutes as corrected. Kimberly Shipp seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Richard Daniels moved to approve the agenda as presented. Kimberly Shipp seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Joe Rosak, Executive Director for Kitsap Mental Health Services, gave an update on the Crisis Triage Center contract that had gone out for bid. Originally, there had been four pre-qualified bidders. Over the course of time two of those contractors accepted other jobs. The final two contractors who submitted bids had approximately \$24,000 difference between them, with a \$450,000 difference in increased cost from what was originally expected. The total for the project remains approximately 3 Million. Architects worked with both the contractors who submitted bids to analyze areas of possible reduction in their budgets. The total bid was not subject to reduction in today's market. Doug Washburn explained the difference will be secured through millage funds previously set aside. The contract was awarded to Neeley Construction who is based out of Seattle. Neeley Construction will use local contractors to complete the project. Neeley has officially signed the notice of intent, binding the contract. Neeley Construction has submitted plan layouts and the anticipated start date is this December, which places the target open date of April 2018 to remain on track.

Colleen Smidt requested information from Joe Rosak on the status of the Crisis Triage Center's recruiting for their new Director. Joe Rosak explained the intent of his department is to hire someone highly qualified, current active recruitment continues. For the time being, Joe remains the stand in Director.

ELECTIONS OF OFFICERS

ACTION: Ursula Petters moved to open nominations. Connie Wurm seconded the motion. Motion carried unanimously.

ACTION: Colleen Smidt moved to nominate Richard Daniels as the Committee Chair. Connie Wurm nominated Colleen Smidt for the

Committee Vice Chair. Richard Daniels asked for further nomination from the floor. None were given.

ACTION: Colleen Smidt moved to accept both nominations as presented. Motion carried unanimously. Appointments effective January 2018.

FIFTH QUARTER REPORT

Gay Neal passed out the Excel spread sheet and narrative report for programs that committee members had previously signed up to monitor from the prior year. Gay asked that members begin thinking about which programs they would like to monitor during the 2018 cycle. She mentioned that there are additional new programs that had been recently funded and they will need to be assigned to CAC members. She suggested pairing of programs to reduce committee members being spread too thin. Gay will analyze the programs to suggest logical pairings and she will report back to the committee, possibly at the planning session if one is held. Gay further touched on the data base the committee had requested from the Health District for purposes of streamlining the data collection process which will be available this coming year. Gay included that there were no major areas of concern with the currently funded programs, stating they were meeting their updates and deadlines, except WSU Extension and these details would be discussed in the carryover requests portion of the agenda.

CONTRACTING / CARRYOVER REQUESTS

Gay Neal addressed the committee with the carryover request by Kitsap Connect which came in approximately a month ago. The request had been deemed complicated and they were asked to simplify the request for the committee. Colleen Smidt continued with the details of the request by Kitsap Connect. The synopsis was that the unspent funds were rolled into their new request for funds. The conclusion was that there needed to be a process for dealing with carryover requests and that ultimately, they be kept separate from new requests. Essentially, each contract would be evaluated individually based on merit and if approved by the committee, the contract would be amended to reflect an extended time for the program to complete the contract. Furthermore, the statement of work would not be altered, only time extensions would be considered for purposes of carryover.

ACTION: Richard Daniels opened the floor for comments regarding the carryover request by Kitsap Connect.

- Richard Daniels: said by merit of the request they were asking for extended time to accomplish the same goals.
- Connie Wurm: stated the request sounded reasonable.
- Russel Hartman: expressed that for whatever the reason they did not spend the money that it should return to the pot.
- Gay Neal: clarified that they cannot continue to cover staffing as the new grant request did not cover these costs, in part due to overall reductions administered during this grant cycle affecting most all applicants.
- Ursula Petters: stated she was fine with it.

- Kimberly Shipp: asked for clarification on why having two budgets were necessary. Further, she asked if all grantees were given equal opportunity to submit carryover requests.
- Ursula: explained two budgets were easier to track for separate years.
- Gay Neal: explained that yes, all grantees were given the same opportunity and that the information on how to request carryover had been presented to all grant applicants at the contractor's meeting. She also confirmed that the county accountant agreed the budgets should be separated by funding year.
- Rich Daniels: included that there was a legitimate effort by Kitsap Connect to carry out the original contract.

ACTION: Richard Daniels moved to approve the carryover request from Kitsap Connect. Colleen Smidt seconded the motion. Motion carried unanimously.

Gay Neal discussed the carryover request from Coffee Oasis. Their Kitsap Mental Health Services (KMHS) therapists moved out of state and they were unable to replace this position. They extended outreach and through MCS were able to hire both a mental health therapist and chemical dependency counselor, scheduled to begin operating by January of 2018. Due to the inability to fill the previous position, an approximate surplus of \$24,500 in funds remained at the end of the year for staff and indirect cost. These are the funds they would like to roll over to provide another 1.5 FTE mental health therapist. The new grant request was not funded in full and this minimized the programs ability to hire the staff they need. The request is for the remaining funds unspent by the therapist who moved, be carried over to fund a 1.5 FTE therapist. With the following request, the decision will allow approval of adding a .5 FTE into the statement of work and extending the contract end date.

ACTION: Richard Daniels opened the floor for comments regarding the carryover request by Coffee Oasis.

- Connie Wurm: asked for clarification that they were not receiving increased funds.
- Gay Neal: clarified that it was a carryover request of unspent funds from the previous year due to unforeseen circumstances; their therapist moved and they were unable to fulfil the position which left funds remaining and they are specifying that they want to use those funds for a .5 FTE therapist for the coming year.
- Russ Hartman: explained the hardship of having to reduce all grant requests based on inadequate funds available to cover all requests at full capacity. Given this is the reason they are requesting the carryover, it makes sense to use the unspent funds to expand services.
- Robert Parker: expressed his faith in Coffee Oasis but also his concern in opening the doors to create a pattern of using unspent funds and the effect this would have on reserves.
- Colleen Smidt: reminded the committee that these disruptions were anticipated with the grant cycle needing to be projected out 18 months, but she also cautioned the slippery slope of getting the word out that grantees could request unspent funds and how would this caveat play out in the future.

- Ursula Petters: rallied for the efforts of Coffee Oasis and their ambition to reach out to South Kitsap who was greatly underserved. She spoke to the fact that KMHS has had a record of being unable to fill their positions. This trickle-down affect will be a long-time issue that will continue to resurface going forward. She expressed her support for the request.
- Kimberly Shipp: asked for clarification that the request was not exceeding the original request that had been reduced.
- The committee reviewed the amounts vs the reductions of funded programs for 2018. Approval of the carry over request would not exceed their original 2018 request.
- Russ Hartman: clarified that the decisions made for each grant recipient were not considered precedent for others. Stating each choice for carryover can be made based strictly on the merits of each individual case. He further addressed and explained that reserves would not be touched. The funds for carryover are strictly funds already awarded to and considered spent. He concluded that he agreed to the carryover based on the facts that Coffee Oasis was unable to fulfil the position.
- Connie Wurm: agreed to carryover
- Ursula Petters: agreed to carryover
- Kimberly Shipp: agreed to carryover
- Richard Daniels: expressed being uncomfortable with the request but agreed to move in agreement.

ACTION: Russel Hartman moved to approve the carryover request from Coffee Oasis. Connie Wurm seconded the motion. Motion carried unanimously.

Gay Neal discussed the carryover request from WSU Extension. They requested an extension of 90 days. They had plans to implement three programs and were unable to implement the 3rd one in South Kitsap. They stated experiencing staffing issues including the loss of a director. Their funding only covered the facilitators and they didn't have enough to carry out the programs. There was low registration and classes were cancelled. With the extension, they plan to complete their statement of work.

ACTION: Richard Daniels opened the floor for comments regarding the carryover request by WSU Extension.

- Connie Wurm: stated she wasn't denying the programs quality but felt that there are some real reasons why the program was not moving forward. She said it appears money was being put out there but nothing was going to happen. She concluded that if it were simply based on using unspent funds then she agreed.
- Connie Smidt: informed the committee that she had reached out to school board members in South Kitsap who stated they had never heard of the program. She included that she felt all the facts were not being presented.
- Robert Parker: stated that this is the program he was most critical of. He states it appears they are always making excuses as to reasons they are unable to fulfil the contract. He was not in agreement to carryover.
- Colleen Smidt: stated being very optimistic at the start.

- Ursula Petters: added that the program is a well-intended program with a lack of vision, passion and has gone unnurtured. She furthered that the time commitment from families is high. It may be possible that they have reached a point where they need to rethink the program and relaunch it with a new vision.
- Connie Wurm: agreed to give the 90 days requested but nothing further as the program appears unsupported.
- Russel Hartman: stated that they did not perform in the last grant period and disagreed with approving the request.
- Ursula Petters: neutral
- Kimberley Shipp: disagreed with approving the request
- Colleen Smidt: disagreed with approving the request
- Robert Parker: disagreed with approving the request
- Richard Daniels: disagreed with approving the request

ACTION: Colleen Smidt moved to approve the carryover request from WSU Extension. There was no seconded to carry the motion. Motion did not carry.

ACTION: Russel Hartman moved to deny the carryover request from WSU Extension. Kimberly Shipp seconded the motion. Motion carried unanimously.

CAC WORK PLAN

Gay Neal revisited the task and process development for planning the coming year through means of a planning meeting. The committee was asked how they would like to process or plan. Richard Daniels suggested having Gay send out the work plan and the committee could evaluate and add topics. The committee was asked to choose 2-3 big items to focus on. Gay will send out the current list for the committee to review. A firm deadline was set for January 16, 2018, which reflects the next advisory meeting.

2018 MEETING SCHEDULE

Gay Neal will send out the 2018 meeting schedule.

BEHAVIORAL HEALTH ORGANIZATION UPDATE

Russel Hartman gave the update. The SBHO Advisory Board will meet on January 10, 2018 to discuss the coming year and the move towards integrated services. Russel stated that Anders Edgerton will work with the Citizens Advisory Committee to prepare for the coming transition. He continued by saying within the next 24 months the state will choose a managed care company. Russel expressed that the once talked about pilot program of not adopting into the managed care reform was not going to happen. He furthered that there are policy issues around both funding and managing care for the Medicaid community. He says the choice has been made by the state and the integration will occur by January of 2020. He concluded that this shift will change the 1/10th focus and how the committee fills gaps.

COMMUNITY INPUT

Kurt Wiest, Executive Director from the Bremerton Housing Authority expressed his gratitude for what the Citizens Advisory Committee is doing for the community. He alluded to a grander vision that he has and would like to share with the committee in the future. The vision entails a long-term approach to housing.

Richard Daniels included that the committee just finished the RFP process for the 2018 cycle and concluded that the committee would be interested in entertaining this dialog under the appropriate setting.

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

There will be no meeting held in December. The next Citizens Advisory Committee meeting will be held on Tuesday, January 16, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 6:54 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin (Excused)	Joe Roszak, KMHS
Richard Daniels	Ellen Epstein, RMH
Russell Hartman	Kurt Wiest, Bremerton Housing Authority
Lois Hoell (Excused)	Elena Argomaniz, KMHS
Robert Parker	
Ursula Petters	
Jeannie Screws (Excused)	
Kimberly Shipp	
Colleen Smidt	
Stacey Smalladen (Excused)	
Connie Wurm	
STAFF	
Gay Neal	
Doug Washburn	
Hannah Shockley	



Mental Health, Chemical Dependency & Therapeutic Court Programs 2018 Request for Proposal Timeline



Mental Health, Chemical Dependency and Therapeutic Court Citizens Advisory Committee (CAC) 2018 CALENDAR

All meetings will be held on the third Tuesday of each month at the Kitsap WorkSource Center, **Kitsap Room**, 1300 Sylvan Way, Bremerton, from 5:00 p.m. to 7:00 p.m.



Tuesday, January 16

Tuesday, February 20

Tuesday, March 20

Tuesday, April 17

Tuesday, May 15

Tuesday, June 19

Tuesday, July 17

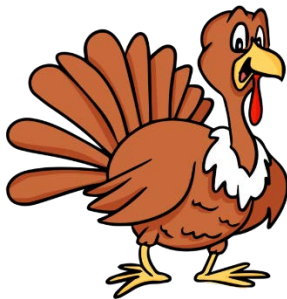
Tuesday, August 21

Tuesday, September 18

Tuesday, October 16

Tuesday, November 20

Tuesday, December 18



**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, February 20, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

A G E N D A

1. Call to Order - Introductions 5:00 – 5:05
Richard Daniels
2. Review & Approval of January 16, 2018 Minutes* 5:05 – 5:10
Full Committee (Attachment 2.a) and November 21, 2017
Minutes* (Attachment 2.b)
3. Additions/Changes to the Agenda 5:10 – 5:15
Full Committee
4. Crisis Triage Update 5:15 – 5:30
Staff/Contractor
5. Web Based Request for Proposal Presentation 5:30 – 6:15
Kirsten Jewell, Housing and Homeless Programs
6. 2018 Elections 6:15 – 6:20
Nominating Committee
7. CAC Work Plan Discussion 6:20– 6:30
Full Committee
8. 2018 Meeting Schedule 6:30 – 6:40
Full Committee
9. Behavioral Health Organization Update 6:40 – 6:50
SBHO Advisory Board Members
10. Community Input 6:50 – 6:55
11. Committee Member Check-in 6:55 – 7:00
12. Adjourn

*** Action Item**

**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
February 20, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

For the record, Russel Hartman clarified that in the November 2017 Minutes, he reported that the Salish Behavioral Health Organization pilot program of not adopting into the managed care reform was not going to happen. This has changed and they are moving forward with the pilot program. The minutes as submitted below are accurate.

After review of the November 21, 2017 Minutes and January 16, 2018 Minutes, the following action was taken:

ACTION: Ursula Petters moved to approve the November 21, 2017 meeting minutes that had tabled in January due to lack of quorum. Jeannie Screws seconded. Lois Hoell abstained. Motion carried.

ACTION: Ursula Petters moved to approve the January 16, 2018 meeting minutes. Jeannie Screws seconded. Russell Hartman and Kimberly Shipp abstained. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Ursula Petters moved to approve the agenda as presented. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Neil Olson, Kitsap Mental Health, discussed priorities of the admissions process for the Crisis Triage Center. Priority will be given to law enforcement. He clarified that the center is not a medical facility and certain cases will need to be referred first to medical treatment before admission to the Crisis Triage Center. All admits will require a referral. These referral pathways will include, in order of priority; law enforcement, hospitals, adult residential treatment facilities and DMHP's in the community. The center will have a registered nurse on staff to assist minor medical care only. It is projected that the facility will have 80% of their staff hired prior to the center's on-target opening date of July 1st. Mr. Olson gave an explanation as to why the center would not take walk-up admits; expressing that the center's goals are to maintain crisis triage care for the community and not to become a shelter.

WEB BASED REQUEST FOR PROPOSAL

Kirsten Jewell, Program Coordinator for Kitsap County Housing and Homelessness, gave a tutorial on the web based software used by the Housing and Homelessness

program for the Request for Proposal (RFP) process. She demonstrated the functionality from both an applicant's perspective and an administrator's view. The program has been used for the (RFP) Housing and Homelessness program and the Community Development Block grant application process. This software has allowed the combined programs to reduce time, reduce paper and remain organized. She explained the importance of revising the process each year to develop specific questions that lead to the answers and information of greatest relevance. This yearly review allows the process by which evaluation of the applicants is conducted, to become highly specialized analytically and accurately. This review process includes revisiting and analyzing scoring schemes. The combined programs require all applicants to submit the final product electronically. Kirsten explained how the primary goal of revision is to reduce the amount of information they receive in the beginning. Kirsten's program has revised the process to include an, "Initial review" where applicants are not required to submit all documents with their applications initially. However, if they pass the first phase; "Qualified to submit" then they are candidates for further review and would be obligated to submit the required documents at that point in the process. Kirsten highlighted the importance of setting priorities for funding, by first understanding the community's need by looking at populations that need to be funded and then understand the impact you are trying to have. Second, she stated; ask yourself if the agency has the capacity to accomplish the goal? Kirsten gave the breakdown of their two (RFP) review groups, which reduces the amount of time on reviewers by not requiring all applications to be reviewed by everyone. She explained how one group of staff will review the services applications and another group will review the capital applications. Kirsten concluded with the pricing for the software and stated her program would be willing to add the CAC as administrators, if interested they could split the annual fees associated with its use.

SUBCOMMITTEE MEETING UPDATE

Kathleen Cronin gave an update on the RFP sub-committee meeting. The highlights included revising the language of the RFP to reflect cultural competency, indirect costs, definitions of therapists; counselors; and licensed mental health professionals, changing the RFP to reflect asking for the project idea first and qualifications second, defining appeals language, new vs. continuing requests and deciding where to focus funds, review of the evaluation and guidelines process to reflect positive outcomes and proof, using the strategic plan to guide areas of need. The committee was asked to email their thoughts. Three more meetings have been scheduled.

2018 ELECTIONS AND NOMINATING COMMITTEE

ACTION: Ursula Petters moved to nominate Connie Wurm as Vice Chair for the Citizens Advisory Committee. Jeannie Screws seconded. Motion carried unanimously.

CAC WORK PLAN

The Committee will review the Strategic Plan at the next meeting.

2018 MEETING SCHEDULE

The meeting schedule was reviewed.

BEHAVIORAL HEALTH ORGANIZATION

Russel Hartman discussed the complicated distribution of Medicaid funds and additional grants which cover some services not covered by Medicaid. He clarified that the Medicaid money is what is being consolidated by the state, to be managed by Managed Care Organizations (MCO). A Request for Proposal was issued from the state this month, offering those established Behavioral Health Organizations (BHO) the option to apply to manage as Administrative Service Organizations (ASO). Mr. Hartman explained the risks were both financial and they did not cover administrative costs. In November, Hartman reported on the current information he had at the time. In January, the Salish Behavioral Health Organization's Executive Committee, met and decided to proceed with applying to be an Administrative Service Organization(ASO). He stressed the importance of the 1/10th's responsibility to fund gaps in systems to create an overall supported mental health community. In conclusion, in November, there wasn't an option to apply to be an (ASO, in January, the Executive (SBHO Board decided to revisit gaining that option and now in February the (SBHO) is proceeding forward.

COMMUNITY INPUT

Jackie Fojtik introduced herself and expressed her interest in being a part of the committee as a volunteer.

Valerie Nau talked about her CIO training in Tacoma and expressed that the resources available in Tacoma are far greater than what Kitsap has.

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

Kimberly Shipp shared the concerns of local schools.

Gay Neal announced the opportunity to present to the League of Women Voters and the tentative Work Study Session scheduled with the County Commissioners on March 14th.

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, March 20, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:10 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Kirsten Jewell, Kitsap County
Richard Daniels	Elena Epstein, RMH
Russell Hartman	Eva Klemens, Community
Lois Hoell	Valerie Nau, Poulsbo PD
Robert Parker	Robert Neil Olson, KMHS
Ursula Petters	Jackie Fojtik, Community
Jeannie Screws	
Kimberly Shipp	
Connie Wurm (Excused)	
STAFF	
Gay Neal	
Doug Washburn	
Hannah Shockley	

**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
November 21, 2017**

Richard Daniels, Vice Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the October 17, 2017 Minutes, the following action was taken:

ACTION: Colleen Smidt moved to approve the October 17, 2017 meeting minutes as corrected. Kimberly Shipp seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Richard Daniels moved to approve the agenda as presented. Kimberly Shipp seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Joe Rosak, Executive Director for Kitsap Mental Health Services, gave an update on the Crisis Triage Center contract that had gone out for bid. Originally, there had been four pre-qualified bidders. Over the course of time two of those contractors accepted other jobs. The final two contractors who submitted bids had approximately \$24,000 difference between them, with a \$450,000 difference in increased cost from what was originally expected. The total for the project remains approximately 3 Million. Architects worked with both the contractors who submitted bids to analyze areas of possible reduction in their budgets. The total bid was not subject to reduction in today's market. Doug Washburn explained the difference will be secured through millage funds previously set aside. The contract was awarded to Neeley Construction who is based out of Seattle. Neeley Construction will use local contractors to complete the project. Neeley has officially signed the notice of intent, binding the contract. Neeley Construction has submitted plan layouts and the anticipated start date is this December, which places the target open date of April 2018 to remain on track.

Colleen Smidt requested information from Joe Rosak on the status of the Crisis Triage Center's recruiting for their new Director. Joe Rosak explained the intent of his department is to hire someone highly qualified, current active recruitment continues. For the time being, Joe remains the stand in Director.

ELECTIONS OF OFFICERS

ACTION: Ursula Petters moved to open nominations. Connie Wurm seconded the motion. Motion carried unanimously.

ACTION: Colleen Smidt moved to nominate Richard Daniels as the Committee Chair. Connie Wurm nominated Colleen Smidt for the

Committee Vice Chair. Richard Daniels asked for further nomination from the floor. None were given.

ACTION: Colleen Smidt moved to accept both nominations as presented. Motion carried unanimously. Appointments effective January 2018.

FIFTH QUARTER REPORT

Gay Neal passed out the Excel spread sheet and narrative report for programs that committee members had previously signed up to monitor from the prior year. Gay asked that members begin thinking about which programs they would like to monitor during the 2018 cycle. She mentioned that there are additional new programs that had been recently funded and they will need to be assigned to CAC members. She suggested pairing of programs to reduce committee members being spread too thin. Gay will analyze the programs to suggest logical pairings and she will report back to the committee, possibly at the planning session if one is held. Gay further touched on the data base the committee had requested from the Health District for purposes of streamlining the data collection process which will be available this coming year. Gay included that there were no major areas of concern with the currently funded programs, stating they were meeting their updates and deadlines, except WSU Extension and these details would be discussed in the carryover requests portion of the agenda.

CONTRACTING / CARRYOVER REQUESTS

Gay Neal addressed the committee with the carryover request by Kitsap Connect which came in approximately a month ago. The request had been deemed complicated and they were asked to simplify the request for the committee. Colleen Smidt continued with the details of the request by Kitsap Connect. The synopsis was that the unspent funds were rolled into their new request for funds. The conclusion was that there needed to be a process for dealing with carryover requests and that ultimately, they be kept separate from new requests. Essentially, each contract would be evaluated individually based on merit and if approved by the committee, the contract would be amended to reflect an extended time for the program to complete the contract. Furthermore, the statement of work would not be altered, only time extensions would be considered for purposes of carryover.

ACTION: Richard Daniels opened the floor for comments regarding the carryover request by Kitsap Connect.

- Richard Daniels: said by merit of the request they were asking for extended time to accomplish the same goals.
- Connie Wurm: stated the request sounded reasonable.
- Russel Hartman: expressed that for whatever the reason they did not spend the money that it should return to the pot.
- Gay Neal: clarified that they cannot continue to cover staffing as the new grant request did not cover these costs, in part due to overall reductions administered during this grant cycle affecting most all applicants.
- Ursula Petters: stated she was fine with it.

- Kimberly Shipp: asked for clarification on why having two budgets were necessary. Further, she asked if all grantees were given equal opportunity to submit carryover requests.
- Ursula: explained two budgets were easier to track for separate years.
- Gay Neal: explained that yes, all grantees were given the same opportunity and that the information on how to request carryover had been presented to all grant applicants at the contractor's meeting. She also confirmed that the county accountant agreed the budgets should be separated by funding year.
- Rich Daniels: included that there was a legitimate effort by Kitsap Connect to carry out the original contract.

ACTION: Richard Daniels moved to approve the carryover request from Kitsap Connect. Colleen Smidt seconded the motion. Motion carried unanimously.

Gay Neal discussed the carryover request from Coffee Oasis. Their Kitsap Mental Health Services (KMHS) therapists moved out of state and they were unable to replace this position. They extended outreach and through MCS were able to hire both a mental health therapist and chemical dependency counselor, scheduled to begin operating by January of 2018. Due to the inability to fill the previous position, an approximate surplus of \$24,500 in funds remained at the end of the year for staff and indirect cost. These are the funds they would like to roll over to provide another 1.5 FTE mental health therapist. The new grant request was not funded in full and this minimized the programs ability to hire the staff they need. The request is for the remaining funds unspent by the therapist who moved, be carried over to fund a 1.5 FTE therapist. With the following request, the decision will allow approval of adding a .5 FTE into the statement of work and extending the contract end date.

ACTION: Richard Daniels opened the floor for comments regarding the carryover request by Coffee Oasis.

- Connie Wurm: asked for clarification that they were not receiving increased funds.
- Gay Neal: clarified that it was a carryover request of unspent funds from the previous year due to unforeseen circumstances; their therapist moved and they were unable to fulfil the position which left funds remaining and they are specifying that they want to use those funds for a .5 FTE therapist for the coming year.
- Russ Hartman: explained the hardship of having to reduce all grant requests based on inadequate funds available to cover all requests at full capacity. Given this is the reason they are requesting the carryover, it makes sense to use the unspent funds to expand services.
- Robert Parker: expressed his faith in Coffee Oasis but also his concern in opening the doors to create a pattern of using unspent funds and the effect this would have on reserves.
- Colleen Smidt: reminded the committee that these disruptions were anticipated with the grant cycle needing to be projected out 18 months, but she also cautioned the slippery slope of getting the word out that grantees could request unspent funds and how would this caveat play out in the future.

- Ursula Petters: rallied for the efforts of Coffee Oasis and their ambition to reach out to South Kitsap who was greatly underserved. She spoke to the fact that KMHS has had a record of being unable to fill their positions. This trickle-down affect will be a long-time issue that will continue to resurface going forward. She expressed her support for the request.
- Kimberly Shipp: asked for clarification that the request was not exceeding the original request that had been reduced.
- The committee reviewed the amounts vs the reductions of funded programs for 2018. Approval of the carry over request would not exceed their original 2018 request.
- Russ Hartman: clarified that the decisions made for each grant recipient were not considered precedent for others. Stating each choice for carryover can be made based strictly on the merits of each individual case. He further addressed and explained that reserves would not be touched. The funds for carryover are strictly funds already awarded to and considered spent. He concluded that he agreed to the carryover based on the facts that Coffee Oasis was unable to fulfil the position.
- Connie Wurm: agreed to carryover
- Ursula Petters: agreed to carryover
- Kimberly Shipp: agreed to carryover
- Richard Daniels: expressed being uncomfortable with the request but agreed to move in agreement.

ACTION: Russel Hartman moved to approve the carryover request from Coffee Oasis. Connie Wurm seconded the motion. Motion carried unanimously.

Gay Neal discussed the carryover request from WSU Extension. They requested an extension of 90 days. They had plans to implement three programs and were unable to implement the 3rd one in South Kitsap. They stated experiencing staffing issues including the loss of a director. Their funding only covered the facilitators and they didn't have enough to carry out the programs. There was low registration and classes were cancelled. With the extension, they plan to complete their statement of work.

ACTION: Richard Daniels opened the floor for comments regarding the carryover request by WSU Extension.

- Connie Wurm: stated she wasn't denying the programs quality but felt that there are some real reasons why the program was not moving forward. She said it appears money was being put out there but nothing was going to happen. She concluded that if it were simply based on using unspent funds then she agreed.
- Connie Smidt: informed the committee that she had reached out to school board members in South Kitsap who stated they had never heard of the program. She included that she felt all the facts were not being presented.
- Robert Parker: stated that this is the program he was most critical of. He states it appears they are always making excuses as to reasons they are unable to fulfil the contract. He was not in agreement to carryover.
- Colleen Smidt: stated being very optimistic at the start.

- Ursula Petters: added that the program is a well-intended program with a lack of vision, passion and has gone unnurtured. She furthered that the time commitment from families is high. It may be possible that they have reached a point where they need to rethink the program and relaunch it with a new vision.
- Connie Wurm: agreed to give the 90 days requested but nothing further as the program appears unsupported.
- Russel Hartman: stated that they did not perform in the last grant period and disagreed with approving the request.
- Ursula Petters: neutral
- Kimberley Shipp: disagreed with approving the request
- Colleen Smidt: disagreed with approving the request
- Robert Parker: disagreed with approving the request
- Richard Daniels: disagreed with approving the request

ACTION: Colleen Smidt moved to approve the carryover request from WSU Extension. There was no seconded to carry the motion. Motion did not carry.

ACTION: Russel Hartman moved to deny the carryover request from WSU Extension. Kimberly Shipp seconded the motion. Motion carried unanimously.

CAC WORK PLAN

Gay Neal revisited the task and process development for planning the coming year through means of a planning meeting. The committee was asked how they would like to process or plan. Richard Daniels suggested having Gay send out the work plan and the committee could evaluate and add topics. The committee was asked to choose 2-3 big items to focus on. Gay will send out the current list for the committee to review. A firm deadline was set for January 16, 2018, which reflects the next advisory meeting.

2018 MEETING SCHEDULE

Gay Neal will send out the 2018 meeting schedule.

BEHAVIORAL HEALTH ORGANIZATION UPDATE

Russel Hartman gave the update. The SBHO Advisory Board will meet on January 10, 2018 to discuss the coming year and the move towards integrated services. Russel stated that Anders Edgerton will work with the Citizens Advisory Committee to prepare for the coming transition. He continued by saying within the next 24 months the state will choose a managed care company. Russel expressed that the once talked about pilot program of not adopting into the managed care reform was not going to happen. He furthered that there are policy issues around both funding and managing care for the Medicaid community. He says the choice has been made by the state and the integration will occur by January of 2020. He concluded that this shift will change the 1/10th focus and how the committee fills gaps.

COMMUNITY INPUT

Kurt Wiest, Executive Director from the Bremerton Housing Authority expressed his gratitude for what the Citizens Advisory Committee is doing for the community. He made mention to his grander vision and he would like to share this with the committee in the future. The vision entails a long-term approach to housing.

Richard Daniels included that the committee just finished the RFP process for the 2018 cycle and concluded that the committee would be interested in entertaining this dialog under the appropriate setting.

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

There will be no meeting held in December. The next Citizens Advisory Committee meeting will be held on Tuesday, January 16, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 6:54 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin (Excused)	Joe Roszak, KMHS
Richard Daniels	Elena Epstein, KMHS
Russell Hartman	Kurt Wiest, Bremerton Housing Authority
Lois Hoell (Excused)	
Robert Parker	
Ursula Petters	
Jeannie Screws (Excused)	
Kimberly Shipp	
Colleen Smidt	
Stacey Smalladen (Excused)	
Connie Wurm	
STAFF	
Gay Neal	
Doug Washburn	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, March 20, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

1. Call to Order - Introductions
Richard Daniels 5:00 – 5:05
2. Review & Approval of February 20, 2018 Minutes*
Full Committee (Attachment 2.1) 5:05 – 5:10
3. Additions/Changes to the Agenda
Full Committee 5:10 – 5:15
4. Crisis Triage Update
Staff/Contractor 5:15 – 5:25
5. Membership
Staff/Full Committee 5:25 – 5:35
6. 2018 Request for Proposal (RFP) Update
RFP Sub-Committee 5:35 – 5:45
7. CAC Work Plan Discussion
Full Committee 5:45 – 6:30
8. Behavioral Health Organization Update
SBHO Advisory Board Members 6:30 – 6:45
9. Community Input 6:45 – 6:55
10. Committee Member Check-in 6:55 – 7:00
11. Adjourn

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
February 20, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

For the record, Russel Hartman clarified that in the November 2017 Minutes, he reported that the Salish Behavioral Health Organization pilot program of not adopting into the managed care reform was not going to happen. This has changed and they are moving forward with the pilot program. The minutes as submitted below are accurate.

After review of the November 21, 2017 Minutes and January 16, 2018 Minutes, the following action was taken:

ACTION: Ursula Petters moved to approve the November 21, 2017 meeting minutes that had tabled in January due to lack of quorum. Jeannie Screws seconded. Lois Hoell abstained. Motion carried.

ACTION: Ursula Petters moved to approve the January 16, 2018 meeting minutes. Jeannie Screws seconded. Russell Hartman and Kimberly Shipp abstained. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Ursula Petters moved to approve the agenda as presented. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Neil Olson, Kitsap Mental Health, discussed priorities of the admissions process for the Crisis Triage Center. Priority will be given to law enforcement. He clarified that the center is not a medical facility and certain cases will need to be referred first to medical treatment before admission to the Crisis Triage Center. All admits will require a referral. These referral pathways will include, in order of priority; law enforcement, hospitals, adult residential treatment facilities and DMHP's in the community. The center will have a registered nurse on staff to assist minor medical care only. It is projected that the facility will have 80% of their staff hired prior to the center's on-target opening date of July 1st. Mr. Olson gave an explanation as to why the center would not take voluntary admits; expressing that the center's goals are to maintain crisis triage care for the community and not to become a shelter.

WEB BASED REQUEST FOR PROPOSAL

Kirsten Jewell, Program Coordinator for Kitsap County Housing and Homelessness, gave a tutorial on the web based software used by the Housing and Homelessness

program for the Request for Proposal (RFP) process. She demonstrated the functionality from both an applicant's perspective and an administrator's view. The program has been used for the (RFP) Housing and Homelessness program and the Community Development Block grant application process. This software has allowed the combined programs to reduce time, reduce paper and remain organized. She explained the importance of revising the process each year to develop specific questions that lead to the answers and information of greatest relevance. This yearly review allows the process by which evaluation of the applicants is conducted, to become highly specialized analytically and accurately. This review process includes revisiting and analyzing scoring schemes. The combined programs require all applicants to submit the final product electronically. Kirsten explained how the primary goal of revision is to reduce the amount of information they receive in the beginning. Kirsten's program has revised the process to include an, "Initial review" where applicants are not required to submit all documents with their applications initially. However, if they pass the first phase; "Qualified to submit" then they are candidates for further review and would be obligated to submit the required documents at that point in the process. Kirsten highlighted the importance of setting priorities for funding, by first understanding the community's need by looking at populations that need to be funded and then understand the impact you are trying to have. Second, she stated; ask yourself if the agency has the capacity to accomplish the goal? Kirsten gave the breakdown of their two (RFP) review groups, which reduces the amount of time on reviewers by not requiring all applications to be reviewed by everyone. She explained how one group of staff will review the services applications and another group will review the capital applications. Kirsten concluded with the pricing for the software and stated her program would be willing to add the CAC as administrators, if interested they could split the annual fees associated with its use.

SUBCOMMITTEE MEETING UPDATE

Kathleen Cronin gave an update on the RFP sub-committee meeting. The highlights included revising the language of the RFP to reflect cultural competency, indirect costs, definitions of therapists; counselors; and licensed mental health professionals, changing the RFP to reflect asking for the project idea first and qualifications second, defining appeals language, new vs. continuing requests and deciding where to focus funds, review of the evaluation and guidelines process to reflect positive outcomes and proof, using the strategic plan to guide areas of need. The committee was asked to email their thoughts. Three more meetings have been scheduled.

2018 ELECTIONS AND NOMINATING COMMITTEE

ACTION: Ursula Petters moved to nominate Connie Wurm as Vice Chair for the Citizens Advisory Committee. Jeannie Screws seconded. Motion carried unanimously.

CAC WORK PLAN

The Committee will review the Strategic Plan at the next meeting.

2018 MEETING SCHEDULE

The meeting schedule was reviewed.

BEHAVIORAL HEALTH ORGANIZATION

Russel Hartman discussed the complicated distribution of Medicaid funds and additional grants which cover some services not covered by Medicaid. He clarified that the Medicaid money is what is being consolidated by the state, to be managed by Managed Care Organizations (MCO). A Request for Proposal was issued from the state this month, offering those established Behavioral Health Organizations (BHO) the option to apply to manage as Administrative Service Organizations (ASO). Mr. Hartman explained the risks were both financial and they did not cover administrative costs. In November, Hartman reported on the current information he had at the time. In January, the Salish Behavioral Health Organization's Executive Committee, met and decided to proceed with applying to be an Administrative Service Organization(ASO). He stressed the importance of the 1/10th's responsibility to fund gaps in systems to create an overall supported mental health community. In conclusion, in November, there wasn't an option to apply to be an (ASO, in January, the Executive (SBHO Board decided to revisit gaining that option and now in February the (SBHO) is proceeding forward.

COMMUNITY INPUT

Jackie Fojtik introduced herself and expressed her interest in being a part of the committee as a volunteer.

Valerie Nau talked about her CIO training in Tacoma and expressed that the resources available in Tacoma are far greater than what Kitsap has.

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

Kimberly Shipp shared the concerns of local schools.

Gay Neal announced the opportunity to present to the League of Women Voters and the tentative Work Study Session scheduled with the County Commissioners on March 14th.

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, March 20, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:10 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Kirsten Jewell, Kitsap County
Richard Daniels	Elena Epstein, RMH
Russell Hartman	Eva Klemens, Community
Lois Hoell	Valerie Nau, Poulsbo PD
Robert Parker	Robert Neil Olson, KMHS
Ursula Petters	Jackie Fojtik, Community
Jeannie Screws	
Kimberly Shipp	
Connie Wurm (Excused)	
STAFF	
Gay Neal	
Doug Washburn	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, April 17, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

1. Call to Order - Introductions
Richard Daniels 5:00 – 5:05
2. Review & Approval of March 20, 2018 Minutes*
Full Committee (Attachment 1) 5:05 – 5:10
3. Additions/Changes to the Agenda
Full Committee 5:10 – 5:15
4. Crisis Triage Update
Staff/Contractor 5:15 – 5:30
5. NAMI Presentation
Mary Hancock, ED 5:30 – 6:00
6. 2018 Request for Proposal (RFP) Update
RFP Sub-Committee 6:00 – 6:30
7. CAC Work Plan Discussion
Full Committee (Attachment 3) 6:30– 6:40
8. Behavioral Health Organization Update
SBHO Advisory Board Members 6:40 – 6:50
9. Community Input 6:50 – 6:55
10. Committee Member Check-in 6:55 – 7:00
11. Adjourn

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
March 20, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the February 20, 2018 Minutes, the following action was taken:

ACTION: Jeannie Screws moved to approve the February 20, 2018 meeting minutes as corrected. Ursula Petters seconded. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Ursula Petters moved to approve the agenda as presented. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Neil Olson, Kitsap Mental Health, gave updates. Construction continues to be on target. Neil has met with substance abuse providers and will be meeting with law enforcement next. There will be an intensive two weeks of training for staff which will include crisis intervention, clinical documentation and admissions. The Division of Behavioral Health and Recovery and the Department of Health will certify and license the center.

MEMBERSHIP

Russel Hartman and Jeannie Screws recommended that the Commissioners appoint two applicants to the Citizen's Advisory Committee. Discussion was held on requiring interested applicants to first sit in on several committee meetings and a subcommittee meeting prior to submitting applications. This would allow the applicant to get a feel for the committee and the committee to get a feel for and become better acquainted with the applicant prior to the process of appointment. The CAC established a Sub-Committee to develop a process for reviewing and recommending applicants for appointment. Ursula Petters, Jeanne Screws and Jackie Fojtik volunteered to be on the Sub-Committee.

2018 REQUEST FOR PROPOSAL (RFP) UPDATE

Kathleen Cronin gave an update on the RFP subcommittee meeting. The highlights included additions and subtractions to the Request for Proposal. The following sections were reviewed; Project Design, Cultural Competence, Outreach, Organizational Capacity and Project Financial Feasibility. Further revisions are scheduled for review at the April subcommittee meeting.

CAC WORK PLAN

The committee took part in an informal cumulative voting process to evaluate the priorities of the CAC Work Plan. The committee discussed their reasoning for the choices they made. Gay Neal will tabulate the results and construct a graph to depict focus areas based on consensus. Notations were mentioned as items for future review; including deliberation on what to do with reserve funds, and possible seed money for a one-time special cause.

BEHAVIORAL HEALTH ORGANIZATION

Russel Hartman discussed the process of the state to consolidate and integrate behavioral health care with physical health care, which began 4 years ago. He gave a description of functionality for an Administrative Service Organization (ASO) compared to a Behavioral Health Organization (BHO). These differences are based on an integrated model where the ASO would not manage Medicaid funds as the BHO's have done in the past but would have responsibility for other State Behavioral Health Funds. Medicaid funds would be coordinated by a managed care company. The model's goals would be to provide Medicaid participants with seamless care involving medical, dental, mental health and substance abuse through managed care organizations and not BHO's.

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, April 17, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Robert Neil Olson, KMHS
Richard Daniels	Mosen Haksar, KMHS
Russell Hartman	Jackie Fojtik, Community
Lois Hoell (Excused)	Valerie Nau, Poulsbo PD (Excused)
Robert Parker (Excused)	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp	
Connie Wurm	
STAFF	
Gay Neal	
Doug Washburn (Excused)	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, May 15, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

1. Call to Order - Introductions 5:00 – 5:05
Richard Daniels
2. Review & Approval of March 20, 2018 Minutes* 5:05 – 5:10
and April 17, 2018 Minutes
Full Committee (Attachment 1 and 2)
3. Additions/Changes to the Agenda 5:10 – 5:15
Full Committee
4. Crisis Triage Update 5:15 – 5:30
Staff/Contractor
5. 2018 Request for Proposal (RFP) Update 5:30 – 6:00
RFP Sub-Committee (Attachment 3 and 4)
6. CAC Work Plan Discussion 6:00– 6:30
Full Committee (Attachment 5)
7. First Quarter Report and Site Visits 6:30 – 6:40
Full Committee
8. Behavioral Health Organization Update 6:40 – 6:50
SBHO Advisory Board Members
9. Community Input 6:50 – 6:55
10. Committee Member Check-in 6:55 – 7:00
11. Adjourn

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
March 20, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the February 20, 2018 Minutes, the following action was taken:

ACTION: Jeannie Screws moved to approve the February 20, 2018 meeting minutes as corrected. Ursula Petters seconded. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Ursula Petters moved to approve the agenda as presented. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Neil Olson, Kitsap Mental Health, gave updates. Construction continues to be on target. Neil has met with substance abuse providers and will be meeting with law enforcement next. There will be an intensive two weeks of training for staff which will include crisis intervention, clinical documentation and admissions. The Division of Behavioral Health and Recovery and the Department of Health will certify and license the center.

MEMBERSHIP

Russel Hartman and Jeannie Screws recommended that the Commissioners appoint two applicants to the Citizen's Advisory Committee. Discussion was held on requiring interested applicants to first sit in on several committee meetings and a subcommittee meeting prior to submitting applications. This would allow the applicant to get a feel for the committee and the committee to get a feel for and become better acquainted with the applicant prior to the process of appointment. The CAC established a Sub-Committee to develop a process for reviewing and recommending applicants for appointment. Ursula Petters, Jeanne Screws and Jackie Fojtik volunteered to be on the Sub-Committee.

2018 REQUEST FOR PROPOSAL (RFP) UPDATE

Kathleen Cronin gave an update on the RFP subcommittee meeting. The highlights included additions and subtractions to the Request for Proposal. The following sections were reviewed; Project Design, Cultural Competence, Outreach, Organizational Capacity and Project Financial Feasibility. Further revisions are scheduled for review at the April subcommittee meeting.

CAC WORK PLAN

The committee took part in an informal cumulative voting process to evaluate the priorities of the CAC Work Plan. The committee discussed their reasoning for the choices they made. Gay Neal will tabulate the results and construct a graph to depict focus areas based on consensus. Notations were mentioned as items for future review; including deliberation on what to do with reserve funds, and possible seed money for a one-time special cause.

BEHAVIORAL HEALTH ORGANIZATION

Russel Hartman discussed the process of the state to consolidate and integrate behavioral health care with physical health care, which began 4 years ago. He gave a description of functionality for an Administrative Service Organization (ASO) compared to a Behavioral Health Organization (BHO). These differences are based on an integrated model where the ASO would not manage Medicaid funds as the BHO's have done in the past but would have responsibility for other State Behavioral Health Funds. Medicaid funds would be coordinated by a managed care company. The model's goals would be to provide Medicaid participants with seamless care involving medical, dental, mental health and substance abuse through managed care organizations and not BHO's.

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, April 17, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Robert Neil Olson, KMHS
Richard Daniels	Mosen Haksar, KMHS
Russell Hartman	Jackie Fojtik, Community
Lois Hoell (Excused)	Valerie Nau, Poulsbo PD (Excused)
Robert Parker (Excused)	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp	
Connie Wurm	
STAFF	
Gay Neal	
Doug Washburn (Excused)	
Hannah Shockley	

**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
April 17, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the March 20, 2018 Minutes, the following action was taken:

ACTION: Lacking a quorum, the approval of the March 20, 2018 meeting minutes was tabled until the next meeting.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Lacking a quorum, Richard Daniels asked for changes to the agenda as presented. None were noted.

CRISIS TRIAGE UPDATE

Robert "Neil" Olson, Director for Kitsap Mental Health Services gave report. Opening day is scheduled for July 1, 2018. Current projects include reinstalling fire sprinklers in the dining rooms and door security. Carpet and paint has been completed. They have hired their second Program Supervisor and three Clinical Supervisors. There were 27 interviews conducted last week and currently working to hire all positions. Ongoing internal meetings are being conducted to address staff ratios and operations. The Fire Marshal will still need to conduct a final inspection and give clearance for occupancy. Gay Neal and Neil Olson will review the contract next week. They anticipate receiving the keys at the end of May.

PRESENTATION

Presentation by Mary Hancock from the Dispute Resolution Center. She discussed Day Centers for Mental Health and the value of social interaction and connection that these centers provide. She discussed the need for greater funding.

2018 REQUEST FOR PROPOSALS (RFP)

Gay Neal reviewed the RFP Sub-Committee progress and updates. The committee discussed changing the funding cycle from one to two years. The committee will discuss holding two executive sessions and will compile a priority funding list. Approval of these items will be voted on by the committee as a whole, once a quorum is present

CAC WORK PLAN DISCUSSION

Gay Neal discussed work plan scores.

BEHAVIORAL HEALTH ORGANIZATION

Gay Neal gave an update on care transition. During 2018, the Salish Behavioral Health Organization will work to get legislative approval for their pilot project to continue Medicaid oversight for behavioral health beyond 2020. If not approved, the Salish Behavioral Health Organization will decide whether or not to transition to a Behavioral Health Administrative Service Organizations (BH-ASO) for Non—Medicaid services. Behavioral Health Agencies will need to develop contracts with managed Care Organizations for 2020 Medicaid Services.

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, May 15, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:02 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Robert Neil Olson, KMHS
Richard Daniels	Elena Epstein, RMH
Russell Hartman (Excused)	Emily Randall
Lois Hoell (Excused)	Mosen Haksar, KMHS
Robert Parker (Excused)	
Ursula Petters	
Jeannie Screws (Excused)	
Kimberly Shipp (Excused)	
Connie Wurm	
Valerie Nau	
Jackie Fojtik (Excused)	
STAFF	
Gay Neal	
Doug Washburn (Excused)	
Hannah Shockley	



Request for Proposal Sub-Committee Recommendations

Background: The state of behavioral health care funding across the country has been in a state of transition beginning in 2010 with the passage of the Affordable Care Act – which expanded Medicaid coverage from 29,872 Kitsap residents in 2014 to 47,680 in 2018 (60% increase in Medicaid eligibles). In April 2016, mental health and substance abuse funding were integrated under the Behavioral Health Organizations. Washington State has legislated fully integrated managed care, combining coverage for physical and behavioral health services (mental health and substance use disorder) for Medicaid clients by January 2020. Behavioral Health Administrative Service Organization (BH-ASO) will deliver crisis services, administer certain non-Medicaid funding sources, and manage regional functions, such as employing an ombudsman and managing a community behavioral health advisory board. Service providers have been in constant flux for the last eight years.

Request for Proposals for 2019 and 2020: Given the state of change and time of uncertainty, the Request for Proposal Sub-Committee is recommending that the next grant cycle be a two-year funding award beginning January 1, 2019 through December 31, 2020. This would provide some level of funding certainty for providers, and allow them to focus on Medicaid and BH-ASO transition during 2019. This would also allow the CAC to focus on updating the Behavioral Health Strategic Plan, knowing that as funding changes – so do the gaps in service. The CAC would go into the next funding cycle (2021) with an updated plan and relevant recommendations for funding. Parameters would be put in place to assure that the second year of funding would be based on program performance and fund availability.

Year One 2019:

- Request for Proposal will include New and Continuation grants.
- Funding award will be for 2019 and 2020.
- Contracts will be executed annually.
- \$4 million will be awarded for each year.
- Year 2 budgets will be required to be the same amount or less than Year 1.
- Year 2 contract is contingent on program performance and fund availability.
- Continuous improvement with the evaluation measures.
- CAC members intensify contract performance and monitoring of programs.

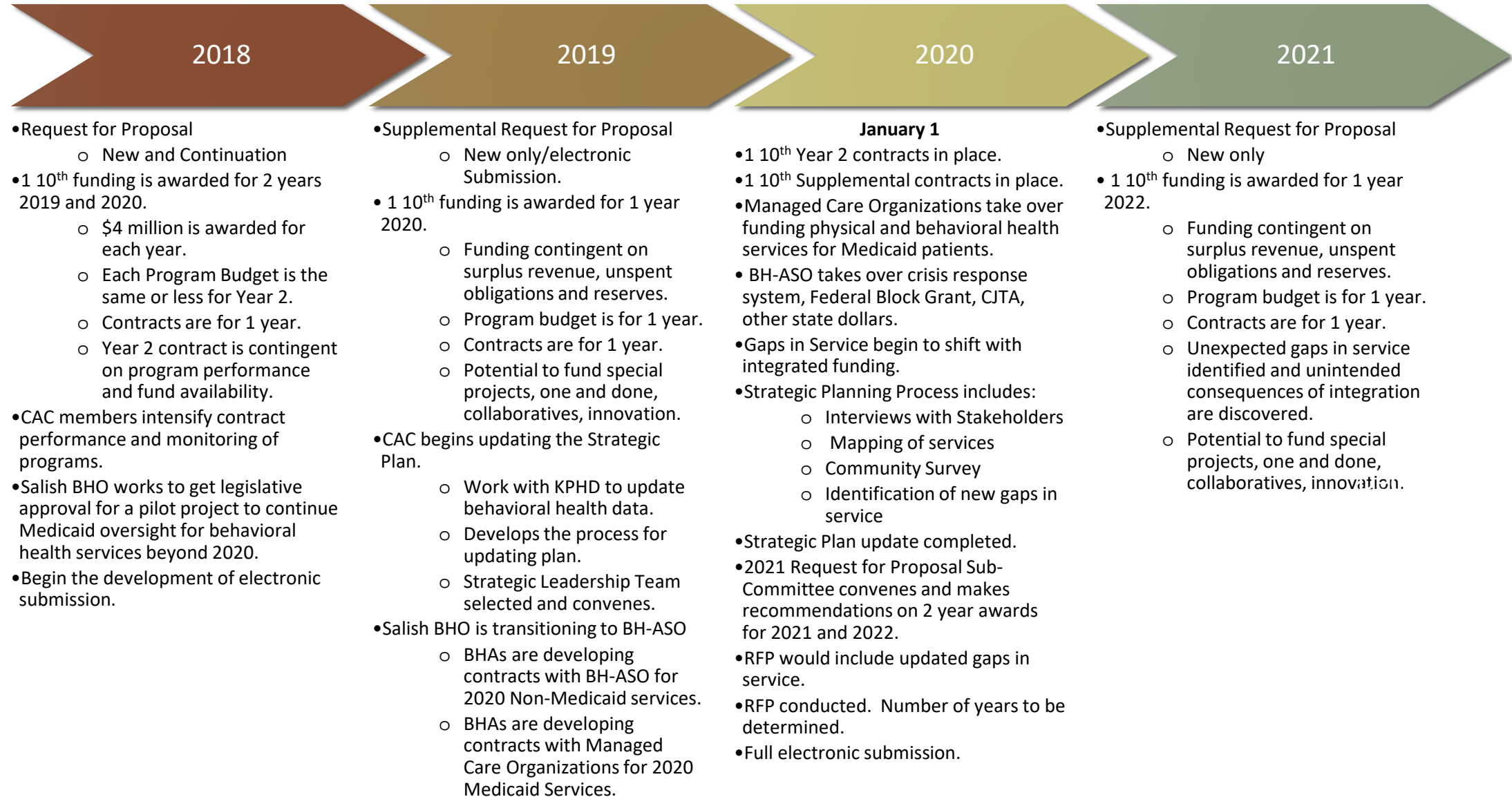
Year Two 2020:

- Supplemental Request for Proposal.
- New Proposals only.
- Funding award will be for 1 year (2020).
- Funding contingent on surplus revenue, unspent obligations and reserves.
- Program budget is for 1 year.
- Contracts are for 1 year.
- Potential to fund special projects, one and done, collaboratives, and innovation.
- CAC begins updating the Strategic Plan.

If the full CAC approves this recommendation, it will go to the Board of Commissioners for their approval before implementation.

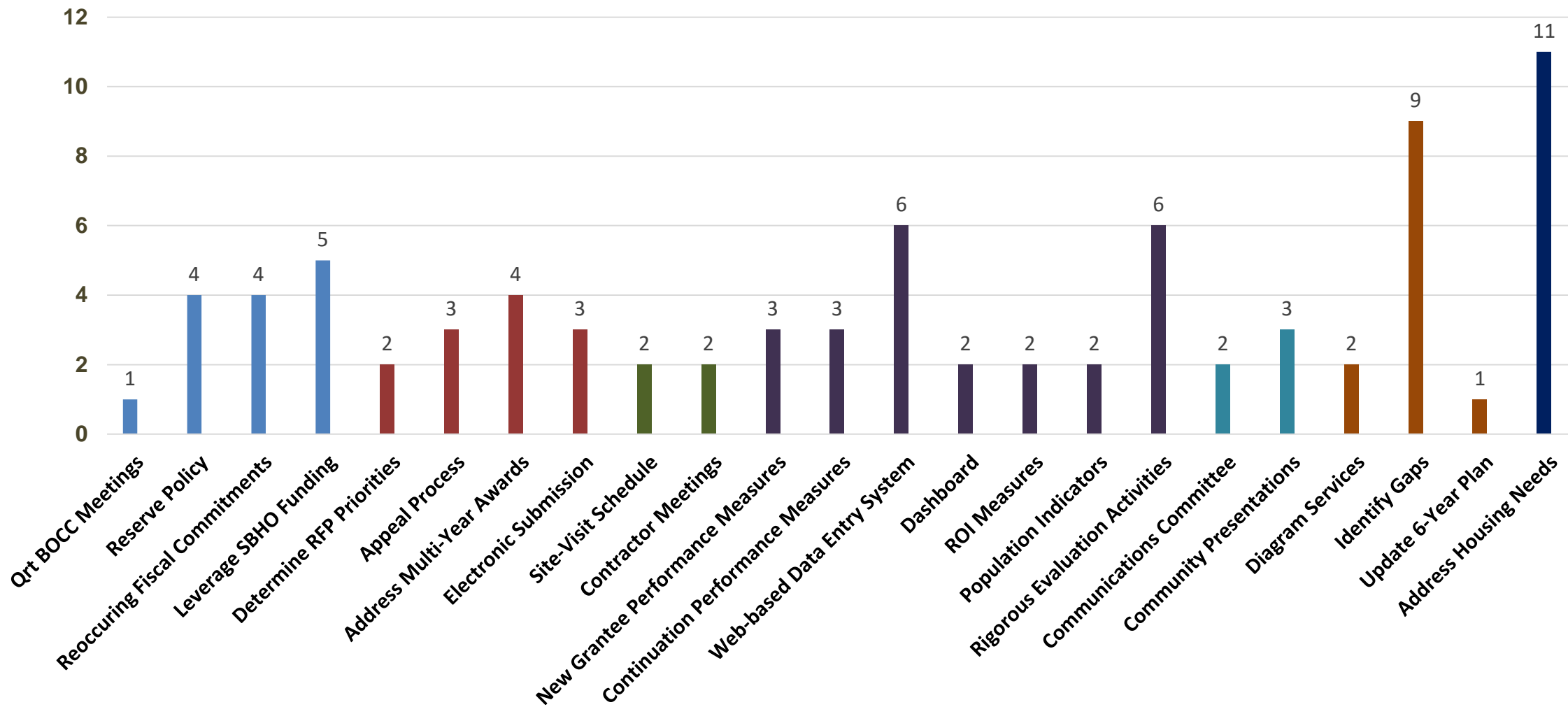


Mental Health, Chemical Dependency & Therapeutic Court Programs Behavioral Health Care Transition 2018 - 2021



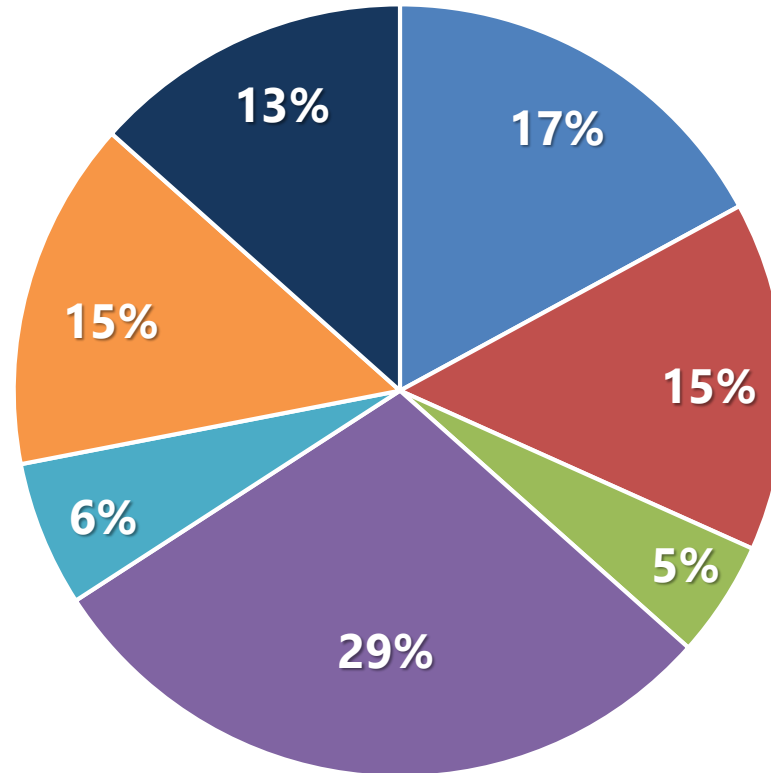


2018 Work Plan Scores





Work Plan Percentage Points Per Category



■ Advise BOCC ■ RFP ■ Monitoring ■ Evaluation ■ Communications ■ Planning ■ Program Practices



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, June 19, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Richard Daniels | 5:00 – 5:05 |
| 2. Review & Approval of May 15, 2018 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff/Contractor | 5:15 – 5:30 |
| 5. Planning for Executive Sessions
Full Committee (Attachment 2) | 5:30 – 6:15 |
| 6. CAC Work Plan Discussion
Full Committee (Attachment 3) | 6:15– 6:30 |
| 7. Nomination of Officers | 6:30 – 6:35 |
| 8. Site Visit Schedule
Full Committee | 6:35 – 6:40 |
| 9. Behavioral Health Organization Update
SBHO Advisory Board Members | 6:40 – 6:50 |
| 10. Community Input | 6:50 – 6:55 |
| 11. Committee Member Check-in | 6:55 – 7:00 |
| 12. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
May 15, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the April 17, 2018 and March 20, 2018 Minutes, the following action was taken:

ACTION: Kathleen Cronin made a motion to approve the April 17, 2018 minutes as presented. Jeannie Screws, Jackie Fojtik, Valerie Nau and Kimberly Shipp abstained. Valerie Nau seconded the motion. Motion carried.

ACTION: Jeannie Screws made a motion to approve the March 20, 2018 minutes as presented. Russell Hartman and Lois Hoell abstained. Valerie Nau seconded. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Richard Daniels made a motion to accept the agenda as presented. Kathleen Cronin seconded. Motion carried

CRISIS TRIAGE UPDATE

Robert "Neil" Olson, Director for Kitsap Mental Health Services gave report.

- Opening day has been pushed out to August 1, 2018 due to construction delays, including dry rot and showers
- Items still needed; Clinical license for the facility, approval by the Department of Behavioral Health and a final walk through with the Fire Marshal
- An infographic on the Crisis Triage Center admissions flow was passed out and discussed.
- Newly hired clinical support staff was introduced
- The Crisis Triage Center currently has 50% of their entire staff hired
- Open House is scheduled for July 24th at 4:30 p.m., invites to be sent

2018 REQUEST FOR PROPOSALS (RFP)

Kathleen Cronin gave a recap of the items addressed at the last sub-committee meeting which was held on May 10, 2018.

- Reducing the indirect cap from 10% to 5%
- Added an Executive Session date, Sept 17th and 18th
- Release of Information forms
- Defining and refining what is in the RFP to have it align, with greater clarity, to the grant

- Revised the narrative to be more concise, to invite more focused answers
- Discussed adding ½ million to the 2019 awards cycle
- Discussed option of two-year grant cycle

Gay Neal opened the discussion with the committee to address items requiring a vote.

- Should the committee add ½ million to the next grant cycle?
- Should the indirect cap be adjusted or changed?
- Should the grant cycle be changed from 1-year to a 2-year cycle?
- Vote on approval of the Request for Proposal with edits

Richard Daniels opened the floor for discussion. The committee addressed each item individually by presenting their justifications with solutions and concerns.

1. Should the committee add ½ million to the next grant cycle? Gay Neal conveyed the department's fiscal representative's evaluation was an increase of \$250,000 per year was a reasonable increase.

ACTION: Kathleen Cronin made a motion to add \$250,000 to the 2019 grant cycle. Russell Hartman seconded. Motion carried unanimously.

2. Should the indirect cap be adjusted or changed?
 - a. Concerns
 - i. hurts small business
 - ii. allowable expenses vs double claiming under indirect
 - iii. indirect and the correlation to sub-contractors
 - iv. abusing indirect
 - b. Suggested Solutions
 - i. justification for the use of 10%
 - ii. encourage less
 - iii. adjust the rate

ACTION: Kathleen Cronin moved to change the indirect percentage to reflect 5% and up to 10% for indirect costs with justification on usage. Lois Hoell abstained. Robert Parker seconded. Motion carried.

3. Should the grant cycle be changed from 1-year to a 2-year cycle?
 - a. Concerns
 - i. 2-year award is unstable with the uncertainty of federal money and the Behavioral Health Organizations upcoming changes regarding absorption into Managed Care Organizations
 - ii. Primary purpose is to fill gaps, gaps cannot be predicted
 - iii. insecurity for providers when hiring and providing services based on one year
 - iv. 2-years is an entitlement
 - v. new and starting out programs do not have evidence-based proof
 - vi. unstable
 - vii. county liability
 - viii. guidelines and criteria are vague for determination

- b. Suggested Solutions
 - i. evaluate based on promising and evidence-based practice
 - ii. sustainability and best practice
 - iii. flexibility moving forward
 - iv. 2-year award with a 1-year contract
 - v. revisit the 2-year after 2020 legislative changes

ACTION: Robert Parker made a motion to keep the grant cycle as 1 year. Jeannie Screws seconded. Valerie Nau, Jackie Fojtik and Richard Daniels opposed. 6 in favor. Motion carried.

4. Request for Proposal with edits was reviewed.

ACTION: Jeannie Screws made a motion to accept the entire Request for Proposal as amended. Kimberly Shipp seconded. Motion carried unanimously.

CAC WORK PLAN DISCUSSION

Gay Neal announced that there would be a focused meeting next month to discuss work plans.

FIRST QUARTER REPORTS AND SITE VISITS

Gay Neal reviewed the First Quarter report handout.

- Discussed assignments for sites
- June and July for first visits before the Request for Proposal is released
- Gay will set up site visits

BEHAVIORAL HEALTH ORGANIZATION

Russell Hartman gave updates.

- Budget related increase with state wide appropriations
- Managed Care Organizations to be awarded. There will be two or more MCO's per area
- State offered regions the option to adopt Administrative Service Organizations to manage Medicaid funds locally
- Managed Care Organizations are not responsible for service of care
- King County is working with Independent Practice Associations

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

Reserve funds tabled for discussion.

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, June 19, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Robert Neil Olson, KMHS
Richard Daniels	Elena Epstein, RMH
Russell Hartman	Mosen Haksar, KMHS
Lois Hoell	Elizabeth Gallien, KMHS
Robert Parker	Mari Van Court, ALTC
Ursula Petters (Excused)	Sarah Folger, KMHS
Jeannie Screws	
Kimberly Shipp	
Valerie Nau	
Jackie Fojtik	
STAFF	
Gay Neal	
Doug Washburn	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Request for Proposal 2018 Master Meeting Schedule

Kitsap County Board of Commissioners Work Study Session Kitsap County Administration Building

Port Blakely Conference Room
619 Division Street, Port Orchard
Monday, May 21, 2018 11:00 a.m. – 12:00 p.m.

Meeting to Develop Questions for Q & A Sessions Kitsap WorkSource Center, Kitsap Room

1300 Sylvan Way, Bremerton
Thursday, August 30, 2018 3:00 p.m. – 5:00 p.m.

Question and Answer Sessions Norm Dicks Government Center

**4th Floor WSU Extension Classroom
345 6th Street, Bremerton, WA 98337**
Tuesday, September 11th, 9:00 a.m. – 5:00 p.m.
Wednesday, September 12th, 9:00 a.m. – 5:00 p.m.
Thursday, September 13th, 9:00 a.m. – 5:00 p.m.
Friday, September 14th, 9:00 a.m. – 5:00 p.m.

Citizens Advisory Committee Executive Sessions Kitsap WorkSource Center, Kitsap Room

1300 Sylvan Way, Bremerton
Monday, September 17, 2018 and Tuesday, September 18, 2018
3:00 p.m. – 7:00 p.m.

Citizens Advisory Committee Meeting Kitsap WorkSource Center, Kitsap Room

1300 Sylvan Way, Bremerton
September 18, 2018 7:00 p.m. – 7:30 p.m.

Kitsap County Board of Commissioners Work Study Session Kitsap County Administration Building

Port Blakely Conference Room
619 Division Street, Port Orchard
Monday, September 24, 2018 11:00 a.m. – 12:00 a.m.

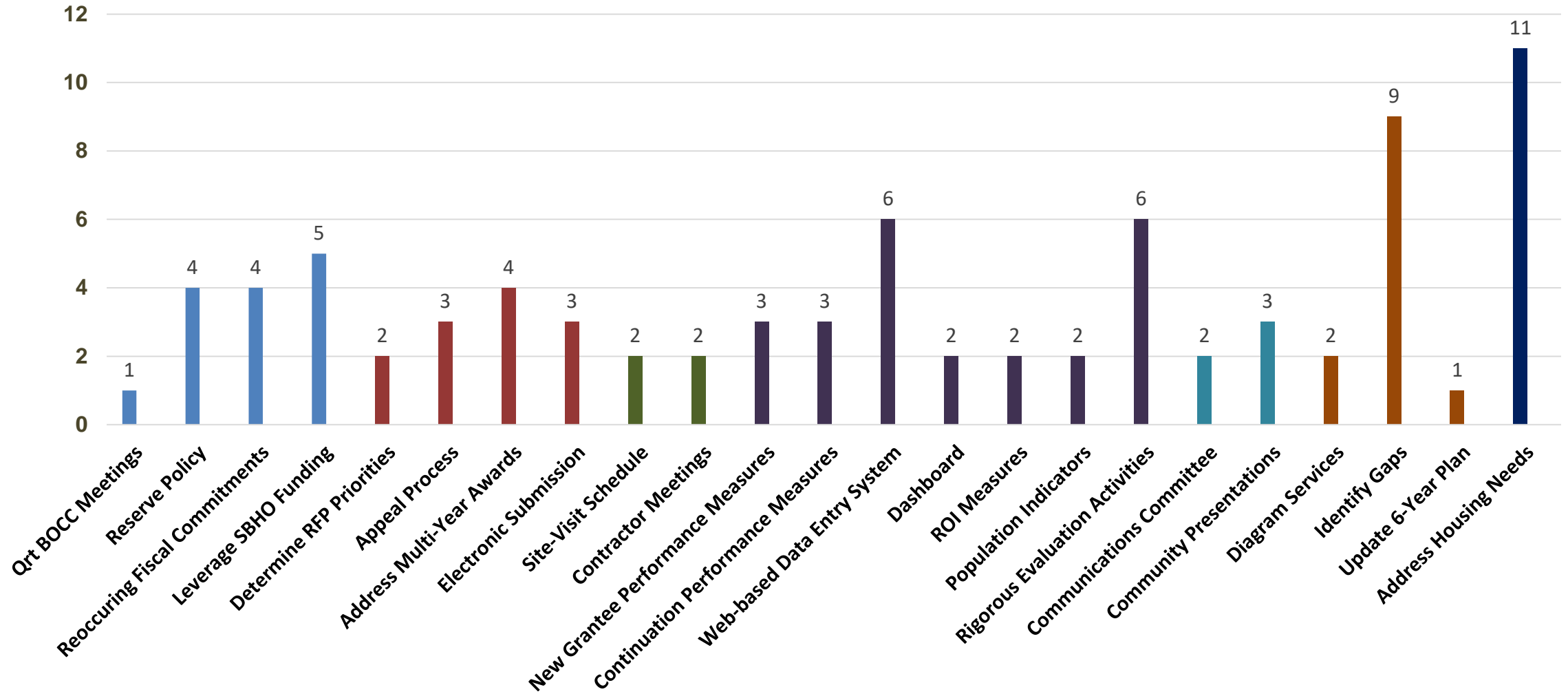
Kitsap County Board of Commissioners Regular Business Meeting Kitsap County Administration Building

Commissioners Chambers
619 Division Street, Port Orchard
Monday, October 8, 2018 5:30 p.m. – 7:00 p.m.



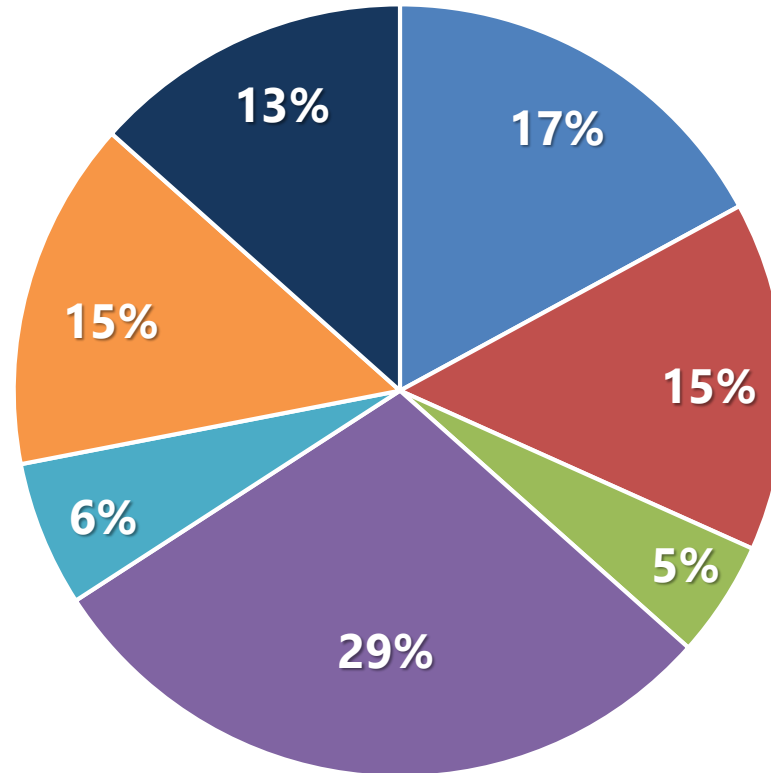


2018 Work Plan Scores





Work Plan Percentage Points Per Category



■ Advise BOCC ■ RFP ■ Monitoring ■ Evaluation ■ Communications ■ Planning ■ Program Practices



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, July 17, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Richard Daniels | 5:00 – 5:05 |
| 2. Review & Approval of June 19, 2018 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update (Attachment 2)
Staff/Contractor | 5:15 – 5:30 |
| 5. SBHO Update on Behavioral Health Integration
Anders Edgerton, Administrator | 5:30 – 6:00 |
| 6. Nomination of Officers | 6:00 – 6:10 |
| 7. RFP Sub-Committee Update
RFP Sub-Committee Members (Attachment 3) | 6:10 – 6:40 |
| 8. Convene Membership Committee | 6:40 – 6:50 |
| 9. Community Input | 6:50 – 6:55 |
| 10. Committee Member Check-in | 6:55 – 7:00 |
| 11. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
June 19, 2018**

Richard Daniels, Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the May 15, 2018 Minutes, the following action was taken:

ACTION: Jackie Fojtik moved to approve the May 15, 2018 meeting minutes as corrected. Lois Hoell seconded. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Ursula Petters moved to approve the agenda as presented. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Neil Olson, Kitsap Mental Health Services, gave updates. Kitchen equipment has been delivered. The furniture deliveries are scheduled. Staff hiring is 88% complete with 31 openings filled, 15 pending hires, and 6 open positions left. The facility has experienced a great response in applications received. The Crisis Triage Center will provide a unique opportunity for the community, it is perceived that the chance to be a part of something new has created a well appreciated draw of applicants. Open House is still scheduled for July 24th at 4:30 p.m.

PLANNING FOR EXECUTIVE SESSIONS

Philip Ramunno, Epidemiologist with the Kitsap Public Health District, attended all Request for Proposal Sub-Committee meetings and volunteered to develop a scoring sheet which takes into consideration the Narrative Scores of each proposal submitted, as well as community impact and considerations based on Commissioner's policy goals. He reviewed the Scoring Sheet with the committee. It was recommended that the Request for Proposal Sub-Committee meet to review and finalize the draft for use in the Executive Sessions in determining funding recommendations.

ACTION: Lois Hoell moved to accept the scoring sheet with revisions from the sub-committee. Valerie Nau seconded. Motion carried unanimously.

The Request for Proposal Sub-Committee Meeting is scheduled for Friday, June 29th, 10:00 a.m. – 12:00 p.m. Kitsap County Administration Building, Port Gamble Conference Room #252, 619 Division St, Port Orchard, WA.

CAC WORK PLAN

The committee agreed to revisit the Work Plan in October after the 2018 Request for Proposal Process is complete.

NOMINATION OF OFFICERS

Richard Daniels explained the responsibilities of officers and asked for nominations for Vice-Chair. It was discussed that the committee reach out to the Nominating Committee which included two members not present; Kimberly Shipp and Jeannie Screws. The committee will revisit with the goal of nominating a Vice Chair.

SITE VISITS SCHEDULE

The site visits evaluation form was reviewed. Suggestions and best practice for the visits were discussed.

BEHAVIORAL HEALTH ORGANIZATION

Lois Hoell gave updates. She explained that the Pilot program was still being pursued by the Salish Behavioral Health Advisory Board and that there were no concrete resolutions at this time, as changes are a daily occurrence. Western State will close their doors in 2020 to civil commitments. The Health Care Authority gave a presentation at the Board meeting and the budget was passed.

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, July 17, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 6:45 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Robert Neil Olson, KMHS
Richard Daniels	Mosen Haksar, KMHS
Jackie Fojtik	Gail Campbell-Ferguson, KMHS
Russell Hartman	Sarah Folger, KMHS
Lois Hoell	Andrea Glarner, KMHS
Valerie Nau	Shea Fitzgerald, KMHS
Robert Parker (Excused)	Philip Ramunno, Kitsap Health District
Ursula Petters	
Jeannie Screws (Excused)	
Kimberly Shipp (Excused)	
STAFF	
Gay Neal	
Doug Washburn (Excused)	
Hannah Shockley	

join us

With gratitude for your generous support,
we invite you to join in celebration of

The Kitsap County Crisis Triage Center & Substance Use Residential Center

1975 NE Fuson Road Bremerton, Washington

Dedication and Open House

Tuesday, July 24, 2018 | 4:30 – 6:30 pm

— *RSVP* —

Please RSVP by July 17, 2018 to communityrelations@kmhs.org.
For more information, please visit kitsapmentalhealth.org or call 360-415-5871

With Special Appreciation to Funders & Supporters

Kitsap County Board of Commissioners

Kitsap County Department of Human Services

Mental Health, Chemical Dependency & Therapeutic Court Citizens Advisory Committee

Salish Behavioral Health Organization

The Taxpayers of Washington State and Kitsap County

Washington State Department of Commerce

Washington State Department of Social & Health Services/Division of Behavioral Health & Recovery



Treatment Works. People Recover.

Kitsap 1/10th of 1% <u>Continuation</u> Grant Proposal Scoring Sheet				
Agency:				
Project:				
	Points Earned	Possible Points	Score	Comments
1. NARRATIVE: 30% Overall Score	0	100	0%	
1A. Project Design: 9% Overall Score	0	30	0%	
1Ai. Project Design		5	0%	
1Aii. Staffing Qualifications		5	0%	
1Aiii. Organizational Licenses and Certificates		5	0%	
1Aiv. Outreach		5	0%	
1Av. Evaluation		10	0%	
1B. Accomplishments to Date: 9% Overall Score	0	30	0%	
1Bi. Progress to Date		10	0%	
1Bii. Integration and Collective Impact		10	0%	
1Biii. Key Accomplishments		10	0%	
1C. Budget Narrative: 6% Overall Score	0	20	0%	
1Ci. Past Expenditures		5	0%	
1Cii. Funding Request		5	0%	
1Ciii. Funding Modifications		5	0%	
1Civ. Subcontractors		5	0%	
1D. Sustainability: 6% Overall Score	0	20	0%	
1Di. Leveraged Funds		10	0%	
1Dii. Sustainability Plan		10	0%	
2. IMPACT: 30% Overall Score	0	30	0%	
2A. PROVIDER PERFORMANCE				
Considerations include, but are not limited to: experience with grantee to date and past evaluation performance				
2B. EXPECTED IMPACT				
1. CLIENT IMPACT- Considerations include, but are not limited to: empirical strength of proposed evidence-based, promising, best, or innovative practice; expected number of individuals in population of focus that program will reach and at what depth; impact on client outcomes				
2. SYSTEM IMPACT- Considerations include, but are not limited to: diversion from or reduced use of high cost services; value of community linkages, intra-agency collaboration, and/or collective impact				
3. FULFILLMENT OF STRATEGIC PLAN: 40% Overall Score	0	40	0%	
Considerations include, but are not limited to:				
1. Addressing policy goal(s); aspect(s) of policy goal(s) that existing efforts* do not adequately address; and policy goal(s) at different points in the continuum of care				
2. Better addressing same policy goal(s) than existing efforts* with justified additional cost or without additional cost; equally addressing same policy goal(s) as existing efforts to similar extent, but at reduced cost; or maximally using requested resources by lowering the cost per individual served while not sacrificing level or quality of service				
* As demonstrated by needs assesment				
WEIGHTED	Points Earned	Possible Points	Score	Comments
1. NARRATIVE: 30% Overall Score	0	30	0%	
2. EXPECTED IMPACT: 30% Overall Score	0	30	0%	
3. DISCRETIONARY CONSIDERATIONS BASED ON POLICY GOALS: 40% Total Score	0	40	0%	
TOTAL	0	100	0%	

Kitsap 1/10th of 1% <u>New Grant Proposal Scoring Sheet</u>				
Agency:				
Project:				
	Points Earned	Possible Points	Score	Comments
1. NARRATIVE: 30% Overall Score	0	100	0%	
1A. Project Description: 12% Overall Score	0	40	0%	
1Ai. Project Design	0	10	0%	
1Aii. Evidence-Based, Promising, Best or Innovative Practices	0	10	0%	
1Aiii. Outreach	0	10	0%	
1Aiv. Evaluation	0	10	0%	
1B. Community Needs and Benefit: 9% Overall Score	0	25	0%	
1Bi. Policy Goal	0	10	0%	
1Bii. Needs Assessment and Target Population	0	10	0%	
1Biii. Community Collaboration, Integration and Collective Impact	0	5	0%	
1C. Organizational Capacity: 6% Overall Score	0	25	0%	
1Ci. Organizational Governance	0	5	0%	
1Cii. Organizational Finances	0	5	0%	
1Ciii. Staffing Qualifications	0	5	0%	
1Civ. Organizational Licenses and Certificates	0	5	0%	
1Cv. History of Project Management	0	5	0%	
1D. Project Financial Feasibility: 3% Overall Score	0	10	0%	
1Di. Budget Narrative	0	5	0%	
1Dii. Additional Resources and Sustainability	0	5	0%	
2. EXPECTED IMPACT: 30% Overall Score	0	30	0%	
1. CLIENT IMPACT- Considerations include, but are not limited to: empirical strength of proposed evidence-based, promising, best, or innovative practice; expected number of individuals in population of focus that program will reach and at what depth; impact on client outcomes				
2. SYSTEM IMPACT- Considerations include, but are not limited to: diversion from or reduced use of high cost services; value of community linkages, intra-agency collaboration, and/or collective impact				
3. FULFILLMENT OF STRATEGIC PLAN: 40% Overall Score	0	40	0%	
Considerations include, but are not limited to:				
1. Addressing policy goal(s); aspect(s) of policy goal(s) that existing efforts* do not adequately address; and policy goal(s) at different points in the continuum of care				
2. Better addressing same policy goal(s) than existing efforts* with justified additional cost or without additional cost; equally addressing same policy goal(s) as existing efforts to similar extent, but at reduced cost; or maximally using requested resources by lowering the cost per individual served while not sacrificing level or quality of service				
* As demonstrated by needs assesment				
WEIGHTED	Points Earned	Possible Points	Score	Comments
1. NARRATIVE: 30% Overall Score	0	30	0%	
2. EXPECTED IMPACT: 30% Overall Score	0	30	0%	
3. DISCRETIONARY CONSIDERATIONS BASED ON POLICY GOALS: 40% Total Score	0	40	0%	
TOTAL	0	100	0%	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
Outpatient Services:
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, September 18, 2018
7:00 p.m. – 7:30 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Richard Daniels | 7:00 – 7:05 |
| 2. Review & Approval of July 17, 2018 Minutes*
Full Committee (Attachment 1) | 7:05 – 7:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 7:10 – 7:15 |
| 4. 2019 Request for Proposal Recommendations*
Full Committee | 7:15 – 7:20 |
| 5. Community Input | 7:20 – 7:25 |
| 6. Committee Member Check-in | 7:25 – 7:30 |
| 7. Adjourn | |

*** Action Item**



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
July 17, 2018**

Richard Daniels, Chair, called the meeting to order at 5:02 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the June 19, 2018 Minutes, the following action was taken:

ACTION: No changes / No Quorum

Robert Parker joined the meeting approximately 5:40p.m.

ACTION: Jeannie Screws made a motion to approve the June 19, 2018 minutes as presented. Jackie Fojtik seconded. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Jeannie Screws made a motion to accept the agenda as presented. Jackie Fojtik seconded. Motion carried

CRISIS TRIAGE UPDATE

Robert "Neil" Olson, Director for Kitsap Mental Health Services gave report.

- Opening day is August 1, 2018
- Open House on July 24, 2018 at 4:30 p.m.
- Week long orientation for new hires next week
- Department of Health inspection today for Occupancy License
- Name has been changed from Crisis Triage Center to include Pacific Hope and Recovery Center
- 47 out of 52 staff members have been hired

SBHO UPDATE ON BEHAVIORAL HEALTH INTEGRATION

Anders Edgerton, Administrator SBHO, discussed the future of the Behavioral Health in Washington State

- Behavioral Health Organizations are being absorbed by Managed Care Organizations
- Medicaid funds will funnel through these MCO's vs. the counties for Substance Use Disorder and Mental Health Services. These companies include Amerigroup, Molina, United and Coordinated Care.
- County can adopt an Administrative Service Organization to manage the non-Medicaid funds. Kitsap, Clallam and Jefferson have until May 2019 to decide. If the counties opt out, then a company called Beacon will manage these funds.
- Pilot Program was discussed, which would provide for clinical integration without full financial integration and retain local oversight of care.

NOMINATION OF OFFICERS

Richard Daniels asked for nominations on three accounts from the committee. Jeannie Screws was nominated as the Vice Chair. No other nominations were made.

ACTION: Jackie Fojtik made a motion to approve Jeannie Screws as the Vice Chair. Robert Parker seconded with all in favor and none opposed. Motion carried unanimously.

RFP SUB-COMMITTEE UPDATE

- Proposal scoring sheet was discussed
- Decisions on utilization of the scoring sheet for Executive meeting clarified

CONVENE MEMBERSHIP COMMITTEE

- Terms ending in September for members; Kathleen Cronin, Russell Hartman and Robert Parker
- Kathleen is eligible for 2 more consecutive terms
- Russell and Robert are eligible for 1 more term
- Committee to revisit the process of nominations for new members moving forward
- Elements to revisit regarding the nomination process include; nomination form, interview questions, orientation.

COMMUNITY INPUT

- Helen Havens, community member, had questions regarding funding clarification from Kitsap County's 1/10th and the Triage Crisis and Detox Center.

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, August 21, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:02 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin (Excused)	Robert Neil Olson, KMHS
Richard Daniels	Elizabeth Gallien, KMHS
Russell Hartman	Mosen Haksar, KMHS
Lois Hoell (Excused)	Helen E. Havens, Community
Robert Parker	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp (Excused)	
Valerie Nau (Excused)	
Jackie Fojtik	
STAFF	
Gay Neal	
Doug Washburn (Excused)	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, October 16, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Richard Daniels | 5:00 – 5:05 |
| 2. Review & Approval of September 18, 2018 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Debrief 2018 Request for Proposal (RFP)
Full Committee | 5:15 – 5:45 |
| 5. 2018 Carry Over Requests*
Staff | 5:45 – 6:00 |
| 6. 2019 Meeting Schedule and Learning Opportunities
Full Committee | 6:00 – 6:15 |
| 7. 2019 Sub-Committees
Full Committee | 6:15 – 6:30 |
| 8. 2019 Nominating Committee Appointed
Richard Daniels | 6:30 – 6:40 |
| 9. Community Input | 6:40 – 6:50 |
| 10. Committee Member Check-in | 6:50 – 7:00 |
| 11. Adjourn | |

*** Action Item**



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
September 18, 2018**

Richard Daniels, Chair, called the meeting to order at 7:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the July 17, 2018 Minutes, the following action was taken:

ACTION: Ursula Petters moved to approve the July 17, 2018 meeting minutes as presented. Jackie Fojtik seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Ursula Petters moved to approve the July 18, 2017 meeting minutes as revised. Kimberly Shipp seconded the motion. Motion carried unanimously.

Richard Daniels asked that the committee members who were abstaining from votes to make themselves known. Kimberly Shipp announced her formal decline to vote for Bremerton School District, Social and Emotional Learning. Valerie Nau announced her formal decline to vote for City of Poulsbo, Behavioral Health Outreach and the Kitsap County Sheriff's Office Crisis Intervention Training. Kathleen Cronin announced her formal decline to vote for Kitsap County, Behavioral Health Courts and City of Poulsbo, Behavioral Health Outreach.

The committee's 2019 recommendations were as follows; Adult Drug Court \$369,144.00, Veteran's Treatment Court \$72,312.00, Behavioral Health Court \$232,711.00, Behavioral Health Outreach \$296,784.00, Nurse Family Partnership \$127,828.00, CIT for Law Enforcement \$ 21,500.00, Reentry Officer and Coordinator \$210,720.00, Juvenile Therapeutic Courts \$151,466.00, Homeless Youth Intervention \$301,479.00, Partners in Memory Care \$104,214.00, Kitsap Connect \$380,105.00, West Sound Treatment \$339,000.00, Wellness on Wheels \$199,628.00, Permanent Supportive Housing Pre-Development \$119,900.00, Behavioral Health Counseling \$580,301.00, Social and Emotional Learning \$100,050.00, Substance Abuse and Prevention Program \$64,610.00, Housing Stability Support \$144,331.00, Therapeutic Courts Alternative to Prosecution \$298,854.00 Total requested; \$7,408,178.48 with the funding total allocation being; \$4,114,937.00.

ACTION: Russell Hartman moved to accept the recommendations as presented. Ursula Petters seconded the motion. Motion carried unanimously.

ACTION: Russell Hartman moved to recommend that under the RCW 82.14.460 that the unallocated funds of \$385,063.00 be set aside and dedicated for housing that is a component of a coordinated chemical dependency or mental health

treatment program or service. Ursula Petters seconded the motion. Lois Hoell abstained. Motion carried unanimously.

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

It was announced that the Work Study session would be held on September 24th from 11:00-12:00 a.m. All committee members were welcomed to attend. Closing comments were made by members of the committee.

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, October 16, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:20 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Summer Anderson, Salish Recovery Coalition
Richard Daniels	
Jackie Fojtik	
Russell Hartman	
Lois Hoell	
Valerie Nau	
Robert Parker (EXCUSED)	
Ursula Petters	
Jeannie Screws (EXCUSED)	
Kimberly Shipp	
STAFF	
Gay Neal	
Doug Washburn (EXCUSED)	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

**KITSAP COUNTY
DEPARTMENT OF HUMAN
SERVICES**

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

**Citizens Advisory Committee Meeting
Tuesday, November 20, 2018
5:00 p.m. – 7:00 p.m.
Kitsap WorkSource Center, Kitsap Room
1300 Sylvan Way, Bremerton**

AGENDA

- | | |
|--|-------------|
| 1. Call to Order - Introductions
Richard Daniels | 5:00 – 5:05 |
| 2. Review & Approval of October 16, 2018 Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Kitsap Mental Health Services Update
Joe Roszak, Chief Executive Officer | 5:15 – 6:00 |
| 5. 2019 Election of Officers*
Nominating Committee | 6:00 – 6:10 |
| 6. 2019 Request for Proposal Committee Update
RFP Committee | 6:10 – 6:25 |
| 7. Third Quarter Report July 1 – September 30, 2018
Full Committee | 6:25 – 6:35 |
| 8. Behavioral Health Organization (BHO) Update
Salish BHO Representatives | 6:35 – 6:45 |
| 9. December Meeting Schedule*
Full Committee | 6:45 – 6:50 |
| 10. Community Input | 6:50 – 6:55 |
| 11. Committee Member Check-in | 6:55 – 7:00 |
| 12. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
October 16, 2018**

Richard Daniels, Chair, called the meeting to order at 5:01 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the September 18, 2018 Minutes, the following action was taken:

ACTION: Jeannie Screws made a motion to approve the September 18, 2018 minutes as revised. Jackie Fojtik seconded the motion. Motion carried.

ADDITIONS/CHANGES TO THE AGENDA

ADDITIONS: PROCESS DEBRIEF, CARRYOVER FUNDS, ACTION NEEDED FOR KITSAP PUBLIC HEALTH DISTRICT STATEMENT OF WORK.

ACTION: Richard Daniels made a motion to accept the additions to the agenda. Kathleen Cronin seconded. Motion carried

DEBRIEF OF THE 2018 REQUEST FOR PROPOSAL

Richard Daniels gave a recap of the Work Study session on September 18th and Regular Board of County Commissioners meeting on October 8th.

- Kitsap Mental Health and Kitsap Strong were both in attendance, advocating for funding not recommended by the Citizens Advisory Board. These two programs discussed reasoning for reconsideration. SaintA proposed by Kitsap Strong for \$134,032 and Housing Navigation Center proposed by Kitsap Mental Health Services for \$1,685,943.
- The Board of County Commissioners upheld the Citizens Advisory Board's recommendations. No further funding was awarded.
- Appeal window is open until Wednesday, October 17, 2018.

2018 REQUEST FOR PROPOSALS FULL COMMITTEE PROCESS DEBRIEF

Members gave input on the recent RFP cycle and made suggestions for process changes to be considered, to be reviewed by the sub-committee in the next year.

- Two Executive sessions were appreciated, allowing adequate time for review of applicants.
- Budgets Standardization / Discrepancy in upholding rules
- Continuity of scoring for applicants who do not have subcontractors or a need for licensure
- Debate process of the proposals/ clean up and sensibility
- Clarity on what is included or required by applicants/ holes in RFP

- Continuing applicants, disclaimer that there are changes in the application requirements
- Clarity on budget infrastructure of the county/ supplanting
- RFP / Carryover rules defined
- Two separate RFP's for Continuing vs. New applicants
- Heavy weight determination should focus on Strategic Plan
- Recusal standard needed

2019 MEETING SCHEDULE AND LEARNING OPPORTUNITIES

- Stephanie Lewis, Salish Behavioral Health Organization to discuss sub capitated vs. managed care and Administrative Service Organization (ASO)
- Elya Moore, Olympic Community of Health to discuss complexity of care
- Amber D'Amato, Kitsap County to discuss budget structure and bring clarity to why the county is not covering costs of items asked for by Therapeutic Courts.
- Meeting schedule to include debriefing with the board for clarification on
 - Courts entitlement or sustainability required
 - Supplanting
 - Strategic Plan convening to review in 2019
 - Housing goals
 - Savings for other agencies doesn't come full circle/ quantifiable data 5 years out
 - Courts / can they consolidate and share resources
 - 2nd ,1/10th for increased funding

KITSAP PUBLIC HEALTH DISTRICT STATEMENT OF WORK

The statement of work provided by the contract with Kitsap Public Health District was reviewed and discussed by the committee.

ACTION: Jeannie Screws made a motion to approve the statement of work, in the amount of \$45,455. Kimberly Shipp seconded. Motion carried unanimously.

2018 CARRYOVER REQUESTS

Six programs submitted requests to carryover funding. Funding that had been awarded during the 2018 grant cycle. The committee reviewed each request.

Agency: City of Poulsbo

ACTION: Jeannie Screws moved to approve the request as presented. Ursula Petters seconded. Valerie Nau abstained. Motion carried.

- Decision based on; their 2019 application that had been reduced to include carryover. Approved Carryover Total: \$50,000

Agency: The Coffee Oasis

ACTION: Kathleen Cronin moved to deny the request as presented. Lois Hoell seconded. Motion carried.

- Decision based on; the program being fully funded for their 2019 request and to carryover the 2018 funds would be additional money to a fully funded award. Denied Carryover Total: \$280,242.00

Agency: Kitsap County Sheriff's Department Behavioral Health Unit

ACTION: Lois Hoell moved to approve the request as presented. Jeannie Screws seconded. Motion carried.

- Decision based on; that the program was denied funding in the 2018 grant award for painting which put the project behind as they struggled to find additional funding. Now that a contractor has been secured and the project can be completed, they are approved to use the already awarded funds to finish the project. Approved Carryover Total: \$15,840.00

Agency: Kitsap County Sheriff's Department RideAlong

ACTION: Lois Hoell moved to approve the request as presented. Jackie Fojtik seconded. Motion carried.

- Decision based on; the allotted money awarded in 2018 is required to complete the project which has taken place in phases. Approved Carryover Total: \$75,000.00

Agency: Kitsap County Superior Court Adult Drug Court

ACTION: Jeannie Screws moved to approve the request as presented. Lois Hoell seconded. Kimberly Shipp and Jackie Fojtik abstained. Motion carried.

- Decision based on; individuals who are still in drug court but released from treatment are required to submit urinary analysis (UA's) for the duration of drug court in order to comply, which can span up to 18 months past release from treatment. No alternate funding is available. Approved Carryover Total: \$39,195.00

Agency: Kitsap Public Health District

ACTION: Kathleen Cronin moved to deny the request as presented. Kimberly Shipp seconded. Motion carried.

- Decision based on; request being a modification of the original grant allocation that was not approved. Denied Carryover Total: \$29,975.00

2019 RFP SUB-COMMITTEE

This committee will review process and procedures with the Request for Proposal and the Strategic Plan. Committee chose members for the 2019 RFP Sub-Committee as follows.

- Jackie Fojtik, Chair
- Kathleen Cronin
- Ursula Petters
- Valerie Nau

2019 MEMBERSHIP COMMITTEE

Membership Committee is involved in the appointment process, in conjunction with Commissioners, to appoint new members to the Committee.

- Ursula Petters, Chair
- Kathleen Cronin
- Jackie Fojtik

2019 COMMUNICATIONS COMMITTEE

This committee promotes the work accomplished by the committee, with goals of keeping the lines of communication open to the community.

- Jeannie Screws, Chair
- Kimberly Shipp

2019 NOMINATING COMMITTEE

The Nominating Committee is responsible for election of officers.

- Ursula Petters, Chair
- Jackie Fojtik
- Kimberly Shipp

CARRYOVER FUNDS

The Committee voted at their Executive Session on Tuesday, September 18, 2018 to move to recommend that under the RCW 82.14.460, the unallocated funds of \$385,063.00 be allocated for a separate Request for Proposal designed for housing needs. The Committee asked that the topic of unallocated funds be put on the November agenda.

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, November 20, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Elena Epstein, RMH
Richard Daniels	
Russell Hartman (Excused)	
Lois Hoell	
Robert Parker (Excused)	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp	
Valerie Nau	
Jackie Fojtik	
STAFF	
Gay Neal	
Doug Washburn (Excused)	
Hannah Shockley	



Department of Human Services

Doug Washburn
Director

KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES

Hannah Shockley,
Office Supervisor
507 Austin Drive
614 Division Street, MS-23
Port Orchard, WA 98366
Phone: 360.337.7185
Fax: 360.337.5721

Developmental Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton, Administrator
Phone: 360.337.4886

**Mental Health/Chemical
Dependency/Therapeutic Court**
Gay Neal, Coordinator
Phone: 360.337.4827

**Substance Abuse Prevention/
Treatment and Youth Services**
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse Prevention
Deanne Jackson, Prevention
Coalition Coordinator
Phone: 360.337.4878

**Aging & Long-Term
Care/Senior Information &
Assistance**
Givens Community Center
1026 Sidney Avenue, Suite 105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr. I&A)
1.800.562.6418 (Sr. I&A)
Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

**Community Development
Block Grant**
Norm Dicks Government Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

**Kitsap Recovery Center
Outpatient Services:**
1026 Sidney Road
Port Orchard, WA 98366

Inpatient and Detox Services:
661 Taylor Street
Port Orchard, WA 98366
Fax: 360.377.7027
Bergen Starke, Clinical Manager
Phone: 360.337.4625

Workforce Development
1300 Sylvan Way
Bremerton, WA 98310
Elizabeth Court, Director, OWDA
Phone: 360.337.4767

Veterans Assistance
Andrew Sargent, Coordinator
Phone: 360.337.4811

Citizens Advisory Committee Meeting Tuesday, December 18, 2018 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

AGENDA

1. Call to Order - Introductions 5:00 – 5:05
Richard Daniels
2. Review & Approval of November 20, 2018 Minutes* 5:05 – 5:10
Full Committee (Attachment 1)
3. Additions/Changes to the Agenda 5:10 – 5:15
Full Committee
4. **RFP Issue #1: Strategic Plan** 5:15 – 5:45
Kimberly Shipp, RFP Sub-Committee
5. **RFP Issue #2: Set Aside Funds** 5:45 – 6:15
Jackie Fojtik, RFP Sub-Committee Chair
6. **RFP Issue #3: Funding Cycle** 6:15 – 6:45
Ursula Petters, RFP Sub-Committee
7. Salish Behavioral Health Organization (SBHO) Update 6:45 – 6:50
SBHO Member
8. Community Input 6:50 – 6:55
9. Committee Member Check-in 6:55 – 7:00
10. Adjourn

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
November 20, 2018**

Jeannie Screws, Vice Chair, called the meeting to order at 5:00 p.m. Introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the October 16, 2018 Minutes, the following action was taken:

ACTION: Robert Parker moved to approve the October 16, 2018 meeting minutes as revised. Jackie Fojtik seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Russell Hartman moved to approve the agenda as presented. Motion carried unanimously.

KITSAP MENTAL HEALTH SERVICES UPDATE

Joe Roszak, Chief Executive Officer discussed the progress of the Crisis Triage Center since it's opening in August. The facility has provided services for 88 people thus far and the percentages continue to gradually increase monthly. Other topics covered;

- When medical clearance is required prior to admit
- Robert "Neil" Olson, Director KMHS scheduled meeting with Emergency Management Services
- Meetings with hospital liaisons
- Service number statistics
- Myths vs facts misconceptions in the community
- Kitsap Mental Health
 - Reality on why programs are having trouble hiring licensed mental health professionals, education/skills vs. the jobs are not aligned
 - KMH had 311 job postings this year, 84% hires, 40% promotions within
- Behavioral Health and the Managed Care transition
 - Billing will become more complex, multiple companies
 - Managed Care, dual diagnosis not supported
 - Small business fill unique niche, challenges they will face
 - Why managed care as a state solution, a barrier between lawsuits in a society transformed by social engineering as a result of lawsuits
 - Each managed care carries its own overhead and administrative costs

2019 ELECTION OF OFFICERS

ACTION: Jeannie Screws moved to open nominations. Russell Hartman seconded the motion. Motion carried unanimously.

ACTION: Ursula Petters moved to nominate Richard Daniels as the Committee Chair and Richard Daniels nominated Jeannie Screws as Committee Vice Chair. Jeannie Screws asked for further nominations from the floor. None were given.

ACTION: Robert Parker moved to accept both nominations as presented. Russell Hartman Seconded the motion. Motion carried unanimously. Appointments effective January 2019.

2019 REQUEST FOR PROPOSAL COMMITTEE UPDATE

Jackie Fojtik, Chair of the RFP Committee, met with Gay Neal to discuss next steps. Jackie explained the review of the past and present process and requested that the CAC committee, consider and decide the areas of focus for the RFP committee to work on prior to the RFP committee meeting. The CAC committee will email their top five concerns to Gay, core mission and areas of focus will be discussed and decided on at the December meeting.

THIRD QUARTER REPORT JULY 1 – SEPTEMBER 30, 2018

The full Third Quarter Report is available online. The reports were reviewed, with a summary of each program's progress and implementation of program activities, including outcomes and spending plans. With one exception, West Sound Treatment Center did not submit outcomes. There will be a fiscal review of all 1/10th funding from January – June of 2018 conducted the first week of December by the Human Services Department. Requirements will be set for 2019.

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

Integration will take place in two phases.

- Full financial integration by 2020
- Full service integration by 2022
- Olympic Community of Health will have a role until 2024, where they will oversee the integration is implemented as intended

Management of funds moving forward

- Managed Care will manage behavioral health for Medicaid only
- Question unknown; how much money will the ASO be allotted to manage
- Decision must be made by May 15th
- Deciding to be an ASO, will require a consensus of the 3 county commissioner vote of approval and passing the readiness test by the state

DECEMBER MEETING SCHEDULE

COMMUNITY INPUT

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, December 18, 2018 at the Work Source Center, Kitsap Room, Bremerton starting 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 7:00 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Summer Anderson, Salish Recovery Coalition
Richard Daniels	Joe Roszak, KMHS
Jackie Fojtik	Tom Pinkham, Citizen
Russell Hartman	Megan Kelly, KMHS
Lois Hoell (EXCUSED)	Elena Epsten, RMH
Valerie Nau (EXCUSED)	Gladys Kuwein, Citizen
Robert Parker	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp (EXCUSED)	
STAFF	
Gay Neal	
Doug Washburn (EXCUSED)	
Hannah Shockley	